



CITY OF NEWBURYPORT
OFFICE OF THE MAYOR
SEAN R. REARDON, MAYOR

To: President and Members of the City Council
From: Mayor Sean R. Reardon
Date: September 19, 2023
Subject: FY2024 Supplemental Budget Request

I hereby submit a supplemental budget request for the fiscal year 2024. The request totals \$187,471 and is funded by available general fund revenue, which comprises budgeted excess levy capacity, reductions made to the FY2024 budget proposal, increased local aid in the final state budget, and available enterprise fund revenue.

The breakdown of the funding sources is as follows:

- Budgeted excess levy capacity: \$181,829
- Budget reductions: \$95,000
- Additional state aid: \$23,061
- Available enterprise fund revenue: \$2,182

The items in this supplemental budget request are detailed in the attached pages. These requests address a number of needs that have arisen since the budget was submitted in May and will position our departments to continue to operate effectively and provide the necessary services to our community.

You will notice that a number of requests are from the Department of Public Services. As you may recall, the draft budget had already been written when our new Director of Public Services took office, and the new director identified additional needs for this fiscal year during his transition into the department.

This leaves a balance of \$114,601 available for further appropriation or, if unappropriated, a reduction in the FY2024 tax levy. While we would prefer to use any remaining funds to reduce the tax burden on taxpayers, we are fortunate to have a strong estimated free cash balance that will be sufficient to help buoy the increase in this year's tax rate.

Thank you for your consideration.

FY2024 Supplemental Budget Request 9/26/2023

#	Department	Line Item	Amount	Rationale
1	Fire	Injured-on-Duty	\$64,263	Funding is needed to pay injured-on-duty costs related to the former fire chief, who has applied for an accidental disability retirement through the Newburyport Retirement System. This appropriation request would cover compensation, net of weekly indemnity coverage, for the first six months of FY2024 (July 1, 2023 to December 31, 2023). Disability retirements take some time to review, including but not limited to hearings and a required medical panel review. For that reason, we are requesting an appropriation to cover the city through the end of December. If the process extends beyond six months, we will return to the City Council for further action.
2	Treasurer/Collector	Assistant Treasurer/Collector	\$2,983	A salary increase is recommended to bring the Assistant Treasurer/Collector from Grade K to Grade L, to be aligned with the Assistant Assessor, which is a similar position in terms of skill and responsibility. The current salary is \$74,581 and the proposed salary is \$77,564.
3	Dept. of Public Services	Office Manager	\$7,900	A salary increase is recommended for the position of Office Manager that supports the Highway Division of DPS. The job description of this position has changed significantly in the past year to include assistance in the oversight of the department and helping to run daily operations. Unlike most administrative positions, this staff person must be available 24/7 for emergency situations. This increase will bring the position in line with that of the Highway Operational Foreman. The current salary is \$70,100 and the proposed salary is \$78,000.
4	Dept. of Public Services	Tree Warden	\$10,500	Stipend for the appointed Tree Warden, as outlined in the communication that was previously submitted with APPT00431_08_28_2023

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#	Department	Line Item	Amount	Rationale
5	Dept. of Public Services	Engineering Staff	\$13,251	The City is facing challenges in retaining and recruiting qualified engineering staff. In addition to the City Engineer, there are three other staff engineer positions, two of which are currently vacant. To make these positions more attractive, salary increases are recommended. This would result in the following rates for FY2024: Assistant City Engineer \$80,000 (from \$75,749), Civil Engineer II \$76,860 (from \$72,860) and Civil Engineer I \$70,000 (from \$65,000). The funding for these salary increases would come from the General Fund (\$5,917), the Water Enterprise Fund (\$3,667), and the Sewer Enterprise Fund (\$3,667).
6	Dept. of Public Services	DPS Deputy Director	(\$7,926)	A surplus exists due to the hiring of new staff at a lower pay scale. Funding from General Fund (-\$2,774), Water Enterprise Fund (-\$2,576) and Sewer Enterprise Fund (-\$2,576).
7	Dept. of Public Services	GPS Devices	\$9,000	All DPS vehicles are equipped with GPS units, which allow the department to track the location of assets. This is especially useful during snow and ice events, to ensure that all roadways are cleared and treated. The expense of these GPS units was previously charged to the snow and ice account. However, due to the recurring nature of this expense, it is recommended that a line item be created in the DPS Highway budget, consistent with all other known and fixed costs that are incurred regardless of winter conditions.
8	Dept. of Public Services	Portable Restrooms	\$12,500	The original cleaning frequency for portable restrooms was 3 times per week, which is what was assumed in the FY2024 budget. The City has since switched to daily cleaning during periods of higher usage, resulting in a doubling of costs. To cover the increased cleaning costs, an additional \$12,500 is requested.

