

# CITY OF NEWBURYPORT



## IN CITY COUNCIL

### ORDERED:

September 27, 2022

**THAT** the City Council of the City of Newburyport approves the Mayor’s **Fiscal Year 2023 Supplemental Budget Request** in the total amount of \$271,400, to be appropriated as shown below, to be funded by FY2023 General Fund revenue.

<b>Cost Center</b>	<b>Line Item</b>	<b>Amount</b>
151 - Info. Technology	IT Director	(21,000.00)
151 - Info. Technology	IT Support Staff	61,000.00
151 - Info. Technology	IT Travel Allowance	3,825.00
191 - Legal	Legal	50,000.00
210 - Police	Police Training	10,800.00
220 - Fire	Fire Overtime	20,000.00
421 - DPS Highway	Sidewalks	62,275.00
542 - Youth Services	Rental Space	30,000.00
543 - Veterans Services	P/T Office Assistant	19,500.00
630 - Parks	Landscape Supplies	35,000.00
<b>Total</b>		<b>271,400.00</b>

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Councillor Sharif I. Zeid



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 20, 2022  
Subject: FY2023 Supplemental Budget Request

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I hereby submit a FY2023 supplemental budget request totaling \$271,400 in proposed expenditures. This request is funded by \$281,790 in available revenue, which comprises cuts made to the FY2023 budget proposal, as well as, increased local aid in the final state budget. This leaves a balance of \$10,390 available for further appropriation or, if unappropriated, a reduction to the FY2023 tax levy.

<b>Source/Use of Funds</b>	<b>Amount</b>
Cuts	\$157,200
Additional State Aid	\$124,590
<b>Available for Appropriation</b>	<b>\$281,790</b>
FY23 Supplemental Budget	\$271,400
<b>Net Remaining</b>	<b>\$10,390</b>

On the following pages are the items contained in this supplemental budget request; many of which result from City Councillor feedback that was provided during the FY2023 budget workshops and approval process. In summary, this request works to:

- Rebuild the City's information technology team by restoring funding for two full-time staff;
- Supplement legal funding to allow stakeholders to engage in the negotiation of a development agreement for Waterfront West that works to preserve the City's best interests;
- Implement funding to train new officers going to the police academy to help address ongoing staffing shortages in the department;
- Add funding for shift coverage in the Fire Department, bringing the annual overtime appropriation closer to reality;
- Increase funding for sidewalk improvements based on stronger than forecasted meals tax collections during FY2022;

- Provide temporary rental space for Youth Services to allow them to continue to service our youth and families until a permanent location is established;
- Better service the veteran population by funding a part-time office assistant that can help to expedite the process by which veterans receive their entitled federal and state benefits; and
- Improve the safety of our City's playgrounds by ensuring the appropriate level of surfacing is in place to help prevent or mitigate the severity of injuries sustained during falls.

I look forward to discussing this supplemental budget request in further detail once referred to Budget and Finance Committee for review. Thank you for your consideration of these important funding priorities.

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<b>Cost Center</b>	<b>Line Item</b>	<b>Amount</b>	<b>Rationale</b>
151 - Info. Technology	IT Director	(\$21,000)	Reduction based on position vacancy. Retains funding for an IT Director for the remaining 9 months of FY23. The Administration anticipates filling this position soon.
151 - Info. Technology	IT Support Staff	\$61,000	Restores funding for a full-time support staff person for the remainder of FY23. The Administration anticipates filling this position soon.
151 - Info. Technology	IT Travel Allowance	\$3,825	Restores funding for the travel allowance for the remaining 9 months of FY23 per Teamster's contract.
191 - Legal	Legal	\$50,000	Supplements funding for the current legal budget to allow the City to begin work on a development agreement for Waterfront West.
210 - Police	Police Training	\$10,800	Funding for travel/training in the Police Department has historically come from the general travel/training account for the City. It is recommended that a line item is established within the department's budget to cover the cost of sending student officers to the police academy, which is approximately \$5,400 per person (\$3,200 tuition plus materials, clothing, gear). The proposed budget funds two officers per year. Any remaining budget would be spent on other required officer training, that would otherwise be charged to the general travel/training line item.
220 - Fire	Fire Overtime	\$20,000	FY23 Fire Overtime was budgeted at \$430,000. Given the average annual spending of \$494,000 over the past three years, a \$20,000 increase to this line item is recommended, bringing the revised budget to \$450,000.
421 - DPS Highway	Sidewalks	\$62,275	FY22 meals tax receipts totaled \$764,549. It is the City's policy objective to allocate 50% of receipts to sidewalk improvements. As such, it is recommended that this line item increases from \$320,000 to \$382,275 based on final collections.

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Cost Center	Line Item	Amount	Rationale
542 - Youth Services	Rental Space	\$30,000	<p>Funds temporary rental space for NYS. These funds will be used primarily at the Methodist Church on Pleasant Street at a rate of \$30/hr. Some funds will be used at the Central Congregational Church or to fund the required custodians at the Public Schools.</p> <p><u>Cost breakdown:</u></p> <p>1) The Youth Center needs approx. 20 hrs/wk (2-5pm daily, some evening hours and event space) for middle/high school aged programming; this also includes space for teen infinity groups to meet (cost \$24,000).</p> <p>2) The Rec &amp; Enrichment Division requires space for approx. 5 hrs/wk for daytime programming for younger children, vacation week programming, evening and some weekends (cost \$6,000).</p>
543 - Veterans Services	P/T Office Assistant	\$19,500	<p>Restores funding for a part-time office assistant. For a regional district of our size (pop. 47,500), MA Division of Veterans Services (DVS), in their authority under MGL Chapter 115, requires cities and towns to have at least two full-time and one part-time staff. Based on the cost sharing agreement, \$14,330 (73.5%) of this request is being funded by the participating municipalities, who have all approved this funding in their FY23 budgets. In addition to the complying with the state's minimum staffing levels, this need is further intensified by a change in processes, by both the VA and DVS, which have greatly impacted the amount documentation that must be provided in order for veterans to access their federal and state benefits. The VA's forms have all increased in length, some doubling in size from eight pages to sixteen pages – all required information. DVS has done the same thing, and now requires the use of proprietary software to communicate with them, creating a very time consuming process.</p>

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<b>Cost Center</b>	<b>Line Item</b>	<b>Amount</b>	<b>Rationale</b>
630 - Parks	Landscape Supplies	\$35,000	During an inspection of City playgrounds, it was determined that 7 sites (Cashman Playground, Ayers Playground, Perkins Playground, Brown School, Bartlet Mall, Woodman Park) had fallen below the required 12" depth for safety surfacing. In order to bring the playgrounds back into compliance and prevent users from being injured, 947 cubic yards of IPEMA Certified Playground Safety Surfacing had to be ordered and blown into these playgrounds at a total cost of \$49,244. Given that only \$10,000 was estimated for playground mulch in the FY23 budget, an appropriation of \$35,000 is requested to replenish this account for the remaining nine months of the fiscal year. In addition to playground mulch and decorative mulch, this account funds a variety of supplies, such as plants, trees, grass seed, fertilizers, planting materials, fountain chemicals, landscaping rocks, gravel/fill, fencing, etc.
<b>Total</b>		<b>\$271,400</b>	