

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| GENERAL FUND | | | | | | | | | | | |
| 122 Mayor | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 681,293 | 697,039 | 848,312 | 642,557 | - | 205,755 | 75.75% | 772,570 | | |
| | The Office of the Mayor is staffed by Chief Operating Officer, Senior Advisor of External Affairs, Citizen Participation Officer, Webmaster/Public Information Officer, Records Access Officer, Executive Assistant, Chief of Diversity & Inclusion and Licensing Coordinator. | | | | | | | | | | |
| | Request for two additional positions in FY21 have been deferred. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 244 | - | - | - | - | - | - % | - | | |
| 51300 | Overtime - Straight Rate | 5,679 | 2,664 | 3,000 | 1,925 | - | 1,075 | 64.17% | 3,000 | | |
| | The Executive Assistant and Licensing Coordinator are eligible to receive overtime. The amount requested in FY21 is the same as requested in FY20 | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 3,865 | 7,078 | 7,500 | 4,466 | - | 3,034 | 59.55% | 5,000 | | |
| | The Executive Assistant and Licensing Coordinator are eligible to receive overtime. The amount requested in FY21 is the same as in FY20 | | | | | | | | | | |
| 51420 | Longevity | - | - | - | - | - | - | - % | - | | |
| 51490 | Division Head Merit | - | - | 3,008 | - | - | 3,008 | - % | - | | |
| | COO is budgeted to receive 2% increase in FY21 - deferred for FY21. | | | | | | | | | | |
| 51910 | Contract Allowance | 750 | 3,000 | 3,000 | 2,500 | - | 500 | 83.33% | 3,000 | | |
| | The Chief Operating Officer is given an annual car allowance of \$3,000 per his service contract. It is paid quarterly. It is the same amount as paid in FY20. | | | | | | | | | | |
| | Total Personnel | 691,831 | 709,781 | 864,820 | 651,448 | - | 213,372 | 75.33% | 783,570 | (81,250) | (9.40%) |
| 52420 | Maintenance - Equipment | 1,593 | 584 | 1,075 | - | - | 1,075 | - % | 1,075 | | |
| | The department has a service contract with RCN for cable service. The amount requested is same as requested in FY20 | | | | | | | | | | |
| 52471 | Maintenance - Software | - | - | - | - | - | - | - % | - | | |
| 52700 | Rental - Equipment | 238 | - | - | - | - | - | - % | - | | |
| 53000 | Prof & Tech - Consultants | 65,123 | 55,481 | 21,000 | 7,413 | 9,412 | 4,176 | 80.11% | 10,000 | | |
| | The Office of the Mayor utilizes consultants for various financial and non-financial issues that arise during the year. This includes the cost of hiring temporary staff to cover vacancies in the department as well as a consultant to assist in preparing the annual report of the City. The amount requested in FY21 is \$11,000 less than what was requested in FY20 | | | | | | | | | | |
| 53006 | Prof & Tech - Interpreters | - | 1,375 | 500 | 1,716 | - | -1,216 | 343.13% | 2,000 | | |
| | Interpreters for various meetings and translation services for communications. | | | | | | | | | | |
| 53050 | Printing Services | 6,791 | 5,103 | 6,000 | 2,711 | - | 3,290 | 45.18% | 6,000 | | |
| | The cost of printing the annual report. The City Charter requires the Office of the Mayor to prepare an annual report of all financial and administrative activities of the City for the prior fiscal year. The amount requested in FY21 is the same as budgeted in FY20. | | | | | | | | | | |
| 53401 | Telephone-IP | 167 | 195 | 200 | 204 | - | -4 | 101.80% | 200 | | |
| | Telephone charges for the department. The amount requested in FY21 is the same as in FY20 | | | | | | | | | | |
| 53404 | Telephone - Cellular | 1,456 | 2,016 | 1,150 | 1,355 | 538 | -743 | 164.61% | 1,550 | | |
| | Cellular telephone charges for the department. The amount requested in FY21 is the same as in FY20 | | | | | | | | | | |

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| 122 Mayor | | | | | | | | | | | |
| 53430 | Postage | 2,718 | 1,424 | 2,500 | 1,118 | - | 1,382 | 44.72% | 2,000 | | |
| | Postage charges for letters, documents and other packages sent to residents, vendors and State and local officials. The amount requested in FY21 is the same as in FY20 | | | | | | | | | | |
| 53440 | Communications - Advertising | 1,336 | 245 | 3,000 | 1,202 | - | 1,798 | 40.05% | 2,000 | | |
| | The cost of advertising public hearing notices and other legal notices. The amount requested in FY21 is the same as in FY20 | | | | | | | | | | |
| 54200 | Supplies - Office | 4,696 | 5,595 | 4,750 | 3,104 | - | 1,646 | 65.36% | 2,375 | | |
| | Office supplies used for the daily operations of the Office of the Mayor. The amount requested in FY21 is \$1,250 lower than FY20 | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 1,184 | 2,122 | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges | 760 | - | - | - | - | - | - % | - | | |
| 54810 | Fuel Unleaded Gasoline | 220 | - | - | - | - | - | - % | - | | |
| 54900 | Meals - In Service Training | 1,666 | - | - | - | - | - | - % | - | | |
| 54902 | Meals - Special Functions | 2,597 | 187 | 200 | 449 | - | -249 | 224.73% | - | | |
| | The Mayor has various events and in-house meetings during which refreshments are provided. The amount requested in FY21 is the same as in FY20. Reduced for FY21 | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 33,096 | 30,333 | 30,500 | 21,796 | - | 8,705 | 71.46% | 30,500 | | |
| | "The Mayor and her staff are members of several organizations including the US Conference of Mayors., and Municipal Licensing Corp. In addition, the City subscribes to several services including ArchiveSocial. Membership to other organizations that the City belongs to are also paid for out of the Mayor's budget. This includes the Massachusetts Municipal Association, Metropolitan Area Planning, and 495/Metrowest Corridor Partnership. The amount requested for FY21 is the same as requested in FY20. | | | | | | | | | | |
| | The expected cost for each item is as follows: US Conference of Mayors \$5,269 Municipal Licensing Corp \$75 AchriveSocial \$199.50 MMA \$16,456 Metropolitan Area Planning \$8,500 495/Metrowest Corridor Partnership \$500" | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 13,312 | 13,288 | 20,500 | 7,677 | - | 12,823 | 37.45% | 10,250 | | |
| | The staff of Office of the Mayor attend various seminars and conferences not only to connect and discuss relevant issues with other municipal leaders and government officials but also to keep update on statutes, laws and regulations. The Mayor attends the Winter and Spring Mayors Conferences. In addition, the Mayor and various staff members attend the annual MMA Trade Show as well as attend seminars sponsored by Commonwealth of Massachusetts. The amount requested in FY21 is \$10,00 lower than what was requested in FY20. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 847 | 500 | 2,050 | 449 | - | 1,601 | 21.88% | 800 | | |
| | Mileage reimbursements paid to the staff of the Office of the Mayor for travel expenses incurred while conducting business on behalf of the City. Reduced in FY21 | | | | | | | | | | |
| 58513 | Computers - Laptops | 2,997 | 3,814 | - | - | - | - | - % | - | | |
| 58518 | Software Support Licenses | - | 3,995 | - | 388 | - | -388 | 100.00% | - | | |

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| 122 Mayor | | | | | | | | | | | |
| 58520 | Vehicles | 43,044 | - | - | - | - | - | - % | - | | |
| Total Operating | | 183,839 | 126,256 | 93,425 | 49,579 | 9,949 | 33,896 | 63.72% | 68,750 | (24,675) | (26.41%) |
| Mayor Total | | 875,669 | 836,037 | 958,245 | 701,027 | 9,949 | 247,269 | 74.20% | 852,320 | (105,925) | (11.05%) |
| 111 City Council | | | | | | | | | | | |
| 51000 | Appropriated Stipends Stipends for 11 City Councilors. City Council Chair receives \$7500 annually. Ten City Councilors receive \$5000 annually. | 28,750 | 57,499 | 57,500 | 50,312 | - | 7,188 | 87.50% | 57,500 | | |
| 51100 | Salary & Wages - Regular Salary for one full-time Executive Assistant and one full-time City Auditor. | - | 57,522 | 135,840 | 51,750 | - | 84,090 | 38.10% | 136,234 | | |
| 51300 | Overtime - Straight Rate Overtime pay for the Executive Assistant for additional hours spent at various City Council meetings. | - | 4,751 | 5,000 | 3,291 | - | 1,709 | 65.81% | 5,000 | | |
| 51301 | Overtime - Time & 1/2 Overtime pay (Time & 1/2) for the Executive Assistant for additional hours spent at various City Council meetings. | - | 2,424 | 3,000 | 2,151 | - | 850 | 71.68% | 3,000 | | |
| Total Personnel | | 28,750 | 122,196 | 201,340 | 107,502 | - | 93,838 | 53.39% | 201,734 | 394 | 0.20% |
| 52400 | Maintenance - Building & Groun | - | 100 | - | - | - | - | - % | - | | |
| 53000 | Prof & Tech - Consultants City Council utilizes consultants for various financial and non-financial issues that arise during the year. | - | 1,775 | 25,000 | 1,645 | 555 | 22,800 | 8.80% | 25,000 | | |
| 53005 | Prof & Tech - Audit The object of an audit is to obtain independent assurance that a community's year-end financial statements are reliable, accurate, and complete. An audit also helps to ensure that financial checks and balances are in place to protect public assets. Consequently, it can be a powerful tool by which a community can build taxpayer confidence in government operations. The Division of Local Services (DLS) encourages communities to have an independent audit performed by a certified public accountant each and every year. The audit will include city and school departments. | - | 80,500 | 85,000 | - | - | 85,000 | - % | 85,000 | | |
| 53050 | Printing Services Printing of various documents and reports for City Council members and the public. | - | - | 2,000 | 514 | 37 | 1,450 | 27.50% | 2,000 | | |
| 53401 | Telephone-IP Long distant telephone charges. | - | - | 300 | - | - | 300 | - % | 100 | | |
| 53430 | Postage Postage charges for letters, documents and other packages sent to residents, vendors, State and local officials. | - | 447 | 1,000 | 594 | - | 406 | 59.40% | 800 | | |
| 53440 | Communications - Advertising Advertising of public hearing notices and other legal notices. | - | 1,423 | 2,000 | 385 | 254 | 1,362 | 31.92% | 2,000 | | |
| 54200 | Supplies - Office Office supplies used for the daily operation of the City Council Department. | - | 578 | 2,375 | 461 | 539 | 1,375 | 42.11% | 2,375 | | |
| 54451 | Supplies - Computer Accessorie | - | - | 1,200 | - | - | 1,200 | - % | 1,200 | | |

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| 111 City Council | | | | | | | | | | | |
| | Purchase laptop for the City Auditor anticipated to be hired in FY21. | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | - | - | 400 | - | - | 400 | - % | 400 | | |
| | Laser cartridges used by the City Council Department for daily operations. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | - | 240 | 240 | - | - | 240 | - % | 240 | | |
| 57120 | Education, Training, Seminars | - | 2,355 | 15,000 | 1,878 | - | 13,122 | 12.52% | 10,000 | | |
| | City Councilors attending various seminars, training, and educational conferences. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | - | 617 | 1,500 | 86 | - | 1,414 | 5.72% | 1,000 | | |
| | Mileage reimbursement paid to various City Councilors for travel expenses incurred while conducting City Council related duties. | | | | | | | | | | |
| 58512 | Computers - Monitors | - | - | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| | Monitor for City Auditor | | | | | | | | | | |
| 58513 | Computers - Laptops | - | - | - | 6,456 | - | -6,456 | 100.00% | 1,500 | | |
| | Laptop for City Auditor | | | | | | | | | | |
| 58540 | Office Furnishings | - | - | 2,500 | - | - | 2,500 | - % | 2,500 | | |
| | Office furnishing for City Auditor. This includes a desk, chair, bookcase and storage. | | | | | | | | | | |
| Total Operating | | - | 88,035 | 139,515 | 12,090 | 1,384 | 126,041 | 9.66% | 135,115 | (4,400) | (3.15%) |
| City Council Total | | 28,750 | 210,232 | 340,855 | 119,592 | 1,384 | 219,879 | 35.49% | 336,849 | (4,006) | (1.18%) |
| 151 City Solicitor | | | | | | | | | | | |
| 53001 | Prof & Tech - Appraisals | - | - | 2,000 | - | - | 2,000 | - % | 2,000 | | |
| 53010 | Prof & Tech - Legal | 763,099 | 750,000 | 748,000 | 634,686 | 117,004 | -3,690 | 100.49% | 748,000 | | |
| | This budget funds the day to day counseling, advice, written and oral opinions required by the City of Framingham, all City Departments and Boards and Commissions, and the handling of approximately 50 lawsuits, claims and arbitrations by the City Solicitor Office that are active on an ongoing basis. This funding further enables the City Solicitor's Office to obtain additional revenue and mitigation and avoid expenses for the City in amounts that historically have substantially exceeded this annual appropriation. | | | | | | | | | | |
| 53011 | Prof & Tech-Labor Negotiations | - | - | 15,000 | - | - | 15,000 | - % | 15,000 | | |
| Total Operating | | 763,099 | 750,000 | 765,000 | 634,686 | 117,004 | 13,310 | 98.26% | 765,000 | - | - % |
| City Solicitor Total | | 763,099 | 750,000 | 765,000 | 634,686 | 117,004 | 13,310 | 98.26% | 765,000 | - | - % |
| 192 Capital Projects & Facilities | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 838,494 | 955,724 | 1,237,968 | 978,888 | - | 259,080 | 79.07% | 1,171,730 | | |
| | Budget for salaries & wages for 18 FTE for the Division of Capital Projects & Facilities Management. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 63 | 72 | 1,000 | 418 | - | 582 | 41.82% | 1,000 | | |
| | Our overtime-straight rate account is for employees within our department who are eligible for overtime. This line item allows us to pay the hourly rate for every hour worked past the 37.5 hour normal work week. | | | | | | | | | | |

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| 192 Capital Projects & Facilities | | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 Our overtime-time & 1/2 account line item funds overtime costs associated with after hour emergency calls such as burglar and fire alarms for city facilities, plumbing and electrical emergencies, maintenance projects, events and in house service calls placed for City Owned Buildings. This also includes the cost of OT for employees to work 4 hours on both Saturday and Sundays at the Police Headquarters which is a 24/7 facility. | 45,404 | 48,718 | 60,600 | 38,110 | - | 22,490 | 62.89% | 60,600 | | |
| 51302 | Overtime - Double Time | 11 | 145 | - | - | - | - | - % | - | | |
| 51410 | Diff-Educational Our diff-educational account is for mandatory safety and educational training for our Department which is a standard requirement from our insurance underwriter. This includes routine training and certifications for our Energy Management Software, Door Access Security for City Facilities, training on software for parking meters, and procurement certifications. | 4,000 | 4,800 | 5,600 | 4,400 | - | 1,200 | 78.57% | 6,400 | | |
| 51420 | Longevity Longevity is earned for employees based on years of service. The line item is funded for 4 of our employees who are eligible for longevity. Employees are eligible for \$200 after 10 years of service. An additional \$50 will be added to that amount for each additional 5 years of continuous service. James Paolini: \$200 Steve Ceramicoli: \$200 Ken Green: \$400 Jose Correia: \$400 | 1,050 | 400 | 1,150 | 600 | - | 550 | 52.17% | 1,200 | | |
| 51430 | Diff-Weekend Shift differential for 3 of our employees who work second shift. For FY21 we added the Library custodian so there is coverage at both libraries for the time they are open until they close. The cost for the shift differential for this position for FY21 is \$3,516. | 5,216 | 8,175 | 8,426 | 6,250 | - | 2,176 | 74.18% | 11,828 | | |
| 51450 | Stipends emergency stipend for 4 of our 24/7 emergency response employees and for snow & ice. | 9,000 | 9,000 | 12,000 | 12,000 | - | - | 100.00% | 12,000 | | |
| 51490 | Division Head Merit This line item is for a Division Head merit increase for both the Director and Deputy Director which is budgeted at a 2% increase of their base pay per CFO request. | - | - | 2,517 | - | - | 2,517 | - % | - | | |
| 51901 | Clothing Uniform Allowance The clothing uniform allowance is for everyday work attire for 10 full time maintenance workers. This allowance is used to purchase safety attire/ materials such as boots and fire rated clothing. Some of the clothing and safety gear that is purchased for employees is part of the OSHA regulations and standards. The clothing allowance is also used for department uniforms such as shirts & jackets that list the Division. We have included the Library Facilities Manager and Library Custodian clothing allowance in the FY21 budget. This is an increase of \$1,300. Each of the 10 employees receive \$650. | 5,151 | 5,159 | 5,200 | 2,729 | - | 2,471 | 52.48% | 5,850 | | |
| 51960 | License Reimbursements Mandatory state licenses are required for certain positions within the department such as Construction Supervisors license, hoist way, plumbing and electrician licenses. This line item is for the reimbursement to employees who renew their job specific license. | 252 | 100 | 850 | 400 | - | 450 | 47.06% | 850 | | |
| Total Personnel | | 908,641 | 1,032,292 | 1,335,311 | 1,056,083 | - | 279,228 | 79.09% | 1,271,458 | (63,853) | (4.78%) |
| 52110 | Electricity - Delivery The Capital Projects & Facilities Management operating budget is broken out by 16 facilities for the cost of electricity-delivery. Budget is based on historical spending trends. Buildings - Memorial Bldg, Police HQ, Hollis Court Parking Lot, Athenaeum Hall, Academy Building, Old Edgell Library, Old McAuliffe Library (CPFM Offices), Village Hall, Danforth Museum, Farley Bldg, Pearl St Garage, Cushing Chapel, Waverly St | 116,428 | 124,920 | 125,422 | 99,807 | 27,378 | -1,763 | 101.41% | 130,663 | | |

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| 192 Capital Projects & Facilities | | | | | | | | | | | |
| | Commuter Parking Lot, Callahan Senior Center, 2 Watson Place. | | | | | | | | | | |
| 52111 | Electricity - Supply | 116,270 | 116,589 | 128,009 | 93,111 | 33,133 | 1,765 | 98.62% | 132,450 | | |
| | The Capital Projects & Facilities Management operating budget is broken out by 16 facilities for the cost of electricity-delivery. Budget is based on historical spending trends. | | | | | | | | | | |
| | Buildings - Memorial Bldg, Police HQ, Hollis Court Parking Lot, Athenaeum Hall, Academy Building, Old Edgell Library, Old McAuliffe Library (CPFM Offices), Village Hall, Danforth Museum, Farley Bldg, Pearl St Garage, Cushing Chapel, Waverly St Commuter Parking Lot, Callahan Senior Center, 2 Watson Place | | | | | | | | | | |
| 52120 | Fuel Oil | - | 88 | - | - | - | - | - % | - | | |
| 52130 | Natural Gas | 58,615 | 57,479 | 62,133 | 50,987 | 10,641 | 505 | 99.19% | 66,898 | | |
| | The Capital Projects & Facilities Management operating budget for natural gas is broken out for the following buildings - Memorial Building, Police Headquarters, Academy Building, Danforth Museum, Farley Danforth Annex, Cushing Chapel, Callahan Center, Old McAuliffe Library (CPFM Offices), 2 Watson Place. | | | | | | | | | | |
| | Budget is based on historic spending trends and anticipated usage in FY21. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 174,818 | 160,047 | 275,505 | 107,066 | 14,710 | 153,729 | 44.20% | 265,505 | | |
| | The Building and Grounds Maintenance line item is used for maintenance of 16 city facilities, the, Hollis Court Commuter Parking lot, Waverly Street Commuter Parking lot and the Town Commons. | | | | | | | | | | |
| | The Facilities Management Department is responsible for the maintenance and repairs of City facilities and routine maintenance on facility grounds. These line items cover the costs for contract service agreements which include monthly pest control services, cleaning & emergency cleaning services, monthly elevator maintenance services & annual state elevator inspections, annual fire extinguisher inspections, annual fire alarm, and semi-annual sprinkler inspections and state boiler inspections. This also includes estimated costs for any miscellaneous/emergency repairs, service calls, improvements, and maintenance upkeep to the grounds and interior of each building. | | | | | | | | | | |
| | Facilities included into the total operating budget consist of the Memorial Building, Police HQ, Main Library, McAuliffe Branch Library, Academy Building, Old Edgell Library, Village Hall, Danforth Museum, Farley Danforth Annex, Pearl Street Garage, Cushing Chapel, Callahan Center, Animal Control, Health Clinic, CPFM Building and 2 Watson Place. | | | | | | | | | | |
| | In addition to the facilities, the CPFM Department is responsible for maintenance and grounds of the, Hollis Court Commuter Parking lot, Waverly Street Commuter Parking lot and the Town Commons. Maintenance costs are included to maintain the grounds of the lot such as patch repairs, relining of parking spaces and numbers, signage any other repairs that may arise. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 82,017 | 116,536 | 151,500 | 98,211 | 32,592 | 20,697 | 86.34% | 151,500 | | |
| | The CPFM operating budget for Equipment Maintenance (52420) is broken out by 16 facilities. The Facilities Management Department is responsible for the maintenance on all mechanical equipment and repairs for City facilities. | | | | | | | | | | |
| | This line item covers the cost of contract agreements for annual energy management services, burglar/fire alarm monitoring, HVAC preventative maintenance services on all mechanical equipment for for city facilities, generator preventative maintenance services, and any miscellaneous/emergency repairs and maintenance service calls that may arise. | | | | | | | | | | |
| | Facilities included in the Equipment Maintenance line items consist of the Memorial Building, Police Headquarters, Main Library, McAuliffe Branch Library, Academy Building, Old Edgell Library, Village Hall, Danforth Museum, Farley Danofrth Annex, Pearl Street Garage, Cushing Chapel, Callahan Center, Animal Control, Health Clinic, CPFM Offices, 2 Watson Place. | | | | | | | | | | |

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| 192 Capital Projects & Facilities | | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 9,557 | 11,680 | 8,000 | 9,647 | 700 | -2,347 | 129.34% | 8,000 | | |
| | The Vehicle Maintenance line item funds repair costs for vehicles performed by outside services such as annual state inspections, tire rotation, new tires, oil changes and any other misc. repairs needed for 8 of the Divisions vehicles and 1 bobcat. | | | | | | | | | | |
| | 2006 Ford F350 | | | | | | | | | | |
| | 2007 Ford F150 | | | | | | | | | | |
| | 2011 Ford E150 Van | | | | | | | | | | |
| | 2012 Ford F250HD | | | | | | | | | | |
| | 2012 Ford F250HD | | | | | | | | | | |
| | 2015 Ford Taurus | | | | | | | | | | |
| | 2015 Ford F250HD | | | | | | | | | | |
| | 2017 Ford Escape | | | | | | | | | | |
| | 2018 Bobcat Compact Steer Loader | | | | | | | | | | |
| 52700 | Rental - Equipment | 5,408 | - | - | - | - | - | - % | - | | |
| 52720 | Lease - CSX | 25,000 | 25,000 | 25,000 | 22,917 | 2,083 | - | 100.00% | 25,000 | | |
| | This line item covers the cost for the annual lease rental of the Waverly Street Commuter Parking Lot. | | | | | | | | | | |
| 52760 | ESCO Lease | 64,332 | 64,332 | 64,332 | 53,610 | 10,722 | - | 100.00% | 64,332 | | |
| | The Capital Projects & Facilities Management operating budget for ESCO lease payment is broken out by 5 buildings. These amounts reflect the savings from the ESCO project to pay the lease payments. Memorial Building, Police Headquarters, Old Edgell Library, Pearl Street Garage, Callahan Center. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 133,302 | 140,605 | 123,446 | 101,122 | 20,094 | 2,229 | 98.19% | 123,446 | | |
| 53012 | Bank Service Charges | 6,394 | 1,617 | 7,550 | 9,010 | 4,290 | -5,750 | 176.16% | 7,550 | | |
| | The CPFM operating budget for Bank Service Charges (53012) covers the cost of monthly credit card transaction fees as well as the monthly data management fee for the Hollis Court Parking Lot and Parking Meters. | | | | | | | | | | |
| 53401 | Telephone-IP | 2,356 | 2,781 | 3,000 | 2,230 | - | 770 | 74.32% | 3,000 | | |
| | The Capital Projects & Facilities Management Department operating budget for Telephone Centrex IP (53401) covers the cost for long distance and local calls for department CISCO phones. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 43 | 42 | 50 | - | - | 50 | - % | 50 | | |
| | This line item covers the cost of long distance calls. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 5,699 | 5,900 | 6,000 | 6,375 | 795 | -1,170 | 119.50% | 6,000 | | |
| | The Capital Projects & Facilities Management Department operating budget for Telephone-Cellular (53404) funds the cost of cell phones for 13 employees within our department. These cell phones are distributed to our employees so we are able to contact them daily for regular routine maintenance during the work week and for employees who are on call 24/7 due to any unforeseen emergency repairs, snow removal and special events. | | | | | | | | | | |
| 53406 | Data Line | 1,898 | 1,966 | 1,940 | 1,611 | 329 | - | 100.00% | 2,040 | | |
| | The Capital Projects & Facilities Management Department operating budget for Data Line (53406) is broken out by 3 buildings. | | | | | | | | | | |
| | 01920121 - Memorial Building. This line item covers the costs of burglar alarm monitoring for the Memorial Building. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 192 Capital Projects & Facilities | | | | | | | | | | | |
| | 01920621 - Main Library. This line item covers the Verizon monthly costs for alarm lines at the Lexington Street Library. | | | | | | | | | | |
| | 01922321 - Callahan Center. This line item covers the cost of burglar alarm lines at the Callahan Center. | | | | | | | | | | |
| 53430 | Postage | 660 | 626 | 900 | 517 | - | 383 | 57.44% | 900 | | |
| | The Capital Projects & Facilities Management Department operating budget for Postage (53430) funds the cost of postage to mail monthly parking permits and notices to parking permit holders at the Waverly Street Parking Lot and Pearl Street Garage. Postage is also used for all contracts, change orders and letters that are sent to various contracted vendors as well as the cost to cover parking meters that need to be sent out for repairs. | | | | | | | | | | |
| 54200 | Supplies - Office | 3,194 | 2,946 | 2,850 | 1,437 | 1,518 | -105 | 103.68% | 1,425 | | |
| | The Capital Projects & Facilities Management Department operating budget for Supplies- Office (54200) funds the cost for our internal office supplies used for the Department. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 191,210 | 158,993 | 177,500 | 131,525 | 102,964 | -56,989 | 132.11% | 147,500 | | |
| | The Building Supplies line item funds the costs for all supplies such as cleaning/janitorial supplies, lumber, electrical, plumbing, painting, keys, and any other miscellaneous items needed for the interior and exterior of the following buildings. The facilities included are the Memorial Building, Police Headquarters, Main Library, McAuliffe Branch Library, Village Hall, Danforth Museum, Pearl Street Garage, Cushing Chapel, Callahan Center, Town Commons, Health Clinic, Hollis Court Parking Lot. | | | | | | | | | | |
| | The Building Supplies line item also funds the costs for supplies needed to repair or clean any foreclosed houses before they are put up for auction. Our department assists the Treasurer's office when needed. The building Supplies line item also funds the costs for the American flags, brackets and parts that are displayed throughout city facilities and on Union Avenue, Concord Street and Saxonville area from Memorial Weekend until Labor Day Weekend. | | | | | | | | | | |
| 54250 | Supplies - Materials | 344 | 6,251 | 750 | 143 | - | 607 | 19.08% | 750 | | |
| 54410 | Supplies - Copier Supplies | - | - | - | - | - | - | - % | - | | |
| 54450 | Supplies - Computer Supplies | 2,725 | - | - | - | - | - | - % | - | | |
| 54451 | Supplies - Computer Accessorie | 2,351 | 7,275 | 2,500 | 4,680 | - | -2,180 | 187.19% | 2,500 | | |
| | This line item covers the costs of any upgrades for department computers, lap tops, IT phones, tablets and licenses for personnel within the department. | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | 2,801 | 2,098 | 2,000 | 491 | 1,509 | - | 100.00% | 2,000 | | |
| | This line item covers the costs of toner cartridges for the printers and plotter located in the Capital Projects and Facilities Mgmt. office. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 8,462 | 9,125 | 10,000 | 6,682 | - | 3,318 | 66.82% | 7,600 | | |
| | This line item funds the cost of fuel throughout the year for the department's 8 vehicles and Bobcat. 2006 Ford F350 2007 Ford F150 2011 Ford E150 Van 2012 Ford F250HD 2012 Ford F250HD 2015 Ford Taurus 2015 Ford F250HD 2017 Ford Escape 2018 Bobcat Compact Steer Loader | | | | | | | | | | |
| 54811 | Fuel Diesel | 958 | 447 | 13,000 | 970 | - | 12,030 | 7.46% | 7,500 | | |
| 54902 | Meals - Special Functions | 357 | 110 | 800 | - | - | 800 | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 192 Capital Projects & Facilities | | | | | | | | | | | |
| | This line item is for any special functions inside of the Memorial Building. | | | | | | | | | | |
| 57100 | Dues & Subscriptions | 1,369 | 1,400 | 1,450 | 1,643 | 1 | -194 | 113.37% | 1,480 | | |
| | The Capital Projects & Facilities Management Department operating budget for Dues & Subscriptions (57100) includes the cost of license fees for public performance of musical works. The fees paid are to BMI (Broadcast Music Inc) and ASCAP (American Society of Composers, authors and Publishers). | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 579 | 3,287 | 5,500 | 2,088 | - | 3,412 | 37.96% | 4,000 | | |
| | The Capital Projects & Facilities Management Department operating budget for Education, Training and Seminars are for mandatory safety training's, educational seminars and classes for employees within our department and for certain employees who have keep up with their credits to maintain their licenses. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 67 | 35 | 300 | 195 | 17 | 88 | 70.79% | 300 | | |
| | The line item for mileage reimbursements is for employees who attend seminars, training or classes in their own personal vehicle for work purposes. This also covers the cost for the administration staff who uses their personal vehicles to travel back and forth from the CPFM office to City Hall for meetings, revenue deposits, payroll, mail processing and to make/issue official City ID badges. | | | | | | | | | | |
| 58300 | Improvements | - | - | - | - | - | - | - % | - | | |
| 58520 | Vehicles | - | 59,434 | - | - | - | - | - % | - | | |
| 58530 | Equipment | 17,684 | 4,441 | - | 5,219 | - | -5,219 | 100.00% | - | | |
| 58540 | Office Furnishings | 20,619 | 16,975 | - | 627 | - | -627 | 100.00% | - | | |
| | Total Operating | 1,055,518 | 1,103,023 | 1,199,437 | 815,524 | 263,476 | 120,437 | 89.96% | 1,162,389 | (37,048) | (3.09%) |
| | Capital Projects & Facilities Total | 1,964,159 | 2,135,316 | 2,534,748 | 1,871,608 | 263,476 | 399,664 | 84.23% | 2,433,847 | (100,901) | (3.98%) |
| 174 Planning & Community Development | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | - | - | 815,149 | 530,692 | - | 284,457 | 65.10% | 727,806 | | |
| | This includes Director, Deputy Director, Fiscal Manager, Community Outreach Coordinator, Senior Planner, 20% of the CD Coordinator, Permitting Manager, Associate Planner, Conservation Administrator, Assistant Conservation Administrator, and Communication & Land Stewardship Coordinator positions. There are no other budget categories. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | - | - | 80,112 | 44,217 | - | 35,895 | 55.19% | - | | |
| | Half of Part Time Historic Preservation Planner salary | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | - | - | 5,500 | 589 | - | 4,911 | 10.71% | 5,500 | | |
| | These funds are for the purposes of overtime payment, which is necessary to pay staff who are required to attend evening meetings held by Planning division (Conservation Planning Board and the ZBA). Also, any other official events/training outside of work hours and/or weekends. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | - | - | 5,000 | 717 | - | 4,283 | 14.33% | 5,500 | | |
| | These funds are for the purposes of overtime payment, which is necessary to pay staff who are required to attend evening meetings held by Planning division (Conservation Planning Board and the ZBA). Also, any other official events/training outside of work hours and/or weekends. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 6,587 | - | - | 6,587 | - % | - | | |
| | Total Personnel | - | - | 912,348 | 576,215 | - | 336,133 | 63.16% | 738,806 | (173,542) | (19.02%) |
| 52400 | Maintenance - Building & Groun | - | - | 8,000 | 3,216 | 784 | 4,000 | 50.00% | 8,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 174 Planning & Community Development | | | | | | | | | | | |
| | Funds from this account are used for contracting hazard tree removal services and other maintenance tasks on Conservation parcels and boundaries. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | - | - | 750 | 263 | 487 | - | 100.00% | 750 | | |
| | Requested funds are used for servicing of existing land management equipment such as mowers, trimmers, chainsaws. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | - | - | 2,000 | 4,514 | 486 | -3,000 | 250.00% | 2,000 | | |
| | Funds pay for servicing vehicle maintenance of aging vehicles, anticipating mechanical repairs, such as transmission or other repairs. | | | | | | | | | | |
| 52460 | Maintenance - Lakes & Ponds | - | - | 50,000 | 8,910 | 41,090 | - | 100.00% | 50,000 | | |
| | The Lakes & Ponds maintenance account provides funding for managing Conversations' 20 year old Nuisance Aquatic Vegetation management Program for 6 Lakes and Ponds as well as the 1.3 mile segment of the Sudbury River upstream of the Saxonville Dam. We received \$20,000.00 from the State Budget for FY20, but not expecting that for FY21. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | - | - | 34,000 | 22,184 | 8,262 | 3,554 | 89.55% | 20,500 | | |
| | Downtown Parking Plan \$60,000 This plan will include extensive data collection including occupancy counts for most of downtown and duration counts for key areas. It will include an analysis of how much parking is required to meet current and expected demand and it will make short and longer term recommendations for location and pricing for effective parking demand management according to best practices. | | | | | | | | | | |
| 53006 | Prof & Tech - Interpreters | - | - | 3,000 | - | - | 3,000 | - % | 3,000 | | |
| | Funding intended to support projected increase in community outreach, related to plans described in PT cons.. Products to include multilingual voice and print translation service. | | | | | | | | | | |
| 53008 | Prof & Tech - Engineering | - | - | 2,000 | - | - | 2,000 | - % | - | | |
| 53050 | Printing Services | - | - | 3,650 | 1,144 | 398 | 2,109 | 42.23% | 4,400 | | |
| | Requested funds to support projected increase in community outreach outlined in this budget. Products include flyers, boards, handouts, postcards, and reports. Products include ordinances, flyers, boards, handouts, postcards, reports, business cards. Requested funds to be used for print copies of the Conservation Master Plan. Will most likely need funds for printing the OSRP when it is finalized. | | | | | | | | | | |
| 53401 | Telephone-IP | - | - | 705 | 167 | - | 538 | 23.63% | 705 | | |
| 53402 | Telephone - Local | - | - | 100 | - | - | 100 | - % | - | | |
| 53404 | Telephone - Cellular | - | - | 1,760 | 1,744 | 516 | -500 | 128.41% | 3,500 | | |
| | Requesting funds to cover Verizon's monthly charges for the cell phones for Division Head, Deputy Director, Conservation is in the field a lot and has two cell phones for maintaining contact with staff and applicants while conducting site visits. Also, IPAD used by Permitting dept. for out office conformance reviews and etc. | | | | | | | | | | |
| 53430 | Postage | - | - | 6,470 | 3,011 | - | 3,459 | 46.53% | 6,470 | | |
| | Postage intended to support projected community outreach in this department's budget such as mailing meeting notices and related information to residents living in or near districts considered for planning activities. Postage intended to support ZBA/PB public hearing and decision postcards (covered by filing fees), projected community outreach in this department's budget. Products include mailing meeting notices and related information to residents living in or near new projects considered for planning. For mailings associated with Conservation. This year we have several larger mailings associated with abutters notification for permit renewal of Nuisance Aquatic Permits. | | | | | | | | | | |
| 53440 | Communications - Advertising | - | - | 9,400 | 5,119 | 754 | 3,527 | 62.48% | 9,400 | | |
| | Funds intended to support projected increase in community outreach, through advertisements placed in print & other media. May be multi-lingual. Funds intended to support required newspaper hearing and decision notices for permitting. Also, Conservation handles all advertising related to permitting since many applicants are SFH, etc. and often forget this step, thus complicating hearings not properly advertised. | | | | | | | | | | |
| 54200 | Supplies - Office | - | - | 4,798 | 1,534 | 1,366 | 1,898 | 60.44% | 2,200 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 174 Planning & Community Development | | | | | | | | | | | |
| | Funds support office supplies and materials for day-to-day use, as well for projected increase in community outreach. | | | | | | | | | | |
| 54250 | Supplies - Materials | - | - | 2,700 | 555 | 1,421 | 724 | 73.19% | 2,700 | | |
| | Used for purchase of supplies associated with land management / stewardship programs and projects. | | | | | | | | | | |
| 54450 | Supplies - Computer Supplies | - | - | 500 | - | - | 500 | - % | 700 | | |
| | Funding allows for providing staff with replacement monitors & related accessories to boost desk time productivity. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | - | - | 700 | 204 | 66 | 430 | 38.64% | - | | |
| 54800 | Supplies - Vehicular | - | - | 1,500 | 366 | 145 | 989 | 34.05% | 1,500 | | |
| | Used for the purchase of parts for vehicle repair when those repairs are being done by DPW garage - Fleet Services. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | - | - | 2,000 | 1,640 | - | 360 | 81.98% | 2,000 | | |
| | Used for fueling Conservation's vehicles, both for regular year round site visits as part of our permitting responsibilities, as well as for our seasonal land management activities. | | | | | | | | | | |
| 54902 | Meals - Special Functions | - | - | 2,000 | 682 | - | 1,318 | 34.10% | 1,500 | | |
| | Funds support community outreach events & meetings. Includes renting space when public facilities are not available, light refreshments, and custodian support. | | | | | | | | | | |
| 55300 | Public Works Supplies | - | - | 1,500 | - | 450 | 1,050 | 30.00% | 1,500 | | |
| | Used for purchase of professional supplies and equipment used in daily operations. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | - | - | 4,160 | 3,074 | - | 1,086 | 73.89% | 4,060 | | |
| | These funds are used to ensure the Planning Division has access to planning-related information, professional networks, and professional licenses & memberships such as American Planning Association (APA) and American Institute of Certified Planners (AICP) certification. APA membership supports Massachusetts state chapter programming and provides discount to conferences. Also, used for professional memberships to MACC and MSMCP. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | - | - | 7,200 | 2,845 | 600 | 3,755 | 47.85% | 6,700 | | |
| | Requested funds enable professional staff (planners with AICP) to attend annual SNEAPA conference, estimated registration cost \$1000. Same for CPTC 2021 ANNUAL CONFERENCE in spring for staff/board members to attend with estimated cost \$1000 (\$100x10). Also, request includes for Conservation professional staff and Commissioners to attend MACC conference and workshop (3 Staff + 5 Commissioners = \$125 x 10 = \$1000). | | | | | | | | | | |
| 57130 | Mileage Reimbursements | - | - | 2,594 | 237 | - | 2,357 | 9.15% | 2,594 | | |
| | Requested funds compensate staff use of personal vehicle transportation to all site visits, off-site meetings and events. | | | | | | | | | | |
| 57140 | Travel | - | - | 1,825 | 903 | 97 | 826 | 54.76% | 1,825 | | |
| | Requested funds will allow staff to fully participate in the out-of-region events such as SNEAPA for hotel, tolls, food etc. | | | | | | | | | | |
| 58517 | Computers - Software Purchases | - | - | 320 | - | - | 320 | - % | - | | |
| | Total Operating | - | - | 153,632 | 62,766 | 56,923 | 33,944 | 77.91% | 136,004 | (17,628) | (11.47%) |
| | Planning & Community Development | - | - | 1,065,980 | 638,981 | 56,923 | 370,077 | 65.28% | 874,810 | (191,170) | (17.93%) |

FINANCE DIVISION

133 Chief Financial Officer

| | | | | | | | | | | | |
|-------|---|---------|---------|---------|---------|---|--------|--------|---------|--|--|
| 51100 | Salary & Wages - Regular | 330,654 | 340,588 | 344,538 | 300,635 | - | 43,903 | 87.26% | 350,190 | | |
| | Budget for CFO, Asst CFO/CPO and Senior Financial Analyst | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 133 Chief Financial Officer | | | | | | | | | | | |
| 51420 | Longevity | 450 | 450 | 500 | 250 | - | 250 | 50.00% | 500 | | |
| | Longevity is earned for employees based on years of service. In FY21 the CFO and Assistant CFO will have over fifteen years of service but less than 20 years. They will each earn \$250. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 5,432 | - | - | 5,432 | - % | - | | |
| | The division head merit increase for FY21 is 2%. The increase for CFO is \$3,165 and the increase for Asst CFO is 2,357 | | | | | | | | | | |
| Total Personnel | | 331,104 | 341,038 | 350,470 | 300,885 | - | 49,585 | 85.85% | 350,690 | 220 | 0.06% |
| 52112 | Electricity-Net Metering Cost Payments for Altus Energy Agreement | - | 564,709 | 372,317 | 202,166 | 170,151 | - | 100.00% | 372,317 | | |
| 52471 | Maintenance - Software | 18,516 | 9,452 | 9,453 | 9,453 | - | - | 100.00% | 9,453 | | |
| | "The CFO department has a software maintenance agreement with ClearGov. ClearGov provides financial information about the City of Framingham and other municipalities to management and the residents of Framingham. In FY21 the cost of the ClearGov software is \$8,500. | | | | | | | | | | |
| | The CFO department also has license agreement with SmartSheet. SmartSheet is used to track the City's capital projects in place of Questica. In FY20 a database of all City personnel costs was created on SmartSheet by the CFO department. This database includes salary, step increases and stipends to be paid to all City employees in FY21. Authorized staff from each department will be allowed to view their department(s) salary information. Certain employees including City Council members, the Mayor, Chief Operating Officer, and CFO staff members will be able to view the salary information for all departments. In FY21 the cost of Smart Sheet licenses for CFO department will be \$953. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 2,700 | 7,200 | 5,000 | 1,650 | - | 3,350 | 33.00% | 4,800 | | |
| | The CFO department seeks the expertise and advice of consultants to discuss a wide range of financial and non-financial topics. The CFO department uses CRS to create and update Crystal reports for City and School financial reports it provides to City and School management including budget reports as well as any custom report requested. Reports are updated annually for next year's budget. In addition, reports need to be updated if a new version of MUNIS is implemented or new accounts are created on the general ledger. In FY21 the anticipated cost will be \$5,000.00. | | | | | | | | | | |
| 53005 | Prof & Tech - Audit | 84,500 | - | - | - | - | - | - % | - | | |
| 53050 | Printing Services | - | - | - | - | - | - | - % | - | | |
| 53401 | Telephone-IP | 29 | 32 | 50 | 16 | - | 34 | 32.18% | 50 | | |
| | Telephone charges. There is no increase in the amount requested for FY2021. | | | | | | | | | | |
| 53430 | Postage | 4 | 215 | 200 | 70 | - | 130 | 35.20% | 200 | | |
| | Postage is used to mail letters, documents and other materials to residents, vendors and other outside financial institutions. There is no increase in the amount requested for FY2021. | | | | | | | | | | |
| 54200 | Supplies - Office | - | - | 475 | - | - | 475 | - % | 238 | | |
| | Office supplies are used by the CFO department to conduct daily operations. The amount request in FY21 increased by \$25 due to increased costs by vendors. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | - | 264 | - | - | - | - | - % | - | | |
| 54902 | Meals - Special Functions | - | - | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions | 165 | 105 | 300 | 60 | - | 240 | 20.00% | 300 | | |
| | The CFO and Assistant CFO are members of Massachusetts Municipal Auditors and Accountants Association as well as Massachusetts Government Financial Officers | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|-------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 133 Chief Financial Officer | | | | | | | | | | | |
| Association. There is no cost increase for this membership in FY21. | | | | | | | | | | | |
| The CFO and Senior Analyst will become members of Massachusetts Association of School Business Organization (MASBO). By becoming members of MASBO, they will be able to participate in educational and training seminars required to maintain their certification as School Business Administrators. The CFO department staff members as well as the Director of School Finance are the only other finance employees in the City of Framingham who are certified. The CFO staff serve as a backup to the School Finance. | | | | | | | | | | | |
| The cost of each membership in FY21 is \$1,320. The overall increase cost for dues in FY21 is \$2,600 due to membership in MASBO. In FY21 we offset the increase cost by transferring \$1,500 from training to dues. The net increase in FY21 is \$900. | | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 2,126 | 1,361 | 4,500 | 2,507 | - | 1,994 | 55.70% | 1,000 | | |
| The CFO department attends various seminars and conferences to keep update on various laws and regulations. The CFO and Assistant CFO attend the MMA Trade Show, Massachusetts Municipal Auditor and Accountant conference and the Massachusetts Government Financial meeting annually. The amount requested in FY21 was decreased by \$1,500 and moved to the dues . | | | | | | | | | | | |
| 57140 | Travel | - | 133 | 1,000 | - | - | 1,000 | - % | - | | |
| Total Operating | | 108,040 | 583,472 | 393,295 | 218,856 | 170,274 | 4,166 | 98.94% | 388,358 | (4,937) | (1.26%) |
| Chief Financial Officer Total | | 439,145 | 924,510 | 743,765 | 519,740 | 170,274 | 53,751 | 92.77% | 739,048 | (4,717) | (0.63%) |
| FINANCE DIVISION | | | | | | | | | | | |
| 135 Accounting | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 530,207 | 557,592 | 576,872 | 482,694 | - | 94,178 | 83.67% | 539,011 | | |
| Salaries for the Municipal Accountant, Assistant, Accounts Payable Supervisor and two Accounts Payable Specialist. | | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 32,033 | 32,794 | 35,010 | 29,078 | - | 5,932 | 83.06% | 34,877 | | |
| Part time position to assist with payroll and serve as backup for Payroll Administrator and Payroll Coordinators when on vacations. | | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 1,151 | 223 | 1,400 | 945 | - | 455 | 67.48% | 1,400 | | |
| Overtime for Accounts Payable Processing | | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 413 | - | 575 | 130 | - | 445 | 22.55% | 575 | | |
| Overtime for Accounts Payable Processing | | | | | | | | | | | |
| 51420 | Longevity | 1,050 | 1,050 | 1,300 | 1,650 | - | -350 | 126.92% | 1,350 | | |
| Longevity for three employees. The Assistant City Accountant and City Accountant have over 20 years of service and the other employee will have 10 years of service. | | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 2,320 | - | - | 2,320 | - % | - | | |
| Estimated at 2% | | | | | | | | | | | |
| Total Personnel | | 564,854 | 591,660 | 617,477 | 514,496 | - | 102,981 | 83.32% | 577,213 | (40,264) | (6.52%) |
| 52472 | Maintenance - Computer Equip | - | - | - | - | - | - | - % | - | | |
| 53000 | Prof & Tech - Consultants | 10,936 | - | - | - | - | - | - % | - | | |
| 53401 | Telephone-IP | 131 | 103 | 175 | 54 | - | 121 | 30.89% | 125 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 135 Accounting | | | | | | | | | | | |
| | IP telephone system charges for Accountant, Assistant, and Accounts Payable lines. | | | | | | | | | | |
| 53430 | Postage | 2,982 | 2,999 | 3,750 | 1,851 | - | 1,899 | 49.36% | 3,250 | | |
| | Postage to mail 1099s and other correspondence and account for the 2019 postage rate increase. | | | | | | | | | | |
| 54200 | Supplies - Office | 2,903 | 2,812 | 3,182 | 2,514 | 219 | 449 | 85.90% | 2,800 | | |
| | Various Office supplies needed for filing and operations. Including Filing boxes, file folders, pens etc... | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | - | - | 1,200 | 183 | - | 1,017 | 15.29% | - | | |
| 54453 | Supplies-Laser Cartridges | 677 | 1,283 | 1,800 | - | - | 1,800 | - % | 1,200 | | |
| | New printer to be purchased in FY2020. Current MICR TONER cartridge for printing checks including shipping current cost is \$684.04 funding for replacement cartridges as well as for printing reports, accounts payable checks, 1099s, etc. Similar Printer is in the Treasurer's Office as a back up in case one fails. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 344 | 354 | 700 | 389 | - | 311 | 55.57% | 450 | | |
| | Dues for Massachusetts Municipal Auditors and Accountants Association for Accountant and Assistant as well as other regional associations such as the Central Massachusetts Accountants. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 3,148 | 1,380 | 8,700 | 998 | - | 7,702 | 11.47% | 1,500 | | |
| | Training for Accountant and Assistant. Regular attendance at MMAA&A Fall Conference, March School at UMASS Amherst, and June Conference. What's New in Municipal Law, by Department of Local Services. Other Training that may be appropriate such as Effective Leadership Program. Munis Conference to review capabilities of Accounting software | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 726 | 500 | 820 | 143 | - | 677 | 17.47% | 275 | | |
| | Mileage to attend conferences, seminars, meetings and other duties of the office. | | | | | | | | | | |
| 58514 | Computers - Printers | - | - | 4,000 | - | 2,945 | 1,055 | 73.63% | - | | |
| Total Operating | | 21,847 | 9,429 | 24,327 | 6,133 | 3,164 | 15,029 | 38.22% | 9,600 | (14,727) | (60.54%) |
| Accounting Total | | 586,701 | 601,089 | 641,804 | 520,629 | 3,164 | 118,010 | 81.61% | 586,813 | (54,991) | (8.57%) |
| FINANCE DIVISION | | | | | | | | | | | |
| 138 Purchasing | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 72,860 | 75,311 | 77,091 | 66,204 | - | 10,887 | 85.88% | 78,333 | | |
| | This is the FY21 salary for the Procurement Administrator. It includes the annual step increase of 1,546. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 17,230 | 17,207 | 20,853 | 16,141 | - | 4,713 | 77.40% | - | | |
| | This is the FY21 salary for the part-time Administrative Assistant who works 19 hours per week. It includes the FY20 annual step increase of \$410. | | | | | | | | | | |
| 51420 | Longevity | 200 | 200 | 250 | 250 | - | - | 100.00% | 250 | | |
| | Longevity is based on years of service. In FY21 the Procurement Administrator will receive \$250 for 16 years of service. | | | | | | | | | | |
| Total Personnel | | 90,289 | 92,719 | 98,194 | 82,595 | - | 15,599 | 84.11% | 78,583 | (19,611) | (19.97%) |
| 52410 | Maintenance - Copier Service | - | - | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 138 Purchasing | | | | | | | | | | | |
| 52701 | Rental Postage Machine | 9,436 | 10,971 | 11,000 | 10,971 | - | 29 | 99.73% | 11,000 | | |
| | Postage Meter allocation to Purchasing Department. The amount budgeted in FY21 is the same as FY20 | | | | | | | | | | |
| 52710 | Copier Leases | 68,050 | 68,136 | 96,000 | 70,222 | 11,243 | 14,535 | 84.86% | 94,000 | | |
| | Copier Lease allocation for Municipal departments. The amount budgeted in FY21 is the same as in FY20 | | | | | | | | | | |
| 53401 | Telephone-IP | 36 | 25 | 50 | 19 | - | 31 | 37.42% | 50 | | |
| | Telephone charges for the Purchasing department. The amount allocated in FY21 is the same as FY20 | | | | | | | | | | |
| 53402 | Telephone - Local | - | - | 25 | - | - | 25 | - % | - | | |
| 53404 | Telephone - Cellular | 612 | 51 | - | - | - | - | - % | - | | |
| 53430 | Postage | 52 | 39 | 200 | 18 | - | 182 | 8.90% | 200 | | |
| | Postage for mailing out contracts, award letters and other notifications to bidders. The amount allocated in FY21 is the same as FY20 | | | | | | | | | | |
| 53440 | Communications - Advertising | 1,212 | 2,010 | 2,500 | 1,673 | 425 | 402 | 83.93% | 2,500 | | |
| | This is the cost of advertising in the newspaper, on the Central register and goods and services bulletin . Mass state laws requires all bids to be advertised for the two weeks before a bid opening. The amount budgeted in FY21 is the same as in FY20 | | | | | | | | | | |
| 54200 | Supplies - Office | 842 | 640 | 1,425 | 26 | 74 | 1,325 | 7.02% | 725 | | |
| | Office supplies used by the purchasing department to prepare bid packages. Based on analysis of actual costs, in FY21 we are allocating \$700 of office supplies to computer accessories. There is no change in the total operating budget. | | | | | | | | | | |
| 54410 | Supplies - Copier Supplies | 7,393 | 8,394 | 13,000 | 4,854 | 3,941 | 4,205 | 67.66% | 9,500 | | |
| | Copies supplies used by all Municipal departments for daily operations. Based on analysis of actual costs, the amount requested in FY21 is \$1,135 lower than in FY20. This amount has been reallocated to software support licenses. The net change in the total budget is zero. | | | | | | | | | | |
| 54420 | Supplies - Postage Machine | 1,181 | 395 | 1,500 | 971 | - | 529 | 64.71% | 1,500 | | |
| | Postage machine machine is the postage meter allocated to the Purchasing department. The amount budgeted in FY21 is the same as in FY20 | | | | | | | | | | |
| 54902 | Meals - Special Functions | - | - | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions | 1,598 | 1,593 | 2,000 | 2,000 | 214 | -214 | 110.68% | 2,300 | | |
| | Membership dues paid by the Purchasing department for MAPPO, the Central Register, and the Goods and services bulletin. The amount budgeted in FY21 is the same as in FY20 | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 962 | 895 | 2,200 | - | - | 2,200 | - % | 1,500 | | |
| | "Education, training classes for the CPO and Procurement administrator for maintaining their certifications. In addition they attend seminars conducted by the State and MAPPO to make sure they are updated with the State procurement laws and statues. The Procurement Administrator will need to be recertified in FY21. The amount budgeted in FY21 increased by \$75 due to increase in the recertification cost. The increase cost will be offset by reallocating money from local telephone and mileage reimbursement. The net impact on the total FY21 budget is zero. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | - | 45 | 50 | - | - | 50 | - % | - | | |
| 58518 | Software Support Licenses | - | - | - | 1,135 | 122 | -1,257 | 100.00% | 1,135 | | |
| | Software licenses for Smart Sheet. The Purchasing department uses Smart Sheet to track contract requests from School and municipal departments. The amount budgeted for FY21 is \$1,135. Based on analysis of acutal costs, this cost was offset by reallocating funds from copier supplies. The net impact on the budget is zero. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 138 Purchasing | | | | | | | | | | | |
| Total Operating | | 91,374 | 93,194 | 129,950 | 92,976 | 16,019 | 20,955 | 83.87% | 124,410 | (5,540) | (4.26%) |
| Purchasing Total | | 181,663 | 185,913 | 228,144 | 175,571 | 16,019 | 36,555 | 83.98% | 202,993 | (25,151) | (11.02%) |
| FINANCE DIVISION | | | | | | | | | | | |
| 141 Assessing | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular Budget amount for Assessing Staff salary : 8 FTE's | 529,196 | 568,976 | 550,729 | 418,384 | - | 132,345 | 75.97% | 514,713 | | |
| 51300 | Overtime - Straight Rate | 168 | 86 | - | - | - | - | - % | - | | |
| 51420 | Longevity Budget amount for one FTE with longevity pay:\$400 | 600 | 350 | 400 | 350 | - | 50 | 87.50% | 400 | | |
| 51450 | Stipends Budget amount for three Board members: Members receive \$100 stipend per meeting or city appearance. Typically 30 to 32 meetings/appearances per FY. \$9600. | 5,700 | 3,900 | 10,000 | 2,900 | - | 7,100 | 29.00% | 10,000 | | 32 x 100 x 3 = |
| 51490 | Division Head Merit Merit pay increase at 2% for FY2021. | - | - | 2,319 | - | - | 2,319 | - % | - | | |
| 51901 | Clothing Uniform Allowance Budget amount for 4 SIEU local #888, professional union members. Per union contract there is a footwear/clothes reimbursement allowance. \$600 has been sufficient for the past 3 fiscal years. | - | 148 | 600 | 60 | - | 540 | 10.00% | 600 | | |
| Total Personnel | | 535,664 | 573,460 | 564,048 | 421,694 | - | 142,354 | 74.76% | 525,713 | (38,335) | (6.80%) |
| 53000 | Prof & Tech - Consultants Budget amount for professional contracted services. Previously have used Mayflower Valuation; if a RE appraisal is needed, it comes from this budget line. | 35,389 | 15,050 | 22,500 | 13,656 | - | 8,844 | 60.69% | 18,650 | | |
| 53010 | Prof & Tech - Legal Budget amount for contracted attorney. Attorney handles Appellate Tax Board hearings, conferences, interrogatory filings, jurisdictional filings, and meets with staff weekly to discuss appeal cases. | 57,000 | 55,000 | 57,000 | 47,550 | 9,450 | - | 100.00% | 57,000 | | |
| 53050 | Printing Services Budget for print services: such as business cards, hang tags for inspection/building permit visits, and post cards used for cyclical property inspection mailings. | 961 | 819 | 1,000 | 525 | - | 475 | 52.50% | 1,000 | | |
| 53401 | Telephone-IP Budget amount for apportioned IP phone monthly charge. | 140 | 135 | 200 | 78 | - | 122 | 39.12% | 160 | | |
| 53430 | Postage Budget amount for mailings of: Chapter land applications, Income and Expense requests, Personal Property Form of Lists (assets), tax deferral and exemption mailings, cyclical property inspection post card mailings, motor vehicle abatement mailings, and other general mail correspondences. | 3,736 | 3,449 | 4,000 | 2,757 | - | 1,243 | 68.92% | 4,000 | | |
| 53440 | Communications - Advertising Budget amount for any legal notices or public advertisement of available real and personal property values. | 105 | - | 100 | - | - | 100 | - % | 100 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 141 Assessing | | | | | | | | | | | |
| 54200 | Supplies - Office Budget amount for standard office supplies: special paper, printer fed labels, envelopes, large envelopes, pens, pencils, other office items. | 5,803 | 8,338 | 6,175 | 4,692 | 315 | 1,169 | 81.07% | 4,500 | | |
| 54450 | Supplies - Computer Supplies Budget amount for specialty monitor screens and large monitors; upgrades. | - | - | 500 | - | - | 500 | - % | 500 | | |
| 54451 | Supplies - Computer Accessorie | 727 | - | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges Budget amount for color and black laser printer cartridges: department has 2 color printers and 3 black and white printers. | 235 | 235 | 250 | - | - | 250 | - % | 250 | | |
| 57100 | Dues & Subscriptions Budget amount for subscription real estate services: MLS sold listings, Marshall and Swift cost manuals (both Commercial and Residential). | 1,420 | 1,105 | 650 | 2,277 | - | -1,627 | 350.36% | 2,000 | | |
| 57120 | Education, Training, Seminars Budget amount for education. 6 department members are required to maintain appraisal licenses, assessing designations; in addition budget supports day seminars, workshops, and real and personal property courses taught within Massachusetts, for all department members. | 6,451 | 2,933 | 5,000 | 3,159 | 200 | 1,641 | 67.18% | 2,500 | | |
| 57130 | Mileage Reimbursements Budget amount for private vehicle reimbursement mileage. The department has zero city vehicles, therefore we use our own vehicles to inspect properties, go to education classes, and travel to the Appellate Tax Board for hearings in Boston MA. | 4,764 | 5,772 | 5,500 | 3,393 | - | 2,107 | 61.69% | 5,000 | | |
| 58517 | Computers - Software Purchases Budget amount for Patriot Properties assessing software; real property module, personal property module, GIS module, on-line hosting of real property values and information, and customer service availability. | 8,938 | 14,718 | 15,000 | 10,145 | - | 4,855 | 67.63% | 14,000 | | |
| 58530 | Equipment | - | - | - | - | - | - | - % | - | | |
| Total Operating | | 125,669 | 107,554 | 117,875 | 88,231 | 9,965 | 19,679 | 83.31% | 109,660 | (8,215) | (6.97%) |
| Assessing Total | | 661,333 | 681,014 | 681,923 | 509,926 | 9,965 | 162,033 | 76.24% | 635,373 | (46,550) | (6.83%) |

