

FISCAL YEAR 2025

EMPOWERING PROGRESS: INVESTING IN EQUITY, TALENT, AND CULTURE

Annual Operating Budget



The City of
Worcester

Eric D. Batista, City Manager

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The City of
WORCESTER

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Eric D. Batista
City Manager



CITY OF WORCESTER

May 7, 2024

Attachment for Item # 10.39 A

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

In continuation of our collective efforts to build upon Worcester's standing as one of this country's great mid-sized cities, I submit to your Honorable Body the proposed Fiscal Year 2025 (FY25) operational and capital budgets. These budgets look to maintain our services and improve upon our operations while managing our resources with a clear understanding that the City must prepare for challenges ahead.

Empowering Progress: Investing in Equity, Talent, and Culture

When I was appointed City Manager in 2022, I discussed my strong belief in the potential of City government to serve as a voice for the Worcester community. Armed with a commitment to carefully consider our past and build a strategy for our future, I have been working with City Councilors, Cabinet, and my colleagues across the city to find ways to improve what we do and how we do it to ensure that it benefits all residents of Worcester. In furtherance of that effort, we have taken the time to reflect on how we think about equity, how we build talent, and how we strengthen our culture. While resources are thin, I believe this budget moves us forward on our path by continuing past progress and laying out the goals and objectives critical to our nascent strategic plan. With this Council's help, we will continue to ensure that we empower progress in a way that unlocks the full potential of Worcester's people and resources.

| Revenues | Final FY24 Budget | Proposed FY25 Budget | FY24/25 Change | Percentage Change |
|-----------------------------|------------------------------|---------------------------------|---------------------------|------------------------------|
| Property Tax | 377,780,173 | 396,160,848 | 18,380,675 | 4.9% |
| Local Receipts | 52,827,468 | 56,665,950 | 3,838,482 | 7.3% |
| State Aid Education | 367,359,158 | 387,183,357 | 19,824,199 | 5.4% |
| State Aid General | 51,338,904 | 52,814,265 | 1,475,361 | 2.9% |
| MSBA/Other Available Funds | 178,519 | 178,519 | - | 0.0% |
| Free Cash | 17,739,514 | - | (17,739,514) | -100.0% |
| Total Revenues | 867,223,736 | 893,002,939 | 25,779,203 | 3.0% |
| Expenditures | | | | |
| Education (WPS/Assessments) | 505,898,599 | 532,960,820 | 27,062,221 | 5.3% |
| Fixed Costs | 174,449,439 | 165,019,525 | (9,429,914) | -5.4% |
| Contingency | 4,186,285 | 6,677,731 | 2,491,446 | 59.5% |
| Public Safety | 109,157,585 | 112,939,489 | 3,781,904 | 3.5% |
| Public Works & Parks | 23,582,544 | 23,749,616 | 167,072 | 0.7% |
| Other Operational | 49,949,285 | 51,655,758 | 1,706,473 | 3.4% |
| Total Expenditures | 867,223,736 | 893,002,939 | 25,779,202 | 3.0% |

The annual budget process begins with an analysis of the City's limited revenue streams. Overall revenues are projected to increase by \$25.8M from the FY24 Final Budget, or \$43.5M over the original FY24 Budget not including Budget Adjustments and Free Cash, for a total of \$893M. Revenue growth is experienced in the property tax (\$18.4M or 4.9%), state aid for education (\$19.8M or 5.4%), local receipts (\$3.8M or 7.3%), and local aid (\$1.5M or 2.9%). We anticipate solid growth in the property tax and are budgeting new growth of \$7.5M. State aid is based on the Governor's proposed budget, which will undoubtedly see changes as it navigates the legislative budget committees. The House of Representatives has already released its proposed budget which increases school funding by \$333K and reduces local aid by almost \$1M. Local receipts have been strong in FY24, and we're anticipating continued growth in Motor Vehicle Excise, Licenses & Permits, and especially Investment Income. While high Federal Reserve rates have a negative impact on the City's borrowing, there is a positive impact on the City's bank rates resulting in higher returns than in prior years.

Public budgets in Massachusetts must balance, which means that the \$893M in total projected revenues matches the \$893M in total projected expenditures. As with every year, the majority of this funding goes to education, with \$533M or approximately 60% committed to the Worcester Public Schools, charter schools, school choice, and special education. This represents a \$27M increase in education funding, of which \$23.8M is

dedicated to the Worcester Public Schools. The required increase in the local contribution – \$7.2M for a total of \$145.7M – is the highest in more than a decade. It is important to note that the budget also includes an estimated \$22M for school-related debt service – a number that is not accounted for under Chapter 70 education funding obligations. In that vein, we see increases in debt service (11.5%), pension obligations (2.8%), health insurance (3.3%), and other fixed costs that further impact our ability to direct funding to new or expanded services.

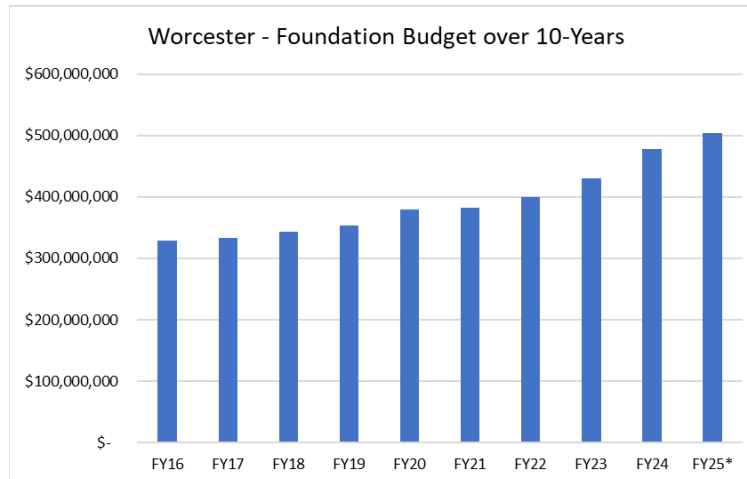
Like last year, I am also committed to providing a 3% Cost of Living Adjustment (COLA) to all staff, recognizing the challenging impact of inflation over the past few years. While non-negotiable to me, this more than \$4M cost understandably limits the amount of funds available for other priorities. At a far lesser scale, I am also committed to providing a 1.5% market adjustment to non-represented staff whose pay increases have not kept pace with collective bargaining agreements. As you know and have supported, over the years we have worked with unions to raise our minimum wage, increase those at the lowest end of the pay scale by two pay grades, provide no cost parking to all staff, and offer COLAs and adjustments to various unions that were not enjoyed by non-represented staff. Equity demands that we address the disparity. Finally, I am also proposing targeted increases to Cabinet. Members of the Cabinet have no automatic step increases and, except for COLAs, base pay for most has not changed for years. We reviewed compensation at some of our sister-cities across Massachusetts and we know our pay scale is flawed. Again, equity demands that we take action. During FY25 and into FY26, we are going to expand that analysis to all management and professional positions to ensure that disparities are addressed and differentials are appropriate.

The result of all these priorities is a budget that invests our limited resources where necessary and in a manner that prepares the City more strategically for the future.

Key Investments

Education

The vast majority of the City's increases were directed to Education. While State Aid for Education rose by \$19.8M, the City's own contribution from local funds increased by \$7.2M under the Chapter 70 formula. This continues a trend that has seen the City's local contribution to Education increase by more than \$20M over the past five years, while overall Chapter 70 Aid has increased by approximately \$100M. In Fiscal 2025, the Worcester Public Schools will receive \$485.7M, a \$23.8M increase over Fiscal 2024. Funding for Charter Schools, School Choice, and Special Education is at \$47.3M, an increase of \$3.2M over Fiscal 2024.

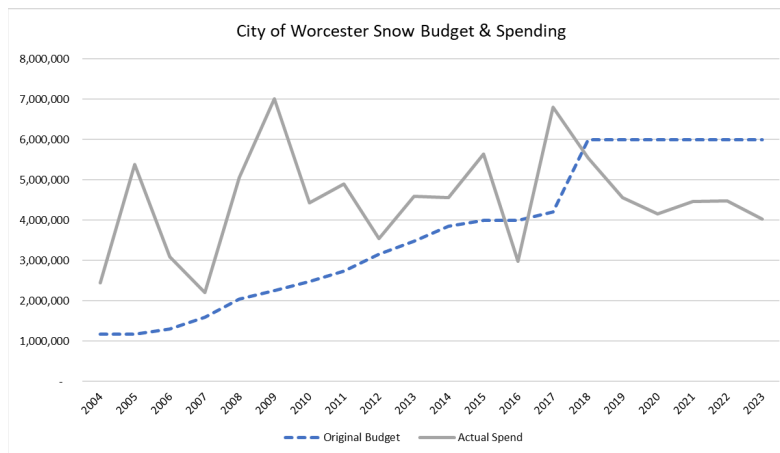


Fixed Costs

Fixed Costs is a critical component of the City's annual budget calculations, including pensions, health insurance, and debt service. In FY25, Fixed Costs are anticipated to be \$165M, a decrease from the FY24 Final Budget due to Free Cash investments in the Bond Rating Stabilization Fund (\$9.5M) and the OPEB Trust Fund (\$5.7M). Without these one-time contributions, Fixed Costs have increased approximately \$5.8M year over year.

The largest increase in Fixed Costs is debt service, which rises nearly \$5M as a result of investments in new schools, parks, and streets and sidewalks. In order to manage this debt load, we must limit our borrowing and find new ways to build revenues and reserves.

I am proposing under separate cover enhancements to the Financial Integrity Plan to solidify our reserves, primarily with one-time revenues. The next largest increase is pensions, which grows by just over \$1M, followed closely by health insurance. We are experiencing some savings in Fixed Costs by reducing the Snow budget by \$500K based on historic utilization. In only two years in the past two decades – 2009 and 2017 – have expenditures exceeded the \$6M allowance for snow.



Funding of over \$20M to various stabilization funds and trusts is a critical element in our ongoing fulfillment of the City’s Financial Integrity Plan. Notable contributions within these funds includes \$9.8M to the New High School Construction Fund for increasing debt service related to South High Community School and Doherty Memorial High School, and \$480K to the North High Construction Fund. Over \$2.5M is allocated to the Capital Campaign Stabilization Fund which supports debt service on Worcester Technical High School, Forest Grove Middle School, and library and senior center renovations. The City’s two District Improvements Districts – CitySquare and Ballpark – have combined budgets of approximately \$7M, funded by incremental taxes, permit fees, and hotel/meals taxes. We continue to increase our contributions to the OPEB Reserve Fund by 10% annually as we carry out our long-term goal of addressing the approximately \$1.2B liability that OPEB poses.

The City’s Contingency Budget is high this year – \$6.7M – due to outstanding union negotiations. Contingency includes only a \$250K base for a neighborhood advocates program and other potential items that might arise throughout the year. However, it also

includes \$4M for COLAs for union employees awaiting new contracts and \$2.5M for prior-year retroactive payments upon contract execution.

Public Safety

After education, public safety is the City's largest expense at \$113M or 12.7% of the FY25 Budget. This category includes Police, Fire, Inspectional Services, and Emergency Communications and reflects an approximately \$3.8M overall increase over FY24. Investments in public safety include new training opportunities in Police, as well as replacement safety equipment and firearms for officers. Police also includes a significant increase in OM to accommodate the demands of a temporary chiller while a longer-term HVAC solution is designed and implemented via the Capital Budget. In Fire, funds were proposed for a new staff position to improve our ability to review fire plans with a greater focus on hazardous processes, as well as a regrade of eight firefighter positions to enable a floating contingent that will reduce mandatory overtime due to mandated temporary promotions of other staff. In Inspectional Services, we're reestablishing the formal Building Commissioner position, adding one inspector for plumbing and gas work, enhancing the department's social work capacity, and finalizing our consolidation of licensing into department. In Emergency Communications, we're regrading certain positions to establish a clearer table of organization, adding three customer service representatives to both improve services and reduce demands on dispatchers, and incorporating an additional expectation of overtime due to lengthened work schedules.

Public Works & Parks

The Department of Public Works & Parks (DPW&P) is the next highest expense at \$23.7M or 2.7% of the FY25 Budget. It reflects a \$167K increase over FY24. DPW&P includes a number of regrades and transfers to realign budgets and tables of organization, increases in overtime to reflect actuals, increases for utility expenses, and increases in park investments, especially in aquatics with the implementation of a new contract to manage staffing of the City's public pools. The City is anticipating a combined 3% increase in water and sewer rates, due to a 4% increase in obligations to the Upper Blackstone, as well as increasing costs for maintenance and repair, utilities, chemical supplies, software, and environmental services. The proposed rates represent a \$0.04 increase on the water rate

and a \$0.35 increase on the sewer rate, or approximately \$4.96 on the average quarterly household bill.

Other City Services

While comprising relatively small percentages of the overall budget, there are many key departments that fulfill core elements of the City's mission due to passion and creativity. In Health & Human Services, we have increased staffing for veterans, we are funding our Youth Council, and we have moved national opioid settlement fund dollars to a special revenue fund offering an improved ability to strategically plan for long-term solutions. In Economic Development, we are preparing for a renewed zoning code while transitioning funding for Discover Central Massachusetts from the American Rescue Plan Act (ARPA) funding back to Ordinary Maintenance to continue our collective efforts to draw new visitors to Worcester and the DCU Convention Center & Arena. In Innovation & Technology, we are increasing our cybersecurity and expanding our presence in the cloud. Across the City, we are looking at reorganizations, efficiencies, technology, and other improvements so that we can continue to do more, and oftentimes more with less.

Centralization

A key aspect of our efforts to do more with less is a strategic approach to centralization. While our City has varied responsibilities and diverse interests, it has one purpose captured by our theme of empowering progress. Progress means finding our voice, working together, and achieving the otherwise impossible. I am working with departments across the City to build centralized systems that will allow us to capitalize on expertise and provide efficiencies for departments to do more. The City Manager's Office serves as the hub of the City Administration, and therefore has an important responsibility defining and explaining all that we do. As part of that effort, I have worked to improve communications among departments, with City Council, with the media, and with the public at large. One element is the creation of a marketing and public relations team. This group, currently including writers and videographers, will continue to expand with the transfer of two positions from Innovation & Technology (DoIT) to the City Manager's Office to focus on web design and outreach, and one position from Public Health to continue to craft our message to the community. A team needs a leader, however, so I've added a

position into the FY25 Budget to serve as Director of Marketing & Public Relations. In HR, we are also looking to craft a team that can collaborate with City departments to recruit and retain a diverse, talented workforce. We have consolidated HR business partners from DPW&P and Police into HR, as well as a Risk Management position from DPW&P. We have added a Leave Management Specialist who can work with supervisors to manage paid leave and the impacts it has on operations. Our new Workday Human Capital Management (HCM) system, which is expected to go live in early 2025, will provide a centralized human resource system serving as a one-stop shop for staff and management alike. In Administration & Finance, we are taking the first steps to centralize procurement, building a system that will both serve and lead departments to ensure the highest value and the lowest price, with opportunities for vendors across the spectrum. We are also refunding the grants acquisition position in the Budget Office, providing centralized support for identifying and submitting grant applications. Finally, in DoIT, I am empowering our technological leads to truly lead on technology, working with departments to ensure that new technologies are innovative, integrated, and secure.

An operating budget is only one aspect of our financial planning. The capital budget has even more impact on our future than today's annual operating budget. Today's capital budget is tomorrow's debt service, as well as tomorrow's operating costs as it relates to utilities, maintenance, fuel, etc. Soliciting feedback from across City leadership, we are proposing an FY25 capital borrowing of \$136M, a significant portion of which is Massachusetts School Building Authority (MSBA)-related borrowing or enterprise/self-funded borrowing. Only \$41.8M of the capital budget represents tax levy operational needs, a decrease of almost \$5M from FY24. We have looked to invest in public safety vehicles, City facilities and energy efficiencies, the DCU, street and sidewalk design and construction, a plethora of park projects, and water and sewer needs. We are also investing in technology and equipment, to ensure our staff have the tools they need to do the work they do. One important note on schools. The Superintendent and I have had very productive conversations about the needs and limitations of our shared facilities. As you know, we have a significant number of school-related projects underway and are anticipating future movement on a new Burncoat Middle & High School. A few months ago, with your approval, I created a new School Capital Maintenance Fund to help support

school-related activities. As part of a longer-term strategy, for the next five years I am proposing the City increase its contribution to WPS facility needs by \$1M, supported by Community Development Block Grant dollars, as we look to find new and innovative sources for both City and School building investment.

Empowering Progress

I appreciate the City Council's consideration of these proposed budgets. Crafting a budget is a challenging process and few leave the table completely satisfied, myself included. There is always more we want to do. And in some cases, there is always more that we should do. But we face limited resources, and those limits are undoubtedly going to continue into the future. I believe this budget is a step forward in the right direction as we navigate the needs of today and the demands of tomorrow.

The Fiscal 2025 Operation and Capital Budgets are available on the City's website at the link below:

<http://www.worcesterma.gov/finance/budget-central>

Respectfully submitted,



Eric D. Batista
City Manager

City of Worcester Municipal Strategic Plan

Fiscal Year (FY) 2025 marks the conclusion of the FY20-24 Strategic Plan. Based on the priorities of creating a vibrant, thriving city; providing opportunities for all; building strong neighborhoods; and maintaining a sound fiscal and operational government, that plan was the source for annual Departmental Development Plans (DDPs) to ensure alignment of priorities to achieve the municipality's mission and vision.

Today, Worcester requires a new roadmap for continued and sustainable success so that it can become the best managed city in the country. This can only be achieved by centering equity and inclusion as foundational strategic principles. Equity must be at the heart of the municipality's mission in order to enhance the quality of life for *all* residents. This new framework, based on a fresh mission and vision, will inform municipal DDPs through FY29, based on the following six priority themes:

Public Health & Safety

To protect and improve the health and safety of all community members through an integrated model of prevention, intervention, and suppression.

Affordable Neighborhoods & Reduced Homelessness

To allow all neighborhoods and residents to thrive through measures that will lower homeownership and rental costs, offset inflation, promote and increase accessibility of social safety nets, and disrupt the cycle of chronic homelessness.

Investment in Quality Education

To facilitate expanded resources for students and sustainable investment into capital improvements that will upgrade, modernize, and remediate school buildings.

Clean City Initiatives

To enhance environmental health and residents' quality of life through programs, educational initiatives, and constituent services that reduce pollution, improve landscaping, and move the city toward Zero Waste.

High Performing Government & Strong Financial Health

To establish efficient and streamlined operations, strategic investment and budgeting, and a positive organizational culture built on a core value system and integrity.

Economic Growth

To increase the city's tax base through policies and partnerships that catalyze small business and entrepreneurship, sustain housing production, attract and retain talent and new businesses across industries, and adapt to shifting labor markets.

The full Strategic Plan will be published shortly after the FY25 Budget, with a detailed outline of corresponding objectives and strategies.

The development of the FY25-29 Strategic Plan has been years in the making.

The administration reflected on who Worcester is as a city and who Worcester is as a city *government*. The priority areas were designed to reflect Worcester's evolving demographics, promote equity, and

ensure that no community members are overlooked. They also represent the essential services that a municipal government owes to its residents and must be held accountable for, while maintaining sustainable and efficient operations.

In addition to internal discussion and self-study, the administration embarked on a robust community engagement process, including community surveys, City Manager listening sessions, and stakeholder focus groups. The FY25-29 Strategic Plan also takes into account the extensive feedback that was collected and analyzed during the development of the Worcester Now | Next long-range plan, Urban Forestry Master Plan, Green Worcester Sustainability and Resilience Strategic Plan, and the Worcester Mobility Action Plan. The new Strategic Plan is built upon the same values as those plans and will provide an overarching framework to unify and guide the municipality's work and services over the next five years to make Worcester a more vibrant and thriving city for all.

CITIZEN’S GUIDE TO OUR CITY’S FINANCES

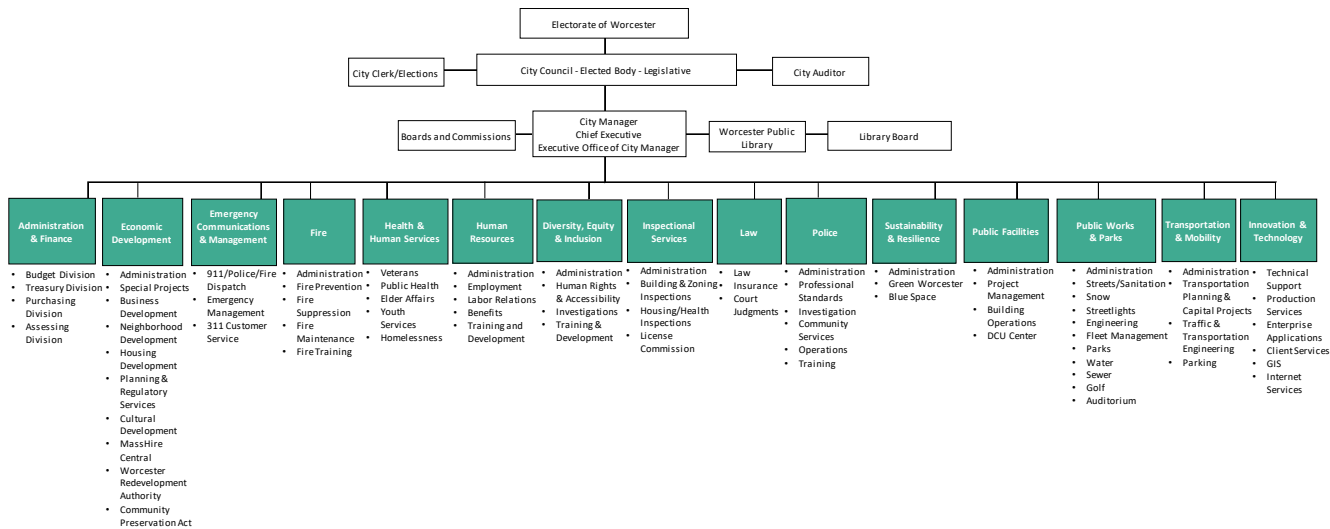
Introduction

The residents, tax payers, and business owners rely on our government to provide essential services to our community such as public safety, education, public works, and health and human services. Transparency is critical in achieving the proper level of services while living within the financial constraints of available resources. This document has been prepared as an informative guide for our citizens. The following provides some basic facts about our City:

- Population: 206,518
- Land Area: 38.57 square miles
- Median Household Income: \$63,011
- Median Home Value: \$352,050
- Total FY24 Equalized Valuation: \$18.7 billion
- Fiscal 2025 Operating Budget: \$893 million

The City of Worcester was first established as a town in 1722 and incorporated as a City in 1848. It is currently the second most populous city in the New England region and is located approximately 45 miles west of Boston. The City of Worcester is governed by a Council-Manager, or Plan E, form of government with a popularly elected Mayor, 11 City Council Members (one of whom is the Mayor), and an appointed City Manager. Per the City Charter, the City Manager recommends a balanced budget to the City Council, meaning the revenue estimates equal the proposed expenditures. The City Council may, by majority vote, make appropriations for the purposes recommended. They can also reduce or reject any amount recommended in the annual budget. They cannot, however, increase any amount in an appropriation, nor increase the total of the annual budget.

City of Worcester
Organizational Chart: FY25

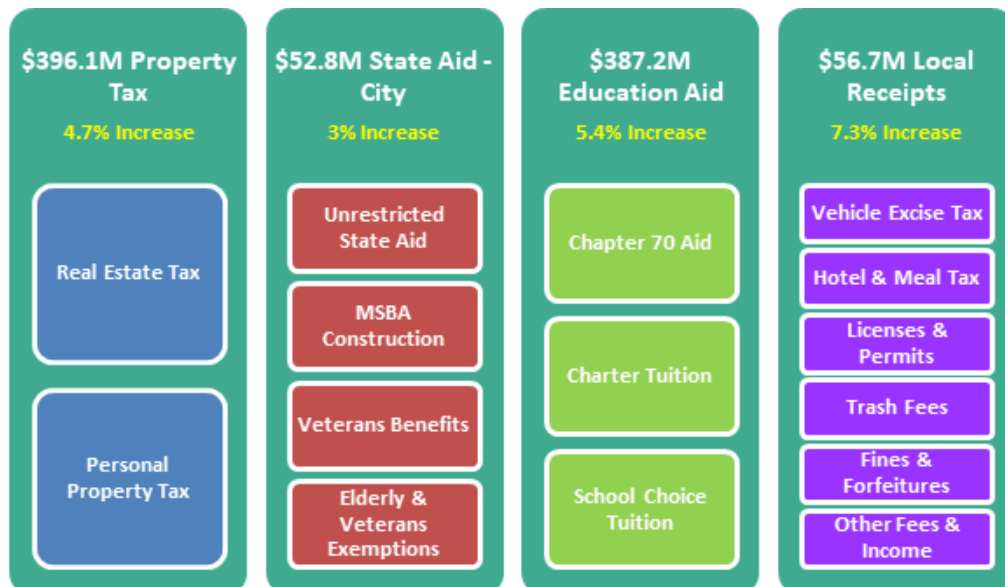
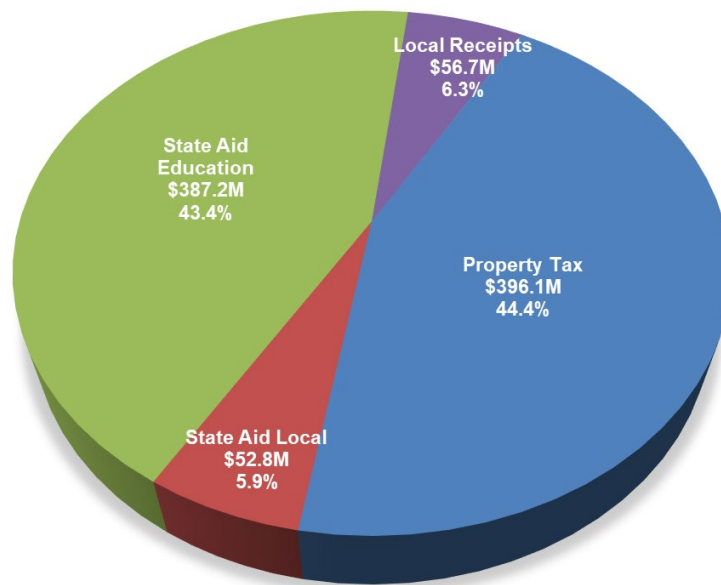


CITIZEN’S GUIDE TO OUR CITY’S FINANCES

Revenue Overview – Sources of Funding for City Services

General fund revenues come in three main forms: property taxes, state aid, and local receipts. As depicted in the graphics below, 44.4% of City revenue comes from property taxes, 49.3% in State Aid – inclusive of City and Education reimbursements, and 6.3% comes from local receipts such as motor vehicle excise, licenses, permits, and other charges. Detail on each area of the City’s revenues are provided in the line item summary the follows.

FY25 Revenues: \$893M

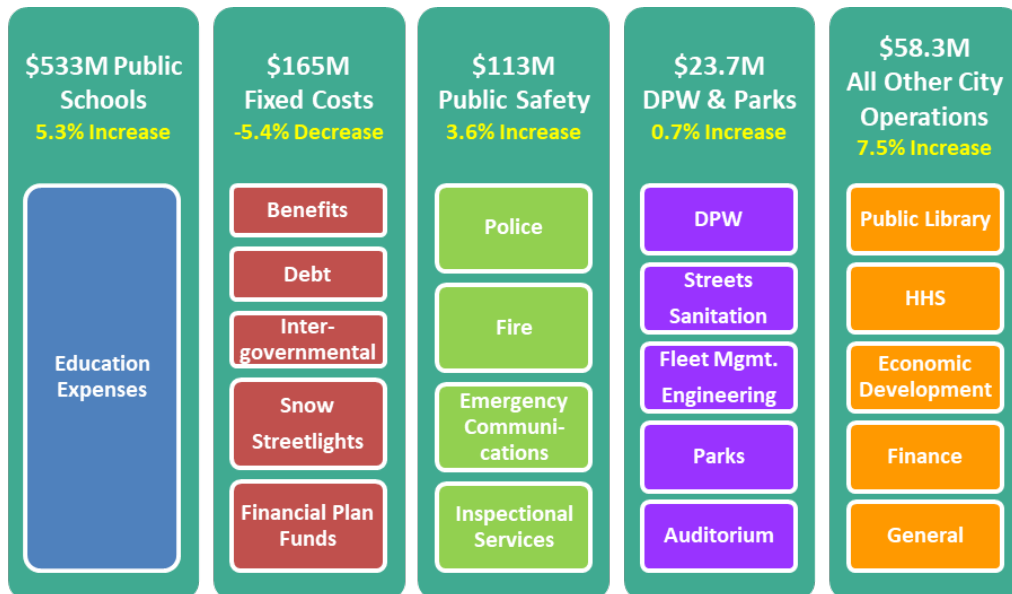
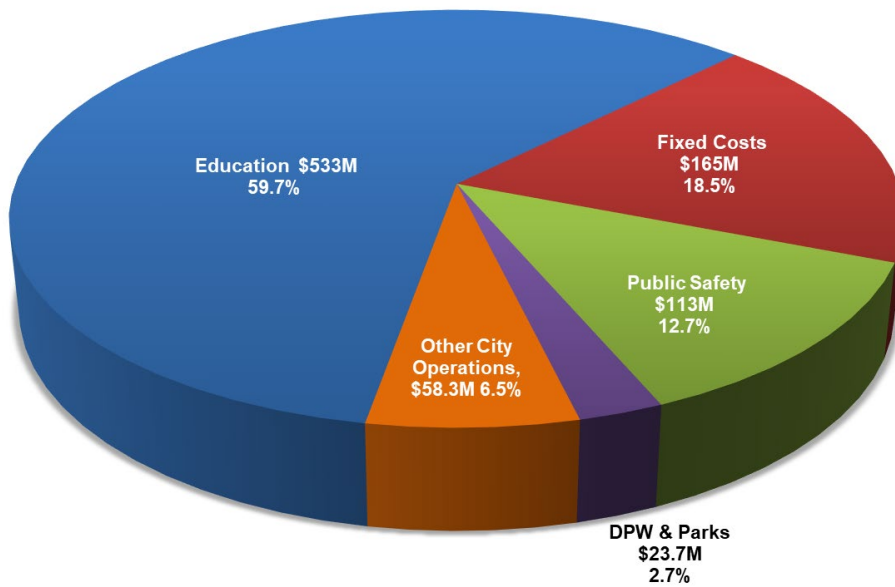


REVENUE & EXPENDITURE SUMMARY

Expenditure Overview – Categories of Expenditures for City Services

Education remains the City’s largest expenditure at \$533M or 60% of the general fund expenditures. Fixed costs include pensions, debt, and health insurance and total \$165M, or 18.5%. This leaves \$113M or 12.7% for public safety, \$23.7M or 2.7%, for Public Works and Parks, and \$58.3 or 6.5% for all other City operations. A detailed discussion of each spending area is provided in the following introduction as well as in each of the departmental budget sections in the document that follows.

FY25 Expenditure Budget: \$893M



REVENUE & EXPENDITURE SUMMARY

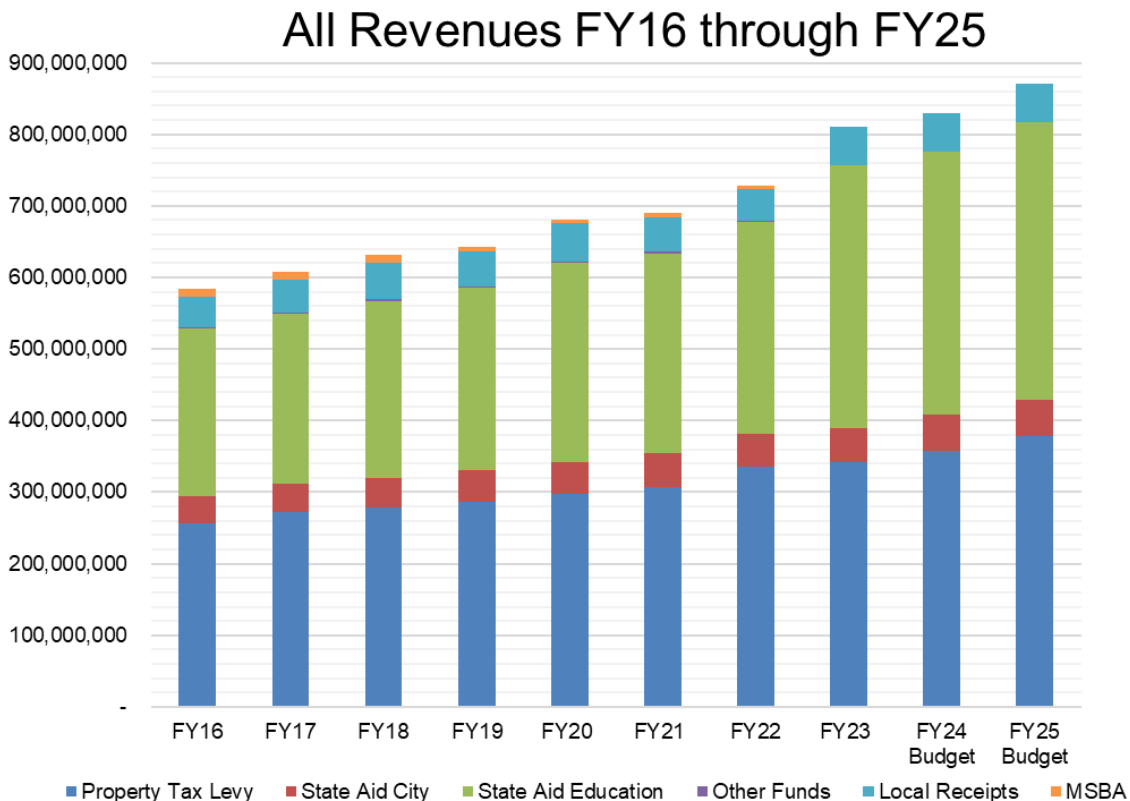
Fiscal 2025 Budget Financial Plan

Revenue and Expenditure Overview

The Fiscal 2025 recommended budget is balanced and submitted in accordance with the City Charter and Chapter 44 of the Massachusetts General Laws. All of the revenues or other funding sources for the appropriation recommended in this budget are detailed below. Expenditure appropriation recommendations are summarized in this overview and detailed in each of the departmental sections that follow. The official appropriation order is summarized in the Line Item Budget at the end of the budget document.

Revenue Overview

The Fiscal Year 2025 budget is funded through \$893M in revenues. This is comprised of \$396.1M in property taxes, \$52.8M in State Aid for City operations, \$387.2M in State Aid for Education. Other revenues include \$56.7M in local receipts, and \$178K in other available funds. The following describes each revenue category in detail and provides data from the last ten years to put current revenue estimates in perspective.



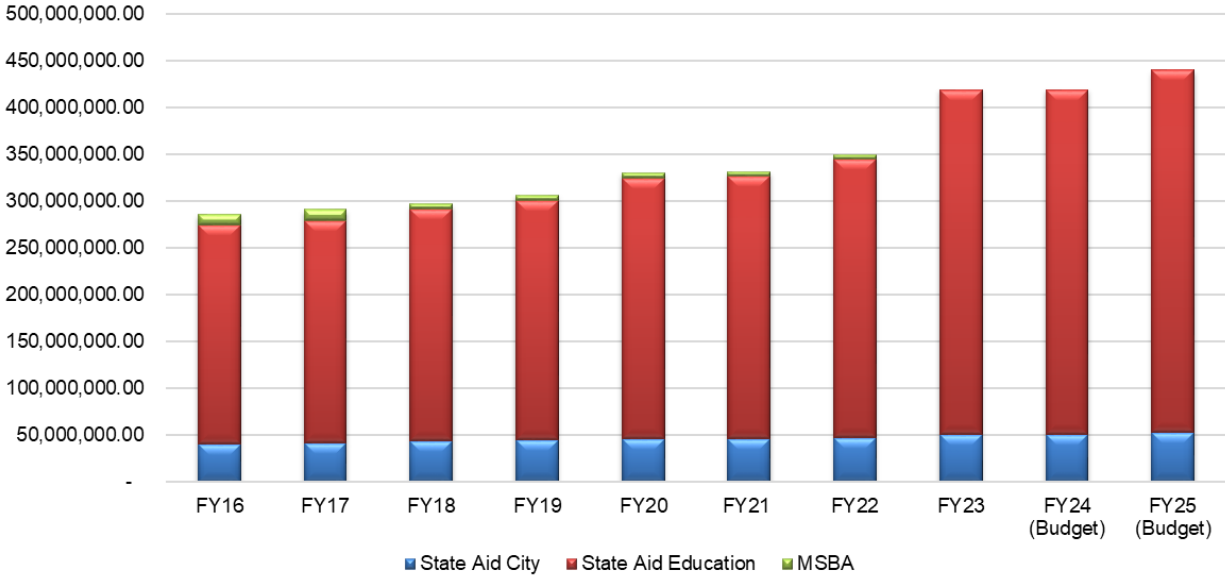
REVENUE & EXPENDITURE SUMMARY

State Aid (Cherry Sheet)

The Cherry Sheet is the name of the official document used by the Commonwealth of Massachusetts to inform cities and towns of the estimated receipts from the Commonwealth for Unrestricted General Government Aid, Education Aid and other state-determined revenue categories. It also informs cities and towns of anticipated intergovernmental charges, including the charges for regional transit and charter school tuition. These amounts are all subject to change based on the final budget for the Commonwealth. The estimates included here are based on the Governor’s proposed budget for Fiscal 2024. The following illustrates the breakdown in categories of State Aid funding as well as a ten-year history.

| State Aid Summary | FY24 Budget | FY25 Budget | FY24/25 Change | % Change |
|----------------------------------|--------------------|--------------------|-------------------|-----------|
| State Aid City | 49,680,150 | 51,170,554 | 1,490,404 | 3% |
| State Owned Land | 308,772 | 310,241 | 1,469 | 0% |
| State Exemptions | 442,129 | 458,909 | 16,780 | 4% |
| Veteran's Benefits | 907,853 | 874,561 | (33,292) | -4% |
| State Aid City Total | 51,338,904 | 52,814,265 | 1,475,361 | 3% |
| State Aid Education | 357,541,905 | 377,102,598 | 19,560,693 | 5% |
| State Aid Charter Schools | 9,817,253 | 10,080,759 | 263,506 | 3% |
| State Aid Education Total | 367,359,158 | 387,183,357 | 19,824,199 | 5% |

History of State Aid FY16 to FY25



REVENUE & EXPENDITURE SUMMARY

State Aid Categories

The following describes each of the line items on the Cherry Sheet and the State Aid amounts anticipated by the City for Fiscal 2025.

