

TOWN COUNCIL MEETING ON TUESDAY, 12/18/2018:

**AMENDMENT TO THE PROPOSED 2019 BUDGET
TO REFLECT CHANGES FROM THE PRELIMINARY REVIEWS AT THE BUDGET
WORKSHOPS:**

Ordinance 18-4: (Public Hearing 12/18/2018) The Town of Pittsfield hereby Ordains the 2019 Capital Budget be approved as follows:

| | | |
|---|-------------------------|-------------|
| Town Offices/Telephone System | \$ 10,000 | |
| Town Offices/Tiling Floors & Move | 10,389 | |
| Municipal Building/Generator Replacement | 35,000 | |
| Municipal Building/Wash & Seal, Repoint | 26,840 | |
| Police/Cruiser Video System | 7,000 | |
| Fire Station/Masonry Replacement | 15,838 | |
| Airport/Grant Match Reserve | 90,000 | \$ 45,000 |
| Library/Capital Reserve Fund | 5,000 | |
| | | |
| Total Projects/Reserves: | \$ 200,067 | \$ 140,067 |
| | | |
| Total Projects/Reserves: | \$4,760,871 | \$3,273,231 |
| Funding Breakdown: | | |
| Taxation | \$ 200,067 | \$ 140,067 |
| Funding by Loan | \$ 2,133,640 | \$ 706,000 |
| Funding by Lease/Purchase | \$ 125,000 | |
| Funding by Reserves | \$ 33,000 | |
| Funding by Special Revenues | \$ 15,755 | |
| Funding by Theatre Loans/Special Revenues | \$ 90,939 | |
| Funding by Grants | \$ 1,800,000 | |
| Funding by Other Resources | \$ 362,470 | |
| | | |
| Total to be raised by taxation | \$ 200,067 | \$ 140,067 |

Ordinance 18-5: (Public Hearing 12/18/2018) The Town of Pittsfield hereby ordains that the 2019 Operating Budget in the amount of \$3,312,339 (**\$3,681,021**) be approved, and the total sum of \$8,073,210 (**\$6,954,252**) be appropriated (Operating plus Capital Budgets);

AND FURTHER, that \$1,579,593 (**\$1,797,636**) be raised through taxation; that \$1,303,507, (**\$1,394,146**) be raised from estimated revenues; that \$229,796 () be appropriated from State Revenue Sharing; that \$125,000 () be appropriated from Lease/Purchase; that \$2,133,640 (**\$706,000**) be appropriated from Loans/Bonds; that \$33,000 () be taken from reserve funds; that \$15,755 () be appropriated from Special Revenues; that \$90,939 () be appropriated from Theatre Loans/Special Revenues; that \$1,800,000 () be appropriated from grants; that \$362,470 () be appropriated from other Revenue Resources; and that an additional sum of \$399,510 () be taken from undesignated fund balance.

Proposed 2019 Budget to Reflect Changes from the Preliminary Reviews at the Budget Workshops

DRAFT 12/12/2018

Initial Municipal Operating and Capital Budget from Town Council budget goals without a cap and to have a more forward-thinking budget. Bottom Line from Budget Book dated 10/31/2018:

1. GROSS MUNICIPAL EXPENDITURE BUDGET

| | Original | Increase over 2018 | % increase over 2018 |
|--------------------|-----------------|---------------------------|-----------------------------|
| Bottom line PRIOR: | \$3,512,406 | \$289,982 | 9.0% |

A. BUDGET WORKSHOP CHANGES TO OPERATING BUDGET:

| | |
|--|--|
| DELETE Councilor Pay & Soc Sec | -\$2,261 |
| ADD Admin Dues normally paid by employee | +\$150 |
| ADD Police Chief's request to the Town Council for a \$25,000 pay increase | +\$10,658 salary over budget increase to \$70,000 |
| DELETE Health Insurance savings as the increase came in at 4% and we had budgeted higher, therefore, lower insurance to 4% increase | -\$20,380 |
| ADD Full-time Admin Assistant funded in 2018 from Ec Dev Contractual & funds saved up, partially covered by TIF Funding | +\$59,051 (Wages and Benefits) |
| ADD already realized HR & GA Responsibilities | +\$3,000 (Wages) |
| ADD F/T PW Laborer/Maintenance/Custodian | +\$50,794 (Wages and Benefits) |
| ADD F/T PW Laborer/Equipment Oper/Truck Driver | +\$53,019 (Wages and Benefits) |
| ADD already realized Safety and Health Officer Pay | +\$10,000 (Wages) |
| ADD F/T Police Admin Assistant | +\$60,000 (Wages and Benefits) |
| ADD F/T School Resource Officer Pre-K | +\$60,000 (Wages and Benefits) <i>(Also in Revenues as 42 week/incidentals)</i> |
| ADD SRO/Detective | +0 (Wages) Request of \$25,000 not approved, may add in 4 th quarter of 2019 if Maine Central Institute is interested and revenue is realized |
| ADD Captain/Deputy Chief Position | +\$5,000 Revised to \$5,000 from \$25,000 request (Wages) |
| ADD Police Explorer/Cadet Program | +\$3,000 |
| ADD F/T Police Officer | +\$60,000 (Wages and Benefits); cover ACO duties, also have ACO on call |
| ADDITIONAL OPERATING TOTAL | \$352,031 |