FINANCE DIVISION
145 Treasurer / Collector

| | | | | | | | | | | | |
|-------|---|---------|---------|---------|---------|---|---------|---------|---------|--|--|
| 51100 | Salary & Wages - Regular The Treasurer/Collectors Office is a staff of 6 employees and the Treasurer/Collector and Assistant Treasurer Collector. This office collects, reconciles and deposits all monies received into the City for Real Estate, Personal Property, Excise, Water and Parking. We also collect all monies collected from other departments for fees, fines and other misc. funds. We also reconcile over 35 bank accounts for the City, we handle and reconcile Scholarship money and Trust Fund monies. Twice a year this office does a Bond and or Ban borrowing and works closely with the City Accountant and CFO's Office on these borrowings. We print and mail the Cities Payroll checks and mail the A/P checks for the city | 490,822 | 499,812 | 519,162 | 394,846 | - | 124,316 | 76.05% | 478,122 | | |
| 51300 | Overtime - Straight Rate We have a manager and employee work each week on a rotating schedule. The employee is able to get paid straight rate overtime for the extra two hours that is worked each week. Based on analysis of actual costs, in FY21 the budgeted amount for overtime is increased by \$250. The increase is offset by reallocating money from longevity. The net increase in total salary for FY21 is zero. | 667 | - | 560 | 5,217 | - | -4,657 | 931.59% | 810 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 145 Treasurer / Collector | | | | | | | | | | | |
| 51420 | Longevity Employees received longevity pay based on years of service. Two employees who have worked for the City for 15 years but less than 20 years will each receive \$250. One employee who has worked for the City for 20 years but less than 25 years will receive \$300. | 900 | 1,050 | 1,050 | 800 | - | 250 | 76.19% | 550 | | |
| 51450 | Stipends Office Manager receives \$100 monthly for attending Traffic & Parking meetings and \$3500 annually for being Parking Hearing Officer as well as taking minutes | - | - | 4,700 | 3,829 | - | 871 | 81.47% | 4,700 | | |
| 51490 | Division Head Merit The Treasurer//Collector will receive a 2% division head merit increase in FY21 | - | - | 2,004 | - | - | 2,004 | - % | - | | |
| 51931 | Tuition Reimbursement | - | 1,013 | - | - | - | - | - % | - | | |
| Total Personnel | | 492,390 | 501,874 | 527,476 | 404,691 | - | 122,785 | 76.72% | 484,182 | (43,294) | (8.21%) |
| 52420 | Maintenance - Equipment This line item is for the yearly maintenance agreement for the AP/Payroll check sealing machine. Also any costs that are not covered under the agreement. | 2,281 | 1,226 | 1,300 | 2,123 | 4 | -827 | 163.62% | 1,300 | | |
| 53000 | Prof & Tech - Consultants Line Item for Consultants or Temps as needed | - | 5,870 | 3,400 | - | - | 3,400 | - % | 3,400 | | |
| 53006 | Prof & Tech - Interpreters | - | 45 | - | - | - | - | - % | - | | |
| 53010 | Prof & Tech - Legal Legal line item such as small claims court, sheriff fees | - | - | 4,000 | - | - | 4,000 | - % | 3,000 | | |
| 53012 | Bank Service Charges Bank Fees charged at debt service borrowing | 2,300 | 4,036 | 5,025 | - | - | 5,025 | - % | 5,025 | | |
| 53040 | Training - Seminars Training courses for staff, Mass Treasurer Association courses | 474 | - | 3,500 | 1,244 | 1 | 2,255 | 35.57% | 1,000 | | |
| 53050 | Printing Services We send out 82,876.00 Real Estate bills per year, about 4000. Personal Property bills, on average about 900 RE/PP demand notices, about 1500 water demands and about 300 Notice of Advertising demands. We also send out on average 65,000 excise bills per year and approximately 15000 excise demand notices. | 19,753 | 17,561 | 25,430 | 8,541 | 8,661 | 8,228 | 67.64% | 22,930 | | |
| 53401 | Telephone-IP Telephone Fees for Treasurers Office | 188 | 170 | 300 | 122 | - | 178 | 40.77% | 300 | | |
| 53430 | Postage We send out 82,876.00 Real Estate bills per year, about 4000. Personal Property bills, on average about 900 RE/PP demand notices, about 1500 water demands and about 300 Notice of Advertising demands. We also send out on average 65,000 excise bills per year and approximately 15000 excise demand notices. | 73,027 | 59,761 | 78,200 | 51,886 | 28,250 | -1,936 | 102.48% | 78,200 | | |
| 54200 | Supplies - Office General Office Supplies for Office | 2,090 | 3,996 | 3,222 | 1,313 | 1,236 | 673 | 79.11% | 1,611 | | |
| 54451 | Supplies - Computer Accessorie | - | - | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges Laser Cartridges for 6 printers in the office and one copier | 2,959 | 2,650 | 3,000 | 957 | 1,106 | 936 | 68.78% | 3,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 145 Treasurer / Collector | | | | | | | | | | | |
| 57100 | Dues & Subcriptions Dues for Treasurer and Assistant Treasurer for yearly Mass Treasurers Association | 280 | 280 | 375 | 280 | - | 95 | 74.67% | 375 | | |
| 57120 | Education, Training, Seminars Miscellaneous expenses for Office Staff that takes training seminars | 2,446 | 2,434 | 1,500 | 291 | - | 1,209 | 19.39% | 1,500 | | |
| 57130 | Mileage Reimbursements Mileage for staff that go to training seminars | 713 | 346 | 500 | 168 | - | 332 | 33.70% | 500 | | |
| 58530 | Equipment | 5,420 | - | - | - | - | - | - % | - | | |
| Total Operating | | 111,931 | 98,374 | 129,752 | 66,926 | 39,258 | 23,568 | 81.84% | 122,141 | (7,611) | (5.87%) |
| Treasurer / Collector Total | | 604,320 | 600,248 | 657,228 | 471,617 | 39,258 | 146,353 | 77.73% | 606,323 | (50,905) | (7.75%) |
| FINANCE DIVISION | | | | | | | | | | | |
| 155 Technology Services | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular 10 FTE in Technology Services. The employees' salaries are split amongst various orgs . FY21 Recommended amount cuts COLAs for non-union employees, totaling \$1,122. | 886,340 | 796,140 | 816,844 | 693,781 | - | 123,063 | 84.93% | 828,848 | | |
| 51200 | Salary & Wages - Partime | - | - | - | - | - | - | - % | - | | |
| 51300 | Overtime - Straight Rate | 3,612 | 5,545 | 5,590 | 2,413 | - | 3,177 | 43.17% | 5,590 | | |
| 51301 | Overtime - Time & 1/2 | 2,463 | 2,735 | 3,580 | 2,434 | - | 1,146 | 68.00% | 3,580 | | |
| 51420 | Longevity 4 Employees receive longevity | 300 | 600 | 1,150 | 650 | - | 500 | 56.52% | 1,150 | | |
| 51450 | Stipends Stipend for after hours/on call | - | - | 3,000 | - | - | 3,000 | - % | 3,000 | | |
| 51490 | Division Head Merit 2% Increase for Director and 2 Assistant Directors FY21 Recommended amount cuts this in it's entirety by \$6,693. | - | - | 6,587 | - | - | 6,587 | - % | - | | |
| Total Personnel | | 892,715 | 805,021 | 836,751 | 699,278 | - | 137,473 | 83.57% | 842,168 | 5,417 | 0.65% |
| 52430 | Maintenance - Telephone These funds cover Cisco IP phone & voicemail systems, paging and network fax maintenance. Vendors have provided quotes estimating costs for the 2021 fiscal year. Managed Services- Police, Fire, DPW- Originally paid for in a previous Capital Project and it is up for renewal. Total increase from level FY20 to FY21 is \$10,785. Singlewire Fusion- Mass notification system- Replaced previous paging solution. Total increase from level FY20 to FY21 is \$7,183. Smartnet -Covers maintenance renewal for equipment | 63,299 | 75,963 | 62,949 | 60,636 | 3,645 | -1,332 | 102.12% | 91,474 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 155 Technology Services | | | | | | | | | | | |
| | originally purchased in the Tech Lease. Total increase from level FY20 to FY21 is \$7,940. | | | | | | | | | | |
| 52431 | Maintenance - Peripheral | 56,989 | 58,769 | 76,477 | 71,058 | 9,608 | -4,189 | 105.48% | 111,222 | | |
| | These funds cover network hardware maintenance and Netapp Storage support. Vendors have provided quotes estimating costs for the 2021 fiscal year. | | | | | | | | | | |
| | Fiber Maintenance Pole Transfer- Quarterly Pole Transfers- Implement fiber maintenance program to cover quarterly transfers to help eliminate double poles. Total increase from level FY20 to FY21 is \$12,000. | | | | | | | | | | |
| | Managed Services - Police, Fire, DPW - Originally paid for in a previous Capital Project and it is up for renewal. Total increase from level FY20 to FY21 is \$10,785. | | | | | | | | | | |
| | Netapp maintenance- Police and Fire- Originally paid for in a previous Capital Project and it is up for renewal. Total increase from level FY20 to FY21 is \$5,190. | | | | | | | | | | |
| | Smartnet - Covers maintenance renewal for equipment originally purchased in the Tech Lease. Total increase from level FY20 to FY21 is \$7,629. | | | | | | | | | | |
| 52471 | Maintenance - Software | 796,955 | 837,371 | 937,759 | 911,671 | 5,915 | 20,173 | 97.85% | 962,402 | | |
| | Maintenance software requests are based off vendor provided quotes for their estimated costs for FY21. FY21 increases include: | | | | | | | | | | |
| | level service FY20 to FY21 is \$5,600. | | | | | | | | | | |
| | Keystone- city contract- Public safety dispatch and reporting software- annual software maintenance- Standard maintenance increase of 7%. Total increase from level FY20 to FY21 is \$10,041 | | | | | | | | | | |
| | Tech -MUNIS- city contract- Financial and personnel software-annual maintenance- The cost of MUNIS has increased approximately 4.3% each year since FY18. Total increase from level FY20 to FY21 is \$12,380. | | | | | | | | | | |
| | General Code- city contract- Laserfiche software maintenance- added electronic signatures for contract approvals in FY20. Total increase from level FY20 to FY21 is \$4,650. | | | | | | | | | | |
| | Eplus- Meraki - Covers additional mobile device management licenses and the renewal of access point licenses that were originally paid for in the Tech Lease. Total increase from level FY20 to FY21 is \$15,743. | | | | | | | | | | |
| | Dell- Software Assurance-the current contract covered FY18-FY20 . The increase is due to additional software that was purchased within that time frame. Total increase from level service FY20 to FY21 is \$8,123. | | | | | | | | | | |
| | Comodo- SSL Certificates- Used to secure websites. Three year agreement expires in FY21. Total increase from level service is \$5,298, and this will cover 3 years. | | | | | | | | | | |
| | Webex- Cloud based collaboration suite- Renewal of 25 licenses. Originally paid for in the Tech Lease. Also includes the addition of 25 new licenses. Total increase from level service is \$9,234 | | | | | | | | | | |
| | Granicus- Increase due to proposed FY21 upgrade of meeting management software. Total increase from FY20 level service is \$6,132. | | | | | | | | | | |
| | Several FY20 Small Cap items have been moved to software maintenance operating funds. These include Cisco Amp for Firewalls, Umbrella, Cisco Amp for Endpoints. These programs are crucial to our cyber security initiative. | | | | | | | | | | |
| | Additional city contracts include: BCPI (Year 3 of 3 -Barracuda Network Server Upgrade), Civic Plus (Website Hosting & Support), ESRI (GIS Mapping Software) and Carahsoft (Socrata Open Data Software). | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 155 Technology Services | | | | | | | | | | | |
| | Various vendors have increased their maintenance <\$1,000 per maintenance item for FY21. These services include inspectional permitting, fingerprinting systems, meeting portal, help desk software, and citizens issue reporting system | | | | | | | | | | |
| 52472 | Maintenance - Computer Equip | 14,153 | 12,723 | 15,344 | 9,927 | - | 5,417 | 64.70% | 15,736 | | |
| | These funds cover computer equipment maintenance which includes support and maintenance for servers and hardware. Vendors have provided quotes estimating costs for the 2021 fiscal year. The total increase from level service FY20 to FY21 is \$400. | | | | | | | | | | |
| 52700 | Rental - Equipment | 250,553 | 250,553 | 250,553 | 250,553 | - | - | 100.00% | 250,553 | | |
| 52910 | Recycling Removal | - | - | - | - | - | - | - % | - | | |
| 53000 | Prof & Tech - Consultants | - | 10,366 | - | - | - | - | - % | - | | |
| 53006 | Prof & Tech - Interpreters | 15 | - | - | - | - | - | - % | - | | |
| 53050 | Printing Services | 82 | - | - | - | - | - | - % | - | | |
| 53401 | Telephone-IP | 7,765 | 7,911 | 8,518 | 6,000 | - | 2,518 | 70.44% | 8,518 | | |
| | These funds pay telephone lines for Verizon and Windstream (Windstream covers all city departments) including redundant copper and PRI lines. | | | | | | | | | | |
| 53402 | Telephone - Local | 900 | 900 | 1,020 | 826 | 74 | 120 | 88.24% | 1,020 | | |
| | These funds cover the charges for the pay phone within city hall | | | | | | | | | | |
| 53404 | Telephone - Cellular | 2,616 | 2,623 | 3,000 | 2,212 | 411 | 377 | 87.44% | 3,000 | | |
| | These funds are used to pay department issued cells phones | | | | | | | | | | |
| 53430 | Postage | 299 | 129 | 300 | 27 | 193 | 79 | 73.51% | 300 | | |
| | These funds cover any charges incurred by postage usage in the Tech Services department | | | | | | | | | | |
| 53440 | Communications - Advertising | - | - | - | - | - | - | - % | - | | |
| 53450 | Internet Service | 5,803 | 7,557 | 8,000 | 8,155 | 830 | -985 | 112.31% | 8,000 | | |
| | These funds cover internet services provided by RCN | | | | | | | | | | |
| 54200 | Supplies - Office | 3,877 | 4,968 | 2,850 | 1,417 | 1,034 | 400 | 85.98% | 1,800 | | |
| | These funds cover everyday office supplies and office furniture. The FY21 Recommended amount cuts the FY21 Requested amount by \$1,050. | | | | | | | | | | |
| 54450 | Supplies - Computer Supplies | 11,257 | 10,610 | 12,826 | 5,127 | 788 | 6,911 | 46.11% | 12,826 | | |
| | These funds cover essential computer supplies such as USB, external hard drives, monitors, keyboards, etc. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 1,312 | 534 | 3,400 | - | - | 3,400 | - % | 3,400 | | |
| | These funds cover additional tech related equipment | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | - | 700 | - | - | - | - | - % | - | | |
| 54900 | Meals - In Service Training | - | - | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions | 8,932 | 7,564 | 6,889 | 6,977 | 12 | -101 | 101.46% | 7,219 | | |
| | Renewal of annual memberships for all Tech Services employees including MGISA, NENA, and domain renewals. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 155 Technology Services | | | | | | | | | | | |
| 57120 | Education, Training, Seminars Tech Services employees normally attend various trainings depending on what is pertinent to their position. The FY21 Recommended amount cuts the FY21 Requested amount by \$11,085. The FY21 Recommended amount permits the renewal of Pluralsight subscriptions for the Fiscal Manager, Applications Manager, Public Safety Administrator, Programmer/Analyst, Helpdesk Technician, Network Technician, and Assistant Directors. Pluralsight offers unlimited administrative & technological online training, providing employees with the most up to date skills. The FY21 Recommended amount cuts the following conferences: The Spillman conference, attended by the Public Safety Administrator Microsoft training , attended by the Programmer/Analyst conference, attended by the Assistant Director of Support Cisco training, attended by the Helpdesk Technician | 41,420 | 25,954 | 23,840 | 4,845 | 4,900 | 14,095 | 40.88% | 4,632 | | |
| | The MUNIS conference, attended by the Applications Manager. The Vmworld Microsoft Exchange Server course, attended by the Network Administrator | | | | | | | | | | |
| 57130 | Mileage Reimbursements Staff is reimbursed for mileage for travel to other town buildings to provide support. Mileage reimbursement is also paid for in-state travel to conferences. | 254 | 382 | 670 | 105 | - | 565 | 15.70% | 876 | | |
| 57140 | Travel | 2,360 | 280 | 9,761 | 1,116 | - | 8,645 | 11.43% | - | | |
| 58511 | Computers - Personal Computers PC Replacement - This is our annual obsolete equipment replacement program- based on the industry standard, PCs should be replaced every 5 years. The FY21 Recommended amount cuts the FY21 Requested amount by \$15,000. | 35,510 | 39,868 | 39,985 | 39,985 | - | - | 100.00% | - | | |
| 58513 | Computers - Laptops FY21 Recommended amount has cut laptop purchases in it's entirety, by \$3,937. The warranty on the Public Safety Systems Administrator's laptop is expiring in Sept. 2020. will run the apps that the Fire, Health, Building and Code Enforcement staff utilize. The Programmer/Analyst's current iPad is over 5 years old. This Surface Pro - The Assistant Director of Support's current laptop is over 5 years old and the battery will not hold a charge for a long period of time. It is going under powered to accommodate new programs. | 5,406 | - | - | - | - | - | - % | - | | |
| 58515 | Computers - Servers | - | 21,600 | - | - | - | - | - % | - | | |
| 58516 | Computers -Network Equipment | 39,789 | 2,398 | 727 | - | - | 727 | - % | - | | |
| 58517 | Computers - Software Purchases 01550241 Granicus Upgrade- Replace the legacy agenda & minutes software (IQM2) with new software (peak agenda) and add software (boards & commissions) to manage committee membership citywide. 01550641 Exchange Upgrade- Mainstream support for Exchange 2013 ended on 4/10/18. We are in the extended support phase which is set to expire on 4/11/23. An upgrade to Office 2019 would be beneficial for our integration to be on the same version of Exchange. It is preferable to upgrade on our timeline versus being pushed to do so due to support ending. | 41,623 | - | 41,405 | 37,614 | - | 3,791 | 90.84% | 32,584 | | |
| 58530 | Equipment | - | - | - | - | - | - | - % | - | | |
| Total Operating | | 1,391,167 | 1,379,722 | 1,506,273 | 1,418,806 | 27,410 | 60,057 | 96.01% | 1,515,562 | 9,289 | 0.62% |
| Technology Services Total | | 2,283,882 | 2,184,743 | 2,343,024 | 2,118,084 | 27,410 | 197,530 | 91.57% | 2,357,730 | 14,706 | 0.63% |

FINANCE DIVISION
194 Media Services

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 194 Media Services | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular These funds cover 2 FTE | 130,181 | 117,710 | 136,335 | 104,146 | - | 32,189 | 76.39% | 139,915 | | |
| 51200 | Salary & Wages - Partime These funds cover 3 rotating part time employees | 15,665 | 9,751 | 20,279 | 7,862 | - | 12,417 | 38.77% | 42,268 | | |
| 51420 | Longevity Director of Media Services receives longevity pay. | 250 | 250 | 250 | 250 | - | - | 100.00% | 300 | | |
| Total Personnel | | 146,097 | 127,711 | 156,864 | 112,258 | - | 44,606 | 71.56% | 182,483 | 25,619 | 16.33% |
| 52400 | Maintenance - Building & Groun These funds are used to maintain or repair the Media Services production spaces/equipment racks/storage | - | - | 3,000 | - | - | 3,000 | - % | 3,000 | | |
| 52420 | Maintenance - Equipment These funds are used to maintain and service television production equipment | 4,951 | 440 | 6,000 | - | 1,615 | 4,385 | 26.92% | 3,000 | | |
| 52450 | Maintenance - Vehicle These funds are used to maintain and service our mobile production vehicle | - | 232 | 2,500 | - | - | 2,500 | - % | 2,000 | | |
| 52471 | Maintenance - Software These funds are used for assurance/warranty contracts for our critical cablecast equipment | 1,868 | 4,137 | 7,750 | 5,558 | - | 2,192 | 71.71% | 7,750 | | |
| 53000 | Prof & Tech - Consultants These funds are used for our television engineer, equipment vendors implementation hours and to hire freelance production assistance on large projects. | 39,978 | 33,335 | 35,500 | 5,710 | 3,500 | 26,290 | 25.94% | 35,500 | | |
| 53010 | Prof & Tech - Legal | - | 22,605 | - | 2,713 | - | -2,713 | 100.00% | - | | |
| 53401 | Telephone-IP These funds are used to maintain our studio telephone lines | 38 | 25 | 200 | 12 | - | 188 | 6.00% | 200 | | |
| 53403 | Telephone - Long Distance These funds are used to pay long distance telephone charges | - | - | 100 | - | - | 100 | - % | 100 | | |
| 53404 | Telephone - Cellular These funds are used to maintain department issued cell phones | 1,216 | 1,227 | 2,000 | 1,111 | 889 | - | 100.00% | 2,000 | | |
| 53406 | Data Line These funds are used to maintain internet services supporting the video on demand | 953 | 991 | 1,200 | 728 | 472 | - | 100.00% | 1,200 | | |
| 53430 | Postage These funds are used for any charges incurred by postage usage in the media services department | - | - | 200 | - | - | 200 | - % | 200 | | |
| 54200 | Supplies - Office These funds are used for office supplies, labels and batteries | 2,717 | 2,637 | 2,660 | 1,246 | 1,504 | -90 | 103.38% | 2,750 | | |
| 54250 | Supplies - Materials These funds are used for small tools, hardware, pipe drape curtains or other miscellaneous production materials | 2,485 | 249 | 3,500 | - | - | 3,500 | - % | 2,500 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-----------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FINANCE DIVISION | | | | | | | | | | | |
| 194 Media Services | | | | | | | | | | | |
| 54253 | Supplies - Video Tapes Resale These funds are used for dvds, various a/v media cards and external hard drives | 2,948 | 2,947 | 3,000 | 1,206 | 1,794 | - | 100.00% | 3,000 | | |
| 54811 | Fuel Diesel These funds are used for the production truck and generator fuel | 18 | - | 250 | - | - | 250 | - % | 250 | | |
| 57100 | Dues & Subcriptions These funds are used for subscriptions to stock footage and production music libraries | - | 2,200 | 1,200 | 396 | - | 804 | 32.97% | 1,200 | | |
| 57120 | Education, Training, Seminars These funds are used for professional development of staff, classroom enrollment, training and attendance to broadcasters conference. | 7,950 | 2,728 | 14,250 | - | - | 14,250 | - % | 12,291 | | |
| 57130 | Mileage Reimbursements | 48 | - | - | - | - | - | - % | - | | |
| 57400 | Insurance Premiums These funds are used for insurance policy premiums | - | - | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| 58510 | Technology Capital Purchases These funds are used for our network infrastructure components and security | - | - | 16,750 | 2,789 | - | 13,961 | 16.65% | 6,000 | | |
| 58511 | Computers - Personal Computers These funds are used for scheduled replacement of our editing computer systems | - | - | 10,000 | 8,009 | - | 1,991 | 80.09% | 12,000 | | |
| 58517 | Computers - Software Purchases These funds are used for our software licenses to our adobe editing suite | 1,914 | - | 5,228 | - | - | 5,228 | - % | 5,228 | | |
| 58520 | Vehicles These funds are used for equipment related with our mobile production truck | - | 11,921 | 8,000 | - | - | 8,000 | - % | 2,500 | | |
| 58530 | Equipment These funds are used for cable broadcasting equipment | 141,111 | 97,783 | 108,000 | 13,596 | 55,417 | 38,987 | 63.90% | 103,000 | | |
| 58540 | Office Furnishings | 1,925 | - | - | - | - | - | - % | - | | |
| Total Operating | | 210,119 | 183,457 | 232,288 | 43,074 | 65,191 | 124,023 | 46.61% | 206,669 | (25,619) | (11.03%) |
| Media Services Total | | 356,215 | 311,168 | 389,152 | 155,332 | 65,191 | 168,629 | 56.67% | 389,152 | - | - % |

HUMAN RESOURCES DIVISION

152 Human Resources

| | | | | | | | | | | | |
|-------|---|---------|---------|---------|---------|---|--------|--------|---------|--|--|
| 51100 | Salary & Wages - Regular The Director of Human Resources oversees the City's classification, compensation and benefits programs in compliance with Federal and State Labor Laws. The Director is a lead negotiator in collective bargaining. The Director negotiates, interprets and tracks collective bargaining process. The Director serves as a primary contact for the City's labor unions and the grievance process. Additionally, this position deals with a wide variety of workplace issues and seeks to improve the quality and effectiveness of City services by recruiting the best, most qualified employees. The Director is responsible for the HR and Veterans departments. On the HR side supervising a | 475,526 | 490,880 | 500,058 | 433,383 | - | 66,675 | 86.67% | 504,543 | | |
|-------|---|---------|---------|---------|---------|---|--------|--------|---------|--|--|