Education Aid – Chapter 70

Massachusetts General Laws Chapter 70 Education Aid provides financial assistance to cities and towns in order to promote the equalization of the burden of school costs across the state. Chapter 70 School Aid is based on a formula that generates a “foundation budget” representing the per-pupil funding required in each community under state law. The state then uses a separate formula to determine a locality’s required contribution for education from local revenues using the Department of Revenue’s Municipal Revenue Growth Factor (MRGF). The result of this formula is the City’s required contribution for education. The difference between the calculated “foundation budget” and the City’s “required contribution” is then funded with Chapter 70 Aid. Chapter 70 Aid for the Worcester Public Schools is projected to be \$377,102,598. This is \$19.6M more than Fiscal 2024. This increase reflects increases called for under the Student Opportunity Act which increases the Foundation Budget each year through Fiscal 2028.

Unrestricted General Government Aid

This State Aid category represents the bulk of the non-educational aid received by cities and towns. The City of Worcester, by formula, receives approximately 4% of the total State appropriation of this category and anticipates receiving \$51,170,554 in Unrestricted General Government Aid, which represents a 3% increase over Fiscal 2024.

Charter School Reimbursement

The Commonwealth provides a declining reimbursement amount to cities and towns for each student that chooses to attend a Charter School. Worcester’s Charter Tuition Reimbursement is estimated to be \$10,080,759. This amount is subject to change as final enrollments in the City’s charter schools are tabulated.

Veterans Benefits

The Commonwealth of Massachusetts reimburses the City 75% of the cost of veterans’ benefits. As a result of the timing for reimbursements from the State, this revenue source represents 75% of the City’s spending on veterans’ benefits for the past 12 months, not an estimate of the coming 12 months. Benefits are paid consistent with Massachusetts General Laws Chapter 115. The Fiscal 2025 reimbursement estimate is \$874,561.

REVENUE & EXPENDITURE SUMMARY

State Owned Land

The Commonwealth provides a reimbursement to cities and towns for tax revenues lost due to state owned land. The reimbursement is based on state calculated values and is based solely on the value of the land itself, not the structures on the property. This receipt is estimated to be \$310,241.

Veterans, Elderly, and Disabled Tax Exemption

Under Chapter 59, Section 5, clause 41C of Massachusetts General Laws, as amended by Section 5 of Chapter 653 of the Acts of 1982, persons who meet statutory criteria including age, status, and income thresholds will receive a state-funded flat tax exemption of \$500-\$1,000. The Fiscal 2025 budget includes a Cherry Sheet allocation of \$458,909 for these exemptions.

Property Taxes

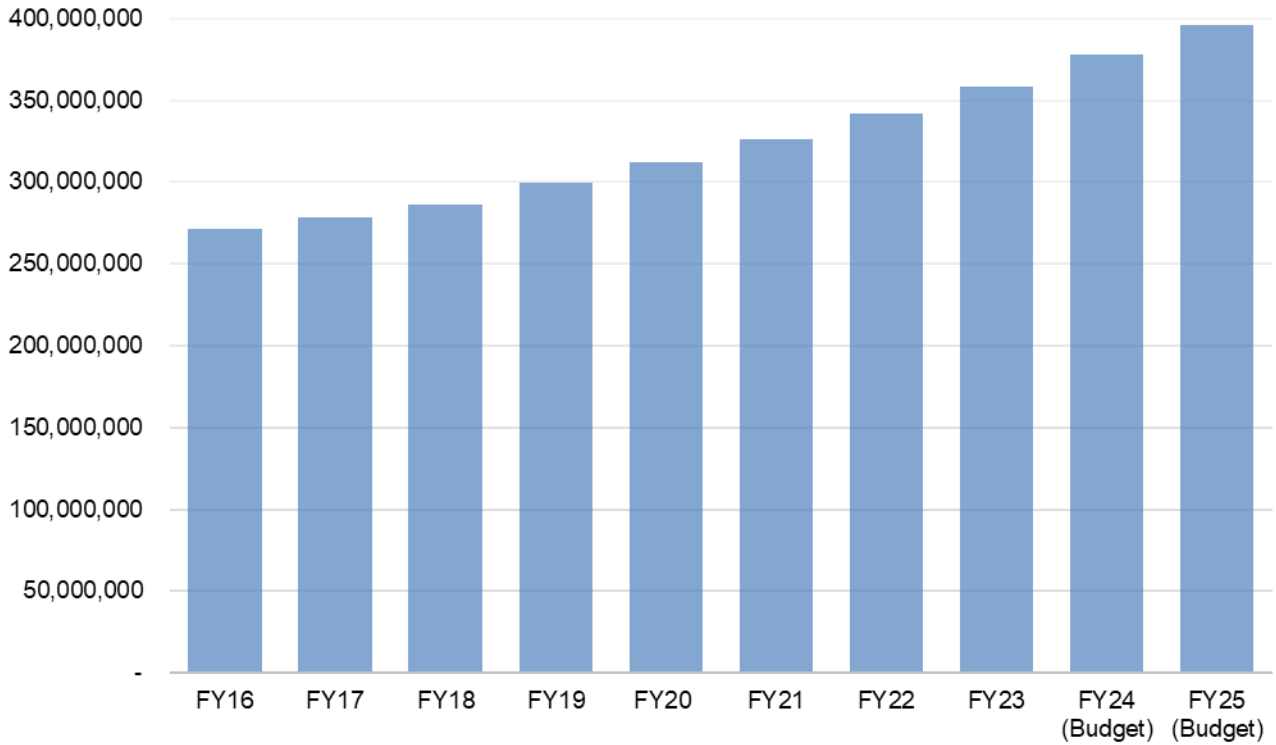
The Fiscal 2025 budget includes property tax revenue increases consistent with the provisions of Proposition 2½, recognizing a 2.5% increase in the property tax levy as well as the value of new construction growth projected to be certified by the Commonwealth. The budget assumes a Proposition 2 ½ increase in the amount of \$10.1M and new growth of \$7.5M. The gross tax levy of \$399.9M is reduced by an amount reserved for exemptions and abatements (Overlay Reserve - \$3.75M) to derive a net tax levy which is subject to appropriation. For Fiscal 2025 the net tax levy is projected to be \$396,160,848.

| Property Tax Revenue | FY22 | FY23 | FY24 | FY25 |
|--|--------------------|--------------------|--------------------|--------------------|
| Prior Year Levy | 330,817,261 | 346,631,783 | 362,956,395 | 382,272,425 |
| Prior Year Levy Limit | 351,294,265 | 367,273,954 | 384,220,890 | 405,536,919 |
| Prior Year Amended New Growth ¹ | 174,448 | 926,365 | 480,246 | |
| 2.5% Increase | 8,786,718 | 9,205,008 | 9,617,528 | 10,138,423 |
| New Growth | 7,018,523 | 6,815,563 | 11,218,255 | 7,500,000 |
| New Levy Limit | 367,273,954 | 384,220,890 | 405,536,919 | 423,175,342 |
| Remaining Unused Levy Capacity | 20,642,171 | 21,264,494 | 23,264,494 | 23,264,494 |
| New Total Levy | 346,631,783 | 362,956,395 | 382,272,425 | 399,910,848 |
| Less Overlay | (5,000,000) | (4,520,263) | (4,000,000) | (3,750,000) |
| Available Tax Levy | 341,631,783 | 358,436,132 | 378,272,425 | 396,160,848 |

¹ Prior Year Amended New Growth is not budgeted for appropriation

REVENUE & EXPENDITURE SUMMARY

PROPERTY TAX LEVY



Overlay Reserve for Abatements and Exemptions

The overlay reserve is raised by the City Assessor in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions. Abatements are granted in circumstances where real or personal property has been overvalued or disproportionately valued and appropriate adjustments are made to the original assessed value. The overlay for Fiscal 2025 is set at \$3.75M.

Unused Levy Capacity

Unused levy capacity is the amount of property tax allowed under the proposition 2 1/2 Levy Limit that is not appropriated as part of the fiscal year budget. This amount could be raised through taxation without an override or debt exclusion vote. With the Fiscal 2025 budget, the City has increased the Unused Levy Capacity to \$23.3M. Through the implementation of the City’s Financial Integrity Plan, Unused Levy Capacity has increased from \$6M in FY16 to over \$23M in Fiscal 2025. This represents tax relief for both residential and commercial taxpayers in the City.

REVENUE & EXPENDITURE SUMMARY

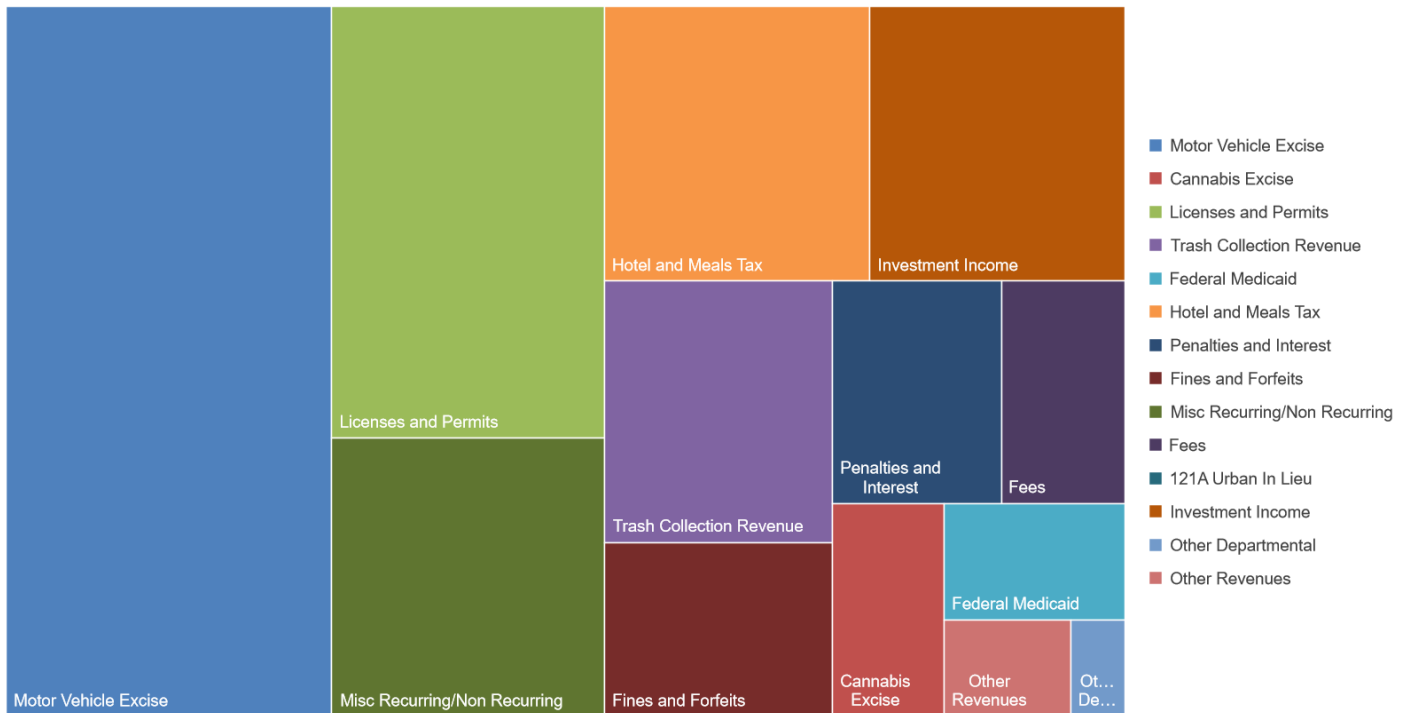
Local Receipts –

The last major category of City revenues is local receipts, comprised of locally generated taxes, fees, and charges. The major contributors include Motor Vehicle Excise taxes, building and other permits, licenses, trash collection fees, as well as various other fines and charges. The Fiscal 2023 and 2024 budget amounts include additional appropriations made at budget recapitulation.

| Revenue Summary | FY24 Budget | FY25 Budget | FY25 Change | % Change |
|------------------------------|-------------------|-------------------|------------------|--------------|
| Motor Vehicle Excise | 15,750,000 | 16,500,000 | 750,000 | 4.76% |
| Cannabis Excise | 1,500,000 | 1,700,000 | 200,000 | 13.33% |
| Licenses and Permits | 7,301,450 | 8,390,650 | 1,089,200 | 14.92% |
| Trash Collection Revenue | 4,250,000 | 4,250,000 | - | 0.00% |
| Federal Medicaid | 2,750,000 | 1,500,000 | (1,250,000) | -45.45% |
| Hotel and Meals Tax | 4,845,290 | 5,200,000 | 354,710 | 7.32% |
| Penalties and Interest | 2,102,500 | 2,682,500 | 580,000 | 27.59% |
| Fines and Forfeits | 2,158,000 | 2,833,000 | 675,000 | 31.28% |
| Misc Recurring/Non Recurring | 6,118,378 | 5,410,000 | (708,378) | -11.58% |
| Fees | 2,201,350 | 1,958,800 | (242,550) | -11.02% |
| 121A Urban In Lieu | - | - | - | 0.00% |
| Investment Income | 2,600,000 | 5,000,000 | 2,400,000 | 92.31% |
| Other Departmental | 380,500 | 371,000 | (9,500) | -2.50% |
| Cemetery Revenue | 460,000 | 460,000 | - | 0.00% |
| Special Assessments | 300,000 | 300,000 | - | 0.00% |
| Other Charges | 110,000 | 110,000 | - | 0.00% |
| Local Receipts Total | 52,827,468 | 56,665,950 | 3,838,482 | 7.27% |

REVENUE & EXPENDITURE SUMMARY

Local Receipts FY25: \$56.7M



Motor Vehicle Excise Tax

The Motor Vehicle Excise Tax is assessed annually through the Assessor's Office, with bills and payments processed through the Treasurer's Office. The city or town in which a vehicle is garaged at the time of registration assesses the associated excise tax. Chapter 6A, Section 1, of the Massachusetts General Laws sets the rate of this tax at \$25 per \$1,000 valuation. The City issues bills based on data provided by the Massachusetts Registry of Motor Vehicles. The Registry determines valuation using a statutory formula based on the manufacturer's list price and year of manufacture. The Fiscal Year 2025 revenue estimate for Motor Vehicle Excise is \$16.5M.

Cannabis Excise

Sale of recreational marijuana is taxed at an additional 3% per the local option tax which is distributed to the City after being collected by the Commonwealth. In Fiscal 2025, this revenue source is estimated at \$1.7M.

Licenses and Permits

Revenues are collected associated with licenses and permits issued by the City. These include building, electrical, and plumbing permits. This category also includes charges for weights and measures, liquor licenses, and other City licenses and is budgeted at \$8.4M based on estimated license and permit activity in Fiscal 2025.

REVENUE & EXPENDITURE SUMMARY

Trash Fees

In 1993, the City instituted a "Pay As You Throw" trash collection program, which partially funds the cost of curbside garbage pickup through the collection of a fee attached to the sale of official City trash bags. These bags are \$10.00 per pack of 10 small bags or \$8.75 per pack of 5 large bags. A \$0.25/bag increase was implemented on January 1, 2022, the first such increase in 14 years. The revenues offset some of the cost of trash collection and the City's recycling operation. The revenue estimate is level funded at \$4.25M for Fiscal 2025.

Federal Reimbursements

Medicaid reimbursements for school-based health services is the source for this revenue estimate. The City, through the public school system, is eligible to file for federal reimbursement for health related services provided to special education students with Medicaid benefits. With the approval of the Massachusetts Division of Medical Assistance, the Worcester Public Schools is now a "Medicaid Eligible Provider" and is enrolled in the Medicaid program. The Medicaid reimbursement program allows for the submission of claims, on a per diem rate, for various categories of special education students. Administrative costs incurred by the school system and its vendor UMass to provide these health-based services are also captured and incorporated into claims and submitted for reimbursement. For Fiscal 2025, the revenue estimate is \$1.5M.

Other Excise: Hotel and Meals Taxes

Hotel taxes of 6% and Meals taxes of 0.75% are collected by the Commonwealth and distributed to the City quarterly. The hotel and meals tax is estimated to be \$5.2M in Fiscal 2025, an increase of \$354,710 from Fiscal 2024 in recognition of the likelihood of increased hotel and restaurant activity in Fiscal 2025.

Penalties and Interest

State law dictates the interest rate on delinquent taxes, while City Ordinance sets the rate for water and sewer late charges. Penalties and fees are incurred for delinquency of tax payment, serving notice and issuance of warrants, recording instruments of taking, and other miscellaneous fees. The revenue estimate for this stream is estimated to be \$2.7M.

Fines and Forfeits

This revenue category includes parking tickets, boot removal fees, court fines assessed through motor vehicle violations, and health violation fines. This category is budgeted at \$2.8M for Fiscal 2025.

REVENUE & EXPENDITURE SUMMARY

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

Miscellaneous recurring and non-recurring revenues are derived primarily from prior year receipts, reversions of prior year's purchase orders, and solar renewable energy credits. Additionally, the administrative indirect charges on federal and federal pass through grants are recognized in this category. The estimate for this revenue stream is \$5.4M.

Fees

Other fees include charges for birth and death records, fire inspection fees, police detail administrative fees, planning board fees, and other departmental fees for services provided. The estimate for this revenue source is \$2M.

121A – In Lieu of

The City of Worcester collects payments in lieu of taxes from certain tax exempt properties within the city. In addition, the City generated revenues from the Urban Development Excise Tax (121A). Chapter 121A, section 10, of the Massachusetts General Laws, states that each city or town is entitled to receive proceeds of the urban redevelopment excise tax paid on its local projects. This excise tax is only valid for the first 40 years of the corporation's existence in the municipality, and is composed of the following: an amount equal to five percent of its gross income in the preceding year and an amount equal to \$10 per \$1,000 of valuation. This revenue source ended in Fiscal 2022.

Investment Income (Interest)

The City regularly invests temporarily idle cash and receives interest on these funds. Interest rates, and hence interest earnings, are subject to market conditions and are currently very strong. The estimated revenue is \$5M.

Other Departmental Revenues

The City collects revenue from the sale of surplus property (usually equipment) sold to the highest bidder. Contained within this category are revenues received from the City's towing contract as well certain other revenues all estimated to total \$371,000 in Fiscal 2025.

Cemetery Fees

Hope Cemetery generates most of its revenue from burial fees and services provided. Other revenues include fees charged for foundations, repair orders, canopy tents, liner boxes, and other miscellaneous receipts. The general fund budget is built on an estimate of \$460,000.

REVENUE & EXPENDITURE SUMMARY

Special Assessments

Special assessments are collected from property owners to provide funds to implement capital improvement projects such as street betterments. The special assessment rates are set by the City Council and are paid in full or financed over a period of years. This revenue category is estimated to be \$300,000.

Other Charges for Services

This category represents the annual rental amount collected for tenants leasing space on properties owned by the City of Worcester and certain recreation fees. This revenue category is estimated to generate \$110,000 in Fiscal 2025.

Other Revenue/Funding Sources

Free Cash

Free cash represents the City’s amount of available “fund balance,” as certified by the Department of Revenue, including the result of the current fiscal year’s revenues, less expenditures net of all transfers in and out of the General Fund, and less any other reductions and amounts identified by the Commonwealth. The amount is certified by the Commonwealth of Massachusetts Department of Revenue and then available for appropriation. The City of Worcester follows the City’s Financial Integrity Plan policy regarding the appropriation of Free Cash: 50% is to be appropriated to reserves, 30% is to be appropriated into the City’s OPEB Trust, and 20% is available for appropriation in the City’s budget. No free cash is assumed in the Fiscal 2025 Budget, however, should free cash be certified at year end, it will be recommended for appropriation according to the above breakdown.

Other Available Funds

Other available funds consist of revenues transferred in from various reserve accounts that are classified as another available fund for the purposes of the Fiscal 2025 budget. The estimate for this revenue source is \$178,519.

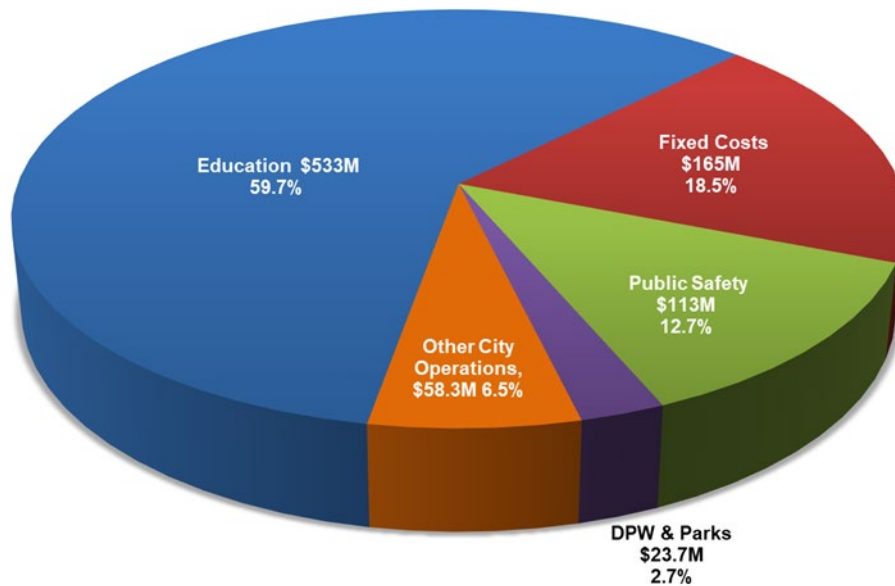
| Other Available Funds (Non Local Receipt) | | FROM | TO | FY24 | FY25 |
|---|------------------|-------|---------------|----------------|----------------|
| DPW Engineering | Reserve Funds | | CC1054-600100 | | |
| DPW Engineering | Sewer Connection | FD317 | CC1054-600100 | 118,930.00 | 118,930.00 |
| DPW Streets | Reserve Funds | | CC1055-600100 | | |
| Subtotal DPW Engineering Funding | | | | 118,930 | 118,930 |
| Hope Cemetery Debt Principal Service | | | CC1069 | 48,714.00 | 48,714.00 |
| Hope Cemetery Debt Interest Service | | | CC1070 | 10,875.00 | 10,875.00 |
| Subtotal Other Funds | | | | 59,589 | 59,589 |
| Total Other Available Funds (Non Local Receipts) | | | | 178,519 | 178,519 |

REVENUE & EXPENDITURE SUMMARY

Fiscal Year 2025 Expenditure Overview

The Fiscal 2025 budget appropriates \$893M in revenue to fund the following expenditure areas. The City's expenditure budget is broken into three large categories—Education (including Worcester Public Schools, Charter, and School Choice Tuition), City Operations (categorized by Public Safety, Public Works and Parks, and Other Departments), and City Fixed Costs (debt, pensions, health insurance, required reserve deposits, street lighting, and snow removal). The following chart shows the breakdown by percentage of these expenditures. Education costs account for 59.7% of all City expenditures, fixed costs account for 18.5%, Public Safety (including Police, Fire, Emergency Communications, and Inspectional Services) account for 12.7%, Public Works and Parks account for 2.7% and the remaining 6.5% funds other city operations. Each of the expenditure categories summarized below are presented in more detail in the following sections of this budget document.

FY25 Expenditure Budget: \$893M



Education Funding

Education Costs are driven by the state's calculation of the foundation budget for Public Schools. The Commonwealth determines a local contribution level and funds the balance with State Aid. The Fiscal 2025 appropriation for education is \$533M, which represents an increase of \$50.1M from Fiscal 2024. Of that total amount, \$47.3M provides funding of Charter and Choice schools, leaving a Worcester Public Schools budget of \$485.7M.

REVENUE & EXPENDITURE SUMMARY

Foundation Budget

Chapter 70 of the Massachusetts General Laws defines the terms for education funding in Massachusetts, as implemented by the Department of Elementary and Secondary Education (DESE). Under Chapter 70, each year the State calculates a “Foundation Budget” for each school district that is intended to represent adequate funding for that specific district. The amount of the Foundation Budget is based in part on enrollment; a dollar amount is associated with each level of student - elementary, middle, and high school. Additional amounts per pupil are provided for low income students, English Language Learners, and Special Education students. The formula is designed to provide more funding to those areas with additional challenges. The Worcester Public Schools are a net beneficiary of this formula at the State level, as our school system has a disproportionately high percentage of students who meet the defined demographic categories.

Local Required Contribution

The local required contribution is the amount of school funding that must be provided by the local government for the support of education, per the terms of Chapter 70 of the Massachusetts General Laws. This amount is calculated by the Department of Elementary and Secondary Education (DESE) and increased each year based on the Municipal Revenue Growth Factor. The Municipal Revenue Growth Factor is designed to capture the net increase in municipal revenues from year to year. The formula includes property tax growth due to Proposition 2.5, new growth, local receipts, and State Aid. In this way, the percentage increase of the required contribution is consistent with revenue increases in the City, and is a way for schools to share in revenue growth in any given fiscal year.

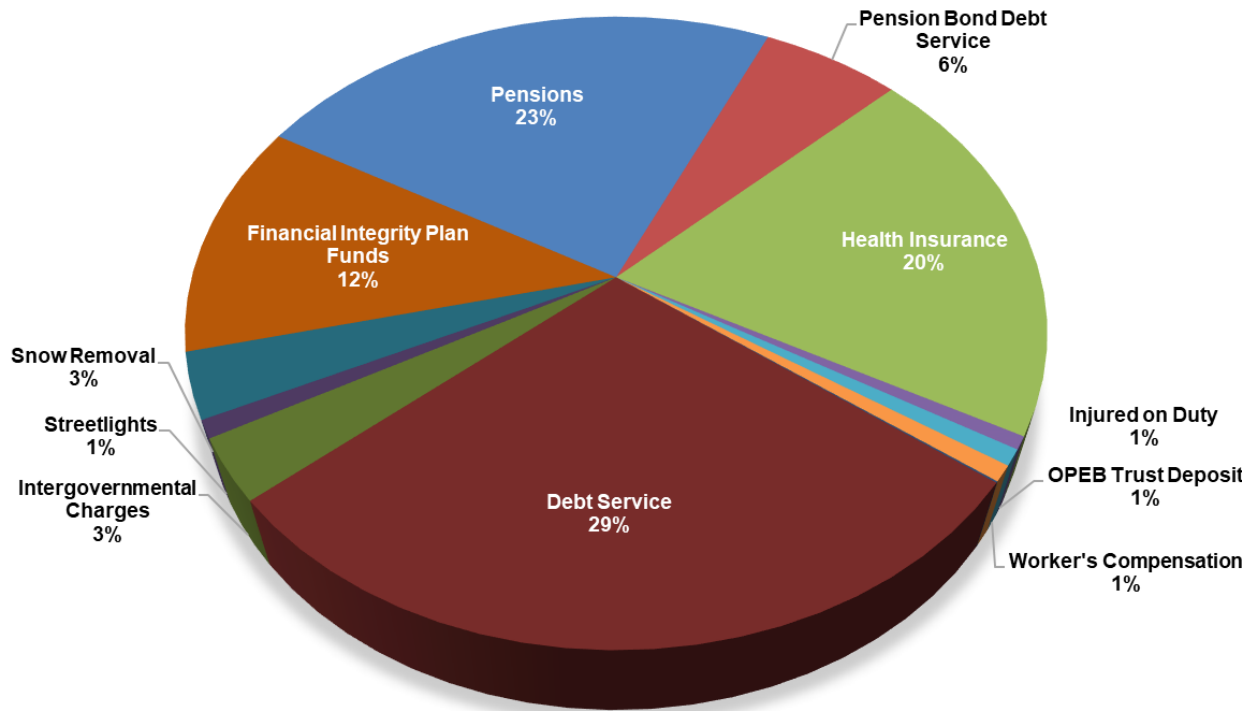
City Fixed Costs

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

| Expenditure Summary | FY24 Budget | FY25 Budget |
|--------------------------------|--------------------|--------------------|
| Pensions | 37,713,980 | 38,764,693 |
| Pension Bond Debt Service | 10,369,848 | 10,140,583 |
| Health Insurance | 31,804,844 | 32,855,439 |
| OPEB Trust Deposit | 6,654,825 | 1,071,795 |
| Worker's Compensation | 1,335,759 | 1,336,673 |
| Injured on Duty | 1,331,371 | 1,333,767 |
| Unemployment | 119,840 | 119,840 |
| Debt Service | 42,333,297 | 47,214,226 |
| Intergovernmental Charges | 4,705,144 | 5,255,191 |
| Streetlights | 1,495,490 | 1,495,490 |
| Snow Removal | 6,000,000 | 5,500,000 |
| Financial Integrity Plan Funds | 30,585,041 | 19,931,828 |
| Total Fixed Costs | 174,449,439 | 165,019,525 |

REVENUE & EXPENDITURE SUMMARY

FY25 Fixed Costs: \$165M



Health Insurance, Workers' Compensation, and Injured on Duty

One of the largest components of the City's fixed costs is health insurance. This cost is split between the City and Public Schools budgets. City health insurance costs are budgeted at \$32.9M. Workers' Compensation is budgeted at \$1.3M, and Injured on Duty is budgeted at \$1.3M in Fiscal 2025.

Pensions

The combined pension contribution required for the City of Worcester is \$38.8M. In addition, the City must make a debt service payment of \$10.1M on the Pension Obligation Bonds issued in 1998 to fund the City's unfunded pension liability. The Debt Service on the Pension Obligation Bond will cease after Fiscal 2028.

Debt Service

The City's borrowing for equipment, infrastructure improvements (including streets and sidewalks), public buildings, as well as the construction and rehabilitation of public schools, are funded through

REVENUE & EXPENDITURE SUMMARY

municipal bond issues. Annual debt service payments meeting all City and enterprise fund obligations total \$102.7M. Principal and interest payments of \$47.2M are to be paid by the City's tax levy budget, and the remainder through enterprise funds and grant programs.

Removal/Snow Carryover

Per the City Manager's Financial Integrity Plan, the Snow Removal budget has a minimum appropriation of \$5M. Based on historic actuals, the Fiscal 2025 budget is \$5.5M, which is a reduction of \$0.5M from Fiscal 2024. This amount is adequate to fund the City's average annual snowfall.

Unemployment

The City must fund unemployment benefits for workers who have lost their jobs. The Fiscal 2025 budget for unemployment is estimated to be \$119,840, which is level funded with the previous fiscal year.

Street lighting

The City has acquired ownership and maintenance control of the City's street lighting network. The costs of the electricity and maintenance contracts for the street lighting network are a fixed cost and known at the beginning of the fiscal year. The Fiscal 2025 budget is funded at \$1.5M.

Intergovernmental Charges

The Commonwealth of Massachusetts mandates certain intergovernmental charges, including charges for the Regional Transit Authority, Registry of Motor Vehicles, and funding for the Central Mass Regional Planning Commission, which are projected to be \$5.3M.

Long Term Financial Plan Funds

The City continues to make deposits to designated reserve funds, per the terms of the City's Financial Integrity Plan. This includes a deposit of \$2.6M to the Capital Campaign fund, which is used to fund ongoing debt service payments associated with the Worcester Technical High School, Library renovations, Forest Grove Middle School, as well as other upcoming capital projects. This category also includes \$4.1M in the CitySquare District Improvement Financing (DIF) fund reserve for public investments in City Square, \$2.9M in the Ballpark DIF fund reserve for Polar Park. Additionally, contributions continue to build the New High School Construction Fund in the amount of \$9.8M. The total contributions to these reserves totals \$19.9M.

REVENUE & EXPENDITURE SUMMARY

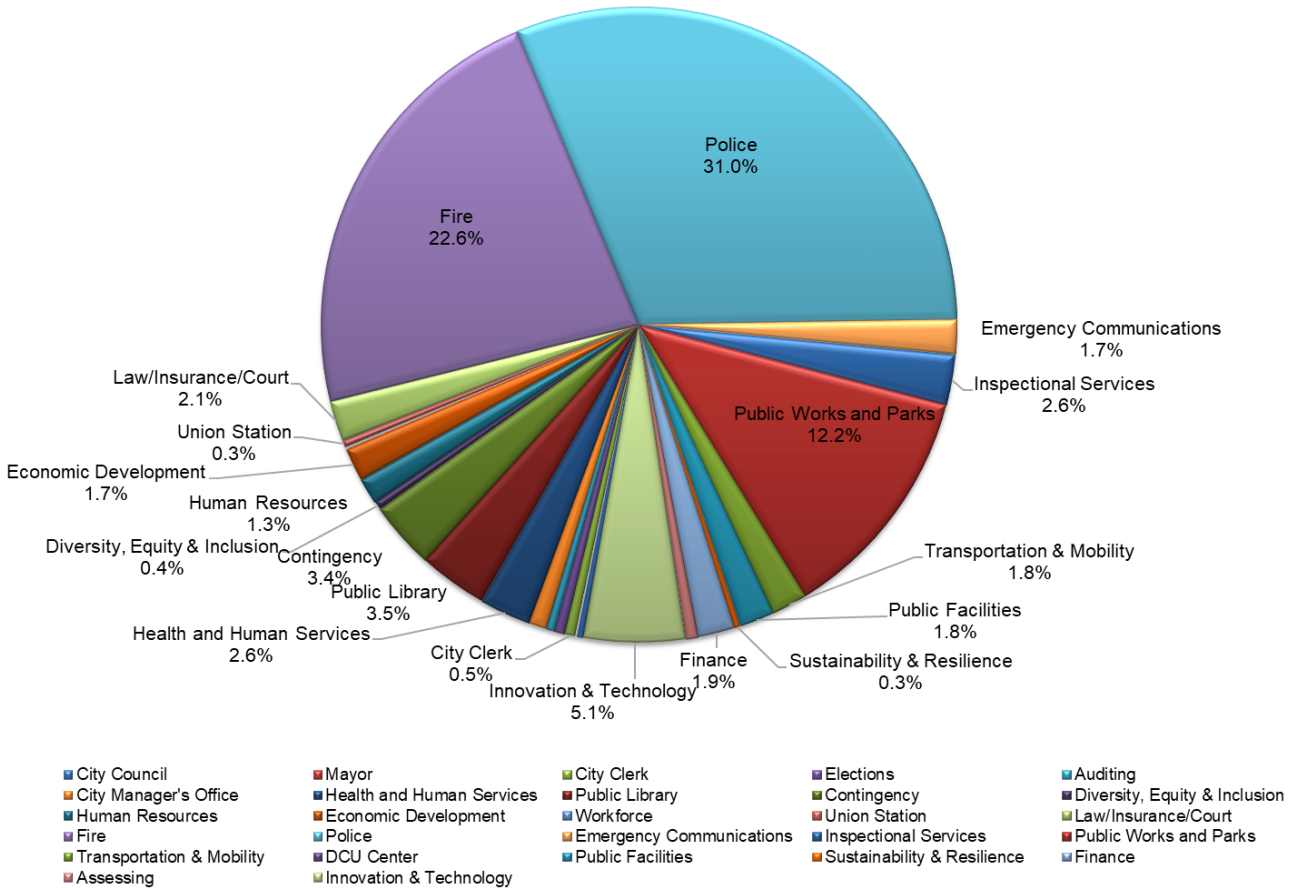
OPEB Reserve Fund

The Fiscal 2025 operational budget continues with the City’s efforts to address the Other Post-Employment Benefits (OPEB) liability. Included in the operational budget is an allocation of \$1,071,795 to the OPEB Reserve fund to prefund the City’s OPEB liability. In addition to this deposit, and per the City’s Financial Integrity Plan, 30% of Free Cash will be appropriated into this account when Free Cash is certified in the fall.

