

City of Worcester

Fiscal Year 2019

Operating Budget

Edward M. Augustus, Jr., City Manager

Worcester, Massachusetts

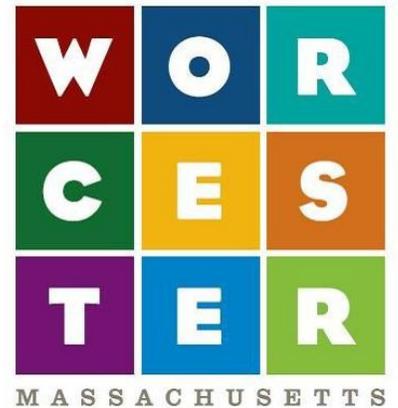
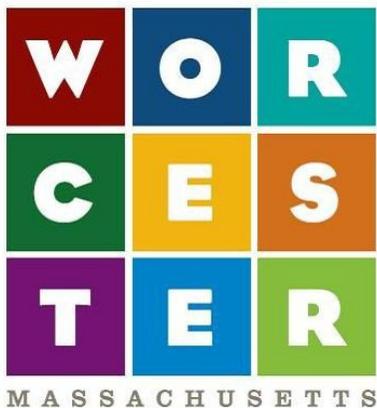


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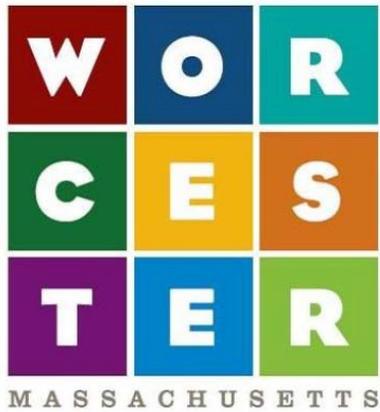
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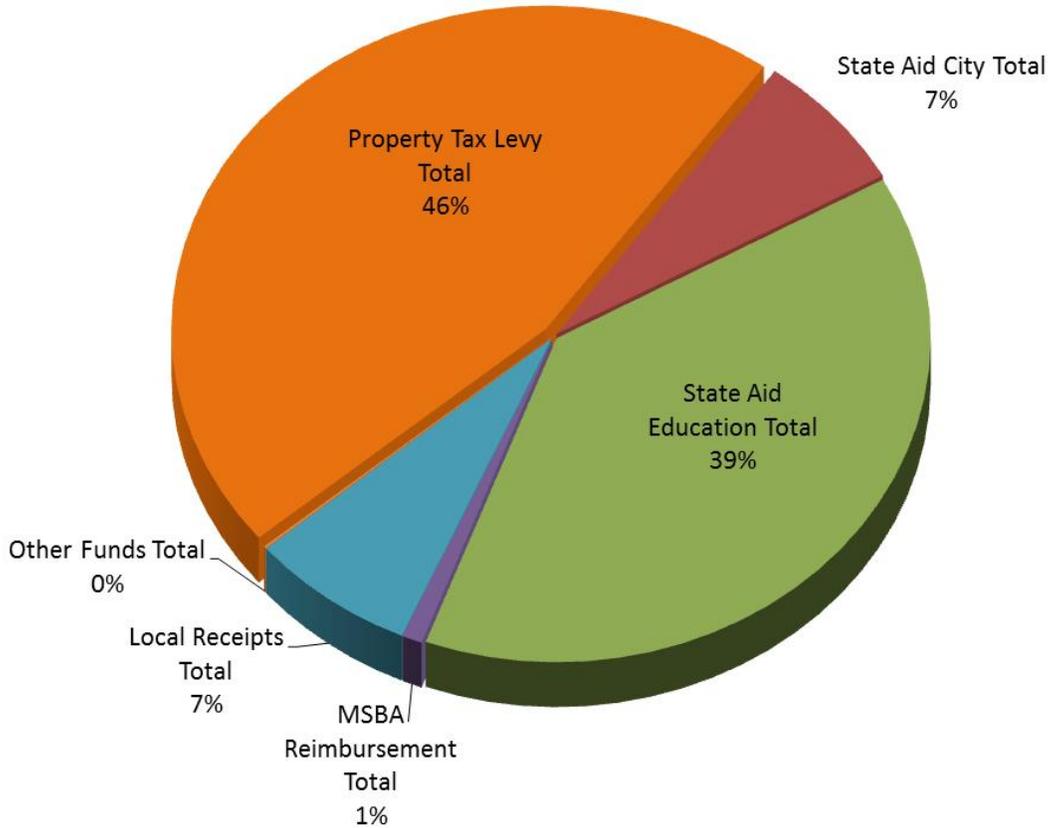
Fiscal Year 2019 Budget Financial Plan Revenue and Expenditure Overview

The Fiscal Year 2019 recommended budget is balanced and submitted in accordance with the City Charter and Chapter 44 of the Massachusetts General Laws. All of the revenues or other funding sources for the appropriation recommendation in this budget are detailed below. Expenditure appropriation recommendations are summarized in this overview and detailed in each of the departmental sections that follow. The official appropriation order is summarized in the Line Item Budget at the end of the budget document.

Revenue Overview

The Fiscal Year 2019 budget is funded through \$649.9M in revenues. This is comprised of \$299.1M in property taxes, \$45.1M in State Aid for City operations, \$252.2M in State Aid for Education, \$2.3M in Charter School reimbursements. Other revenues include \$5.7M in MSBA reimbursements for school construction, \$47.1M in local receipts, and \$700K in other available funds.

FY19 Revenue Estimates

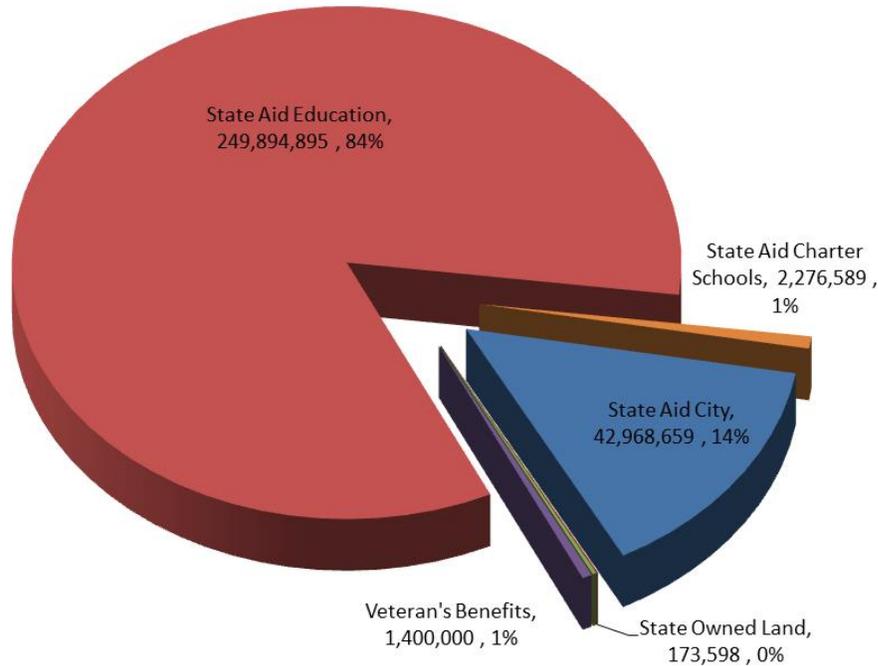


State Aid (Cherry Sheet)

The Cherry Sheet is the name of the official document used by the Commonwealth of Massachusetts to inform cities and towns of the estimated receipts from the Commonwealth for Unrestricted General Government Aid, Education Aid and other state-determined revenue categories. It also informs cities and towns of some anticipated intergovernmental charges, including the charges for regional transit and Charter School tuition. These amounts are all subject to change based on the final budget for the Commonwealth. The following table and chart illustrates the breakdown in categories of State Aid Funding.

Revenue and Expenditure Summary

FY19 State Aid Totals



State Aid Overview and Trends

The chart above indicates the breakdown of state funding among the aid categories for Fiscal Year 2019. Of the State Aid anticipated to be received, 85% is in the form of Educational Aid while 15% is Municipal Aid. The table below shows the trend in support from the Commonwealth for Education and Municipal Aid between FY18 and FY19.

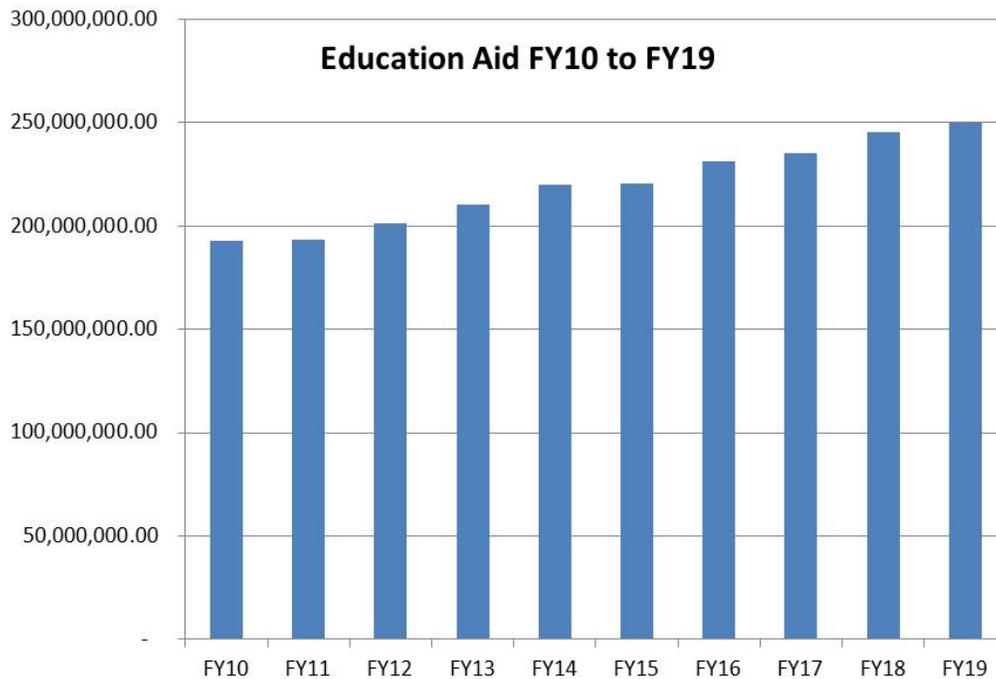
State Aid Education	FY18 Budget	FY19 Budget	FY18/19 Change	%Change
Education - Chapter 70	245,207,183	249,894,895	4,687,712	1.91%
Education - Charter	1,779,749	2,276,589	496,840	27.92%
Total State Aid Educational	246,986,932	252,171,484	5,184,552	2.10%
State Aid Municipal	FY18 Budget	FY19 Budget	FY18/19 Change	%Change
Unrestricted General Government Aid	41,515,613	42,968,659	1,453,046	3.50%
Veteran's Benefits	1,821,933	1,400,000	(421,933)	-23.16%
Elderly/Veterans Exemptions	557,801	541,732	(16,069)	-2.88%
State Owned Land	209,609	173,598	(36,011)	-17.18%
Total State Aid Municipal	44,104,956	45,083,989	979,033	2.22%

Revenue and Expenditure Summary

State Aid Categories - The following describes each of the line items on the Cherry Sheet, the state aid amounts anticipated by the City for Fiscal Year 2019.

Education Aid – Chapter 70

Massachusetts General Laws Chapter 70 Education Aid provides financial assistance to cities and towns in order to promote the equalization of the burden of school costs across the state. Chapter 70 School Aid is based on a formula that generates a “foundation budget” representing the per pupil funding required to provide education per state law. The state then uses a separate formula to determine a locality’s required contribution for education from local revenues using the Department of Revenue’s Municipal Revenue Growth Factor (MRGF). The result of this formula is the City’s required contribution for education. The difference between the calculated “foundation budget” and the City’s “required contribution” is then funded with Chapter 70 Aid. Chapter 70 Aid for the Worcester Public Schools is projected to be \$249,894,895 for Fiscal Year 2019. The table below depicts the history of this aid category back to Fiscal Year 2010.

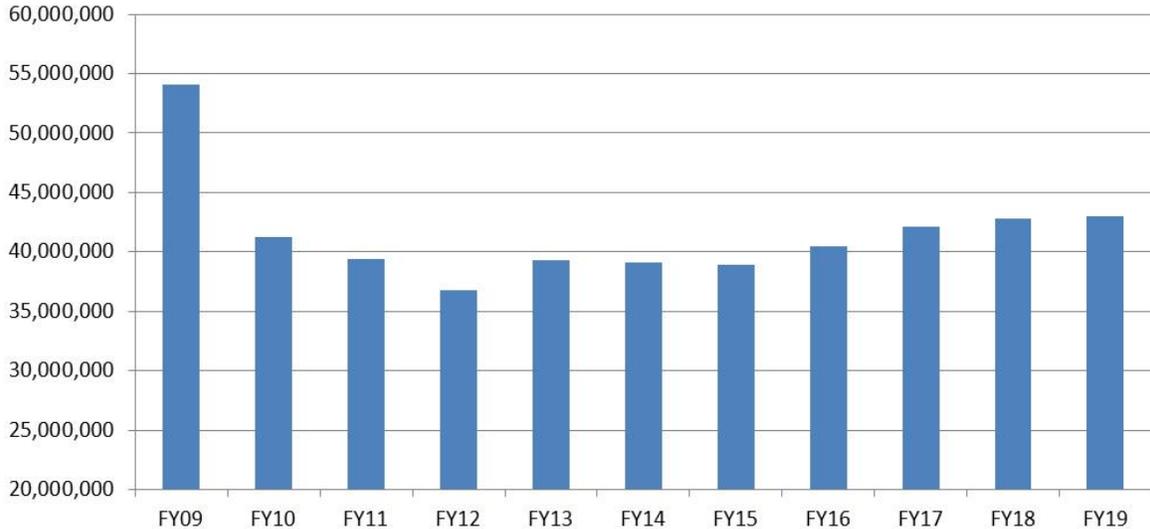


Unrestricted General Government Aid

This State Aid Category represents the bulk of the non- educational aid received by cities and towns. The City of Worcester, by formula, receives approximately 4.0% of the total State appropriation of this state aid category. For Fiscal Year 2019, the City anticipates receiving \$42,968,659 in Unrestricted General Government Aid. This represents a \$1.5 M increase over the Fiscal Year 2018 estimate. The table below depicts the history of this aid category back to Fiscal Year 2009.

Revenue and Expenditure Summary

State Aid for City Services FY10 to FY19



Charter School Reimbursement

The Commonwealth provides a declining reimbursement amount to cities and towns for each student that chooses to attend a Charter School. In Fiscal Year 2019, the Charter Tuition Reimbursement is estimated in the amount of \$2.3M. This amount is subject to change as final enrollments in the City's charter schools are tabulated. In recent years, the Commonwealth has not fully funded this aid category.

Veterans Benefits

The Commonwealth of Massachusetts reimburses the City of Worcester 75% of the cost of veterans' benefits. As a result of the timing for reimbursements from the State, this revenue source represents 75% of the City's spending on Veteran's benefits for the past 12 months, not an estimate of the coming 12 months. Benefits are paid consistent with Massachusetts General Laws Chapter 115. The Fiscal Year 2019 reimbursement estimate is \$1.4M.

State Owned Land

The Commonwealth provides a reimbursement to cities and towns for tax revenues lost due to state owned land. The reimbursement is based on state calculated values and is based solely on the value of the land itself, not the structures on the property. This receipt is estimated at \$173,598 for Fiscal Year 2019.

Public Libraries

Under Chapter 78, Section 19A, of the Massachusetts General Laws, each municipality which is certified by the Board of Library Commissioners, and meets certain requirements and standards for free public library service, receives aid from the Commonwealth. This amount also appears as a Cherry Sheet Offset and is not subject to appropriation. As a result, it is not shown in the above summary or included in the tax levy budget.

Revenue and Expenditure Summary

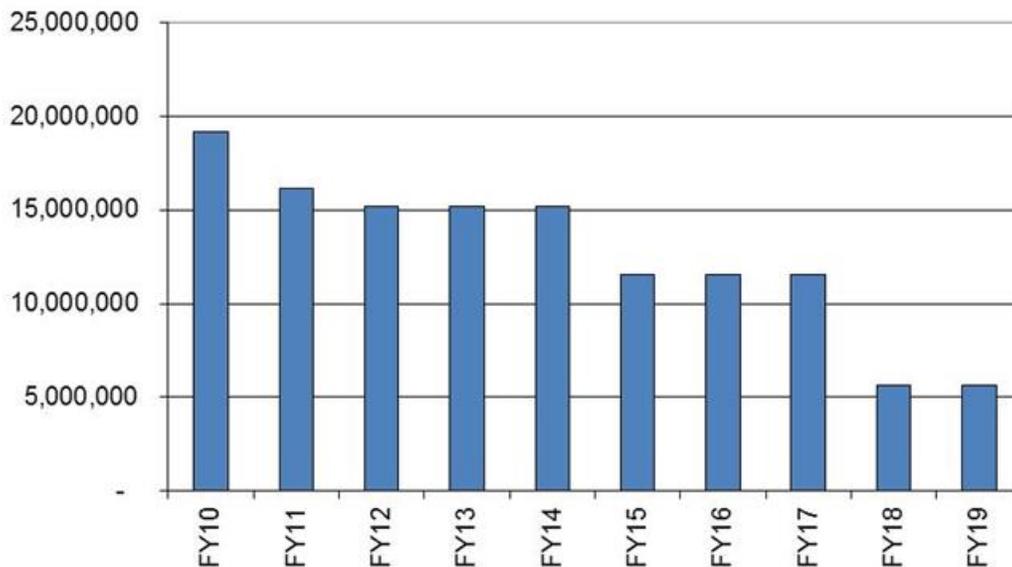
Veterans, Elderly and Disabled Tax Exemption

Aid Under Chapter 59, Section 5, clause 41C of Massachusetts General Laws, as amended by Section 5 of Chapter 653 of the Acts of 1982, persons who meet statutory criteria including age, status, and income thresholds will receive a state-funded flat tax exemption of \$500-\$1,000. The Fiscal Year 2019 budget includes a Cherry Sheet allocation of \$541,732 for these exemptions.

School Construction MSBA Reimbursements

Massachusetts School Building Authority (MSBA) reimbursements are based on city expenditures associated with school construction costs and interest payments. The MSBA now uses a different model for the funding of school construction projects that includes progress payments during construction rather than reimbursements at the conclusion of a project. As a result, this funding source will be reduced and eventually eliminated. The following chart shows the recent history and future of school building reimbursements. In Fiscal Year 2015, this reimbursement fell from \$15.2M to \$11.5M as reimbursements were completed for Gates Lane and Quinsigamond school projects. This aid category remained at this level until Fiscal Year 2018, when additional reimbursements were completed and the reimbursement dropped to \$5.6M.

MSBA Reimbursements



Revenue and Expenditure Summary

Property Taxes

The Fiscal Year 2019 budget includes property tax revenue increases consistent with the provisions of Proposition 2½, recognizing a 2.5% increase in the property tax levy as well as the value of new construction growth projected to be certified by the Commonwealth. The budget assumes a Proposition 2½ increase in the amount of \$7.68M and new growth of \$6.0M. The gross tax levy of \$299.1M is reduced by an amount reserved for exemptions and abatements (Overlay Reserve - \$4M) to derive a net tax levy which is subject to appropriation. For Fiscal Year 2019 the net tax levy is in the amount of \$299.1M.

Overlay Reserve for Abatements and Exemptions

The overlay reserve is raised by the City Assessor in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions. Abatements are granted in circumstances where real or personal property has been overvalued or disproportionately valued and appropriate adjustments are made to the original assessed value. The overlay for Fiscal Year 2019 is set at \$4M.

Property Tax Revenue	2018	2019
Prior Year Levy	282,319,616	289,389,960
Levy Limit	293,408,601	307,195,432
2.5% Increase	4,761,487	7,679,886
NewGrowth	6,451,616	6,000,000
New Limit	307,195,432	316,719,963
Remaining Unused Levy Capacity	13,650,117	13,650,117
New Total Levy	293,532,719	303,069,846
Less Overlay	(4,142,759)	(4,000,000)
Available Tax Levy	289,389,960	299,069,846

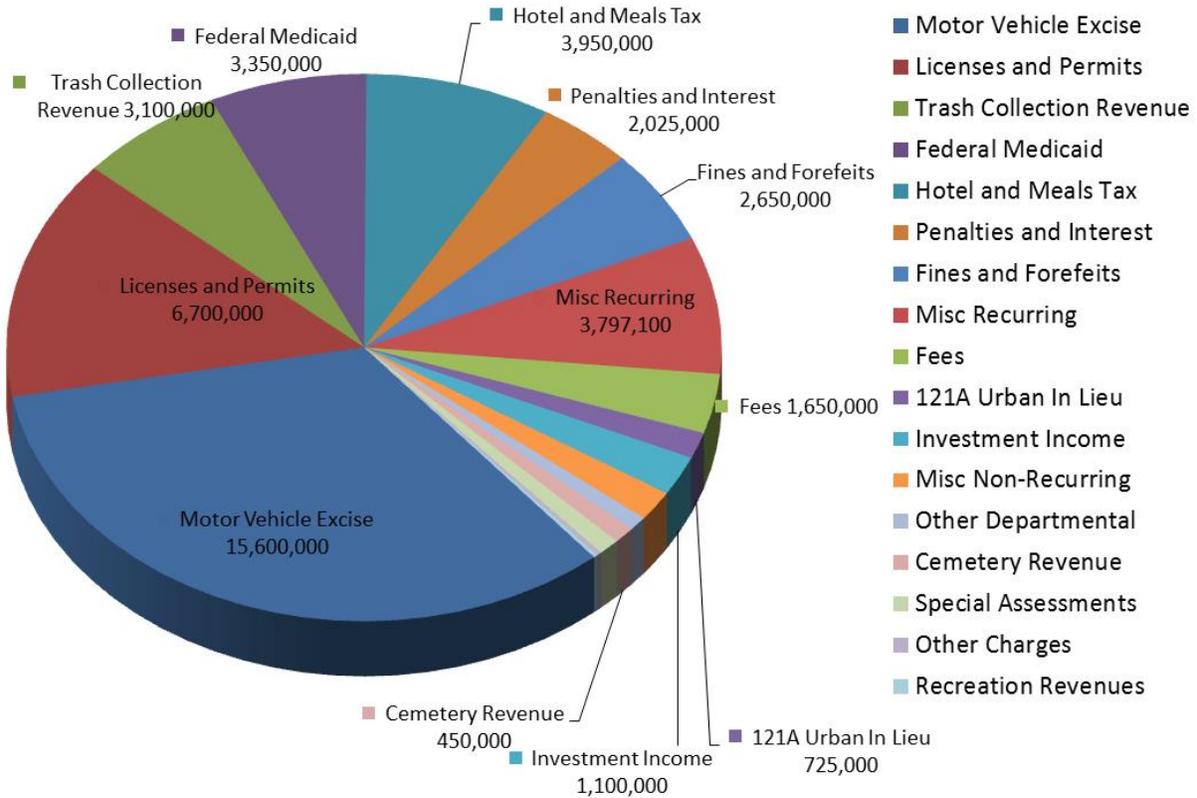
Of note, with the Fiscal Year 2019 budget, the City has maintained Unused Levy Capacity in the amount of \$13.6M.

Local Receipts

The last major category of City revenues is local receipts, comprised of locally generated taxes, fees, and charges. These include Motor Vehicle Excise taxes, building and other permits, licenses, as well as various fines and fees. The following table summarizes all local receipt categories.

Revenue and Expenditure Summary

FY2019 Local Receipt Revenue



City of Worcester Fiscal Year 2019 Budget Summary--Revenues

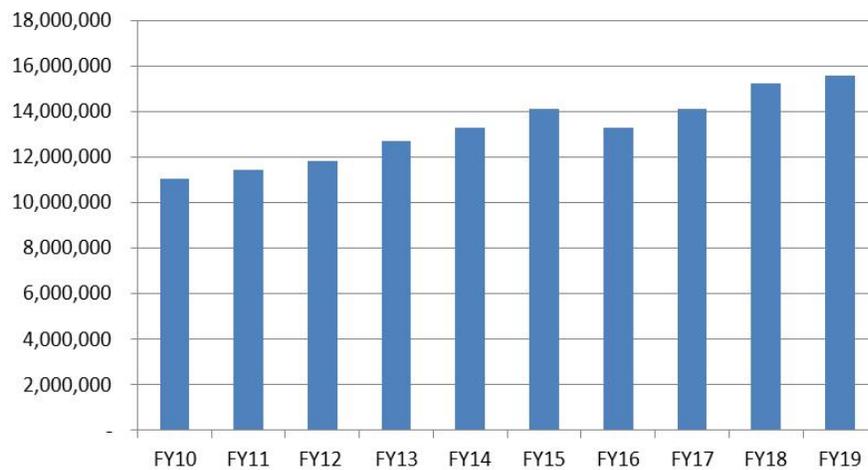
Revenue Summary	FY18 Budget	FY19 Budget	FY18/19 Change	% Change
Motor Vehicle Excise	15,250,000	15,600,000	350,000	2.30%
Other Excise:Hotel Motel	3,550,000	3,950,000	400,000	11.27%
Penalties and Interest	2,225,000	2,025,000	(200,000)	-8.99%
Trash Collection Revenue	3,100,000	3,100,000	-	0.00%
Licenses and Permits	6,550,000	6,700,000	150,000	2.29%
Fines and Forefeits	2,350,311	2,650,000	299,689	12.75%
Investment Income	1,003,000	1,100,000	97,000	9.67%
121A Urban In Lieu	810,000	725,000	(85,000)	-10.49%
Federal Reimbursement	3,850,000	4,514,909	664,909	17.27%
Cemetery Revenue	500,000	450,000	(50,000)	-10.00%
Recreation Revenues	78,000	80,714	2,714	3.48%
Other Fees	1,650,000	1,650,000	-	0.00%
Other Revenues	80,000	80,000	-	0.00%
Charges for Service	300,000	300,000	-	0.00%
Special Assessments	481,125	450,000	(31,125)	-6.47%
Misc Recurring/Misc Non Recurring	2,697,100	3,797,100	1,100,000	40.78%
Local Receipts Total	44,474,536	47,172,791	2,698,187	6.07%

Revenue and Expenditure Summary

Motor Vehicle Excise Tax

The Motor Vehicle Excise Tax is assessed annually through the Assessor's Office with bills and payments processed through the Treasurer's Office. The city or town in which a vehicle is garaged at the time of registration assesses the associated excise tax. Chapter 6A, Section 1, of the Massachusetts General Laws sets the rate of this tax at \$25 per \$1,000 valuation. The City issues bills based on data provided by the Massachusetts Registry of Motor Vehicles. The Registry determines valuation using a statutory formula based on the manufacturer's list price and year of manufacture. The Fiscal Year 2019 revenue estimate for Motor Vehicle Excise is \$15.6M. This estimate is a projection based upon historical trends factored for current motor vehicle sales tax information from the Department of Revenue.

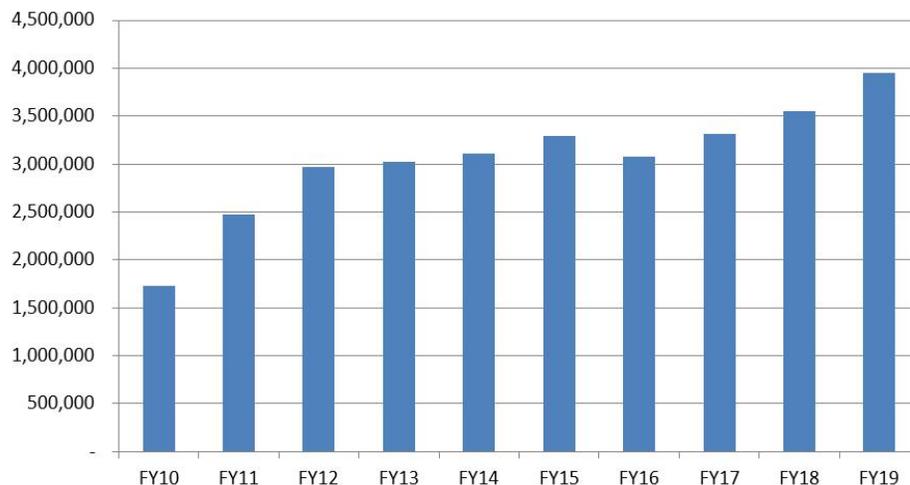
Motor Vehicle Excise Revenue



Other Excise: Hotel and Meals Taxes

Hotel taxes of 6% are collected by the Commonwealth and disbursed to the City of Worcester quarterly. Meals taxes of 0.75% are also collected by the Commonwealth and distributed to the City quarterly. The hotel and meals tax is estimated to be \$3.95M in Fiscal Year 2019. This estimate is a projection based upon Fiscal Year 2018 trends.

Meals and Hotel Revenue



Revenue and Expenditure Summary

Penalties and Interest

State law dictates the interest rate on delinquent taxes, while City Ordinance sets the rate for water and sewer late charges. Penalties and fees are incurred for delinquency of tax payment, serving notice and issuance of warrants, recording instruments of taking and other miscellaneous fees. \$2M is estimated from this revenue source in Fiscal Year 2019.

Trash Fees

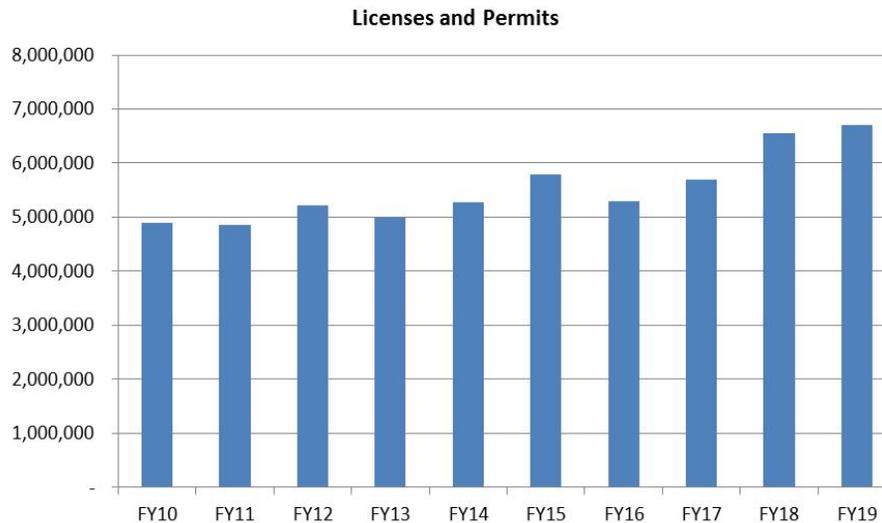
In 1993 the City instituted a "Pay As You Throw" trash collection program. The City's Pay as You Throw trash program partially funds the cost of curbside garbage pickup through the collection of a fee attached to the sale of official city trash bags. These bags are \$7.50 per pack of five large or 10 small bags. The revenues offset some of the cost of trash collection and the City's recycling operation. The revenue estimate has been maintained at \$3.1M for Fiscal Year 2019.



Licenses and Permits

Revenues are collected associated with licenses and permits issued by the City. These include building permits, electrical and plumbing permits. This category also includes charges for weights and measures, liquor licenses, and other City licenses. This category is budgeted at \$6.7M based on estimated license and permit activity in Fiscal Year 2018.

Revenue and Expenditure Summary



Fines and Forfeits

This revenue category includes parking tickets, boot removal fees, court fines assessed through motor vehicle violations, and health violation fines. This category is budgeted at \$2.65M for Fiscal Year 2019, based upon trends observed in Fiscal Year 2018 as well as the bolstering of the Traffic Division within the Worcester Police Department.

Investment Income (Interest)

The City regularly invests temporarily idle cash and receives interest on these funds. Interest rates, and hence interest earnings, are subject to market conditions. In addition to the interest income, bond premiums have been recognized in this account. The estimated revenue for Fiscal Year 2019 is in the amount of \$1.1M in recognition of the changes from the Municipal Modernization Act as it relates to bond premiums.

121A – In Lieu of

The City of Worcester collects payments in lieu of taxes from certain tax exempt properties within the city. In addition, the City generates revenues from the Urban Development Excise Tax (121A). Chapter 121A, section 10 of the Massachusetts General Laws, states that each city or town is entitled to receive proceeds of the urban redevelopment excise tax paid on its local projects. This excise tax is only valid for the first 40 years of the corporation's existence in the municipality, and is composed of the following: an amount equal to five percent of its gross income in the preceding year and an amount equal to \$10 per \$1,000 of valuation. This revenue source is estimated at \$725,000 for Fiscal Year 2019. This estimate is based upon trends observed in Fiscal Year 2018.

Federal Reimbursements

Medicaid reimbursements for school based health services is the source for this revenue estimate. The City, through the public school system, is eligible to file for federal reimbursement for health related services provided to special education students with Medicaid benefits. With the approval of the Massachusetts Division of Medical Assistance, the Worcester Public Schools is now a “Medicaid Eligible Provider”, and is enrolled in the Medicaid program. The Medicaid reimbursement program allows for the submission of claims, on a per diem rate per day, for various categories of special education students. Administrative costs incurred by the school system to provide these health-based services are also captured and incorporated into claims and submitted for reimbursement. Additionally, the administrative indirect charges on federal and federal pass through grants are recognized in this category. For Fiscal Year 2019, the revenue estimate is \$4.5M.

Revenue and Expenditure Summary

Cemetery Fees

Hope Cemetery generates most of its revenue from burial fees and services provided. Other revenues include fees charged for foundations, repair orders, canopy tents, liner boxes and other miscellaneous receipts. The general fund budget is built on an estimate of \$450,000 from this revenue source in Fiscal Year 2019.

Recreation Fees

The City charges various organizations and individuals for the use of City parks through the Division of Parks and Recreation. Other revenue is generated from tennis permits, concession receipts from various parks throughout the City, picnicking, woodcutting, wedding permits, and miscellaneous receipts that are estimated to total \$80,714 in Fiscal Year 2019.

Other Fees:

Other fees include charges for birth and death records, fire inspection fees, police detail administrative fees, planning board fees, and other departmental fees for services provided. The estimate for this revenue source is \$1.65M in Fiscal Year 2019. This estimate is based upon trends observed in Fiscal Year 2018.

Other Revenues

The City collects revenue from the sale of surplus properties (usually equipment) sold to the highest bidder. Contained within this category are revenues received from the City's towing contract. Revenues are estimated to total \$80,000 in Fiscal Year 2019.

Charges for Services

This category represents the annual rental amount collected for tenants leasing space on properties owned by the City of Worcester. Based on current leases for space, this revenue category is estimated to generate \$300,000 in Fiscal Year 2019.

Special Assessments

Special assessments are collected from property owners to provide funds to implement capital improvement projects such as street betterments. The special assessment rates are set by the City Council, and are paid in full or financed over a period of years. This revenue category is estimated at \$450,000 for Fiscal Year 2019. The reduction in this category recognizes the accounting changes of the recent Municipal Modernization Act.

Miscellaneous Recurring and Non-Recurring Revenues – Prior Year Receipts/Reversions

Miscellaneous recurring and non-recurring revenues are derived primarily from prior year receipts reversions of prior year's purchase orders and Solar Renewable Energy Credits. The Revenue estimate for this revenue stream is \$3.8M for Fiscal Year 2019. The increase to this estimate, \$1.1M is based on medical marijuana revenues for the first time in Fiscal Year 2019.

Revenue and Expenditure Summary

Other Revenue/Funding Sources

Free Cash

Free cash represents the City's amount of available "fund balance," as certified by the Department of Revenue, including the result of the current fiscal year's revenues, less expenditures net of all transfers in and out of the General Fund. The amount is certified by the Commonwealth of Massachusetts Department of Revenue and then available for appropriation. The City of Worcester follows the City's Financial Plan policy regarding the appropriation of Free Cash: 50% is to be appropriated to reserves, 30% is to be appropriated into the City's OPEB reserve, and 20% is available for appropriation in the City's budget. No free cash is assumed in the Fiscal Year 2019 Budget. Should free cash be certified at year end, it will be recommended for appropriation according to the above breakdown.

Other Available Funds

Other available funds consist of revenues transferred in from various reserve accounts that are classified as another available fund for the purposes of the Fiscal Year 2018 budget. These sources total \$699,930 for Fiscal Year 2019.

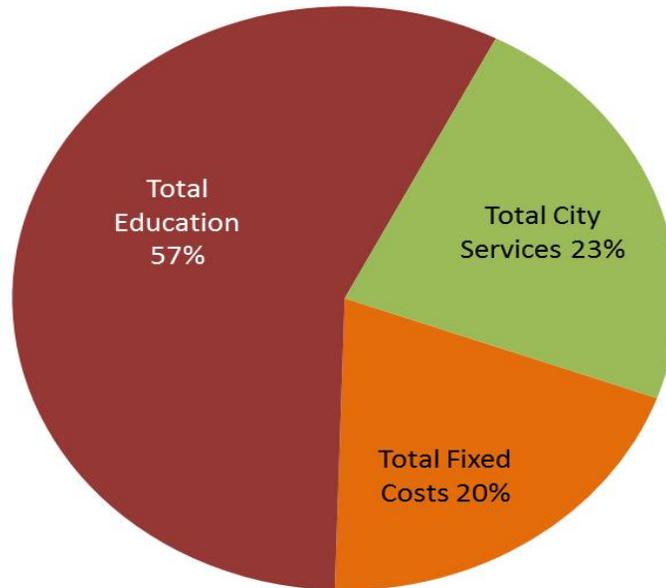
Other Available Funds (Non Local Receipt)		FROM	FY18	FY19
DPW Engineering	Chapter 90 Funds		74,411	74,411
DPW Engineering	Conservation Commission	330-15	-	-
DPW Engineering	Construction Inspection Fee	330-12	-	-
DPW Engineering	Sewer Connection	330-10	118,930	118,930
DPW Engineering	Off Street Parking	330-03	-	-
DPW Engineering	Parking Meters	330-04	-	-
DPW Streets	Chapter 90 Funds		447,000	447,000
Subtotal DPW Engineering Funding			640,341	640,341
		FROM		
Treasury Parking Ticket Processing		330-04	-	-
Treasury Parking Ticket Processing		330-03	-	-
Treasury Parking Ticket Processing		330-01		
Hope Cemtery Debt Princ. Service			48,714	48,714
Hope Cemtery Debt Interest Service			10,875	10,875
Subtotal Other Funds			59,589	59,589
FEMA Reimbursements Prior Year				
Total Other Available Funds (Non Local Receipts)			699,930	699,930

Fiscal Year 2019 Expenditure Overview

The Fiscal Year 2019 budget appropriates \$649.9M in revenues to fund the following services. The City's expenditure budget is broken into three large categories—Education (Including Worcester Public Schools and Charter and Choice School Tuition), City Operations (operating departments), and City Fixed Costs (debt, pensions, health Insurance, required reserve deposits, street lighting and snow removal). The following chart shows the breakdown by percentage of these expenditures in those three categories.

Education costs account for 57% of all City expenditures. Fixed costs, including debt service, pensions, health benefits, and snow removal, account for 20% of the overall budget. The remaining 23% is available to fund City departmental operations, including the salary and ordinary maintenance costs of all non-school departments.

FY2019 Budget



Education Funding

Education Costs are driven by the state's calculation of the foundation budget for the Worcester Public Schools. The Commonwealth determines a local contribution level and funds the balance with State Aid. The Fiscal Year 2019 budget for the Worcester Public Schools is \$341.6M, which represents an increase of \$6.5M from Fiscal Year 2018. The City's budget includes \$29.1M for the funding of Charter and Choice schools, for a total education expense of \$370.7M.

Revenue and Expenditure Summary

Foundation Budget:

Chapter 70 of the Massachusetts General Laws—known once as “Ed Reform”—defines the terms of education funding in Massachusetts, as implemented by the Department of Elementary and Secondary Education (DESE). Under Chapter 70, each year the state calculates a “Foundation Budget” for each school district that is supposed to represent adequate funding for that district. The amount of the Foundation Budget is based on enrollment. A dollar amount is associated with each kind of student, elementary, middle, and high school. Additional amounts per pupil are provided for low income students, English language learners, and special education students. The formula is designed to provide more funding to those areas with additional challenges. The Worcester Public Schools is a net beneficiary of this formula at the state level, as our school system has a disproportionately high percentage of students who are low income, English language learners and special education students.

Local Required Contribution

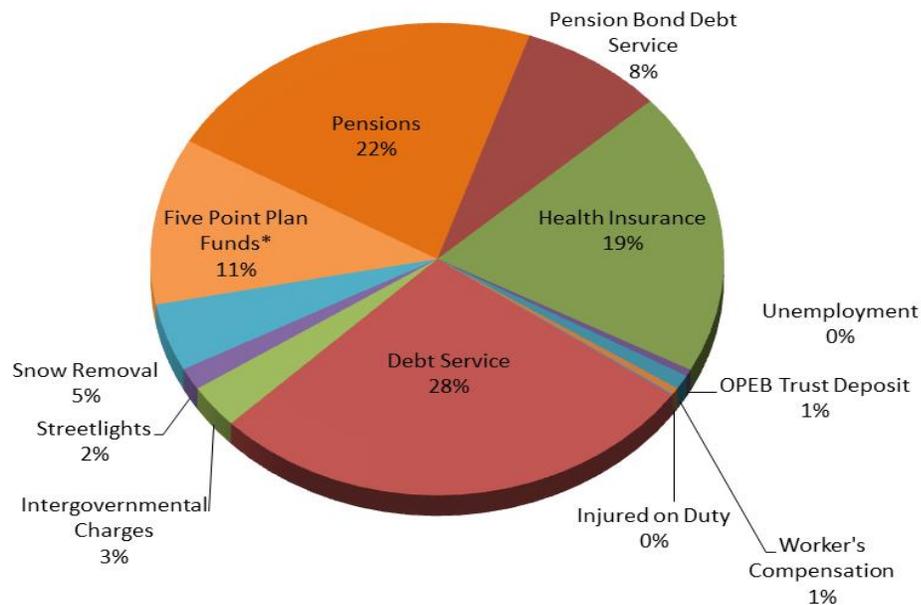
The local required contribution is the amount of school funding that must be provided by the local government for the support of education, per the terms of Chapter 70 of the Massachusetts General Laws. This amount is calculated by the Department of Elementary and Secondary Education (DESE) and increased each year based on the Municipal Revenue Growth Factor. The DESE calculates an annual “target” contribution for each municipality in the Commonwealth. The target contribution is calculated as a factor of the City’s equalized property valuation and the City’s income. Until communities have achieved this “target” contribution, their current required contribution is increased by the Municipal Revenue Growth Factor.

The Municipal Revenue Growth Factor is designed to capture the net increase in municipal revenues from year to year. The formula includes property tax growth due to Proposition 2.5, new growth, local receipts and state aid. In this way, the percentage increase of the required contribution is consistent with revenue increases in the City and it is a way for schools to share in the revenue growth in any given fiscal year.

City Fixed Costs

City side fixed costs are comprised of health insurance, pensions, debt service, snow removal and snow carryover, street lighting, and intergovernmental charges.

Total City Fixed Costs



Health Insurance, Worker’s Compensation, and Injured on Duty

The biggest component of the city’s fixed costs is health insurance. This cost is split between the City and Worcester Public Schools budgets. City side health insurance costs are budgeted at \$25.2M. For bargaining units that have not yet adopted the most recent health reforms, the health insurance budget includes an allocation for the associated increased cost of health insurance. These funds will be transferred, as needed, to meet the possible costs of contract settlements that include health insurance reform in Fiscal Year 2019.

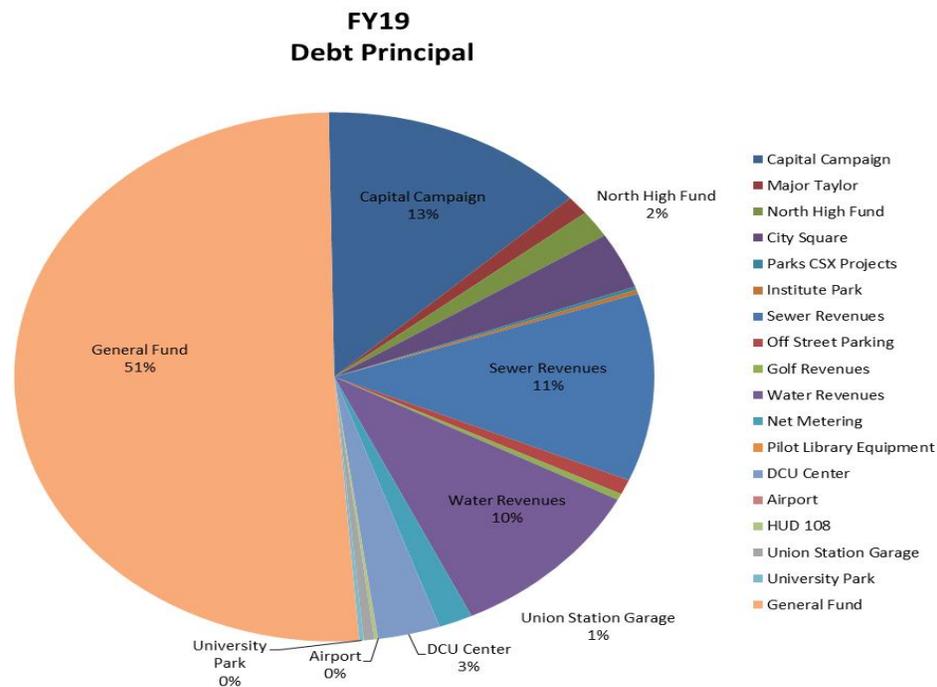
Pensions

The combined pension contribution required for the City of Worcester is \$28.3M. In addition, the City must make a debt service payment of \$10.5M on the Pension Obligation Bonds issued to fund the City’s unfunded pension liability in 1998. Some of these obligations are funded through the City’s enterprise funds and the Worcester Public Schools. The Debt Service on the Pension Obligation Bond will cease after Fiscal 2028.

Debt Service

The City’s borrowing for equipment, infrastructure improvements, including streets and sidewalks, public buildings, including the construction and rehabilitation of public schools are funded through municipal bond issues. Annual Debt Service payments meeting all City and enterprise fund obligations for these borrowing totals \$71.7M. In Fiscal Year 2019, \$36.3M in principal and interest payments are to be paid by the City’s tax levy budget, and the remainder is funded through enterprise funds and grant programs. The following chart illustrates the breakdown of Fiscal Year 2019 debt principal cost by funding source.

Revenue and Expenditure Summary



Snow Removal/Snow Carryover

Per the Fiscal Year 2017 review of the City's snow protocol and the City Manager's proposed long term financial plan, the Snow Removal budget for Fiscal Year 2019 is set at \$6.0M. This amount is adequate to fund the City's average annual snowfall and represents a new base line level for future City budgets.

Unemployment

The City must fund unemployment benefits for workers who have lost their jobs. The Fiscal Year 2019 budget for unemployment is estimated at \$110,000, which is level funded with last fiscal year.

Street lighting

The City has acquired ownership and maintenance control of the City's street lighting network. The costs of the electricity and maintenance contracts for the street lighting network are a fixed cost and known at the beginning of the fiscal year. The Fiscal Year 2019 is level funded in the amount of \$1.95M.

Intergovernmental Charges

The Commonwealth of Massachusetts mandates certain intergovernmental charges, including charges for the Regional Transit Authority, and Registry of Motor Vehicle fees. This also includes the City's funding for the Central Mass Regional Planning Commission. These are projected to be \$3.87M in Fiscal Year 2019.

Revenue and Expenditure Summary

Long Term Financial Plan Funds

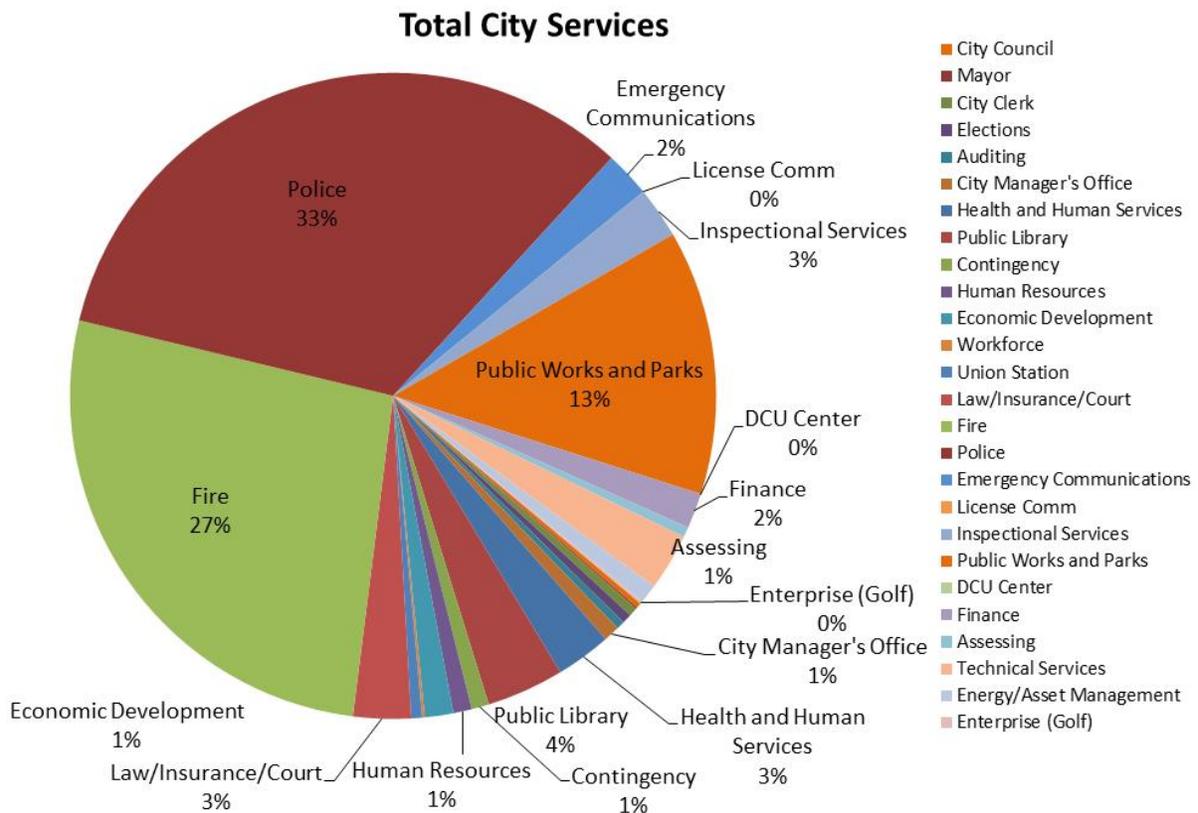
The City continues to make deposits to designate reserve funds, per the terms of the City's Long Term Financial Plan. This includes a deposit of \$8.3M to the Capital Campaign fund which is used to fund ongoing debt service payments associated with the Worcester Technical High School, Library renovations and other completed school projects. It also includes \$2.9M deposited into the DIF fund reserve, for payments for the public investments in CitySquare, as well as \$470k in deposits into the North High Construction Fund. Additionally, in the Fiscal Year 2019 budget, the contribution to the newly establish New High School Construction Fund is being made in the amount of \$3.025M.

OPEB Reserve Fund

The Fiscal Year 2019 operational budget continues with the City's attempt to address the Other Post-Employment Benefits liability. Included in the operational budget is an allocation of \$605,000 to the OPEB Reserve fund to prefund the City's OPEB liability consistent with the City Manager's proposal. In addition to this deposit and per the City's Long Term Financial Plan, 30% of Free Cash will be appropriated into this account when Free Cash is certified in the fall.

Operational Budgets

The City's budget for operational departments is based on the funds remaining after all education costs and other fixed costs have been funded. In Fiscal Year 2019, the amount available for operational budgets is \$161.5M. Details of each of the operational budgets are included in the subsequent budget sections of the budget document.



Revenue and Expenditure Summary

Gross Revenue and Expenditure Overview Fiscal Year 2018 to Fiscal Year 2019

Revenue	FY18 Budget	FY19 Budget	FY18/19 Change	FY18/19 % Change
Property Tax	289.4	299.0	9.6	3.3%
Local Receipts	44.4	47.2	2.8	6.3%
State Aid Education	247.0	252.2	5.2	2.1%
State Aid General	49.8	50.7	0.9	1.8%
Other Available Funds	0.7	0.7	-	0.0%
Free Cash	1.5	-	(1.5)	-100.0%
Total	632.8	649.8	17.0	2.7%

Expenditure	FY18 Budget	FY19 Budget	FY18/19 Change	FY18/19 % Change
Education	362.8	370.7	7.9	2.2%
Fixed	115.2	117.6	2.4	2.1%
Public Safety	89.8	93.0	3.2	3.6%
Other operational	37.2	39.4	2.2	5.9%
DPWP	26.6	27.8	1.2	4.5%
Contingency	1.2	1.3	0.1	8.3%
Total	632.8	649.8	17.0	2.7%

Highlights of the City Manager's Fiscal Year 2019 Budget include:

Revenue:

- City revenues are estimated to increase by \$17M, a 2.7% increase from Fiscal Year 2018 levels of the tax recap
- Property Tax revenues are estimated to increase \$9.6M (net of overlay)
- State Aid for Educational purposes are estimated to increase by \$5.2M
- State Aid for Municipal Purposes are estimated to increase by \$979,033
- Local Receipts are estimated to increase by \$2.8M. The largest increase is for the recognition of medical marijuana receipts anticipated being received in Fiscal Year 2019
- Free cash is not assumed in the formulation of the City Manger's Fiscal Year 2019 Budget

Expenditures:

- Citywide Budget increases by \$17M, a 2.7% increase from Fiscal Year 2018 levels from the tax recap
- Education spending anticipated at \$370.7M, a \$7.9M increase from \$362.8M
- Public Safety departmental budgets increase by \$3.2M
- Recruit classes budgeted for both the Police and Fire Departments
- Department of Public Works budget increased by \$1.2M, to increase capabilities for Veterans Memorial islands, traffic islands trimming and mowing
- Preventive services for mosquito control budgeted with the City joining the Central Mass Mosquito Control Project in the amount of \$149k
- City's contingency fund, primarily used for funding of collective bargaining agreements, funded in the amount of \$1.3M

Revenue and Expenditure Summary

Enterprise Fund Overview

FY19 Enterprise Revenue and Expenditure Summary			
	Water	Sewer	Golf
Total Estimated Revenue	\$ 26,425,650	\$ 44,318,442	\$ 1,368,701
Tax Levy	\$ -	\$ -	\$ 200,000
Total Funding Sources	\$ 26,425,650	\$ 44,318,442	\$ 1,568,701
Expenditure	Water	Sewer	Golf
Salary	\$ 7,032,036	\$ 3,417,917	\$ 269,838
Overtime	\$ 643,000	\$ 250,000	\$ -
OM	\$ 3,770,150	\$ 23,528,410	\$ 848,000
Capital	\$ 25,000	\$ 24,500	\$ -
Debt	\$ 7,568,350	\$ 9,719,204	\$ 293,627
Benefits	\$ 2,438,155	\$ 3,882,750	\$ 124,169
Transfer of Services	\$ 4,948,959	\$ 3,495,661	\$ 33,067
Total	\$ 26,425,650	\$ 44,318,442	\$ 1,568,701

Water

Water revenues are projected to increase consistent with the current rate required to meet anticipated expenditures for Fiscal 2019. These revenue sources are expected to cover operational costs for Fiscal 2019, requiring no tax levy subsidy for this enterprise division. The total appropriation for the Water Division is \$26.4M for all operations, inclusive of debt service and other fixed costs.

Sewer

Sewer revenues associated with fees for use of the system (billed at 80% of water usage) are estimated to increase to \$44.3M in Fiscal 2019. These revenues are expected to cover 100% of operational costs in Fiscal 2019, requiring no tax levy subsidy for this enterprise division. The total appropriation for the Sewer Division is \$44.3 M for all operations, inclusive of debt service and other fixed costs.

Golf

Revenues associated with the Worcester Municipal Golf Course at Green Hill are projected to be \$1.37M inclusive of concessions and merchandise. The Fiscal 2019 budget for the golf course includes an anticipated transfer in from the general fund of \$200,000 to fund a total appropriation of \$1.57M for the operations of the Golf Course.

Revenue and Expenditure Summary

City of Worcester Fiscal Year 2019 Budget Summary - Revenues				
Revenue Summary	FY18 Budget	FY19 Budget	FY18/19 Change	% Change
Property Tax Levy Total	289,389,960	299,069,846	9,679,886	3.3%
State Aid City	41,515,613	42,968,659	1,453,046	3.5%
State Owned Land	209,609	173,598	(36,011)	-17.2%
Urban Renewal			-	0.0%
State Exemptions	557,801	541,732	(16,069)	-2.9%
Veteran's Benefits	1,821,933	1,400,000	(421,933)	-23.2%
State Aid City Total	44,104,956	45,083,989	979,033	2.2%
MSBA Reimbursement Total	5,662,268	5,662,268	-	0.0%
State Aid Education	245,207,183	249,894,895	4,687,712	1.9%
State Aid Charter Schools	1,779,749	2,276,589	496,840	27.9%
State Aid Education Total	246,986,932	252,171,484	5,184,552	2.1%
Motor Vehicle Excise	15,250,000	15,600,000	350,000	2.3%
Other Excise:Hotel Motel	3,550,000	3,950,000	400,000	11.3%
Penalties and Interest	2,225,000	2,025,000	(200,000)	-9.0%
Trash Collection Revenue	3,100,000	3,100,000	-	0.0%
Licenses and Permits	6,550,000	6,700,000	150,000	2.3%
Fines and Forefeits	2,350,311	2,650,000	299,689	12.8%
Investment Income	1,003,000	1,100,000	97,000	9.7%
121A Urban In Lieu	810,000	725,000	(85,000)	-10.5%
Federal Reimbursement	3,850,000	4,514,909	664,909	17.3%
Cemetery Revenue	500,000	450,000	(50,000)	-10.0%
Recreation Revenues	78,000	80,776	2,776	3.6%
Other Fees	1,650,000	1,650,000	-	0.0%
Other Revenues	80,000	80,000	-	0.0%
Charges for Service	300,000	300,000	-	0.0%
Special Assessments	481,125	450,000	(31,125)	-6.5%
Misc Recurring/Misc Non Recurring	2,697,100	3,797,100	1,100,000	40.8%
Local Receipts Total	44,474,536	47,172,785	2,698,249	6.1%
Other Funds Total	699,930	699,930	-	0.0%
Free Cash	1,537,762	-	(1,537,762)	-100.0%
Total Revenues	632,856,344	649,860,302	17,003,958	2.69%

Revenue and Expenditure Summary

City of Worcester Fiscal Year 2019 Budget Summary - Expenses				
Expenditure Summary	FY18 Budget	FY19 Budget	FY18/19 Change	% Change
Pensions	26,156,144	28,318,630	2,162,486	8.3%
Pension Bond Debt Service	10,209,733	10,501,443	291,710	2.9%
Health Insurance	26,383,698	25,165,960	(1,217,738)	-4.6%
OPEB Trust Deposit	550,000	605,000	55,000	10.0%
Worker's Compensation	1,358,973	1,260,224	(98,749)	-7.3%
Injured on Duty	658,235	593,850	(64,385)	-9.8%
Unemployment	110,000	110,000	-	0.0%
Debt Service	34,796,476	36,257,018	1,460,542	4.2%
Intergovernmental Charges	3,640,660	3,874,099	233,439	6.4%
Streetlights	1,952,828	1,952,828	-	0.0%
Snow Removal	6,000,000	6,000,000	-	0.0%
Seven Point Plan Funds	14,947,410	14,785,123	(162,287)	-1.1%
Total Fixed Costs	126,764,157	129,424,175	2,660,018	2.1%
Worcester Public Schools	335,120,190	341,640,882	6,520,692	1.9%
Charter Schools	27,690,420	29,098,438	1,408,018	5.1%
Total Education	362,810,610	370,739,320	7,928,710	2.2%
City Council	363,391	384,398	21,007	5.8%
Mayor	134,197	138,787	4,590	3.4%
City Clerk	612,128	639,691	27,563	4.5%
Elections	705,311	718,633	13,322	1.9%
Auditing	585,843	600,715	14,872	2.5%
City Manager's Office	1,162,369	1,202,043	39,674	3.4%
Health and Human Services	3,614,843	4,137,554	522,711	14.5%
Public Library	5,570,930	5,808,262	237,332	4.3%
Contingency	1,250,000	1,300,000	50,000	4.0%
Human Resources	1,327,863	1,387,119	59,256	4.5%
Economic Development	1,954,449	2,135,789	181,340	9.3%
Workforce	100,000	200,000	100,000	100.0%
Union Station	444,273	808,892	364,619	82.1%
Law/Insurance/Court	4,718,324	4,308,664	(409,660)	-8.7%
Fire	38,548,830	40,072,247	1,523,417	4.0%
Police	48,062,376	49,485,740	1,423,364	3.0%
Emergency Communications	3,171,254	3,426,968	255,714	8.1%
License Comm	1,200	-	(1,200)	-100.0%
Inspectional Services	3,756,999	3,838,474	81,475	2.2%
Public Works and Parks	18,671,713	19,831,144	1,159,431	6.2%
DCU Center	-	-	-	0.0%
Finance	2,551,989	2,643,076	91,087	3.6%
Assessing	752,695	761,085	8,390	1.1%
Technical Services	3,660,130	4,255,585	595,455	16.3%
Energy/Asset Management	1,410,470	1,411,941	1,471	0.1%
Enterprise (Golf)	150,000	200,000	50,000	33.3%
Total City Services	143,281,577	149,696,807	6,415,230	4.5%
Total Expenditures	632,856,344	649,860,302	17,003,958	2.69%

Fiscal 2019 Budget Procedure

The preparation of the Annual Budget for the City of Worcester is governed by the provisions of Chapter 44 of the Massachusetts General Laws. The budget process for Fiscal 2019 was initiated in August 2017, and at that time, the budget staff met with the City Manager to establish the general budgetary guidelines and expectations for the coming fiscal year.

Following this session, the Administration and Finance Department Budget Division updated the City's Five Year Fiscal forecast after budget meetings with City Departments and Divisions. In conjunction with the City's budget staff, each department then prepared a Fiscal 2019 operating budget. The operating budgets, including expenditure and revenue estimates, were submitted to the City Manager in March and April 2018.

Each department made a presentation to the City Manager justifying proposed budget adjustments and program changes for the coming fiscal year. The budget document was then developed consistent with Massachusetts General Laws Chapter 44, requiring adequate appropriations for salaries, overtime, ordinary maintenance, debt service, fringe benefits, and capital outlay. The Budget Division staff, in cooperation with departments and divisions, then finalized the budget documents for submission to the City Council. The legal component of the annual budget document is the line item appropriation order which delineates appropriation amounts by division and appropriation account number.

The City of Worcester budget recommendation is developed in a manner consistent with the City's adopted Five Point Financial Plan. The Budget is also developed in a manner that seeks to achieve excellence in the following areas recommended by the Government Finance Officers Association:

- 1) Policy Document: The City's annual budget includes key financial policies.
- 2) Financial Plan: The City's budget indicates all revenue sources to be employed to sustain the identified appropriations.
- 3) Operations Guide: The budget document shows the organization and operational divisions of each City department including tables of organization and divisional breakdowns.
- 4) Communications Device: The budget document includes clear and comprehensible revenue and expenditure overviews which describe the overall budget including historical information and explanations of year over year changes in major revenue and expenditure categories. The entire budget is available online as soon as it is available for public review by the City Council.

Fiscal 2019 Budget Procedure

By statute, the budget must be submitted to the City Council within 170 days after the council organizes in early January. The submission of the Fiscal 2019 Annual Budget to the City Council was on May 11, 2018.

The City Council has jurisdiction to make reductions, but cannot increase the proposed budget without the recommendation of the City Manager. Following submission of the budget, the City Council has 45 days in which to approve or reduce the proposed appropriation order. Should the Council fail to act within 45 days, the City Manager's recommended budget is appropriated. The Fiscal 2019 Annual Budget becomes effective on July 1, 2018.

Following the adoption of the City budget, the City must reconcile the budget with any changes in revenues and known expenditures prior to the setting of the tax rate in December. The Commonwealth Department of Revenue evaluates the City budget in order to certify tax rates for the fiscal year. The City's property tax levy is determined by taking the total citywide appropriations and subtracting all known revenue sources other than property taxes. The balance required to balance the budget is the property tax levy for the City, assuming it is less than the City's property tax levy limit or levy ceiling as established by Proposition 2 ½.

The following Calendar summarizes the Budget Process for development and adoption of the Fiscal Year 2019 budget:

July - August 2017: Current year budget status meetings are held with departments to address current fiscal year issues and identify implications for future fiscal years.

November 2017: Department meetings begin formal budget process, assessing needs and budgetary issues citywide.

January 2018 – March 2018: Formal budget materials are distributed and collected for review. Follow up meetings with departments are held to finalize budget requests. City Manager reviews requests and makes recommendations for inclusion in the final budget recommendation.

April 2018 - May 2018: City Manager completes budget recommendations. Budget Office finalizes budget document for submission to City Council.

Fiscal 2019 Finance Policies

City Charter Article Five—Financial Policies (Operating Budget)

Section 5-1. SUBMISSION OF BUDGET

Within the period prescribed by general law, the city manager shall submit to the city council an annual budget which shall be a statement of the amounts recommended by him/her for proposed expenditures of the city for the next fiscal year. The annual budget shall be classified and designated so as to show separately with respect to each city agency or undertaking for which an appropriation is recommended as follows:

(1) Ordinary maintenance, which shall also include debt and interest charges matured and maturing during the next fiscal year, and shall be subdivided as follows:

(a) Salaries and wages of officers, officials and employees other than laborers or persons performing the duties of laborers; and

(b) Ordinary maintenance not included under sub-section (a); and,

(2) Proposed expenditures for other than ordinary maintenance, including additional equipment, the estimated cost of which exceeds one thousand dollars.

The foregoing shall not prevent the city, upon recommendation of the city manager and with approval, by majority vote, of the city council, from adopting additional classifications and designations.

Section 5-2. ACTION ON THE BUDGET

(a) Public hearing:

The city council may, and upon written request of at least ten registered voters shall, give notice of a public hearing to be held on the annual budget, prior to final action thereon, but not less than seven days after publication of such notice in a local newspaper. At the time and place so advertised, or at any time or place to which such public hearing may from time to time be adjourned, the city council shall hold a public hearing on the annual budget as submitted by the city manager, at which all interested persons shall be given an opportunity to be heard for or against the proposed expenditures or any item thereof.

(b) Adoption:

The city council may, by majority vote, make appropriations for the purposes recommended and may reduce or reject any amount recommended in the annual budget, but except on recommendation of the city manager, shall not increase any amount in or the total of the annual budget, nor add thereto any amount for a purpose not included therein, except as provided in section thirty-three of chapter forty-four of the General Laws. Except as otherwise permitted by law or by this charter, all amounts appropriated by the city council, as provided in this section,

Fiscal 2019 Finance Policies

shall be for the purposes specified. In setting up an appropriation order or orders based on the annual budget, the city council shall use, so far as possible, the same classifications required for the annual budget. If the city council fails to take action with respect to any amount recommended in the annual budget, either by approving, reducing or rejecting the same, within forty-five days after its receipt of the budget, such amount shall, without any action by the city council, become a part of the appropriations for the year, and shall be available for the purposes specified.

Failure to submit budget recommendations:

If the city manager shall fail to submit the annual budget to the city council within the period prescribed by general law, the city council shall within thirty days upon its own initiative prepare the annual budget, as far as apt. Within fifteen days after such preparation of the annual budget, the city council shall proceed to act by voting thereon and all amounts so voted shall thereupon be valid appropriations for the purposes stated therein to the same extent as though based upon a city manager's annual budget, but subject, however, such requirements, if any, as may be imposed by law. If the city council fails to take action with respect to any amount recommended in the annual budget, either by approving, reducing, or rejecting the same, within fifteen days after such preparation, such amount shall, without further action by the city council, become a part of the appropriations for the year, and be available for the purposes specified.

Section 5-3. SUPPLEMENTARY APPROPRIATIONS

Nothing in this section shall prevent the city council, acting upon the written recommendation of the city manager, from voting appropriations, not in excess of the amount so recommended, either prior or subsequent to the passage of the annual budget.

In case of the failure of the city manager to transmit to the city council a written recommendation for an appropriation for any purpose not included in the annual budget, which is deemed necessary by the city council, after having been so requested by majority vote thereof, the city council, after the expiration of seven days from such vote, upon its own initiative may make such appropriation by a vote of at least two thirds of its members, and shall in all cases clearly specify the amount to be expended for each particular purpose, but no appropriation may be voted hereunder so as to fix specific salaries of employees under the direction of boards elected by the people, other than the city council.

Section 5-4. TRANSFER OF APPROPRIATIONS

On recommendation of the city manager, the city council may, by majority vote, transfer any amount appropriated for the use of any department to another appropriation to the same department, but no transfer shall be made of any amount appropriated for the use of any department to the appropriation for any other department except by a two-thirds vote of the city council on recommendation of the city manager and with the written approval of the amount of

Fiscal 2019 Finance Policies

such transfer by the department having control of the appropriation from which the transfer is proposed to be made. No approval other than that expressly provided herein shall be required for any transfer under the provisions of this section.

Five Point Financial Plan:

In November of 2006, the City Council adopted policies intend to establish the Five Point Financial Plan which was intended to improve the City's long term financial stability. The Five Point Plan included a number of short and long terms goals and procedures followed by the administration during budget preparation as well as ongoing monitoring. In summary, the action of adopting the Five Point Plan has accomplished the following:

Created the North High Construction Fund and the Bond Rating Stabilization Fund.

Established a dedicated reserve building funding source associated with ten years of Massachusetts School Building Authority reimbursements for constructions costs incurred by the city in years past.

Established an annual borrowing cap.

As amended below and until reserve targets are met, the plan established a reserve policy that places a limit on the appropriation of net free cash for operations at no more than 20%. The remaining free cash must be appropriated to the Bond Rating Stabilization Fund to build reserves to 5% of City Revenues.

In October 2012, the Five Point Plan reserve policy was amended to include the requirement that 30% of net free cash be deposited into the City's Other Post Employment Benefits (OPEB) Liability Trust Fund to begin to prefund the City's OPEB liability.

On March 28, 2017, the City Manager recommended to the Worcester City Council an update to the City's Long Term Financial Plan. The recommended Long Term Financial Plan adheres to prudent financial doctrine and practices as follows:

Creates a new High School Construction stabilization account for the construction of two (2) high school replacement projects, South and Doherty High

Increases the General Fund reserve level target from 5% to 10% of General Fund Revenues

Updates the City's annual tax levy supported debt from a fixed amount (adjusted for inflation) to subsequent debt issues being tied to debt service coverage (8-10% of the operating budget)

Establishment of an OPEB Trust Fund and Commission consistent with the Government Accounting Standards Board's (GASB) promulgation, GASB 45

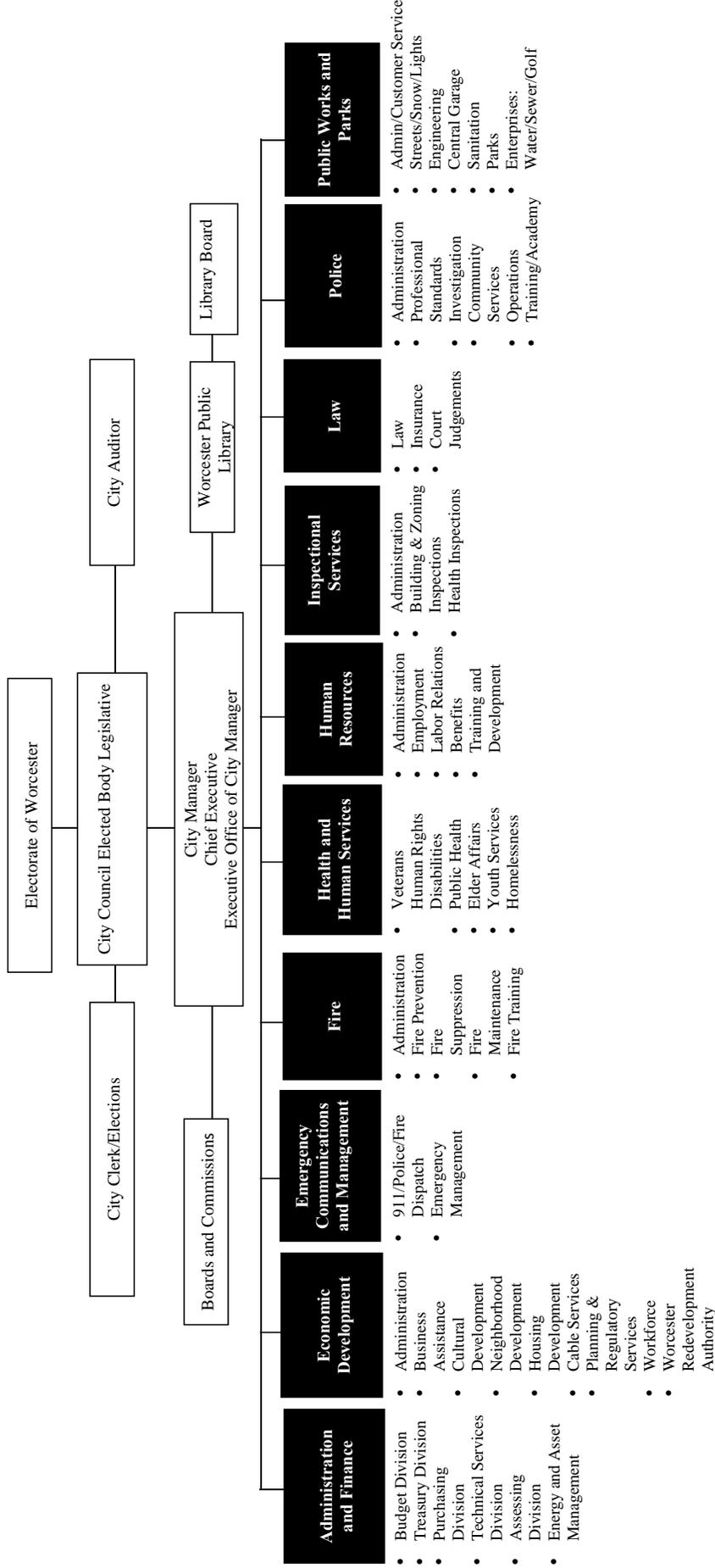
Memorialized the budgetary assumptions and methodology

Recommended a practice where excess Proposition 2 ½ new growth shall be added to the unused levy capacity

Fiscal 2019 Finance Policies

Enhance financial reporting and transparency

City of Worcester Organizational Chart: FY19



City Council Department FY19 Budget Recommendation

City Hall
 455 Main Street
 Worcester, Massachusetts 01608
 (508) 799-1049

Mayor Joseph M. Petty
Councilor Sean M. Rose *District 1*
Councilor Candice Mero-Carlson *District 2*
Councilor George J. Russell *District 3*
Councilor Sarai Rivera *District 4*
Councilor Matthew E. Wally *District 5*

Councilor-At-Large Morris A. Bergman
Councilor-At-Large Khrystian E. King
Councilor-At-Large Konstantina B. Lukes
Councilor-At-Large Gary Rosen
Councilor-At-Large Kathleen M. Toomey

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 339,087.72	\$ 339,091.00	91000	\$ 360,098.00
Ordinary Maintenance	11,847.98	24,300.00	92000	24,300.00
Total	\$ 350,935.70	\$ 363,391.00		\$ 384,398.00
Total Positions	11	11		11

Expenditures:

The Fiscal 2019 budget for the City Council department is recommended to be \$384,398 which is an increase of \$21,007 from the budget for Fiscal 2018 of \$363,391.

The recommended personal services tax levy budget for Fiscal 2019 is \$360,098 which is an increase of \$21,007 from the Fiscal 2018 amount of \$339,091. This increase is a net result of:

- Non-represented wage increases: \$21,007

The Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$24,300.

Operational Overview:

The City Council is elected by the registered voters of the City of Worcester. The City Council consists of eleven individuals, six At-Large and five District members, each of whom is elected from one of the five election districts. As the head governing body the council exercises all the legislative powers of the City, except those powers that are reserved by the City Charter to the School Committee, or to qualified voters in the City of Worcester.

All candidates nominated in the preliminary election for the office of City Councilor-At-Large appear on the ballot as a candidate for Mayor, unless the individual withdraws his or her name from nomination to the Office of Mayor. The Mayor, under the City Charter, is recognized as the official

City Council Department FY19 Budget Recommendation

head of the City for ceremonial purposes. This individual serves as the Chair of the City Council and Chair of the School Committee.

The City Council meets every Tuesday evening, except during the months of July and August when it meets only at the request of the Mayor, the Vice Chairman, or at least five members of the City Council. The City Council is organized into eleven committees, providing much of the research and legislative analysis for major policy issues.

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
CITY COUNCIL- DEPARTMENT #010

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 36,866.00	FL	MAYOR	1	\$ 37,788.00
10	302,225.00	FL	COUNCILOR	10	322,310.00
<u>11</u>	<u>\$ 339,091.00</u>	010-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>11</u>	<u>\$ 360,098.00</u>
	\$ 8,000.00		OTHER PERSONAL SERVICES		\$ -
	6,800.00		TELEPHONE		9,800.00
	5,000.00		NEWSPAPER ADVERTISING		4,000.00
	1,500.00		PRINTING		1,400.00
	-		MAINTENANCE SYSTEM SOFTWARE		1,500.00
	500.00		MAINTENANCE & REPAIR- EQUIPMENT		-
	-		TRANSLATION/INTERPRETATION		600.00
	2,000.00		OFFICE SUPPLIES		2,000.00
	-		PRINTING SUPPLIES		2,000.00
	-		COPY PAPER		1,000.00
	-		HARDWARE/DEVICES		2,000.00
	500.00		OTHER SUPPLIES		-
	<u>\$ 24,300.00</u>	010-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 24,300.00</u>
	<u>\$ 363,391.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 384,398.00</u>



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Office of the Mayor FY19 Budget Recommendation

Joseph M. Petty, Mayor

City Hall - Room 305
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1154

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 121,589.52	\$ 123,497.00	91000	\$ 128,087.00
Ordinary Maintenance	7,447.09	10,700.00	92000	10,700.00
Total	\$ 129,036.61	\$ 134,197.00		\$ 138,787.00
Total Positions	2	2		2

Expenditures:

The total Fiscal 2019 tax levy budget for the Office of the Mayor is recommended to be \$138,787 which is an increase of \$4,590 from the Fiscal 2018 budget amount of \$134,197.

The tax levy Personal Services budget for Fiscal 2019 is recommended to be \$128,087 which is an increase of \$4,590 from the Fiscal 2018 amount of \$123,497. This increase is a net result of:

- Non-represented wage increases & step increases: \$4,590

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$10,700.

Operational Overview:

The Office of the Mayor's consists of a Secretary to the Mayor and one Assistant Secretary to the Mayor. The candidate elected Councilor-At-Large and receiving the largest number of votes for the Office of Mayor is elected to be the Mayor. The Mayor, under the provision set forth with the City's Charter, is recognized as the highest ranking elected political official. The Mayor is recognized as the official head of the City for all ceremonial purposes, by the courts for serving civil process, and by the governor for military purposes. The Office of the Mayor's is the official core of government for the City of Worcester and serves as the most visible hub for constituent service and problem solving. The Office of the Mayor handles constituent complaints and provides access to City government for community and civic groups. The Office of the Mayor's staff organizes numerous special events, public celebrations, and receives distinguished visitors.