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| HUMAN RESOURCES DIVISION | | | | | | | | | | | |
| 152 Human Resources | | | | | | | | | | | |
| | <p>staff of six, with a goal of attracting, hiring, engaging and retaining the most qualified employees to provide the highest quality services to the citizens of Framingham. The Director works to maintain, interpret and update policies as well as develop new policies as the need arises. Through the City HR polices, practices and negotiations, the goal is to hire the most qualified employees. The department is constantly seeking best practices and provide a risk management role to serve our employees and residents in the areas of employment and workers' compensation issues. The Director has a key role in collective bargaining negotiating and administering collective bargaining agreements. The director also provides employee and labor relations to reduce complaints. The Director works closely with Payroll to ensure compliance with various employment laws and collective bargaining contract interpretation. The Director frequently reviews the policies and practices, to ensure the city is up to date with state and federal employment laws to remain in compliance with such laws, reducing the city's risk of employment complaints. The Director Supervises two employees in the Veterans Department ensuring the highest quality service through Ch. 115 benefits, education and outreach. The Department is always evaluating best practices and has a goal of outreach and identifying all resources to help our veterans in need.</p> <p>The HR Generalist/Analyst position is responsible for recruitment, interviewing and backgrounding new employees to help the City hire the most qualified workforce and reduce the risk of problem hires. In addition this position meets with employees regarding Family & Medical Leave Act eligibility, tracks and complies with Act as well as complying with ADA. This position does intake for employee complaints and helps identify resolution of problems. This position conducts all part-time and seasonal orientations for incoming employees, represents the city at college, department and division recruiting events seeking diverse candidates. Conducts all exit interviews and recommends corrective actions if necessary. The generalist also tracks unemployment for the City and School Department. The Workers' Compensation and Safety Coordinator assists with risk management by auditing work environments, conducting safety trainings to reduce the risk of accidents and injuries to School Department and City employees. This position manages school and city workers' comp claims as well as Fire Department injuries on duty, and complies with OSHA standards, new to municipalities in February of 2019. This position works closely with the School Safety Officer and the DPW Safety Committee. This position also presents safety training during new employee orientation to help prevent injuries for permanent and seasonal employees. He works closely with injured employees and their supervisors to assist employees coming back to work on transitional duty, preventing re-injury and complying with ADA. This position also assists with employee wellness. The Administrative Assistant is responsible for the electronic personnel files, keeping appropriate legal in the files, responding to requests for copies of personnel file. This position is responsible for providing requests for files, subpoenas, and FOIA requests. The goal of remaining in compliance with ever changing state and federal laws, reducing risk of legal issues issue for the City. This position coordinates employee appreciation events, wellness events and employee training schedules.</p> | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 447 | - | - | - | - | - | - % | - | | |
| 51420 | Longevity One employee receives longevity for 10+ years of service. | 400 | - | 200 | 200 | - | - | 100.00% | 200 | | |
| 51450 | Stipends One employee receives a stipend for organizing special events for the City and for employee appreciation events. | - | - | 3,000 | - | - | 3,000 | - % | 4,500 | | |
| 51490 | Division Head Merit FY 21 potential merit increase for Division Head | - | - | 2,752 | - | - | 2,752 | - % | - | | |
| 51930 | Employee Tuition Program | 27,269 | 11,157 | 15,000 | 7,070 | - | 7,930 | 47.13% | - | | |
| 51931 | Tuition Reimbursement | - | 1,160 | - | - | - | - | - % | - | | |
| Total Personnel | | 503,641 | 503,197 | 521,010 | 440,653 | - | 80,357 | 84.58% | 509,243 | (11,767) | (2.26%) |
| 52471 | Maintenance - Software | 319 | - | - | 311 | - | -311 | 100.00% | - | | |
| 53000 | Prof & Tech - Consultants The consultant line item funds costs associated with recruitment and background checks, including driving record for those candidates who may drive a city vehicle. It is also used for compensation and classification studies, and investigations of employment issues. In FY 21, a goal is to develop an update Performance Evaluation and train managers on conducting performance evaluations and mentoring employees. | 17,805 | 36,935 | 37,000 | 14,152 | 8,223 | 14,625 | 60.47% | 30,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| HUMAN RESOURCES DIVISION | | | | | | | | | | | |
| 152 Human Resources | | | | | | | | | | | |
| 53006 | Prof & Tech - Interpreters For FY 21 we need to increase the number of job postings/ads translated into Spanish and Portuguese. The cost on average is \$65/ translation or \$130 for both Spanish and Portuguese. This will allow for 46 jobs to be translated. | - | 290 | - | 188 | - | -188 | 100.00% | 6,000 | | |
| 53040 | Training - Seminars | 3,941 | 1,905 | - | 520 | - | -520 | 100.00% | 4,000 | | |
| 53050 | Printing Services | 960 | 1,531 | 3,725 | 670 | - | 3,055 | 17.99% | 1,500 | | |
| 53072 | Drug/Alcohol Testing DOT-CDL Testing: We are required by law to test the minimum number of DOT drivers by the Department of Transportation. The size of our DOT testing pool has grown, we also take the cost of DOT pre-hire physicals and post-accident testing costs out of this account. We need to maintain this line item would assist with testing new employees since turnover has increased and the cost of testing has increased. | 6,065 | 7,851 | 16,500 | 3,650 | 5,550 | 7,300 | 55.76% | 10,000 | | |
| 53073 | Employee Assist Program (EAP) | 10,500 | 3,500 | - | - | - | - | - % | - | | |
| 53401 | Telephone-IP This item covers the office phone service. | 223 | 172 | 400 | 110 | - | 290 | 27.50% | 300 | | |
| 53403 | Telephone - Long Distance The benefits staff and the workers' comp staff frequently speak with retirees living out of state. | - | - | 100 | - | - | 100 | - % | - | | |
| 53404 | Telephone - Cellular Cellular service for the HR social media account - Twitter. | 256 | 256 | - | 235 | 21 | -256 | 100.00% | 300 | | |
| 53430 | Postage GIC still requires original forms and they need to be mailed. We are also required to mail notices for Medicare plans when the rates increase on the calendar year as well as in the spring for the GIC open enrollment and rate changes. We also do mailings to retirees when they turn 65 and are Medicare eligible. We must continue to anticipating changes in the Affordable Care Act. The GIC has a new CEO and that may result in additional changes to the GIC which may result in additional mailings in FY 21. Many employee benefits require mailings, include the FSA account and new EyeMed benefit. We need to maintain this account in order to get the information out to our employees and retirees, including retired teachers. | 1,752 | 2,019 | 5,500 | 1,823 | - | 3,677 | 33.15% | 4,600 | | |
| 53440 | Communications - Advertising Advertising: Recruitment has changed, advertising must be done through professional organizations in order to reach and target qualified candidates. These organizations charge fees to place ads. We will continue to emphasize diverse candidates. e working on an image for our identity as a City, utilizing social media, updating and creating our "brand" in Facebook, Twitter and Instagram. We need to continue to have a presence as the candidate pool remains small. Unemployment is at a 50 year low at 2.9% low and we need to attract talent. | 934 | 4,052 | 3,500 | 2,565 | - | 935 | 73.29% | 3,500 | | |
| 54200 | Supplies - Office | 2,980 | 3,059 | 3,610 | 1,937 | 3,202 | -1,529 | 142.35% | 3,000 | | |
| 54220 | Supplies - Promotional Materia Items for Career Day and Job Fair events. | - | 19 | 320 | - | - | 320 | - % | - | | |
| 54260 | Supplies - Medical This item funds health and wellness screenings wellness education for employees. | - | - | - | - | - | - | - % | 1,100 | | |
| 54261 | Supplies - Safety Training | - | - | 2,000 | - | - | 2,000 | - % | 2,000 | | |
| 54902 | Meals - Special Functions | 5,851 | 6,332 | 6,000 | 4,444 | - | 1,556 | 74.07% | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| HUMAN RESOURCES DIVISION | | | | | | | | | | | |
| 152 Human Resources | | | | | | | | | | | |
| 57100 | Dues & Subscriptions This account funds Hootsuite, Archive Social which help us manage our social media site and comply with state public records laws. | 2,136 | 2,485 | 3,800 | 2,324 | 12 | 1,464 | 61.47% | 2,575 | | |
| 57120 | Education, Training, Seminars Training Seminars allows department staff to attend various training seminars related to new state and federal laws that impact employment, including FMLA, FLSA and collective bargaining items as well as training for new policies. | 3,867 | 5,786 | 10,000 | 1,535 | - | 8,465 | 15.35% | 2,000 | | |
| 57130 | Mileage Reimbursements | 391 | 311 | 500 | 97 | - | 403 | 19.42% | 325 | | |
| 58513 | Computers - Laptops | 1,429 | - | - | - | - | - | - % | - | | |
| 58517 | Computers - Software Purchases | 508 | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | - | - | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | - | - | - | - | - | - | - % | - | | |
| Total Operating | | 59,918 | 76,503 | 92,955 | 35,627 | 18,146 | 39,183 | 57.85% | 71,200 | (21,755) | (23.40%) |
| Human Resources Total | | 563,559 | 579,700 | 613,965 | 476,280 | 18,146 | 119,539 | 80.53% | 580,443 | (33,522) | (5.46%) |
| HUMAN RESOURCES DIVISION | | | | | | | | | | | |
| 543 Veterans Services | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular The Director of Veterans Services oversees M.G.L. Ch. 115 benefits to Veterans and their families. The Director identifies benefits available, certifies veterans as eligible for benefits. The Director coordinates Federal benefits and identifies other available resources in the community. The Director assists veterans in identifying discharge status and funding sources available for other expenses. Assists with tracking budget of monthly benefits and reconciling with state reimbursements. One FY 21 goal is to do outreach, education and home/facility visits. Another FY 21 goal is identifying additional resources at state and federal level with by receiving training in Federal benefits. Conducts special veteran's events on Memorial Day and Veterans Day. The Assistant Veterans Agent position is needed to help meet the requirements of M.G.L. Ch. 115 benefits to a 55-65 veteran caseload. The department seek to identify all veterans in need and eligible for service. This position reduces the need to close the office and supports the goal of outreach by covering office while Director is in the community doing outreach, education and education programs in area schools and colleges, as well goal of outreach through training programs to area veterans so that they are aware of benefits available. Position processes monthly benefit payments, answers questions and covers office when Director is in community doing outreach and home bound visits. Assists with locating veterans or families/survivors who are eligible for benefits, Also assists with planning and preparing for special events. | 93,046 | 106,137 | 114,691 | 98,091 | - | 16,600 | 85.53% | 116,566 | | |
| 51421 | Merit | - | - | - | - | - | - | - % | - | | |
| Total Personnel | | 93,046 | 106,137 | 114,691 | 98,091 | - | 16,600 | 85.53% | 116,566 | 1,875 | 1.63% |
| 53000 | Prof & Tech - Consultants | 12,500 | - | - | - | - | - | - % | - | | |
| 53050 | Printing Services Veterans Service Officer and assistant need to purchase business cards and department stationary. | - | - | 250 | - | - | 250 | - % | 250 | | |
| 53401 | Telephone-IP Many Veterans and their families prefer telephone contact, although more are using email, telephone is still preferred. | 85 | 58 | 125 | 32 | - | 93 | 25.83% | 100 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| HUMAN RESOURCES DIVISION | | | | | | | | | | | |
| 543 Veterans Services | | | | | | | | | | | |
| 53430 | Postage | 429 | 399 | 450 | 368 | - | 82 | 81.87% | 450 | | |
| | Twice each year information and forms are mailed out to Veterans currently receiving Ch. 115 to re-certify. Additional mailings are also sent to Veterans not receiving Ch. 115 benefits to see if their status has changed and they may qualify for additional benefits. | | | | | | | | | | |
| 54200 | Supplies - Office | 240 | - | 550 | 167 | 30 | 353 | 35.82% | 350 | | |
| 54453 | Supplies-Laser Cartridges | - | - | 150 | - | - | 150 | - % | 200 | | |
| 57100 | Dues & Subcriptions | 199 | 199 | 200 | 199 | - | 1 | 99.50% | 200 | | |
| 57120 | Education, Training, Seminars | - | - | 600 | - | - | 600 | - % | 600 | | |
| 57130 | Mileage Reimbursements | 63 | - | 250 | - | - | 250 | - % | 200 | | |
| 57700 | Veterans Benefits | 407,644 | 476,105 | 463,775 | 354,608 | 76,699 | 32,468 | 93.00% | 463,775 | | |
| | Increased budget slightly to reflect actual cost in FY 19. Veterans Benefit caseload has remained consistent at about 55 clients receiving benefits in FY 2020. | | | | | | | | | | |
| Total Operating | | 421,160 | 476,761 | 466,350 | 355,375 | 76,729 | 34,246 | 92.66% | 466,125 | (225) | (0.05%) |
| Veterans Services Total | | 514,205 | 582,898 | 581,041 | 453,466 | 76,729 | 50,846 | 91.25% | 582,691 | 1,650 | 0.28% |
| POLICE DIVISION | | | | | | | | | | | |
| 210 Police Department | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 9,002,697 | 9,586,743 | 10,347,869 | 8,490,082 | - | 1,857,787 | 82.05% | 10,832,569 | | |
| | This is straight salary for the budgeted officers and civilians employed by the Police Dept. There are 106 budgeted Patrolmen, 11 Lieutenants, 15 Sergeants, 3 Deputy Chiefs, 1 Chief, 19 full time non-sworn/civilian employees and 9 dispatchers. Most of this is contractually determined. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 154,806 | 151,290 | 161,558 | 69,469 | - | 92,089 | 43.00% | 130,736 | | |
| | Salary line for part-time employees. This is for a records clerk and all crossing guards. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 406 | 399 | 500 | 1,880 | - | -1,380 | 376.04% | 1,000 | | |
| | Civilians must work 2.5 hours at straight rate before they can get overtime. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 1,018,429 | 947,051 | 996,825 | 743,169 | - | 253,656 | 74.55% | 1,105,000 | | |
| | This is overtime salary which the Department is contractually required to pay whenever an officer or supervisor works outside of his or her scheduled work shift. This is mostly used for covering vacancies in the patrol division. This level service request includes the 5+% increase due to new patrolman contact being ratified. Being a young department adds to overtime as there is a lot of training necessary. Some of the increase was taken from the Court Overtime line. The new patrol contract increases the OT rate significantly with the inclusion of education. | | | | | | | | | | |
| 51302 | Overtime - Double Time | 14,529 | 11,754 | 15,475 | 21,455 | - | -5,980 | 138.64% | 15,000 | | |
| | This is special overtime primarily for holidays. Ranking officers get double-time rate for Christmas and New Year's for example. | | | | | | | | | | |
| 51311 | Overtime - Court - Detectives | 105,275 | 107,416 | 127,375 | 56,944 | - | 70,431 | 44.71% | 100,000 | | |
| | This is overtime for preparing for and testifying at court. These payment are made pursuant to Collective Bargaining Agreements. This is a significant reduction from previous years. The reduction was moved to the regular overtime line as that is underfunded. | | | | | | | | | | |
| 51320 | Overtime - Special Detail | - | - | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| POLICE DIVISION | | | | | | | | | | | |
| 210 Police Department | | | | | | | | | | | |
| 51401 | Diff-Acting Officer | - | - | - | - | - | - | - % | 15,000 | | |
| 51402 | Diff-Specialist/EMT This is paid pursuant to the FPOU Collective Bargaining Agreement, pursuant to which officers performing the following functions receive specialist pay: evidence officer, detail officer, detective, school resource officer, assistant safety officer, housing officer, and crime scene services. According to a DLR settlement, the number of specialist positions was increased. | 94,247 | 78,483 | 80,500 | 57,819 | - | 22,681 | 71.83% | 80,500 | | |
| 51410 | Diff-Educational These payments are made pursuant to G.L. c. 41 § 108L, the so-called "Quinn Bill" and Collective Bargaining Agreements. The new patrol contract allows all officers, with an accredited degree of any kind to receive a percentage of their salary, subject to approval by Chief of Police. This is a significant increase over previous years. | 1,145,925 | 1,151,610 | 1,242,639 | 1,149,405 | - | 93,234 | 92.50% | 1,782,084 | | |
| 51420 | Longevity The City is contractually obligated to make these payments to deputy chiefs, civilians, and dispatchers. | 4,650 | 8,850 | 6,550 | 4,200 | - | 2,350 | 64.12% | 5,100 | | |
| 51430 | Diff-Weekend Contractually obligated. Officers receive an extra 3\$/hour for hours worked on weekend days. This is an increase from 2\$/hour in previous years. | 64,826 | 60,488 | 105,000 | 46,854 | - | 58,146 | 44.62% | 127,200 | | |
| 51431 | Diff-Holiday As compensation for having to work holidays, the Department is contractually obligated to pay officers and supervisors holiday pay, which is twenty five percent (25%) of a week's base pay for the 11 recognized holidays. They are paid twice a year, 5 days in July and 6 days in December. | 232,689 | 244,841 | 345,603 | 401,125 | - | -55,522 | 116.07% | 524,736 | | |
| 51433 | Shift Differential Patrol officers who work the evening and night shifts are paid an 8% differential. This is contractually determined. | 236,309 | 257,250 | 273,226 | 239,231 | - | 33,995 | 87.56% | 315,208 | | |
| 51434 | Diff-Add'l Tour Available for when shift gets covered by another crossing guard. Used for sick days or vacations. | 3,596 | 4,270 | 5,000 | 900 | - | 4,100 | 18.00% | 8,500 | | |
| 51440 | Sick Leave Incentive If a crossing guard does not call out sick for the entire school year, they receive an additional stipend. | 5,550 | 5,200 | 9,350 | - | - | 9,350 | - % | 9,350 | | |
| 51451 | Contractual Stipends Contractual obligated stipends. Mechanic On Call, Dispatchers CJIS trainer certified, dispatch academy, Mechanic education licenses, attorney stipend for working with Petrini office. | 15,300 | 17,100 | 17,500 | 15,925 | - | 1,575 | 91.00% | 13,500 | | |
| 51490 | Division Head Merit | - | - | 12,396 | - | - | 12,396 | - % | - | | |
| 51502 | Unused Vacation Officers who have receive 5 weeks of vacation have been allowed to sell one week. | 25,857 | 25,155 | 27,500 | 18,261 | - | 9,239 | 66.40% | 27,500 | | |
| 51702 | 1156 & 1164 Pension Contributn Contractually obligated for Mechanic. | 4,446 | 4,923 | 4,500 | 4,171 | - | 329 | 92.69% | 4,500 | | |
| 51901 | Clothing Uniform Allowance | 29,482 | 19,185 | 13,500 | 3,476 | 5,142 | 4,882 | 63.84% | 18,400 | | |
| 51920 | Tool Reimbursement Contractually obligated to Mechanic. | 350 | 350 | 400 | - | - | 400 | - % | 400 | | |
| 51931 | Tuition Reimbursement | - | 1,272 | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| POLICE DIVISION | | | | | | | | | | | |
| 210 Police Department | | | | | | | | | | | |
| 51961 | Recertification Reimbursement Contractually obligated to Mechanic. | 2,325 | 550 | 5,050 | - | - | 5,050 | - % | 4,300 | | |
| Total Personnel | | 12,161,695 | 12,684,179 | 13,798,316 | 11,324,365 | 5,142 | 2,468,809 | 82.11% | 15,120,583 | 1,322,267 | 9.58% |
| 52110 | Electricity - Delivery | 617 | 1,240 | 549 | 549 | - | - | 100.00% | 1,175 | | |
| 52111 | Electricity - Supply | 518 | 1,128 | 900 | 802 | 98 | - | 100.00% | 1,394 | | |
| 52400 | Maintenance - Building & Groun NE Trauma Services does all disinfection/HAZMAT cleanup for cells and cruisers. This previously was budgeted under a different category. | 962 | 5,858 | 15,000 | 861 | 136 | 14,003 | 6.65% | 6,000 | | |
| 52420 | Maintenance - Equipment Service contracts or repairs for equipment in the Police Dept, including the records room storage device. | 19,299 | 17,954 | 24,000 | 13,950 | 1,884 | 8,165 | 65.98% | 24,000 | | |
| 52421 | Maintenance - Radios Repairs or maintenance on radio equipment including antennas. | 8,151 | - | 8,000 | - | - | 8,000 | - % | 8,000 | | |
| 52450 | Maintenance - Vehicle | 18,639 | 24,329 | 25,000 | 17,943 | 6,161 | 896 | 96.42% | 25,000 | | |
| 52471 | Maintenance - Software These are the software service contracts. Some of the software purchases are: SmartForce - 20K/year, required by City Keystone - 5-7K/year Records Management System, all calls and reports are stored in this system Cellebrite - 3700/year OnDutyXtraDuty - 10K year Attendance/Scheduling software, Detail assignment software. New Servers for some of these software packages | 48,134 | 45,331 | 54,200 | 44,126 | 383 | 9,691 | 82.12% | 54,200 | | |
| 52700 | Rental - Equipment Annual service contract with Smith and Wesson for IdentiKit Night Vision unit | 195 | - | 500 | - | - | 500 | - % | 500 | | |
| 52710 | Copier Leases As a cost saving measure, new copiers were placed in all departments. This system did not work in the police dept, so a new system had to be implemented. | - | - | - | - | - | - | - % | 4,000 | | |
| 52750 | Rent City came to rental agreement for 5 years for current substation. Now police will pay 8400\$ yearly to La Cantina. 20K expected for new offsite office space planned. | 50 | 38,585 | - | 8,400 | - | -8,400 | 100.00% | 28,400 | | |
| 53000 | Prof & Tech - Consultants This is for external consultants. Some consultants, services and costs are: JSI -Grant writers - up to 50K/year Advocates -Jail Diversion counselors - up to 50K/year DataShred -Shredding of confidential material - 10K Multiple vendors -background services for hiring/credit checks - 2k/year | 211,587 | 188,992 | 205,000 | 95,326 | 46,881 | 62,793 | 69.37% | 205,000 | | |
| 53006 | Prof & Tech - Interpreters | - | 837 | 500 | - | - | 500 | - % | 500 | | |
| 53050 | Printing Services | 6,318 | 8,564 | 6,500 | 19,031 | - | -12,531 | 292.78% | 6,500 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| POLICE DIVISION | | | | | | | | | | | |
| 210 Police Department | | | | | | | | | | | |
| | Printing services for Parking tickets, By-Law violation notices, Detail slips, Accident forms. These are required and cost far more than budgeted in prior years. | | | | | | | | | | |
| 53051 | Photo processing | 805 | 1,157 | 1,000 | 613 | 1,502 | -1,115 | 211.50% | 1,000 | | |
| | Identiprox ID maintenance, printer and supplies | | | | | | | | | | |
| 53070 | Medical Costs Employees | 260,869 | 217,265 | 185,000 | 175,643 | 21,828 | -12,471 | 106.74% | 185,000 | | |
| | This is to pay for "Injured on Duty" medical costs. We are self-insured for Workers Comp accidents. Estimate used last full year of data (2019). | | | | | | | | | | |
| 53401 | Telephone-IP | 14,820 | 15,111 | 15,000 | 12,928 | 1,669 | 403 | 97.32% | 15,000 | | |
| | Telephone costs from Verizon. Copper wires, not cell phones. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 39 | 42 | - | 26 | 74 | -100 | 100.00% | 263 | | |
| 53404 | Telephone - Cellular | 68,561 | 64,218 | 75,000 | 48,434 | 21,566 | 5,000 | 93.33% | 75,000 | | |
| | These are the officer's cell phones. Currently there are 116 accounts. This includes all cell phones, cruiser laptops, recruit iPads, and aircards. Due to a currently on-going audit an additional 8 accounts have already been removed over the last year. | | | | | | | | | | |
| 53430 | Postage | 2,842 | 2,712 | 3,000 | 2,174 | 191 | 634 | 78.85% | 3,000 | | |
| | Postage to mail check stubs, W2's and invoices for details and false alarms. | | | | | | | | | | |
| 54200 | Supplies - Office | 33,376 | 34,029 | 22,750 | 17,850 | 10,871 | -5,972 | 126.25% | 11,711 | | |
| | Office supplies, ink/toner for printers, paper, and all other office needs. Rolled other office supply categories into one. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 7,530 | - | - | - | - | - | - % | - | | |
| 54250 | Supplies - Materials | 31,859 | 11,053 | 32,000 | 13,630 | 732 | 17,638 | 44.88% | 20,000 | | |
| | Supplies, including jail/prisoner blankets. | | | | | | | | | | |
| 54251 | Supplies - Laundry/Cleaning | 11,415 | 12,269 | - | - | - | - | - % | - | | |
| 54260 | Supplies - Medical | 10,333 | 14,358 | 8,500 | 11,952 | 8,317 | -11,770 | 238.47% | 8,500 | | |
| | Gloves, AED pads and any other medical supplies necessary. | | | | | | | | | | |
| 54450 | Supplies - Computer Supplies | 17,688 | 2,775 | 11,000 | 1,336 | - | 9,664 | 12.15% | 11,000 | | |
| | Computer equipment including fingerprint scanners, Cisco phones, evidence printer. Used 3 year average. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 1,652 | 492 | 1,200 | 2,934 | - | -1,734 | 244.49% | 1,200 | | |
| | External drives and camera equipment. | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | - | 230 | - | - | - | - | - % | - | | |
| 54490 | Supplies-PubSfty Uniform/Equip | 105,359 | 71,539 | 96,000 | 72,843 | 11,171 | 11,986 | 87.52% | 96,000 | | |
| | Uniform allowance for current officers. This is for uniforms damaged in the line of duty. Other uses are for bullet proof vests for auxiliary officers and Honor Guard uniforms. | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 114,035 | 61,353 | 65,000 | 30,680 | 14,384 | 19,936 | 69.33% | 65,000 | | |
| 54810 | Fuel Unleaded Gasoline | 112,609 | 141,158 | 150,000 | 128,363 | 27,070 | -5,433 | 103.62% | 150,000 | | |
| 54811 | Fuel Diesel | 1,030 | 181 | - | - | - | - | - % | - | | |
| 54821 | Supplies - Vehicles Oil & Gre | 1,809 | 2,414 | 2,000 | 315 | 685 | 1,000 | 50.00% | 2,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|---|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| POLICE DIVISION | | | | | | | | | | | |
| 210 Police Department | | | | | | | | | | | |
| 54902 | Meals - Special Functions To provide meals during occasional meetings. | 2,572 | 2,503 | 4,000 | 3,233 | 1,517 | -750 | 118.75% | - | | |
| 57100 | Dues & Subcriptions Subscriptions to professional organizations. Examples are: IACP, PERF, SMIP, Mass Major City Chiefs, MACA, IACA, Law publications. | 26,907 | 27,142 | 27,500 | 24,226 | 5,248 | -1,974 | 107.18% | 27,500 | | |
| 57120 | Education, Training, Seminars Training, classes, seminars, and training materials for patrol, dispatch or civilians. There are significantly higher training requirements for police officers. This includes the ammunition and Less than Lethal training equipment needed. | 82,364 | 104,492 | 95,000 | 88,667 | 4,579 | 1,754 | 98.15% | 105,000 | | |
| 57130 | Mileage Reimbursements Mileage reimbursement. Increased local training increase mileage reimbursements. | 1,538 | 2,437 | 1,800 | 3,374 | 453 | -2,027 | 212.62% | 1,800 | | |
| 57140 | Travel Travel primarily to training, used last full year (2019) for budget. | 19,718 | 20,532 | 20,000 | 10,867 | - | 9,133 | 54.33% | 10,000 | | |
| 57810 | Return of Grant Funds | 5,112 | - | - | - | - | - | - % | - | | |
| 57973 | Grant Close Out Old Accounts | 4,411 | - | - | - | - | - | - % | - | | |
| 58511 | Computers - Personal Computers | 1,340 | 850 | 3,000 | 696 | - | 2,304 | 23.20% | - | | |
| 58512 | Computers - Monitors | 1,210 | - | 1,000 | - | - | 1,000 | - % | - | | |
| 58513 | Computers - Laptops | - | 6,332 | 3,000 | - | - | 3,000 | - % | - | | |
| 58514 | Computers - Printers | 1,402 | 4,235 | 1,000 | - | - | 1,000 | - % | - | | |
| 58521 | Crusiers The Police Department has 21 marked cruisers which are used for patrol functions. These cruisers are subjected to much more intensive wear and tear as compared to regular vehicles. They contain power-intensive equipment and may operate for extended periods of time, both idling and operating with high demands on the engines, brakes, electrical systems, and powertrains. These vehicles operate on a 24/7 basis. Our goal is to implement a 3 year rotation, whereby marked patrol cruisers are recycled for less critical and demanding use within the Department after 3 years, so as to extend their lifecycles. This is cost-effective because the major components are prone to failure after 3 years of front-line patrol use. From a financial standpoint, it makes sense to recycle these vehicles rather than to risk having to perform major repairs, which is expensive and which takes the vehicle out of service. | 171,227 | 189,606 | 250,000 | 250,000 | - | - | 100.00% | 200,000 | | |
| 58530 | Equipment Most major projects have been completed. Small amount kept for repair/maintenance. | 92,946 | 1,305 | 11,600 | - | 11,926 | -326 | 102.81% | - | | |
| 58540 | Office Furnishings | 49 | 2,370 | - | - | - | - | - % | - | | |
| Total Operating | | 1,521,899 | 1,346,980 | 1,425,499 | 1,101,772 | 199,328 | 124,399 | 91.27% | 1,353,643 | (71,856) | (5.04%) |
| Police Department Total | | 13,683,594 | 14,031,159 | 15,223,815 | 12,426,137 | 204,470 | 2,593,208 | 82.97% | 16,474,226 | 1,250,411 | 8.21% |
| POLICE DIVISION | | | | | | | | | | | |
| 291 Framingham Emergency Management Agency | | | | | | | | | | | |
| 51901 | Clothing Uniform Allowance | - | 3,000 | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|---|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| POLICE DIVISION | | | | | | | | | | | |
| 291 Framingham Emergency Management Agency | | | | | | | | | | | |
| | Total Personnel | - | 3,000 | - | - | - | - | 0.00% | - | - | - % |
| 52470 | Maintenance - Computer Service RAVE Mobile and Smart911 software annual fee. | - | 38,830 | 22,539 | 38,830 | - | -16,291 | 172.28% | 38,831 | | |
| 53000 | Prof & Tech - Consultants Expect to rewrite comprehensive emergency management plan. | - | - | 8,500 | - | - | 8,500 | - % | - | | |
| 53401 | Telephone-IP | 3 | 3 | - | 3 | - | -3 | 100.00% | 5 | | |
| 53404 | Telephone - Cellular | - | - | - | - | - | - | - % | - | | |
| 54200 | Supplies - Office Any supplies to run the EOC. | - | 366 | 950 | - | - | 950 | - % | - | | |
| 54250 | Supplies - Materials Auxiliary police officer ammunition | - | 617 | 3,000 | - | - | 3,000 | - % | - | | |
| 54490 | Supplies-PubSfty Uniform/Equip Equipment for Auxiliary police officers. | 8,639 | 15,570 | 3,000 | 6,274 | - | -3,274 | 209.13% | 3,000 | | |
| 54902 | Meals - Special Functions Food for officers staffing EOC during emergencies and storms. | 946 | 805 | 1,500 | - | - | 1,500 | - % | 653 | | |
| 57120 | Education, Training, Seminars To send auxiliary police officers to academy training. | 4,930 | 9,149 | 13,000 | 828 | 451 | 11,721 | 9.84% | 10,000 | | |
| 58511 | Computers - Personal Computers | - | 3,200 | - | - | - | - | - % | - | | |
| 58517 | Computers - Software Purchases | 16,291 | 1,152 | - | - | - | - | - % | - | | |
| 58530 | Equipment Equipment needed for EOC or Auxiliary police officers. | 22,539 | 8,758 | 15,000 | 8,788 | 200 | 6,012 | 59.92% | 15,000 | | |
| | Total Operating | 53,348 | 78,450 | 67,489 | 54,723 | 651 | 12,115 | 82.05% | 67,489 | - | - % |
| | Framingham Emergency Management | 53,348 | 81,450 | 67,489 | 54,723 | 651 | 12,115 | 82.05% | 67,489 | - | - % |
| POLICE DIVISION | | | | | | | | | | | |
| 292 Animal Control | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular Salary for 2 full time animal control officers. | 128,306 | 132,050 | 137,437 | 116,624 | - | 20,813 | 84.86% | 137,730 | | |
| 51200 | Salary & Wages - Partime Salary for one part-time animal control officer. | 18,318 | 18,571 | 19,727 | 14,616 | - | 5,111 | 74.09% | 22,109 | | |
| 51301 | Overtime - Time & 1/2 | - | 311 | 700 | 457 | - | 243 | 65.22% | 700 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-----------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| POLICE DIVISION | | | | | | | | | | | |
| 292 Animal Control | | | | | | | | | | | |
| | Overtime for animal control officers. | | | | | | | | | | |
| 51420 | Longevity Both full time animal control officers receive longevity payments. | 1,100 | 700 | 700 | 350 | - | 350 | 50.00% | 750 | | |
| 51901 | Clothing Uniform Allowance Any replacement uniform items, usually due to damage. | - | - | 1,500 | - | - | 1,500 | - % | 1,500 | | |
| Total Personnel | | 147,725 | 151,632 | 160,064 | 132,046 | - | 28,018 | 82.50% | 162,789 | 2,725 | 1.70% |
| 52110 | Electricity - Delivery | 4,346 | 1,826 | 4,607 | 1,838 | 2,662 | 107 | 97.68% | 4,400 | | |
| 52111 | Electricity - Supply | - | 1,609 | 2,000 | 1,456 | 544 | - | 100.00% | 2,000 | | |
| 52130 | Natural Gas | 1,953 | 1,959 | 2,070 | 1,835 | 165 | 70 | 96.62% | 2,000 | | |
| 52400 | Maintenance - Building & Groun Regular extermination treatments. | 1,140 | 1,500 | 2,000 | 1,105 | 895 | - | 100.00% | 1,200 | | |
| 52450 | Maintenance - Vehicle | - | - | - | - | - | - | - % | - | | |
| 53060 | Veterinary Services Any services needed from Vet. Includes caring for injured animals or destroying dead animals. | 1,790 | 1,002 | 5,000 | 2,664 | 304 | 2,031 | 59.37% | 5,258 | | |
| 53401 | Telephone-IP | 257 | 279 | 500 | 202 | - | 298 | 40.50% | 300 | | |
| 54250 | Supplies - Materials | 754 | 2,295 | 100 | - | - | 100 | - % | 100 | | |
| 54810 | Fuel Unleaded Gasoline For animal control vehicles. | 2,164 | 2,685 | 2,500 | 1,789 | - | 711 | 71.57% | 2,500 | | |
| 57100 | Dues & Subcriptions | - | 80 | - | 80 | - | -80 | 100.00% | 100 | | |
| 57120 | Education, Training, Seminars | 81 | 45 | 1,000 | - | - | 1,000 | - % | 200 | | |
| Total Operating | | 12,484 | 13,280 | 19,777 | 10,971 | 4,569 | 4,237 | 78.58% | 18,058 | (1,719) | (8.69%) |
| Animal Control Total | | 160,208 | 164,912 | 179,841 | 143,017 | 4,569 | 32,255 | 82.06% | 180,847 | 1,006 | 0.56% |

FIRE DIVISION
220 Fire Department

| | | | | | | | | | | | |
|---|--------------------------|-----------|-----------|------------|-----------|---|-----------|--------|------------|--|--|
| 51100 | Salary & Wages - Regular | 9,465,180 | 9,997,213 | 10,575,423 | 8,527,072 | - | 2,048,351 | 80.63% | 10,295,373 | | |
| <p>The Fire Department's Personnel Budget funds the firefighters, fire officers and civilian staff necessary to serve the community at incidents of fire & explosion, medical emergencies, rescues, water emergencies, and chemical hazards. Fire personnel are responsible for operation of 5 fire engine companies, 2 aerial fire truck companies, and a heavy rescue company. They are stationed at 5 fire stations strategically located throughout the City in order to reduce response times to a minimum when community members are in need of emergency services. Staffing levels and response times are a factor in the insurance rates for the City's property owners and tenants. Fire Department personnel also includes - Training Division staff that provide training for the department on a daily basis; Fire Prevention Bureau staff that provide fire/life safety education to the community, inspectional services, and code enforcement; Maintenance Division staff that are certified Emergency Vehicle Technicians qualified to repair and maintain fire</p> | | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FIRE DIVISION | | | | | | | | | | | |
| 220 Fire Department | | | | | | | | | | | |
| | apparatus and equipment; and Administrative staff to support all of these missions. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 4,688 | 2,093 | - | 1,785 | - | -1,785 | 100.00% | - | | |
| | Partime salary and wages currently supports the Fire Department's Grant Writer position, and is utilized on an hourly as-needed basis. This position has secured over \$300,000 in grant funds in the last couple of years. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 1,502,023 | 1,412,615 | 1,182,000 | 1,245,801 | - | -63,801 | 105.40% | 1,300,002 | | |
| | The City's Collective Bargaining Agreement with firefighters and fire officers requires a minimum number of firefighters and fire officers on duty at any time. Overtime shifts are used to fulfill this requirement when regularly assigned personnel are granted leave time. | | | | | | | | | | |
| 51401 | Diff-Acting Officer | 17,094 | 19,457 | 33,596 | 15,453 | - | 18,143 | 46.00% | 37,994 | | |
| | Firefighters and Fire Lieutenants temporarily working at a higher rank contractually receive additional pay on an hourly basis. | | | | | | | | | | |
| 51402 | Diff-Specialist/EMT | 5,186 | - | - | 1,947 | - | -1,947 | 100.00% | - | | |
| 51403 | Diff-Hazardous Duty | 492,550 | 510,599 | 584,132 | 525,740 | - | 58,392 | 90.00% | 536,145 | | |
| | Firefighters and fire officers receive a contractual stipend based on the hazardous nature of their work. | | | | | | | | | | |
| 51405 | Diff-Public Safety Apparatus | 500 | 500 | 500 | 500 | - | - | 100.00% | 500 | | |
| | In the wake of the Line-of-Duty Death of Boston Fire Lieutenant Kevin Kelly in 2009, the fire service recognizes that fire apparatus mechanics need to be specially qualified to repair and maintain fire apparatus. The Fire Mechanic receives a contractual stipend for being certified as an Emergency Vehicle Technician. | | | | | | | | | | |
| 51410 | Diff-Educational | 382,426 | 396,119 | 393,987 | 21,447 | - | 372,540 | 5.44% | 409,996 | | |
| | Firefighters and fire officers receive a contractual stipend if they have earned certain degrees or have passed a sufficient number of courses taken toward earning certain degrees. The stipend is weighted based on the level of the degree earned. | | | | | | | | | | |
| 51411 | Diff-HAZMAT Training | 184,706 | 191,475 | 202,789 | 197,153 | - | 5,636 | 97.22% | 223,393 | | |
| | Firefighters and fire officers receive a contractual stipend to compensate for additional training time that must be undertaken so firefighters are prepared to deal with the Department's responses to hazardous material incidents. | | | | | | | | | | |
| 51412 | Diff-Night Training | 99,495 | - | - | - | - | - | - % | - | | |
| | This contractual stipend was rolled into base pay in previous Fiscal Years | | | | | | | | | | |
| 51413 | Diff-EMT | 209,864 | - | - | - | - | - | - % | - | | |
| | This contractual stipend was rolled into base pay in previous Fiscal Years | | | | | | | | | | |
| 51414 | Diff-EMT 1 | 2,000 | 2,000 | 3,000 | 2,000 | - | 1,000 | 66.67% | 3,000 | | |
| | Firefighters and fire officers certified at the higher level "Advanced" or "Paramedic" EMT receive a contractual stipend to compensate for any additional registration fees and continuing education costs associated with those certifications. | | | | | | | | | | |
| 51415 | Diff-Difibrillator | 121,307 | 127,650 | 135,192 | 129,488 | - | 5,704 | 95.78% | 134,035 | | |
| | Firefighters and fire officers receive a contractual stipend for training and maintaining certification in the use of automatic defibrillators used during cardiac emergencies ("heart attacks"). | | | | | | | | | | |
| 51420 | Longevity | 25,350 | 24,700 | 27,350 | 21,450 | - | 5,900 | 78.43% | 27,000 | | |
| | Fire Department personnel that have remained employed with the City/Town for more than 10 years receive annual Longevity Pay. The amount of the payments are weighted based on the years of service. | | | | | | | | | | |
| 51430 | Diff-Weekend | 208,542 | 220,496 | 240,672 | 186,217 | - | 54,455 | 77.37% | 238,613 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|----------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FIRE DIVISION | | | | | | | | | | | |
| 220 Fire Department | | | | | | | | | | | |
| | Firefighters and fire officers receive a contractual stipend based on them being regularly scheduled to work on Saturdays and Sundays. | | | | | | | | | | |
| 51431 | Diff-Holiday | 466,977 | 492,438 | 521,983 | 238,755 | - | 283,228 | 45.74% | 517,632 | | |
| | Fire Department personnel receive a stipend due to their frequent work on recognized Holidays. | | | | | | | | | | |
| 51440 | Sick Leave Incentive | 71,411 | 72,936 | 62,489 | 78,309 | - | -15,820 | 125.32% | 62,489 | | |
| | Firefighters and fire officers receive a contractual incentive payment if they use very limited amounts or no sick leave in a fiscal year. | | | | | | | | | | |
| 51451 | Contractual Stipends | 4,850 | 4,850 | 6,000 | 4,850 | - | 1,150 | 80.83% | 6,000 | | |
| | The Fire Mechanics receive a contractual stipend based on having industry certifications/licenses relevant to their work duties. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 8,331 | - | - | 8,331 | - % | - | | |
| | This account funds any merit raises recommended by supervisors in annual performance reviews for the Fire Department's Chief, Assistant Chief, and Director of Administration. | | | | | | | | | | |
| 51502 | Unused Vacation | 87,544 | 61,627 | 87,623 | 163,524 | - | -75,901 | 186.62% | 88,000 | | |
| | As Fire Department personnel resign or retire, any unused vacation time is paid out per Collective Bargaining Agreements and City policies. This account also funds the optional annual cash in of unused vacation time per the City's Collective Bargaining Agreement with the firefighters and fire officers. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 5,366 | 5,928 | 5,622 | 5,163 | - | 459 | 91.84% | 5,688 | | |
| | The City is obligated to contribute to the Local 1156 and Local 1116 bargaining units through the provisions of the Collective Bargaining Agreement. These bargaining units are for the Fire Mechanic and Fire Mechanic Supervisor. The amount contributed is a percentage of their hourly wages. | | | | | | | | | | |
| 51901 | Clothing Uniform Allowance | 40,649 | 21,827 | 30,087 | 23,757 | 11,603 | -5,273 | 117.53% | 35,000 | | |
| | The City is obligated through the Collective Bargaining Agreement, and as an employer, to purchase and maintain proper Personal Protective clothing for the assigned duties of Fire Department personnel - i.e. fire coats, fire pants, fire boots, helmets, dive-rescue suits, breathing protection, etc. | | | | | | | | | | |
| 51920 | Tool Reimbursement | 650 | 350 | 650 | 350 | - | 300 | 53.85% | 650 | | |
| | Fire Mechanics can receive a contractual stipend for the personal purchase of tools based on the common occurrence of personally-owned tools being used at work for the benefit of the City. | | | | | | | | | | |
| 51940 | Beeper Reimbursement | 17,243 | 19,554 | 19,500 | 16,821 | - | 2,679 | 86.26% | 19,575 | | |
| | Fire Mechanics receive a contractual stipend for being on-call outside of regular work hours in case of any necessary emergency repairs to keep fire apparatus in service. | | | | | | | | | | |
| 51960 | License Reimbursements | - | - | - | - | - | - | - % | - | | |
| | This line account was rolled into Projects 51451 Contractual Stipends | | | | | | | | | | |
| | Total Personnel | 13,415,603 | 13,584,428 | 14,120,926 | 11,407,581 | 11,603 | 2,701,742 | 80.87% | 13,941,085 | (179,841) | (1.27%) |
| 52110 | Electricity - Delivery | 40,332 | 46,102 | 42,752 | 34,444 | 16,826 | -8,518 | 119.92% | 44,050 | | |
| | The operational budget of the Fire Department is based on the following programs.... STATION 1 (St#1) is in Framingham Center on Route 9/Worcester Road. This station is staffed 24/7 and houses Engine #1, Tower #1, a light-duty brush-fire truck (Engine #4), as well as the Fire Dispatch Center. Ambulance #2 located nearby on Main Street is affiliated with Station 1; STATION 2 (St#2) is the new Station 2 in Saxonville on A Street. This station is staffed 24/7 and houses Engine #2, Ambulance #5, a Special Operations UTV, and the Fire District 14 Communications vehicle; FIRE ADMINISTRATION (FAdm) is responsible for the leadership, training and administration of the Fire Department. Fire Administration operates out of the same building as Station 3 and the Fire Maintenance Division, and utilizes several fleet vehicles for all weather 24/7 responses in addition to administrative duties; STATION 3 (St#3) is also known as Fire Department Headquarters and is located on Loring Drive. This station is staffed 24/7 and houses Engine #3, Ladder #3, the Dive/Water Rescue Truck, a heavy-duty Brush Fire Truck, a Special Operations UTV, spare fire apparatus, as well as Ambulance #3; FIRE | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|----------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FIRE DIVISION | | | | | | | | | | | |
| 220 Fire Department | | | | | | | | | | | |
| | PREVENTION (FPvt) is the Fire Prevention Bureau. This include's the City's Fire Marshal, Assistant Fire Marshal and Fire Inspectors/Investigators. The Bureau is responsible for community education, Fire Code enforcement, assistance with building construction and renovation plan review, and investigation of fire/explosions; FIRE ALARM (FAIm) was previously the Fire Alarm Division. This program was transferred to the DPW for FY18; FIRE MAINTENANCE (FMnt) is responsible for maintenance and repairs of the Fire Department apparatus, boats, equipment/tools, station generators, vehicle fuel tanks/pumps, and snow plowing of fire station lots. This Division operates an apparatus maintenance and repair garage located within Station 3 at Loring Drive that is regularly staffed during the work week. The Maintenance Division has a mobile repair pick-up truck, a pick-up truck with lift gate for transport of large/heavy parts, and a pick-up with snow plow; STATION 5 (St#5) is on Concord Street between downtown and Route 9/Worcester Road. This station is staffed 24/7 and houses Engine #5 and Rescue #1, as well as the on-duty Deputy Chief's quarters. Station 5 also houses Ambulance #1; STATION 7 (St#7) is in Nobscot on Water Street. This station is staffed 24/7 and houses Engine #7 and Ambulance #4. | | | | | | | | | | |
| 52111 | Electricity - Supply | 42,162 | 46,190 | 44,691 | 36,098 | 19,178 | -10,585 | 123.69% | 46,060 | | |
| | An assumed 3% increase in all energy costs was included in the budget requests | | | | | | | | | | |
| 52130 | Natural Gas | 41,445 | 36,878 | 43,932 | 36,526 | 7,406 | - | 100.00% | 45,270 | | |
| | An assumed 3% increase in all energy costs was included in the budget requests | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 99,628 | 32,924 | 55,000 | 33,640 | 13,079 | 8,280 | 84.94% | 55,000 | | |
| | The Fire Department budget funds all outside Vendor maintenance contracts for the 5 fire stations, even when such is coordinated by City personnel in the Facilities Department. These funds are used for routine maintenance and emergency repairs by Air Cleaning Specialist Inc. (diesel exhaust removal systems), EcoLab (pest control), Independent Garage Door (apparatus bay doors), Atlantic Elevator (Headquarter's elevator), Five Star (office cleaning service), Mammoth (fire sprinkler system and fire alarm system inspection/maintenance), Commonwealth of MA (boiler & elevator inspection/certifications), Metrowest Drains (oil traps in apparatus bays), The Locksmith Inc (door locks). | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 86,810 | 76,668 | 76,000 | 44,965 | 30,282 | 754 | 99.01% | 76,000 | | |
| | The Fire Department budget funds all outside Vendor maintenance contracts for the 5 fire stations, even when such is coordinated by City personnel in the Facilities Department. These funds are used for routine maintenance and emergency repairs by Air Cleaning Specialist Inc. (diesel exhaust removal systems), Cyber Communications (fire radio systems), ELO2 (fuel tanks/pumps), HVAC/R (air conditioning systems), Industrial Protection Services (firefighter air packs and filling stations), Marlborough Fire Extinguisher (building and apparatus fire extinguishers), RICOH (copier), Safety-Kleen Systems (waste oil and solvent disposal), Task Force Tips (fire hose nozzles and valves), Vertiv Corporation (fire dispatch backup power supply). | | | | | | | | | | |
| 52421 | Maintenance - Radios | 4,458 | 4,928 | 7,000 | 3,674 | - | 3,326 | 52.49% | 7,000 | | |
| | The Fire Department budget funds all outside Vendor maintenance contracts for the 5 fire stations, even when such is coordinated by City personnel in the Facilities Department. These funds are used for routine maintenance and emergency repairs by BEI Inc (fire dispatch radio/phone recorder/playback), Voorhees Technology/Cyber Communications (fire radio systems and portable radios). | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 22,722 | 34,233 | 54,500 | 17,348 | 342 | 36,810 | 32.46% | 54,500 | | |
| | These funds are used for routine maintenance and emergency repairs, outside the scope of the Maintenance Division, by Acton Auto Inspectors (state mandated truck inspections), Carlos Pilot (large apparatus tire mounting), Exceptional Auto Body (state mandated vehicle inspections), Minuteman Trucks (proprietary OEM apparatus work), Mistras Group (annual testing of all fire ladders), Spring Rebuilders Inc (truck spring repairs), Sullivan Tire (tire/wheel service), Tri State Truck Center (fire truck computer diagnostics & repair). | | | | | | | | | | |
| 52471 | Maintenance - Software | 28,130 | 28,130 | - | 28,130 | - | -28,130 | 100.00% | 8,130 | | |
| | The City entered a contract with SmartForce Technologies Inc for sharepoint software, and the SmartFire portion of the contract is being funded out of the Fire Department's operating budget (\$20,000 per year). This account also funds the contract with ESO Solutions (\$8,130 per year), which is for the Fire Department's software used for scheduling, time/attendance and fire reports that are required to tracked and submitted to the State's fire reporting system. | | | | | | | | | | |
| 52760 | ESCO Lease | 25,135 | 25,135 | 25,135 | 20,946 | 4,189 | - | 100.00% | 25,135 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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| FIRE DIVISION | | | | | | | | | | | |
| 220 Fire Department | | | | | | | | | | | |
| | This funds the Fire Department's portion of the City's ESCO energy lease. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 3,250 | 3,652 | 3,500 | 1,664 | - | 1,836 | 47.55% | 15,400 | | |
| | In addition to the \$3500 necessary to have medical evaluations of firefighters in CBA situations where the Chief must order an evaluation. The budget includes funding to professionalize the Fire Department's Operating Guidelines & Policies: The Fire Department has not had a significant update to its operating guidelines and policies in many years and, because of this, they do not address challenges and technology changes that have developed in the industry. The Fire Department's FY21 Budget request includes \$11,900 under this line account to fund the hiring of a nationally recognized firm that develops standard operating guidelines and policies specifically for the fire service industry. The firm would provide professional industry-standard templates, and would work with the Fire Department to integrate any necessary existing policies and items unique to the City. The templates are developed by their team of technical and legal experts with experience in fire service organizations. This project would further professionalize the Department and help reduce liabilities for the City. | | | | | | | | | | |
| 53050 | Printing Services | 99 | 576 | 2,500 | 713 | - | 1,787 | 28.53% | 2,500 | | |
| | These funds are used to purchase Fire Prevention Bureau signs to mark abandoned property and to purchase Fire Department specific stationary through an agreement with Elbonais Inc. | | | | | | | | | | |
| 53070 | Medical Costs Employees | 98,381 | 222,794 | 150,000 | 36,869 | 3,614 | 109,517 | 26.99% | 150,000 | | |
| 53401 | Telephone-IP | 3,401 | 3,321 | 5,000 | 2,541 | - | 2,459 | 50.83% | 17,250 | | |
| | This line account finds invoices from Verizon (fixed phone line service) at approx \$2900 , and from Windstream Holdings Inc (City's long distance phone service provider) at approx \$450 year. The increase in requested funding is due to a service fee recently mandated by the State for the fire dispatch E911 phone service at approx \$13,900 per year and paid to ComTech NexGen LLC. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 7 | 7 | - | 5 | 10 | -15 | 100.00% | 50 | | |
| 53404 | Telephone - Cellular | 19,147 | 19,973 | 23,000 | 18,729 | 4,271 | - | 100.00% | 23,000 | | |
| | Contract with CellCo Partnership for cell phones Department wide. Cell phones are used for incident notification and activation of off duty personnel, secure communications during incident responses, hazard research and resource coordination for incident responses, discussion of operations between senior level Department staff, all wireless cards in the Department's fire trucks used in conjunction with fire dispatch to track apparatus locations and status, and to track response times for State mandated fire reporting. Department phones and Ipads have all been provided through this contract at no cost. Government units receive unlimited data with these contracts. The fire department receives priority data and phone useage that can be used regardless of public usage during large scale events (i.e. Marathon). | | | | | | | | | | |
| 53430 | Postage | 697 | 593 | 1,700 | 840 | - | 860 | 49.40% | 1,700 | | |
| | Funds used to pay the US Postal Service and FedEx | | | | | | | | | | |
| 53440 | Communications - Advertising | - | - | 1,500 | - | - | 1,500 | - % | 1,500 | | |
| | The funds are used to promote Civil Service testing events, and the fire service in general - to encourage Framingham-representative diversity and increase the number of candidates ending up on the Civil Service firefighter candidate lists used for new hires. | | | | | | | | | | |
| 54200 | Supplies - Office | 16,641 | 12,981 | 25,650 | 16,155 | 221 | 9,273 | 63.85% | 12,826 | | |
| | Fire Department office supply needs can be higher than typical office environments due to State mandated public record requests policies and state mandated records retention policies. 911 system and station alerting systems require spare toner to be on hand so that there is no equipment downtime. Additionally, the 5 separate fire stations does not allow for a central printing location like other City buildings with multiple departments co-located. | | | | | | | | | | |
| 54220 | Supplies - Promotional Materia | - | 25 | 3,500 | - | - | 3,500 | - % | 3,500 | | |
| | These funds are used for fire and life safety education of the community - especially seniors and children, when the State's SAFE grant funding has been exhausted. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 16,333 | 17,774 | 31,000 | 14,723 | 537 | 15,740 | 49.23% | 31,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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|----------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FIRE DIVISION | | | | | | | | | | | |
| 220 Fire Department | | | | | | | | | | | |
| | These funds are used for the upkeep of 5 fire stations that serve not only as offices, but also as training space, garages for fire apparatus, and dormitories for on-duty firefighters. This includes purchases such as specialized soap to remove carcinogens and chemicals from fire gear, filters for HVAC systems, ice melt for station sidewalks and doorways, cleaning/sanitizing supplies for apparatus, bathrooms and kitchens, and cleaning tools. | | | | | | | | | | |
| 54250 | Supplies - Materials | 36,218 | 29,189 | 25,000 | 20,021 | 8,725 | -3,746 | 114.98% | 25,000 | | |
| | These funds are used to buy materials and parts used in the repair and maintenance of the 5 fire stations. Even where personnel from the Facilities Department repair or perform maintenance on a fire station system, the parts for such projects are purchased with Fire Department funds. | | | | | | | | | | |
| 54251 | Supplies - Laundry/Cleaning | 2,774 | 3,077 | 3,500 | 3,118 | 384 | -2 | 100.06% | 3,500 | | |
| | This line account funds the cleaning of the Fire Mechanic shop uniforms, under an agreement with UniFirst Corporation | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 10,253 | 394 | - | 410 | - | -410 | 100.00% | - | | |
| 54490 | Supplies-PubSfty Uniform/Equip | - | 5,386 | - | 148 | - | -148 | 100.00% | - | | |
| 54800 | Supplies - Vehicular | 102,067 | 92,280 | 109,500 | 59,299 | 4,771 | 45,430 | 58.51% | 109,500 | | |
| | These line accounts are used to purchase parts and supplies used to maintain and repair Fire Department apparatus and vehicles. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 13,655 | 14,573 | 16,000 | 11,723 | 4,277 | - | 100.00% | 12,000 | | |
| | The Fire Department piggy-backs off the DPW's bulk fuel contract with Global for the purchase of gasoline and diesel. FY21 budget request has been reduced due to lower contracted fuel prices. | | | | | | | | | | |
| 54811 | Fuel Diesel | 42,513 | 52,414 | 47,000 | 32,965 | 15,175 | -1,140 | 102.43% | 41,830 | | |
| | The Fire Department piggy-backs off the DPW's bulk fuel contract with Global for the purchase of gasoline and diesel. FY21 budget request has been reduced due to lower contracted fuel prices, and operational changes within the Department. | | | | | | | | | | |
| 54902 | Meals - Special Functions | - | 57 | - | 1,136 | - | -1,136 | 100.00% | - | | |
| | When the Fire Department has long duration incidents, such as the brush fire on the Nobscot Scout Reservation, funds are used to purchase rehab supplies for the firefighters at the incident. Funds have also been used when hosting regional fire service training at Headquarters. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 6,645 | 5,519 | 2,500 | 4,718 | 2,017 | -4,235 | 269.40% | 2,500 | | |
| | Fire Department personnel belong to the Fire Prevention Association of Massachusetts, National Fire Protection Association, National Association of Fire Investigators, International Association of Arson Investigators, Fire Chiefs Association of Massachusetts, Society of Fire Protection Engineers, and the Massachusetts Fire District 14, Massachusetts Fire Mechanics Association | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 8,351 | 10,895 | 15,500 | 4,398 | 3,527 | 7,575 | 51.13% | 11,000 | | |
| | Fire Department personnel attend training and certification events hosted by the Massachusetts Department of Fire Services, Fire Prevention Association of Massachusetts, NoFIRES, National Fire Protection Association, National Association of Fire Investigators, International Association of Arson Investigators, Fire Chiefs Association of Massachusetts, Society of Fire Protection Engineers, Massachusetts Fire District 14, Massachusetts Fire Mechanics Association, and the Association of Public Safety Communicator. All fire service credentialing requires continuing education provided at accredited in-state conferences. Timing of these conferences is late Spring and early Fall. All Spring FY20 conferences have been postponed to Fall FY21 (not cancelled). No Fall FY21 conferences have been cancelled. In effect, all Spring conferences will be doubled-up in FY21 because of the Covid-19 Pandemic (original Spring FY20 conferences + Spring FY21 conferences in FY21). The requirement to attend double Spring conferences in FY21 is due to the fact that the various credentialing Boards have not indicated that they will waive any of the continuing education hours for FY20. What has been reduced out of the budget request is hotel rooms for in-state conferences - in the past used for valuable professional development networking. This will slightly impact our demand on mileage reimbursements for travel back and forth for multiple-day conferences. The 57120 Object account also funds mandatory course books for registration-free required classes at the Massachusetts Fire Academy. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| FIRE DIVISION | | | | | | | | | | | |
| 220 Fire Department | | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 268 | 215 | 500 | 172 | 77 | 251 | 49.76% | 300 | | |
| | The mileage budget has been reduced based on historic past spending, however only partially reduced due to the increased demand on travel - see explanation in Object 57120 accounts. | | | | | | | | | | |
| 57140 | Travel | - | 368 | - | - | - | - | - % | - | | |
| 58300 | Improvements | - | - | - | - | - | - | - % | - | | |
| 58511 | Computers - Personal Computers | 930 | - | - | - | - | - | - % | - | | |
| 58513 | Computers - Laptops | 2,410 | - | - | - | - | - | - % | - | | |
| 58520 | Vehicles | - | 4,167 | - | - | - | - | - % | - | | |
| | NOTE - the following request has been deferred - the Department and City are working on alternative funding/grant opportunities: Replace 24-hour Shift Commander Vehicle (Car 2): The Shift Commander vehicle, Car 2, is utilized by the on-duty Deputy Chief 24/7 and is stationed at Fire Station #5 at 520 Concord Street. The amount and type of use for this vehicle is similar to a police patrol car in that has around-the-clock use and significant idle time. For this reason, it should be replaced on a 5-year replacement cycle, and is being requested in the Operating Budget as a Small Capital Vehicle expense. The current Car 2 is a 2015 Ford Expedition. This vehicle needs to be able to respond in any weather conditions, hold a significant amount of firefighting equipment, and contain an Incident Command Post in the rear compartment. The deferred amount for a like-kind replacement is \$53,600. | | | | | | | | | | |
| 58530 | Equipment | 119,459 | 32,341 | - | - | - | - | - % | - | | |
| 58533 | Communication Equipment | 3,198 | - | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | - | 2,538 | - | - | - | - | - % | - | | |
| Total Operating | | 897,520 | 866,297 | 815,860 | 486,119 | 138,909 | 190,832 | 76.61% | 825,501 | 9,641 | 1.18% |
| Fire Department Total | | 14,313,122 | 14,450,725 | 14,936,786 | 11,893,700 | 150,512 | 2,892,574 | 80.63% | 14,766,586 | (170,200) | (1.14%) |
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 424 Streetlights / Signals | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 329,888 | 340,071 | 347,477 | 298,444 | - | 49,033 | 85.89% | 351,627 | | |
| | This line item funds the regular annual salaries of the permanent full time employees within the Lighting and Signals Division. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 22,504 | - | - | - | - | - | - % | - | | |
| | Funding is requested for a 20 hour per week Program Administrator to support Division personnel with essential tasks of payroll tracking and submission; requisitioning of parts and supplies and subsequent processing of invoices; interaction with the public requesting assistance for services and radio dispatching personnel. Please see attached justification for more details. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | - | 1 | - | - | - | - | - % | - | | |
| 51301 | Overtime - Time & 1/2 | 23,783 | 24,402 | 25,000 | 16,720 | - | 8,280 | 66.88% | 25,000 | | |
| 51302 | Overtime - Double Time | 2,818 | 592 | 3,500 | 449 | - | 3,051 | 12.82% | 3,500 | | |
| 51410 | Diff-Educational | 1,833 | 1,833 | 1,833 | - | - | 1,833 | - % | 1,833 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreement with the union representing eligible employees within the Streetlight Department. Union | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 424 Streetlights / Signals | | | | | | | | | | | |
| | Locals 1116 may receive \$550 in education incentive per fiscal year upon successful completion of an approved course which must be part of a degree program and/or related to employment with the City. | | | | | | | | | | |
| 51420 | Longevity | 300 | 350 | 350 | 350 | - | - | 100.00% | 350 | | |
| | This account is budgeted based on the Personnel Bylaw. All permanent full-time employees (except Union Locals 1116) with more than 10 years of service with the City, receive a longevity payment. The value is based on their years of service. | | | | | | | | | | |
| 51451 | Contractual Stipends | 11,550 | 12,000 | 12,000 | 8,000 | - | 4,000 | 66.67% | 12,000 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Lighting and Signal Department. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 1,996 | - | - | 1,996 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 11,325 | 12,608 | 14,162 | 10,540 | - | 3,622 | 74.43% | 14,482 | | |
| | The LIUNA pension account reflects a review of actual costs and an anticipated rate increase. It is a contractual obligation: the City contributes based on the actual number of hours bargaining unit employees work, including overtime. | | | | | | | | | | |
| 51940 | Beeper Reimbursement | 9,800 | 13,000 | 13,000 | 11,250 | - | 1,750 | 86.54% | 13,000 | | |
| | The amount requested is in accordance with the City's collective bargaining agreements with the two unions representing employees within the Lighting and Signal Department. | | | | | | | | | | |
| 51960 | License Reimbursements | 144 | 468 | 500 | - | - | 500 | - % | 500 | | |
| | License Reimbursement is for the reimbursement to employees who renew or acquire job related, job specific licenses. | | | | | | | | | | |
| Total Personnel | | 413,945 | 405,326 | 419,818 | 345,753 | - | 74,065 | 82.36% | 422,292 | 2,474 | 0.59% |
| 52110 | Electricity - Delivery | 137,066 | 150,330 | 145,290 | 158,467 | 16,533 | -29,710 | 120.45% | 191,846 | | |
| | The Utility-Energy line items cover the electricity costs for streetlights, traffic signals, and fire alarms. Account 52110 Electricity includes the total costs of utilities (combining Supply and Delivery). | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 68,946 | 20,979 | 57,000 | 11,310 | - | 45,691 | 19.84% | 57,000 | | |
| | The Maintenance of Buildings & Grounds account covers regular maintenance & repairs for streetlights, traffic signals, and fire alarms and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | - | 14,200 | - | 7,667 | 90 | -7,757 | 100.00% | - | | |
| 52450 | Maintenance - Vehicle | 6,634 | 13,616 | 7,500 | 5,601 | 45 | 1,854 | 75.28% | 7,500 | | |
| | Maintenance costs for assigned vehicles. | | | | | | | | | | |
| 52760 | ESCO Lease | 155,685 | 168,705 | 182,116 | 151,200 | 30,916 | - | 100.00% | 195,930 | | |
| | The ESCO Lease account funds the debt service for energy conservation and energy related improvements made to city owned buildings and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | - | 7,500 | - | - | - | - | - % | - | | |
| 53050 | Printing Services | 402 | - | 100 | - | - | 100 | - % | 100 | | |
| 53070 | Medical Costs Employees | - | 138 | 345 | - | - | 345 | - % | 225 | | |
| 53404 | Telephone - Cellular | 1,682 | 2,346 | 2,000 | 1,896 | 3,104 | -3,000 | 250.00% | 1,988 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 424 Streetlights / Signals | | | | | | | | | | | |
| The budget request is based on the number of phones and usage. | | | | | | | | | | | |
| 53430 | Postage | 300 | - | 300 | - | - | 300 | - % | 300 | | |
| 53450 | Internet Service | 982 | 1,440 | 1,512 | 735 | 2,765 | -1,988 | 231.48% | 912 | | |
| The Internet account funds technology which allows Streetlight Department staff and others the ability to fully utilize their computer while in the field. | | | | | | | | | | | |
| 53810 | Police Details | 1,651 | 2,696 | 4,000 | 3,190 | 810 | - | 100.00% | 4,000 | | |
| Police details are occasionally needed to ensure the safety of department personnel who are working on traffic signals and lights in areas of heavy traffic. | | | | | | | | | | | |
| 54200 | Supplies - Office | 2,953 | 882 | 950 | 457 | 43 | 450 | 52.63% | 475 | | |
| This funding is used for the purchase of office supplies for the Streetlight Division. | | | | | | | | | | | |
| 54250 | Supplies - Materials | 26,182 | 12,633 | - | - | - | - | - % | - | | |
| 54450 | Supplies - Computer Supplies | - | - | 500 | 2,800 | - | -2,300 | 560.00% | 500 | | |
| The line items in this section fund general computer supplies used by the Department. | | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 1,622 | 5,026 | 4,000 | 2,818 | - | 1,182 | 70.44% | 4,000 | | |
| This line item funds replacement parts and accessories used in the maintenance and repair of the vehicles in the Streetlight Department. The requested amount is based on anticipated usage. | | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 3,589 | 3,767 | 3,814 | 3,259 | - | 555 | 85.44% | 3,325 | | |
| The Unleaded Gasoline line item funds the cost of fuel for the vehicles utilized by the Streetlight and Signals Department. The budget is based on a review of department usage and expected fuel costs. | | | | | | | | | | | |
| 54811 | Fuel Diesel | 4,603 | 6,854 | 6,841 | 5,105 | - | 1,736 | 74.63% | 6,300 | | |
| The Diesel account funds the cost of fuel for the vehicles utilized by the Streetlight and Signals Department. The budget is based on a review of department usage and expected fuel costs. | | | | | | | | | | | |
| 55300 | Public Works Supplies | 51,995 | 39,486 | 65,000 | 19,033 | 27,961 | 18,006 | 72.30% | 65,000 | | |
| The Public Works Supplies line item is used for the purchase of safety supplies, tools, wire, hardware, lighting, controllers, and equipment used in the general performance of street lighting, traffic signals, fire alarm and to better align budgeted line items with actual historical spending. | | | | | | | | | | | |
| 57100 | Dues & Subscriptions | 425 | 525 | 1,000 | 425 | - | 575 | 42.50% | 1,000 | | |
| 57120 | Education, Training, Seminars | 3,047 | 3,233 | 3,200 | 1,487 | 679 | 1,034 | 67.69% | 2,800 | | |
| This line item funds the education and training for the required CEU's to renew licenses of the employees within the Streetlight Division. | | | | | | | | | | | |
| 58300 | Improvements | - | - | - | - | - | - | - % | - | | |
| 58511 | Computers - Personal Computers | 1,275 | 5,075 | - | - | - | - | - % | - | | |
| 58516 | Computers -Network Equipment | 7,042 | - | - | - | - | - | - % | - | | |
| 58529 | Vehicle Refurbish > \$5,000 | - | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | 5,094 | 71,000 | - | - | - | - | - % | - | | |
| Total Operating | | 481,174 | 530,430 | 485,468 | 375,450 | 82,970 | 27,048 | 94.43% | 543,201 | 57,733 | 11.89% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|-------------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| Streetlights / Signals Total | | 895,119 | 935,757 | 905,286 | 721,203 | 82,970 | 101,113 | 88.83% | 965,493 | 60,207 | 6.65% |
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 411 Engineering | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 863,780 | 891,664 | 887,900 | 746,370 | - | 141,530 | 84.06% | 834,367 | | |
| | This line item funds the annual salaries of the permanent full time employees within the municipal Engineering Division. The budget reduction removes the funding for the Senior Surveyor, a position that is currently vacant. The Senior Surveyor provides services critical to the engineering department and other City department including property line determination, plan generation and street acceptances. Funding for this position should be restored as soon as possible. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 3,794 | - | 6,337 | 5,321 | - | 1,016 | 83.97% | 6,376 | | |
| | This line funds an engineering student to assist in various engineering activities including stormwater research, field work and the cataloging of plans and records. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 348 | - | - | 113 | - | -113 | 100.00% | - | | |
| 51301 | Overtime - Time & 1/2 | 3,076 | 6,222 | 2,500 | 1,159 | - | 1,341 | 46.37% | 2,500 | | |
| | The Department's Surveyor frequently supports DPW and other city departments with survey needs. The volume of work often requires working beyond the regular work day. The position is unionized and therefore overtime eligible. Overtime is necessary for increased workload of the Engineering Assistant and other staff to accommodate the loss of the Senior Surveyor position. | | | | | | | | | | |
| 51302 | Overtime - Double Time | 34 | - | - | - | - | - | - % | - | | |
| 51410 | Diff-Educational | 10,052 | 10,296 | 10,484 | 3,220 | - | 7,264 | 30.71% | 1,973 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreement with the union representing eligible employees within the Engineering Department. Union Locals 1116 may receive \$550 in education incentive per fiscal year upon successful completion of an approved course which must be part of a degree program and/or related to employment with the City. In addition, two union positions within the Department are eligible for educational differential based on their certifications. | | | | | | | | | | |
| 51420 | Longevity | 850 | 850 | 917 | 917 | - | - | 99.96% | 967 | | |
| | This account is budgeted based on the Personnel Bylaw. All permanent full-time employees (except Union Locals 1116) with more than 10 years of service with the City, receive a longevity payment. The value of the payment is based on their years of service. | | | | | | | | | | |
| 51451 | Contractual Stipends | 9,000 | 9,000 | 12,000 | 12,000 | - | - | 100.00% | 9,000 | | |
| | The amount requested in this account is in accordance with the City's Collective Bargaining Agreement with the Union representing employees within the Engineering Department for licenses held beyond those required for the employee's position. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 6,403 | - | - | 6,403 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 10,108 | 11,137 | 12,226 | 7,152 | - | 5,074 | 58.50% | 8,560 | | |
| | The LIUNA pension account reflects a review of actual costs and an anticipated rate increase. It is a contractual obligation: the City contributes based on the actual number of hours bargaining unit employees work, including overtime. | | | | | | | | | | |
| 51960 | License Reimbursements | - | - | - | - | - | - | - % | 600 | | |
| Total Personnel | | 901,042 | 929,170 | 938,767 | 776,252 | - | 162,515 | 82.69% | 864,343 | (74,424) | (7.93%) |
| 52410 | Maintenance - Copier Service | 195 | - | - | - | - | - | - % | - | | |
| 52420 | Maintenance - Equipment | - | 1,175 | 1,500 | 2,175 | - | -675 | 145.03% | 1,500 | | |
| | The Equipment Maintenance account covers costs associated with maintenance of printers, large plotter, and survey equipment. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 411 Engineering | | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 3,185 | 24 | 1,500 | 2,025 | 25 | -550 | 136.67% | 1,500 | | |
| | The Vehicle Maintenance line item funds repairs for vehicles performed by outside services such as suspensions and transmission repairs. | | | | | | | | | | |
| 52471 | Maintenance - Software | 508 | - | 1,500 | - | - | 1,500 | - % | 5,500 | | |
| | The Software Maintenance line item covers the cost for technical support of GIS, VUEWORKS and other applications used by the department. | | | | | | | | | | |
| 52710 | Copier Leases | 4,665 | 4,665 | - | - | - | - | - % | - | | |
| 53000 | Prof & Tech - Consultants | 27,605 | 36,877 | 35,000 | 2,326 | - | 32,674 | 6.65% | 25,000 | | |
| | The Department periodically needs to procure the services of technical specialists to provide expertise in the area of traffic design and safety, structural engineering, environmental remediation, stormwater related issues, document management, appraisals and other related expertise. Significant costs for FY21 include detailed "hand-on" mapping of the City's stormwater system. We also anticipate the need to increase subcontracted survey services as well. | | | | | | | | | | |
| 53010 | Prof & Tech - Legal | 6,582 | 12,053 | 7,000 | 719 | 3,431 | 2,850 | 59.29% | 7,000 | | |
| | Funding is included to support legal costs in researching and obtaining necessary easements. These costs also support the public street acceptance program as well as verification of infrastructure ownership. | | | | | | | | | | |
| 53014 | Prof & Tech-Recording Fees | 100 | 450 | 500 | - | - | 500 | - % | 500 | | |
| | These fees are to record City documents with the registry of deeds. This is critical for the public acceptance of roadways. | | | | | | | | | | |
| 53050 | Printing Services | 1,836 | 530 | 700 | 42 | - | 658 | 6.00% | 700 | | |
| | Funds are used outsource the printing of larger maps and large quantities of documents not efficiently handled by the department's plotter and printers. | | | | | | | | | | |
| 53401 | Telephone-IP | 950 | 1,127 | 1,000 | 321 | - | 679 | 32.13% | 1,000 | | |
| | The Communication Accounts are funded based on the number of phone lines and telephone usage. The Technology Services Department manages this account. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 265 | 261 | 300 | 166 | 139 | -5 | 101.67% | 300 | | |
| | The Communication Accounts are funded based on the number of phone lines and telephone usage. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 2,725 | 3,150 | 2,500 | 2,816 | 685 | -1,000 | 140.00% | 2,500 | | |
| | The Cellular Phone line item covers the cost of phones assigned to project managers and field staff who regularly communicate with contractors, engineers and others while in the field. | | | | | | | | | | |
| 53430 | Postage | 721 | 1,563 | 1,000 | 180 | - | 820 | 17.99% | 1,000 | | |
| | The postage account funds various mailings/correspondence released by the department. | | | | | | | | | | |
| 53440 | Communications - Advertising | - | 1,682 | 1,000 | 693 | 795 | -488 | 148.79% | 1,000 | | |
| | The Advertising account provides funding for public notices, etc. These funds are managed by the Sr. Stormwater/Environmental Engineer and support public education regarding the City's stormwater system and is a regulatory requirement. | | | | | | | | | | |
| 54200 | Supplies - Office | 7,016 | 5,761 | 6,650 | 2,851 | 1,652 | 2,147 | 67.71% | 6,650 | | |
| | This line item funds general office supplies. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 259 | 752 | 750 | - | - | 750 | - % | 750 | | |
| 54250 | Supplies - Materials | - | 608 | 1,000 | 171 | 170 | 659 | 34.12% | 1,000 | | |
| 54450 | Supplies - Computer Supplies | 191 | 1,940 | 500 | 1,227 | - | -727 | 245.35% | 500 | | |
| | This account funds computer supplies. The Engineering Division provides services for DPW and other City Departments including generating and plotting large plans and maps. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 411 Engineering | | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 971 | - | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges | - | - | - | - | - | - | - % | - | | |
| 54800 | Supplies - Vehicular | - | - | - | - | - | - | - % | - | | |
| 54810 | Fuel Unleaded Gasoline | 2,572 | 3,274 | 2,900 | 2,300 | - | 600 | 79.33% | 2,900 | | |
| | The Unleaded Gasoline line item funds the fuel charges associated with the vehicles utilized by Engineering Division staff. The budget is based on a review of department usage and expected fuel costs. | | | | | | | | | | |
| 54900 | Meals - In Service Training | 587 | - | - | - | - | - | - % | - | | |
| 55300 | Public Works Supplies | 725 | 1,931 | 1,000 | 725 | - | 275 | 72.49% | 1,000 | | |
| | The Public Works Supplies line item is used for the purchase of safety supplies, tools, and equipment used in the general performance of highway functions. Many of these purchases are for non specific tasks and available to all or multiple functions. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 8,408 | 6,060 | 8,500 | 6,500 | 150 | 1,850 | 78.23% | 8,500 | | |
| | The appropriation for this account is for subscriptions to trade journals, dues to professional organizations and fees to maintain professional stature and certifications. The largest two expenditures are for memberships with the Central Mass and Statewide Stormwater Coalitions. These coalitions allow Framingham to join other municipalities and provide collective resources to comply with new regulations and even change requirements as was demonstrated with the recent lawsuit against the EPA for the NPDES permit. Other anticipated costs for FY21 include several professional engineering license renewals, and memberships in NEWEA and APWA. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 4,095 | 5,102 | 4,000 | 4,415 | 35 | -450 | 111.25% | 2,200 | | |
| | The line item funds the education and training expenses of the professional employees within the Engineering Division relative to safety practices and current engineering standards and regulatory requirements. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 372 | 727 | 500 | 515 | 43 | -58 | 111.55% | 500 | | |
| | This account is used for toll costs associated with business travel and occasional reimbursements to employees for travel to and from conferences. | | | | | | | | | | |
| 57140 | Travel | 147 | 510 | - | 319 | - | -319 | 100.00% | - | | |
| 58300 | Improvements | 1,791 | - | - | - | - | - | - % | - | | |
| 58511 | Computers - Personal Computers | - | 800 | - | - | - | - | - % | - | | |
| | This is the initial purchase costs for computers and tablets for the additional staff to support the City's NPDES MS4 stormwater permit. | | | | | | | | | | |
| 58513 | Computers - Laptops | 1,546 | - | - | - | - | - | - % | - | | |
| 58514 | Computers - Printers | 6,769 | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | 9,995 | - | - | - | - | - | - % | - | | |
| | This is the initial purchase costs for equipment to support environmental sampling and inspection performed by the additional staff to support the City's NPDES MS4 stormwater permit. | | | | | | | | | | |
| 58532 | Telephone Equipment | - | 4,543 | - | - | - | - | - % | - | | |
| Total Operating | | 94,779 | 95,561 | 79,300 | 30,530 | 7,125 | 41,645 | 47.48% | 71,500 | (7,800) | (9.84%) |
| Engineering Total | | 995,822 | 1,024,730 | 1,018,067 | 806,782 | 7,125 | 204,160 | 79.95% | 935,843 | (82,224) | (8.08%) |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 421 Administration | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 493,083 | 554,877 | 552,742 | 439,332 | - | 113,410 | 79.48% | 490,762 | | |
| | This line item funds the salaries of all permanent full time employees within the Administration and Finance Division. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | - | - | 500 | - | - | 500 | - % | 500 | | |
| | This line item funds overtime costs associated with special projects that require work during non-business hours. The department's staffing level and work schedule require overtime eligible staff to work additional hours at certain points during the year. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | - | - | - | - | - | - | - % | - | | |
| 51410 | Diff-Educational | - | - | - | - | - | - | - % | - | | |
| 51420 | Longevity | 450 | 450 | 450 | 450 | - | - | 100.00% | 400 | | |
| | The Longevity line item request is in accordance with the criteria specified in the City's Personnel By-Law. All permanent full-time employees with more than 10 years of service with the City, are paid a dollar amount according to agreement based on years of service. | | | | | | | | | | |
| 51451 | Contractual Stipends | 3,000 | 3,000 | 3,000 | 3,000 | - | - | 100.00% | 3,000 | | |
| | Emergency response duties. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 8,351 | - | - | 8,351 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51960 | License Reimbursements | 42 | - | - | 86 | - | -86 | 100.00% | - | | |
| Total Personnel | | 496,575 | 558,327 | 565,043 | 442,868 | - | 122,175 | 78.38% | 494,662 | (70,381) | (12.46%) |
| 52400 | Maintenance - Building & Groun | - | - | - | - | - | - | - % | - | | |
| 52420 | Maintenance - Equipment | - | 329 | - | - | - | - | - % | - | | |
| 52450 | Maintenance - Vehicle | 190 | 149 | 200 | 120 | - | 80 | 60.00% | 200 | | |
| | The Vehicle Maintenance line item funds repairs for vehicles performed by outside services. | | | | | | | | | | |
| 52471 | Maintenance - Software | 2,568 | 8,613 | 9,080 | 4,734 | 6,000 | -1,654 | 118.21% | 13,174 | | |
| | Software Maintenance reflects the General Fund portion of annual maintenance/technical support of department applications such as time & attendance software. The increase reflects the anticipated expense for the Kronos time and attendance maintenance contract. | | | | | | | | | | |
| 52710 | Copier Leases | 1,571 | 1,110 | - | - | - | - | - % | - | | |
| 53000 | Prof & Tech - Consultants | 13,791 | 3,144 | 14,225 | 440 | - | 13,785 | 3.09% | 5,000 | | |
| | The Consulting Services account is used for necessary studies and services identified during the year. Funding for FY21 provides technical support for enhancements to the time & attendance system. | | | | | | | | | | |
| 53008 | Prof & Tech - Engineering | - | 9,970 | - | - | - | - | - % | - | | |
| 53050 | Printing Services | 500 | 198 | 800 | 93 | - | 707 | 11.67% | 800 | | |
| | Outside services are used for printing department multi part forms and are paid from this account. The budget also includes the per copy cost for the department's copier/printer/scanner. | | | | | | | | | | |
| 53401 | Telephone-IP | 967 | 989 | 1,004 | 703 | - | 301 | 70.01% | 1,004 | | |
| | The Communication Accounts are funded based on the number of phone lines and telephone usage. The Technology Services Department manages this account. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 421 Administration | | | | | | | | | | | |
| 53402 | Telephone - Local | 803 | 797 | 810 | 741 | 209 | -140 | 117.28% | 810 | | |
| | The telephone line items represent expenses related to phone lines used by the Administration and Finance Division. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 58 | 56 | 60 | 42 | 58 | -40 | 166.67% | 60 | | |
| | The Communication Accounts are funded based on the number of phone lines and telephone usage. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 386 | - | - | 729 | 271 | -1,000 | 100.00% | 698 | | |
| 53430 | Postage | 441 | 709 | 600 | 395 | - | 205 | 65.79% | 600 | | |
| | The postage account funds various mailings/correspondence released by the department. | | | | | | | | | | |
| 53440 | Communications - Advertising | 140 | 508 | 500 | 858 | 100 | -458 | 191.59% | 500 | | |
| | Advertising has been added to reflect the purchase of advertising blocks on websites such as Indeed.com for DPW staff recruitment. | | | | | | | | | | |
| 53450 | Internet Service | 960 | 91 | - | 368 | 132 | -500 | 100.00% | 456 | | |
| | Internet service costs provide funding for the technology to have remote access to city technology including GIS, Kronos and Vueworks. | | | | | | | | | | |
| 54200 | Supplies - Office | 2,628 | 3,458 | 2,850 | 3,173 | 884 | -1,207 | 142.34% | 1,425 | | |
| | This account covers the cost of office supplies utilized throughout the year by the Administration and Finance Division. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 866 | - | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges | - | 329 | - | - | - | - | - % | - | | |
| 54810 | Fuel Unleaded Gasoline | 1,373 | 1,427 | 1,400 | 986 | - | 414 | 70.46% | 1,100 | | |
| | The Unleaded Gasoline line item funds the cost of fuel for the vehicles utilized by the Executive Director and Deputy Director of Public Works. The budget is based on a review of department usage and expected fuel costs. | | | | | | | | | | |
| 54902 | Meals - Special Functions | 1,030 | 1,142 | - | 461 | 360 | -821 | 100.00% | - | | |
| 55300 | Public Works Supplies | 147 | 434 | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions | 1,046 | 820 | 1,097 | 674 | 25 | 398 | 63.72% | 1,097 | | |
| | The appropriation for this account is for subscriptions to trade journals, dues to professional organizations and fees to maintain professional stature and certifications. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 2,012 | 2,743 | 4,750 | 4,590 | - | 160 | 96.63% | 1,948 | | |
| | Provides comprehensive training on the department's time and attendance system since the application is administered through this office and a system upgrade is planned. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 96 | 4 | 200 | 80 | 45 | 75 | 62.30% | 125 | | |
| | This account is used for toll costs associated with business travel and occasional reimbursements to employees for travel to and from conferences. | | | | | | | | | | |
| 57140 | Travel | 176 | - | - | 181 | - | -181 | 100.00% | - | | |
| 58517 | Computers - Software Purchases | - | - | - | - | 8,220 | -8,220 | 100.00% | - | | |
| Total Operating | | 31,747 | 37,021 | 37,576 | 19,367 | 16,304 | 1,905 | 94.93% | 28,997 | (8,579) | (22.83%) |
| Administration Total | | 528,322 | 595,348 | 602,619 | 462,236 | 16,304 | 124,079 | 79.41% | 523,659 | (78,960) | (13.10%) |