Operational Budgets

The City’s budget for operational departments is based on the funds remaining after all education costs and other fixed costs have been funded. In Fiscal 2025, the amount available for operational budgets is \$195M. Details of each of the operational budgets are included in the subsequent budget sections of the budget document.

FY25 Operational Budgets: \$195M



REVENUE & EXPENDITURE SUMMARY

| Expenditure Summary | FY24 Budget | FY25 Budget |
|-------------------------------|--------------------|--------------------|
| City Council | 501,768 | 642,009 |
| Mayor | 177,208 | 186,734 |
| City Clerk | 1,057,158 | 1,051,265 |
| Elections | 1,235,742 | 1,042,037 |
| Auditing | 736,442 | 834,363 |
| City Manager's Office | 1,343,120 | 1,796,207 |
| Health and Human Services | 5,358,794 | 5,111,290 |
| Public Library | 6,624,195 | 6,799,588 |
| Contingency | 4,186,285 | 6,677,731 |
| Diversity, Equity & Inclusion | 744,423 | 850,479 |
| Human Resources | 2,198,886 | 2,580,730 |
| Economic Development | 2,642,278 | 3,292,428 |
| Workforce | 200,000 | 200,000 |
| Union Station | 803,305 | 678,305 |
| Law/Insurance/Court | 4,213,419 | 4,052,120 |
| Fire | 44,960,420 | 44,091,481 |
| Police | 55,493,041 | 60,477,684 |
| Emergency Communications | 3,769,762 | 3,389,291 |
| Inspectional Services | 4,934,362 | 4,981,033 |
| Public Works and Parks | 23,582,544 | 23,749,616 |
| Transportation & Mobility | 3,500,579 | 3,570,585 |
| Public Facilities | 3,510,450 | 3,476,069 |
| Sustainability & Resilience | 527,214 | 587,945 |
| Finance | 3,258,975 | 3,708,900 |
| Assessing | 1,169,205 | 1,194,136 |
| Innovation & Technology | 10,146,124 | 10,000,568 |
| Total City Services | 186,875,699 | 195,022,594 |

Highlights of the Fiscal 2025 Budget include:

Revenue:

- City revenues are estimated to increase by \$25.8M, a 3% increase from Fiscal 2024
 - The appropriation of prior year free cash is included in this calculation
- Property Tax revenues are estimated to increase \$18.4M
- State Aid – Education is estimated to increase by \$19.8M
- State Aid – City is estimated to increase by \$1.5M
- Local Receipts are estimated to decrease by \$3.8M

REVENUE & EXPENDITURE SUMMARY

Expenditures:

- Citywide budget increases by \$25.8M, a 3% increase from Fiscal 2023.
- Education spending is anticipated to be \$533M, a \$27.1M increase from Fiscal 2024.
- Operational Budgets increased by \$5.6M, a 3% decrease from Fiscal 2024
- The City contingency fund increased 59.5% to \$6.6M

Enterprise Funds Revenue and Expenditure Summary

| Enterprise Revenue | FY24 Budget | FY25 Budget | FY24/25 Change |
|------------------------|-------------|-------------|----------------|
| Sewer | 51,090,721 | 52,936,015 | 1,845,294 |
| Water | 29,425,128 | 30,405,108 | 979,980 |
| Golf | 1,807,555 | 1,871,309 | 63,754 |
| | | | |
| Enterprise Expenditure | FY24 Budget | FY25 Budget | FY24/25 Change |
| Sewer | 51,090,721 | 52,936,015 | 1,845,294 |
| Water | 29,425,128 | 30,405,108 | 979,980 |
| Golf | 1,807,555 | 1,871,309 | 63,754 |



The City of
WORCESTER

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REVENUE & EXPENDITURE SUMMARY

| Revenue Summary | FY24 Budget | FY25 Budget |
|----------------------------------|--------------------|--------------------|
| Property Tax Levy Total | 377,780,173 | 396,160,848 |
| State Aid City | 49,680,150 | 51,170,554 |
| State Owned Land | 308,772 | 310,241 |
| Urban Renewal | | |
| State Exemptions | 442,129 | 458,909 |
| Veteran's Benefits | 907,853 | 874,561 |
| State Aid City Total | 51,338,904 | 52,814,265 |
| State Aid Education | 357,541,905 | 377,102,598 |
| State Aid Charter Schools | 9,817,253 | 10,080,759 |
| State Aid Education Total | 367,359,158 | 387,183,357 |
| Motor Vehicle Excise | 15,750,000 | 16,500,000 |
| Cannabis Excise | 1,500,000 | 1,700,000 |
| Licenses and Permits | 7,301,450 | 8,390,650 |
| Trash Collection Revenue | 4,250,000 | 4,250,000 |
| Federal Medicaid | 2,750,000 | 1,500,000 |
| Hotel and Meals Tax | 4,845,290 | 5,200,000 |
| Penalties and Interest | 2,102,500 | 2,682,500 |
| Fines and Forfeits | 2,158,000 | 2,833,000 |
| Misc Recurring | 6,118,378 | 5,410,000 |
| Fees | 2,201,350 | 1,958,800 |
| Investment Income | 2,600,000 | 5,000,000 |
| Other Departmental | 380,500 | 371,000 |
| Cemetery Revenue | 460,000 | 460,000 |
| Special Assessments | 300,000 | 300,000 |
| Other Charges | 110,000 | 110,000 |
| Local Receipts Total | 52,827,468 | 56,665,950 |
| Other Funds Total | 178,519 | 178,519 |
| Free Cash* | 17,739,514 | - |
| Total Revenues | 867,223,736 | 893,002,939 |

| Expenditure Summary | FY24 Budget | FY25 Budget |
|-----------------------------------|--------------------|--------------------|
| Pensions | 37,713,980 | 38,764,693 |
| Pension Bond Debt Service | 10,369,848 | 10,140,583 |
| Health Insurance | 31,804,844 | 32,855,439 |
| OPEB Trust Deposit | 6,654,825 | 1,071,795 |
| Worker's Compensation | 1,335,759 | 1,336,673 |
| Injured on Duty | 1,331,371 | 1,333,767 |
| Unemployment | 119,840 | 119,840 |
| Debt Service | 42,333,297 | 47,214,226 |
| Intergovernmental Charges | 4,705,144 | 5,255,191 |
| Streetlights | 1,495,490 | 1,495,490 |
| Snow Removal | 6,000,000 | 5,500,000 |
| Financial Integrity Plan Funds | 30,585,041 | 19,931,828 |
| Total Fixed Costs | 174,449,439 | 165,019,525 |
| Worcester Public Schools | 461,862,571 | 485,710,712 |
| School OPEB | | |
| Charter, School Choice, & Special | 44,036,028 | 47,250,108 |
| Total Education | 505,898,599 | 532,960,820 |
| City Council | 501,768 | 642,009 |
| Mayor | 177,208 | 186,734 |
| City Clerk | 1,057,158 | 1,051,265 |
| Elections | 1,235,742 | 1,042,037 |
| Auditing | 736,442 | 834,363 |
| City Manager's Office | 1,343,120 | 1,796,207 |
| Health and Human Services | 5,358,794 | 5,111,290 |
| Public Library | 6,624,195 | 6,799,588 |
| Contingency | 4,186,285 | 6,677,731 |
| Diversity, Equity & Inclusion | 744,423 | 850,479 |
| Human Resources | 2,198,886 | 2,580,730 |
| Economic Development | 2,642,278 | 3,292,428 |
| Workforce | 200,000 | 200,000 |
| Union Station | 803,305 | 678,305 |
| Law/Insurance/Court | 4,213,419 | 4,052,120 |
| Fire | 44,960,420 | 44,091,481 |
| Police | 55,493,041 | 60,477,684 |
| Emergency Communications | 3,769,762 | 3,389,291 |
| Inspectional Services | 4,934,362 | 4,981,033 |
| Public Works and Parks | 23,582,544 | 23,749,616 |
| Transportation & Mobility | 3,500,579 | 3,570,585 |
| DCU Center | - | |
| Public Facilities | 3,510,450 | 3,476,069 |
| Sustainability & Resilience | 527,214 | 587,945 |
| Finance | 3,258,975 | 3,708,900 |
| Assessing | 1,169,205 | 1,194,136 |
| Innovation & Technology | 10,146,124 | 10,000,568 |
| Enterprise (Golf) | - | - |
| Total City Services | 186,875,699 | 195,022,594 |
| Total Expenditures | 867,223,736 | 893,002,939 |

FISCAL 2025 BUDGET PROCEDURE

The preparation of the Annual Budget for the City of Worcester is governed by the provisions of Chapter 44 of the Massachusetts General Laws. The budget process for Fiscal 2025 was initiated in August 2023, and at that time Budget Division staff met with the City Manager to establish the general budgetary guidelines and expectations for the coming fiscal year.

Following this session, the Administration and Finance Department Budget Division worked with City departments and divisions to update the City's Five Year Fiscal Forecast. In cooperation with the City's budget staff, each department then prepared a draft Fiscal 2025 operating budget. The draft operating budgets, including expenditure and revenue estimates, were submitted to the City Manager in March 2024.

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

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

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

FISCAL 2025 BUDGET PROCEDURE

By statute, the budget must be submitted to City Council within 170 days after the Council organizes in early January. The submission of the Fiscal 2025 Annual Budget to the City Council was on May 7, 2024.

The City Council has jurisdiction to make reductions, but cannot increase the proposed budget without the recommendation of the City Manager. Following submission of the budget, the City Council has 45 days in which to approve or reduce the proposed appropriation order. Should the Council fail to act within 45 days, the City Manager's recommended budget is appropriated. The Fiscal 2025 Annual Budget becomes effective on July 1, 2024.

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

The following Calendar summarizes the Budget Process for development and adoption of the Fiscal Year 2025 budget:

Fall 2023: Department meetings are held to address current fiscal year issues and identify implications for future fiscal years. The formal budget process is started at these meetings by assessing needs and budgetary issues citywide.

January 2024 – March 2024: Formal budget materials are distributed and collected for review. Follow up meetings with departments are held to finalize budget requests. City Manager reviews requests and makes recommendations for inclusion in the final budget recommendation.

March 2024 – April 2024: City Manager completes budget recommendations. Budget Office finalizes budget document for submission to City Council.

May 2024 – June 2024: City Council reviews final budget.

July 1, 2024: Fiscal Year 2025 Budget goes into effect.

FISCAL 2025 FINANCE POLICIES

City Charter Article Five—Financial Policies (Operating Budget) Section

5-1. SUBMISSION OF BUDGET

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

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

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

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

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

The foregoing shall not prevent the City, upon recommendation of the City Manager and with approval, by majority vote, of the City Council, from adopting additional classifications and designations.

Section 5-2. ACTION ON THE BUDGET

(a) Public hearing:

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

FISCAL 2025 FINANCE POLICIES

(b) Adoption:

The City Council may, by majority vote, make appropriations for the purposes recommended and may reduce or reject any amount recommended in the annual budget, but except on

recommendation of the City Manager, shall not increase any amount in or the total of the annual budget, nor add thereto any amount for a purpose not included therein, except as provided in section thirty-three of chapter forty-four of the General Laws. Except as otherwise permitted by law or by this charter, all amounts appropriated by the City Council, as provided in this section, shall be for the purposes specified. In setting up an appropriation order or orders based on the annual budget, the City Council shall use, so far as possible, the same classifications required for the annual budget. If the City Council fails to take action with respect to any amount recommended in the annual budget, either by approving, reducing or rejecting the same, within forty-five days after its receipt of the budget, such amount shall, without any action by the City Council, become a part of the appropriations for the year, and shall be available for the purposes specified.

Failure to submit budget recommendations:

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

Section 5-3. SUPPLEMENTARY APPROPRIATIONS

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

In case of the failure of the City Manager to transmit to the City Council a written recommendation for an appropriation for any purpose not included in the annual budget, which is deemed **FISCAL**

2025 FINANCE POLICIES

necessary by the City Council, after having been so requested by majority vote thereof, the City Council, after the expiration of seven days from such vote, upon its own initiative may make such appropriation by a vote of at least two thirds of its members, and shall in all cases clearly specify the amount to be expended for each particular purpose, but no appropriation may be voted hereunder so as to fix specific salaries of employees under the direction of boards elected by the people, other than the City Council.

Section 5-4. TRANSFER OF APPROPRIATIONS

On recommendation of the City Manager, the City Council may, by majority vote, transfer any amount appropriated for the use of any department to another appropriation to the same department, but no transfer shall be made of any amount appropriated for the use of any department to the appropriation for any other department except by a two-thirds vote of the City Council on recommendation of the City Manager and with the written approval of the amount of such transfer by the department having control of the appropriation from which the transfer is proposed to be made. No approval other than that expressly provided herein shall be required for any transfer under the provisions of this section.

Financial Integrity Plan:

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

- Created the North High Construction Fund and the Bond Rating Stabilization Fund.
- Established a dedicated reserve building funding source associated with ten years of Massachusetts School Building Authority reimbursements for construction costs incurred by the City in years past.
- Established an annual borrowing cap.

FISCAL 2025 FINANCE POLICIES

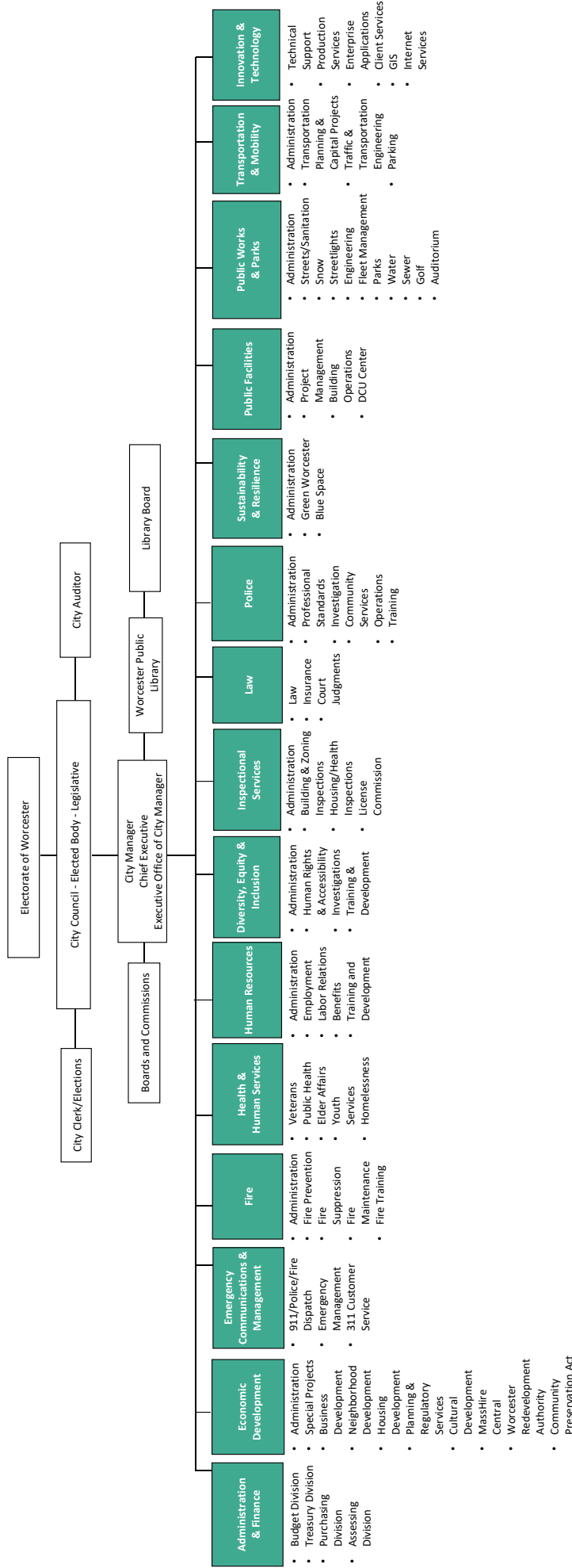
- As amended below and until reserve targets are met, the original plan established a reserve policy that places a limit on the appropriation of net free cash for operations at no more than 20%. The remaining free cash must be appropriated to the Bond Rating Stabilization Fund to build reserves to 5%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

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

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

- Created a new High School Construction stabilization account for the construction of two (2) high school replacement projects, South High Community School and Doherty Memorial High School.
- Increased the General Fund reserve level target from 5% to 10% of General Fund revenues.
- Updated the City's annual tax levy supported debt from a fixed amount (adjusted for inflation) to subsequent debt issues being tied to debt service coverage (8-10% of the operating budget).
- Established an OPEB Trust Fund and Commission consistent with the Governmental Accounting Standards Board (GASB) promulgation GASB 45.
- Memorialized the budgetary assumptions and methodology.
- Recommended a practice where any Proposition 2 ½ new growth above the budget estimate shall be added to the unused levy capacity at the time of the tax rate recap.
- Enhanced financial reporting and transparency.

**City of Worcester
Organizational Chart: FY25**





The City of
WORCESTER

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POLICE

Paul B. Saucier, Interim Chief of Police

9-11 Lincoln Square
 Worcester, Massachusetts 01608
 (508) 799-8600

Mission:

To make Worcester a safe city by preventing crime, enforcing the law, and delivering effective, fair, and professional police services in partnership with our community.

Vision:

Be the police department that defines best practices for Gateway and Mid-Size cities

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|--|--|
| Meet with our community where they live and work | Build the neighborhood meetings program back better after COVID | In 2023, WPD officers attended over 300 in-person neighborhood meetings and listened to the concerns of thousands of residents. Previously dormant meetings in Union Hill were re-started, and Interim Chief Saucier and other commanders attended many of these meetings. |
| | Continue engaging the community about quality of life issues and neighborhood safety initiatives | In addition to these neighborhood meetings and community events, the WPD extensively documented community activities on our social media pages. Facebook followers grew to over 92,000 followers and followers on X are over 50,000. Posts reached tens of thousands of people and generated thousands of engagements. The community was engaged to help recover missing juveniles and endangered missing persons. |
| Recruit and promote a diverse WPD staff that reflects our community | Recruit high-quality police candidates | After a year of heavy recruiting, 237 Worcester residents signed up for the 2024 Civil Service exam, compared with 117 who took the 2022 exam. 68% of those who |

| | | |
|---|--|--|
| | Provide support and education to officers for career pipelines within department leadership | <p>signed up to take the next exam are women or people of color. The current WPD Academy class of 25 is the most diverse class ever, with over half of recruits coming from underrepresented groups.</p> <p>The WPD is currently in the process of developing a mentorship program that will assist officers with the promotional process.</p> |
| Implement major new technological initiatives | Implement new technology that will improve police capability and professionalism | A body-worn camera system was launched in February 2023, with the majority of WPD officers wearing body cameras. Currently, there are over 154,000 pieces of evidence generated by the program, which has brought unprecedented police transparency. |
| | Begin initial phases of the implementation of new public safety Records Management System (RMS). | The proposed RMS system was not purchased and did not move forward. The process is underway for a different system with a different funding source. |

Department Allocation Summary

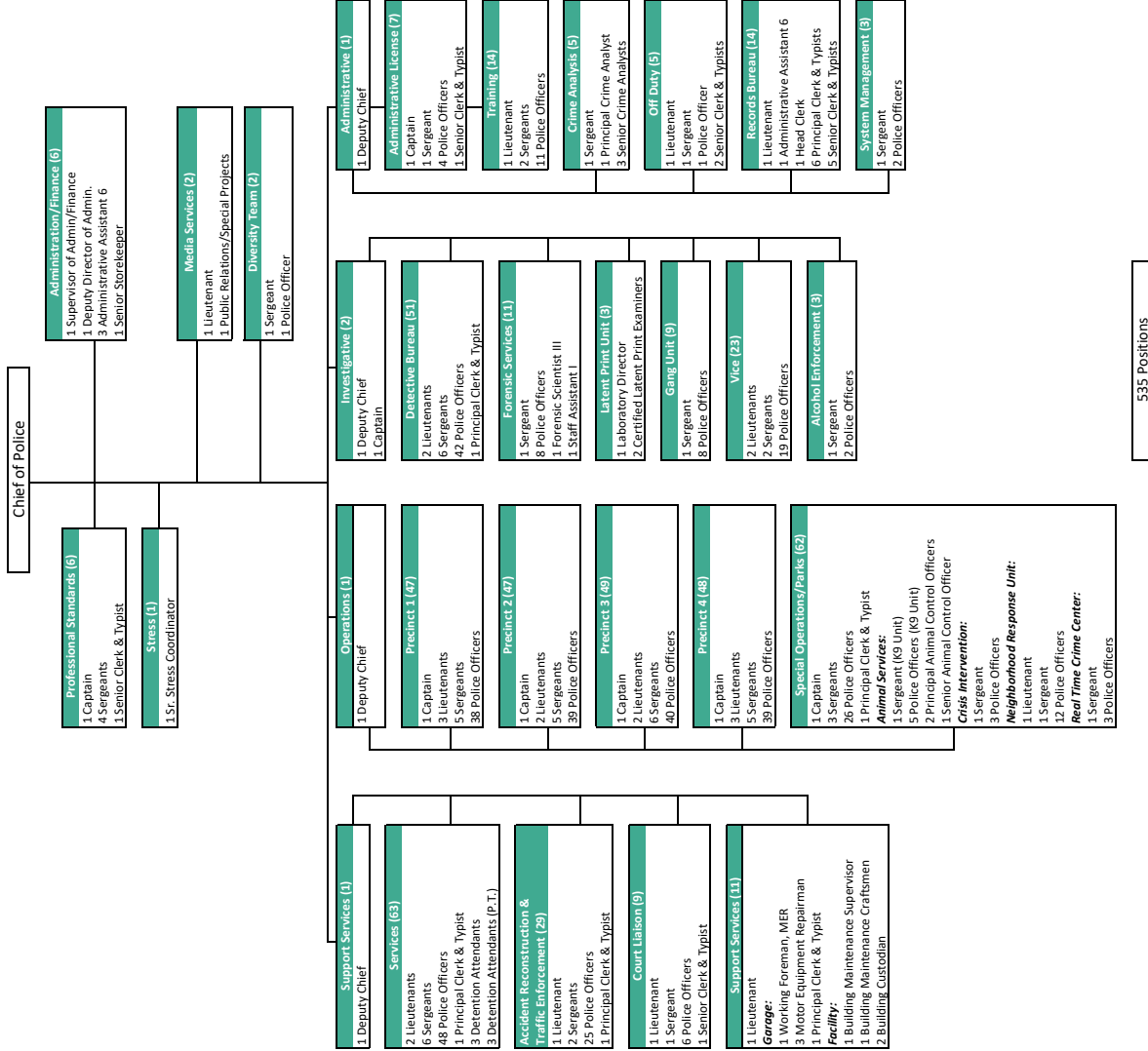
| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|------------------------|-------------------------|----------------------------|-------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 48,764,982.38 | \$ 47,119,850.00 | \$ 34,768,639.00 | \$ 51,715,061.00 |
| Overtime | 6,607,353.44 | 4,600,000.00 | 3,713,528.00 | 4,600,000.00 |
| Ordinary Maintenance | 3,886,752.80 | 3,743,191.00 | 2,578,037.00 | 4,122,623.00 |
| Capital Outlay | 29,200.57 | 30,000.00 | 22,206.00 | 40,000.00 |
| Total | \$ 59,288,289.19 | \$ 55,493,041.00 | \$ 41,082,410.00 | \$ 60,477,684.00 |
| Total Positions | 537 | 537 | 537 | 535 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$60,477,684, which is an increase of \$4,984,643 from the Fiscal 2024 amount of \$55,493,041. The salary increase is mainly due to the Local 911, NEPBA union contract settlement in Fiscal 2024, which was and previously budgeted in Contingency and is now incorporated into the Fiscal 2025 budget, step increases for employees that are not at maximum pay, a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. These increases are offset by a transfer of a Staff Assistant II to the Human Resource Department, and a Building Maintenance Craftsman to Department of Public Facilities.

The Ordinary Maintenance is mainly due to providing additional funding for other equipment leases to support costs associated with a temporary chiller rental, bulletproof vest replacements, and printing services. In addition, funding to support a department-wide transition to Glock firearms was funded and a training budget was established. These increases are offset by transferring copier count funding to the Innovation and the Technology Department, and removing the funding related to the Mounted Unit. Capital Outlay increased by \$10,000 to replace radar units that are beyond their useful life.

POLICE DEPARTMENT ORGANIZATIONAL CHART



PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER POLICE DEPARTMENT - DEPARTMENT #CC1038 TOTAL

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|-------------------------------------|----------------------------|----------------------------|
| 1 | \$ 238,925.00 | 55CM | CHIEF OF POLICE | 1 | \$ 252,443.00 |
| 4 | 734,244.00 | 50EM | DEPUTY POLICE CHIEF | 4 | 749,897.00 |
| 8 | 1,052,140.00 | 98 | POLICE CAPTAIN | 8 | 1,079,308.00 |
| 24 | 2,892,455.00 | 97 | POLICE LIEUTENANT | 24 | 2,925,770.00 |
| 59 | 6,176,817.00 | 96 | POLICE SERGEANT | 59 | 6,190,502.00 |
| 352 | 29,182,912.00 | 95 | POLICE OFFICERS | 352 | 32,852,520.00 |
| 1 | 106,521.00 | 46M | SUPERVISOR OF ADMINISTRATION | 1 | 111,739.00 |
| 1 | 102,750.00 | 45M | SENIOR STRESS COORDINATOR | 1 | 107,789.00 |
| 1 | 99,022.00 | 44M | PUBLIC RELATIONS/SPECIAL PROJECTS | 1 | 86,106.00 |
| 1 | 99,065.00 | 44P | LABORATORY DIRECTOR | 1 | 103,921.00 |
| 2 | 158,312.00 | 43P | CERTIFIED LATENT PRINT EXAMINER | 2 | 172,185.00 |
| 1 | 70,314.00 | 42M | DEPUTY DIRECTOR OF ADMINISTRATION | 1 | 73,751.00 |
| 1 | 90,088.00 | 45M | PRINCIPAL CRIME ANALYST | 1 | 92,248.00 |
| 1 | 87,153.00 | 43P | FORENSIC SCIENTIST | 1 | 94,501.00 |
| 3 | 229,796.00 | 38P | SENIOR CRIME ANALYST | 3 | 243,901.00 |
| 1 | 63,566.00 | 37 | BUILDING MAINTENANCE SUPERVISOR | 1 | 66,681.00 |
| 2 | 143,750.00 | 36HC | PRINCIPAL ANIMAL CONTROL OFFICER | 2 | 144,303.00 |
| 1 | 63,253.00 | 33HC | SENIOR ANIMAL CONTROL OFFICER | 1 | 63,497.00 |
| 1 | 57,288.00 | 35 | STAFF ASSISTANT 2 | 0 | - |
| 4 | 259,128.00 | 35 | ADMINISTRATIVE ASSISTANT 6 | 4 | 263,905.00 |
| 1 | 67,746.00 | 36 | WORKING FOREMAN, MER | 1 | 62,265.00 |
| 1 | 62,473.00 | 32 | STAFF ASSISTANT I | 1 | 65,525.00 |
| 1 | 60,944.00 | 32 | HEAD CLERK | 1 | 61,179.00 |
| 2 | 113,963.00 | 30 | BUILDING MAINTENANCE CRAFTSMAN | 1 | 47,294.00 |
| 3 | 151,572.00 | 30 | MOTOR EQUIPMENT REPAIRMAN | 3 | 174,860.00 |
| 11 | 578,726.00 | 29 | PRINCIPAL CLERK & TYPIST | 11 | 544,501.00 |
| 1 | 56,992.00 | 28 | SENIOR STOREKEEPER | 1 | 57,212.00 |
| 2 | 96,096.00 | 25 | BUILDING CUSTODIAN | 2 | 96,466.00 |
| 3 | 108,379.00 | 24 | DETENTION ATTENDANT | 3 | 116,604.00 |
| 3 | 108,224.00 | 24 | DETENTION ATTENDANT (PART-TIME) | 3 | 110,599.00 |
| 10 | 441,966.00 | 24 | SENIOR CLERK & TYPIST | 10 | 436,452.00 |
| 507 | \$ 43,754,580.00 | | TOTAL REGULAR SALARIES | 505 | \$ 47,447,924.00 |
| 30 | \$ 1,847,996.00 | 95 | POLICE CLASS | 30 | \$ 2,208,159.00 |
| 30 | \$ 1,847,996.00 | | REGULAR SALARIES | 30 | \$ 2,208,159.00 |
| 537 | \$ 45,602,576.00 | | REGULAR SALARIES | 535 | \$ 49,656,083.00 |
| | 2,242,943.00 | | HOLIDAY PAY - CONTRACTUAL | | 2,618,236.00 |
| | 183,023.00 | | SICK & VACATION BUYBACK | | 184,946.00 |
| | 3,120.00 | | OTHER STIPENDS | | 3,120.00 |
| | 14,300.00 | | STIPEND- CHIEF | | 14,300.00 |
| | 38,771.00 | | EM INCENTIVE PAY | | 39,771.00 |
| | 2,482,157.00 | | CONTRACTUAL STIPENDS AND EXTRAS | | 2,860,373.00 |
| 537 | \$ 48,084,733.00 | | TOTAL SALARIES | 535 | \$ 52,516,456.00 |
| | 7,300.00 | | LONGEVITY | | 7,300.00 |
| | 156,300.00 | | CADET PROGRAM - TEMPORARY STAFF | | 156,300.00 |
| | (913,461.00) | | VACANCY FACTOR | | (788,195.00) |
| 537 | \$ 47,334,872.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 535 | \$ 51,891,861.00 |
| | (215,022.00) | | FUNDING SOURCES: | | (176,800.00) |
| | (215,022.00) | | GBV TASK FORCE | | (176,800.00) |
| | | | TOTAL FUNDING SOURCES | | (176,800.00) |
| 537 | \$ 47,119,850.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 535 | \$ 51,715,061.00 |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1038 TOTAL

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 25,604.00 | | ANIMAL CONTROL OVERTIME | | \$ 42,508.00 |
| | 383,360.00 | | COMMUNITY IMPACT/ CRIME WATCH OVERTIME | | - |
| | 808,508.00 | | COURT ATTENDANCE OVERTIME | | 636,980.00 |
| | - | | CRITICAL INCIDENT RESPONSE | | 118,805.00 |
| | - | | ENTERTAINMENT DISTRICT | | 111,488.00 |
| | - | | FIELD TRAINING PROGRAM | | 299,424.00 |
| | 20,474.00 | | GANG INVESTIGATION OVERTIME | | - |
| | - | | GUN VIOLENCE REDUCTION TEAM | | 187,800.00 |
| | 1,141,151.00 | | INVESTIGATIVE OVERTIME | | 1,141,151.00 |
| | - | | JOHN STINGS | | 10,050.00 |
| | - | | PARADES & FESTIVALS | | 42,034.00 |
| | 303,934.00 | | PROBLEM BARS OVERTIME | | - |
| | - | | QUALITY OF LIFE TEAM | | 43,768.00 |
| | 1,319,778.00 | | REGULAR OVERTIME | | 1,319,778.00 |
| | - | | SPECIALIZED TEAMS TRAINING | | 149,865.00 |
| | 454,784.00 | | SUMMER PATROLS OVERTIME | | 454,784.00 |
| | 113,620.00 | | SWAT TRAINING OVERTIME | | - |
| | 28,787.00 | | VICE OVERTIME | | - |
| | - | | WORCESTER COMMON SKATING OVAL | | 41,565.00 |
| | <u>\$ 4,600,000.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 4,600,000.00</u> |
| | \$ 534,884.00 | | AUTO FUEL NO LEAD GAS | | \$ 502,575.00 |
| | 228,000.00 | | AUTOMOTIVE SUPPLIES | | 228,000.00 |
| | 15,000.00 | | BUILDING SUPPLIES | | 12,300.00 |
| | 60,000.00 | | CATERED MEALS | | 30,000.00 |
| | 81,620.00 | | CONSULTANTS | | - |
| | 6,000.00 | | COPY PAPER | | - |
| | 15,000.00 | | CUSTODIAL SUPPLIES | | 15,000.00 |
| | 288,625.00 | | ELECTRICITY | | 334,512.00 |
| | 2,500.00 | | EXTERMINATOR SERVICES | | 2,000.00 |
| | 38,091.00 | | HARDWARE/DEVICES | | - |
| | - | | HARDWARE- IT SUPPLIES | | 8,659.00 |
| | 19,500.00 | | HIRED SERVICES | | 19,500.00 |
| | 24,000.00 | | LABORATORY SUPPLIES | | 24,000.00 |
| | 800.00 | | LANDSCAPING SUPPLIES | | 800.00 |
| | 41,384.00 | | LEASES & RENTALS | | - |
| | 381,527.00 | | MAINTENANCE/REPAIR BUILDING | | 115,000.00 |
| | 15,000.00 | | MAINTENANCE/REPAIR EQUIPMENT | | - |
| | 94,500.00 | | MAINTENANCE/REPAIR VEHICLE | | 140,000.00 |
| | 11,454.00 | | MEDICAL SUPPLIES | | 11,454.00 |
| | 6,355.00 | | MEMBERSHIP DUES | | 6,940.00 |
| | 8,000.00 | | NATURAL GAS | | 15,000.00 |
| | 500.00 | | NEWSPAPER ADVERTISING | | - |
| | 60,985.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 25,520.00 |
| | 38,000.00 | | OFFICE SUPPLIES | | 60,000.00 |
| | 500.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | - | | OTHER EQUIPMENT LEASES | | 376,308.00 |
| | - | | OTHER PROFESSIONAL SERVICES | | 1,000.00 |
| | 46,000.00 | | OTHER SUPPLIES | | - |
| | 9,414.00 | | PARTS/EQUIPMENT SUPPLIES | | 9,414.00 |
| | 28,000.00 | | PHYSICIANS/SURGEONS | | 25,500.00 |
| | 500.00 | | POSTAGE | | 500.00 |
| | 22,750.00 | | PRINT & COPY SUPPLIES | | 11,750.00 |
| | 9,500.00 | | PRINTING SERVICES | | 17,000.00 |
| | - | | PUBLIC SAFETY SOFTWARE | | 572,870.00 |
| | - | | REGISTRATION FEES | | 75,000.00 |
| | 13,406.00 | | RUBBISH REMOVAL & HIRED HAULERS/MOVERS | | 13,600.00 |
| | 738,321.00 | | SAFETY SUPPLIES | | 544,825.00 |
| | 1,000.00 | | SAND & GRAVEL SUPPLIES | | - |
| | 572,877.00 | | SECURITY SERVICES | | - |
| | - | | SOFTWARE LICENSE | | 16,100.00 |
| | 3,439.00 | | SUBSCRIPTIONS | | 20,000.00 |
| | - | | TECH EQUIPMENT LEASES | | 615,996.00 |
| | 205,259.00 | | TELEPHONE & CABLE | | 180,000.00 |
| | 2,000.00 | | TRAINING CERTIFICATIONS | | 2,000.00 |
| | - | | TRANSPORTATION | | 2,000.00 |
| | 3,000.00 | | TRAVEL | | - |
| | 7,500.00 | | UNIFORMS | | 7,500.00 |
| | 108,000.00 | | VETERINARIANS | | 80,000.00 |
| | <u>\$ 3,743,191.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 4,122,623.00</u> |
| | \$ 30,000.00 | | CAPITAL OUTLAY | | \$ 40,000.00 |
| | <u>\$ 30,000.00</u> | | TOTAL RECOMMENDED CAPITAL OUTLAY | | <u>\$ 40,000.00</u> |
| | <u>\$ 55,493,041.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 60,477,684.00</u> |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1038 POLICE - ADMINISTRATION