B. ADDRESS OPERATING BUDGET ITEMS

| | |
|---|--|
| ADDRESS Social Security | + \$2,422 |
| ADDRESS MainePERS Retirement | + \$13,934 <i>(also in Revenue - in/out)</i> |
| ADDRESS New Snowplow Contract figure received from PW Foreman week of 12/10/2018 | + \$295 Revised from \$75,999 to \$76,294 |

C. DELETE CAPITAL RESERVE FUNDED BY TAXES

-\$60,000 (Delete Telephone System, 1/2 of Airport Reserve Match for Hanger, Environmental Work, Paving, etc.; Library Reserve allocations)

TOTAL FROM EXPENSE ADJUSTMENTS **\$308,682**

Proposed 2019 Budget to Reflect Changes from the Preliminary Reviews at the Budget Workshops

DRAFT 12/12/2018

| | | | |
|---|--------------------|---------------------------|-----------------------------|
| TOTAL BOTTOM LINE FROM PRELIMINARY REVIEWS and ADJUSTMENTS above | New | Increase over 2018 | % increase over 2018 |
| | \$3,821,088 | \$598,664 | 18.6% |

2. GROSS REVENUE BUDGET

| | | | |
|---------------------------|--------------------|---------------------------|-----------------------------|
| Bottom line PRIOR: | Original | Increase over 2018 | % increase over 2018 |
| | \$1,932,813 | \$81,999 | 4.4% |

| | |
|--|---|
| ADD SRO 42 weeks and incidentals | +\$51,562 |
| ADD Cemetery Revenue from Cemetery Interest | +\$25,143 (already had increased it to \$25,000, total will be \$50,143 covering the entire Cemetery Budget) |
| MOVE Cable Franchise Fees from Unclassified to Economic Development | \$24,364 (No change in revenue projection, placing an additional emphasis upon marketing, communication and use of Technology) |
| ADDRESS MainePERS Retirement | +\$13,934 (also in Expenses - in/out, obtain from MainePERS Fund/Benefits) |
| TOTAL FROM REVENUE ADJUSTMENTS | \$90,639 |

| | | | |
|---|--------------------|---------------------------|-----------------------------|
| TOTAL BOTTOM LINE FROM PRELIMINARY REVIEWS and ADJUSTMENTS above | New | Increase over 2018 | % increase over 2018 |
| | \$2,023,452 | \$172,638 | 9.3% |

| | |
|--|-------------------|
| NET PROJECTED IMPACT | |
| Increase in Budget Expenses from Preliminary Reviews over 2018 Expense Budget | \$598,664 |
| Additional Revenue from Preliminary Reviews over 2018 Revenue Budget | -\$172,638 |
| NET Effect on Taxes | \$426,026 |
| If a mil is \$200,000* | 2.13 mils |
| If a mil is \$250,000* | 1.70 mil |

***A mil will be determined at commitment in August 2019**

TOWN OF PITTSFIELD

2019 ADDITIONAL REQUESTS BUDGET FOR CONSIDERATION

FINANCE COMMITTEE RECOMMENDATION

Requests for consideration for additions to the 2019 budget are as follows for new items:

| <u>Department</u> | <u>Requested Amount</u> | <u>Finance Comm Recommendation</u> |
|--|------------------------------------|--|
| 1. Town Offices | | |
| a. Full-time Administrative Assistant (Wages of \$19.65/hour plus regular benefit package; previously funded from Ec Dev Contractual and funds saved up over the years to obtain help which are now expended) | \$59,051.00 | Yes |
| b. Supplemental salary for already realized HR & GA responsibilities | <u>\$ 3,000.00</u> \$62,051.00 | Yes |
| 2. Public Works | | |
| a. Full-time PW Laborer/Maintenance/Custodian (Salary \$15.00/hour plus regular benefit package) | \$50,794.00 | Yes |
| b. Full-time PW Laborer/Equipment Operator/Truck Driver (Salary \$16.00/hour plus regular benefit package) | <u>\$53,019.00</u> \$103,813.00 | Yes |
| 3. Transfer Station/Recycling/Safety | | |
| a. Supplemental salary for already realized Safety and Health Officer responsibilities | \$10,000.00 | Yes |
| 4. Police | | |
| a. Administrative Assistant (Salary + Benefits) | \$60,000.00 | Yes |
| b. SRO – Pre-K (Salary and Benefits)* | \$60,000.00 | Yes |
| c. SRO/Detective (Salary and Benefits)** | \$25,000.00 | No |
| d. Captain Position / Deputy Chief Position (Salary)* | \$20,000.00 | \$5,000 Yes |
| e. Police Explorer/Cadet Program | <u>\$ 3,000.00</u> \$168,000.00 | Yes |
| TOTAL FOR ALL ADDITIONAL REQUESTS BUDGET: | \$339,864.00 | ORIGINAL |
| TOTAL RECOMMENDATION FROM FINANCE COMMITTEE MEETING ON 11/27/2018 | \$303,864.00 | RECOMMEND |
| THIS WOULD ADD \$303,864 TO THE ORIGINAL BUDGET | | |