PUBLIC WORKS DIVISION

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 422 Highway | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 1,795,092 | 1,732,026 | 1,937,203 | 1,542,267 | - | 394,936 | 79.61% | 1,888,391 | | |
| | This line item funds the regular annual salaries of the permanent, full time employees within the Highway Division as well as Workers' compensation claims and supplements. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 61,970 | 47,760 | 68,981 | 72,021 | - | -3,040 | 104.41% | 19,983 | | |
| | Seasonal workers are employed to supplement full time work force during heavy vacation period which coincides with construction season. (Full time employee vacation is heavily restricted from Nov-April for Snow and Ice). Part time employees allow the Division to maintain an adequate level of service. The amount requested in the Part Time Salary line also includes partial funding of the Watchman Positions (additional funding is requested in the Fleet Department and the Waste and Wastewater Enterprise Funds). | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 2,762 | 4,192 | - | 2,098 | - | -2,098 | 100.00% | 6,000 | | |
| | This line item funds overtime/straight time in accordance with the Collective Bargaining Agreements with both the 1116 and 1156 Unions. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 293,668 | 289,347 | 216,500 | 215,696 | - | 804 | 99.63% | 239,000 | | |
| | The Highway Division requires an overtime budget to address after-hours emergencies such as storm related response for tree and flooding issues, as well as safety related response on roadways and sidewalks, roadside mowing, vegetation management (performed during overnight hours), traffic and crowd control, and high priority construction activities that require extended operating hours for efficiency. Traffic marking installation is performed during overnight hours for quality assurance and to reduce the impact on vehicular and pedestrian traffic. | | | | | | | | | | |
| 51302 | Overtime - Double Time | 17,232 | 18,681 | 26,500 | 19,053 | - | 7,447 | 71.90% | 26,500 | | |
| | The Highway Division requires this budget to address after-hours emergencies such as storm related response for tree and flooding issues and is budgeted in accordance with Collective Bargaining Contracts. | | | | | | | | | | |
| 51410 | Diff-Educational | 4,400 | 4,400 | 4,400 | 3,850 | - | 550 | 87.50% | 4,950 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreement with the 1116 Union. Eligible employees may receive \$550 in education incentive per fiscal year upon successful completion of an approved course. | | | | | | | | | | |
| 51420 | Longevity | 3,050 | 2,800 | 3,025 | 1,775 | - | 1,250 | 58.68% | 2,125 | | |
| | This account is budgeted based on collective bargaining terms and the City's Personnel Bylaw. All permanent full-time employees, except Union Locals 1116, with more than 10 years of service with the City, are paid a dollar amount according to agreement based on years of service. | | | | | | | | | | |
| 51430 | Diff-Weekend | 1,587 | 2,001 | 3,643 | 2,126 | - | 1,517 | 58.35% | 3,911 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements for personnel working Tuesday-Saturday work schedules. | | | | | | | | | | |
| 51433 | Shift Differential | 13,087 | 12,441 | 19,531 | 13,220 | - | 6,311 | 67.69% | 20,947 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements for personnel working second or third shift either permanently or seasonally. | | | | | | | | | | |
| 51441 | 1156/1164 Sick Leave Incentive | 6,115 | 4,079 | 4,100 | 1,662 | - | 2,438 | 40.53% | 4,200 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreement with the 1156 Union and is an estimate of the expected payment to eligible employees. The payment is based on a review of the eligible employees' sick leave utilization. | | | | | | | | | | |
| 51451 | Contractual Stipends | 108,650 | 99,250 | 119,500 | 92,300 | - | 27,200 | 77.24% | 136,000 | | |
| | The amount requested is accordance with the City's Collective Bargaining Agreements for licenses held beyond those required for employee positions. The account also funds an annual \$500 stipend for members of Local 1156 in recognition of limits placed on vacation usage during winter months to ensure availability for snow and ice events. Funding increased due to previously approved/added Environmental Operations Manager Position. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 2,242 | - | - | 2,242 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 422 Highway | | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn The LIUNA pension account reflects a review of actual costs and anticipated rate increases. | 96,785 | 97,583 | 114,539 | 78,871 | - | 35,668 | 68.86% | 119,719 | | |
| 51940 | Beeper Reimbursement The amount requested is in accordance with the City's Collective Bargaining Agreements for employees required to provide 24-hour on-call service. | 19,275 | 22,750 | 29,000 | 19,678 | - | 9,322 | 67.86% | 36,800 | | |
| 51950 | Reimbursable Meals | 552 | - | - | - | - | - | - % | - | | |
| 51960 | License Reimbursements Reimbursement to employees for job related licenses that are renewed or acquired. | 2,152 | 2,205 | 2,500 | 1,010 | - | 1,490 | 40.40% | 2,500 | | |
| Total Personnel | | 2,426,377 | 2,339,515 | 2,551,664 | 2,065,626 | - | 486,038 | 80.95% | 2,511,026 | (40,638) | (1.59%) |
| 52110 | Electricity - Delivery This account funds the cost of supply and demand electricity charges for Highway facilities. | 10,153 | 11,777 | 10,762 | 11,975 | 1,025 | -2,238 | 120.80% | 13,132 | | |
| 52130 | Natural Gas This account funds the cost of heat for Highway facilities. | 8,260 | 7,681 | 8,755 | 8,089 | 1,911 | -1,245 | 114.22% | 8,361 | | |
| 52400 | Maintenance - Building & Groun This line item funds the maintenance of Highway related Public Works facilities including Western Avenue, Henry Street, and Arthur Street. Includes items such as fencing, HVAC, and alarm systems, as well as carpentry/plumbing improvements. | 36,497 | 29,112 | 21,000 | 19,970 | 2,357 | -1,327 | 106.32% | 16,000 | | |
| 52420 | Maintenance - Equipment This line item is used to maintain the Division's specialty equipment such as light towers used for emergency response or night work, roadside mower, pavers, rollers, and wood chippers, etc. The Landscape Maintenance Crew was created several years ago and currently maintains all Public Works properties including the rail trail and Water and Wastewater pump stations. Small equipment used by this crew requires continual maintenance to stay in good working order (i.e. lawn mowers, weed wackers, and backpack blowers). This line item includes funding required to keep Variable Message Boards in good working order, which are often requested by other City Departments for messaging and emergency events/notifications, maintenance to pumps to ensure adequate response to flooding/stormwater emergencies, maintenance to equipment such as excavators, loaders, pole camera, and specialty attachments are funded under this line item. | 9,816 | 9,015 | 10,000 | 11,868 | 11,030 | -12,898 | 228.98% | 10,000 | | |
| 52440 | Roadway Maint & Construction | 581,042 | 495,630 | 566,000 | 129,606 | 108,629 | 327,765 | 42.09% | 547,000 | | |
| 52450 | Maintenance - Vehicle The Fleet Maintenance Division repairs and maintains trucks, vehicles, and major Highway equipment, however, maintenance for more specialized equipment remains the funding responsibility of the Highway Division. This line item funds the maintenance of equipment such as the sky worker, log loaders, catch basin digger, vactor, water truck, and items such as specialty attachments, lighting, tires, and damage repairs. Much of the Division's vehicles continue to age beyond planned replacement schedules increasing maintenance costs. | 42,044 | 30,755 | 45,150 | 15,790 | 6,772 | 22,588 | 49.97% | 45,150 | | |
| 52470 | Maintenance - Computer Service | - | 4,750 | - | - | - | - | - % | - | | |
| 52471 | Maintenance - Software This line item funds software programs utilized to manage the Highway fleet's GPS, GIS asset management and work order system maintenance, Street Sweeping alerts and scheduling information, and river sensor monitoring software. | 14,918 | 8,829 | 20,000 | 18,408 | 6,265 | -4,673 | 123.37% | 20,000 | | |
| 52700 | Rental - Equipment This line item funds the office space rental costs for the Environmental Program Operations Manager, as well as short terms rentals for equipment not in the Division's inventory. | 9,424 | - | 10,000 | 5,370 | 9,035 | -4,405 | 144.05% | 5,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 422 Highway | | | | | | | | | | | |
| 52710 | Copier Leases | 1,286 | 1,286 | - | - | - | - | - % | - | | |
| 52720 | Lease - CSX | 402 | 416 | 500 | 420 | 80 | - | 100.00% | 500 | | |
| | This line item funds the lease of CSX owned land including Waverley Street Right turn lane at Bishop Street. | | | | | | | | | | |
| 52760 | ESCO Lease | 13,703 | 13,703 | 13,703 | 11,419 | 2,284 | - | 100.00% | 13,703 | | |
| | The ESCO Lease account funds the debt service for energy conservation and energy related improvements made to city owned buildings. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 10,400 | 29,431 | 25,000 | 8,375 | - | 16,625 | 33.50% | 15,000 | | |
| | This line item funds that need for professional and technical consultants in such areas as hazardous waste removal, stormwater, pavement management, traffic, and tree assessments. | | | | | | | | | | |
| 53020 | Hired Equipment | 123,148 | 43,050 | 5,000 | 2,136 | - | 2,864 | 42.72% | 5,000 | | |
| 53050 | Printing Services | 994 | 273 | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| | This line item funds the printing of safety/training materials, educational outreach, public notificatoins, business cards, and mailings. | | | | | | | | | | |
| 53061 | Mosquito Control Contract | 10,000 | - | 10,000 | - | 10,000 | - | 100.00% | 10,000 | | |
| | This line item funds work performed by the Middlesex County Mosquito Control program. This agency has specific expertise, equipment, and regulatory authority to perform critical work that the Division does not often have the capability to accomplish due to the nature of some of the City's open conveyance drainage. | | | | | | | | | | |
| 53070 | Medical Costs Employees | 1,482 | 1,259 | 1,500 | 835 | 515 | 150 | 90.00% | 1,238 | | |
| | This line item funds DOT medical exams for employees required for CDL and Hoisting Licenses. | | | | | | | | | | |
| 53401 | Telephone-IP | 1,640 | 1,616 | 2,000 | 530 | - | 1,470 | 26.49% | 2,000 | | |
| | The telephone line items represent expenses related to phone lines used by the Highway Division. The Technology Services Department manages this account. | | | | | | | | | | |
| 53402 | Telephone - Local | 1,778 | 1,880 | 1,600 | 1,633 | 407 | -440 | 127.50% | 1,600 | | |
| | The telephone line items represent expenses related to phone lines used by the Highway Division. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 5,780 | 5,019 | 6,000 | 4,466 | 1,534 | - | 100.00% | 5,305 | | |
| | Cellular Phones are used to cover costs for phones utilized by department management. These phones are used for emergencies, notifying utilities and contractors, and communicating sensitive & non public information that cannot be transmitted over public frequency. | | | | | | | | | | |
| 53420 | Radio System Charges | - | 2,021 | 750 | - | - | 750 | - % | 750 | | |
| | Costs to the Department's two-way radio system are budgeted in this line item. | | | | | | | | | | |
| 53430 | Postage | 17 | - | - | 37 | - | -37 | 100.00% | - | | |
| 53440 | Communications - Advertising | 4,465 | 1,578 | 1,000 | - | 852 | 148 | 85.16% | 1,000 | | |
| 53441 | Communications - Brochures | 360 | - | 500 | - | - | 500 | - % | 500 | | |
| | This line item funds educational outreach as it relates to Stormwater. | | | | | | | | | | |
| 53450 | Internet Service | 6,799 | 6,033 | 7,200 | 6,361 | 639 | 200 | 97.22% | 6,005 | | |
| | The Internet account funds technology which allows Highway Department staff and others the ability to fully utilize their computer while in the field. | | | | | | | | | | |
| 53810 | Police Details | 76,737 | 60,507 | 42,000 | 42,303 | 7,557 | -7,860 | 118.71% | 42,000 | | |
| | This line item funds the cost of police details used during Highway related activities including construction and maintenance on the City's ROW infrastructure. Police Details are | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 422 Highway | | | | | | | | | | | |
| | of critical importance particularly on high volume, high speeds roadway, at critical zones such as intersections, during construction detours, and during emergency response operations (and therefore often hazardous conditions). Police Details are necessary to protect the safety of workers and the traveling public and to be in compliance with traffic standards and the implementation of standardized work zones and traffic management plans. | | | | | | | | | | |
| 54200 | Supplies - Office This funding is used for the purchase of office supplies. | 5,647 | 4,341 | 4,750 | 5,759 | 3,579 | -4,588 | 196.60% | 2,375 | | |
| 54240 | Supplies - Buildings This funding is used for the purchase of building supplies. | 13,953 | 5,068 | 4,000 | 21,174 | 3,786 | -20,959 | 623.99% | 4,000 | | |
| 54260 | Supplies - Medical This line item funds is utilized for the safety and first aid kits in Highway vehicles and areas accessed by Division employees. Proper medical and safety supplies are critical to the well being of Division staff. | 3,766 | 3,376 | 3,750 | 2,814 | 368 | 568 | 84.87% | 3,750 | | |
| 54450 | Supplies - Computer Supplies | 3,860 | 4,551 | 4,500 | 842 | - | 3,658 | 18.72% | 4,500 | | |
| 54451 | Supplies - Computer Accessorie | 2,043 | - | 2,000 | 1,374 | - | 626 | 68.70% | 2,000 | | |
| 54800 | Supplies - Vehicular This line item funds the purchase of supplies for specialty Highway vehicles as equipment continues to age beyond planned replacement schedules resulting in increased maintenance costs. Increased costs include supplies needed to keep new roadside mower in good working condition. | 24,608 | 15,326 | 15,000 | 21,699 | 7,937 | -14,636 | 197.57% | 15,000 | | |
| 54810 | Fuel Unleaded Gasoline The Unleaded line items cover the fuel costs of all vehicles utilized by the Highway Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | 49,310 | 50,128 | 57,194 | 37,503 | - | 19,691 | 65.57% | 41,000 | | |
| 54811 | Fuel Diesel The Diesel line items cover the fuel costs of all vehicles utilized by the Highway Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | 76,072 | 97,611 | 106,530 | 78,895 | - | 27,635 | 74.06% | 100,000 | | |
| 54900 | Meals - In Service Training | 6,837 | 8,012 | 8,000 | 3,615 | 735 | 3,650 | 54.38% | - | | |
| 55300 | Public Works Supplies This line item funds the daily purchase of safety supplies, tools, and equipment used in the general performance of Highway functions. Includes items such as shovels/rakes, PPE, waders, wheelbarrows, tamps, powersaws, cleaning supplies, mulch, loam and seed, plantings, concrete, fencing, disposable gloves, containers for needle collection, trash bags for downtown/center lot/rail trail trash receptacles, safety and crowd control barriers, brackets for light pole banners etc. | 474,994 | 408,677 | 366,000 | 332,924 | 79,128 | -46,052 | 112.58% | 366,000 | | |
| 57100 | Dues & Subcriptions This line item funds the subscription to trade journals, fees for professional organizations, weather consultant data, and the purchase of technology licenses. | 7,635 | 3,355 | 5,800 | 3,410 | 810 | 1,580 | 72.76% | 5,800 | | |
| 57120 | Education, Training, Seminars This line item funds the training needs of the Division which vary from year to year based on certification needs/expiration/number of new employees. Increased pesticide training to eliminate need for VMP contractor. | 14,675 | 33,817 | 20,000 | 26,118 | 5,898 | -12,016 | 160.08% | 20,000 | | |
| 57130 | Mileage Reimbursements | 169 | 138 | 400 | 480 | 21 | -100 | 125.00% | 400 | | |
| 57140 | Travel | - | - | - | 76 | - | -76 | 100.00% | - | | |
| 58300 | Improvements | 21,619 | - | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 422 Highway | | | | | | | | | | | |
| 58511 | Computers - Personal Computers | - | 4,175 | - | - | - | - | - % | - | | |
| 58512 | Computers - Monitors | 819 | - | - | - | - | - | - % | - | | |
| 58516 | Computers -Network Equipment | - | 7,335 | - | - | - | - | - % | - | | |
| 58517 | Computers - Software Purchases | - | - | - | - | - | - | - % | - | | |
| 58518 | Software Support Licenses | 591 | 651 | - | - | - | - | - % | - | | |
| 58529 | Vehicle Refurbish > \$5,000 | - | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | 33,009 | - | - | 4,958 | - | -4,958 | 100.00% | - | | |
| 58532 | Telephone Equipment | - | 6,493 | - | - | - | - | - % | - | | |
| 58533 | Communication Equipment | 5,444 | - | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | 6,711 | - | - | - | - | - | - % | - | | |
| Total Operating | | 1,722,908 | 1,418,670 | 1,407,344 | 845,914 | 277,471 | 283,960 | 79.82% | 1,335,069 | (72,275) | (5.14%) |
| Highway Total | | 4,149,285 | 3,758,185 | 3,959,008 | 2,911,540 | 277,471 | 769,997 | 80.55% | 3,846,095 | (112,913) | (2.85%) |
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 423 Snow & Ice | | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 19,878 | 12,449 | 396,004 | 12,643 | - | 383,361 | 3.19% | - | | |
| 51301 | Overtime - Time & 1/2 | 436,043 | 296,430 | - | 200,203 | - | -200,203 | 100.00% | 396,004 | | |
| 51302 | Overtime - Double Time | 441,852 | 344,468 | 112,519 | 247,530 | - | -135,011 | 219.99% | 112,519 | | |
| 51950 | Reimbursable Meals | 8,094 | 4,091 | 10,815 | 2,356 | - | 8,459 | 21.78% | 10,815 | | |
| Total Personnel | | 905,867 | 657,438 | 519,338 | 462,732 | - | 56,606 | 89.10% | 519,338 | - | - % |
| 52420 | Maintenance - Equipment | 25,673 | 16,336 | 50,000 | 15,072 | 6,039 | 28,889 | 42.22% | 50,000 | | |
| 52450 | Maintenance - Vehicle | 66,434 | 79,992 | 38,700 | 40,548 | 1,761 | -3,609 | 109.32% | 38,700 | | |
| 53000 | Prof & Tech - Consultants | 4,104 | 3,754 | - | 3,655 | - | -3,655 | 100.00% | - | | |
| 53020 | Hired Equipment | 801,123 | 458,921 | 304,074 | 292,828 | 8,770 | 2,476 | 99.19% | 304,074 | | |
| 53420 | Radio System Charges | 417 | - | - | - | - | - | - % | - | | |
| 53430 | Postage | 41 | - | - | - | - | - | - % | - | | |
| 53440 | Communications - Advertising | 2,356 | 1,536 | 500 | 2,414 | - | -1,914 | 482.73% | 500 | | |
| 53810 | Police Details | 9,975 | 9,012 | - | 997 | - | -997 | 100.00% | - | | |
| 54250 | Supplies - Materials | 67,469 | 62,454 | 10,000 | 54,627 | 2 | -44,630 | 546.30% | 10,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 423 Snow & Ice | | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 256,008 | 219,093 | 75,000 | 165,606 | 4,598 | -95,204 | 226.94% | 75,000 | | |
| 54810 | Fuel Unleaded Gasoline | 1,320 | 1,518 | - | 1,772 | - | -1,772 | 100.00% | - | | |
| 54811 | Fuel Diesel | 40,379 | 50,632 | - | 30,823 | - | -30,823 | 100.00% | - | | |
| 54940 | Meals-Storm Related Non Allnce | 16,476 | 11,849 | - | 8,253 | - | -8,253 | 100.00% | - | | |
| 55302 | Public Works - Sand | 7,759 | 15,047 | 158,000 | 8,645 | - | 149,355 | 5.47% | 158,000 | | |
| 55303 | Public Works - Salt | 611,109 | 486,299 | 499,076 | 545,385 | - | -46,309 | 109.28% | 499,076 | | |
| 58530 | Equipment | 26,095 | 40,450 | - | - | - | - | - % | - | | |
| Total Operating | | 1,936,738 | 1,456,892 | 1,135,350 | 1,170,624 | 21,170 | -56,444 | 104.97% | 1,135,350 | - | - % |
| Snow & Ice Total | | 2,842,605 | 2,114,330 | 1,654,688 | 1,633,356 | 21,170 | 162 | 99.99% | 1,654,688 | - | - % |
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 429 Fleet, Facilities & Communications | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 514,740 | 545,352 | 555,676 | 463,252 | - | 92,424 | 83.37% | 506,679 | | |
| This line item funds the General Fund portion of the salaries of the permanent full time employees within the Fleet, Facilities and Communications Division. | | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 7,675 | 12,300 | 7,842 | 10,205 | - | -2,363 | 130.14% | - | | |
| This line item provides partial funding for the Watchmen who are located at the Public Works operations center for after hour call receipt and radio dispatch. | | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 70 | 313 | - | 326 | - | -326 | 100.00% | - | | |
| 51301 | Overtime - Time & 1/2 | 27,086 | 26,146 | 25,359 | 20,124 | - | 5,235 | 79.36% | 25,359 | | |
| This line item funds necessary overtime for the maintenance of General Fund equipment and vehicles. Overtime occurs when the repair of DPW equipment & vehicles extends beyond the workday to ensure the vehicle is available as needed for operations. | | | | | | | | | | | |
| 51302 | Overtime - Double Time | 94 | - | - | 62 | - | -62 | 100.00% | - | | |
| 51410 | Diff-Educational | 1,650 | 1,650 | 1,650 | 550 | - | 1,100 | 33.33% | 1,650 | | |
| The amount requested is in accordance with the City's Collective Bargaining Agreement with the union representing eligible employees within the Fleet Department. Union Locals 1116 may receive \$550 in education incentive per fiscal year upon successful completion of an approved course which must be part of a degree program and/or related to employment with the City. | | | | | | | | | | | |
| 51420 | Longevity | 900 | 950 | 950 | 700 | - | 250 | 73.68% | 700 | | |
| This account is budgeted based on collective bargaining contract terms and the Personnel Bylaw. All permanent full-time employees (except Union Local 1116) with more than 10 years of service with the City, receive a longevity payment. The value of the payment is based on years of service. | | | | | | | | | | | |
| 51430 | Diff-Weekend | 1,555 | 1,967 | 2,038 | 1,734 | - | 304 | 85.06% | 2,134 | | |
| The budget for Weekend Differential is in accordance with the City's Collective Bargaining Agreement with the Union representing employees within the department. Some department staff have a work schedule that includes Saturday to allow time to work on DPW equipment/vehicles which are not in service. | | | | | | | | | | | |
| 51441 | 1156/1164 Sick Leave Incentive | 635 | 411 | 874 | 642 | - | 232 | 73.44% | 874 | | |
| The amount requested is in accordance with the City's Collective Bargaining Agreements with the 1156 union and is an estimate of the expected payment to eligible employees. | | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 429 Fleet, Facilities & Communications | | | | | | | | | | | |
| | The payment is based on a review of the eligible employee's sick leave utilization. | | | | | | | | | | |
| 51451 | Contractual Stipends | 31,950 | 30,600 | 32,000 | 25,675 | - | 6,325 | 80.23% | 29,600 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Fleet Department for licenses held beyond those required for the employee's position. This account also funds an annual \$500 stipend for members of Local 1156 in recognition of limits placed on vacation usage during winter months. For the six month period of November 15-April 15 vacation time is very restricted to ensure employees be available for snow and ice response. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 2,113 | - | - | 2,113 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 20,517 | 24,050 | 25,026 | 19,221 | - | 5,805 | 76.81% | 25,799 | | |
| | The LIUNA pension account reflects a review of actual costs and an anticipated rate increase. It is a contractual obligation: the City contributes based on the actual number of hours bargaining unit employees work, including overtime. | | | | | | | | | | |
| 51920 | Tool Reimbursement | 2,008 | 1,759 | 1,900 | 943 | - | 958 | 49.61% | 3,500 | | |
| | This is to replace tools broken on the job which the employee has purchased and which are necessary to perform their duties. | | | | | | | | | | |
| 51940 | Beeper Reimbursement | 1,525 | 4,875 | 6,500 | 5,625 | - | 875 | 86.54% | 10,400 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Department. Employees are compensated, in a rotating basis, for after hour call backs. | | | | | | | | | | |
| 51950 | Reimbursable Meals | - | - | - | - | - | - | - % | - | | |
| 51960 | License Reimbursements | 742 | 570 | 1,000 | 342 | - | 658 | 34.20% | 1,000 | | |
| | License Reimbursement is for the reimbursement to employees who renew or acquire job related, job specific licenses. | | | | | | | | | | |
| | Total Personnel | 611,146 | 650,942 | 662,928 | 549,401 | - | 113,527 | 82.87% | 607,695 | (55,233) | (8.33%) |
| 52110 | Electricity - Delivery | 35,365 | 36,301 | 37,487 | 30,926 | 9,074 | -2,513 | 106.70% | 37,818 | | |
| | This line item funds the of supply and delivery of electricity for DPW facilities. | | | | | | | | | | |
| 52130 | Natural Gas | 9,018 | 13,337 | 9,559 | 12,596 | 2,404 | -5,441 | 156.92% | 14,861 | | |
| | This account funds the cost of heat for the DPW facilities. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 26,933 | 28,354 | 27,000 | 26,795 | 2,316 | -2,110 | 107.82% | 27,000 | | |
| | The Building and Ground Maintenance line item is used for the maintenance of DPW facilities. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 24,952 | 24,321 | 26,000 | 6,811 | 1,341 | 17,848 | 31.35% | 26,000 | | |
| | The Equipment Maintenance line item is used for outside repairs of equipment including fuel pumps, electric fencing and truck lifts. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 123,929 | 138,549 | 124,000 | 108,935 | 12,704 | 2,361 | 98.10% | 124,000 | | |
| | The Vehicle Maintenance line item funds repairs for vehicles performed by outside services such as heavy duty suspensions and transmission repairs. | | | | | | | | | | |
| 52471 | Maintenance - Software | 908 | 717 | 1,000 | 2,000 | - | -1,000 | 199.97% | 1,000 | | |
| | The Software Maintenance line item covers the yearly maintenance costs for the Computerized Fleet Analysis repair order program. This line item also covers the Registry of Motor Vehicles Inspection Program software and the Mitchell On Line service manual program. | | | | | | | | | | |
| 52710 | Copier Leases | 2,922 | 2,922 | - | 487 | 252 | -739 | 100.00% | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 429 Fleet, Facilities & Communications | | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 3,234 | 440 | 50,500 | 440 | - | 50,060 | 0.87% | 500 | | |
| 53050 | Printing Services | 296 | 628 | 500 | 576 | - | -76 | 115.20% | 500 | | |
| 53070 | Medical Costs Employees | 207 | 351 | 345 | 150 | 225 | -30 | 108.70% | 263 | | |
| 53401 | Telephone-IP | 1,181 | 1,168 | 1,200 | 439 | - | 761 | 36.59% | 1,200 | | |
| | The Communication Accounts are funded based on the number of phone lines and telephone usage. The Technology Services Department manages this account. | | | | | | | | | | |
| 53402 | Telephone - Local | 1,205 | 1,257 | 1,250 | 1,091 | 309 | -150 | 112.00% | 1,250 | | |
| | The Communication Accounts are funded based on the number of phone lines and telephone usage. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 1,168 | 1,366 | 1,200 | 868 | 1,132 | -800 | 166.67% | 992 | | |
| | The cell phone account funds the device used by the Director of Fleet, Facilities and Communications. | | | | | | | | | | |
| 53420 | Radio System Charges | - | 196 | - | - | - | - | - % | 750 | | |
| | The Radio System account was used to cover costs associated with portable and vehicle mounted radios for various divisions within the Department. | | | | | | | | | | |
| 53440 | Communications - Advertising | 1,872 | 75 | - | - | - | - | - % | - | | |
| 53450 | Internet Service | 1,843 | 2,201 | 2,040 | 1,942 | 1,458 | -1,360 | 166.67% | 1,392 | | |
| | The Internet Account is required to support communications with the Registry of Motor Vehicles for the state inspection program. | | | | | | | | | | |
| 54200 | Supplies - Office | 5,161 | 4,701 | 3,800 | 3,095 | 35 | 670 | 82.37% | 1,900 | | |
| | Funding for the Office Supplies line is for the purchases of office supplies for the Fleet department. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 35,439 | 21,073 | 15,000 | 16,151 | 1,638 | -2,790 | 118.60% | 15,000 | | |
| | The Building Maintenance Supplies account is utilized for the purchase of supplies for the Public Works facilities. | | | | | | | | | | |
| 54260 | Supplies - Medical | 1,050 | 1,079 | 1,320 | 1,190 | 95 | 35 | 97.35% | 1,320 | | |
| | The Medical Supplies budget is utilized for the necessary safety and first aid kits at the Western Avenue Vehicle Repair Facility. Due to the nature of the work associated with fleet maintenance proper medical and safety supplies are critical to the well being of staff. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 1,187 | 1,289 | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| 54800 | Supplies - Vehicular | 273,955 | 266,485 | 300,000 | 264,419 | 21,462 | 14,119 | 95.29% | 280,000 | | |
| | The Vehicle Supplies line item is utilized for the purchase of parts & supplies necessary to repair vehicles throughout the Department of Public Works. The budget request was developed in conjunction with an analysis of anticipated vendor price increases. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 3,257 | 3,584 | 3,932 | 2,411 | - | 1,521 | 61.32% | 2,700 | | |
| | The Unleaded line items cover the fuel costs of all vehicles utilized by the Fleet Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | | | | | | | | | | |
| 54811 | Fuel Diesel | 1,817 | 2,284 | 2,500 | 2,040 | - | 460 | 81.59% | 2,300 | | |
| | The Diesel line items cover the fuel costs of all vehicles utilized by the Fleet Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | | | | | | | | | | |
| 54900 | Meals - In Service Training | - | 80 | - | - | - | - | - % | - | | |
| 55300 | Public Works Supplies | 8,822 | 3,047 | 3,900 | 12,743 | 1,455 | -10,297 | 364.04% | 3,900 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 429 Fleet, Facilities & Communications | | | | | | | | | | | |
| | Public Works Supplies funds purchases of general supplies, tools and equipment used in the garage and welding area. | | | | | | | | | | |
| 57100 | Dues & Subscriptions | 2,656 | 4,897 | 1,500 | 6,353 | - | -4,853 | 423.54% | 2,500 | | |
| | The appropriation for this account is for subscriptions to trade journals, dues to professional organizations and fees to maintain professional stature and certifications. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 2,809 | 3,623 | 3,375 | 1,932 | 298 | 1,145 | 66.07% | 3,375 | | |
| | The Education, Training and Seminars line item is utilized for training and educational seminar participation by supervisors and employees within the Division. Industry organizations include Association of Fleet Supervisors and the American Welding Society. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 74 | 73 | 100 | 46 | 254 | -200 | 300.00% | 75 | | |
| 57140 | Travel | - | - | - | - | - | - | - % | - | | |
| 57510 | Municipal License Fee | 100 | 100 | 125 | 100 | - | 25 | 80.00% | 125 | | |
| | The Municipal License Fee represents the amount needed to fund the Commonwealth of Massachusetts' fee for a state inspection station. | | | | | | | | | | |
| 58513 | Computers - Laptops | 1,200 | - | - | - | - | - | - % | - | | |
| 58529 | Vehicle Refurbish > \$5,000 | - | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | 8,210 | - | 15,000 | 3,000 | - | 12,000 | 20.00% | 60,000 | | |
| | Fund the (3) body floor rebuilds with hydraulic cylinder replacements on Sanitation packer trucks. | | | | | | | | | | |
| 58532 | Telephone Equipment | - | 4,543 | - | - | - | - | - % | - | | |
| Total Operating | | 580,771 | 569,042 | 633,633 | 507,533 | 56,454 | 69,646 | 89.01% | 611,721 | (21,912) | (3.46%) |
| Fleet, Facilities & Communications Total | | 1,191,917 | 1,219,984 | 1,296,561 | 1,056,934 | 56,454 | 183,173 | 85.87% | 1,219,416 | (77,145) | (5.95%) |