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 183,561.00 | 50EM | DEPUTY POLICE CHIEF | 1 | \$ 192,558.00 |
| 1 | 136,012.00 | 98 | POLICE CAPTAIN | 1 | 136,535.00 |
| 3 | 369,285.00 | 97 | POLICE LIEUTENANT | 3 | 370,704.00 |
| 2 | 219,816.00 | 96 | POLICE SERGEANT | 2 | 220,660.00 |
| 15 | 1,325,309.00 | 95 | POLICE OFFICERS | 15 | 1,471,084.00 |
| 1 | 90,088.00 | 42P | PRINCIPAL CRIME ANALYST | 1 | 92,248.00 |
| 3 | 229,796.00 | 38P | SENIOR CRIME ANALYST | 3 | 243,901.00 |
| 1 | 67,746.00 | 35 | ADMINISTRATIVE ASSISTANT 6 | 1 | 68,007.00 |
| 1 | 60,944.00 | 32 | HEAD CLERK | 1 | 61,179.00 |
| 5 | 267,021.00 | 29 | PRINCIPAL CLERK & TYPIST | 5 | 230,765.00 |
| 8 | 349,156.00 | 24 | SENIOR CLERK & TYPIST | 8 | 343,284.00 |
| 41 | \$ 3,298,734.00 | | TOTAL REGULAR SALARIES | 41 | \$ 3,430,925.00 |
| | 128,695.00 | | HOLIDAY PAY - CONTRACTUAL | | 136,985.00 |
| | 23,513.00 | | SICK & VACATION BUYBACK | | 23,513.00 |
| | 7,413.00 | | EM INCENTIVE PAY | | 7,747.00 |
| | 14,300.00 | | STIPEND- CHIEF | | 14,300.00 |
| | 173,921.00 | | CONTRACTUAL STIPENDS AND EXTRAS | | 182,545.00 |
| 41 | \$ 3,472,655.00 | | TOTAL SALARIES | 41 | \$ 3,613,470.00 |
| 41 | \$ 3,472,655.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 41 | \$ 3,613,470.00 |
| | \$ 327,882.00 | | REGULAR OVERTIME | | \$ 232,343.00 |
| | \$ 327,882.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 232,343.00 |
| | \$ 6,000.00 | | CONSULTANTS | | \$ - |
| | 2,764.00 | | HARDWARE/DEVICES | | - |
| | 2,454.00 | | LEASES & RENTALS | | - |
| | 6,705.00 | | MAINTENANCE/REPAIR EQUIPMENT | | - |
| | 9,200.00 | | MEDICAL SUPPLIES | | 11,454.00 |
| | 450.00 | | MEMBERSHIP DUES | | 450.00 |
| | 8,702.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 19,120.00 |
| | 5,000.00 | | OFFICE SUPPLIES | | 5,000.00 |
| | - | | OTHER PROFESSIONAL SERVICES | | 1,000.00 |
| | 1,790.00 | | PARTS/EQUIPMENT SUPPLIES | | 1,790.00 |
| | - | | POSTAGE | | 500.00 |
| | - | | PRINT & COPY SUPPLIES | | 11,750.00 |
| | 1,000.00 | | PRINTING SERVICES | | 17,000.00 |
| | - | | REGISTRATION FEES | | 75,000.00 |
| | 670,996.00 | | SAFETY SUPPLIES | | - |
| | - | | SOFTWARE LICENSE | | 16,100.00 |
| | 3,439.00 | | SUBSCRIPTIONS | | 20,000.00 |
| | 7,000.00 | | TELEPHONE & CABLE | | 7,000.00 |
| | - | | TRANSPORTATION | | 2,000.00 |
| | \$ 725,500.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 188,164.00 |
| | \$ 30,000.00 | | TOTAL RECOMMENDED CAPITAL OUTLAY | | \$ 40,000.00 |
| | \$ 4,556,037.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 4,073,977.00 |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2024

WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1038 POLICE - GARAGE

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 123,095.00 | 96 | POLICE LIEUTENANT | 1 | \$ 123,568.00 |
| 1 | 90,938.00 | 95 | POLICE OFFICERS | 1 | 99,013.00 |
| 1 | 67,746.00 | 36 | WORKING FOREMAN, MER | 1 | 62,265.00 |
| 3 | 151,572.00 | 29 | MOTOR EQUIPMENT REPAIRMAN | 3 | 174,860.00 |
| 2 | 101,805.00 | 29 | PRINCIPAL CLERK & TYPIST | 2 | 102,198.00 |
| <u>8</u> | <u>\$ 535,156.00</u> | | TOTAL REGULAR SALARIES | <u>8</u> | <u>\$ 561,904.00</u> |
| | 12,348.00 | | HOLIDAY PAY - CONTRACTUAL | | 12,792.00 |
| | 4,971.00 | | SICK & VACATION BUYBACK | | 4,971.00 |
| | 3,120.00 | | OTHER STIPENDS | | 3,120.00 |
| | <u>20,439.00</u> | | CONTRACTUAL STIPENDS AND EXTRAS | | <u>20,883.00</u> |
| <u>8</u> | <u>\$ 555,595.00</u> | | TOTAL SALARIES | <u>8</u> | <u>\$ 582,787.00</u> |
| | (62,183.00) | | VACANCY FACTOR | | (28,378.00) |
| <u>8</u> | <u>\$ 493,412.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>8</u> | <u>\$ 554,409.00</u> |
| | <u>\$ 80,667.00</u> | | REGULAR OVERTIME | | \$ - |
| | <u>\$ 80,667.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ -</u> |
| | 534,884.00 | | AUTO FUEL NO LEAD GAS | | 502,575.00 |
| | 228,000.00 | | AUTOMOTIVE SUPPLIES | | 228,000.00 |
| | 580.00 | | HARDWARE/DEVICES | | - |
| | - | | HIRED SERVICES | | 19,500.00 |
| | 4,110.00 | | LEASES & RENTALS | | - |
| | 2,000.00 | | MAINTENANCE/REPAIR EQUIPMENT | | - |
| | 94,500.00 | | MAINTENANCE/REPAIR VEHICLE | | 140,000.00 |
| | 200.00 | | MEMBERSHIP DUES | | 200.00 |
| | 8,200.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 2,700.00 |
| | 5,044.00 | | PARTS/EQUIPMENT SUPPLIES | | 5,044.00 |
| | 1,300.00 | | RUBBISH REMOVAL & HIRED HAULERS/MOVERS | | 1,300.00 |
| | <u>\$ 878,818.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 899,319.00</u> |
| | <u>\$ 1,452,897.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 1,453,728.00</u> |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2024

WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1038 POLICE - BUILDING

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 63,566.00 | 37 | BUILDING MAINTENANCE SUPERVISOR | 1 | \$ 66,681.00 |
| 2 | 113,963.00 | 30 | BUILDING MAINTENANCE CRAFTSMAN | 1 | 47,294.00 |
| 2 | 96,096.00 | 25 | BUILDING CUSTODIAN | 2 | 96,466.00 |
| 5 | \$ 273,625.00 | | TOTAL SALARIES | 4 | \$ 210,441.00 |
| 5 | \$ 273,625.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 4 | \$ 210,441.00 |
| | \$ 123,279.00 | | REGULAR OVERTIME | | \$ - |
| | \$ 123,279.00 | | TOTAL RECOMMENDED OVERTIME | | \$ - |
| | \$ 15,000.00 | | BUILDING SUPPLIES | | \$ 12,300.00 |
| | 15,000.00 | | CUSTODIAL SUPPLIES | | 15,000.00 |
| | 288,625.00 | | ELECTRICITY | | 334,512.00 |
| | 2,500.00 | | EXTERMINATOR SERVICES | | 2,000.00 |
| | 800.00 | | LANDSCAPING SUPPLIES | | 800.00 |
| | 2,136.00 | | LEASES & RENTALS | | - |
| | 381,527.00 | | MAINTENANCE/REPAIR BUILDING | | 115,000.00 |
| | 1,720.00 | | MAINTENANCE/REPAIR EQUIPMENT | | - |
| | 8,000.00 | | NATURAL GAS | | 15,000.00 |
| | 100.00 | | NON-NETWORK SOFTWARE & SUPPORT | | - |
| | - | | OTHER EQUIPMENT LEASES | | 376,308.00 |
| | 11,278.00 | | RUBBISH REMOVAL & HIRED HAULERS/MOVERS | | 11,472.00 |
| | 1,722.00 | | TELEPHONE & CABLE | | 2,000.00 |
| | \$ 728,408.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 884,392.00 |
| | \$ 1,125,312.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,094,833.00 |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1039 POLICE - INVESTIGATIVE

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 183,561.00 | 50EM | DEPUTY POLICE CHIEF | 1 | \$ 180,514.00 |
| 1 | 136,012.00 | 98 | POLICE CAPTAIN | 1 | 136,535.00 |
| 5 | 615,475.00 | 97 | POLICE LIEUTENANT | 5 | 617,840.00 |
| 12 | 1,258,471.00 | 96 | POLICE SERGEANT | 12 | 1,242,687.00 |
| 71 | 6,121,427.00 | 95 | POLICE OFFICERS | 71 | 6,757,554.00 |
| 1 | 99,065.00 | 44P | LABORATORY DIRECTOR | 1 | 103,921.00 |
| 2 | 158,312.00 | 43P | LATENT PRINT EXAMINER | 2 | 172,185.00 |
| 1 | 87,153.00 | 43P | FORENSIC SCIENTIST III | 1 | 94,501.00 |
| 1 | 62,473.00 | 32 | STAFF ASSISTANT I | 1 | 65,525.00 |
| 1 | 54,655.00 | 29 | PRINCIPAL CLERK & TYPIST | 1 | 55,291.00 |
| 96 | \$ 8,776,604.00 | | TOTAL REGULAR SALARIES | 96 | \$ 9,426,553.00 |
| | 474,733.00 | | HOLIDAY PAY - CONTRACTUAL | | 510,681.00 |
| | 47,317.00 | | SICK & VACATION BUYBACK | | 46,532.00 |
| | 7,413.00 | | EM INCENTIVE PAY | | 7,262.00 |
| | 529,463.00 | | CONTRACTUAL STIPENDS AND EXTRAS | | 564,475.00 |
| 96 | \$ 9,306,067.00 | | TOTAL SALARIES | 96 | \$ 9,991,028.00 |
| | 1,600.00 | | LONGEVITY | | 1,600.00 |
| | 156,300.00 | | CADET PROGRAM - TEMPORARY STAFF | | 156,300.00 |
| | (13,617.00) | | VACANCY FACTOR | | (179,194.00) |
| 96 | \$ 9,450,350.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 96 | \$ 9,969,734.00 |
| | \$ 371,914.00 | | COURT OVERTIME | | \$ 318,490.00 |
| | 20,474.00 | | GANG INVESTIGATION OVERTIME | | - |
| | - | | GUN VIOLENCE REDUCTION TEAM | | 187,800.00 |
| | 950,351.00 | | INVESTIGATIVE OVERTIME | | 934,916.00 |
| | - | | JOHN STINGS | | 10,050.00 |
| | - | | REGULAR OVERTIME | | 371,509.00 |
| | 28,787.00 | | VICE OVERTIME | | - |
| | \$ 1,371,526.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 1,822,765.00 |
| | \$ 4,000.00 | | CONSULTANTS | | \$ - |
| | 16,235.00 | | HARDWARE/DEVICES | | - |
| | 24,000.00 | | LABORATORY SUPPLIES | | 24,000.00 |
| | 7,073.00 | | LEASES & RENTALS | | - |
| | 33,744.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 3,700.00 |
| | 1,000.00 | | TRAINING CERTIFICATIONS | | 1,000.00 |
| | 80,952.00 | | TELEPHONE & CABLE | | 70,000.00 |
| | \$ 167,004.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 98,700.00 |
| | \$ 10,988,880.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 11,891,199.00 |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER POLICE DEPARTMENT - DEPARTMENT #CC1040 POLICE - SUPPORT SERVICES

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 238,925.00 | 55CM | CHIEF OF POLICE | 1 | \$ 252,443.00 |
| 1 | 183,561.00 | 50EM | DEPUTY POLICE CHIEF | 1 | 192,558.00 |
| 2 | 272,024.00 | 98 | POLICE CAPTAIN | 2 | 273,070.00 |
| 4 | 479,647.00 | 97 | POLICE LIEUTENANT | 4 | 484,376.00 |
| 16 | 1,672,627.00 | 96 | POLICE SERGEANT | 16 | 1,683,211.00 |
| 66 | 5,466,914.00 | 95 | POLICE OFFICERS | 66 | 6,094,697.00 |
| 1 | 106,521.00 | 46M | SUPERVISOR OF ADMINISTRATION | 1 | 111,739.00 |
| 1 | 102,750.00 | 45M | SENIOR STRESS COORDINATOR | 1 | 107,789.00 |
| 1 | 99,022.00 | 44M | PUBLIC RELATIONS/SPECIAL PROJECTS | 1 | 86,106.00 |
| 1 | 70,314.00 | 42M | DEPUTY DIRECTOR OF ADMINISTRATION | 1 | 73,751.00 |
| 1 | 57,288.00 | 35 | STAFF ASSISTANT 2 | 0 | - |
| 3 | 191,382.00 | 35 | ADMINISTRATIVE ASSISTANT 6 | 3 | 195,898.00 |
| 1 | 56,992.00 | 28 | SENIOR STOREKEEPER | 1 | 57,212.00 |
| 2 | 100,590.00 | 29 | PRINCIPAL CLERK & TYPIST | 2 | 100,956.00 |
| 2 | 92,810.00 | 24 | SENIOR CLERK & TYPIST | 2 | 93,168.00 |
| 3 | 108,379.00 | 23 | DETENTION ATTENDANT | 3 | 116,604.00 |
| 3 | 108,224.00 | 23 | DETENTION ATTENDANT (PART-TIME) | 3 | 110,599.00 |
| 109 | \$ 9,407,970.00 | | TOTAL REGULAR SALARIES | 108 | \$ 10,034,177.00 |
| | 441,146.00 | | HOLIDAY PAY - CONTRACTUAL | | 503,592.00 |
| | 46,118.00 | | SICK & VACATION BUYBACK | | 48,587.00 |
| | 16,532.00 | | EM INCENTIVE PAY | | 17,349.00 |
| | 503,796.00 | | CONTRACTUAL STIPENDS AND EXTRAS | | 569,528.00 |
| 109 | \$ 9,911,766.00 | | TOTAL SALARIES | 108 | \$ 10,603,705.00 |
| | 2,200.00 | | LONGEVITY | | 2,200.00 |
| | (80,443.00) | | VACANCY FACTOR | | (36,734.00) |
| 109 | \$ 9,833,523.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 108 | \$ 10,569,171.00 |
| 109 | \$ 9,833,523.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 108 | \$ 10,569,171.00 |
| | \$ 406,945.00 | | REGULAR OVERTIME | | \$ 127,888.00 |
| | 190,800.00 | | INVESTIGATIVE OVERTIME | | 206,235.00 |
| | 80,851.00 | | COURT ATTENDANCE OVERTIME | | - |
| | \$ 678,596.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 334,123.00 |
| | \$ 60,000.00 | | CATERED MEALS | | \$ 30,000.00 |
| | 6,000.00 | | COPY PAPER | | - |
| | 6,242.00 | | HARDWARE/DEVICES | | - |
| | - | | HARDWARE: IT SUPPLIES | | 8,659.00 |
| | 5,500.00 | | HIRED SERVICES | | - |
| | 12,489.00 | | LEASES & RENTALS | | - |
| | 3,000.00 | | MAINTENANCE /REPAIR EQUIPMENT | | - |
| | 2,254.00 | | MEDICAL SUPPLIES | | - |
| | 5,180.00 | | MEMBERSHIP DUES | | 5,765.00 |
| | 500.00 | | NEWSPAPER ADVERTISING | | - |
| | 7,349.00 | | NON-NETWORK SOFTWARE & SUPPORT | | - |
| | 38,000.00 | | OFFICE SUPPLIES | | 35,000.00 |
| | 500.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 2,500.00 | | OTHER SUPPLIES | | - |
| | 2,580.00 | | PARTS/EQUIPMENT SUPPLIES | | 2,580.00 |
| | 2,500.00 | | PHYSICIANS/SURGEONS | | - |
| | 500.00 | | POSTAGE | | - |
| | 8,500.00 | | PRINTING SERVICES | | - |
| | 22,750.00 | | PRINT & COPY SUPPLIES | | - |
| | 828.00 | | RUBBISH REMOVAL & HIRED HAULERS/MOVERS | | 828.00 |
| | 40,954.00 | | TELEPHONE & CABLE | | 37,000.00 |
| | 3,000.00 | | TRAVELING | | - |
| | \$ 231,126.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 119,832.00 |
| | \$ 10,743,245.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 11,023,126.00 |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
 WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1041 POLICE - OPERATIONS**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 183,561.00 | 50EM | DEPUTY POLICE CHIEF | 1 | \$ 184,267.00 |
| 4 | 508,092.00 | 98 | POLICE CAPTAIN | 4 | 533,168.00 |
| 11 | 1,304,953.00 | 97 | POLICE LIEUTENANT | 11 | 1,329,282.00 |
| 29 | 3,025,903.00 | 96 | POLICE SERGEANT | 29 | 3,043,944.00 |
| 199 | 16,178,324.00 | 95 | POLICE OFFICERS | 199 | 18,430,172.00 |
| 2 | 143,750.00 | 36HC | PRINCIPAL ANIMAL CONTROL OFFICER | 2 | 144,303.00 |
| 1 | 63,253.00 | 33HC | SENIOR ANIMAL CONTROL OFFICER | 1 | 63,497.00 |
| 1 | 54,655.00 | 29 | PRINCIPAL CLERK & TYPIST | 1 | 55,291.00 |
| 248 | \$ 21,462,491.00 | | TOTAL REGULAR SALARIES | 248 | \$ 23,783,924.00 |
| | 1,078,541.00 | | HOLIDAY PAY - CONTRACTUAL | | 1,333,341.00 |
| | 61,104.00 | | SICK & VACATION BUYBACK | | 61,343.00 |
| | - | | MODEL CONTRACT COLA - OFFICIALS | | - |
| | 7,413.00 | | EM INCENTIVE PAY | | 7,413.00 |
| | <u>1,147,058.00</u> | | <u>CONTRACTUAL STIPENDS AND EXTRAS</u> | | <u>1,402,097.00</u> |
| 240 | \$ 22,609,549.00 | | TOTAL SALARIES | 248 | \$ 25,186,021.00 |
| | 3,500.00 | | LONGEVITY | | 3,500.00 |
| | (135,399.00) | | VACANCY FACTOR | | (137,865.00) |
| 240 | \$ 22,477,650.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 248 | \$ 25,051,656.00 |
| | (215,022.00) | | FUNDING SOURCES: | | (176,800.00) |
| | <u>(215,022.00)</u> | | GBV TASK FORCE | | <u>(176,800.00)</u> |
| 240 | \$ 22,262,628.00 | | TOTAL FUNDING SOURCES | 248 | \$ 24,874,856.00 |
| | \$ 25,604.00 | | ANIMAL CONTROL OVERTIME | | \$ 42,508.00 |
| | 355,743.00 | | COURT ATTENDANCE OVERTIME | | 318,490.00 |
| | - | | CRITICAL INCIDENT RESPONSE | | 118,805.00 |
| | - | | ENTERTAINMENT DISTRICT | | 111,488.00 |
| | 383,360.00 | | FIELD TRAINING PROGRAM | | 299,424.00 |
| | 303,934.00 | | PARADES & FESTIVALS | | 42,034.00 |
| | - | | PROBLEM BARS OVERTIME | | - |
| | 381,005.00 | | QUALITY OF LIFE TEAM | | 43,768.00 |
| | - | | REGULAR OVERTIME | | 588,038.00 |
| | 454,784.00 | | SPECIALIZED TEAMS TRAINING | | 149,865.00 |
| | 113,620.00 | | SUMMER PATROLS OVERTIME | | 454,784.00 |
| | - | | SWAT TRAINING OVERTIME | | - |
| | - | | WORCESTER COMMON SKATING OVAL | | 41,565.00 |
| | <u>\$ 2,018,050.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 2,210,769.00</u> |
| | \$ 52,500.00 | | CONSULTANTS | | \$ - |
| | 12,270.00 | | HARDWARE/DEVICES | | - |
| | 14,000.00 | | HIRED SERVICES | | - |
| | 13,122.00 | | LEASES & RENTALS | | - |
| | 1,575.00 | | MAINTENANCE/REPAIR EQUIPMENT | | - |
| | 525.00 | | MEMBERSHIP DUES | | 525.00 |
| | 2,890.00 | | NON-NETWORK SOFTWARE & SUPPORT | | - |
| | 38,500.00 | | OFFICE SUPPLIES | | 20,000.00 |
| | - | | PUBLIC SAFETY SOFTWARE | | 572,870.00 |
| | 12,500.00 | | SAFETY SUPPLIES | | - |
| | 1,000.00 | | SAND & GRAVEL SUPPLIES | | - |
| | 572,877.00 | | SECURITY SERVICES | | - |
| | - | | TECH EQUIPMENT LEASES | | 615,996.00 |
| | 74,631.00 | | TELEPHONE & CABLE | | 64,000.00 |
| | 1,000.00 | | TRAINING CERTIFICATIONS | | 1,000.00 |
| | 7,500.00 | | UNIFORMS | | 7,500.00 |
| | 108,000.00 | | VETERINARIANS | | 80,000.00 |
| | <u>\$ 912,890.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,361,891.00</u> |
| | \$ 25,193,568.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 28,447,516.00 |

PAUL B. SAUCIER, INTERIM CHIEF OF POLICE

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER POLICE DEPARTMENT- DEPARTMENT #CC1038 POLICE - ACADEMY

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 30 | \$ 1,847,996.00 | 95 | POLICE OFFICERS (RECRUITS) | 30 | \$ 2,208,159.00 |
| 30 | \$ 1,847,996.00 | | TOTAL REGULAR SALARIES | 30 | \$ 2,208,159.00 |
| | 107,480.00 | | HOLIDAY PAY - CONTRACTUAL | | 120,845.00 |
| | 107,480.00 | | CONTRACTUAL STIPENDS AND EXTRAS | | 120,845.00 |
| 30 | \$ 1,955,476.00 | | TOTAL SALARIES | 30 | \$ 2,329,004.00 |
| | (621,819.00) | | VACANCY FACTOR | | (406,024.00) |
| 30 | \$ 1,333,657.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 30 | \$ 1,922,980.00 |
| | \$ 25,500.00 | | PHYSICIANS/SURGEONS | | \$ 25,500.00 |
| | 19,120.00 | | CONSULTANTS | | - |
| | 54,825.00 | | SAFETY SUPPLIES | | 544,825.00 |
| | \$ 99,445.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 570,325.00 |
| | \$ 1,433,102.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 2,493,305.00 |



The City of
WORCESTER

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FIRE

Martin W. Dyer, Fire Chief

Fire Department Headquarters
 141 Grove Street
 Worcester, MA 01605
 (508) 799-1820

Mission: The Worcester Fire Department is dedicated to professionally serving the citizens and protecting lives and property in our community. We accomplish this mission through fire suppression, emergency response, prevention, and community risk reduction.

Vision: The Worcester Fire Department aspires to be the premier provider of fire and rescue services in the country.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|---|
| Foster a well-managed department and a culture of personal accountability in accordance with the mission, vision, and values of the department. | Conduct executive meetings to work on department issues at least monthly. Provide mentoring, coaching, and professional development to all ranks. Maintain a low rate of sick time usage. | Executive staff meetings are held bi-monthly to review performance, work on policy and ensure consistency through all working groups. Professional development opportunities are made available to members as funding allowed. Sick leave has been well managed resulting in strong staffing and crew integrity. |
| Provide a highly trained and diverse workforce prepared to respond to the needs of the community. | Develop and provide quality training programs that ensure members obtain and maintain required knowledge, skills, and abilities to perform their duties safely, effectively, and efficiently. Engage the community in outreach opportunities to recruit a diverse workforce. | Training Division conducted annual first responder and hazardous materials training to the membership. Multiple company drills were led by District and Deputy Chiefs to maintain proficiency. Led two Civil Service recruitment open house events and continue to participate in job fairs and recruitment events throughout the city. |

| | | |
|--|---|---|
| Maintain a high-quality fleet capable of serving and protecting the community. | Create a fleet management maintenance program and maintain apparatus to the manufacturer's standards. | <p>The department put five new apparatus into service this year allowing us to come closer to closing the gap in our fleet replacement plan.</p> <p>The maintenance division experienced significant turnover this year. The new Chief Mechanic is working to on-board two new mechanics.</p> |
| Provide for the safety and health of all firefighters with stations and gear that allow for the safe, effective, and efficient completion of duties. | Provide a healthy and safe living and working environment to our firefighters by providing regular building maintenance and upgrades to facilities. | <p>Firefighter turnout gear is inspected annually and replaced according to national standards.</p> <p>A second set of gear is provided for all firefighters to allow their primary set time to be thoroughly washed and dried before it needs to be worn to another incident.</p> <p>Eight stations received HVAC upgrades or installations this year.</p> |

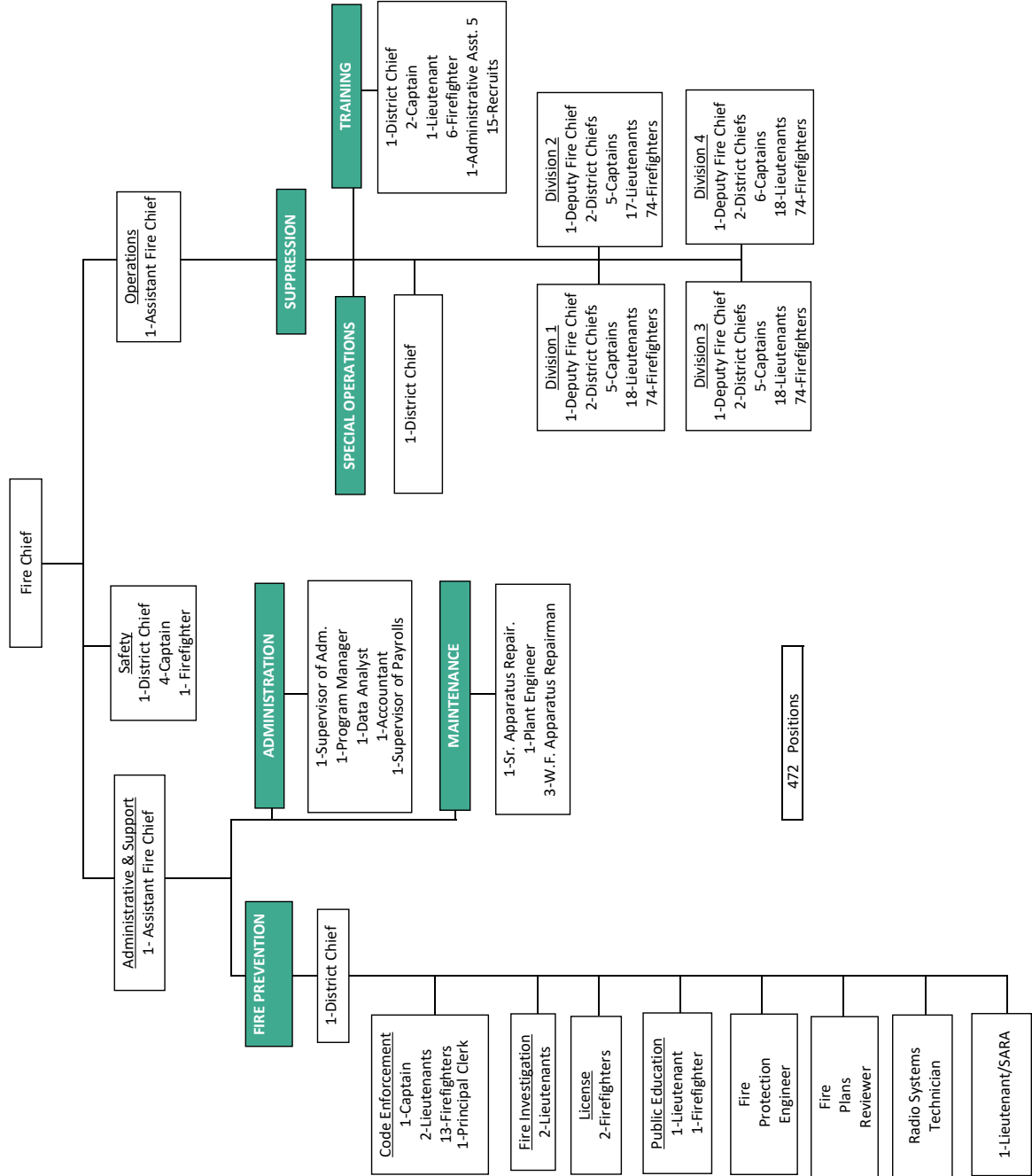
Department Allocation Summary

| | Actuals | Approved Budget for | Totals as of | Recommended Appropriation |
|---------------------------|-------------------------|----------------------------|-------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 40,087,513.48 | \$ 40,592,756.00 | \$ 28,911,800.00 | \$ 39,667,217.00 |
| Overtime | 4,433,615.45 | 2,359,192.00 | 3,428,563.00 | 2,359,192.00 |
| Ordinary Maintenance | 1,724,704.85 | 1,865,472.00 | 1,130,371.00 | 1,922,072.00 |
| Capital Outlay | 174,378.00 | 143,000.00 | - | 143,000.00 |
| Total Expenditures | \$ 46,420,211.78 | \$ 44,960,420.00 | \$ 33,470,734.00 | \$ 44,091,481.00 |
| Total Positions | 458 | 458 | 457 | 457 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$44,091,481, which is a decrease of \$868,939 from the Fiscal 2024 amount of \$44,960,420. The salary decrease is largely due to a new SAFER grant which fully funds 15 positions and is slightly offset by step increases for employees that are not at maximum pay, and 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. Additionally, a new Fire Plans Reviewer positions was added, and 8 Firefighters were regraded to floating Lieutenants. The Ordinary Maintenance increase is a net result of transferring the copier count funding to the Innovation and Technology Department and the addition of funding for Lexipol software. Overtime will remain level funded in Fiscal 2025.

FIRE DEPARTMENT ORGANIZATION CHART



MARTIN W. DYER, FIRE CHIEF
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1044 TOTAL

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 179,919.00 | 58CM | FIRE CHIEF | 1 | \$ 242,637.00 |
| 2 | 358,960.00 | 54EM | ASSISTANT FIRE CHIEF | 2 | 367,835.00 |
| 4 | 613,414.00 | 50EM | DEPUTY FIRE CHIEF | 4 | 675,114.00 |
| 12 | 1,491,292.00 | 93 | DISTRICT FIRE CHIEF | 12 | 1,489,782.00 |
| 28 | 3,152,435.00 | 92 | CAPTAIN | 28 | 3,188,739.00 |
| 70 | 7,152,809.00 | 91 | LIEUTENANT | 78 | 8,000,357.00 |
| 327 | 27,817,300.00 | 90 | FIREFIGHTER | 319 | 27,239,718.00 |
| 1 | 93,538.00 | 46M | SUPERVISOR OF ADMINISTRATION | 1 | 106,033.00 |
| 1 | 91,556.00 | 42M | PROGRAM MANAGER | 0 | - |
| 1 | 106,521.00 | 46P | FIRE PROTECTION ENGINEER | 1 | 111,739.00 |
| 0 | - | 40P | FIRE PLANS REVIEWER | 1 | 68,558.00 |
| 1 | 71,529.00 | 40P | DATA ANALYST/ COMPUTER SUPPORT | 1 | 77,751.00 |
| 1 | 79,741.00 | 38P | RADIO SYSTEMS TECHNICIAN | 1 | 83,657.00 |
| 1 | 91,527.00 | 46 | SENIOR FIRE APPARATUS REPAIRMAN | 1 | 99,394.00 |
| 3 | 192,384.00 | 43 | FIRE APPARATUS REPAIRMAN, WORKING FOREMAN | 3 | 255,366.00 |
| 1 | 67,280.00 | 35 | PLANT ENGINEER | 1 | 68,007.00 |
| 1 | 65,500.00 | 34 | ACCOUNTANT | 1 | 65,752.00 |
| 1 | 64,210.00 | 34 | SUPERVISOR OF PAYROLL | 1 | 65,752.00 |
| 1 | 61,392.00 | 33 | ADMINISTRATIVE ASSISTANT 5 | 0 | - |
| 1 | 52,133.00 | 29 | PRINCIPAL CLERK | 1 | 53,962.00 |
| 458 | \$ 41,803,440.00 | | REGULAR SALARIES | 457 | \$ 42,260,153.00 |
| 15 | 388,489.00 | 90 | FIREFIGHTER CLASS | 15 | 388,489.00 |
| 15 | \$ 388,489.00 | | REGULAR SALARIES | 15 | \$ 388,489.00 |
| 473 | \$ 42,191,929.00 | | TOTAL REGULAR SALARIES | 472 | \$ 42,648,642.00 |
| | 43,222.00 | | EM INCENTIVE PAY | | 45,707.00 |
| | 222,648.00 | | OUT OF GRADE PAY | | 225,018.00 |
| | 100,800.00 | | CONTRACTUAL STIPENDS | | 100,800.00 |
| | 19,968.00 | | DRIVER STIPEND | | 19,968.00 |
| | 2,241,911.00 | | HOLIDAY PAY | | 2,262,483.00 |
| | 50,941.00 | | WELLNESS DAYS | | 50,865.00 |
| | 2,679,490.00 | | CONTRACTUAL OBLIGATIONS | | 2,704,841.00 |
| 473 | \$ 44,871,419.00 | | TOTAL REGULAR SALARIES | 472 | \$ 45,353,483.00 |
| -15 | (596,538.00) | | VACANCY FACTOR | -15 | (335,392.00) |
| 458 | \$ 44,274,881.00 | | TOTAL SALARIES | 457 | \$ 45,018,091.00 |
| | (3,682,125.00) | | FUNDING SOURCES: | | (5,350,874.00) |
| | (3,682,125.00) | | SAFER GRANT | | (5,350,874.00) |
| | | | TOTAL FUNDING SOURCES | | (5,350,874.00) |
| 458 | \$ 40,592,756.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 457 | \$ 39,667,217.00 |
| | \$ 2,359,192.00 | | OVERTIME | | \$ 2,359,192.00 |
| | \$ 2,359,192.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 2,359,192.00 |
| | \$ 34,000.00 | | AUTO FUEL | | \$ 34,000.00 |
| | 182,500.00 | | AUTOMOTIVE SUPPLIES | | 182,500.00 |
| | 26,014.00 | | BOOKS | | 26,014.00 |
| | 360.00 | | BOTTLED WATER | | 360.00 |
| | 41,750.00 | | BUILDING SUPPLIES | | 41,750.00 |
| | 17,000.00 | | CHEMICAL SUPPLIES | | 17,000.00 |
| | 29,699.00 | | CUSTODIAL SUPPLIES | | 29,699.00 |
| | 130,000.00 | | DIESEL FUEL | | 130,000.00 |
| | 185,000.00 | | ELECTRICITY | | 245,228.00 |
| | 1,000.00 | | EXTERMINATOR SERVICES | | 1,000.00 |
| | 3,949.00 | | IT HARDWARE SUPPLIES & SERVICES | | 3,949.00 |
| | 62,400.00 | | HIRED SERVICES | | 62,400.00 |
| | 1,812.00 | | LEASES & RENTALS | | 412.00 |
| | 67,600.00 | | MAINTENANCE & REPAIR | | 67,600.00 |
| | 57,500.00 | | MAINTENANCE/REPAIR VEHICLE | | 57,500.00 |
| | 15,000.00 | | MEDICAL SUPPLIES | | 15,000.00 |

MARTIN W. DYER, FIRE CHIEF

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1044 TOTAL

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | 9,510.00 | | MEMBERSHIP DUES | | 9,510.00 |
| | 100,000.00 | | NATURAL GAS | | 100,000.00 |
| | 1,500.00 | | NEWSPAPER ADVERTISING | | 1,500.00 |
| | 7,800.00 | | OFFICE SUPPLIES | | 7,800.00 |
| | 60,228.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 190,950.00 | | PARTS/EQUIPMENT SUPPLIES | | 190,950.00 |
| | 69,450.00 | | PHYSICIAN/SURGEON | | 69,450.00 |
| | 450.00 | | POSTAGE | | 450.00 |
| | 11,900.00 | | PRINTING SUPPLIES & SERVICES | | 11,900.00 |
| | 44,489.00 | | REGISTRATION FEES | | 44,489.00 |
| | 9,000.00 | | RUBBISH REMOVAL | | 9,000.00 |
| | 199,384.00 | | SAFETY SUPPLIES | | 199,384.00 |
| | | | SOFTWARE LICENSE | | 58,000.00 |
| | 4,916.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 4,916.00 |
| | 39,097.00 | | TELEPHONE | | 39,097.00 |
| | 4,099.00 | | TRAINING CERTIFICATIONS | | 4,099.00 |
| | 5,360.00 | | TRAVELING | | 5,360.00 |
| | 255,755.00 | | UNIFORMS | | 255,755.00 |
| | <u>\$ 1,869,472.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 1,926,072.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (4,000.00) | | FROM RESERVE FUNDS | | \$ (4,000.00) |
| | <u>\$ (4,000.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (4,000.00)</u> |
| | <u>\$ 1,865,472.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,922,072.00</u> |
| | <u>\$ 143,000.00</u> | | SAFETY EQUIPMENT (CONTRACTUAL) | | <u>\$ 143,000.00</u> |
| | <u>\$ 143,000.00</u> | | TOTAL RECOMMENDED CAPITAL OUTLAY | | <u>\$ 143,000.00</u> |
| | <u>\$ 44,960,420.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 44,091,481.00</u> |