JOSEPH M. PETTY, MAYOR

**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
OFFICE OF THE MAYOR- DEPARTMENT #030**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 65,215.00	39	SECRETARY TO MAYOR	1	\$ 68,640.00
1	58,282.00	35	ASSISTANT SECRETARY TO MAYOR	1	59,447.00
<u>2</u>	<u>\$ 123,497.00</u>	030-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>2</u>	<u>\$ 128,087.00</u>
	\$ 3,000.00		LEASES & RENTALS		\$ 3,500.00
	200.00		OTHER PERSONAL SERVICES		-
	3,200.00		PRINTING		2,100.00
	3,000.00		OFFICE SUPPLIES		3,450.00
	550.00		OTHER SUPPLIES		550.00
	450.00		SUBSCRIPTIONS		-
	-		COPY PAPER		300.00
	300.00		OTHER CHARGES & EXPENDITURES		800.00
	<u>\$ 10,700.00</u>	030-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 10,700.00</u>
	<u>\$ 134,197.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 138,787.00</u>

City Clerk Department FY19 Budget Recommendation

Susan M. Ledoux

City Clerk

City Hall - Room 206

455 Main Street

Worcester, Massachusetts 01608

(508) 799 - 1121

Departmental Mission Statement:

The mission of the City Clerk department is to facilitate the operations of the City of Worcester as a municipal corporation and act as the official keeper and archivist of City records.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 567,372.68	\$ 575,103.00	91000	\$ 592,666.00
Overtime	868.05	1,000.00	97000	1,000.00
Ordinary Maintenance	34,755.48	36,025.00	92000	46,025.00
Total	\$ 602,996.21	\$ 612,128.00		\$ 639,691.00
Total Positions	10	10		10

Expenditures:

The City Clerk's tax levy budget for Fiscal 2019 is recommended to be \$639,691 which is an increase of \$27,563 from the Fiscal 2018 amount of \$612,128.

The Personal Services budget for Fiscal 2019 is recommended to be \$592,666 which is an increase of \$17,563 from the Fiscal 2018 amount of \$575,103. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$17,456; and
- EM incentive pay: \$107.

The Overtime budget for Fiscal 2019 is recommended to be level funded at \$1,000.

The Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$46,025 which is an increase of \$10,000 from the Fiscal 2018 amount of \$36,025. This increase is due to:

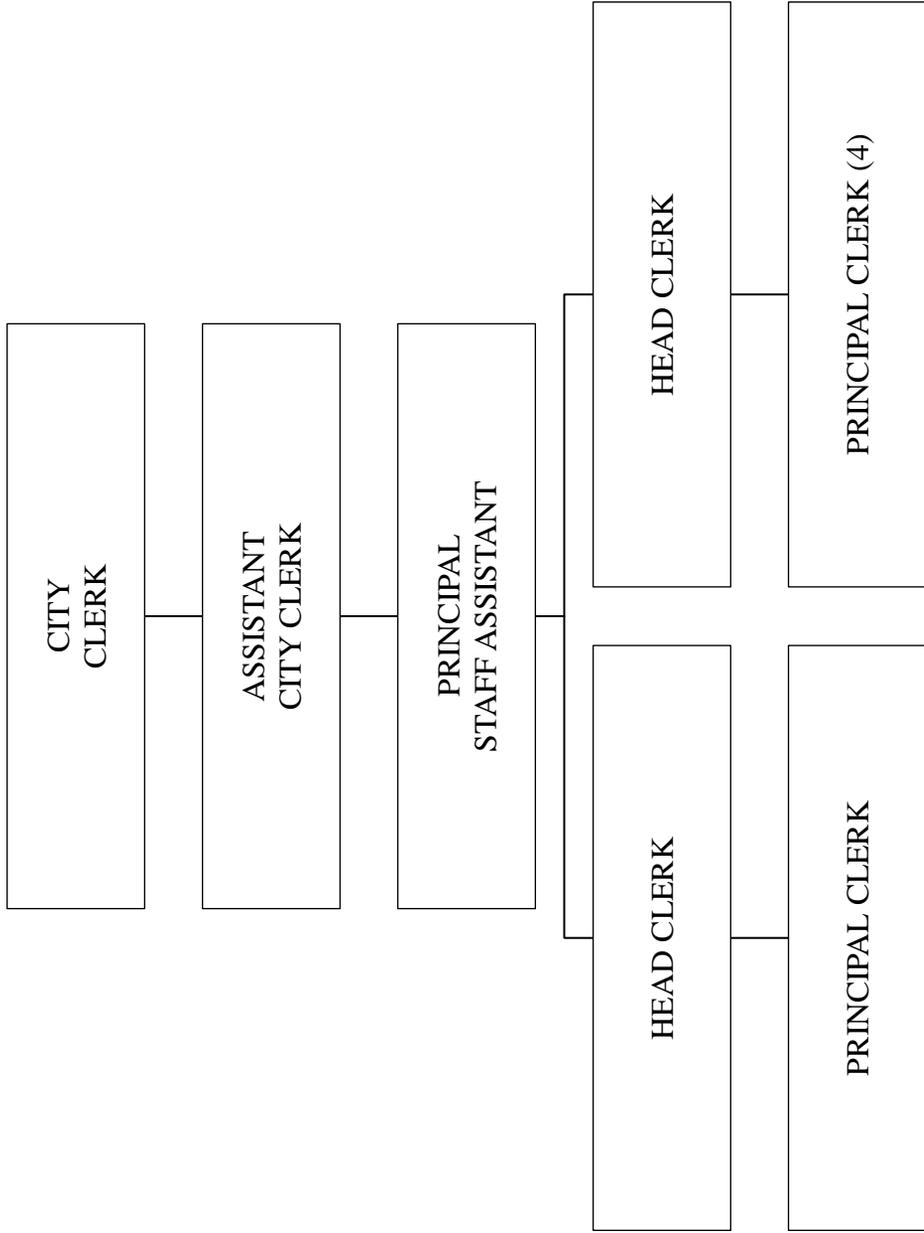
- Binding of vital records which is required by law and will reduce time spent researching records: \$10,000.

Operational Overview:

The City Clerk is elected by the members of City Council. Entrusted as the official record keeper, the Clerk attests to the validity of the City records, when requested. Most importantly, the City Clerk's signature is required for all actions of the City, such as orders, ordinances and appropriations. In the absence of the Clerk, delegated members of the City Clerk's office are authorized to operate and administer activities.

CITY OF WORCESTER

CITY CLERK DEPARTMENT



10 POSITIONS

SUSAN M. LEDOUX, CITY CLERK

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

CITY CLERK DEPARTMENT

CITY CLERK DIVISION #100

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 132,164.00	56EM	CITY CLERK	1	\$ 134,805.00
1	71,823.00	45M	ASSISTANT CITY CLERK	1	76,273.00
1	58,282.00	40M	PRINCIPAL STAFF ASSISTANT	1	59,447.00
2	93,135.00	30	HEAD CLERK	2	98,644.00
5	215,612.00	27	PRINCIPAL CLERK	5	219,303.00
<u>10</u>	<u>\$ 571,016.00</u>		TOTAL SALARIES	<u>10</u>	<u>\$ 588,472.00</u>
	5,337.00		EM INCENTIVE PAY		5,444.00
	4,000.00		STIPENDS - CITY CLERK, CLERK OF THE CITY COUNCIL		4,000.00
	(5,250.00)		VACANCY FACTOR		(5,250.00)
<u>10</u>	<u>\$ 575,103.00</u>	100-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>10</u>	<u>\$ 592,666.00</u>
	\$ 1,000.00		OVERTIME		\$ 1,000.00
	<u>\$ 1,000.00</u>	100-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 1,000.00</u>
	\$ 20,000.00		LEASES & RENTALS		\$ 19,800.00
	-		HIRED SERVICES		10,000.00
	625.00		TELEPHONE		625.00
	8,000.00		PRINTING		7,600.00
	400.00		MAINTENANCE/REPAIR EQUIPMENT		400.00
	-		CONSULTANT		6,000.00
	200.00		MEMBERSHIP DUES		200.00
	6,000.00		OFFICE SUPPLIES		2,500.00
	-		PRINTING SUPPLIES		3,000.00
	-		HARDWARE/DEVICES		600.00
	500.00		TRAVELING		500.00
	300.00		OTHER CHARGES & EXPENDITURES		800.00
	<u>\$ 36,025.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 52,025.00</u>
	\$ -		FUNDING SOURCES:		\$ -
	\$ -		PRESERVATION GRANT		\$ (6,000.00)
	\$ -		TOTAL FUNDING SOURCES		\$ (6,000.00)
	<u>\$ 36,025.00</u>	100-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 46,025.00</u>
	<u>\$ 612,128.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 639,691.00</u>



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Elections Division FY19 Budget Recommendation

Susan M. Ledoux

City Clerk

455 Main Street, Room 208
 Worcester, Massachusetts 01608
 (508) 799-1134

Divisional Mission Statement:

The mission of the Elections division is threefold:

- To conduct state and municipal elections in accordance with the Massachusetts Election Laws and Regulations as well as Worcester’s Home Rule Charter;
- To register all voters and inform them of their polling location; and
- To communicate annually with City residents in the City and make a true list containing, as nearly as ascertainable, the name, date of birth, occupation, nationality, and residence of every person three years of age or older.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 559,561.28	\$ 549,486.00	91000	\$ 561,408.00
Overtime	30,149.92	16,500.00	97000	16,500.00
Ordinary Maintenance	125,716.89	139,325.00	92000	140,725.00
Total	\$ 715,428.09	\$ 705,311.00		\$ 718,633.00
Total Positions	9	9		9

Expenditures:

The division tax levy budget for Fiscal 2019 is recommended to be \$718,633 which is an increase of \$13,322 from the Fiscal 2018 amount of \$705,311.

The recommended personal services tax levy budget for Fiscal 2019 is \$561,408 which is an increase of \$11,922 from the Fiscal 2018 amount of \$549,486. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$12,432
- Miscellaneous salaries due to November early voting costs: \$49,490
- State funding for November election: (\$50,000)

The recommended Overtime tax levy budget for Fiscal 2019 is recommended to be level funded at \$16,500.

The Fiscal 2019 tax levy Ordinary Maintenance budget is recommended to be \$140,725 which is an increase of \$1,400 from the Fiscal 2018 budget of \$139,325. This increase is a result of:

- Site rental for November early election: \$1,400

Elections Division FY19 Budget Recommendation

Operational Overview

The Elections division prepares, oversees, and conducts elections, beginning in January with the preparation of nomination papers, and continuing through the certification of signatures, filing, ballot design and bid, servicing of voting equipment and setting up, staffing, and operating the City's fifty voting precincts. Over 300 citizens are recruited and trained as poll workers in advance of each election. On Election Day, poll workers and officers assigned by the Chief of Police are deployed to all fifty polling locations.

Throughout the year, the Elections division diligently maintains voter registration records utilizing the annual street listing as well as vital records maintained by the City Clerk and the Secretary of the Commonwealth. Other documents filed and/or processed in the Elections division include ballot initiative petition papers, non-depository campaign finance records, election results, absentee requests, and residency verification certificates.

ELECTIONS DIVISION

MISCELLANEOUS SALARY STATISTICS REPORT FY14 - FY19

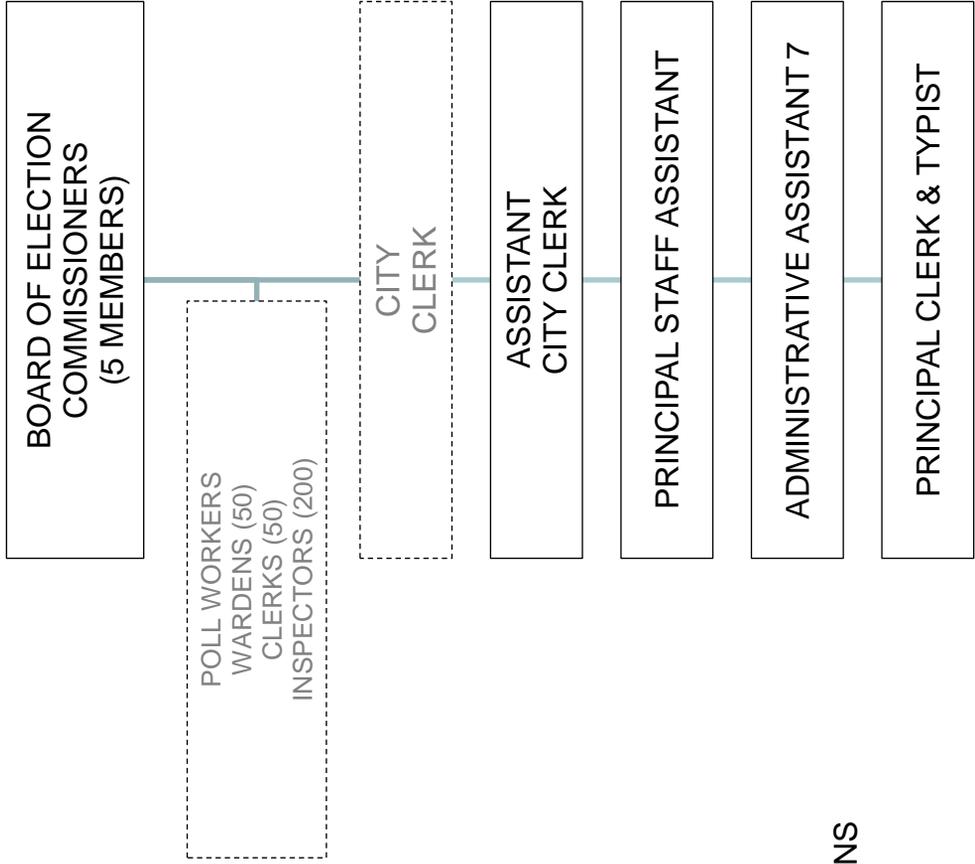
Breakout of Miscellaneous Salary Costs:		FY14		FY15		FY16		
		September 2013 City Preliminary November 2013 City Election Special State Preliminary & Election (August & September 2013)		September 2014 State Primary November 2014 State Election		March 2016 Presidential Primary September 2015 City Preliminary November 2015 City Election		
		Budget	Actual	Budget	Actual	Budget	Actual	
Primary	Police	\$ 82,000.00	-	\$ 77,000.00	71,757.91	\$ 80,111.00	74,574.32	
	Parks	18,000.00	-	18,000.00	14,600.61	18,727.00	12,107.80	
	Technical Services	500.00	-	500.00	523.20	520.00	544.32	
	Energy Asset Management	-	-	-	507.50	208.00	537.31	
	WHA	2,300.00	-	2,300.00	2,199.46	2,300.00	2,241.32	
	Senior Center	200.00	-	200.00	-	-	-	
	Poll Workers (Wardens, Clerks, Inspectors)	57,300.00	-	51,000.00	44,152.87	60,000.00	56,160.00	
		\$ 160,300.00	\$ -	\$ 149,000.00	\$ 133,741.55	\$ 161,866.00	\$ 146,165.07	
	General	Police	\$ 70,000.00	\$72,514.60	\$ 65,000.00	\$75,574.79	\$ 67,626.00	\$77,218.42
		Parks	18,000.00	16,738.98	18,000.00	13,199.83	18,727.00	10,339.61
Technical Services		500.00	523.20	500.00	523.20	520.00	544.32	
Energy Asset Management		-	1,922.80	-	698.37	208.00	704.04	
WHA		2,300.00	2,418.17	2,300.00	2,491.34	2,300.00	2,331.76	
Senior Center		200.00	-	200.00	-	-	-	
Poll Workers (Wardens, Clerks, Inspectors)		39,000.00	49,560.00	39,000.00	43,240.00	48,000.00	49,260.00	
Students		-	-	-	-	4,500.00	4,050.00	
		\$ 130,000.00	\$ 143,677.75	\$ 125,000.00	\$ 135,727.53	\$ 141,881.00	\$ 144,448.15	
Special/ Presidential Primary		Police	\$ -	\$43,547.82	\$ -	-	\$ 67,626.00	\$80,360.43
	Parks	-	5,815.32	-	-	18,727.00	15,017.96	
	Technical Services	-	523.20	-	-	520.00	277.62	
	Energy Asset Management	-	-	-	-	208.00	565.68	
	WHA	-	1,192.74	-	-	2,300.00	2,251.35	
	Poll Workers (Wardens, Clerks, Inspectors)	-	17,120.00	-	-	48,000.00	47,470.00	
	\$ -	\$ 68,199.08	\$ -	\$ -	\$ 137,381.00	\$ 145,943.04		
Miscellaneous Salary Costs-Total		\$ 290,300.00	\$ 211,876.83	\$ 274,000.00	\$ 269,469.08	\$ 441,128.00	\$ 436,556.26	

Breakout of Miscellaneous Salary Costs:		FY17		FY18		FY19	
		2 Weeks 2016 Early Voting September 2016 State Primary November 2016 State Election		September 2017 City Preliminary November 2017 City Election		2 Weeks 2018 Early Voting September 2018 State Primary November 2018 State Election	
		Budget	Actual	Budget	Actual	Budget	Projected
Special	Police	\$ 31,725.00	\$ 43,888.49		\$ -	\$ 21,000.00	\$ -
	Parks	9,600.00	12,870.93		-	6,720.00	-
	Technical Services	520.00	-		-	-	-
	Energy Asset Management	-	1,241.52		-	-	-
	WHA	-	-		-	-	-
	Poll Workers (Wardens, Clerks, Inspectors)	21,600.00	6,713.83		-	21,770.00	-
		\$ 63,445.00	\$ 64,714.77	\$ -	\$ -	\$ 49,490.00	\$ -
Primary	Police	\$ 80,111.00	\$ 77,800.64	\$ 79,000.00	\$ 38,119.15	\$ 79,000.00	\$ -
	Parks	18,355.00	11,986.24	11,000.00	12,875.59	11,000.00	-
	Technical Services	550.00	434.46	550.00	448.92	550.00	-
	Energy Asset Management	550.00	-	550.00	-	550.00	-
	WHA	2,300.00	2,238.88	2,300.00	269.25	2,300.00	-
	Poll Workers (Wardens, Clerks, Inspectors)	60,000.00	58,760.00	62,500.00	23,900.00	62,500.00	-
		\$ 161,866.00	\$ 151,220.22	\$ 155,900.00	\$ 75,612.91	\$ 155,900.00	\$ -
General	Police	\$ 67,626.00	\$ 87,713.95	\$ 79,000.00	\$ 79,528.29	\$ 79,000.00	\$ -
	Parks	18,355.00	11,116.14	11,000.00	10,568.10	11,000.00	-
	Technical Services	550.00	1,132.52	1,000.00	373.01	1,000.00	-
	Energy Asset Management	550.00	776.30	800.00	482.48	800.00	-
	WHA	2,300.00	2,552.92	2,500.00	2,393.44	2,500.00	-
	Poll Workers (Wardens, Clerks, Inspectors)	60,000.00	61,790.00	61,000.00	56,800.00	61,000.00	-
	Students	4,500.00	4,896.98	4,600.00	3,440.00	4,600.00	-
	\$ 153,881.00	\$ 169,978.81	\$ 159,900.00	\$ 153,585.32	\$ 159,900.00	\$ -	
Miscellaneous Salary Costs-Total		\$ 379,192.00	\$ 385,913.80	\$ 315,800.00	\$ 229,198.23	\$ 365,290.00	\$ -

CITY OF WORCESTER

CITY CLERK DEPARTMENT

ELECTIONS DIVISION



9 FUNDED POSITIONS

SUSAN M. LEDOUX, CITY CLERK

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

CITY CLERK DEPARTMENT

ELECTIONS DIVISION #150

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
5	\$ 4,500.00	FL	ELECTION COMMISSIONER	5	\$ 4,500.00
1	74,772.00	45M	ASSISTANT CITY CLERK	1	78,868.00
1	59,391.00	40M	PRINCIPAL STAFF ASSISTANT	1	62,846.00
1	58,185.00	35	ADMINISTRATIVE ASSISTANT 7	1	61,167.00
1	37,838.00	27	PRINCIPAL CLERK	1	39,737.00
<u>9</u>	<u>\$ 234,686.00</u>		REGULAR SALARIES	<u>9</u>	<u>\$ 247,118.00</u>
	315,800.00		MISCELLANEOUS SALARIES		365,290.00
	(1,000.00)		VACANCY FACTOR		(1,000.00)
<u>9</u>	<u>\$ 549,486.00</u>		TOTAL RECOMMENDED SALARIES	<u>9</u>	<u>\$ 611,408.00</u>
	-		FUNDING SOURCES:		
	-		STATE REIMBURSEMENTS FOR STATEWIDE ELECTION		(50,000.00)
	-		TOTAL FUNDING SOURCES		(50,000.00)
<u>9</u>	<u>\$ 549,486.00</u>	150-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>9</u>	<u>\$ 561,408.00</u>
	\$ 16,500.00		OVERTIME		\$ 16,500.00
	<u>\$ 16,500.00</u>	150-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 16,500.00</u>
	\$ 15,000.00		LEASES & RENTALS		\$ 16,400.00
	5,000.00		TELEPHONE		5,000.00
	29,500.00		POSTAGE		33,300.00
	59,000.00		PRINTING		47,950.00
	21,400.00		MAINTENANCE SYSTEM SOFTWARE		25,900.00
	4,300.00		OFFICE SUPPLIES		2,800.00
	-		OTHER SUPPLIES		2,500.00
	1,800.00		PRINTING SUPPLIES		3,500.00
	-		COPY PAPER		1,000.00
	3,325.00		OTHER CHARGES & EXPENDITURES		2,375.00
	<u>\$ 139,325.00</u>	150-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 140,725.00</u>
	<u>\$ 705,311.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 718,633.00</u>



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Auditing Department FY19 Budget Recommendation

Robert V. Stearns

City Auditor

City Hall - Room 102

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1053

Departmental Mission Statement:

The mission of the Auditing Department is to perform pre-audits of all invoices and payrolls submitted for payment by the City departments. To accomplish this mission the department:

- Audits the books and accounts of the City departments;
- Produces timely and accurate financial reports;
- Enforces the budget as approved by the City Council.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 465,085.82	\$ 491,813.00	91000	\$ 506,685.00
Overtime	503.26	2,000.00	97000	2,000.00
Ordinary Maintenance	87,972.95	92,030.00	92000	92,030.00
Total	\$ 553,562.03	\$ 585,843.00		\$ 600,715.00
Total Positions	8	8		8

Expenditures:

The Auditing Department's tax levy budget for Fiscal 2019 is recommended to be \$600,715 which is an increase of \$14,872 from the Fiscal 2018 amount of \$585,843.

The recommended Personal Services tax levy budget for Fiscal 2019 is \$506,685 which is an increase of \$14,872 from the Fiscal 2018 budget of \$491,813. This net increase is a result of:

- Contractual and non-represented wage increases & step increases: \$18,986;
- EM incentive pay: \$604;
- Temporary Staff: (\$3,750);
- Funding Source Increase: (Water, Sewer, Golf Credits): (\$968).

The recommended Overtime tax levy budget for Fiscal 2019 is recommended to be level funded at \$2,000.

The recommended Ordinary Maintenance tax levy budget for Fiscal 2019 is recommended to be level funded at \$92,030.

Auditing FY19 Budget Recommendation

Operational Overview:

The Auditing Department acts as the fiscal "watchdog" for the City Council, reviewing and approving all payrolls and other accounts payable prior to payment. The City Auditor is the "ex-officio" member of the Worcester Retirement Board. The Auditing Department has three primary function areas: Accounting, Accounts Payable, and Payroll.

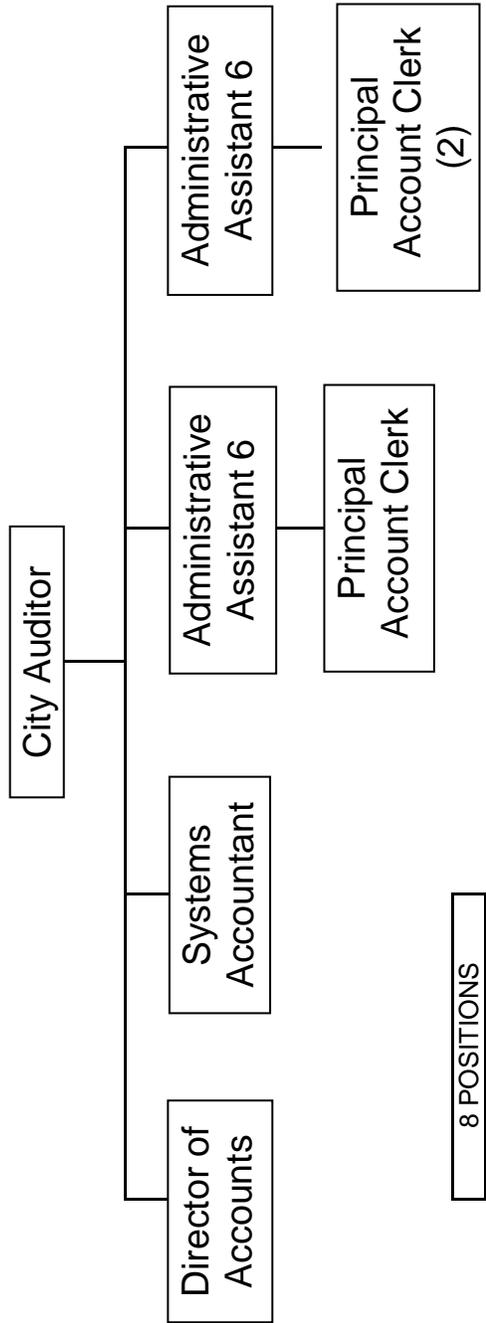
The Accounting Section maintains and analyzes the City's financial records and prepares the City's Comprehensive Annual Financial Report and State required Schedule A. The office coordinates the City's annual participation in the Federal "Single Audit" performed by an independent public accounting firm. The department prepares various reports in response to City Council requests, maintains a perpetual inventory of the City's fixed assets and performs the statutory requirements as described in Chapter 41 of the Massachusetts General Laws. Additionally, the department participates in bond rating reviews of the City.

The responsibilities of the Accounts Payable section are to pre-audit every invoice paid by the City for accuracy and propriety as well as to ensure that funds are available for payment and verifies that funds are available before the City enters into various contracts and monitors payments against those contracts, as well as stores vendor invoices and accounting journals.

The Payroll Section is responsible for the pre-audit of all City payroll, storage of payroll registers by document imaging, and enforcement of the budget for payroll statutory accounts.

The Auditing Department standards are demonstrated by such benchmarks as receiving an unqualified "clean" audit opinion and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

AUDITING DEPARTMENT ORGANIZATIONAL CHART



ROBERT V. STEARNS, CITY AUDITOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****AUDITING DEPARTMENT - DEPARTMENT #650**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 129,439.00	56EM	CITY AUDITOR	1	\$ 132,018.00
1	84,758.00	44M	DIRECTOR OF ACCOUNTS	1	86,445.00
1	65,042.00	42P	CHIEF ACCOUNTANT- AUDITING	0	-
0	-	38	SYSTEMS ACCOUNT	1	66,352.00
1	47,560.00	38M	ADMINISTRATIVE ASSISTANT 8	0	-
1	53,760.00	33	ADMINISTRATIVE ASSISTANT 6	2	107,114.00
1	39,493.00	30	HEAD CLERK	0	-
2	91,108.00	28	PRINCIPAL ACCOUNT CLERK	3	138,217.00
8	\$ 511,160.00		REGULAR SALARIES	8	\$ 530,146.00
	762.00		CONTRACTUAL STIPENDS AND EXTRAS		762.00
	4,727.00		EM INCENTIVE PAY		5,331.00
	7,500.00		AUDITING TEMPORARY STAFF		3,750.00
	(300.00)		VACANCY FACTOR		(300.00)
8	\$ 523,849.00		TOTAL SALARIES	8	\$ 539,689.00
			FUNDING SOURCES:		
	(1,295.00)		GOLF COURSE REVENUES		(1,334.00)
	(12,759.00)		SEWER REVENUES		(13,145.00)
	(17,982.00)		WATER REVENUES		(18,525.00)
	(32,036.00)		TOTAL FUNDING SOURCES		(33,004.00)
8	\$ 491,813.00	650-91000	TOTAL RECOMMENDED PERSONAL SERVICES	8	\$ 506,685.00
	2,000.00		OVERTIME		2,000.00
	2,000.00	650-97000	TOTAL RECOMMENDED OVERTIME		2,000.00
	\$ 3,500.00		LEASES & RENTALS		\$ 3,500.00
	-		TELEPHONE		900.00
	81,000.00		CONSULTANT- AUDIT		81,000.00
	-		TRAINING CERTIFICATIONS		600.00
	800.00		HARDWARE NETWORK SUPPORT		-
	5,000.00		OFFICE SUPPLIES		4,800.00
	600.00		OTHER SUPPLIES		-
	600.00		COPY PAPER		800.00
	2,100.00		OTHER CHARGES & EXPENDITURES		2,000.00
	\$ 93,600.00		TOTAL ORDINARY MAINTENANCE		\$ 93,600.00
			FUNDING SOURCES:		
	(39.00)		CREDIT FROM GOLF COURSE		(39.00)
	(570.00)		CREDIT FROM SEWER		(570.00)
	(961.00)		CREDIT FROM WATER		(961.00)
	(1,570.00)		TOTAL FUNDING SOURCES		(1,570.00)
	\$ 92,030.00	650-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 92,030.00
	\$ 585,843.00		TOTAL RECOMMENDED TAX LEVY		\$ 600,715.00

Contributory Pensions FY19 Budget Recommendation

Elizabeth A. Early
Executive Secretary

City Hall - Room 103
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1062

FY19 Budget Overview

	Actual	Approved		Recommended
	Budget for	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Fringe Benefits	\$ 24,629,878.34	\$ 26,123,801.00	96000	\$ 28,282,266.00
Total	\$ 24,629,878.34	\$ 26,123,801.00		28,282,266.00

Expenditures:

The City of Worcester's tax levy pension assessment for Contributory retirement cost for Fiscal 2019 is recommended to be \$28,282,266, which is an increase of \$2,158,465 from the Fiscal 2018 budget of \$26,123,801.

Operational Overview:

The City's retirement system is a contributory defined benefit plan that covers employees of the City. The System is administered by a five member Retirement Board consisting of the Auditor (ex-officio), two elected members, who are also members of the system, a member appointed by the City Manager, and a member selected by the other four members.

In August 1998, the City of Worcester was granted special legislation to issue Pension Obligation Bonds in an effort to fully fund the City's actuarial accrued unfunded pension liability. On December 8, 1998, the City issued \$212 million in bonds to fully fund its unfunded pension liability at that time.

In accordance with the provisions of Chapter 32, it has been determined that the City of Worcester will need to appropriate \$30.07 million for its normal retirement costs (retirement costs for existing city employees and amortization of the unfunded actuarial accrued liability) and early retirement incentive liabilities for Fiscal 2019. This amount is exclusive of any payments to be made by the Worcester Public Schools system and the Worcester Housing Authority.

**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
CONTRIBUTORY PENSIONS- DEPARTMENT #161**

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
<u>\$ 28,618,561.00</u>	CONTRIBUTORY PENSIONS	<u>\$ 32,004,851.00</u>
<u>\$ 28,618,561.00</u>	TOTAL FRINGE BENEFITS	<u>\$ 32,004,851.00</u>
	FUNDING SOURCES:	
\$ (48,785.00)	CREDIT FROM GOLF	\$ (52,700.00)
(1,387,666.00)	CREDIT FROM SEWER	(1,494,841.00)
(1,811,842.00)	CREDIT FROM WATER	(2,075,385.00)
(12,683.00)	CREDIT FROM FINANCE GRANTS	(10,304.00)
(11,889.00)	CREDIT FROM ECONOMIC DEVELOPMENT GRANTS	(78,595.00)
(21,123.00)	CREDIT FROM CABLE SERVICES	(22,054.00)
(76,924.00)	CREDIT FROM HEALTH DEPARTMENT GRANTS	(91,403.00)
(5,040.00)	CREDIT FROM INSPECTIONAL SERVICES GRANTS	-
(13,586.00)	CREDIT FROM ELDER AFFAIRS GRANTS	(13,562.00)
(26,131.00)	CREDIT FROM WORKFORCE INVESTMENT BOARD	(26,923.00)
(91,608.00)	CREDIT FROM WORKFORCE CAREER CENTER	(86,672.00)
<u>\$ (3,507,277.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (3,952,439.00)</u>
<u>\$ 25,111,284.00</u>	161-96000 TOTAL RECOMMENDED FRINGE BENEFITS	<u>\$ 28,052,412.00</u>
<u>\$ 25,111,284.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 28,052,412.00</u>

**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
 CONTRIBUTORY PENSIONS- DEPARTMENT #161
 EARLY RETIREMENT COSTS**

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 1,037,588.00	EARLY RETIREMENT CONTRIBUTIONS- FY03	\$ -
<u>443,415.00</u>	EARLY RETIREMENT CONTRIBUTIONS- FY11	<u>442,430.00</u>
<u>\$ 1,481,003.00</u>	TOTAL FRINGE BENEFITS	<u>\$ 442,430.00</u>
	FUNDING SOURCES:	
\$ (20,631.00)	CREDIT FROM AIRPORT	\$ (20,586.00)
(468.00)	CREDIT FROM GOLF	(93.00)
(187,818.00)	CREDIT FROM SEWER	(58,802.00)
<u>(259,569.00)</u>	CREDIT FROM WATER	<u>(133,095.00)</u>
<u>\$ (468,486.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (212,576.00)</u>
<u>\$ 1,012,517.00</u>	161-96000 TOTAL RECOMMENDED FRINGE BENEFITS	<u>\$ 229,854.00</u>
	TOTAL RECOMMENDED TAX LEVY	<u>\$ 229,854.00</u>

Non-Contributory Pensions FY19 Budget Recommendation

Elizabeth A. Early
Executive Secretary

City Hall - Room 103
 455 Main Street
 Worcester, Massachusetts 01608
 (508) 799-1062

FY19 Budget Overview

	Actual	Approved		Recommended
	Budget for	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Fringe Benefits	\$ 59,439.75	\$ 33,243.00	96000	\$ 36,364.00
Total	\$ 59,439.75	\$ 33,243.00		\$ 36,364.00

Expenditures:

The total tax levy budget in Fiscal 2019 for Non-Contributory Pensions is projected to be \$36,364 which is an increase of \$3,121 from the Fiscal 2018 budget of \$33,243. This increase is a result of:

- A projected 3% increase for retirees on the first \$13,000 of salary.

Operational Overview:

The City provides retirement benefits to those employees who are Veterans, employed by the City prior to 1939, and have a minimum of thirty years of service under the Retirement System. These employees, at their own request, and with the approval of the Retiring Authority, shall be retired at seventy-two percent of their highest annual rate of compensation. Disability benefits are also available to those employees with veteran status, pre-1939 service and a minimum of 10 years of service in the Retirement System.

**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
NON-CONTRIBUTORY PENSIONS- DEPARTMENT #162**

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 46,356.00	NON-CONTRIBUTORY PENSIONS	\$ 36,364.00
<u>\$ 46,356.00</u>	TOTAL FRINGE BENEFITS	<u>\$ 36,364.00</u>
	FUNDING SOURCES:	
\$ (13,113.00)	CREDIT FROM SEWER	\$ -
<u>\$ (13,113.00)</u>	TOTAL FUNDING SOURCES	<u>\$ -</u>
<u>\$ 33,243.00</u>	162-96000 TOTAL RECOMMENDED FRINGE BENEFITS	<u>\$ 36,364.00</u>
<hr/>		
<u>\$ 33,243.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 36,364.00</u>



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Executive Office of the City Manager FY19 Budget Recommendation

Edward M. Augustus, Jr.

City Manager

City Hall Room 309

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1175

Department Mission Statement:

The mission of the Executive Office of the City Manager is to:

- Provide exemplary customer service at every level;
- Maintain a financially sound City government;
- Exercise an open and transparent government;
- Build a safe, clean, thriving, 18-hour downtown;
- Maintain strong, vital neighborhoods;
- Take special care to support the youngest and oldest, the disabled and our veterans;
- Protect and promote the health, safety and welfare of all citizens and visitors; and
- Encourage economic development strategies that will broaden the tax base and expand employment opportunities.

FY19 Budget Overview

	Actual	Approved		Recommended
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Budget for</u>	<u>Account</u>	<u>Appropriation</u>
		<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 959,281.28	\$ 1,003,519.00	91000	\$ 1,043,193.00
Ordinary Maintenance	113,057.15	158,850.00	92000	158,850.00
Total	\$ 1,072,338.43	\$ 1,162,369.00		\$ 1,202,043.00
Total Positions	10	10		10

Expenditures:

The tax levy budget for the Office of the City Manager for Fiscal 2019 is recommended to be \$1,202,043, which is an increase of \$39,674 compared to the Fiscal 2018 amount of \$1,162,369.

The Personal Service tax levy budget for Fiscal 2019 is recommended to be \$1,043,193, which is an increase of \$39,674 compared to Fiscal 2018 budget of \$1,003,519. This increase is a net result of:

- Step increases per the salary ordinance, City Manager contractual stipends, EM incentive pay, and vacancy factor: \$39,674

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$158,850.

Executive Office of the City Manager FY19 Budget Recommendation

Operational Overview:

The City Manager is appointed by the Worcester City Council to be the chief executive and administrative officer of the City. The City Manager, under the powers and duties of the Worcester City Charter, shall be responsible to the City Council for the proper administration of all City affairs properly entrusted to the City Manager by the City Council or under the City Charter. The powers and duties of the City Manager include, but are not limited to, the following: to act as the chief conservator of the peace within the City, as conferred under Massachusetts General Laws; to supervise the administration of the affairs of the City; to ensure that, within the City, the general laws and ordinances, resolutions, and regulations of the City Council are faithfully executed; to make such recommendations to the City Council concerning the affairs of the City, as deemed necessary and desirable; to make reports to the City Council from time to time upon the affairs of the City; to keep the City Council fully advised of the City's financial condition and its future needs; to prepare and submit budgets as required by general law and the City Charter to the City Council.

The City Manager's Office supervises the activities of all city departments, administers the daily activities of the office, and manages all internal and external communication to City Council, citizens, businesses, visitors, and media. The department works strategically and proactively to coordinate actions at the State and Federal level to ensure Worcester's interests are properly represented and monitored. Activities also include overseeing key intergovernmental, interdepartmental, and regional efforts, and leading special projects and initiatives, such as the Quality of Life Task Force and Youth Initiatives.

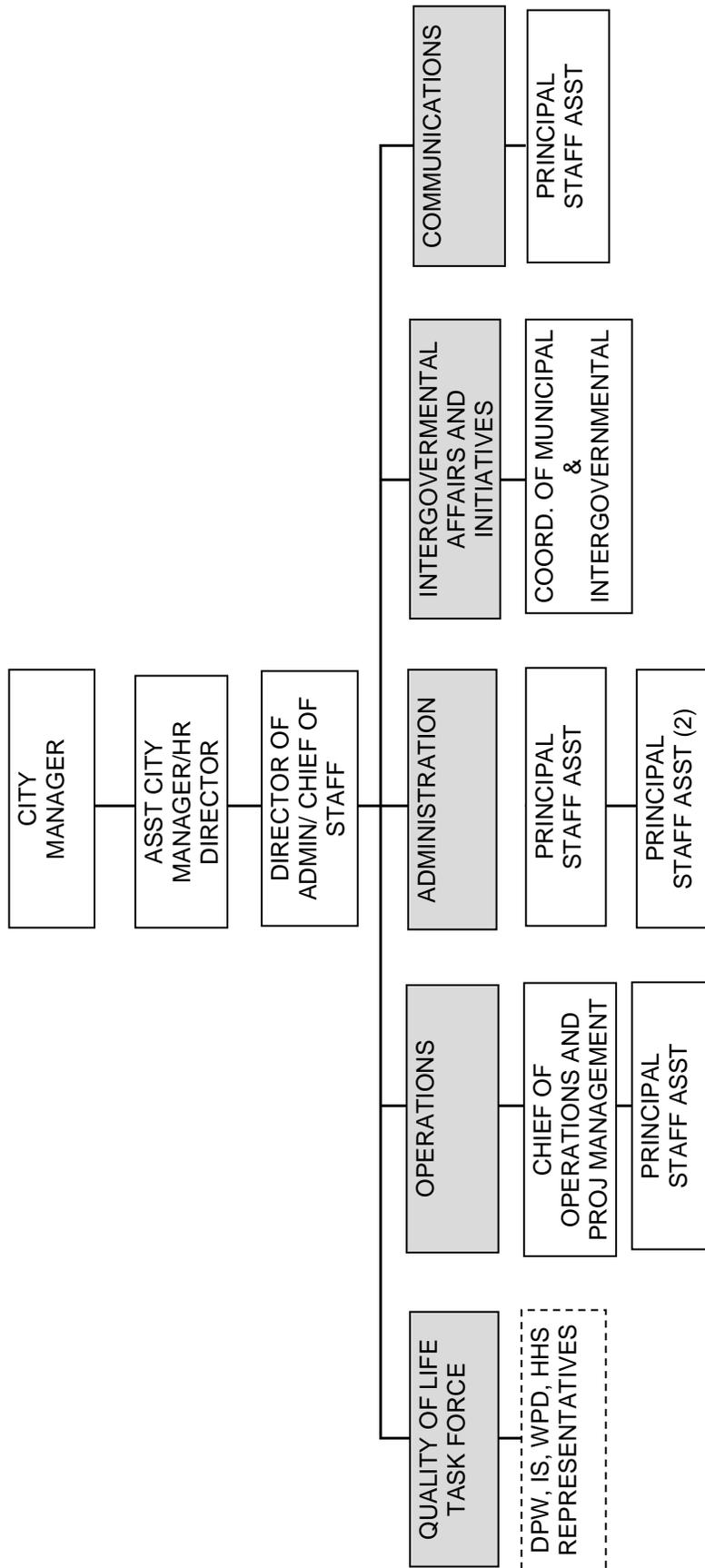
As part of the City Manager's commitment to residents and members of the administration, the City Manager and staff join members of the recently formed WPD Neighborhood Response Team at monthly Neighborhood Association and Crime Watch Meetings, held across the City, in an effort to obtain a clear understanding of the status of our neighborhoods and learn firsthand of the quality of life issues residents share.

In 2015, the City Manager assembled an inter-departmental team of six specialists as members of a Quality of Life Task Force, under the direction of the Chief of Staff. This team is led by an Inspector from DIS and is comprised of a Nuisance Control Officer, Worcester Police Officer, Coordinator of Substance Abuse, Coordinator of Homeless Outreach and a Customer Service Representative. The team is also supported by two Case Managers from Aids Project Worcester, who provide substance abuse outreach on the Worcester Common and community parks. The team addresses neighborhoods with a high number of complaints and properties with repeat violations as well as attending to issues that threaten the quality of life of our neighborhoods, including illegal dumping, code violations/problem properties, homeless encampments, unregistered vehicles and substance abuse in public.

Executive Office of the City Manager FY19 Budget Recommendation

The City Manager's Office oversees the implementation and coordination of all youth initiatives and strategies that impact the growth and development of youth in the City, including the Youth Violence Prevention Initiative, youth employment programs, managing stakeholders and corporate relationships, and working with educational and cultural institutions to enrich the lives of all the youth in the Worcester community through coordination of programs and funding.

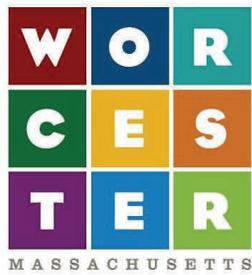
EXECUTIVE OFFICE OF THE CITY MANAGER



10 POSITIONS

EDWARD M. AUGUSTUS JR., CITY MANAGER
CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
THE EXECUTIVE OFFICE OF THE CITY MANAGER
DIVISION OF ADMINISTRATION- DIVISION #040

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
EXECUTIVE OFFICE OF CITY MANAGER					
1	\$ 205,032.00	FL	CITY MANAGER	1	\$ 209,142.00
1	160,992.00	58CM	ASSISTANT CITY MANAGER	1	164,216.00
1	93,309.00	47EM	COORD. OF MUNICIPAL & INTERGOVERNMENTAL INITIATIVE	1	95,181.00
1	98,176.00	48M	DIRECTOR OF ADMINISTRATION	1	100,132.00
1	75,778.00	45M	CHIEF STAFF ASSISTANT	1	80,074.00
5	328,417.00	40M	PRINCIPAL STAFF ASSISTANT	5	344,199.00
<u>10</u>	<u>\$ 961,704.00</u>		TOTAL REGULAR SALARIES	<u>10</u>	<u>\$ 992,944.00</u>
	(10,000.00)		VACANCY FACTOR		(5,000.00)
	\$ 18,000.00		RETIREMENT FUND		\$ 18,500.00
	6,000.00		DISABILITY AND LIFE INSURANCE EXPENSES		6,000.00
	13,200.00		AUTOMOBILE REIMBURSEMENT		13,200.00
	<u>\$ 37,200.00</u>		TOTAL CITY MANAGER CONTRACTUAL STIPENDS		<u>\$ 37,700.00</u>
	\$ 14,615.00		EM INCENTIVE PAY		\$ 17,549.00
<u>10</u>	<u>\$ 1,003,519.00</u>	0401-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>10</u>	<u>\$ 1,043,193.00</u>
	\$ 7,500.00		LEASES AND RENTALS		\$ 7,500.00
	12,500.00		TELEPHONE		12,500.00
	100.00		POSTAGE		100.00
	1,000.00		NETWORK, HARDWARE, SOFTWARE		1,000.00
	500.00		BOOKS		500.00
	5,000.00		OFFICE SUPPLIES		5,000.00
	5,000.00		OTHER SUPPLIES		5,000.00
	18,250.00		OTHER PERSONAL SERVICES		18,250.00
	5,500.00		OTHER CHARGES AND EXPENDITURES		5,500.00
	3,500.00		NEWSPAPER ADVERTISING		3,500.00
	35,000.00		REGISTRATION FEES		35,000.00
	50,000.00		SPECIAL EVENTS & SEASONAL PROGRAMMING		50,000.00
	10,000.00		QUALITY OF LIFE TASKFORCE		10,000.00
	5,000.00		NEIGHBORHOOD EVENT SPONSORSHIP		5,000.00
	<u>\$ 158,850.00</u>	0401-92000	TOTAL CITY MANAGER'S ORDINARY MAINTENANCE		<u>\$ 158,850.00</u>
	<u>\$ 1,162,369.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 1,202,043.00</u>



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City Manager’s Contingency FY19 Budget Recommendation

Edward M. Augustus Jr.

City Manager

City Hall Room 309

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1175

Departmental Overview:

The Fiscal 2019 Budget includes \$1,300,000 for the City Manager’s Contingency account. This is an increase of \$50,000 compared to the Fiscal 2018 amount of \$1,250,000. These funds have been identified to provide a funding for all City non-represented employee and Police Union wages, assuming the settlement of a model contract of 2%, and health insurance reforms, the savings from which will make up the remainder of funds needed in Fiscal Year 2019.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ -	\$ 1,250,000.00	92000	\$ 1,300,000.00
Total	\$ -	\$ 1,250,000.00		\$ 1,300,000.00

EDWARD M. AUGUSTUS JR., CITY MANAGER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
CITY MANAGER'S CONTINGENCY - DEPARTMENT #900

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 1,250,000.00	CONTINGENCY	\$ 1,300,000.00
\$ 1,250,000.00	900-92000 TOTAL CONTINGENCY SALARIES	\$ 1,300,000.00
<hr/>		
<u>\$ 1,250,000.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 1,300,000.00</u>

Worcester Public Library FY19 Budget Recommendation

Geoffrey M. Dickinson

Head Librarian

3 Salem Square

Worcester, Massachusetts 01608

(508) 799-1655

Divisional Mission Statement:

The mission of the Worcester Public Library (WPL) is to serve as a gathering place that actively promotes the free exchange of ideas in our democratic society. The WPL makes information and services available to all people, while fostering intellectual freedom, protecting privacy, encouraging personal growth and enrichment, and celebrating our diverse community heritage.

FY19 BUDGET OVERVIEW

	Actual	Approved		Recommended
	Budget for	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 3,615,923.55	\$ 3,706,383.00	91000	\$ 3,890,617.00
Overtime	103,084.47	123,795.00	97000	123,795.00
Ordinary Maintenance	1,723,174.00	1,740,752.00	92000	1,793,850.00
Total	\$ 5,442,182.02	\$ 5,570,930.00		\$ 5,808,262.00
Total Positions	100	100		101

Expenditures:

The budget for Fiscal 2019 is recommended to be \$5,808,262 which is an increase of \$237,332 from the Fiscal 2018 amount of \$5,570,930.

The total Personal Services tax levy budget for Fiscal 2019 is to be \$3,890,617, which is an increase of \$184,234 from the Fiscal 2018 amount of \$3,706,383. This increase is a net result of:

- Step increases per the salary ordinance, vacancy factor, EM incentive pay, custodian building operation intergovernmental charge, position deletes/adds: \$238,072
 - Add Position: Principal Clerk
 - Delete Position: Librarian, Grade 2
 - Add Position: Library Security Compliance Officer
- Funding source increases (Bookmobile Funding, Pilot Funding, and Resource Funding): (\$53,838)

The recommended Overtime budget for Fiscal 2019 is recommended to be level funded at \$123,795.

Worcester Public Library FY19 Budget Recommendation

The tax levy Ordinary Maintenance for Fiscal 2019 is recommended to be \$1,793,850, which is an increase of \$53,098 from the Fiscal 2018 amount of \$1,740,752. This increase is a net result of:

- Increase in overall budget based on spending history: \$35,398
- Building Operations intergovernmental charge: \$49,350
- Bookmobile Funding decrease: \$3,562
- Security Services: (\$32,428)
- OM Re-alignment : (\$2,784)

Operational Overview:

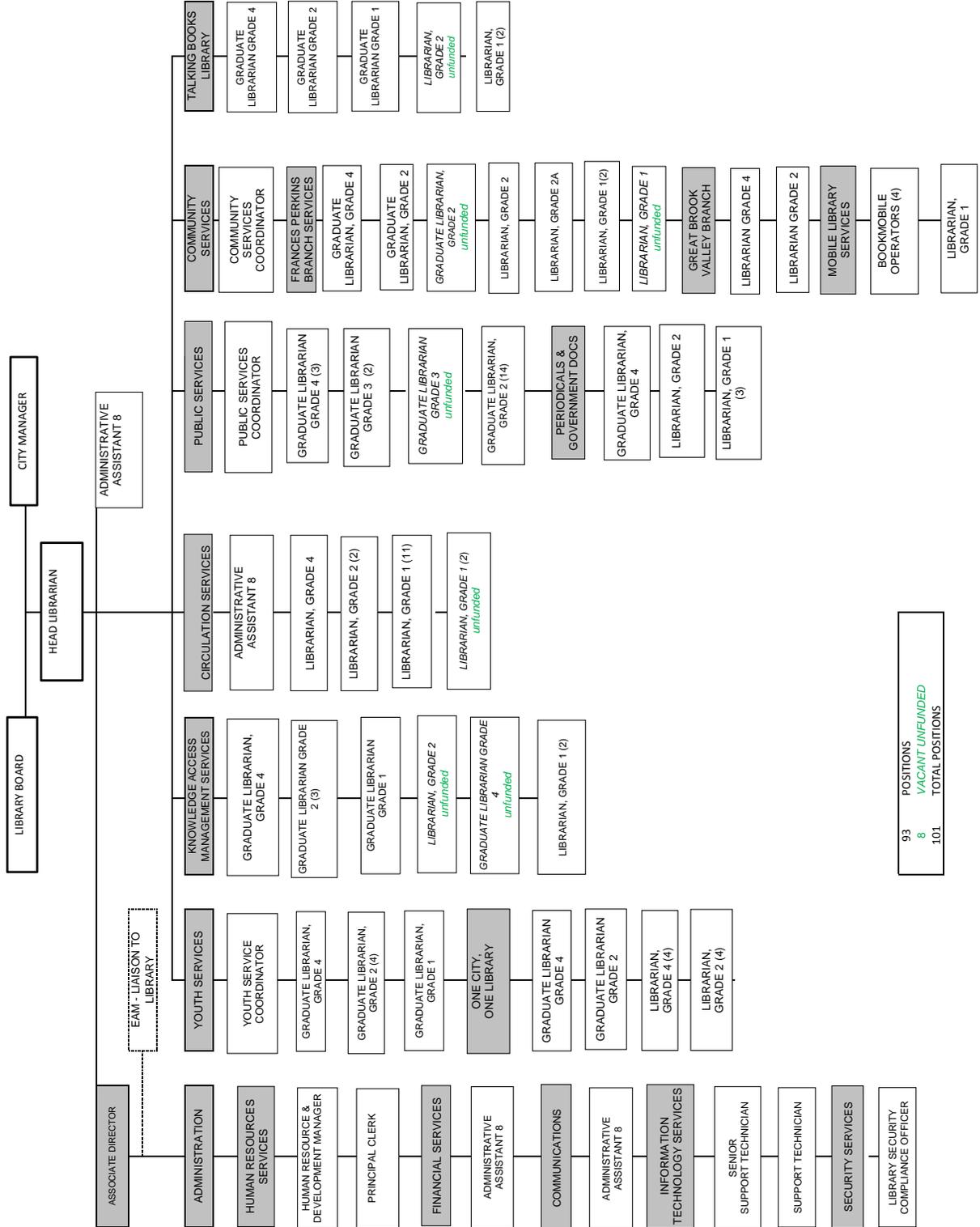
The Worcester Public Library (WPL) offers opportunities for the development of a literate and informed citizenry, as well as delivers collections and services that meet the information needs of Worcester's residents and visitors. Major focus areas of the WPL have been a consistent development of literacy programs and providing access to reading materials for children and their families. The One City, One Library (OCOL) branches at Worcester elementary schools, combined with community partnerships with "Worcester Reads," provides programs to improve reading levels in the City.

The WPL provides these services through management and operation of the Worcester Main Library, the Frances Perkin's Branch Library, Great Brook Library, four OCOL locations, and two mobile libraries. The Department is organized into operational groupings to support administration, youth services, knowledge access services, circulation services, public services, community services, and the City's talking books library.

Administration includes management of library finances, personnel, and information technology. All other divisions are involved in direct provision of library services to the public, such as oversight and management of the library's collections, library patron's assistance, provision of engaging programs to develop literacy and other community needs.

The WPL provides the City with an active center of information and learning, used and valued by people of all ages, backgrounds and abilities.

CITY OF WORCESTER WORCESTER PUBLIC LIBRARY



93 POSITIONS
 6 VACANT/UNFUNDED
 101 TOTAL POSITIONS

GEOFFREY DICKINSON , HEAD LIBRARIAN

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER PUBLIC LIBRARY- DIVISION #550

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 110,032.00	53EM	HEAD LIBRARIAN	1	\$ 112,237.00
1	93,101.00	48M	ASSOCIATE DIRECTOR	1	98,176.00
1	75,324.00	44M	YOUTH SERVICES COORDINATOR	1	79,529.00
1	84,145.00	44M	COMMUNITY SERVICES COORDINATOR	1	86,445.00
1	83,096.00	44M	PUBLIC SERVICE COORDINATOR	1	86,445.00
6	420,056.00	40P	GRADUATE LIBRARIAN, GRADE 4	6	451,428.00
1	70,671.00	39M	HUMAN RESOURCE & DEVELOPMENT MANAGER	1	72,093.00
4	250,428.00	38M	ADMINISTRATIVE ASSISTANT, GRADE 8	4	258,650.00
2	131,474.00	37P	GRADUATE LIBRARIAN, GRADE 3	2	140,587.00
21	1,084,227.00	36P	GRADUATE LIBRARIAN, GRADE 2	21	1,143,356.00
2	105,207.00	31P	GRADUATE LIBRARIAN, GRADE 1	2	111,634.00
1	69,722.00	40	SENIOR SUPPORT TECHNICIAN	1	71,116.00
1	60,528.00	37	SUPPORT TECHNICIAN	1	63,898.00
2	96,687.00	31	LIBRARIAN, GRADE 4	2	100,070.00
0	-	27	PRINCIPAL CLERK	1	38,252.00
2	76,438.00	27	BOOKMOBILE OPERATOR	2	80,345.00
1	38,431.00	26	LIBRARIAN, GRADE 2A	1	41,297.00
5	191,473.00	25	LIBRARIAN, GRADE 2	4	162,237.00
18	608,522.00	21	LIBRARIAN, GRADE 1	18	629,976.00
0	-	24	LIBRARY SECURITY COMPLIANCE OFFICER	1	31,616.00
71	\$ 3,649,562.00		TOTAL REGULAR SALARIES WITHOUT PAGES	72	\$ 3,859,387.00
1	\$ -	40P	GRADUATE LIBRARIAN, GRADE 4	1	\$ -
1	-	37P	GRADUATE LIBRARIAN, GRADE 3	1	-
1	-	36P	GRADUATE LIBRARIAN, GRADE 2	1	-
1	-	25	LIBRARIAN, GRADE 2	1	-
1	-	21	LIBRARIAN, GRADE 1	1	-
5	\$ -		REGULAR SALARIES	5	\$ -
1	\$ 62,751.00	40P	GRADUATE LIBRARIAN, GRADE 4	1	\$ 67,577.00
1	38,324.00	36P	GRADUATE LIBRARIAN, GRADE 2	1	48,322.00
1	43,551.00	31	LIBRARIAN, GRADE 4	1	46,069.00
3	132,256.00	31	LIBRARIAN, GRADE 4	3	139,443.00
2	82,337.00	27	BOOKMOBILE OPERATOR	2	87,809.00
4	136,403.00	25	LIBRARIAN, GRADE 2	4	153,873.00
1	28,992.00	21	LIBRARIAN, GRADE 1	1	31,797.00
13	\$ 524,614.00		REGULAR SALARIES	13	\$ 574,890.00
89	\$ 4,174,176.00		REGULAR SALARIES	90	\$ 4,434,277.00
	101,816.00		TOTAL PAGES SALARIES		101,816.00
	-		EM INCENTIVE		1,964.00
	318,635.00		BUILDING OPERATION		304,160.00
	(37,192.00)		VACANCY FACTOR		(46,710.00)
89	\$ 4,557,435.00		TOTAL RECOMMENDED SALARIES	90	\$ 4,795,507.00
	(666,451.00)		FUNDING SOURCES:		
	(76,438.00)		PILOT		(708,730.00)
	(108,163.00)		BOOKMOBILE FUNDING		(80,000.00)
	(851,052.00)		LIBRARY RESOURCE FUNDING-SALARIES		(116,160.00)
			TOTAL FUNDING SOURCES		(904,890.00)
89	\$ 3,706,383.00	550-91000	TOTAL RECOMMENDED PERSONAL SERVICES	90	\$ 3,890,617.00

GEOFFREY DICKINSON , HEAD LIBRARIAN

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER PUBLIC LIBRARY- DIVISION #550

FY18 TOTAL POSITIONS	RECOMMENDED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 25,658.00		REGULAR OVERTIME		\$ 25,658.00
	66,137.00		SUNDAY OVERTIME		66,137.00
	<u>\$ 91,795.00</u>		TOTAL OVERTIME		<u>\$ 91,795.00</u>
	\$ 32,000.00		BUILDING OPERATIONS		\$ 32,000.00
	<u>\$ 123,795.00</u>	550-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 123,795.00</u>
	\$ 3,000.00		AUTO FUEL		\$ 3,000.00
	-		BUILDING SUPPLIES		7,500.00
	-		CLEANING SERVICES		7,300.00
	-		COPY PAPER		3,000.00
	-		CUSTODIAL SUPPLIES		3,000.00
	-		EXTERMINATOR SERVICES		-
	-		FOOD SUPPLIES		4,300.00
	-		HARDWARE NETWORK SUPPORT		10,500.00
	-		HARDWARE/DEVICES		26,500.00
	-		INSURANCE		750.00
	5,500.00		LEASES & RENTALS		11,000.00
	-		LICENSES		3,500.00
	4,000.00		MAINTENANCE & REPAIR		-
	-		MAINTENANCE REPAIR EQUIPMENT		1,700.00
	-		MAINTENANCE REPAIR VEHICLE		1,300.00
	-		MAINTENANCE SYSTEM SOFTWARE		88,000.00
	-		MEDIA/LIBRARY SUPPLIES		58,500.00
	-		MEDICAL SUPPLIES		1,000.00
	-		MEMBERSHIP DUES		195,000.00
	232,534.00		NETWORK, HARDWARE, SOFTWARE		-
	5,500.00		NEWSPAPER ADVERTISEMENT		5,000.00
	17,500.00		OFFICE SUPPLIES		12,000.00
	6,100.00		OTHER CHARGES & EXPENDITURES		6,000.00
	56,000.00		OTHER PERSONAL SERVICES		5,400.00
	143,200.00		OTHER SUPPLIES		-
	14,000.00		POSTAGE		14,000.00
	14,000.00		PRINTING		26,000.00
	40,500.00		PRINTING SUPPLIES		39,000.00
	-		REGISTRATION FEES		2,300.00
	63,500.00		SECURITY SERVICES		32,572.00
	32,000.00		TELEPHONE		33,000.00
	-		TUITION		1,000.00
	770,180.00		LIBRARY MATERIALS		805,578.00
	<u>\$ 1,407,514.00</u>		ORDINARY MAINTENANCE		<u>\$ 1,407,700.00</u>
	336,800.00		BUILDING OPERATIONS		386,150.00
	<u>\$ 1,744,314.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 1,793,850.00</u>
	(3,562.00)		FUNDING		
			BOOKMOBILE FUNDING		
	<u>\$ 1,740,752.00</u>	550-92000	RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 1,793,850.00</u>
	\$ 22,310.00		FRINGE BENEFITS:		
	7,993.00		HEALTH INSURANCE		\$ 22,426.00
	<u>\$ 30,303.00</u>		RETIREMENT		8,612.00
			TOTAL FRINGE BENEFITS		<u>\$ 31,038.00</u>
	\$ (30,303.00)		FUNDING SOURCES:		
	<u>\$ -</u>	550-96000	LIBRARY RESOURCE FUNDING-FRINGE BENEFITS		<u>\$ (31,038.00)</u>
			TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ -</u>
	<u>\$ 5,570,930.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 5,808,262.00</u>

GEOFFREY DICKINSON , HEAD LIBRARIAN

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER PUBLIC LIBRARY- DIVISION #550

1	\$	63,469.00	40P	GRADUATE LIBRARIAN, GRADE 4	1	\$	68,481.00
1		54,413.00	36P	GRADUATE LIBRARIAN, GRADE 2	1		55,409.00
1		41,309.00	25	LIBRARIAN, GRADE 2	1		34,444.00
3	\$	159,191.00		REGULAR SALARIES	3	\$	158,334.00
3	\$	159,191.00		TOTAL REGULAR SALARIES	3	\$	158,334.00
2	\$	-	21	LIBRARIAN, GRADE 1	2	\$	-
2	\$	-		REGULAR SALARIES	2	\$	-
5	\$	159,191.00		TOTAL RECOMMENDED PERSONAL SERVICES	5	\$	158,334.00
		23,655.62		FRINGE BENEFITS			25,893.00
	\$	182,846.62		TOTAL EXPENSES- LIBRARY RESOURCES		\$	184,227.00
		(159,191.00)		FUNDING SOURCES-STATE REVENUES:			
		(23,655.62)		SALARIES			(158,334.00)
		(182,846.62)		FRINGE BENEFITS			(25,893.00)
				TOTAL CREDITS- LIBRARY RESOURCES			(184,227.00)
	\$	-		TOTAL RECOMMENDED TAX LEVY		\$	-

FY18 TOTAL POSITIONS	RECOMMENDED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 74,901.00	40P	GRADUATE LIBRARIAN, GRADE 4	1	\$ 79,477.00
1	51,199.00	36P	GRADUATE LIBRARIAN, GRADE 2	1	48,194.00
1	54,413.00	31P	GRADUATE LIBRARIAN, GRADE 1	1	57,720.00
2	72,552.00	21	LIBRARIAN, GRADE 1	2	77,002.00
5	\$ 253,065.00		REGULAR SALARIES	5	\$ 262,393.00
1	\$ -	25	LIBRARIAN, GRADE 2	1	\$ -
1	\$ -		REGULAR SALARIES	1	\$ -
6	\$ 253,065.00		TOTAL REGULAR SALARIES	6	\$ 262,393.00
6	\$ 253,065.00		TOTAL RECOMMENDED PERSONAL SERVICES	6	\$ 262,393.00
	3,000.00		TOTAL OVERTIME		3,000.00
	141,410.00		ORDINARY MAINTENANCE		132,217.00
	48,657.00		FRINGE BENEFITS		48,522.00
	\$ 446,132.00		TOTAL EXPENSES- TALKING BOOKS		\$ 446,132.00
	(253,065.00)		FUNDING SOURCES-STATE REVENUES:		
	(3,000.00)		SALARIES		(262,393.00)
	(141,410.00)		OVERTIME		(3,000.00)
	(48,657.00)		ORDINARY MAINTENANCE		(132,217.00)
	\$ (446,132.00)		FRINGE BENEFITS		(48,522.00)
			TOTAL CREDITS- TALKING BOOKS		\$ (446,132.00)
	\$ -		TOTAL RECOMMENDED TAX LEVY		\$ -

Department of Health and Human Services FY19 Budget Recommendation

Matilde Castiel

Commissioner of Health and Human Services

City Hall Room 101

455 Main Street

Worcester, Massachusetts 01608

Department Mission Statement:

The mission of the Division of the Health and Human Services is to provide coordination and management of the City’s critical services in the areas of Public Health, Veteran’s Services, Human Rights and Disabilities, Elder Affairs, and Youth Services. To accomplish this mission, the Department:

- Maximizes access to City programs and services by providing information and referral, advocacy, outreach and educational programs for all Worcester residents regardless of age, race, ability, or health condition;
- Ensures that all City residents are treated fairly and equally by reducing bias, bigotry and prejudices;
- Promotes ways to increase respect in our community and safeguard equal access and opportunity for all through outreach, educational programs, events and advocacy;
- Ensures that all Worcester residents and visitors with disabilities have access to City programs and services by providing information and referral, advocacy, outreach and educational programs;
- Provides eligible veterans and their families with immediate financial aid, medical assistance and referral services such as housing, employment opportunities, health, and education;
- Advances the well-being of the City’s youth, particularly in the areas of development and employment opportunities; and
- Oversees community coordination to address a wide array of homeless issues, including: triage/assessment/rapid re-housing, discharge planning, and street outreach.

FY19 Budget Overview

	Actual	Approved		Recommended
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Budget for</u>	<u>Account</u>	<u>Appropriation</u>
		<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 445,836.78	\$ 521,264.00	91000	\$ 775,552.00
Ordinary Maintenance	2,243,259.63	2,146,250.00	92000	2,226,691.00
Total	\$ 2,689,096.41	\$ 2,667,514.00		\$ 3,002,243.00
Total Positions	12	13		18

Department Health and Human Services FY19 Budget Recommendation

Expenditures:

The tax levy budget for the Health and Human Services Department for Fiscal 2019 is recommended to be \$3,002,243, which is an increase of \$334,729 compared to the Fiscal 2018 amount of \$2,667,514.

The Personal Service tax levy budget for Fiscal 2019 is recommended to be \$775,552, which is an increase of \$254,288 compared to the Fiscal 2018 budget of \$521,264. This increase is a net result of:

- Step increases per the salary ordinance, EM incentive, Added Positions, and Temporary Staff: \$682,487
 - Add: Staff Assistant II to assist with research and various administrative duties,
 - Add: Staff Assistant 1 position to the Chart of Organization in October of FY18 (funded by the Consumer Aid Program),
 - Add: Program Coordinator (Recreation Worcester Program),
 - Add: Program Coordinator (Recreation Worcester Program),
 - Add: Two Assistant Program Coordinator (Recreation Worcester Program),
 - Add: Temporary Staff (Recreation Worcester Youth Staff);
- Funding source decrease (Emergency Shelter): \$5,134;
- Vacancy Factor (Recreation Worcester Summer Staff): (\$115,124); and
- Funding source increase (Recreation Worcester State Grant Funding & Summer Program Donations): (\$318,209).

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$2,226,691, which is an increase of \$80,441 from the Fiscal 2018 amount of \$2,146,250. The increase is a result of:

- Funding for the Youth Division Ordinary Maintenance for costs associated with the Recreation Worcester Program : \$80,441

Operational Overview:

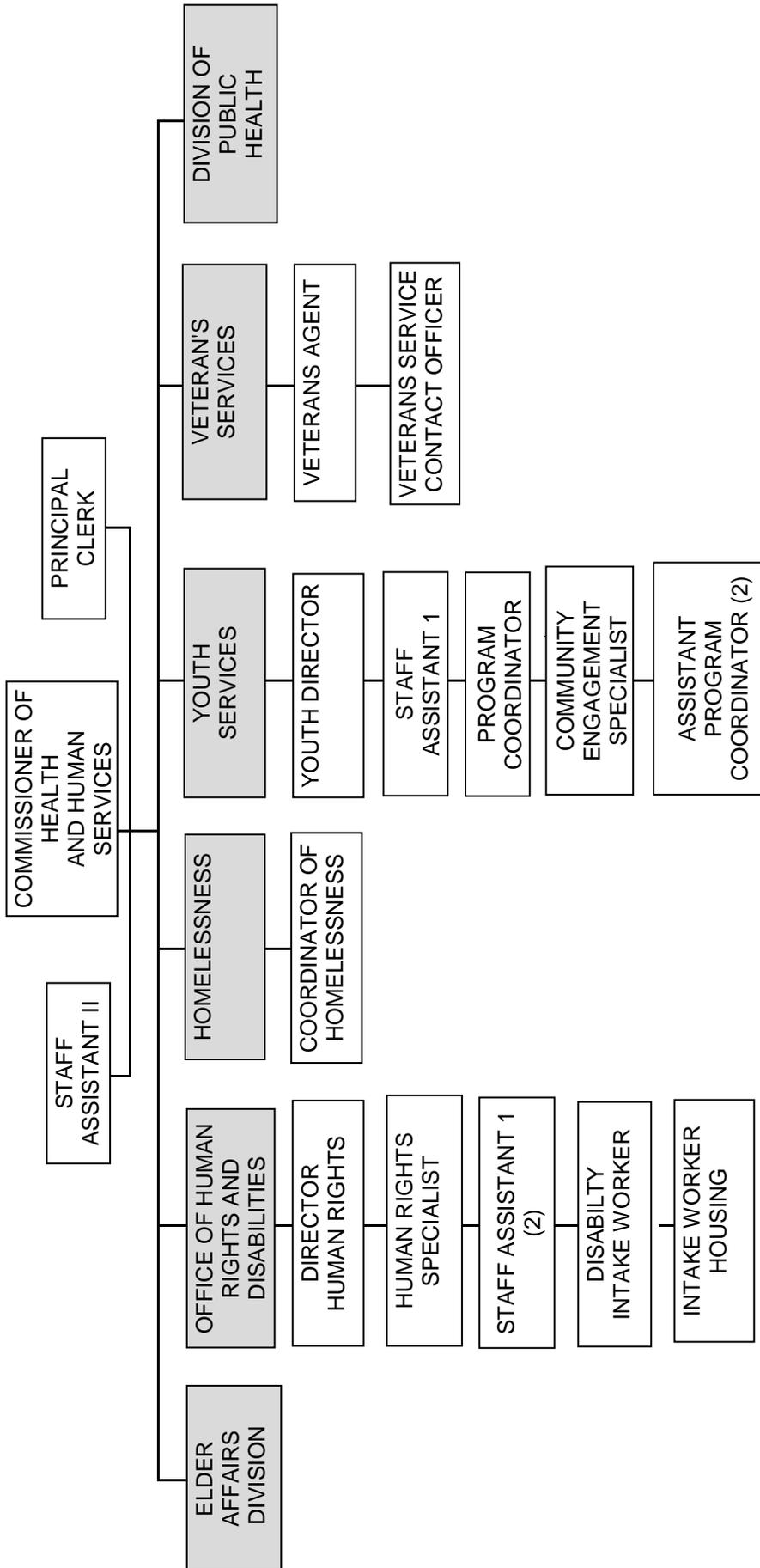
In Fiscal Year 2016, the Department of Health and Human Services (HHS) was restored to include the individual divisions of: Public Health, Human Rights and Disabilities, Veterans Services, Youth Services, and Elder Affairs. By combining these Divisions under the HHS Department, the City is able to better align and coordinate the shared operational, financial and service-related programs, and improve the performance of the comprehensive portfolio of community initiatives, client outreach, service assistance, referral opportunities, and citizen support to those who are least able to help themselves. The Division is led by the Health and Human Services Commissioner, who provides overall management and direction to the human service divisions, setting priorities and coordinating the City's response to meet critical needs.

- The Office of Human Rights and Disabilities works to increase respect in our community and safeguard equal access and opportunity for all members of the Worcester community. Through outreach, educational programs, referral services, and advocacy, this division seeks to make Worcester a welcoming city for all residents and visitors.

Division Health and Human Services FY19 Budget Recommendation

- Veteran's Services provides eligible veterans and their family's immediate financial assistance, funding for medical assistance and referral services for housing, employment, health, and education.
- The Division of Youth Opportunities promotes the development of youth through engaged partnership with multiple stakeholders across the City. From employer specific programs to summer recreational opportunities, the Youth Division works to make Worcester an active, attractive, and safe city for young people. Additionally, the office works very closely with external partners on curriculum development, engaging students through the Youth Leadership Program for civic engagement, coordinating and staffing the Youth Council and Youth Commission, all while aligning the strategies and efforts from the Community Health Improvement Plan and the Youth Violence Prevention Initiative.
- The Homeless Assistance Office oversees community coordination in addressing a wide array of community homeless issues including: triage/assessment/rapid re-housing, discharge planning, and street outreach, the office examines state and federal legislation, applies best practice models, and seeks associated funding sources to address homelessness in the community. The Coordinator collaborates with regional and local communities, multi-sector stakeholders, serves as a liaison for new initiatives, and offers technical assistance as required to achieve a wide portfolio and cohesive network of homeless services. The office ensures effective and efficient resource utilization, and public education with the goal of preventing and addressing homelessness for all populations. Efforts include developing seasonal policies, reviewing housing policies, and assisting the Quality of Life Task Force as necessary.

DIVISION OF HEALTH AND HUMAN SERVICES



18 POSITIONS

MATILDE CASTIEL, COMMISSIONER OF HEALTH AND HUMAN SERVICES
CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF THE EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DIVISION OF ADMINISTRATION- DIVISION #331

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
HEALTH AND HUMAN SERVICES					
1	\$ 119,226.00	58CM	COMMISSIONER OF HEALTH AND HUMAN SERVICES	1	\$ 121,618.00
1	59,991.00	37P	COORDINATOR OF HOMELESSNESS	1	63,732.00
0	-	35	STAFF ASSISTANT II	1	50,004.00
1	41,266.00	27	PRINCIPAL CLERK	1	43,573.00
3	220,483.00		TOTAL RECOMMENDED PERSONAL SERVICES	4	278,927.00
FUNDING SOURCES:					
	(37,000.00)		EMERGENCY SHELTER GRANT		(31,866.00)
	(37,000.00)		TOTAL FUNDING SOURCES		(31,866.00)
	1,720.00		EM INCENTIVE PAY		2,456.00
3	\$ 185,203.00	331-91000	TOTAL HHS PERSONAL SERVICES	4	\$ 249,517.00
	\$ 2,500.00		LEASE & RENTALS		\$ -
	1,500.00		TELEPHONE		3,000.00
	3,500.00		NETWORK, HARDWARE, SOFTWARE		-
	-		NEWSPAPER ADVERTISEMENT		1,500.00
	-		WATER		500.00
	300.00		REGISTRATION FEES		500.00
	-		MAINTENANCE SYSTEM SOFTWARE		500.00
	-		PREPARED MEALS		150.00
	-		FOOD SUPPLIES		300.00
	6,100.00		OTHER PERSONAL SERVICES		-
	1,500.00		OFFICE SUPPLIES		1,500.00
	-		TRAVEL		100.00
	1,500.00		OTHER SUPPLIES		1,000.00
	800.00		PRINTING SUPPLIES		-
	\$ 17,700.00	331-92000	TOTAL HHS ORDINARY MAINTENANCE		\$ 9,050.00
OFFICE OF HUMAN RIGHTS AND DISABILITIES					
1	\$ 70,762.00	42EM	EXECUTIVE DIRECTOR HUMAN RIGHTS COMMISSION	1	\$ 72,176.00
1	39,978.00	31	HUMAN RIGHTS SPECIALIST	1	38,418.00
1	15,894.00	FL	DISABILITY INTAKE WORKER	1	15,894.00
1	35,319.00	FL	INTAKE WORKER HOUSING DISCRIMINATION	1	35,319.00
1	47,077.00		STAFF ASSISTANT I	2	90,086.00
5	209,030.00		TOTAL RECOMMENDED PERSONAL SERVICES	6	251,893.00
	(1,750.00)		VACANCY FACTOR		(1,750.00)
	1,021.00		EM INCENTIVE PAY		1,166.00
5	208,301.00		TOTAL SALARIES	6	251,309.00
FUNDING SOURCES:					
	(32,720.00)		WORCESTER FAIR HOUSING PROJECT		(32,720.00)
	(60,000.00)		CONSUMER AID PROGRAM		(60,000.00)
	(92,720.00)		TOTAL FUNDING SOURCES		(92,720.00)
5	\$ 115,581.00	3311-91000	TOTAL RECOMMENDED PERSONAL SERVICES	6	\$ 158,589.00
	\$ -		COPY PAPER		\$ 200.00
	-		FOOD SUPPLIES		500.00
	-		HARDWARE DEVICES		2,000.00
	-		LEASE & RENTALS		1,800.00
	-		MAINENANCE SYSTEM SOFTWARE		1,000.00
	1,500.00		OFFICE SUPPLIES		1,800.00
	2,700.00		OTHER CHARGES AND EXPENDITURES		-
	7,700.00		OTHER PERSONAL SERVICES		-
	1,300.00		OTHER SUPPLIES		-
	-		PREPARED MEALS		1,000.00
	-		PRINTING		3,000.00
	-		PRINTING SUPPLIES		2,500.00
	-		REGISTRATION FEES		800.00
	-		TRANSLATION/INTERPRETATION		5,000.00
	-		TRANSPORTATION		2,600.00
	\$ 13,200.00	3311-92000	TOTAL HUMAN RIGHTS ORDINARY MAINTENANCE		\$ 22,200.00

MATILDE CASTIEL, COMMISSIONER OF HEALTH AND HUMAN SERVICES
CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF THE EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DIVISION OF ADMINISTRATION- DIVISION #331

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
OFFICE OF VETERANS SERVICE					
1	\$ 60,092.00	42EM	VETERANS AGENT	1	\$ 69,761.00
1	49,080.00	31	VETERANS SERVICE SPECIALIST	1	50,004.00
2	\$ 109,172.00	3312-91000	TOTAL VETERANS PERSONAL SERVICES	2	\$ 119,765.00
	\$ 19,000.00		LEASE & RENTAL		\$ 35,000.00
	-		COPY PAPER		100.00
	-		HARDWARE DEVICES		2,000.00
	250.00		MEMBERSHIP DUES		250.00
	25,250.00		OTHER PERSONAL SERVICES		18,250.00
	1,500.00		OFFICE SUPPLIES		1,500.00
	-		MAINTENANCE SYSTEM SOFTWARE		1,000.00
	-		PRINTING		800.00
	1,000.00		PRINTING SUPPLIES		1,000.00
	20,000.00		FLAGS & WREATHS FOR VETERAN'S GRAVES		20,000.00
	2,045,000.00		VETERAN'S BENEFITS		2,030,500.00
	\$ 2,112,000.00	3312-92000	TOTAL VETERAN'S ORDINARY MAINTENANCE		\$ 2,110,400.00
YOUTH SERVICES					
1	\$ 64,584.00	39M	YOUTH DIRECTOR	1	\$ 68,224.00
2	94,897.00	32	STAFF ASSISTANT 1	1	50,554.00
0	-	26	PROGRAM COORDINATOR	1	39,375.00
0	-	26	COMMUNITY ENGAGEMENT SPECIALIST	1	39,375.00
0	-	20	ASST. PROGRAM COORDINATOR	2	64,772.00
3	\$ 159,481.00		TOTAL YOUTH SERVICES SALARIES	6	\$ 262,300.00
	-		YOUTH PROGRAM TEMPORARY STAFF		466,887.00
	-		RECREATION WORCESTER SUMMER VACANCY FACTOR		(115,124.00)
3	\$ 159,481.00		TOTAL SALARIES	6	\$ 614,063.00
	(48,173.00)		FUNDING SOURCES:		-
	-		YOUTH AFTER SCHOOL RECREATIONAL PROGRAM		(221,382.00)
	-		RECREATION WORCESTER STATE GRANT FUNDING		(145,000.00)
	(48,173.00)		RECREATION WORCESTER SUMMER PROGRAM DONATIONS		(366,382.00)
			TOTAL FUNDING SOURCES		
3	\$ 111,308.00	3314-91000	TOTAL RECOMMENDED PERSONAL SERVICES	6	\$ 247,681.00
	\$ -		LEASE & RENTALS		\$ 15,481.00
	-		NEWSPAPER ADVERTISING		4,000.00
	1,000.00		OFFICE SUPPLIES		12,500.00
	350.00		PRINTING		500.00
	-		RECREATIONAL PROGRAMING		25,000.00
	-		RECREATIONAL SUPPLIES		47,380.00
	-		TELEPHONE		1,600.00
	-		TRAINING COSTS		1,485.00
	2,000.00		YOUTH COUNCIL		2,000.00
	250,000.00		SUMMER RECREATION WORCESTER PROGRAM		-
	150,000.00		AFTER SCHOOL RECREATION WORCESTER PROGRAM		-
	\$ 403,350.00		TOTAL YOUTH SERVICES ORDINARY MAINTENANCE		\$ 109,946.00
	\$ (250,000.00)		FUNDING SOURCES:		\$ -
	(150,000.00)		SUMMER RECREATION WORCESTER PROGRAM		-
	-		AFTER SCHOOL RECREATION WORCESTER PROGRAM		(24,905.00)
	(400,000.00)		RECREATION WORCESTER STATE GRANT FUNDING		(24,905.00)
			TOTAL FUNDING SOURCES		
	\$ 3,350.00	3314-92000	TOTAL YOUTH SERVICES ORDINARY MAINTENANCE		\$ 85,041.00
	\$ 6,293.00		FRINGE BENEFITS:		\$ 3,147.00
	6,394.00		HEALTH INSURANCE		3,397.00
	\$ 12,687.00		RETIREMENT		6,544.00
			TOTAL FRINGE BENEFITS		
	\$ (12,687.00)		FUNDING SOURCES:		\$ (6,544.00)
	(12,687.00)		FEDERAL GRANTS		(6,544.00)
			TOTAL FUNDING SOURCES		
	\$ -	3314-96000	TOTAL RECOMMENDED FRINGE BENEFITS		\$ -
13	\$ 2,667,514.00		TOTAL RECOMMENDED TAX LEVY	18	\$ 3,002,243.00

Division of Public Health FY19 Budget Recommendation

Karyn E. Clark

Director

25 Meade Street

Worcester, Massachusetts 01610

(508) 799-8531

Division Mission Statement:

The mission of the Worcester Division of Public Health/Central Massachusetts Regional Public Health Alliance is to equitably improve health outcomes and quality of life for all residents by providing high quality, data-driven, public health leadership and services.