PUBLIC WORKS DIVISION
433 Sanitation

| | | | | | | | | | | | |
|-------|--|-----------|-----------|-----------|-----------|---|---------|---------|-----------|--|--|
| 51100 | Salary & Wages - Regular | 1,132,497 | 1,136,883 | 1,233,188 | 1,003,403 | - | 229,785 | 81.37% | 1,236,937 | | |
| | This line item funds the regular annual salaries of the permanent, full time employees within the Sanitation Division as well as Workers' compensation claims and supplements. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 26,588 | 27,298 | 31,740 | 23,615 | - | 8,125 | 74.40% | - | | |
| | Seasonal employees are employed to supplement full time workers during heavy vacation period and seasonal collections (Full time employee vacation is heavily restricted from Nov-April for Snow and Ice). Part time employees allow the Division to maintain an adequate level of service. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 15 | 5 | - | 5 | - | -5 | 100.00% | - | | |
| 51301 | Overtime - Time & 1/2 | 227,827 | 256,680 | 229,856 | 241,437 | - | -11,581 | 105.04% | 232,856 | | |
| | This overtime line covers expenses associated with staffing shortages, vacation coverage, second shift coverage, weather delays, special events, special collections, equipment breakdowns, hauling materials, wait times at disposal facilities, etc. The Sanitation Division is a 7 day/week operation requiring base level staffing, and therefore overtime, to provide quality of life services to residents. The Division has struggled to fill vacant positions. | | | | | | | | | | |
| 51302 | Overtime - Double Time | 1,127 | 363 | - | 66 | - | -66 | 100.00% | - | | |
| 51410 | Diff-Educational | 2,750 | 2,750 | 2,750 | 1,650 | - | 1,100 | 60.00% | 2,750 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreement with the 1116 Union. Eligible employees may receive \$550 in education incentive per | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 433 Sanitation | | | | | | | | | | | |
| | fiscal year upon successful completion of an approved course. | | | | | | | | | | |
| 51420 | Longevity | 3,200 | 3,250 | 3,125 | 2,775 | - | 350 | 88.80% | 2,775 | | |
| | This account is budgeted based on collective bargaining terms and the City's Personnel Bylaw. All permanent full-time employees, except Union Locals 1116, with more than 10 years of service with the City, are paid a dollar amount according to agreement based on years of service. | | | | | | | | | | |
| 51430 | Diff-Weekend | 2,469 | 2,770 | 3,407 | 3,203 | - | 204 | 94.00% | 4,407 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements for personnel working Tuesday-Saturday or Sunday-Thursday work schedules. | | | | | | | | | | |
| 51433 | Shift Differential | 3,376 | 4,038 | 4,360 | 4,356 | - | 4 | 99.92% | 5,039 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements for personnel working alternative shift hours. | | | | | | | | | | |
| 51441 | 1156/1164 Sick Leave Incentive | 3,281 | 3,050 | 3,250 | 1,821 | - | 1,429 | 56.04% | 2,500 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreement with the 1156 Union and is an estimate of the expected payment to eligible employees. The payment is based on a review of the eligible employees' sick leave utilization. | | | | | | | | | | |
| 51451 | Contractual Stipends | 54,963 | 59,900 | 66,500 | 49,050 | - | 17,450 | 73.76% | 72,750 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements for licenses held beyond those required for employee positions. The account also funds an annual \$500 stipend for members of Local 1156 in recognition of limits placed on vacation usage during winter months to ensure availability for snow and ice events. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 2,242 | - | - | 2,242 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 55,607 | 58,515 | 63,548 | 47,657 | - | 15,891 | 74.99% | 68,513 | | |
| | The LIUNA pension account reflects a review of actual costs and anticipated rate increases. It is a contractual obligation: the City contributes based on the actual number of hours bargaining unit employees work, including overtime. | | | | | | | | | | |
| 51940 | Beeper Reimbursement | 19,375 | 22,875 | 22,500 | 16,250 | - | 6,250 | 72.22% | 26,400 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements for employees required to provide 24-hour on-call service. | | | | | | | | | | |
| 51950 | Reimbursable Meals | - | - | - | - | - | - | - % | - | | |
| 51960 | License Reimbursements | 370 | 285 | 1,500 | 225 | - | 1,275 | 15.00% | 1,500 | | |
| | Reimbursement to employees for job related licenses that are renewed or acquired. | | | | | | | | | | |
| | Total Personnel | 1,533,442 | 1,578,662 | 1,667,966 | 1,395,513 | - | 272,453 | 83.67% | 1,656,427 | (11,539) | (0.69%) |
| 52110 | Electricity - Delivery | 30,670 | 31,632 | 32,510 | 29,160 | 10,840 | -7,490 | 123.04% | 32,821 | | |
| | This line item funds the cost of electricity for the RDC facility. | | | | | | | | | | |
| 52130 | Natural Gas | 8,667 | 10,537 | 9,187 | 10,163 | 1,837 | -2,813 | 130.62% | 10,982 | | |
| | This line item funds the cost of heating the RDC facility. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 12,579 | 12,125 | 7,500 | 3,539 | 1,660 | 2,302 | 69.31% | 7,500 | | |
| | The Building and Grounds account is funded to cover expenses necessary to provide maintenance and repair for the facility at Mt. Wayte such as cleaning, fire suppression, and security system maintenance, as well as maintenance for the Western Avenue facility utilized by the Sanitation Division, such as the fuel pump and wash bay. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 4,242 | 4,676 | 6,596 | 2,166 | 965 | 3,465 | 47.47% | 6,596 | | |
| | The Equipment Maintenance line item is used for the maintenance of the Sanitation Division's specialty equipment. The Fleet Maintenance Division's budget is supplemented for | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 433 Sanitation | | | | | | | | | | | |
| | items such as compacting equipment, front end loader, dumpster containers, and other specialty equipment specific to the Sanitation Division. Often this work is performed by outside vendors. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 28,534 | 66,908 | 50,000 | 16,892 | 438 | 32,671 | 34.66% | 50,000 | | |
| | The Vehicle Maintenance line item is used for the maintenance of the Sanitation Division's specialty vehicles necessary to provide quality of life services. The Fleet Maintenance Division's budget is supplemented for items such as packer bodies/components, packer arms, lift gates, and other specialty equipment specific to the Sanitation Division. Often this work is performed by outside vendors. Increased costs under this line item are associated with the increased maintenance costs for the Division's fleet of automated collection packers such as king pin repairs, break repairs, mirror and window repairs, cylinder repairs, spring repairs, auto lube systems, arm repairs, and floor/roller repairs. Increased maintenance costs associated with age and warrantee expiration. Also considered for the increased costs is the considerable aging of the Division's two remaining rear-loading packers necessary to provide curbside collection of leaves and brush. Without this equipment, the Division would be completely reliant on equipment rentals. The Division could become completely reliant on limited available equipment rentals if vehicle maintenance needs are not met. | | | | | | | | | | |
| 52471 | Maintenance - Software | 8,388 | 4,526 | 10,000 | 8,107 | 1,116 | 777 | 92.23% | 10,000 | | |
| | This line item provides software maintenance for programs utilized by the Division such as vehicle GPS, GIS and work order system, and Recollect mobile and web application for calendars, scheduling, and service alerts. | | | | | | | | | | |
| 52700 | Rental - Equipment | 37,063 | 46,423 | 40,000 | 38,536 | - | 1,464 | 96.34% | 40,000 | | |
| | The Rental Equipment line item is used to supplement the Division's aging rear loading packers with contracted equipment to provide curbside collection of yard waste. The line item also funds the rental of equipment to process the yard waste material for disposal and/or use as compost material. Increase related to hourly rate increase for rented packer trucks over the last two years from \$150/hr to \$170/hr which has remained unfunded. There are 11 weeks of special curbside collections. | | | | | | | | | | |
| 52710 | Copier Leases | 3,232 | 2,424 | - | - | - | - | - % | - | | |
| 52720 | Lease - CSX | 758 | 775 | 800 | 787 | 13 | - | 100.00% | 800 | | |
| | Payment to CSX for property at Mt. Wayte. | | | | | | | | | | |
| 52760 | ESCO Lease | 2,948 | 2,948 | 2,948 | 2,457 | 491 | - | 100.00% | 2,948 | | |
| | The ESCO Lease account funds the debt service for energy conservation and energy related improvements made to city owned buildings. | | | | | | | | | | |
| 52900 | Trash Removal | 1,227,958 | 1,303,150 | 1,433,730 | 1,172,315 | 246,171 | 15,244 | 98.94% | 1,524,591 | | |
| | This line item funds the disposal of trash collected curbside; at the Recycling Center; at Schools and municipal buildings, including special dumpster disposal service; and for disposal of items such as mattresses (formerly funded through a grant), light bulbs CRTs (TV and computer monitors), tires, and Freon. Increased funding is requested to cover contract increase for disposal of trash (from \$76.50/ton to \$80.50/ton) and school/municipal trash disposal increase of 10%. | | | | | | | | | | |
| 52910 | Recycling Removal | 233,419 | 416,559 | 485,000 | 355,325 | 115,390 | 14,286 | 97.05% | 666,550 | | |
| | This line item funds the disposal of curbside recycling, disposal of segregated commodities collected at the Recycling Center, and School and municipal cardboard collection and disposal. Increase in this line item is due to the increased cost of single stream from \$80/ton to \$105/ton. Segregated commodities which previously generated revenue or were disposed of at no cost are estimated to cost the City \$10,000 in FY21. Global market conditions have greatly impacted this line item. | | | | | | | | | | |
| 52920 | Hazardous Waste Removal | 19,584 | 33,602 | 50,000 | 17,206 | - | 32,794 | 34.41% | 25,000 | | |
| | This line item funds one hazardous waste day event in FY21. Pricing determined by resident turnout and items collected. | | | | | | | | | | |
| 52940 | Leaf and Brush Removal | 62,130 | 47,355 | 60,000 | 71,252 | 17,088 | -28,339 | 147.23% | 40,000 | | |
| | This line item funds the disposal of leaves and processing and disposal of brush collected both curbside and at the Dudley Road Drop-off Facility. Increased need for brush grinding and anticipated increase for cost of disposal of leaf material. Due to current and ongoing monitoring and site restrictions at the yard waste drop off site, there is currently only a small amount of storage capacity and all material is required to be hauled and/or process and regularly disposed of. This line item also funds the disposal of material from all other City Departments. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 433 Sanitation | | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants Consultant services are required for annual monitoring/testing at the Dudley Road Drop-off Facility to meet criteria for formal closure of the former landfill in accordance with DEP standards. | - | 9,960 | 5,000 | - | - | 5,000 | - % | 5,000 | | |
| 53006 | Prof & Tech - Interpreters | - | 30 | - | 20 | - | -20 | 100.00% | - | | |
| 53050 | Printing Services This line item is used for the printing of Recycling Center Stickers, bulky item stickers, and violation slips. Also used for the distribution of educational materials with the goal of reducing contamination. | 1,672 | 14,990 | 10,000 | 3,987 | 50 | 5,963 | 40.37% | 5,000 | | |
| 53070 | Medical Costs Employees This line item funds DOT medical exams for employees required for CDL and Hoisting Licenses. | 560 | 919 | 800 | 385 | 365 | 50 | 93.75% | 750 | | |
| 53080 | Contracted Services This line item has been utilized for specialized towing equipment as needed. | 608 | - | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| 53401 | Telephone-IP The Communication Accounts are funded based on the number of phone lines and telephone usage. The Technology Services Department manages this account. | 2,158 | 2,152 | 2,200 | 783 | - | 1,417 | 35.58% | 1,500 | | |
| 53404 | Telephone - Cellular Cellular Phones are used to cover costs for phones utilized by department management. These phones are used for emergencies and communicating sensitive & non public information that cannot be transmitted over public frequency. | 1,615 | 1,665 | 1,739 | 1,259 | 480 | - | 100.00% | 1,694 | | |
| 53430 | Postage | - | 18 | - | - | - | - | - % | - | | |
| 53440 | Communications - Advertising This line item funds the advertising for special events and collections including electronic recycling, shred fest, hazardous waste. | 5,631 | 5,160 | 6,000 | 2,262 | - | 3,738 | 37.70% | 6,000 | | |
| 53441 | Communications - Brochures | - | 160 | - | - | - | - | - % | - | | |
| 53450 | Internet Service | 3,554 | 3,079 | 3,528 | 2,095 | 1,433 | - | 100.00% | 2,279 | | |
| 53810 | Police Details This line item is used for the hiring of Police Details for special events and high-volume weekends at the Dudley Road Drop-off Facility. | 4,050 | 3,802 | 4,785 | 3,333 | - | 1,452 | 69.67% | 4,785 | | |
| 54200 | Supplies - Office This line item is used for the purchase of office supplies. | 7,640 | 7,131 | 8,075 | 3,424 | 935 | 3,716 | 53.98% | 3,038 | | |
| 54240 | Supplies - Buildings This line item is used for the purchase of building supplies. | 3,983 | 3,339 | 4,000 | 4,430 | 532 | -962 | 124.04% | 4,000 | | |
| 54250 | Supplies - Materials | 58 | 397 | 500 | - | - | 500 | - % | - | | |
| 54260 | Supplies - Medical This line item is utilized for the safety and first aid kits located in the Sanitation vehicles and areas accessed by Division employees. Due to the nature of waste removal, proper medical and safety supplies are critical to the well being of Division staff. | 4,371 | 3,035 | 5,000 | 2,190 | - | 2,810 | 43.80% | 5,000 | | |
| 54450 | Supplies - Computer Supplies | - | - | - | - | - | - | - % | - | | |
| 54451 | Supplies - Computer Accessorie | 886 | - | 1,000 | - | - | 1,000 | - % | 1,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 433 Sanitation | | | | | | | | | | | |
| | This line item is used for the purchase of computer accessories/supplies. | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 31,811 | 81,487 | 40,000 | 36,717 | 6,493 | -3,209 | 108.02% | 40,000 | | |
| | This line item is used to purchase supplies for the specialty equipment in the Sanitation Division. Increased funding correlates with an aging automated packer fleet, warranty expiration, and evaluation of materials needed to make repairs in house as needed. Includes such items as tires, which have an usually high rate of replacement, packer body parts, DEF fluid, and Peterbuilt parts. The Division could become completely reliant on limited available equipment rentals if vehicle maintenance needs are not met. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 12,697 | 14,322 | 15,217 | 10,843 | - | 4,374 | 71.26% | 11,500 | | |
| | The Unleaded line items cover the fuel costs of all vehicles utilized by the Solid Waste Division. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | | | | | | | | | | |
| 54811 | Fuel Diesel | 134,823 | 185,448 | 170,000 | 145,773 | - | 24,227 | 85.75% | 168,000 | | |
| | The Diesel line items cover the fuel costs of all vehicles utilized by the Solid Waste Division. Fuel costs have been adjusted based on a review of expected market conditions and usage trends and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 54900 | Meals - In Service Training | 502 | 2,106 | 750 | 520 | - | 230 | 69.30% | - | | |
| 55300 | Public Works Supplies | 30,678 | 19,083 | 28,000 | 17,275 | 9,889 | 837 | 97.01% | 28,000 | | |
| | This account is used for the purchase of safety supplies, tools, and equipment used by the Division on a daily basis. | | | | | | | | | | |
| 55304 | Public Works - Recycling bins | - | - | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions | 5,631 | 5,850 | 5,889 | 5,990 | - | -101 | 101.72% | 5,889 | | |
| | This line item is used to fund market data subscriptions and asset management software. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 8,614 | 7,762 | 10,000 | 2,190 | 5,285 | 2,525 | 74.75% | 7,000 | | |
| | This line item funds the education and training expenses of the Division employees. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 148 | 216 | - | 146 | 204 | -350 | 100.00% | - | | |
| 57140 | Travel | - | 40 | - | 208 | - | -208 | 100.00% | - | | |
| 58300 | Improvements | 8,357 | - | - | - | - | - | - % | - | | |
| 58513 | Computers - Laptops | - | - | - | - | - | - | - % | - | | |
| 58517 | Computers - Software Purchases | - | - | - | - | - | - | - % | - | | |
| 58518 | Software Support Licenses | 591 | - | - | - | - | - | - % | - | | |
| 58520 | Vehicles | - | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | 29,457 | 48,755 | - | - | - | - | - % | - | | |
| | This line item funds the purchase of 2-40 yard containers to be utilized at the Recycling Center for the collection/transportation of materials. | | | | | | | | | | |
| 58533 | Communication Equipment | 20,855 | - | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | - | - | - | - | - | - | - % | - | | |
| Total Operating | | 2,001,120 | 2,404,545 | 2,511,754 | 1,971,732 | 421,673 | 118,349 | 95.29% | 2,719,223 | 207,469 | 8.26% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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|---|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| Sanitation Total | | 3,534,562 | 3,983,208 | 4,179,720 | 3,367,245 | 421,673 | 390,802 | 90.65% | 4,375,650 | 195,930 | 4.69% |
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 119 Disability Committee | | | | | | | | | | | |
| 54250 | Supplies - Materials | - | - | 1,000 | - | - | 1,000 | - % | 6,500 | | |
| Total Operating | | - | - | 1,000 | - | - | 1,000 | 0.00% | 6,500 | 5,500 | 550.00% |
| Disability Committee Total | | - | - | 1,000 | - | - | 1,000 | 0.00% | 6,500 | 5,500 | 550.00% |
| PUBLIC WORKS DIVISION | | | | | | | | | | | |
| 119 Traffic Commission | | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | - | - | 25,000 | 5,434 | 15,266 | 4,300 | 82.80% | 10,000 | | |
| 53008 | Prof & Tech - Engineering | - | - | - | - | - | - | - % | 45,000 | | |
| 55300 | Public Works Supplies | - | - | - | - | - | - | - % | 9,000 | | |
| Total Operating | | - | - | 25,000 | 5,434 | 15,266 | 4,300 | 82.80% | 64,000 | 39,000 | 156.00% |
| Traffic Commission Total | | - | - | 25,000 | 5,434 | 15,266 | 4,300 | 82.80% | 64,000 | 39,000 | 156.00% |
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 491 Cemeteries | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | - | - | 209,000 | 160,978 | - | 48,022 | 77.02% | 195,874 | | |
| Regular Full Time salaries are for the staff that work at Edgell Grove Cemetery & include the following: 1 Construction Supervisor (1116 Union Memembr), 1 Working Supervisor (1156 Union Member), 1 MEO I Laborer (1156 Union Member), & 1 Administrative Assistant 3 (Non-Bargaining). All applicable step increases are included. We are using the latest W Schedule effective 7/1/18 for the 2 Edgell Grove 1156 Union employees and the latest PK Schedule effective 7/1/18 for the 1 Edgell Grove 1116 Union employees as well as the Non bargaining M Salary Schedule effective 7/1/19, for this budget preparation. | | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | - | - | - | 368 | - | -368 | 100.00% | 500 | | |
| Straight overtime is used for the Admin Assistant III (Melissa Leporati) who normally only works 30 hours per week. She attends Trustee meetings once a month for a couple of hours and is entitled to straight overtime pay. | | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | - | - | - | 10,337 | - | -10,337 | 100.00% | 24,500 | | |
| We anticipate roughly \$24,500 in OT expense's from the 2 laborer's and Superintendent of Edgell Grove and \$500 in expenses from the Administrative Assistant III in support of yearly operations during FY21. In using actuals from FY19 (\$27,711) and combining actuals and projected expenses for FY20 (\$17,000 transferred or requested transfer into account, with anticipation of another \$6,000-\$7,000) we feel that a request of \$25,000 will adequately fund this account for FY21. These services include support of ongoing maintenance, snow removal operations, landscaping operations, burial service preparation and support, and any other unforeseen circumstance that requires additional OT coverage. In addition, staff salaries are due to increase as a result of normal step increases through bargaining agreements (1116 & 1156) that will further drive up the cost of overtime. While we have been able to reduce expenses through creative scheduling and supporting Cemetery operations through our Parks Maintenance Department, we continue to anticipate the need for this service. | | | | | | | | | | | |
| 51410 | Diff-Educational | - | - | - | - | - | - | - % | 1,625 | | |
| Education Stipend per 1156 Contract: One 1156 employee (Pat Moran) = \$600, one 1156 employee (Jesse Mazzola) = \$475. Education Stipend Per 1116 Contract: 1 employees x \$550 = \$550. Total = \$1,625. | | | | | | | | | | | |

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| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 491 Cemeteries | | | | | | | | | | | |
| 51420 | Longevity | - | - | - | 250 | - | -250 | 100.00% | 250 | | |
| | The following Longevity Stipend breakout is for one 1156 (Jesse Mazzolla) 1156 Union member who gets \$250 per the 1156 contract. | | | | | | | | | | |
| 51451 | Contractual Stipends | - | - | - | - | - | - | - % | 1,000 | | |
| | Contractual Stipends per 1156 Contract: 1 Working Foremen Stipends x \$1,000 = \$1,000. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | - | - | - | - | - | - | - % | 8,603 | | |
| | The current 1156 LIUNA pension hourly rate is 1.13/hr and the current 1116 hourly rate is 1.86 The calculation is as follows: The following calculation is based on a 40 hour work week for the two 1156 members: 2 employees at 2,088 hours = 4,176 hours x 1.13/hr = \$4,719 The following calculation is based on a 40 hour work week for one 1116 Park Maintenance members: 1 employees at 2,088 hours = 2,088 hours x 1.86 = \$3,884 Total = \$8,603 (\$4,719 + \$3,884) WE LOOK TO THE CFO'S OFFICE TO ADJUST THIS NUMBER BASED ON ANY ADDITIONAL RATE CHANGES." | | | | | | | | | | |
| 51960 | License Reimbursements | - | - | - | - | - | - | - % | 820 | | |
| | "1156 & 1116 members who hold specialty licenses as listed in their respective contracts get a license incentive stipend corresponding to the applicable license. The 1156 breakout for the license incentive stipends that come up yearly are: 1 Class 2A licenses (\$300 ea) = \$300 (Mazzola) Total 1156 License Stipends = \$300 The 1116 breakout for the license incentive stipends that come up yearly are: 1 Class 2A licenses (\$300 ea) = \$300 (Ford) 1 CPR Certification Licenses (Ford) = \$100 Total 1116 License Stipends = \$400. We are also required to reimburse both 1156 & 1116 members for specialty licenses (CDL/Hoisting/Pesticide) per their respective contracts. All licenses do not come up every year. Due for renewal this year are: 2 Hoisting Licenses x \$60 = \$120 (Ford, Mazzola) Grand Total = \$820 (\$300 + 400 + 120)" | | | | | | | | | | |
| Total Personnel | | - | - | 209,000 | 171,932 | - | 37,068 | 82.26% | 233,172 | 24,172 | 11.57% |
| 52110 | Electricity - Delivery | - | - | 12,000 | 1,655 | 676 | 9,669 | 19.43% | 3,000 | | |
| | There are 4 Electricity Accounts at EGC (Office, Chapel, Mausoleum and Outdoor Lighting). We spent \$2,233.28 in FY19. We are requesting \$3,000 for FY21 | | | | | | | | | | |
| 52111 | Electricity - Supply | - | - | - | 1,378 | 510 | -1,888 | 100.00% | 3,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 491 Cemeteries | | | | | | | | | | | |
| | There are 4 Electricity Accounts at EGC (Office, Chapel, Mausoleum and Outdoor Lighting). We spent \$2,084 in FY19. We are requesting \$3,000 for FY21 | | | | | | | | | | |
| 52130 | Natural Gas | - | - | - | 1,278 | 691 | -1,969 | 100.00% | 2,000 | | |
| | There are 2 Gas Accounts at EGC (Office and Chapel). We spent \$1,145 in FY19. We are requesting \$2,000 for FY21 | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 26,336 | 28,461 | 65,000 | 47,087 | 8,846 | 9,067 | 86.05% | 65,000 | | |
| | Cemetery Contract = \$22,638 | | | | | | | | | | |
| | The cemetery maintenance contract needs to go out to bid in FY21. Leone's Landscaping Company currently has the contract for \$20,580 We are going to factor in a 10% increase in case the bid comes in higher in FY21. (\$20,580 + \$2,058 = \$22,638). | | | | | | | | | | |
| | Tree Removal = \$50,000 | | | | | | | | | | |
| | The Cemeteries Department consists of 4 cemeteries and each of these locations requires ongoing maintenance including pruning of healthy trees and removal of risk trees. Neglecting tree maintenance increases liability and creates public safety concerns for public property users and abutters. | | | | | | | | | | |
| | The Superintendent of Maintenance, who is also a Certified Arborist, walked the entire Edgell Grove tree line with a tree pruning and removal company currently under contract with the Parks Maintenance Department to identify the current status of wooded areas. This review resulted in the identification of roughly 40 trees of various size that need to be removed as soon as possible to ensure safety at the Cemetery. Using the current contract in place for Parks Maintenance, the estimated cost for these removals was roughly \$120,000. We are proposing tackling this issue in phases and issuing a contract for tree removals and pruning services for Edgell Grove Cemetery, Old South Cemetery, Main Street Cemetery, and Edwards Cemetery. This budget request includes roughly \$50,000 to begin these removals. | | | | | | | | | | |
| | Tree Pruning = \$20,000 | | | | | | | | | | |
| | Tree pruning is an onfoing part of our tree maintenance program and is necessary to prune low hanging branches that may break off and cause damage to both people and property. The \$20,000 represnts approximately 10 days of tree work as quoted by Arbor Works, our contractor. | | | | | | | | | | |
| | Gravestone Repairs: = 1,000 | | | | | | | | | | |
| | The four cemeteries old gravestones deteriorate and break via natural causes and vandalism. This line item is needed to repair these gravestones. This work is contracted with professional monument companies. Storms tend to loosen the monument fittings of many grave sites pushing the gravestones further up and out. If they are not repaired they will topple over. We are budgeting \$1,000 for gravestone repairs for FY21. | | | | | | | | | | |
| | Other Miscellaneous repairs = \$5,500 | | | | | | | | | | |
| | We would also like to budget \$5,500 for miscellaneous repairs/services that may occur throughout the year at all 4 cemeteries and 6 buildings including mausoleum lettering, foundation pours; fence repairs; facility maintenance; painting services; etc.. | | | | | | | | | | |
| | Total Maint – Building & Grounds: = \$99,138 (the contract amount of \$22,638 + 50,000 for tree removal + \$20,000 for tree pruning + \$1,000 for gravestone repair + \$5,500 for other miscellaneous repairs) | | | | | | | | | | |
| 52420 | Maintenance - Equipment | - | - | - | 1,470 | 48 | -1,519 | 100.00% | 9,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 491 Cemeteries | | | | | | | | | | | |
| | "This account is used for repair services on the Kubota RTV and 3 Mowers. We expended \$8,838 in FY19 on the following: A 1998 Kubota Tractor with backhoe, 2012 Kubota Worksite RTV, 2007 48" Hydro Scag, 2019 36" Hydro Scag, 1997 Air Compressor, 1988 Giant vac. This account was mainly used on the 2012 Kubota Worksite RTV, 1998 Kubota Tractor and the Hydro Scag mowers. | | | | | | | | | | |
| | We are requesting \$9,000 for FY21. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | - | - | - | 3,886 | 514 | -4,400 | 100.00% | 5,000 | | |
| | The amount requested includes costs for inspection stickers and service repairs for two vehicles. While we do have a full time staff employee who helps with less complex maintenance on vehicles, we have to contract out more involved repairs on our 2012 Chevy Silverado and 2012 Chevy 1500 CK1090. We have already spent/encumbered \$2,600 in FY20 for transmission repair on the 2012 Chevy Silverado. We would like to budget \$5,000 for FY21. | | | | | | | | | | |
| 52471 | Maintenance - Software | - | - | - | 1,591 | 474 | -2,065 | 100.00% | 2,000 | | |
| | Tykatech is a vendor that the Edgell Grove Cemetery uses for technical support services and software maintenance services for the cemetery website. | | | | | | | | | | |
| 52700 | Rental - Equipment | - | - | - | - | - | - | - % | 1,500 | | |
| | We are requesting \$1,500 for unexpected occurrences that would necessitate renting equipment. For example, in FY19 we rented a Kubota RTV when the Cemetery's Kubota RTV needed to be repaired. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | - | - | 17,000 | 8,553 | - | 8,448 | 50.31% | 17,000 | | |
| | This request is for various consulting services in support of Cemetery operations. The primary expected cost is associated with a full property survey that will provide lot boundary lines in an effort to reduce encroachment issues from abutters and clearly define in the field what is Edgell Grove Cemetery property. This will also allow the Division to properly plan long term expansion areas for additional burial lots, further ensuring the financial stability of Edgell Grove Cemetery into the future. In addition, it will allow Division staff to properly manage and maintain the entirety of Edgell Grove Cemetery property. Through conversations between the Superintendent of Maintenance and staff at DPW, it was recommended we contract out this service due to the enormity of this project and time constraints of DPW professional staff. As such, the Division received a price estimate and scope of work for this service that has totaled \$36,400. Our request of \$50,000 covers this needed expense and additional, anticipated expenses related with normal Edgell Grove Cemetery operations. | | | | | | | | | | |
| 53401 | Telephone-IP | - | - | - | 2,766 | 930 | -3,696 | 100.00% | 1,000 | | |
| | The Technology Services Department is responsible for making payments for our department's Centrex system and then sending us monthly statements. We requesting \$2,500. | | | | | | | | | | |
| 53404 | Telephone - Cellular | - | - | - | 427 | 173 | -600 | 100.00% | 480 | | |
| | We have 1 full time position (Edgell Grove Cemetery Director) that require a cell phone. Our new Verizon plan consists of unlimited minutes & texts for \$40 per phone. We are requesting \$480. | | | | | | | | | | |
| 53430 | Postage | - | - | - | - | - | - | - % | 260 | | |
| | We expended \$260 in FY19. We are requesting \$260 for FY21. This was mainly for stamps from the post office to send out mail from the cemetery. | | | | | | | | | | |
| 54200 | Supplies - Office | - | - | 665 | - | - | 665 | - % | 665 | | |
| | We use this account to purchase copy Paper, folders, brochures, pens ,pencils, paper clips, staples as well as other cemetery cards. | | | | | | | | | | |
| 54250 | Supplies - Materials | 3,540 | 4,950 | 5,000 | 2,122 | 123 | 2,755 | 44.90% | 5,000 | | |
| | We use this account to purchase supplies such as like gates and hardware, fencing, water lines, flowers, trees, mulch, fertilizer, Kryprotec casket vaults, and mausoleum lettering. We are requesting and additional \$2,000 for the Edgell Grove Kryprotec casket vaults & mausoleum lettering." | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | - | - | - | - | - | - | - % | 250 | | |
| | This account will be used to purchase computer accessories on an as needed basis such as keyboards, mouse's, monitors, USB thumb drives, etc., as well as cell phone chargers & protective covers. We would like to budget \$250 for these type of purchases. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 491 Cemeteries | | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges Ink Cartridges for two printers in the office. We are requestiing \$150 for FY21 | - | - | - | - | - | - | - % | 150 | | |
| 54800 | Supplies - Vehicular Miscellaneous Supplies for two cemetery vehicles and cemetery equipment that include a 2012 Chevy Silverado and 2012 Chevy 1500 CK1090. We spent \$787 in this account in FY19. We would like to budget \$1,000 for FY21. | - | - | - | 1,023 | - | -1,023 | 100.00% | 1,000 | | |
| 54810 | Fuel Unleaded Gasoline We spent \$3,348 in FY19 using 1,600 gallons of unleaded gas for our equipment and trucks. We are requesting \$4,000 for FY21. 1,600 gallons x \$2.50 per gallon. | - | - | - | 2,195 | - | -2,195 | 100.00% | 2,600 | | |
| 54811 | Fuel Diesel We spent \$1,380 in FY19 using 500 gallons of diesel gas is Diesel gas is used for equipment and Kubota tractor. Some equipment sues two cycle. We are requesting \$1,750 for FY21. 700 gallons x \$2.50 per gallon. | - | - | - | 664 | - | -664 | 100.00% | 1,200 | | |
| 57100 | Dues & Subcriptions annual cemetery association membership dues for Superintendent of Edgell Grove Cemeteries. | - | - | - | - | - | - | - % | 100 | | |
| Total Operating | | 29,876 | 33,411 | 99,665 | 77,696 | 12,985 | 8,984 | 90.99% | 120,205 | 20,540 | 20.61% |
| Cemeteries Total | | 29,876 | 33,411 | 308,665 | 249,628 | 12,985 | 46,052 | 85.08% | 353,377 | 44,712 | 14.49% |

PARKS & RECREATION DIVISION
541 Council on Aging

| | | | | | | | | | | | |
|-------|---|---------|---------|---------|---------|---|--------|--------|---------|--|--|
| 51100 | Salary & Wages - Regular 05410011-51100 = \$224,192 This line item consists of 3 full time employees: a Director (Grace O'Donnell), an Assistant Director (Randy Aylsworth), an Administrative Assistant III (Tricia Welsby). Step increases are included in the FY21 budgeted dollar amount for the Non Union "M" salary schedule employees only. We are using the Non-Bargaining M Salary Schedule effective 7/1/19 for the Assistant Director, Administrative Assistant III, and Customer Service Manager and the latest S1 Schedule for the Director. 05410111-51100 = \$59,442 This line item consists of 1 full time Programs Activities Manager (Paula Geller). We are using the Non-Bargaining M Salary Schedule effective 7/1/19. 05410311 = \$143,323 This line item consists of 2 full time employees: a Supervisor of Social Service Outreach (Lisa Ushkurnis) and an Assistant Social Services Supervisor (Cheryl Lavallee) We are using the most recent PR (SEIU Prof Admin) Schedule effective 7/1/19 for these 2 full time positions. | 368,577 | 405,137 | 418,358 | 358,067 | - | 60,291 | 85.59% | 423,368 | | |
| 51200 | Salary & Wages - Partime 05410211/51200 = \$39,000 The Senior Real Estate Program is for seniors who work for city departments and are given a credit for the hours they work, which is then applied to their real estate tax bill. Some of the departments that benefit from the Senior Real Estate Program include Fire and Police Departments, Board of Health, City Clerk's office, Human Resources, Treasurer, Public Library, Water Dept., Conservation and Callahan Center. We are again budgeting \$1,000 per participant for 39 participants for a total of \$39,000. 05410311/51200 = \$44,001 | 56,451 | 63,131 | 81,883 | 38,269 | - | 43,614 | 46.74% | 67,001 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 541 Council on Aging | | | | | | | | | | | |
| | This line item is for two part-time salaried positions: A Bi-Lingual Social Services Outreach Worker (Martha Guevara) who works 17 hours per week for 52.2 weeks and a Continuing Connections Coordinator (Jamie Jensen) who works 15 hours per week for 52.2 weeks. We are using the Non - Bargaining M Salary Schedule effective 7/1/19 for this budget preparation. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 1,991 | - | - | 1,991 | - % | - | | |
| | This line item is for a merit increase for the COA Director which was budgeted by the CFO's Office. | | | | | | | | | | |
| Total Personnel | | 425,028 | 468,268 | 502,232 | 396,336 | - | 105,896 | 78.91% | 490,369 | (11,863) | (2.36%) |
| 52400 | Maintenance - Building & Groun | 2,008 | - | 2,000 | - | 480 | 1,520 | 24.00% | 800 | | |
| | In FY2018 \$2008 was spent on landscaping materials to replace shrubs etc that did not survive the dry conditions following a sprinkler system malfunction. Keeping the exterior grounds attractive to the public is essential to presenting a positive image. We are requesting \$800 to cover the cost of seasonal plantings in FY21. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 990 | 1,105 | 1,140 | 1,103 | - | 38 | 96.71% | 1,140 | | |
| | This account consists of the maintenance agreement for the My Senior Center sign-in database (Xavus LLC) \$990, which we plan to add the VoiceConnect function for \$150 per year. This feature will allow us to robo call participants in the event of cancellations or changes to activities, increasing efficient use of staff. In Fy21, we need to add \$380 for annual maintenance for the fitness center equipment. The Callahan Center has since joined the other city departments with a Xerox copier agreement, eliminating the need for a separate copier agreement. The maintenance of the AED Machine and fire extinguishers is handled by Facilities Management. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 318 | 440 | 500 | 240 | - | 260 | 48.00% | 500 | | |
| | We are requesting \$500 to tune two pianos at the center \$125 each twice per year. | | | | | | | | | | |
| 53050 | Printing Services | 107 | - | 640 | 3,516 | - | -2,876 | 549.38% | 640 | | |
| | This account is used for the printing of business cards and letterhead stationary. We are again requesting \$640 to cover printing of Callahan Center return address envelopes. | | | | | | | | | | |
| 53401 | Telephone-IP | 1,331 | 1,454 | 1,500 | 1,062 | - | 438 | 70.80% | 1,500 | | |
| | We have not been notified by the TS Department of any rate changes. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 20 | 22 | 23 | 17 | 6 | - | 100.00% | 23 | | |
| | This is for long distance phone calls. Social Services staff often receive calls from adult children, living a distance from their aging parents, who need assistance. We are again \$23 given recent years' trends. | | | | | | | | | | |
| 53430 | Postage | 671 | 624 | 800 | 621 | - | 179 | 77.57% | 900 | | |
| | We use postage for mailings for our programs such as the AARP Tax Program, Prescription Advantage and Medicare information, the Winterization Program, programs and services information about the Center, letters to clients and announcements of special programs. We are requesting \$900 to account for increase in postage costs. Postage for the Courier newsletter (12 issues a year x \$600 monthly = \$7,200) is primarily covered by the Friends of Callahan. | | | | | | | | | | |
| 53440 | Communications - Advertising | - | - | 3,500 | - | - | 3,500 | - % | - | | |
| 53441 | Communications - Brochures | 204 | - | 500 | 384 | - | 116 | 76.80% | 780 | | |
| | This is an ongoing expense for designing, printing, and assembling information about specialized programs of the Center including Outreach, Volunteerism and Support Groups. These brochures are distributed at the City Health Fair, the hospital and other health-related agencies, as well as distributed by the Center to individuals and family members seeking information. Additional brochures may include the property tax program, home repair program, transportation and volunteerism information etc. The pamphlets need to be updated on a regular basis and some need to be translated to other languages. We plan to develop a new logo and want to send more brochures with the new design. | | | | | | | | | | |
| 53830 | Bus Contract | 1,822 | 1,890 | 2,200 | 1,617 | 294 | 289 | 86.88% | 2,200 | | |
| | Dial A Ride (Tommy's Taxi) is funded by the Callahan Senior Center and is typically limited to Framingham destinations, except in the case of medical necessity. The | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 541 Council on Aging | | | | | | | | | | | |
| | transportation request must be pre-approved by the Director or the Supervisor of Social Service/Outreach. On occasion, a request to Leonard Morse Hospital in Natick is approved to maintain continuity of care. We have asked the Friends of Callahan to assist us if needed to cover any additional costs. The rate ranges from approximately \$6 to \$40 depending on the distance. The expense is dependent on how many people need transportation for unexpected issues that would be beyond their means. Maintaining the amount at \$2,200 for FY21 seems appropriate until we see how usage may be affected with the MWRTA van. The Callahan Center also offers volunteer escorted transportation whenever possible at no cost to the the Town or to the participant. | | | | | | | | | | |
| | Other non Callahan Senior Center funded transportation options that are often available to seniors include ""The RIDE"" which is funded by the MWRTA and is available to medically pre-approved adults and requires an advanced notification of 24 hours." | | | | | | | | | | |
| 54200 | Supplies - Office We use this account to purchase paper, pencils, folders, office calendars, log books, etc. for staff and volunteers. We are again requesting \$5,415. | 4,885 | 3,773 | 5,415 | 3,688 | 1,175 | 552 | 89.80% | 2,708 | | |
| | " | | | | | | | | | | |
| 54220 | Supplies - Promotional Materia Since we have stopped using the senior week banners, we will use this amount for other promotional materials, such as pens etc with Callahan Center's information. Since we plan to design a new logo for the Callahan Center in FY20, we are requesting an increase to \$400 for items to be distributed in FY21. | - | 250 | 250 | 537 | - | -287 | 214.80% | 400 | | |
| 54451 | Supplies - Computer Accessorie Social Services staff have requested cordless headsets for more efficient and ergonomic handling of calls and data tracking. Keyboard and cabling required if Customer Service Rep II position is approved | - | 1,012 | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges We have ten printers, seven of which require laser cartridges to be ordered from our vendor Page after Page. The average cost per color cartridge is approximately \$220. Our target population still relies on paper copies to a large extent over online information sources. Adding color increases the visibility and interest. Since the new contract with Xerox covers the cost of toner replacements for the main copier/printer for the Center, this amount should meet our needs. | 1,388 | 1,742 | 1,500 | 1,475 | 53 | -28 | 101.85% | 1,500 | | |
| 54902 | Meals - Special Functions We are choosing to use this account for the Volunteer Recognition Event and any other meals- related expenses on behalf of volunteers and senior participants. We will utilize the state formula grant for the events previously paid from this account: Veterans' luncheon and Jewels of Framingham. This change makes for a more streamlined process of POs and payables. We anticipate more volunteers in FY21, with a dedicated Volunteer Coordinator on staff. | 2,351 | 2,410 | 2,700 | 1,553 | 370 | 777 | 71.21% | 2,700 | | |
| 57100 | Dues & Subcriptions In FY21, we are choosing to use these funds primarily for the daily subscription to the Metrowest Daily News. MA Senior Action Council is an advocacy group that works on behalf of issues for the older adult population. The Formula Grant from the state will be used to cover the membership dues in other senior related organizations, previously paid from this line item. Metrowest Daily News = \$490 MA Senior Action Council = \$50. Total = \$540 based on currently available information. We are again requesting \$545 to cover possible increases in subscription rate or dues. | 530 | 297 | 545 | 549 | - | -4 | 100.79% | 545 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 541 Council on Aging | | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 1,015 | 1,299 | 1,580 | 80 | 200 | 1,300 | 17.72% | - | | |
| | In FY21, we are requesting an increase of \$1,855 in the Training & Conference line for airfare and hotel stays at conferences for the Director & Assistant Director. It will aid in the Assistant Director's professional development to attend a national conference. (In FY19 this expense was charged to line 57140.) This expense will likely occur on alternate years. We are also using this account for trainings attended by Social Service staff. Other staff trainings will be covered by the formula grant. It is necessary to keep the staff trained in certain areas. Particular attention is in the health care delivery systems. Our seniors are very reliant on our counseling initiatives in this area. The state provides most training, which keeps costs down. Staff also frequently seek out no cost trainings for required CEUs. The breakout is listed below. | | | | | | | | | | |
| | MCOA hotel stay \$450 2 days X 2 staff = \$900 for Director & Asst Director airfare and hotel to an out of state conference for Dir or Asst Dir = \$1,435 Sub total for Director & Asst Director hotel, and national conference registration, hotel & airfare: \$2,635 | | | | | | | | | | |
| | MCOA conference: 2 social service staff @ \$145 each + \$20 each for 2 CEUs = \$330 Choke Save recertification & First Aid/CPR (is covered by State Formula grant) potential hoarding training or other subject matter \$200 2 LCSW certification renewals every other March FY21) 2 people @ \$85 = \$170 (Lisa Ushkurnis & Cheryl Lavallee) Sub total for Social Service staff \$800 | | | | | | | | | | |
| | Grand Total \$3,435 | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 409 | 574 | 500 | 392 | - | 108 | 78.34% | 200 | | |
| | This account is used to cover the mileage for two staff in the Social Service Department in order to perform their home and hospital visits and allow other staff to attend seminars and professional meetings. As the population ages, it is likely the staff will need to make more home visits. We expect more outreach efforts by the Bilingual Outreach worker in the community. The current Admin. Asst. III declines the mileage reimbursement for using her car on City business, payroll, mail etc. on a weekly basis. We are again requesting \$500. | | | | | | | | | | |
| 57140 | Travel | 202 | 2,303 | 300 | 296 | - | 4 | 98.73% | 50 | | |
| | This is used to cover occasional tolls or parking fees to attend meetings or trainings or such expenses as commuter rail or Logan Express. We are reducing this to reflect pattern when this was not used for travel to and from conference; that usage is now incorporated into the Conference expense account 57120. | | | | | | | | | | |
| 58511 | Computers - Personal Computers | - | - | 450 | - | - | 450 | - % | 450 | | |
| | We are requesting an increase of \$765 for a PC for the Customer Service Rep position. In FY15 we spent \$2,030 to replace the touch screen data collection system, maintained by Xavus Solutions with an all in one touchscreen system. We budgeted for a replacement of one of the units in FY19, since its life expectancy was 5 years. The cost has decreased to \$1,450. We expect to cover \$1,000 of this expense with state grant funds. We will keep \$450 in for FY21 in case the system does not need to be replaced in FY20. | | | | | | | | | | |
| 58530 | Equipment | - | 75 | - | - | - | - | - % | - | | |
| Total Operating | | 18,250 | 19,269 | 26,043 | 19,692 | 2,658 | 3,694 | 85.82% | 17,036 | (9,007) | (34.59%) |
| Council on Aging Total | | 443,278 | 487,537 | 528,275 | 416,027 | 2,658 | 109,590 | 79.26% | 507,405 | (20,870) | (3.95%) |

PARKS & RECREATION DIVISION
650 Parks & Recreation

| | | | | | | | | | | | |
|-------|--------------------------|-----------|-----------|-----------|-----------|---|---------|--------|-----------|--|--|
| 51100 | Salary & Wages - Regular | 1,507,448 | 1,525,098 | 1,587,943 | 1,347,692 | - | 240,251 | 84.87% | 1,528,495 | | |
|-------|--------------------------|-----------|-----------|-----------|-----------|---|---------|--------|-----------|--|--|