MARTIN W. DYER, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1044 FIRE - ADMINISTRATION**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 179,919.00 | 58CM | FIRE CHIEF | 1 | \$ 242,637.00 |
| 1 | 179,534.00 | 54EM | ASSISTANT FIRE CHIEF | 1 | 188,325.00 |
| 1 | 126,345.00 | 93 | DISTRICT FIRE CHIEF | 1 | 126,370.00 |
| 1 | 111,972.00 | 92 | CAPTAIN | 1 | 114,816.00 |
| 1 | 74,525.00 | 90 | FIREFIGHTER | 1 | 80,312.00 |
| 1 | 93,538.00 | 43M | SUPERVISOR OF ADMINISTRATION | 1 | 106,033.00 |
| 1 | 91,556.00 | 42M | PROGRAM MANAGER | 0 | - |
| 1 | 71,529.00 | 40P | DATA ANALYST | 1 | 77,751.00 |
| 1 | 65,500.00 | 34 | ACCOUNTANT | 1 | 65,752.00 |
| 1 | 64,210.00 | 34 | SUPERVISOR OF PAYROLLS | 1 | 65,752.00 |
| 10 | \$ 1,058,628.00 | | ADMINISTRATION - REGULAR SALARIES | 9 | \$ 1,067,748.00 |
| | 13,481.00 | | EM INCENTIVE PAY | | 17,878.00 |
| | 36,729.00 | | HOLIDAY PAY | | 41,108.00 |
| | 843.00 | | WELLNESS DAYS | | 933.00 |
| | 51,053.00 | | CONTRACTUAL OBLIGATIONS | | 59,919.00 |
| 10 | \$ 1,109,681.00 | | TOTAL SALARIES | 9 | \$ 1,127,667.00 |
| | (91,556.00) | | VACANCY FACTOR | | - |
| 10 | \$ 1,018,125.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 9 | \$ 1,127,667.00 |
| | \$ 516,327.00 | | OVERTIME | | \$ 516,327.00 |
| | \$ 516,327.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 516,327.00 |
| | \$ 360.00 | | BOTTLED WATER | | \$ 360.00 |
| | 2,400.00 | | CUSTODIAL SUPPLIES | | 2,400.00 |
| | 185,000.00 | | ELECTRICITY | | 245,228.00 |
| | 43,100.00 | | HIRED SERVICES | | 43,100.00 |
| | 3,949.00 | | IT HARDWARE SUPPLIES & SERVICES | | 3,949.00 |
| | 1,712.00 | | LEASES & RENTALS | | 312.00 |
| | 7,400.00 | | MEMBERSHIP DUES | | 7,400.00 |
| | 100,000.00 | | NATURAL GAS | | 100,000.00 |
| | 1,500.00 | | NEWSPAPER ADVERTISING | | 1,500.00 |
| | 4,916.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 4,916.00 |
| | 7,200.00 | | OFFICE SUPPLIES | | 7,200.00 |
| | 60,228.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 33,450.00 | | PARTS/EQUIPMENT SUPPLIES | | 33,450.00 |
| | 1,200.00 | | PHYSICIANS/SURGEONS | | 1,200.00 |
| | 450.00 | | POSTAGE | | 450.00 |
| | 10,500.00 | | PRINTING SUPPLIES & SERVICES | | 10,500.00 |
| | 16,590.00 | | REGISTRATION FEES | | 16,590.00 |
| | 97,100.00 | | SAFETY SUPPLIES | | 97,100.00 |
| | - | | SOFTWARE LICENSE | | 58,000.00 |
| | 39,097.00 | | TELEPHONE | | 39,097.00 |
| | 4,360.00 | | TRAVELING | | 4,360.00 |
| | 135,465.00 | | UNIFORMS | | 135,465.00 |
| | \$ 755,977.00 | | TOTAL ORDINARY MAINTENANCE | | \$ 812,577.00 |
| | \$ (4,000.00) | | FUNDING SOURCES: | | \$ (4,000.00) |
| | \$ (4,000.00) | | FROM RESERVE FUNDS | | \$ (4,000.00) |
| | \$ (4,000.00) | | TOTAL FUNDING SOURCES | | \$ (4,000.00) |
| | \$ 751,977.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 808,577.00 |
| | \$ 143,000.00 | | TOTAL RECOMMENDED CAPITAL OUTLAY | | \$ 143,000.00 |
| | \$ 2,429,429.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 2,595,571.00 |

MARTIN W. DYER, FIRE CHIEF

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1042 FIRE - MAINTENANCE

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 91,527.00 | 46 | SENIOR FIRE APPARATUS REPAIRMAN | 1 | \$ 99,394.00 |
| 3 | 192,384.00 | 43 | FIRE APPARATUS REPAIRMAN, WORKING FOREMAN | 3 | 255,366.00 |
| 1 | 67,280.00 | 35 | PLANT ENGINEER | 1 | 68,007.00 |
| 5 | \$ 351,191.00 | | MAINTENANCE - REGULAR SALARIES | 5 | \$ 422,767.00 |
| | - | | VACANCY FACTOR | | - |
| 5 | \$ 351,191.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 5 | \$ 422,767.00 |
| | \$ 16,316.00 | | OVERTIME | | \$ 16,316.00 |
| | \$ 16,316.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 16,316.00 |
| | \$ 34,000.00 | | AUTO FUEL | | \$ 34,000.00 |
| | 182,500.00 | | AUTOMOTIVE SUPPLIES | | 182,500.00 |
| | 17,250.00 | | BUILDING SUPPLIES | | 17,250.00 |
| | 27,299.00 | | CUSTODIAL SUPPLIES | | 27,299.00 |
| | 130,000.00 | | DIESEL FUEL | | 130,000.00 |
| | 1,000.00 | | EXTERMINATOR SERVICES | | 1,000.00 |
| | 19,300.00 | | HIRED SERVICES | | 19,300.00 |
| | 67,600.00 | | MAINTENANCE & REPAIR | | 67,600.00 |
| | 57,500.00 | | MAINTENANCE/REPAIR VEHICLE | | 57,500.00 |
| | 15,000.00 | | MEDICAL SUPPLIES | | 15,000.00 |
| | 600.00 | | OFFICE SUPPLIES | | 600.00 |
| | 61,400.00 | | PARTS/EQUIPMENT SUPPLIES | | 61,400.00 |
| | 1,600.00 | | REGISTRATION FEES | | 1,600.00 |
| | 9,000.00 | | RUBBISH REMOVAL | | 9,000.00 |
| | 22,500.00 | | SAFETY SUPPLIES | | 22,500.00 |
| | 2,500.00 | | UNIFORMS | | 2,500.00 |
| | \$ 649,049.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 649,049.00 |
| | \$ 1,016,556.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,088,132.00 |

MARTIN W. DYER, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1043 FIRE - PREVENTION**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 118,607.00 | 93 | DISTRICT FIRE CHIEF | 1 | \$ 120,702.00 |
| 1 | 109,026.00 | 92 | CAPTAIN | 1 | 118,259.00 |
| 5 | 518,509.00 | 91 | LIEUTENANT | 5 | 521,815.00 |
| 16 | 1,168,327.00 | 90 | FIREFIGHTER | 16 | 1,195,352.00 |
| 1 | 106,521.00 | 44P | FIRE PROTECTION ENGINEER | 1 | 111,739.00 |
| 0 | - | 40P | FIRE PLANS REVIEWER | 1 | 68,558.00 |
| 1 | 52,133.00 | 29 | PRINCIPAL CLERK | 1 | 53,962.00 |
| 25 | \$ 2,073,123.00 | | PREVENTION - REGULAR SALARIES | 26 | \$ 2,190,387.00 |
| | 104,591.00 | | HOLIDAY PAY | | 106,867.00 |
| | 2,399.00 | | WELLNESS DAYS | | 2,425.00 |
| | 106,990.00 | | CONTRACTUAL OBLIGATIONS | | 109,292.00 |
| 25 | \$ 2,180,113.00 | | TOTAL SALARIES | 26 | \$ 2,299,679.00 |
| | (34,962.00) | | VACANCY FACTOR | | (34,962.00) |
| 25 | \$ 2,145,151.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 26 | \$ 2,264,717.00 |
| | \$ 38,071.00 | | OVERTIME | | \$ 38,071.00 |
| | \$ 38,071.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 38,071.00 |
| | \$ 1,300.00 | | BOOKS | | \$ 1,300.00 |
| | 100.00 | | LEASES & RENTALS | | 100.00 |
| | 2,110.00 | | MEMBERSHIP DUES | | 2,110.00 |
| | 6,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 6,000.00 |
| | 1,400.00 | | PRINTING SUPPLIES & SERVICES | | 1,400.00 |
| | 11,600.00 | | REGISTRATION FEES | | 11,600.00 |
| | 1,000.00 | | TRAVELING | | 1,000.00 |
| | \$ 23,510.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 23,510.00 |
| | \$ 2,206,732.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 2,326,298.00 |

MARTIN W. DYER, FIRE CHIEF**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1032 FIRE - TRAINING & EMPLOYMENT**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 126,345.00 | 93 | DISTRICT FIRE CHIEF | 1 | \$ 126,831.00 |
| 2 | 218,640.00 | 92 | CAPTAIN | 2 | 227,943.00 |
| 1 | 97,101.00 | 91 | LIEUTENANT | 1 | 105,038.00 |
| 1 | 61,392.00 | 33 | ADMINISTRATIVE ASSISTANT 5 | 0 | - |
| 6 | 425,074.00 | 90 | FIREFIGHTER | 6 | 444,264.00 |
| 15 | 388,489.00 | 90 | FIREFIGHTER- RECRUITS | 15 | 388,489.00 |
| 26 | \$ 1,317,041.00 | | TRAINING - REGULAR SALARIES | 25 | \$ 1,292,565.00 |
| | 71,953.00 | | HOLIDAY PAY | | 70,615.00 |
| | 1,164.00 | | WELLNESS DAYS | | 1,121.00 |
| | 73,117.00 | | CONTRACTUAL OBLIGATIONS | | 71,736.00 |
| 26 | \$ 1,390,158.00 | | TOTAL SALARIES | 25 | \$ 1,364,301.00 |
| | (169,878.00) | | VACANCY FACTOR | | (104,887.00) |
| 26 | \$ 1,220,280.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 25 | \$ 1,259,414.00 |
| | \$ 338,856.00 | | OVERTIME | | \$ 338,856.00 |
| | \$ 338,856.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 338,856.00 |
| | \$ 24,714.00 | | BOOKS | | \$ 24,714.00 |
| | 24,500.00 | | BUILDING SUPPLIES | | 24,500.00 |
| | 35,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 35,000.00 |
| | 68,250.00 | | PHYSICIAN/SURGEON | | 68,250.00 |
| | 5,899.00 | | REGISTRATION FEES | | 5,899.00 |
| | 67,284.00 | | SAFETY SUPPLIES | | 67,284.00 |
| | 4,099.00 | | TRAINING CERTIFICATIONS | | 4,099.00 |
| | 117,790.00 | | UNIFORMS | | 117,790.00 |
| | \$ 347,536.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 347,536.00 |
| | \$ 1,906,672.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,945,806.00 |

MARTIN W. DYER, FIRE CHIEF
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
WORCESTER FIRE DEPARTMENT - DEPARTMENT #CC1045 FIRE - SUPPRESSION

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 179,426.00 | 54EM | ASSISTANT FIRE CHIEF | 1 | \$ 179,510.00 |
| 4 | 613,414.00 | 50EM | DEPUTY FIRE CHIEF | 4 | 675,114.00 |
| 9 | 1,119,995.00 | 93 | DISTRICT FIRE CHIEF | 9 | 1,115,879.00 |
| 24 | 2,712,797.00 | 92 | CAPTAIN | 24 | 2,727,721.00 |
| 64 | 6,537,199.00 | 91 | LIEUTENANT | 72 | 7,373,504.00 |
| 304 | 26,149,374.00 | 90 | FIREFIGHTER | 296 | 25,519,790.00 |
| 1 | 79,741.00 | 38P | RADIO SYSTEMS TECHNICIAN | 1 | 83,657.00 |
| 407 | \$ 37,391,946.00 | | SUPPRESSION - REGULAR SALARIES | 407 | \$ 37,675,175.00 |
| | 29,741.00 | | EM INCENTIVE PAY | | 27,829.00 |
| | 222,648.00 | | OUT OF GRADE PAY | | 225,018.00 |
| | 19,968.00 | | DRIVER STIPEND | | 19,968.00 |
| | 100,800.00 | | CONTRACTUAL STIPENDS | | 100,800.00 |
| | 2,028,638.00 | | HOLIDAY PAY | | 2,043,893.00 |
| | 46,535.00 | | WELLNESS DAYS | | 46,386.00 |
| | 2,448,330.00 | | CONTRACTUAL OBLIGATIONS | | 2,463,894.00 |
| | (3,682,125.00) | | FUNDING SOURCES: | | (5,350,874.00) |
| | (3,682,125.00) | | SAFER GRANT | | (5,350,874.00) |
| | | | TOTAL FUNDING SOURCES | | (5,350,874.00) |
| 407 | \$ 36,158,151.00 | | TOTAL SALARIES | 407 | \$ 34,788,195.00 |
| -15 | (300,142.00) | | VACANCY FACTOR | -15 | (195,543.00) |
| 392 | \$ 35,858,009.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 392 | \$ 34,592,652.00 |
| | \$ 1,449,622.00 | | OVERTIME | | \$ 1,449,622.00 |
| | \$ 1,449,622.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 1,449,622.00 |
| | \$ 17,000.00 | | CHEMICAL SUPPLIES | | \$ 17,000.00 |
| | 55,100.00 | | PARTS/EQUIPMENT SUPPLIES | | 55,100.00 |
| | 8,800.00 | | REGISTRATION FEES | | 8,800.00 |
| | 12,500.00 | | SAFETY SUPPLIES | | 12,500.00 |
| | \$ 93,400.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 93,400.00 |
| | \$ 37,401,031.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 36,135,674.00 |

EMERGENCY COMMUNICATIONS & MANAGEMENT

Charles R. Goodwin, Commissioner

Department of Emergency Communications & Management
2 Copping Drive
Worcester, MA 01603
(508) 799-1840

Mission: The Mission of the City of Worcester Department of Emergency Communications is to serve as the critical link between our citizens and public safety providers with the highest level of integrity. We are dedicated to supporting all public safety partners and agencies in their quest to protect life, save property, and assist the public. Our standard is excellence and our model to achieve success is teamwork.

Vision: The Department of Emergency Communications envisions an organization in which we maintain a collaborative, multidisciplinary team that delivers excellence, professionalism, and commitment in public safety services where our citizens live, learn, and work.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|--|
| Improve and increase diversity in the workplace. | Develop an effective recruiting system | Recruiting system 100% complete and diversity efforts ongoing. |
| Create and preserve high quality service to the citizens of the City of Worcester | Have staff attend Continuing Ed classes from reputable Telecommunicator Services to better enhance their knowledge. | 80% Complete. Remaining 20% of training courses are scheduled between April through June 2024. |
| Strengthen relations with WPD | Enhance communications between departmental leadership. | 100% Complete. |
| To coordinate, develop and maintain a comprehensive, risk-based emergency management and training program that can ensure the highest levels of mitigation, preparedness, response, and recovery. | Design an Emergency Management team that can write the emergency plans, test the emergency plans and activate the emergency plans with the applicable stakeholders, both internal and external. | 75% Complete. One position vacant but has been posted and is being filled during April 2024. |
| To coordinate, develop and maintain a comprehensive, risk-based emergency management and training program that can ensure the highest levels of mitigation, preparedness, response, and recovery. | Coordinate with all internal and external stakeholders to update the Comprehensive Emergency Management Plan (CEMP) | 100% Complete. Base Comprehensive Emergency Management Plan (CEMP) completed, approved by City Manager and approved by MEMA. |
| To coordinate, develop and maintain a comprehensive, risk-based emergency management and training program that can ensure the highest levels of mitigation, preparedness, response, and recovery. | Start a Community Emergency Response Team Program (CERT) | 75% Complete. Recruiting and training continues throughout the year. |

| | | |
|--|---|--|
| To coordinate, develop and maintain a comprehensive, risk-based emergency management and training program that can ensure the highest levels of mitigation, preparedness, response, and recovery. | Develop a multi-year training and exercise program (MYTEP) based on the priorities within the Comprehensive Emergency Management Plan (CEMP). | 70% Complete. MYTEP being developed in conjunction with related departments, with functional exercises occurring and additional being scheduled. |
| To coordinate, develop and maintain a comprehensive, risk-based emergency management and training program that can ensure the highest levels of mitigation, preparedness, response, and recovery. | Develop an After Action Review (AAR) Process with internal stakeholders | 50% Complete. AAR's following some incidents over previous year were completed with input and information from related departments and MEMA. Additional AAR's will occur for future incidents. |
| Organize the Emergency Management division staff roles and responsibilities to align with FEMA's National Preparedness Goals and Missions to include prevention, protection, mitigation, response, and recovery. | Hire at least two additional staff members to address the gaps in preparedness planning, training, and exercising as well as mitigation strategies and grant opportunities. | 75% complete. One position vacant but has been posted and candidates being interviewed in April 2024, with expectation to fill position by May 2024. |

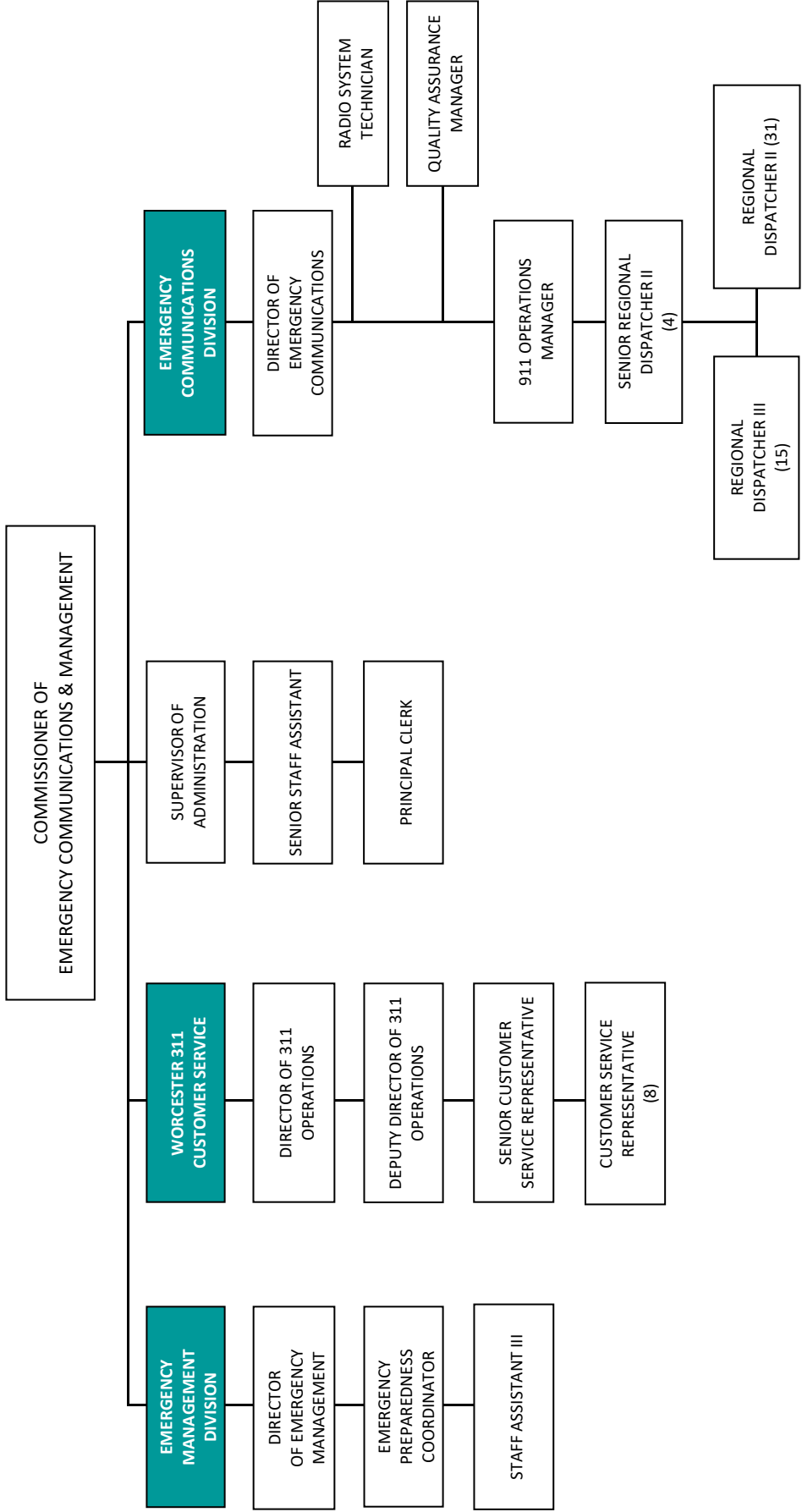
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,829,798.34 | \$ 1,997,797.00 | \$ 1,281,622.00 | \$ 2,019,326.00 |
| Overtime | 734,303.05 | 582,318.00 | 488,373.00 | 232,318.00 |
| Ordinary Maintenance | 1,102,256.40 | 1,189,647.00 | 994,254.00 | 1,137,647.00 |
| Total | \$ 3,666,357.79 | \$ 3,769,762.00 | \$ 2,764,249.00 | \$ 3,389,291.00 |
| Total Positions | 69 | 69 | 69 | 72 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$3,389,291, which is a decrease of \$380,471 from the Fiscal 2024 amount of \$3,769,762. This decrease is a result of increased grant salary credits, offset by step increases for employees that are not at maximum pay, a position regrade, three Customer Service Representatives added to the table of organization, 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance decrease is associated with the transfer of funds to the Innovation and Technology Department for copier count costs. Total Overtime reduced due to Fiscal 2024 free cash appropriation, offset by \$50,000 increase to account for Dispatch Schedule operations.

EMERGENCY COMMUNICATIONS DEPARTMENT ORGANIZATIONAL CHART



72 POSITIONS

CHARLES R. GOODWIN, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

EMERGENCY COMMUNICATIONS & MANAGEMENT DEPARTMENT- DEPARTMENT #CC1017

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| EMERGENCY COMMUNICATIONS: | | | | | |
| 1 | \$ 137,585.00 | 58CM | COMMISSIONER OF EMERGENCY COMMUNICATIONS & MGMT. | 1 | \$ 145,000.00 |
| 1 | 87,518.00 | 42EM | DIRECTOR OF 311 | 0 | - |
| 0 | - | 45M | DIRECTOR OF 311 | 1 | 98,123.00 |
| 1 | 88,869.00 | 45M | DIRECTOR EMERG. COMMUNICATIONS | 1 | 96,611.00 |
| 1 | 90,088.00 | 43M | QUALITY ASSURANCE MANAGER | 1 | 92,910.00 |
| 1 | 85,611.00 | 40M | 911 OPERATIONS MANAGER | 1 | 89,810.00 |
| 1 | 85,611.00 | 40M | SUPERVISOR OF ADMINISTRATION | 1 | 89,810.00 |
| 1 | 66,442.00 | 40M | DEPUTY DIRECTOR OF 311 | 1 | 72,430.00 |
| 1 | 75,456.00 | 39M | SENIOR STAFF ASSISTANT | 1 | 81,999.00 |
| 1 | 79,741.00 | 38P | RADIO SYSTEM TECHNICIAN | 1 | 83,657.00 |
| 1 | 45,490.00 | 29 | PRINCIPAL CLERK | 1 | 45,665.00 |
| 1 | 43,020.00 | 28 | SENIOR CUSTOMER SERVICE REP | 1 | 42,048.00 |
| 5 | 208,358.00 | 24 | CUSTOMER SERVICE REP | 8 | 343,344.00 |
| 4 | 313,260.00 | SD1 | SENIOR REGIONAL DISPATCHER II | 4 | 320,122.00 |
| 15 | 1,012,792.00 | RD3 | REGIONAL DISPATCHER III | 15 | 1,057,761.00 |
| 31 | 1,836,563.00 | RD2 | REGIONAL DISPATCHER II | 31 | 1,856,878.00 |
| 66 | \$ 4,256,404.00 | | SALARIES | 69 | \$ 4,516,168.00 |
| 1 | \$ 85,635.00 | 45M | DIRECTOR EMERGENCY MANAGEMENT | 1 | \$ 86,943.00 |
| 1 | 65,344.00 | 40M | EMERGENCY PREPAREDNESS COORDINATOR | 1 | 68,558.00 |
| 1 | 62,569.00 | 37 | STAFF ASSISTANT III | 1 | 68,017.00 |
| 3 | \$ 213,548.00 | | | 3 | \$ 223,518.00 |
| 69 | \$ 4,469,952.00 | | TOTAL REGULAR SALARIES | 72 | \$ 4,739,686.00 |
| | 141,126.00 | | HOLIDAY PAY | | 148,360.00 |
| | 3,175.00 | | EM INCENTIVE PAY | | 4,167.00 |
| | - | | EMERGENCY MANAGEMENT STIPEND | | 10,022.00 |
| | (151,300.00) | | VACANCY FACTOR | | (134,426.00) |
| 69 | \$ 4,462,953.00 | | TOTAL SALARIES | 72 | \$ 4,767,809.00 |
| | (269,760.00) | | FUNDING SOURCES: | | (269,760.00) |
| | (2,157,339.00) | | UMASS FUNDING | | (2,439,106.00) |
| | (38,057.00) | | 9-1-1 SUPPORT GRANT FUNDING | | (39,617.00) |
| | (2,465,156.00) | | WRTA FUNDING | | (2,748,483.00) |
| 69 | \$ 1,997,797.00 | | TOTAL FUNDING SOURCES | 72 | \$ 2,019,326.00 |
| | \$ 620,676.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | | \$ 270,676.00 |
| | 14,862.00 | | REGULAR OVERTIME | | 14,862.00 |
| | 3,800.00 | | SUMMER IMPACT OVERTIME | | 3,800.00 |
| | 639,338.00 | | SNOW TOWING OVERTIME | | 289,338.00 |
| | | | TOTAL OVERTIME | | |
| | (47,020.00) | | FUNDING SOURCES: | | (47,020.00) |
| | (10,000.00) | | UMASS FUNDING | | (10,000.00) |
| | (57,020.00) | | 9-1-1 SUPPORT GRANT FUNDING | | (57,020.00) |
| | \$ 582,318.00 | | TOTAL FUNDING SOURCES | | \$ 232,318.00 |
| | | | TOTAL RECOMMENDED OVERTIME | | \$ 232,318.00 |

CHARLES R. GOODWIN, COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
EMERGENCY COMMUNICATIONS & MANAGEMENT DEPARTMENT- DEPARTMENT #CC1017

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 3,000.00 | | AUTO FUEL NO LEAD GAS | \$ | 4,500.00 |
| | - | | AUTOMOTIVE SUPPLIES | | 500.00 |
| | - | | BOOKS | | 1,500.00 |
| | - | | BUILDING SUPPLIES | | 500.00 |
| | 3,000.00 | | CONSULTANTS | | 3,000.00 |
| | - | | COPIER COUNTS | | - |
| | 3,000.00 | | COPY PAPER | | - |
| | - | | CUSTODIAL SUPPLIES | | 1,000.00 |
| | - | | DIESEL FUEL | | 2,000.00 |
| | 25,000.00 | | ELECTRICITY | | 20,000.00 |
| | - | | FACILITY & LAND LEASES | | 40,000.00 |
| | - | | FOOD SUPPLIES | | 100.00 |
| | 4,500.00 | | HARDWARE NETWORK SUPPORT | | - |
| | 14,000.00 | | HIRED SERVICES & EQUIPMENT | | - |
| | - | | HOTEL | | 4,000.00 |
| | 8,400.00 | | IT HARDWARE SUPPLIES- OTHER IT SUPPLIES | | 4,000.00 |
| | 47,079.00 | | LEASES & RENTALS | | - |
| | 695,300.00 | | LONG TERM LEASE OVER \$100,000 | | - |
| | 213,000.00 | | MAINTENANCE SYSTEM SOFTWARE | | - |
| | 13,000.00 | | MAINTENANCE/REPAIR EQUIPMENT | | - |
| | - | | MAINTENANCE/REPAIR | | 9,000.00 |
| | 8,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 8,000.00 |
| | - | | MEMBERSHIP DUES | | 500.00 |
| | - | | MILEAGE | | 2,000.00 |
| | - | | NETWORK, SOFTWARE, & SUPPORT | | 60,000.00 |
| | - | | NON-NETWORK, SOFTWARE, & SUPPORT | | 180,000.00 |
| | 15,000.00 | | OFFICE SUPPLIES | | 25,000.00 |
| | 65,700.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | - | | OTHER EQUIPMENT LEASES | | 695,300.00 |
| | 3,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 8,000.00 |
| | - | | POSTAGE | | 500.00 |
| | - | | PRINT & COPY SUPPLIES | | 3,000.00 |
| | 5,000.00 | | PRINTING SERVICES | | - |
| | 10,000.00 | | SOFTWARE LICENSE | | 10,000.00 |
| | 47,668.00 | | TELEPHONE & CABLE | | 50,000.00 |
| | - | | TRAINING CERTIFICATIONS | | 200.00 |
| | - | | TRANSLATION/INTERPRETATION | | 100.00 |
| | 6,000.00 | | TRANSPORTATION | | 1,000.00 |
| | - | | UNIFORMS | | 3,947.00 |
| | <u>\$ 1,189,647.00</u> | | TOTAL GENERAL ORDINARY MAINTENANCE | <u>\$</u> | <u>1,137,647.00</u> |
| | \$ 6,800.00 | | ELECTRICITY | \$ | 10,000.00 |
| | 1,600.00 | | LEASES & RENTALS | | - |
| | 5,600.00 | | HIRED SERVICES & EQUIPMENT | | - |
| | 2,400.00 | | MAINTENANCE & REPAIR | | 6,000.00 |
| | 1,600.00 | | IT HARDWARE SUPPLIES- OTHER IT SUPPLIES | | 2,000.00 |
| | <u>\$ 18,000.00</u> | | TOTAL ORDINARY MAINTENANCE | <u>\$</u> | <u>18,000.00</u> |
| | | | FUNDING SOURCES: | | |
| | (18,000.00) | | 9-1-1 SUPPORT GRANT FUNDING | | (18,000.00) |
| | <u>(18,000.00)</u> | | TOTAL FUNDING SOURCES | | <u>(18,000.00)</u> |
| | <u>\$ -</u> | | TOTAL RECC ORDINARY MAINTENANCE | <u>\$</u> | <u>-</u> |
| | <u>\$ 1,189,647.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$</u> | <u>1,137,647.00</u> |
| | \$ 25,000.00 | | CAPITAL OUTLAY | \$ | 25,000.00 |
| | | | FUNDING SOURCES: | | |
| | (25,000.00) | | 9-1-1 SUPPORT GRANT FUNDING | | (25,000.00) |
| | <u>(25,000.00)</u> | | TOTAL FUNDING SOURCES | | <u>(25,000.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED CAPITAL OUTLAY | <u>\$</u> | <u>-</u> |

CHARLES R. GOODWIN, COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

EMERGENCY COMMUNICATIONS & MANAGEMENT DEPARTMENT- DEPARTMENT #CC1017

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| | | | <u>FRINGE BENEFITS:</u> | | |
| | \$ 71,990.00 | | HEALTH INSURANCE | | \$ 71,990.00 |
| | <u>24,276.00</u> | | RETIREMENT | | <u>24,276.00</u> |
| | <u>\$ 96,266.00</u> | | TOTAL FRINGE BENEFITS | | <u>\$ 96,266.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | <u>(96,266.00)</u> | | UMASS FUNDING | | <u>(96,266.00)</u> |
| | <u>(96,266.00)</u> | | TOTAL FUNDING SOURCES | | <u>(96,266.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | <u>\$ 3,769,762.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 3,389,291.00</u> |

INSPECTIONAL SERVICES

Christopher P. Spencer, Commissioner

25 Meade Street
Worcester, MA 01610
(508) 799-1198 x33076

Mission:

To deliver the most efficient and transparent permitting and inspection process possible in a way that promotes economic investment in the City and ensures that housing, rental properties, and businesses are the healthiest and safest in the Commonwealth.