FY19 Budget Overview

	Actual	Approved		Recommended
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Budget for</u>	<u>Account</u>	<u>Appropriation</u>
		<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 298,671.52	\$ 375,145.00	91000	\$ 520,167.00
Overtime	261.02	500.00	97000	500.00
Ordinary Maintenance	71,830.32	69,500.00	92000	69,500.00
Total	\$ 370,762.86	\$ 445,145.00		\$ 590,167.00
Total Positions	25	26		26

Expenditures:

The total recommended Fiscal 2019 tax levy budget for the Division of Public Health is \$590,167, which represents an increase of \$145,022 from the Fiscal 2018 amount of \$445,145.

The Division's recommended tax levy budget for Personnel Services in Fiscal 2019 is \$520,167, an increase of \$145,022 from the Fiscal 2018 amount of \$375,145. This increase is a net result of:

- Step increases per the salary ordinance, EM incentive, unfunded position : (\$8,909)
 - Unfunded: Project Coordinator
- Funding source decrease (Grants & Regional Funds): \$153,931

The Overtime budget for Fiscal 2019 is recommended to be level funded at \$500.

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$69,500.

Division of Public Health FY19 Budget Recommendation

Operational Overview:

The Worcester Division of Public Health (WDPH) is the lead agency for the Central Massachusetts Regional Public Health Alliance (CMRPHA), a public health district that includes the City of Worcester and the Towns of Shrewsbury, Leicester, Holden, Grafton, Millbury and West Boylston. This shared service delivery model allows for leveraging of limited public health resources and expertise while increasing capacity to do more by having a greater reach. Services provided to CMRPHA communities include policy technical assistance, community health, environmental health, emergency preparedness and nursing/ epidemiology. As the first accredited health department in Massachusetts, WDPH continues to focus on bringing national best practices and models to the City and region. In FY18, the division initiated a Community Health Assessment (CHA), a revised three-year WDPH/CMRPHA strategic plan, new performance measures, and additional internal quality improvement projects. The Division builds community capacity by addressing systemic health problems through training, promotional activities and workforce development.

COMMUNITY HEALTH IMPROVEMENT PROGRAM (CHIP)

The 2016 CHIP builds upon the 2012 CHIP and provides a framework that guides the identified evidenced-based health strategies and policies until 2020. The CHIP outlines a strategic plan for nine priority areas, including: access to care, access to healthy food, cultural competency, economic opportunity, mental health, physical activity, racism and discrimination, safety and substance abuse. The CHIP was based on data obtained from the public health region's 2015 Greater Worcester Community Health Assessment (CHA). The Community Health Office collaborates with local community members to identify representatives from the City and CMRPHA towns to participate in working groups for each priority area of the CHIP. Staff also work with community partners to make the places people live, work, learn, and play safer and healthier in all respects, and promotes health through environmental and policy change.

COMMUNICABLE DISEASE MANAGEMENT

The Public Health Nursing Office is responsible for infectious disease surveillance, enabling the Division to interrupt the transmission of communicable diseases to susceptible persons, thereby preventing outbreaks and reducing morbidity and mortality. As of April 27, 2018, WDPH received notice of 1660 reportable disease cases in Worcester and 448 more in the CMRPHA communities. Additionally, the three public health nurses responded to 14 Tuberculosis (TB) cases in the City, as well as three cases in CMRPHA towns. These 17 TB cases contributed to 739 Directly Observed Therapy home visits for the nurses. In addition to these services, the program offers influenza immunization clinics to those who are uninsured and under-insured. Division nurses, with the support of other staff and Worcester Regional Medical Reserve Corps volunteers, conducted a total of 38 flu vaccination clinics in Worcester and the CMRPHA towns, as well as, supported another 40 clinics in the Worcester Public Schools.

Public Health FY19 Budget Recommendation

HEALTH AND MEDICAL PREPAREDNESS

With a \$1M Health and Medical Coordinating grant from the Massachusetts Department of Public Health (MDPH), the Emergency Preparedness Office is able to align its public health and medical emergency preparedness efforts. As the sponsoring organization, WDPH provides fiscal and administrative oversight of all deliverables. In addition, the Division takes a lead role in the development of regional policies and plans, including those related to medical countermeasure dispensing, medical surveillance and emergency response coordination.

During local, regional, or statewide disasters, staff from the Emergency Preparedness Office liaises between local municipalities, healthcare providers, MDPH and Emergency Management officials. Staff continuously participates in planning and updates to municipal and healthcare facility emergency preparedness plans and mutual aid agreements. WDPH staff also serve as the regional emergency support function for all health and medical organizations in Central MA, and provide 24/7/365 duty officer coverage. This ensures that stakeholders have the ability to reach out for assistance whenever necessary.

The Worcester Regional Medical Reserve Corps (WRMRC), a program managed by WDPH, has over 300 active members ready for deployment at events, including flu vaccination clinics, health screenings, community education events and trainings. The WRMRC conducts periodic orientation sessions and trainings including CPR/AED training, sheltering operations, personal protective equipment and the mental health aspects of disasters.

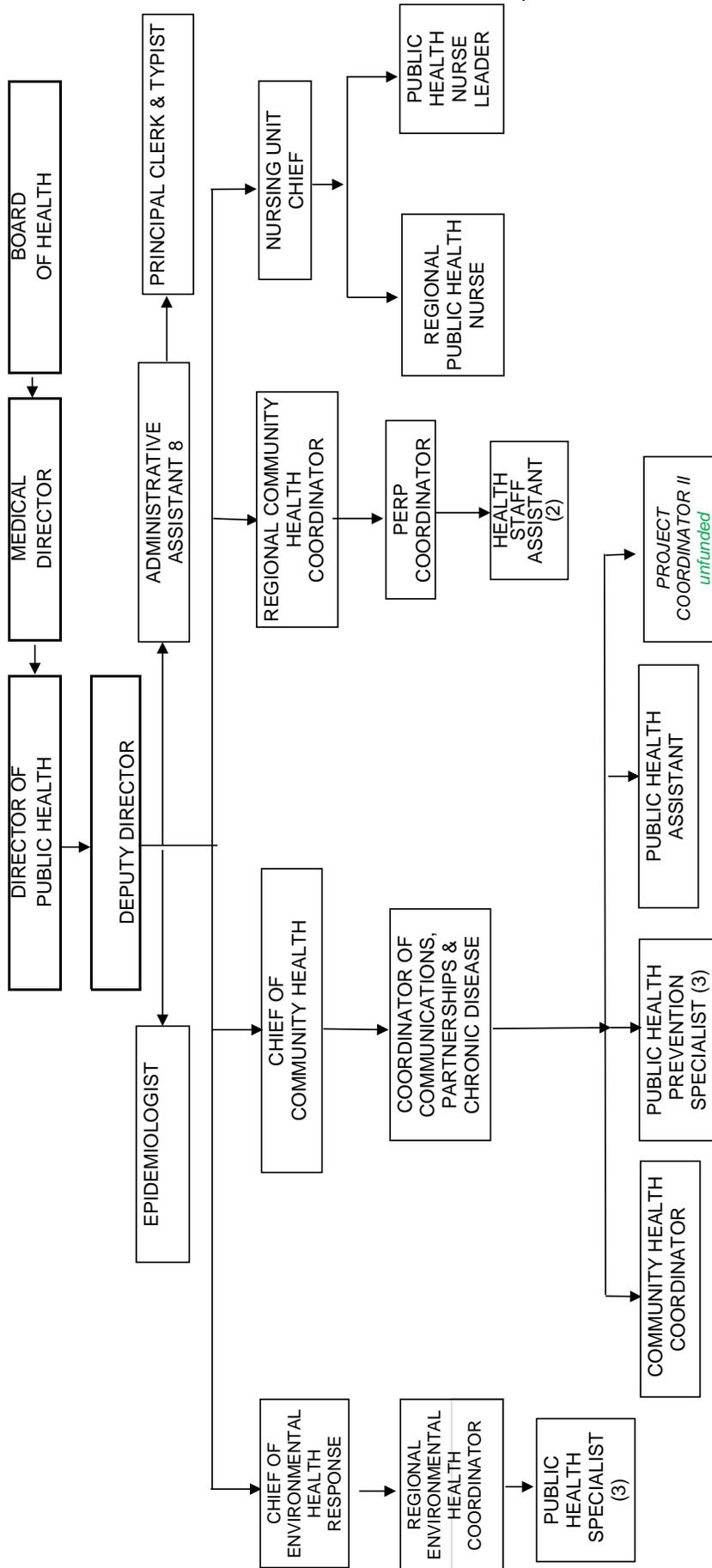
REGIONALIZED PUBLIC HEALTH SERVICES

WDPH works cooperatively with CMRPHA communities to create and sustain a viable, cost-effective and labor-efficient regional public health district that services over a quarter million people within Central Massachusetts. This regional model allows partner towns to offer a greater number of quality services for their residents while providing a venue for WDPH to be competitive for funding opportunities, thus having a greater impact on residents in all seven municipalities.

Regulatory environmental health services are provided to the region as part of inter-municipal agreements with the towns. These services include, but are not limited to, inspections for housing, pools, beaches, recreational camps, food protection, on-site wastewater disposal, tobacco control, body art, tanning and lead poisoning prevention. As a result, hundreds of inspections and re-inspections must be conducted in order to ensure compliance with sanitary codes and regulations.

The Environmental Health Office is the primary liaison between the City and regional partners. In addition to regulatory enforcement, staff provides ongoing educational training, conducts health plan reviews, drafts enforcement order letters, prepares cases for court, as well as attends necessary public health training conferences and seminars to stay current with evolving science and regulatory requirements of these programs. They also attend six monthly Board of Health meetings each month to report on activities in each of the communities, in addition to inter-departmental meetings, site plan reviews, hearings, and other meetings in the towns, as needed.

CITY OF WORCESTER DIVISION OF PUBLIC HEALTH



25 FUNDED POSITIONS
1 VACANT UNFUNDED
26 TOTAL POSITIONS

KARYN E. CLARK, DIRECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DIVISION OF PUBLIC HEALTH -#330

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
<u>PUBLIC HEALTH ADMINISTRATION OFFICE:</u>					
1	\$ 97,386.00	52EM	DIRECTOR OF PUBLIC HEALTH	1	\$ 99,341.00
1	43,660.00	50EM	MEDICAL DIRECTOR	1	44,533.00
1	87,609.00	45M	DEPUTY DIRECTOR OF PUBLIC HEALTH	1	87,943.00
1	56,114.00	43M	CHIEF OF EPIDEMIOLOGIST & HEALTH PROTECTION	1	68,224.00
1	68,224.00	38M	ADMINISTRATIVE ASSISTANT 8	1	69,597.00
1	36,162.00	27	PRINCIPAL CLERK & TYPIST	1	39,047.00
6	\$ 389,155.00		TOTAL PUBLIC HEALTH ADMINISTRATION OFFICE SALARIES	6	\$ 408,685.00
	\$ (222,534.00)		FUNDING SOURCES:		\$ (145,045.00)
	\$ (222,534.00)		GRANT & REGIONAL FUNDING SOURCES		\$ (145,045.00)
	\$ 166,621.00		TOTAL FUNDING SOURCES		\$ 263,640.00
			TOTAL PERSONAL SERVICES PUBLIC HEALTH ADMINISTRATION OFFICE		\$ 263,640.00
<u>COMMUNITY HEALTH OFFICE</u>					
1	\$ 72,351.00	43M	CHIEF OF COMMUNITY HEALTH	1	\$ 79,204.00
1	71,354.00	42M	COORD. OF COMMUNICATIONS, PARTNERSHIPS & CHRONIC DISEASE	1	72,792.00
1	47,384.00	41M	PROJECT COORDINATOR, PUBLIC HEALTH	0	-
1	55,392.00	40M	COMMUNITY HEALTH COORDINATOR	1	59,260.00
3	146,392.00	33P	PUBLIC HEALTH PREVENTION SPECIALIST	3	152,838.00
1	50,800.00	34	PUBLIC HEALTH STAFF ASSISTANT	1	53,485.00
8	\$ 443,673.00		TOTAL COMMUNITY HEALTH OFFICE SALARIES	7	\$ 417,579.00
	\$ (398,855.00)		FUNDING SOURCES:		\$ (328,787.00)
	\$ (398,855.00)		GRANT & REGIONAL FUNDING SOURCES		\$ (328,787.00)
	\$ 44,818.00		TOTAL FUNDING SOURCES		\$ 88,792.00
			TOTAL PERSONAL SERVICES COMMUNITY HEALTH OFFICE		\$ 88,792.00
<u>EMERGENCY PREPAREDNESS OFFICE</u>					
1	\$ 70,063.00	40M	REGIONAL COMMUNITY HEALTH COORDINATOR	1	\$ 69,924.00
1	59,263.00	38M	PERP COORDINATOR	1	59,260.00
2	103,996.00	34	PUBLIC HEALTH STAFF ASSISTANT	2	97,735.00
4	\$ 233,322.00		TOTAL EMERGENCY PREPAREDNESS PROTECTION OFFICE SALARIES	4	\$ 226,919.00
	\$ (233,322.00)		FUNDING SOURCES:		\$ (226,919.00)
	\$ (233,322.00)		GRANT & REGIONAL FUNDING SOURCES		\$ (226,919.00)
	\$ -		TOTAL FUNDING SOURCES		\$ -
			TOTAL PERSONAL SERVICES EMERGENCY PREPAREDNESS OFFICE		\$ -
<u>NURSING OFFICE</u>					
1	\$ 81,640.00	43M	NURSING UNIT CHIEF	1	\$ 83,263.00
1	47,924.00	36	REGIONAL PUBLIC HEALTH NURSE	1	47,689.00
1	59,780.00	80B	PUBLIC HEALTH NURSE LEADER	1	59,780.00
3	\$ 189,344.00		TOTAL NURSING UNIT OFFICE SALARIES	3	\$ 190,732.00
	\$ (36,208.00)		FUNDING SOURCES:		\$ (32,171.00)
	\$ (36,208.00)		GRANT & REGIONAL FUNDING SOURCES		\$ (32,171.00)
	\$ 153,136.00		TOTAL FUNDING SOURCES		\$ 158,561.00
			TOTAL PERSONAL SERVICES NURSING OFFICE		\$ 158,561.00
<u>REGIONAL PUBLIC HEALTH OFFICE:</u>					
1	\$ 83,272.00	43M	CHIEF OF ENVIRONMENTAL HEALTH AND RESPONSE	1	\$ 83,263.00
1	56,706.00	40M	REGIONAL ENVIRONMENTAL HEALTH COORDINATOR	1	59,260.00
3	146,947.00	33P	REGIONAL PUBLIC HEALTH SPECIALIST	3	148,467.00
5	\$ 286,925.00		TOTAL REGIONAL PUBLIC HEALTH OFFICE SALARIES	5	\$ 290,990.00
	\$ (278,598.00)		FUNDING SOURCES:		\$ (282,664.00)
	\$ (278,598.00)		GRANT & REGIONAL FUNDING SOURCES		\$ (282,664.00)
	\$ 8,327.00		TOTAL FUNDING SOURCES		\$ 8,326.00
			TOTAL PERSONAL SERVICES REGIONAL PUBLIC HEALTH OFFICE		\$ 8,326.00
<u>AUTHORIZED POSITIONS WITHOUT FUNDING:</u>					
0	-	41M	PROJECT COORDINATOR, PUBLIC HEALTH	1	-
0	\$ -			1	\$ -
26	\$ 372,902.00		TOTAL SALARIES	26	\$ 519,319.00

KARYN E. CLARK, DIRECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DIVISION OF PUBLIC HEALTH -#330

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	522.00		PUBLIC HEALTH NURSE STIPENDS		520.00
	10,000.00		REGIONAL HEALTH STIPEND		10,000.00
	<u>10,522.00</u>		TOTAL CONTRACTUAL STIPENDS AND EXTRAS		<u>10,520.00</u>
	(10,245.00)		VACANCY FACTOR		(10,245.00)
	1,966.00		EM INCENTIVE PAY		573.00
	<u>\$ 375,145.00</u>		TOTAL SALARIES		<u>\$ 520,167.00</u>
	<u>\$ 375,145.00</u>	330-91000	TOTAL RECOMMENDED PERSONAL SERVICES		<u>\$ 520,167.00</u>
	\$ 3,000.00		OVERTIME - REGIONAL HEALTH		\$ 3,000.00
	500.00		OVERTIME - NURSING		500.00
	<u>\$ 3,500.00</u>		TOTAL OVERTIME		<u>\$ 3,500.00</u>
			FUNDING SOURCES:		
	\$ (3,000.00)		GRANT & REGIONAL FUNDINGS SOURCES		\$ (3,000.00)
	<u>\$ (3,000.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (3,000.00)</u>
	<u>\$ 500.00</u>	330-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 500.00</u>
	\$ 50,000.00		W.A.A.S.E ORDINARY MAINTENANCE		\$ 50,000.00
	1,500.00		AUTO FUEL		1,000.00
	-		LEASE & RENTALS		1,800.00
	5,000.00		MAINTENANCE & REPAIR		-
	-		MAINTENANCE REPAIR VEHICLE		2,800.00
	-		MAINTENANCE SYSTEM SOFTWARE		1,000.00
	-		MEMBERSHIP DUES		200.00
	1,000.00		NETWORK, HARDWARE, & SOFTWARE		-
	1,500.00		NEWSPAPER ADVERTISEMENT		1,200.00
	1,000.00		OFFICE SUPPLIES		1,000.00
	3,000.00		OTHER CHARGES & EXPENDITURES		-
	3,000.00		OTHER SUPPLIES		-
	-		PRINTING		2,000.00
	3,500.00		TELEPHONE		8,500.00
	<u>\$ 69,500.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 69,500.00</u>
	<u>\$ 69,500.00</u>	330-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 69,500.00</u>
			FRINGE BENEFITS:		
	\$ 121,583.00		HEALTH INSURANCE		\$ 125,602.00
	105,256.00		RETIREMENT		91,403.00
	<u>\$ 226,839.00</u>		TOTAL FRINGE BENEFITS		<u>\$ 217,005.00</u>
			FUNDING SOURCES:		
	\$ (226,839.00)		GRANT & REGIONAL FUNDING SOURCES		\$ (217,005.00)
	<u>\$ (226,839.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (217,005.00)</u>
	<u>\$ -</u>	330-96000	TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ -</u>
	<u>\$ 445,145.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 590,167.00</u>

**FISCAL YEAR 2019
DIVISION OF PUBLIC HEALTH
FUNDING SOURCES**

DIVISION: PUBLIC HEALTH

GRANT NAME	SALARY AMOUNT	FRINGE AMOUNT	TOTAL
5210	\$ 8,869.00	\$ 1,863.00	\$ 10,732.00
HMCC	21,986.00	2,317.00	24,303.00
OPOID	4,780.00	1,143.00	5,923.00
PFS	6,140.00	1,290.00	7,430.00
REGIONALIZATION	36,198.00	6,623.00	42,821.00
SAPC	8,910.00	1,835.00	10,745.00
TOBACCO	7,993.00	2,040.00	10,033.00
UMASS	50,169.00	5,697.00	55,866.00
	<u>\$ 145,045.00</u>	<u>\$ 22,808.00</u>	<u>\$ 167,853.00</u>

DIVISION: COMMUNITY HEALTH

GRANT NAME	SALARY AMOUNT	FRINGE AMOUNT	TOTAL
5210	\$ 5,349.00	\$ 1,048.00	\$ 6,397.00
BPHC	55,499.00	11,721.00	67,220.00
CLARK	3,777.00	971.00	4,748.00
CMSPC	4,563.00	874.00	5,437.00
MASS IN MOTION	41,183.00	8,066.00	49,249.00
OPOID	66,819.00	13,236.00	80,055.00
PFS	54,056.00	9,597.00	63,653.00
REGIONALIZATION	5,288.00	748.00	6,036.00
SAPC	57,462.00	12,866.00	70,328.00
TOBACCO	34,791.00	6,664.00	41,455.00
	<u>\$ 328,787.00</u>	<u>\$ 65,791.00</u>	<u>\$ 394,578.00</u>

DIVISION: EMERGENCY PREPARDNESS & NURSING

GRANT NAME	SALARY AMOUNT	FRINGE AMOUNT	TOTAL
HMCC	\$ 226,919.00	\$ 65,763.00	\$ 292,682.00
REGIONALIZATION	32,171.00	4,860.00	37,031.00
	<u>\$ 259,090.00</u>	<u>\$ 70,623.00</u>	<u>\$ 329,713.00</u>

DIVISION: REGIONAL PUBLIC HEALTH

GRANT NAME	SALARY AMOUNT	FRINGE AMOUNT	TOTAL
REGIONALIZATION	\$ 282,664.00	\$ 57,783.00	\$ 340,447.00
	<u>\$ 282,664.00</u>	<u>\$ 57,783.00</u>	<u>\$ 340,447.00</u>

DEPARTMENT TOTAL

	<u><u>\$ 1,015,586.00</u></u>	<u><u>\$ 217,005.00</u></u>	<u><u>\$ 1,232,591.00</u></u>
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Division of Elder Affairs FY19 Budget Recommendation

Amy Vogel Waters

Director

128 Providence Street

Worcester, Massachusetts 01604

(508) 799-1232

Divisional Mission Statement:

The mission of the Division of Elder Affairs is to enhance the well-being of Worcester’s senior population by optimizing services on behalf of mature adults and their families. This includes the Worcester Senior Center campus, where participation in community life is encouraged by providing advocacy, programs, services, and activities that promote health, wellness, fitness, education, and independence.

FY19 Budget Overview

	Actual	Approved	Account	Recommended
Expenditures	Fiscal 2017	Fiscal 2018	Number	Fiscal 2019
SALARIES	\$ 353,559.90	\$ 367,294.00	91000	\$ 385,254.00
ORDINARY MAINTENANCE	132,880.48	134,890.00	92000	159,890.00
TOTAL	\$ 486,440.38	\$ 502,184.00		\$ 545,144.00
TOTAL POSITIONS	8	8		8

Expenditures:

The total recommended tax levy budget for Fiscal 2019 for the Division of Elder Affairs is \$545,144 which is an increase of \$42,960 from the Fiscal 2018 amount of \$502,184.

The Personal Service tax levy budget is recommended to be \$385,254 which is an increase of \$17,960 from the Fiscal 2018 amount of \$367,294. This increase is a net result of:

- Step increases per salary ordinance: \$18,383
- EM Incentive pay: (\$690)
- Decrease State Council on Aging Grant: \$267

The tax levy Ordinary Maintenance budget is recommended to be \$159,890 which is an increase of \$25,000 from the Fiscal 2018 amount of \$134,890. This increase is a net result of:

- Re-locate insurance budget cost to be expensed out of the law department budget: (\$5,000)
- Elimination of Prevention and Wellness Trust Fund grant funding: \$30,000

Division of Elder Affairs FY19 Budget Recommendation

Operational Overview:

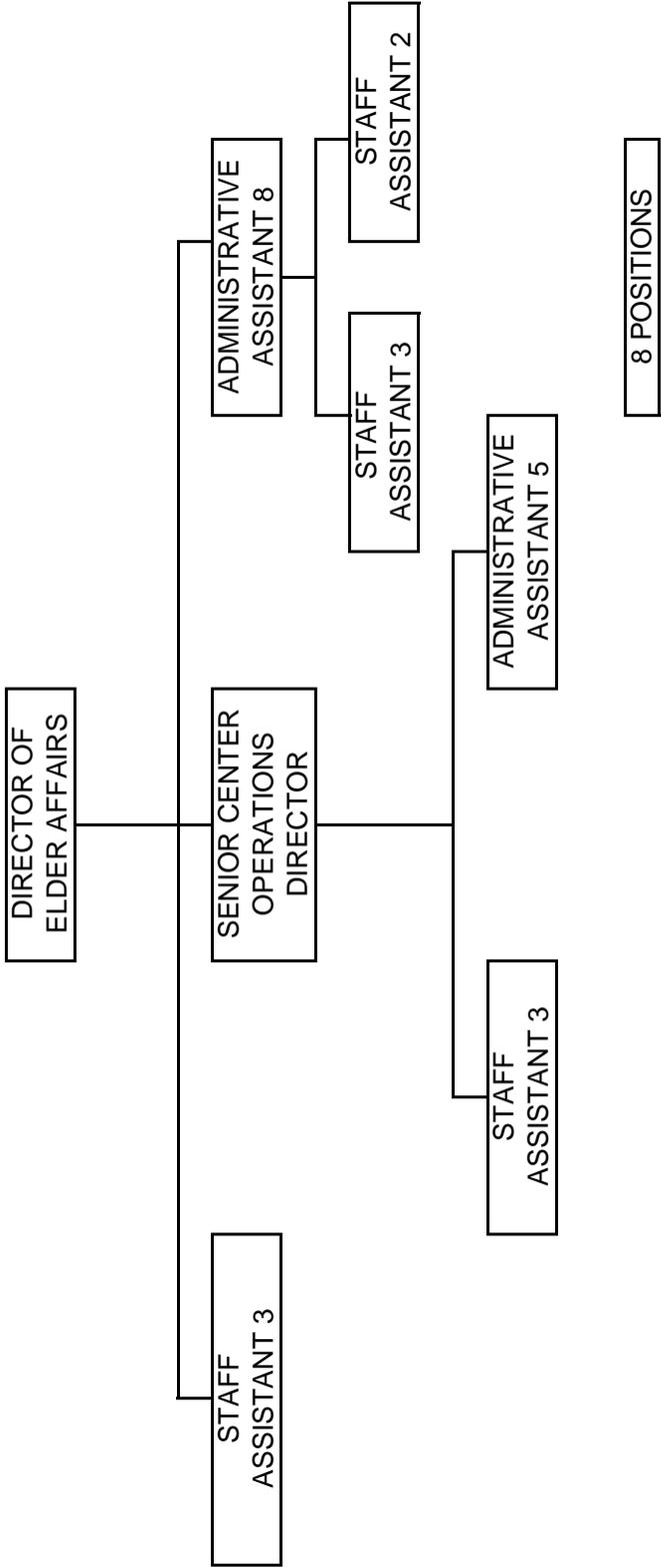
The Division of Elder Affairs, established in 1970, enhances the quality of life of Worcester's elders, age 60 and over, by providing a wide range of services. A small, paid staff is augmented by senior aides, interns, volunteers, and community partners. In addition to tax levy funding, grants are secured from federal, state and private sources. The division provides a continuum of direct services to elders through the Worcester Senior Center, which opened in June 2000, as well as through sub-contracted programs operated by agencies in the community.

Located at 128 Providence Street, the Worcester Senior Center offers a bright, welcoming place for all seniors, their families and caregivers, elder service providers, and the community at large. The Center emphasizes health and wellness programming, fitness, intergenerational events, support groups, arts & crafts classes, multi-cultural programs, computer classes, and various other educational and recreational activities. Lunch is provided every day. The Center houses a spacious library, computer lab, games, art exhibits, and landscaped grounds.

The Senior Center builds creative partnerships offering extensive services including those developed with over 200 instructors and organizations that provide over 350 different programs. The Division leases space in the Senior Center to elder service providers in order to generate income and enhance service delivery. The City's most vulnerable seniors are identified by the Division's innovative collaboration, the Senior Support Team, which provides follow up services to emergency response calls involving seniors to improve their quality of life. The Division utilizes 'state-of-the-art' approaches, including the provision of evidence-based programs at the Worcester Senior Center, which are proven effective to promote healthy aging. Such innovations ensure the ongoing viability and value of the Division's Senior Center as a community resource.

CITY OF WORCESTER

DIVISION OF ELDER AFFAIRS



AMY VOGEL WATERS, DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF HEALTH & HUMAN SERVICES****DIVISION OF ELDER AFFAIRS - DIVISION #340**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 85,696.00	44EM	DIRECTOR OF ELDER AFFAIRS	1	\$ 87,402.00
1	81,640.00	43M	SENIOR CENTER OPERATIONS DIRECTOR	1	83,263.00
1	64,584.00	38M	ADMINISTRATIVE ASSISTANT 8	1	68,224.00
3	183,582.00	37	STAFF ASSISTANT 3	3	189,531.00
1	53,836.00	35	STAFF ASSISTANT 2	1	56,893.00
1	45,573.00	31	ADMINISTRATIVE ASSISTANT 5	1	47,981.00
8	\$ 514,911.00		REGULAR SALARIES	8	\$ 533,294.00
	3,337.00		EM INCENTIVE PAY		2,647.00
8	\$ 518,248.00		TOTAL RECOMMENDED SALARIES	8	\$ 535,941.00
	\$ (150,954.00)		FUNDING SOURCES:		\$ (150,687.00)
	\$ (150,954.00)		STATE COUNCIL ON AGING GRANT		\$ (150,687.00)
			TOTAL FUNDING SOURCES		\$ (150,687.00)
8	\$ 367,294.00	340-91000	TOTAL RECOMMENDED PERSONAL SERVICES	8	\$ 385,254.00
	\$ 2,500.00		BUILDING MAINTENANCE SERVICE		\$ -
	-		BUILDING SUPPLIES		300.00
	-		COPY PAPER		600.00
	1,200.00		FOOD SUPPLIES		1,500.00
	-		HARDWARE/DEVICES		3,800.00
	3,120.00		LEASES & RENTALS		3,600.00
	-		MAINTENANCE /REPAIR BUILDING		7,000.00
	-		MAINTENANCE SYSTEM SOFTWARE		3,000.00
	-		MAINTENANCE/REPAIR EQUIPMENT		5,000.00
	-		NEWSPAPER ADVERTISEMENT		1,000.00
	2,000.00		OFFICE SUPPLIES		2,000.00
	5,500.00		OTHER CHARGES & EXPENDITURES		-
	-		OTHER PERSONAL SERVICES		8,490.00
	6,000.00		OTHER SUPPLIES		3,000.00
	-		PRINTING		1,000.00
	-		PRINTING SUPPLIES		1,000.00
	122,520.00		PROGRAMS		95,000.00
	-		PROGRAMS-TRANSLATION/INTERPRETATION		5,000.00
	15,000.00		PROGRAMS-TRANSPORTATION		10,000.00
	-		RECREATION PROGRAMS		200.00
	-		SECURITY SERVICES		200.00
	-		SUBSCRIPTIONS		500.00
	6,700.00		TELEPHONES		4,000.00
	-		TRANSLATION/INTERPRETATION		3,000.00
	350.00		TRAVELING		200.00
	-		WATER		500.00
	\$ 164,890.00		ORDINARY MAINTENANCE		\$ 159,890.00
	\$ (30,000.00)		FUNDING SOURCES:		\$ -
	\$ (30,000.00)		STATE GRANTS		\$ -
			TOTAL FUNDING SOURCES		\$ -
	\$ 134,890.00	340-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 159,890.00

AMY VOGEL WATERS, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF HEALTH & HUMAN SERVICES

DIVISION OF ELDER AFFAIRS - DIVISION #340

<u>FY18 TOTAL POSITIONS</u>	<u>APPROVED FY18 AMOUNT</u>	<u>PAY GRADE</u>	<u>TITLE</u>	<u>FY19 TOTAL POSITIONS</u>	<u>RECOMMENDED FY19 AMOUNT</u>
	\$ 14,200.00		FRINGE BENEFITS:		
	15,775.00		HEALTH INSURANCE		\$ 14,191.00
	\$ 29,975.00		RETIREMENT		15,001.00
			TOTAL FRINGE BENEFITS		\$ 29,192.00
	(29,975.00)		FUNDING SOURCES:		
	(29,975.00)		STATE GRANTS		(29,192.00)
			TOTAL FUNDING SOURCES		(29,192.00)
	\$ -	340-96000	TOTAL RECOMMENDED FRINGE BENEFITS		\$ -
	\$ 502,184.00		TOTAL RECOMMENDED TAX LEVY		\$ 545,144.00



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Economic Development FY19 Budget Recommendation

Michael E. Traynor, Esq.
Chief Development Officer

455 Main Street, 4th Floor
 Worcester, Massachusetts 01608
 (508) 799-1400

Department Mission Statement:

The mission of the Executive Office of Economic Development is to encourage the creation of residential, commercial, industrial, retail, entertainment, and cultural opportunities for residents, workers, and visitors. To accomplish this mission the department:

- Coordinates with and encourages public and private entities to envision and build a city that attracts new businesses and residents;
- Generates land value that draws private investment to vacant and underutilized properties;
- Procures funds for, administers, and otherwise facilitates the provision of effective programs and efficient delivery of services to Worcester’s diverse neighborhood areas, thereby enhancing an improved quality of life for all City residents and promoting individual and family economic stability and advancement;
- Provides credible, timely, and accessible data for decision-making and problem solving that effectively brings the organization’s interdisciplinary analytic capacity to bear on significant planning problems.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 1,432,727.57	\$ 1,558,064.00	91000	\$ 1,705,204.00
Ordinary Maintenance	137,783.72	397,585.00	92000	430,585.00
Total	\$ 1,570,511.29	\$ 1,955,649.00		\$ 2,135,789.00
Total Positions	37	37		39

Expenditures:

The Department of Economic Development’s tax levy budget for Fiscal 2019 is recommended to be \$2,135,789, which is an increase of \$180,140 from the Fiscal 2018 amount of \$1,955,649.

The recommended Fiscal 2019 tax levy Personal Services budget is \$1,705,204, an increase of \$147,140 from the Fiscal 2018 amount of \$1,558,064. This increase is a net result of:

Economic Development FY19 Budget Recommendation

- Step increases per salary ordinance, EM incentive pay, and vacancy factor: \$194,202
 - Add: Senior Transportation Engineer
 - Add: Senior Transportation Planner
- Funding source increase (Federal, State, Cable, Conservation Commission Grant Funding, EPA Project funding): (\$47,062)

The recommended Fiscal Year 2019 tax levy Ordinary Maintenance budget is \$430,585, an increase of \$33,000 from Fiscal 2018 amount of \$397,585. This increase is a result of:

- Create funding source to support small business marketing & recruitment packages to attract small business to Worcester: \$10,000;
- Books (traffic engineering and planning reference manuals): \$500;
- Hardware Network Support (transportation program): \$2,000;
- Maintenance System Software (AutoCAD license and transportation modeling software): \$5,500;
- Funding for Live Worcester Incentive Program: \$25,000;
- Ordinary Maintenance Re-alignment: (\$10,000), and
- License Commission funding was incorporated as part of the Economic Development Ordinary Maintenance.

Departmental Overview:

The Department of Economic Development's goal is to create an environment within Worcester conducive to both business and residential growth and progress. The Department stands ready to assist in all aspects of the development process, including identifying sites, securing financing, and obtaining permits. Our highly professional and motivated staff has access to financial and technical programs available through the local, state, and federal government, as well as through public/private collaborative efforts of the City, local banking institutions, and other business assistance agencies.

Divisions of Administration and Special Project Management & Cultural Development

Headed by the Assistant Chief Development Officer for Administration and Special Project Management, the priorities of the Divisions include:

- Facilitating small- and large-scale development projects and disposition of City-owned surplus land;
- Management and implementation of City development projects;
- Engagement in planning initiatives to create new places for Worcester's growth and expansion;
- Building the vitality of the downtown core and neighborhood centers through the creation of new cultural and entertainment opportunities;
- Attracting new residents and visitors through the promotion of cultural offerings and activities;
- Marketing Worcester's assets to the region and beyond.

Economic Development FY19 Budget Recommendation

Division of Business & Community Development

Headed by the Assistant Chief Development Officer for Business & Community Development, the priorities of the Division include:

- Promotion of private enterprises through financial and site search assistance;
- Outreach to key property owners to encourage and support revitalizing opportunities for land redevelopment;
- Improving connections between and among the City's many economic generators;
- Connecting entrepreneurs and property owners with public financing opportunities;
- Providing advocacy and supportive services to Worcester-based businesses.

Divisions of Neighborhood Development & Housing Development

Headed by the Assistant Chief Development Officer for Grants Management and Compliance, the priorities of the Divisions include:

- Providing neighborhood-based public services and housing development that focuses on the provision of enhanced physical and human infrastructure systems in challenged neighborhood areas;
- Facilitating neighborhood redevelopment in collaboration with neighborhood-based non-profit organizations, neighborhood institutions, stakeholders, regulatory authorities, and other City Departments to address neighborhood needs and concerns;
- Securing, managing, and monitoring millions of dollars in intergovernmental grant programs that provide for family and individual safety-net services each year;
- Implementing comprehensive neighborhood stabilization and revitalization initiatives.

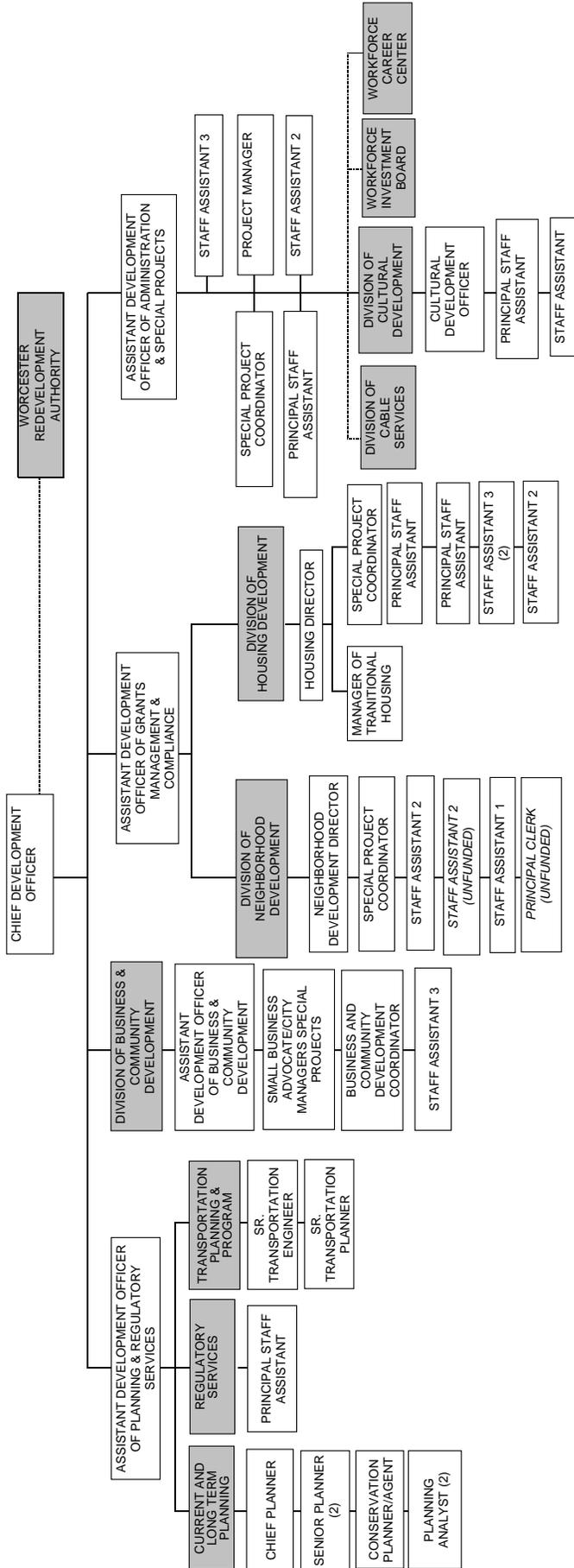
Division of Planning & Regulatory Services

Headed by the Assistant Chief Development Officer for Planning & Regulatory Services, the priorities of the Division include:

- Providing board and commission support, as well as program and policy analysis, related to land use issues and regulatory programs;
- Providing direct customer service to developers, real estate attorneys, architects, engineers, and residents regarding land use and zoning;
- Coordinating interdepartmental analytical and policy development efforts;
- Playing an important role in the City's future development by balancing quality-of-life, long-term sustainability, and economic competitive advantage.
- Coordinating policy, planning, and project development to ensure that the City's transportation network is safe, efficient, convenient to use, accessible, and sustainable.
- Implementing the City's recently enacted Complete Streets policy and developing a long-range transportation and prioritization plan.

CITY OF WORCESTER

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT



37	FUNDED POSITIONS
2	VACANT UNFUNDED POSITIONS
39	TOTAL POSITIONS

MICHAEL E. TRAYNOR, CHIEF DEVELOPMENT OFFICER
CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT #043

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT - ADMINISTRATION:					
1	\$ 135,575.00	58CM	CHIEF DEVELOPMENT OFFICER	1	\$ 138,279.00
1	87,943.00	48EM	ASSTISTANT DEVELOPMENT OFFICER - ADMIN & SPECIAL PROJ.	1	89,711.00
1	87,943.00	45M	ASSTISTANT DEVELOPMENT OFFICER- GRANTS MGMT. & COMPLIANCE	1	89,690.00
1	71,013.00	45M	SPECIAL PROJECT COORDINATOR	1	75,170.00
0	-	42M	PROJECT MANAGER	1	65,874.00
1	73,258.00	40M	PRINCIPAL STAFF ASSISTANT	1	74,735.00
2	116,432.00	37	STAFF ASSISTANT 3	1	63,898.00
1	48,288.00	35	STAFF ASSISTANT 2	1	51,319.00
8	\$ 620,452.00		TOTAL REGULAR SALARIES	8	\$ 648,676.00
	7,676.00		EM INCENTIVE PAY		6,320.00
8	\$ 628,128.00		TOTAL RECOMMENDED SALARIES	8	\$ 654,996.00
			FUNDING SOURCES:		
	\$ (132,105.00)		FEDERAL GRANTS		\$ (137,288.00)
	(7,841.00)		CABLE REVENUES		(5,595.00)
	\$ (139,946.00)		TOTAL FUNDING SOURCES		\$ (142,883.00)
8	\$ 488,182.00		TOTAL RECOMMENDED TAX LEVY PERSONAL SERVICES	8	\$ 512,113.00
1	\$ 87,943.00	48EM	ASSISTANT DEVELOPMENT OFFICER- BUSINESS & COMMUNITY DEVELOP.	1	\$ 89,711.00
1	87,943.00	46EM	SMALL BUSINESS ADVOCATE/CM'S SPECIAL PROJECTS COORD.	1	89,711.00
1	66,893.00	42M	BUSINESS & COMMUNITY DEVELOPMENT COORDINATOR	1	70,679.00
1	62,650.00	37	STAFF ASSISTANT 3	1	63,898.00
4	\$ 305,429.00		TOTAL REGULAR SALARIES	4	\$ 313,999.00
1	\$ 87,943.00	45M	CULTURAL DEVELOPMENT OFFICER	1	\$ 89,690.00
1	59,991.00	40M	PRINCIPAL STAFF ASSISTANT	1	63,524.00
1	44,492.00	32	STAFF ASSISTANT 1	1	45,388.00
3	\$ 192,426.00		TOTAL REGULAR SALARIES	3	\$ 198,602.00
1	\$ 86,591.00	42EM	NEIGHBORHOOD DEVELOPMENT DIRECTOR	1	\$ 88,317.00
1	58,282.00	35	SPECIAL PROJECT COORDINATOR	1	59,447.00
1	58,282.00	35	STAFF ASSISTANT 2	1	59,447.00
1	45,004.00	32	STAFF ASSISTANT 1	1	46,250.00
4	\$ 248,159.00		TOTAL REGULAR SALARIES	4	\$ 253,461.00
1	\$ 73,258.00	40M	HOUSING DIRECTOR	1	\$ 74,735.00
1	78,448.00	42M	SPECIAL PROJECT COORDINATOR	1	80,205.00
2	139,414.00	40M	PRINCIPAL STAFF ASSISTANT	2	144,630.00
1	51,519.00	37	MANAGER OF TRANSITIONAL HOUSING	1	54,859.00
2	114,031.00	37	STAFF ASSISTANT 3	2	120,546.00
1	44,684.00	37	STAFF ASSISTANT 2	1	46,347.00
8	\$ 501,354.00		TOTAL REGULAR SALARIES	8	\$ 521,322.00
0	\$ -	35	STAFF ASSISTANT 2	1	\$ -
0	-	27	PRINCIPAL CLERK	1	-
0	\$ -		REGULAR SALARIES	2	\$ -
1	\$ 91,708.00	48EM	ASSISTANT DEVELOPMENT OFFICER- PLANNING & REGULATORY SERVICES	1	\$ 93,538.00
1	74,907.00	45M	CHIEF PLANNER	1	79,030.00
0	-	44M	SENIOR TRANSPORTATION ENGINEER	1	65,874.00
0	-	42M	SENIOR TRANSPORTATION PLANNER	1	61,381.00
1	66,893.00	42M	CONSERVATION PLANNER/AGENT	1	64,547.00
2	132,072.00	42M	SENIOR PLANNER	2	131,404.00
1	73,258.00	40M	PRINCIPAL STAFF ASSISTANT	1	74,735.00
2	108,596.00	37	PLANNING ANALYST	2	101,504.00
8	\$ 547,434.00		TOTAL REGULAR SALARIES	10	\$ 672,013.00
27	\$ 1,794,802.00		TOTAL REGULAR SALARIES	31	\$ 1,959,397.00
	(10,000.00)		VACANCY FACTOR		(10,000.00)
	5,222.00		EM INCENTIVE PAY		7,961.00
27	\$ 1,790,024.00		TOTAL RECOMMENDED SALARIES	31	\$ 1,957,358.00
			FUNDING SOURCES:		
	\$ (642,879.00)		FEDERAL GRANTS		\$ (704,016.00)
	(44,684.00)		STATE GRANTS		(31,979.00)
	(6,518.00)		CONSERVATION COMMISSION		-
	(26,061.00)		EPA PROJECTS		(28,272.00)
	(720,142.00)		TOTAL FUNDING SOURCES		(764,267.00)
27	\$ 1,069,882.00		TOTAL RECOMMENDED TAX LEVY PERSONAL SERVICES	31	\$ 1,193,091.00
35	\$ 1,558,064.00	043-91000	TOTAL RECOMMENDED TAX LEVY PERSONAL SERVICES	39	\$ 1,705,204.00

MICHAEL E. TRAYNOR, CHIEF DEVELOPMENT OFFICER
CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT #043

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 15,000.00		ARCHITECTS		\$ 10,000.00
	400.00		BOOKS		900.00
	-		CONSULTANTS		200,000.00
	-		COPY PAPER		300.00
	1,000.00		ELECTRICITY		1,000.00
	20,000.00		ENVIRONMENTAL SERVICES		10,000.00
	3,000.00		EQUIPMENT INSURANCE		3,000.00
	-		HARDWARE NETWORK SUPPORT		4,000.00
	-		HIRED SERVICES		13,000.00
	-		LEASE & RENTALS		10,000.00
	-		LEGAL CONSULTANTS		40,000.00
	-		LEAGAL FILING FEES		500.00
	-		LICENSE COMMISSION		1,200.00
	-		LIVE WORCESTER INCENTIVE PROGRAM		25,000.00
	5,300.00		MAINTENANCE & REPAIR		-
	-		MAINTENANCE SYSTEM SOFTWARE		6,850.00
	-		MAINTENANCE/REPAIR BUILDINGS		5,660.00
	200,000.00		MASTER PLAN		-
	-		MEMBERSHIP DUES		500.00
	1,850.00		NETWORK, HARDWARE, SOFTWARE		-
	5,000.00		NEWSPAPER ADVERTISING		5,000.00
	5,360.00		OFFICE SUPPLIES		5,000.00
	66,700.00		OTHER PERSONAL SERVICES		-
	250.00		POSTAGE		250.00
	1,000.00		PRINTING		11,000.00
	7,000.00		PRINTING SUPPLIES		6,000.00
	-		RECREATION SUPPLIES		1,000.00
	1,725.00		REGISTRATION FEES		1,725.00
	-		SNOW REMOVAL		7,000.00
	50,000.00		SPECIAL EVENTS		50,000.00
	6,000.00		TELEPHONES		6,000.00
	2,000.00		TRAVEL		200.00
	-		WATER		500.00
	6,000.00		TREE REMOVAL		5,000.00
	\$ 397,585.00		TOTAL ORDINARY MAINTENANCE		\$ 430,585.00
	\$ 397,585.00	043-92000	TOTAL RECOMMENDED TAX LEVY ORDINARY MAINTENANCE		\$ 430,585.00
	\$ 109,450.00		FRINGE BENEFITS:		
	77,408.00		HEALTH INSURANCE		\$ 112,102.00
	\$ 186,858.00		RETIREMENT		81,589.00
	\$ 186,858.00		TOTAL FRINGE BENEFITS		\$ 193,691.00
	\$ (186,858.00)		FUNDING SOURCES:		
	\$ (186,858.00)		FUNDING SOURCES		\$ (193,691.00)
	\$ -	043-96000	TOTAL RECOMMENDED FRINGE BENEFITS		\$ -
	\$ 1,955,649.00		TOTAL RECOMMENDED TAX LEVY		\$ 2,135,789.00

Union Station/WRA FY19 Budget Recommendation

Michael E. Traynor, Esq.

Chief Development Officer

Worcester Redevelopment Authority

City Hall, 4th Floor

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1400

FY19 Budget Overview

	Actual	Approved		Recommended
Expenditures	Fiscal 2017	Budget for	Account	Appropriation
		Fiscal 2018	Number	Fiscal 2019
Ordinary Maintenance	\$ 1,025,488.50	\$ 1,338,480.00	92000	\$ 1,804,950.00
Downtown Urban Renewal	-	-		-
Total Expenditures	\$ 1,025,488.50	\$ 1,338,480.00		\$ 1,804,950.00
Funding Sources				
Operating Revenue	\$ 508,212.00	\$ 515,668.00		\$ 176,458.00
Urban Renewal Bonds	-	-		-
FTA Preventative Maintenance	-	378,536.00		819,600.00
General Revenue Funds	517,276.50	444,276.00		808,892.00
Total Funding Sources	\$ 1,025,488.50	\$ 1,338,480.00		\$ 1,804,950.00

Expenditures:

The total Fiscal 2019 tax levy appropriation is \$808,892, which is an increase of \$364,616 from the Fiscal 2018 City Council approved tax levy budget of \$444,276.

Ordinary Maintenance: Union Station

The recommended Fiscal 2019 Ordinary Maintenance Budget for Union Station totals \$1,804,950, which is an increase of \$446,470 from the Fiscal 2018 City Council approved budget of \$1,338,480. The increase is primarily due to increased security expenses associated with the new WPD sub-station located in Union Station. This increase is offset by a reduction in tenant parking revenues in the amount of \$19,500.

Revenues: Union Station

The projected Operating Revenue to fund Union Station operations during Fiscal 2019 is \$996,058. Of this amount, \$176,458 is derived from the following existing retail leases and special event revenues:

Union Station/WRA FY19 Budget Recommendation

Tenant Leases:	<u>Annual Revenue</u>
Maxwell Silverman's Banquet Center	\$ 96,399
Amtrak	\$ 12,360
Healthy Foods	\$ 3,000
Greyhound	\$ 63,339
Misc.	<u>\$ 1,360</u>
Total Tenant Lease and Special Event Revenue:	\$176,458

During Fiscal 2018, two tenant spaces were vacated; Lava Lounge and Central MA Regional Planning Commission (CMRPC). An additional tenant, Vanasse Hangen Brustlin, Inc. (VHB), is not expected to renew their lease when it expires at the beginning of Fiscal 2019. These tenant vacancies have caused a decrease in budgeted tenant revenues in the amount of \$339,210 from Fiscal 2018 to Fiscal 2019.

Fiscal 2019 revenues in the amount of \$819,600 are projected to be received from the Federal Transit Authority (FTA), via the Worcester Regional Transit Authority's ground lease with the Worcester Redevelopment Authority, through the FTA's Section 5337 State of Good Repair Apportionment funds. These preventative maintenance funds provide 80% reimbursement for janitorial, security, and property management expenses at Union Station.

Operational Overview:

The Worcester Redevelopment Authority (WRA) board oversees operations and management of Union Station and carries out other administrative functions of the WRA, including the oversight and implementation of the Downtown Urban Revitalization Plan. The WRA is staffed by key operational personnel from the City's administrative departments.

In addition to the management and maintenance of Union Station, the WRA seeks new tenants for leasable areas in Union Station and the retail space in the Union Station Parking Garage. In recent years, the WRA has marketed the facility directly and indirectly through brokers to secure a complementary mixed-use tenant base. Union Station is home to Maxwell Silverman's Banquet & Conference Center, Luciano's Café, Goodies by the Tracks, Amtrak, the Massachusetts Bay Transportation Authority (MBTA), and Greyhound & Peter Pan Bus Lines.

The Worcester Regional Transit Authority (WRTA) completed a state-of-the-art \$13M bus terminal and transfer facility on land leased from the WRA. This was the culmination of a multi-year joint effort between the WRA and the WRTA to better integrate intra-city bus activity as part of the region's premier intermodal complex. The WRTA Transportation Hub includes a transfer platform with eight bus slips.

Downtown Urban Renewal Initiative: Worcester Redevelopment Authority

The WRA created the Downtown Urban Revitalization Plan Area with the goal of creating a stronger, more vibrant downtown. Following public hearings by the WRA and the City Council, as well as review by the Worcester Planning Board, the Plan was submitted to the Commonwealth, and was approved in September 2016. The Plan proposes to revitalize the downtown through strategic public investments, targeting 24 properties and 6 condominium units

for revitalization. The WRA will amend the Plan in Fiscal 2019 by increasing the Plan area in the Green Island/Canal District area and adding additional parcels for acquisition/disposition purposes. A few properties in the current Plan area have been the focus of attention and redevelopment activity. MG2, developer of the Grid District, razed the former Paris Cinema and is redeveloping the site as an outdoor beer garden. Also, MG2 purchased 517 Main Street with plans for ground level retail with housing above. MassDevelopment acquired 526 – 538 Main Street and is currently reviewing proposals from prospective redevelopers.

There is no recommended Fiscal Year 2019 appropriation for the Downtown Urban Renewal Initiative. \$500,000 was authorized in Fiscal Year 2015, and will be fully financed with Urban Renewal Bonds. This funding is currently being used for consultant services and staffing relative to the Urban Revitalization efforts.

MICHAEL E. TRAYNOR, CHIEF DEVELOPMENT OFFICER

CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF ECONOMIC DEVELOPMENT

DIVISION OF UNION STATION- DIVISION #480

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
	<u>UNION STATION AND BUSPORT OPERATIONS</u>	
\$ 165,264.00	JANITORIAL SERVICES	\$ 171,250.00
111,820.00	MAINTENANCE & REPAIR	112,800.00
362,720.00	SECURITY	852,800.00
127,500.00	SNOW REMOVAL & GROUNDS	131,000.00
52,000.00	UNION STATION PROPERTY MANAGEMENT	71,500.00
97,680.00	TENANT PARKING	3,600.00
1,800.00	OTHER ORDINARY MAINTENANCE	2,000.00
147,980.00	REAL ESTATE TAXES	180,000.00
16,816.00	INSURANCE	17,000.00
16,900.00	GENERAL & ADMINISTRATIVE	17,000.00
238,000.00	UTILITIES	246,000.00
<u>\$ 1,338,480.00</u>	ORDINARY MAINTENANCE UNION STATION	<u>\$ 1,804,950.00</u>
<u>-</u>	DOWNTOWN URBAN RENEWAL INITIATIVE	<u>-</u>
<u>\$ 1,338,480.00</u>	TOTAL WORCESTER REDEVELOPMENT AUTHORITY	<u>\$ 1,804,950.00</u>
	FUNDING SOURCES:	
\$ (515,668.00)	TENANT REVENUE	\$ (176,458.00)
<u>(378,536.00)</u>	FTA PREVENTATIVE MAINTENANCE	<u>(819,600.00)</u>
<u>\$ (894,204.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (996,058.00)</u>
	TOTAL RECOMMENDED ORDINARY MAINTENANCE- UNION STATION AND BUSPORTS	<u>\$ 808,892.00</u>
<u>\$ 444,276.00</u>		
<u>\$ 444,276.00</u>	480-92000 TOTAL RECOMMENDED TAX LEVY	<u>\$ 808,892.00</u>

Workforce Investment Board FY19 Budget Recommendation

Jeffrey Turgeon Director

340 Main Street, Suite 400
Worcester, Massachusetts 01608
(508) 799-1590

Workforce Investment Board Mission Statement:

The mission of the Central Massachusetts Workforce Investment Board is to create a coherent and integrated workforce development system to effectively serve the employment, education and training needs of employers and the labor force within the 38 communities in its workforce development area. In order to accomplish its mission, the Workforce Investment Board establishes policies and oversees the operations of the workforce development system.

FY19 Budget Overview

	Actuals	Approved Budget for	Account Number	Recommended Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>		<u>Fiscal 2019</u>
Salaries	\$ 419,739.00	\$ 535,874.00	91000	\$ 552,119.00
Ordinary Maintenance	117,932.00	130,720.00	92000	130,720.00
Capital Outlay	-	3,600.00	93000	3,600.00
Fringe Benefits	94,024.00	160,467.00	96000	163,653.00
Total	\$ 631,695.00	\$ 830,661.00		\$ 850,092.00
Federal & State Grants	\$ (631,695.00)	\$ (730,661.00)		\$ (650,092.00)
Net Total Tax Levy	\$ 100,000.00	\$ 100,000.00		\$ 200,000.00
Total Positions	10	10		10

Expenditures:

The total Fiscal 2019 Budget is recommended to be \$200,000, which is an increase of \$100,000 from the Fiscal 2018 amount of \$100,000.

The recommended Personal Services budget for Fiscal 2019 is \$552,119, which is an increase of \$16,245 from the Fiscal 2018 amount of \$535,874. This increase is a net result of:

- Step increases per the salary ordinance: \$19,848
- Decreased EM incentive pay: (1,537)
- Decreased Vacancy Factor: (\$2,066)

The Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$130,720.

The recommended fringe benefits budget for Fiscal 2019 is \$163,653, which is an increase of \$3,186 from the Fiscal 2018 amount of \$160,467. This increase is the result of migration in health insurance plans.

Workforce Investment Board FY19 Budget Recommendation

The recommended Capital Outlay budget for Fiscal 2019 is level funded at \$3,600.

Workforce Investment Board is funded entirely through state and federal grants, as well as \$200,000 from the Worcester Jobs Fund, a tax levy appropriation used for the development of local employment opportunities. An additional \$100,000 was funded in Fiscal 2019, to allow career pathway and work-readiness training in demand industries/occupations that pay a living wage and offer career advancement. This increase in funding will allow the Worcester Jobs Fund to serve an estimated 75 unduplicated participants in career advancement training in the fields of Commercial Drivers Licenses (CDL), EKG and Phlebotomy, Building and Construction trades, Diesel Technician, and Call Center Representatives.

Operational Overview:

The Central Massachusetts Workforce Investment Board serves the needs of both, employers and employees in the Central Massachusetts region.

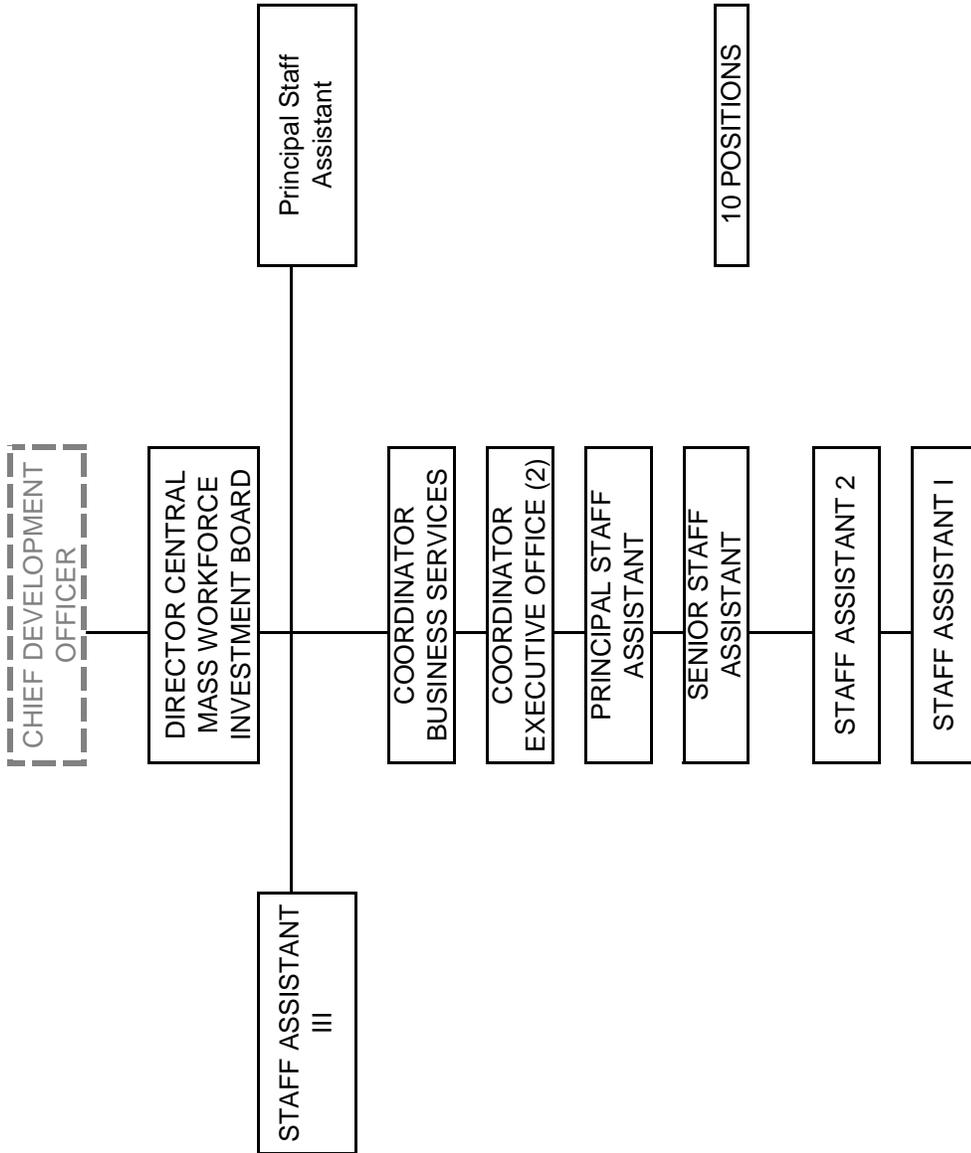
The Board collaboratively develops and implements strategies for job readiness and skills advancement while leveraging community resources that promote economic wellness within the region's 38 cities and towns.

The Board provides an employment, education and training system to address the changing environment of relevant community needs through oversight of a wide variety of initiatives and strategies, including the services provided at the Workforce Central Career Center, youth pathway programs, and sector-based training projects. The Board services the employment needs of private industry by providing the private sector with pertinent workforce information and access to qualified personnel. The Board serves the economically disadvantaged by providing increased access to useful training and improved access to job opportunities.

CITY OF WORCESTER

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT

WORKFORCE INVESTMENT BOARD DIVISION



JEFFREY TURGEON - DIRECTOR**CITY OF WORCESTER - NET COST FISCAL 2019****EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT****DIVISION OF CENTRAL MASS. WORKFORCE INVESTMENT BOARD- DIVISION #31S, 031**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
CENTRAL MASSACHUSETTS WORKFORCE INVESTMENT BOARD (CMWIB):					
1	\$ 101,816.00	53EM	DIRECTOR CENTRAL MASS WORKFORCE INVESTMENT BOARD	1	\$ 103,855.00
1	62,183.00	43EM	COORDINATOR OF BUSINESS SERVICES	1	63,426.00
2	151,882.00	42EM	COORDINATOR, EXECUTIVE OFFICE	2	154,904.00
2	127,070.00	40M	PRINCIPAL STAFF ASSISTANT	2	134,377.00
1	53,623.00	39M	SENIOR STAFF ASSISTANT	1	55,120.00
1	54,867.00	37	STAFF ASSISTANT 3	1	57,942.00
1	43,410.00	35	STAFF ASSISTANT 2	1	44,284.00
1	39,021.00	32	STAFF ASSISTANT 1	1	39,812.00
<u>10</u>	<u>\$ 633,872.00</u>		TOTAL REGULAR SALARIES	<u>10</u>	<u>\$ 653,720.00</u>
	5,524.00		EM INCENTIVE PAY		3,987.00
	(103,522.00)		VACANCY FACTOR		(105,588.00)
<u>10</u>	<u>\$ 535,874.00</u>	31S-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>10</u>	<u>\$ 552,119.00</u>
	\$ 130,720.00		ORDINARY MAINTENANCE		\$ 130,720.00
	<u>\$ 130,720.00</u>	31S-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 130,720.00</u>
	\$ 3,600.00		CAPITAL PURCHASE		\$ 3,600.00
	<u>\$ 3,600.00</u>	31S-93000	TOTAL RECOMMENDED CAPITAL		<u>\$ 3,600.00</u>
	\$ 94,147.00		HEALTH INSURANCE		\$ 95,281.00
	66,320.00		RETIREMENT		68,372.00
	<u>\$ 160,467.00</u>	31S-96000	TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ 163,653.00</u>
	<u>\$ 830,661.00</u>		TOTAL CENTRAL MASS. WORKFORCE INVESTMENT BOARD BUDGET		<u>\$ 850,092.00</u>
	\$ (730,661.00)		FUNDING SOURCES:		\$ (650,092.00)
	\$ (730,661.00)		FEDERAL AND STATE GRANTS		\$ (650,092.00)
	\$ (730,661.00)		TOTAL FUNDING SOURCES		\$ (650,092.00)
	<u>\$ 100,000.00</u>	031-91000	TOTAL RECOMMENDED TAX LEVY/WORCESTER JOBS FUND		<u>\$ 200,000.00</u>

Workforce Central Career Center FY19 Budget Recommendation

Janice Ryan Weekes
Director

340 Main Street, Suite 400
 Worcester, Massachusetts 01608
 (508) 373-7628

Workforce Development Mission Statement:

The mission of the Workforce Central Career Centers (WCCC) in Worcester and Southbridge is to develop and promote a job-driven system that improves economic outcomes for job seekers and employers in our region. This is accomplished through strategic partnerships, regional resource coordination, and a greater emphasis on the needs of employers, as well as, the most vulnerable job seekers. WCCC will provide enhanced services to assist with the creation of an increasingly skilled workforce to meet the needs of employers in Central Massachusetts.

FY19 Budget Overview

	Actuals	Approved Budget for	Account	Recommended Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 1,674,904.00	\$ 1,878,665.00	91000	\$ 1,777,429.00
Ordinary Maintenance	1,132,342.00	1,167,679.00	92000	1,167,679.00
Capital Outlay	-	15,000.00	93000	15,000.00
Fringe Benefits	365,718.00	515,791.00	96000	490,662.00
Total	\$ 3,172,964.00	\$ 3,577,135.00		\$ 3,450,770.00
Federal & State Grants	\$(3,172,964.00)	\$(3,577,135.00)		\$(3,450,770.00)
Net Total Tax Levy	\$ -	\$ -		\$ -
Total Positions	35	35		35

Expenditures:

The total Fiscal 2019 Budget is recommended to be \$3,450,770, which is a decrease of \$126,365 from the Fiscal 2018 amount of \$3,577,135.

The recommended Personal Services budget for Fiscal 2019 is \$1,777,429, which is a decrease of \$101,236 from the Fiscal 2018 amount of \$1,878,665. This decrease is a net result of:

- Step increases per the salary ordinance, vacant positions, EM incentive pay: (\$40,442)
- Removal of the Interdepartmental Charge (Technical Support Position): (\$60,794)

The Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$1,167,679.

Workforce Central Career Center FY19 Budget Recommendation

The recommended Fringe Benefits budget for Fiscal 2019 is \$490,662, which is a decrease of \$25,129 from the Fiscal 2018 amount of \$515,791. This decrease is a result of Health Insurance rates and plan migration.

The recommended Capital Outlay budget for Fiscal 2019 is recommended to be level funded at \$15,000.

Operational Overview

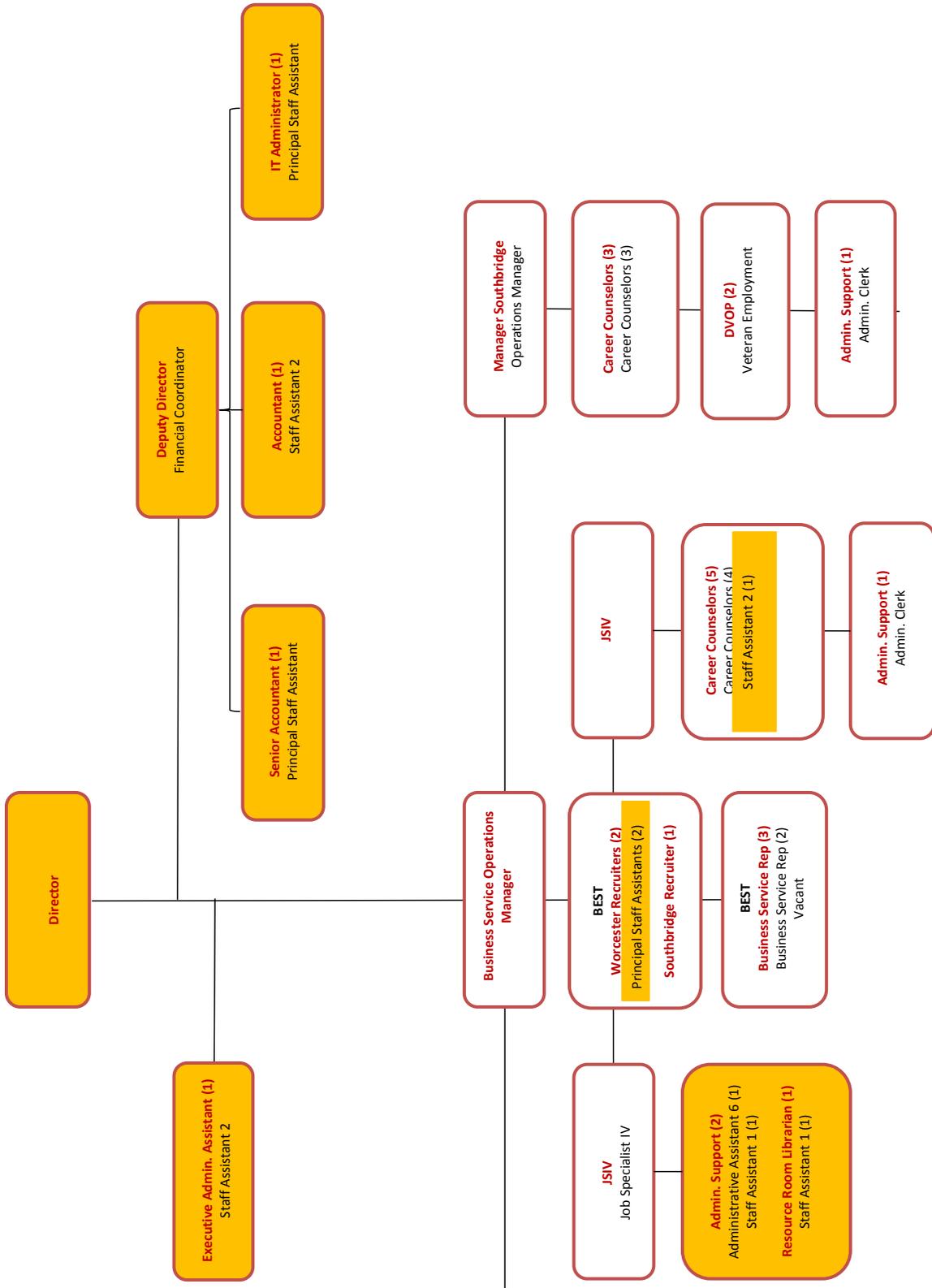
The Workforce Central Career Centers provide access to training, education and related workforce development support services to job seekers through the Workforce Central One Stop Career Centers. The Centers serve as the administrative entities for the Federal Workforce Innovation and Opportunity Act (WIOA) and other federal and state workforce development initiatives. This includes planning, procuring, and monitoring federally funded programs, as well as submitting proposals for new funding. In addition, the Centers provide employer services include listing job openings, referring qualified applicants, assisting with recruitment, and provide information about workforce development grants, credits and programs. The Centers also provide assistance to laid-off workers and employers implementing layoffs or closings.

Workforce Central Career Centers Organization Chart

City of Worcester = 20*
Comm of Mass. DCS = 21

Above Line	Functional Title
Below Line	HR Title

There are 16 additional open positions:
 Coordinator, Career Services (1)
 Coordinator, Executive Office (2)
 Principal Staff Assistant (3)
 Senior Staff Assistant (1)
 Admin. Assistant Grade 8 (4)
 Staff Assistant 3 (3)
 Staff Assistant 2 (3)
 Head Clerk (2)



JANICE RYAN WEEKES, DIRECTOR WORKFORCE CENTRAL CAREER CENTER

CITY OF WORCESTER - NET COST FISCAL 2019

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT

DIVISION OF WORKFORCE CENTRAL CAREER CENTER- DIVISION #31S

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
WORKFORCE CENTRAL CAREER CENTER (WFCCC):					
1	\$ 94,911.00	48EM	DIRECTOR WORKFORCE CENTRAL CAREER CENTER	1	\$ 96,804.00
1	93,892.00	45EM	COORDINATOR CAREER SERVICES	1	68,348.00
1	95,202.00	43EM	FINANCIAL COORDINATOR	1	97,116.00
3	207,897.00	42EM	COORDINATOR, EXECUTIVE OFFICE	3	202,813.00
7	454,309.00	40M	PRINCIPAL STAFF ASSISTANT	7	445,753.00
2	141,342.00	39M	SENIOR STAFF ASSISTANT	2	127,213.00
1	52,188.00	38M	ADMINISTRATIVE ASSISTANT, GRADE 8	1	53,228.00
2	120,932.00	37	ASSESSMENT SUPERVISOR	2	123,345.00
5	259,898.00	37	STAFF ASSISTANT 3	5	265,119.00
7	366,020.00	35	STAFF ASSISTANT 2	7	364,261.00
1	49,026.00	33	ADMINISTRATIVE ASSISTANT, GRADE 6	1	50,004.00
2	99,820.00	32	STAFF ASSISTANT 1	2	103,481.00
2	72,842.00	30	HEAD CLERK	2	74,298.00
35	\$ 2,108,279.00		TOTAL REGULAR SALARIES	35	\$ 2,071,783.00
	3,946.00		EM INCENTIVE PAY		-
	60,794.00		INTERDEPARTMENTAL CHARGE		-
	(294,354.00)		VACANCY FACTOR		(294,354.00)
35	\$ 1,878,665.00	31S-91000	TOTAL RECOMMENDED PERSONAL SERVICES	35	\$ 1,777,429.00
	\$ 1,167,679.00		ORDINARY MAINTENANCE		\$ 1,167,679.00
	\$ 1,167,679.00	31S-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 1,167,679.00
	\$ 15,000.00		CAPITAL PURCHASE		\$ 15,000.00
	\$ 15,000.00	31S-93000	TOTAL RECOMMENDED CAPITAL		\$ 15,000.00
	\$ 292,005.00		HEALTH INSURANCE		\$ 274,161.00
	223,786.00		RETIREMENT		216,501.00
	\$ 515,791.00	31S-96000	TOTAL RECOMMENDED FRINGE BENEFITS		\$ 490,662.00
	\$ 3,577,135.00		TOTAL CENTRAL CAREER CENTER BUDGET		\$ 3,450,770.00
	\$ (3,577,135.00)		FUNDING SOURCES:		\$ (3,450,770.00)
	\$ (3,577,135.00)		FEDERAL GRANTS		\$ (3,450,770.00)
			TOTAL FUNDING SOURCES		\$ (3,450,770.00)
	\$ -		TOTAL RECOMMENDED TAX LEVY		\$ -

Worcester’s Marketing Campaign FY19 Budget Recommendation

Michael E. Traynor, Esq.
Chief Development Officer
455 Main Street, 4th Floor
Worcester, Massachusetts 01608
(508) 799-1400

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 500,000.00	\$ 500,000.00	92000	\$ 500,000.00
Funding Source	-	(500,000.00)		(500,000.00)
Total Expenditures	\$ 500,000.00	\$ -		\$ -

Expenditures:

The Fiscal 2019 budget recommends no tax levy funding for the Marketing Campaign. DCU Special District Financing will fund \$500,000 in anticipated Fiscal 2019 expenditures.