*SRO for Pre-K is currently a temporary program with a reserve officer; add to the budget the expense and the MSAD#53 payment for revenue.

**This is not established with MCI, if it could be, it will be discussed during 2019. The Town already has a model to use to add a SRO on a temporary basis until the next budget is approved.

***Request to create another command position, \$5,000 fits with the 2019 wages and positions.

**TOWN OF PITTSFIELD
2019 ADDITIONAL REQUESTS BUDGET
FOR CONSIDERATION
FINANCE COMMITTEE RECOMMENDATION
NEW ITEMS**

Requests for consideration to the 2019 budget are as follows for new items:

| <u>Department</u> | <u>Requested Amount</u> | <u>Finance Comm Recommendation</u> |
|--|-------------------------|--|
| 1. Economic Development | | |
| a. The income from the Cable Franchise Fee will be used for economic development and community development items. It will remain as a revenue source, however, be utilized for communication enhancements in these fields. Unclass – Cable Franchise moved to: Ec Dev – Cable Franchise No change in bottom line of Revenue Budget | | \$24,364 |
| 2. Police | | |
| a. Add a full-time Patrol Officer which ultimately could cover Animal Control | | \$60,000 |
| If the position covers ACO services, delete ACO Payroll Need to keep the rest of the ACO budget for Animal Control Services. | | - \$8,654 |

| | |
|---|----------------------------|
| NEW RECOMMENDATIONS FROM FINANCE COMMITTEE MEETING ON 11/27/2018 | \$51,346 - \$60,000 |
|---|----------------------------|

| | |
|--|-----------------------------------|
| TOTAL NEW RECOMMENDATION FROM FINANCE COMMITTEE MEETING ON 11/27/2018 | \$ 60,000 (To not exceed)* |
|--|-----------------------------------|

| | |
|--|------------------|
| VOTE ON PREVIOUSLY FILED ITEMS APPROVED | \$303,864 |
|--|------------------|

| | |
|--|----------------------------------|
| TOTAL OF FINANCE COMMITTEE VOTES: | \$363,864 (To not exceed) |
|--|----------------------------------|

*Likely to be the lower figure, however, there was mention that we could have to pay an ACO for when the officer was off.

A Comprehensive review of Additional and Capitals will take place at the Workshop

ACCT. 45-05 CAPITAL IMPROVEMENT BUDGET

2019

Part A. Funded by Taxation

Fin Comm

Recommendation

| # | CAPITAL PROJECT | DEPT # | |
|----|------------------------------------|---------------|------------------|
| 1 | TOWN OFFICES/Telephone System | (01-20) | \$10,000 |
| 2 | TOWN OFFICES/Tiling Floors & Move | (01-20) | \$10,389 |
| 4 | MUNBLDG/Generator Replacement | (01-40) | \$35,000 |
| 6 | MUNBLDG/Wash & Seal, Repoint Bldge | (01-40) | \$26,840 |
| 9 | POLICE/Cruiser Video System | (05-10) | \$7,000 |
| 16 | FIRE STATION / Masonry Replacement | (05-15) | \$15,838 |
| 34 | AIRPORT/Grant Match Reserve | (20-05) | \$90,000 |
| 36 | LIBRARY/Capital Reserve fund | (25-10) | \$5,000 |
| | | Totals | \$200,067 |