Vision:

To be adequately and appropriately staffed to meet the current and ever-changing needs of the City, within a facility that is clean, safe, welcoming, and professional making it a department that attracts and retains a diverse workforce, with a variety of skills, backgrounds, and experiences.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|---|
| Create a rental property registration which includes 100% of applicable properties and is up to date, containing all pertinent owner/manager contact information | Have a complete database of all rental property, including owner / manager phone and email contact information to facilitate communication. | <ul style="list-style-type: none"> Developed online registration with OpenGov Mailed notices to approximately 45,000 property owners. Received approximately 6,000 registrations as of 4/17/23 |
| Ensure property registration data is up to date. | Create an auto-generated email and mailing to remind all registrants prior to their anniversary date to renew their registrations. | <ul style="list-style-type: none"> OpenGov program has been developed to provide this capacity. |
| Create a mandatory residential rental dwelling unit inspection program with a reasonable and achievable periodic inspection requirement that coincides with the 110 periodic inspection schedules | Ensure that the department has the capacity to inspect all residential rental units once every five (5) years. | <ul style="list-style-type: none"> Hired and trained inspectors for rental registry program. Provided enhanced capacity including additional workstations, computers, toolkits, vehicles, and uniforms |
| Ensure that homeowners are easily able to schedule inspections | Provide software application to reduce clerical and inspector time needed for scheduling inspections | <ul style="list-style-type: none"> Finalizing work with vendor to provide easy scheduling for homeowners based on when inspectors are in their area, and number of units to be inspected. |

| Goal | Objective | Current Progress |
|--|---|---|
| | | <ul style="list-style-type: none"> Refining metrics for high-risk properties with vendor. |
| Ensure that inspection reports can be done efficiently in the field. | Report should be completed on site, emailed to property owner, and provide details, including pictures, of any deficiencies. | <ul style="list-style-type: none"> Working with Housing Code Pro to finalize inspection software for rental registry. |
| To have as many units compliant on first inspection. | Provide landlords with proper education and guides to inform them on what is required for compliance. | <ul style="list-style-type: none"> Developed a Landlord / Tenant Guide that provides a detailed walk through of a typical building, with internal links to the Sanitary Code. |
| Ensure that Inspectional Services has the resources, required ordinances, and expertise to adequately inspect and review site work on new developments and existing properties. | Hire a qualified Civil Site Inspector with a background and knowledge in building codes, local ordinances, and expertise in all potential site issues | <ul style="list-style-type: none"> Civil Site Inspector has been hired and is active in the field on site issues. |
| Ensure that all site plans are being reviewed and new construction sites are being inspected for compliance with site issues. | Provide inspector with all the equipment, tools, and abilities to carry out responsibilities in an efficient manner. | <ul style="list-style-type: none"> Provided vehicle marked "Civil Site Inspections" for inspection, with specialty enhancements for required equipment. Inspector getting to all new construction sites. New ticket books created to site / zoning violations where non-compliance with orders is occurring. All site complaints being inspected and addressed. |
| Ensure that ordinance relating to paving provides opportunity for providing feedback for compliance prior to construction or paving. | Make changes to existing ordinance | <ul style="list-style-type: none"> Provided Council with proposed changes to ordinance to enhance ability to ensure compliance prior to paving being installed. Proposed ordinance referred to Council. |
| Quickly abate nuisance issues, deal with chronic problem properties in a way that they move into compliance either through better maintenance, new ownership, receivership, or demolition. | Reduce the time to abate nuisance and contract clean up when property owners are non-compliant and non-responsive. | <ul style="list-style-type: none"> Increased number of 24-hour and 5-day orders. Utilize contractor to abate when property owners do not comply. Recently contracted for demolition of three placarded, |

| Goal | Objective | Current Progress |
|---|--|--|
| | | <p>dangerous, and dilapidated buildings.</p> <ul style="list-style-type: none"> • Will be utilizing contact info from registry to inform property owners of violations prior to issuing an order. |
| Develop task force for problem properties | Provide for both enforcement, incentives, and alternatives to stagnant properties. | <p>Created task force that meets after 139 meetings. This includes approximately 25 properties. The task force includes the following as needed:</p> <ul style="list-style-type: none"> • Buildings • Housing Enforcement • Fire Prevention • Economic Development • Administration • Law <p>Approximately 20% of the properties reviewed to date have either been rehabbed, sold, or awaiting grants.</p> |
| Inventory and inspect all non-residential properties in the City to determine that they meet the minimum life/safety standards for the current uses and do not pose a threat to the occupants, customers, visitors, or first responders | Provide a requirement for registering all rental properties. | <ul style="list-style-type: none"> • Requirement for registration • Registration deadline extended to July 1 • Waiting for registration data. |
| Provide adequate staffing levels for the various goals, objects, and initiatives as well as all existing programs and requirements. Ensure that ISD provide opportunities for employment and advancement for all. | <p>Hire a Deputy Sealer of Weights and Measures to increase inspection capacity by 33%</p> <p>Offer additional training and mentoring to 100% of employees</p> | <ul style="list-style-type: none"> • Deputy sealer trained and hired • New truck and equipment purchased and in service for fueling station testing. • Training opportunities up to date in all divisions keeping in line with building, Weights and Measures, Food Safety, and public health standards |

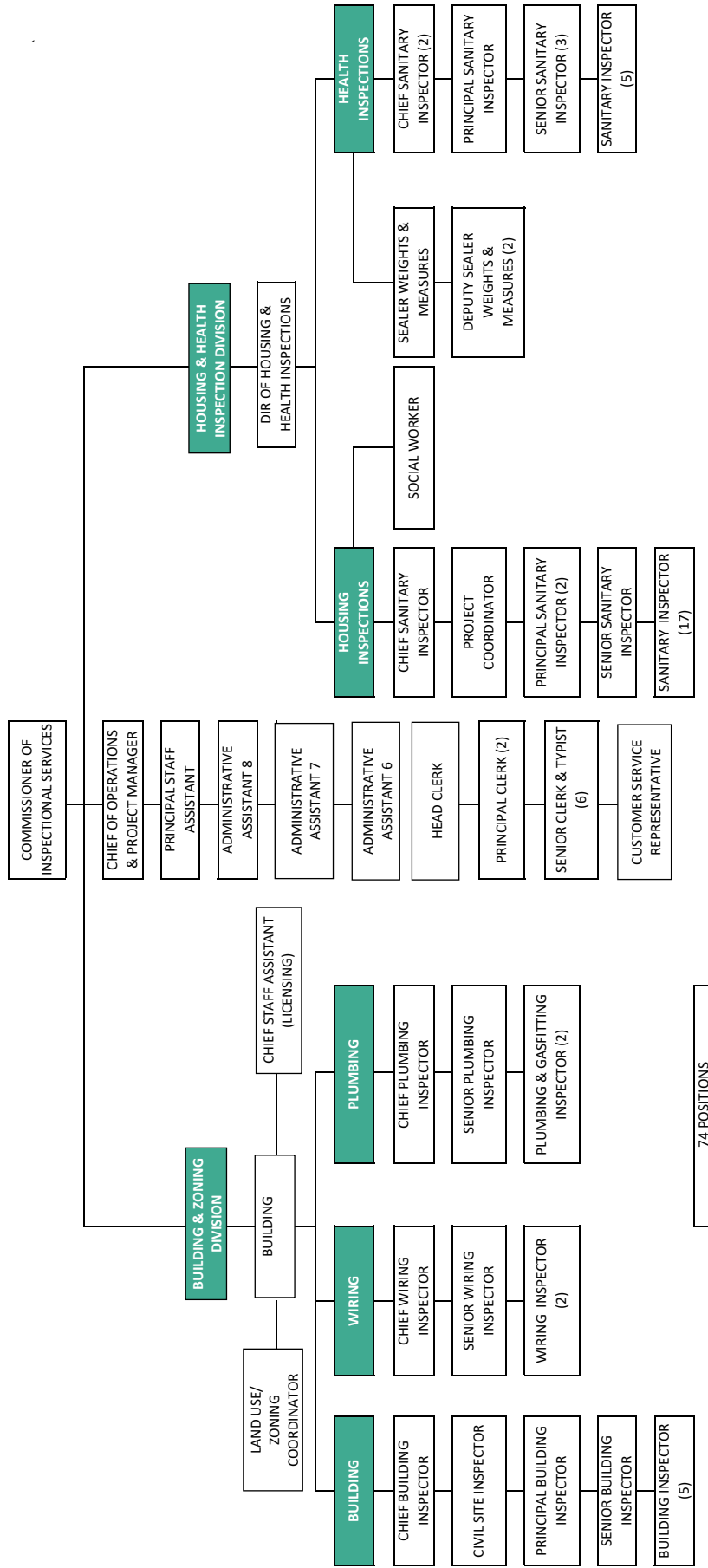
Department Allocation Summary

| | | Approved | Totals | Recommended |
|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 3,909,146.63 | \$ 4,628,210.00 | \$ 3,016,764.00 | \$ 4,745,410.00 |
| Overtime | 67,191.49 | 28,000.00 | 45,080.00 | 28,000.00 |
| Capital Outlay | | - | - | - |
| Ordinary Maintenance | 288,503.22 | 278,152.00 | 189,947.00 | 207,623.00 |
| Total | \$ 4,264,841.34 | \$ 4,934,362.00 | \$ 3,251,791.00 | \$ 4,981,033.00 |
| | | | | |
| Total Positions | 61 | 73 | 73 | 74 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$4,981,033, which is an increase of \$46,671 from the Fiscal 2024 amount of \$4,934,362. The salary increase is mainly due to an amendment to the table of organization to include an additional Plumbing & Gas Inspector to improve department operations. Also included are step increases for employees that are not at maximum pay, and 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance decrease is a result of transferring the copier count funding to the Innovation and Technology Department, Safety Supplies being transferred to Human Resources, and shifting the cost for constables to the Foreclosure account.

DEPARTMENT OF INSPECTIONAL SERVICES ORGANIZATIONAL CHART



CHRISTOPHER P. SPENCER, COMMISSIONER OF INSPECTIONAL SERVICES
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF INSPECTIONAL SERVICES- DEPARTMENT #CC1020

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|---|-------------------------|--------------|---|----------------------------|----------------------------|
| INSPECTIONAL SERVICES ADMINISTRATION DIVISION: | | | | | |
| 1 | \$ 137,583.00 | 58CM | COMMISSIONER OF INSPECTIONAL SERVICES | 1 | \$ 156,000.00 |
| 1 | 97,115.00 | 44M | CHIEF OF OPERATIONS & PROJECT MANAGER | 1 | 103,884.00 |
| 1 | 85,611.00 | 40M | PRINCIPAL STAFF ASSISTANT | 1 | 89,810.00 |
| 1 | 64,354.00 | 38M | ADMINISTRATIVE ASSISTANT, GRADE 8 | 1 | 64,593.00 |
| 4 | \$ 384,663.00 | | REGULAR SALARIES | 4 | \$ 414,287.00 |
| 1 | \$ 115,750.00 | 51EM | BUILDING COMMISSIONER | 1 | \$ 121,427.00 |
| 1 | 78,177.00 | 45M | LAND USE & ZONING COORDINATOR | 1 | 94,183.00 |
| 1 | 102,750.00 | 45M | CHIEF WIRE INSPECTOR | 1 | 107,789.00 |
| 1 | 102,750.00 | 45M | CHIEF PLUMBING & GASFITTING INSPECTOR | 1 | 107,789.00 |
| 1 | 96,414.00 | 45M | CHIEF BUILDING INSPECTOR | 1 | 106,589.00 |
| 0 | - | 42M | CHIEF STAFF ASSISTANT | 1 | 96,399.00 |
| 1 | 85,611.00 | 40M | PRINCIPAL STAFF ASSISTANT | 0 | - |
| 1 | 88,567.00 | 41HC | PRINCIPAL BUILDING INSPECTOR | 1 | 80,456.00 |
| 1 | 73,262.00 | 39HC | SENIOR BUILDING INSPECTOR | 1 | 71,702.00 |
| 1 | 87,069.00 | 39HC | SENIOR WIRING INSPECTOR | 1 | 87,404.00 |
| 1 | 82,614.00 | 39HC | SENIOR PLUMBING & GASFITTING INSPECTOR | 1 | 85,830.00 |
| 5 | 324,417.00 | 35HC | BUILDING INSPECTOR | 5 | 324,446.00 |
| 1 | 65,643.00 | 35HC | PLUMBING AND GASFITTING INSPECTOR | 2 | 132,807.00 |
| 2 | 150,838.00 | 35HC | WIRING INSPECTOR | 2 | 151,840.00 |
| 1 | 80,338.00 | 42HC | CIVIL SITE INSPECTOR | 1 | 83,569.00 |
| 1 | 72,842.00 | 37 | ADMINISTRATIVE ASSISTANT, GRADE 7 | 1 | 73,122.00 |
| 1 | 60,944.00 | 35 | ADMINISTRATIVE ASSISTANT, GRADE 6 | 1 | 61,179.00 |
| 2 | 79,490.00 | 24 | SENIOR CLERK AND TYPIST | 2 | 81,192.00 |
| 1 | 41,536.00 | 24 | CUSTOMER SERVICE REPRESENTATIVE | 1 | 43,103.00 |
| 24 | \$ 1,789,012.00 | | REGULAR SALARIES | 25 | \$ 1,910,826.00 |
| 1 | \$ 115,306.00 | 51EM | DIRECTOR OF HOUSING & HEALTH INSPECTIONS | 1 | \$ 115,521.00 |
| 1 | 102,750.00 | 45M | CHIEF SANITARIAN | 1 | 81,999.00 |
| 1 | 84,702.00 | 41M | PROJECT COORDINATOR | 1 | 91,862.00 |
| 0 | - | 35P | SOCIAL WORKER | 1 | 73,751.00 |
| 2 | 137,865.00 | 36HC | PRINCIPAL SANITARY INSPECTOR | 2 | 155,829.00 |
| 1 | 69,754.00 | 33HC | SENIOR SANITARY INSPECTOR | 1 | 59,362.00 |
| 17 | 890,587.00 | 31HC | SANITARY INSPECTOR | 17 | 916,087.00 |
| 1 | 74,663.00 | 37 | STAFF ASSISTANT 3 | 0 | - |
| 1 | 50,982.00 | 32 | HEAD CLERK | 1 | 53,001.00 |
| 2 | 109,900.00 | 29 | PRINCIPAL CLERK | 2 | 110,582.00 |
| 4 | 166,799.00 | 24 | SENIOR CLERK AND TYPIST | 4 | 168,839.00 |
| 31 | \$ 1,803,308.00 | | REGULAR SALARIES | 31 | \$ 1,826,833.00 |
| 2 | \$ 196,128.00 | 45M | CHIEF SANITARIAN | 2 | \$ 208,903.00 |
| 1 | 86,506.00 | 45M | SEALER OF WEIGHTS AND MEASURES | 1 | 93,853.00 |
| 1 | 78,250.00 | 36HC | PRINCIPAL SANITARY INSPECTOR | 1 | 78,551.00 |
| 3 | 208,369.00 | 33HC | SENIOR SANITARY INSPECTOR | 3 | 211,325.00 |
| 2 | 101,526.00 | 32 | DEPUTY SEALER OF WEIGHTS & MEASURES | 2 | 122,358.00 |
| 5 | 289,825.00 | 31HC | SANITARY INSPECTOR | 5 | 278,582.00 |
| 14 | \$ 960,604.00 | | REGULAR SALARIES | 14 | \$ 993,572.00 |
| 73 | \$ 4,937,587.00 | | TOTAL REGULAR SALARIES | 74 | \$ 5,145,518.00 |
| | (155,263.00) | | VACANCY FACTOR | | (113,053.00) |
| | 7,583.00 | | EM INCENTIVE PAY | | 8,401.00 |
| | 12,480.00 | | CONTRACTUAL STIPENDS | | 12,480.00 |
| | \$ 4,802,387.00 | | TOTAL SALARIES | | \$ 5,053,346.00 |
| | \$ (142,686.00) | | FUNDING SOURCES: | | \$ (134,932.00) |
| | - | | BOND FUNDS | | (140,255.00) |
| | (25,589.00) | | LEAD GRANT FUNDING | | (26,611.00) |
| | (5,902.00) | | SEWER REVENUES | | (6,138.00) |
| | \$ (174,177.00) | | WATER REVENUES | | \$ (307,936.00) |
| | \$ 4,628,210.00 | | TOTAL FUNDING SOURCES | | \$ 4,745,410.00 |
| | | | TOTAL RECOMMENDED PERSONNEL SERVICES | | \$ 4,745,410.00 |

CHRISTOPHER P. SPENCER, COMMISSIONER OF INSPECTIONAL SERVICES
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF INSPECTIONAL SERVICES- DEPARTMENT #CC1020

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 94,875.00 | | REGULAR OVERTIME | | \$ 94,875.00 |
| | 5,125.00 | | SEWER INSPECTIONS | | 5,125.00 |
| | <u>\$ 100,000.00</u> | | TOTAL OVERTIME | | <u>\$ 100,000.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (72,000.00) | | CDBG GRANT | | \$ (72,000.00) |
| | <u>\$ (72,000.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (72,000.00)</u> |
| | <u>\$ 28,000.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 28,000.00</u> |
| | \$ 26,000.00 | | AUTO FUEL NO LEAD GAS | | \$ 36,000.00 |
| | 1,500.00 | | BOOKS | | 1,500.00 |
| | - | | BOTTLED WATER & RENTAL SUPPLIES | | 1,000.00 |
| | - | | BUILDING SOFTWARE | | 2,500.00 |
| | 1,000.00 | | BUILDING SUPPLIES | | 1,000.00 |
| | 65,000.00 | | CONSTABLES | | - |
| | - | | COPIER COUNTS | | - |
| | 1,500.00 | | COPY PAPER | | - |
| | 35,000.00 | | EXTERMINATOR SERVICES | | 35,000.00 |
| | - | | HOTEL-TRAVEL | | 3,000.00 |
| | 5,000.00 | | IT HARDWARE SUPPLIES-OTHER IT SUPPLIES | | 5,000.00 |
| | 11,609.00 | | LEASES & RENTALS | | - |
| | 500.00 | | LICENSES | | 500.00 |
| | 48,780.00 | | MAINTENANCE & REPAIR | | 40,000.00 |
| | 2,000.00 | | MEMBERSHIP DUES | | 1,500.00 |
| | - | | MILEAGE | | 300.00 |
| | 4,500.00 | | NETWORK SOFTWARE & SUPPORT | | 2,000.00 |
| | - | | NEWSPAPER ADVERTISEMENT | | 200.00 |
| | 5,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 2,000.00 |
| | 5,000.00 | | OFFICE SUPPLIES | | 5,000.00 |
| | 3,400.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 500.00 | | PARTS/EQUIPMENT SUPPLIES | | 500.00 |
| | - | | POSTAGE | | 100.00 |
| | 4,000.00 | | PRINTING SERVICES | | 15,089.00 |
| | 2,000.00 | | PRINTING SUPPLIES | | 2,500.00 |
| | 6,000.00 | | REGISTRATION FEES | | 8,500.00 |
| | - | | SAFETY SUPPLIES | | - |
| | - | | SOFTWARE LICENSE | | 2,000.00 |
| | 54,000.00 | | TELEPHONES & CABLE | | 45,000.00 |
| | 6,000.00 | | TRANSPORTATION | | 5,000.00 |
| | <u>\$ 288,289.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 215,189.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (8,648.00) | | SEWER REVENUES | | \$ (6,455.00) |
| | (1,489.00) | | WATER REVENUES | | (1,111.00) |
| | <u>\$ (10,137.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (7,566.00)</u> |
| | <u>\$ 278,152.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 207,623.00</u> |
| | \$ 33,992.00 | | HEALTH INSURANCE | | \$ 18,481.00 |
| | 19,091.00 | | RETIREMENT | | 18,280.00 |
| | <u>\$ 53,083.00</u> | | TOTAL FRINGE BENEFITS | | <u>\$ 36,761.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (53,083.00) | | BONDS | | \$ (36,761.00) |
| | <u>\$ (53,083.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (36,761.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | <u>\$ 4,934,362.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 4,981,033.00</u> |



The City of
WORCESTER

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WORCESTER MEMORIAL AUDITORIUM

Commission for the Preservation of Historic Artifacts, Relics, and Military Memorials

Lincoln Square
Worcester, Massachusetts 01609
(508) 799-1190

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|---------------------------|----------------------|---------------------|---------------------|---------------------|
| | Actuals | Budget for | as of | Appropriation |
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2024</u> |
| Ordinary Maintenance | \$ 106,692.57 | \$ 90,200.00 | \$ 46,500.00 | \$ 90,200.00 |
| Total Expenditures | \$ 106,692.57 | \$ 90,200.00 | \$ 46,500.00 | \$ 90,200.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be level funded at \$90,200.

VACANT, CHAIRMAN

CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER MEMORIAL AUDITORIUM #CC1067

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 2,500.00 | BUILDING MAINTENANCE SERVICES | \$ 2,500.00 |
| 500.00 | BUILDING SUPPLIES | 500.00 |
| 30,000.00 | ELECTRICITY | 30,000.00 |
| 16,500.00 | MAINTENANCE & REPAIR | 16,500.00 |
| 40,000.00 | NATURAL GAS | 40,000.00 |
| 400.00 | NON-NETWORK SOFTWARE & SUPPORT | 400.00 |
| 300.00 | SECURITY SERVICES | 300.00 |
| <u>\$ 90,200.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 90,200.00</u> |
| <u>\$ 90,200.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 90,200.00</u> |

Department of Public Works and Parks

Jay J. Fink, P.E., Commissioner

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

Mission: To use sound financial and operational practices to professionally protect, maintain, and improve the natural and built public infrastructure in the City and to provide the essential public services that support a vibrant, thriving city, strong neighborhoods, and opportunity for all.

Vision: To continuously improve life in the City of Worcester in ways that enhance neighborhoods and support a vibrant and thriving city through professional management and maintenance of critical infrastructure and the provision of critical services.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|--|---|
| Establish consistent improvement in the cleanliness and perception of the City. | Enhance measurable clean city programs | 181 sites cleaned; 4.3 sites cleaned per week from July - Nov |
| Establish consistent improvement in the cleanliness and perception of the City. | Enhance measurable clean city programs | FY24 contamination Under 10% |
| Beautify neighborhoods with streets, sidewalks, and trees | Resurface 10 miles of streets and sidewalks, repair 100 defective sidewalk issues, plant 200 street trees | 10.5 miles of streets and 8.6 miles of sidewalks resurfaced 376 sidewalk complaints resolved 350 street trees planted |
| Maintain city cleanliness standards by filling out all unfilled positions with a qualified and diverse workforce | Make sure 100% of job opportunity notices are sent to CIRCA, the company providing diversity recruiting services to the City | 100% of job opportunity notices are sent to CIRCA |
| Enhance community benefits from City technology including asset management, financial management, and customer service management | Deploy Asset Management system to all divisions | Water and Sewer implemented. Parks and Streets in development |

| | | |
|--|---|--|
| Improve Departmental efficiency through training in new ERP and utility billing software | Train 100% of relevant staff in new ERP and utility billing systems | 100% of relevant staff trained in new ERP system |
| Advance Integrated Plan through Sewer Capital Improvement Plan | Sewer Integrated Plan KPI—Keep loss of service complaints under 200 | 181 Loss of service complaints in Customer Service system |
| Advance Integrated Plan through Sewer Capital Improvement Plan | Sewer Integrated Plan KPI—Keep non capacity sewer overflow events under 6 Citywide | 6 SSOs recorded by Sewer Division |
| Advance Integrated Plan through Sewer Capital Improvement Plan | Sewer Integrated Plan KPI—Clean 50% of all catch basins each year (8,358 = 50%) | 3,728 cleaned |
| Advance IP Water Capital Improvement Plan | Water Integrated Plan KPI— Maintain 100% compliance with Drinking Water Quality standards | 100% compliance with Maximum Contaminant Levels included in Water Division Reports. |
| Advance IP Water Capital Improvement Plan | Water Integrated Plan KPI— Maintain 100% compliance with Drinking Water Quality standards | 100% compliance with surface water treatment standards in Water Division reports |
| Advance IP Water Capital Improvement Plan | Water Integrated Plan KPI— Maintain all 15 water supply Dams with overall condition of fair or better | 100% of Dams with condition of fair or better per office of Dam Safety in Water Division Records. |
| Improve Park and playground experience for residents and visitors | Maintain an average customer response time of no less than 14 days for parks complaints | Average response time 25 days |
| Respond to complaints regarding potholes in a timely manner | Decrease the number of days needed to fill a pothole after being notified of its existence. | <ul style="list-style-type: none"> • 14,490 potholes filled • 3,237 pothole related complaints received • 3,144 pothole related complaints closed |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none"> • 76 open pothole complaints • 7.7 days average to fill a reported pothole |
|--|--|---|

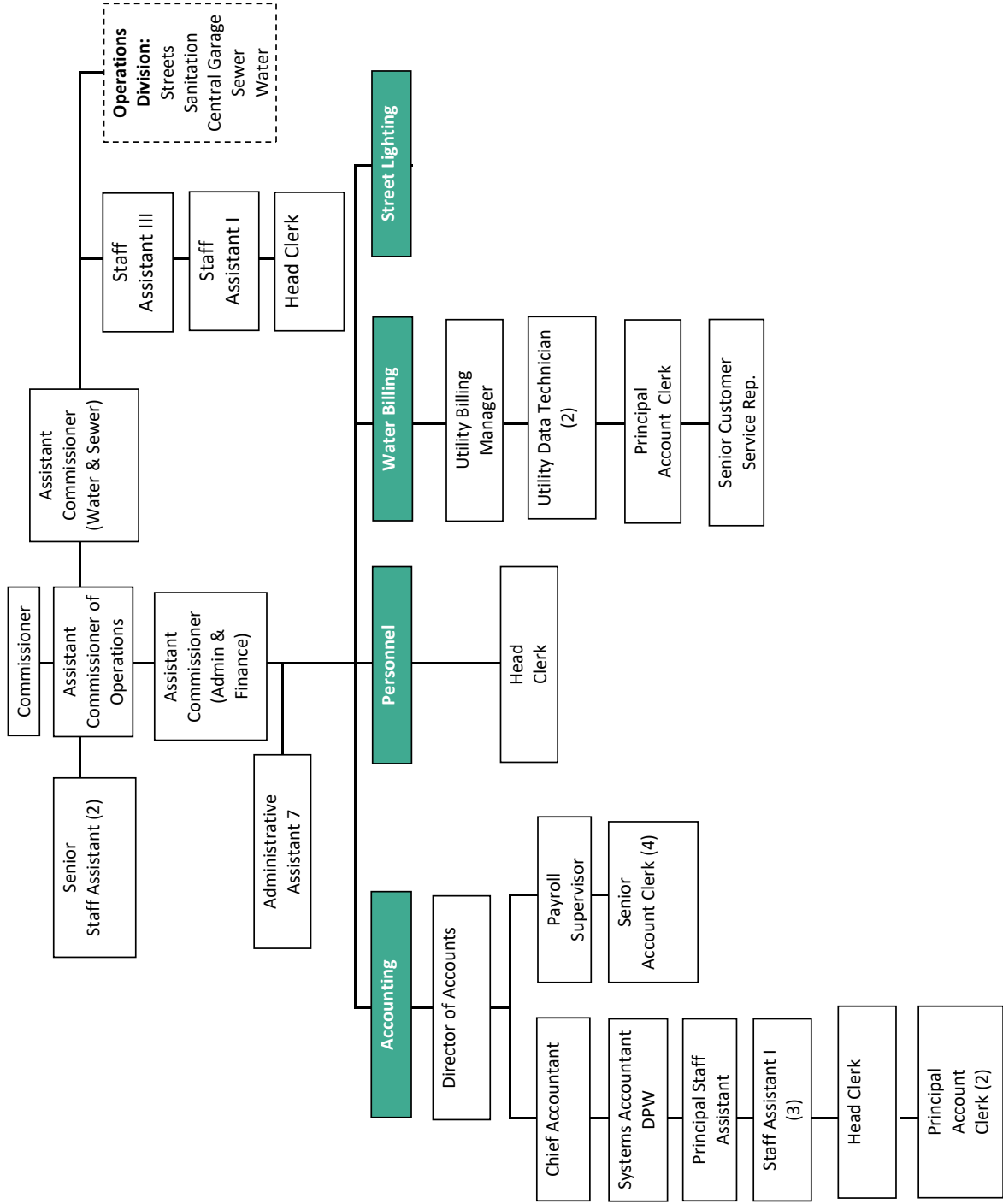
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|---------------------------|-------------------------|-------------------------|------------------------|-------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 5,548,939.86 | \$ 6,016,813.00 | \$ 2,311,792.00 | \$ 6,162,177.00 |
| Overtime | 967,041.21 | 916,529.00 | 807,150.00 | 1,058,223.00 |
| Ordinary Maintenance | 7,671,218.53 | 8,631,162.00 | 6,353,072.00 | 8,247,175.00 |
| Capital Outlay | 501,868.33 | - | - | - |
| Total Expenditures | \$ 14,689,067.93 | \$ 15,564,504.00 | \$ 9,472,014.00 | \$ 15,467,575.00 |
| Total Positions | 180 | 180 | 180 | 178 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$15,467,575, which is a decrease of \$96,929 from the Fiscal 2024 amount of \$15,564,504. The salary increase is mainly due to step increases for employees that are not at maximum pay, renegotiation of the Local 170 contract, a 3% Cost of Living Adjustments (COLAs) and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. These increases were partially offset by the transfer of two positions from the Administration division. Funding for Overtime increased by \$141,694 from Fiscal 2024 to match historical actuals. The Ordinary Maintenance decrease is a result of transferring funding for telephones to the Department of Innovation of Technology and anticipated increases in interdepartmental credits for the division of Fleet Management.

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



31 Positions

JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF ADMINISTRATION/FINANCE- DIVISION #CC1053

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 197,551.00 | 58CM | COMMISSIONER PUBLIC WORKS | 1 | \$ 204,269.00 |
| 1 | 162,780.00 | 53EM | DEPUTY COMMISSIONER | 0 | - |
| 0 | - | 53EM | ASSISTANT COMMISSIONER - OPERATIONS | 1 | 135,850.00 |
| 1 | 138,657.00 | 51EM | ASSISTANT COMMISSIONER - WATER & SEWER | 1 | 146,366.00 |
| 1 | 134,843.00 | 51EM | ASSISTANT COMMISSIONER- ADM. & FINANCE | 1 | 141,457.00 |
| 1 | 112,434.00 | 48M | COORDINATOR OF FINANCE AND ADMINISTRATION | 1 | 120,314.00 |
| 1 | 92,569.00 | 44M | PERSONNEL & PAYROLL MANAGER | 0 | - |
| 1 | 79,601.00 | 45M | UTILITY BILLING MANAGER | 1 | 86,512.00 |
| 1 | 91,888.00 | 42P | CHIEF ACCOUNTANT | 1 | 96,399.00 |
| 1 | 85,589.00 | 40P | SYSTEMS ACCOUNTANT (DPW) | 1 | 89,788.00 |
| 1 | 91,888.00 | 42M | SAFETY & TRAINING OFFICER | 0 | - |
| 1 | 53,163.00 | 40M | PRINCIPAL STAFF ASSISTANT | 1 | 71,198.00 |
| 2 | 140,947.00 | 39M | SENIOR STAFF ASSISTANT | 2 | 150,048.00 |
| 1 | 69,457.00 | 37 | STAFF ASSISTANT III | 1 | 72,856.00 |
| 2 | 140,776.00 | 36 | UTILITY DATA TECHNICIAN | 2 | 141,316.00 |
| 1 | 54,782.00 | 35 | ADMINISTRATIVE ASSISTANT 7 | 1 | 61,538.00 |
| 1 | 65,500.00 | 34 | PAYROLL SUPERVISOR | 1 | 62,623.00 |
| 4 | 225,591.00 | 32 | STAFF ASSISTANT 1 | 4 | 238,933.00 |
| 2 | 115,742.00 | 32 | HEAD CLERK | 2 | 125,369.00 |
| 3 | 139,802.00 | 30 | PRINCIPAL ACCOUNT CLERK | 3 | 150,981.00 |
| 4 | 189,224.00 | 27 | SENIOR ACCOUNT CLERK | 4 | 207,266.00 |
| 2 | 83,563.00 | 24 | SENIOR CLERK AND TYPIST | 2 | 92,024.00 |
| 33 | 2,466,347.00 | | TOTAL REGULAR SALARIES | 31 | 2,395,107.00 |
| | 11,817.00 | | EM INCENTIVE PAY | | 13,604.00 |
| | (58,240.00) | | VACANCY FACTOR | | (58,240.00) |
| | 5,005.00 | | METER REPAIR/INSTALLATION STIPEND | | 5,005.00 |
| | <u>2,424,929.00</u> | | TOTAL RECOMMENDED SALARIES | | <u>2,355,476.00</u> |
| | | | FUNDING SOURCES: | | |
| | (10,308.00) | | GOLF REVENUES | | (10,020.00) |
| | (728,861.00) | | SEWER REVENUES | | (708,475.00) |
| | (1,278,528.00) | | WATER REVENUES | | (1,242,768.00) |
| | <u>(2,017,697.00)</u> | | TOTAL FUNDING SOURCES | | <u>(1,961,263.00)</u> |
| 33 | \$ 407,232.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 31 | \$ 394,213.00 |
| | \$ 31,110.00 | | OVERTIME | | \$ 21,110.00 |
| | <u>\$ 31,110.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 21,110.00</u> |
| | \$ 7,100.00 | | CLEANING SERVICES | | \$ 7,100.00 |
| | 1,000.00 | | EDUCATIONAL SUPPLIES | | - |
| | 60,632.00 | | ELECTRICITY | | 60,632.00 |
| | 19,300.00 | | IT HARDWARE SUPPLIES & SERVICES | | 19,300.00 |
| | 10,000.00 | | LEASES & RENTALS | | - |
| | 3,500.00 | | MAINTENANCE & REPAIR | | 5,500.00 |
| | 9,500.00 | | MEMBERSHIP DUES | | 9,500.00 |
| | 50,000.00 | | NATURAL GAS | | 30,000.00 |
| | 2,800.00 | | NEWSPAPER ADVERTISING | | 1,300.00 |
| | 15,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 15,452.00 |
| | 11,000.00 | | OFFICE SUPPLIES | | 11,000.00 |
| | 6,050.00 | | PARTS/EQUIPMENT SUPPLIES | | 6,050.00 |
| | 300.00 | | PHYSICIANS / SURGEONS | | - |
| | 1,050.00 | | POSTAGE | | 550.00 |

JAY J. FINK, P.E., COMMISSIONER

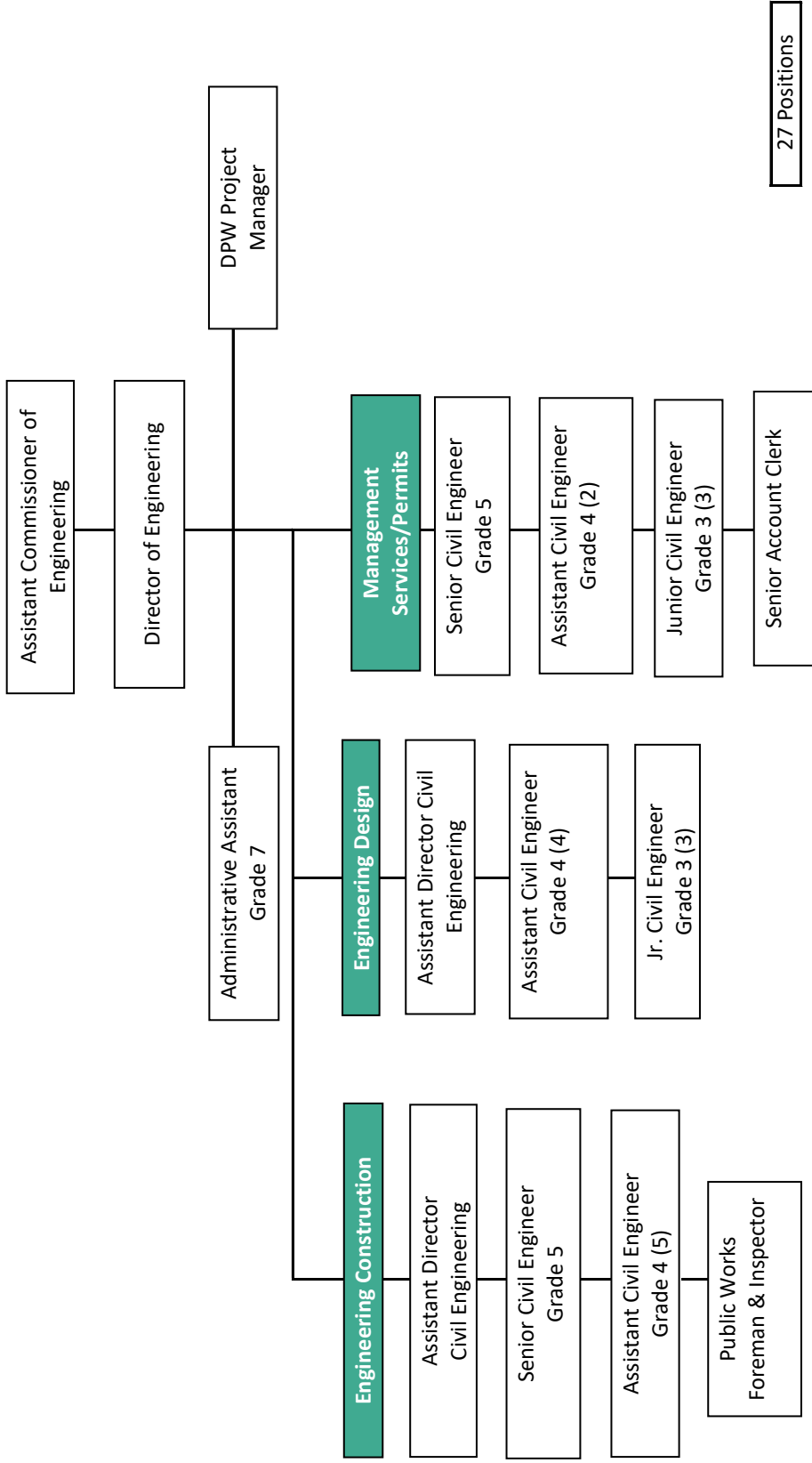
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF ADMINISTRATION/FINANCE- DIVISION #CC1053

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| | 5,200.00 | | PRINTING SUPPLIES & SERVICES | | 5,200.00 |
| | 750.00 | | REGISTRATION FEES | | 1,250.00 |
| | - | | SOFTWARE LICENSE | | 3,000.00 |
| | 2,500.00 | | SUBSCRIPTIONS | | 2,500.00 |
| | 254,500.00 | | TELEPHONE | | - |
| | 1,000.00 | | TRAINING CERTIFICATIONS | | 3,000.00 |
| | 500.00 | | TRAVELING | | 500.00 |
| | 120,000.00 | | CENTREX TELEPHONES | | 120,000.00 |
| | <u>\$ 581,682.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 301,834.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | (56,868.00) | | SEWER REVENUES | | (29,509.00) |
| | (50,457.00) | | WATER REVENUES | | (26,182.00) |
| | <u>(107,325.00)</u> | | TOTAL FUNDING SOURCES | | <u>(55,691.00)</u> |
| | <u>\$ 474,357.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 246,143.00</u> |
| | <u>\$ 912,699.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 661,466.00</u> |