MICHAEL E. TRAYNOR, CHIEF DEVELOPMENT OFFICER

**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF ECONOMIC DEVELOPMENT
WORCESTER'S MARKETING CAMPAIGN- DIVISION #041**

<u>APPROVED FY18 AMOUNT</u>	<u>TITLE</u>	<u>RECOMMENDED FY19 AMOUNT</u>
<u>\$ 500,000.00</u>	DESTINATION WORCESTER	<u>\$ 500,000.00</u>
<u>\$ 500,000.00</u>	TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 500,000.00</u>
	FUNDING SOURCES:	
<u>\$ (500,000.00)</u>	DCU SPECIAL DISTRICT FINANCING ZONE	<u>\$ (500,000.00)</u>
<u>\$ (500,000.00)</u>	041-92000 TOTAL FUNDING SOURCES	<u>\$ (500,000.00)</u>
<hr/>		
<u>\$ -</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ -</u>

Cable Services Division FY19 Budget Recommendation

Judith A. Warren

Director

City Hall

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1175

Divisional Mission Statement:

The mission of the Cable Services Division is to operate the government access channel which includes providing coverage of numerous public meetings and creating award-winning original programming.

To accomplish this mission, the Division:

- Administers the cable television franchise agreement and disburses funds received by that agreement;
- Processes customer inquiries, discounts, and complaints with the cable operator;
- Monitors activities of the cable operator and assists the Cable Television Advisory Committee;
- Provides oversight to all cable operations including public, education, and government access;

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 373,783.00	\$ 234,696.00	91000	\$ 245,041.00
Overtime	1,196.24	5,000.00	97000	5,000.00
Ordinary Maintenance	1,511,596.96	52,437.00	92000	32,993.00
Capital Outlay	19,896.78	-	93000	-
Fringe Benefits	76,182.15	97,808.00	96000	106,907.00
Total	\$ 1,982,655.13	\$ 389,941.00		\$ 389,941.00
Cable Revenues	(1,982,655.13)	(389,941.00)		(389,941.00)
Net Total	\$ -	\$ -		\$ -
Total Positions	4	4		4

Expenditures:

The total Fiscal 2019 budget is recommended to be level funded at \$389,941.

Cable Services Division FY19 Budget Recommendation

The recommended budget for Personal Services for Fiscal 2019 is \$245,041, which is an increase of \$10,345 from the Fiscal 2018 amount of \$234,696. The Personal Services increase is a result of:

- Step increases per the salary ordinance: \$10,345

The recommended Overtime budget for Fiscal 2019 is recommended to be level funded at \$5,000.

The recommended Ordinary Maintenance budget for Fiscal 2019 is \$32,993 which is a decrease of \$19,444 from the Fiscal 2018 amount of \$52,437.

The recommended Fringe Benefits budget for Fiscal 2019 is \$106,907, which is an increase of \$9,099 from the Fiscal 2018 amount of \$97,808. This increase is a result of:

- Migration in health insurance plans

The Cable Services Division is 100% funded through the Cable License Revenues.

Operational Overview:

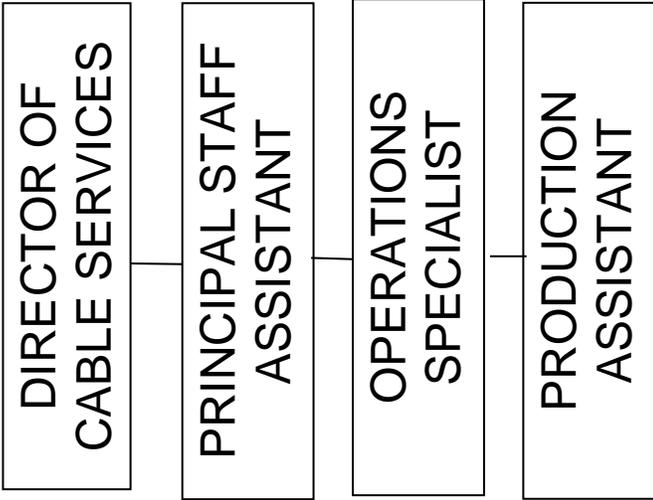
The Cable Services Division is responsible for monitoring the cable operator, administering the cable franchise agreement, overseeing Public, Educational and Government Access agreements, and providing customer service to cable subscribers, including the processing of complaints and discount applications.

This Division is also responsible for operating the City's government access channel. This includes, but is not limited to, providing live coverage of all City Council, School Committee and City Council subcommittee meetings; covering City events; producing in-studio programs; producing original programming in cooperation with other departments; coordinating and producing information during emergency situations; and managing the day-to-day operation of the government channel. Staff also provides other media and/or technical assistance as needed.

Additional responsibilities of the Cable Services Division include making recommendations annually as to the disbursement of funds received under the cable franchise agreement among the public, education and government channel operations. These recommendations are made by the Director of Cable Services after consultation with the Cable Television Advisory Committee. The Cable Services Division is also responsible for coordinating with the Director of Technical Services to ensure that any institutional network provided under any cable franchise agreement operates properly and meets the technical requirements of the City for the internal transmission of data.

The Cable Services Division also serves as the staff liaison to the Cable Television Advisory Committee and administers and keeps the records of the committee.

CITY OF WORCESTER
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT
CABLE SERVICES DIVISION



4 POSITIONS

JUDITH A. WARREN, DIRECTOR OF CABLE SERVICES
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT
DIVISION OF CABLE SERVICES- DIVISION #04S616

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 87,941.00	45M	DIRECTOR OF CABLE SERVICES	1	\$ 89,690.00
1	64,584.00	40M	PRINCIPAL STAFF ASSISTANT	1	68,224.00
1	41,536.00	29	OPERATIONS SPECIALIST	1	44,986.00
1	40,635.00	25	PRODUCTION ASSISTANT	1	42,141.00
<u>4</u>	<u>\$ 234,696.00</u>		TOTAL RECOMMENDED SALARIES	<u>4</u>	<u>\$ 245,041.00</u>
			FUNDING SOURCES:		
	\$ (234,696.00)		CABLE LICENSE REVENUES		\$ (245,041.00)
	<u>\$ (234,696.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (245,041.00)</u>
<u>4</u>	<u>\$ -</u>	04S-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>4</u>	<u>\$ -</u>
	\$ 5,000.00		REGULAR OVERTIME		\$ 5,000.00
	<u>\$ 5,000.00</u>		TOTAL RECOMMENDED OVERTIME		<u>\$ 5,000.00</u>
			FUNDING SOURCES:		
	\$ (5,000.00)		CABLE LICENSES REVENUES		\$ (5,000.00)
	<u>\$ (5,000.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (5,000.00)</u>
	<u>\$ -</u>	04S-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ -</u>
	\$ 52,437.00		ORDINARY MAINTENANCE		\$ 32,993.00
	<u>\$ 52,437.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 32,993.00</u>
			FUNDING SOURCES:		
	\$ (52,437.00)		CABLE LICENSE REVENUES		\$ (32,993.00)
	<u>\$ (52,437.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (32,993.00)</u>
	<u>\$ -</u>	04S-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ -</u>
	\$ 24,074.00		FRINGE BENEFITS:		
	24,526.00		HEALTH INSURANCE		\$ 32,092.00
	21,123.00		RETIREMENT		25,607.00
	28,085.00		CONTRIBUTORY PENSIONS		21,123.00
	<u>\$ 97,808.00</u>		PENSION OBLIGATION BONDS		28,085.00
			TOTAL FRINGE BENEFITS		<u>\$ 106,907.00</u>
			FUNDING SOURCES:		
	\$ (97,808.00)		CABLE LICENSE REVENUES		\$ (106,907.00)
	<u>\$ (97,808.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (106,907.00)</u>
	<u>\$ -</u>	04S-94000	TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ -</u>
	<u>\$ -</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ -</u>

Human Resources Department FY19 Budget Recommendation

Kathleen G. Johnson Director

City Hall - Room 109
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1030

Departmental Mission Statement:

The mission of the Human Resources Department is to enhance personnel administration for the purpose of advancing the delivery of exemplary service to the organization and the residents of the City of Worcester.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 952,572.54	\$ 970,097.00	91000	\$ 1,010,711.00
Overtime	7,778.88	3,000.00	97000	3,000.00
Ordinary Maintenance	451,443.64	354,766.00	92000	373,408.00
Total	\$ 1,411,795.06	\$ 1,327,863.00		\$ 1,387,119.00
Total Positions	17	17		18

Expenditures:

The total Fiscal 2019 recommended tax levy budget for the Human Resources Department is \$1,387,119, which is an increase of \$59,256 from the Fiscal 2018 budget of \$1,327,863.

The recommended personal services tax levy budget for Fiscal 2019 is \$1,010,711, which is an increase of \$40,614 from the Fiscal 2018 amount of \$970,097. This increase is a net result of:

- Step increases per the salary ordinance, EM incentive pay: \$38,263
 - Add Position: Safety & Training Officer
- Funding sources increase (Water, Sewer, Golf enterprise credits): (\$7,549)
- Increase funding for Internship Program (City Clerk intern to manage the binding process of records and implement records management program): \$9,900

The Overtime tax levy budget for Fiscal 2018 is recommended to be level funded at \$3,000.

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$373,408, which is an increase of \$18,642 from the Fiscal 2018 amount of \$354,766. This decrease is a result of:

- Increase in interdepartmental credits: (\$1,000)
- Consultant: \$20,000 (Disparity Study in Construction)
- Funding Source increase (Water, and Sewer Credits): (\$358)

Human Resources Department FY19 Budget Recommendation

Operational Overview:

The Human Resources Department enhances service to the residents of Worcester by hiring and retaining the best City employees, increasing productivity and job satisfaction through the planning and administering of personnel programs, wellness initiatives, and quality benefits. The main function of the Department is to ensure that the City has a skilled, competent and diverse workforce, which is committed to meeting the City's organizational goals.

The Employment Division provides oversight of all hiring and recruitment processes to ensure that City positions are filled with the most qualified people of diverse backgrounds. Understanding and complying with statutory and contractual obligations, following civil service requirements, testing, screening, and interviewing candidates are part of the employment process. Policy development, Unemployment Compensation, Equal Employment Opportunity, and DOT drug testing are all integral functions of the Employment Division.

The Chief Diversity Officer (CDO) oversees the development and implementation of the City's Equal Employment Opportunity as well as the Diversity and Inclusion Plan, ensuring compliance with all federal, state, and local laws and policies. The CDO works across all City divisions to achieve department-specific goals, while providing technical assistance, employee support, and training. In addition, the CDO is integral to the implementation of new processes to monitor employee recruiting, hiring, training, promotion, and retention strategies.

The Benefits Division provides City and Worcester Public School employees and retirees with quality benefits in health insurance, dental, vision, life and disability insurance, as well as flexible spending accounts, employee assistance programs, and tuition reimbursement. This Division provides ongoing service to employees and retirees relative to all available benefits.

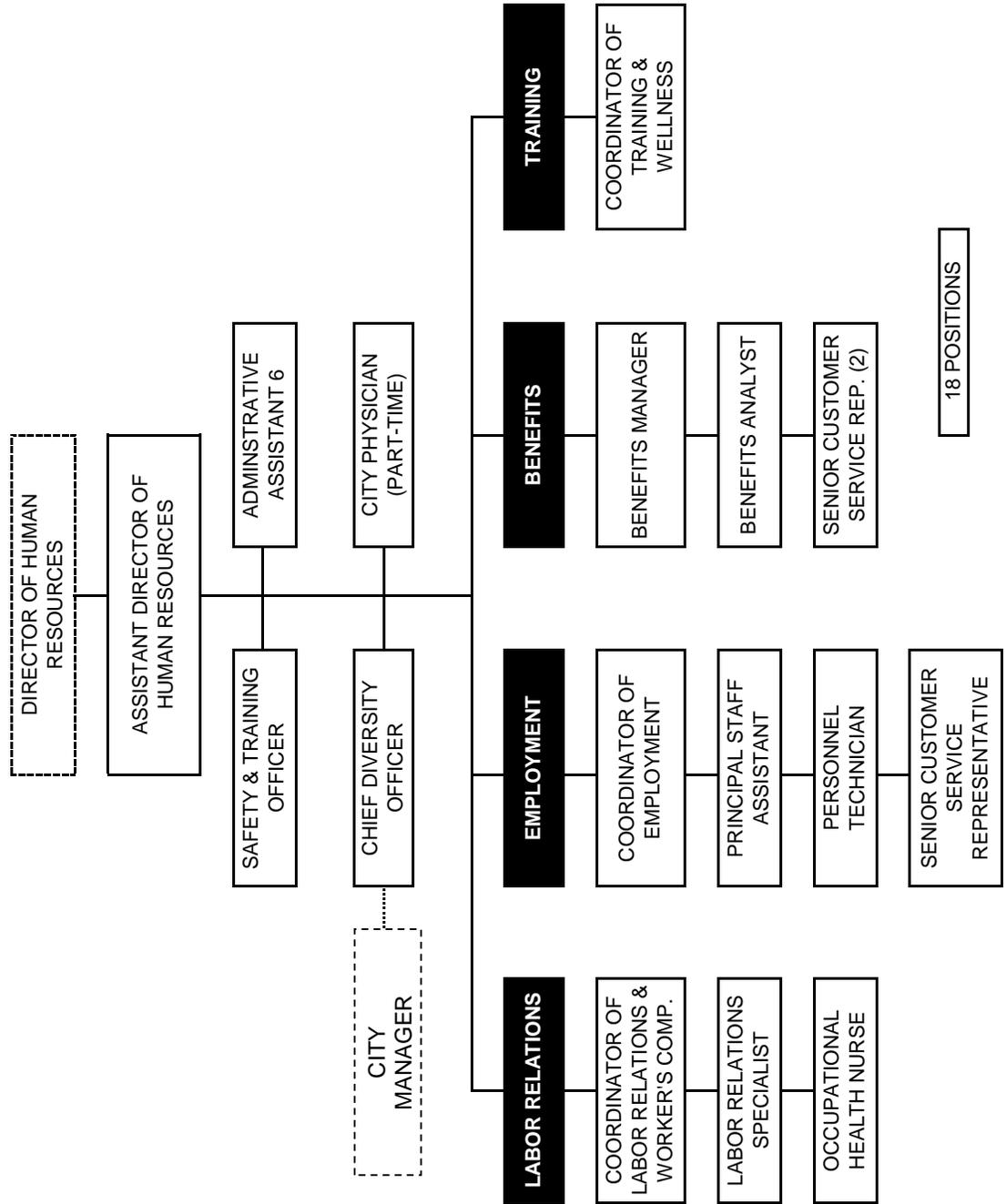
The Labor Relations Division encompasses collective bargaining, employee relations, and at-work injury management to ensure that employees are treated fairly and that managers and supervisors have the tools to oversee the job performance of their staff. This Division performs case management for City and Worcester Public School employee injury claims by carefully monitoring treatment for a safe and efficient return to work.

The Training Division assures that employees in the workforce have the knowledge, skills, and abilities to perform well in their positions. This includes general skills development, management and supervisory development, health and safety courses, as well as technical training geared towards particular functional areas. The Division also provides recruitment, training, and support for the City of Worcester's board and commission volunteers.

The Wellness Division provides City employees with an employee assistance program and a variety of wellness programs geared towards weight loss, nutrition, exercise, education for various health issues, smoking cessation, and many other programs to assist our employees with all aspects of wellness.

CITY OF WORCESTER

Human Resources Department



KATHLEEN G. JOHNSON, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

HUMAN RESOURCES DEPARTMENT - DEPARTMENT #170

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
ADMINISTRATION:					
1	\$ 106,413.00	47EM	ASSISTANT DIRECTOR HUMAN RESOURCES	1	\$ 108,535.00
0	-	42M	SAFETY & TRAINING OFFICER	1	31,866.00
1	75,148.00	41M	CHIEF DIVERSITY OFFICER	1	64,300.00
1	44,933.00	33	ADMINISTRATIVE ASSISTANT 6	1	46,904.00
1	34,996.00	FL	CITY PHYSICIAN	1	34,996.00
4	\$ 261,490.00			5	\$ 286,601.00
1	\$ -	58CM	DIRECTOR HUMAN RESOURCES	1	\$ -
1	\$ -		REGULAR SALARIES	1	\$ -
1	\$ 91,167.00	42EM	COORDINATOR OF EMPLOYMENT	1	\$ 92,997.00
1	60,495.00	40M	PRINCIPAL STAFF ASSISTANT	1	65,750.00
1	58,282.00	38M	PERSONNEL TECHNICIAN	1	63,898.00
1	41,623.00	28	SENIOR CUSTOMER SERVICE REPRESENTATIVE	1	43,963.00
4	\$ 251,567.00			4	\$ 266,608.00
1	\$ 98,176.00	48M	COORD. LABOR RELATIONS & WORKER'S COMP.	1	\$ 100,132.00
1	87,943.00	45M	LABOR RELATIONS SPECIALIST	1	89,690.00
1	60,175.00	42M	OCCUPATIONAL NURSE	1	67,637.00
3	\$ 246,294.00			3	\$ 257,459.00
1	\$ 84,760.00	44M	BENEFITS MANAGER	1	\$ 86,445.00
1	58,282.00	35	BENEFIT ANALYST	1	45,110.00
2	91,978.00	28	SENIOR CUSTOMER SERVICE REPRESENTATIVE	2	86,279.00
4	\$ 235,020.00			4	\$ 217,834.00
1	\$ 83,096.00	44M	COORD. OF TRAINING, DEVELOP. AND WELLNESS PROGRAMS	1	\$ 86,445.00
1	\$ 83,096.00			1	\$ 86,445.00
17	\$ 1,077,467.00		REGULAR SALARIES	18	\$ 1,114,947.00
	\$ 80,000.00		INTERNSHIP PROGRAM		\$ 89,900.00
	307.00		EM INCENTIVE PAY		1,090.00
	(6,200.00)		VACANCY FACTOR		(6,200.00)
	\$ 1,151,574.00		TOTAL RECOMMENDED SALARIES		\$ 1,199,737.00
	\$ (78,343.00)		FUNDING SOURCES:		\$ (81,602.00)
	(102,267.00)		CREDIT FROM SEWER		(106,521.00)
	(867.00)		CREDIT FROM WATER		(903.00)
	\$ (181,477.00)		CREDIT FROM GOLF COURSE		\$ (189,026.00)
			TOTAL FUNDING SOURCES		
17	\$ 970,097.00	170-91000	TOTAL RECOMMENDED PERSONNEL SERVICES	18	\$ 1,010,711.00
	\$ 3,000.00		OVERTIME		\$ 3,000.00
	\$ 3,000.00	170-97000	TOTAL RECOMMENDED OVERTIME		\$ 3,000.00

KATHLEEN G. JOHNSON, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF HUMAN RESOURCES - DEPARTMENT #170

FY18 TOTAL POSITIONS	PROPOSED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	PROPOSED FY19 AMOUNT
	\$ 5,000.00		BOOKS		\$ 5,000.00
	-		CONSTABLES		2,000.00
	-		CONSULTANTS		20,000.00
	-		COPY PAPER		650.00
	-		HARDWARE/DEVICES		700.00
	4,000.00		LEASES & RENTALS		4,000.00
	201,700.00		LEGAL CONSULTANTS		200,000.00
	-		MAINTENANCE SYSTEM SOFTWARE		1,000.00
	1,000.00		NETWORK, HARDWARE, SOFTWARE		-
	20,000.00		NEWSPAPER ADVERTISING		21,000.00
	7,000.00		OFFICE SUPPLIES		7,000.00
	1,000.00		OTHER CHARGES & EXPENDITURES		1,000.00
	38,295.00		OTHER PERSONAL SERVICES		20,295.00
	2,600.00		OTHER SUPPLIES		1,200.00
	-		PRINTING		3,500.00
	100,000.00		PROFESSIONAL DEVELOPMENT/TRAINING/RETENTION		100,000.00
	-		SUBSCRIPTIONS		1,500.00
	-		TRANSLATION/INTERPRETATION		2,500.00
	1,000.00		TRAVELING		-
	-		TUITION		10,000.00
	-		WATER		250.00
	<u>\$ 381,595.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 401,595.00</u>
			FUNDING SOURCES:		
	\$ (3,094.00)		CREDIT FROM SEWER		\$ (3,256.00)
	(3,735.00)		CREDIT FROM WATER		(3,931.00)
	(20,000.00)		INTERDEPARTMENTAL CREDIT		(21,000.00)
	<u>\$ (26,829.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (28,187.00)</u>
	<u>\$ 354,766.00</u>	170-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 373,408.00</u>
	<u>\$ 1,327,863.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 1,387,119.00</u>



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Workers' Compensation FY19 Budget Recommendation

Kathleen G. Johnson

Director

City Hall - Room 109

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1030

FY19 Budget Overview

	Actual	Approved		Recommended
	Budget for	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 90,455.04	\$ 90,455.00	92000	\$ 90,455.00
Fringe Benefits	1,248,258.75	1,268,518.00	96000	1,169,769.00
Total	\$ 1,338,713.79	\$ 1,358,973.00		\$ 1,260,224.00

Expenditures:

The total Worker's Compensation budget for Fiscal 2019 is recommended to be \$1,260,224, which is a decrease of \$98,749 from the Fiscal 2018 amount of \$1,358,973. The reduction is due to a decreasing trend in claims over the past fiscal year.

Operational Overview:

The State Workers' Compensation statute is designed to be a wage replacement system for the benefit of those who sustain injuries arising out of, and in the course of, their employment with the City. The workers' compensation statute, M.G.L. Chapter 152, as most recently amended, provides for payment of sixty percent of an employee's pre-injury average weekly wage for the period during which the employee remains temporarily or totally disabled as a result of the injury. These benefits are available for a maximum of three years with an additional potential entitlement to temporary partial disability benefits where the maximum period of entitlement varies, based on the severity of the injury. The most severely injured claimants may seek permanent and total disability benefits that are potentially available for the life of the employee.

Approximately thirty-three percent of the workers' compensation budget is spent on the payment of weekly workers' compensation benefits and settlements. These include temporary, partial and total disability benefits, and dependents and widows benefits. Medical expenses account for approximately forty-nine percent of the overall budget. These services include doctors, nurses, hospitals, prescriptions and medical supplies. The remaining eleven percent is spent on administrative, investigative and court costs.

KATHLEEN G. JOHNSON, DIRECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF HUMAN RESOURCES
DIVISION OF WORKERS' COMPENSATION - DIVISION #171

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 90,455.00	171-92000 ADMINISTRATIVE SERVICES	\$ 90,455.00
<u>\$ 90,455.00</u>	171-92000 TOTAL ORDINARY MAINTENANCE	<u>\$ 90,455.00</u>
\$ 1,503,746.00	171-96000 BASIC WORKERS' COMPENSATION	\$ 1,384,997.00
<u>\$ 1,503,746.00</u>	171-96000 TOTAL WORKERS' COMPENSATION	<u>\$ 1,384,997.00</u>
	FUNDING SOURCES:	
\$ (90,000.00)	CREDIT FROM WATER	\$ (80,000.00)
(100,000.00)	CREDIT FROM SEWER	(90,000.00)
(45,228.00)	CREDIT FROM SCHOOLS	(45,228.00)
<u>\$ (235,228.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (215,228.00)</u>
<u>\$ 1,358,973.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 1,260,224.00</u>

Injured on Duty Claims FY19 Budget Recommendation

Kathleen G. Johnson

Director

City Hall - Room 109
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1030

FY19 Budget Overview

	Actual	Approved		Recommended
	Budget for	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ -	\$ 98,550.00	92000	\$ 98,550.00
Fringe Benefits	604,592.02	559,685.00	96000	495,300.00
Total	\$ 604,592.02	\$ 658,235.00		\$ 593,850.00

Expenditures:

This account pays for all non-salary costs of uniformed police and fire personnel who are injured in the line of duty. The total tax levy appropriation for Fiscal 2019 is recommended to be \$593,850, which is a decrease of \$64,385 from the Fiscal 2018 amount of \$658,235.

The City incurs salary expenses for uniformed police officers and firefighters when they have been injured in the line of duty. This account is for both Police and Fire Department pay, and the applicable salary amounts for the respective personnel who are injured while working. The following table depicts the actual obligations for medical costs incurred from Fiscal 2013 through Fiscal 2017, as well as the projected expenses for Fiscal 2018.

IOD Medical Claims History

	Actual	Actual	Actual	Actual	Actual	Projected	Budget
	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Police	267,000	229,206	236,809	247,623	343,031	269,711	291,288
Fire	220,518	273,785	195,498	361,675	261,561	280,150	302,562
Total	487,518	502,991	432,307	609,299	604,592	549,861	593,850

Operational Overview:

Chapter 41, Section 111F of the General Laws provides injured-on-duty wage and medical benefits to police and fire employees injured in the line of duty. The Human Resources Department reviews injured-on-duty claims, performs medical case management, monitors treatment and expected outcomes, processes and accounts for payment of medical expenses, and works closely with the employees and the public safety departments to ensure a safe and efficient return to work.

KATHLEEN G. JOHNSON, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DIVISION OF PUBLIC SAFETY INJURED ON DUTY (IOD) CLAIMS- DIVISION #174

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 98,550.00	174-92000 ADMINISTRATIVE SERVICES	\$ 98,550.00
<u>\$ 98,550.00</u>	174-92000 TOTAL ORDINARY MAINTENANCE	<u>\$ 98,550.00</u>
\$ 287,775.00	1741 POLICE DEPARTMENT IOD CLAIMS	\$ 242,013.00
271,910.00	17412 FIRE DEPARTMENT IOD CLAIMS	253,287.00
<u>\$ 559,685.00</u>	174-96000 TOTAL INJURED ON DUTY	<u>\$ 495,300.00</u>
<u><u>\$ 658,235.00</u></u>	TOTAL RECOMMENDED TAX LEVY	<u><u>\$ 593,850.00</u></u>

Note: IOD Claims FY19 Budget based off the 5-yr average per the five point plan plus medical inflation of 8%

Unemployment Compensation FY19 Budget Recommendation

Kathleen G. Johnson

Director

City Hall - Room 109
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1030

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 4,500.00	\$ -	92000	\$ -
Fringe Benefits	121,032.74	110,000.00	96000	110,000.00
Total	\$ 125,532.74	\$ 110,000.00		\$ 110,000.00

* Note: Worcester Public Schools (WPS) pays unemployment costs from their budget. Human Resources administers the program and charges the WPS for their expenses.

Expenditures:

The Fringe Benefits tax levy budget for Fiscal 2019 is recommended to be level funded at \$110,000.

Operational Overview:

Chapter 720 of the Acts of 1977, extended unemployment compensation benefits to eligible state and local government employees. The City of Worcester is self-insured for the payment of benefits awarded by the Massachusetts Department of Employment and Training.

KATHLEEN G. JOHNSON, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF HUMAN RESOURCES

DIVISION OF UNEMPLOYMENT COMPENSATION - DIVISION #172

APPROVED FY18 AMOUNT	ACCOUNT NUMBER	TITLE	RECOMMENDED FY19 AMOUNT
\$ 130,000.00		REGULAR UNEMPLOYMENT COMPENSATION	\$ 130,000.00
\$ 130,000.00		TOTAL UNEMPLOYMENT COMPENSATION	\$ 130,000.00
		FUNDING SOURCES:	
\$ (5,000.00)		CREDIT FROM SEWER	\$ (5,000.00)
(5,000.00)		CREDIT FROM WATER	(5,000.00)
(10,000.00)		CREDIT FROM GOLF	(10,000.00)
\$ (20,000.00)		TOTAL FUNDING CREDITS	\$ (20,000.00)
\$ 110,000.00	172-96000	TOTAL RECOMMENDED FRINGE BENEFITS	\$ 110,000.00

Health Insurance FY19 Budget Recommendation

Kathleen G. Johnson

Director

City Hall - Room 109
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1030

Health Insurance:

The Human Resources Department is responsible for the administration and direction of all phases of the Health Insurance program for City of Worcester and Worcester Public School employees and retirees. The City currently administers five (5) conventional and three (3) Medicare health plans. Great efforts have been made over the last ten years to implement many cost control measures to minimize the cost of health insurance such as self-funding the City's plans, the adoption of Section 18 to shift costs to the Federal Medicare program, carving out prescription drugs and use of a Pharmacy Benefit Management program, adopting GIC-like health plans designed to drive members to lower costs local providers, creating Medical Management programs directed to assist members with complicated medical issues, and introducing Wellness Plans designed to lower claim costs. These reforms have cumulatively saved the City on premium costs, allowing us to redirect these dollars to critical services and control the OPEB liability.

Medicare Payroll Tax:

Medicare is a federally administered health insurance trust fund that pays for health services for individuals 65 years or older and the disabled receiving social security cash benefits. The Medicare Hospital Insurance Trust Fund is financed primarily through a tax on current earnings from employment covered by the Social Security Act. The Medicare supplement insurance is financed through premiums paid by persons enrolled in the program and from general fund revenues of the Federal government. Pursuant to Federal law, all employees hired after April 1, 1986 are subject to a 1.45% Medicare payroll tax. The City of Worcester is obligated to match this payment. Earnings subject to this tax have increased from \$51,300 to over \$125,000 per year, per individual, effective January 1, 1991.

Life Insurance & Disability Coverage:

The City of Worcester offers \$5,000 basic term insurance coverage to interested employees and retirees (if retiree was enrolled prior to retirement). The City contributes 50% of the premium costs for this coverage. Optional term insurance, level premium term insurance, universal life (UL) and short- and long-term disability plans (DI) (with specific qualifications) are also available to active employees and retirees (if the retiree was enrolled in Optional or UL prior to retirement, they can continue, however they are not eligible to continue DI post-retirement) with the employee paying the total cost of the premium.

Employee Assistance Program:

The City has contracted with All One Health for the provision of an Employee Assistance Program. The program supplies counseling to employees, their spouses and dependents in the

Health Insurance FY19 Budget Recommendation

areas of substance abuse, family relations, consumer debts, as well as employee work performance issues. They provide federal mandatory substance abuse counseling to employees who test positive for drugs and/or alcohol, along with keeping up with the DOT regulations and the City’s drug and alcohol testing policy.

Health Insurance Consultant:

The City contracts with Group Benefits Strategies (GBS) for consulting services. This company specializes in both municipal and corporate health insurance management. GBS monitors the City’s health insurance expenses, prepares and reviews health insurance quotes and proposals, analyzes and projects premium rates, and recommends cost-saving enhancements. GBS works closely with the City of Worcester on all regulations surrounding the Affordable Care Act and all other governmental mandates.

FY19 Budget Overview

	Actual	Approved		Recommended
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Budget for</u>	<u>Account</u>	<u>Appropriation</u>
		<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Fringe Benefits	\$ 24,458,230.80	\$ 26,383,698.00	96000	\$ 25,165,960.00
Total	\$ 24,458,230.80	\$ 26,383,698.00		\$ 25,165,960.00

Expenditures:

The total recommended tax levy Health Insurance budget and employee’s Fringe Benefit costs, excluding Fringe Benefit costs for Worcester Public Schools for Fiscal 2019 is \$25,165,960, which is a decrease of \$1,217,738 from the Fiscal 2018 amount of \$26,383,698 for tax levy funded employees.

This net decrease is a result of:

- Health Insurance premium decrease due to trust fund premium supplement and good claims history: (\$1,154,936)
- Wellness Programs contractual agreements: \$4,136
- Decrease in reserve for settlement: (\$400,000)
- Medicare premiums increase: \$149,794
- Reduction in Life Insurance Premiums: (\$1,789)
- Decrease in grant and project funding: \$185,057

The recommended Health Insurance tax levy budget will fund employee and retiree health insurance premiums, and other fringe benefit costs for 3,177 of the 3,562 active and retired City employees that carry the Health Insurance benefit. The other 385 employees are funded by grants, projects and enterprise funds.

Health Insurance FY19 Budget Recommendation

Operational Overview:

The Human Resources Department is responsible for the planning, administering and direction of all phases of the Health Insurance programs for City's employees and retirees. The Health Insurance account within the City's budget comprises the largest component of benefits offered to our employees. The amount budgeted is derived from the number of active and retired employees within each specific plan by the cost of the health plan being offered. Each Health Insurance program provides benefits to individuals, families, retirees, and surviving spouses. The amount recommended for appropriation is the City's portion for providing these benefits to its employees. This account excludes health insurance benefits for the Worcester Public Schools, which is budgeted within their respective department.

KATHLEEN G. JOHNSON, DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
HEALTH INSURANCE - DEPARTMENT #663**

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 730,356.00	BC/ BS PREFERRED	\$ 636,140.00
5,183,127.00	NETWORK BLUE NEW ENGLAND	4,764,663.00
2,668,091.00	CITY OF WORCESTER DIRECT	2,682,635.00
13,945,290.00	CITY OF WORCESTER ADVANTAGE	13,498,463.00
3,502,548.00	BC/ BS MEDEX	3,454,542.00
241,769.00	FALLON SENIOR	-
737,515.00	TUFTS MEDICARE COMPLEMENT	-
501,102.00	TUFTS MEDICARE PREFERRED	486,587.00
-	TUFTS MEDICARE SUPPLEMENT	810,914.00
75,000.00	HEALTH INSURANCE CONSULTANT	75,000.00
50,000.00	PBM ADMINISTRATIVE COSTS	50,000.00
-	HIGH DEDUCTIBLE HEALTH PLAN	20,918.00
<u>\$ 27,634,798.00</u>	TOTAL HEALTH INSURANCE	<u>\$ 26,479,862.00</u>
\$ 139,735.00	LIFE INSURANCE	\$ 137,946.00
1,746,067.00	MEDICARE INSURANCE	1,895,861.00
26,500.00	EMPLOYEE ASSISTANCE PROGRAM	26,500.00
22,000.00	WELLNESS PROGRAM	26,136.00
<u>\$ 1,934,302.00</u>	TOTAL OTHER COSTS	<u>\$ 2,086,443.00</u>
850,000.00	RESERVE FOR SETTLEMENTS	450,000.00
<u>\$ 30,419,100.00</u>	TOTAL FRINGE BENEFITS	<u>\$ 29,016,305.00</u>
	FUNDING SOURCES:	
\$ (1,026,045.00)	CREDIT FROM INDIRECT	\$ (981,186.00)
(27,229.00)	CREDIT ELDER AFFAIRS	(26,419.00)
(335,833.00)	CREDIT FROM WORKFORCE DEVELOPMEN	(263,133.00)
(68,330.00)	CREDIT DPW- PROJECTS	(65,119.00)
(224,534.00)	CREDIT GRANTS	(215,261.00)
(711,613.00)	CREDIT FROM SEWER	(717,760.00)
(1,545,011.00)	CREDIT FROM WATER	(1,487,179.00)
(37,633.00)	CREDIT FROM GOLF	(36,044.00)
(59,174.00)	CREDIT FROM AIRPORT	(58,244.00)
<u>\$ (4,035,402.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (3,850,345.00)</u>
<u>\$ 26,383,698.00</u>	663-96000 TOTAL FRINGE BENEFITS	<u>\$ 25,165,960.00</u>
<u>\$ 26,383,698.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 25,165,960.00</u>

KATHLEEN G. JOHNSON, DIRECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
HEALTH INSURANCE ENROLLMENT

	IND. BLUE CARE		FAM. BLUE CARE		IND. NETWORK		FAM. NETWORK		IND. C. OF W. ADVANTAGE		FAM. C. OF W. ADVANTAGE		MEDEX (NEW)		TUFTS MEDICARE COMPLEMENT		TUFTS MEDICARE SUPPLEMENT		TUFTS MEDICARE FALLOTTOTAL	
	PREferred	30	18	180	157	118	163	118	339	678	1109	0	237	150	0	3177				
CITY OF WORCESTER																				
CABLE SERVICES	0	0	0	0	1	0	0	0	2	1	0	0	0	0	0	0	0	0	0	4
REGIONAL LIBRARY	0	0	0	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0	0	4
FINANCE (GRANTS)	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
ECONOMIC DEVELOPMENT (GRANTS)	0	0	0	0	1	2	1	0	0	3	0	0	0	0	0	0	0	0	0	8
HEALTH (GRANTS)	0	0	0	3	0	7	1	0	2	0	0	0	0	0	0	0	0	0	0	12
INSPECTIONAL SERVICES (GRANTS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
CITY MANAGER (GRANTS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DPW (PROJECTS)	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	5
ELDER AFFAIRS	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
WORKFORCE DEVELOPMENT	0	0	0	1	1	6	3	0	3	6	8	0	5	1	0	0	0	0	0	34
SEWER	0	0	0	5	11	5	14	8	14	15	25	0	7	8	0	0	0	0	0	95
WATER	0	0	0	13	8	15	9	28	35	63	0	15	13	0	0	0	0	0	0	200
GOLF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
AIRPORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15
SUB TOTAL	30	19	181	201	202	139	394	743	1208	0	268	177	0	3562						
WORC PUBLIC SCHOOL	25	20	477	431	309	241	726	1120	1794	0	437	246	0	5826						
COBRA	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
SUB TOTAL	25	20	477	431	309	241	726	1120	1794	0	437	246	0	5826						
GRAND TOTAL	55	39	678	612	511	380	1120	1863	3002	0	705	423	0	9388						

	IND. BLUE CARE		FAM. BLUE CARE		IND. NETWORK		FAM. NETWORK		IND. C. OF W. ADVANTAGE		FAM. C. OF W. ADVANTAGE		MEDEX (NEW)		TUFTS MEDICARE COMPLEMENT		TUFTS MEDICARE SUPPLEMENT		TUFTS MEDICARE FALLOTTOTAL	
	PREferred	33	21	180	140	114	167	114	330	671	1042	219	0	166	68	3152				
CITY OF WORCESTER																				
CABLE SERVICES	0	0	0	0	1	0	0	0	3	0	0	0	0	0	0	0	0	0	0	4
REGIONAL LIBRARY	0	0	0	0	2	0	0	0	3	0	0	0	0	0	0	0	0	0	0	5
FINANCE (GRANTS)	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	1
ECONOMIC DEVELOPMENT (GRANTS)	0	0	0	1	3	0	0	0	0	3	0	0	0	0	0	0	0	0	0	8
HEALTH (GRANTS)	0	0	0	2	1	6	1	0	0	0	0	0	0	0	0	0	0	0	0	11
INSPECTIONAL SERVICES (GRANTS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CITY MANAGER (GRANTS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DPW (PROJECTS)	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	5
ELDER AFFAIRS	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
WORKFORCE DEVELOPMENT	0	0	0	2	4	5	4	0	4	7	6	5	1	0	0	0	0	0	0	36
SEWER	0	0	0	5	13	5	14	8	14	13	21	7	0	1	0	0	0	0	0	92
WATER	0	0	0	12	7	13	9	28	38	58	0	14	0	8	0	0	0	0	0	197
GOLF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
AIRPORT	0	0	0	0	0	1	1	0	1	0	3	3	0	1	0	0	0	0	0	15
SUB TOTAL	33	22	186	202	184	136	386	737	1130	243	0	194	0	3531						
WORC PUBLIC SCHOOL	31	23	479	429	291	246	710	1122	1660	432	262	82	0	5767						
COBRA	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
SUB TOTAL	31	23	479	429	291	246	710	1122	1660	432	262	82	0	5767						
GRAND TOTAL	64	45	681	615	475	382	1096	1859	2790	675	0	456	160	9298						

Comments: All enrollment for the various Health Insurance programs are extracted from the City's IFMS system.

KATHLEEN G. JOHNSON, DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
LIFE INSURANCE & FEDERAL MEDICARE PAYMENTS**

<u>DEPARTMENT</u>	<u>MEDICARE PAYMENTS</u>			
	<u>March 18 DEDUCTIONS</u>	<u>AVERAGE WEEKLY</u>	<u>YEARLY AMOUNT</u>	<u>BUDGET FY19</u>
CITY OF WORCESTER	164,064.24	32,812.85	1,706,268.13	1,706,268.13
CABLE SERVICES	320.31	64.06	3,331.22	3,331.22
REGIONAL LIBRARY	206.47	41.29	2,147.29	2,147.29
FINANCE (GRANTS)	220.73	44.15	2,295.57	2,295.57
ECONOMIC DEVELOPMENT (GRANTS)	1,089.12	217.82	11,326.80	11,326.80
HEALTH (GRANTS)	1,113.48	222.70	11,580.15	11,580.15
INSPECTIONAL SERVICES (GRANTS)	191.93	38.39	1,996.07	1,996.07
HUMAN SERVICES (GRANTS)	-	-	-	-
DPW (PROJECTS)	419.41	83.88	4,361.86	4,361.86
ELDER AFFAIRS	199.01	39.80	2,069.68	2,069.68
WORKFORCE DEVELOPMENT	2,026.46	405.29	21,075.18	21,075.18
AIRPORT	-	-	-	-
GOLF	254.60	50.92	2,647.84	2,647.84
SEWER	4,478.46	895.69	46,575.98	46,575.98
WATER	7,710.16	1,542.03	80,185.66	80,185.66
SUB TOTAL	18,230.13	3,646.03	189,593.30	189,593.30
TOTAL COST	182,294.37	36,458.87	1,895,861.43	1,895,861.43
PUBLIC SCHOOL	263,810.12	52,762.02	2,743,625.25	2,743,625.25
TOTAL	446,104.49	89,220.90	4,639,486.68	4,639,486.68

Comments:

Expenditures are extracted from the City's IFMS system displaying the actual Federal Medicare cost totals for the various citywide departments. FY 2019 projections are based on the total cost for March divided by the # of weeks in that month to get a weekly cost. Take the weekly cost x 52 weeks.

	<u>LIFE INSURANCE</u>			
	<u>ACTIVE MARCH 18 ENROLLMENTS</u>	<u>RETIREES MARCH 18 ENROLLMENTS</u>	<u>TOTAL ENROLLMENTS</u>	<u>ENROLLMENTS X RATE 77.76</u>
CITY OF WORCESTER	687.73	868.00	1555.73	120,973.56
CABLE SERVICES	2.00	0.00	2.00	155.52
REGIONAL LIBRARY	2.00	0.00	2.00	155.52
FINANCE (GRANTS)	2.37	0.00	2.37	184.29
ECONOMIC DEVELOPMENT (GRANTS)	6.82	0.00	6.82	530.32
HEALTH (GRANTS)	9.42	0.00	9.42	732.50
HEALTH & HUMAN SERVICES	1.00	0.00	1.00	77.76
INSPECTIONAL SERVICES (GRANTS)	1.08	0.00	1.08	83.98
DPW (PROJECTS)	4.00	0.00	4.00	311.04
ELDER AFFAIRS (GRANTS)	0.58	0.00	0.58	45.10
WORKFORCE DEVELOPMENT	13.00	8.00	21.00	1,632.96
SEWER	32.00	26.00	58.00	4,510.08
WATER	50.00	52.00	102.00	7,931.52
AIRPORT	0.00	8.00	8.00	622.08
GOLF	0.00	0.00	0.00	-
SUB TOTAL	124.27	94.00	218.27	16,972.68
TOTAL COST	812.00	962.00	1774.00	137,946.24
PUBLIC SCHOOL	1109.00	1373.00	2482.00	193,000.32
TOTAL	1921.00	2335.00	4256.00	330,946.56

Comments:

Expenditures are extracted from the City's IFMS system displaying the actual Life Insurance cost totals for the various citywide departments. FY 2019 projections are based on the total enrollments for March x the yearly insurance rate.

Law Department FY19 Budget Recommendation

David M. Moore

City Solicitor

City Hall - Room 301

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1161

Departmental Mission Statement:

The mission of the Law Department is to provide legal advice and representation to the City Manager, City Council and the officers, employees, boards and commissions of the City of Worcester.

FY19 Budget Overview

	Actual	Approved		Recommended
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Budget for</u>	<u>Account</u>	<u>Appropriation</u>
		<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 867,707.46	\$ 929,926.00	91000	\$ 1,009,766.00
Ordinary Maintenance	151,059.12	168,450.00	92000	170,450.00
Total	\$ 1,018,766.58	\$ 1,098,376.00		\$ 1,180,216.00
Total Positions	15	15		15

Expenditures:

The recommended Fiscal 2019 budget is \$1,180,216 which is an increase of \$81,840 from the Fiscal 2018 amount of \$1,098,376.

The recommended Personal Services budget for Fiscal 2019 is \$1,009,766 which is an increase of \$79,840 from the Fiscal 2018 budget amount of \$929,926. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$36,546;
- EM Incentive pay: \$2,120;
- Decrease in funding from District Improvement Financing (DIF): \$38,092
- Increase in Enterprise funding: (\$5,003)
- Increase in Cable License funding: (\$2,188)
- Additional step for Assistant City Solicitor 2 & Principal Clerk: \$5,273
- Increase for Deputy City Solicitor: \$5,000

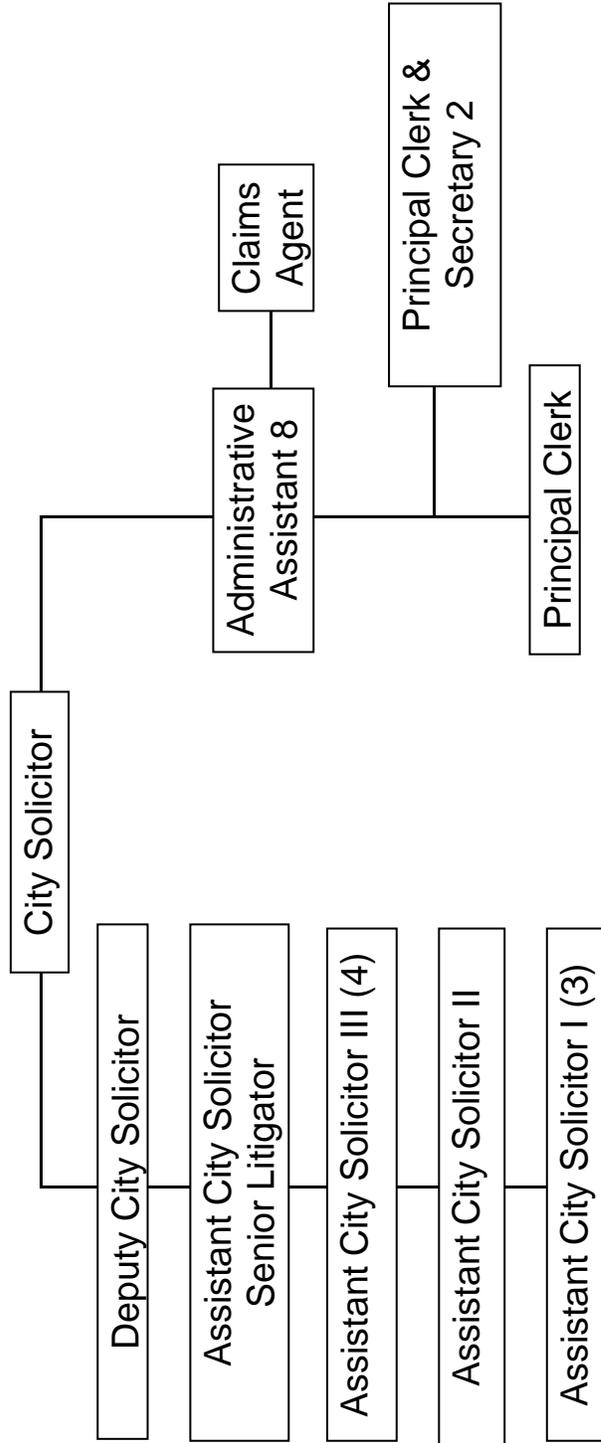
The Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$170,450 which is an increase of \$2,000 from the Fiscal 2018 budget amount of \$168,450. This increase is a result of:

- Legal Consultants: \$2,000

Operational Overview:

The City Solicitor is the chief legal officer of the City and is generally responsible for providing legal advice and representation to the City Manager, City Council, and the officers, employees, boards and commissions of the City. The department operates through four sections: Advice & Counsel, Litigation & Claims, Insurance, and Administrative Support.

LAW DEPARTMENT ORGANIZATIONAL CHART



15 POSITIONS

DAVID M. MOORE, CITY SOLICITOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
LAW DEPARTMENT- DEPARTMENT #120**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 157,872.00	58CM	CITY SOLICITOR	1	\$ 161,034.00
1	103,837.00	50EM	DEPUTY CITY SOLICITOR	1	110,872.00
1	103,647.00	50M	ASSISTANT CITY SOLICITOR HEAD LITIGATOR	1	107,828.00
4	277,161.00	46M	ASSISTANT CITY SOLICITOR 3	4	284,551.00
1	77,085.00	44M	ASSISTANT CITY SOLICITOR 2	1	84,760.00
3	201,371.00	42M	ASSISTANT CITY SOLICITOR 1	3	206,529.00
1	68,224.00	38M	WORKER'S COMPENSATION AGENT	1	69,597.00
1	62,484.00	38M	ADMINISTRATIVE ASSISTANT, GRADE 8	1	65,874.00
1	46,263.00	31	PRINCIPAL CLERK & SECRETARY 2	1	49,149.00
1	38,253.00	27	PRINCIPAL CLERK	1	42,822.00
<u>15</u>	<u>\$ 1,136,197.00</u>		REGULAR SALARIES	<u>15</u>	<u>\$ 1,183,016.00</u>
	4,383.00		EM INCENTIVE PAY		6,503.00
	(6,375.00)		VACANCY FACTOR		(6,375.00)
<u>15</u>	<u>\$ 1,134,205.00</u>		TOTAL RECOMMENDED SALARIES	<u>15</u>	<u>\$ 1,183,144.00</u>
	(38,092.00)		FUNDING SOURCES:		-
	(1,765.00)		DISTRICT IMPROVEMENT FINANCING (DIF)		(1,841.00)
	(53,609.00)		GOLF COURSE REVENUES		(55,909.00)
	(61,216.00)		SEWER REVENUES		(63,843.00)
	(49,597.00)		WATER REVENUES		(51,785.00)
	<u>\$ (204,279.00)</u>		CABLE LICENSE REVENUES		<u>\$ (173,378.00)</u>
			TOTAL FUNDING SOURCES		
<u>15</u>	<u>\$ 929,926.00</u>	120-91000	TOTAL PERSONAL SERVICES	<u>15</u>	<u>\$ 1,009,766.00</u>
	\$ 2,700.00		LEASES & RENTALS		\$ 3,800.00
	35,000.00		LEGAL CONSULTANTS		38,900.00
	500.00		HIRED SERVICES		-
	750.00		POSTAGE		-
	28,000.00		CONSTABLES		43,000.00
	65,000.00		OTHER PERSONAL SERVICES		-
	500.00		NEWSPAPER ADVERTISING		1,200.00
	6,500.00		REGISTRATION FEES		9,000.00
	6,500.00		LEGAL FILING FEES		29,000.00
	1,500.00		PRINTING		1,500.00
	-		CONSULTANTS		30,000.00
	6,000.00		TRANSLATION/INTERPRETATION		-
	2,200.00		BOOKS		3,000.00
	4,000.00		OFFICE SUPPLIES		8,000.00
	3,200.00		OTHER SUPPLIES		-
	-		COPY PAPER		1,500.00
	6,100.00		OTHER CHARGES & EXPENDITURES		1,550.00
	<u>168,450.00</u>	120-92000	TOTAL ORDINARY MAINTENANCE		<u>\$ 170,450.00</u>
<u>\$ 1,098,376.00</u>			TOTAL RECOMMENDED TAX LEVY		<u>\$ 1,180,216.00</u>



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**Law Department- Property & Casualty Insurance
FY19 Budget Recommendation**

David M. Moore

City Solicitor

City Hall - Room 301

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1161

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 117,185.04	\$ 119,948.00	92000	\$ 138,448.00
Total	\$ 117,185.04	\$ 119,948.00		\$ 138,448.00

Expenditures:

The Fiscal 2019 tax levy budget for Property and Casualty Insurance is recommended to be \$138,448, which is an increase of \$18,500 from the Fiscal 2018 amount of \$119,948. This increase is a result of:

- Insurance for Communications building (previously paid by Communications): \$9,500;
- Insurance for Senior Center building (previously paid by Elder Affairs): \$5,000;
- Insurance for Parks building (previously paid by Parks): \$1,000; and
- Increase in Public Officials bonds: \$3,000.

Operational Overview:

Building Insurance: The City continues to obtain only limited building and liability insurance policies. Only the DCU Center, Library, and data processing computer equipment are insured with a \$500,000 deductible for damages caused by weather, fire, floods, earthquakes and vandalism. All buildings are still covered by boiler & machinery insurance. Otherwise the City is self-insured.

Comprehensive General Liability Insurance: The City obtains limited liability insurance coverage claims for personal injuries in amounts between \$100,000 and \$1,000,000 that occur at six facilities or operations. These facilities are: Public Library; Senior Center; Pearl-Elm Parking Garage; Federal Plaza Parking Garage; City Hall, Garage and Common; and, all polling places. The DCU Center is covered by policies obtained directly by SMG, as operator, and charged as an expense of the operation under the lease and management agreement, respectively. Claims by third parties, under \$100,000, are handled out of the court judgments/claims account. This increase is the result of additional policies for Parks, and Communications.

DAVID M. MOORE, CITY SOLICITOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

PROPERTY AND CASUALTY INSURANCE - DEPARTMENT #122

<u>APPROVED FY18 AMOUNT</u>	<u>TITLE</u>	<u>RECOMMENDED FY19 AMOUNT</u>
\$ -	INSURANCE	\$ 134,748.00
119,948.00	OTHER CHARGES & EXPENDITURES	-
	LICENSES	3,700.00
<u>\$ 119,948.00</u>	TOTAL PROPERTY AND CASUALTY INSURANCE	<u>\$ 138,448.00</u>
<u>\$ 119,948.00</u>	122-92000 TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 138,448.00</u>
<u>\$ 119,948.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 138,448.00</u>

Law Department - Court Judgments FY19 Budget Recommendation

David M. Moore

City Solicitor

City Hall - Room 301

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1161

FY19 Budget Overview

	Actual	Approved Budget for	Account Number	Recommended Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>		<u>Fiscal 2019</u>
Ordinary Maintenance	2,704,803.99	3,500,000.00	92000	2,990,000.00
Total	2,704,803.99	3,500,000.00		2,990,000.00

Expenditures:

The Fiscal 2019 budget is recommended to be \$2,990,000 which is a decrease of \$510,000 from the Fiscal 2018 budget of \$3,500,000. This increase is a result of:

- Projected decrease in claims: (516,338);
- Decrease of Sewer credit: \$4,517;
- Decrease of Water credit: \$1,821.

DAVID M. MOORE, CITY SOLICITOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
COURT JUDGMENTS - DEPARTMENT #121

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
<u>\$ 3,543,500.00</u>	COURT CLAIMS AND JUDGMENTS	<u>\$ 3,027,162.00</u>
<u>\$ 3,543,500.00</u>	TOTAL CLAIMS AND JUDGMENTS	<u>\$ 3,027,162.00</u>
	FUNDING SOURCES:	
\$ (31,000.00)	SEWER REVENUES	\$ (26,483.00)
<u>(12,500.00)</u>	WATER REVENUES	<u>(10,679.00)</u>
<u>\$ (43,500.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (37,162.00)</u>
<u>\$ 3,500,000.00</u>	121-92000 RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 2,990,000.00</u>
<u>\$ 3,500,000.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 2,990,000.00</u>

Worcester Police Department FY19 Budget Recommendation

Steven M. Sargent

Chief of Police

9-11 Lincoln Square

Worcester, Massachusetts 01608

(508) 799-8600

Departmental Mission Statement:

The mission of the Worcester Police Department is to promote the highest level of public safety and quality of life in the City of Worcester, through exceptional police services to the City's residents, businesses and visitors.

- Focusing first and foremost on crime prevention, protection of people and property, and the preservation of peace and order within the community, through fair and equitable enforcement of laws, while carefully safeguarding the dignity of all who are touched by the process.
- Promoting an atmosphere of community wide partnership in public safety, fostering trust and confidence of the citizenry by examining their concerns about crime, and collectively working on solutions to the root causes.
- Allowing for the safe and expeditious movement of vehicular and pedestrian traffic over the network of City streets and crossings.
- Providing rapid emergency response to incidents, as needed.
- Channeling feedback from investigations and crime statistics into continuous ideas for improved police procedures and proactive efforts to reduce future crime.

FY19 Budget Overview

	Actual	Approved		Recommended
	Budget for	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 40,089,357.25	\$ 41,416,230.00	91000	\$ 42,789,094.00
Overtime	4,970,894.52	3,849,296.00	97000	3,849,296.00
Ordinary Maintenance	2,539,608.94	2,721,850.00	92000	2,767,350.00
Capital Outlay	114,974.32	30,000.00	93000	80,000.00
Total	\$ 47,714,835.03	\$ 48,017,376.00		\$ 49,485,740.00
Total Positions	508	529		548

Worcester Police Department FY19 Budget Recommendation

Expenditures:

The total tax levy budget for Fiscal 2019 is recommended to be \$49,485,740, which is an increase of \$1,468,364 from the Fiscal 2018 budget of \$48,017,376.

The tax levy Personal Services budget for Fiscal 2019 is recommended to be \$42,789,094, which is an increase of \$1,372,864 from the Fiscal 2018 tax levy budget of \$41,416,230. This increase is a net result of:

- Contractual and non-represented wage increases & step increases which is offset by the salaries of retired officers: (\$225,554);
- Recruit class of 40 starting in August 2018: \$1,900,497 (this is 24 recruits above the full complement in anticipation of retirements);
- Holiday Pay: (\$20,992);
- Sick & Vacation Buyback: \$22,469;
- Stipends: \$2,080;
- Longevity: \$33,200;
- Vacancy Factor: (\$343,575);
- Great Brook Valley Task Force funding: (\$54,983);
- Gang Camp temporary staff: \$3,000;
- Upgrade for Stress Coordinator: \$3,245;
- Transfer Staff Assistant position from HHS: \$53,477.

The tax levy Overtime budget for Fiscal 2019 is recommended to be level funded at \$3,849,296.

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$2,767,350, which is an increase of \$45,500 from the Fiscal 2018 budget of \$2,721,850. The increase is a result of:

- Horse trainer consultant: \$45,500.

The tax levy Capital Outlay budget for Fiscal 2019 is recommended to be \$80,000, which is an increase of \$50,000 from the Fiscal 2018 budget of \$30,000. This increase is a result of:

- Radios for academy: \$50,000.

Operational Overview:

The Worcester Police Department's primary goals are to reduce crime, reduce the fear and perception of crime, and improve the quality of community life. These outcomes must be achieved within acceptable costs to citizens and taxpayers. If we are to achieve our goals, the Department needs to maximize the efficient and effective use of taxpayer monies and minimize the cost of policing on individual liberty and privacy. These goals are accomplished through improved use of technology, sharing of information, embracing innovation, and forming partnerships with the broadest base of stakeholders.

The Police Department is comprised of four hundred (400) budgeted police officers, ninety-one (91) budgeted officials and fifty-five (55) budgeted civilian personnel. These personnel are assigned to the various units in order to capably provide police services on a twenty-four hour a

Worcester Police Department FY19 Budget Recommendation

day basis. The operations of the Worcester Police Department are organized into the following divisions:

The Operations Division is responsible for addressing calls for service 24/7, Neighborhood Response Team, Real Time Crime Center, Special Operations/Parks, Mounted Unit, Animal Control, and liaising with the Worcester Public Schools.

The Bureau of Investigative Services comprises the Department's Detective Bureau, Forensic Services Section, Gang Unit, and Vice Units. The Bureau of Investigative Services is responsible for the daily administration of law enforcement investigations and follows up in response to major crimes meriting prosecution with a primary focus on a reduction in violent crimes to include: homicides, narcotics, firearms offences and gang related crimes. The unit is also charged with alcohol enforcement and licensing of liquor establishments in the City of Worcester.

The Services Division provides management of the detention area, court liaisons, support services, traffic enforcement, and accident reconstruction.

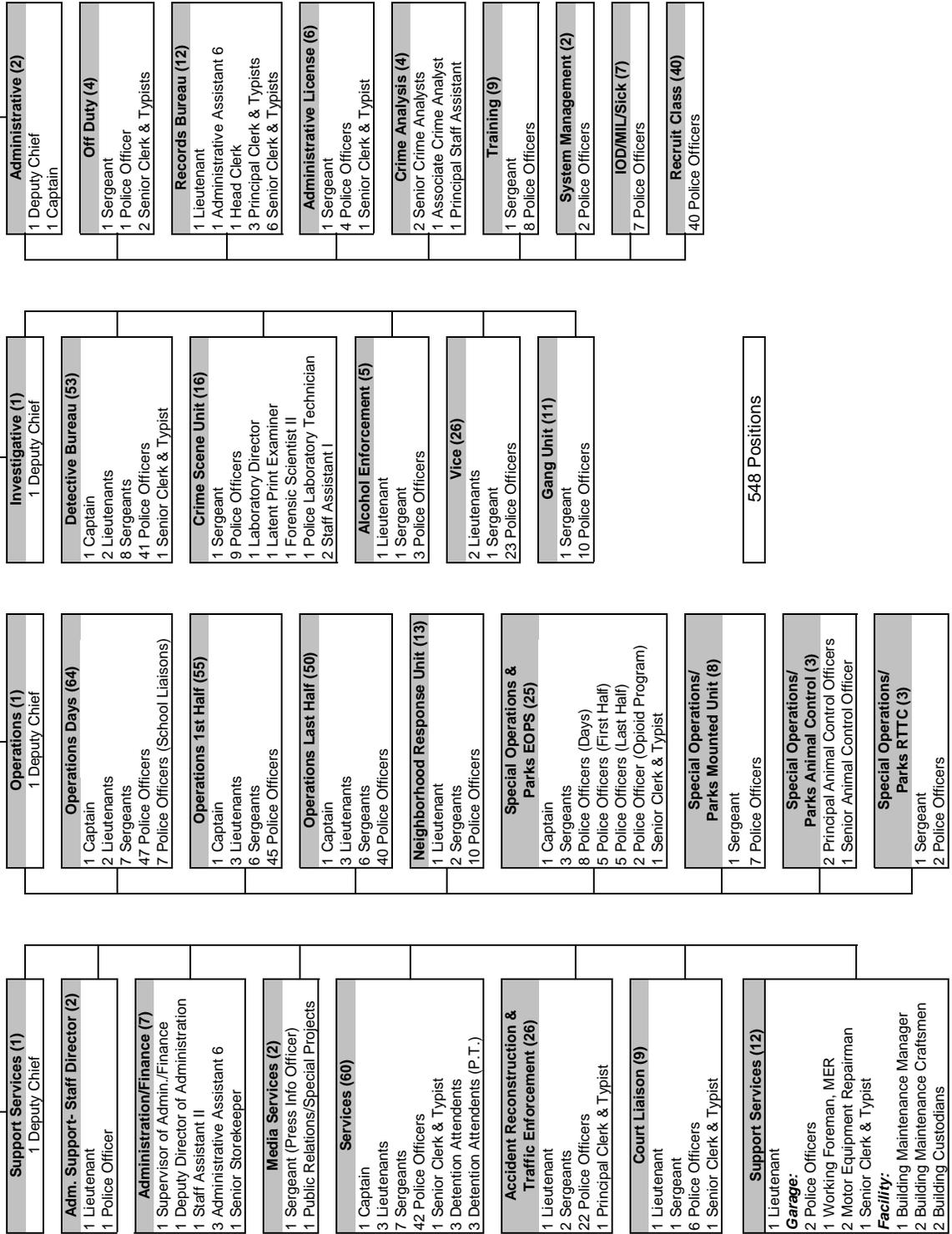
The Administrative Division oversees crime analysis, training, the records bureau, licensing, and the Department's off duty assignments.

Finally, the Department includes a Bureau of Professional Standards, allowing the Department to maintain the highest of standards and accountability for its officers by providing independent investigations of complaints from the public.

Chief of Police

Professional Standards (7)
 1 Captain
 1 Lieutenant
 4 Sergeants
 1 Senior Clerk & Typist

Stress (1)
 1 Stress Coordinator



548 Positions

STEVEN M. SARGENT, CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER POLICE DEPARTMENT- DEPARTMENT #250 TOTAL

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 187,762.00	55CM	CHIEF OF POLICE	1	\$ 191,527.00
4	608,276.00	50EM	DEPUTY POLICE CHIEF	4	620,446.00
8	934,518.00	98	POLICE CAPTAIN	8	941,489.00
23	2,289,785.00	97	POLICE LIEUTENANT	23	2,430,487.00
55	5,177,148.00	96	POLICE SERGEANT	55	5,165,542.00
371	27,863,250.00	95	POLICE OFFICERS	360	27,402,238.00
1	91,167.00	46M	SUPERVISOR OF ADMINISTRATION	1	86,315.00
0	-	45M	SENIOR STRESS COORDINATOR	1	89,690.00
1	84,760.00	44M	STRESS COORDINATOR	0	-
1	80,039.00	44M	DEPUTY DIRECTOR OF ADMINISTRATION	1	65,874.00
1	74,568.00	44M	PUBLIC RELATIONS/SPECIAL PROJECTS	1	78,624.00
1	83,096.00	44P	LABORATORY DIRECTOR	1	86,466.00
0	-	43P	LATENT PRINT EXAMINER	1	65,429.00
1	62,004.00	42P	LATENT PRINT EXAMINER	1	61,381.00
1	73,258.00	40M	PRINCIPAL STAFF ASSISTANT	1	74,735.00
1	-	40P	FORENSIC SCIENTIST II	1	61,381.00
1	70,679.00	39M	BUILDING MAINTENANCE MANAGER	1	72,093.00
2	130,936.00	38P	SENIOR CRIME ANALYST	2	137,499.00
1	56,255.00	38P	POLICE LABORATORY TECHNICIAN	0	-
2	134,576.00	36HC	PRINCIPAL ANIMAL CONTROL OFFICER	2	142,814.00
1	52,311.00	33HC	SENIOR ANIMAL CONTROL OFFICER	1	56,439.00
1	58,282.00	35	STAFF ASSISTANT 2	1	59,447.00
1	54,413.00	33	WORKING FOREMAN, MER	1	43,535.00
4	205,027.00	33	ADMINISTRATIVE ASSISTANT 6	4	220,851.00
1	46,868.00	33	ASSOCIATE CRIME ANALYST	1	49,389.00
2	52,437.00	32	STAFF ASSISTANT I	2	106,954.00
2	90,335.00	30	BUILDING MAINTENANCE CRAFTSMAN	2	95,868.00
1	49,026.00	30	HEAD CLERK	1	51,508.00
2	86,412.00	29	MOTOR EQUIPMENT REPAIRMAN	2	93,205.00
1	45,989.00	28	SENIOR STOREKEEPER	1	48,797.00
4	177,300.00	27	PRINCIPAL CLERK & TYPIST	4	186,272.00
2	82,618.00	25	BUILDING CUSTODIAN	2	87,694.00
3	115,265.00	24	DETENTION ATTENDANT	3	122,789.00
3	49,119.00	24	DETENTION ATTENDANT (PART-TIME)	3	53,269.00
15	548,213.00	22	SENIOR CLERK & TYPIST	15	572,489.00
519	\$ 39,715,692.00		TOTAL REGULAR SALARIES	508	\$ 39,622,536.00
AUTHORIZED VACANT POSITIONS WITH FUNDING					
10	\$ 76,320.00	95	POLICE CLASS	40	\$ 1,814,597.00
10	\$ 76,320.00		REGULAR SALARIES	40	\$ 1,814,597.00
529	\$ 39,792,012.00		REGULAR SALARIES	548	\$ 41,437,133.00
	1,956,907.00		HOLIDAY PAY - CONTRACTUAL		2,021,815.00
	171,789.00		SICK & VACATION BUYBACK		194,258.00
	1,040.00		OTHER STIPENDS		3,120.00
	14,300.00		STIPEND- CHIEF		14,300.00
	32,147.00		EM INCENTIVE PAY		32,791.00
	2,176,183.00		CONTRACTUAL STIPENDS AND EXTRAS		2,266,284.00
529	\$ 41,968,195.00		TOTAL SALARIES	548	\$ 43,703,417.00
	113,400.00		LONGEVITY		146,600.00
	-		GANG CAMP- TEMPORARY STAFF		3,000.00
	(400,002.00)		VACANCY FACTOR	-24	(743,577.00)
529	\$ 41,681,593.00		TOTAL RECOMMENDED PERSONAL SERVICES	524	\$ 43,109,440.00
FUNDING SOURCES:					
	(145,363.00)		GBV TASK FORCE		(200,346.00)
	(120,000.00)		PUBLIC SCHOOL INTERGOV'TL CHARGE		(120,000.00)
	(265,363.00)		TOTAL FUNDING SOURCES		(320,346.00)
529	\$ 41,416,230.00	250-91000	TOTAL RECOMMENDED PERSONAL SERVICES	524	\$ 42,789,094.00

STEVEN M. SARGENT, CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER POLICE DEPARTMENT- DEPARTMENT #250 TOTAL

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 822,969.00		REGULAR OVERTIME		\$ 837,504.00
	227,219.00		PROBLEM BARS OVERTIME		227,219.00
	321,311.00		COMMUNITY IMPACT/ CRIME WATCH OVERTIME		207,711.00
	15,874.00		VICE PROSTITUTION OVERTIME		15,874.00
	30,906.00		GANG PATROL OVERTIME		50,000.00
	1,092,508.00		INVESTIGATIVE OVERTIME		1,170,000.00
	101,284.00		SWAT TRAINING OVERTIME		101,284.00
	437,292.00		SUMMER PATROLS OVERTIME		437,292.00
	777,412.00		COURT ATTENDANCE OVERTIME		777,412.00
	22,521.00		ANIMAL CONTROL OVERTIME		25,000.00
	<u>\$ 3,849,296.00</u>	250-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 3,849,296.00</u>
	\$ 292,250.00		ELECTRICITY		\$ 292,250.00
	58,250.00		LEASES & RENTALS		54,500.00
	20,000.00		HIRED SERVICES		21,000.00
	255,000.00		TELEPHONE		228,475.00
	-		POSTAGE		500.00
	40,000.00		PHYSICIANS/SURGEONS		50,000.00
	75,000.00		VETERINARIANS		88,000.00
	26,500.00		OTHER PERSONAL SERVICES		7,581.00
	297,675.00		SECURITY SERVICES		312,559.00
	-		RUBBISH REMOVAL		13,000.00
	2,925.00		EXTERMINATOR SERVICES		2,500.00
	-		PRINTING		13,000.00
	13,500.00		RUBBISH REMOVAL		10,560.00
	45,000.00		MAINTENANCE SYSTEM SOFTWARE		65,700.00
	171,000.00		MAINTENANCE/REPAIR BUILDING		115,500.00
	44,250.00		MAINTENANCE/REPAIR EQUIPMENT		25,000.00
	-		TRAINING CERTIFICATIONS		3,000.00
	55,000.00		MAINTENANCE/REPAIR VEHICLE		74,000.00
	15,000.00		CLEANING SERVICES		-
	-		CONSULTANTS		67,500.00
	-		PREPARED MEALS		60,000.00
	4,000.00		MEMBERSHIP DUES		6,500.00
	160,000.00		AUTOMOTIVE SUPPLIES		206,000.00
	5,000.00		BOOKS		8,500.00
	38,000.00		BUILDING SUPPLIES		25,000.00
	51,500.00		FOOD SUPPLIES		-
	44,000.00		OFFICE SUPPLIES		44,000.00
	8,000.00		NATURAL GAS		8,000.00
	45,000.00		OTHER SUPPLIES		57,000.00
	-		PRINTING SUPPLIES		19,825.00
	565,000.00		AUTO FUEL NO LEAD GAS		565,000.00
	25,000.00		LABORATORY SUPPLIES		25,000.00
	60,000.00		PARTS/EQUIPMENT SUPPLIES		15,000.00
	235,000.00		SAFETY SUPPLIES		209,400.00
	-		SUBSCRIPTIONS		3,500.00
	25,000.00		CUSTODIAL SUPPLIES		25,000.00
	-		COPY PAPER		10,000.00
	35,000.00		HARDWARE/DEVICES		30,000.00
	10,000.00		OTHER CHARGES & EXPENDITURES		-
	-		TRAVELING		5,000.00
	<u>\$ 2,721,850.00</u>	250-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 2,767,350.00</u>
	<u>\$ 30,000.00</u>	250-93000	CAPITAL OUTLAY		<u>\$ 80,000.00</u>
	<u>\$ 48,017,376.00</u>	250	TOTAL RECOMMENDED TAX LEVY		<u>\$ 49,485,740.00</u>

STEVEN M. SARGENT, CHIEF OF POLICE**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER POLICE DEPARTMENT- ADMINISTRATION**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	154,357.00	50EM	DEPUTY POLICE CHIEF	1	157,436.00
2	233,739.00	98	POLICE CAPTAIN	1	119,684.00
3	308,449.00	97	POLICE LIEUTENANT	1	105,872.00
11	1,043,990.00	96	POLICE SERGEANT	3	298,398.00
26	2,109,192.00	95	POLICE OFFICERS	22	1,786,625.00
1	73,258.00	40M	PRINCIPAL STAFF ASSISTANT	1	74,735.00
2	130,936.00	38P	SENIOR CRIME ANALYST	2	137,499.00
4	205,027.00	33	ADMINISTRATIVE ASSISTANT 6	1	57,155.00
1	46,868.00	33	ASSOCIATE CRIME ANALYST	1	49,389.00
1	49,026.00	30	HEAD CLERK	1	51,508.00
3	132,975.00	27	PRINCIPAL CLERK & TYPIST	3	139,704.00
10	360,698.00	22	SENIOR CLERK & TYPIST	9	341,036.00
65	\$ 4,848,515.00		TOTAL REGULAR SALARIES	46	\$ 3,319,041.00
	213,488.00		HOLIDAY PAY - CONTRACTUAL		130,519.00
	30,276.00		SICK & VACATION BUYBACK		16,856.00
	13,816.00		EM INCENTIVE PAY		6,358.00
	257,580.00		CONTRACTUAL STIPENDS AND EXTRAS		153,733.00
65	\$ 5,106,095.00		TOTAL SALARIES	46	\$ 3,472,774.00
	-		LONGEVITY		7,300.00
	14,300.00		STIPEND- CHIEF		14,300.00
	(54,999.00)		VACANCY FACTOR		(37,904.00)
65	\$ 5,065,396.00		TOTAL RECOMMENDED PERSONAL SERVICES	46	\$ 3,456,470.00
	\$ 73,122.00		REGULAR OVERTIME		\$ 120,000.00
	74,338.00		SUMMER PATROLS OVERTIME		-
	\$ 147,460.00		TOTAL RECOMMENDED OVERTIME		\$ 120,000.00
	\$ 45,700.00		LEASES & RENTALS		\$ 13,600.00
	20,000.00		TELEPHONE		9,375.00
	5,000.00		PHYSICIANS/SURGEONS		-
	7,500.00		OTHER PERSONAL SERVICES		-
	6,000.00		MAINTENANCE SYSTEM SOFTWARE		1,000.00
	5,000.00		MAINTENANCE/REPAIR EQUIPMENT		25,000.00
	4,000.00		MEMBERSHIP DUES		-
	1,000.00		BOOKS		-
	1,000.00		FOOD SUPPLIES		-
	44,000.00		OFFICE SUPPLIES		-
	15,000.00		OTHER SUPPLIES		-
	10,000.00		PARTS/EQUIPMENT SUPPLIES		-
	50,000.00		SAFETY SUPPLIES		38,000.00
	35,000.00		HARDWARE/DEVICES		1,100.00
	5,000.00		OTHER CHARGES & EXPENDITURES		-
	\$ 254,200.00		TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 88,075.00
	\$ 30,000.00		CAPITAL OUTLAY		\$ 30,000.00
	\$ 5,497,056.00		TOTAL RECOMMENDED TAX LEVY		\$ 3,694,545.00

STEVEN M. SARGENT, CHIEF OF POLICE**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER POLICE DEPARTMENT- GARAGE**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 110,261.00	96	POLICE LIEUTENANT	1	\$ 110,261.00
2	166,068.00	95	POLICE OFFICERS	2	166,068.00
1	54,413.00	33	WORKING FOREMAN, MER	1	43,535.00
2	86,412.00	29	MOTOR EQUIPMENT REPAIRMAN	2	93,205.00
1	37,503.00	22	SENIOR CLERK & TYPIST	1	39,413.00
<u>7</u>	<u>\$ 454,657.00</u>		TOTAL REGULAR SALARIES	<u>7</u>	<u>\$ 452,482.00</u>
	14,614.00		HOLIDAY PAY - CONTRACTUAL		14,614.00
	-		SICK & VACATION BUYBACK		4,453.00
	1,040.00		OTHER STIPENDS		3,120.00
	<u>15,654.00</u>		CONTRACTUAL STIPENDS AND EXTRAS		<u>22,187.00</u>
<u>7</u>	<u>\$ 470,311.00</u>		TOTAL SALARIES	<u>7</u>	<u>\$ 474,669.00</u>
	(4,570.00)		VACANCY FACTOR		(17,246.00)
<u>7</u>	<u>\$ 465,741.00</u>		TOTAL RECOMMENDED PERSONAL SERVICES	<u>7</u>	<u>\$ 457,423.00</u>
	<u>\$ 168,631.00</u>		REGULAR OVERTIME		<u>\$ 117,082.00</u>
	<u>\$ 168,631.00</u>		TOTAL RECOMMENDED OVERTIME		<u>\$ 117,082.00</u>
	\$ 750.00		LEASES & RENTALS		\$ 4,500.00
	1,500.00		RUBBISH REMOVAL		-
	3,500.00		MAINTENANCE SYSTEM SOFTWARE		8,500.00
	1,000.00		MAINTENANCE/REPAIR EQUIPMENT		-
	55,000.00		MAINTENANCE/REPAIR VEHICLE		74,000.00
	160,000.00		AUTOMOTIVE SUPPLIES		206,000.00
	565,000.00		AUTO FUEL NO LEAD GAS		565,000.00
	10,000.00		PARTS/EQUIPMENT SUPPLIES		-
	<u>\$ 796,750.00</u>		TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 858,000.00</u>
	<u>\$ 1,431,122.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 1,432,505.00</u>

STEVEN M. SARGENT, CHIEF OF POLICE**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER POLICE DEPARTMENT- BUILDING**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 70,679.00	39M	BUILDING MAINTENANCE MANAGER	1	\$ 72,093.00
2	90,335.00	30	BUILDING MAINTENANCE CRAFTSMAN	2	95,868.00
2	82,618.00	25	BUILDING CUSTODIAN	2	87,694.00
5	\$ 243,632.00		TOTAL SALARIES	5	\$ 255,655.00
	(2,449.00)		VACANCY FACTOR		-
5	\$ 241,183.00		TOTAL RECOMMENDED PERSONAL SERVICES	5	\$ 255,655.00
	\$ 112,422.00		REGULAR OVERTIME		\$ 112,422.00
	\$ 112,422.00		TOTAL RECOMMENDED OVERTIME		\$ 112,422.00
	\$ 292,250.00		ELECTRICITY		\$ 292,250.00
	11,000.00		LEASES & RENTALS		2,200.00
	155,000.00		TELEPHONE		36,900.00
	2,925.00		EXTERMINATOR SERVICES		2,500.00
	12,000.00		RUBBISH REMOVAL		10,560.00
	-		MAINTENANCE/REPAIR SOFTWARE		200.00
	171,000.00		MAINTENANCE/REPAIR BUILDING		115,500.00
	27,250.00		MAINTENANCE/REPAIR EQUIPMENT		-
	10,000.00		CLEANING SERVICES		-
	33,000.00		BUILDING SUPPLIES		25,000.00
	8,000.00		NATURAL GAS		8,000.00
	10,000.00		PARTS/EQUIPMENT SUPPLIES		7,500.00
	25,000.00		CUSTODIAL SUPPLIES		25,000.00
	-		HARDWARE/DEVICES		300.00
	\$ 757,425.00		TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 525,910.00
	\$ 1,111,030.00		TOTAL RECOMMENDED TAX LEVY		\$ 893,987.00