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| 06500011/51100 (Park Admin) = \$483,439 Park Administration employees consist of 6.0 non-bargaining employees, a Director of Parks & Recreation, Deputy Director/Parks & Recreation, Finance Manager/Parks & Recreation, Operations Manager, Administrative Assistant 2, Administrative Assistant 3. Step increases are included in the budgeted dollar amount for the Non Union "M" salary schedule employees only. We are using the Non bargaining M Salary Schedule effective 7/1/19, & the latest DH & S2 pay schedules for this budget preparation. | | | | | | | | | | | |
| 06500111/51100 (Park Maintenance) = \$874,163 Park Maintenance staff include both 1156 & 1116 Union members. 1156 Union members include 5 MEO I's, 3 Working Supervisors 1 Maint. Mechanic, 1 MEO II and 2 MEO III. The 1116 members include 1 Superintendent of Parks/Cemeteries & 3 Construction Supervisors that manage the full time staff, seasonal staff, contracted services, and donated services. All applicable step increases are included. We are using the latest W Schedule effective 7/1/18 for the 12 Park Maintenance 1156 Union employees and the latest PK Schedule effective 7/1/18 for the 4 Park Maintenance 1116 Union employees for this budget preparation. | | | | | | | | | | | |
| 06500211/51100 (Recreation) = \$239,531 Park Recreation full rime salaries consist of two 1116 members, a Superintendent of Recreation & Culture, and Activities Supervisor and one non-bargaining Recreation Supervisor to manage approximately 200 programs and over 200 part time and volunteer staff. We are using the Non -Bargaining Salary M Schedule effective 7/1/19 for the one M Schedule employee, and the latest PK Schedule effective 7/1/18 for the two Recreation 1116 Union employees for this budget preparation. | | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 423,355 | 440,272 | 471,089 | 360,339 | - | 110,750 | 76.49% | 250,139 | | |
| 51300 | Overtime - Straight Rate | 66 | - | - | - | - | - | - % | - | | |
| 51301 | Overtime - Time & 1/2 | 133,388 | 142,369 | 135,000 | 85,154 | - | 49,846 | 63.08% | 143,000 | | |
| 51302 | Overtime - Double Time | 1,681 | 726 | - | 1,139 | - | -1,139 | 100.00% | - | | |
| 51410 | Diff-Educational | 8,525 | 10,500 | 10,500 | 10,500 | - | - | 100.00% | 9,950 | | |
| 06500111/51410 (Park Maintenance) = \$9,400 Education Stipend per 1156 Contract: 12 employees x \$600 = \$7,200 Education Stipend Per 1116 Contract: 4 employees x \$550 = \$2,200. Total = \$9,400 | | | | | | | | | | | |
| 06500211/51410 (Recreation) Two 1116 Union employees are entitled to an Education Stipend Per the 1116 Contract. 2 employees x \$550 = \$1,100. | | | | | | | | | | | |
| 51420 | Longevity | 2,100 | 2,100 | 2,150 | 1,300 | - | 850 | 60.47% | 2,200 | | |
| 06500011/51420 (Park Admin) = \$500 The Following Non - Bargaining Park Administration employees get Longevity Stipends: : Dan Murphy = \$300 , Maria Soma = \$200. | | | | | | | | | | | |
| 06500111/51420 (Park Maintenance) = \$1,700 The following Longevity Stipend breakout is for Park maintenance 1156 Union members: Don Capen = \$300, Paul Smith =\$250, Ken Regan = \$350 (increase of \$50 for reaching 20th year anniversary) Antonio Rosario= \$300, Sam Morales = \$250, Jennifer Curtis = \$250 . Total equals \$1,700. | | | | | | | | | | | |
| 51433 | Shift Differential | 1,391 | 1,108 | 1,849 | 351 | - | 1,498 | 18.97% | 1,367 | | |
| Shift Differential is for full time 1156 Union member Park Maintenance employees who work second shift for approximately 23 weeks per fiscal year.. The employee is allowed a 9% increase in their hourly rate per the 1156 Union contract. This is calculated by increasing a Working Foreman's regular pay at a W11/1 by 9% and then taking the difference between the regular rate and the 9% increase rate and multiplying by the number of weeks and hours needed. | | | | | | | | | | | |
| W11/ 1 = \$22.33 x 9% = \$24.34 Difference is \$2.01 x 40 hrs x 17 weeks = \$1,367 | | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| Total= \$1,367 | | | | | | | | | | | |
| 51435 | Seasonal Foreman - Parks | 10,836 | 11,029 | 10,733 | 8,020 | - | 2,713 | 74.72% | 11,146 | | |
| <p>We annually upgrade selected individuals to Seasonal Working Foremen to give us the needed supervisory support during the busy season. We estimate this number by taking the difference between a MEO I laborer at a W4/6 and the first step of a foreman at a W11 level for 27 weeks. We have had between 3 and 4 seasonal working foreman depending on number and quality of staff. We are budgeting for 4, depending on the quality of available supervisory help.</p> <p>W11/1 = \$22.33 W4 /6 = \$19.75 Difference is \$2.58 x 40 x 27 Weeks x 4 employees = \$11,146</p> <p>Total = \$11,146</p> | | | | | | | | | | | |
| 51441 | 1156/1164 Sick Leave Incentive | 957 | 986 | - | - | - | - | - % | - | | |
| 51451 | Contractual Stipends | 16,250 | 16,250 | 16,500 | 10,000 | - | 6,500 | 60.61% | 16,250 | | |
| <p>06500111/51451 (Park Maintenance) = \$10,250 Contractual Stipends per 1156 Contract: 3 Working Foremen Stipends x \$1,000 = \$3,000. 5 Storm Watch Stipends x \$250 = \$1,250. Per 1116 contract: 1 Overtime Stipend of \$6,000 for the Superintendent of Maintenance. Total = \$10,250</p> <p>06500211/51451 (Recreation) = \$6,000 Contractual Stipends per 1116 Contract: 1 Overtime stipend of \$6,000 for the Superintendent of Recreation/Culture.</p> | | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 4,405 | - | - | 4,405 | - % | - | | |
| This is for the Merit increase for both the Parks Director & Deputy Director as directed by the CFO's Office. | | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 46,108 | 51,235 | 50,400 | 43,348 | - | 7,052 | 86.01% | 51,615 | | |
| <p>06500111/51702 (Park Maintenance) = \$48,848 The current 1156 LIUNA pension hourly rate is 1.13/hr and the current 1116 hourly rate is 1.86 The calculation is as follows:</p> <p>The following calculation is based on a 40 hour work week for all 1156 members: 12 employees at 2,088 hours = 25,056 hours x 1.13/hr = \$28,313</p> <p>The following calculation is based on a 40 hour work week for 4 1116 Park Maintenance members: 4 employees at 2,088 hours 8,352 hours x 1.86 = \$15,535</p> <p>Total = \$43,848 (\$28,313 + \$15,535)</p> <p>06500211/51702 (Recreation) = \$7,767 The current 1116 LIUNA pension hourly rate is 1.86 The following calculation is based on a 40 hour work week for 2 1116 Recreation members: 2 employees at 2,088 hours = 4,176 hours x 1.86 = \$7,767</p> <p>WE LOOK TO THE CFO'S OFFICE TO ADJUST THIS NUMBER BASED ON ANY ADDITIONAL RATE CHANGES.</p> | | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| 51931 | Tuition Reimbursement | - | 1,200 | - | - | - | - | - % | - | | |
| 51960 | License Reimbursements | 13,495 | 13,180 | 13,620 | 5,850 | - | 7,770 | 42.95% | 13,890 | | |
| Total Personnel | | 2,165,600 | 2,216,053 | 2,304,189 | 1,873,692 | - | 430,497 | 81.32% | 2,028,052 | (276,137) | (11.98%) |
| 52110 | Electricity - Delivery | 36,383 | 41,170 | 38,566 | 25,767 | 3,000 | 9,799 | 74.59% | 41,170 | | |
| We have 35 separate electric accounts in many different locations. They consist of maintenance buildings, garages, bathhouses, lighted outdoor basketball courts, tennis courts, softball fields, baseball fields, and football fields, Bowditch Administration Building, Cushing Memorial Park Buildings, etc. We are budgeting the FY19 actual expenditure of \$41,170 for Electricity - Delivery for FY21. | | | | | | | | | | | |
| 52111 | Electricity - Supply | 26,129 | 28,568 | 27,697 | 18,475 | 3,000 | 6,222 | 77.54% | 28,568 | | |
| We have 35 separate electric accounts in many different locations. They consist of maintenance buildings, garages, bathhouses, lighted outdoor basketball courts, tennis courts, softball fields, baseball fields, and football fields, Bowditch Administration Building, Cushing Memorial Park Buildings, etc. We are budgeting the FY19 actual expenditure of \$28,568 for Electricity - Supply for FY21 . | | | | | | | | | | | |
| 52130 | Natural Gas | 11,347 | 10,932 | 12,028 | 10,693 | 1,127 | 208 | 98.27% | 12,000 | | |
| We have 5 Natural Gas accounts: The Bowditch Administrative Building, the Park Maintenance/Recreation Building at Cushing (building #1), the Cushing Middle Building (building #2), the Cushing Academy Building (building # 3) , and The Maintenance & Operations Building. We are budgeting \$12,000 for FY21. | | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 129,609 | 125,626 | 141,000 | 71,680 | 30,922 | 38,398 | 72.77% | 141,000 | | |
| Building & Grounds Services: \$65,000 | | | | | | | | | | | |
| We have millions of dollars in properties to keep attractive and functional. The Park and Rec Department has many buildings, facilities and structures that need to be maintained and improved, including three bathhouses, three buildings at Cushing, Bowditch Field, Danforth Park, Mary Dennison Park, Longs, Galvani, etc This account is used for specialized trades including electricians, irrigation technicians, pest control, plumbers, locksmiths, specialized welding, masonry, overhead garage door repairs, fence repairs, painting services, as well as an elevator maintenance contract and repairs for the elevators at Bowditch Stadium . Our department does many service repair type work in house but cannot provide the contracted work described above. Some examples of FY19 expenditures out of this account include: \$16,261 to Newport Construction for parking lot paving at the Maintenance Building, \$9,400 to ACME Lighting for the repair of both the Bowditch Football & baseball scoreboards, \$3,800 to Henniker Directional Drilling for drilling services at Longs Field storm drainage, \$4,899 to All about Air for air conditioning compressor replacement services at the Bowditch Office, \$2,296 for electrical services, \$2,100 for Hydrosedding services at Longs Field, \$2,854 for Elevator Services at Bowditch Stadium. | | | | | | | | | | | |
| In FY19 we transferred over \$14,000 out of this account to cover help cover funding needs in support of the Loring Arena Project (Clerk of the Works contract) as well as well as unexpected vehicle repairs . Because of this we had to defer tree work at Pamela Road. Our FY20 request included funding for this service, but the funding request was not fully granted. The FY21 request includes needed work at Pamela Rd that has been deferred since FY19 in an effort to address life-safety issues at this facility. This will be a multi-year project, as outlined in the Benjamin Forestry report. | | | | | | | | | | | |
| Also, a new service in this account for FY21 is NPDES (National Pollutant Discharge Elimination System). It is estimated that it will coast \$28.50 per catch basin for stormwater runoff removal, transportation and disposal services. 200 catch basins x \$28.50 = \$5,700. | | | | | | | | | | | |
| Tree Removal: \$58,000 | | | | | | | | | | | |
| The Parks Maintenance Department manages several hundred acres of properties within the city ranging from heavily wooded passive areas to formal athletic fields. These parcels include wooded property lines with both residential and business abutters in close proximity. The associated tree infrastructure at each of these locations requires ongoing maintenance including pruning of healthy trees and removal of risk trees. Examples of heavily wooded park properties include Cushing Memorial Park, Veterans | | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | Memorial Park, Danforth Park, Longs Athletic Complex, Farm Pond, Pamela Rd, etc. When incidents do arise and the claims are being processed, insurance companies inquire about tree maintenance protocols. Neglecting tree maintenance increases liability and creates public safety concerns for public property users and abutters. | | | | | | | | | | |
| | We are using the surveys from Benjamin Forestry, a professional tree consulting company to assess and identify needed tree removal of old and trees at risk on park properties. Benjamin Forestry conducted 4 studies of various Parks properties that identified tree removals and preventative maintenance of the trees most at-risk. This was necessary to maintain safe and usable amenities. The Parks Department has completed work identified within 3 of those studies. The FY21 budget request is for a portion of work identified within the final study, which focuses on a large land-locked, heavily abutted property located along Pamela Road. We will continue to address the recommendation within this final study in future fiscal years as well. This funding request provides tree removal services for both preventative and reactive maintenance. This will have an impact on what can be completed with the 4th study during FY21. To reduce the financial impact on our operating budget, we are moving forward with the Pamela Rd project as a phased approach to reduce yearly budget increases. | | | | | | | | | | |
| | Tree Pruning: \$38,000 | | | | | | | | | | |
| | Grand Total = \$161,000 (\$65,000 + \$58,000 + \$38,000) | | | | | | | | | | |
| 52402 | Maintenance - Parking lots | - | - | 2,400 | - | - | 2,400 | - % | 2,400 | | |
| | We have many parking lot spaces that need to be restriped as the paint fades. Areas of responsibility include the following locations: Walnut St., Roosevelt Park, three beaches, Walnut St., Bowditch Complex, Longs Complex front and rear, Cushing Park - Dudley and Winter, Danforth Park, Mary Dennison Park, Maintenance Garage, Farm Pond Park, Musterfield, Reardon Park, Loring Arena. We are again requesting \$2,400 for FY21 | | | | | | | | | | |
| 52403 | Maintenance-Recreation Surface | 33,895 | 24,942 | 48,994 | - | - | 48,994 | - % | 48,994 | | |
| | Recreational Surface Maintenance: \$49,388 Sealcoating and Striping Sealcoating (color coating) and crack filling of the tennis and basketball courts helps protect the surfaces and keeps them playable for our residents over longer periods of time. We assess existing conditions at our facilities in the fall as we prepare our operating budgets for the next fiscal year. Depending on existing conditions at our inventory of facilities in the spring of the budgeted fiscal year (approximately 16 months from now) we may be required to reallocate funds to alternate locations and/or transfer in additional funds due to the expansion and contraction of surface cracks throughout the change of seasons. Areas include 1 Arlington St. basketball court, 2 Mary Dennison basketball courts, 4 Bowditch Tennis Courts, 4 Butterworth Tennis Courts, 1 Winch Basketball court, 6 Winch Tennis Courts, 1 Long's Basketball Court, 1 Butterworth Basketball Court and 2 Bowditch Basketball Courts, and a host of half-court basketball courts located at multiple Park facilities throughout the City. This should be part of an ongoing maintenance program with a few areas being done every year. Sealcoating lasts about 5 to 6 years depending on usage and surface reaction to New England weather. After each winter we reassess the damages and areas that need attention. At some point the court surfaces need to be reclaimed and reconstructed, similar to parking lots and roadways. These projects are currently carried in our long-term capital plan. Currently, Arlington Street (full sized basketball court), Anna Murphy (1/2 basketball court, 2 tennis courts), and Roosevelt Park (1/2 basketball court) are all in need of repairs and sealcoating. These courts have not received sealcoating or crack repairs within the recommended timeframe and require the proposed maintenance. The Parks Department received a written quote from New England Sealcoating for both color sealcoating and crack repair services at these locations, totaling \$44,898. The quote was received in January of 2020 and is anticipated to increase due to continued damage and the inability to undertake this project until FY21. As a result, this request takes into consideration appropriate contingencies that will cover potential cost increases. These contingencies total 10% and are included in the overall Recreational Surfacing Maintenance line item request. | | | | | | | | | | |
| 52404 | Maintenance - Fields | 23,663 | 1,188 | 1,500 | 1,386 | - | 114 | 92.40% | 1,500 | | |
| | We are deferring our irrigation program once again this year and reallocating these funds to the Recreation Surface Maintenance Account to keep up with our tennis and basketball courts that require sealcoating and crack repair. We are keeping \$1,500 in this account for our yearly irrigation monitoring service with our vendor Baseline for our Park owned fields. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 5,998 | 10,927 | 9,000 | 10,913 | - | -1,913 | 121.26% | 9,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | 06500021/52420 (Park Admin) = \$500 | | | | | | | | | | |
| | In the administrative division, we use this account to repair office equipment, printers, copy machines, fax machines, computers, audio/ visual communication systems, etc. We are again requesting \$500. | | | | | | | | | | |
| | 06500121/52420 (Park Maintenance) = \$11,500 | | | | | | | | | | |
| | In the maintenance division we need to repair power equipment, paint machines, pressure washer machines, ice machine, chain saws, gang mowers, tractors, bobcats, seeder/slicers, scoreboards, parts cleaner service, etc. This account is very volatile & can easily be under budgeted with some unexpected large bills that can occur with our heavy equipment or can easily be over budgeted if the numerous pieces of equipment we own perform well in a given fiscal year. The Park Department Maintenance Mechanic along with the Superintendent of Park Maintenance & Construction Supervisors determine when to send our departments heavy equipment to outside vendors for specialty repairs that we do not perform. We spent over \$12,000 in this account in FY15 due in large part to repair bills for our John Deere Tractor, Case Loader, Gang Mowers and Bobcat. Our equipment performed well in FY16, FY17, & FY18 with only \$2,083, \$415, and \$4,327 spent on equipment repair in those respective fiscal years. However, in FY19 we spent \$10,927, \$6,686 of which was for repairs to a Kubota Tractor and \$2,034 for repairs to a gang mower. So far in FY20 we have already spent \$8,071. | | | | | | | | | | |
| 52421 | Maintenance - Radios | 368 | - | 500 | - | - | 500 | - % | 500 | | |
| | We have 26 radios (22 in vehicles and 4 in tractors) and 12 hand held units, a base station, and two dispatching areas that may require repair service. We are again requesting \$500. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 24,712 | 29,077 | 22,000 | 20,696 | 191 | 1,113 | 94.94% | 22,000 | | |
| 52471 | Maintenance - Software | 4,190 | 4,190 | 4,508 | 4,930 | - | -422 | 109.36% | 4,508 | | |
| | The funding in this account is used to cover the \$4,430 annual maintenance support associated with the "MYREC" registration and scheduling software. The Maintenance support includes an annual software fee, cloud hosting, domain name fee, monthly account fee, SSL certificate, PCI compliance fee, and a monthly account fee. Also budgeted in this account is \$525 for "STRIX Systems", the vendor that provides annual maintenance support for the City's wireless network. We have irrigation system programming that requires the use of a wireless network and the \$525 represents our share of the total City's bill. | | | | | | | | | | |
| 52700 | Rental - Equipment | 7,959 | 10,703 | 10,000 | 8,361 | 1,014 | 625 | 93.75% | 9,500 | | |
| | 06500021/52700 (Park Admin) = \$10,930 | | | | | | | | | | |
| | Portable Toilets: | | | | | | | | | | |
| | We currently provide portable toilets at some of our higher use locations including, Bowditch, Cushing, Farm Pond, and Mary Dennison & Butterworth Parks. We have many requests for other locations from user groups. At these locations, we pass the cost of the units on to the groups requesting them. Based on public feedback concerning the cleanliness of the portable toilets, we've determined that twice a week cleaning is required during the height of the season from May - November. United Site Services, our portable toilet vendor, has informed us that Handicap units will increase by \$15 and regular units will increase by \$10 in FY21. The breakout for the portable toilets is listed below: | | | | | | | | | | |
| | Prices quoted by our vendor - Handi House | | | | | | | | | | |
| | Bowditch (stadium and track) | | | | | | | | | | |
| | Handicapped Unit | | | | | | | | | | |
| | (two cleanings a week) 1 Wheelchair Unit = \$242.80 /month (\$185 + \$57.80) x 7 months = \$1,700 (May- November) | | | | | | | | | | |
| | (one cleaning a week) 1 Wheelchair Unit = \$185 x 5 months = \$925 | | | | | | | | | | |
| | Cushing | | | | | | | | | | |
| | Handicapped Unit | | | | | | | | | | |
| | (two cleanings a week) 1 Wheelchair = \$242.80 /month (\$185 + \$57.80) x 7 months = \$1,700 (May - November) | | | | | | | | | | |
| | (one cleaning a week) 1 Wheelchair Unit = \$185 x 5 months = \$925 | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | Regular Unit (two cleanings a week) 1 Regular Unit = 177.80 /month (\$120+57.80) x 7 months = \$1,245 (May - November) (one cleaning a week) 1 Regular Unit = \$120 x 5 months = \$600 | | | | | | | | | | |
| | ButterWorth Park (two cleanings a week) 1 Wheelchair unit = 242.80 /month (\$185+57.80) x 7 months = \$1,700 (April - October) + \$25 setup/removal fee = \$1,725 | | | | | | | | | | |
| | Mary Dennison Handicapped Unit (two cleanings a week) 1 Wheelchair Unit = \$242.80 x 7 (\$185 + \$57.80) x 7months = \$1,700 (May - November) +\$25 setup/removal fee = \$1,725 | | | | | | | | | | |
| | Farm Pond (senior bocce league for two months in the summer beginning of June - beginning of August) (one cleaning a week) 1 Regular Unit = \$120 x 3 months = \$360 + \$25 Setup/Removal fee = \$385 | | | | | | | | | | |
| | Total = \$10,930 | | | | | | | | | | |
| | 06500121/52700 (Park Maintenance) = \$500 This account is used to rent equipment. Equipment rentals include oxygen tanks, pipe pullers, pipe cutters, trenchers, compactors, tanks, lifts, generators, heavy equipment, aerial lifts, etc.. Sometimes when our other maintenance equipment is down for a period of time, like rollers or chippers, we rent a replacement to keep our work progressing. We are requesting \$500 . | | | | | | | | | | |
| 52760 | ESCO Lease The ESCO Lease is administrated and allocated to our department by the CFO's office. We are again budgeting \$2,124 for FY21 | 2,124 | 2,124 | 2,124 | 1,770 | 354 | - | 100.00% | 2,124 | | |
| 53000 | Prof & Tech - Consultants | 5,000 | - | - | - | - | - | - % | - | | |
| 53008 | Prof & Tech - Engineering Throughout the year we are faced with situations that require hiring professional analysis and consultation services such as lighting consultants, landscape architects, environmental engineers, structural engineers, soils analysis, etc. These services are critical to assessing and addressing short-term infrastructure needs that impact our day-to-day operations, as well as securing engineering plans and estimates associated with proper long-term capital planning. In addition, we apply for grants that require concept plans and engineering estimates in advance of any funds being awarded. We have successfully positioned the City to receive millions of dollars in alternative resources as a result of effectively utilizing these services, including PARC grants, Rotary Donations, CDBG funds, Disabilities Commission funds, etc. Our capital budgeting and planning efforts are greatly improved through the use of this line item. We had budgeted \$60,000 in past years for these services but this line item was reduced to \$23,399 (from \$60,000) as part of the FY19 budget reductions. As a result, the Division has deferred multiple projects including a study and design for the City's first dog park, City-wide field usage master plan, and a number of additional projects that have been presented by various stakeholders. In addition, during the last two fiscal years, we have had the need to utilize this account to fund the Clerk of the Works for the Loring Arena project due to funding constraints in the allocated Capital Appropriation. Our FY21 request to increase funding to \$50,000 would aim to replenish this line item in an effort to undertake deferred services and attempt to meet the growing need for additional professional analysis and consultation services in support of the Division's capital and operating budgets as well as long-range plans. The projects that have been deferred for these reasons are redesign of Arlington Street Park; redesign of Danforth Park; redesign of Reardon Park; various parking lot replacement design efforts; City-wide field usage master plan; Winch Tennis and Basketball Court replacement design and specification packet; Bowditch Tennis and Basketball replacement design and specification packet; Maintenance & Operations Facility expansion; dog park feasibility and | 39,200 | 56,280 | 30,000 | 21,674 | 9,502 | -1,176 | 103.92% | 30,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | design; and a number of other needed services that ensure long term planning and maintenance are not delayed. | | | | | | | | | | |
| 53020 | Hired Equipment | 20,148 | 15,365 | 23,263 | 15,760 | 7,880 | -377 | 101.62% | 23,263 | | |
| | "The Cushing Memorial Park landscaping contract for \$23,640 is currently with Leone's Landscaping and will be in the 3rd year in FY21. The maintenance contract is for mowing and leaf removal for 67.5 acres which is comprised of areas that require varying levels of maintenance. | | | | | | | | | | |
| | " | | | | | | | | | | |
| 53050 | Printing Services | 2,306 | 2,978 | 2,750 | 3,241 | - | -491 | 117.84% | 2,750 | | |
| | 06500021/53050 (Park Admin) = \$250 | | | | | | | | | | |
| | For the printing of documents and information related to Divisional services, including concept plans, engineering documents, and special community events & functions. | | | | | | | | | | |
| | 06500221/53050 (Recreation) = \$4,550 | | | | | | | | | | |
| 53401 | Telephone-IP | 2,234 | 2,243 | 2,500 | 1,770 | - | 730 | 70.82% | 2,500 | | |
| | The Technology Services Department is responsible for making payments for our department's Centrex system and then sending us monthly statements. We are again requesting \$2,500. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 14 | 9 | 20 | 1 | 9 | 10 | 50.00% | 15 | | |
| | This account is used for long distance charges for our fax line, playgroup and Academy Building phone lines. We get billed by AT&T for long distance faxes. All other land line phone charges are posted against account # 53401, Telephone Centrex, and paid by the TS Department. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 6,419 | 5,583 | 6,000 | 4,025 | 1,975 | - | 100.00% | 4,608 | | |
| | We have 9 full time positions that require cell phones. Our new Verizon plan consists of unlimited minutes & texts for \$41.49 for 9 phones. The total monthly bill for all 9 phones is \$384. \$384 x 12 months = \$4,608 | | | | | | | | | | |
| 53430 | Postage | 1,532 | 1,034 | 1,550 | 614 | - | 936 | 39.62% | 1,550 | | |
| | Used for mass mailings to abutters for Park Department projects that effect their neighborhood and various other program activities. We are again requesting \$1,550. | | | | | | | | | | |
| 53440 | Communications - Advertising | - | - | - | - | - | - | - % | - | | |
| 53810 | Police Details | 2,384 | 1,563 | 3,076 | 2,336 | - | 740 | 75.94% | 2,905 | | |
| | Police details are needed for anticipated busy weekends at the beaches and multiple special events such as football games, movie night, etc..Appropriate police presence provides crowd control, ensures public safety, and provides appropriate site security. The Police Department quoted us the following regular hourly rate for rank (Superior) officers: \$56.97. This rate needs to be adjusted as follows depending on the day of the week services are required: | | | | | | | | | | |
| | Monday - Saturday = \$56.97 per hour | | | | | | | | | | |
| | Sundays are contractually billed at 1.5 times the base rate= \$85.45 (\$56.97 / hr x 1.5) | | | | | | | | | | |
| | July 4th is a contractual holiday and is billed at 2 times the base rate = \$113.94/hr (\$56.97 /hr x 2) | | | | | | | | | | |
| | We are budgeting 34 hours and \$85.45 per hour for the details which is a simple average between the three rates. | | | | | | | | | | |
| | Police Details: 34 hours x \$85.45 per hour = \$2,905 | | | | | | | | | | |
| 54200 | Supplies - Office | 3,476 | 3,456 | 4,275 | 1,676 | 137 | 2,462 | 42.42% | 2,000 | | |
| | This account is used for office supplies including stationery supplies ,copy paper, binders, paper clips, pens, pencils, staples, tape, etc. We are reducing this line item to | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | \$4,000. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 11,693 | 11,468 | 11,000 | 12,417 | - | -1,417 | 112.88% | 11,000 | | |
| | These funds are used to replenish our stock of cleaning supplies as required throughout the year for services associated with our buildings infrastructure. This includes Bowditch facilities, beach bathhouses, Cushing Buildings, bathrooms & locker rooms, etc. Cleaning supplies include paper towels, liquid soap, bathroom tissue, surface cleaners, ice melt, doggy bags etc. that we purchase from our vendor Clean & Safe. We are again requesting \$11,000. | | | | | | | | | | |
| 54250 | Supplies - Materials | 151,629 | 152,128 | 160,000 | 142,036 | 13,353 | 4,611 | 97.12% | 160,000 | | |
| | Supplies & Materials - \$160,000 This account is used for purchasing various types of supply materials such as fertilizer, grass seed, insecticides, fungicides, ballfield clay, loam, playground safety chips/bark mulch, flowers & plants, irrigation supplies and other miscellaneous items such as ballasts & light bulbs for ball fields, lumber, plumbing supplies, locks & keys, sod, hardware, fencing materials, welding stock, gravel, limestone, ice melt, stone dust, gates, nuts and bolts, 55 gallon trash barrels, playground equipment parts, etc. \$70,550 was spent out of this account in FY19 for Fertilizer & grass seed, which are the biggest expenditures from this account annually. Fertilizer and seeding is applied to all irrigated athletic facilities/complexes. Specifically, fertilizer is applied to 26 unique locations, totaling approximately 100 acres, on a seasonal basis. In addition, there are non-athletic, highly visible, irrigated areas within facilities/complexes/other locations (islands, landscape areas, building fronts, etc) that receive routine seasonal fertilization and seeding. The application of fertilizers to all of these areas promotes turf health to these highly used areas. Industry standards recommends these applications occur on a routine basis to promote turf health which ensures safe, quality turf for extended high rates of usage. Grass seed is applied to these same areas on a seasonal basis. However, additional non-irrigated locations are seeded on an as needed basis usually during the fall growing season. The acreage of these additional locations range from 20-50 acres depending on the need. Seeding also occurs to play area goal mouths/crease areas (front of soccer/lacrosse/field hockey goal boxes) and middle of football fields to restore heavily worn turf areas. This seeding occurs annually during early April for fall damage; first week in June for spring damage; and any additional areas that were worn during the summer sports/programming season is seeded in the first and second week of September. In FY19, we transferred out \$7,300 for the purchase of a Polaris ATV that was part of a grant from MassTrails. Our funding request for FY20 and FY21 is reflective of what is needed to support operations. Ballfield clay and loam are installed on skinned areas (infields) of baseball and softball diamonds. This is replaced on a yearly basis and as needed throughout the season. Loam is an additive that is placed on grass areas of fields that help turf surfaces grow. Loam is also placed on landscaped areas to help with plant growth and overall City beautification. Playground safety chips are installed seasonally and as needed under all playground equipment to act as a safety element. According to the National Safety Council, playground areas should maintain a minimum of 12" of safety fiber (chips) to ensure safe play. With 20 playgrounds located throughout the City on Parks Property, constant monitoring and safety chip installation is conducted. Bark mulch is installed as an accent to landscaped areas throughout the City. The Parks Department maintains 70 unique sites that include plantings and landscape features. Bark mulch is installed seasonally and as needed throughout the year. Flowers & Plants are purchased annually purchase and are planted in over 70 locations Citywide including such locations as Buckminster Square, Cushing Memorial Park, Veteran's Memorial Park, Costanza Park , local business-sponsored Island beds, Vernon Street island bed, Village Hall Commons, etc. Flowers and plants are replaced seasonally or as needed. These locations are also either irrigated or included on the overall watering schedule. These landscape areas give a welcoming approach to motorist traveling throughout our community (Buckminster Square entrance to Downtown) as well as those who visit Municipal Buildings and offices (Bowditch, Loring Arena, Callahan Center, Atheneum Hall, Academy Building, Cushing Memorial Park, Cushing Chapel, etc). Miscellaneous Equipment - \$10,000 (Miscellaneous Equipment was moved from the small capital account to the Supplies - Materials account by the CFO's Office in FY16) We have a wide range of miscellaneous power equipment that is used heavily in our day-to-day operations. As required, we replace, back pack leaf blowers, hedge trimmers, leaf vacs, chain saws, generators, and power attachments as needed. We will buy replacement engines to extend life of small tractors, rider mowers, rollers, etc. that also get | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | charged to this account. Item costs vary, for example weed whackers and chain saws may run between \$200 and \$500 each, while a 13 horsepower leaf blower may cost up to \$1,500. We are requesting \$10,000 for these types of purchases. | | | | | | | | | | |
| | Grand Total = \$160,000 (\$150,000 + \$10,000) | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 392 | 492 | 500 | 436 | - | 64 | 87.23% | 500 | | |
| | We use this account to purchase computer accessories on an as needed basis such as keyboards, mouse's, monitors, USB thumb drives , external hard drives, printers, varidesks, surface pros, remote pointers for presentations etc., as well as cell phone chargers & protective covers. We would like to budget \$500 for these type of purchases. | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | 1,997 | 2,096 | 2,000 | 831 | - | 1,169 | 41.55% | 1,500 | | |
| | "The city recently entered into a 3 year lease with Xerox for a new color copier machine that includes free toner cartridges (through FY22) that we used to purchase out of this account for our old Ricoh copier. We still have 1 color laser printer, and 1 black and white printer that require cartridge replenishment. We are reducing this line item to \$1,500. | | | | | | | | | | |
| | " | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 45,410 | 41,258 | 45,000 | 45,511 | 1,494 | -2,005 | 104.46% | 45,000 | | |
| 54810 | Fuel Unleaded Gasoline | 8,582 | 8,627 | 13,000 | 7,608 | - | 5,392 | 58.53% | 7,800 | | |
| | We spent \$8,627 in unleaded gas in FY19. According to the November 2019 (FY20) DPW gas statement, we are getting charged \$2.10 per gallon just in case the price increases. We are also going to budget for 5,200 gallons which falls in the range of previous years usage. \$2.50 x 5,200 gallons = \$13,000 | | | | | | | | | | |
| 54811 | Fuel Diesel | 24,202 | 29,157 | 39,000 | 24,381 | - | 14,619 | 62.52% | 30,500 | | |
| | We spent \$29,157 in diesel fuel in FY19. According to the November 2019 (FY20) DPW gas statement, we are getting charged \$2.47 per gallon for Diesel gas. We are budgeting \$2.75 per gallon in FY21 just in case the price increases. We are also going to budget for 13,000 gallons which falls in the range of previous years usage. \$2.75 x 13,000 gallons = \$35,750. | | | | | | | | | | |
| 54902 | Meals - Special Functions | 22 | 52 | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions | 2,425 | 2,665 | 2,807 | 2,726 | - | 81 | 97.12% | 2,903 | | |
| | 06500021/57100 (Park Admin) = \$2,198 | | | | | | | | | | |
| | "Dues: - MRPA (Mass Rec Park Association for 3 professionals) = \$400 (\$50 increase from FY20, STMA (Sportsturf Managers Association) = \$215 (For both Director & Deputy Director), NRPA (National Rec. Park Association) premier package for up to 10 people = \$650. Total dues = \$1,265. | | | | | | | | | | |
| | Subscriptions: Archive Social (for archiving any social media accounts - administered by TS Department) = \$600 | | | | | | | | | | |
| | Metro West Newspaper = \$333 for one year (\$31 increase from FY20) | | | | | | | | | | |
| | Total Subscriptions = \$933 | | | | | | | | | | |
| | Total Dues & Subscriptions = \$2,198 | | | | | | | | | | |
| | 06500121/57100 (Park Maintenance) = \$505 | | | | | | | | | | |
| | "Dues: Superintendent of Maintenance = Mass Arborists for \$210 (\$15 Increase from FY20), STMA (Sportsturf Managers Association) for \$130 , National Turfgrass for \$30, New England Sportsturf (NESTMA) for \$95 | | | | | | | | | | |
| | Total Dues = \$465 | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | Subscriptions: Northern Tool Membership (to get discounts on Tools) = \$40 Total Subscriptions = \$40 | | | | | | | | | | |
| | Total Dues & Subscriptions = \$505 | | | | | | | | | | |
| | 06500221/57100 (Recreation) = \$200 Dues: Superintendent of Recreation & Activities Supervisor - MRPA (Mass Rec & Park Assoc.) for \$100 each. Total equals \$200. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 4,531 | 5,740 | 7,500 | 7,546 | - | -46 | 100.62% | 2,300 | | |
| | 06500021/57120 (Park Admin) = \$5,000 For transportation and lodging for professional conferences for two management staff members. This is typically used towards attendance at the National Recreation and Park Association conference and other training classes. We are requesting \$5,000. | | | | | | | | | | |
| | 06500121/57120 (Park Maintenance) = \$2,000 | | | | | | | | | | |
| | Several Maintenance staff members must also maintain professional certifications in their function areas. In addition, we are sending technicians to turf seminars, athletic field construction seminars, etc. We are requesting \$2,000. | | | | | | | | | | |
| | 06500221/57120 (Recreation) = \$500 For Superintendent of Recreation & Activities Supervisors attendance at the annual MRPA Conference We are requesting \$500 (2@ \$225). | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 117 | 241 | 500 | 415 | 47 | 39 | 92.30% | 500 | | |
| 58300 | Improvements | - | - | - | - | - | - | - % | - | | |
| 58530 | Equipment | 33,712 | 33,395 | 20,704 | 18,608 | 882 | 1,214 | 94.14% | 10,029 | | |
| | Priority 1 Enclosed 8.5 x 14 Landscape Trailer - \$9,469 Quote is from Richey & Clapper This piece of equipment would be used to transport equipment in an enclosed and secure manner. Our current enclosed trailer is falling apart and has been fixed many times to secure the outer covering as it has become worn over time with many miles on it. The side door has become worn and has popped open due to the shifting of the trailer frame. Leaving the equipment in a self-contained closed unit would utilize the 4 man crew more effectively. We would surplus the current trailer in an effort to return some funds to the City general budget upon replacement. | | | | | | | | | | |
| | Priority 2 CAM Superline 19 Foot Flat Deck Trailer - \$8,244 Quote is from Richey & Clapper We need a new open trailer to move equipment for operational purposes. Our older trailer has been incurring expensive repairs; the frame is bent and are showing signs of wear and tear. The deck is rotting and needs to be replaced the axle will need to be rebuilt. The bent frame is a major concern. This trailer replaces an existing 1998 open deck trailer with raised metal sides and wheel wells that obstructs our ability to load and transport larger pieces of equipment, including gang mowers. This new trailer has no raised edges or wheel wells and will allow for loading and transport of our largest pieces of equipment, with the exception of our Case and John Deere loaders. We would surplus the current trailer in an effort to return some funds to the City general budget upon replacement. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 650 Parks & Recreation | | | | | | | | | | | |
| | Priority 3 Tire Machine Quote is from Northern Tool and Equipment \$2,795 This would be an additional piece of equipment that is necessary for our maintenance Mechanic use on a routine basis. Currently he is required to go to Western Ave or to a vendor to do tire repairs and maintenance. This will allow for a more efficient maintenance operation for our mechanic and reduce costs as the Fleet Mechanic would be able to undertake this service. | | | | | | | | | | |
| | Priority 4 SCAG 52" Walk behind Mower w/ Sulky and Catcher Stand on Mower - \$6,938 Our current mowing requirements are extensive and this would be a new piece to enable us to cover more area with less labor in a more efficient manner. It would be a replacement for one of our standard walk behind models. We generally replace one or two mowers a year. | | | | | | | | | | |
| | Priority 5 Hurricane 35HP Stand Up Leaf & Debris Blower with 3 direction air control = \$11,719 Quote is from Richey & Clapper This piece of equipment would enable us to cover more area with less labor in a more efficient manner. It would be used during spring and fall leaf cleanups and for removal of standing water and grass from athletic fields. The Stand Up Leaf Blower has been a great addition to our small fleet of regular leaf blowers and has proven to be capable of covering more area, reducing time and labor per employee and allowing more efficient cleanups. | | | | | | | | | | |
| | Priority 6 SCAG 52" Stand on Mower - \$10,029 Quote is from Richey & Clapper Our current mowing requirements are extensive and this would be a new piece to enable us to cover more area with less labor in a more efficient manner. It would be a replacement for one of our walk behind models. We generally replace one or two mowers a year | | | | | | | | | | |
| 58540 | Office Furnishings | - | 1,152 | - | - | - | - | - % | - | | |
| | Total Operating | 673,803 | 666,430 | 695,762 | 488,283 | 74,888 | 132,591 | 80.94% | 664,887 | (30,875) | (4.44%) |
| | Parks & Recreation Total | 2,839,403 | 2,882,484 | 2,999,951 | 2,361,975 | 74,888 | 563,088 | 81.23% | 2,692,939 | (307,012) | (10.23%) |

PARKS & RECREATION DIVISION
680 Loring Arena

| | | | | | | | | | | | |
|-------|---|---------|---------|---------|---------|---|--------|--------|---------|--|--|
| 51100 | Salary & Wages - Regular | 235,982 | 244,295 | 253,443 | 216,610 | - | 36,833 | 85.47% | 258,065 | | |
| | We have three members that belong to the 1116 Supervisors Union and one permanent part time Admin. position on the M Schedule working 1,560 total hours for the year, 30 hours per week. We are using the M Schedule dated 7/1/18 for the one M Schedule employee, and the latest PK Schedule effective 7/1/18 for this budget preparation. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 48,920 | 50,115 | 57,343 | 44,099 | - | 13,244 | 76.90% | 29,105 | | |
| | The arena budgets for seasonal part time employees consisting of 3 Arena Laborers, 4 Skate Guards and 1 Cashier that work between 28 & 33 weeks per year between 10.5 and 19 hours per week. We are using the latest W Seasonal Schedule effective 7/1/18 and T Salary Schedules effective 7/1/17 for this budget preparation. Effective use of seasonal labor reduces overall staffing expenses at the arena. The Arena Laborers positions are required to operate the ice resurfacing equipment, collect fees from user | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 680 Loring Arena | | | | | | | | | | | |
| | groups skating at night, and secure the building at the end of shifts. In the event that any of the full time staff is out, each of the Arena laborer's is qualified to cover their shift. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 3,836 | 5,338 | 4,010 | 9,830 | - | -5,820 | 245.14% | 4,120 | | |
| | Overtime is budgeted for 2 1116 members (Stan Coughlin - Arena Supervisor and Lawrence Hinton - Arena Supervisor) who are entitled to overtime by contract. These employees will each work approximately 45 OT hours in a fiscal year. We are budgeting for 120 hours at their 5% shift differential time & one half rate of \$30.51 (\$30.51 x 1.5 = \$45.77). \$45.77 / hr x 90 hours = \$4,120. | | | | | | | | | | |
| 51410 | Diff-Educational | 1,650 | 1,650 | 1,650 | 1,650 | - | - | 100.00% | 1,650 | | |
| | Educational Stipend: This is used for education programs in related industry and the 3 11116 Union employees are entitled to \$550 as per the 1116 Contract. (3) 1116 employees x \$550 = \$1,650. | | | | | | | | | | |
| 51433 | Shift Differential | 835 | 915 | 973 | 937 | - | 36 | 96.28% | 1,001 | | |
| | Shift Differential is for two 1116 members (Stan Coughlin) and (Lawrence Hinton) who work second shift during operational weeks & are allowed a 5% increase in their hourly rate per the 1116 Union contract. We have one full time Arena Supervisor (Coughlin) that is a full time night worker with a shift from 3pm to 7pm. The second Arena Supervisor (Hinton) works days but' does work some nights during the high school and college hockey season for game coverage. The breakout is listed below: | | | | | | | | | | |
| | Coughlin & Hinton Reg. rate PK8/5 = \$29.06 / hr 5% shift diff. rate = \$30.51 / hr Difference = \$1.45/ hr x 20hrs x 30 weeks x 1 (employee - Coughlin) = \$870 , \$1.45/ hr x 6hrs x 15 weeks x 1 (employee - Hinton) = \$131. Total = \$1,001 | | | | | | | | | | |
| 51451 | Contractual Stipends | 11,950 | 12,883 | 11,559 | 3,000 | - | 8,559 | 25.95% | 11,695 | | |
| | In lieu of overtime stipend for one 1116 employee (Arena Director - Rich Weston) at \$6,000 per the 1116 Union Contract. Total = \$6,000 | | | | | | | | | | |
| | Also, as per the new 1116 Union Contract 3 1116 employees, (Weston,Coughlin and Hinton) will get paid for holidays worked during the Loring Arena operating season. .Those days are: Columbus Day, Veterans Day , Day before Christmas, New Years Day, Martin Luther King Day, and Presidents Day (Hours worked on Labor Day , Thanksgiving Day and Christmas Day only for Arena Director). The calculation is as follows: | | | | | | | | | | |
| | Hinton- \$29.06 per hour x 48 hours = \$1,395 Coughlin- \$29.06 per hour x 48 hours = \$1,395 Weston -\$48.42 per hour x 60 hours = \$2,905 Total = \$5,695.00 | | | | | | | | | | |
| | Grand Total = \$11,695 (\$6,000 + \$5,695) | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 10,206 | 11,426 | 11,701 | 9,863 | - | 1,838 | 84.29% | 11,650 | | |
| | The 1116 hourly pension rate is 1.86 /hr. The calculation is as follows: 3 1116 employees at 2,088 hours = 6,264 hrs x \$1.86/hr = \$11,650 | | | | | | | | | | |

WE LOOK TO THE CFO'S OFFICE TO ADJUST THIS NUMBER BASED ON ANY ADDITIONAL RATE CHANGES.