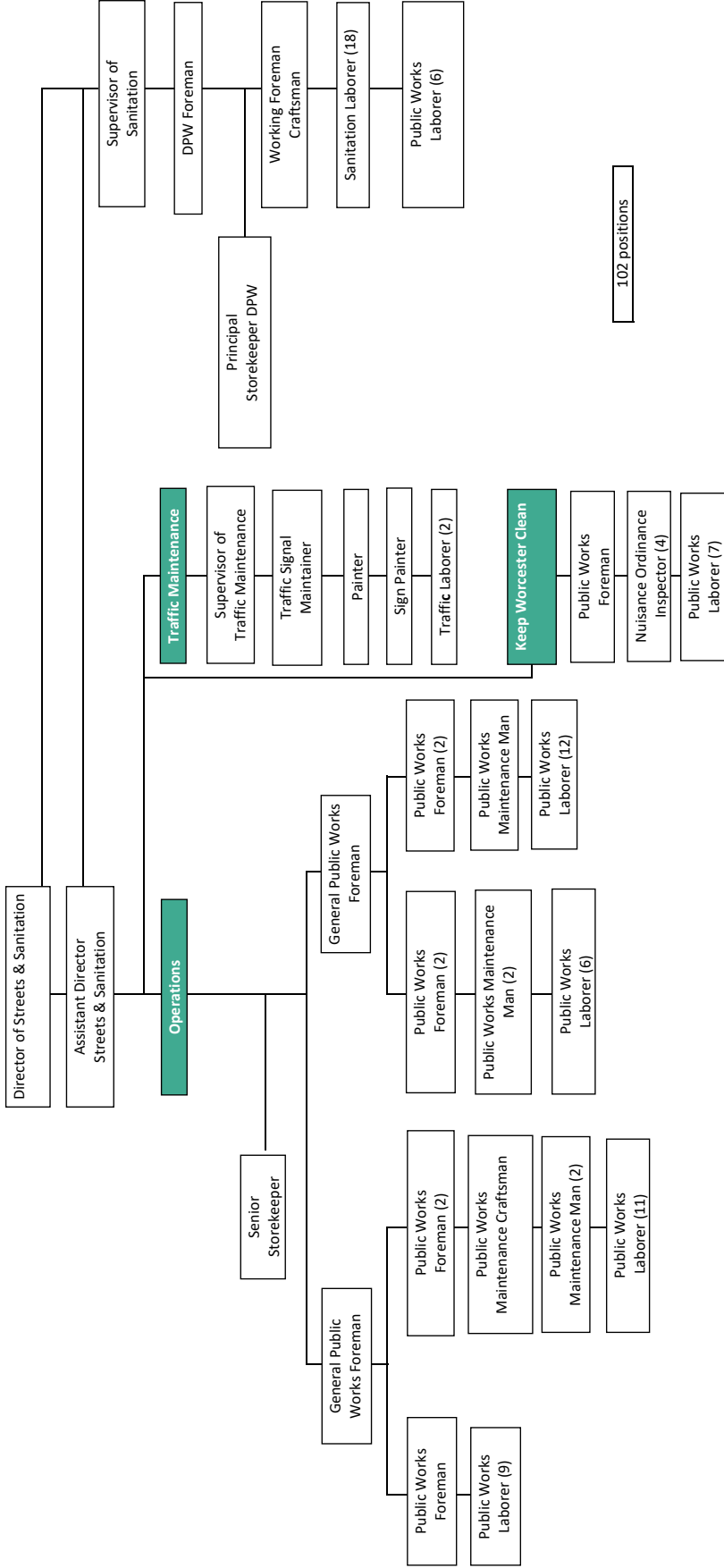
**DEPARTMENT OF PUBLIC WORKS AND PARKS
ENGINEERING DIVISION
ORGANIZATIONAL CHART**



JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF ENGINEERING - DIVISION #CC1054

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 128,309.00 | 51EM | ASSISTANT COMMISSIONER OF ENGINEERING | 1 | \$ 146,366.00 |
| 1 | 118,047.00 | 47EM | DIRECTOR OF DPW ENGINEERING | 1 | 123,827.00 |
| 2 | 188,112.00 | 48M | ASSISTANT DIRECTOR CIVIL ENGINEERING | 2 | 231,271.00 |
| 1 | 87,153.00 | 45M | DIRECTOR OF PROJECTS | 1 | 105,344.00 |
| 2 | 174,478.00 | 44M | SENIOR CIVIL ENGINEER, GRADE 5 | 2 | 185,883.00 |
| 11 | 942,497.00 | 43 | ASSISTANT CIVIL ENGINEER, GRADE 4 | 11 | 968,044.00 |
| 6 | 421,282.00 | 39 | JUNIOR CIVIL ENGINEER, GRADE 3 | 6 | 440,188.00 |
| 1 | 75,629.00 | 38 | PUBLIC WORKS FOREMAN & INSPECTOR | 1 | 75,920.00 |
| 1 | 54,801.00 | 35 | ADMINISTRATIVE ASSISTANT 7 | 1 | 61,521.00 |
| 1 | 51,522.00 | 27 | SENIOR ACCOUNT CLERK | 1 | 54,873.00 |
| 27 | 2,241,830.00 | | REGULAR SALARIES | 27 | 2,393,237.00 |
| 27 | 2,241,830.00 | | TOTAL REGULAR SALARIES | 27 | 2,393,237.00 |
| | - | | EM INCENTIVE PAY | | 2,135.00 |
| | (288,493.00) | | VACANCY FACTOR | | (243,493.00) |
| | 31,000.00 | | TEMPORARY STAFF | | 31,000.00 |
| | 19,656.00 | | EDUCATIONAL STIPENDS- MEO | | 19,396.00 |
| 27 | 2,003,993.00 | | TOTAL RECOMMENDED SALARIES | 27 | 2,202,275.00 |
| | (589,928.00) | | FUNDING SOURCES: SEWER REVENUES | | (629,372.00) |
| | (89,578.00) | | WATER REVENUES | | (95,567.00) |
| | (256,881.00) | | PROJECT FUNDING STREETS | | (274,057.00) |
| | (936,387.00) | | TOTAL FUNDING SOURCES | | (998,996.00) |
| 27 | \$ 1,067,606.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 27 | \$ 1,203,279.00 |
| | 34,473.00 | | OVERTIME ENGINEERING SECTION | | 102,689.00 |
| | 22,311.00 | | GREENWOOD STREET LANDFILL | | 22,311.00 |
| | \$ 56,784.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 125,000.00 |
| | \$ 50,000.00 | | ARCHITECTURAL SERVICES | | \$ 50,000.00 |
| | 600.00 | | BOOKS | | 600.00 |
| | 500.00 | | CHEMICAL SUPPLIES | | 500.00 |
| | 2,622.00 | | LEASES & RENTALS | | 2,622.00 |
| | 1,200.00 | | LEGAL FILING FEES | | 1,200.00 |
| | 1,300.00 | | LICENSES | | 1,300.00 |
| | - | | MAINTENANCE & REPAIR | | 25,000.00 |
| | 1,800.00 | | MEMBERSHIP DUES | | 1,800.00 |
| | 10,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 10,000.00 |
| | 8,400.00 | | OFFICE SUPPLIES | | 8,400.00 |
| | 1,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 1,000.00 |
| | 200.00 | | PHYSICIANS/SURGEONS | | 200.00 |
| | 1,000.00 | | POSTAGE | | 1,000.00 |
| | 8,000.00 | | PRINTING SUPPLIES & SERVICES | | 8,000.00 |
| | 2,900.00 | | REGISTRATION FEES | | 2,900.00 |
| | 1,800.00 | | SAFETY SUPPLIES | | - |
| | 200.00 | | TRANSLATION/INTERPRETATION | | 200.00 |
| | 300.00 | | TRAVELING | | 300.00 |
| | \$ 91,822.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 115,022.00 |
| | \$ 1,216,212.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,443,301.00 |

**DEPARTMENT OF PUBLIC WORKS AND PARKS
STREETS & SANITATION DIVISION
ORGANIZATIONAL CHART**



JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF STREETS & SANITATION #CC1055

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 118,261.00 | 51EM | DIRECTOR, STREETS & SANITATION | 1 | \$ 124,067.00 |
| 1 | 106,521.00 | 46M | ASSISTANT DIRECTOR, STREETS & SANITATION | 1 | 103,500.00 |
| 1 | 88,889.00 | 41M | SUPERVISOR OF TRAFFIC MAINTENANCE | 1 | 73,751.00 |
| 2 | 151,190.00 | 40 | GENERAL PUBLIC WORKS FOREMAN | 2 | 171,321.00 |
| 8 | 536,811.00 | 36 | PUBLIC WORKS FOREMAN | 8 | 542,247.00 |
| 4 | 256,740.00 | 34 | NUISANCE ORDINANCE INSPECTOR | 4 | 260,193.00 |
| 1 | 65,500.00 | 34 | TRAFFIC SIGNAL MAINTAINER | 1 | 65,752.00 |
| 1 | 60,944.00 | 32 | PUBLIC WORKS MAINTENANCE CRAFTSMAN | 1 | 52,618.00 |
| 1 | 56,992.00 | 30 | SENIOR STOREKEEPER | 1 | 57,212.00 |
| 1 | 52,416.00 | 29 | PAINTER | 1 | 54,292.00 |
| 1 | 45,490.00 | 29 | SIGN PAINTER | 1 | 47,294.00 |
| 5 | 243,427.00 | 28 | PUBLIC WORKS MAINTENANCE MAN | 5 | 246,905.00 |
| 45 | 2,084,284.00 | 26 | PUBLIC WORKS LABORER | 45 | 2,096,590.00 |
| 2 | 82,702.00 | 24 | TRAFFIC LABORER | 2 | 83,020.00 |
| 74 | 3,950,167.00 | | REGULAR SALARIES | 74 | 3,978,762.00 |
| | 2,388.00 | | EM INCENTIVE PAY | | 1,827.00 |
| | 345,745.00 | | CONTRACTUAL STIPENDS - MEO | | 345,745.00 |
| | 35,000.00 | | DOWNTOWN STREETScape - POOL LABOR | | 35,000.00 |
| | (103,381.00) | | VACANCY FACTOR | | (103,381.00) |
| | <u>4,229,919.00</u> | | TOTAL RECOMMENDED SALARIES | | <u>4,257,953.00</u> |
| | (1,267,722.00) | | FUNDING SOURCES: | | (1,275,923.00) |
| | (526,351.00) | | SEWER REVENUES | | (529,756.00) |
| | <u>(1,794,073.00)</u> | | WATER REVENUES | | <u>(1,805,679.00)</u> |
| | | | TOTAL FUNDING SOURCES | | |
| 74 | \$ 2,435,846.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 74 | \$ 2,452,274.00 |
| | \$ 509,948.00 | | REGULAR OVERTIME | | \$ 593,426.00 |
| | 40,160.00 | | SUNDAY YARD WASTE DROP OFF | | 40,160.00 |
| | <u>\$ 550,108.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 633,586.00</u> |
| | \$ 60,000.00 | | ARCHITECTURAL SERVICES | | \$ 60,000.00 |
| | 3,800.00 | | AUTOMOTIVE SUPPLIES | | 8,800.00 |
| | 178,000.00 | | BUILDING SUPPLIES | | 378,000.00 |
| | 2,500.00 | | CHEMICAL SUPPLIES | | 5,000.00 |
| | 1,500.00 | | CLEANING SERVICES | | 16,500.00 |
| | - | | CLEANING SUPPLIES | | 1,000.00 |
| | 500.00 | | CONSTABLES | | - |
| | 620,200.00 | | CUSTODIAL SUPPLIES | | 670,200.00 |
| | 1,500.00 | | EDUCATIONAL SUPPLIES | | - |
| | 22,200.00 | | ELECTRICITY | | 4,200.00 |
| | 3,000.00 | | EXTERMINATOR SERVICES | | 3,000.00 |
| | 500.00 | | FOOD SUPPLIES | | - |
| | 137,200.00 | | HIRED SERVICES | | - |
| | 52,000.00 | | IT HARDWARE SUPPLIES & SERVICES | | 52,000.00 |
| | 4,000.00 | | LANDSCAPING SUPPLIES | | 4,000.00 |
| | 7,500.00 | | LEASES & RENTALS | | 2,500.00 |
| | 2,500.00 | | LICENSES | | 2,500.00 |
| | 20,000.00 | | MAINTENANCE & REPAIR | | 65,000.00 |
| | 6,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 10,500.00 |
| | 10,000.00 | | NATURAL GAS | | 10,000.00 |
| | 2,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 1,000.00 |
| | 3,300.00 | | OFFICE SUPPLIES | | 3,300.00 |
| | 13,800.00 | | PARTS/EQUIPMENT SUPPLIES | | 13,800.00 |
| | 2,000.00 | | PHYSICIANS/SURGEONS | | - |
| | 19,000.00 | | POLICE DETAIL | | 4,000.00 |
| | 6,400.00 | | PRINTING SUPPLIES & SERVICES | | 3,900.00 |
| | 6,062,440.00 | | RUBBISH REMOVAL | | 6,062,440.00 |
| | 16,800.00 | | SAFETY SUPPLIES | | - |
| | - | | SUBSCRIPTIONS | | 250.00 |
| | 8,800.00 | | TELEPHONES | | 2,800.00 |

JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

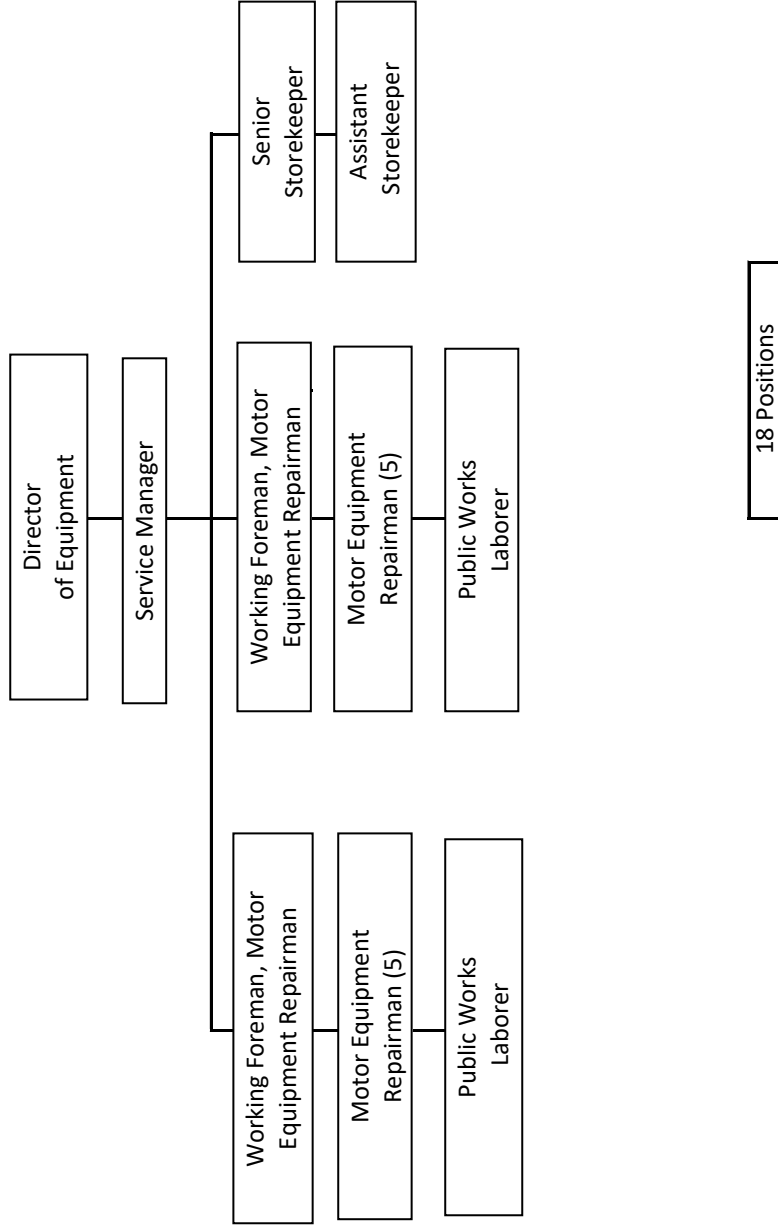
DIVISION OF STREETS & SANITATION #CC1055

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | 3,000.00 | | TRAINING CERTIFICATIONS | | 3,000.00 |
| | 1,000.00 | | UNIFORMS | | 1,000.00 |
| | <u>7,271,440.00</u> | | ORDINARY MAINTENANCE | | <u>7,388,690.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | (300,000.00) | | RECYCLING REVOLVING FUND | | (300,000.00) |
| | (140,980.00) | | SEWER REVENUES | | (143,253.00) |
| | <u>(440,980.00)</u> | | TOTAL FUNDING SOURCES | | <u>(443,253.00)</u> |
| | <u>\$ 6,830,460.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 6,945,437.00</u> |

JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF STREETS & SANITATION #CC1055

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 88,889.00 | 41M | SUPERVISOR OF SANITATION | 1 | \$ 93,274.00 |
| 1 | 70,388.00 | 36 | PUBLIC WORKS FOREMAN | 1 | 70,658.00 |
| 1 | 65,500.00 | 34 | PRINCIPAL STOREKEEPER | 1 | 65,752.00 |
| 1 | 60,944.00 | 32 | WORKING FOREMAN, CRAFTSMAN | 1 | 61,179.00 |
| 18 | 853,159.00 | 28 | SANITATION LABORER | 18 | 859,329.00 |
| 6 | 275,880.00 | 26 | PUBLIC WORKS LABORER | 6 | 271,693.00 |
| <u>28</u> | <u>1,414,760.00</u> | | TOTAL REGULAR SALARIES | <u>28</u> | <u>1,421,885.00</u> |
| | 117,989.00 | | CONTRACTUAL STIPENDS/MEO | | 117,989.00 |
| | 20,000.00 | | POOL LABOR | | 20,000.00 |
| | (181,075.00) | | VACANCY FACTOR | | (181,075.00) |
| <u>28</u> | <u>\$ 1,371,674.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>28</u> | <u>\$ 1,378,799.00</u> |
| | \$ 159,056.00 | | REGULAR OVERTIME | | \$ 159,056.00 |
| | 57,358.00 | | MILLBURY STREET DROP OFF CENTER | | 57,358.00 |
| | <u>\$ 216,414.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 216,414.00</u> |
| <u>102</u> | <u>\$ 11,404,502.00</u> | | TOTAL RECOMMENDED TAX LEVY | <u>102</u> | <u>\$ 11,626,510.00</u> |

**DEPARTMENT OF PUBLIC WORKS AND PARKS
 FLEET MANAGEMENT DIVISION
 ORGANIZATIONAL CHART**



18 Positions

JAY J. FINK P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF FLEET MANAGEMENT- DIVISION #CC1057

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 108,385.00 | 45EM | DIRECTOR- EQUIPMENT MAINTENANCE | 1 | \$ 113,702.00 |
| 1 | 82,590.00 | 39M | SERVICE MANAGER | 1 | 68,558.00 |
| 2 | 135,737.00 | 37 | WORK FOREMAN, MOTOR EQUIPMENT REPAIRMAN | 2 | 136,260.00 |
| 10 | 604,213.00 | 33 | MOTOR EQUIPMENT REPAIRMAN | 10 | 611,579.00 |
| 1 | 56,992.00 | 30 | SENIOR STORE KEEPER | 1 | 57,212.00 |
| 1 | 50,322.00 | 27 | ASSISTANT STOREKEEPER | 1 | 48,228.00 |
| 2 | 91,105.00 | 26 | PUBLIC WORKS LABORER | 2 | 91,455.00 |
| <u>18</u> | <u>1,129,344.00</u> | | TOTAL REGULAR SALARIES | <u>18</u> | <u>1,126,994.00</u> |
| | 14,908.00 | | CONTRACTUAL STIPENDS/MEO | | 14,908.00 |
| | 3,126.00 | | EM INCENTIVE PAY | | 4,329.00 |
| | (108,530.00) | | VACANCY FACTOR | | (108,530.00) |
| | <u>1,038,848.00</u> | | TOTAL RECOMMENDED SALARIES | | <u>1,037,701.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | (219,505.00) | | SEWER REVENUES | | (219,286.00) |
| | (84,888.00) | | WATER REVENUES | | (84,803.00) |
| | <u>(304,393.00)</u> | | TOTAL FUNDING SOURCES | | <u>(304,089.00)</u> |
| <u>18</u> | <u>\$ 734,455.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>18</u> | <u>\$ 733,612.00</u> |
| | \$ 62,113.00 | | OVERTIME | | \$ 62,113.00 |
| | <u>\$ 62,113.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 62,113.00</u> |
| | \$ 380,000.00 | | AUTO FUEL | | \$ 425,000.00 |
| | 400,000.00 | | AUTOMOTIVE SUPPLIES | | 400,000.00 |
| | 3,000.00 | | BUILDING SUPPLIES | | 3,000.00 |
| | 5,000.00 | | CHEMICAL SUPPLIES | | 5,000.00 |
| | 1,500.00 | | CUSTODIAL SERVICES | | 1,500.00 |
| | 347,000.00 | | DIESEL FUEL | | 412,000.00 |
| | 22,000.00 | | ELECTRICITY | | 22,000.00 |
| | 9,000.00 | | HIRED SERVICES | | 9,000.00 |
| | 5,200.00 | | LEASES & RENTALS | | 5,200.00 |
| | 1,000.00 | | LICENSES | | 1,000.00 |
| | 8,000.00 | | MAINTENANCE & REPAIR | | 8,000.00 |
| | 890,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 890,000.00 |
| | 500.00 | | MEMBERSHIP DUES | | 500.00 |
| | 53,000.00 | | NATURAL GAS | | 53,000.00 |
| | 7,100.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 57,100.00 |
| | 2,000.00 | | OFFICE SUPPLIES | | 2,000.00 |
| | 19,400.00 | | PARTS/EQUIPMENT SUPPLIES | | 19,400.00 |
| | 300.00 | | PHYSICIANS/SURGEONS | | 300.00 |
| | 500.00 | | POSTAGE | | 500.00 |
| | 3,000.00 | | PRINTING SUPPLIES & SERVICES | | 3,000.00 |
| | 1,000.00 | | REGISTRATION FEES | | 1,000.00 |
| | 1,500.00 | | SAFETY SUPPLIES | | 1,500.00 |
| | 300.00 | | SUBSCRIPTIONS | | 300.00 |
| | 2,000.00 | | TELEPHONE | | 2,000.00 |
| | 2,000.00 | | UNIFORMS | | 2,000.00 |
| | <u>\$ 2,164,300.00</u> | | ORDINARY MAINTENANCE | | <u>\$ 2,324,300.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | (454,256.00) | | CREDIT SEWER REVENUES | | \$ (587,838.00) |
| | (275,521.00) | | CREDIT WATER REVENUES | | (395,889.00) |
| | (200,000.00) | | TRANSFER OF SERVICES | | (400,000.00) |
| | <u>(929,777.00)</u> | | TOTAL FUNDING SOURCES | | <u>(1,383,727.00)</u> |
| | <u>\$ 1,234,523.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 940,573.00</u> |
| | <u>\$ 2,031,091.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 1,736,298.00</u> |

PARKS, RECREATION & CEMETERY

Jay J. Fink, P.E., Commissioner

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

Mission: To provide efficient and effective grounds maintenance, permitting and renovations at/for over sixty parks and playgrounds. In addition, the Division maintains and repairs public park buildings, manages the City's urban forest (street trees) and the Division's comprehensive summer aquatic and recreation programs. The Division is also responsible for maintaining and managing a 160+ acre cemetery (including burials), completing the physical set up for all National, State and Local elections, and providing staff and technical support to the Parks and Recreation Commission, Hope Cemetery Commission, Grand Army of the Republic (GAR) Hall, and Auditorium Board of Trustees.

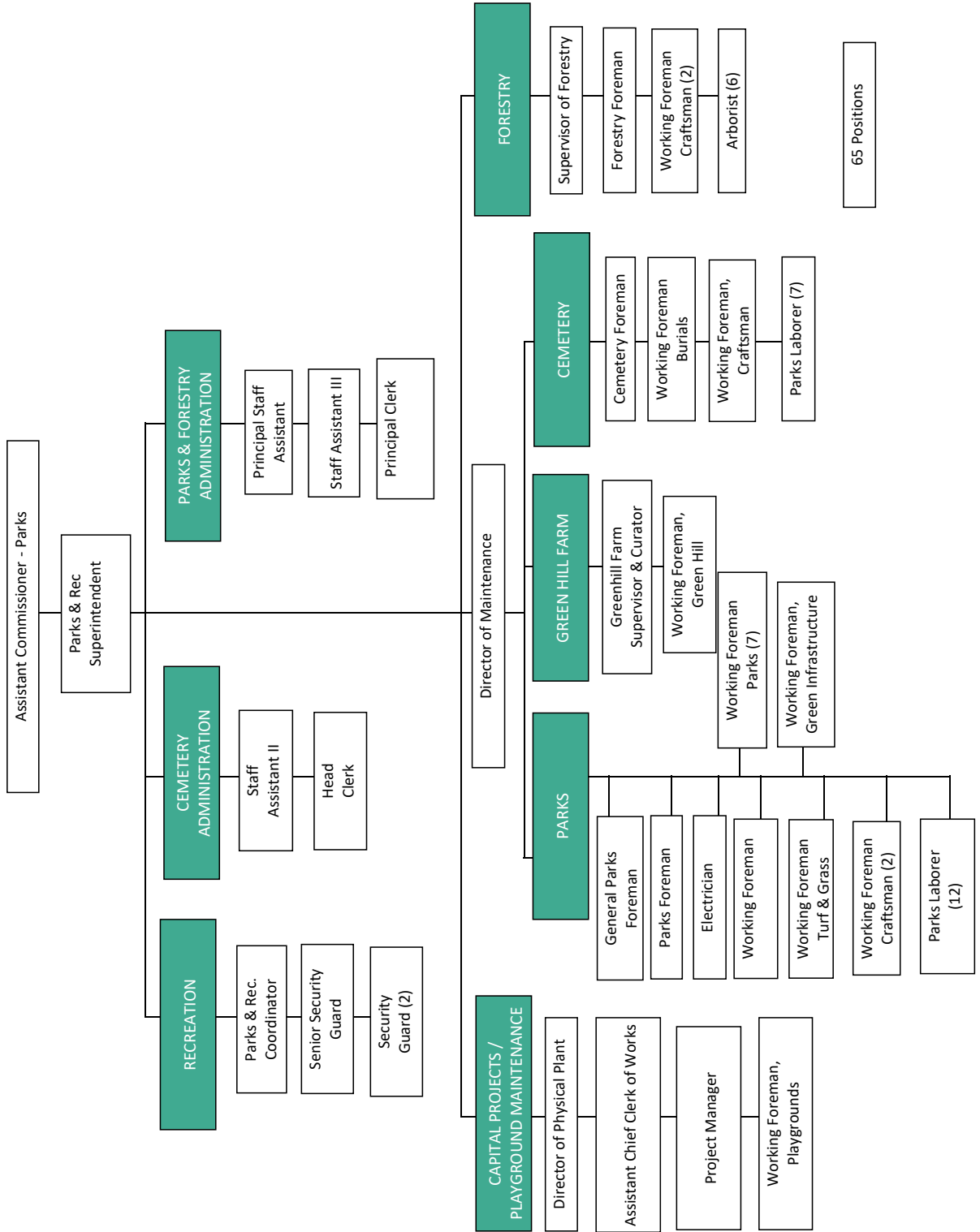
Department Allocation Summary

| | Actuals | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 4,633,011.89 | \$ 4,621,230.00 | \$ 3,006,813.00 | \$ 4,511,823.00 |
| Overtime | 698,305.05 | 529,062.00 | 479,262.00 | 529,062.00 |
| Ordinary Maintenance | 2,462,087.40 | 2,777,548.00 | 1,371,181.00 | 3,150,956.00 |
| Capital Outlay | 32,025.50 | - | - | - |
| Total Expenditures | \$ 7,825,429.84 | \$ 7,927,840.00 | \$ 4,857,256.00 | \$ 8,191,841.00 |
| Total Positions | 64 | 64 | 64 | 65 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$8,191,841, which is an increase of \$264,001 from the Fiscal 2024 amount of \$7,927,840. The salary decrease is the net result of the addition of the new Supervisor of Parks Maintenance Position, two regrades of Clerk of Works, and a 3% Cost of Living Adjustment (COLAs) and 1.5% Market Adjustments for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. These increases were offset by an increase in vacancy factor and the transfer of the aquatics contract to Ordinary Maintenance. The Ordinary Maintenance increase is a result of a new aquatics contract with the YMCA and increases to parks maintenance supplies and services. Overtime will remain level funded to Fiscal 2024.

**DEPARTMENT OF PUBLIC WORKS & PARKS
PARKS / RECREATION / HOPE CEMETERY DIVISION
ORGANIZATIONAL CHART**



JAY J. FINK, P.E., COMMISSIONER
**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF PARKS / RECREATION / HOPE CEMETERY #CC1076**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 138,657.00 | 51EM | ASSISTANT COMMISSIONER PARKS | 1 | \$ 145,450.00 |
| 1 | 88,546.00 | 46EM | DIRECTOR OF PHYSICAL PLANT | 1 | 92,887.00 |
| 0 | - | 44EM | SUPERVISOR OF PARKS MAINTENANCE | 1 | 104,500.00 |
| 1 | 85,611.00 | 40M | RECREATION COORDINATOR | 1 | 89,810.00 |
| 1 | 65,344.00 | 40M | PRINCIPAL STAFF ASSISTANT | 1 | 71,198.00 |
| 0 | - | 45M | ASSISTANT CHIEF CLERK OF WORKS | 1 | 88,043.00 |
| 1 | 83,104.00 | 40 | CLERK OF WORKS, GRADE D | 0 | - |
| 0 | - | 42M | PROJECT MANAGER | 1 | 84,922.00 |
| 1 | 80,191.00 | 39 | CLERK OF WORKS, GRADE C | 0 | - |
| 1 | 74,663.00 | 37 | STAFF ASSISTANT 3 | 1 | 78,333.00 |
| 1 | 46,405.00 | 24 | CUSTOMER SERVICE REP | 1 | 46,584.00 |
| 1 | 51,639.00 | 4 | SENIOR SECURITY GUARD | 1 | 57,762.00 |
| 2 | 100,397.00 | 2 | SECURITY GUARD | 2 | 92,465.00 |
| 11 | \$ 814,557.00 | | REGULAR SALARIES | 12 | \$ 951,954.00 |
| 1 | \$ 88,610.00 | 43EM | DIRECTOR OF MAINTENANCE PARKS/CEMETERY | 1 | \$ 92,952.00 |
| 1 | 71,601.00 | 40M | GREENHILL FARM SUPERVISOR & CURATOR | 1 | 77,801.00 |
| 1 | 81,079.00 | 40 | ELECTRICIAN | 1 | 81,391.00 |
| 1 | 76,948.00 | 40 | GENERAL PARK FOREMAN | 1 | 80,688.00 |
| 1 | 70,388.00 | 36 | PARKS FOREMAN | 1 | 70,658.00 |
| 2 | 119,497.00 | 34 | WORKING FOREMAN, CRAFTSMAN | 2 | 131,504.00 |
| 1 | 65,500.00 | 34 | WORKING FOREMAN, GARDENER | 1 | 65,752.00 |
| 1 | 41,481.00 | 34 | WORKING FOREMAN PARKS (GREEN INFRASTRUCTURE) | 1 | 65,752.00 |
| 10 | 540,017.00 | 34 | WORKING FOREMAN PARKS | 10 | 639,561.00 |
| 12 | 575,898.00 | 26 | PARK LABORER | 12 | 541,172.00 |
| 31 | \$ 1,731,019.00 | | REGULAR SALARIES | 31 | \$ 1,847,231.00 |
| 1 | \$ 90,003.00 | 44EM | SUPERVISOR OF FORESTRY | 1 | 94,414.00 |
| 1 | 70,388.00 | 36 | FORESTRY FOREMAN | 1 | 70,658.00 |
| 2 | 131,000.00 | 34 | WORKING FOREMAN, CRAFTSMAN | 2 | 131,504.00 |
| 6 | 283,710.00 | 28 | ARBORIST | 6 | 290,062.00 |
| 10 | \$ 575,101.00 | | REGULAR SALARIES | 10 | \$ 586,638.00 |
| 1 | \$ 70,388.00 | 36 | CEMETERY FOREMAN | 1 | \$ 70,658.00 |
| 1 | 69,457.00 | 35 | STAFF ASSISTANT 2 | 1 | 72,856.00 |
| 2 | 131,000.00 | 34 | WORKING FOREMAN BURIALS | 2 | 131,504.00 |
| 1 | 50,524.00 | 32 | HEAD CLERK | 1 | 52,618.00 |
| 7 | 329,303.00 | 26 | PARK LABORER | 7 | 331,251.00 |
| 12 | \$ 650,672.00 | | REGULAR SALARIES | 12 | \$ 658,887.00 |
| 64 | \$ 3,771,349.00 | | TOTAL SALARIES - ALL DIVISIONS | 65 | \$ 4,044,710.00 |
| | (106,313.00) | | VACANCY FACTOR | | (164,343.00) |
| | 7,389.00 | | EM INCENTIVE PAY | | 9,591.00 |
| | 252,909.00 | | CONTRACTUAL STIPENDS-MEO RATES | | 252,909.00 |
| | 152,500.00 | | HOPE CEMETERY TEMPORARY LABORERS | | 202,500.00 |
| | 245,500.00 | | PARKS TEMPORARY STAFF | | 245,500.00 |
| | 111,300.00 | | PARKS STEWARD/ TEMPORARY STAFF | | 111,300.00 |
| | 367,500.00 | | AQUATICS PROGRAM/TEMPORARY STAFF | | - |
| 64 | \$ 4,802,134.00 | | TOTAL RECOMMENDED SALARIES-ALL DIVISIONS | 65 | \$ 4,702,167.00 |

JAY J. FINK, P.E., COMMISSIONER

**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF PARKS / RECREATION / HOPE CEMETERY #CC1076**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (166,496.00) | | PROJECT FUNDS | | \$ (176,236.00) |
| | (14,408.00) | | CREDIT FROM GOLF COURSE | | (14,108.00) |
| | <u>\$ (180,904.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (190,344.00)</u> |
| <u>64</u> | <u>\$ 4,621,230.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>65</u> | <u>\$ 4,511,823.00</u> |
| | \$ 52,000.00 | | RECREATION DIVISION OVERTIME | | \$ 52,000.00 |
| | 220,000.00 | | MAINTENANCE DIVISION OVERTIME | | 220,000.00 |
| | 135,000.00 | | FORESTRY DIVISION OVERTIME | | 135,000.00 |
| | 65,753.00 | | HOPE CEMETERY DIVISION OVERTIME | | 65,753.00 |
| | 56,309.00 | | SNOW REMOVAL OVERTIME | | 56,309.00 |
| | <u>\$ 529,062.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 529,062.00</u> |
| | \$ 5,000.00 | | ARCHITECTS | | \$ 5,000.00 |
| | 20,000.00 | | AUTO FUEL NO LEAD GAS | | 20,000.00 |
| | 17,000.00 | | AUTOMOTIVE SUPPLIES | | 17,000.00 |
| | 93,500.00 | | BUILDING SUPPLIES | | 93,500.00 |
| | 5,500.00 | | CHEMICAL SUPPLIES | | 5,500.00 |
| | 5,000.00 | | CLEANING SERVICES | | 5,000.00 |
| | 23,500.00 | | CUSTODIAL SUPPLIES | | 26,000.00 |
| | 18,200.00 | | DIESEL FUEL | | 18,200.00 |
| | 156,000.00 | | ELECTRICITY | | 156,000.00 |
| | 30,500.00 | | ENVIRONMENTAL SERVICES | | 43,000.00 |
| | 2,600.00 | | EXTERMINATOR SERVICES | | 2,600.00 |
| | 800.00 | | FOOD SUPPLIES | | 800.00 |
| | 1,126,672.00 | | HIRED SERVICES | | 120,405.00 |
| | - | | HIRED SERVICES - AQUATICS CONTRACT | | 667,500.00 |
| | 20,500.00 | | IT HARDWARE SUPPLIES & MAINTENANCE | | 20,500.00 |
| | 92,000.00 | | LANDSCAPING SUPPLIES | | 167,000.00 |
| | 90,026.00 | | LEASES & RENTALS | | 29,726.00 |
| | 3,350.00 | | LICENSES | | 3,350.00 |
| | 400,000.00 | | MAINTENANCE & REPAIR | | 609,000.00 |
| | 179,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 179,000.00 |
| | 500.00 | | MEDICAL SUPPLIES | | 500.00 |
| | 4,250.00 | | MEMBERSHIP DUES | | 4,250.00 |
| | 15,000.00 | | NATURAL GAS | | 15,000.00 |
| | 9,100.00 | | NEWSPAPER ADVERTISING | | 9,100.00 |
| | 22,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 43,696.00 |
| | 29,500.00 | | OFFICE SUPPLIES | | 29,500.00 |
| | 1,400.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 154,205.00 | | PARTS/EQUIPMENT SUPPLIES | | 154,205.00 |
| | 24,000.00 | | PERFORMERS | | 24,000.00 |
| | 900.00 | | PHYSICIANS | | 900.00 |
| | 13,300.00 | | POLICE DETAIL | | 13,300.00 |
| | 1,000.00 | | POSTAGE | | 1,000.00 |
| | 2,000.00 | | PREPARED MEALS | | 2,000.00 |
| | 21,345.00 | | PRINTING SUPPLIES & SERVICES | | 21,345.00 |
| | 80,500.00 | | RECREATIONAL SUPPLIES | | 80,500.00 |
| | 4,200.00 | | REGISTRATION FEES | | 4,200.00 |
| | 2,400.00 | | RUBBISH REMOVAL | | 28,900.00 |
| | 13,000.00 | | SAFETY SUPPLIES | | - |
| | 10,600.00 | | SAND & GRAVEL SUPPLIES | | 12,000.00 |

JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF PARKS / RECREATION / HOPE CEMETERY #CC1076

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | 7,000.00 | | SECURITY SERVICES | | 7,000.00 |
| | 3,100.00 | | SUBSCRIPTIONS | | 600.00 |
| | 25,000.00 | | TAG DAY | | 25,000.00 |
| | 28,000.00 | | TELEPHONE | | 28,000.00 |
| | 4,800.00 | | TRAINING CERTIFICATIONS | | 4,800.00 |
| | 1,300.00 | | TRAVEL | | 1,300.00 |
| | - | | TREE REMOVAL | | 440,779.00 |
| | 10,000.00 | | VETERINARIANS | | 10,000.00 |
| | <u>\$ 2,777,548.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 3,150,956.00</u> |
| | | | | | |
| | <u>\$ 7,927,840.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 8,191,841.00</u> |



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GOLF

Jay J. Fink P.E., Commissioner
 1929 Skyline Drive
 Worcester, Massachusetts 01605
 (508) 799-1359

Mission: The mission of the Green Hill Golf Course since 1929 is to provide a first-class golf experience by efficiently and innovatively managing the City's 18-hole municipal golf course and driving range.