STEVEN M. SARGENT, CHIEF OF POLICE**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER POLICE DEPARTMENT- INVESTIGATIVE**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 157,103.00	50EM	DEPUTY POLICE CHIEF	1	\$ 160,244.00
1	114,055.00	98	POLICE CAPTAIN	1	115,799.00
4	434,410.00	97	POLICE LIEUTENANT	5	540,364.00
14	1,330,467.00	96	POLICE SERGEANT	12	1,138,894.00
88	6,968,337.00	95	POLICE OFFICERS	86	6,867,318.00
1	83,096.00	44P	LABORATORY DIRECTOR	1	86,466.00
0	-	43P	LATENT PRINT EXAMINER	1	65,429.00
1	62,004.00	42P	LATENT PRINT EXAMINER	1	61,381.00
1	-	40P	FORENSIC SCIENTIST II	1	61,381.00
1	56,255.00	38P	LABORATORY TECHNICIAN	0	-
2	52,437.00	32	STAFF ASSISTANT I	2	106,954.00
1	37,503.00	22	SENIOR CLERK & TYPIST	1	39,413.00
115	\$ 9,295,667.00		TOTAL REGULAR SALARIES	112	\$ 9,243,643.00
	476,059.00		HOLIDAY PAY - CONTRACTUAL		466,480.00
	41,880.00		SICK & VACATION BUYBACK		53,030.00
	6,345.00		EM INCENTIVE PAY		6,471.00
	524,284.00		CONTRACTUAL STIPENDS AND EXTRAS		525,981.00
115	\$ 9,819,951.00		TOTAL SALARIES	112	\$ 9,769,624.00
	22,200.00		LONGEVITY		34,400.00
	-		GANG CAMP- TEMPORARY STAFF		3,000.00
	(93,443.00)		VACANCY FACTOR		(140,531.00)
115	\$ 9,748,708.00		TOTAL RECOMMENDED PERSONAL SERVICES	112	\$ 9,666,493.00
	\$ 142,774.00		REGULAR OVERTIME		\$ -
	15,874.00		VICE PROSTITUTION OVERTIME		15,874.00
	30,906.00		GANG PATROL OVERTIME		50,000.00
	1,092,508.00		INVESTIGATIVE OVERTIME		975,000.00
	157,426.00		SUMMER PATROLS OVERTIME		-
	357,610.00		COURT OVERTIME		357,610.00
	\$ 1,797,098.00		TOTAL RECOMMENDED OVERTIME		\$ 1,398,484.00
	\$ 800.00		LEASES & RENTALS		\$ 13,500.00
	50,000.00		TELEPHONE		90,515.00
	10,000.00		OTHER PERSONAL SERVICES		-
	297,675.00		SECURITY SERVICES		-
	28,500.00		MAINTENANCE SYSTEM SOFTWARE		25,600.00
	3,000.00		MAINTENANCE/REPAIR EQUIPMENT		-
	-		TRAINING CERTIFICATIONS		3,000.00
	-		CONSULTANTS		4,000.00
	25,000.00		LABORATORY SUPPLIES		25,000.00
	10,000.00		PARTS/EQUIPMENT SUPPLIES		-
	50,000.00		SAFETY SUPPLIES		-
	-		SUBSCRIPTIONS		3,500.00
	-		HARDWARE/DEVICES		17,575.00
	5,000.00		OTHER CHARGES & EXPENDITURES		-
	\$ 479,975.00		TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 182,690.00
	\$ 12,025,781.00		TOTAL RECOMMENDED TAX LEVY		\$ 11,247,667.00

STEVEN M. SARGENT, CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER POLICE DEPARTMENT- SUPPORT SERVICES

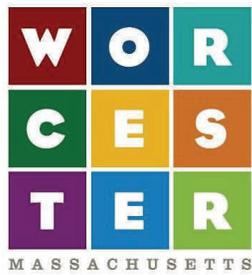
FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 187,762.00	55CM	CHIEF OF POLICE	1	\$ 191,527.00
1	148,408.00	50EM	DEPUTY POLICE CHIEF	1	151,383.00
1	119,684.00	98	POLICE CAPTAIN	2	235,483.00
5	503,694.00	97	POLICE LIEUTENANT	7	727,220.00
8	731,313.00	96	POLICE SERGEANT	15	1,417,647.00
60	4,680,807.00	95	POLICE OFFICERS	71	5,446,616.00
1	91,167.00	46M	SUPERVISOR OF ADMINISTRATION	1	86,315.00
0	-	45M	SENIOR STRESS COORDINATOR	1	89,690.00
1	84,760.00	44M	STRESS COORDINATOR	0	-
1	80,039.00	44M	DEPUTY DIRECTOR OF ADMINISTRATION	1	65,874.00
1	74,568.00	44M	PUBLIC RELATIONS/SPECIAL PROJECTS	1	78,624.00
1	58,282.00	35	STAFF ASSISTANT 2	1	59,447.00
0	-	33	ADMINISTRATIVE ASSISTANT 6	3	163,696.00
1	45,989.00	28	SENIOR STOREKEEPER	1	48,797.00
1	44,325.00	27	PRINCIPAL CLERK & TYPIST	1	46,568.00
3	115,265.00	23	DETENTION ATTENDANT	3	122,789.00
3	49,119.00	23	DETENTION ATTENDANT (PART-TIME)	3	53,269.00
2	75,006.00	22	SENIOR CLERK & TYPIST	3	113,214.00
<u>91</u>	<u>\$ 7,090,188.00</u>		TOTAL REGULAR SALARIES	<u>116</u>	<u>\$ 9,098,159.00</u>
	321,131.00		HOLIDAY PAY - CONTRACTUAL		427,275.00
	21,163.00		SICK & VACATION BUYBACK		48,031.00
	5,993.00		EM INCENTIVE PAY		13,848.00
	<u>348,287.00</u>		CONTRACTUAL STIPENDS AND EXTRAS		<u>489,154.00</u>
<u>91</u>	<u>\$ 7,438,475.00</u>		TOTAL SALARIES	<u>116</u>	<u>\$ 9,587,313.00</u>
	25,300.00		LONGEVITY		35,100.00
	(65,014.00)		VACANCY FACTOR		(134,198.00)
<u>91</u>	<u>\$ 7,398,761.00</u>		TOTAL RECOMMENDED PERSONAL SERVICES	<u>116</u>	<u>\$ 9,488,215.00</u>
	(120,000.00)		FUNDING SOURCES:		
	(120,000.00)		PUBLIC SCHOOL INTERGOVTL CHARGE		(120,000.00)
			TOTAL FUNDING SOURCES		(120,000.00)
<u>91</u>	<u>\$ 7,278,761.00</u>		TOTAL RECOMMENDED PERSONAL SERVICES	<u>116</u>	<u>\$ 9,368,215.00</u>
	\$ 123,663.00		REGULAR OVERTIME		\$ 190,000.00
	227,219.00		PROBLEM BARS OVERTIME		-
	321,311.00		COMMUNITY IMPACT/ SPECIAL OPERATIONS OVERTIME		-
	-		INVESTIGATIVE OVERTIME		195,000.00
	179,290.00		SUMMER PATROLS OVERTIME		-
	77,741.00		COURT ATTENDANCE OVERTIME		77,741.00
	<u>\$ 929,224.00</u>		TOTAL RECOMMENDED OVERTIME		<u>\$ 462,741.00</u>
	\$ -		LEASES & RENTALS		\$ 11,900.00
	-		HIREN SERVICES		6,000.00
	10,000.00		TELEPHONE		18,070.00
	-		POSTAGE		500.00
	-		PHYSICIANS/SURGEONS		5,000.00
	-		OTHER PERSONAL SERVICES		7,581.00
	-		PRINTING		13,000.00
	7,000.00		MAINTENANCE SYSTEM SOFTWARE		16,600.00
	8,000.00		MAINTENANCE/REPAIR EQUIPMENT		-
	5,000.00		CLEANING SERVICES		-
	-		PREPARED MEALS		60,000.00
	-		MEMBERSHIP DUES		6,500.00
	5,000.00		BUILDING SUPPLIES		-
	50,000.00		FOOD SUPPLIES		-
	-		OFFICE SUPPLIES		44,000.00
	-		PRINTING SUPPLIES		19,825.00
	-		PARTS/EQUIPMENT SUPPLIES		7,500.00
	15,000.00		SAFETY SUPPLIES		-
	-		COPY PAPER		10,000.00
	-		HARDWARE/DEVICES		2,300.00
	-		TRAVELING		5,000.00
	<u>\$ 100,000.00</u>		TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 233,776.00</u>
	<u>\$ 8,307,985.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 10,064,732.00</u>

STEVEN M. SARGENT, CHIEF OF POLICE**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER POLICE DEPARTMENT- OPERATIONS**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 148,408.00	50EM	DEPUTY POLICE CHIEF	1	\$ 151,383.00
4	467,040.00	98	POLICE CAPTAIN	4	470,523.00
10	1,043,232.00	97	POLICE LIEUTENANT	9	946,770.00
21	1,961,117.00	96	POLICE SERGEANT	25	2,310,603.00
196	13,938,846.00	95	POLICE OFFICERS	179	13,135,611.00
2	134,576.00	36HC	PRINCIPAL ANIMAL CONTROL OFFICER	2	142,814.00
1	52,311.00	33HC	SENIOR ANIMAL CONTROL OFFICER	1	56,439.00
1	37,503.00	22	SENIOR CLERK & TYPIST	1	39,413.00
236	\$ 17,783,033.00		TOTAL REGULAR SALARIES	222	\$ 17,253,556.00
	929,495.00		HOLIDAY PAY - CONTRACTUAL		897,027.00
	78,470.00		SICK & VACATION BUYBACK		71,888.00
	5,993.00		EM INCENTIVE PAY		6,114.00
	1,013,958.00		CONTRACTUAL STIPENDS AND EXTRAS		975,029.00
236	\$ 18,796,991.00		TOTAL SALARIES	222	\$ 18,228,585.00
	65,900.00		LONGEVITY		69,800.00
	(178,760.00)		VACANCY FACTOR		(53,698.00)
236	\$ 18,684,131.00		TOTAL RECOMMENDED PERSONAL SERVICES	222	\$ 18,244,687.00
	(145,363.00)		FUNDING SOURCES:		
	(145,363.00)		GBV TASK FORCE		(200,346.00)
			TOTAL FUNDING SOURCES		(200,346.00)
236	\$ 18,538,768.00		TOTAL RECOMMENDED PERSONAL SERVICES	222	\$ 18,044,341.00
	\$ 202,357.00		REGULAR OVERTIME		\$ 298,000.00
	-		PROBLEM BARS OVERTIME		227,219.00
	-		COMMUNITY IMPACT/ SPECIAL OPERATIONS OVERTIME		207,711.00
	101,284.00		SWAT TRAINING OVERTIME		101,284.00
	26,238.00		SUMMER PATROLS OVERTIME		437,292.00
	342,061.00		COURT ATTENDANCE OVERTIME		342,061.00
	22,521.00		ANIMAL CONTROL OVERTIME		25,000.00
	\$ 694,461.00		TOTAL RECOMMENDED OVERTIME		\$ 1,638,567.00
	\$ -		LEASES & RENTALS		\$ 8,800.00
	20,000.00		HIRED SERVICES		15,000.00
	20,000.00		TELEPHONE		73,615.00
	75,000.00		VETERINARIANS		88,000.00
	-		SECURITY SERVICES		312,559.00
	-		RUBBISH REMOVAL		13,000.00
	-		MAINTENANCE SYSTEM SOFTWARE		13,800.00
	-		CONSULTANTS		45,500.00
	30,000.00		OTHER SUPPLIES		57,000.00
	20,000.00		PARTS/EQUIPMENT SUPPLIES		-
	95,000.00		SAFETY SUPPLIES		35,400.00
	-		HARDWARE/DEVICES		8,725.00
	\$ 260,000.00		TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 671,399.00
	\$ 19,493,229.00		TOTAL RECOMMENDED TAX LEVY		\$ 20,354,307.00

STEVEN M. SARGENT, CHIEF OF POLICE**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER POLICE DEPARTMENT- DIVISION #250V ACADEMY**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
10	\$ 76,320.00	95	POLICE OFFICERS (RECRUITS)	40	\$ 1,814,597.00
10	\$ 76,320.00		TOTAL REGULAR SALARIES	40	\$ 1,814,597.00
	2,120.00		HOLIDAY PAY - CONTRACTUAL		85,900.00
	2,120.00		CONTRACTUAL STIPENDS AND EXTRAS		85,900.00
10	\$ 78,440.00		TOTAL SALARIES	40	\$ 1,900,497.00
	(767.00)		VACANCY FACTOR		(360,000.00)
10	\$ 77,673.00		TOTAL RECOMMENDED PERSONAL SERVICES	40	\$ 1,540,497.00
	\$ -		REGULAR OVERTIME		\$ -
	\$ -		TOTAL RECOMMENDED OVERTIME		\$ -
	\$ 35,000.00		PHYSICIANS/SURGEONS		\$ 45,000.00
	9,000.00		OTHER PERSONAL SERVICES		-
	-		CONSULTANTS		18,000.00
	4,000.00		BOOKS		8,500.00
	500.00		FOOD SUPPLIES		-
	25,000.00		SAFETY SUPPLIES		136,000.00
	\$ 73,500.00		TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 207,500.00
	\$ -		CAPITAL OUTLAY		\$ 50,000.00
	\$ 151,173.00		TOTAL RECOMMENDED TAX LEVY		\$ 1,797,997.00



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Worcester Fire Department FY19 Budget Recommendation

Michael J. Lavoie

Fire Chief

Fire Department Headquarters
 141 Grove Street
 Worcester, Massachusetts 01605
 (508) 799-1822

Departmental Mission Statement:

The mission of the Worcester Fire Department is to protect the lives and property of the residents, businesses and visitors of Worcester from the adverse effects of fire, medical emergencies, or any other hazardous condition whether natural or caused by people.

FY19 Budget Overview

	Actual	Approved		Recommended
Expenditures	Fiscal 2017	Budget for	Account	Appropriation
		Fiscal 2018	Number	Fiscal 2019
Salaries	\$ 36,465,428.98	\$ 35,827,441.00	91000	\$ 37,556,073.00
Overtime	1,073,441.40	1,135,176.00	97000	1,140,176.00
Ordinary Maintenance	1,568,222.46	1,296,213.00	92000	1,335,998.00
Capital Outlay	2,528.81	40,000.00	93000	40,000.00
Total	\$ 39,109,621.65	\$ 38,298,830.00		\$ 40,072,247.00
Total Positions	427	438		441

Expenditures:

The tax levy budget for the Fire Department for Fiscal 2019 is recommended to be \$40,072,247 which is an increase of \$1,773,417 from the Fiscal 2018 tax levy budget of \$38,298,830.

The tax levy Personal Services budget for Fiscal 2019 is recommended to be \$37,556,073 which is an increase of \$1,728,632 from the Fiscal 2018 tax levy budget of \$35,827,441. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$604,347;
- Out of Grade: \$4,705;
- Holiday Pay: \$47,508;
- Safer Grant expired: \$954,735;
- Vacancy Factor: (\$165,145); and
- New recruit class of 17 starting in March 2019: \$282,482
 (these recruits are all budgeted above full complement in anticipation of retirements).

The tax levy Overtime budget for Fiscal 2019 is recommended to be \$1,140,176, which is an increase of \$5,000 from the Fiscal 2018 amount of \$1,135,176. This increase of the result of:

- Overtime associated with community engagement projects, long-term recruitment, and diversity education: \$5,000.

Worcester Fire Department FY19 Budget Recommendation

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$1,335,998, which is an increase of \$39,785 from the Fiscal 2018 amount of \$1,296,213. This increase is the result of:

- Data charges for vehicles: \$10,000;
- Assessment center to hire a permanent Deputy Fire Chief: \$40,000; and
- Expenses associated with recruits: (\$10,215).

The Capital Outlay budget for Fiscal 2019 is recommended to be leveled funded at \$40,000.

Operational Overview

The Worcester Fire Department provides fire protection and life safety services to an area encompassing 39 square miles, and a population over 184,000. The diversity in scope of protection in this area ranges from densely populated multi-family dwellings, to office high rise buildings, and a mixture of manufacturing and industrial complexes. Also, two interstate highways pass through the City, producing potential hazards of undetermined proportions, due to the nature of the materials traveling along the roadways.

The department is organized into two bureaus: Operations and Support.

The *Operations Bureau* provides direction and oversight to the Operations Division, Special Operations Division, and Training Division.

The Operations Division provides the Department's emergency services to the City and works to extinguish all fires, respond to emergency medical calls, and mitigate other hazardous conditions.

The Training Division provides quality professional development training to all personnel allowing for the safe and efficient discharge of duties by members of the Department. This Division engages the community to recruit an inclusive and diverse workforce. It performs candidate background investigations and trains future firefighters in its recruit academy. The Division also provides oversight and support to numerous public safety departments at the WFD training facility and burn building.

The Special Operations Division stabilizes and mitigates critical incidents outside of ordinary emergencies, such as ice and water rescue, and technical rescue (including confined space, collapse, high-angles and trenches). The Division also coordinates and provides operational response to incidents involving hazardous materials. The Division coordinates public events such as parades, funerals, and ceremonial gatherings.

The Support Bureau provides direct oversight of the Administrative Division, Fire Prevention Division, Facilities/Maintenance Division, and liaisons with Emergency Communications Division.

Worcester Fire Department FY19 Budget Recommendation

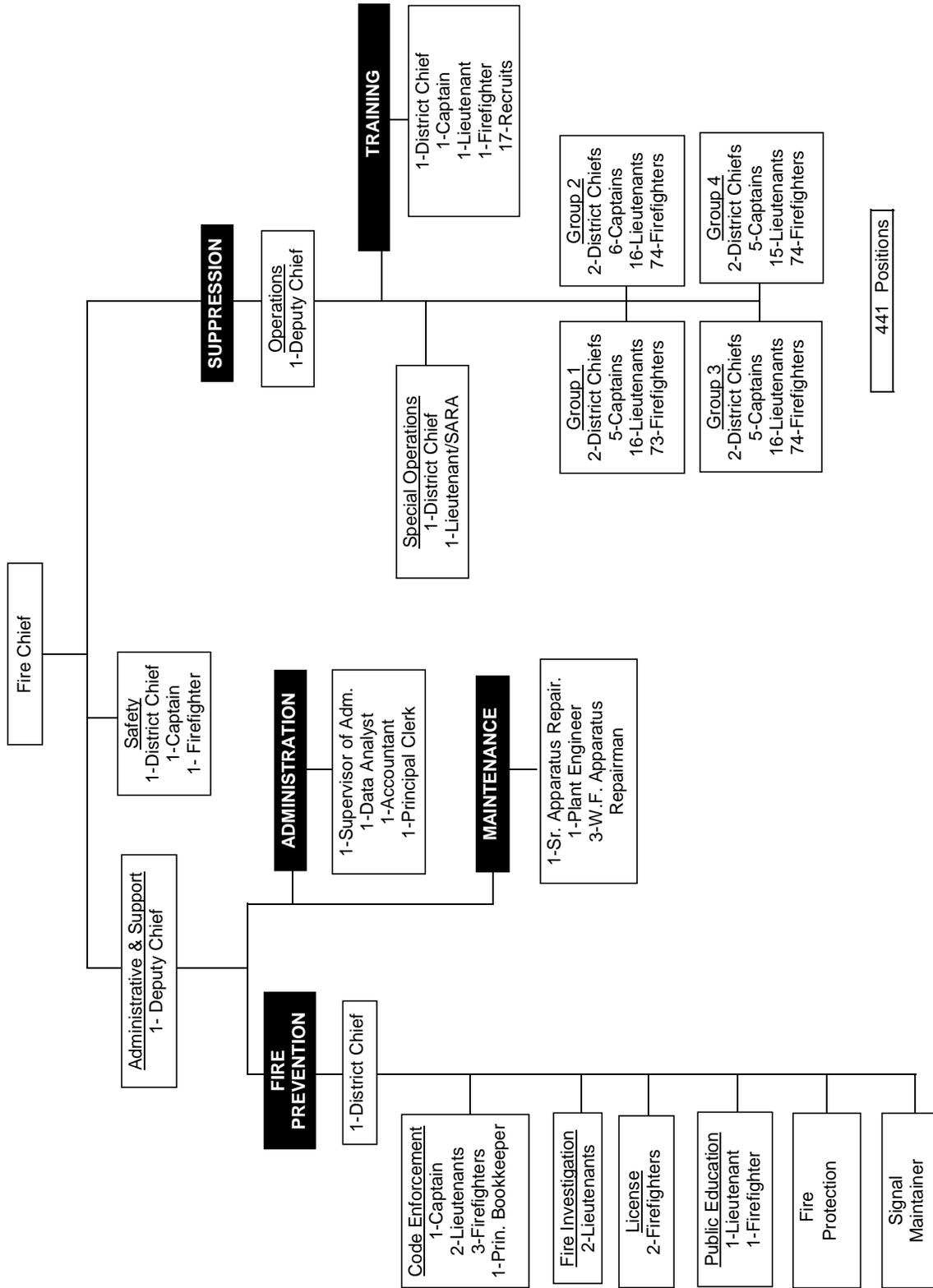
The Administrative Division provides personnel, payroll, and budgetary support to the Department as well as, processes grant applications, provides technical support, and oversees data collection and analysis for operational review.

The Fire Prevention Division works to prevent the occurrence of fire, in order to protect lives and preserve property through education, enforcement, and engineering. The Division enforces City fire codes and ordinances, administers permits and licenses, performs mandatory inspections and maintains the City's master box alarm and radio communications systems. Under this Division, the Community Risk Reduction and Public Education Unit provides education, creates safety awareness, promotes fire and life safety skills, and provides fire and injury prevention education and training throughout the community.

The Facilities/Maintenance Division is responsible for WFD apparatus and equipment acquisition, maintenance, and repair. The Division also maintains all WFD buildings, providing regular maintenance and monitoring of all stations.

The Health & Safety Division monitors all aspects of the operation of the Fire Department that impact the health and safety of its members. The Division identifies the predictable risks encountered by the Department and then develops and implements plans to mitigate those risks. The Division also provides education to firefighters in the areas of fitness and wellness to increase the effectiveness of the force.

WORCESTER FIRE DEPARTMENT ORGANIZATION CHART



MICHAEL J. LAVOIE, FIRE CHIEF

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER FIRE DEPARTMENT - DEPARTMENT #260 TOTAL

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 150,010.00	58CM	FIRE CHIEF	1	\$ 153,359.00
2	267,405.00	50EM	DEPUTY FIRE CHIEF	2	267,601.00
12	1,329,473.00	93	DISTRICT FIRE CHIEF	12	1,371,463.00
24	2,381,937.00	92	CAPTAIN	24	2,484,776.00
70	6,254,329.00	91	LIEUTENANT	70	6,535,413.00
297	23,336,267.00	90	FIREFIGHTER	303	24,001,859.00
1	81,640.00	43M	SUPERVISOR OF ADMINISTRATION	1	83,263.00
1	86,695.00	46	SENIOR FIRE APPARATUS REPAIRMAN	1	88,421.00
1	75,000.00	44P	FIRE PROTECTION ENGINEER	1	77,916.00
1	64,067.00	40P	DATA ANALYST/ COMPUTER SUPPORT	1	67,646.00
1	58,282.00	35	PLANT ENGINEER	1	59,447.00
1	56,348.00	34	SIGNAL MAINTAINER FIRE	1	57,471.00
3	154,546.00	34	FIRE APPARATUS REPAIRMAN, WORKING FOREMAN	3	157,624.00
1	47,882.00	32	ACCOUNTANT	1	50,397.00
1	45,989.00	28	PRINCIPAL BOOKKEEPER	1	48,315.00
1	42,468.00	27	PRINCIPAL CLERK	1	39,504.00
418	\$ 34,432,338.00		REGULAR SALARIES	424	\$ 35,544,475.00
AUTHORIZED VACANT POSITIONS WITH FUNDING					
20	507,933.00	90	FIREFIGHTER CLASS	17	282,482.00
20	\$ 507,933.00		REGULAR SALARIES	17	\$ 282,482.00
438	\$ 34,940,271.00		REGULAR SALARIES	441	\$ 35,826,957.00
	16,857.00		EM INCENTIVE PAY		17,000.00
	185,171.00		OUT OF GRADE PAY		189,876.00
	19,968.00		DRIVER STIPEND		19,968.00
	1,869,909.00		HOLIDAY PAY		1,917,417.00
	2,091,905.00		CONTRACTUAL OBLIGATIONS		2,144,261.00
438	\$ 37,032,176.00		TOTAL	441	\$ 37,971,218.00
	(250,000.00)		VACANCY FACTOR	-23	(415,145.00)
438	\$ 36,782,176.00		TOTAL SALARIES	418	\$ 37,556,073.00
	(954,735.00)		FUNDING SOURCES:		-
	(954,735.00)		SAFER GRANT		-
			TOTAL FUNDING SOURCES		-
438	\$ 35,827,441.00	260-91000	TOTAL RECOMMENDED PERSONAL SERVICES	418	\$ 37,556,073.00
	\$ 1,135,176.00		OVERTIME		\$ 1,140,176.00
	\$ 1,135,176.00	260-97000	TOTAL RECOMMENDED OVERTIME		\$ 1,140,176.00

GEOFFREY GARDELL, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER FIRE DEPARTMENT - DEPARTMENT #260 TOTAL**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 128,763.00		ELECTRICITY		\$ 150,000.00
	5,905.00		LEASES & RENTALS		8,529.00
	33,394.00		HIRED SERVICES		5,300.00
	37,020.00		TELEPHONE		52,295.00
	19,505.00		PHYSICIAN/SURGEON		20,605.00
	-		NEWSPAPER ADVERTISING		2,000.00
	-		REGISTRATION FEES		8,500.00
	4,000.00		OTHER PERSONAL SERVICES		44,000.00
	5,700.00		AUTO INSPECTION FEES		-
	7,193.00		REGISTRATION FEES		6,500.00
	1,150.00		EXTERMINATOR SERVICES		1,300.00
	1,200.00		PRINTING		2,800.00
	2,200.00		RUBBISH REMOVAL		8,000.00
	15,101.00		MAINTENANCE SYSTEM SOFTWARE		19,400.00
	15,387.00		MAINTENANCE/REPAIR BUILDING		18,500.00
	55,500.00		MAINTENANCE/REPAIR EQUIPMENT		45,600.00
	-		TRAINING CERTIFICATIONS		1,700.00
	7,395.00		MAINTENANCE/REPAIR VEHICLE		15,000.00
	7,757.00		ENVIRONMENTAL SERVICES		-
	4,123.00		MEMBERSHIP DUES		5,800.00
	157,690.00		AUTOMOTIVE SUPPLIES		163,000.00
	6,152.00		BOOKS		6,952.00
	24,474.00		BUILDING SUPPLIES		47,974.00
	-		EDUCATIONAL SUPPLIES		4,300.00
	15,000.00		OFFICE SUPPLIES		12,600.00
	130,800.00		NATURAL GAS		125,000.00
	-		OTHER SUPPLIES		1,500.00
	2,100.00		HARDWARE SUPPLIES		-
	-		PRINTING SUPPLIES		8,000.00
	-		AUDIO/VISUAL SUPPLIES		1,600.00
	51,000.00		AUTO FUEL NO LEAD GAS		43,000.00
	144,731.00		DIESEL FUEL		101,500.00
	8,562.00		MEDICAL SUPPLIES		15,500.00
	132,080.00		PARTS/EQUIPMENT SUPPLIES		83,969.00
	11,640.00		SAFETY SUPPLIES		49,818.00
	3,000.00		BADGES & PLATES		-
	20,000.00		BATTERIES		-
	3,960.00		CHEMICAL SUPPLIES		16,500.00
	9,938.00		CUSTODIAL SUPPLIES		25,788.00
	3,000.00		COPY PAPER		3,000.00
	197,920.00		UNIFORMS		192,420.00
	-		HARDWARE/DEVICES		5,400.00
	2,298.00		OTHER CHARGES & EXPENDITURES		1,448.00
	24,575.00		TRAVELING		14,900.00
	<u>\$ 1,300,213.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 1,339,998.00</u>
			FUNDING SOURCES:		
	\$ (4,000.00)		FROM RESERVE FUNDS		\$ (4,000.00)
	<u>\$ (4,000.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (4,000.00)</u>
	<u>\$ 1,296,213.00</u>	260-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 1,335,998.00</u>
	<u>\$ 40,000.00</u>	260-93000	SAFETY EQUIPMENT (CONTRACTUAL)		<u>\$ 40,000.00</u>
	<u>\$ 38,298,830.00</u>	260	TOTAL RECOMMENDED TAX LEVY		<u>\$ 40,072,247.00</u>

MICHAEL J. LAVOIE, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER FIRE DEPARTMENT - DIVISION #2601 ADMINISTRATION**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 150,010.00	58CM	FIRE CHIEF	1	\$ 153,359.00
1	120,952.00	50EM	DEPUTY FIRE CHIEF	1	134,065.00
1	112,542.00	93	DISTRICT FIRE CHIEF	1	110,518.00
1	98,695.00	92	CAPTAIN	1	102,692.00
1	79,760.00	90	FIREFIGHTER	1	82,971.00
1	81,640.00	43M	SUPERVISOR OF ADMINISTRATION	1	83,263.00
1	64,067.00	40P	DATA ANALYST	1	67,646.00
1	47,882.00	32	ACCOUNTANT	1	50,397.00
1	42,468.00	27	PRINCIPAL CLERK	1	39,504.00
9	\$ 798,016.00		REGULAR SALARIES	9	\$ 824,415.00
	10,943.00		EM INCENTIVE PAY		11,607.00
	30,701.00		HOLIDAY PAY		31,884.00
	41,644.00		CONTRACTUAL OBLIGATIONS		43,491.00
9	\$ 839,660.00	2601-91000	TOTAL RECOMMENDED PERSONAL SERVICES	9	\$ 867,906.00
	\$ 51,327.00		OVERTIME		\$ 56,327.00
	\$ 51,327.00	2601-97000	TOTAL RECOMMENDED OVERTIME		\$ 56,327.00
\$ 128,763.00			ELECTRICITY	\$ 150,000.00	
2,385.00			LEASES & RENTALS	5,900.00	
19,205.00			HIRED SERVICES	-	
37,020.00			TELEPHONE	52,295.00	
300.00			PHYSICIAN/SURGEON	1,400.00	
-			OTHER PERSONAL SERVICES	40,000.00	
-			NEWSPAPER ADVERTISING	2,000.00	
-			REGISTRATION FEES	8,500.00	
1,000.00			PRINTING	1,600.00	
15,101.00			MAINTENANCE SYSTEM SOFTWARE	19,400.00	
26,500.00			MAINTENANCE/REPAIR EQUIPMENT	18,600.00	
2,423.00			MEMBERSHIP DUES	3,200.00	
15,000.00			OFFICE SUPPLIES	12,600.00	
130,800.00			NATURAL GAS	125,000.00	
600.00			HARDWARE SUPPLIES	-	
-			PRINTING SUPPLIES	7,500.00	
43,838.00			PARTS/EQUIPMENT SUPPLIES	16,115.00	
1,200.00			SAFETY SUPPLIES	17,150.00	
3,000.00			BADGES & PLATES	-	
2,688.00			CUSTODIAL SUPPLIES	2,488.00	
3,000.00			COPY PAPER	3,000.00	
148,000.00			UNIFORMS	148,000.00	
-			HARDWARE/DEVICES	5,400.00	
100.00			OTHER CHARGES & EXPENDITURES	850.00	
24,575.00			TRAVELING	14,500.00	
\$ 605,498.00			TOTAL ORDINARY MAINTENANCE	\$ 655,498.00	
\$ (4,000.00)			FUNDING SOURCES:	\$ (4,000.00)	
\$ (4,000.00)			FROM RESERVE FUNDS	\$ (4,000.00)	
\$ (4,000.00)			TOTAL FUNDING SOURCES	\$ (4,000.00)	
\$ 601,498.00		2601-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE	\$ 651,498.00	
\$ 40,000.00		2601-93000	SAFETY EQUIPMENT (CONTRACTUAL)	\$ 40,000.00	
\$ 1,532,485.00		2601	TOTAL RECOMMENDED TAX LEVY	\$ 1,615,731.00	

MICHAEL J. LAVOIE, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER FIRE DEPARTMENT - DIVISION #2602 MAINTENANCE**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 86,695.00	46	SENIOR FIRE APPARATUS REPAIRMAN	1	\$ 88,421.00
1	58,282.00	35	PLANT ENGINEER	1	59,447.00
3	154,546.00	34	FIRE APPARATUS REPAIRMAN, WORKING FOREMAN	3	157,624.00
<u>5</u>	<u>\$ 299,523.00</u>	2602-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>5</u>	<u>\$ 305,492.00</u>
	\$ 16,316.00		OVERTIME		\$ 16,316.00
	<u>\$ 16,316.00</u>	2602-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 16,316.00</u>
	\$ 1,300.00		LEASES & RENTALS		\$ -
	14,189.00		HIRED SERVICES		5,300.00
	5,700.00		AUTO INSPECTION FEES		-
	500.00		REGISTRATION FEES		400.00
	1,150.00		EXTERMINATOR SERVICES		1,300.00
	200.00		PRINTING		-
	2,200.00		RUBBISH REMOVAL		8,000.00
	15,387.00		MAINTENANCE/REPAIR BUILDING		18,500.00
	4,000.00		MAINTENANCE/REPAIR EQUIPMENT		8,000.00
	7,395.00		MAINTENANCE/REPAIR VEHICLE		15,000.00
	7,757.00		ENVIRONMENTAL SERVICES		-
	157,690.00		AUTOMOTIVE SUPPLIES		163,000.00
	1,500.00		HARDWARE SUPPLIES		-
	10,000.00		BUILDING SUPPLIES		33,500.00
	-		OTHER SUPPLIES		1,500.00
	51,000.00		AUTO FUEL NO LEAD GAS		43,000.00
	144,731.00		DIESEL FUEL		101,500.00
	8,562.00		MEDICAL SUPPLIES		15,500.00
	20,289.00		PARTS/EQUIPMENT SUPPLIES		25,000.00
	4,000.00		SAFETY SUPPLIES		8,000.00
	5,000.00		BATTERIES		-
	7,250.00		CUSTODIAL SUPPLIES		23,300.00
	2,500.00		UNIFORMS		2,500.00
	1,000.00		OTHER CHARGES & EXPENDITURES		-
	<u>\$ 473,300.00</u>	2602-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 473,300.00</u>
	<u>\$ 789,139.00</u>	2602	TOTAL RECOMMENDED TAX LEVY		<u>\$ 795,108.00</u>

MICHAEL J. LAVOIE, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER FIRE DEPARTMENT - DIVISION #2603 FIRE PREVENTION**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 111,453.00	93	DISTRICT FIRE CHIEF	1	\$ 116,342.00
1	102,780.00	92	CAPTAIN	1	106,864.00
5	437,718.00	91	LIEUTENANT	5	457,132.00
6	487,472.00	90	FIREFIGHTER	6	507,979.00
1	75,000.00	44P	FIRE PROTECTION ENGINEER	1	77,916.00
1	45,989.00	28	PRINCIPAL BOOKKEEPER	1	48,315.00
15	\$ 1,260,412.00		REGULAR SALARIES	15	\$ 1,314,548.00
	62,249.00		HOLIDAY PAY		64,920.00
	62,249.00		CONTRACTUAL OBLIGATIONS		64,920.00
15	\$ 1,322,661.00	2603-91000	TOTAL RECOMMENDED PERSONAL SERVICES	15	\$ 1,379,468.00
	\$ 38,071.00		OVERTIME		\$ 38,071.00
	\$ 38,071.00	2603-97000	TOTAL RECOMMENDED OVERTIME		\$ 38,071.00
	\$ 2,220.00		LEASES & RENTALS		\$ 2,629.00
	2,500.00		REGISTRATION FEES		2,900.00
	-		PRINTING		1,200.00
	1,700.00		MEMBERSHIP DUES		2,600.00
	1,000.00		BOOKS		1,800.00
	-		EDUCATIONAL SUPPLIES		4,300.00
	-		PRINTING SUPPLIES		500.00
	8,309.00		PARTS/EQUIPMENT SUPPLIES		-
	600.00		OTHER CHARGES & EXPENDITURES		-
	-		TRAVELING		400.00
	\$ 16,329.00	2603-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 16,329.00
	\$ 1,377,061.00	2603	TOTAL RECOMMENDED TAX LEVY		\$ 1,433,868.00

MICHAEL J. LAVOIE, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****WORCESTER FIRE DIVISION - DIVISION #2604 TRAINING**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 108,567.00	93	DISTRICT FIRE CHIEF	1	\$ 112,957.00
1	100,464.00	92	CAPTAIN	1	104,527.00
1	90,186.00	91	LIEUTENANT	1	94,590.00
1	82,927.00	90	FIREFIGHTER	1	86,662.00
20	507,933.00	90	FIREFIGHTER- RECRUITS	17	282,482.00
24	\$ 890,077.00		REGULAR SALARIES	21	\$ 681,218.00
	48,627.00		HOLIDAY PAY		37,216.00
	48,627.00		CONTRACTUAL OBLIGATIONS		37,216.00
24	\$ 938,704.00	2604-91000	TOTAL RECOMMENDED PERSONAL SERVICES	21	\$ 718,434.00
	\$ 160,176.00		OVERTIME		\$ 160,176.00
	\$ 160,176.00	2604-97000	TOTAL RECOMMENDED OVERTIME		\$ 160,176.00
	\$ 19,205.00		PHYSICIAN/SURGEON		\$ 19,205.00
	4,000.00		OTHER PERSONAL SERVICES		4,000.00
	-		REGISTRATION FEES		1,000.00
	-		TRAINING CERTIFICATIONS		1,700.00
	5,152.00		BOOKS		5,152.00
	14,474.00		BUILDING SUPPLIES		14,474.00
	-		AUDIO/VISUAL SUPPLIES		1,600.00
	28,028.00		PARTS/EQUIPMENT SUPPLIES		18,513.00
	6,440.00		SAFETY SUPPLIES		6,440.00
	46,920.00		UNIFORMS		41,920.00
	598.00		OTHER CHARGES & EXPENDITURES		598.00
	\$ 124,817.00	2604-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 114,602.00
	\$ -	2601-93000	SAFETY EQUIPMENT (CONTRACTUAL)		\$ -
	\$ 1,223,697.00	2604	TOTAL RECOMMENDED TAX LEVY		\$ 993,212.00

MICHAEL J. LAVOIE, FIRE CHIEF

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER FIRE DEPARTMENT - DIVISION #2605 FIRE SUPPRESSION

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 146,453.00	50EM	DEPUTY FIRE CHIEF	1	\$ 133,536.00
9	996,911.00	93	DISTRICT FIRE CHIEF	9	1,031,646.00
21	2,079,998.00	92	CAPTAIN	21	2,170,693.00
64	5,726,425.00	91	LIEUTENANT	64	5,983,691.00
289	22,686,108.00	90	FIREFIGHTER	295	23,324,247.00
1	56,348.00	34	SIGNAL MAINTAINER FIRE	1	57,471.00
<u>385</u>	<u>\$ 31,692,243.00</u>		REGULAR SALARIES	<u>391</u>	<u>\$ 32,701,284.00</u>
	5,914.00		EM INCENTIVE PAY		5,393.00
	185,171.00		OUT OF GRADE PAY		189,876.00
	19,968.00		DRIVER STIPEND		19,968.00
	1,728,332.00		HOLIDAY PAY		1,783,397.00
	<u>1,939,385.00</u>		CONTRACTUAL OBLIGATIONS		<u>1,998,634.00</u>
<u>385</u>	<u>\$ 33,631,628.00</u>		TOTAL	<u>391</u>	<u>\$ 34,699,918.00</u>
	(250,000.00)		VACANCY FACTOR	-6	(415,145.00)
	(954,735.00)		FUNDING SOURCES:		-
	<u>(954,735.00)</u>		SAFER GRANT		-
			TOTAL FUNDING SOURCES		-
<u>385</u>	<u>\$ 32,426,893.00</u>	2605-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>385</u>	<u>\$ 34,284,773.00</u>
	\$ 869,286.00		OVERTIME		\$ 869,286.00
	<u>\$ 869,286.00</u>	2605-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 869,286.00</u>
	\$ 4,193.00		REGISTRATION FEES		\$ 2,200.00
	25,000.00		MAINTENANCE/REPAIR EQUIPMENT		19,000.00
	31,616.00		PARTS/EQUIPMENT SUPPLIES		24,341.00
	-		SAFETY SUPPLIES		18,228.00
	15,000.00		BATTERIES		-
	3,960.00		CHEMICAL SUPPLIES		16,500.00
	500.00		UNIFORMS		-
	<u>\$ 80,269.00</u>	2605-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 80,269.00</u>
	<u>\$ 33,376,448.00</u>	2605	TOTAL RECOMMENDED TAX LEVY		<u>\$ 35,234,328.00</u>



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Emergency Communications Department FY19 Budget Recommendation

Michael Shanley, Acting Director

Emergency Communications
2 Coppage Drive
Worcester, Massachusetts 01603
(508) 799-8606

Emergency Communications Department Mission Statement:

The mission of the Emergency Communications is to enhance the quality of life of every person in Worcester by receiving and processing 9-1-1 emergency calls and non-emergency calls by dispatching the appropriate emergency response units in a prompt, efficient, courteous and professional manner, to save lives, protect property, and assist the public.

Emergency Management Division Mission Statement:

The mission of the Emergency Management Division is to develop, coordinate, and lead the City's emergency management program, enabling effective preparation for, and efficient response to, emergencies and disasters in order to save lives, reduce human suffering and reduce property loss. To accomplish this mission, the Emergency Management Division:

- Develops plans and procedures to ensure the highest levels of mitigation, preparedness, response, and recovery;
- Maintains a comprehensive, risked-based, multi-hazard emergency management and training program; and
- Coordinates federal, state, and local resources for mitigation, preparedness, response and recovery operations.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	1,369,949.63	1,891,530.00	91000	2,162,672.00
Overtime	163,996.25	161,956.00	97000	158,528.00
Ordinary Maintenance	1,261,488.70	1,117,768.00	92000	1,105,768.00
Total	2,795,434.58	3,171,254.00		3,426,968.00
Total Positions	67	67		68

Expenditures:

The total recommended tax levy budget for Fiscal 2019 is \$3,426,968 which is an increase of \$255,714 from the Fiscal 2018 budget amount of \$3,171,254.

The tax levy budget for Personal Services for Fiscal 2019 is recommended to be \$2,162,672 which is an increase of \$271,142 from the Fiscal 2018 budget amount of \$1,891,530. This

Emergency Communications Department FY19 Budget Recommendation

increase is a net result of:

- Contractual and non-represented wage increases, EM Incentive & step increases : \$306,445
- Holiday pay: \$15,578
- Increase in Emergency Management funding: (\$39,797)
- Increase in 9-1-1 Support grant funding: (\$80,179)
- Increase in WRTA funding: (\$6,552)
- Decrease in MMRS grant funding: \$4,968
- Add Radio System Technician position: \$70,679

The City has made a considerable investment in the citywide radio communications system which is used across several city departments. In order to properly maintain this critical city infrastructure a Radio Maintenance Technician has been added. This technician will be the primary point of contact for all department users to repair, remove, and modify all radios as necessary within the system.

The tax levy Overtime budget for Fiscal 2019 is recommended to be \$158,528 which is a decrease of \$3,428 from the Fiscal 2018 budget of \$161,956. This decrease is a result of:

- Increase in EMS grant funding: (\$3,428)

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$158,528 which is a decrease of \$12,000 from the Fiscal 2018 amount of \$161,956. This decrease is a result of:

- Reduction in cost of WORAD services due to the addition of the new Radio System Technician: (\$12,000)

Operational Overview:

The Emergency Communications Department is responsible for operating the Emergency Communications Center (ECC) which responds to all 911 calls and non-emergency calls, while prioritizing and dispatching fire, police, and all other related public safety emergency responses. All requests for emergency assistance pass through the ECC, resulting in more than one hundred and twenty thousand emergency call responses per year. An estimated five hundred thousand emergency and non-emergency telephone calls are answered each year in the ECC. The Department monitors the City's Digital Fire Alarm reporting system, Smart911, and ShotSpotter alert system and administers the City's "reverse 911" system infrastructure, also known as "AlertWorcester." In addition to receiving critical warnings in an emergency, citizens and businesses can opt-in to receive public safety alerts, severe weather alerts, and information from public works departments, which may affect the City's population. The Department maintains the city-wide radio network backbone, used by all City departments for radio communication functions, via a state-of-the-art, public safety grade system with over 2,300 radio units. The system is capable of sending and receiving in excess of 30,000 radio transmissions per day. The Department also houses and maintains the Central Regional Homeland Security Council Communications Tower / Repeater trailer. This Homeland Security asset can be deployed to any

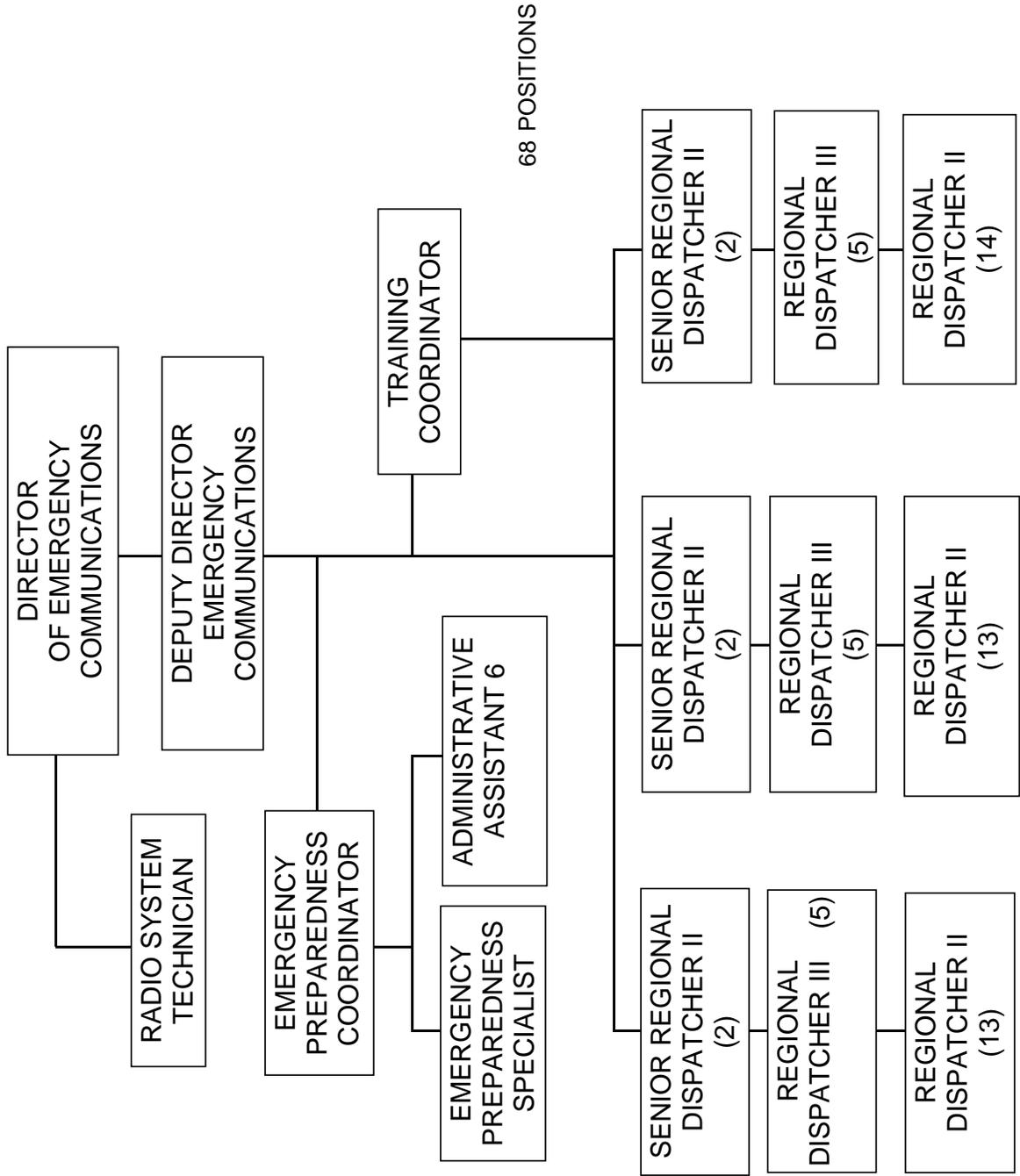
Emergency Communications Department FY19 Budget Recommendation

jurisdiction in the region for supporting public safety communications during emergencies and large scale incidents or events.

The Division of Emergency Management works closely with all City departments and is responsible for coordinating the City's preparation and emergency response to many major incidents or events. It is responsible for operating and maintaining the City's Emergency Operations Center (EOC), which is the base of operations in the event of a significant emergency situation. From this central command location all critical City emergency response operations can be managed during a crisis.

The Division is responsible for coordinating the City's certified Local Emergency Planning Committee & Comprehensive Emergency Operations Plan, Emergency Shelter Operations, Mass Care Homeland Security Response equipment, and Incident Response Command support equipment for long-term or large-scale public safety responses. The Division maintains the necessary training of personnel and equipment for the City's National Weather Service "Storm Ready" certification and responds with staff and equipment to incidents which adversely affect the population and require evacuation, such as structure fires, hazardous materials, or any other situation, which would displace or adversely affect the population.

EMERGENCY COMMUNICATIONS DEPARTMENT ORGANIZATION CHART



MICHAEL SHANLEY, ACTING DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

EMERGENCY COMMUNICATIONS DEPARTMENT- DEPARTMENT #270

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
COMMUNICATIONS:					
1	\$ 104,916.00	48EM	DIRECTOR OF EMERGENCY COMMUNICATIONS	1	\$ 87,880.00
1	83,096.00	45M	DEPUTY DIRECTOR, EMERG. COMMUNICATIONS	1	87,135.00
0	-	38P	RADIO SYSTEM TECHNICIAN	1	70,679.00
1	66,307.00	38M	TRAINING COORDINATOR	1	53,228.00
1	45,989.00	33	ADMINISTRATIVE ASSISTANT 6	1	48,814.00
6	307,263.00	SD1	SENIOR REGIONAL DISPATCHER II	6	366,754.00
15	686,118.00	RD3	REGIONAL DISPATCHER III	15	794,253.00
40	1,694,673.00	RD2	REGIONAL DISPATCHER II	40	1,862,880.00
65	\$ 2,988,362.00		SALARIES	66	\$ 3,371,623.00
EMERGENCY MANAGEMENT:					
1	66,893.00	40M	EMERGENCY PREPAREDNESS COORDINATOR	1	72,107.00
1	68,224.00	38M	EMERGENCY PREPAREDNESS SPECIALIST	1	69,597.00
2	\$ 135,117.00			2	\$ 141,704.00
67	\$ 3,123,479.00		TOTAL REGULAR SALARIES	68	\$ 3,513,327.00
	112,238.00		HOLIDAY PAY		127,816.00
	2,724.00		EM INCENTIVE PAY		-
	10,000.00		EMERGENCY MANAGEMENT STIPEND		-
	(83,000.00)		VACANCY FACTOR		(83,000.00)
67	\$ 3,165,441.00		TOTAL SALARIES	68	\$ 3,558,143.00
	(240,503.00)		FUNDING SOURCES:		(280,300.00)
	(1,003,043.00)		EMERGENCY MANAGEMENT GRANT		(1,083,222.00)
	(4,968.00)		9-1-1 SUPPORT GRANT FUNDING		-
	(25,397.00)		METROPOLITAN MEDICAL RESPONSE SYSTEM GRANT		(31,949.00)
	(1,273,911.00)		WRTA FUNDING		(1,395,471.00)
67	\$ 1,891,530.00	270-91000	TOTAL RECOMMENDED PERSONAL SERVICES	68	\$ 2,162,672.00
	170,676.00		REGULAR OVERTIME		170,676.00
	19,000.00		SUMMER IMPACT OVERTIME		19,000.00
	3,000.00		SNOW TOWING OVERTIME		3,000.00
	192,676.00		TOTAL OVERTIME		192,676.00
	(20,720.00)		FUNDING SOURCES:		(24,148.00)
	(10,000.00)		EMERGENCY MANAGEMENT GRANT		(10,000.00)
	(30,720.00)		9-1-1 SUPPORT GRANT FUNDING		(34,148.00)
	\$ 161,956.00	270-97000	TOTAL RECOMMENDED OVERTIME		\$ 158,528.00

MICHAEL SHANLEY, ACTING DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

EMERGENCY COMMUNICATIONS DEPARTMENT- DEPARTMENT #270

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
<u>GENERAL ORDINARY MAINTENANCE</u>					
	\$ 45,000.00		ELECTRICITY		\$ 23,000.00
	705,500.00		LEASES & RENTALS		36,000.00
	-		HIRED SERVICES		1,600.00
	10,304.00		TELEPHONE		8,000.00
	18,706.00		OTHER PERSONAL SERVICES		-
	-		LONG TERM LEASE OVER \$100,000		695,300.00
	-		PRINTING		4,200.00
	250,000.00		MAINTENANCE SYSTEM SOFTWARE		212,068.00
	-		MAINTENANCE/REPAIR BUILDING		9,000.00
	20,000.00		MAINTENANCE/REPAIR EQUIPMENT		18,000.00
	10,000.00		MAINTENANCE/REPAIR VEHICLE		14,000.00
	7,000.00		CLEANING SUPPLIES		8,200.00
	-		HARDWARE NETWORK SUPPORT		4,000.00
	10,000.00		OFFICE SUPPLIES		10,000.00
	10,000.00		OTHER SUPPLIES		10,000.00
	5,000.00		AUTO FUEL NO LEAD GAS		4,500.00
	-		PARTS/EQUIPMENT SUPPLIES		12,500.00
	5,000.00		COPY PAPER		5,000.00
	-		HARDWARE/DEVICES		11,900.00
	15,258.00		OTHER CHARGES & EXPENDITURES		10,500.00
	6,000.00		TRAVELING		8,000.00
	<u>\$ 1,117,768.00</u>		TOTAL GENERAL ORDINARY MAINTENANCE		<u>\$ 1,105,768.00</u>
<u>RECC CENTER ORDINARY MAINTENANCE</u>					
	\$ 45,000.00		ELECTRICITY		\$ 80,000.00
	-		LEASES & RENTALS		2,000.00
	20,000.00		HIRED SERVICES		8,400.00
	-		TELEPHONE		2,400.00
	25,000.00		OTHER PERSONAL SERVICES		-
	17,000.00		SNOW REMOVAL		41,000.00
	-		EXTERMINATOR SERVICES		700.00
	3,000.00		RUBBISH REMOVAL		3,000.00
	10,000.00		MAINTENANCE/REPAIR BUILDING		11,000.00
	10,000.00		MAINTENANCE/REPAIR EQUIPMENT		-
	39,000.00		CLEANING SERVICES		39,000.00
	10,000.00		HARDWARE NETWORK SUPPORT		-
	8,000.00		NATURAL GAS		10,000.00
	5,000.00		PARTS/EQUIPMENT SUPPLIES		-
	15,000.00		HARDWARE DEVICES		-
	<u>\$ 207,000.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 197,500.00</u>
			FUNDING SOURCES:		
	(207,000.00)		9-1-1 SUPPORT GRANT FUNDING		(197,500.00)
	<u>(207,000.00)</u>		TOTAL FUNDING SOURCES		<u>(197,500.00)</u>
	\$ -		TOTAL RECC ORDINARY MAINTENANCE		\$ -
	<u>\$ 1,117,768.00</u>	270-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 1,105,768.00</u>
	\$ 25,000.00		CAPITAL OUTLAY		\$ 25,000.00
			FUNDING SOURCES:		
	(25,000.00)		9-1-1 SUPPORT GRANT FUNDING		(25,000.00)
	<u>(25,000.00)</u>		TOTAL FUNDING SOURCES		<u>(25,000.00)</u>
	\$ -	270-93000	TOTAL RECOMMENDED CAPITAL OUTLAY		\$ -

MICHAEL SHANLEY, ACTING DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

EMERGENCY COMMUNICATIONS DEPARTMENT- DEPARTMENT #270

<u>FY18 TOTAL POSITIONS</u>	<u>APPROVED FY18 AMOUNT</u>	<u>PAY GRADE</u>	<u>TITLE</u>	<u>FY19 TOTAL POSITIONS</u>	<u>RECOMMENDED FY19 AMOUNT</u>
	\$ 29,742.00		FRINGE BENEFITS:		
	24,363.00		HEALTH INSURANCE		\$ 44,364.00
	<u>54,105.00</u>		RETIREMENT		<u>28,365.00</u>
			TOTAL FRINGE BENEFITS		<u>\$ 72,729.00</u>
	(54,105.00)		FUNDING SOURCES:		
	<u>(54,105.00)</u>		EMERGENCY MANAGEMENT GRANT		<u>(72,729.00)</u>
			TOTAL FUNDING SOURCES		<u>(72,729.00)</u>
	<u>\$ -</u>	270-96000	TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ -</u>
	<u>\$ 3,171,254.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 3,426,968.00</u>



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Inspectional Services FY19 Budget Recommendation

John R. Kelly Commissioner

25 Meade Street
Worcester, Massachusetts 01610
(508) 799-1198

Department Mission Statement:

The mission of the Department of Inspectional Services is to improve the safety and quality of life in the City through the provision of building, housing, sanitary inspections and approved permitting documentation.

FY19 Budget Overview

	Actual	Approved		Recommended
Expenditures	Fiscal 2017	Budget for	Account	Appropriation
		Fiscal 2018	Number	Fiscal 2019
Salaries	\$ 3,274,112.93	\$ 3,374,200.00	91000	\$ 3,526,646.00
Overtime	92,617.51	59,000.00	97000	19,000.00
Ordinary Maintenance	308,170.11	323,799.00	92000	292,828.00
Capital Outlay	1,990.00	-		-
Total	\$ 3,676,890.55	\$ 3,756,999.00		\$ 3,838,474.00
Total Positions	61	61		61

Expenditures:

The total Fiscal 2019 tax levy budget is recommended to be \$3,838,474, which represents an increase of \$81,475 from the Fiscal 2018 budget amount of \$3,756,999.

The tax levy budget for Personal Services for Fiscal 2019 is recommended to be \$3,526,646 which is an increase of \$152,446 from the Fiscal 2018 budget amount of \$3,374,200. This increase is a net result of:

- Contractual and non-represented wage increases and step increases: \$143,701;
- Vacancy Factor: (\$40,000);
- Decrease of CDBG grant: \$56,000;
- Increase in Bond funding: (\$7,165); and
- Enterprise funding: (\$90).

The tax levy Overtime budget for Fiscal 2019 is recommended to be \$19,000 which is a decrease of \$40,000 from Fiscal 2018 budget of \$59,000. This decrease is due to:

- Increase in CDBG funding: (\$40,000).

Inspectional Services FY19 Budget Recommendation

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$292,828 which is a decrease of \$30,971 from the Fiscal 2018 amount of \$323,799. This decrease is due to:

- Decrease costs for Consultant: (\$40,000);
- Advertising for vacant positions: \$400;
- Cost associated with two new copiers: \$7,500; and
- Enterprise funding: \$1,129.

Operational Overview:

The Department of Inspectional Services is responsible for both maintaining and enhancing public safety by enforcing construction codes, improving community environmental health, ensuring decent, safe and sanitary housing conditions, performing regulatory functions, inspections, and permitting, to support development in the community.

Building & Zoning Divisional Overview:

The Building Division is responsible for improving public safety, enforcing construction codes, conducting plan review and code interpretation. In addition, the Division issues construction permits consisting of building, plumbing/gas and wiring permits. Adherence to these building regulations improves the living conditions of residents in existing buildings and dwelling units, and assures safety and quality in new construction.

The Zoning Division is responsible for the interpretation and enforcement of the City's Zoning Ordinance. Senior management attends all Zoning Board of Appeals and Planning Board meetings in an advisory capacity. At the public's request, research and analysis of zoning compliance enables zoning determination letters to be rendered, which is often the initial response to most development projects within the city.

Staff also participates in weekly Interdepartmental Review Team meetings with representatives from several key departments, including Planning, Law, Public Works, and the Fire Department. Weekly meetings take place to review all new and proposed applications to the Planning Board and Zoning Board of Appeals, prior to application submittals. This review service expedites permitting, reduces redundancy, and increases the overall efficiency of Board reviews.

Housing & Health Inspections Divisional Overview:

The Division of Housing and Health Inspections provides a range of community based public health, and environmental inspectional services. Federal, State, and City ordinances require the division to enforce all public health and environmental regulations.

All food establishments receive mandatory inspections to determine compliance with the provisions contained within the Massachusetts Sanitary Code. Division personnel monitor food offered for consumption to ensure that it is free from adulteration, properly labeled, identifiable, and manufactured at an approved source.

Inspectional Services FY19 Budget Recommendation

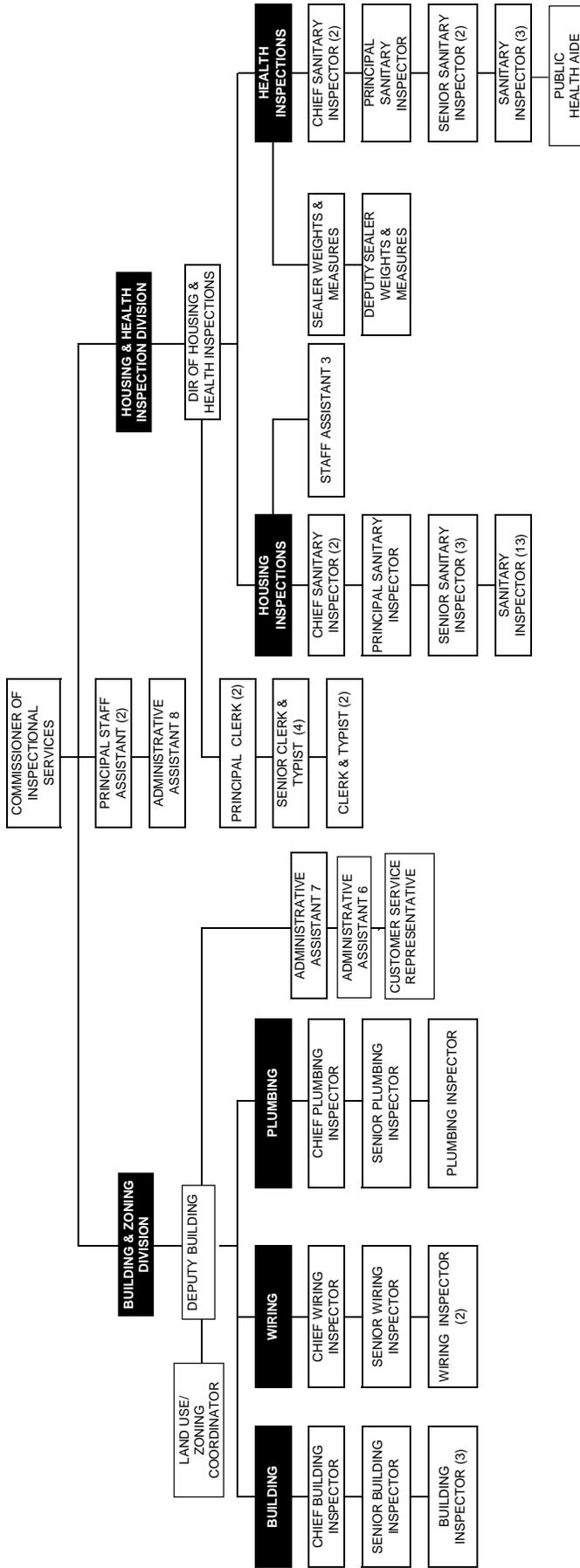
The Air, Water, and Hazardous Material Division is responsible for inspecting the air and water quality of the community. The Division inspects public swimming pools and natural bathing areas, responds to hazardous materials spills, as well as addresses complaints regarding air, noise, and odor pollution.

The Housing Program is designed to achieve and uphold compliance with the Massachusetts Sanitary Code, Minimum Standards of Fitness for Human Habitation. Inspectors perform systematic inspections, register and inspect foreclosed property, perform proactive inspections, respond to complaints, issue orders, cite violations, address illegal dumping, dirty yards, housing violations, as well as any violation of the City's nuisance ordinance.

Through the Lead Poisoning Prevention Program, environmental assessments are conducted to identify possible lead paint hazards and violations.

The Weights & Measures program ensures all weighing or measuring devices in the City are inspected and sealed to ensure accurate exchange of commodities. Sealers provide this consumer protection service at gas stations, supermarkets and retail stores ensuring state and local laws are adhered to.

CITY OF WORCESTER
Department of Inspectional Services



61 FUNDED POSITIONS

JOHN R. KELLY, COMMISSIONER OF INSPECTIONAL SERVICES

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF INSPECTIONAL SERVICES- DEPARTMENT #280

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
INSPECTIONAL SERVICES ADMINISTRATION DIVISION:					
1	\$ 117,583.00	58CM	COMMISSIONER OF INSPECTIONAL SERVICES	1	\$ 119,933.00
2	133,419.00	40M	PRINCIPAL STAFF ASSISTANT	2	142,442.00
1	66,893.00	38M	ADMINISTRATIVE ASSISTANT, GRADE 8	1	69,597.00
4	\$ 317,895.00		REGULAR SALARIES	4	\$ 331,972.00
BUILDING & ZONING DIVISION:					
1	\$ 87,943.00	51EM	DEPUTY BUILDING COMMISSIONER	1	\$ 89,690.00
1	66,893.00	45M	LAND USE & ZONING COORDINATOR	1	68,224.00
1	81,640.00	43M	CHIEF WIRE INSPECTOR	1	83,263.00
1	81,640.00	43M	CHIEF PLUMBING & GASFITTING INSPECTOR	1	83,263.00
1	81,640.00	43M	CHIEF BUILDING INSPECTOR	1	83,263.00
1	69,385.00	39HC	SENIOR BUILDING INSPECTOR	1	74,788.00
1	71,610.00	39HC	SENIOR WIRING INSPECTOR	1	77,226.00
1	74,901.00	39HC	SENIOR PLUMBING & GASFITTING INSPECTOR	1	79,477.00
3	166,512.00	35HC	BUILDING INSPECTOR	3	182,539.00
1	55,098.00	35HC	PLUMBING AND GASFITTING INSPECTOR	1	59,329.00
2	112,695.00	35HC	WIRING INSPECTOR	2	121,554.00
1	58,282.00	35	ADMINISTRATIVE ASSISTANT, GRADE 7	1	61,231.00
1	49,026.00	33	ADMINISTRATIVE ASSISTANT, GRADE 6	1	51,508.00
2	75,006.00	22	SENIOR CLERK AND TYPIST	2	78,826.00
1	34,276.00	22	CUSTOMER SERVICE REPRESENTATIVE	1	36,719.00
19	\$ 1,166,547.00		REGULAR SALARIES	19	\$ 1,230,900.00
HOUSING INSPECTIONS DIVISION:					
1	\$ 93,975.00	51EM	DIRECTOR OF HOUSING & HEALTH INSPECTIONS	1	\$ 95,847.00
2	168,664.00	45M	CHIEF SANITARIAN	2	172,134.00
1	67,288.00	36HC	PRINCIPAL SANITARY INSPECTOR	1	71,407.00
1	62,650.00	37	STAFF ASSISTANT 3	1	63,898.00
3	162,811.00	33HC	SENIOR SANITARY INSPECTOR	3	192,634.00
13	663,492.00	31HC	SANITARY INSPECTOR	13	667,731.00
2	88,140.00	27	PRINCIPAL CLERK	2	92,844.00
4	150,012.00	22	SENIOR CLERK AND TYPIST	4	154,020.00
27	\$ 1,457,032.00		REGULAR SALARIES	27	\$ 1,510,515.00
HEALTH INSPECTIONS DIVISION:					
2	\$ 175,886.00	45M	CHIEF SANITARIAN	2	\$ 157,914.00
1	81,640.00	43M	SEALER OF WEIGHTS AND MEASURES	1	83,263.00
1	67,288.00	36HC	PRINCIPAL SANITARY INSPECTOR	1	71,407.00
2	121,056.00	33HC	SENIOR SANITARY INSPECTOR	2	128,462.00
1	52,437.00	32	DEPUTY SEALER OF WEIGHTS & MEASURES	1	55,620.00
3	149,985.00	31HC	SANITARY INSPECTOR	3	161,095.00
1	35,132.00	20	PUBLIC HEALTH AIDE	1	37,295.00
11	\$ 683,424.00		REGULAR SALARIES	11	\$ 695,056.00
61	\$ 3,624,898.00		TOTAL REGULAR SALARIES	61	\$ 3,768,443.00
	(60,000.00)		VACANCY FACTOR		(100,000.00)
	5,152.00		EM INCENTIVE PAY		5,048.00
	7,540.00		CONTRACTUAL STIPENDS		7,800.00
	\$ 3,577,590.00		TOTAL SALARIES		\$ 3,681,291.00
	\$ (56,000.00)		FUNDING SOURCES:		\$ -
	(122,407.00)		CDBG GRANT		(129,572.00)
	(20,316.00)		BOND FUNDS		(20,221.00)
	(4,667.00)		SEWER REVENUES		(4,852.00)
	\$ (203,390.00)		WATER REVENUES		\$ (154,645.00)
	\$ 3,374,200.00	280-91000	TOTAL FUNDING SOURCES		\$ 3,526,646.00
			TOTAL RECOMMENDED PERSONNEL SERVICES		\$ 3,526,646.00

JOHN R. KELLY, COMMISSIONER OF INSPECTIONAL SERVICES
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF INSPECTIONAL SERVICES- DEPARTMENT #280

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 69,875.00		REGULAR OVERTIME		\$ 69,875.00
	5,125.00		SEWER INSPECTIONS		5,125.00
	<u>\$ 75,000.00</u>		TOTAL OVERTIME		<u>\$ 75,000.00</u>
	\$ (16,000.00)		FUNDING SOURCES:		\$ (56,000.00)
	<u>\$ (16,000.00)</u>		CDBG GRANT		<u>\$ (56,000.00)</u>
			TOTAL FUNDING SOURCES		<u>\$ (56,000.00)</u>
	<u>\$ 59,000.00</u>	280-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 19,000.00</u>
	\$ 8,000.00		LEASES & RENTALS		\$ 16,000.00
	47,000.00		TELEPHONES		50,000.00
	60,000.00		CONSTABLES		60,000.00
	-		NEWSPAPER ADVERTISING		1,150.00
	4,000.00		REGISTRATION FEES		6,500.00
	5,000.00		LEGAL FILING FEES		2,500.00
	-		EXTERMINATOR SERVICES		25,000.00
	1,295.00		PRINTING		2,000.00
	31,000.00		MAINTENANCE SYSTEM SOFTWARE		40,000.00
	38,000.00		MAINTENANCE/REPAIR VEHICLE		38,675.00
	40,580.00		CONSULTANT		-
	36,000.00		ENVIRONMENTAL SERVICES		-
	2,775.00		MEMBERSHIP DUES		2,450.00
	3,500.00		BOOKS		2,500.00
	2,000.00		BUILDING SUPPLIES		2,000.00
	10,000.00		OFFICE SUPPLIES		10,000.00
	6,000.00		PRINTING SUPPLIES		5,000.00
	25,000.00		AUTO FUEL NO LEAD GAS		25,000.00
	3,000.00		PARTS/EQUIPMENT SUPPLIES		3,000.00
	2,000.00		COPY PAPER		3,000.00
	1,500.00		HARDWARE/DEVICES		2,500.00
	2,450.00		OTHER CHARGES & EXPENDITURES		1,725.00
	2,000.00		TRAVELING		2,000.00
	4,500.00		LICENSES		2,500.00
	<u>\$ 335,600.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 303,500.00</u>
	\$ (10,068.00)		FUNDING SOURCES:		\$ (9,105.00)
	(1,733.00)		SEWER REVENUES		\$ (1,567.00)
	<u>\$ (11,801.00)</u>		WATER REVENUES		<u>\$ (10,672.00)</u>
			TOTAL FUNDING SOURCES		<u>\$ (10,672.00)</u>
	<u>\$ 323,799.00</u>	280-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 292,828.00</u>
	\$ 16,960.00		FRINGE BENEFITS:		\$ 32,285.00
	12,791.00		HEALTH INSURANCE		13,540.00
	<u>\$ 29,751.00</u>		RETIREMENT		<u>\$ 45,825.00</u>
			TOTAL FRINGE BENEFITS		
	\$ (29,751.00)		FUNDING SOURCES:		\$ (45,825.00)
	<u>\$ (29,751.00)</u>		BONDS		<u>\$ (45,825.00)</u>
			TOTAL FUNDING SOURCES		<u>\$ (45,825.00)</u>
	<u>\$ -</u>	280-96000	TOTAL RECOMMENDED FRINGE BENEFITS		<u>\$ -</u>
	<u>\$ 3,756,999.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 3,838,474.00</u>

Worcester Public Schools FY19 Budget Recommendation

Maureen F. Binienda

Superintendent

Durkin Administration Building

20 Irving Street

Worcester, Massachusetts 01609

(508) 799-3116

Departmental Mission Statement:

The Worcester Public Schools provides learners with a quality education in a safe and healthy environment. We believe that all students can achieve at high levels as they prepare to become productive citizens in our changing technological world. We are committed to supporting students, parents, educators, and citizens in their pursuit of learning.

FY 2019 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 204,369,300	\$ 211,038,250	91000	\$ 219,586,832
Overtime	1,604,090	1,279,164	97000	1,304,747
Ordinary Maintenance	35,152,761	36,760,631	92000	37,123,514
Capital Outlay	200,980	250,000	93000	250,000
Fringe Benefits	62,496,806	64,929,509	96000	62,582,919
Total Expenditures	\$ 303,823,938	\$ 314,257,554		\$ 320,848,012
Non Net School Spending				
Salaries	\$ 3,087,237	\$ 3,349,721	91000	\$ 4,256,872
Overtime	505,546	478,473	97000	538,043
Ordinary Maintenance	15,545,589	16,184,747	92000	15,997,954
Total Expenditures	\$ 19,138,372	\$ 20,012,941		\$ 20,792,869
Total Worcester Public Schools Budget	\$ 322,962,310	\$ 334,270,495		\$ 341,640,881

The Fiscal Year 2019 budget presents the Worcester Public Schools budget in two organizations, separating those appropriations that are considered “educational expenses” by the Department of Elementary and Secondary Education which count toward Net School Spending from those that are non-educational expenditures and therefore not counted toward the state’s Net School Spending levels. The final allocation of these appropriations to these two organizations is completed by the School Committee which has appropriating authority over the budget of the Worcester Public Schools.

Funding for the Worcester Public Schools, direct educational aid from the Commonwealth, comes in the form of Chapter 70 and Charter Reimbursement aid. These revenues are offset by

Worcester Public Schools FY19 Budget Recommendation

assessments from the Commonwealth for Charter Tuitions, School Choice (out of district and Special Education tuitions). In addition, to the direct aid described above, the Education Reform legislation required mandatory local contributions toward educational purposes. For Fiscal Year 2019, the City Manager's budget funds the Worcester Public Schools in an amount equal to the minimum required contribution established by the Commonwealth.

Expenditures:

The amount budgeted for expenditures that are recognized by the Commonwealth as Net School Spending is recommended to be \$320,848,012. This funding level represents an increase of \$6,590,458 from the Fiscal Year 2018 budget of \$314,257,554. This increase is the result of:

- Salary increases: \$8,548,582
- Overtime: \$25,583
- Fringe Benefit: (\$2,346,590)
- Ordinary Maintenance: \$362,883

It is anticipated that with the Net School Spending budget at the recommended level, the Worcester Public Schools shall be \$4,374,853 above Net School Spending as of June 30, 2018.

The amount budgeted for non educational expenditures is recommended to be \$20,792,869, which is an increase of \$779,928 from Fiscal Year 2018 budget of \$20,012,941. This increase is the result of:

- Salaries: \$907,151
- Overtime: \$59,570
- Ordinary Maintenance: (\$186,793)

The total Worcester Public School Fiscal Year 2019 general fund budget is recommended to be \$341,640,881, an increase of \$7,370,386, from Fiscal Year 2018 appropriation.

Other Contributions for the benefit of the Worcester Public Schools:

In addition to the direct appropriation to the Worcester Public Schools, the City supports the school system with the repayment of debt service for school construction and rehabilitation projects and capital equipment purchases for the Worcester Public Schools. For Fiscal Year 2019 the City estimates debt service payments from the City's general fund debt service budget in the amount of \$16,305,957.85 on bonds issued for the benefit of the Worcester Public Schools.

The City's contribution to the Other Post Employment Benefit (OPEB) Trust, \$550,000, also benefits the Worcester Public Schools since 59.21% of the actuarial liability is associated with Worcester Public School employee and retirees.

MAUREEN F. BINIENDA, SUPERINTENDENT

**CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019
WORCESTER PUBLIC SCHOOLS - DEPARTMENT #500 and #540**

Net School Spending Funding			
APPROVED FY18 AMOUNT	PAY GRADE	TITLE	RECOMMENDED FY19 AMOUNT
\$ 211,038,250.00		REGULAR SALARIES	\$ 219,586,832.00
<u>\$ 211,038,250.00</u>	500-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>\$ 219,586,832.00</u>
<hr/>			
\$ 1,279,164.00		OVERTIME	\$ 1,304,747.00
<u>\$ 1,279,164.00</u>	500-97000	TOTAL RECOMMENDED OVERTIME	<u>\$ 1,304,747.00</u>
<hr/>			
\$ 36,760,631.00		ORDINARY MAINTENANCE	\$ 37,123,514.00
<u>\$ 36,760,631.00</u>	500-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 37,123,514.00</u>
<hr/>			
<u>\$ 250,000.00</u>	500-93000	TOTAL CAPITAL OUTLAY	<u>\$ 250,000.00</u>
<hr/>			
<u>\$ 64,929,509.00</u>	500-96000	TOTAL RECOMMENDED FRINGE BENEFITS	<u>\$ 62,582,919.00</u>
<hr/>			
<u>\$ 314,257,554.00</u>		TOTAL RECOMMENDED BUDGET TAX LEVY	<u>\$ 320,848,012.00</u>
<hr/>			
Non Net School Spending Funding			
RECOMMENDED FY18 AMOUNT	PAY GRADE	TITLE	RECOMMENDED FY19 AMOUNT
\$ 3,349,721.00		REGULAR SALARIES	\$ 4,256,872.00
<u>\$ 3,349,721.00</u>	540-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>\$ 4,256,872.00</u>
<hr/>			
\$ 478,473.00		OVERTIME	\$ 538,043.00
<u>\$ 478,473.00</u>	540-97000	TOTAL RECOMMENDED OVERTIME	<u>\$ 538,043.00</u>
<hr/>			
\$ 16,184,747.00		ORDINARY MAINTENANCE	\$ 15,997,954.00
<u>\$ 16,184,747.00</u>	540-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 15,997,954.00</u>
<hr/>			
<u>\$ 20,012,941.00</u>		TOTAL RECOMMENDED BUDGET TAX LEVY	<u>\$ 20,792,869.00</u>
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<u>\$ 334,270,495.00</u>			<u>\$ 341,640,881.00</u>



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Worcester Memorial Auditorium FY19 Budget Recommendation

Christopher Rodwell

Chairman

Lincoln Square

Worcester, Massachusetts 01605

(508) 799-1190

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 95,068.20	\$ 101,300.00	92000	\$ 101,300.00
Total	\$ 95,068.20	\$ 101,300.00		\$ 101,300.00

Expenditures:

The Fiscal 2019 tax levy budget for the Worcester Memorial Auditorium is recommended to be level funded at \$101,300.

The budget will be used for utility expenses as well as for very minor maintenance functions including mechanical work and supplies.