NO
YES
YES
YES
YES
YES
\$45,000 YES
NO

\$140,067

Part B. Funded by Loans/Bonds

Fin Comm

Recomm

| # | CAPITAL PROJECT | DEPT # | |
|----|--|---------------|--------------------|
| 7 | MUNBLDG/Roof Replacement | (01-40) | \$45,000 |
| 10 | POLICE/Cruiser | (05-10) | \$41,000 |
| 12 | FIRE/Engine 3 | (05-15) | \$600,000 |
| 17 | FIRE STATION / Roof | (05-15) | \$70,000 |
| 20 | PW/Replace 1989 Ford Dump Truck | (10-05) | \$180,000 |
| 23 | PW/Purchase 30+ton Tri-Axle Pintle Trailer | (10-05) | \$20,000 |
| 24 | PW/Ditch & Rap Major Collector Ditch | (10-05) | \$30,000 |
| 25 | PW/2" Overlay Paving | (10-05) | \$500,000 |
| 26 | PW/2-1/2" Base Paving w/1-1/2" Surface | (10-05) | \$500,000 |
| 29 | PW/Garage Roof | (10-05) | \$106,045 |
| 32 | TRANSER/MSW Compactor | (15-05) | \$30,000 |
| 35 | REC/Little League Field Rebuild | (25-05) | \$11,595 |
| | | Totals | \$2,133,640 |

YES
YES
NO
YES
NO
YES
NO
YES, combination
\$500,000 total
NO
YES
NO

\$706,000

Part C. Funded by Special Revenue/Trust Accounts

| # | CAPITAL PROJECT | DEPT # | |
|----|-------------------------------------|---------------|-----------------|
| 5 | MUNBLDG/Back Walkway | (01-40) | \$15,755 |
| 31 | CEMETERY/Mower | (10-15) | \$8,000 |
| 33 | TRANSFER/Vertical Baler Replacement | (15-10) | \$25,000 |
| | | Totals | \$48,755 |

Already had funds so did not need to address.

| | |
|--|----------------|
| ALL DEPARTMENTS EXCEPT THEATRE, WATER, SEWER AND COMBINED PURCHASES Subtotal | \$2,382,462.00 |
|--|----------------|

Part D. Theatre

| # | CAPITAL PROJECT | DEPT # | |
|-------|---|---------------|-----------------|
| 37-52 | THEATRE Revitalization Components (Loans/ Special Revenues) | (25-15) | \$90,939 |
| | | Totals | \$90,939 |

Not funded and not addressed.

Part E. Water/Sewer

| # | CAPITAL PROJECT | DEPT # | | |
|---|--|----------------|-----------|------------------|
| 53-54; 57-58; 60; 74-75; 77- 80; 83 | WATER/SEWER Capital Projects (Water and Sewer Rate Increase and/or Borrow in Anticipation of Fees) | (70-05; 75-05) | \$301,000 | requires rate |
| 64; 82 | WATER/SEWER Capital Projects (One \$21,000 Water Loan for Main; One \$25,000 Sewer Loan for Lagoon; Rate Increase may be needed) | (70-05; 75-05) | \$46,000 | increase; to be |
| 55-56 | WATER Capital Projects (Standpipe Painting by Reserves) | (70-05) | \$290,000 | discussed in the |
| | Totals | | \$637,000 | future. |

Part F. Combined Purchases (Water/Sewer/PW)

| # | CAPITAL PROJECT | DEPT # | | |
|-------|---|-----------------------|-----------|------------------|
| 86 | Excavator (W/S/PW) by Lease/Purchase | (70-05; 75-05; 10-05) | \$125,000 | In 2019 Debt Svc |
| 89-90 | GIS Locating 7 Mapping IamGIS & Inventory System by Budgets | (70-05; 75-05; 10-05) | \$9,500 | In 2019 Budget |
| | Totals | | \$134,500 | |

Part G. (Grants/Donations - only completed if funds received)

| # | CAPITAL PROJECT | DEPT # | | |
|-----|--|---------|-------------|--|
| 94 | Main Street Sidewalk (CDBG Grant \$250,000; Ec Dev Rev Loan Funds Authorized Match \$250,000; and up to \$50,000 Donations) Budget \$44,700 in 2019 and rest of project in 2020. | (01-45) | \$44,700 | |
| 98 | Airport Hanger (Up to \$1,800,000 in Grants/MDOT Anticipation of Interagency Loans/entitlements; Note: Town's up to \$90,000 in required 5% match is under Part A) | (20-05) | \$1,800,000 | |
| 102 | Theatre Revitalization (Extra Projects and/or Small Projects in case Donations are received) | (25-10) | \$50,000 | |
| 105 | Town Celebration (Third Year preparing for 2019 Bicentennial Celebration with Ec Dev Fund and Donations) | (50-70) | \$15,000 | |
| 106 | Historical Depot Revitalization (Remaining Project List from Historical Architect totals \$152,770; also Restoration of Windows to be completed) | (55-30) | \$252,770 | |
| | Totals | | \$2,162,470 | |

| | |
|---|----------------|
| GRAND TOTAL OF 2019 PROJECTS ON CAPITAL IMPROVEMENT PLAN | \$5,407,371.00 |
|---|----------------|