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 680 Loring Arena | | | | | | | | | | | |
| 51960 | License Reimbursements | 1,600 | 1,500 | 2,300 | - | - | 2,300 | - % | 2,000 | | |
| | One 1116 Member (Rich Weston) gets reimbursed for the following per the 1116 contract: \$500 for 10 hour OSHA Training , \$100 for Scott Pak Training and \$100 for CPR Certification, for a total of \$700 for Weston. Lawrence Hinton, a member of the 1116 Union will get reimbursed \$100 for CPR Training, \$600 for Green School, and \$500 for 10 hour OSHA card - for a total of \$1,500. Stan Coughlin, a member of the 1116 Union, gets \$100 for CPR Training . Total equals \$2,000. Lawrence Hinton dropped his CDL license this year that reduced our request by \$300. | | | | | | | | | | |
| Total Personnel | | 314,978 | 328,122 | 342,979 | 285,990 | - | 56,989 | 83.38% | 319,286 | (23,693) | (6.91%) |
| 52110 | Electricity - Delivery | 61,157 | 54,406 | 70,000 | 55,530 | 4,527 | 9,943 | 85.80% | 90,000 | | |
| | Per the CFO's Office directive, we are budgeting the energy accounts at the same amounts as last year. (This year we are on track to use all of our budget now that Loring does not have any solar credits going towards our Electric usage. Last year the Arena expended just under \$63,000 in Electric delivery.) | | | | | | | | | | |
| 52111 | Electricity - Supply | 35,550 | 65,057 | 40,000 | 47,622 | 2,321 | -9,943 | 124.86% | 50,000 | | |
| | Per the CFO's Office directive, we are budgeting the energy accounts at the same amounts as last year. (This year we are on track to use all of our budget now that Loring does not have any solar credits going towards our Electric usage. Last year the Arena expended just over \$65,000 in Electric supply.) | | | | | | | | | | |
| 52130 | Natural Gas | 16,189 | 17,206 | 17,160 | 16,545 | 615 | - | 100.00% | 17,206 | | |
| | Per the CFO's Office directive, we are budgeting the energy accounts at the FY19 Actual of \$17,206. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 28,671 | 19,494 | 52,040 | 42,532 | 3,560 | 5,948 | 88.57% | 52,040 | | |
| | We do much of our own preventive maintenance repairs. Certain repairs, however, need to be contracted out because they require licensed technicians or tradesmen such as: boiler repairs, electricians, plumbers, ammonia, dehumidifiers, fire, elevator, alarm service, etc. | | | | | | | | | | |
| | Annual expenditures from this line item include: twice a week deep cleaning services from October through March for \$16,500, inspection of 15 fire extinguishers for approximately \$600, cleaning and maintenance of 6 infrared heating units (we annually alternate the cleaning of each side ,3 per side , home & visitors) for \$5,500, elevator inspection & maintenance fees for approximately \$4,600, fire alarm & sprinkler service (Mammoth Fire Alarm Company) & maintenance annual contract for \$2,800, BDA annual inspection (communication for emergency calls from the arena to the fire department) for \$1,000, exterminator services for \$830, fire & elevator alarm monitoring at \$360, and boiler inspection with the Commonwealth for \$150. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 2,259 | 2,471 | 2,500 | 570 | - | 1,930 | 22.80% | 2,500 | | |
| | This account is used for repair and maintenance for the Zamboni including sharpening services (Accu-Grind) for the Zamboni blades. Fixed costs include blade sharpening's through Accu-Grind, our vendor, for approximately \$788, and approximately \$490 for two blade replacements for a fixed cost total of \$1,278. We would also like to budget an additional \$1,222 for unexpected repairs to our old Zamboni for a total of \$2,500. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 1,600 | 1,305 | 1,500 | 2,043 | - | -543 | 136.20% | 1,500 | | |
| | This account is used for alignments, repairs, and inspections for a 2004 Ford Explorer. | | | | | | | | | | |
| 52700 | Rental - Equipment | 2,969 | 3,756 | 2,400 | 4,621 | - | -2,221 | 192.55% | 2,800 | | |
| | This account is budgeted in anticipation of renting lifts to fix or change lighting equipment above the ice or other needed equipment like repairs to the infrared heat above the stands. This account is used for renting a lift by Sunbelt rentals at least once sometimes twice per year for multiple projects including: cleaning the heating units and lighting fixtures or changing out the light bulbs in ceilings that are more than 35 feet high. To rent a lift for one day is \$585, one week is \$1,949 and to rent the same lift for 1 full month is \$2765. It is more cost effective to rent the lift for the entire month rather than just one week out of the year. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 3,464 | 1,886 | 3,750 | 3,825 | - | -75 | 102.00% | 4,450 | | |
| | This account is used for refrigeration consulting services from Northeast Distributors. The refrigeration consultant works with the Arena staff as we do some maintenance and troubleshooting under their guidance. Work that requires a license is done by Northeast Distributors. If we have any questions or problems that occur, we receive support & | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 680 Loring Arena | | | | | | | | | | | |
| | service calls from them. | | | | | | | | | | |
| | There has been a recent increase in the cost of travel for the companies that provide these services. We would like to request an additional \$700 to offset these costs as we easily expended all \$3750 in services. We are requesting \$4,450 in FY21 | | | | | | | | | | |
| 53050 | Printing Services | 300 | 2,263 | 500 | 809 | - | -309 | 161.76% | 500 | | |
| | This account is used to print Arena envelopes, tickets for public skating and game admissions, Rental Slips, and flyers. This account fluctuates due to attendance and frequency of events. Additional signage will be needed due to the additional square footage in the rink and therefore, we are requesting again for FY21 a total of \$500 | | | | | | | | | | |
| 53080 | Contracted Services | 1,180 | 3,379 | 2,170 | 1,494 | 36 | 640 | 70.51% | 2,170 | | |
| | This account is used for Maximum Ice Solutions, our computer software ice scheduling program, Life Support Systems, who services our defibrillator on a bi-annual basis , and Muzak for music services. The breakout is as follows: | | | | | | | | | | |
| | Max Ice = \$1,080 (Maximum Solutions annual fee for providing our software for scheduling and invoicing) | | | | | | | | | | |
| | Life Support = \$490 | | | | | | | | | | |
| | Muzak = \$600 | | | | | | | | | | |
| | Total = \$2,170 | | | | | | | | | | |
| 53401 | Telephone-IP | 929 | 1,135 | 1,000 | 885 | - | 115 | 88.55% | 1,000 | | |
| | The Technology Services Department is responsible for making payments for our department's Centrex system and then sending us monthly statements. They have not advised us of rate changes. | | | | | | | | | | |
| 53403 | Telephone - Long Distance | 20 | 19 | 21 | 14 | 7 | - | 100.00% | 21 | | |
| | Long distance calls are made on cell phones. This account is used for the auto-dial alarm that calls out if there is a temperature change, power outage, or ammonia detection. It is also used for arena fax line. Both the alarm system and fax currently have a separate dedicated lines from the Centrex phone system. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 1,638 | 815 | 1,250 | 611 | 39 | 600 | 52.00% | 500 | | |
| | This account is used for a Cell Phone used by the Arena Director. Our new Verizon plan consists of unlimited minutes & texts for \$41.49 per month. We are budgeting \$500. | | | | | | | | | | |
| 53406 | Data Line | 603 | 555 | 600 | 506 | 44 | 50 | 91.67% | 600 | | |
| | This Verizon data line is needed for a touch screen control panel installed to monitor the compressor system which is run with ammonia while offsite from the Arena. Given the level of risk associated with ammonia this monitoring system is a requirement. The current monthly billing statement for this account is \$50 per month for total of \$600 annually. | | | | | | | | | | |
| 53430 | Postage | 2 | 1 | 5 | 2 | - | 3 | 40.00% | 5 | | |
| | This account is used for mailing Committee meeting notices, ice rental invoices, and ice contracts. Some Loring Arena Committee Members and rental groups do not use computers or email. | | | | | | | | | | |
| 54200 | Supplies - Office | 956 | 698 | 475 | 505 | 282 | -312 | 165.74% | 475 | | |
| | This account is used for is general office supplies including supplies for printer, copier, and fax machines. | | | | | | | | | | |
| 54250 | Supplies - Materials | 57,275 | 32,838 | 30,000 | 31,919 | 818 | -2,737 | 109.12% | 35,000 | | |
| | This account is used for compressor parts and gaskets, filters for dehumidifiers, belts for electric motors, squeegees, spreader towels, board brushes, arena ice paint, cleaning material, detergent for the floors and walls, cleaners and paper products for the restrooms and locker rooms, overhead light bulbs for the ice surface area, miscellaneous hardware, paint and painting products, Plexiglas, plastic and wood for dasher board repair, mechanical parts, etc. Mechanical replacement parts are unpredictable and this account could easily be over or under expended depending on the performance of the parts. For FY21 we are requesting an increase of \$5000.00 for many areas of the rink that need additional maintenance. Some of these areas include material for the 6 rooftop units, belts, filters (need to be changed every 2 months), paint and painting materials for | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PARKS & RECREATION DIVISION | | | | | | | | | | | |
| 680 Loring Arena | | | | | | | | | | | |
| | Stands and Locker rooms, batteries for electric edger, 3% increase in ice paint and logos, updating ammonia compliance requirements for the EPA. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 195 | 755 | 200 | 512 | - | -312 | 256.00% | 200 | | |
| | We are requesting \$200 for unanticipated/replacement computer accessories that may need to be purchased. | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | 341 | 341 | 350 | 341 | - | 9 | 97.51% | 350 | | |
| | This account is used for the Laser Printer in the arena office. The cost of the four laser ink cartridges for the printer, fax and scanner is approximately of \$350. | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 2,910 | 2,470 | 3,000 | 1,567 | - | 1,433 | 52.24% | 3,000 | | |
| | This account is used to purchase parts & supplies for 2 Zambonis as well as the 2004 Ford Explorer as needed. Most of the Zamboni repair is done by Arena staff. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 606 | 701 | 900 | 632 | - | 268 | 70.19% | 550 | | |
| | This account is for gas used by the Arena vehicle (2004 Ford Explorer), snow blower, and ice painting sprayer. We are budgeting \$3.00 per gallon for 300 gallons. \$3.00 x 300 = \$900 | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 150 | 150 | 150 | - | - | 150 | - % | 175 | | |
| | This account is used for the rinks annual membership dues for NEISMA (New England Ice Skating Manager's Association) . This membership dues is not associated to any one employee in particular but is with the rink as a whole. We are requesting \$175 for NEISMA dues for FY21 due to an \$25 increase in fees | | | | | | | | | | |
| 57120 | Education, Training, Seminars | - | 600 | 500 | 175 | - | 325 | 35.00% | - | | |
| | This account is used for 3 management employees to attend seminars and training in the NEISMA (New England Ice Skating Managers Association) Conference held bi-annually each spring and fall and for CPR training. This account is to cover cost of seminars and hotel (when necessary). Spring conference is always attended and fall conference is attended only when local. We originally requested \$500 in FY20 but are requesting \$600 in FY21 due to an increase in admission fees at a rate of \$200 per person to attend. | | | | | | | | | | |
| 58530 | Equipment | 10,076 | 37,687 | 26,110 | 25,073 | - | 1,037 | 96.03% | 16,450 | | |
| | For FY21 the Arena requesting is 2 new compressor heads (cylinder blocks) for the Arena compressors that maintain the ammonia system. The current compressor heads (there are 4 in total) are 56 years old and are in need of being replaced. We did replace 2 in FY20. The cost to replace 2 compressor heads is \$7,200. | | | | | | | | | | |
| | Loring Arena is requesting \$9250 for a new zamboni battery for the 2014 Zamboni which is 6 years old. The average life expectancy of the battery is 5 years. | | | | | | | | | | |
| | Battery powered Ice edger which is green and does not omit any emission. This machine is used everyday to maintain the levelness of the ice surface It cuts & smooths the ice around the edges of the arena surface where the Zamboni can't reach . The cost of the edger is \$6750.00 | | | | | | | | | | |
| | Priority 1 = Compressor heads - \$7200 Priority 2 = Zamboni Battery- \$9250 Priority 3 = Ice edger- \$6750 | | | | | | | | | | |
| | Total = \$23,200 | | | | | | | | | | |
| 58540 | Office Furnishings | 13,239 | - | - | - | - | - | - % | - | | |
| | Total Operating | 242,278 | 249,989 | 256,581 | 238,334 | 12,249 | 5,998 | 97.66% | 281,492 | 24,911 | 9.71% |
| | Loring Arena Total | 557,257 | 578,110 | 599,560 | 524,324 | 12,249 | 62,987 | 89.49% | 600,778 | 1,218 | 0.20% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| INSPECTIONAL SERVICES DIVISION | | | | | | | | | | | |
| 241 Building Inspection | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 883,678 | 892,682 | 1,010,036 | 826,247 | - | 183,789 | 81.80% | 1,034,532 | | |
| | Salary of Building Dept. Office Staff, Director and Dep. Director | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 44,826 | 27,592 | 29,638 | 59,063 | - | -29,425 | 199.28% | 35,095 | | |
| 51300 | Overtime - Straight Rate | 1,883 | 644 | 10,000 | 411 | - | 9,589 | 4.11% | 5,000 | | |
| | Overtime salary for Inspectors that report to after hours emergency calls from the Fire & Police Departments | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 856 | 256 | - | 59 | - | -59 | 100.00% | 10,000 | | |
| 51420 | Longevity | - | - | 450 | - | - | 450 | - % | 450 | | |
| | Longevity per Personnel By-law | | | | | | | | | | |
| 51421 | Merit | - | - | - | - | - | - | - % | - | | |
| 51490 | Division Head Merit | - | - | 2,689 | - | - | 2,689 | - % | - | | |
| | Merit per Personnel By-law | | | | | | | | | | |
| 51901 | Clothing Uniform Allowance | 2,285 | 2,507 | 3,580 | 1,182 | - | 2,398 | 33.01% | 4,780 | | |
| | Clothing allowance per Union Contract | | | | | | | | | | |
| | Total Personnel | 933,527 | 923,680 | 1,056,393 | 886,961 | - | 169,432 | 83.96% | 1,089,857 | 33,464 | 3.17% |
| 52400 | Maintenance - Building & Groun | 7,787 | - | - | 180 | - | -180 | 100.00% | - | | |
| 52420 | Maintenance - Equipment | - | - | 1,000 | 189 | - | 811 | 18.90% | 1,000 | | |
| | Maintenance on office equip., and some measuring equip. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 2,051 | 7,343 | 11,000 | 445 | 993 | 9,562 | 13.07% | 9,750 | | |
| | Maintenance on vehicle fleet. Brakes, tires, oil, tune ups, and breakdowns | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 25,191 | 63,698 | 18,000 | 31,223 | 192 | -13,415 | 174.53% | 12,000 | | |
| | Pays for fill in inspectors when regular inspectors are on vacation or sick | | | | | | | | | | |
| 53050 | Printing Services | 1,841 | 4,348 | 4,000 | 1,921 | - | 2,079 | 48.03% | 5,000 | | |
| | Forms, permit cards, business cards, unsafe notices, keep out notices, Etc. | | | | | | | | | | |
| 53401 | Telephone-IP | 335 | 371 | 700 | 288 | - | 412 | 41.09% | 700 | | |
| | Phone service | | | | | | | | | | |
| 53403 | Telephone - Long Distance | (942) | - | - | -190 | - | 190 | - % | 100 | | |
| | Long distance calls. Some architects we deal with are out of state | | | | | | | | | | |
| 53404 | Telephone - Cellular | 5,431 | 5,428 | 5,500 | 4,446 | 1,714 | -660 | 112.00% | 5,500 | | |
| | Cell phones for Building Inspection staff | | | | | | | | | | |
| 53430 | Postage | 1,829 | 2,353 | 2,200 | 2,005 | - | 195 | 91.14% | 2,200 | | |
| | Postage | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| INSPECTIONAL SERVICES DIVISION | | | | | | | | | | | |
| 241 Building Inspection | | | | | | | | | | | |
| 54200 | Supplies - Office Office supplies department wide | 5,227 | 6,567 | 5,700 | 6,385 | 214 | -899 | 115.77% | 3,000 | | |
| 54451 | Supplies - Computer Accessorie Tablets, printers, Code related software, plan review software, etc. | 2,505 | 3,336 | 2,600 | 1,800 | - | 800 | 69.25% | 2,000 | | |
| 54453 | Supplies-Laser Cartridges Nuisance violations need to be delivered with pictures | - | 188 | 200 | - | - | 200 | - % | 1,500 | | |
| 54800 | Supplies - Vehicular Vehicle supplies such as cleaning supplies and parts | - | 2,008 | 1,000 | 1,716 | 487 | -1,203 | 220.34% | 1,000 | | |
| 54810 | Fuel Unleaded Gasoline | 6,584 | 8,645 | 8,000 | 7,878 | - | 122 | 98.48% | 8,500 | | |
| 54902 | Meals - Special Functions | 30 | - | - | - | - | - | - % | - | | |
| 57100 | Dues & Subcriptions Dues and Subscriptions for Building Inspectors | 1,653 | 1,563 | 1,500 | 1,841 | - | -341 | 122.71% | 1,500 | | |
| 57120 | Education, Training, Seminars Education, Training, and Seminars for Building Inspection staff | 3,037 | 4,320 | 4,200 | 2,717 | 100 | 1,384 | 67.06% | 4,200 | | |
| 57130 | Mileage Reimbursements Occasionally staff will use their personal vehicle or attend a seminar | - | - | 3,000 | - | - | 3,000 | - % | 300 | | |
| 57140 | Travel Occasionally staff will use their personal vehicle or attend a seminar | 189 | 98 | 250 | 128 | 1 | 121 | 51.74% | 250 | | |
| 58520 | Vehicles | 29,844 | - | - | - | - | - | - % | - | | |
| Total Operating | | 92,593 | 110,266 | 68,850 | 62,971 | 3,702 | 2,177 | 96.84% | 58,500 | (10,350) | (15.03%) |
| Building Inspection Total | | 1,026,120 | 1,033,946 | 1,125,243 | 949,932 | 3,702 | 171,609 | 84.75% | 1,148,357 | 23,114 | 2.05% |
| INSPECTIONAL SERVICES DIVISION | | | | | | | | | | | |
| 244 Weights & Measures | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular Salary Sealer of Weights & Measures | 55,648 | 5,817 | 73,673 | 57,308 | - | 16,365 | 77.79% | 67,142 | | |
| 51200 | Salary & Wages - Partime | 35,630 | 36,909 | - | - | - | - | - % | - | | |
| 51901 | Clothing Uniform Allowance Clothing allowance per Union contract | - | 43 | 600 | - | - | 600 | - % | 200 | | |
| Total Personnel | | 91,278 | 42,769 | 74,273 | 57,308 | - | 16,965 | 77.16% | 67,342 | (6,931) | (9.33%) |
| 52420 | Maintenance - Equipment | 1,333 | 95 | 800 | - | - | 800 | - % | 400 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| INSPECTIONAL SERVICES DIVISION | | | | | | | | | | | |
| 244 Weights & Measures | | | | | | | | | | | |
| | Maintenance of scales and measuring equipment | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | - | 571 | 1,700 | 754 | - | 947 | 44.32% | 850 | | |
| | Maintenance of vehicle. Brakes, tires, and breakdowns | | | | | | | | | | |
| 53031 | Testing - Octane | - | - | 1,000 | - | - | 1,000 | - % | 400 | | |
| | Lab fee for octane testing as needed | | | | | | | | | | |
| 53050 | Printing Services | - | 995 | 600 | 642 | - | -42 | 107.00% | 600 | | |
| | Forms, business cards, etc. | | | | | | | | | | |
| 53401 | Telephone-IP | 38 | 28 | - | 18 | - | -18 | 100.00% | - | | |
| 53430 | Postage | 214 | 99 | 400 | - | - | 400 | - % | 200 | | |
| | Postage | | | | | | | | | | |
| 53440 | Communications - Advertising | 25 | - | 100 | - | - | 100 | - % | - | | |
| | Legal notices as required by law | | | | | | | | | | |
| 54200 | Supplies - Office | 1,282 | 3,101 | 1,140 | 865 | 259 | 17 | 98.55% | 600 | | |
| | Office supplies as needed | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | 89 | 465 | - | - | - | - | - % | - | | |
| 54800 | Supplies - Vehicular | 9 | - | 200 | - | - | 200 | - % | 200 | | |
| | Cleaning supplies and parts | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | - | - | 1,600 | - | - | 1,600 | - % | - | | |
| | Gas for dept. vehicle | | | | | | | | | | |
| 57100 | Dues & Subscriptions | 75 | 670 | 500 | 345 | - | 155 | 69.00% | 600 | | |
| | Dues & subscriptions to local and national organizations | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 585 | 523 | 2,000 | 340 | - | 1,660 | 17.00% | 750 | | |
| | Seminars and training | | | | | | | | | | |
| 57130 | Mileage Reimbursements | - | - | 1,000 | - | - | 1,000 | - % | 100 | | |
| | Occasionally staff will use their personal vehicle or to attend a seminar | | | | | | | | | | |
| Total Operating | | 3,651 | 6,547 | 11,040 | 2,963 | 259 | 7,818 | 29.19% | 4,700 | (6,340) | (57.43%) |
| Weights & Measures Total | | 94,929 | 49,316 | 85,313 | 60,271 | 259 | 24,783 | 70.95% | 72,042 | (13,271) | (15.56%) |
| PUBLIC HEALTH DEPARTMENT | | | | | | | | | | | |
| 511 Health Department | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 723,999 | 852,663 | 999,485 | 797,732 | - | 201,753 | 79.81% | 1,021,629 | | |
| | 51100: \$1,025,130 This line item includes salaries of Director, Assistant Director, Office Manager, Administrative Assistant, Environmental Health Manager, Public Health | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC HEALTH DEPARTMENT | | | | | | | | | | | |
| 511 Health Department | | | | | | | | | | | |
| Inspectors, Environmental Protection Officer, 0.25 FTE of Community Health Manager, 0.5 FTE of Community Health Program Coordinator, Chief Public Health Nurse, 0.5 FTE of Public Health Nurse, and 0.5 FTE of Administrative Assistant. This amount also includes the Community Intervention Specialist position, who is on a long-term deployment to the Fire Department to handle hoarding and other mental health cases with the first responders from that department. | | | | | | | | | | | |
| 05110011-51300: \$500 This is part of the budget for overtime pay for our non-exempt employees. | | | | | | | | | | | |
| 05110011-51301: \$1,000 This is part of the budget for overtime pay for our non-exempt employees. | | | | | | | | | | | |
| 05110011-51420: \$200 Longevity pay for our Office Manager. | | | | | | | | | | | |
| 05110011-51490: \$4,442 Merit pay for Director and Assistant Director at 2% of annual salary. | | | | | | | | | | | |
| 05110011-51901: \$2,000 Allowance for protective clothing for our employees per collective bargaining agreement. | | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | 147 | - | 500 | 391 | - | 109 | 78.12% | 500 | | |
| 51301 | Overtime - Time & 1/2 | 132 | 1,504 | 1,000 | 345 | - | 655 | 34.54% | 1,000 | | |
| 51420 | Longevity | 200 | 200 | 200 | 200 | - | - | 100.00% | 200 | | |
| 51490 | Division Head Merit | - | - | 4,338 | - | - | 4,338 | - % | - | | |
| 51901 | Clothing Uniform Allowance | - | 896 | 2,000 | - | - | 2,000 | - % | 2,000 | | |
| Total Personnel | | 724,478 | 855,263 | 1,007,523 | 798,668 | - | 208,855 | 79.27% | 1,025,329 | 17,806 | 1.77% |
| 52110 | Electricity - Delivery | - | - | - | 1,100 | 851 | -1,950 | 100.00% | 2,100 | | |
| 05110221-52110: \$2,100. Electricity delivery charges for the public health nursing office and clinic. | | | | | | | | | | | |
| 05110221-52111: \$3,900. Electricity supply charges for the public health nursing office and clinic. | | | | | | | | | | | |
| 05110221-53000: \$4,000. Costs associated with hiring contracted public health nurses to fill service gaps. No change from FY20. | | | | | | | | | | | |
| 05110221-54260: \$3,000. Medical supplies for the nursing office. This line is moved from the BOH group (05110021-54260) to this line. No change from FY20. | | | | | | | | | | | |
| 05110221-54453: \$1,200. Costs associated with toners for the laser printer at the nursing office. | | | | | | | | | | | |
| 52111 | Electricity - Supply | - | - | - | 1,902 | 1,092 | -2,994 | 100.00% | 3,900 | | |
| 52450 | Maintenance - Vehicle | 450 | 449 | 750 | 150 | 33 | 567 | 24.45% | 750 | | |
| 05110121-52450: \$750. Maintenance expenses for the 4 departmental vehicles. Same as FY20. | | | | | | | | | | | |
| 05110121-53061: \$59,154. Annual assessment from the regional East Middlesex Mosquito Control Project. | | | | | | | | | | | |
| 05110121-54800: \$500. Costs associated with maintenance parts for the 4 departmental vehicles. Same as FY20. | | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC HEALTH DEPARTMENT | | | | | | | | | | | |
| 511 Health Department | | | | | | | | | | | |
| | 05110121-54810. \$425. Gasoline for the 4 departmental vehicles. Reduced \$25 from FY20. | | | | | | | | | | |
| 52471 | Maintenance - Software | - | - | 8,000 | 7,500 | - | 500 | 93.75% | 8,000 | | |
| | 05110021-52471: \$8,000. This line is for our electronic food inspection software licenses. We have started using this software in FY20 to replace our paper inspection forms and it has substantially improved our workflow, efficiency, and data analysis capabilities. FY21 is the second year of a 3-year contract. No change from FY20. | | | | | | | | | | |
| | 05110021-52750: \$30,000. This is the rent for our Public Health Nursing Office and Clinic in downtown. FY21 is the second year of a 3-year lease. No change from FY20. | | | | | | | | | | |
| | 05110021-53000: \$50,000. This line is for contracting with professional and technical consultants for supporting our work, including Carol Bois' support for hazardous waste sites. This also includes constable services. No change from FY20. | | | | | | | | | | |
| | 05110021-53006: \$100. This is for paying for professional translation/interpretation services. No change from FY20. | | | | | | | | | | |
| | 05110021-53050: \$1,250. Printing for business cards and certain inspection forms. This was substantially reduced in FY20 when we moved to electronic inspection software for food inspections. We are reducing this line further in FY21 for \$250. | | | | | | | | | | |
| | 05110021-53401: \$650. IP telephone system for the office. No change from FY20. | | | | | | | | | | |
| | 05110021-53403: \$10. Long distance telephone charges. No change from FY20. | | | | | | | | | | |
| | 05110021-53404: \$6,400. Cellular phone for technical and professional staff of the Division. Reduced \$100 from FY20. | | | | | | | | | | |
| | 05110021-53430: \$4,000. Postage expense. No change from FY20. | | | | | | | | | | |
| | 05110021-53440: \$200. Expense for legal ads. Reduced \$50 from FY20. | | | | | | | | | | |
| | 05110021-54200: \$8,100. Office supplies. Increased \$500 to provide better support for the Medical Reserve Corps (MRC). The federal funding for MRC has been reduced. As such, we are increasing this line to fill that funding gap. | | | | | | | | | | |
| | 05110021-54902: \$2,000. Meals for special functions. We increased this line substantially to better support our MRC. Our MRC volunteers are deployed to many city events and emergencies. Provide refreshments to them during these deployments is needed. With decreasing federal support, we are proposing to increase this line to support our MRC. | | | | | | | | | | |
| | 05110021-57100: \$3,500. Membership dues for professional association for our staff. No change from FY20. | | | | | | | | | | |
| | 05110021-57120: \$12,500. Costs associated with staff training, continue education, and professional development for our employees. No change from FY20. | | | | | | | | | | |
| | 05110021-57130: \$4,500. Mileage reimbursement for our staff when using their personal vehicle for work-related purposes. Reduced \$250 from FY20. | | | | | | | | | | |
| 52750 | Rent | - | 5,000 | 30,000 | 30,000 | - | - | 100.00% | 30,000 | | |
| 53000 | Prof & Tech - Consultants | 113,255 | 46,653 | 54,000 | 36,960 | 5,822 | 11,218 | 79.23% | 54,000 | | |
| 53006 | Prof & Tech - Interpreters | - | 53 | 100 | 20 | - | 80 | 20.00% | 100 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| PUBLIC HEALTH DEPARTMENT | | | | | | | | | | | |
| 511 Health Department | | | | | | | | | | | |
| 53050 | Printing Services | 1,967 | 736 | 1,500 | 240 | - | 1,260 | 16.00% | 1,250 | | |
| 53061 | Mosquito Control Contract | 52,790 | 55,000 | 56,311 | 56,311 | - | - | 100.00% | 59,154 | | |
| 53401 | Telephone-IP | 476 | 543 | 650 | 403 | - | 247 | 61.96% | 600 | | |
| 53403 | Telephone - Long Distance | 1 | 1 | 10 | - | 10 | - | 100.00% | 10 | | |
| 53404 | Telephone - Cellular | 4,655 | 7,950 | 6,500 | 5,525 | 975 | - | 100.00% | 6,400 | | |
| 53430 | Postage | 5,016 | 4,058 | 4,000 | 3,146 | - | 854 | 78.66% | 4,000 | | |
| 53440 | Communications - Advertising | 75 | 75 | 250 | 75 | - | 175 | 30.00% | 200 | | |
| 54200 | Supplies - Office | 5,807 | 6,733 | 7,600 | 1,610 | 4,522 | 1,468 | 80.68% | 3,800 | | |
| | Office supplies. Reduced \$4,300 from FY20. | | | | | | | | | | |
| 54260 | Supplies - Medical | - | 4,542 | 3,000 | 1,330 | - | 1,670 | 44.34% | 3,000 | | |
| 54450 | Supplies - Computer Supplies | 3,506 | 530 | - | - | - | - | - % | - | | |
| 54451 | Supplies - Computer Accessorie | 1,726 | 1,125 | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges | - | 1,020 | - | - | - | - | - % | 1,200 | | |
| 54800 | Supplies - Vehicular | 317 | - | 500 | 17 | - | 483 | 3.40% | 500 | | |
| 54810 | Fuel Unleaded Gasoline | 378 | 514 | 450 | 405 | - | 45 | 89.98% | 425 | | |
| 54902 | Meals - Special Functions | 572 | 540 | 400 | 452 | - | -52 | 112.94% | 400 | | |
| | No change from FY20. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 1,994 | 2,998 | 3,500 | 2,098 | 65 | 1,337 | 61.81% | 3,500 | | |
| 57120 | Education, Training, Seminars | 8,819 | 10,032 | 12,500 | 2,718 | 169 | 9,613 | 23.09% | 9,000 | | |
| | Costs associated with required continue education and professional development for our employees to maintain credentials. Reduced by \$3,500 from FY20. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 4,126 | 4,224 | 4,500 | 1,668 | - | 2,832 | 37.07% | 4,000 | | |
| | Mileage reimbursement for our staff when using their personal vehicles for work-related purposes. Reduced \$500 from FY20. | | | | | | | | | | |
| 58300 | Improvements | 6,196 | - | - | - | - | - | - % | - | | |
| 58511 | Computers - Personal Computers | - | - | 1,500 | - | - | 1,500 | - % | - | | |
| | 05110021-58511: \$1,500. Desktop computer for new employee. No change from FY20. | | | | | | | | | | |
| 58520 | Vehicles | 2,284 | - | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | 4,437 | - | - | - | - | - | - % | - | | |
| Total Operating | | 218,845 | 152,776 | 196,021 | 153,630 | 13,539 | 28,852 | 85.28% | 196,289 | 268 | 0.14% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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|--------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| Health Department Total | | 943,323 | 1,008,039 | 1,203,544 | 952,298 | 13,539 | 237,707 | 80.25% | 1,221,618 | 18,074 | 1.50% |
| 610 Library | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular | 2,194,146 | 2,211,914 | 1,773,305 | 1,782,202 | - | -8,897 | 100.50% | 1,614,691 | | |
| | Funds Administrative Office Staff and portion of Community Services Librarian position. Please see Library E schedule for specific position information. Thank You. | | | | | | | | | | |
| 51200 | Salary & Wages - Partime | 344,710 | 332,388 | 731,791 | 277,788 | - | 454,003 | 37.96% | 700,152 | | |
| | Pages & part-time staff Circulation and Young Adult services. Please see Library E schedule for specific position information. Thank You. | | | | | | | | | | |
| 51300 | Overtime - Straight Rate | - | - | - | 166 | - | -166 | 100.00% | - | | |
| 51301 | Overtime - Time & 1/2 | 17,167 | 12,256 | 6,500 | 10,883 | - | -4,383 | 167.42% | 6,500 | | |
| 51410 | Diff-Educational | - | - | - | - | - | - | - % | - | | |
| 51420 | Longevity | 850 | - | 500 | 300 | - | 200 | 60.00% | 550 | | |
| | Office Manager & Administrative Assistant. Please see Library E schedule for specific position information. Thank You. | | | | | | | | | | |
| 51421 | Merit | - | - | - | - | - | - | - % | - | | |
| 51433 | Shift Differential | 55,909 | 52,924 | 122,063 | 38,786 | - | 83,277 | 31.78% | 112,822 | | |
| | Community services & programming staff. Increase in this Object due to adding programming responsibilities as part of a redeployment of staff. Please see the Library E schedule for specific position information. Thank You. | | | | | | | | | | |
| 51450 | Stipends | - | - | - | - | - | - | - % | 6,760 | | |
| 51490 | Division Head Merit | - | - | 2,478 | - | - | 2,478 | - % | - | | |
| 51901 | Clothing Uniform Allowance | 500 | - | 500 | - | 500 | - | 100.00% | - | | |
| 51931 | Tuition Reimbursement | - | 1,200 | - | - | - | - | - % | - | | |
| Total Personnel | | 2,613,282 | 2,610,682 | 2,637,137 | 2,110,124 | 500 | 526,513 | 80.03% | 2,441,475 | (195,662) | (7.42%) |
| 52110 | Electricity - Delivery | 62,747 | 54,936 | 66,512 | 51,112 | 3,044 | 12,356 | 81.42% | 66,512 | | |
| | Electricity Deliver for Main and Branch libraries. | | | | | | | | | | |
| 52111 | Electricity - Supply | 27,956 | 43,698 | 29,633 | 38,777 | 3,210 | -12,354 | 141.69% | 29,633 | | |
| | Electricity supply for Main and Branch libraries. | | | | | | | | | | |
| 52130 | Natural Gas | 23,948 | 20,466 | 25,385 | 17,535 | 7,850 | - | 100.00% | 25,385 | | |
| | Natural Gas for Main and Branch libraries. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 26,423 | 27,055 | 27,704 | 23,147 | 4,355 | 202 | 99.27% | 7,381 | | |
| 52420 | Maintenance - Equipment | 615 | 530 | 4,800 | 530 | - | 4,270 | 11.04% | 4,200 | | |
| | Maintenance of library equipment such as microfilm reader, RFID self check stations, Security gates, Library truck. In FY20 several pieces of RFID equipment will be out of warranty and therefore requiring maintenance contracts. The amount requested provides for these anticipated expenses. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | - | - | - | 810 | - | -810 | 100.00% | 2,400 | | |
| | Scheduled maintenance and repairs for Libraries 2011 Ford F150 pickup used for delivery of materials between library locations. Scheduled maintenance and repairs for the Library Bookmobile. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 610 Library | | | | | | | | | | | |
| 52470 | Maintenance - Computer Service Membership in Minuteman Library Network, Domain Hosting for Framinghamlibrary.org, Book Scanners, Misc computer maintenance. | 75,990 | 73,387 | 78,023 | 77,093 | - | 930 | 98.81% | 78,803 | | |
| 52472 | Maintenance - Computer Equip Repair for library computers, maintenance for technology on Library's new Bookmobile. There is considerable technology on the Bookmobile, laptops, scanners, printer, wifi hotspots, ipads, that will require maintenance and service. | 139 | - | 1,000 | - | - | 1,000 | - % | 900 | | |
| 52750 | Rent | - | - | - | - | - | - | - % | - | | |
| 52760 | ESCO Lease | 41,107 | 41,107 | 41,107 | 34,256 | 6,851 | - | 100.00% | 41,107 | | |
| 53000 | Prof & Tech - Consultants Supplements library programing and occasional need for consultants in technology and other library services. The Library's new Strategic Plan places strong emphasis on staff development which will include utilizing consultants in areas such as collection development, technology, space planning, Bookmobile driver education, etc. | 650 | 5,002 | 6,100 | 5,777 | 325 | -2 | 100.04% | 6,100 | | |
| 53050 | Printing Services Printing services for library publications, benefit forms, programing and promotions, and misc. printing needs. | 683 | 3,367 | 3,000 | 3,388 | 61 | -448 | 114.94% | 3,000 | | |
| 53052 | Book Binding Book binding to repair library books. | 230 | - | 200 | - | - | 200 | - % | 200 | | |
| 53053 | Microfilm Processing Conversion of Metrowest Daily News for historical backup. The Framingham Public Library is the only backup for this valuable resource that includes every year of publication dating back to 1897. | 750 | 1,409 | 1,000 | 1,119 | - | -119 | 111.92% | 1,000 | | |
| 53401 | Telephone-IP IP Telephone service managed by City. | 774 | 731 | 1,000 | 528 | - | 472 | 52.80% | 800 | | |
| 53402 | Telephone - Local Phone lines dedicated to library building infrastructure. | 6,733 | 6,938 | 6,750 | 6,007 | 743 | - | 100.00% | 6,750 | | |
| 53403 | Telephone - Long Distance Long distance service. | 27 | 27 | 35 | 19 | 5 | 11 | 68.57% | 35 | | |
| 53404 | Telephone - Cellular Cellular service for Library Director, Assistant Director, Facilities Manager, & custodian. Cell phone and Jetpack hotspot for Bookmobile connectivity. | 4,811 | 3,808 | 4,500 | 4,329 | 1,021 | -850 | 118.89% | 4,500 | | |
| 53430 | Postage Postage for library notices, inter-library loans, and other library business and correspondence. Minuteman Library Network automatic renewals may result in less postage expended for overdue library material notices. | 2,659 | 2,682 | 3,000 | 2,116 | - | 884 | 70.54% | 2,700 | | |
| 53440 | Communications - Advertising | - | - | - | - | - | - | - % | - | | |
| 53450 | Internet Service RCN internet service for public Wi-Fi for Main and Branch Libraries. | - | 714 | 1,400 | 1,297 | 439 | -336 | 124.03% | 1,400 | | |
| 54200 | Supplies - Office Standard office supplies for library staff, Homework Center, programing supplies, ink cartridges, paper, small office equipment for both libraries and Bookmobile. | 21,027 | 23,810 | 24,700 | 18,224 | 6,549 | -73 | 100.29% | 24,700 | | |
| 54240 | Supplies - Buildings | 5,101 | 1,892 | 3,000 | 2,926 | 84 | -9 | 100.31% | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|--------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 610 Library | | | | | | | | | | | |
| 54280 | Library Materials | 243,661 | 234,870 | 248,015 | 197,800 | 11,338 | 38,877 | 84.32% | 268,015 | | |
| | <p>Purchases of books, audio visual, digital materials to meet the informational, recreational, educational needs of the community. The Massachusetts Board of Library Commissioners requires the Library to allocate 12% of the total budget for library materials. In most communities, this total is derived solely from municipal appropriation. In Framingham, the requirement has been historically attained from a combination of sources. Municipal appropriation, grant writing, restricted Trust Funds, and generous support from the Friends of the Framingham Library, Inc.</p> <p>The support from the Friends was once a significant percentage of the equation. Revenue derived from the Friends' video rental program once exceeded over \$130K. With changes in the way the public views movies, this revenue source has diminished significantly in recent years. A projected revenue of 15K in FY2021 is, perhaps an overly optimistic projection. In any case, this reduced amount makes the program unsupported for two primary reasons: One, the staff time allocated to the collection, organizing, reporting and depositing of rental fees no longer "equates" with the revenue. Secondly, and most importantly, charging patrons for video rental fees isn't great public service because there is no longer a cost saving comparison for our patrons. Find a Blockbuster Store. In other words, the end has arrived for what once was a great service to Framingham residents.</p> <p>The initial collection of library materials housed on the Library's new Bookmobile was purchased from the \$150,000 that the Framingham Public Library Foundation raised to return this terrific service model to Framingham. We are now looking to sustain that collection by respectfully requesting an additional \$5,000.00 be added to the Library Materials line for this purpose.</p> | | | | | | | | | | |
| 54450 | Supplies - Computer Supplies | 1,532 | 226 | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| | Supplies needed by Library Technology Department to keep libraries 150+ computers operational. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 259 | 648 | 2,000 | 2,388 | 495 | -883 | 144.15% | 1,850 | | |
| | Accessories for 150+ library computers. | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | 714 | - | 1,500 | - | - | 1,500 | - % | 1,500 | | |
| | Laser cartridges for staff and administrative printing. | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 607 | 301 | 500 | - | - | 500 | - % | 500 | | |
| | Supplies & parts for Library truck & Bookmobile. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 935 | 855 | 2,100 | 1,736 | - | 364 | 82.65% | 2,200 | | |
| | Fuel for Library pickup truck and new Bookmobile. | | | | | | | | | | |
| 57100 | Dues & Subcriptions | 476 | 224 | 425 | 610 | - | -185 | 143.53% | 250 | | |
| | Dues & subscriptions for various library memberships. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 2,451 | 5,939 | 22,850 | 5,555 | - | 17,295 | 24.31% | 20,074 | | |
| | To support the Library's important staff development initiatives. Examples include Metrowest Leadership Academy, American Library Association programs, Management Tools & Resources, classes, etc. In addition the new Library CBA with SEIU Local 888 calls for stipends for Library staff that complete training courses developed by Library Administration and City Human Resources. The amount requested is 1% of the FY2021 Union base salary total. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 240 | 46 | 200 | 108 | 44 | 48 | 75.82% | - | | |
| | Mileage in support of important Library staff development initiatives. | | | | | | | | | | |
| 57140 | Travel | 4,649 | 37 | 500 | 2,215 | - | -1,715 | 442.99% | - | | |
| 58300 | Improvements | 251 | 9,820 | - | - | - | - | - % | - | | |
| 58511 | Computers - Personal Computers | 9,220 | - | 2,392 | 488 | - | 1,904 | 20.38% | - | | |
| 58512 | Computers - Monitors | 2,072 | - | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
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|------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 610 Library | | | | | | | | | | | |
| 58513 | Computers - Laptops | - | - | 3,820 | 3,800 | 1,653 | -1,633 | 142.75% | - | | |
| 58514 | Computers - Printers | - | - | - | 1,142 | - | -1,142 | 100.00% | - | | |
| 58515 | Computers - Servers | - | - | 3,960 | - | - | 3,960 | - % | - | | |
| 58517 | Computers - Software Purchases | 3,848 | - | 3,012 | 2,234 | 3,499 | -2,721 | 190.32% | - | | |
| 58530 | Equipment | 5,429 | - | 2,525 | - | - | 2,525 | - % | - | | |
| | Currently, the Framingham Public Library offers six public spaces in which programs are held, people attend classes, and individuals and organizations meet. No matter the event, audio visual equipment is almost always requested. While the A/V capabilities in the Library's two large community rooms are up-to-date, the Library's smaller meeting rooms are without exception, either out of date, broken, or simply without audio visual capability at all. The last A/V installation in these rooms or upgrade was over a decade ago. The proposal seeks to address this with installation of presentation equipment that is affordable, maintainable, and easy to operate by all users. | | | | | | | | | | |
| 58545 | Library Furnishings | - | 21,640 | - | - | - | - | - % | - | | |
| Total Operating | | 578,717 | 586,164 | 623,648 | 507,064 | 51,566 | 65,019 | 89.57% | 602,895 | (20,753) | (3.33%) |
| Library Total | | 3,191,999 | 3,196,846 | 3,260,785 | 2,617,188 | 52,066 | 591,531 | 81.86% | 3,044,370 | (216,415) | (6.64%) |
| 161 City Clerk | | | | | | | | | | | |
| 51000 | Appropriated Stipends | 103,430 | 8,195 | - | - | - | - | - % | - | | |
| 51100 | Salary & Wages - Regular | 186,431 | 255,008 | 288,484 | 248,472 | - | 40,012 | 86.13% | 293,148 | | |
| | Salary for 4 full time staff members including City Clerk, Assistant City Clerk, Administrative Assistant IV and Administrative Assistant III. | | | | | | | | | | |
| 51200 | Salary & Wages - Parttime | - | - | - | - | - | - | - % | - | | |
| 51300 | Overtime - Straight Rate | 240 | 1,194 | 2,000 | 1,664 | - | 336 | 83.18% | 2,500 | | |
| | Straight time pay for overtime worked for two elections (State Primary and Presidential Election) and Early Voting. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 474 | 2,818 | 3,500 | 1,813 | - | 1,687 | 51.81% | 4,500 | | |
| | Time and 1/2 rate pay for overtime worked for two elections (State Primary, Presidential Election) and Early Voting. | | | | | | | | | | |
| 51420 | Longevity | 500 | 500 | 500 | 300 | - | 200 | 60.00% | 500 | | |
| | Longevity pay of \$300 for City Clerk (24 years of service) and \$200 for Assistant City Clerk (13 years of service). | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 2,217 | - | - | 2,217 | - % | - | | |
| | The Division Head merit is a 2% increase for the City Clerk. The amount to be paid is \$2553.00. | | | | | | | | | | |
| 51931 | Tuition Reimbursement | - | 340 | - | - | - | - | - % | - | | |
| Total Personnel | | 291,075 | 268,055 | 296,701 | 252,249 | - | 44,452 | 85.02% | 300,648 | 3,947 | 1.33% |
| 52420 | Maintenance - Equipment | 407 | 189 | 200 | - | - | 200 | - % | 200 | | |
| | Annual maintenance agreement for the City Clerk's date/time stamp. | | | | | | | | | | |
| 53050 | Printing Services | 7,294 | 4,320 | 7,000 | 5,578 | - | 1,422 | 79.68% | 7,000 | | |
| | Dog license processing including postage, dog tags, printing and mailing of renewal notices, stationery and envelopes. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