Operational Overview:

The Worcester Memorial Auditorium, under the authority of Article Six of the Home Rule Charter, is a Department of the City, under the jurisdiction of the City Manager. It functions as a department, through the Board of Trustees, to establish and maintain memorials in accordance with the law for the inhabitants of the City who served in the Armed Forces in time of war. Facility operations are carried out by the Department of Public Works and Parks and consist of the maintenance of the Worcester Memorial Auditorium facility.

CHRISTOPHER RODWELL, CHAIRMAN

CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019

WORCESTER MEMORIAL AUDITORIUM- #740

<u>APPROVED FY18 AMOUNT</u>	<u>TITLE</u>	<u>RECOMMENDED FY19 AMOUNT</u>
\$ 65,000.00	NATURAL GAS	\$ 60,000.00
20,000.00	ELECTRICITY	20,000.00
4,000.00	BUILDING MAINTENANCE SERVICES	-
2,000.00	HIRED SERVICES	-
300.00	SECURITY SERVICES	300.00
3,000.00	MAINTENANCE & REPAIR BUILDING	20,500.00
-	BUILDING SUPPLIES	500.00
7,000.00	OTHER CHARGES & EXPENDITURES	-
<u>\$ 101,300.00</u>	740-92000 TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 101,300.00</u>
<hr/>		
<u>\$ 101,300.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 101,300.00</u>

Department of Public Works & Parks - Public Works FY19 Budget Recommendation

Paul J. Moosey Commissioner

20 East Worcester Street
Worcester, Massachusetts 01604
(508) 929-1300

Departmental Mission Statement:

The Department of Public Works & Parks provides high quality, cost effective, efficient, safe services involving public infrastructure and facilities that enhance the quality of life, and support growth in the City of Worcester.

The Department of Public Works & Parks is dedicated to maintaining and enhancing the infrastructure and appearance of the City. Responsibilities include:

- Delivery of safe, potable drinking water;
- Design and construction management of streets, bridges and public buildings;
- Managing parking garages and surface lots;
- Managing stormwater and the proper disposal of sewage;
- Protecting our urban forest;
- Street lighting;
- Weekly household trash and recycling collection; and
- Year-round street maintenance and repair.

It is also our vision to enrich the lives of residents by providing welcoming parks and to preserve, enhance, and protect our open spaces for present and future generations.

FY19 Budget Overview

	Actual	Approved		Recommended
	Fiscal 2017	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	5,373,579.95	\$ 5,246,912.00	91000	\$ 5,539,579.00
Overtime	758,361.38	635,038.00	97000	635,038.00
Ordinary Maintenance	6,773,895.69	7,159,683.00	92000	7,843,960.00
Capital Outlay	118,676.00	-	93000	-
Total	13,024,513.02	\$ 13,041,633.00		\$ 14,018,577.00
Total Positions	197	197		198

Expenditures:

The total tax levy recommended budget for Fiscal 2019 is \$14,018,577, which is an increase of \$976,944 from the Fiscal 2018 budget of \$13,041,633.

Department of Public Works & Parks - Public Works FY19 Budget Recommendation

The Personal Services budget for Fiscal 2019 is recommended to be \$5,539,579, which is an increase of \$292,667 from the Fiscal 2018 budget of \$5,246,912. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$366,155;
- Vacancy Factor; (\$75,000);
- Decrease in Project funding: \$140,779;
- Increase of Enterprise funding: (\$169,957);
- Add Safety & Training Manager: \$61,381; and
- Enterprise funding for Safety & Training Manager; (\$30,691).

The overtime budget for Fiscal 2019 is recommended to be level funded at \$635,038.

The Ordinary Maintenance budget for Fiscal 2019 excluding street lighting and snow removal is recommended to be \$7,843,960, which is an increase of \$684,277 from the Fiscal 2018 budget of \$7,159,683. This increase is a result of:

- Environmental Services for Lakes & Ponds: \$70,000;
- Dam Inspections: \$50,000;
- Traffic Signal Maintenance: \$75,000;
- Traffic Island Contracts: \$75,000;
- Line Painting: \$200,000;
- Electricity: \$428;
- Recycling contract: \$65,000;
- Recycling commodities: \$300,000;
- Credit recycling revolving fund; (\$300,000);
- Increase in yellow bags: \$75,000;
- Wheelabrator and 2% usage increase: \$150,000;
- Outsourced maintenance at Central Garage: \$50,000; and
- Increase of Enterprise funding: (\$126,151).

**Department of Public Works & Parks - Public Works
FY19 Budget Recommendation**

The following chart illustrates the various Ordinary Maintenance categories and programs within the various divisions in the Department of Public Works.

Ordinary Maintenance by Division:

Fiscal 2018 Budget	Department of Public Works	Fiscal 2019 Budget	Change
	Administration Division		
\$ 3,500	Building Maintenance Services	\$ -	\$ (3,500)
62,000	Electricity	58,000	(4,000)
10,591	Leases & Rentals	10,000	(591)
40,200	Telephones	16,991	(23,209)
2,100	Other Personal Services	-	(2,100)
-	Printing	1,250	1,250
1,000	Maintenance System Software	7,500	6,500
-	Maintenance/Repair Building	3,500	3,500
7,100	Cleaning Services	5,000	(2,100)
150,000	Environmental Services	164,000	14,000
-	Hardware Network Support	2,000	2,000
3,400	Membership Dues	8,850	5,450
-	Educational Supplies	1,500	1,500
13,000	Office Supplies	15,000	2,000
58,000	Natural Gas	58,000	-
-	Printing Supplies	1,000	1,000
-	Laboratory Supplies	55,000	55,000
-	Parts/Equipment Supplies	1,500	1,500
-	Subscriptions	2,750	2,750
1,500	Copy Paper	1,700	200
1,000	Hardware/Devices	4,750	3,750
-	Other Charges & Expenditures	5,100	5,100
120,000	Centrex Telephones	120,000	-
\$ 473,391	Total Administration Division	\$ 543,391	\$ 70,000

**Department of Public Works & Parks - Public Works
FY19 Budget Recommendation**

Fiscal 2018 Budget	Department of Public Works	Fiscal 2019 Budget	Change
	Engineering/Architectural Division		
\$ 90,000	Electricity- Traffic Signals	\$ 82,000	\$ (8,000)
4,500	Leases & Rentals	8,250	3,750
20,000	Special Police	8,000	(12,000)
-	Hired Services	1,000	1,000
10,000	Telephones	24,500	14,500
-	Newspaper Advertising	2,400	2,400
3,500	Registration Fees	2,900	(600)
5,200	Printing	7,000	1,800
-	Maintenance System Software	26,500	26,500
-	Maintenance System Building	52,500	52,500
203,650	Printing	150,750	(52,900)
10,000	Environmental Services	1,000	(9,000)
8,550	Hardware Network Support	2,000	(6,550)
-	Membership Dues	2,300	2,300
5,500	Building Supplies	10,700	5,200
14,000	Office Supplies	12,000	(2,000)
-	Printing Supplies	4,000	4,000
20,000	Parts/Equipment Supplies	120,000	100,000
-	Safety Supplies	2,000	2,000
-	Copy Paper	1,500	1,500
-	Hardware/Devices	2,500	2,500
7,500	Other Charges & Expenditures	3,600	(3,900)
\$ 402,400	Total Engineering/Architectural Division	\$ 527,400	\$ 125,000

**Department of Public Works & Parks - Public Works
FY19 Budget Recommendation**

Fiscal 2018 Budget	Department of Public Works	Fiscal 2019 Budget	Change
	Street Division		
\$ 3,500.00	Electricity	\$ 4,428.00	\$ 928.00
3,200.00	Leases & Rentals	5,500.00	2,300
24,800.00	Special Police	17,450.00	(7,350)
820,000.00	Hires Services	995,000.00	175,000
3,000.00	Telephones	8,000.00	5,000
6,000.00	Registration Fees	2,500.00	(3,500)
2,400.00	Exterminator Services	-	(2,400)
-	Printing	2,200.00	2,200
23,500.00	Maintenance/Repair Building	15,000.00	(8,500)
2,700.00	Maintenance/Repair Equipment	10,500.00	7,800
-	Training Certificates	2,000.00	2,000
2,500.00	Maintenance/Repair Vehicles	500.00	(2,000)
-	Cleaning Services	1,500.00	1,500
3,000.00	Automotive Supplies	3,500.00	500
126,500.00	Building Supplies	221,000.00	94,500
3,000.00	Office Supplies	2,000.00	(1,000)
-	Other Supplies	20,000.00	20,000
3,200.00	Tools	-	(3,200)
7,000.00	Parts/Equipment Supplies	4,500.00	(2,500)
20,000.00	Safety Supplies	10,000.00	(10,000)
-	Chemical Supplies	1,500.00	1,500
-	Custodial Supplies	2,000.00	2,000
10,000.00	Landscaping Supplies	14,800.00	4,800
10,700.00	Other Charges & Expenditures	6,550.00	(4,150)
\$ 1,075,000	Total Street Division	\$ 1,350,428	\$ 275,428

**Department of Public Works & Parks - Public Works
FY19 Budget Recommendation**

Fiscal 2018 Budget	Department of Public Works	Fiscal 2019 Budget	Change
	Sanitation Division		
\$ 60,000	Engineers	\$ -	\$ (60,000)
35,000	Building Maintenance Services	-	(35,000)
17,000	Electricity	15,000	(2,000)
2,400	Leases & Rentals	2,500	100
-	Architects	70,000	70,000
-	Hired Services	18,709	18,709
-	Leases & Rentals	1,500	1,500
4,307,009	Rubbish Removal	4,590,000	282,991
6,000	Maintenance System Software	2,000	(4,000)
-	Maintenance System Building	20,000	20,000
2,300	Building Supplies	3,000	700
2,200	Education Supplies	2,500	300
4,225	Office Supplies	2,500	(1,725)
20,000	Natural Gas	15,000	(5,000)
15,000	Auto Fuel No Lead Gas	-	(15,000)
-	Parts/Equipment Supplies	10,000	10,000
10,000	Safety Supplies	15,000	5,000
-	Custodial Supplies	300,000	300,000
2,075	Other Charges & Expenditures	5,500	3,425
\$ 4,483,209	Total Sanitation Division	\$ 5,073,209	\$ 590,000

**Department of Public Works & Parks - Public Works
FY19 Budget Recommendation**

Fiscal 2018 Budget	Department of Public Works	Fiscal 2019 Budget	Change
	Central Garage Division		
\$ 32,000.00	Electricity	\$ 32,000.00	\$ -
2,500	Leases & Rentals	5,000	2,500
20,000	Hired Services	30,000	10,000
4,000	Telephones	4,000	-
5,000	Auto Inspection Fees	-	(5,000)
-	Registration Fees	1,000	1,000
3,000	Printing	3,000	-
1,500	Maintenance System Software	1,500	-
9,000	Maintenance/Repair Building	9,000	-
7,500	Maintenance/Repair Equipment	7,500	-
872,500	Maintenance/Repair Vehicle	915,000	42,500
333,000	Automotive Supplies	338,000	5,000
6,000	Building Supplies	5,000	(1,000)
2,500	Office Supplies	2,000	(500)
75,000	Natural Gas	75,000	-
5,000	Other Supplies	-	(5,000)
355,000	Auto Fuel No Lead Gas	349,000	(6,000)
350,000	Diesel Fuel	347,000	(3,000)
7,200	Parts/Equipment Supplies	13,000	5,800
1,800	Subscriptions	-	(1,800)
-	Chemical Supplies	5,000	5,000
2,000	Custodial Services	1,000	(1,000)
1,400	Other Charges & Expenditures	2,900	1,500
\$ 2,095,900	Total Central Garage Division	\$ 2,145,900	\$ 50,000
\$ 8,529,900	Total Public Works	\$ 9,640,328	\$ 1,110,428
\$ (1,370,217)	Total Ordinary Maintenance Credits	\$ (1,796,368)	\$ (426,151)
\$ 7,159,683	Total Ordinary Maintenance Budget	\$ 7,843,960	\$ 684,277

Department of Public Works & Parks - Public Works FY19 Budget Recommendation

Operational Overview:

The Department of Public Works & Parks provide services for street and highway maintenance, parks & recreation, cemetery and building maintenance, solid waste collection and disposal, nuisance inspections, equipment services, traffic and civil engineering, architectural services, and general administration. The Department is comprised of the four following divisions.

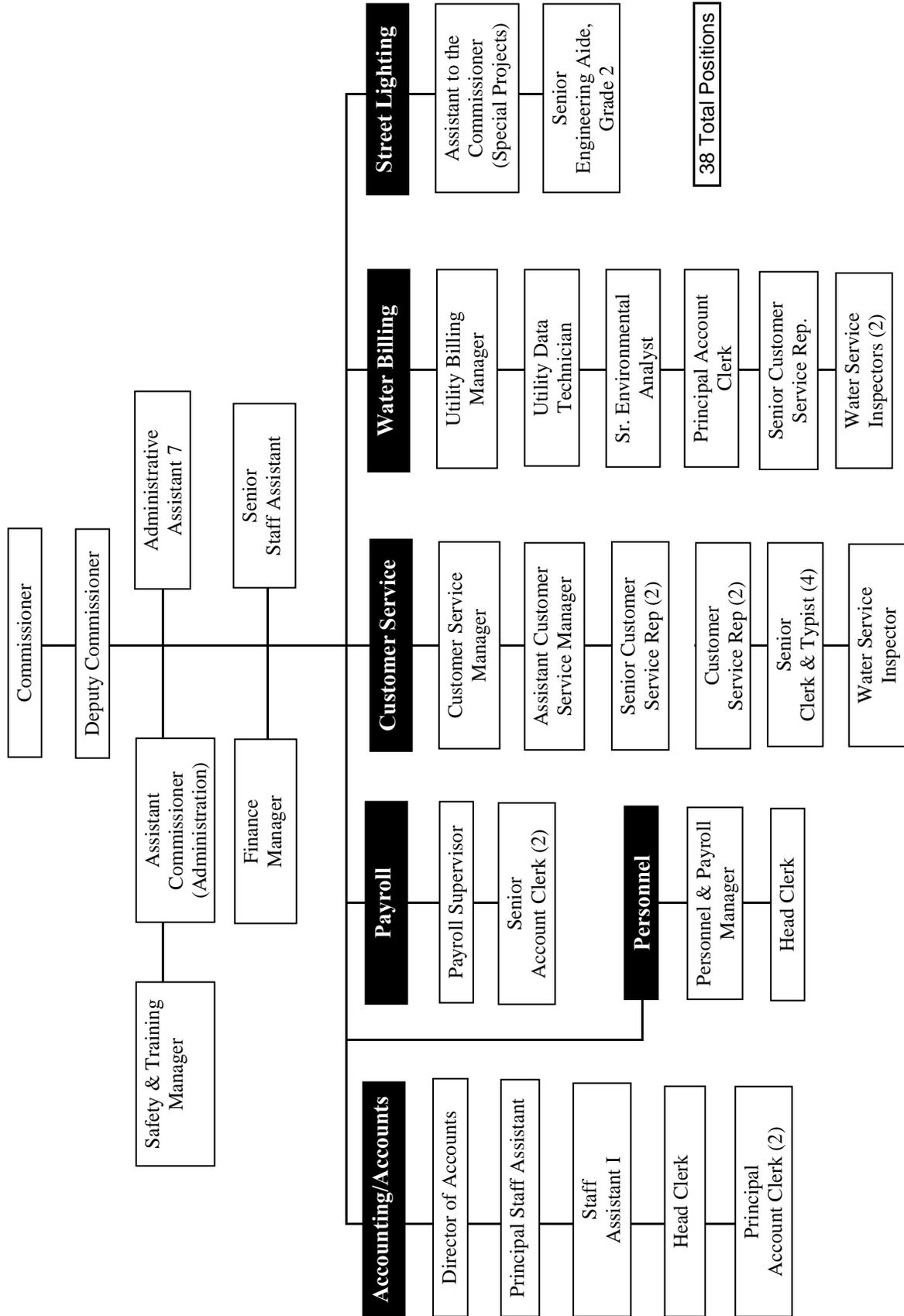
The Administration and Finance Division is responsible for all finances of the Department, including three enterprise funds. The Division monitors grants, tracks and requests reimbursements of Chapter 90 Highway Funds, oversees and monitors departmental programs, administers the Customer Service Center, Water and Sewer billing, capital project cash flows, personnel, payroll, accounts payable and receivable, as well as all other administrative and financial activities. Other responsibilities include management and administration of landfill and solid waste issues, as well as the management of all street lighting equipment.

The Operations Division is responsible for Water and Sewer Operations, Central Garage activities, Streets and Sanitation. Services that are part of the Operations Division include: operation of maintenance of the City's vast Water and Sewer systems, Winter Operations (plowing, salting and sanding, street sweeping), the Abandoned Vehicle Program, traffic sign maintenance, select street resurfacing, long patch and pothole repairs, streetscape, trash collection, yard waste drop-off, and the Keep Worcester Clean Program.

The Engineering and Architectural Services Division is responsible for civil engineering, traffic engineering, and architectural services. The Division is comprised of engineers working on projects for streets and sidewalks, parking control management, sewer programs, private street conversion, Conservation Commission issues, traffic studies, traffic signal maintenance, bridge construction, permitting, and other public works issues. Another component of this Division is the Architectural Services section which is responsible for architectural design and support, including construction management and administration services for many of the City's public construction projects, including construction and renovations of the Worcester Public Schools.

The Parks Division is responsible for forestry, recreation programs, parks, Hope Cemetery, public building maintenance, and the Green Hill Golf Course. Services include maintenance and management of over 1,250 acres of the City's 60 parks and playgrounds, as well as 19 miles of grass median strips, 44 grass islands and memorial squares. The Forestry section makes sure that trees are planted, trimmed, and removed as needed and as scheduling allows. Hope Cemetery provides for public and private interments, lot sales, marker and monument installation and proper cemetery maintenance. The programming and permitting of all parks and playground facilities is performed by the Parks Division. This includes permitting for baseball, softball, soccer, rugby, tennis, basketball, street and field hockey, and other events. Staff and technical support is also given to the Hope Cemetery Commission, the G.A.R. Hall Board of Trustees, and the Parks and Recreation Commission.

**DEPARTMENT OF PUBLIC WORKS AND PARKS
ADMINISTRATION & FINANCE DIVISION**



PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF ADMINISTRATION/FINANCE- DIVISION #4101

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 159,120.00	58CM	COMMISSIONER PUBLIC WORKS	1	\$ 162,303.00
1	118,664.00	53EM	DEPUTY COMMISSIONER PUBLIC WORKS	1	121,036.00
1	115,420.00	51EM	ASSISTANT COMMISSIONER- ADM. & FINANCE	1	117,728.00
1	90,896.00	43EM	ASSISTANT TO COMM.- SPECIAL PROJECTS	1	92,706.00
1	98,176.00	48M	DIRECTOR OF ACCOUNTS, PUBLIC WORKS	1	84,760.00
1	91,167.00	46M	PERSONNEL & PAYROLL MANAGER	1	92,997.00
1	77,085.00	45M	FINANCE MANAGER	1	79,682.00
1	87,676.00	45M	UTILITY BILLING MANAGER	1	89,690.00
0	-	42M	SAFETY & TRAINING MANAGER	1	61,381.00
1	73,258.00	40M	PRINCIPAL STAFF ASSISTANT	1	54,494.00
1	70,679.00	39M	SENIOR STAFF ASSISTANT	1	72,093.00
1	62,650.00	38	CUSTOMER SERVICE MANAGER	1	66,352.00
1	58,282.00	35	ADMINISTRATIVE ASSISTANT 7	1	59,447.00
1	54,703.00	34	UTILITY DATA TECHNICIAN	1	58,794.00
1	44,700.00	34	ASSISTANT CUSTOMER SERVICE MANAGER	1	48,551.00
1	53,722.00	33HC	SENIOR ENVIRONMENTAL ANALYST	1	57,909.00
1	54,413.00	33	SENIOR ENGINEERING AIDE GR 2	1	57,720.00
1	52,437.00	32	PAYROLL SUPERVISOR	1	55,064.00
1	45,234.00	32	STAFF ASSISTANT 1	1	39,812.00
2	98,052.00	30	HEAD CLERK	2	103,016.00
3	133,287.00	28	PRINCIPAL ACCOUNT CLERK	3	140,047.00
3	118,071.00	28	SENIOR CUSTOMER SERVICE REP.	3	115,553.00
3	119,491.00	26	WATER SERVICE INSPECTOR	3	129,896.00
2	82,618.00	25	SENIOR ACCOUNT CLERK	2	86,834.00
2	75,006.00	22	CUSTOMER SERVICE REP.	2	78,826.00
4	134,709.00	22	SENIOR CLERK AND TYPIST	4	135,215.00
<u>37</u>	<u>2,169,516.00</u>		TOTAL REGULAR SALARIES	<u>38</u>	<u>2,261,906.00</u>
	15,898.00		EM INCENTIVE PAY		15,490.00
	(58,240.00)		VACANCY FACTOR		(58,240.00)
	5,005.00		METER REPAIR/INSTALLATION STIPEND		5,005.00
	<u>2,132,179.00</u>		TOTAL RECOMMENDED SALARIES		<u>2,224,161.00</u>
			FUNDING SOURCES:		
	(9,097.00)		GOLF REVENUES		(9,479.00)
	(628,506.00)		SEWER REVENUES		(670,244.00)
	(1,033,878.00)		WATER REVENUES		(1,092,639.00)
	(6,000.00)		PROJECT FUNDING		(6,000.00)
	<u>(1,677,481.00)</u>		TOTAL FUNDING SOURCES		<u>(1,778,362.00)</u>
<u>37</u>	<u>\$ 454,698.00</u>	4101-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>38</u>	<u>\$ 445,799.00</u>
	<u>\$ 31,110.00</u>	4101-97000	REGULAR OVERTIME		<u>\$ 31,110.00</u>
\$	3,500.00		BUILDING MAINTENANCE SERVICES	\$	-
	62,000.00		ELECTRICITY		58,000.00
	10,591.00		LEASES & RENTALS		10,000.00
	40,200.00		TELEPHONE		16,991.00
	2,100.00		OTHER PERSONAL SERVICES		-
	-		PRINTING		1,250.00
	1,000.00		MAINTENANCE SYSTEM SOFTWARE		7,500.00
	-		MAINTENANCE/REPAIR BUILDING		3,500.00
	7,100.00		CLEANING SERVICES		5,000.00
	150,000.00		ENVIRONMENTAL SERVICES		164,000.00
	-		HARDWARE NETWORK SUPPORT		2,000.00
	3,400.00		MEMBERSHIP DUES		8,850.00

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

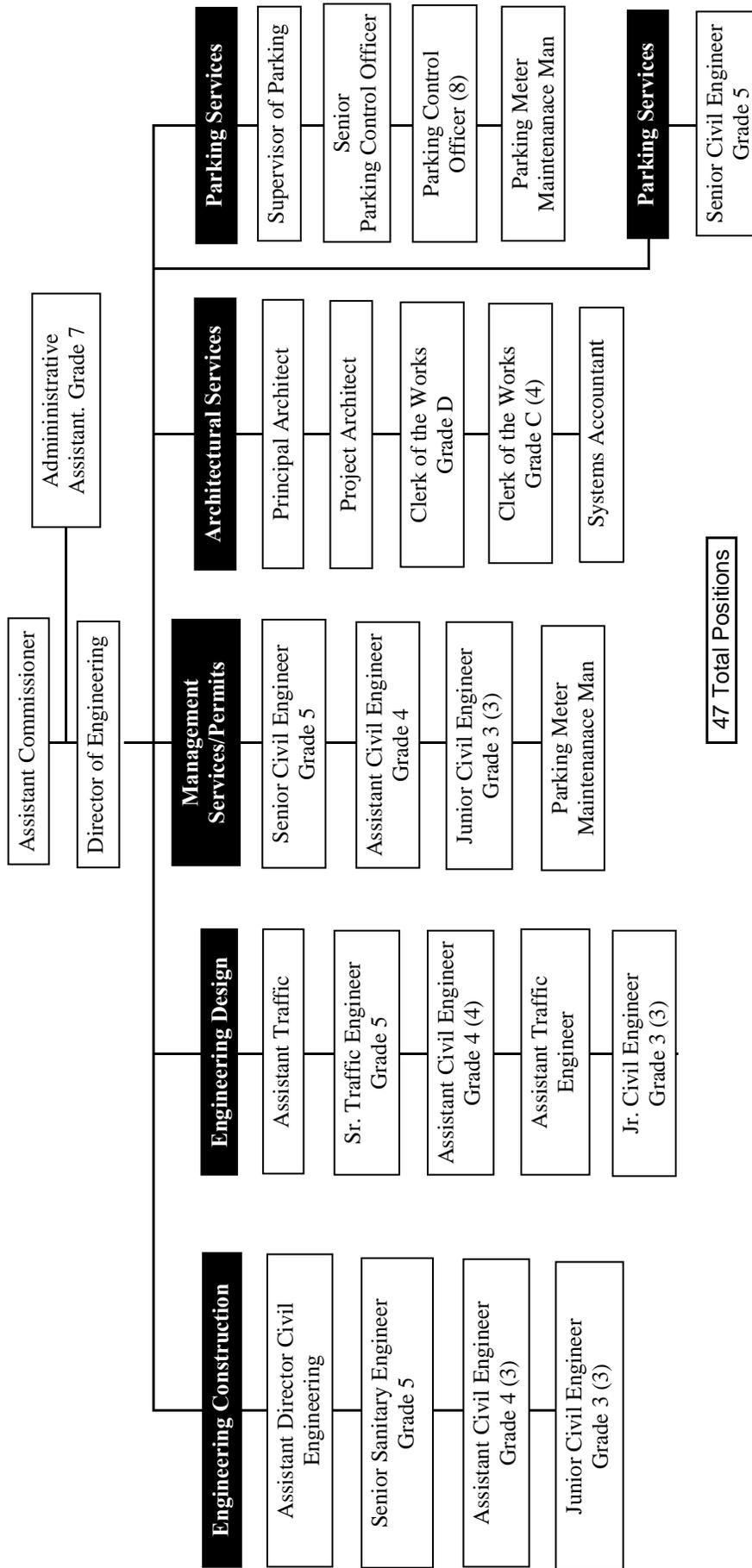
DIVISION OF ADMINISTRATION/FINANCE- DIVISION #4101

<u>FY18</u> <u>TOTAL</u> <u>POSITIONS</u>	<u>APPROVED</u> <u>FY18 AMOUNT</u>	<u>PAY</u> <u>GRADE</u>	<u>TITLE</u>	<u>FY19</u> <u>TOTAL</u> <u>POSITIONS</u>	<u>RECOMMENDED</u> <u>FY19 AMOUNT</u>
	\$ -		EDUCATIONAL SUPPLIES		\$ 1,500.00
	13,000.00		OFFICE SUPPLIES		15,000.00
	58,000.00		NATURAL GAS		58,000.00
	-		PRINTING SUPPLIES		1,000.00
	-		LABORATORY SUPPLIES		55,000.00
	-		PARTS/EQUIPMENT SUPPLIES		1,500.00
	-		SUBSCRIPTIONS		2,750.00
	1,500.00		COPY PAPER		1,700.00
	1,000.00		HARDWARE/DEVICES		4,750.00
	-		OTHER CHARGES & EXPENDITURES		5,100.00
	<u>120,000.00</u>		CENTREX TELEPHONES		<u>120,000.00</u>
	<u>473,391.00</u>		TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>543,391.00</u>
			FUNDING SOURCES:		
	(46,281.00)		SEWER REVENUES		(53,125.00)
	(41,064.00)		WATER REVENUES		(47,136.00)
	<u>(87,345.00)</u>		TOTAL FUNDING SOURCES		<u>(100,261.00)</u>
	<u>\$ 386,046.00</u>	4101-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 443,130.00</u>
	<u>\$ 871,854.00</u>		TOTAL TAX LEVY		<u>\$ 920,039.00</u>



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DEPARTMENT OF PUBLIC WORKS AND PARKS ENGINEERING & ARCHITECTURAL DIVISION



47 Total Positions

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES- DIVISION #4102

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
ENGINEERING SECTION					
1	\$ 116,335.00	51EM	ASSISTANT COMMISSIONER- ENG. & ARCH. SERV.	1	\$ 118,664.00
1	99,653.00	47EM	DIRECTOR OF DPW ENGINEERING	1	101,650.00
1	98,176.00	48M	ASSISTANT TRAFFIC DIRECTOR	1	100,132.00
1	91,167.00	46M	SUPERVISOR OF PARKING	1	92,997.00
1	89,928.00	48M	ASSISTANT DIRECTOR CIVIL ENGINEERING	1	92,997.00
1	84,760.00	44M	SENIOR TRAFFIC ENGINEER, GRADE 5	1	86,445.00
2	169,520.00	44M	SENIOR CIVIL ENGINEER, GRADE 5	2	172,890.00
1	84,760.00	44M	SENIOR SANITARY ENGINEER, GRADE 5	1	86,445.00
1	60,618.00	41	ASSISTANT TRAFFIC ENGINEER, GRADE 4	1	65,217.00
8	572,036.00	41	ASSISTANT CIVIL ENGINEER, GRADE 4	8	604,708.00
9	534,652.00	37	JUNIOR CIVIL ENGINEER, GRADE 3	9	569,152.00
1	58,282.00	35	ADMINISTRATIVE ASSISTANT 7	1	59,447.00
1	52,437.00	32	SENIOR PARKING CONTROL OFFICER	1	55,620.00
2	81,861.00	26	PARKING METER MAINTENANCE MAN	2	87,626.00
8	286,656.00	22	PARKING CONTROL OFFICER	8	303,800.00
<u>39</u>	<u>2,480,841.00</u>		REGULAR SALARIES	<u>39</u>	<u>2,597,790.00</u>
ARCHITECTURAL SECTION					
1	\$ 96,720.00	48EM	PRINCIPAL ARCHITECT	1	\$ 98,655.00
1	69,285.00	46M	PROJECT ARCHITECT	1	70,679.00
1	69,722.00	40	CLERK OF WORKS - BLD. MAINT. GRADE D	1	71,116.00
4	255,050.00	39	CLERK OF WORKS - BLD. MAINT. GRADE C	4	260,167.00
1	54,773.00	38P	SYSTEMS ACCOUNTANT	1	57,907.00
<u>8</u>	<u>545,550.00</u>		REGULAR SALARIES	<u>8</u>	<u>558,524.00</u>
<u>47</u>	<u>3,026,391.00</u>		TOTAL REGULAR SALARIES	<u>47</u>	<u>3,156,314.00</u>
AUTHORIZED POSITIONS WITHOUT FUNDING					
1	-	37	JUNIOR CIVIL ENGINEER, GRADE 3	1	-
1	-	27	PRINCIPAL CLERK AND TYPIST	1	-
<u>2</u>	<u>-</u>		REGULAR SALARIES	<u>2</u>	<u>-</u>
	3,188.00		EM INCENTIVE PAY		-
	(52,188.00)		VACANCY FACTOR		(127,188.00)
	31,000.00		TEMPORARY STAFF		31,000.00
	43,298.00		EDUCATIONAL STIPENDS- MEO		39,866.00
<u>49</u>	<u>3,051,689.00</u>			<u>49</u>	<u>3,099,992.00</u>
FUNDING SOURCES:					
	(794,890.00)		SEWER REVENUES		(826,786.00)
	(120,824.00)		WATER REVENUES		(125,672.00)
	(332,082.00)		PROJECT FUNDING STREETS		(278,284.00)
	(545,550.00)		PROJECT FUNDING ARCHITECTURAL SERVICES		(458,569.00)
	<u>(1,793,346.00)</u>		TOTAL FUNDING SOURCES		<u>(1,689,311.00)</u>
<u>49</u>	<u>\$ 1,258,343.00</u>	4102-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>49</u>	<u>\$ 1,410,681.00</u>
	45,473.00		OVERTIME ENGINEERING SECTION		45,473.00
	22,311.00		GREENWOOD STREET LANDFILL		22,311.00
	14,009.00		OVERTIME TRAFFIC ENGINEERING SECTION		14,009.00
	<u>\$ 81,793.00</u>	4102-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 81,793.00</u>

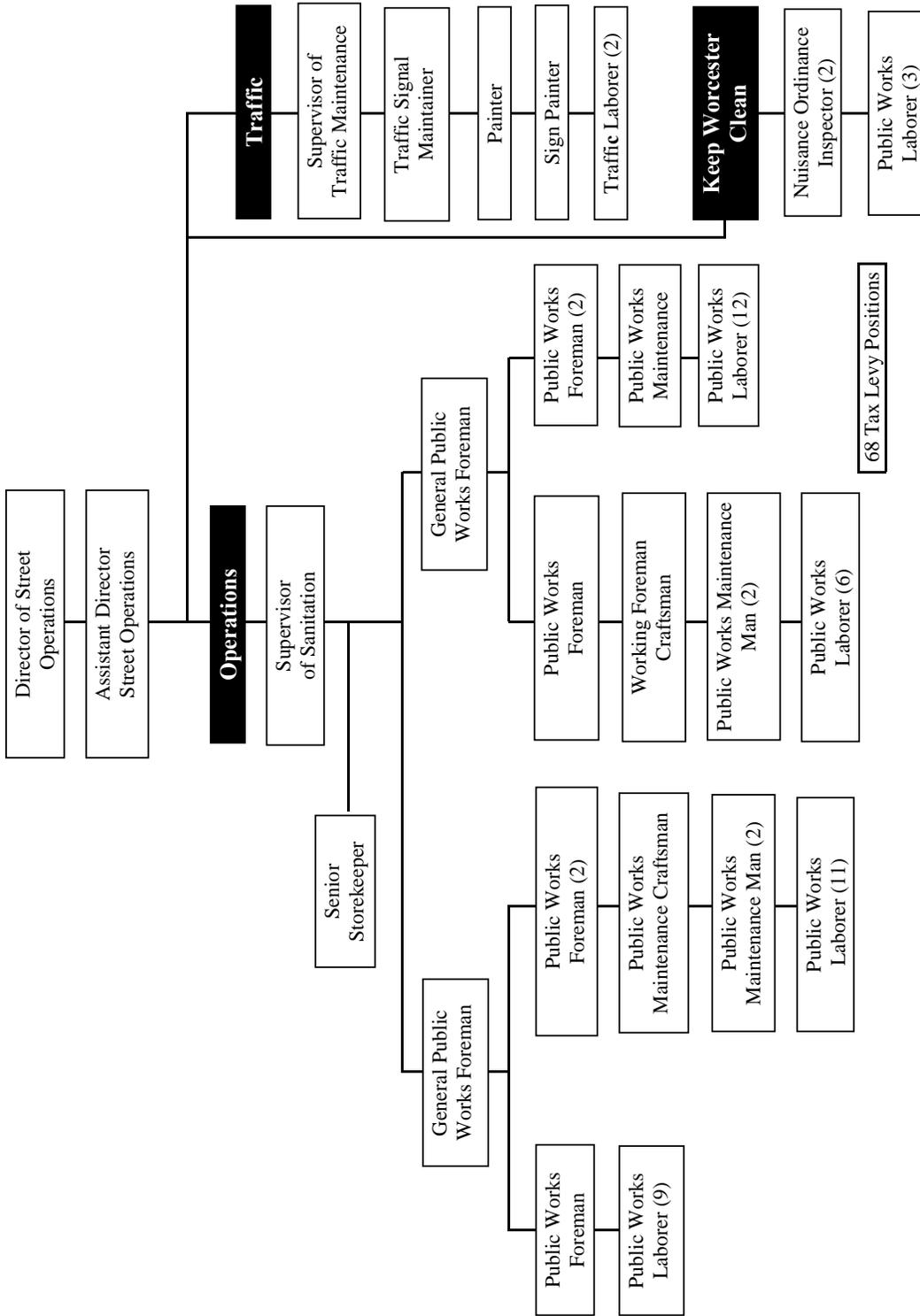
PAUL J. MOOSEY, COMMISSIONER**CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF PUBLIC WORKS & PARKS****DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES- DIVISION #4102**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	90,000.00		ELECTRICITY		82,000.00
	4,500.00		LEASES & RENTALS		8,250.00
	20,000.00		SPECIAL POLICE		8,000.00
	-		HIRED SERVICES		1,000.00
	10,000.00		TELEPHONES		24,500.00
	-		NEWSPAPER ADVERTISING		2,400.00
	3,500.00		REGISTRATION FEES		2,900.00
	5,200.00		PRINTING		7,000.00
	-		MAINTENANCE SYSTEM SOFTWARE		26,500.00
	-		MAINTENANCE SYSTEM BUILDING		52,500.00
	203,650.00		MAINTENANCE/REPAIR EQUIPMENT		150,750.00
	10,000.00		ENVIRONMENTAL SERVICES		1,000.00
	8,550.00		HARDWARE NETWORK SUPPORT		2,000.00
	-		MEMBERSHIP DUES		2,300.00
	5,500.00		BUILDING SUPPLIES		10,700.00
	14,000.00		OFFICE SUPPLIES		12,000.00
	-		PRINTING SUPPLIES		4,000.00
	20,000.00		PARTS/EQUIPMENT SUPPLIES		120,000.00
	-		SAFETY SUPPLIES		2,000.00
	-		COPY PAPER		1,500.00
	-		HARDWARE/DEVICES		2,500.00
	7,500.00		OTHER CHARGES & EXPENDITURE		3,600.00
	<u>\$ 402,400.00</u>	4102-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 527,400.00</u>
	<u>\$ 1,742,536.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 2,019,874.00</u>



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**DEPARTMENT OF PUBLIC WORKS AND PARKS
STREET DIVISION**



PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF STREETS- DIVISION #4103

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 101,234.00	51EM	DIRECTOR, STREET OPERATIONS	1	\$ 103,252.00
1	91,167.00	46M	ASSISTANT DIRECTOR STREET OPERATIONS	1	92,997.00
1	70,671.00	39M	SUPERVISOR OF SANITATION	1	72,093.00
1	70,101.00	39M	SUPERVISOR OF TRAFFIC MAINTENANCE	1	72,093.00
2	130,084.00	38	GENERAL PUBLIC WORKS FOREMAN	2	132,704.00
6	336,518.00	34	PUBLIC WORKS FOREMAN	6	340,256.00
2	104,874.00	32	NUISANCE ORDINANCE INSPECTOR	2	97,595.00
1	49,026.00	32	WORKING FOREMAN, CRAFTMAN	1	52,021.00
1	47,851.00	32	TRAFFIC SIGNAL MAINTAINER	1	51,529.00
1	49,026.00	30	PUBLIC WORKS MAINTENANCE CRAFTSMAN	1	52,021.00
1	41,309.00	28	SENIOR STOREKEEPER	1	43,847.00
1	35,572.00	27	PAINTER	1	39,114.00
1	44,325.00	27	SIGN PAINTER	1	47,029.00
5	189,851.00	26	PUBLIC WORKS MAINTENANCE MAN	5	190,047.00
41	1,535,098.00	24	PUBLIC WORKS LABORER	41	1,624,051.00
2	73,591.00	24	TRAFFIC LABORER	2	78,888.00
<u>68</u>	<u>2,970,298.00</u>		REGULAR SALARIES	<u>68</u>	<u>3,089,537.00</u>
AUTHORIZED POSITIONS WITHOUT FUNDING					
1	-	24	PUBLIC WORKS LABORER	1	-
1	-			1	-
	3,212.00		EM INCENTIVE PAY		3,425.00
	345,745.00		CONTRACTUAL STIPENDS - MEO		345,745.00
	35,000.00		DOWNTOWN STREETScape - POOL LABOR		35,000.00
	(103,381.00)		VACANCY FACTOR		(103,381.00)
	<u>3,250,874.00</u>		TOTAL RECOMMENDED SALARIES		<u>3,370,326.00</u>
	(981,298.00)		FUNDING SOURCES: SEWER REVENUES		(1,016,244.00)
	(407,107.00)		WATER REVENUES		(421,605.00)
	<u>(1,388,405.00)</u>		TOTAL FUNDING SOURCES		<u>(1,437,849.00)</u>
<u>69</u>	<u>\$ 1,862,469.00</u>	4103-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>69</u>	<u>\$ 1,932,477.00</u>
	\$ 40,160.00		SUNDAY YARD WASTE DROP OFF		\$ 40,160.00
	309,948.00		REGULAR OVERTIME		309,948.00
	<u>350,108.00</u>	4103-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 350,108.00</u>
	\$ 3,500.00		ELECTRICITY		\$ 4,428.00
	3,200.00		LEASES & RENTALS		5,500.00
	24,800.00		SPECIAL POLICE		17,450.00
	820,000.00		HIRED SERVICES		995,000.00
	3,000.00		TELEPHONES		8,000.00
	6,000.00		REGISTRATION FEES		2,500.00
	2,400.00		EXTERMINATOR SERVICES		-
	-		PRINTING		2,200.00
	23,500.00		MAINTENANCE/REPAIR BUILDING		15,000.00
	2,700.00		MAINTENANCE/REPAIR EQUIPMENT		10,500.00
	-		TRAINING CERTIFICATES		2,000.00
	2,500.00		MAINTENANCE/REPAIR VEHICLE		500.00
	-		CLEANING SERVICES		1,500.00
	3,000.00		AUTOMOTIVE SUPPLIES		3,500.00
	126,500.00		BUILDING SUPPLIES		221,000.00
	3,000.00		OFFICE SUPPLIES		2,000.00
	-		OTHER SUPPLIES		20,000.00
	3,200.00		TOOLS		-
	7,000.00		PARTS/EQUIPMENT SUPPLIES		4,500.00
	20,000.00		SAFETY SUPPLIES		10,000.00

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

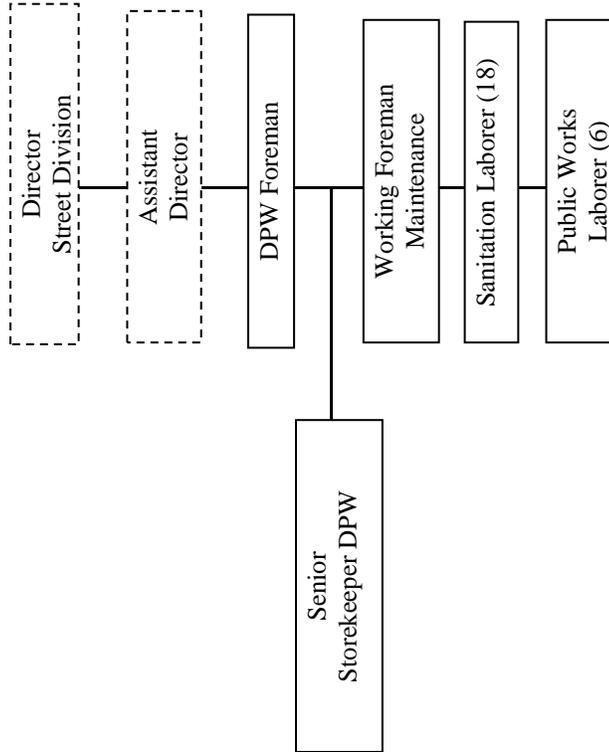
DIVISION OF STREETS- DIVISION #4103

<u>FY18</u> <u>TOTAL</u> <u>POSITIONS</u>	<u>APPROVED</u> <u>FY18 AMOUNT</u>	<u>PAY</u> <u>GRADE</u>	<u>TITLE</u>	<u>FY19</u> <u>TOTAL</u> <u>POSITIONS</u>	<u>RECOMMENDED</u> <u>FY19 AMOUNT</u>
-			CHEMICAL SUPPLIES		1,500.00
-			CUSTODIAL SUPPLIES		2,000.00
10,000.00			LANDSCAPING SUPPLIES		14,800.00
10,700.00			OTHER CHARGES & EXPENDITURES		6,550.00
<u>1,075,000.00</u>			ORDINARY MAINTENANCE		<u>1,350,428.00</u>
			FUNDING SOURCES:		
(376,158.00)			SEWER REVENUES		(472,534.00)
<u>(376,158.00)</u>			TOTAL FUNDING SOURCES		<u>(472,534.00)</u>
<u>\$ 698,842.00</u>	4103-92000		TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 877,894.00</u>
<u>\$ 2,911,419.00</u>			TOTAL RECOMMENDED TAX LEVY		<u>\$ 3,160,479.00</u>



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**DEPARTMENT OF PUBLIC WORKS AND PARKS
SANITATION DIVISION**



27 Tax Levy Positions

PAUL J. MOOSEY, COMMISSIONER

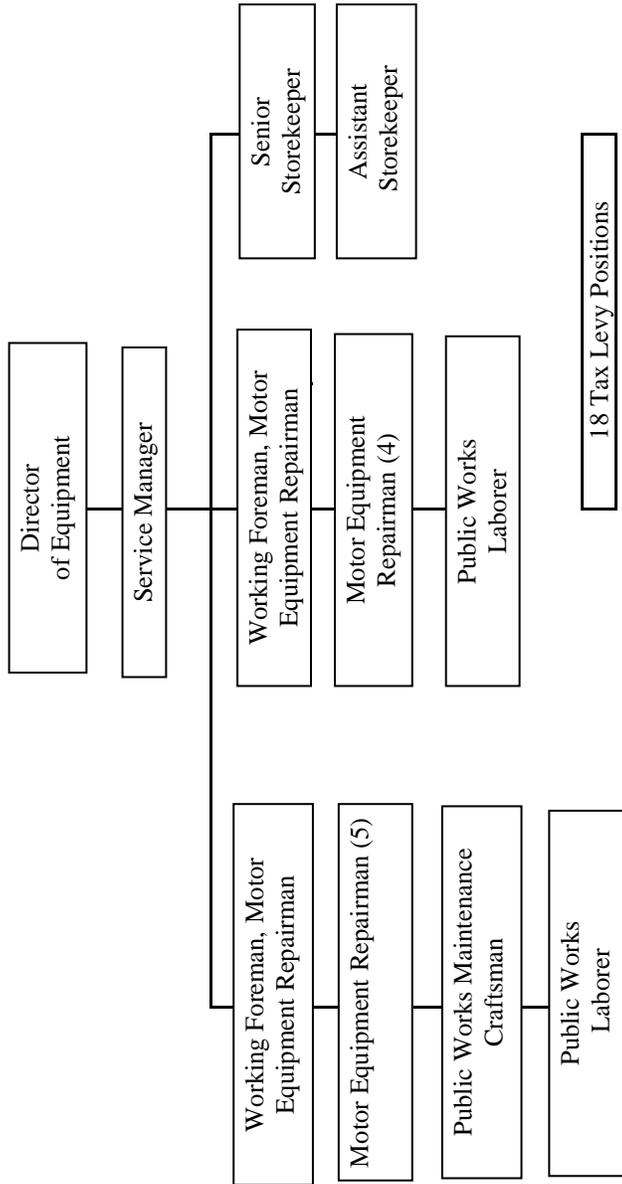
CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF SANITATION- DIVISION #4104

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 56,348.00	34	PUBLIC WORKS FOREMAN	1	\$ 59,780.00
1	49,026.00	30	WORKING FOREMAN, MAINTENANCE MAN	1	52,021.00
1	45,989.00	28	SENIOR STOREKEEPER	1	48,797.00
18	681,434.00	26	SANITATION LABORER	18	703,625.00
6	228,645.00	24	PUBLIC WORKS LABORER	6	238,836.00
<u>27</u>	<u>1,061,442.00</u>		TOTAL REGULAR SALARIES	<u>27</u>	<u>1,103,059.00</u>
AUTHORIZED POSITIONS WITHOUT FUNDING:					
1	-	26	SANITATION LABORER	1	-
<u>1</u>	<u>-</u>			<u>1</u>	<u>-</u>
	117,989.00		CONTRACTUAL STIPENDS/MEO		117,989.00
	20,000.00		POOL LABOR		20,000.00
	(106,075.00)		VACANCY FACTOR		(106,075.00)
<u>28</u>	<u>\$ 1,093,356.00</u>	4104-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>28</u>	<u>\$ 1,134,973.00</u>
	\$ 84,056.00		REGULAR OVERTIME		\$ 84,056.00
	57,358.00		MILLBURY STREET DROP OFF CENTER		57,358.00
	<u>\$ 141,414.00</u>	4104-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 141,414.00</u>
	\$ 60,000.00		ENGINEERS		\$ -
	35,000.00		BUILDING MAINTENANCE SERVICES		-
	17,000.00		ELECTRICITY		15,000.00
	2,400.00		LEASES & RENTALS		2,500.00
	-		ARCHITECTS		70,000.00
	-		HIRED SERVICES		18,709.00
	-		TELEPHONE		1,500.00
	4,307,009.00		RUBBISH REMOVAL		4,590,000.00
	6,000.00		MAINTENANCE SYSTEM SOFTWARE		2,000.00
	-		MAINTENANCE REPAIR BUILDING		20,000.00
	2,300.00		BUILDING SUPPLIES		3,000.00
	2,200.00		EDUCATION SUPPLIES		2,500.00
	4,225.00		OFFICE SUPPLIES		2,500.00
	20,000.00		NATURAL GAS		15,000.00
	15,000.00		AUTO FUEL NO LEAD GAS		-
	-		PARTS/EQUIPMENT SUPPLIES		10,000.00
	10,000.00		SAFETY SUPPLIES		15,000.00
	-		CUSTODIAL SUPPLIES		300,000.00
	2,075.00		OTHER CHARGES & EXPENDITURES		5,500.00
	<u>\$ 4,483,209.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 5,073,209.00</u>
	-		FUNDING SOURCES:		
	-		RECYCLING REVOLVING FUND		(300,000.00)
	-		TOTAL FUNDING SOURCES		(300,000.00)
	<u>\$ 4,483,209.00</u>	4104-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 4,773,209.00</u>
	<u>\$ 5,717,979.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 6,049,596.00</u>

**DEPARTMENT OF PUBLIC WORKS AND PARKS
CENTRAL GARAGE DIVISION**



18 Tax Levy Positions

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF CENTRAL GARAGE- DIVISION #4105

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 92,748.00	45EM	DIRECTOR- EQUIPMENT MAINTENANCE	1	\$ 94,599.00
1	70,671.00	39M	SERVICE MANAGER	1	72,093.00
2	109,416.00	34	WORK FOREMAN, MOTOR EQUIPMENT REPAIRMAN	2	117,021.00
9	402,649.00	30	MOTOR EQUIPMENT REPAIRMAN	9	427,871.00
1	43,233.00	30	PUBLIC WORKS MAINTENANCE CRAFTSMAN	1	48,272.00
1	45,989.00	28	SENIOR STORE KEEPER	1	48,797.00
1	34,207.00	25	ASSISTANT STOREKEEPER	1	37,182.00
2	75,132.00	24	PUBLIC WORKS LABORER	2	80,198.00
<u>18</u>	<u>874,045.00</u>		TOTAL REGULAR SALARIES	<u>18</u>	<u>926,033.00</u>
	14,908.00		CONTRACTUAL STIPENDS/MEO		14,908.00
	3,344.00		EM INCENTIVE PAY		2,538.00
	(77,530.00)		VACANCY FACTOR		(77,530.00)
	<u>814,767.00</u>		TOTAL RECOMMENDED SALARIES		<u>865,949.00</u>
	(170,706.00)		FUNDING SOURCES:		(180,498.00)
	(66,015.00)		SEWER REVENUES		(69,802.00)
	<u>(236,721.00)</u>		WATER REVENUES		<u>(250,300.00)</u>
			TOTAL FUNDING SOURCES		
<u>18</u>	<u>\$ 578,046.00</u>	4105-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>18</u>	<u>\$ 615,649.00</u>
	<u>\$ 30,613.00</u>	4105-97000	REGULAR OVERTIME		<u>\$ 30,613.00</u>
\$	32,000.00		ELECTRICITY	\$	32,000.00
	2,500.00		LEASES & RENTALS		5,000.00
	20,000.00		HIRED SERVICES		30,000.00
	4,000.00		TELEPHONES		4,000.00
	5,000.00		AUTO INSPECTION FEES		-
	-		REGISTRATION FEES		1,000.00
	3,000.00		PRINTING		3,000.00
	1,500.00		MAINTENANCE SYSTEM SOFTWARE		1,500.00
	9,000.00		MAINTENANCE & REPAIR BUILDING		9,000.00
	7,500.00		MAINTENANCE & REPAIR EQUIPMENT		7,500.00
	872,500.00		MAINTENANCE & REPAIR VEHICLE		915,000.00
	333,000.00		AUTOMOTIVE SUPPLIES		338,000.00
	6,000.00		BUILDING SUPPLIES		5,000.00
	2,500.00		OFFICE SUPPLIES		2,000.00
	75,000.00		NATURAL GAS		75,000.00
	5,000.00		OTHER SUPPLIES		-
	355,000.00		AUTO FUEL NO LEAD GAS		349,000.00
	350,000.00		DIESEL FUEL		347,000.00
	7,200.00		PARTS/EQUIPMENT SUPPLIES		13,000.00
	1,800.00		SUBSCRIPTIONS		-
	-		CHEMICAL SUPPLIES		5,000.00
	2,000.00		CUSTODIAL SERVICES		1,000.00
	1,400.00		OTHER CHARGES & EXPENDITURES		2,900.00
	<u>\$ 2,095,900.00</u>		ORDINARY MAINTENANCE		<u>\$ 2,145,900.00</u>

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF CENTRAL GARAGE- DIVISION #4105

<u>FY18 TOTAL POSITIONS</u>	<u>APPROVED FY18 AMOUNT</u>	<u>PAY GRADE</u>	<u>TITLE</u>	<u>FY19 TOTAL POSITIONS</u>	<u>RECOMMENDED FY19 AMOUNT</u>
			FUNDING SOURCES:		
	(439,900.00)		CREDIT SEWER REVENUES		(450,394.00)
	(266,814.00)		CREDIT WATER REVENUES		(273,179.00)
	<u>(200,000.00)</u>		TRANSFER OF SERVICES		<u>(200,000.00)</u>
	<u>(906,714.00)</u>		TOTAL FUNDING SOURCES		<u>(923,573.00)</u>
	<u>\$ 1,189,186.00</u>	4105-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 1,222,327.00</u>
	<u>\$ 1,797,845.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 1,868,589.00</u>



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Department of Public Works & Parks- Parks Division
FY19 Budget Recommendation

Paul J. Moosey
Commissioner

50 Skyline Drive
 Worcester, Massachusetts 01605
 (508) 799-1190

Divisional Mission Statement:

The mission of the Parks, Recreation, and Cemetery Division is to provide efficient and effective grounds maintenance for over sixty parks and playgrounds. To accomplish this mission, the Division:

- Manages comprehensive summer recreation programs;
- Completes maintenance and management of a one hundred sixty plus acre cemetery;
- Completes the physical set up for all National, State and Local elections;
- Maintains and manage the City’s urban forest (street trees);
- Provides staff and technical support to the Parks and Recreation Commission, Hope Cemetery Commission, GAR Hall, and Auditorium Board of Trustees; and
- Maintain and repair public buildings.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 2,974,649.77	\$ 3,155,218.00	91000	\$ 3,501,205.00
Overtime	435,887.97	479,062.00	97000	479,062.00
Ordinary Maintenance	1,486,803.86	1,894,500.00	92000	1,731,000.00
Capital Outlay	10,703.79			
Total	\$ 4,908,045.39	\$ 5,528,780.00		\$ 5,711,267.00
Total Positions	56	56		56

**Department of Public Works & Parks- Parks Division
FY19 Budget Recommendation**

Fiscal 2018		Fiscal 2019	
Budget	Regular Salaries	Budget	Change
579,263	Administration	598,566	19,303
1,386,048	Maintenance	1,474,717	88,669
423,925	Forestry	449,772	25,847
318,857	Hope Cemetery	337,789	18,932
2,708,093	Total Salaries	2,860,844	152,751
(30,072)	Vacancy Factor	(30,072)	-
7,016	EM Incentive Pay	6,717	(299)
100,000	Hope Cemetery Temporary Laborers	100,000	-
65,500	Temporary Parks Staff	180,000	114,500
-	Parks Steward/ Temporary Staff	45,000	45,000
200,000	Aquatics Program/ Temporary Staff	240,000	40,000
252,909	Contractual Stipends- MEO Rates	252,909	-
(148,228)	Funding Sources	(154,193)	(5,965)
447,125	Total	640,361	193,236
3,155,218	Total Recommended Regular Salaries	3,501,205	345,987
Fiscal 2018		Fiscal 2019	
Budget	Overtime Salaries	Budget	Change
42,000	Recreation Division Overtime	42,000	-
210,000	Maintenance Division Overtime	210,000	-
125,000	Forestry Division Overtime	125,000	-
55,753	Hope Cemetery Division Overtime	55,753	-
46,309	Snow Removal Overtime	46,309	-
479,062	Total Recommended Overtime Salaries	479,062	-
Fiscal 2018		Fiscal 2019	
Budget	Ordinary Maintenance	Budget	Change
297,539	Administration- Ordinary Maintenance	347,100	49,561
470,885	Maintenance- Ordinary Maintenance	565,095	94,210
619,600	Forestry- Ordinary Maintenance	301,505	(318,095)
118,476	Hope Cemetery- Ordinary Maintenance	162,400	43,924
388,000	Recreational- Ordinary Maintenance	354,900	(33,100)
1,894,500	Total Recommended Ordinary Maintenance	1,731,000	(163,500)
5,528,780	Total Salaries, Overtime & Ordinary Maintenance	5,711,267	182,487

Expenditures:

The total recommended budget for Fiscal 2019 for the Parks Division is \$5,711,267 which is an increase of \$182,487 from the Fiscal 2018 budget of \$5,528,780.

Department of Public Works & Parks- Parks Division

FY19 Budget Recommendation

The Personal Service Salaries account for Fiscal 2019 is recommended to be \$3,501,205, which is an increase of \$345,987 from the Fiscal 2018 budget amount of \$3,155,218. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$149,976;
- Increase for Temporary Staff: \$114,500;
- Parks Steward Program (funds moved from Ordinary Maintenance): \$45,000;
- Recreation Program/Aquatics Learn-to- Swim: \$40,000;
- Upgrade Clerk of Works, Grade C to Clark of Works, Grade D: \$2,476;
- Increase Golf credit: (\$970);
- Increase in Project funds: (\$4,995).

The Overtime budget for Fiscal 2019 is recommended to be level funded at \$479,062.

The Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$1,731,000, which is a decrease of \$163,500 from the Fiscal 2018 budget of \$1,894,500. This decrease is due to:

- Parks Steward Program (funds moved to Personal Services): (\$45,000);
- Building Insurance payment moved to Insurance account; (\$1,000);
- Reduction in stump grinding: (\$250,000);
- Increase playground maintenance supply: \$10,000;
- Increase in turf management supplies: \$10,000;
- Expenses associated with 50 Skyline Drive: \$15,000;
- Expenses associated with Stearns Tavern: \$5,000;
- Cameras connections to Crime Center for parks: \$5,000;
- Memorial island maintenance: \$75,000;
- Increase of Bennett field DEP fees: \$2,500;
- Funding for WWI dedication wreaths: \$5,000;
- Increase seasonal wreaths: \$5,000.

Operational Overview

The Administration Office provides the vision, management, and technical support to the diverse operations of the Parks Division. This unit provides technical and clerical services to allow for the efficient day-to-day management of all Parks units. These services include customer service, accounting and record keeping, permit allocation, facility management, personnel management, grant management, and other administrative functions. This Division also provides staff and technical support to the Hope Cemetery Commission, the G.A.R. Hall Board of Trustees, the Worcester Memorial Auditorium Board of Trustees as well as the Parks and Recreation Commission.

The Recreation Office operates the City's Crompton Park Pool, two spray parks and four City beaches which include Bell Hill, Coes Pond, Indian Lake, and Shore Park. This office also oversees the City's availability of recreational field use, and coordinates other recreational and athletic programming.

Department of Public Works & Parks- Parks Division

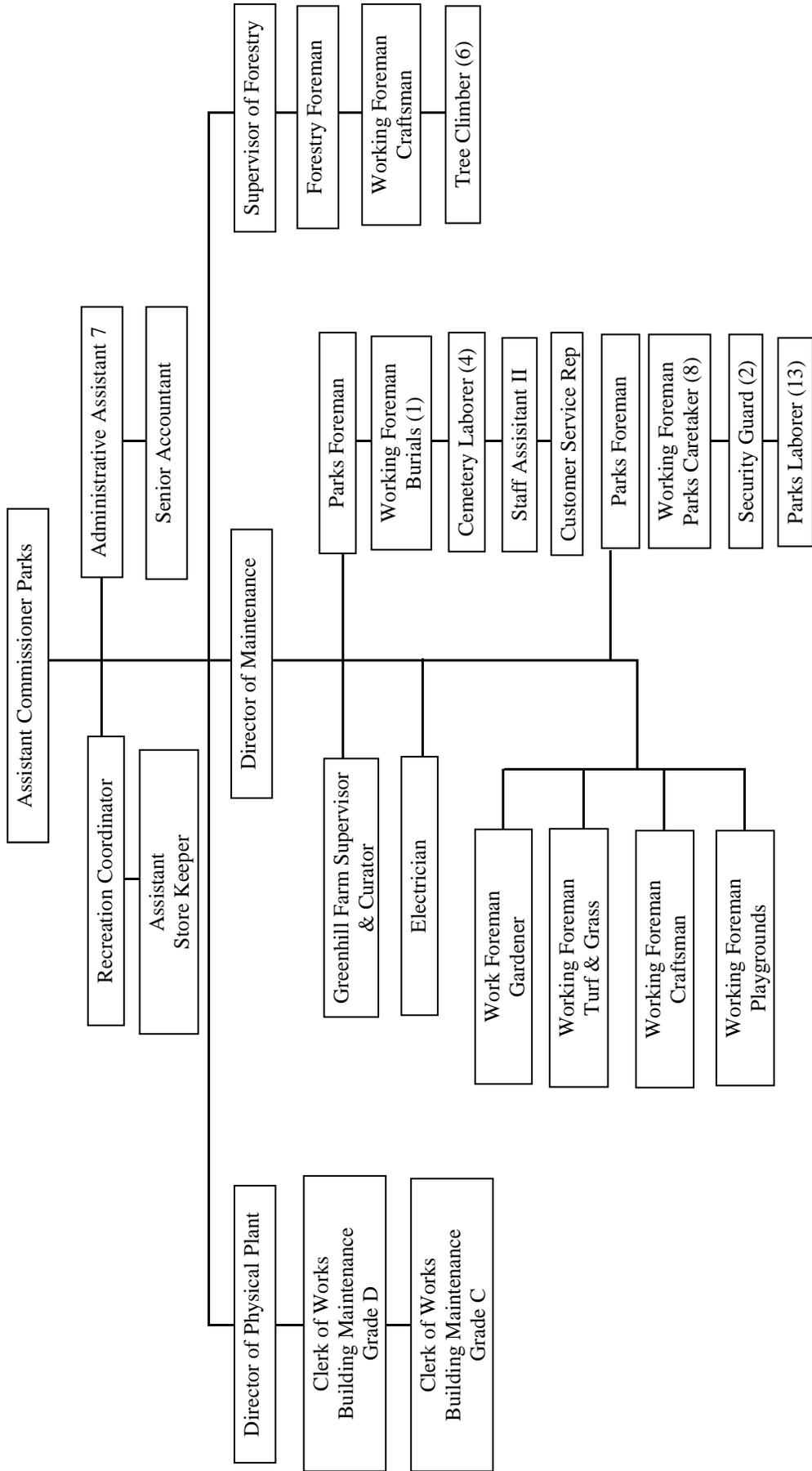
FY19 Budget Recommendation

The Maintenance and Construction unit provides year-round maintenance and management of 1250+ acres of the City's 60 parks and playgrounds, of which 525 acres are categorized as active/passive recreation areas, as well as 19 miles of grass median strips, 44 grass islands and squares, and a variety of park support buildings. They also provide primary and general election set up for various City and statewide elections.

The Forestry unit provides the maintenance and management of all City owned street and park trees. Primary functions include planting, trimming, removing trees and stumps, inspecting trees, and conducting tree hearings.

The Hope Cemetery unit provides public and private interments, sale of lots, installment of markers and monuments, as well as proper overall maintenance and management of the Cemetery's one hundred sixty plus acres.

DEPARTMENT OF PUBLIC WORKS & PARKS PARKS / RECREATION / HOPE CEMETERY DIVISION



56 Tax Levy Positions

PAUL J. MOOSEY, COMMISSIONER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF PUBLIC WORKS & PARKS****DIVISION OF PARKS/ RECREATION / HOPE CEMETERY- DIVISION # 720**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 118,664.00	51EM	ASSISTANT COMMISSIONER PARKS	1	\$ 121,036.00
1	75,775.00	46EM	DIRECTOR OF PHYSICAL PLANT	1	77,293.00
1	62,807.00	40M	RECREATION COORDINATOR	1	66,236.00
0	-	40	CLERK OF WORKS, BUILDING MAINTENANCE, GRADE D	1	71,116.00
2	134,576.00	39	CLERK OF WORKS, BUILDING MAINTENANCE, GRADE C	1	68,640.00
1	58,282.00	35	ADMINISTRATIVE ASSISTANT 7	1	59,447.00
1	56,348.00	34	SENIOR ACCOUNTANT	1	57,471.00
1	35,308.00	25	ASSISTANT STOREKEEPER (DPW)	1	37,914.00
1	37,503.00	22	CUSTOMER SERVICE REP	1	39,413.00
9	\$ 579,263.00		REGULAR SALARIES #7201	9	\$ 598,566.00
1	\$ 78,396.00	45EM	DIRECTOR OF MAINTENANCE PARKS/CEMETERY	1	\$ 79,956.00
1	55,911.00	40M	GREENHILL FARM SUPERVISOR & CURATOR	1	63,271.00
1	65,042.00	38	ELECTRICIAN	1	69,036.00
1	56,348.00	34	PARKS FOREMAN	1	59,780.00
2	101,172.00	32	WORKING FOREMAN, CRAFTSMAN	2	108,146.00
1	52,437.00	32	WORKING FOREMAN, GARDENER	1	55,620.00
9	461,346.00	32	WORKING FOREMAN PARKS	9	468,014.00
2	75,178.00	2	SECURITY GUARD	2	81,570.00
13	440,218.00	24	PARK LABORER	13	489,324.00
31	\$ 1,386,048.00		REGULAR SALARIES #7203	31	\$ 1,474,717.00
1	\$ 77,023.00	42EM	SUPERVISOR OF FORESTRY	1	\$ 78,562.00
1	56,348.00	34	FORESTRY FOREMAN	1	59,780.00
1	42,765.00	32	WORKING FOREMAN, CRAFTSMAN	1	45,386.00
6	247,789.00	26	TREE CLIMBER	6	266,044.00
9	\$ 423,925.00		REGULAR SALARIES #7204	9	\$ 449,772.00
1	\$ 57,426.00	35	STAFF ASSISTANT 2	1	\$ 59,447.00
1	56,348.00	34	CEMETERY FOREMAN	1	59,780.00
1	52,437.00	32	WORKING FOREMAN BURIALS	1	55,620.00
4	152,646.00	24	CEMETERY LABORER	4	162,942.00
7	\$ 318,857.00		REGULAR SALARIES #7206	7	\$ 337,789.00
56	\$ 2,708,093.00		TOTAL SALARIES - ALL DIVISIONS	56	\$ 2,860,844.00
	(30,072.00)		VACANCY FACTOR		(30,072.00)
	7,016.00		EM INCENTIVE PAY		6,717.00
	100,000.00		HOPE CEMETERY TEMPORARY LABORERS		100,000.00
	65,500.00		PARKS TEMPORARY STAFF		180,000.00
	-		PARKS STEWARD/ TEMPORARY STAFF		45,000.00
	200,000.00		AQUATICS PROGRAM/TEMPORARY STAFF		240,000.00
	252,909.00		CONTRACTUAL STIPENDS-MEO RATES		252,909.00
56	\$ 3,303,446.00		TOTAL RECOMMENDED SALARIES-ALL DIVISIONS	56	\$ 3,655,398.00
	\$ (137,698.00)		FUNDING SOURCES:		
	(10,530.00)		PROJECT FUNDS		\$ (142,693.00)
	\$ (148,228.00)		CREDIT FROM GOLF COURSE		(11,500.00)
			TOTAL FUNDING SOURCES		\$ (154,193.00)
56	\$ 3,155,218.00	720-91000	TOTAL RECOMMENDED PERSONAL SERVICES	56	\$ 3,501,205.00

PAUL J. MOOSEY, COMMISSIONER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF PUBLIC WORKS & PARKS****DIVISION OF PARKS/ RECREATION / HOPE CEMETERY- DIVISION # 720**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 42,000.00		RECREATION DIVISION OVERTIME		\$ 42,000.00
	210,000.00		MAINTENANCE DIVISION OVERTIME		210,000.00
	125,000.00		FORESTRY DIVISION OVERTIME		125,000.00
	55,753.00		HOPE CEMETERY DIVISION OVERTIME		55,753.00
	46,309.00		SNOW REMOVAL OVERTIME		46,309.00
	<u>\$ 479,062.00</u>	720-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 479,062.00</u>
	\$ 35,000.00		ENGINEERS		\$ -
	153,789.00		ELECTRICITY		158,000.00
	94,600.00		LEASES & RENTALS		106,250.00
	-		ARCHITECTS		35,000.00
	9,500.00		SPECIAL POLICE		6,000.00
	507,700.00		HIRED SERVICES		258,500.00
	500.00		MAINTENANCE & REPAIR		-
	6,200.00		TELEPHONE		21,000.00
	5,000.00		VETERINARIANS		6,500.00
	19,275.00		NETWORK, HARDWARE, SOFTWARE		-
	4,200.00		SECURITY SERVICES		4,500.00
	4,150.00		NEWSPAPER ADVERTISING		6,300.00
	-		LONG TERM LEASES OVER \$100,000		20,500.00
	4,000.00		REGISTRATION FEES		2,655.00
	12,500.00		HIRED SERVICES & EQUIPMENT		-
	4,000.00		EXTERMINATOR SERVICES		4,000.00
	6,200.00		PRINTING		10,000.00
	-		RUBBISH REMOVAL		3,000.00
	18,500.00		MAINTENANCE SYSTEM EQUIPMENT		-
	4,100.00		MAINTENANCE SYSTEM SOFTWARE		11,300.00
	348,000.00		MAINTENANCE/REPAIR BUILDING		193,200.00
	72,500.00		MAINTENANCE/REPAIR EQUIPMENT		56,200.00
	-		TRAINING CERTIFICATIONS		16,000.00
	95,135.00		MAINTENANCE/REPAIR VEHICLE		112,000.00
	3,200.00		CLEANING SERVICES		85,000.00
	20,000.00		RECREATION PROGRAMS		23,000.00
	-		ENVIRONMENTAL SERVICES		5,000.00
	-		HARDWARE NETWORK SUPPORT		25,000.00
	3,800.00		PREPARED MEALS		4,000.00
	-		MEMBERSHIP DUES		3,750.00
	15,250.00		AUTOMOTIVE SUPPLIES		20,000.00
	95,000.00		BUILDING SUPPLIES		108,645.00
	-		FOOD SUPPLIES		2,000.00
	8,250.00		OFFICE SUPPLIES		10,000.00
	3,000.00		FUEL OIL		-
	17,000.00		NATURAL GAS		17,000.00
	-		OTHER SUPPLIES		25,000.00
	-		SAND & GRAVEL SUPPLIES		8,000.00
	59,500.00		RECREATIONAL SUPPLIES		28,000.00
	20,000.00		ELECTRIC SUPPLIES		-
	48,800.00		AUTO FUEL NO LEAD GAS		24,800.00
	30,000.00		DIESEL FUEL		14,500.00
	32,500.00		PARTS/EQUIPMENT SUPPLIES		73,000.00
	18,650.00		SAFETY SUPPLIES		14,500.00
	15,150.00		CHEMICAL SUPPLIES		3,000.00
	28,500.00		CUSTODIAL SUPPLIES		23,500.00
	-		HARDWARE/DEVICES		4,000.00
	-		LANDSCAPING SUPPLIES		147,000.00
	71,051.00		OTHER CHARGES & EXPENDITURES		28,150.00
	-		LICENSES		3,250.00
	<u>\$ 1,894,500.00</u>	720-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 1,731,000.00</u>
	<u>\$ 5,528,780.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 5,711,267.00</u>



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Worcester Municipal Golf Course FY19 Budget Recommendation

Paul J. Moosey Commissioner

1929 Skyline Drive
Worcester, Massachusetts 01605
(508) 799-1359

Departmental Mission Statement:

The mission of the Green Hill Golf Course is to provide a first class municipal golf experience fully funded through its revenues by efficiently and innovatively managing the City's 18-hole municipal golf course.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
Expenditures	Fiscal 2017	Fiscal 2018	Number	Fiscal 2019
Salaries	\$ 248,643.24	\$ 241,383.00	91000	\$ 269,838.00
Ordinary Maintenance	821,816.55	848,000.00	92000	848,000.00
Debt Service	219,300.20	226,096.00	94000	293,627.00
Transfer of Services	30,743.00	30,954.00	95000	33,067.00
Fringe Benefits	103,706.00	99,303.00	96000	124,169.00
Total Expenditures	\$ 1,424,208.99	\$ 1,445,736.00		\$ 1,568,701.00
Total Positions	2	2		2

Expenditures:

The total Fiscal 2019 budget is recommended to be \$1,568,701 which is an increase of \$122,965 from the Fiscal 2018 budget of \$1,445,736. The Fiscal 2019 budget for the Golf Course operations is funded through golf course revenues in the amount of \$1,368,289 and a projected tax levy subsidy of \$200,000.

The Fiscal 2019 Personal Services budget is recommended to be \$269,838, which is an increase of \$28,455 from the Fiscal 2018 budget of \$241,383. There are only two full-time employees at the Golf Course. All others are temporary employees. This increase is a net result of:

- Non-represented wage increases & step increases: \$3,455; and
- Driving Range staff: \$25,000.

The Fiscal 2019 Ordinary Maintenance budget is recommended to be level funded at \$848,000.

The Fiscal 2019 Debt Service budget is recommended to be \$293,627, which is an increase of \$67,531 from the Fiscal 2018 amount of \$226,096. The increase is a result of:

- Debt Principal: \$21,945
- Debt Interest: \$45,586

This allocation will be used to fund the repayment of principal and interest costs for bonded debt authorized for improvements to the Golf Course, Green Hill Park and the debt service cost for the Golf Access Road.

Worcester Municipal Golf Course FY19 Budget Recommendation

Total Fiscal 2019 Transfer of Services budget is recommended to be \$33,067 which is an increase of \$2,113 from the Fiscal 2018 amount of \$30,954. This amount is used to fund Public Works and Parks, and other City departments providing administrative services for the Golf Course.

The Fiscal 2019 Fringe Benefits budget is recommended to be \$124,169 which is an increase of \$24,866 from the Fiscal 2018 budget of \$99,303. The increase is a result of:

- Health Insurance increase: \$21,834;
- Pension Obligation Bonds decrease: (\$508); and
- Contributory Pensions increase: \$3,540.

Operational Overview:

The Parks Division maintains and manages a par 72, 18-hole municipal golf course offering City residents and visitors alike an exciting and challenging round of golf, along with providing the industry standard amenities and services to golfers. Through management and operational changes, the course continues to expand the facilities and player base, by offering golf skill training classes and events. This season, Valley Crest Golf Course Maintenance will again maintain Green Hill Municipal Golf Course. Valley Crest continues to improve the overall operation and appearance of the facility through a set of preventative and scheduled maintenance programs. These investments focus on continued improvement to the image, playability, and overall golf experience of Green Hill, which help to sustain membership, draw in new daily players, add new members and attract tournaments to bring in additional revenue.

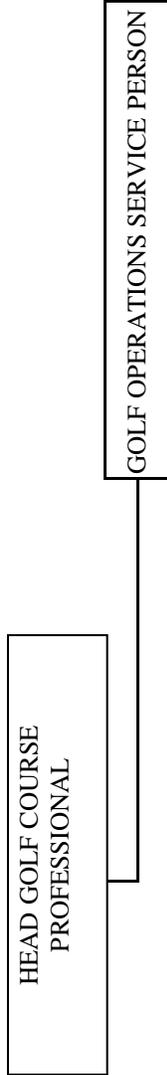
The new driving range is set to open this fall where golfers can practice their swing.

The renovated club house is a multifunctional facility and a perfect centerpiece for the Green Hill Golf Course. The club house is a great place for members and guests to relax, socialize, dine and entertain while enjoying the beautiful vistas. Throughout the clubhouse, there are many impeccable details that add to the warm character. The Grill on the Hill offers members and guests a chance to unwind in a casual atmosphere and reminisce after their round. The menu includes simple selections and signature delights.

Green Hill Golf Course is one of the oldest courses in the area, and situated on acres of beautiful park land, capturing the natural beauty of New England. Whether you are in a cart winding down a path or setting out on foot, it is hard not to admire the beauty or be impressed with the character that makes up The Green Hill Golf Course. The climate in New England allows our members and guests to enjoy three distinct seasons of golf. In April, the first golfers anxiously take to the course, as the surroundings quickly come into bloom with color and life. The warmth, bright sunshine, and long lazy days of summer make for excellent golfing. Some members say the fall presents some of the best golfing experiences, with Indian summer-like days and brilliant foliage colors. All of these improvements have been made to sustain memberships, draw in new daily players, add new members, and attract tournaments to bring in additional revenue.

Green Hill Golf Course is an asset to the City and can be enjoyed by all. With the food and beverage component, a large deck with beautiful New England vistas, excellent course conditions that exceed many other courses, it's a place in the City to visit from March through November.