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#	Department	Line Item	Amount	Rationale
9	Dept. of Public Services	CDL Training	\$20,000	Hiring and retention of truck drivers has been problematic in recent years due to an increase in rates paid by private employers. In order to grow the pool truck drivers, we propose allocating a CDL training budget that would allow the department to send unlicensed drivers to get their certification. The \$20,000 request covers training for approximately 4-5 staff.
10	Dept. of Public Services	Road Paving Hotbox	\$55,000	The Bituminous Asphalt Hot Box was decommissioned in July due to rusting and holes in the unit. This piece of equipment is used during non-summer months to transport bituminous asphalt from the plant to the job location in Newburyport to fill potholes. There are no local plants in the area, so we must travel up to 30 miles one way to pick up material, which can take up to an hour round trip. This equipment maintains the material temperature so that it can be applied in its original state. Failure to keep this material hot results in a poor-quality roadway patch that may only last for days instead of weeks or months. This piece of equipment is of utmost importance as we enter the cold winter months when it is used on a weekly basis. A replacement is recommended as soon as possible.
Total Request			\$187,471	

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Summary by Account

ORG	OBJECT	ACCT DESCRIPTION	CURRENT BUDGET	SUPPLEMENTAL BUDGET	REVISED BUDGET
01145001	51102	TRS SAL ASST TREASURER	74,581.20	2,983.25	77,564.45
01220001	51509	FIR INJURED-ON-DUTY	72,000.00	64,263.00	136,263.00
01421001	51102	DPS DEPUTY DIRECTOR	40,925.89	-2,575.89	38,350.00
01421001	51117	DPS STAFF ENGINEERS	94,179.68	5,916.99	100,096.67
01421001	51131	HWY OFFICE MANAGER	70,099.85	7,900.15	78,000.00
01421001	51169	HWY TREE WARDEN STIPEND	0.00	10,500.00	10,500.00
01421002	52416	HWY GPS DEVICES	0.00	9,000.00	9,000.00
01421002	52417	HWY CDL TRAINING	0.00	20,000.00	20,000.00
01421002	52702	DPS C-WIDE PORT RSTRM	12,500.00	12,500.00	25,000.00
01421008	58303	HWY VEHICLE/EQUIPMENT	86,076.62	55,000.00	141,076.62
01630001	51102	PRK DPS DEPUTY DIRECTOR	3,148.15	-198.15	2,950.00
		Sub-Total General Fund:		<u>185,289.35</u>	
60450001	51102	DPS DEPUTY DIRECTOR	40,925.89	-2,575.89	38,350.00
60450001	51117	DPS STAFF ENGINEERS	59,714.73	3,666.94	63,381.67
		Sub-Total Water Enterprise Fund:		<u>1,091.05</u>	
61440001	51102	DPS DEPUTY DIRECTOR	40,925.89	-2,575.89	38,350.00
61440001	51117	DPS STAFF ENGINEERS	59,714.73	3,666.94	63,381.67
		Sub-Total Sewer Enterprise Fund:		<u>1,091.05</u>	
		Total Supplemental Budget Request:		<u>187,471.45</u>	