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|-------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 161 City Clerk | | | | | | | | | | | |
| 53401 | Telephone-IP Telephone IP charges for FY21 | 553 | 527 | 650 | 418 | - | 232 | 64.26% | 650 | | |
| 53403 | Telephone - Long Distance Long distance telephone charges for FY21. | 8 | 7 | 10 | 4 | 14 | -8 | 184.70% | 10 | | |
| 53430 | Postage Postage used in the City Clerk's Department for mailing documents such as vital records and other correspondence to businesses and residents in Framingham. | 3,292 | 5,415 | 5,500 | 4,044 | - | 1,456 | 73.53% | 5,500 | | |
| 54200 | Supplies - Office Office supplies for the daily operations of the City Clerk's Department which includes security paper used for vital records (birth, death and marriage certificates). There is an increase in demand of birth and marriage certificates required by the RMV to support issuance of MA driver's licenses. | 5,221 | 3,423 | 3,800 | 1,556 | 364 | 1,881 | 50.50% | 3,800 | | |
| 54451 | Supplies - Computer Accessorie | 715 | - | - | - | - | - | - % | - | | |
| 54453 | Supplies-Laser Cartridges Laser cartridges used for the daily operations of the City Clerk's Department which includes printing of vital records (birth, marriage and death certificates). There is an increase in demand of birth and marriage certificates required by the RMV to support the issuance of MA driver's licenses. | 1,331 | - | 1,500 | 1,119 | - | 381 | 74.59% | 1,500 | | |
| 54902 | Meals - Special Functions | - | 1,299 | - | - | - | - | - % | - | | |
| 57100 | Dues & Subscriptions 1. International Institute of Municipal Clerks - \$210.00 for a current full member (City Clerk) and \$110.00 for an additional full member (Asst. City Clerk) 2. MA City Clerk's Association - Full Membership and Associate membership \$150.00 3. New England Clerks – City Clerk only fee \$35.00 4. Middlesex Town & City Clerks – City Clerk only fee \$25.00 5. MA Town Clerk's – City Clerk and Associate fee \$175.00 | 415 | 620 | 620 | 705 | - | -85 | 113.71% | 705 | | |
| 57120 | Education, Training, Seminars City Clerk and Assistant City Clerk attend various training and educational seminars to keep current with rules and regulations that govern the operation and duties of the City Clerk's Office and Elections. Fall, Winter and Spring Town Clerk/City Clerk Conferences. | 1,201 | 1,982 | 2,000 | 164 | - | 1,836 | 8.20% | 1,500 | | |
| 57130 | Mileage Reimbursements Mileage reimbursement for City Clerk and Assistant City Clerk for State Primary and Presidential Elections that occur in FY21, and for reimbursement for fall, winter and spring City/Town Clerks Conferences. | 105 | 251 | 200 | 239 | - | -39 | 119.74% | 200 | | |
| 58530 | Equipment | - | - | - | - | - | - | - % | - | | |
| Total Operating | | 20,542 | 18,035 | 21,480 | 15,284 | 378 | 5,818 | 72.92% | 21,065 | (415) | (1.93%) |
| City Clerk Total | | 311,618 | 286,090 | 318,181 | 267,533 | 378 | 50,270 | 84.20% | 321,713 | 3,532 | 1.11% |
| 162 Elections | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular Salary for one full-time Election Coordinator for FY21. | 54,114 | 54,373 | 57,920 | 48,766 | - | 9,154 | 84.19% | 58,272 | | |
| 51300 | Overtime - Straight Rate | 69 | 609 | 2,500 | 939 | - | 1,561 | 37.57% | 2,500 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 162 Elections | | | | | | | | | | | |
| | Straight rate pay for overtime worked for two elections (State Primary and Presidential Elections) and Early Voting. | | | | | | | | | | |
| 51301 | Overtime - Time & 1/2 | 330 | 1,020 | 3,000 | 2,211 | - | 789 | 73.69% | 3,000 | | |
| | Time and 1/2 rate pay for overtime worked for two elections (State Primary and Presidential Elections) and Early Voting. | | | | | | | | | | |
| 51421 | Merit | - | - | 558 | - | - | 558 | - % | - | | |
| 51450 | Stipends | 1,500 | 3,450 | 1,950 | 1,800 | - | 150 | 92.31% | 1,950 | | |
| | There are four Registrars of Voters in Framingham. The City Clerk receives \$1500 annually. The remaining Registrars of Voters received a total of \$450 annually. | | | | | | | | | | |
| | \$2000 annual stipend for City Clerk and Assistant City Clerk for early voting and election preparation and implementation | | | | | | | | | | |
| | Total Personnel | 56,012 | 59,452 | 65,928 | 53,716 | - | 12,212 | 81.48% | 65,722 | (206) | (0.31%) |
| 52422 | Maintenance -Voting Machine | 9,640 | 4,850 | 12,000 | 5,659 | - | 6,341 | 47.16% | 8,000 | | |
| | Imagecast precinct tabulator warranty for 20 voting machines covers maintenance through August 30, 2021. There is no cost for FY21 | | | | | | | | | | |
| 53010 | Prof & Tech - Legal | - | - | - | - | - | - | - % | - | | |
| 53050 | Printing Services | - | 2,500 | 2,500 | 1,042 | - | 1,459 | 41.66% | 5,000 | | |
| | Envelopes and stationery that is used for voter registration acknowledgement notices, election workers, and various election related mailings. Automatic Voter Registration that began January 1, 2020, automatically registered people to vote at designated agencies such as the RMV even if the people is already a registered voter. This mandate has dramatically increased the amount of notices to be mailed. | | | | | | | | | | |
| 53430 | Postage | 5,864 | 8,184 | 16,500 | 7,084 | - | 9,416 | 42.93% | 20,000 | | |
| | Postage for mailing to voters for elections, voter registration acknowledgement notices, absentee and early voting for State Primary and Presidential Election. Automatic Voter Registration that began January 1, 2020, automatically registered people to vote at designated agencies such as the RMV even if the people is already a registered voter. This mandate has dramatically increased the amount of notices to be mailed. | | | | | | | | | | |
| 53440 | Communications - Advertising | - | 367 | - | - | - | - | - % | - | | |
| 53810 | Police Details | 14,122 | 28,376 | 33,324 | 24,497 | - | 8,827 | 73.51% | 40,000 | | |
| | Police details are required by MA General Law to be stationed at each polling location to enforce the law and keep peace and order during elections. Additional police are required for traffic to ensure public safety. Police details will also be used for Early Voting at City Hall and remote locations. | | | | | | | | | | |
| 53821 | Poll Set Up | 1,431 | 3,406 | 4,000 | 3,040 | - | 960 | 76.00% | 4,000 | | |
| | Truck rental for two elections and staff time for poll set-up for State Primary Election, Presidential Election and Early Voting at City Hall, remoting EV locations and a total of 18 precincts at 10 polling locations. | | | | | | | | | | |
| 53822 | Town Meeting Checkers | 100 | 975 | - | 525 | - | -525 | 100.00% | - | | |
| 53823 | Poll Workers | 37,600 | 78,690 | 89,590 | 62,675 | - | 26,915 | 69.96% | 45,000 | | |
| | Pollworkers hired for two elections occurring in FY21 (State Primary and Presidential Election) and Early Voting for 2 weeks prior to elections. | | | | | | | | | | |
| 53824 | School Custodians | 3,157 | 4,655 | 6,000 | 710 | - | 5,290 | 11.83% | 6,000 | | |
| | School custodians who work on Election Days (State Primary and Presidential Election) | | | | | | | | | | |
| 54200 | Supplies - Office | 828 | 5,952 | 2,660 | 1,653 | 179 | 828 | 68.88% | 3,000 | | |
| | Supplies used for the Election Department to support Elections (State Primary and Presidential Elections) and Early Voting. | | | | | | | | | | |
| 54210 | Supplies - Ballots | 14,821 | - | 15,000 | 10,363 | - | 4,637 | 69.09% | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|--|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 162 Elections | | | | | | | | | | | |
| No local elections scheduled for FY21. The Commonwealth of MA pays for ballots printed for State Primary and Presidential Elections. | | | | | | | | | | | |
| 54211 | Supplies - Census | 18,626 | 19,184 | 24,000 | 14,796 | 6,465 | 2,739 | 88.59% | 26,000 | | |
| The State requires municipalities to mail annual street listings (census) to residents. An increase in homes (apartment complexes/developments) increases the number of forms mailed. | | | | | | | | | | | |
| 54453 | Supplies-Laser Cartridges | - | 948 | 1,500 | - | - | 1,500 | - % | 2,000 | | |
| Laser cartridges are used to print voter registration acknowledgement notices, voting lists and labels for absentee and early voting mailings. Automatic Voter Registration that began January 1, 2020, automatically registered people to vote at designated agencies such as the RMV even if the people is already a registered voter. This mandate has dramatically increased the amount of notices to be mailed and affects printing costs. The two elections in FY21 are the State Primary and Presidential Election. | | | | | | | | | | | |
| 54902 | Meals - Special Functions | - | - | - | - | - | - | - % | - | | |
| 57120 | Education, Training, Seminars | - | 175 | 200 | - | - | 200 | - % | - | | |
| FY21 cost for the Election Coordinator to attend seminars and conferences to stay current with Election laws and regulations. | | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 104 | 304 | 325 | 140 | - | 185 | 43.21% | 325 | | |
| Mileage reimbursement for the Election Coordinator for two elections (State Primary and Presidential Elections), early voting at remote locations and three City/Town Clerks conferences in fall, winter and spring of FY21. | | | | | | | | | | | |
| Total Operating | | 106,293 | 158,565 | 207,599 | 132,184 | 6,643 | 68,772 | 66.87% | 159,325 | (48,274) | (23.25%) |
| Elections Total | | 162,305 | 218,018 | 273,527 | 185,899 | 6,643 | 80,984 | 70.39% | 225,047 | (48,480) | (17.72%) |
| SCHOOLS | | | | | | | | | | | |
| 900 | Regional School | 9,281,407 | 8,992,897 | 9,170,250 | 9,170,250 | - | - | 100.00% | 9,468,116 | | |
| 900 | Framingham Public Schools | 127,411,730 | 132,537,281 | 138,484,986 | 103,546,619 | 7,996,795 | 26,941,572 | 80.55% | 141,781,934 | | |
| SCHOOLS | | 136,693,137 | 141,530,178 | 147,655,236 | 112,716,869 | 7,996,795 | 26,941,572 | 81.75% | 151,250,050 | 3,594,814 | 2.43% |
| MISCELLANEOUS/UNCLASSIFIED | | | | | | | | | | | |
| 345 | Property/Liability Insurance | 1,701,593 | 1,803,023 | 1,992,814 | 1,875,483 | 922 | 116,409 | 94.16% | 2,092,455 | | |
| 346 | Self Insurance | 172,206 | 55,552 | 80,000 | 22,234 | - | 57,766 | 27.79% | 40,000 | | |
| 315 | Retired Police & Fire Medical | 54,544 | 128,982 | 100,000 | 44,245 | 55,755 | - | 100.00% | 120,000 | | |
| 312 | Worker's Compensation | 454,245 | 697,205 | 620,000 | 506,284 | 39,369 | 74,347 | 88.01% | 620,000 | | |
| 313 | Unemployment Insurance | 281,193 | 242,701 | 410,000 | 140,944 | 162,856 | 106,200 | 74.10% | 510,000 | | |
| 319 | Sick Leave Buyback | 16,861 | 21,100 | 40,000 | 11,180 | - | 28,820 | 27.95% | 40,000 | | |
| 314 | Group Insurance | 28,943,347 | 30,172,503 | 30,993,694 | 27,658,083 | 75,017 | 3,260,594 | 89.48% | 32,076,226 | | |
| 199 | Stabilization Fund | 321,498 | 451,913 | 448,209 | 448,209 | - | - | 100.00% | - | | |
| 397 | Capital Stabilization Fund | 5,010,015 | - | - | - | - | - | - % | - | | |
| 391 | Contingency Fund/Salary Reserve | - | - | 520,000 | - | - | 520,000 | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|---|-----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 132 | Reserve Fund | - | - | 400,000 | - | - | 400,000 | - % | 400,000 | | |
| 900 | Medicaid Part I Contract | 155,356 | 80,000 | 80,000 | 15,452 | - | 64,548 | 19.32% | 95,000 | | |
| MISCELLANEOUS/UNCLASSIFIED | | 37,110,858 | 33,652,980 | 35,684,717 | 30,722,114 | 333,919 | 4,628,684 | 87.03% | 35,993,681 | 308,964 | 0.87% |
| RETIREMENT/OPEB | | | | | | | | | | | |
| 310 | Retirement | 14,584,129 | 15,412,744 | 16,513,289 | 16,513,289 | - | - | 100.00% | 17,421,521 | | |
| 316 | Medicare/FICA | 2,064,962 | 2,166,834 | 2,240,804 | 2,009,129 | - | 231,675 | 89.66% | 2,301,305 | | |
| 350 | OPEB | 500,600 | 250,000 | - | - | - | - | - % | - | | |
| RETIREMENT/OPEB | | 17,149,691 | 17,829,578 | 18,754,093 | 18,522,418 | - | 231,675 | 98.76% | 19,722,826 | 968,733 | 5.17% |
| DEBT SERVICE | | | | | | | | | | | |
| 710 | Principal on Long Term Debt | 13,661,612 | 14,102,909 | 14,398,291 | 11,968,812 | 2,399,964 | 29,515 | 99.80% | 12,727,057 | | |
| 752 | Bond Preparation Costs | 148,859 | 148,095 | 50,000 | 192,784 | - | -142,784 | 385.57% | 115,000 | | |
| 759 | Interest on Abatements | 56,400 | 658 | 151,989 | 16,793 | - | 135,196 | 11.05% | 125,000 | | |
| DEBT SERVICE | | 13,866,871 | 14,251,662 | 14,600,280 | 12,178,389 | 2,399,964 | 21,927 | 99.85% | 12,967,057 | (1,633,223) | (11.19%) |
| EXPENDITURES NOT REQUIRING APPROPRIATION | | | | | | | | | | | |
| 145 | Tax Title | 79,319 | 87,683 | 78,000 | 55,406 | 17,180 | 5,414 | 93.06% | 83,000 | | |
| 300 | Cherry Street Charges | 7,439,538 | 7,860,257 | 8,259,262 | 6,858,328 | - | 1,400,934 | 83.04% | 8,972,671 | | |
| 399 | Overlay | - | - | 1,901,000 | - | - | 1,901,000 | - % | 1,800,000 | | |
| EXPENDITURES NOT REQUIRING APPROPRIATION | | 7,518,857 | 7,947,940 | 10,238,262 | 6,913,734 | 17,180 | 3,307,348 | 67.70% | 10,855,671 | 617,409 | 6.03% |
| TOTAL GENERAL FUND | | 274,110,128 | 277,928,788 | 294,230,386 | 234,487,445 | 13,060,751 | 46,682,189 | 84.13% | 298,000,815 | 3,770,429 | 1.28% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| WATER ENTERPRISE FUND | | | | | | | | | | | |
| 450 Water Enterprise Fund | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular This line item funds the regular annual salaries of the permanent full time employees within the Water Division. | 1,949,732 | 2,042,836 | 2,212,771 | 1,759,036 | - | 453,735 | 79.49% | 2,113,947 | | |
| 51200 | Salary & Wages - Partime The amount requested in Part Time salaries includes funding of seasonal employees and partial funding of the Watchman positions (partial funding is also requested in the Highway Budget and Wastewater Enterprise Budget). Earned vacation and personal time is restricted during winter months and, as a result, the window for time off is very limited. Hiring seasonal employees during the heavy vacation periods allows an appropriate level of service. | 73,270 | 64,699 | 74,000 | 56,004 | - | 17,996 | 75.68% | 10,625 | | |
| 51300 | Overtime - Straight Rate | 1,162 | 522 | 1,000 | 1,107 | - | -107 | 110.70% | 1,000 | | |
| 51301 | Overtime - Time & 1/2 Overtime-Time and 1/2 line item funds the overtime provisions as delineated in the collective bargaining agreements that cover employees within the Department of Public Works. These accounts include funds for emergency repair of water mains, hydrants and City-owned service connections as well as response to water pumping stations and water tank alarms, scheduled off-hours water meter replacements, backflow testing, water main flushing as well as response to working fires. The accounts also include funding for oversight of contractors working directly for the City or customers during non-business hours. | 375,660 | 408,721 | 341,308 | 293,119 | - | 48,189 | 85.88% | 327,500 | | |
| 51302 | Overtime - Double Time Double Time line item funds the overtime provisions as delineated in the collective bargaining agreements that cover employees within the Department of Public Works. These accounts include funds for emergency repair of water mains, hydrants and City-owned service connections as well as response to water pumping stations and water tank alarms, scheduled off-hours water meter replacements, backflow testing, water main flushing as well as response to working fires. The accounts also include funding for oversight of contractors working directly for the City or customers during non-business hours. | 55,157 | 68,121 | 85,000 | 23,819 | - | 61,181 | 28.02% | 70,000 | | |
| 51410 | Diff-Educational The amount requested is in accordance with the City's Collective Bargaining Agreement with the union representing eligible employees within the Water Department. Union Locals 1116 may receive \$550 in education incentive per fiscal year upon successful completion of an approved course which must be part of a degree program and/or related to employment with the City. | 4,033 | 5,408 | 4,857 | 3,025 | - | 1,832 | 62.28% | 4,582 | | |
| 51420 | Longevity This account is budgeted based on collective bargaining contract terms and the Personnel Bylaw. All permanent full-time employees, except Union Locals 1116, with more than 10 years of service with the City, are paid a dollar amount according to agreement based on years of service. | 2,775 | 3,029 | 3,167 | 2,467 | - | 700 | 77.89% | 3,042 | | |
| 51430 | Diff-Weekend The Weekend Shift Differential account is budgeted in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Water Department. Employees whose regularly scheduled shift includes Saturday or Sunday are eligible for this payment. Projected costs for employees working whose regular shift includes Saturday or Sunday. | 1,702 | 1,628 | 1,951 | 2,086 | - | -135 | 106.91% | 2,830 | | |
| 51433 | Shift Differential The amount requested for Shift Differential is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Water Department. Employees with work schedules other than 7am-3pm are eligible for this payment. | 4,178 | 2,003 | 2,097 | 4,617 | - | -2,520 | 220.16% | 2,195 | | |
| 51441 | 1156/1164 Sick Leave Incentive The amount requested is in accordance with the City's Collective Bargaining Agreements with the 1156 union and is an estimate of the expected payment to eligible employees. The payment is based on a review of the eligible employee's sick leave utilization. | 1,011 | 781 | 1,000 | - | - | 1,000 | - % | 800 | | |
| 51451 | Contractual Stipends The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Water Department for licenses held beyond those required for the employee's position. This account also funds an annual \$500 stipend for members of Local 1156 in recognition of limits placed on vacation | 107,150 | 113,700 | 125,000 | 100,325 | - | 24,675 | 80.26% | 132,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 450 Water Enterprise Fund | | | | | | | | | | | |
| | usage during winter months. For the six month period of November 15-April 15 vacation time is very restricted to ensure employees be available for snow and ice response. Contractual stipends for 1156 increasing per new collective bargaining agreement. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 3,179 | - | - | 3,179 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 100,584 | 108,790 | 125,672 | 92,497 | - | 33,175 | 73.60% | 130,833 | | |
| | The LIUNA pension account reflects a review of actual costs and an anticipated rate increase. It is a contractual obligation: the City contributes based on the actual number of hours bargaining unit employees work, including overtime. | | | | | | | | | | |
| 51740 | Health Insurance | 293,038 | 131,610 | 400,500 | 232,658 | - | 167,842 | 58.09% | 412,515 | | |
| 51920 | Tool Reimbursement | 300 | 300 | 600 | - | - | 600 | - % | 1,400 | | |
| | Tool Reimbursements are requested in accordance with the collective bargaining agreements. | | | | | | | | | | |
| 51940 | Beeper Reimbursement | 25,464 | 29,750 | 25,000 | 25,375 | - | -375 | 101.50% | 39,920 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Water Department. Employees are compensated, in a rotating basis, for after hour call backs. | | | | | | | | | | |
| 51950 | Reimbursable Meals | 932 | 112 | - | - | - | - | - % | - | | |
| 51960 | License Reimbursements | 2,725 | 1,912 | 3,000 | 1,728 | - | 1,272 | 57.59% | 3,000 | | |
| | License Reimbursement is for the reimbursement to employees who renew or acquire job related, job specific licenses. These licenses generally include Class A Commercial Drivers Licenses and Hoisting Licenses for the operation of heavy equipment. | | | | | | | | | | |
| | Total Personnel | 2,998,873 | 2,983,922 | 3,410,102 | 2,597,861 | - | 812,241 | 76.18% | 3,256,189 | (153,913) | (4.51%) |
| 52110 | Electricity - Delivery | 301,596 | 325,350 | 319,691 | 252,437 | 35,746 | 31,508 | 90.14% | 320,854 | | |
| | This account funds the cost of Delivery supply and demand electricity charges for Water facilities. | | | | | | | | | | |
| 52130 | Natural Gas | 16,625 | 20,417 | 17,623 | 20,000 | 10,000 | -12,377 | 170.23% | 22,391 | | |
| | Natural Gas line item covers the heating cost for the water pump stations, as well as the buildings utilized by the Water Division. The requested amounts are based upon an analysis of usage and spending trends. | | | | | | | | | | |
| 52310 | Water Usage | 97,275 | 97,826 | 127,500 | 63,249 | 64,251 | - | 100.00% | 117,500 | | |
| | This accounts budgets the cost of water for municipal facilities. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 71,077 | 57,484 | 66,500 | 29,983 | 3,407 | 33,111 | 50.21% | 61,000 | | |
| | Funding of the Building and Ground Maintenance line item is requested based on a review of historical expenditures for the maintenance of buildings and grounds housing the Department's seven primary water and booster pump stations, six storage tanks and partial funding of Public Works' facilities. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 39,177 | 31,386 | 43,233 | 17,686 | 9,090 | 16,457 | 61.94% | 45,233 | | |
| | Funding of this line item is based on a review of expenditures necessary for for the repair and maintenance of all Water Department equipment including pumps, generators, portable lighting, compressors, and hydraulic equipment and tools. With aging equipment - regular maintenance is required. | | | | | | | | | | |
| 52440 | Roadway Maint & Construction | - | 38,403 | 30,000 | - | 1,250 | 28,750 | 4.17% | 30,000 | | |
| | Funding of this line item is requested on the basis of past expenditures required to maintain and repair 265 miles of water pipe and 6000 valves throughout the city. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 19,496 | 41,038 | 33,639 | 39,481 | 7,747 | -13,589 | 140.40% | 35,000 | | |
| | Funding in this line item is requested based on historical expenditures required for the repair and maintenance of Water Department vehicles. This type of work is typically | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 450 Water Enterprise Fund | | | | | | | | | | | |
| | performed by outside services. In FY20, all Vehicle maintenance GL lines have been budgeted within this one. Historically, this funding was split within different program GL's, but the volatility of vehicle maintenance made it difficult to forecast property within each GL. With aging vehicles - regular maintenance is required. | | | | | | | | | | |
| 52471 | Maintenance - Software | 35,136 | 31,412 | 34,346 | 34,143 | - | 204 | 99.41% | 38,830 | | |
| | Funding in this line item is requested based on projected expenditures for software upgrades and maintenance for the numerous Water Department programs, including Kronos, Sensus, NDS, Invoice Cloud, Vueworks, H2O software and iFix intellution. Increase for Kronos licenses (Cloud system); growth in Strix Contract. | | | | | | | | | | |
| 52700 | Rental - Equipment | 14,172 | 11,922 | 15,369 | 2,500 | 11,722 | 1,147 | 92.53% | 15,369 | | |
| | Funding in this line is used when it is necessary to supplement existing department equipment for operational needs. Funding is included for the rental of a temporary building annex. | | | | | | | | | | |
| 52710 | Copier Leases | 4,111 | 3,650 | 3,780 | - | - | 3,780 | - % | 3,200 | | |
| | Funding of this line is for the Water Division's portion of the lease for the DPW Administration and Finance Office copier and the copier/scanner equipment used by the department at Western Avenue. | | | | | | | | | | |
| 52720 | Lease - CSX | 2,616 | 2,919 | 7,000 | 2,968 | - | 4,032 | 42.40% | 5,000 | | |
| | Funding of this line item is used to cover the annual water easement leases for various railroad crossings. | | | | | | | | | | |
| 52950 | Construction Material Disposal | 57,436 | 55,868 | 70,000 | 48,021 | 9,971 | 12,008 | 82.85% | 70,000 | | |
| | Funding of this line item is necessary to comply with the Attorney General's Consent Judgement and ensure the proper disposal of Asbestos cement pipe and Asbestos containing waste material. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 151,384 | 75,789 | 50,000 | 62,432 | 60,092 | -72,525 | 245.05% | 50,000 | | |
| | Funding in this line item is requested based on the City's continued interest in addressing numerous issues associated with the water distribution system. Consultant services will be utilized for numerous projects including: evaluation and analysis of pump station electronics and hardware and evaluation and recommendation with regard to State mandated regulations. Preparing for and accompanying City staff at meetings with regulatory agencies, neighboring communities and boards and committees. Discussions are underway for intermunicipal agreements regarding water supplied by Framingham to Southborough and Natick and funding is requested to assist with the preparation of the IMAs. | | | | | | | | | | |
| 53008 | Prof & Tech - Engineering | 36,213 | 73,672 | 76,500 | 6,492 | 10,632 | 59,375 | 22.39% | 56,500 | | |
| | This line item is requested for the professional design, evaluation and coordination of water work with other ongoing and proposed work in the Town. Running simulations utilizing the water hydraulic model, making changes and updates to the asset management software, and Licensed Site Professional Services. | | | | | | | | | | |
| 53010 | Prof & Tech - Legal | 9,244 | 18,462 | 25,000 | 5,040 | 9,960 | 10,000 | 60.00% | 20,000 | | |
| | This line item is used to cover the costs of legal counsel for water-related issues, as well as the cost for legal fees associated with obtaining proper water easements associated with operating activities. Assist in preparation and review of IMA's. | | | | | | | | | | |
| 53013 | Bond Preparation Costs | 65,702 | 19,114 | - | 35,375 | - | -35,375 | 100.00% | - | | |
| 53050 | Printing Services | 15,370 | 23,970 | 15,000 | 18,988 | 5,305 | -9,293 | 161.96% | 15,000 | | |
| | This line item funds services for printing, inserting and mailing of approximately 73,000 water and wastewater bills issued annually. The cost is split between the Water and Wastewater Enterprise Funds. The price reflects the contracted printing and postage cost per bill. This line item is also used for printing projects for the Wastewater Department including: letters, forms, business cards, books and customer service brochures. | | | | | | | | | | |
| 53070 | Medical Costs Employees | 958 | 828 | 1,000 | 848 | 528 | -375 | 137.50% | 1,269 | | |
| | DOT Physicals as required to maintain CDL and Hoisting licenses and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53080 | Contracted Services | 84,039 | 43,641 | 105,000 | 35,889 | 42,668 | 26,443 | 74.82% | 90,000 | | |
| | Funding for this line item is based on contract services involving water infrastructure repair and maintenance requiring resources beyond the scope of Town forces and | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 450 Water Enterprise Fund | | | | | | | | | | | |
| | equipment. This includes funds for the testing of large water meters for accuracy. | | | | | | | | | | |
| 53401 | Telephone-IP | 613 | 606 | 750 | 206 | - | 544 | 27.42% | 750 | | |
| | The funding of this line item is requested based upon usage of the phone system at Western Avenue. | | | | | | | | | | |
| 53402 | Telephone - Local | 627 | 626 | 750 | 598 | 302 | -150 | 120.00% | 750 | | |
| | This line item funds the phone lines of the water pumping stations for alarming. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 7,910 | 7,327 | 5,000 | 5,586 | 3,414 | -4,000 | 180.00% | 5,967 | | |
| | This line item covers the cost of existing cellular phones for Supervisors and Managers in the Water Division. These phones are used for emergencies, notifying utilities and contractors, and communicating sensitive & non public information that cannot be transmitted over public frequency. | | | | | | | | | | |
| 53405 | Telephone - Pagers | - | - | - | - | - | - | - % | - | | |
| 53407 | Telemetric Alarm Pump Stations | 2,760 | 2,373 | 5,686 | 1,093 | 733 | 3,860 | 32.12% | 2,843 | | |
| 53420 | Radio System Charges | - | - | - | - | - | - | - % | - | | |
| 53430 | Postage | 8,058 | 997 | 2,000 | 571 | - | 1,429 | 28.56% | 2,000 | | |
| | The Postage line item is used to cover the cost of mailing water and sewer utility bills and to better align budgeted line item with actual historical spending. Line item reduced as new bill printing contract includes the cost of postage. | | | | | | | | | | |
| 53440 | Communications - Advertising | 1,082 | 3,495 | 3,500 | 1,850 | - | 1,651 | 52.84% | 4,000 | | |
| | Funding of this line item is requested based upon current expenditures for advertising projects, paid notices, professional staff recruitment, and program notification. Cost to advertise in newspaper increased. | | | | | | | | | | |
| 53450 | Internet Service | 12,255 | 11,713 | 10,800 | 8,931 | 3,069 | -1,200 | 111.11% | 10,761 | | |
| | Funding is requested for existing wireless connection cards assigned to department supervisors and managers for use with remote terminals in the field. The cards provide personnel with the ability to instantly access water and sewer infrastructure information, historical data, water tie cards and sewer connections information as well as remote access to the pumping station's SCADA system. Expansion of the technology is requested based on the success of the program. | | | | | | | | | | |
| 53810 | Police Details | 72,665 | 81,022 | 80,950 | 78,525 | 10 | 2,415 | 97.02% | 80,000 | | |
| 54200 | Supplies - Office | 11,978 | 7,966 | 8,590 | 3,523 | 3,319 | 1,748 | 79.65% | 4,290 | | |
| | This line item is for the usage of operating and office supplies. | | | | | | | | | | |
| 54240 | Supplies - Buildings | 26,807 | 10,621 | 11,000 | 6,304 | 367 | 4,329 | 60.65% | 10,000 | | |
| | This line item is used to purchase supplies for all Water Department structures and properties. | | | | | | | | | | |
| 54260 | Supplies - Medical | 2,200 | 1,500 | 2,500 | 1,123 | 577 | 800 | 68.00% | 2,500 | | |
| | The Medical Supplies line item is utilized for the necessary safety and first aid kits in water department vehicles and in the Water workshop. | | | | | | | | | | |
| 54450 | Supplies - Computer Supplies | 3,956 | 399 | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| | The line items in this section fund general computer and printer supplies used by the Department. | | | | | | | | | | |
| 54451 | Supplies - Computer Accessorie | 1,480 | 1,810 | 1,500 | 1,323 | - | 177 | 88.23% | 1,000 | | |
| | The line items in this section fund general computer and printer supplies used by the Department. | | | | | | | | | | |
| 54454 | Supplies - Trench Materials | 108,739 | 65,673 | 90,000 | 67,047 | 22,241 | 713 | 99.21% | 80,000 | | |
| | This line item is used to purchase materials needed for trenches after excavating roadways to make repairs and support water pipes and replace valves. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 450 Water Enterprise Fund | | | | | | | | | | | |
| 54800 | Supplies - Vehicular | 41,235 | 68,526 | 51,859 | 47,646 | 2,429 | 1,785 | 96.56% | 50,000 | | |
| | This line item funds replacement parts and accessories used in the maintenance and repair of the vehicles in the Water Department. The requested amount is based on historical expenditures and anticipated usage. In FY20, all Vehicle supply GL lines have been budgeted within this one. Historically, this funding was split within different program GL's. Vehicle supplies can vary from year to year and are not always easily predicted and, therefore, the decision was made to combine all into one line item. | | | | | | | | | | |
| 54810 | Fuel Unleaded Gasoline | 47,284 | 58,412 | 59,282 | 48,617 | - | 10,665 | 82.01% | 52,252 | | |
| | The Unleaded line item covers the fuel costs of all vehicles utilized by the Water Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | | | | | | | | | | |
| 54811 | Fuel Diesel | 29,673 | 37,960 | 41,921 | 27,102 | - | 14,819 | 64.65% | 33,827 | | |
| | The Diesel line item covers the fuel costs of all vehicles utilized by the Water Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | | | | | | | | | | |
| 54900 | Meals - In Service Training | 1,880 | 1,255 | 400 | 2,237 | 412 | -2,249 | 662.19% | 400 | | |
| | Meals-in-service training provides for light refreshments during training and seminars and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 55300 | Public Works Supplies | 292,787 | 322,643 | 305,850 | 207,182 | 65,324 | 33,343 | 89.10% | 282,850 | | |
| | This line item funds the costs associated with the procurement of tools, parts, fittings, and small equipment necessary to comprehensively maintain the water distribution system. | | | | | | | | | | |
| 55310 | Public Works - Chemicals | 3,706 | 541 | 1,000 | - | - | 1,000 | - % | 1,000 | | |
| | The requested amount will be used to fund the purchase of chemical reagents used in water quality analysis. | | | | | | | | | | |
| 56940 | MWRA Assessment | 8,003,044 | 8,205,353 | 8,419,638 | 7,603,307 | 844,812 | -28,481 | 100.34% | 8,860,555 | | |
| 56941 | DEP SDWA Assessment | 19,969 | 18,991 | 18,000 | 17,599 | - | 401 | 97.77% | 21,000 | | |
| | Funding in this line item is based upon the anticipated cost of the State DEP's Safe Drinking Water Act assessment. This assessment makes up the difference between the cost of administering the SDWA in Massachusetts and the funds available through federal grant and state appropriation. Increase from \$8.50 to \$9.50 per Million Gallons; See DEP 10/25/19 Letter | | | | | | | | | | |
| 57100 | Dues & Subscriptions | 9,183 | 6,968 | 9,500 | 7,816 | - | 1,684 | 82.27% | 9,500 | | |
| | The Dues and Subscriptions account is necessary to cover subscriptions to trade journals and dues to professional organizations. | | | | | | | | | | |
| 57120 | Education, Training, Seminars | 24,710 | 19,633 | 25,900 | 18,713 | 4,045 | 3,142 | 87.87% | 15,000 | | |
| | This line item funds the education, training, and professional development expenses of the employees within the Water Division. | | | | | | | | | | |
| 57130 | Mileage Reimbursements | 328 | 201 | 400 | 142 | 358 | -100 | 125.00% | 250 | | |
| 57140 | Travel | 753 | 942 | - | 1,158 | - | -1,158 | 100.00% | - | | |
| | This line item funds the travel expenses for employees to attend training seminars and professional development seminars. | | | | | | | | | | |
| 57800 | Special Refunds | 900 | - | - | - | - | - | - % | - | | |
| 58220 | Pump Stations | 8,017 | 15,092 | 30,000 | 9,362 | 8,958 | 11,680 | 61.07% | 25,000 | | |
| 58300 | Improvements | 203,902 | 107,793 | 211,000 | 149,098 | 27,020 | 34,882 | 83.47% | 190,000 | | |
| | This line item is necessary to expand security improvements recommended from the Vulnerability Analysis done on the Town of Framingham's water facilities. This recommended amount is based on field investigations of the most critical elements of the Town's water system. Improvements would be in accordance with the recommendations resulting from the inspections of the Town's water pumping stations and supply tanks. Improvements include fencing, alarms and 24-hour surveillance. | | | | | | | | | | |
| 58511 | Computers - Personal Computers | 4,700 | - | - | - | - | - | - % | - | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 450 Water Enterprise Fund | | | | | | | | | | | |
| 58512 | Computers - Monitors | 658 | - | 1,500 | 567 | - | 933 | 37.77% | - | | |
| | Funding of these line items is requested based on the need to replace and update computer systems which support our office and field operations, as well as the computers utilized by the administrative staff for water and wastewater billing. The costs are shared appropriately between the Water and Wastewater Enterprise Budgets. | | | | | | | | | | |
| 58513 | Computers - Laptops | 4,416 | 8,125 | 10,000 | 15,932 | - | -5,932 | 159.32% | - | | |
| | Funding of these line items is requested based on the need to replace and update computer systems which support our office and field operations, as well as the computers utilized by the administrative staff for water and wastewater billing. The costs are shared appropriately between the Water and Wastewater Enterprise Budgets. Updating aging computers department wide. | | | | | | | | | | |
| 58517 | Computers - Software Purchases | - | 988 | 24,970 | 1,186 | 8,237 | 15,547 | 37.74% | 24,970 | | |
| | Funding of these line items is requested based on the need to replace and update Software licenses for new PCs and laptops are included in the software purchase line. The costs are shared appropriately between the Water and Wastewater Enterprise Budgets. | | | | | | | | | | |
| 58518 | Software Support Licenses | - | - | - | - | - | - | - % | - | | |
| 58520 | Vehicles | - | 4,566 | - | - | - | - | - % | - | | |
| 58529 | Vehicle Refurbish > \$5,000 | - | - | - | - | 19,575 | -19,575 | 100.00% | - | | |
| 58530 | Equipment | 91,407 | 18,782 | - | 25,484 | - | -25,484 | 100.00% | - | | |
| 58532 | Telephone Equipment | - | 4,543 | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | 5,604 | 3,275 | - | - | - | - | - % | - | | |
| 59100 | Principal on Long Term Debt | 4,692,778 | 5,400,920 | 8,441,595 | 5,316,164 | 847,140 | 2,278,291 | 73.01% | 6,571,497 | | |
| 59105 | Principal Paydown LT Debt | 28,670 | 30,251 | - | 695 | - | -695 | 100.00% | - | | |
| 59110 | Interest on Long Term Debt | 1,976,422 | 2,071,915 | - | 1,706,280 | 821,116 | -2,527,395 | 100.00% | 2,455,150 | | |
| 59150 | Interest on Temporary Borrowin | 76,160 | 85,014 | - | 47,271 | - | -47,271 | 100.00% | - | | |
| 59610 | Transfer to General Fund | 1,658,315 | 1,724,648 | 1,776,388 | 1,628,356 | - | 148,032 | 91.67% | 1,820,798 | | |
| 59630 | Transfer to Capital Project Fd | - | 350,000 | - | - | - | - | - % | - | | |
| Total Operating | | 18,509,259 | 19,736,611 | 20,694,410 | 17,734,126 | 2,965,825 | -5,541 | 100.03% | 21,617,056 | 922,646 | 4.46% |
| Water Enterprise Fund Total | | 21,508,132 | 22,720,534 | 24,104,512 | 20,331,987 | 2,965,825 | 806,699 | 96.65% | 24,873,245 | 768,733 | 3.19% |
| TOTAL WATER ENTERPRISE FUND | | 21,508,132 | 22,720,534 | 24,104,512 | 20,331,987 | 2,965,825 | 806,699 | 96.65% | 24,873,245 | 768,733 | 3.19% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| SEWER ENTERPRISE FUND | | | | | | | | | | | |
| 440 Sewer Enterprise Fund | | | | | | | | | | | |
| 51100 | Salary & Wages - Regular This line item funds the regular annual salaries of the permanent full time employees within the Wastewater Division. | 1,831,384 | 1,933,478 | 2,090,862 | 1,662,236 | - | 428,626 | 79.50% | 1,993,678 | | |
| 51200 | Salary & Wages - Partime The amount requested in Part Time Salaries includes funding of seasonal employees and partial funding of the Watchman positions (partial funding is also requested in the Highway Budget and Water Enterprise Budget). Earned vacation and personal time is restricted during winter months and, as a result, the window for time off is very limited. Hiring seasonal employees during the heavy vacation periods allows an appropriate level of service. | 50,008 | 56,726 | 69,120 | 61,970 | - | 7,150 | 89.66% | 7,777 | | |
| 51300 | Overtime - Straight Rate | 166 | 249 | 500 | 126 | - | 374 | 25.11% | 500 | | |
| 51301 | Overtime - Time & 1/2 Overtime-Time and 1/2 line item funds the overtime provisions as delineated in the collective bargaining agreements that cover employees within the Department of Public Works. The account funds the emergency response to alarms at the sewer pumping stations as well as prompt response off-hours to customers experiencing sewer back-ups and flooding. The Wastewater Division is staffed 88 hours of the 168 hours in a week but needs to promptly respond to calls 24 hours per day. These accounts also include funding for oversight of contractors working directly for the City or customers during non-business hours and to better align budgeted line item with actual historical spending. Main Overtime totals \$197,707 and inspectors Overtime totals \$12,800. | 275,103 | 239,869 | 210,507 | 185,340 | - | 25,167 | 88.04% | 197,800 | | |
| 51302 | Overtime - Double Time DoubleTime line item funds the overtime provisions as delineated in the collective bargaining agreements that cover employees within the Department of Public Works. These accounts fund the emergency response to alarms at the sewer pumping stations as well as prompt response off-hours to customers experiencing sewer back-ups and flooding. The Wastewater Division is staffed 88 hours of the 168 hours in a week but needs to promptly respond to calls 24 hours per day. These accounts also include funding for oversight of contractors working directly for the City or customers during non-business hours. | 18,486 | 23,316 | 40,436 | 21,538 | - | 18,898 | 53.27% | 35,000 | | |
| 51410 | Diff-Educational The amount requested is in accordance with the City's Collective Bargaining Agreement with the union representing eligible employees within the Wastewater Department. Union Locals 1116 may receive \$550 in education incentive per fiscal year upon successful completion of an approved course which must be part of a degree program and/or related to employment with the City. | 6,233 | 5,958 | 5,959 | 3,575 | - | 2,384 | 59.99% | 5,682 | | |
| 51420 | Longevity This account is budgeted based on collective bargaining contract terms and the Personnel Bylaw. All permanent full-time employees (except Union Local 1116), with more than 10 years of service with the City, receive a longevity payment. The value of the payment is based on their years of service. | 475 | 700 | 567 | 967 | - | -400 | 170.49% | 942 | | |
| 51430 | Diff-Weekend The Weekend Shift Differential account is budgeted in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Wastewater Department. Employees whose regularly scheduled shift includes Saturday or Sunday are eligible for this payment. | 1,613 | 1,986 | 2,031 | 1,494 | - | 537 | 73.57% | 1,910 | | |
| 51433 | Shift Differential The amount requested for Shift Differential is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Wastewater Department. Employees with work schedules other than 7am-3pm are eligible for this payment. | 2,642 | 2,521 | 2,270 | 3,459 | - | -1,189 | 152.36% | 2,519 | | |
| 51441 | 1156/1164 Sick Leave Incentive The amount requested is in accordance with the City's Collective Bargaining Agreements with the 1156 union and is an estimate of the expected payment to eligible employees. The payment is based on a review of the eligible employee's sick leave utilization. | 175 | 1,301 | - | 1,293 | - | -1,293 | 100.00% | 1,293 | | |
| 51451 | Contractual Stipends The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Wastewater Department for licenses held beyond those required for the employee's position. This account also funds an annual \$500 stipend for members of Local 1156 in recognition of limits placed on | 108,000 | 109,463 | 119,500 | 88,550 | - | 30,950 | 74.10% | 124,000 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 440 Sewer Enterprise Fund | | | | | | | | | | | |
| | vacation usage during winter months. For the six month period of November 15-April 15 vacation time is very restricted to ensure employees be available for snow and ice response. | | | | | | | | | | |
| 51490 | Division Head Merit | - | - | 3,179 | - | - | 3,179 | - % | - | | |
| | This account is budgeted based on instructions from the CFO's Office. Budgeted salary increases on S and DH pay scales. | | | | | | | | | | |
| 51702 | 1156 & 1164 Pension Contributn | 81,501 | 92,544 | 104,431 | 72,190 | - | 32,241 | 69.13% | 109,471 | | |
| | The LIUNA pension account reflects a review of actual costs and an anticipated rate increase. It is a contractual obligation: the City contributes based on the actual number of hours bargaining unit employees work, including overtime. | | | | | | | | | | |
| 51740 | Health Insurance | 219,204 | 96,522 | 312,142 | 159,613 | - | 152,529 | 51.13% | 321,506 | | |
| 51920 | Tool Reimbursement | 300 | 300 | 300 | 300 | - | - | 100.00% | 700 | | |
| | Tool Reimbursements are requested in accordance with the collective bargaining agreements. | | | | | | | | | | |
| 51940 | Beeper Reimbursement | 22,689 | 22,250 | 22,000 | 19,500 | - | 2,500 | 88.64% | 32,800 | | |
| | The amount requested is in accordance with the City's Collective Bargaining Agreements with the two unions representing employees within the Wastewater Department. Employees are compensated, in a rotating basis, for after hour call backs. | | | | | | | | | | |
| 51950 | Reimbursable Meals | 120 | 15 | - | - | - | - | - % | - | | |
| 51960 | License Reimbursements | 1,689 | 1,443 | 3,000 | 1,247 | - | 1,753 | 41.57% | 3,000 | | |
| | License Reimbursement is for the reimbursement to employees who renew or acquire job related, job specific licenses. These licenses generally include Class A Commercial Drivers Licenses and Hoisting Licenses for the operation of heavy equipment | | | | | | | | | | |
| | Total Personnel | 2,619,788 | 2,588,641 | 2,986,804 | 2,283,398 | - | 703,406 | 76.45% | 2,838,578 | (148,226) | (4.96%) |
| 52110 | Electricity - Delivery | 282,068 | 334,591 | 298,992 | 253,563 | 98,254 | -52,825 | 117.67% | 340,308 | | |
| | This account funds the cost of Delivery supply and demand electricity charges for Wastewater facilities. | | | | | | | | | | |
| 52130 | Natural Gas | 25,796 | 27,729 | 27,343 | 31,891 | 109 | -4,657 | 117.03% | 31,125 | | |
| | Natural Gas line items cover the heating cost for the wastewater pump stations, as well as the buildings utilized by the Wastewater Division. The requested amounts are based upon an analysis of usage and spending trends. | | | | | | | | | | |
| 52320 | Sewerage Usage | 83,815 | 80,070 | 85,000 | 44,310 | 40,690 | - | 100.00% | 85,000 | | |
| | This accounts budgets the cost of wastewater for municipal facilities. | | | | | | | | | | |
| 52400 | Maintenance - Building & Groun | 104,942 | 62,354 | 95,000 | 36,301 | 7,733 | 50,966 | 46.35% | 85,000 | | |
| | Funding of the Building and Ground Maintenance line item is requested based on a review of historical expenditures for the maintenance of buildings and grounds housing the Department's pump stations and partial funding of Public Works' facilities. | | | | | | | | | | |
| 52420 | Maintenance - Equipment | 45,160 | 34,032 | 43,720 | 23,348 | 12,025 | 8,347 | 80.91% | 43,720 | | |
| | Funding of this line item is based on a review of expenditures necessary for the repair and maintenance of all specialized Wastewater Department equipment including pumps, generators, vactors and the closed circuit sewer camera. | | | | | | | | | | |
| 52440 | Roadway Maint & Construction | 18,267 | 39,853 | 40,000 | 8,359 | 19,641 | 12,000 | 70.00% | 40,000 | | |
| | Funding of this line item is based on a review of expenditures necessary for the maintenance and emergency repair of 231 miles of city sewer pipe and 6248 manholes. | | | | | | | | | | |
| 52450 | Maintenance - Vehicle | 38,063 | 39,365 | 52,716 | 18,931 | 1,953 | 31,832 | 39.62% | 52,716 | | |
| | Funding in this line item is requested based on historical expenditures required for the repair and maintenance of Wastewater Department vehicles. This type of work is | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|---|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 440 Sewer Enterprise Fund | | | | | | | | | | | |
| | typically performed by outside services and to better align budgeted line item with actual historical spending. In FY20, all Vehicle maintenance GL lines have been budgeted within this one. Historically, this funding was split within different program GL's, but the volatility of vehicle maintenance made it difficult to forecast properly within each GL. | | | | | | | | | | |
| 52471 | Maintenance - Software | 38,123 | 32,882 | 36,490 | 36,429 | - | 61 | 99.83% | 38,490 | | |
| | Funding in this line item is requested based on projected expenditures for software upgrades and maintenance for the numerous Water Department programs, including Kronos, Sensus, NDS, Invoice Cloud, Vueworks, H2O software and ifix intellution and to better align budgeted line item with actual historical spending. Additional costs incurred with Cloud Based KRONOS Improvements and the STRIX Contract. | | | | | | | | | | |
| 52700 | Rental - Equipment | 18,422 | 11,991 | 23,869 | 2,500 | 11,722 | 9,647 | 59.58% | 23,869 | | |
| | Funding in this line is used when it is necessary to supplement existing department equipment for operational needs. Funding is included for the rental of a temporary building annex. | | | | | | | | | | |
| 52710 | Copier Leases | 4,111 | 3,650 | 3,780 | - | - | 3,780 | - % | 3,780 | | |
| | Funding of this line is for the Water Division's portion of the lease for the DPW Administration and Finance Office copier and the copier/scanner equipment used by the department at Western Avenue. | | | | | | | | | | |
| 52720 | Lease - CSX | 20,566 | 20,941 | 20,500 | 21,116 | - | -616 | 103.00% | 20,500 | | |
| | Funding of this line item is used to cover the annual sewer easement leases for various railroad crossings. | | | | | | | | | | |
| 52950 | Construction Material Disposal | 30,696 | 50,907 | 55,000 | 46,921 | 6,071 | 2,008 | 96.35% | 55,000 | | |
| | Funding of this line item is necessary to comply with the Attorney General's Consent Judgement and ensure the proper disposal of Asbestos cement pipe and Asbestos containing waste material. | | | | | | | | | | |
| 52960 | Septage Removal | 7,826 | 3,284 | 8,500 | 3,971 | 4,529 | - | 100.00% | 8,500 | | |
| | Funding for this line item is requested based on the need to separately account for expenditures on the disposal of material removed from the sewer system as a result of system maintenance and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53000 | Prof & Tech - Consultants | 91,454 | 63,217 | 100,000 | 75,514 | 34,544 | -10,058 | 110.06% | 80,000 | | |
| | Funding in this line item is requested based on the City's continued interest in addressing numerous issues associated with the water distribution system. Consultant services will be utilized for numerous projects including: evaluation and analysis of pump station electronics and hardware and evaluation and recommendation with regard to State mandated regulations. Preparing for and accompanying City staff at meetings with regulatory agencies, neighboring communities and boards and committees. Discussions are underway for intermunicipal agreements regarding water supplied by Framingham to Southborough and Natick and funding is requested to assist with the preparation of the IMAs. | | | | | | | | | | |
| 53008 | Prof & Tech - Engineering | 48,396 | 94,460 | 106,500 | 6,492 | 10,632 | 89,375 | 16.08% | 87,350 | | |
| | This line item is requested for funding of professional design, evaluation and coordination of wastewater work with other ongoing and proposed work in the City. It includes assistance with updating and maintaining the GIS and asset management software, sampling and compliance services for the City's MWRA Municipal Permit and Licensed Site Professional Services. | | | | | | | | | | |
| 53010 | Prof & Tech - Legal | 9,244 | 18,462 | 40,000 | 5,040 | 9,960 | 25,000 | 37.50% | 30,000 | | |
| | This line item is used to cover the costs of legal counsel for sewer-related issues, as well as the cost for legal fees associated with obtaining proper sewer easements associated with operating activities. | | | | | | | | | | |
| 53013 | Bond Preparation Costs | 121,191 | 45,569 | - | 61,060 | - | -61,060 | 100.00% | - | | |
| 53032 | Water Monitoring | 6,087 | 7,337 | 8,500 | 4,800 | 3,590 | 110 | 98.71% | 8,500 | | |
| | Soling sampling and non SIU monitoring are funded from this account. | | | | | | | | | | |
| 53050 | Printing Services | 15,019 | 21,312 | 22,137 | 17,058 | 5,305 | -226 | 101.02% | 22,176 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 440 Sewer Enterprise Fund | | | | | | | | | | | |
| | This line item funds services for printing, inserting and mailing of approximately 73,000 water and wastewater bills issued annually. The cost is split between the Water and Wastewater Enterprise Funds. The price reflects the contracted printing and postage cost per bill. This line item is also used for printing projects for the Wastewater Department including: letters, forms, business cards, books and customer service brochures and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53070 | Medical Costs Employees | 917 | 810 | 1,000 | 893 | 483 | -375 | 137.50% | 1,156 | | |
| | DOT physicals as required to maintain CDL and Hoisting licenses. MD Appointment Cost Increased. | | | | | | | | | | |
| 53080 | Contracted Services | 17,271 | 2,400 | 35,000 | 9,150 | 28,837 | -2,987 | 108.53% | 30,000 | | |
| 53081 | Contracted Services - General | 94,187 | 87,265 | 140,000 | 82,354 | 14,946 | 42,700 | 69.50% | 130,000 | | |
| | Funding of this line is based on a review of expenditures necessary for services needed from outside vendors assisting with removal of grease from the Cities Sewer Mains, Wet Wells, Manholes, etc. | | | | | | | | | | |
| 53401 | Telephone-IP | 535 | 533 | 700 | 261 | - | 439 | 37.29% | 700 | | |
| | The funding of this line item is requested based on usage of the phone system at Western Avenue. | | | | | | | | | | |
| 53402 | Telephone - Local | 809 | 786 | 875 | 281 | 969 | -375 | 142.86% | 1,250 | | |
| | This line item funds the phone lines of the sewer pumping stations for alarming. | | | | | | | | | | |
| 53404 | Telephone - Cellular | 8,236 | 8,258 | 3,998 | 6,587 | 2,413 | -5,002 | 225.11% | 7,461 | | |
| | This line item covers the cost of existing cellular phones for Supervisors and Managers in the Wastewater Department. These phones are used for emergencies, notifying utilities and contractors, and communicating sensitive & non public information that cannot be transmitted over public frequency and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53405 | Telephone - Pagers | - | - | - | - | - | - | - % | - | | |
| 53407 | Telemetric Alarm Pump Stations | 11,731 | 9,436 | 15,000 | 4,249 | 2,813 | 7,938 | 47.08% | 13,000 | | |
| | Funding of this line is based on a review of expenditures necessary for Wastewater Pump Station Alarms and notification of personnel as needed. | | | | | | | | | | |
| 53430 | Postage | 8,274 | 874 | 2,000 | 630 | 376 | 993 | 50.35% | 2,000 | | |
| | The Postage line item is used to cover the cost of mailing water and sewer utility bills. Savings have been reflected in Budget Level 1 as some customers may join the new on line payment system and no longer receive their bills through the mail and to better align budgeted line item with actual historical spending. Line item reduced as new bill printing contract includes the cost of postage. | | | | | | | | | | |
| 53440 | Communications - Advertising | 70 | - | 1,000 | 188 | - | 813 | 18.75% | 1,000 | | |
| | Funding of this line item is requested based upon current expenditures for advertising projects, paid notices, professional staff recruitment, and program notification and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53450 | Internet Service | 10,835 | 12,285 | 9,500 | 9,311 | 3,189 | -3,000 | 131.58% | 11,193 | | |
| | Funding is requested for existing wireless connection cards assigned to department supervisors and managers for use with remote terminals in the field. The cards provide personnel with the ability to instantly access water and sewer infrastructure information, historical data, water tie cards and sewer connections information as well as remote access to the pumping station's SCADA system and to better align budgeted line item with actual historical spending. | | | | | | | | | | |
| 53800 | Internal Services | - | - | - | - | - | - | - % | - | | |
| 53810 | Police Details | 68,015 | 92,138 | 74,860 | 62,990 | 11,857 | 13 | 99.98% | 75,040 | | |
| 54200 | Supplies - Office | 8,352 | 5,745 | 7,550 | 2,726 | 4,016 | 808 | 89.30% | 3,700 | | |
| | Funding of this line item is requested based on the expenditures and usage of operating and office supplies. | | | | | | | | | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 440 Sewer Enterprise Fund | | | | | | | | | | | |
| 54240 | Supplies - Buildings This line item is used to purchase supplies for all Wastewater Department structures and properties. | 26,807 | 10,017 | 10,000 | 6,634 | 367 | 2,999 | 70.01% | 10,000 | | |
| 54260 | Supplies - Medical The Medical Supplies line item is utilized for the necessary safety and first aid kits in Wastewater Department vehicles and in the workshop. | 2,263 | 1,500 | 3,000 | 1,123 | 577 | 1,300 | 56.67% | 3,000 | | |
| 54450 | Supplies - Computer Supplies The line items in this section fund general computer supplies used by the Department. | 3,956 | 1,268 | 1,500 | 1,311 | - | 189 | 87.41% | 1,500 | | |
| 54451 | Supplies - Computer Accessorie The line items in this section fund general computer supplies used by the Department. | 1,380 | 1,007 | 1,000 | 3,079 | - | -2,079 | 307.92% | 1,000 | | |
| 54454 | Supplies - Trench Materials Funding of this line item based on a review of expenditures necessary for material needed in trenches for fill/support of sewer pipe/manhole repair and installation. | 48,535 | 17,168 | 25,000 | 17,730 | 5,189 | 2,082 | 91.67% | 25,000 | | |
| 54800 | Supplies - Vehicular This line item funds replacement parts and accessories used in the maintenance and repair of the vehicles in the Wastewater Department. The requested amount is based on historical expenditures and anticipated usage and to better align budgeted line item with actual historical spending. In FY20, all Vehicle supply GL lines have been budgeted within this one. Historically, this funding as split within different program GL's. Vehicle supplies can vary from year to year and are not always easily predicted and, therefore the decision was made to combine all into one line item. | 41,813 | 63,975 | 49,785 | 51,112 | 700 | -2,027 | 104.07% | 49,785 | | |
| 54810 | Fuel Unleaded Gasoline The Unleaded line item covers the fuel costs of all vehicles utilized by the Wastewater Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | 32,458 | 35,448 | 39,717 | 30,595 | - | 9,122 | 77.03% | 32,156 | | |
| 54811 | Fuel Diesel The Diesel line item covers the fuel costs of all vehicles utilized by the Wastewater Department. Fuel costs have been adjusted based on a review of expected market conditions and usage trends. | 32,118 | 44,201 | 46,419 | 29,924 | - | 16,495 | 64.47% | 36,470 | | |
| 54900 | Meals - In Service Training Meals-in service training provides for light refreshments during training and seminars and to better align budgeted line item with actual historical spending. Additional funds taken from a funded budget line that is rarely utilized. No overall budget increase. | 1,880 | 1,255 | 400 | 2,237 | 412 | -2,249 | 662.19% | 1,200 | | |
| 55300 | Public Works Supplies This line item funds the costs associated with the procurement of tools, parts, fittings, and small equipment necessary to comprehensively maintain the wastewater system. | 155,429 | 176,902 | 169,500 | 106,095 | 71,832 | -8,427 | 104.97% | 154,500 | | |
| 55310 | Public Works - Chemicals Funding of this line item is based on a review of the expenditures associated with the procurement of necessary chemicals used for odor control at 4 of the City's Wastewater Pump Stations. | 25,474 | 20,517 | 32,000 | 15,228 | 13,272 | 3,500 | 89.06% | 32,000 | | |
| 56940 | MWRA Assessment | 13,063,056 | 13,423,226 | 13,704,216 | 12,212,166 | 2,713,815 | -1,221,764 | 108.92% | 13,710,669 | | |
| 57100 | Dues & Subscriptions The Dues and Subscriptions account is necessary to cover subscriptions to trade journals and dues to professional organizations. | 1,996 | 3,497 | 4,000 | 3,059 | - | 941 | 76.48% | 4,000 | | |
| 57120 | Education, Training, Seminars This line item funds the education, training, and professional development expenses of the employees within the Wastewater Division. | 25,998 | 26,375 | 32,900 | 14,529 | 3,875 | 14,496 | 55.94% | 24,900 | | |
| 57130 | Mileage Reimbursements | 307 | 264 | 400 | 269 | 131 | - | 100.00% | 300 | | |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|----------------------------------|--|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| 440 Sewer Enterprise Fund | | | | | | | | | | | |
| 57140 | Travel | 753 | 948 | - | 1,158 | - | -1,158 | 100.00% | - | | |
| 57610 | Legal Settlements | - | - | 10,000 | 5,332 | - | 4,668 | 53.32% | - | | |
| | The account was established in FY14 as a funding source to compensate property owners who sustain damage to their property as a result of a wastewater backup caused by the City's system. Eligible property owners can receive up to \$5,000 for damages. Recent years have seen few or no payment(s) processed from this account. Details of the policy can be found within the Policy on Sewer Backup Claims. | | | | | | | | | | |
| 58220 | Pump Stations | 3,311 | - | - | - | - | - | - % | - | | |
| 58300 | Improvements | 59,694 | 6,676 | 50,000 | - | - | 50,000 | - % | 50,000 | | |
| | This line item is requested to expand security improvements of the town's wastewater facilities. Improvements would be in accordance with the recommendations resulting from the inspections of the City's wastewater pumping stations. Improvements will include fencing, audible and visual alarms, coded door entry and 24-hour surveillance at the major wastewater pumping stations. | | | | | | | | | | |
| 58511 | Computers - Personal Computers | 1,954 | 670 | - | - | - | - | - % | - | | |
| 58512 | Computers - Monitors | 658 | - | 1,500 | 567 | - | 933 | 37.78% | - | | |
| | Funding of this line item is requested based on the needs for new computer systems which do not currently exist. These costs are shared appropriately between the Water and Wastewater Enterprise budgets. Replacement of all current PC's are funded through Tech Services Operating budget. | | | | | | | | | | |
| 58513 | Computers - Laptops | 1,892 | 2,478 | 5,000 | 24,063 | - | -19,063 | 481.26% | - | | |
| | Funding of this line items is requested based on the need to replace and update computer systems which support our office and field operations, as well as the computers utilized by the administrative staff for water and wastewater billing. The costs are shared appropriately between the Water and Wastewater Enterprise budgets. | | | | | | | | | | |
| 58516 | Computers -Network Equipment | - | - | - | - | - | - | - % | - | | |
| 58517 | Computers - Software Purchases | - | 583 | 24,970 | 1,186 | 8,237 | 15,547 | 37.74% | 8,000 | | |
| | Funding of these line items is requested based on Software licenses for new PCs and laptops are included in the software purchase line. The costs are shared appropriately between the Water and Wastewater Enterprise budgets. | | | | | | | | | | |
| 58520 | Vehicles | - | 32,229 | - | - | - | - | - % | - | | |
| 58529 | Vehicle Refurbish > \$5,000 | 35,201 | - | - | - | 45,340 | -45,340 | 100.00% | - | | |
| 58530 | Equipment | 91,696 | 53,451 | - | 163 | - | -163 | 100.00% | - | | |
| 58532 | Telephone Equipment | - | 4,543 | - | - | - | - | - % | - | | |
| 58540 | Office Furnishings | 5,604 | 3,275 | - | - | - | - | - % | - | | |
| 59100 | Principal on Long Term Debt | 6,698,376 | 7,637,931 | 11,036,574 | 7,531,776 | 204,623 | 3,300,176 | 70.10% | 8,469,591 | | |
| 59105 | Principal Paydown LT Debt | 168,003 | 126,987 | - | 57,049 | - | -57,049 | 100.00% | - | | |
| 59110 | Interest on Long Term Debt | 2,918,754 | 2,868,873 | - | 2,420,077 | 921,696 | -3,341,773 | 100.00% | 3,115,847 | | |
| 59150 | Interest on Temporary Borrowin | 92,540 | 78,050 | - | 79,923 | - | -79,923 | 100.00% | - | | |
| 59610 | Transfer to General Fund | 1,536,455 | 1,597,913 | 1,645,850 | 1,508,696 | - | 137,154 | 91.67% | 1,686,996 | | |
| 59630 | Transfer to Capital Project Fd | - | 875,000 | - | - | - | - | - % | - | | |
| Total Operating | | 26,316,840 | 28,328,765 | 28,253,261 | 25,002,303 | 4,326,724 | -1,075,766 | 103.81% | 28,749,448 | 496,187 | 1.76% |

CITY OF FRAMINGHAM
FISCAL YEAR 2021 RECOMMENDED GENERAL FUND BUDGET
With Current Year Actual and Encumbrances / Requisitions & Pct Used

| Acct # | Description | FY 2018 Actual | FY 2019 Actual | FY 2020 Budget | FY 2020 Actual | FY 2020 Enc/Req | FY 2020 Balance | 2020 % Used | FY 2021 Recommend | \$Incr(Decr) to 2020 Budget | %Incr(Decr) to 2020 Budget |
|------------------------------------|-------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|----------------------|-----------------------------------|----------------------------------|
| Sewer Enterprise Fund Total | | 28,936,628 | 30,917,406 | 31,240,065 | 27,285,701 | 4,326,724 | -372,359 | 101.19% | 31,588,026 | 347,961 | 1.11% |
| TOTAL SEWER ENTERPRISE FUND | | 28,936,628 | 30,917,406 | 31,240,065 | 27,285,701 | 4,326,724 | -372,359 | 101.19% | 31,588,026 | 347,961 | 1.11% |