**DEPARTMENT OF PUBLIC WORKS & PARKS
MUNICIPAL GOLF COURSE**



TOTAL GOLF COURSE POSITIONS = 2

- TEMPORARY GOLF COURSE POSITIONS**
- ASSISTANT HEAD GOLF COURSE PROFESSIONAL
 - HEAD GOLF COURSE RANGER
 - SENIOR GOLF COURSE RANGER
 - DRIVING RANGE STAFF
 - GOLF COURSE STAFF

PAUL J. MOOSEY, COMMISSIONER

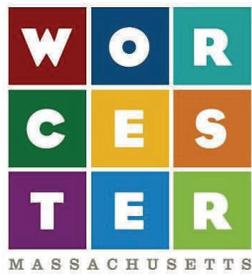
**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF PUBLIC WORKS & PARKS - MUNICIPAL GOLF COURSE #710**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 98,170.00	44EM	HEAD GOLF COURSE PROFESSIONAL	1	\$ 100,132.00
1	70,679.00	39M	GOLF OPERATIONS SERVICE PERSON	1	72,093.00
2	\$ 168,849.00		REGULAR SALARIES	2	\$ 172,225.00
	3,965.00		EM INCENTIVE PAY		4,044.00
			GOLF COURSE TEMPORARY STAFF:		
	9,000.00	FLT	ASSISTANT HEAD GOLF COURSE PROFESSIONAL		9,000.00
	8,094.00	FLT	HEAD GOLF COURSE RANGER		8,094.00
	8,818.00	FLT	SENIOR GOLF COURSE RANGER		8,818.00
	-		DRIVING RANGE TEMPORARY STAFF		25,000.00
	42,657.00		GOLF COURSE TEMPORARY STAFF		42,657.00
	68,569.00		TOTAL RECOMMENDED PERSONAL SERVICES		93,569.00
2	\$ 241,383.00	710-91000	TOTAL RECOMMENDED PERSONAL SERVICES	2	\$ 269,838.00
	\$ 36,000.00		ELECTRICITY		\$ 36,600.00
	47,000.00		LEASES & RENTALS		50,000.00
	15,000.00		HIRED SERVICES		-
	2,000.00		TELEPHONE		-
	300.00		SERCUITY SERVICES		700.00
	-		NEWSPAPER ADVERTISING		3,400.00
	100,000.00		WATER		89,000.00
	-		PRINTING		3,900.00
	8,000.00		MAINTENANCE SYSTEM SOFTWARE		3,000.00
	473,500.00		MAINTENANCE/REPAIR BUILDING		500,000.00
	3,000.00		MAINTENANCE/REPAIR EQUIPMENT		500.00
	1,000.00		MAINTENANCE/REPAIR VEHICLE		-
	-		CONSULTANTS		5,000.00
	12,000.00		PREPARED MEALS		9,000.00
	10,000.00		MEMBERSHIP DUES		3,000.00
	600.00		BUILDING SUPPLIES		5,000.00
	8,000.00		FOOD SUPPLIES		4,500.00
	1,600.00		OFFICE SUPPLIES		2,100.00
	6,500.00		NATURAL GAS		6,500.00
	96,000.00		RECREATIONAL SUPPLIES		95,000.00
	5,500.00		AUTO FUEL NO LEAD GAS		5,700.00
	-		HARDWARE/DEVICES		1,000.00
	22,000.00		OTHER CHARGES & EXPENDITURES		21,100.00
	-		MEALS		3,000.00
	\$ 848,000.00	710-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 848,000.00
	\$ -	710-93000	TOTAL RECOMMENDED CAPITAL OUTLAY		\$ -
	\$ 172,491.00		DEBT PRINCIPAL		\$ 194,436.00
	53,605.00		DEBT INTEREST		99,191.00
	\$ 226,096.00		DEBT SERVICE		\$ 293,627.00
	\$ 226,096.00	710-94000	TOTAL RECOMMENDED DEBT SERVICE		\$ 293,627.00
	\$ 30,954.00	710-95000	TRANSFER OF SERVICES		\$ 33,067.00

PAUL J. MOOSEY, COMMISSIONER

**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF PUBLIC WORKS & PARKS - MUNICIPAL GOLF COURSE #710**

<u>FY18 TOTAL POSITIONS</u>	<u>APPROVED FY18 AMOUNT</u>	<u>PAY GRADE</u>	<u>TITLE</u>	<u>FY19 TOTAL POSITIONS</u>	<u>RECOMMENDED FY19 AMOUNT</u>
			FRINGE BENEFITS:		
	\$ 20,025.00		HEALTH INSURANCE		41,859.00
	10,000.00		UNEMPLOYMENT COMPENSATION		10,000.00
	48,785.00		CONTRIBUTORY PENSIONS		52,700.00
	468.00		EARLY RETIREMENT		93.00
	20,025.00		PENSION OBLIGATION BONDS		19,517.00
	<u>\$ 99,303.00</u>	710-96000	FRINGE BENEFITS		<u>\$ 124,169.00</u>
<hr/>					
	<u>\$ 1,445,736.00</u>		SUMMARY:		
			TOTAL BUDGET		<u>\$ 1,568,701.00</u>
	(1,295,736.00)		FUNDING SOURCES:		
	(150,000.00)		GOLF COURSE REVENUES		(1,368,701.00)
	<u>\$ (1,445,736.00)</u>		TAX LEVY SUBSIDY		(200,000.00)
			TOTAL FUNDING SOURCES		<u>\$ (1,568,701.00)</u>



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Department of Public Works & Parks- Snow Removal FY19 Budget Recommendation

Paul J. Moosey, Commissioner

20 East Worcester Street
Worcester, Massachusetts 01604
(508) 929 -1300

Divisional Mission Statement:

Snow operations provide necessary emergency services during the winter months. Snow and ice control services are provided to keep streets open, essential traffic moving and to return streets to safe travelable conditions as quickly as possible. Snow related operations services are provided around the clock whenever weather warrants the service.

FY19 Budget Overview

	Actual	Approved		Recommended
Expenditures	Fiscal 2017	Budget for	Account	Appropriation
		Fiscal 2018	Number	Fiscal 2019
Overtime	\$ 707,585.73	\$ 500,000.00	97000	\$ 500,000.00
Ordinary Maintenance	6,086,558.90	5,500,000.00	92000	5,500,000.00
Total	\$ 6,794,144.63	\$ 6,000,000.00		\$ 6,000,000.00

Expenditures:

The City's snow removal budget for Fiscal 2019 is recommended to be leveled funded at \$6,000,000. This amount reflects the average cost of snow removal per year.

This budget includes \$500,000 for snow removal overtime expenditures for this service. During the course of the year, Public Works will charge this account for overtime related services to monitor and evaluate the overall cost of overtime on snow removal operations. Omitted from this amount is the estimated annual cost of overtime incurred by the enterprise divisions. The overtime incurred is charged to the hired services account as if Water and Sewer were private contractors. This process has taken place annually to make sure the enterprises are not incurring the expense for snow operations.

The following charts illustrate the actual Fiscal 2018 snow related events/expenditures and a comparison of snow removal costs from Fiscal 2014 through 2018.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Expenditures	4,566,196	6,484,620	2,974,739	6,794,145	5,458,360
Total Snow Budget	3,846,639	4,000,000	4,000,000	4,200,000	6,000,000
FEMA Grant	-	842,852	-	-	-
Budget Transfers	719,557	1,641,768	-	2,594,150	-
Total Budget	4,566,196	6,484,620	4,000,000	6,794,150	6,000,000
Snow Surplus (Deficit)	-	-	1,025,261	5	541,640
Snow Fall in Inches	78.6	112.2	36.2	78.3	96.1
Cost per Inch	58,094	57,795	82,175	86,771	56,799

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS - SNOW REMOVAL #411

<u>APPROVED FY18 AMOUNT</u>		<u>TITLE</u>	<u>RECOMMENDED FY19 AMOUNT</u>
<u>\$ 500,000.00</u>	411-97000	SNOW REMOVAL DPW OVERTIME	<u>\$ 500,000.00</u>
\$ 16,500.00		SPECIAL POLICE	\$ 16,500.00
10,000.00		MAINTENANCE & REPAIR	10,000.00
20,000.00		TELEPHONES	20,000.00
3,947,537.00		HIRED SERVICES & EQUIPMENT	3,947,537.00
1,500,000.00		SAND & GRAVEL SUPPLIES	1,500,000.00
5,963.00		OTHER ORDINARY MAINTENANCE	5,963.00
<u>\$ 5,500,000.00</u>	411-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 5,500,000.00</u>
<u>\$ 6,000,000.00</u>		TOTAL RECOMMENDED TAX LEVY	<u>\$ 6,000,000.00</u>

**Department of Public Works & Parks- Streetlights
FY19 Budget Recommendation**

**Paul J. Moosey
Commissioner**

20 East Worcester Street
Worcester, Massachusetts 01604
(508) 929 -1300

Divisional Mission Statement:

The mission of the Division of Public Works & Parks Streetlights is to:

- Provide effective management of approximately 13,783 street, bridge, tunnel, and gas lights;
- Provide timely maintenance and repairs to ensure efficient lighting for public safety, pedestrian and vehicle traffic; and
- Conduct citywide lighting surveys to address any problems or needs regarding streetlights for both citizens and businesses in the City.

FY19 Budget Overview

	Actual	Approved		Recommended
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Budget for</u>	<u>Account</u>	<u>Appropriation</u>
		<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 2,419,088.00	\$ 1,952,828.00	92000	\$ 1,952,828.00
Total	\$ 2,419,088.00	\$ 1,952,828.00		\$ 1,952,828.00

Expenditures:

The budget for Fiscal 2019 is recommended to be level funded at \$1,952,828.

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS - STREET LIGHTS #412

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 910,000.00	ELECTRICITY	\$ 1,545,728.00
15,000.00	SPECIAL POLICE	38,000.00
1,600.00	HIRED SERVICES	-
884,628.00	MAINTENANCE & REPAIR	-
130,000.00	MAINTENANCE SYSTEM EQUIPMENT	-
-	MAINTENANCE/REPAIR BUILDING	159,000.00
-	MAINTENANCE/REPAIR EQUIPMENT	204,000.00
5,000.00	NATURAL GAS	5,500.00
6,000.00	OTHER SUPPLIES	-
-	SAFETY SUPPLIES	600.00
600.00	OTHER CHARGES & EXPENDITURES	-
<u>\$ 1,952,828.00</u>	412-92000 TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 1,952,828.00</u>
<hr/>		
<u>\$ 1,952,828.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 1,952,828.00</u>

Department of Public Works & Parks- Sewer Division
FY19 Budget Recommendation

Paul J. Moosey
Commissioner

20 East Worcester Street
 Worcester, Massachusetts 01604
 (508) 929 -1300

Mission Statement:

The mission of the Sewer Division is to provide the citizens of Worcester with a properly functioning and well maintained conveyance system for sanitary and storm water flows as measured by the number of days in compliance with Federal and State regulations.

FY19 Budget Overview

	Actual	Approved		Recommended
		Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 2,561,837.73	\$ 3,324,509.00	91000	\$ 3,417,917.00
Overtime	403,501.95	250,000.00	97000	250,000.00
Ordinary Maintenance	22,715,276.14	23,283,909.00	92000	23,528,410.00
Capital Outlay	9,998.00	24,500.00	93000	24,500.00
Debt Service	8,636,200.73	9,721,051.00	94000	9,719,204.00
Transfer of Services	3,607,345.00	3,636,756.00	95000	3,882,750.00
Fringe Benefits	2,942,929.64	3,579,006.00	96000	3,495,661.00
Total Expenditures	\$40,877,089.19	\$43,819,731.00		\$44,318,442.00
Total Positions	69	69		69

Expenditures:

The total Fiscal 2019 budget is recommended to be \$44,318,442 which is an increase of \$498,711 from the Fiscal 2018 budget of \$43,819,731.

The Personal Services budget for Fiscal 2019 is recommended to be \$3,417,917 which is an increase of \$93,408 from the Fiscal 2018 budget of \$3,324,509. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$93,408.

The Overtime budget for Fiscal 2019 is recommended to be level funded at \$250,000.

The Fiscal 2019 budget for Ordinary Maintenance expenses is recommended to be \$23,528,410 which is an increase of \$244,501 from the Fiscal 2018 budget of \$23,283,909. This increase is a result of:

- Anticipated increase of catch basin cleaning: \$100,000; and
- Increased costs of Upper Blackstone Treatment plant: \$144,501.

Department of Public Works & Parks- Sewer Division

FY19 Budget Recommendation

The following illustrates the ten year cost schedule for the Upper Blackstone Water Pollution Abatement Treatment facility.

	Actual	Actual	
	Previous	Current	
	<u>Year</u>	<u>Year</u>	<u>Variance</u>
Fiscal 2019 (Budget)	20,278,959	20,423,460	144,501
Fiscal 2018 (Budget)	19,755,777	20,278,959	523,182
Fiscal 2017	18,183,037	19,755,777	1,572,740
Fiscal 2016	17,036,240	18,183,037	1,146,797
Fiscal 2015	16,116,693	17,036,240	919,547
Fiscal 2014	15,182,564	16,116,693	934,129
Fiscal 2013	14,696,096	15,182,564	486,468
Fiscal 2012	14,100,026	14,696,096	596,070
Fiscal 2011	12,858,772	14,100,026	1,241,254
Fiscal 2010	12,305,373	12,858,772	553,399

The Capital Outlay for Fiscal 2019 is recommended to be level funded at \$24,500.

The Debt Service budget for Fiscal 2019 is recommended to be \$9,719,204, which is a decrease of \$1,847 from the Fiscal 2018 budget of \$9,721,051. The decrease is a result of:

- Debt Principal: \$34,841
- Debt Interest: (\$36,688)

The projected debt service will be used to fund \$9,328,137 in existing principal and interest debt outstanding, as well as pay for \$391,067 of BAN interest.

The Indirect Services budget for Fiscal 2019 is recommended to be \$3,882,750, which is an increase of \$245,994 from the Fiscal 2018 budget of \$3,636,756. This account is used to pay for a portion of salary and ordinary maintenance costs of other departments that provide services to this enterprise operation.

The Fringe Benefits budget for Fiscal 2019 is recommended to be \$3,495,661, which is a decrease of \$83,345 from the Fiscal 2018 budget of \$3,579,006. The decrease is a result of:

- Health Insurance: (\$22,391)
- Pensions: (\$34,954)
- Pension Obligation Bonds: (\$16,000)
- Worker's Compensation: (\$10,000)

Department of Public Works & Parks- Sewer Division FY19 Budget Recommendation

Operational Overview:

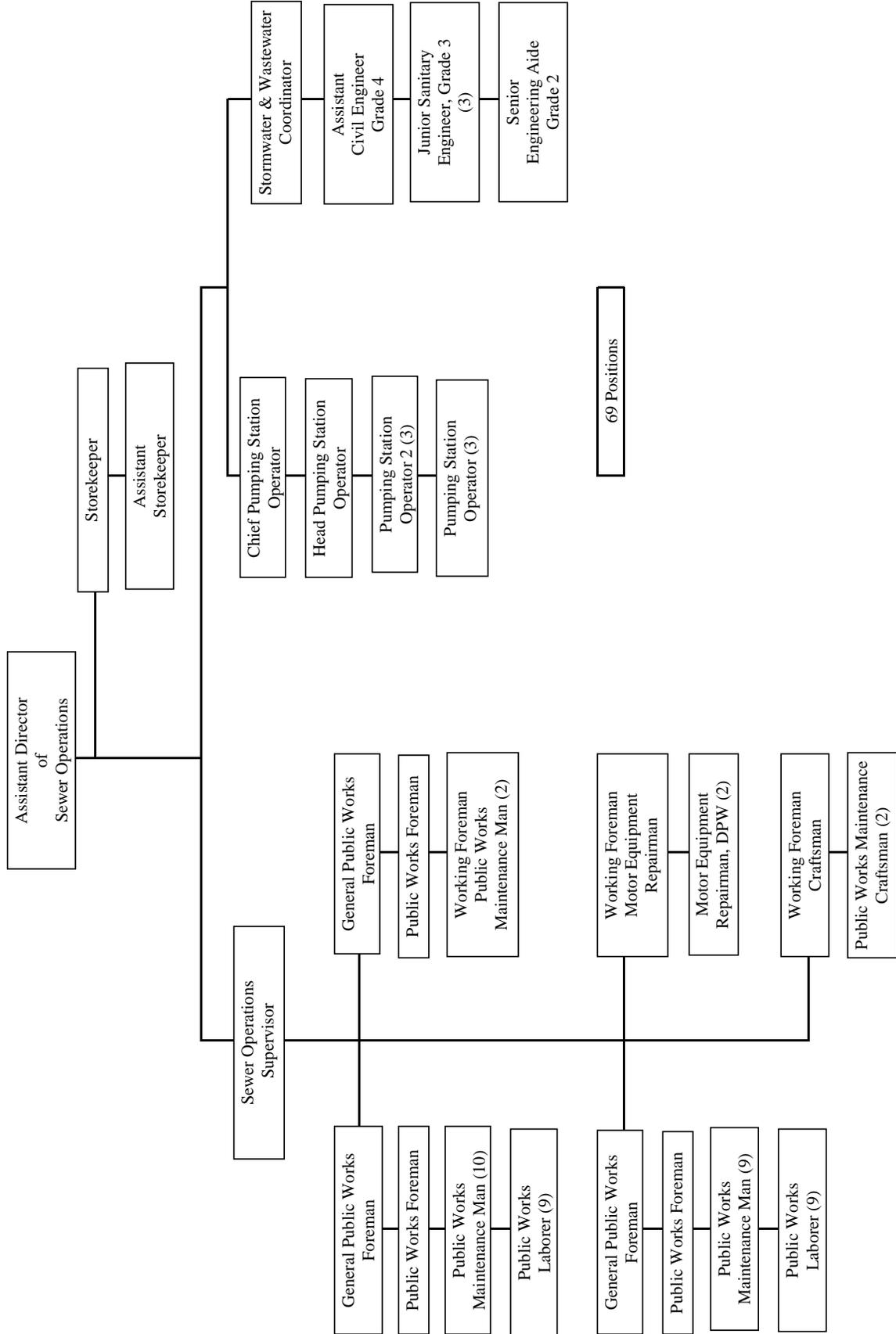
The Sewer Division is an enterprise operation, meaning its operations are supported by the revenues collected for services provided. The Division is responsible for the collection and conveyance of all sanitary sewage and stormwater throughout the City. The sanitary, combined stormwater systems are made-up of approximately 750 miles of various sized mains, 28 sewage-pumping stations and a combined sewage overflow treatment facility.

The Sewer Division is responsible for catch basin cleaning, sewage pumping station maintenance, inspection and diagnosis of sewer systems, general infrastructure maintenance, easement clearing and flood control, including street drainage. The Sewer Division is funded entirely from revenues provided through user fees. The sewer user fee for Fiscal 2019 is recommended to be \$7.43 per hundred cubic feet (approximately 748 gallons). The rate is 4.9% above the Fiscal Year 2018 rate, or \$0.35 per ccfs.

The ongoing success of the City's sewer infrastructure is accomplished by maintaining a systematic capital plan. Continually investing in the infrastructure results in an environmentally sound system benefiting all those living and doing business in the City.

These investments will allow for an improved and more reliable wastewater system. These new rates, in part, contribute to the Sewer Division's ability to reduce negative environmental impacts, resulting in a better quality of life for all citizens.

DEPARTMENT OF PUBLIC WORKS & PARKS SEWER DIVISION



PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF SEWER- DIVISION #440

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 94,973.00	47M	ASSISTANT DIRECTOR SEWER OPERATIONS	1	\$ 96,866.00
1	84,760.00	44M	STORMWATER & WASTEWATER COORDINATOR	1	86,445.00
1	70,679.00	39M	SEWER OPERATIONS SUPERVISOR	1	72,093.00
1	70,679.00	39M	CHIEF PUMPING STATION OPERATOR	1	72,093.00
1	65,042.00	39	ASSISTANT CIVIL ENGINEER, GRADE 4	1	53,415.00
3	195,126.00	38	GENERAL PUBLIC WORKS FOREMAN	3	183,228.00
1	65,042.00	38	HEAD PUMPING STATION OPERATOR	1	66,352.00
3	187,950.00	37	JUNIOR SANITARY ENGINEER, DPW	3	199,431.00
3	147,203.00	34	PUBLIC WORKS FOREMAN	3	169,049.00
1	56,348.00	34	WORKING FOREMAN MOTOR EQUIPMENT REPAIRMAN	1	59,780.00
1	40,332.00	33	SENIOR ENGINEERING AIDE, GRADE 2	1	43,535.00
1	52,437.00	32	WORKING FOREMAN, CRAFTSMAN	1	55,620.00
3	150,489.00	32	PUMPING STATION OPERATOR 2	3	149,616.00
2	95,015.00	30	MOTOR EQUIPMENT REPAIRMAN DPW	2	100,818.00
2	98,052.00	30	PUBLIC WORKS MAINTENANCE CRAFTSMAN	2	104,042.00
2	90,335.00	30	WORKING FOREMAN, PUBLIC WORKS MAINTENANCE MAN	2	90,708.00
3	130,323.00	30	PUMPING STATION OPERATOR	3	151,418.00
19	744,491.00	26	PUBLIC WORKS MAINTENANCE MAN	19	747,340.00
1	36,276.00	26	STOREKEEPER (DPW)	1	34,528.00
1	41,309.00	25	ASSISTANT STOREKEEPER (DPW)	1	43,847.00
18	662,825.00	24	PUBLIC WORKS LABORER	18	692,870.00
69	3,179,686.00		TOTAL REGULAR SALARIES	69	3,273,094.00
AUTHORIZED POSITIONS WITHOUT FUNDING					
1	-	34	PUBLIC WORKS FOREMAN	1	-
1	-	26	PUBLIC WORKS MAINTENANCE MAN	1	-
2	-		TOTAL REGULAR SALARIES	2	-
	195,342.00		CONTRACTUAL STIPENDS - MEO		195,342.00
	(50,519.00)		VACANCY FACTOR		(50,519.00)
71	\$ 3,324,509.00	440-91000	TOTAL RECOMMENDED PERSONAL SERVICES	71	\$ 3,417,917.00
	\$ 250,000.00	440-97000	TOTAL OVERTIME		\$ 250,000.00
\$	6,000.00		CONSTRUCTION SERVICES	\$	-
	180,000.00		BUILDING MAINTENANCE SERVICES		-
	440,000.00		ELECTRICITY		445,000.00
	50,000.00		LEASES & RENTALS		162,000.00
	-		ARCHITECTS		40,000.00
	130,000.00		SPECIAL POLICE		65,000.00
	850,000.00		HIRED SERVICES		850,000.00
	530,000.00		MAINTENANCE & REPAIR		-
	75,000.00		TELEPHONE		51,575.00
	-		POSTAGE		4,000.00
	-		SECURITY SERVICES		6,575.00
	9,000.00		REGISTRATION SERVICES		10,000.00
	231,650.00		HIRED SERVICES & EQUIPMENT		-
	5,000.00		EXTERMINATOR SERVICES		15,000.00
	2,700.00		PRINTING		10,000.00
	1,000.00		RUBBISH REMOVAL		100,000.00
	10,000.00		MAINTENANCE SYSTEM SOFTWARE		25,000.00
	50,000.00		MAINTENANCE/REPAIR BUILDING		166,000.00
	25,000.00		MAINTENANCE/REPAIR EQUIPMENT		70,000.00
	-		TRAINING CERTIFICATES		4,000.00
	18,500.00		MAINTENANCE/REPAIR VEHICLE		455,000.00

PAUL J. MOOSEY, COMMISSIONER

**CITY OF WORCESTER -RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF SEWER- DIVISION #440**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	PROPOSED FY19 AMOUNT
	\$ 35,000.00		CLEANING SUPPLIES		\$ 35,000.00
	-		INSURANCE		8,800.00
	-		CONSULTANTS		35,000.00
	-		ENVIRONMENTAL SERVICES		53,000.00
	9,000.00		MEMBERSHIP DUES		2,500.00
	33,000.00		AUTOMOBILE SUPPLIES		20,000.00
	37,000.00		BUILDING SUPPLIES		102,000.00
	-		EDUCATIONAL SUPPLIES		5,000.00
	5,500.00		OFFICE SUPPLIES		10,000.00
	40,000.00		NATURAL GAS		40,000.00
	22,000.00		CONSTRUCTION SUPPLIES		-
	6,000.00		HARDWARE SUPPLIES		-
	-		PRINTING SUPPLIES		3,000.00
	45,000.00		AUO FUEL NO LEAD GAS		50,000.00
	75,000.00		DIESEL GAS		100,000.00
	3,500.00		HOUSEHOLD SUPPLIES		-
	3,000.00		MEDICAL SUPPLIES		2,500.00
	3,500.00		LABORATORY SUPPLIES		16,500.00
	19,000.00		PARTS/EQUIPMENT SUPPLIES		38,500.00
	15,000.00		SAFETY SUPPLIES		35,500.00
	30,000.00		CHEMICAL SUPPLIES		47,000.00
	1,000.00		CUSTODIAL SUPPLIES		5,000.00
	-		HARDWARE/DEVICES		10,000.00
	20,278,959.00		SEWAGE TREATMENT		20,423,460.00
	8,600.00		OTHER CHARGES & EXPENDITURES		2,500.00
	-		TRAVELING		2,000.00
	-		LICENSES		2,000.00
	<u>\$ 23,283,909.00</u>	440-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 23,528,410.00</u>
	<u>\$ 24,500.00</u>	440-93000	TOTAL CAPITAL OUTLAY		<u>\$ 24,500.00</u>
	\$ 5,767,808.00		DEBT SERVICE:		
	3,953,243.00		REDEMPTION OF BONDS		\$ 5,802,649.00
	<u>\$ 9,721,051.00</u>	440-94000	INTEREST ON BONDS		<u>\$ 3,916,555.00</u>
			TOTAL DEBT SERVICES		<u>\$ 9,719,204.00</u>
	<u>\$ 3,636,756.00</u>	440-95000	TRANSFER OF SERVICES		<u>\$ 3,882,750.00</u>
	\$ 1,315,814.00		FRINGE BENEFITS:		
	13,113.00		HEALTH INSURANCE		\$ 1,293,423.00
	1,387,666.00		NON CONTRIBUTORY PENSIONS		-
	187,818.00		CONTRIBUTORY PENSIONS		1,494,841.00
	569,595.00		EARLY RETIREMENT		58,802.00
	100,000.00		PENSION OBLIGATION BONDS		553,595.00
	5,000.00		WORKERS COMPENSATION		90,000.00
	<u>\$ 3,579,006.00</u>	440-96000	UNEMPLOYMENT COMPENSATION		<u>\$ 5,000.00</u>
			TOTAL FRINGE BENEFITS		<u>\$ 3,495,661.00</u>
	<u>\$ 43,819,731.00</u>		TOTAL SEWER		<u>\$ 44,318,442.00</u>

Department of Public Works & Parks- Water Division FY19 Budget Recommendation

Paul J. Moosey Commissioner

20 East Worcester Street
Worcester, Massachusetts 01604
(508) 929 -1300

Division Mission Statement:

The mission of the Water Division is to provide a safe and dependable water supply to the Worcester community, as measured by the number of days in compliance with State and Federal Regulations.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
Expenditures	Fiscal 2017	Fiscal 2018	Number	Fiscal 2019
Salaries	\$ 5,428,598.86	\$ 6,739,690.00	91000	\$ 7,032,036.00
Overtime	671,678.36	643,000.00	97000	643,000.00
Ordinary Maintenance	6,564,919.59	3,595,150.00	92000	3,770,150.00
Capital Outlay	20,538.32	25,000.00	93000	25,000.00
Debt Service	9,266,530.42	8,094,593.00	94000	7,568,350.00
Transfer of Services	2,287,654.00	2,313,991.00	95000	2,438,155.00
Fringe Benefits	4,146,197.65	4,870,514.00	96000	4,948,959.00
Total Expenditures	\$ 28,386,117.20	\$ 26,281,938.00		\$ 26,425,650.00
Total Positions	135	136		137

Expenditures:

The total budget for Fiscal 2019 is recommended to be \$26,425,650, which is an increase of \$143,712 from the Fiscal 2018 budget of \$26,281,938.

The Personal Services budget for Fiscal 2019 is recommended to be \$7,032,036, which is an increase of \$292,346 from the Fiscal 2018 budget of \$6,739,690. This increase is a net result of:

- Contractual and non-represented wage increases & step increases: \$243,205;
- Add new Junior Civil Engineer, Grade 3: \$49,858; and
- Increase in Enterprise funding: (\$717).

The Overtime budget for Fiscal 2019 is recommended to be level funded at \$643,000.

The Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$3,770,150, which is an increase of \$175,000 from the Fiscal 2018 amount of \$3,595,150. This increase is a result of:

- Dam Inspections, water service equipment and parts, vehicle maintenance, fuel and parts: \$175,000.

The Capital Outlay budget for Fiscal 2019 is recommended to be level funded at \$25,000

Department of Public Works & Parks- Water Division FY19 Budget Recommendation

The Debt Service budget for Fiscal 2019 is recommended to be \$7,568,350, which is a decrease of \$526,243 from the Fiscal 2018 budget of \$8,094,593. The decrease is a result of:

- Debt Principal: (\$512,462); and
- Debt Interest: (\$13,781).

The projected debt service will be used to fund \$7,254,046 in existing principal and interest debt outstanding as well as pay for \$314,304 of BAN interest.

The Transfer of Services budget for Fiscal 2019 is recommended to be \$2,438,155, which is an increase of \$124,164 from the Fiscal 2018 budget of \$2,313,991. This account is used to pay for salary and ordinary maintenance costs of other departments that provide service to this enterprise.

The Fringe Benefits budget for Fiscal 2019 is recommended to be \$4,948,959, which is an increase of \$78,445 from the Fiscal 2018 budget of \$4,870,514. The increase is a result of:

- Health Insurance: (\$73,510)
- Pensions: \$137,069
- Pension Obligation Bonds: \$24,886
- Worker's Compensation: (\$10,000)

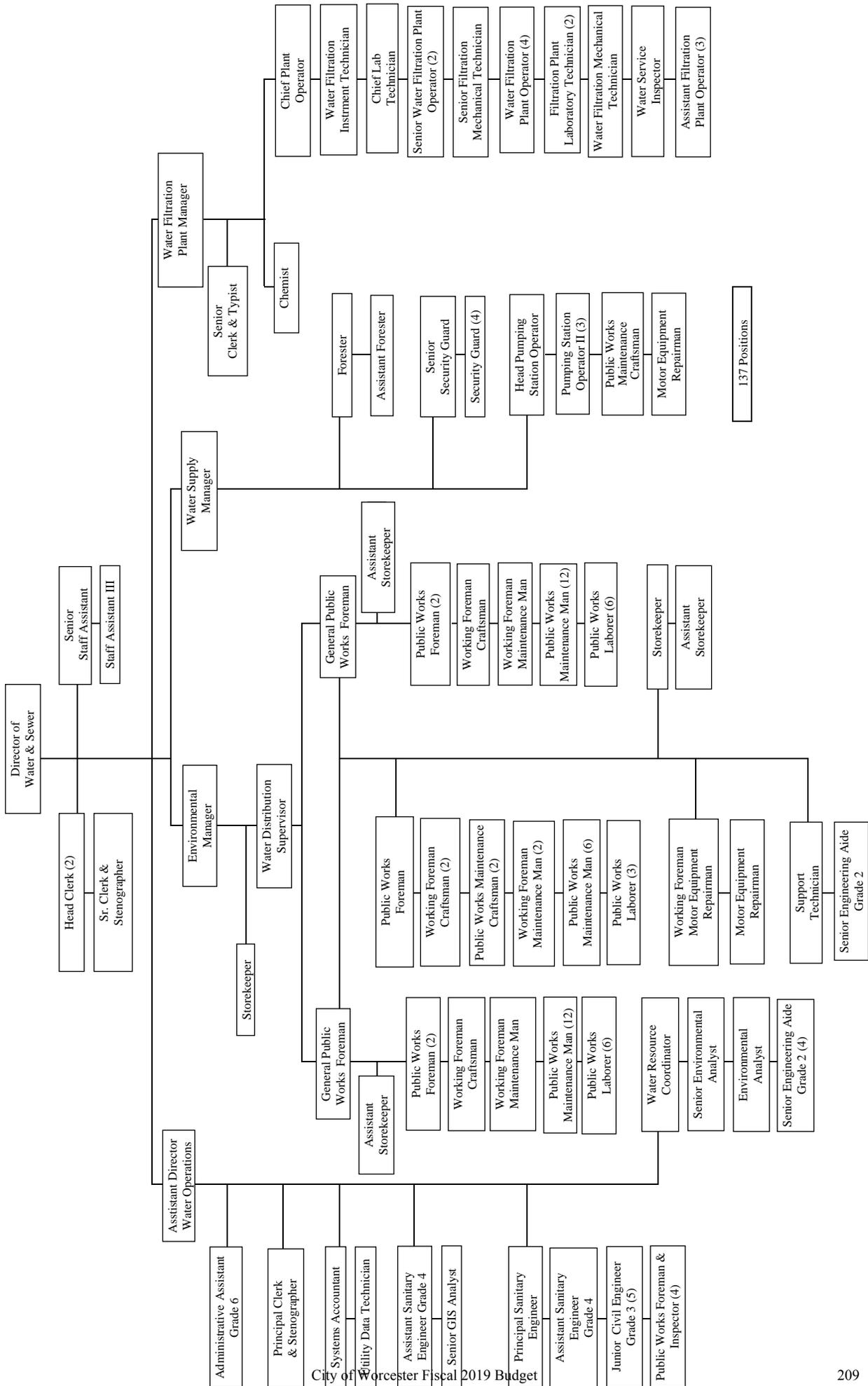
Operational Overview:

The Water Division is an enterprise operation, meaning its operations are supported by the revenues collected for the services provided. This Division is responsible for the supply and conveyance of potable water throughout the City. The Water Division provides an average of 24 million gallons of water per day for both in-city use and sale to towns and water districts adjacent to Worcester. The supply system consists of 10 reservoirs located in five neighboring towns. Worcester's complex distribution system includes over 592 miles of water mains ranging in size from 3/4 to 54-inch diameter pipes, 6,100 fire hydrants and over 40,000 service connections. Emergency response to system failures is provided 24-hours per day throughout the year.

The in-city water user fee for Fiscal 2019 is recommended to be \$3.67 per 100 cubic feet (CCF) of water used, the same rate as Fiscal 2018. The water rate for out-of-town users remains \$3.93, the same as Fiscal 2018.

Since 1989, water use in Worcester has remained well below long-term historical averages. This trend has been witnessed in urban centers across Massachusetts and in much of the nation. Usage declines, despite population increases, are due to many factors including improved water system maintenance, new metering, low-flow plumbing fixtures, better educated consumers and increased costs to customers for water and sewer service. With fixed costs dominating the Water Division budget, a lower billed usage necessitates higher water rates in order to maintain water system operations. Although projected billable water use was lowered by 700,000 CCF's in Fiscal 2019 to reflect lower water consumption levels. It will generate sufficient funding to cover projected budget needs.

DEPARTMENT OF PUBLIC WORKS & PARKS WATER DIVISION



PAUL J. MOOSEY, COMMISSIONER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF PUBLIC WORKS & PARKS****DIVISION OF WATER- DIVISION #450**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 109,159.00	47EM	DIRECTOR, WATER & SEWER OPERATIONS	1	\$ 111,343.00
1	98,176.00	48M	ASSISTANT DIRECTOR OF WATER OPERATIONS	1	100,132.00
1	89,516.00	46M	WATER FILTRATION PLANT MANAGER	1	92,997.00
1	69,285.00	46M	PRINCIPAL SANITARY ENGINEER	1	70,679.00
1	84,701.00	44M	CHIEF PLANT OPERATOR	1	86,445.00
1	71,823.00	44M	ENVIRONMENTAL MANAGER	1	76,066.00
1	78,624.00	42M	WATER SUPPLY MANAGER	1	80,205.00
1	54,039.00	39M	WATER DISTRIBUTION SUPERVISOR	1	55,120.00
1	70,679.00	39M	SENIOR STAFF ASSISTANT	1	72,093.00
2	134,889.00	41	ASSISTANT SANITARY ENGINEER, GRADE 4	2	143,125.00
1	73,258.00	40P	SYSTEMS ACCOUNTANT (DPW)	1	74,714.00
1	72,239.00	41	SENIOR GIS ANALYST (DPW)	1	73,674.00
1	51,356.00	40	LABORATORY SUPERVISOR	1	52,375.00
1	69,722.00	40	WATER FILTRATION INSTRUMENT TECHNICIAN	1	71,116.00
1	67,288.00	39	FORESTER	1	68,640.00
1	67,288.00	39	WATER RESOURCE COORDINATOR	1	68,640.00
2	134,576.00	39	SENIOR WATER FILTRATION PLANT OPERATOR	2	137,280.00
1	61,092.00	38	CHIEF LAB TECHNICIAN	1	64,549.00
2	127,692.00	38	GENERAL PUBLIC WORKS FOREMAN	2	129,002.00
1	63,009.00	38	HEAD PUMPING STATION OPERATOR	1	66,352.00
4	240,387.00	37	JUNIOR CIVIL ENGINEER, GRADE 3 (DPW)	5	308,633.00
1	58,282.00	37	STAFF ASSISTANT III	1	59,447.00
1	56,206.00	37	SUPPORT TECHNICIAN	1	51,978.00
1	62,650.00	36	SENIOR FILTRATION MECHANICAL TECHNICIAN	1	61,735.00
4	216,175.00	36	PUBLIC WORKS FOREMAN AND INSPECTOR	4	223,224.00
1	56,348.00	34	UTILITY DATA TECHNICIAN	1	59,780.00
6	323,616.00	34	PUBLIC WORKS FOREMAN	6	337,814.00
4	225,392.00	34	WATER FILTRATION PLANT OPERATOR	4	229,884.00
2	93,080.00	34	FILTRATION PLANT LABORATORY TECHNICIAN	2	96,695.00
1	65,042.00	34	WORKING FOREMAN, MOTOR EQUIP REPAIRMAN	1	66,352.00
1	50,794.00	33HC	SENIOR ENVIRONMENTAL ANALYST	1	54,538.00
4	191,470.00	33	SENIOR ENGINEERING AIDE, GRADE 2 (DPW)	4	206,105.00
1	54,413.00	33	ADMINISTRATIVE ASSISTANT, GRADE 6	1	55,495.00
1	45,989.00	33	ASSISTANT FORESTER	1	43,535.00
1	40,332.00	33	ENVIRONMENTAL ANALYST	1	43,535.00
1	45,989.00	32	PRINCIPAL STOREKEEPER	1	55,620.00
3	141,202.00	32	WORKING FOREMAN, CRAFTSMAN	3	145,525.00
1	49,189.00	32	WATER FILTRATION MECHANICAL TECHNICIAN	1	51,967.00
3	153,900.00	32	PUMPING STATION OPERATOR II	3	163,261.00
2	82,618.00	30	MOTOR EQUIPMENT REPAIRMAN DPW	2	78,376.00
2	90,124.00	30	PUBLIC WORKS MAINTENANCE CRAFTSMAN	2	96,374.00
4	196,104.00	30	WORKING FOREMAN, DPW MAINTENANCE MAN	4	206,067.00
2	85,447.00	30	HEAD CLERK	2	89,163.00
1	44,325.00	27	PRINCIPAL CLERK & STENOGRAPHER	1	46,568.00
30	1,148,150.00	26	PUBLIC WORKS MAINTENANCE MAN	30	1,191,096.00
1	42,765.00	26	WATER SERVICE INSPECTOR	1	45,386.00
2	79,041.00	26	STOREKEEPER (DPW)	2	79,914.00
3	110,174.00	25	ASSISTANT STOREKEEPER (DPW)	3	113,808.00
3	119,685.00	24	ASSISTANT FILTRATION PLANT OPERATOR	3	122,055.00
1	31,783.00	24	SENIOR CLERK AND STENOGRAPHER	1	32,748.00
15	556,231.00	24	PUBLIC WORKS LABORER	15	576,064.00
1	29,973.00	22	SENIOR CLERK AND TYPIST	1	30,876.00
1	49,161.00	4	SENIOR SECURITY GUARD (DPW)	1	51,874.00
4	142,419.00	1	SECURITY GUARD	4	151,070.00
136	6,626,867.00		REGULAR SALARIES	137	6,921,109.00

PAUL J. MOOSEY, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF WATER- DIVISION #450

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
AUTHORIZED POSITIONS WITHOUT FUNDING					
1	-	45EM	DIRECTOR OF ENVIROMENTAL SYSTEMS	1	-
1	-	44M	SENIOR SANITARY ENGINEER, GRADE 5	1	-
1	-	34	GENERAL PUBLIC WORKS FOREMAN	1	-
1	-	32	WORKING FOREMAN, CRAFTSMAN	1	-
1	-	32	STAFF ASSISTANT I	1	-
1	-	27	PRINCIPAL CLERK AND TYPIST	1	-
3	-	26	PUBLIC WORKS MAINTENANCE MAN	3	-
<u>9</u>	<u>-</u>		REGULAR SALARIES	<u>9</u>	<u>-</u>
	2,047.00		EM INCENTIVE PAY		868.00
	252,398.00		CONTRACTUAL STIPENDS - MEO		252,398.00
	(105,502.00)		VACANCY FACTOR		(105,502.00)
	<u>6,775,810.00</u>		TOTAL RECOMMENDED SALARIES		<u>7,068,873.00</u>
	(36,120.00)		FUNDING SOURCES:		(36,837.00)
	(36,120.00)		CREDIT SEWER REVENUES		(36,837.00)
<u>145</u>	<u>\$ 6,739,690.00</u>	450-91000	TOTAL RECOMMENDED PERSONAL SERVICES	<u>146</u>	<u>\$ 7,032,036.00</u>
	<u>\$ 643,000.00</u>	450-97000	TOTAL OVERTIME		<u>\$ 643,000.00</u>
\$ 100,000.00			BUILDING MAINTENANCE SERVICES		\$ -
1,280,000.00			ELECTRICITY		1,265,000.00
21,000.00			LEASES & RENTALS		17,500.00
80,000.00			SPECIAL POLICE		102,000.00
50,000.00			HIRED SERVICES		44,000.00
55,000.00			TELEPHONE		40,500.00
-			POSTAGE		2,750.00
2,500.00			SECURITY SERVICES		6,000.00
2,000.00			NEWSPAPER ADVERTISING		3,500.00
10,000.00			REGISTRATION FEES		12,000.00
-			WATER		155,000.00
79,000.00			HIRED SERVICES & EQUIPMENT		-
2,000.00			EXTERMINATOR SERVICES		6,500.00
18,000.00			PRINTING		19,500.00
3,700.00			RUBBISH REMOVAL		5,000.00
34,000.00			MAINTENANCE SYSTEM EQUIPMENT		-
4,000.00			MAINTENANCE SYSTEM SOFTWARE		45,000.00
50,000.00			MAINTENANCE/REPAIR BUILDING		65,000.00
250,000.00			MAINTENANCE/REPAIR EQUIPMENT		79,250.00
-			TRAINING CERTIFICATES		3,000.00
400.00			MAINTENANCE/REPAIR VEHICLE		285,000.00
1,500.00			CLEANING SERVICES		12,000.00
-			INSURANCE		40,500.00
-			CONSULTANTS		15,000.00
-			ENVIRONMENTAL SERVICES		6,500.00
-			HARDWARE NETWORK SUPPORT		7,500.00
700.00			MEMBERSHIP DUES		9,000.00
2,500.00			AUTOMOTIVE SUPPLIES		6,000.00
589,000.00			BUILDING SUPPLIES		335,000.00
15,000.00			OFFICE SUPPLIES		13,000.00
114,000.00			NATURAL GAS		131,500.00
11,200.00			CONSTRUCTION SUPPLIES		-

PAUL J. MOOSEY, COMMISSIONER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2018****DEPARTMENT OF PUBLIC WORKS & PARKS****DIVISION OF WATER- DIVISION #450**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 10,000.00		HARDWARE SUPPLIES		\$ -
	6,000.00		SAND & GRAVEL SUPPLIES		6,000.00
	5,000.00		PRINTING SUPPLIES		6,000.00
	2,800.00		ELECTRIC SUPPLIES		-
	52,000.00		AUTO FUEL NO LEAD GAS		80,000.00
	5,000.00		HEATING FUEL OIL		-
	52,000.00		DIESEL FUEL		67,000.00
	15,000.00		CLEANING SUPPLIES		-
	125,000.00		LABORATORY SUPPLIES		100,000.00
	16,000.00		TOOLS		-
	10,000.00		PARTS/EQUIPMENT SUPPLIES		61,500.00
	23,000.00		SAFETY SUPPLIES		32,500.00
	-		SUBSCRIPTIONS		2,000.00
	350,000.00		CHEMICAL SUPPLIES		318,000.00
	-		CUSTODIAL SUPPLIES		19,000.00
	-		COPY PAPER		3,500.00
	-		UNIFORMS		2,000.00
	-		HARDWARE/DEVICES		4,500.00
	-		LANDSCAPING SUPPLIES		2,500.00
	7,850.00		OTHER CHARGES & EXPENDITURES		168,650.00
	140,000.00		TAXES		160,000.00
	-		LICENSES		4,500.00
	<u>\$ 3,595,150.00</u>	450-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		<u>\$ 3,770,150.00</u>
	<u>\$ 25,000.00</u>	450-93000	TOTAL CAPITAL OUTLAY		<u>\$ 25,000.00</u>
	\$ 5,703,797.00		DEBT SERVICES:		\$ 5,191,335.00
	2,390,796.00		REDEMPTION OF BONDS		2,377,015.00
	<u>\$ 8,094,593.00</u>	450-94000	TOTAL RECOMMENDED DEBT SERVICES		<u>\$ 7,568,350.00</u>
	<u>\$ 2,313,991.00</u>	450-95000	TRANSFER OF SERVICES		<u>\$ 2,438,155.00</u>
	\$ 1,960,397.00		FRINGE BENEFITS		1,886,887.00
	1,811,842.00		HEALTH INSURANCE		2,075,385.00
	259,569.00		CONTRIBUTORY PENSIONS		133,095.00
	743,706.00		EARLY RETIREMENT		768,592.00
	90,000.00		PENSION OBLIGATION BONDS		80,000.00
	5,000.00		WORKERS COMPENSATION		5,000.00
	<u>\$ 4,870,514.00</u>	450-96000	TOTAL FRINGE BENEFITS		<u>\$ 4,948,959.00</u>
	<u>\$ 26,281,938.00</u>		TOTAL WATER		<u>\$ 26,425,650.00</u>

Department of Public Works & Parks- Off-Street Parking FY19 Budget Recommendation

Paul J. Moosey Commissioner

20 East Worcester Street
Worcester, Massachusetts 01604
(508) 929 -1300

Divisional Mission Statement:

The mission of Off-Street Parking Division is to:

- Provide a safe and economical parking supply program, which maintains and supports economic development in the City; and
- Supplement the City's curbside parking, as well as the private sector's parking supply, at no cost to the taxpayer.

FY19 Budget Overview

	Actual	Approved	Recommended
	Fiscal 2017	Budget for	Appropriation
		Fiscal 2018	Fiscal 2019
Expenditures			
Pearl Elm Garage	\$ 446,804.23	\$ 507,997.00	\$ 464,029.00
Federal Plaza Garage	539,898.79	624,808.00	543,047.00
Off Street Parking Lots	199,521.06	400,398.00	546,624.00
Parking Meters	305,486.97	50,415.00	75,000.00
Union Station Garage	673,708.87	748,006.00	702,790.00
Major Taylor Blvd Garage	1,064,863.14	1,179,038.00	1,118,804.00
Worcester Common Garage	324,526.65	295,000.00	295,000.00
Total Expenditures	\$ 3,554,809.71	\$ 3,805,662.00	\$ 3,745,294.00
Funding Sources			
Pearl Elm Garage	\$ 446,804.23	\$ 1,159,849.00	\$ 956,092.00
Federal Plaza Garage	539,898.79	500,000.00	500,000.00
Off Street Parking Lots	199,521.06	400,398.00	400,398.00
Parking Meters	305,486.97	50,415.00	75,000.00
Union Station Garage	673,708.87	400,000.00	400,000.00
Major Taylor Blvd Garage	1,064,863.14	1,000,000.00	1,118,804.00
Worcester Common Garage	324,526.65	295,000.00	295,000.00
Total Funding Sources	\$ 3,554,809.71	\$ 3,805,662.00	\$ 3,745,294.00

Department of Public Works & Parks- Off-Street Parking FY19 Budget Recommendation

Expenditures:

The Operational budget for Fiscal 2019 is recommended to be \$3,745,294, which is a decrease of \$60,368 from the Fiscal 2018 budget of \$3,805,662. The net operational decrease is attributable to a decrease of \$148,600 in ordinary maintenance expenditures, which is offset by an increase in the Debt Service costs of \$88,232. The following is breakdown of costs associated with the various garages:

Pearl Elm Garage:

The Fiscal 2019 Operational budget for the Pearl Elm Garage is projected at \$464,029, which is a decrease of \$43,968 or 8.66% from the Fiscal 2018 budget of \$507,997. Ordinary Maintenance expenditure is funded at \$350,000 and \$114,029 for principal and interest payments for debt service cost.

Federal Plaza Garage:

The Fiscal 2019 Operational budget for the Federal Plaza Garage is projected at \$543,047, which is a decrease of \$81,761 or 13.09% from the Fiscal 2018 budget of \$624,808. Ordinary Maintenance expenditure is funded at \$285,000 and \$258,047 for principal and interest payments for debt service cost.

Parking Meter Program:

The Fiscal 2019 Operational budget for the Parking Meter Program is projected to be \$75,000, which is an increase of \$24,585 or 48.77% from the Fiscal 2018 budget of \$50,415.

Off-Street Parking Lots:

The Fiscal 2019 Operational budget for the Off-Street Parking is projected at \$546,624, which is an increase of \$146,226 or 26.75% from the Fiscal 2018 budget of \$400,398. Ordinary Maintenance expenditure is funded at \$175,000 and \$371,624 for principal and interest payments for debt service cost.

Union Station Garage:

The Fiscal 2019 Operational budget for the Union Station Garage is projected at \$702,790, which is a decrease of \$45,216 or 6.04% from the Fiscal 2018 budget of \$748,006. Ordinary Maintenance expenditure is funded at \$335,000 and \$367,790 for principal and interest payments for debt service cost.

Major Taylor Boulevard Garage:

The Fiscal 2019 Operational budget for the Major Taylor Garage is projected at \$1,118,804, which is a decrease of \$60,234 or 5.11% from the Fiscal 2018 budget of \$1,179,038. Ordinary Maintenance expenditure is funded at \$475,000 and \$643,804 for principal and interest payments for debt service cost.

Worcester Common Garage:

The Fiscal 2019 Operational budget for the new Worcester Common Garage is projected to be level funded at \$295,000.

Department of Public Works & Parks- Off-Street Parking FY19 Budget Recommendation

Operational Overview:

The Off-Street Parking Program presently consists of five municipal parking garages and thirteen open-air parking lots. Three garages are located in the Central Business District: Pearl Elm, Federal Plaza, and Worcester Common, which supply 1,380 parking spaces for workers and visitors. The Major Taylor Boulevard Garage supplies 983 spaces and the Union Station Garage supplies an additional 500 spaces. The total number of parking garage spaces is 2,863. The thirteen open-air parking lots are located throughout the City.

The Off-Street Parking Program maintains all of its services by means of the income generated at the garages, curbside meters, and open-air lots. No tax levy funds are required for this program.

PAUL J. MOOSEY, COMMISSIONER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF PUBLIC WORKS & PARKS****OFF STREET PARKING PROGRAM #46S**

RECOMMENDED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 387,520.00	PEARL / ELM GARAGE ORDINARY MAINTENANCE	\$ 350,000.00
36,797.00	INTEREST ON BONDS	32,319.00
83,680.00	REDEMPTION ON BONDS	81,710.00
<u>\$ 507,997.00</u>	<u>TOTAL PEARL ELM GARAGE</u>	<u>\$ 464,029.00</u>
\$ 352,385.00	FED/PLAZA GARAGE ORDINARY MAINTENANCE	\$ 285,000.00
71,717.00	INTEREST ON BONDS	63,634.00
200,706.00	REDEMPTION ON BONDS	194,413.00
<u>\$ 624,808.00</u>	<u>TOTAL FEDERAL PLAZA GARAGE</u>	<u>\$ 543,047.00</u>
\$ 50,415.00	PARKING METERS ORDINARY MAINTENANCE	\$ 75,000.00
<u>\$ 50,415.00</u>	<u>TOTAL PARKING METERS</u>	<u>\$ 75,000.00</u>
\$ 151,250.00	OFF STREET PARKING LOT ORDINARY MAINTENANCE	\$ 175,000.00
79,307.00	INTEREST ON BONDS	184,783.00
169,841.00	REDEMPTION ON BONDS	186,841.00
<u>\$ 400,398.00</u>	<u>TOTAL OFF STREET PARKING LOT</u>	<u>\$ 546,624.00</u>
\$ 366,740.00	UNION STATION ORDINARY MAINTENANCE	\$ 335,000.00
109,802.00	INTEREST ON BONDS	96,227.00
271,464.00	REDEMPTION ON BONDS	271,563.00
<u>\$ 748,006.00</u>	<u>TOTAL UNION STATION GARAGE</u>	<u>\$ 702,790.00</u>
\$ 535,290.00	MAJOR TAYLOR BOULEVARD GARAGE ORDINARY MAINTENANCE	\$ 475,000.00
85,748.00	INTEREST ON BONDS	55,804.00
558,000.00	REDEMPTION ON BONDS	588,000.00
<u>\$ 1,179,038.00</u>	<u>TOTAL WORCESTER CENTER BOULEVARD GARAGE</u>	<u>\$ 1,118,804.00</u>
\$ 295,000.00	WORCESTER COMMON GARAGE ORDINARY MAINTENANCE	\$ 295,000.00
<u>\$ 295,000.00</u>	<u>TOTAL WORCESTER COMMON GARAGE</u>	<u>\$ 295,000.00</u>
<u>\$ 3,805,662.00</u>	<u>TOTAL OFF - STREET PARKING</u>	<u>\$ 3,745,294.00</u>
	FUNDING SOURCES	
\$ (1,159,849.00)	PEARL ELM GARAGE	\$ (956,092.00)
(500,000.00)	FEDERAL PLAZA	(500,000.00)
(50,415.00)	PARKING METERS	(75,000.00)
(400,398.00)	OFF STREET PARKING LOTS	(400,398.00)
(400,000.00)	UNION STATION GARAGE	(400,000.00)
(1,000,000.00)	MAJOR TAYLOR BOULEVARD GARAGE	(1,118,804.00)
(295,000.00)	WORCESTER COMMON GARAGE	(295,000.00)
<u>\$ (3,805,662.00)</u>	<u>TOTAL FUNDING SOURCES</u>	<u>\$ (3,745,294.00)</u>
<u>\$ -</u>	<u>RECOMMENDED TAX LEVY</u>	<u>\$ -</u>

Department of Administration and Finance FY19 Budget Recommendation

Thomas F. Zidelis
Chief Financial Officer

City Hall – Room 203
 455 Main Street
 Worcester, Massachusetts 01608
 (508) 799 – 1180

Departmental Mission Statement:

The Department of Administration and Finance is comprised of the Budget, Purchasing, Treasurer and Collection Divisions. The mission of the Department is to oversee all aspects of Worcester’s financial functions and to achieve and complete the missions of the Assessing, Technical Services, and Treasurer and Collection Divisions. To accomplish this mission, the Department:

- Serves as the City’s receipting and disbursing agent of public financial assets in order to maximize the utilization and safekeeping of City funds;
- Prepares and monitors each fiscal year’s capital, grant, and tax levy budgets;
- Performs financial analyses on various projects and annual City programs;
- Coordinates grants acquisition and financial oversight; and
- Procures materials, supplies, equipment, and services at the lowest possible cost, consistent with the quality necessary for the proper operation of various City departments.

FY19 Budget Overview

	Actual	Approved		Recommended
	Fiscal 2017	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 1,705,954.84	\$ 1,752,731.00	91000	\$ 1,843,824.00
Overtime	27,913.51	30,500.00	97000	30,500.00
Ordinary Maintenance	1,149,626.09	768,752.00	92000	768,752.00
Total	\$ 2,883,494.44	\$ 2,551,983.00		\$ 2,643,076.00
Total Positions	41	41		41

Expenditures:

The total tax levy budget for Fiscal 2019 is recommended to be \$2,643,076, which is an increase of \$91,093 from the Fiscal 2018 budget of \$2,551,983.

The tax levy Personal Services budget for Fiscal 2019 is recommended to be \$1,843,824, which is an increase of \$91.093 from the Fiscal 2018 budget of \$1,752,731. This is a result of:

- Step increase, EM incentive: \$76,624
- Position upgrade Supervisor of Payroll P.G32 Step 5 to P.G32 Step 7: \$4,334
- Increase Enterprise funding sources: (\$16,295)
- Decrease in Grant funding sources: \$26,430

Department of Administration and Finance FY19 Budget Recommendation

The recommended Overtime budget for Fiscal 2019 is recommended to be level funded at \$30,500.

The recommended Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$768,752.

Operational Overview:

The Administration and Finance department manages all operating revenues, expenses, and financial planning for the City of Worcester. Emphasis is placed on using technology to streamline financial and operational information flow.

The Budget Division provides coordination between the financial divisions of Administration and Finance and all departments/divisions throughout the City. Through the implementation of the City's Five Point Financial Plan, the Budget Division ensures both short-and long-term financial planning and adherence to the City's budget. This Division supports the identification of prospects and crafting of grant proposals for the majority of City departments, and oversight of grant programs with respect to municipal finance.

The Treasurer and Collector Division is responsible for the timely billing and collection of all of the City's revenues, disbursing all payments by the City and the Worcester Retirement System, and the safekeeping of all City funds. The Treasurer's division functions as the disbursing agent for the City, issuing over 300,000 paychecks, direct deposit vouchers and vendor checks annually. This Division is also responsible for the administration, withholding and disbursement of all payroll liabilities in compliance with Federal and State laws and local contracts. The Division is also chiefly responsible for long-term debt management. The Treasurer's Division coordinates the issuance of short-term and long-term debt obligations to fund the City's capital improvement program. The Division issues and receipts more than 600,000 tax, utility, and departmental bills annually.

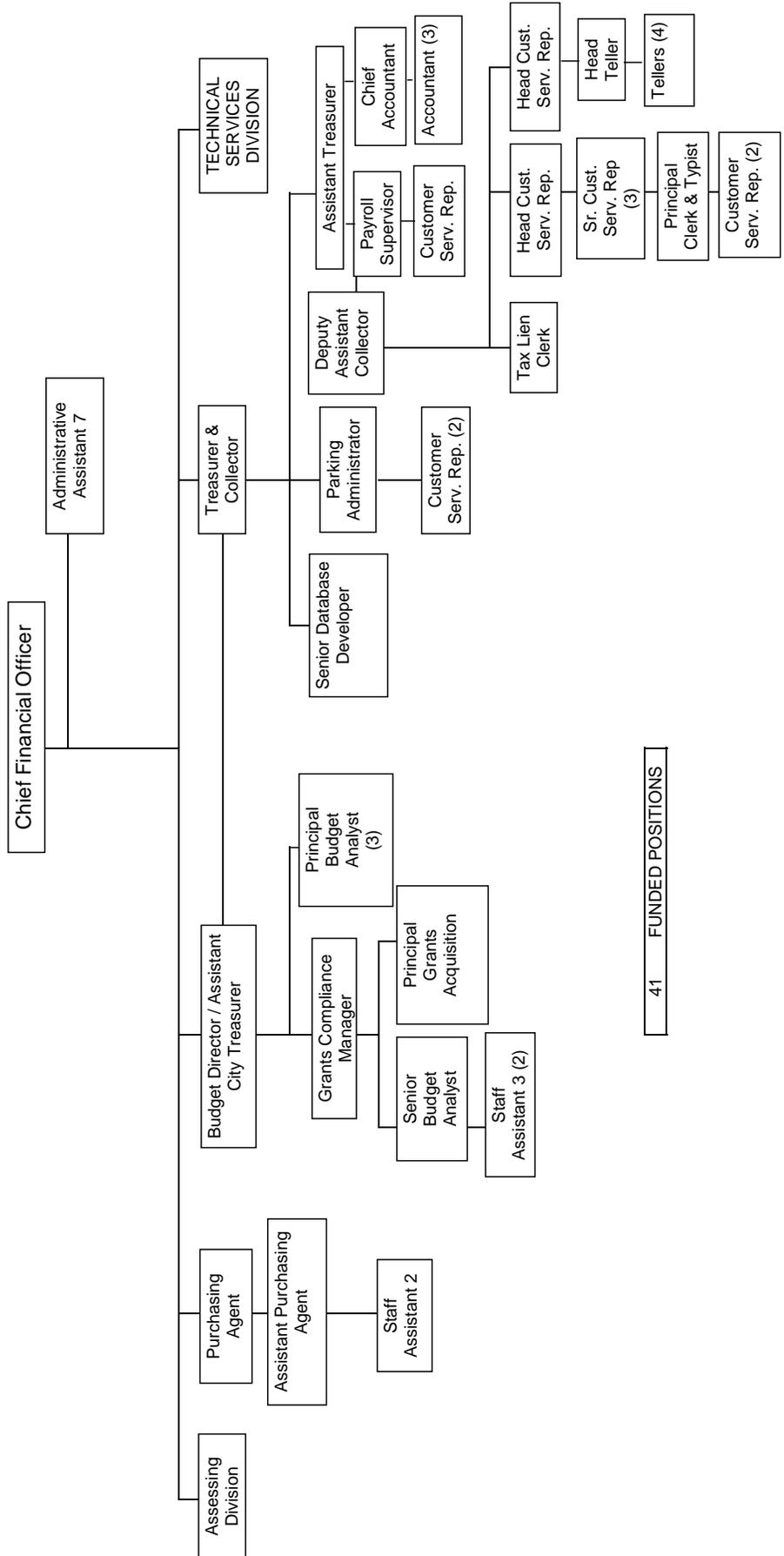
The Parking unit is responsible for the administration of the collection of revenues from parking tickets and abandoned vehicle violations as well as the City's resident parking program. This unit also provides municipal hearings for parking appeals, as well as other eligible appeal processes, including nuisance violations and dangerous dog hearings.

The Tax Title Foreclosure unit is charged with the prosecution of Land Court foreclosure complaints, the preparation and filing of legal documents effecting property owner's title, and the disposition of tax foreclosed properties in compliance with Chapter 60 of the Massachusetts General Laws. This Division is also responsible for compiling and conducting tax liens for assignment sales.

The Department of Administration and Finance is charged with oversight of all outgoing mail issued by the City. This encompasses over one million pieces of mail issued to taxpayers, residents and employees of the City.

The Purchasing Division serves as the conduit for all City department procurements, in addition to communication with the local business community and the Commonwealth.

DEPARTMENT OF ADMINISTRATION & FINANCE
ORGANIZATIONAL CHART



41 FUNDED POSITIONS

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER**CITY OF WORCESTER - APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF ADMINISTRATION AND FINANCE****DIVISION OF PURCHASING, FINANCE & TREASURY**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
<u>ADMINISTRATION</u>					
1	\$ 147,764.00	58CM	CHIEF FINANCIAL OFFICER	1	\$ 150,717.00
1	58,282.00	35	ADMINISTRATIVE ASSISTANT 7	1	59,447.00
2	\$ 206,046.00		REGULAR SALARIES ADMINISTRATION	2	\$ 210,164.00
	5,861.00		EM INCENTIVE PAY		5,274.00
	\$ 211,907.00		TOTAL REGULAR SALARIES ADMINISTRATION		\$ 215,438.00
<u>FINANCE / BUDGET</u>					
1	\$ 81,599.00	47EM	BUDGET DIRECTOR/ASSISTANT CITY TREASURER	1	\$ 83,554.00
1	78,624.00	42M	GRANTS COMPLIANCE MANAGER	1	80,205.00
3	204,014.00	40M	PRINCIPAL BUDGET ANALYST	3	210,272.00
1	65,845.00	39M	SENIOR BUDGET ANALYST	1	69,546.00
1	66,272.00	39M	PRINCIPAL GRANTS ACQUISITION	1	70,018.00
2	112,175.00	30	STAFF ASSISTANT 3	2	111,090.00
9	\$ 608,529.00		REGULAR SALARIES ADMIN & FINANCE	9	\$ 624,685.00
	(26,980.00)		VACANCY FACTOR		(27,566.00)
	2,500.00		WRA FINANCIAL MANAGER		2,500.00
	\$ 584,049.00		TOTAL REGULAR SALARIES FINANCE & BUDGET		\$ 599,619.00
<u>FUNDING SOURCES:</u>					
	\$ (83,548.00)		FEDERAL & STATE GRANTS		\$ (70,626.00)
	(57,375.00)		PUBLIC HEALTH GRANTS		(43,867.00)
	(635.00)		GOLF REVENUES		(650.00)
	(76,708.00)		SEWER REVENUES		(78,549.00)
	(38,878.00)		WATER REVENUES		(39,811.00)
	\$ (257,144.00)		TOTAL FUNDING SOURCES		\$ (233,503.00)
11	\$ 538,812.00	610-91000	TOTAL PERSONAL SERVICES ADMIN. & FINANCE	11	\$ 581,554.00

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF ADMINISTRATION AND FINANCE

DIVISION OF PURCHASING, FINANCE & TREASURY

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
<u>TREASURY</u>					
1	\$ 107,021.00	53EM	CITY TREASURER & COLLECTOR	1	\$ 107,021.00
1	81,599.00	47EM	ASSISTANT TREASURER	1	83,221.00
1	98,176.00	48P	SENIOR DATABASE DEVELOPER	1	100,132.00
1	84,760.00	44M	DEPUTY ASSISTANT COLLECTOR	1	86,445.00
1	78,624.00	42M	PARKING ADMINISTRATOR	1	80,205.00
1	65,801.00	39P	CHIEF ACCOUNTANT	1	61,842.00
2	121,056.00	36	HEAD CUSTOMER SERVICE REPRESENTATIVE	2	127,184.00
1	54,413.00	33	HEAD TELLER	1	57,155.00
1	47,996.00	32	SUPERVISOR OF PAYROLL	1	55,620.00
3	137,833.00	32	ACCOUNTANT	3	143,507.00
1	52,437.00	32	TAX-LIEN CLERK	1	55,075.00
4	189,826.00	30	TELLER	4	200,169.00
3	137,967.00	28	SR. CUSTOMER SERVICE REPRESENTATIVE	3	143,532.00
2	35,060.00	22	PRINCIPAL CLERK & TYPIST (P.G. 27)	2	35,781.00
4	143,240.00	22	CUSTOMER SERVICE REPRESENTATIVE	4	152,085.00
<u>27</u>	<u>\$ 1,435,809.00</u>		REGULAR SALARIES FINANCE & TREASURY	<u>27</u>	<u>\$ 1,488,974.00</u>
	(80,266.00)		VACANCY FACTOR		(80,266.00)
	1,883.00		EM INCENTIVE PAY		-
	2,500.00		MUNICIPAL HEARING OFFICER STIPEND		2,500.00
	<u>\$ 1,359,926.00</u>		TOTAL REGULAR SALARIES TREASURY		<u>\$ 1,411,208.00</u>
<u>FUNDING SOURCES:</u>					
	\$ (2,187.00)		GOLF REVENUES		\$ (2,265.00)
	(169,947.00)		SEWER REVENUES		(176,009.00)
	(188,222.00)		WATER REVENUES		(194,936.00)
	<u>\$ (360,356.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (373,210.00)</u>
<u>27</u>	<u>\$ 999,570.00</u>	660-91000	TOTAL PERSONAL SERVICES TREASURY	<u>27</u>	<u>\$ 1,037,998.00</u>

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF ADMINISTRATION AND FINANCE

DIVISION OF PURCHASING, FINANCE & TREASURY

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
<u>PURCHASING DIVISION</u>					
1	\$ 102,128.00	50EM	PURCHASING AGENT	1	\$ 104,167.00
1	71,823.00	43M	ASSISTANT PURCHASING AGENT	1	77,454.00
1	56,348.00	35	STAFF ASSISTANT 2	1	59,447.00
<u>3</u>	<u>\$ 230,299.00</u>		REGULAR SALARIES PURCHASING	<u>3</u>	<u>\$ 241,068.00</u>
	4,124.00		EM INCENTIVE PAY		4,207.00
	<u>\$ 234,423.00</u>		TOTAL REGULAR SALARIES PURCHASING		<u>\$ 245,275.00</u>
<u>FUNDING SOURCES:</u>					
	\$ (416.00)		GOLF REVENUES		\$ (435.00)
	(7,386.00)		SEWER REVENUES		(7,728.00)
	(12,272.00)		WATER REVENUES		(12,840.00)
	<u>\$ (20,074.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (21,003.00)</u>
<u>3</u>	<u>\$ 214,349.00</u>	600-91000	TOTAL PERSONAL SERVICES PURCHASING	<u>3</u>	<u>\$ 224,272.00</u>
<u>41</u>	<u>\$ 1,752,731.00</u>		TOTAL RECOMMENDED PERSONAL SERVICES	<u>41</u>	<u>\$ 1,843,824.00</u>
	\$ 30,500.00		TREASURER & COLLECTOR OVERTIME		\$ 30,500.00
	<u>\$ 30,500.00</u>	660-97000	TOTAL RECOMMENDED OVERTIME		<u>\$ 30,500.00</u>

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF ADMINISTRATION AND FINANCE

DIVISION OF PURCHASING, FINANCE & TREASURY

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	\$ 400.00		TELEPHONE		\$ 1,150.00
	100.00		POSTAGE		100.00
	450.00		OTHER PERSONAL SERVICES		450.00
	2,500.00		NEWSPAPER ADVERTISEMENT		2,800.00
	2,000.00		PRINTING		2,200.00
	250.00		MAINTENANCE /REPAIR EQUIPMENT		-
	1,000.00		HARDWARE NETWORK SUPPORT		-
	-		HARDWARE/DEVICES		1,800.00
	500.00		MEMBERSHIP DUES		650.00
	4,000.00		OFFICE SUPPLIES		2,000.00
	400.00		OTHER SUPPLIES		-
	2,000.00		PRINTING SUPPLIES		2,200.00
	1,000.00		SUBSCRIPTIONS		1,000.00
	1,000.00		COPY PAPER		1,500.00
	-		TRAINING CERTIFICATE		600.00
	300.00		TRAVELING		-
	<u>\$ 15,900.00</u>	600-92000	SUBTOTAL PURCHASING ORDINARY MAINTENANCE		<u>\$ 16,450.00</u>
	\$ 4,000.00		LEASES & RENTALS		\$ 4,200.00
	-		TELEPHONE		1,500.00
	1,000.00		POSTAGE		700.00
	1,500.00		PRINTING		2,300.00
	3,000.00		HARDWARE NETWORK SUPPORT		-
	-		HARDWARE DEVICES		300.00
	-		MAINTENANCE & SYSTEM SOFTWARE		400.00
	400.00		MEMBERSHIP DUES		400.00
	1,500.00		OFFICE SUPPLIES		2,000.00
	1,500.00		SUBSCRIPTIONS		-
	1,000.00		COPY PAPER		1,400.00
	-		PRINTING SUPPLIES		1,000.00
	1,000.00		OTHER CHARGES & EXPENDITURES		-
	-		WATER		700.00
	30,000.00		TRAVEL		28,444.00
	<u>\$ 44,900.00</u>	610-92000	SUBTOTAL BUDGET ORDINARY MAINTENANCE		<u>\$ 43,344.00</u>
	\$ 500.00		LEASES & RENTALS- TREASURY		\$ 700.00
	3,200.00		MAINTENANCE & REPAIR- TREASURY		-
	3,000.00		POSTAGE- TREASURY		-
	400.00		NETWORK, HARDWARE, SOFTWARE- TREASURY		-
	50,300.00		OTHER PERSONAL SERVICES- TREASURY		33,405.00
	5,000.00		NEWSPAPER ADVERTISING		500.00
	18,200.00		OFFICE SUPPLIES & COPY PAPER- TREASURY		18,000.00
	700.00		OTHER SUPPLIES- TREASURY		-
	-		HARDWARE/DEVICES - TREASURY		5,000.00
	-		CONSABLES/LEGAL FILING FEES - TREASURY		15,500.00
	-		MAINT STSTEMS/REP BUILDINGS		10,000.00
	12,500.00		PRINTING & PRINTING SUPPLIES - TREASURY		12,200.00
	2,700.00		REGISTRATION/MEMBERSHIP/SUBSCRIPTIONS		9,300.00
	5,400.00		LEASES & RENTALS- COLLECTORS		3,500.00
	2,000.00		OFFICE SUPPLIES & OTHER CHARGES- COLLECTORS		1,000.00
	1,600.00		TELEPHONE - COLLECTORS		2,000.00
	18,900.00		LEGAL FILING FEES - COLLECTORS		-

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER**CITY OF WORCESTER - APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF ADMINISTRATION AND FINANCE****DIVISION OF PURCHASING, FINANCE & TREASURY**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
	2,000.00		LEASES & RENTALS- MAILING		4,400.00
	1,500.00		MAINTENANCE & REPAIR- MAILING		-
	430,000.00		POSTAGE- MAILING		450,000.00
	8,000.00		OTHER PERSONAL SERVICES- MAILING		5,000.00
	83,500.00		PRINTING - MAILING		60,000.00
	500.00		OFFICE SUPPLIES- MAILING		6,000.00
	-		OTHER PERSONAL SERVICES - TAX TITLE		1,000.00
	-		NEWSPAPER ADVERTISING - TAX TITLE		5,000.00
	15,000.00		LEGAL FILING FEES - TAX TITLE		28,000.00
	15,000.00		MAINT/REP BUILDINGS - TAX TITLE		16,000.00
	96,000.00		PARKING VIO. PROCESSING		90,000.00
	2,000.00		OFFICE SUPPLIES- PARKING		1,000.00
	-		TRAVELING		1,500.00
	<u>\$ 777,900.00</u>	660-92000	SUBTOTAL TREASURY ORDINARY MAINTENANCE		<u>\$ 779,005.00</u>
			FUNDING SOURCES:		
	\$ (30,908.00)		SEWER REVENUES		\$ (30,952.00)
	<u>(39,040.00)</u>		WATER REVENUES		<u>(39,095.00)</u>
	<u>\$ (69,948.00)</u>		TOTAL FUNDING SOURCES		<u>\$ (70,047.00)</u>
	<u>\$ 768,752.00</u>		TOTAL ORDINARY MAINTENANCE		<u>\$ 768,752.00</u>
			FRINGE BENEFITS:		
	\$ 12,458.00		HEALTH INSURANCE		\$ 10,460.00
	<u>15,771.00</u>		RETIREMENT		<u>11,965.00</u>
	<u>\$ 28,229.00</u>		TOTAL FRINGE BENEFITS		<u>\$ 22,425.00</u>
			FUNDING SOURCES:		
	<u>(28,229.00)</u>		FEDERAL & STATE GRANTS		<u>(22,425.00)</u>
	<u>(28,229.00)</u>		TOTAL FUNDING SOURCES		<u>(22,425.00)</u>
	<u>\$ -</u>		TOTAL FRINGE BENEFITS		<u>\$ -</u>
	<u>\$ 2,551,983.00</u>		TOTAL RECOMMENDED TAX LEVY		<u>\$ 2,643,076.00</u>

Assessing Division FY19 Budget Recommendation

William J. Ford

City Assessor

City Hall - Room 209

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1098

Divisional Mission Statement:

The mission of the Assessing Division is to value real and personal property efficiently, fairly and accurately, in accordance with the laws of the Commonwealth of Massachusetts; to administer motor vehicle excise, exemption, and abatement programs; and to address concerns of the public professionally, quickly and courteously. To accomplish this mission, the Division:

- Applies Assessing Division practices to the appraisal of real and personal property and maintains the level of assessment at its full and fair cash value, as required by the laws of the Commonwealth of Massachusetts, in conformance with the regulations of the Department of Revenue;
- Develops and maintains accurate records of all real estate parcels and personal property accounts within the City, including property record folders, electronic databases, tax maps, deed references, etc.;
- Continues the cyclical building inspection program to improve existing data integrity and capture new growth from building improvements;
- Periodically inspects and reviews all City property and updates electronic data files;
- Updates neighborhood assessing districts in conjunction with improvements to the statistical model for valuing residential property;
- Maintains an accurate personal property database by continuing a six-year data collection cycle for existing personal property accounts;
- Ensures that new businesses, when opened, are valued and billed; and
- Administers motor vehicle excise tax programs that include commitment of excise tax bills and the abatement /appeal process related to individual taxpayer's excise bills.

Assessing Division FY19 Budget Recommendation

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$572,737.44	\$ 594,995.00	91000	\$ 603,385.00
Overtime	222.52	1,000.00	97000	1,000.00
Ordinary Maintenance	115,165.92	156,700.00	92000	156,700.00
Total	\$ 688,125.88	\$ 752,695.00		\$ 761,085.00
Total Positions	10	10		10

Expenditures:

The total Fiscal 2019 budget is recommended to be \$761,085 which is an increase of \$8,390 from the Fiscal 2018 budget of \$752,695.

The recommended Personal Services budget for Fiscal 2019 is \$603,385 which is an increase of \$8,390 from the Fiscal 2018 amount of \$594,995. This increase is a result of:

- Step increases: \$5,684
- Increase EM Incentive Pay: \$706
- Decrease Vacancy Factor: \$2,000

The recommended Overtime budget for Fiscal 2019 is recommended to be level funded at \$1,000.00.

The recommended Ordinary Maintenance budget for Fiscal 2019 is recommended to be level funded at \$156,700.

Divisional Overview:

The Assessing Division is responsible for the administration of all laws and regulations regarding property tax assessment. The assessors, as required by chapters 59, 60A, 61, 61B, 121A of the Massachusetts General Laws and various acts of the Legislature, perform the appraisal of approximately 47,500 real property (residential, commercial, industrial, tax exempt) and 5,200 personal property (business and utility tangible assets) accounts, and process 101,500 excise tax accounts on motor vehicles.

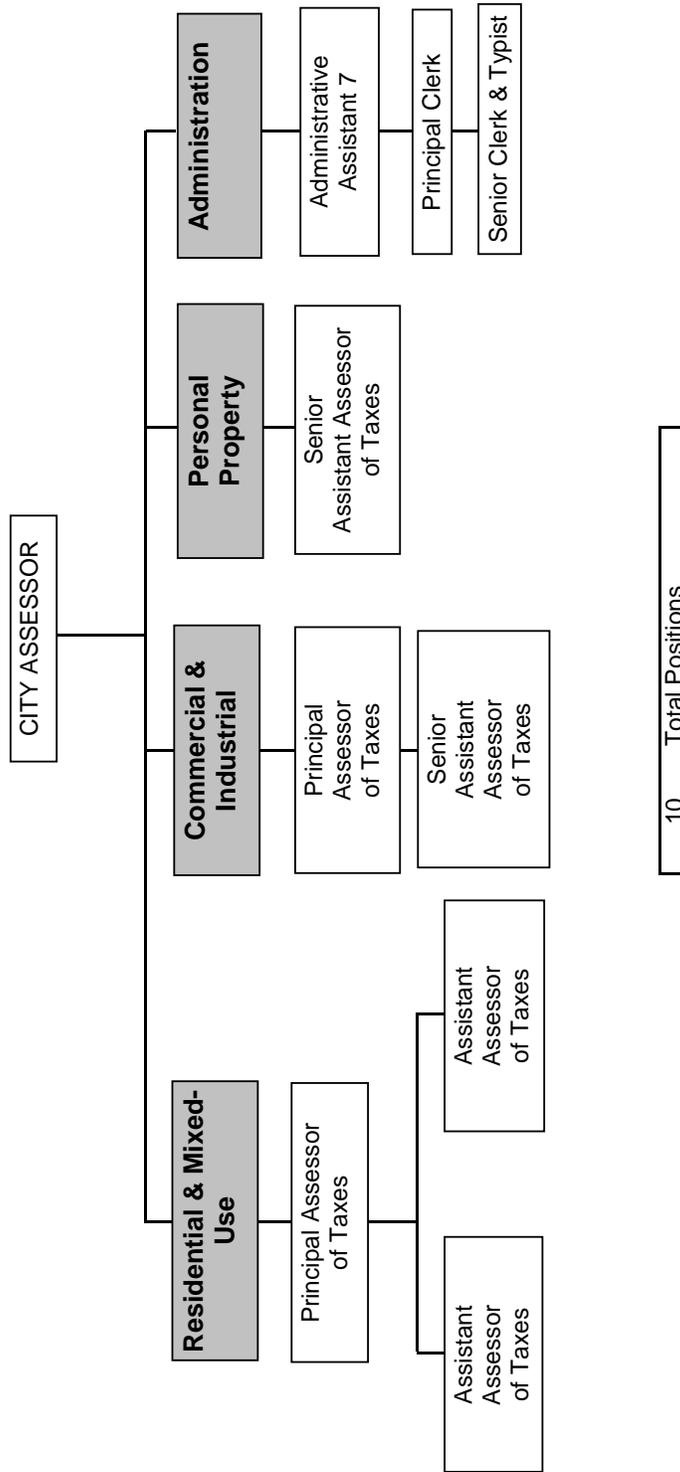
The Assessing Division provides information to the City Council for the annual Tax Classification Hearing so the tax rate(s) can be established. The Assessing Division then commits to the Treasurer/Collector the annual real and personal property taxes to be collected,

Assessing Division FY19 Budget Recommendation

including betterments (sewer, street, sidewalk); and liens (sewer, water). In addition, the Division handles requests for real estate abatements and personal exemptions (elderly, surviving spouse, blind, infirm, and disabled) through the avenues prescribed by the Legislature, and processes thousands of abatements on motor vehicle excise.

As required by law, the Assessing Division prepares and defends property values before the Massachusetts Appellate Tax Board and reports all sales within the City to the Massachusetts Department of Revenue. The Assessing Division works daily to answer the inquiries of taxpayers, planners, developers, builders, government officials, etc. The Division prepares presentations for various taxpayer groups within the City and provides information for the public on the City's website to achieve transparency of the assessment/appraisal process. By coordinating the revaluation process within the laws of the Commonwealth, the City achieves a sound base for fiscal planning.

DEPARTMENT OF ADMINISTRATION & FINANCE ASSESSING DIVISION ORGANIZATIONAL CHART



WILLIAM J. FORD, CITY ASSESSOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019****DEPARTMENT OF ADMINISTRATION & FINANCE****ASSESSING DIVISION - DIVISION #670**

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 114,442.00	54EM	CITY ASSESSOR	1	\$ 116,730.00
2	144,534.00	40M	PRINCIPAL ASSISTANT ASSESSOR OF TAXES	2	149,470.00
2	130,084.00	39	SENIOR ASSISTANT ASSESSOR OF TAXES	2	137,280.00
1	58,282.00	33	ADMINISTRATIVE ASSISTANT 7	1	42,951.00
2	86,674.00	32	ASSISTANT ASSESSOR OF TAXES	2	89,962.00
1	44,325.00	27	PRINCIPAL CLERK	1	46,114.00
1	37,503.00	22	SENIOR CLERK AND TYPIST	1	39,021.00
10	\$ 615,844.00		TOTAL REGULAR SALARIES	10	\$ 621,528.00
	1,651.00		EM INCENTIVE PAY		2,357.00
	(22,500.00)		VACANCY FACTOR		(20,500.00)
10	\$ 594,995.00	670-91000	TOTAL RECOMMENDED PERSONAL SERVICES	10	\$ 603,385.00
	\$ 1,000.00		OVERTIME		\$ 1,000.00
	\$ 1,000.00	670-97000	TOTAL RECOMMENDED OVERTIME		\$ 1,000.00
	\$ 2,700.00		LEASES & RENTALS		\$ 2,700.00
	500.00		TELEPHONE		600.00
	2,500.00		MAINTENANCE & REPAIR		-
	-		MAINTENANCE/REPAIR VEHICLES		1,500.00
	500.00		NEWSPAPER ADVERTISING		-
	2,500.00		OTHER PERSONAL SERVICES		-
	62,500.00		PERSONAL PROPERTY VALUATION		62,500.00
	20,000.00		RESIDENTIAL PROPERTY VALUATION		20,000.00
	25,000.00		UTILITY VALUATION SERVICES		25,000.00
	26,500.00		SOFTWARE MAINTENANCE		33,450.00
	-		HARDWARE DEVICES		700.00
	1,000.00		BOOKS		1,150.00
	3,000.00		OFFICE SUPPLIES		1,700.00
	1,000.00		COPY PAPER		500.00
	1,500.00		PRINTING		900.00
	-		PRINTING SUPPLIES		1,200.00
	-		OTHER SUPPLIES		100.00
	1,300.00		AUTO FUEL		900.00
	-		LEGAL FILING FEES		900.00
	3,500.00		REGISTRATION FEES		900.00
	1,500.00		MEMBERSHIP DUES		1,000.00
	200.00		SUBSCRIPTIONS		150.00
	-		CREDIT MISC. DEPARTMENTS		350.00
	1,000.00		TRAVELING		500.00
	\$ 156,700.00	670-92000	TOTAL RECOMMENDED ORDINARY MAINTENANCE		\$ 156,700.00
	\$ 752,695.00		TOTAL RECOMMENDED TAX LEVY		\$ 761,085.00



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Technical Services Division FY19 Budget Recommendation

Eileen M. Cazaropoul
Chief Information Officer

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 Worcester, Massachusetts 01605
 (508) 799-1272

Divisional Mission Statement:

The mission of the Technical Services Division is to provide quality information technology systems and services, efficiently and effectively, to City departments and users.

FY19 Budget Overview

	Actual	Approved		Recommended
	Fiscal 2017	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 2,077,843.69	\$ 2,262,911.00	91000	\$ 2,569,400.00
Overtime	38,483.43	40,000.00	97000	40,000.00
Ordinary Maintenance	1,335,510.05	1,357,219.00	92000	1,646,185.00
Total	\$ 3,451,837.17	\$ 3,660,130.00		\$ 4,255,585.00
Total Positions	29	31		33

Expenditures:

The total budget for Fiscal 2019 is recommended to be \$4,255,585 which is an increase of \$595,455 from the Fiscal 2018 budget of \$3,660,130.

The Personal Services budget for Fiscal 2019 is recommended to be \$2,569,400 which is an increase of \$306,489 from the Fiscal 2018 budget of \$2,262,911. This increase is a result of:

- Step increases, EM incentive: (\$641)
- Position Upgrade: Senior Enterprise Applications Developer: \$84,760 (from \$80,205)
- Add Position: Network Administrator: \$94,973
- Add Position: Business Intelligence Developer: \$57,034
- Increase Vacancy Factor: (\$1,498)
- Funding Source decrease (Golf, Sewer, Water, Workforce, Cable Credits): \$128,895
- Community Compact Grant: (\$57,034)

The recommended Overtime budget for Fiscal 2019 is recommended to be level funded at \$40,000.

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$1,646,185 which is an increase of \$288,966 from the Fiscal 2018 budget of \$1,357,219. This increase is a result of:

- OM increase for Microsoft True Up: \$70,198

Technical Services Division FY19 Budget Recommendation

- OM increase for Microsoft Enterprise Agreement Year 1: \$41,802
- OM increase for Proofpoint Email Gateway License & Support: \$10,850
- OM increase for Genetec Video License & Support: \$12,000
- OM increase for Viewpoint Cloud Based Permitting System: \$178,350.00
- Enterprise Funding Increase: (\$24,234)

Operational Overview:

The Technical Services Division provides technical solutions to City departments so they can offer more efficient and timely services to the public. Applications continue to be developed, and new technologies implemented, to help departments automate a service, streamline a process, improve business operations and directly impact overall services to constituents.

The Division provides a wide-range of centralized support services, including: production and financial operations, application support and program development, networks and systems management, geographic information system (GIS), office automation, public safety support, desktop support, centralized Help Desk support, document imaging, citywide video surveillance, website development and support and Internet services. Divisional operations are organized as follows:

The **Production Services Section** supports the daily operational processes of the City's Enterprise Financial Management System, including payroll, benefits, budget, auditing, purchasing, miscellaneous receivables, utility billing, tax billing and collections and develops the corresponding procedural documentation. Staff members manage the printing requirements for payrolls, year-end tax forms, purchase orders, election reports and labels, charitable giving forms, dog license renewals, fire permit forms/letters and many customized reports. The Division also provides system management and security for the Financial Management System's Unix-based IBM platform and Linux-based systems.

The **Enterprise Applications Section** provides in-house application development, software maintenance and support for key financial and HR software applications as part of the City's Enterprise Financial Management System, which also processes all City revenues and expenditures. In addition, staff develops and modifies programs to calculate collective bargaining and retroactive payments, medical rates and continues to perform programming changes to meet the Federal Government's ACA (Affordable Care Act) ongoing reporting requirements on an annual basis.

The **Client Services Section** staff analyzes, develops and supports applications designed to meet the needs of departments such as the City Clerk, DPW, Auditing, Purchasing, Fire, Police, Treasury, Health, Law, Inspectional Services, Planning and Regulatory, City Manager, Health and Human Services and Human Resources. Their broad range of knowledge has enabled them to make database changes, modify programs, improve existing processes and develop new applications to meet the ever-growing business needs of City departments. This group continues to re-engineer legacy systems into applications that enable user departments to increase their business performance and replace outdated methods of doing business.

Technical Services Division FY19 Budget Recommendation

The **Enterprise Applications** and **Client Services** programming staff members also respond to ongoing requests from user departments for data extracts and ad hoc reports. Staff members in these groups continue to automate key business functions and develop new applications such as:

Online Customer Service Center

The Online Customer Service Center was completely redesigned and redeveloped to coincide with the rollout of the new City website. Enhanced features include selecting an exact city address or intersection from GIS data as the location of the request, viewing existing requests of the same type and area on a GIS map, adding comments and/or attaching photos to a new/existing request and instantly receiving the work order number as a reference.

Online Bulk Waste Drop-off Appointments

Residents can now schedule their own appointments online for bulk waste drop-off at the DPW residential drop-off center. Previously, all appointments were made by calling Customer Service. Once the submission is verified and completed, the resident receives a confirmation e-mail with the details of their appointment.

Online Household Hazardous Waste Day Appointments

Residents can now schedule their own appointments online for the household hazardous waste days, typically held twice a year at the DPW residential drop-off center. Previously all appointments were made by calling Customer Service. Once the submission is verified and completed, the resident receives a confirmation e-mail with the details of their appointment.

Online DPW Permit Application

Completely redesigned and redeveloped the old DPW Permit web application used by contractors to apply for and track permits issued by DPW Engineering.

WPD Court Internal Discovery Request System

Developed a system for the WPD to log and track internal discovery requests received from the Assistant District Attorney's Office.

WPD Court Attendance System

The WPD Court Attendance System was redesigned/rewritten using newer development tools.

WFD Work Schedule System

Modified the WFD Work Schedule System to include new union contract agreement items related to Wellness Leave and Buyback.

HR Benefit Application:

Provided ongoing support for the City's Benefit System. Created/modified programs to accommodate new changes such as:

- UHC (Vision coverages) data load and reconciliation report.
- CVS (Medical coverages) data load and reconciliation report

Technical Services Division FY19 Budget Recommendation

- Tufts new Supplement carrier codes for retirees
- Blue Cross Medex
- Medical coverage group number changes based on the various collective bargaining units that have settled throughout the year.

Affordable Care Act

Performed ongoing programming changes to meet the Federal Government's Affordable Care Act for the 2017 IRS form 1095c filing.

Planning and Regulatory License Tracking

Continued the development of the Planning and Regulatory application which provides a streamlined and centralized system to track, review and approve license applications for liquor, non-liquor, lodging house, planning board and zoning board of appeals.

WFD Inventory

Developed an application for the Fire Department to inventory and track their equipment assets.

City Clerk Applications

Made program enhancements to the City Clerk Office applications including Births, Marriages, Business Certificates, Animal License and Deaths.

Dog Licenses

Updated the Dog License related applications to utilize a new license numbering method for license year 2018 and beyond.

Receipt Manager Module

Made program enhancements for logging of lockbox processing activity.

Excise tax module

Performed a complete rewrite of the preliminary exemption management application.

Miscellaneous Receivables Module

Developed a Miscellaneous Receivables invoice search application.

The **Technical Support Section** provides critical 24/7/365 support to the City's technical infrastructure, maintains network access and device support including over 1,550 computer users, personal computers and laptops, printers, smart phones, iPads, remote routers in vehicles, 140 virtual servers and over 300 software applications. The staff troubleshoots and resolves problems that require extensive knowledge of networks, operating systems, desktops, hardware, software, document imaging and system security and supports remote system access of laptops in police cruisers as well as inspectors in the field. The responsibility for data back-ups, disaster recovery, off-site storage and media retention lies with this Section. Through the Help Desk, departmental staff members respond to more than 10,000 annual user requests for both, on-site and remote

Technical Services Division FY19 Budget Recommendation

assistance. This Division also supports the City's extensive, wide-area network, city-wide video surveillance, network firewalls and provides system management services for various operating systems. In addition, technical support is also provided to the Workforce Development Division and its satellite location. Key accomplishments include:

- Replaced network switches with next generation technology at key locations throughout the City.
- Transitioned Inspectional Services, Health and Fire Prevention to the new VOIP phone system.
- Added two additional tiers of storage to address the growing needs of the existing virtual machines and to allow for creation of new machines required by ongoing projects.
- Upgraded the City's email system from Exchange 2013 to Exchange 2016. Maintenance of the City's on premise email solution has been streamlined with the addition of a Database Availability Group. This new system has built in redundancy, and allows system maintenance to be performed with no downtime.
- Migrated the City's email gateway system from an aging on-premise McAfee system, to a new cloud-based solution. This upgrade includes many new protections for email security, addressing SPAM and malware threats, URL and attachment scanning, and email encryption.
- Upgraded the City's EMC Isilon storage system. Replaced eight aging Isilon nodes with new NL410. These systems provide 389 TB of redundant storage for use by all City departments.
- Upgraded VMware from version 5.5 to 6.0. This major system upgrade also included implementation of Site Recovery Manager, which provides near real-time replication of running virtual machines from the primary data center to the data center.
- Continued maintenance of 140 virtual machines running both Windows and various Linux variants.
- Continued maintenance of 30 Microsoft SQL Server installation and upgrades from SQL Server 2012 and 2016.
- Continued ongoing server upgrades. In addition to Exchange and various SQL systems, upgraded the Active Directory Systems to Windows Server 2016.
- Genetec Security Center PC deployment at WPD HQ – setup, configure and deploy all specialized Genetec workstations.
- Configured specialized access to cameras in Genetec for all Police Department officials.
- Trained police officials on using the Genetec Security Center application.
- Assisted with the deployment of new a ID card system at the Regional Emergency Communications Center.
- Configured the Lighting Gale LED lighting control system and nodes.
- Oversee installation of Wi-Fi at the DCU Center.
- Setup of AxisTV Digital Signage server and deployment of AxisTV digital signage at Union Station.

Technical Services FY19 Budget Recommendation

- Assisted WPD and DOT with deployment and configuration of surveillance cameras.
- Assisted with the setup of cameras at Castle Park.
- Assisted with the setup of cameras at Coes Knife Park.
- Implemented public WiFi at Workforce Central Worcester location.
- 911 migration from Verizon to General Dynamics NextGen 911.
- Installation and configuration of SMART911 software.
- Replaced all flat panel displays at Regional Emergency Communications Center.
- IMC Public Safety System Upgrade for Leicester dispatch at the Regional Emergency Communications Center.
- Assisted the Worcester Police Barn Mounted Unit with equipment and network connectivity.
- Assisted WPD with the new state-mandated vehicle inspection program.
- Coordinated installation of equipment and cabling in the new SWAT office at WPD.
- Tested and installed the new version of CopSync911 in all police cruisers.
- Performed PublicEye deployments on iPads for the Fire Department.
- Installed a new Barracuda Mail Archiver and migrated all email data to the new device.
- Deployed Room Alert devices in various network closets and cabinets throughout the City. This will allow us to monitor all cabinets and closets for temperature/humidity and receive notifications if the doors or cabinets are opened.
- Installed and configured new APC Battery backup units throughout key City locations.
- Upgraded to Citrix Xenapp 7.12 from Xenapp 6.5.
- Assisted with the Motorola 911 Radio failover protection project.
- Upgraded the service speed for WorcesterWifi.
- Provide ongoing technical support for Datapark and HUB Parking at Worcester Common City Square Garage.
- Installed and configured a multi-panel network monitoring system for real time auditing of systems and network health.
- Upgraded EMC Unity Code.
- Daily monitoring of surveillance cameras throughout the City, including parks and traffic intersections.

The **GIS Section** provides Geographic Information System (GIS) support and expertise to City departments, as well as GIS services to outside agencies. These responsibilities include integrating GIS with existing or planned computer applications, performing regular database updates, providing data and completing custom map requests. This Division ensures that GIS applications and their supporting hardware, software and databases are kept on-line and

Technical Services Division FY19 Budget Recommendation

available to City staff via the City's Intranet. In addition, the Division manages data acquisition projects and regular software upgrades. As time permits, the Division works with various City departments to assess how users can best utilize GIS tools to improve their business processes.

The City's GIS is comprised of hardware, software, network, data and trained personnel that support the management, manipulation, analysis, and display of geographically referenced data for solving complex municipal management and planning problems, and for serving the public better and more efficiently. Technical Services assists other City departments in using the 150+ data layers and various maps that GIS provides in new and useful ways. Many departments are dependent on GIS data in their business processes. Applications integrated with GIS include CSRS (Customer Service Center), Property Analysis, ViewPermit, Geographic Pavement Management System (GPMS), CrimeView, Lucity Computerized Maintenance Management System (CMMS) and Spotshotter. Key accomplishments include:

- Provided access to GIS data, created or updated map services, consulted on projects and implementation of new applications: PublicEye; Online Customer Service Center; City of Worcester website update; ESCO street light project; Citywide Master Plan; Inspectional Services' Neighborhood Sweeps; Pictometry Connect Online imagery viewer.
- Delivered updated Level 3 standardized parcels, as required, for NextGen911, to MassGIS.
- Participated in Census 2020 Local Update of Census Addresses (LUCA) program.
- Implemented ArcGIS software upgrade with updated intranet viewer, enhanced architecture and automation and additional infrastructure, to support DPW applications.

- Created custom GIS, such as:
 - City Manager: neighborhood meetings/crime watch.
 - WPS: school quadrants and facilities.
 - Assessor: parcels per council district.
 - Emergency Communications: tow zones.
 - City Council: police districts/sectors, crime watch groups per council district.
 - Deployed customized GIS applications:
 - Worcester Property Viewer.
 - Early Voting Polling Place Locator.
 - Various maps are offered on the website, including hydrant/catch basins.

The **Internet Services Division** continues to focus its efforts on citizen-centric services and expanding its e-government offerings on the City's website.

Technical Services Division FY19 Budget Recommendation

Staff members designed and developed a new website with the user experience in mind, to improve navigation and aesthetics of the City's web presence, and to make City government more accessible to the public.

New and improved features include:

- A sleeker, more vibrant and concise design, focused on making it easier to find what you're looking for, faster and more efficiently.
- Responsive design to allow for easy navigation from all device types (i.e. desktop, tablet, phone, etc.).
- Improved searchable databases ranging from open checkbook to property records.
- Enhanced site search functionality and simplified search for archived public meeting materials.
- Easier navigation including an "I Want To" tab that is a quick way of accessing the most popular information and pages, constituent drop down menus and department topic area "buckets" for easier navigation.
- Improved transparency with municipal calendar and meeting agenda integration.
- Added interactive mapping features using City of Worcester GIS and Google.
- Re-tooled the online customer service center and new drop-off center appointment option.

Additional updates and improvements since the website launch include:

- Initiated Google Analytics for the municipal website to monitor visitor traffic and related statistics.
- Added new calendar for Human Rights to display religious observances for community reference and awareness, and civil rights observances for awareness and event publicity purposes.
- Added new electronic registration form for the Mayor's Civics Academy.
- Added electronic version of intake/walk-in form for Health & Human Services to analyze how many people come into the office and for which types of services.
- Added new section for the City Manager's Task Force for Sustaining Housing First Solutions.
- Created new website/web section for Integrated Water Resource Management Plan (Clean Worcester Waters).

The Internet Services Division provides content management, database administration and third party integration, to ensure connectivity to: Unibank, the City's online payment partner; LaserFiche – the document imaging system that links to the City Council and Standing Committee Agendas; EarthChannel – the streaming media partner for the Video on Demand web

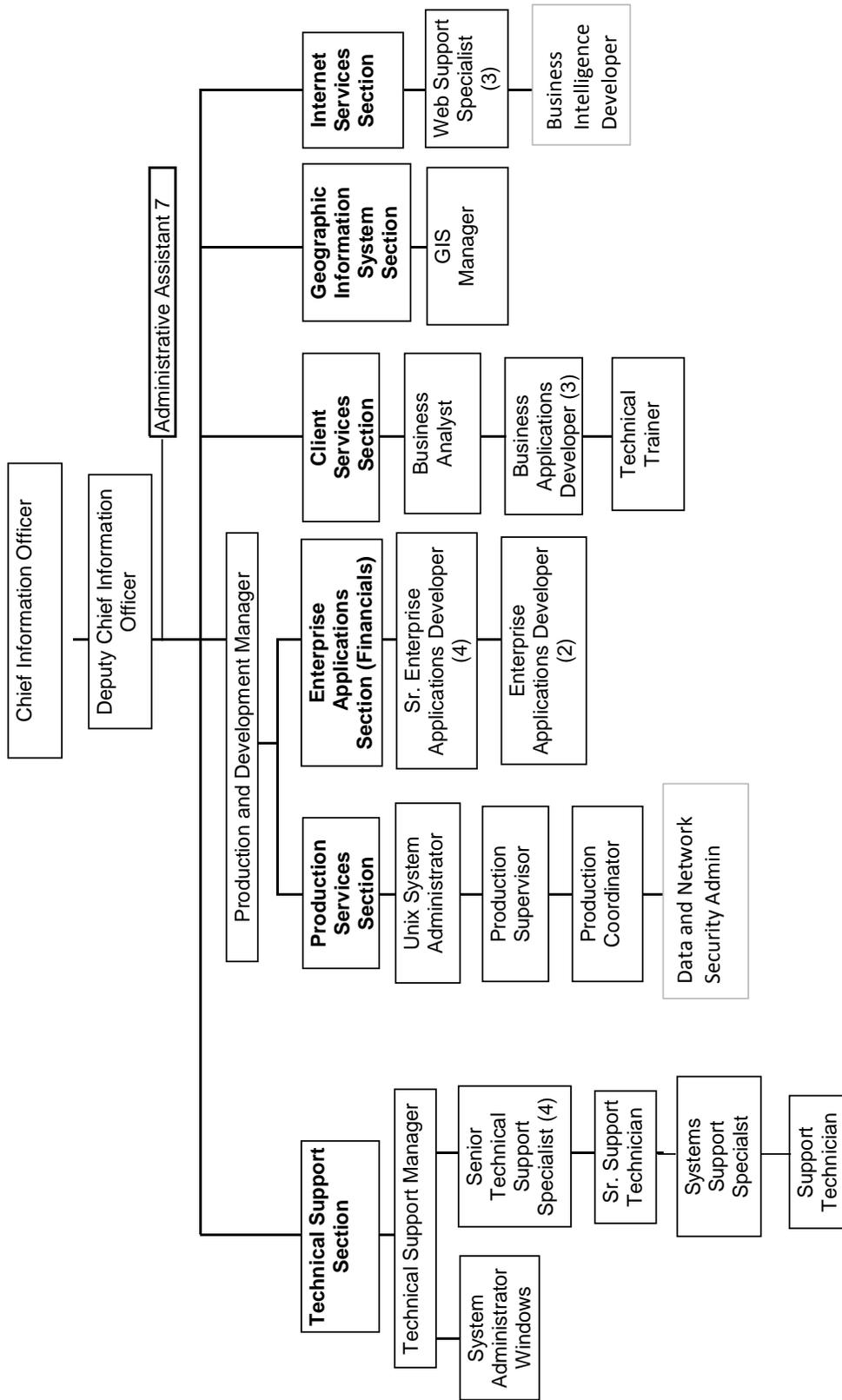
Technical Services Division FY19 Budget Recommendation

page; social media feeds; property card data via Vision Appraisals and online permitting through ViewPermit.

Staff develops applications and search features, such as the Online Job Postings/Resume Submissions, Parking Ticket Appeal Submissions, Tax Payment History, Vendor Check Register, Purchasing & Architectural Services Bids, Property Values, etc.

The Division also provides system administration and support of the hardware, operating system, http server, database engine, and application dependencies for the City's website.

TECHNICAL SERVICES DIVISION ORGANIZATIONAL CHART



33 TOTAL POSITIONS

EILEEN M. CAZAROPOUL, CHIEF INFORMATION OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

DEPARTMENT OF ADMINISTRATION & FINANCE

DIVISION OF TECHNICAL SERVICES- DIVISION #680

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 121,743.00	53EM	CHIEF INFORMATION OFFICER	1	\$ 124,176.00
1	111,488.00	48EM	DEPUTY CHIEF INFORMATION OFFICER	1	113,714.00
1	110,220.00	47EM	PRODUCTION AND DEVELOPMENT MANAGER	1	112,424.00
1	107,079.00	47EM	TECHNICAL SUPPORT MANAGER	1	109,221.00
2	196,352.00	48P	SENIOR DATABASE DEVELOPER	2	200,264.00
2	196,352.00	48P	SENIOR CLIENT SERVER DATABASE ANALYST	2	200,264.00
0	-	48P	SENIOR ENTERPRISE APPLICATIONS DEVELOPER	1	84,760.00
0	-	48P	NETWORK ADMINISTRATOR	1	94,973.00
2	196,352.00	48P	SYSTEM ADMINISTRATOR	2	177,221.00
4	360,824.00	48P	SENIOR TECHNICAL SUPPORT SPECIALIST	4	377,799.00
3	249,643.00	48P	SENIOR CLIENT SERVER PROGRAMMER/ANALYST	3	262,206.00
2	138,799.00	42P	CLIENT SERVER PROGRAMMER/ANALYST	1	80,205.00
2	157,248.00	42P	DATABASE DEVELOPER	2	160,410.00
3	200,253.00	42P	WEB SUPPORT SPECIALIST	3	220,666.00
1	68,411.00	42P	SYSTEM SUPPORT SPECIALIST	1	72,316.00
0	-	40P	BUSINESS INTELLIGENCE DEVELOPER	1	57,034.00
1	73,258.00	40P	PRODUCTION SUPERVISOR	1	74,714.00
1	65,880.00	40	SENIOR SUPPORT TECHNICIAN	1	69,507.00
1	65,042.00	38	PRODUCTION COORDINATOR	1	66,352.00
1	59,077.00	37	SUPPORT TECHNICIAN	1	62,500.00
1	56,496.00	35	ADMINISTRATIVE ASSISTANT 7	1	59,447.00
1	54,178.00	35	PRODUCTION SUPPORT SPECIALIST	1	44,284.00
31	\$ 2,588,695.00		REGULAR SALARIES	33	\$ 2,824,457.00
	18,194.00		EM INCENTIVE PAY		18,558.00
	(74,568.00)		VACANCY FACTOR		(76,066.00)
	20,000.00		TEMPORARY STAFF		20,000.00
31	\$ 2,552,321.00		TOTAL RECOMMENDED SALARIES	33	\$ 2,786,949.00
			FUNDING SOURCES:		
	\$ (2,870.00)		GOLF REVENUES		\$ (3,128.00)
	(57,409.00)		SEWER REVENUES		(62,569.00)
	(86,998.00)		WATER REVENUES		(94,818.00)
	(77,886.00)		WORKFORCE DEVELOPMENT FUNDS		-
	-		COMMUNITY COMPACT GRANT		(57,034.00)
	(64,247.00)		CABLE REVENUES		-
	\$ (289,410.00)		TOTAL FUNDING SOURCES		\$ (217,549.00)
31	\$ 2,262,911.00	680-91000	TOTAL RECOMMENDED PERSONAL SERVICES	33	\$ 2,569,400.00
	\$ 40,000.00		OVERTIME		\$ 40,000.00
	\$ 40,000.00	680-97000	TOTAL RECOMMENDED OVERTIME		\$ 40,000.00
	\$ 38,000.00		ELECTRICITY		\$ 30,000.00
	210,000.00		LEASE AND RENTALS		150,000.00
	10,000.00		MAINTENANCE & REPAIR		-
	245,000.00		TELEPHONES		200,000.00
	600.00		POSTAGE		300.00
	-		NEWSPAPER ADVERTISEMENT		1,000.00
	500.00		SECURITY SERVICES		500.00
	6,500.00		REGISTRATION FEES & TRAINING CERTIFICATIONS		20,000.00
	8,500.00		OFFICE SUPPLIES		8,500.00
	11,000.00		OTHER SUPPLIES		800.00
	4,000.00		COPY PAPER		4,000.00
	300.00		PRINTING & PRINTING SUPPLIES		4,000.00
	54,000.00		MAINTENANCE/REPAIR BUILDINGS		32,000.00
	300.00		MEMBERSHIP DUES		400.00
	500.00		BOOKS		450.00
	3,000.00		TRAVELING		3,500.00
	342,725.00		REGULAR SYSTEM MAINTENANCE		792,675.00
	261,578.00		MICROSOFT LICENSES--ASSURANCE AGREEMENT		261,578.00
	88,653.00		NETWORK HARDWARE		88,653.00
	48,395.00		NETWORK SOFTWARE SUPPORT		48,395.00
	94,229.00		EMC DATA STORAGE SUPPORT		94,229.00
	96,420.00		EMC BACKUP HW/SW SUPPORT		96,420.00

49,000.00		49,000.00
26,500.00		26,500.00
36,000.00		36,000.00
<u>\$ 1,635,700.00</u>		<u>\$ 1,948,900.00</u>
	FUNDING SOURCES:	
\$ (151,916.00)	CREDIT INET	(151,916.00)
(1,253.00)	CREDIT FROM GOLF	(1,493.00)
(50,680.00)	CREDIT FROM SEWER	(60,384.00)
(74,632.00)	CREDIT FROM WATER	(88,922.00)
<u>\$ (278,481.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (302,715.00)</u>
<u>\$ 1,357,219.00</u>	680-92000 TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 1,646,185.00</u>
<u>\$ 3,660,130.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 4,255,585.00</u>

Department of Administration & Finance
City Energy and Asset Management FY19 Budget Recommendation

John W. Odell
Director of City Energy & Asset Management
 City Hall
 455 Main Street
 Worcester, Massachusetts 01608
 (508) 799-1255

Divisional Mission Statement:

The cornerstones of a sustainable facility are proper, timely maintenance and energy efficiency. These are important, not only from a cost of operation standpoint, but also to ensure that the work environment for employees maximizes productivity and minimizes discomfort and down time.

We will improve the sustainability of City facilities by using the following methods:

1. Openly promoting energy conservation throughout all City Departments;
2. Developing a plan of continuous improvement that incorporates the upgrading and replacement of older, less efficient equipment, and challenges the way in which we currently operate to develop new ways of operating more efficiently;
3. Measuring energy data and developing maintenance cycles that provide useful and pertinent information about facility energy consumption in such a way that it is easily understandable and accessible; and
4. Administering lifecycle cost analysis wherever possible for maintenance repairs and upgrades.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Salaries	\$ 284,779.10	\$ 277,293.00	91000	\$ 359,567.00
Overtime	19,964.47	21,000.00	97000	21,000.00
Ordinary Maintenance	1,190,582.77	1,112,177.00	92000	1,031,374.00
Total	\$ 1,495,326.34	\$ 1,410,470.00		\$ 1,411,941.00
Total Positions	13	14		14

Department of Administration & Finance

City Energy and Asset Management FY19 Budget Recommendation

Expenditures:

The recommended tax levy budget for Fiscal 2019 is \$1,411,941, which is an increase of \$1,471 from Fiscal 2018 tax levy budget of \$1,410,470.

The tax levy Personal Services budget for Fiscal 2019 is recommended to be \$359,567, which is an increase of \$82,274 from the Fiscal 2018 tax levy budget of \$277,293. This increase is a net result of:

- Step increases per the salary ordinance, EM Incentive, Vacancy factor: \$189
- Decrease in funding sources (ESCO, Power Aggregation fund, and Union Station, Worcester Library custodian Intergovernmental Charge): \$82,085

The tax levy Overtime budget for Fiscal 2019 is recommended to be level funded at \$21,000.

The tax levy Ordinary Maintenance budget for Fiscal 2019 is recommended to be \$1,031,374, which is a decrease of \$80,803 from the Fiscal 2018 amount of \$1,112,177. This decrease is the net result of:

- Utility Escalator increase by 3%: \$18,547
- Remove funding for consultants to review feasibility of merging schools and City building maintenance: (\$50,000)
- Funding source increase (Public Library Ordinary Maintenance Intergovernmental Charge): (\$49,350)

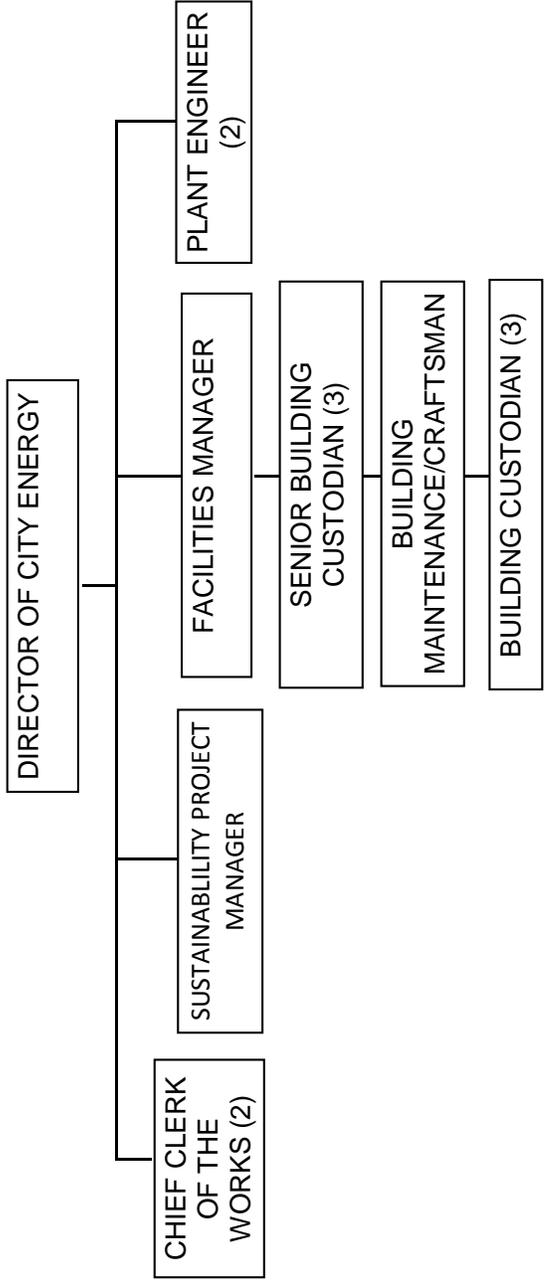
Operational Overview:

The City Energy and Asset Management Division (EAM) is responsible for overseeing energy procurement for municipal operations, municipal energy efficiency and related projects, and the improvement and maintenance of six (6) of the City's most high profile facilities: City Hall, Union Station, DCU Center, Senior Center, Health & Inspectional Services, and the Libraries (excluding school branches). The long-term goal of EAM is to improve the efficiencies of all City facilities, and promote sustainable practices in all City functions.

CITY OF WORCESTER

EXECUTIVE OFFICE OF THE CITY MANAGER

CITY ENERGY AND ASSET MANAGEMENT



14 POSITIONS

JOHN W. ODELL, DIRECTOR OF CITY ENERGY & ASSET MANAGEMENT
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF ADMINISTRATION & FINANCE
CITY ENERGY AND ASSET MANAGEMENT-DIVISION#110

FY18 TOTAL POSITIONS	APPROVED FY18 AMOUNT	PAY GRADE	TITLE	FY19 TOTAL POSITIONS	RECOMMENDED FY19 AMOUNT
1	\$ 109,991.00	47EM	DIRECTOR OF CITY ENERGY & ASSET MANAGEMENT	1	\$ 112,196.00
2	201,969.00	50M	CHIEF CLERK OF THE WORKS	2	209,665.00
1	80,039.00	44M	FACILITIES MANAGER	1	86,445.00
1	77,085.00	42M	SUSTAINABILITY PROJECT MANAGER	1	80,205.00
1	58,282.00	35	PLANT ENGINEER - CITY HALL	1	61,839.00
	-	35	PLANT ENGINEER-UNION STATION	1	46,509.00
3	147,078.00	30	SENIOR BUILDING CUSTODIAN	3	156,063.00
1	38,480.00	30	BUILDING MAINTENANCE/CRAFTSMAN	1	42,037.00
4	169,604.00	26	BUILDING MAINTENANCE MAN	3	136,158.00
14	\$ 882,528.00		REGULAR SALARIES	14	\$ 931,117.00
	(18,515.00)		VACANCY FACTOR		(18,515.00)
	2,538.00		EM INCENTIVE PAY		647.00
14	\$ 866,551.00		TOTAL SALARIES	14	\$ 913,249.00
	\$ (318,635.00)		FUNDING SOURCES: LIBRARY INTERGOVERNMENTAL CHARGE		\$ (316,661.00)
	(140,238.00)		ESCO PROJECT		(126,348.00)
	-		FTA PREVENTATIVE MAINTENANCE		(46,509.00)
	(77,085.00)		POWER AGGREGATION FUNDS		(64,164.00)
	(53,300.00)		UNION STATION		-
	\$ (589,258.00)		TOTAL FUNDING SOURCES		\$ (553,682.00)
14	\$ 277,293.00	110-91000	TOTAL RECOMMENDED PERSONAL SERVICES	14	\$ 359,567.00
	\$ 53,000.00		OVERTIME		\$ 53,000.00
	\$ 53,000.00		RECOMMENDED OVERTIME		\$ 53,000.00
	\$ (32,000.00)		FUNDING SOURCES: LIBRARY INTERGOVERNMENTAL CHARGE		\$ (32,000.00)
	\$ (32,000.00)		TOTAL FUNDING SOURCES		\$ (32,000.00)
	\$ 21,000.00	110-97000	TOTAL RECOMMENDED OVERTIME		\$ 21,000.00
	\$ 1,800.00		AUTO FUEL		\$ 1,800.00
	-		AUTOMOTIVE SUPPLIES		300.00
	200,150.00		BUILDING MAINTENANCE SERVICES		200,150.00
	-		BUILDING SUPPLIES		10,000.00
	-		CHEMICAL SUPPLIES		5,000.00
	150,000.00		CLEANING SERVICES		165,000.00
	-		CLEANING SUPPLIES		500.00
	50,000.00		CONSULTANTS		-
	-		COPY PAPER		100.00
	-		CUSTODIAL SUPPLIES		12,000.00
	-		ELECTRICAL SUPPLIES		2,000.00
	430,000.00		ELECTRICITY		442,658.00
	7,000.00		EXTERMINATOR SERVICES		7,000.00
	-		HARDWARE SUPPLIES		4,200.00
	3,500.00		HARDWARE,NETWORK, SOFTWARE		-
	-		HARDWARE/DEVICES		300.00
	-		LEASE & RENTALS		2,000.00
	-		LUMBER SUPPLIES		3,500.00

253,000.00	MAINTENANCE & REPAIR	-
-	MAINTENANCE /REPAIR EQUIPMENT	10,000.00
-	MAINTENANCE VEHICLE	1,000.00
-	MAINTENANCE/REPAIR BUILDING	269,327.00
172,000.00	NATURAL GAS	203,889.00
1,500.00	OFFICE SUPPLIES	2,500.00
6,615.00	OTHER CHARGES & EXPENDITURES	4,000.00
82,512.00	OTHER PERSONAL SERVICES	5,000.00
57,900.00	OTHER SUPPLIES	16,000.00
-	PAINT & VARNISH SUPPLIES	1,000.00
-	PARTS/EQUIPMENT SUPPLIES	2,000.00
1,000.00	PRINTING	1,500.00
-	PRINTING SUPPLIES	500.00
-	REGISTRATION FEES	500.00
8,400.00	RUBBISH REMOVAL	9,000.00
-	SAFETY SUPPLIES	1,000.00
-	SAND & GRAVEL SUPPLIES	3,000.00
12,000.00	SECURITY SERVICES	16,000.00
10,000.00	SNOW REMOVAL	13,000.00
1,600.00	SUBSCRIPTIONS	1,600.00
-	WATER	200.00
<u>\$ 1,448,977.00</u>	TOTAL ORDINARY MAINTENANCE	<u>\$ 1,417,524.00</u>
	FUNDING SOURCES:	
\$ (336,800.00)	LIBRARY INTERGOVERNMENTAL CHARGE	\$ (386,150.00)
<u>\$ (336,800.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (386,150.00)</u>
<u>\$ 1,112,177.00</u>	110-92000 TOTAL RECOMMENDED ORDINARY MAINTENANCE	<u>\$ 1,031,374.00</u>
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<u>\$ 1,410,470.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 1,411,941.00</u>



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Finance- Debt Service Obligations FY19 Budget Recommendation

Thomas F. Zidelis

Chief Financial Officer

City Hall – Room 203

455 Main Street

Worcester, Massachusetts 01608

(508) 799 – 1180

Debt Service Principal- #661

	Actual	Approved		Recommended
	Fiscal 2017	Budget for	Account	Appropriation
Expenditures	Fiscal 2017	Fiscal 2018	Number	Fiscal 2019
Debt Principal	\$ 50,160,416.51	\$ 48,846,936.00		\$ 50,572,284.00
Total Principal	\$ 50,160,416.51	\$ 48,846,936.00	94000	\$ 50,572,284.00
Funding Sources				
CREDIT WATER ENTERPRISE	\$ 7,001,439.79	\$ 5,703,797.00	94972	\$ 5,191,335.00
CREDIT SEWER ENTERPRISE	5,252,105.18	5,767,808.00	94938	5,802,649.00
STABILIZATION-BUILDING CAMPAIGN	6,852,544.75	6,886,099.00	94903	6,809,942.00
STABILIZATION-NORTH HIGH SCHOOL	825,333.00	832,333.00	94909	844,334.00
MAJOR TAYLOR BOULEVARD GARAGE	533,000.00	558,000.00	94904	588,000.00
CREDIT AIRPORT FUNDS	56,437.02	8,597.00	94973	7,580.00
CREDIT OFF STREET PARKING	489,598.92	454,227.00	94944	462,964.00
CREDIT UNION STATION GARAGE	273,154.00	271,464.00	94980	271,563.00
CREDIT DCU CENTER SPECIAL DISTRICT	1,345,608.59	1,451,411.00	94975	1,598,070.00
CREDIT CITY SQUARE FUND	413,937.00	608,146.00	94910	1,738,675.00
CREDIT GOLF REVENUES	167,523.00	172,491.00	94970	194,436.00
CREDIT INSITUTE PARK PROJECTS	124,000.00	128,000.00	94929	126,000.00
CREDIT CSX PARKS PROJECTS	103,000.00	103,000.00	94928	102,000.00
CREDIT PILOT LIBRARY EQUIPMENT	156,520.00	70,200.00		-
CREDIT UNIVERSITY PARK PROJECTS	112,000.00	111,000.00	94983	109,000.00
CREDIT SOLAR NET METERING	-	864,229.00		864,229.00
CREDIT HUD 108	-	145,000.00		84,000.00
GENERAL FUND	26,454,215.26	24,711,134.00		25,777,507.00
Total	\$ 50,160,416.51	\$ 48,846,936.00		\$ 50,572,284.00

Expenditures:

The amount of principal payments the City of Worcester will make on long-term debt for Fiscal 2019 is \$50,572,284 which is a increase of \$1,725,348 from the Fiscal 2018 amount of \$48,846,936. Of this amount, it is recommended that \$24,794,777 be repaid from sources other than tax levy funds that includes: Water, Sewer, Airport, Off Street Parking, Capital Campaign Stabilization Funds, Golf Course, Major Taylor Boulevard Garage, as well as other financial sources listed. The remaining balance of \$25,777,507 is recommended to be financed with tax levy funds in Fiscal 2019 which is a increase of \$1,066,373 from the Fiscal 2018 budget of \$24,711,134.

Finance- Debt Service Obligations FY19 Budget Recommendation

Thomas F. Zidelis

Chief Financial Officer

City Hall – Room 203

455 Main Street

Worcester, Massachusetts 01608

(508) 799 – 1180

Debt Service Interest- #662

	Actual	Approved		Recommended
Expenditures	Fiscal 2017	Budget for	Account	Appropriation
		Fiscal 2018	Number	Fiscal 2019
Debt Interest	\$ 19,727,560.24	\$ 23,034,022.95		\$ 23,168,858.00
Total Interest	\$ 19,727,560.24	\$ 23,034,022.95	94000	\$ 23,168,858.00
Funding Sources				
CREDIT WATER ENTERPRISE	\$ 2,265,090.63	\$ 2,390,796.00	94972	\$ 2,377,015.00
CREDIT SEWER ENTERPRISE	3,384,095.55	3,953,243.00	94938	3,916,555.00
STABILIZATION-BUILDING CAMPAIGN	2,036,468.38	1,728,074.00	94903	1,421,566.00
STABILIZATION-NORTH HIGH SCHOOL	509,373.43	495,365.00	94909	467,026.00
MAJOR TAYLOR BOULEVARD GARAGE	114,195.00	85,748.00	94904	55,804.00
CREDIT AIRPORT FUNDS	3,395.07	2,180.00	94973	1,775.00
CREDIT OFF STREET PARKING	145,380.70	187,821.00	94944	184,783.00
CREDIT UNION STATION GARAGE	116,911.39	109,802.00	94980	96,227.00
CREDIT DCU CENTER SPECIAL DISTRICT	1,448,580.32	1,518,820.00	94975	1,444,041.00
CREDIT CITY SQUARE FUND	1,862,538.75	2,254,058.00	94910	2,472,272.00
CREDIT GOLF REVENUES	51,777.20	53,605.00	94970	99,191.00
CREDIT INSITUTE PARK PROJECTS	45,720.00	43,035.00	94929	37,790.00
CREDIT CSX PARKS PROJECTS	35,660.00	31,540.00	94928	27,950.00
CREDIT PILOT LIBRARY EQUIPMENT	4,534.00	1,404.00		-
CREDIT UNIVERSITY PARK PROJECTS	49,726.26	45,036.00	94929	40,431.00
CREDIT HUD 108	-	48,153.95		46,921.00
GENERAL FUND	7,654,113.56	10,085,342.00		10,479,511.00
Total	\$ 19,727,560.24	\$ 23,034,022.95		\$ 23,168,858.00

Expenditures:

The total budget for both long-term debt interest and short term borrowing interest for Fiscal 2019 is recommended to be \$23,168,858 which is an increase of \$134,835 from the Fiscal 2018 budget of \$23,034,022. This amount represents \$20,809,216 for long-term bond interest for debt issued through Fiscal 2017, and \$2,359,642 for short-term interest incurred by the City.

Finance- Debt Service Obligations FY19 Budget Recommendation

Short-Term Financing for Capital Projects:

The City periodically borrows money to fund capital improvements of the City. The instrument through which the money is borrowed is called a Bond Anticipation Note (BAN). A BAN is a short-term obligation, ranging from three to sixteen months in term, which the City utilizes to generate a cash flow for various capital projects. The BAN Issuances are typically timed quarterly to fund project cash flow requirements. When the term of the BAN expires, the City is obligated to repay the original BAN amount as well as any accrued interest expense. The interest rate on the BAN is usually lower than that of the long term General Obligation Bond issuances of the City. Upon the maturity date of the BAN, the City has two options for repayment: rollover or conversion to long-term debt.

Issuance of Bonds: A Bond Issuance is long-term debt. The proceeds of the bond are used to repay the original BAN(s) with a long-term obligation, which will be paid back over time. If the City elects to issue a long-term bond, the City will then issue an official statement of its intent. This statement provides financial and demographic information about the City, which investors utilize to determine how much they are willing to bid on the bond. Upon acceptance of the bids, the City will receive the proceeds on the bond sale. These proceeds will be used to pay back the BAN obligation. The City then recognizes a long-term obligation in which annual interest and principal must be paid to the bondholders until the entire debt is satisfied. To meet this obligation the City must annually budget for these expenses, called debt service.

Short-Term Borrowing:

The projected \$68,032,000 of BAN(s) borrowed in FY18 to be bonded in FY19 includes: \$34,176,014 in tax levy funded projects, \$12,410,503 for Sewer Enterprise infrastructure, equipment and rehabilitation improvements; \$8,976,248 for Water Enterprise infrastructure, equipment and rehabilitation improvements; \$1,265,173 for Off-Street Parking projects, \$1,709,099 for City Square projects; \$5,550,847 for ESCO energy efficiency projects, \$1,042,494 for Golf, and \$2,901,622 for the DCU Center, funded by the Special District Financing Zone.

Funding Sources for Debt Interest Payment:

The gross interest expense for Fiscal 2019 is anticipated to be in the amount of \$23,168,858. Funding from non tax levy is estimated in the amount of \$12,689,347 to include Water and Sewer Enterprise accounts, Golf Course, Off Street Parking revenues, as well as other financial sources listed. The remaining balance of \$10,479,511 is recommended to be financed with tax levy funds which represents an increase of \$394,169 from the Fiscal 2018 tax levy debt service interest budget of \$10,085,342.

Finance- Debt Service Obligations FY19 Budget Recommendation

The amounts illustrated in the following tables are the actual and projected borrowings for the various City entities for Fiscal 2018.

Funding Source	Project Name	Term 1 BAN	Term 2 BAN	Term 3 BAN	Grand Total
Citysquare	Citysquare (DIRECT)	37,329.00	98,595.00		135,924.00
Citysquare	Citysquare (DELEGATED)	656,219.16	566,956.00	350,000.00	1,573,175.16
	City Square Sub-Total:	693,548.16	665,551.00	350,000.00	1,709,099.16
DCU	Building Rehabilitaiton & Equipment (DCU Special	915,680.74	985,941.00	1,000,000.00	2,901,621.74
ESCo	Energy Conservation Bonds		5,550,847.00		5,550,847.00
Golf	Golf Infrastructure		207,047.00		207,047.00
Golf	Golf Facilities		259,303.00	92,000.00	351,303.00
Golf	Golf Course Bonds	385,549.79	98,594.00		484,143.79
	Golf Sub-Total:	385,549.79	564,944.00	92,000.00	1,042,493.79
Off Street	Off Street Parking Rehabilitation		542,267.00		542,267.00
Off Street	Off Street Parking Lot/Garage	722,905.85			722,905.85
	Off Street Sub-Total:	722,905.85	542,267.00	-	1,265,172.85
Sewer	Sewer Bonds	867,487.02		6,000,000.00	6,867,487.02
Sewer	Sewer Bonds		2,243,016.00	2,800,000.00	5,043,016.00
Sewer	SEWER EQUIPMENT			500,000.00	500,000.00
	Sewer Sub-Total:	867,487.02	2,243,016.00	9,300,000.00	12,410,503.02
Water	Water Capital Equipment		64,086.00	250,000.00	314,086.00
Water	Reservoir and Dam Rehabilitation		69,016.00		69,016.00
Water	Water Mains and Gates	77,109.96			77,109.96
Water	Water Detection and Security		88,735.00	80,000.00	168,735.00
Water	Water Pump Station		98,594.00		98,594.00
Water	Water Meter	144,581.17		250,000.00	394,581.17
Water	Water Pump	240,968.62			240,968.62
Water	Water Main Bonds		394,376.00	3,800,000.00	4,194,376.00
Water	Water Filtration Plant Modification		492,970.00	1,200,000.00	1,692,970.00
Water	Water Mains and Gates	1,445,811.70			1,445,811.70
Water	RESERVOIR REHAB			280,000.00	280,000.00
	Water Sub-Total:	1,908,471.45	1,207,777.00	5,860,000.00	8,976,248.45
Tax Levy	Crow Hill Environmental Cleanup		8,873.00		8,873.00
Tax Levy	Departmental Equipment (Guard Rails)	14,458.12		22,000.00	36,458.12
Tax Levy	Traffic Signal Improvements		17,747.00	150,000.00	167,747.00
Tax Levy	Dam Improvements		98,594.00		98,594.00
Tax Levy	Private Street Conversion		183,385.00	750,000.00	933,385.00
Tax Levy	Sidewalk Bonds	481,937.23			481,937.23
Tax Levy	Private Street Conversion	481,937.23			481,937.23
Tax Levy	Street Construction	578,324.68			578,324.68
Tax Levy	Street and Sidewalk		962,771.00	900,000.00	1,862,771.00
Tax Levy	Street Resurfacing		2,957,823.00	1,000,000.00	3,957,823.00
Tax Levy	Bikeway Master Plan			55,000.00	55,000.00
Tax Levy	School Feasibilit (South High)		9,859.00	2,500,000.00	2,509,859.00
Tax Levy	Chandler Elementary Building	96,387.45	58,919.00	75,000.00	230,306.45
Tax Levy	Wawecus Road Elementary Building	96,387.45	136,420.00	175,000.00	407,807.45
Tax Levy	Gerald Creamer Center Building	96,387.45	182,518.00	245,000.00	523,905.45
Tax Levy	Belmont Elementary Building	96,387.45	299,976.00	350,000.00	746,363.45
Tax Levy	School Bonds (Nelson Place)	578,324.68	788,753.00	7,000,000.00	8,367,077.68
Tax Levy	ELM PARK COMMUNITY SCHOOL			200,000.00	200,000.00
Tax Levy	THORNDYKE ROAD SCHOOL			200,000.00	200,000.00
Tax Levy	LINCOLN STREET SCHOOL			250,000.00	250,000.00
Tax Levy	Outdoor Recreation Facilities (Blackstone Gateway Path)		256,345.00		256,345.00
Tax Levy	Park Improvement (Blackstone Gateway Park)	1,927,748.93			1,927,748.93
Tax Levy	Park Improvement		3,219,097.00	1,845,000.00	5,064,097.00
Tax Levy	Urban Renewal Planning	6,024.22			6,024.22
Tax Levy	Citywide Building Rehabilitation	100,532.11	11,832.00	450,000.00	562,364.11
Tax Levy	Departmental Equipment (Citywide)	308,705.86	186,836.00		495,541.86
Tax Levy	Citywide Capital Equipment		992,843.00	1,530,000.00	2,522,843.00
Tax Levy	Departmental Equipment (Schools)	48,193.72		75,000.00	123,193.72
Tax Levy	Public School Equipment		176,483.00		176,483.00
Tax Levy	School Remodeling	192,774.89		200,000.00	392,774.89
Tax Levy	Public School Rehabilitation		429,870.00		429,870.00
Tax Levy	Union Station Rehabilitation	110,845.56	9,712.00		120,557.56
	Tax Levy Sub-Total:	5,215,357.03	10,988,656.00	17,972,000.00	34,176,013.03
	Grand Total:	10,709,000.04	22,748,999.00	34,574,000.00	68,031,999.04

Finance- Debt Service Obligations FY19 Budget Recommendation

Operational Overview:

Massachusetts General Law rigorously defines the scope and intent of municipal finance.

Chapter 44, Section 7 deals primarily with debt considered to be inside the debt ceiling as provided by statute. This section describes the types of capital projects which are controlled under the debt limit, as well as the length of amortization for the particular project being implemented. Capital projects falling under this section include building rehabilitation, land acquisition, additions to or construction of specific buildings, departmental equipment, traffic signal installation, fire alarm and police communications.

Chapter 44, Section 8 delineates certain specific capital projects which are excluded from the statutorily prescribed Debt Limit, as specified in Section 7 of Chapter 44. Capital projects which fall under the jurisdiction of this section are considered to be “Outside the Debt Limit”. The majority of projects within this category are major public works projects and deal with such categories as sewerage systems, treatment plants, water filtration plants, and memorials.

Cities and towns within the Commonwealth are restricted to the maximum amount of debt authorized for certain defined purposes, at any one time. Massachusetts General Law (M.G.L.), Chapter 44, Section 10 defines the “debt limit” for cities at 2 1/2% of the total equalized valuation of all property subject to local taxation. Following the provisions set forth within M.G.L. Chapter 8B, the Commissioner of the State Department of Revenue determines the equalized valuation of all municipalities every two years. Worcester’s last equalized valuation was completed and effective in January of 2016. At that time, the actual value and limits were set and exist as of the time of this budget submission. The equalized valuation for Worcester is \$12,237,662,200.

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

FINANCE - DEBT SERVICE PRINCIPAL- #661

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 48,846,936.00	REDEMPTION ON BONDS	\$ 50,572,284.00
<u>\$ 48,846,936.00</u>	TOTAL PRINCIPAL	<u>\$ 50,572,284.00</u>
	FUNDING SOURCES:	
\$ (5,703,797.00)	CREDIT WATER ENTERPRISE	\$ (5,191,335.00)
(5,767,808.00)	CREDIT SEWER ENTERPRISE	(5,802,649.00)
(6,886,099.00)	STABILIZATION-BUILDING CAMPAIGN	(6,809,942.00)
(832,333.00)	STABILIZATION-NORTH HIGH SCHOOL	(844,334.00)
(558,000.00)	MAJOR TAYLOR BOULEVARD GARAGE	(588,000.00)
(8,597.00)	CREDIT AIRPORT FUNDS	(7,580.00)
(454,227.00)	CREDIT OFF STREET PARKING	(462,964.00)
(271,464.00)	CREDIT UNION STATION GARAGE	(271,563.00)
(1,451,411.00)	CREDIT DCU CENTER SPECIAL DISTRICT	(1,598,070.00)
(608,146.00)	CREDIT CITY SQUARE FUND	(1,738,675.00)
(172,491.00)	CREDIT GOLF REVENUES	(194,436.00)
(128,000.00)	CREDIT INSITUTE PARK PROJECTS	(126,000.00)
(103,000.00)	CREDIT CSX PARKS PROJECTS	(102,000.00)
(70,200.00)	CREDIT PILOT LIBRARY EQUIPMENT	-
(111,000.00)	CREDIT UNIVERSITY PARK PROJECTS	(109,000.00)
(864,229.00)	CREDIT SOLAR NET METERING	(864,229.00)
(145,000.00)	CREDIT HUD 108	(84,000.00)
<u>\$ (24,135,802.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (24,794,777.00)</u>
<u>\$ 24,711,134.00</u>	661-94000 TOTAL RECOMMENDED PRINCIPAL PAYMENT	<u>\$ 25,777,507.00</u>
<u>\$ 24,711,134.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 25,777,507.00</u>

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019

FINANCE - DEBT SERVICE INTEREST - #662

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 19,271,480.95	EXISTING LONG TERM DEBT	\$ 20,809,216.00
-	1/2 YEAR BOND	-
<u>3,762,542.00</u>	BAN INTEREST	<u>2,359,642.00</u>
<u>\$ 23,034,022.95</u>	TOTAL INTEREST	<u>\$ 23,168,858.00</u>
FUNDING SOURCES:		
\$ (2,390,796.00)	CREDIT WATER ENTERPRISE	\$ (2,377,015.00)
(3,953,243.00)	CREDIT SEWER ENTERPRISE	(3,916,555.00)
(1,728,074.00)	STABILIZATION-BUILDING CAMPAIGN	(1,421,566.00)
(495,365.00)	STABILIZATION-NORTH HIGH SCHOOL	(467,026.00)
(85,748.00)	MAJOR TAYLOR BOULEVARD GARAGE	(55,804.00)
(2,180.00)	CREDIT AIRPORT FUNDS	(1,775.00)
(187,821.00)	CREDIT OFF STREET PARKING	(184,783.00)
(109,802.00)	CREDIT UNION STATION GARAGE	(96,227.00)
(1,518,820.00)	CREDIT DCU CENTER SPECIAL DISTRICT	(1,444,041.00)
(2,254,058.00)	CREDIT CITY SQUARE FUND	(2,472,272.00)
(53,605.00)	CREDIT GOLF REVENUES	(99,191.00)
(43,035.00)	CREDIT INSITUTE PARK PROJECTS	(37,790.00)
(31,540.00)	CREDIT CSX PARKS PROJECTS	(27,950.00)
(1,404.00)	CREDIT PILOT LIBRARY EQUIPMENT	-
(45,036.00)	CREDIT UNIVERSITY PARK PROJECTS	(40,431.00)
<u>(48,153.95)</u>	CREDIT HUD 108	<u>(46,921.00)</u>
<u>\$ (12,948,680.95)</u>	TOTAL FUNDING SOURCES	<u>\$ (12,689,347.00)</u>
<u>\$ 10,085,342.00</u>	662-94000 TOTAL RECOMMENDED INTEREST PAYMENT	<u>\$ 10,479,511.00</u>
<u>\$ 10,085,342.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 10,479,511.00</u>



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Pension Obligation Bond FY19 Budget Recommendation

Thomas F. Zidelis Chief Financial Officer

City Hall Room 203
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1075

Introduction:

Pension Obligation Bonds are a method of funding a system's unfunded liability. In December 1998, the City issued \$221M in Debt to establish a funding source for the City's pension obligation. Since that time, these funds have been part of the funding recognized as part of the City's Pension liability. As such, they have been invested consistently with the Retirement System's investment policies with the intent of improving the system's funded status over time.

FY19 Budget Overview

	Actual	Approved Budget	Account Number	Recommended Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Fringe Benefits	\$10,300,315.50	\$ 10,209,733.00	96000	\$ 10,501,443.00
Total	\$10,300,315.50	\$ 10,209,733.00		\$ 10,501,443.00

Expenditures:

The total tax levy Pension Obligation budget for Fiscal 2019 is recommended to be \$10,501,443 which is An increase of \$291,710 from the Fiscal 2018 budget of \$10,209,733. The balance of the Pension Obligation Bond Debt service is funded based on valued calculations charged to the Worcester Public Schools and the City's Water, Sewer, and Golf enterprise funds based on their respective share of the City's pension liability.

Operational Overview

The City of Worcester was the first municipality in Massachusetts to issue Pension Obligation Bonds. Authorized legislation (Chapter 191 of the State Laws) for the bonds was passed on July 30, 1998. Chapter 191 requires that debt service for bonds be level and that the City of Worcester also obtain approval for its funding and debt payment plans from the State's Secretary of Finance and Administration. The bonds allow the system to maximize investment returns over time, reducing the long term costs of funding the City's Pension System. The bonds expose the City to risk, should the investment returns not exceed the interest cost of the funds. This method of funding is generally beneficial for pension funds in that they fully fund the system immediately and not at some point in the future. Furthermore, they do not introduce any additional liabilities to the system.

Pension Obligation Bond FY19 Budget Recommendation

AMORTIZATION SCHEDULE –

	POB	POB	POB
Fiscal Year	Principal	Interest	Debt
2019	9,075,000	7,564,063	16,639,063
2020	9,640,000	6,996,875	16,636,875
2021	10,245,000	6,394,375	16,639,375
2022	10,885,000	5,754,063	16,639,063
2023	11,565,000	5,073,750	16,638,750
2024	12,290,000	4,350,938	16,640,938
2025	13,055,000	3,582,813	16,637,813
2026	13,870,000	2,766,875	16,636,875
2027	14,740,000	1,900,000	16,640,000
2028	15,660,000	978,750	16,638,750
	\$ 121,025,000	\$ 45,362,502	\$ 166,387,502

THOMAS F. ZIDELIS, CHIEF FINANCIAL OFFICER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
DEPARTMENT OF ADMINISTRATION & FINANCE
DIVISION OF PENSION OBLIGATION BONDS- DIVISION #665

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 11,543,059.00	665-94100 PENSION OBLIGATION DEBT SERVICE	\$ 11,843,147.00
<u>\$ 11,543,059.00</u>		<u>\$ 11,843,147.00</u>
	FUNDING SOURCES:	
\$ (20,025.00)	CREDIT FROM GOLF	\$ (19,517.00)
(569,595.00)	CREDIT FROM SEWER	(553,595.00)
(743,706.00)	CREDIT FROM WATER	(768,592.00)
<u>\$ (1,333,326.00)</u>	TOTAL FUNDING SOURCES	<u>\$ (1,341,704.00)</u>
<u>\$ 10,209,733.00</u>	665-94000 TOTAL RECOMMENDED PAYMENT	<u>\$ 10,501,443.00</u>
<u>\$ 10,209,733.00</u>	TOTAL RECOMMENDED TAX LEVY	<u>\$ 10,501,443.00</u>



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DCU Center FY19 Budget Recommendation

John M. Harrity Commission Chairman

50 Foster Street
Worcester, Massachusetts 01608
(508) 791-0947

Divisional Mission Statement:

The mission of the Civic Center Commission is to oversee the operation of the DCU Center Arena and Convention Center facility, and protect the interests of the City of Worcester in its business dealings with the facilities' management group, all third party vendors, and contractors.

FY19 Budget Overview

		Approved		Recommended
	Actual	Budget for	Account	Appropriation
<u>Expenditures</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Number</u>	<u>Fiscal 2019</u>
Ordinary Maintenance	\$ 918,685.63	\$ 871,877.00	92000	\$ 895,765.00
Debt Service Arena	325,519.38	312,998.00	94000	297,423.00
Debt Service Special District	2,277,208.80	2,398,053.00	94000	2,572,792.00
Debt Service Scoreboard	191,460.73	179,206.00	94000	171,896.00
Total Arena	\$ 3,712,874.54	\$ 3,762,134.00		\$ 3,937,876.00
<u>Funding Sources:</u>				
DCU Arena Naming Rights	\$ 460,000.00	\$ 460,000.00		\$ 460,000.00
DCU Arena Operating Revenue	829,447.74	724,875.00		733,188.00
Facility Fee Surcharge	146,218.00	179,206.00		171,896.00
Special District Financing	2,277,208.80	2,398,053.00		2,572,792.00
General Fund Revenue	-	-		-
Total Funding Sources	\$ 3,712,874.54	\$ 3,762,134.00		\$ 3,937,876.00

The DCU Arena and Convention Centers projected revenues for Fiscal 2019 include the following:

- DCU Arena Naming Rights: \$460,000;
- Arena/Convention Center Lease income: \$733,188;
- Facility Surcharge revenues: \$171,896; and
- Special District Financing funds for costs associated with improvement design and system upgrades: \$2,572,7902.

The debt service for the Special District Financing is attributed to \$33,101,054 in Bonds issued and \$2,901,622 in Short Term Notes outstanding to be bonded in January 2019.

DCU Center FY19 Budget Recommendation

Operating Costs:

In Fiscal 2019, \$895,765 will be used to finance the operating costs of the DCU Center Arena. These operating costs are as follows:

- SMG Management Contract for both the Arena and Convention Center: \$336,293;
- Management Incentive Fee: \$330,999;
- Property Insurance: \$54,413;
- Business Interruption Insurance: \$1,704;
- Boiler Insurance: \$3,182;
- Liability Insurance: \$135,174;
- Accounting Consultants: \$19,000; and
- Ordinary Maintenance: \$15,000

Arena Debt Service and Score Board Debt Service:

DCU Center revenues will be used to pay for the existing debt service for the Arena facility and for recent capital improvements made to the complex respectively, for the building in the amount of \$3,042,111 in principal and interest payments. These principal and interest payments consist of:

- Scoreboard and exterior signage: \$171,896;
- Debt associated with Special District Financing Improvements: \$2,572,792; and
- Other associated debt for the Center: \$297,423

Operational Overview:

The general function of the Civic Center Commission is to serve as the liaison between SMG and the City of Worcester. The Commission oversees the operation of the DCU Center Arena and Convention Center. They monitor and evaluate the performance of the City's contract to include review of financial statements, ensure that a financial audit is implemented, and the auditor's findings are presented to the City of Worcester under separate report, as well as enforce the receipt of all funds due to the City. The Commission will continue to promote the facilities as a host for regional and national conventions, meetings, and events.

DCU Center FY19 Budget Recommendation

DCU Center Fund - FY 2015 - 2018				
Arena/Convention Center - Schedule of Adjusted Gross Revenues				
	YTD	Actual*	Actual*	Actual*
	through	2017	2016	2015
	March 2018			
Net Event Direct Income	1,420,879	2,083,139	1,722,897	1,594,660
Event Ancillary Income				
Net Food and Beverage	2,023,000	2,623,650	2,705,424	2,409,349
Net Novelty Revenue	26,336	87,147	69,038	50,751
Event Income	3,470,215	4,793,936	4,497,359	4,054,760
Other Income				
Advertising	342,927	348,195	403,928	369,753
New Service Fees	154,139	306,739	295,973	260,933
Ticket Service Fees	1,122,768	995,578	941,006	568,534
Other	98,563	179,934	133,840	87,948
Other Income	1,718,397	1,830,446	1,774,747	1,287,168
Adjusted Gross Revenue	5,188,612	6,624,382	6,272,106	5,341,928
Indirect Expenses	4,258,926	5,579,289	5,681,283	5,100,220
Net Income per Lease	929,686	1,045,093	590,823	241,708

* Source document for this information is the DCU Center Arena Fund Audited Financial Statements

JOHN M. HARRITY, COMMISSION CHAIRMAN

CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2019

DCU CENTER- DIVISION #750

APPROVED FY18 AMOUNT	TITLE	RECOMMENDED FY19 AMOUNT
\$ 329,376.00	MANAGEMENT FEES	\$ 336,293.00
324,509.00	MANAGEMENT INCENTIVE FEES	330,999.00
51,840.00	PROPERTY INSURANCE	54,413.00
1,654.00	BUSINESS INTERRUPTION INSURANCE	1,704.00
3,266.00	BOILER INSURANCE	3,182.00
128,232.00	LIABILITY INSURANCE	135,174.00
18,000.00	ACCOUNTING CONSULTANT	19,000.00
15,000.00	ORDINARY MAINTENANCE & SUPPLIES	15,000.00
<u>\$ 871,877.00</u>	<u>TOTAL ORDINARY MAINTENANCE</u>	<u>\$ 895,765.00</u>
	FUNDING SOURCES:	
(460,000.00)	DCU ARENA NAMING RIGHTS	(460,000.00)
<u>(411,877.00)</u>	DCU ARENA CONVENTION CTR. NET OPERATING INCOME	<u>(435,765.00)</u>
<u>(871,877.00)</u>	<u>TOTAL AVAILABLE REVENUES</u>	<u>(895,765.00)</u>
<u>\$ -</u>	750-92000 <u>TOTAL RECOMMENDED ORDINARY MAINTENANCE</u>	<u>\$ -</u>

DCU ORGANIZATION DEBT SERVICE

\$ 263,767.00	DEBT BUILDING PRINCIPAL	\$ 258,540.00
49,231.00	DEBT BUILDING INTEREST	38,883.00
1,052,001.00	DEBT- SPECIAL DISTRICT PRINCIPAL	1,204,428.00
1,346,052.00	DEBT- SPECIAL DISTRICT INTEREST	1,368,364.00
135,643.00	DEBT - SCOREBOARD/SIGNAGE PRINCIPAL	135,102.00
43,563.00	DEBT - SCOREBOARD/SIGNAGE INTEREST	36,794.00
<u>\$ 2,890,257.00</u>	<u>TOTAL DEBT SERVICE</u>	<u>\$ 3,042,111.00</u>
	FUNDING SOURCES:	
(179,206.00)	SCOREBOARD TICKET SURCHARGE REVENUES	(171,896.00)
(2,398,053.00)	DCU SPECIAL DISTRICT FINANCING	(2,572,792.00)
<u>(312,998.00)</u>	DCU ARENA CONVENTION CTR. NET OPERATING INCOME	<u>(297,423.00)</u>
<u>(2,890,257.00)</u>	<u>TOTAL AVAILABLE REVENUES</u>	<u>(3,042,111.00)</u>
<u>\$ -</u>	7502-94000 <u>TOTAL RECOMMENDED DEBT SERVICE</u>	<u>\$ -</u>
<u>\$ -</u>	<u>RECOMMENDED GENERAL FUND TAX LEVY BUDGET</u>	<u>\$ -</u>

Five Point Plan Funds FY19 Budget Recommendation

Edward M. Augustus, Jr.

City Manager

City Hall Room 309

Worcester, Massachusetts 01608

(508) 799-1175

FY19 Budget Overview

		Approved		Recommended
	Actuals	Budget for	Account	Appropriation
	Fiscal 2017	Fiscal 2018	Number	Fiscal 2019
Five Point Plan Funds				
Bond Rating Stabilization fund	\$ 2,744,361.00	\$ -	35-921	\$ -
Capital Campaign Stabilization	8,892,120.94	8,988,732.00	04D802	8,307,665.00
CitySquare DIF Reserve Fund	2,325,000.00	2,738,678.00	04D803	2,982,458.00
North High Construction Fund	-	470,000.00	04D806	470,000.00
New High School Fund	-	2,750,000	04D810	3,025,000.00
OPEB Reserve Fund	2,885,376.00	550,000.00	04T803	605,000.00
Total Transfers to Funds	\$16,846,857.94	\$15,497,410.00		\$15,390,123.00

Five Point Plan Funds

The City of Worcester's Five Point Financial Plan, adopted in 2007, established a long term plan for the financing of known debt obligations and the building of reserves to maintain and improve the City's bond rating over time.

Capital Campaign for Worcester Technical High School/other projects:

The Capital Campaign fund exists to meet the current debt service obligations for major construction projects that have been completed: Worcester Technical High School, Worcester Public Library Renovation, Worcester Senior Center, and Forest Grove Middle School.

CitySquare DIF Reserve:

The CitySquare DIF reserve was established to capture the tax revenues associated with the increased value of the parcels of the CitySquare project. These funds will then be used to support the debt service of the publicly funded portions of the CitySquare project. The deposit for Fiscal Year 2019 is \$2,982,458, an increase in recognition of the increasing value of the City Square properties.

The North High Construction Fund:

This fund was established for the purpose of funding future debt service associated with the construction of a new North High School. Each year debt service costs associated with the construction of North High School are charged to this fund. The deposit for Fiscal Year 2019 is funded at \$470,000.

The New High School Construction Fund:

This fund was established for anticipated debt service arising from construction of South High and Doherty High Schools. The deposit for Fiscal Year 2019 is funded at \$3,025,000.

Five Point Plan Funds FY19 Budget Recommendation

OPEB Reserve Fund:

The OPEB Reserve Fund provides a fund where the City can prepare to address the future costs of retiree health insurance costs. OPEB, which stands for Other Post Employment Benefit includes all benefits provided to current employees when they retire. The largest liability among these is health insurance. The deposit for Fiscal 2019 is funded at \$605,000.

EDWARD M. AUGUSTUS, JR., CITY MANAGER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2019
FIVE POINT PLAN FUNDS

RECOMMENDED FY18 AMOUNT	TITLE		RECOMMENDED FY19 AMOUNT
\$ -	BOND RATING STABILIZATION	35-921	\$ -
8,988,732.00	CAPITAL CAMPAIGN STABILIZATION	04D802	8,307,665.00
2,738,678.00	CITY SQUARE DIF RESERVE FUND	04D803	2,982,458.00
470,000.00	NORTH HIGH SCHOOL CONSTRUCTION FUND	04D806	470,000.00
2,750,000.00	NEW HIGH SCHOOL FUND	04D810	3,025,000.00
550,000.00	OPEB RESERVE FUND	04T803	605,000.00
<u>\$ 15,497,410.00</u>	TOTAL FIVE POINT PLAN FUNDS		<u>\$ 15,390,123.00</u>

<u>\$ 15,497,410.00</u>	TOTAL FIVE POINT PLAN FUNDS	<u>\$ 15,390,123.00</u>
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**CITY OF WORCESTER
FISCAL 2019
LINE ITEM BUDGET**

DEPT NAME	DEPT NO.	91000 Salaries	92000 OM	93000 Capital Outlay	94000 Debt	95000 Transfer	96000 Benefits	97000 Overtime	TOTAL
CITY COUNCIL	010	360,098.00	24,300.00						384,398.00
MAYOR	030	128,087.00	10,700.00						138,787.00
CITY MANAGER	040	1,043,193.00	158,850.00						1,202,043.00
PROMOTION OF TOURISM	041								-
ECONOMIC DEVELOPMENT	043	1,705,204.00	430,585.00						2,135,789.00
CABLE SERVICES	04S								-
CITY CLERK	100	592,666.00	46,025.00					1,000.00	639,691.00
CITY ENERGY & ASSET MGMT.	110	359,567.00	1,031,374.00					21,000.00	1,411,941.00
LAW	120	1,009,766.00	170,450.00						1,180,216.00
COURT JUDGMENTS	121		2,990,000.00						2,990,000.00
PROPERTY & CASUALTY	122		138,448.00						138,448.00
ELECTIONS	150	561,408.00	140,725.00					16,500.00	718,633.00
CONTRIBUTORY PENSIONS	161						28,282,266.00		28,282,266.00
NON CONTRIBUTORY PENSIONS	162						36,364.00		36,364.00
HUMAN RESOURCES	170	1,010,711.00	373,408.00					3,000.00	1,387,119.00
WORKERS COMPENSATION	171		90,455.00				1,169,769.00		1,260,224.00
UNEMPLOYMENT COMPENSATION	172						110,000.00		110,000.00
PUBLIC SAFETY IOD	174		98,550.00				495,300.00		593,850.00
LICENSE COMMISSION	190		0.00						0.00
POLICE	250	42,789,094.00	2,767,350.00	80,000.00				3,849,296.00	49,485,740.00
FIRE	260	37,556,073.00	1,335,998.00	40,000.00				1,140,176.00	40,072,247.00
COMMUNICATIONS	270	2,162,672.00	1,105,768.00					158,528.00	3,426,968.00
INSPECTIONAL SERVICES	280	3,526,646.00	292,828.00					19,000.00	3,838,474.00
PUBLIC HEALTH	330	520,167.00	69,500.00					500.00	590,167.00
HEALTH & HUMAN SERVICES	331	775,552.00	2,226,691.00						3,002,243.00
ELDER AFFAIRS	340	385,254.00	159,890.00						545,144.00
DPW ADMINISTRATION	4101	445,799.00	443,130.00					31,110.00	920,039.00
DPW ENGINEERING	4102	1,410,681.00	527,400.00					81,793.00	2,019,874.00
DPW STREETS	4103	1,932,477.00	877,894.00					350,108.00	3,160,479.00
DPW SANITATION	4104	1,134,973.00	4,773,209.00					141,414.00	6,049,596.00
DPW CENTRAL GARAGE	4105	615,649.00	1,222,327.00					30,613.00	1,868,589.00
SNOW REMOVAL	411		5,500,000.00					500,000.00	6,000,000.00
STREET LIGHTS	412		1,952,828.00						1,952,828.00
UNION STATION	480		808,892.00						808,892.00
PUBLIC SCHOOLS NET SCHOOL	500	219,586,832.00	37,123,514.00	250,000.00			62,582,919.00	1,304,747.00	320,848,012.00
PUBLIC SCHOOLS NON NET SCHOOL	540	4,256,872.00	15,997,954.00					538,043.00	20,792,869.00
PUBLIC LIBRARY	550	3,890,617.00	1,793,850.00					123,795.00	5,808,262.00
ADMINISTRATION/FINANCE	600/610/660	1,843,824.00	768,752.00					30,500.00	2,643,076.00
AUDITING	650	506,685.00	92,030.00					2,000.00	600,715.00
DEBT PRINCIPAL	661				25,777,507.00				25,777,507.00
DEBT INTEREST	662				10,479,511.00				10,479,511.00

Cont...

**CITY OF WORCESTER
FISCAL 2019
LINE ITEM BUDGET**

DEPT NAME	DEPT NO.	91000 Salaries	92000 OM	93000 Capital Outlay	94000 Debt	95000 Transfer	96000 Benefits	97000 Overtime	TOTAL
HEALTH INSURANCE	663						25,165,960.00		25,165,960.00
PENSION OBLIGATION BONDS	665				10,501,443.00				10,501,443.00
ASSESSING	670	603,385.00	156,700.00					1,000.00	761,085.00
TECHNICAL SERVICES	680	2,569,400.00	1,646,185.00					40,000.00	4,255,585.00
PARKS	720	3,501,205.00	1,731,000.00					479,062.00	5,711,267.00
AUDITORIUM	740		101,300.00						101,300.00
DCU	750		0.00		0.00				0.00
WORKFORCE DEVELOPMENT	31S	0.00	200,000.00				0.00		200,000.00
CONTINGENCY	900		1,300,000.00						1,300,000.00
TOTAL TAX LEVY APPROPRIATION		336,784,557.00	90,678,860.00	370,000.00	46,758,461.00	0.00	117,842,578.00	8,863,185.00	601,297,641.00
CHARTER SCHOOLS									29,098,438.00
OTHER INTERGOVERNMENTAL									3,874,099.00
FIVE POINT PLAN TRANSFERS OUT									14,785,123.00
OPEB RESERVE									605,000.00
GOLF COURSE									200,000.00
TOTAL TRANSFERS AND INTERGOVERNMENTAL									48,562,660.00
SEWER	440	3,417,917.00	23,528,410.00	24,500.00	9,719,204.00	3,882,750.00	3,495,661.00	250,000.00	44,318,442.00
WATER	450	7,032,036.00	3,770,150.00	25,000.00	7,568,350.00	2,438,155.00	4,948,959.00	643,000.00	26,425,650.00
GOLF COURSE	710	269,838.00	848,000.00		293,627.00	33,067.00	124,169.00		1,568,701.00
TOTAL ENTERPRISE APPROPRIATION		10,719,791.00	28,146,560.00	49,500.00	17,581,181.00	6,353,972.00	8,568,789.00	893,000.00	72,312,793.00