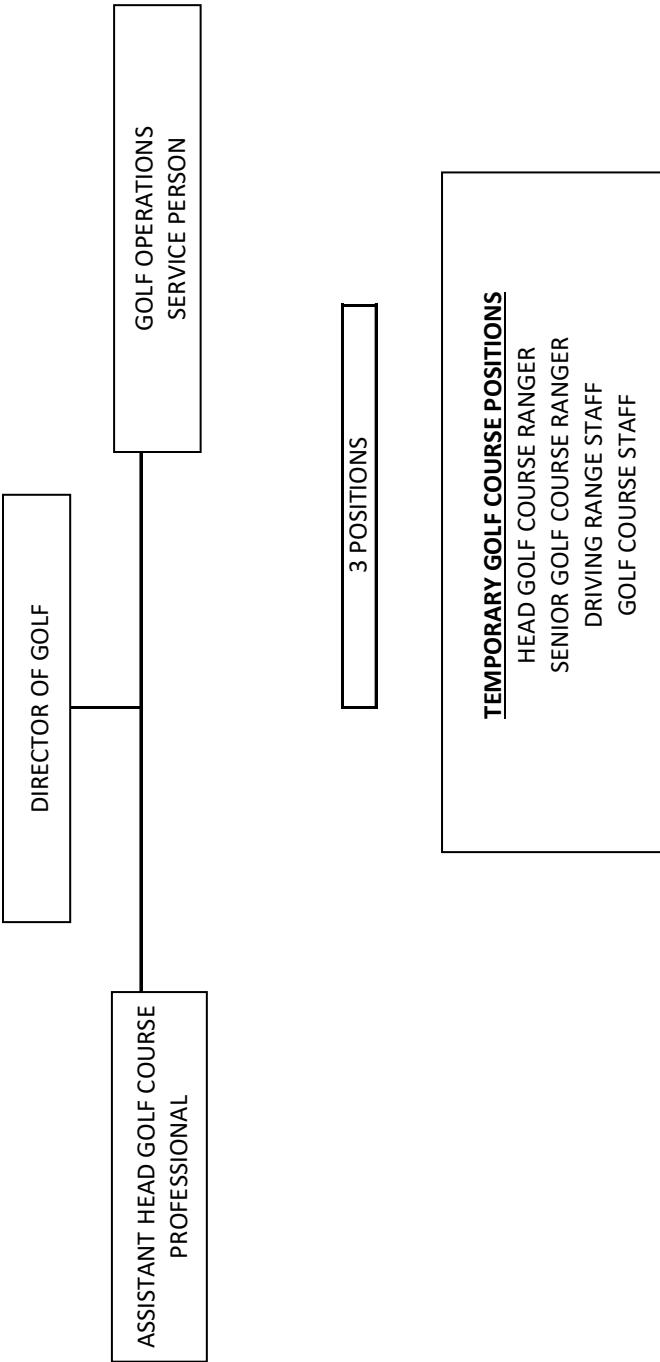
Department Allocation Summary

| | Actuals | Approved | Totals | Recommended |
|---------------------------|------------------------|------------------------|------------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 374,577.72 | \$ 370,068.00 | \$ 241,859.00 | \$ 395,533.00 |
| Overtime | - | - | - | - |
| Ordinary Maintenance | 953,493.87 | 1,015,820.00 | 739,756.00 | 1,052,720.00 |
| Debt Service | 401,554.94 | 226,923.00 | 226,923.00 | 225,092.00 |
| Transfer of Services | 40,943.00 | 42,527.00 | 42,527.00 | 43,006.00 |
| Fringe Benefits | 137,703.00 | 152,217.00 | 114,922.00 | 156,822.00 |
| Total Expenditures | \$ 1,908,272.53 | \$ 1,807,555.00 | \$ 1,365,987.00 | \$ 1,873,173.00 |
| Total Positions | 3 | 3 | 3 | 3 |

Operating Budget Highlights

The budget for Fiscal 2025 is recommended to be \$1,873,173 which is an increase of \$65,618 from the Fiscal 2024 amount of \$1,807,555. The salary increase is mainly due to 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. The increase of \$36,900 from Fiscal 2024 in Ordinary Maintenance is due to an increase in the golf cart lease contract.

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



JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
MUNICIPAL GOLF COURSE #CC1065

| FY24 TOTAL POSITIONS | RECOMMENDED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|----------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 114,683.00 | 44EM | DIRECTOR OF GOLF | 1 | \$ 119,853.00 |
| 1 | 82,590.00 | 39M | GOLF OPERATIONS SERVICE PERSON | 1 | 86,314.00 |
| 1 | 41,049.00 | 25 | ASSISTANT HEAD GOLF COURSE PROFESSIONAL | 1 | 43,342.00 |
| <u>3</u> | <u>\$ 238,322.00</u> | | TOTAL REGULAR SALARIES | <u>3</u> | <u>\$ 249,509.00</u> |
| | 4,631.00 | | EM INCENTIVE PAY | | 4,149.00 |
| | | | <u>GOLF COURSE TEMPORARY STAFF:</u> | | |
| | 35,640.00 | FLT | HEAD GOLF COURSE RANGER | | 50,400.00 |
| | 8,818.00 | FLT | SENIOR GOLF COURSE RANGER | | 8,818.00 |
| | 30,500.00 | | DRIVING RANGE TEMPORARY STAFF | | 30,500.00 |
| | <u>52,157.00</u> | | GOLF COURSE TEMPORARY STAFF | | <u>52,157.00</u> |
| | <u>127,115.00</u> | | TOTAL TEMPORARY STAFF | | <u>141,875.00</u> |
| <u>3</u> | <u>\$ 370,068.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>3</u> | <u>\$ 395,533.00</u> |
| | \$ 6,700.00 | | AUTO FUEL | | \$ 6,700.00 |
| | 69,000.00 | | BOTTLED WATER | | 700.00 |
| | 7,200.00 | | BUILDING SUPPLIES | | 7,200.00 |
| | 14,000.00 | | CATERED MEALS | | 14,000.00 |
| | 4,500.00 | | CONSULTANTS | | 4,500.00 |
| | 39,100.00 | | ELECTRICITY | | 39,100.00 |
| | 5,000.00 | | FOOD SUPPLIES | | 5,000.00 |
| | - | | GOLF SOFTWARE | | 4,000.00 |
| | 2,500.00 | | HARDWARE STORE SUPPLIES | | - |
| | 628,220.00 | | HIRED SERVICES | | 628,220.00 |
| | 500.00 | | IT HARDWARE SUPPLIES & SERVICES | | 500.00 |
| | 48,000.00 | | LEASES & RENTALS | | 84,900.00 |
| | 33,000.00 | | MAINTENANCE & REPAIR | | 33,000.00 |
| | 5,000.00 | | MEMBERSHIP DUES | | 5,000.00 |
| | 6,500.00 | | NATURAL GAS | | 6,500.00 |
| | 7,000.00 | | NEWSPAPER ADVERTISING | | 7,000.00 |
| | 5,100.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 5,100.00 |
| | 2,200.00 | | OFFICE SUPPLIES | | 2,200.00 |
| | 14,700.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 9,000.00 | | OTHER PROFESSIONAL SERVICES | | 9,000.00 |
| | 3,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 5,500.00 |
| | 500.00 | | POSTAGE | | 500.00 |
| | 5,200.00 | | PRINTING SUPPLIES & SERVICES | | 5,200.00 |
| | 95,900.00 | | RECREATIONAL SUPPLIES | | 95,900.00 |
| | 700.00 | | SECURITY SERVICES | | 700.00 |
| | 2,300.00 | | TELEPHONE | | 2,300.00 |
| | 1,000.00 | | TRAVELING | | 1,000.00 |
| | - | | UTILITIES - WATER | | 79,000.00 |
| | <u>\$ 1,015,820.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,052,720.00</u> |
| | \$ 166,720.00 | | DEBT PRINCIPAL | | \$ 172,040.00 |
| | 60,203.00 | | DEBT INTEREST | | 53,052.00 |
| | <u>\$ 226,923.00</u> | | TOTAL RECOMMENDED DEBT SERVICE | | <u>\$ 225,092.00</u> |

JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
MUNICIPAL GOLF COURSE #CC1065

| FY24 TOTAL POSITIONS | RECOMMENDED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|----------------------------|--------------|---|----------------------------|----------------------------|
| | <u>\$ 42,527.00</u> | | TOTAL RECOMMENDED TRANSFER OF SERVICES | | <u>\$ 43,006.00</u> |
| | \$ 56,861.00 | | HEALTH INSURANCE | | \$ 59,289.00 |
| | 11,000.00 | | UNEMPLOYMENT COMPENSATION | | 11,000.00 |
| | 66,346.00 | | CONTRIBUTORY PENSIONS | | 68,776.00 |
| | 18,010.00 | | PENSION OBLIGATION BONDS | | 17,757.00 |
| | <u>\$ 152,217.00</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ 156,822.00</u> |
| | <u>\$ 1,807,555.00</u> | | TOTAL RECOMMENDED BUDGET | | <u>\$ 1,873,173.00</u> |
| | (1,807,555.00) | | <u>FUNDING SOURCES:</u> | | |
| | - | | GOLF COURSE REVENUES | | (1,873,173.00) |
| | \$ (1,807,555.00) | | TAX LEVY SUBSIDY | | - |
| | | | TOTAL FUNDING SOURCES | | <u>\$ (1,873,173.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ -</u> |

SNOW

Jay J. Fink, P.E., Commissioner
 20 East Worcester Street
 Worcester, Massachusetts 01604
 (508) 929 -1300

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

Department Allocation Summary

| | Actual | Approved | Totals | Recommended |
|---------------------------|------------------------|------------------------|------------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Regular Salaries | \$ 31,270.10 | \$ 50,000.00 | \$ 17,671.00 | \$ 50,000.00 |
| Overtime | 591,430.11 | 1,150,000.00 | 406,279.75 | 1,000,000.00 |
| Ordinary Maintenance | 3,405,302.77 | 4,800,000.00 | 2,454,453.00 | 3,450,000.00 |
| Capital Outlay | - | - | - | 1,000,000.00 |
| Total Expenditures | \$ 4,028,002.98 | \$ 6,000,000.00 | \$ 2,878,403.75 | \$ 5,500,000.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended at \$5,500,000, which is a reduction of \$500,000 from Fiscal 2024. This reduction is based on prior year actuals being less than \$6,000,000 since Fiscal 2017. It is important to note that if there is a deficit in this budget at year-end, the City would not be able to carry the deficit into Fiscal 2026 due to the reduction in budget; it would have to be covered as part of Fiscal 2025 year-end transfers.

JAY J. FINK P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

SNOW REMOVAL #CC1051

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 50,000.00 | TOTAL RECOMMENDED PERSONAL SERVICES | \$ 50,000.00 |
| \$ 1,150,000.00 | TOTAL RECOMMENDED OVERTIME | \$ 1,000,000.00 |
| \$ 20,000.00 | IT HARDWARE SUPPLIES & SERVICES | \$ 5,000.00 |
| 2,500.00 | MAINTENANCE/REPAIR VEHICLE | 10,000.00 |
| 17,000.00 | NEWSPAPER ADVERTISING | 17,000.00 |
| 12,000.00 | NON-NETWORK SOFTWARE & SUPPORT | 12,000.00 |
| 150.00 | OFFICE SUPPLIES | - |
| 1,000.00 | PARTS/EQUIPMENT SUPPLIES | - |
| 85,000.00 | POLICE DETAIL | 20,000.00 |
| 1,475,000.00 | SAND & GRAVEL SUPPLIES | 1,110,500.00 |
| 500.00 | SECURITY SERVICES | 500.00 |
| 3,156,850.00 | SNOW REMOVAL | 2,250,000.00 |
| 30,000.00 | TELEPHONES | 25,000.00 |
| \$ 4,800,000.00 | TOTAL RECOMMENDED ORDINARY MAINTENANCE | \$ 3,450,000.00 |
| \$ - | TOTAL CAPITAL OUTLAY | \$ 1,000,000.00 |
| \$ 6,000,000.00 | TOTAL RECOMMENDED TAX LEVY | \$ 5,500,000.00 |

STREETLIGHTS

Jay J. Fink, P.E., Commissioner
 20 East Worcester Street
 Worcester, Massachusetts 01604
 (508) 929 -1300

The mission of the Division of Public Works & Parks Streetlights is to provide effective management of approximately 13,783 street, bridge, tunnel, and gas lights. The Division provides timely maintenance and repairs to ensure sufficient lighting for public safety, pedestrian and vehicle traffic, and conducts citywide lighting surveys to address any problems or needs regarding streetlights for both citizens and businesses in the City.

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|----------------------------|---------------------------|---------------------------|-----------------------|---------------------------|
| | Actuals | Budget for | as of | Appropriation |
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2025</u> |
| Ordinary Maintenance | \$ 1,704,352.98 | \$ 1,495,490.00 | \$ 956,088.37 | \$ 1,495,490.00 |
| TOTAL EXPENDITURES | \$ 1,704,352.98 | \$ 1,495,490.00 | \$ 956,088.37 | \$ 1,495,490.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be leveled funded at \$1,495,490.

JAY J. FINK P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

STREETLIGHTS #CC1052

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 640,000.00 | ELECTRICITY | \$ 640,000.00 |
| 716,000.00 | MAINTENANCE & REPAIR | 716,000.00 |
| 5,490.00 | NATURAL GAS | 5,490.00 |
| 64,000.00 | PARTS/EQUIPMENT SUPPLIES | 64,000.00 |
| 60,000.00 | POLICE DETAIL | 60,000.00 |
| 10,000.00 | SAFETY SUPPLIES | 10,000.00 |
| <u>\$ 1,495,490.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 1,495,490.00</u> |
| <hr/> | | |
| <u>\$ 1,495,490.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 1,495,490.00</u> |

SEWER

Jay J. Fink, P.E., Commissioner
 20 East Worcester Street
 Worcester, Massachusetts 01604
 (508) 929 -1300

Mission: To provide the citizens and businesses of Worcester with a properly functioning and well-maintained conveyance system for sanitary and storm water flows, as measured by the number of days in compliance with Federal and State regulations.

Sewer Rate Calculation

| Sewer Rate Calculation | Proposed |
|--------------------------------------|-------------------|
| FY25 | Budget For |
| Category | FY25 |
| Total Expenditures | \$53,102,943 |
| Revenue | \$53,102,943 |
| Budgeted Net Change in Reserves | \$ - |
| Est Begin Operating Reserve Balance | \$ 7,583,599 |
| Est Ending Operating Reserve Balance | \$ 7,583,599 |
| Reserve Target (3 Months) | \$ 7,448,245 |
| End % of Target Reserve Balance | 102% |
| Rate Calculation | FY25 |
| Total Revenue Needed | \$ 53,102,943 |
| Non Rate Revenue | 3,100,000 |
| Reserve Use | - |
| Net Worcester Revenue | \$ 50,002,943 |
| Projected Worcester Usage | 5,485,000 |
| Worcester Calculated Rate | \$ 9.12 |
| Rate Increase | \$ 0.35 |
| % Rate increase | 4.0% |

The above table provides a breakdown of the proposed Fiscal Year 2025 sewer rate calculation of \$9.12, which is an increase of \$0.35, or 4%, over the Fiscal 2024 rate. This rate does not include the use of any reserves for Fiscal 2024.

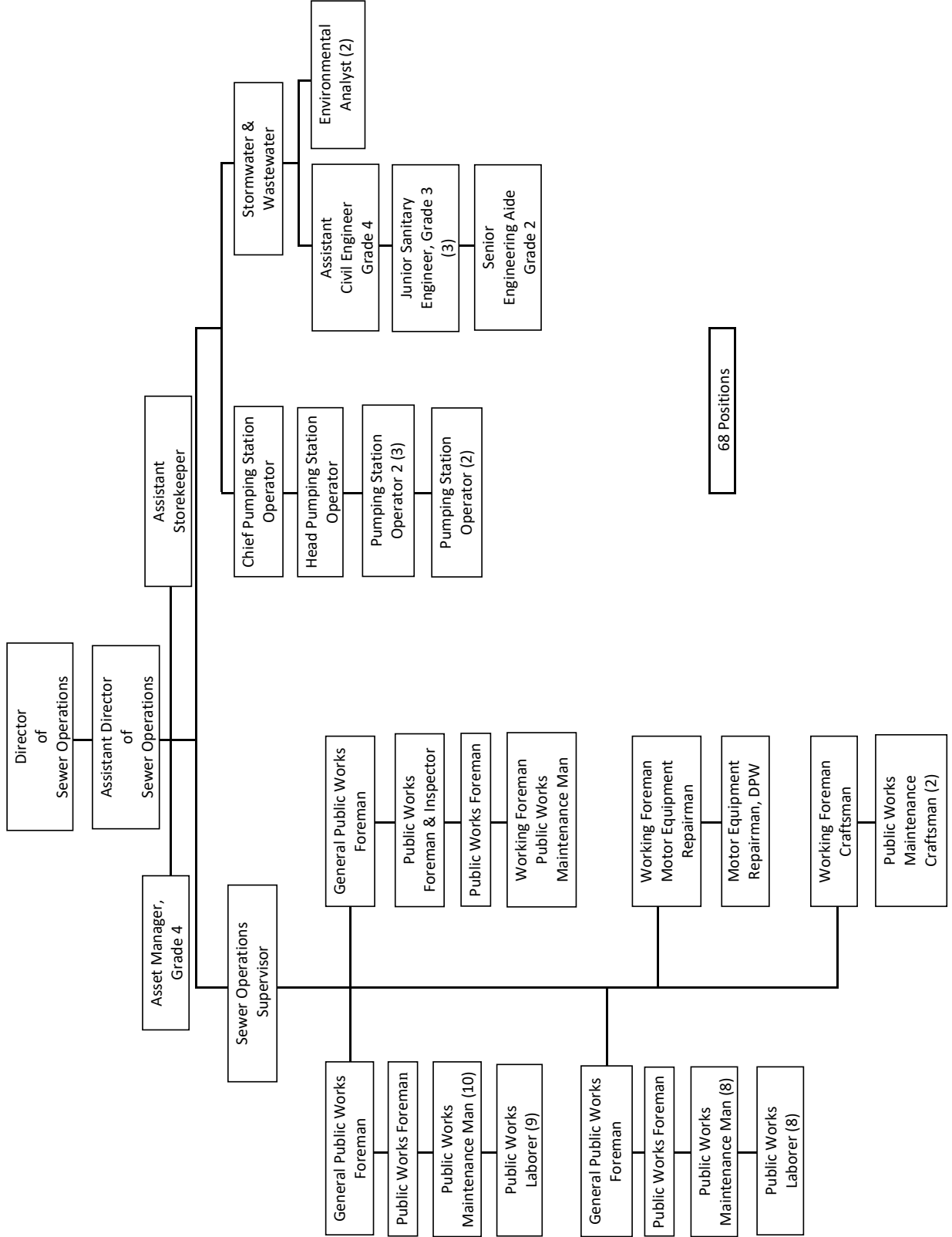
Department Allocation Summary

| | Actual | Approved | Totals | Recommended |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 3,263,746.39 | \$ 4,269,282.00 | \$ 2,372,640.00 | \$ 4,339,048.00 |
| Overtime | 398,024.60 | 360,000.00 | 419,194.00 | 460,000.00 |
| Ordinary Maintenance | 25,468,451.08 | 26,529,515.00 | 19,588,185.00 | 27,749,513.00 |
| Capital Outlay | 2,560.00 | 24,500.00 | 14,582.00 | 24,500.00 |
| Debt Service | 11,730,385.42 | 12,045,907.00 | 11,919,880.00 | 12,430,303.00 |
| Transfer of Services | 3,827,698.00 | 3,900,582.00 | 3,900,582.00 | 3,967,984.00 |
| Fringe Benefits | 3,525,296.27 | 3,960,935.00 | 2,982,218.00 | 4,131,595.00 |
| Total Expenditures | \$ 48,216,161.76 | \$ 51,090,721.00 | \$ 41,197,281.00 | \$ 53,102,943.00 |
| Total Positions | 68 | 68 | 68 | 68 |

Operating Budget Highlights

The budget for Fiscal 2025 is recommended to be \$53,102,943, which is an increase of \$2,012,222 from the Fiscal 2024 amount of \$51,090,721. The increase in salaries is due to step increases for employees that are not at maximum pay, and 3% Cost of Living Adjustment (COLAs) and 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance increase is due to increases in the Upper Blackstone required contribution. The funding for Overtime has been increased to reflect historic actuals.

**DEPARTMENT OF PUBLIC WORKS & PARKS
SEWER DIVISION
ORGANIZATIONAL CHART**



JAY J. FINK, P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF SEWER #CC1025

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 126,512.00 | 47EM | DIRECTOR OF SEWER OPERATIONS | 1 | \$ 132,707.00 |
| 1 | 83,918.00 | 47M | ASSISTANT DIRECTOR SEWER OPERATIONS | 1 | 91,425.00 |
| 1 | 87,925.00 | 44M | STORMWATER & WASTEWATER COORDINATOR | 1 | 92,772.00 |
| 1 | 88,889.00 | 41M | SEWER OPERATIONS SUPERVISOR | 1 | 93,236.00 |
| 1 | 82,590.00 | 39M | CHIEF PUMPING STATION OPERATOR | 1 | 86,646.00 |
| 1 | 85,807.00 | 43 | ASSISTANT CIVIL ENGINEER, GRADE 4 | 1 | 90,682.00 |
| 1 | 74,152.00 | 43 | ASSET MANAGER | 1 | 82,479.00 |
| 3 | 249,312.00 | 40 | GENERAL PUBLIC WORKS FOREMAN | 3 | 248,527.00 |
| 1 | 76,902.00 | 38 | HEAD PUMPING STATION OPERATOR | 1 | 81,344.00 |
| 3 | 205,033.00 | 39 | JUNIOR SANITARY ENGINEER, GRADE 3 | 3 | 211,833.00 |
| 1 | 62,026.00 | 38 | PUBLIC WORKS FOREMAN & INSPECTOR | 1 | 71,387.00 |
| 1 | 72,842.00 | 37 | WORKING FOREMAN MOTOR EQUIPMENT REPAIRMAN | 1 | 59,968.00 |
| 3 | 198,704.00 | 36 | PUBLIC WORKS FOREMAN | 3 | 211,795.00 |
| 1 | 52,416.00 | 33 | SENIOR ENGINEERING AIDE, GRADE 2 | 1 | 54,205.00 |
| 2 | 104,832.00 | 31HC | ENVIRONMENTAL ANALYST | 2 | 107,474.00 |
| 1 | 65,500.00 | 34 | WORKING FOREMAN, CRAFTSMAN | 1 | 56,105.00 |
| 3 | 191,944.00 | 34 | PUMPING STATION OPERATOR 2 | 3 | 192,683.00 |
| 1 | 56,992.00 | 33 | MOTOR EQUIPMENT REPAIRMAN DPW | 1 | 57,212.00 |
| 2 | 118,872.00 | 32 | PUBLIC WORKS MAINTENANCE CRAFTSMAN | 2 | 120,625.00 |
| 1 | 50,524.00 | 32 | WORKING FOREMAN, PUBLIC WORKS MAINTENANCE MAN | 1 | 61,179.00 |
| 2 | 101,048.00 | 32 | PUMPING STATION OPERATOR | 2 | 105,248.00 |
| 18 | 867,420.00 | 28 | PUBLIC WORKS MAINTENANCE MAN | 18 | 875,163.00 |
| 1 | 47,240.00 | 27 | ASSISTANT STOREKEEPER (DPW) | 1 | 49,098.00 |
| 17 | 819,571.00 | 26 | PUBLIC WORKS LABORER | 17 | 805,419.00 |
| 68 | 3,970,971.00 | | | 68 | 4,039,212.00 |
| | - | | EM INCENTIVE PAY | | 1,525.00 |
| | 353,696.00 | | CONTRACTUAL | | 353,696.00 |
| | (55,385.00) | | VACANCY FACTOR | | (55,385.00) |
| 68 | \$ 4,269,282.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 68 | \$ 4,339,048.00 |
| | \$ 360,000.00 | | OVERTIME | | \$ 460,000.00 |
| | \$ 360,000.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 460,000.00 |
| | \$ 125,000.00 | | ARCHITECTS | | \$ 125,000.00 |
| | 50,000.00 | | AUTO FUEL | | 50,000.00 |
| | 23,000.00 | | AUTOMOTIVE SUPPLIES | | 23,000.00 |
| | 102,000.00 | | BUILDING SUPPLIES | | 102,000.00 |
| | 210,000.00 | | CHEMICAL SUPPLIES | | 270,000.00 |
| | 33,000.00 | | CLEANING SERVICES | | 63,000.00 |
| | 200.00 | | CONSTABLES | | 200.00 |
| | 20,000.00 | | CONSULTANTS | | 20,000.00 |
| | 10,000.00 | | CUSTODIAL SUPPLIES | | 10,000.00 |
| | 140,000.00 | | DIESEL FUEL | | 140,000.00 |
| | 2,000.00 | | EDUCATIONAL SUPPLIES | | 2,000.00 |
| | 550,000.00 | | ELECTRICITY | | 600,000.00 |
| | 8,150.00 | | ENVIRONMENTAL SERVICES | | 33,150.00 |
| | 8,500.00 | | EXTERMINATOR SERVICES | | 8,500.00 |
| | 1,044,203.00 | | HIRED SERVICES | | - |
| | 10,500.00 | | INSURANCE | | 10,500.00 |
| | 31,000.00 | | IT HARWARE SUPPLIES & SERVICES | | 31,000.00 |
| | 3,000.00 | | LABORATORY SUPPLIES | | 3,000.00 |
| | 145,000.00 | | LEASES & RENTALS | | 30,000.00 |

JAY J. FINK, P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF SEWER #CC1025

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | 40,000.00 | | LEGAL CONSULTANTS | | 40,000.00 |
| | 2,000.00 | | LICENSES | | 2,000.00 |
| | 752,595.00 | | MAINTENANCE & REPAIR | | 1,431,798.00 |
| | 395,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 545,000.00 |
| | 2,000.00 | | MEDICAL SUPPLIES | | 2,000.00 |
| | 2,000.00 | | MEMBERSHIP DUES | | 2,000.00 |
| | 30,000.00 | | NATURAL GAS | | 30,000.00 |
| | - | | NETWORK SOFTWARE & SUPPORT | | 215,000.00 |
| | 8,400.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 8,400.00 |
| | 9,000.00 | | OFFICE SUPPLIES | | 9,000.00 |
| | 100,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 100,000.00 |
| | 2,000.00 | | PHYSICIANS | | 2,000.00 |
| | 96,000.00 | | POLICE DETAIL | | 96,000.00 |
| | 5,000.00 | | POSTAGE | | 5,000.00 |
| | 5,000.00 | | PRINTING SUPPLIES & SERVICES | | 5,000.00 |
| | 4,000.00 | | REGISTRATION FEES | | 4,000.00 |
| | 300,000.00 | | RUBBISH REMOVAL | | 300,000.00 |
| | 20,000.00 | | SAFETY SUPPLIES | | 20,000.00 |
| | 2,000.00 | | SECURITY SERVICES | | 2,000.00 |
| | 22,199,967.00 | | SEWERAGE TREATMENT | | 23,309,965.00 |
| | - | | SOFTWARE LICENSE | | 60,000.00 |
| | 29,000.00 | | TELEPHONE | | 29,000.00 |
| | 8,000.00 | | TRAINING CERTIFICATIONS | | 8,000.00 |
| | 2,000.00 | | TRAVELING | | 2,000.00 |
| | <u>\$ 26,529,515.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 27,749,513.00</u> |
| | <u>\$ 24,500.00</u> | | TOTAL RECOMMENDED CAPITAL OUTLAY | | <u>\$ 24,500.00</u> |
| | \$ 7,820,711.00 | | REDEMPTION OF BONDS | | \$ 8,123,510.00 |
| | 4,225,196.00 | | INTEREST ON BONDS | | 4,306,793.00 |
| | <u>\$ 12,045,907.00</u> | | TOTAL RECOMMENDED DEBT SERVICES | | <u>\$ 12,430,303.00</u> |
| | <u>\$ 3,900,582.00</u> | | TOTAL RECOMMENDED TRANSFER OF SERVICES | | <u>\$ 3,967,984.00</u> |
| | \$ 1,601,811.00 | | HEALTH INSURANCE | | \$ 1,670,711.00 |
| | 1,808,264.00 | | CONTRIBUTORY PENSIONS | | 1,908,203.00 |
| | 490,860.00 | | PENSION OBLIGATION BONDS | | 492,681.00 |
| | 60,000.00 | | WORKERS COMPENSATION | | 60,000.00 |
| | <u>\$ 3,960,935.00</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ 4,131,595.00</u> |
| | <u>\$ 51,090,721.00</u> | | TOTAL SEWER | | <u>\$ 53,102,943.00</u> |



The City of
WORCESTER

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WATER

Jay J. Fink, P.E., Commissioner
 20 East Worcester Street
 Worcester, Massachusetts 01604
 (508) 929 -1300

Mission: To provide a safe and dependable water supply to the Worcester community, as measured by the number of days in compliance with State and Federal Regulations.

Water Rate Calculation

| | Proposed |
|--------------------------------------|-------------------|
| FY25 | Budget for |
| Category | FY25 |
| Total Expenditures | \$30,487,304 |
| Revenue | \$29,717,244 |
| Budgeted Net Change in Reserves | \$ (770,060) |
| Est Begin Operating Reserve Balance | \$ 11,617,511 |
| Est Ending Operating Reserve Balance | \$ 10,847,451 |
| Reserve Target (3 Months) | \$ 7,621,826 |
| End % of Target Reserve Balance | 142% |
| Rate Calculation | FY25 |
| Total Revenue Needed | \$ 30,487,304 |
| Non Rate Revenue | 4,500,000 |
| Reserve Use | 770,060 |
| Net Worcester Rate Revenue | \$ 25,217,244 |
| Projected Worcester Usage | 6,600,000 |
| Worcester Calculated Rate | \$ 3.82 |
| Rate Increase | 0.04 |
| % Rate increase | 1.1% |

The above table provides a breakdown of the proposed Fiscal 2025 water rate calculation of \$3.82, which is an increase of \$0.04, or 1.1%, over the Fiscal 2024 rate. This rate does not include the use of any reserves for Fiscal 2024.

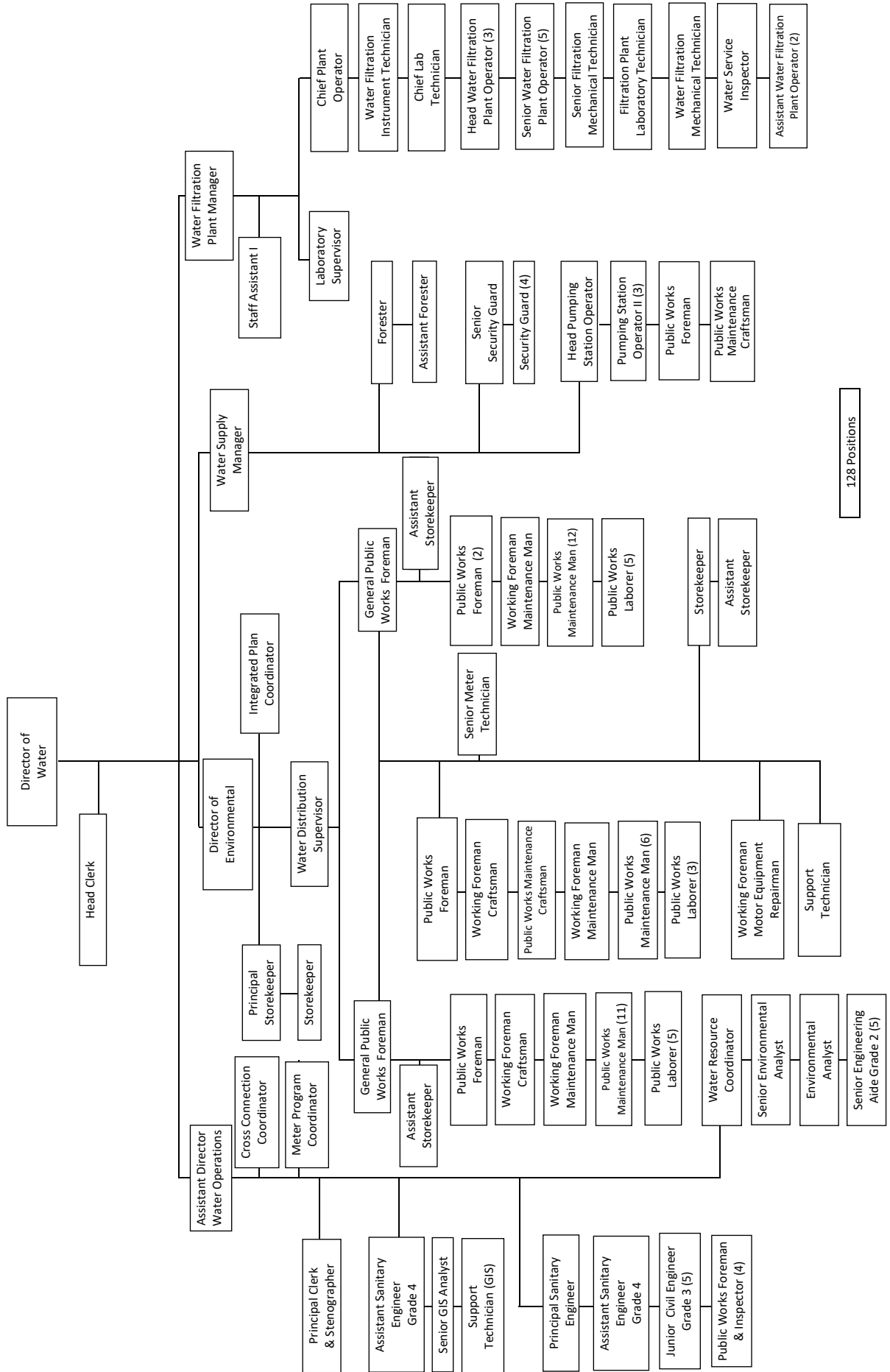
Department Allocation Summary

| | Actual | Approved | Totals | Recommended |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 6,026,943.02 | \$ 8,062,881.00 | \$ 4,334,376.00 | \$ 8,296,267.00 |
| Overtime | 963,000.81 | 800,000.00 | 598,046.00 | 800,000.00 |
| Ordinary Maintenance | 5,236,677.82 | 4,751,129.00 | 3,683,914.00 | 4,947,929.00 |
| Capital Outlay | 9,100.00 | 25,000.00 | - | 25,000.00 |
| Debt Service | 6,965,421.76 | 7,348,374.00 | 7,272,758.00 | 7,623,871.00 |
| Transfer of Services | 2,972,930.00 | 3,153,873.00 | 3,153,873.00 | 3,152,899.00 |
| Fringe Benefits | 4,742,937.07 | 5,283,871.00 | 3,875,448.00 | 5,641,338.00 |
| Total Expenditures | \$ 26,917,010.48 | \$ 29,425,128.00 | \$ 22,918,415.00 | \$ 30,487,304.00 |
| Total Positions | 129 | 128 | 128 | 128 |

Operating Budget Highlights

The budget for Fiscal 2025 is recommended to be \$30,487,304, which is an increase of \$1,062,176 from the Fiscal 2024 amount of \$29,425,128. The increase in salaries is due primarily to step increases for employees that are not at maximum pay, and 3% Cost of Living Adjustment (COLAs) and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. Additionally, there are three position regrades to address salary compression. The increase in ordinary maintenance is due to utility billing software and an adjustment for inflation in parts and chemical supplies.

DEPARTMENT OF PUBLIC WORKS & PARKS WATER DIVISION ORGANIZATIONAL CHART



128 Positions

JAY J. FINK P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF WATER #CC1026

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 129,172.00 | 47EM | DIRECTOR OF WATER | 1 | \$ 135,500.00 |
| 1 | 87,153.00 | 48M | ASSISTANT DIRECTOR OF WATER OPERATIONS | 1 | 94,501.00 |
| 1 | 106,521.00 | 46M | WATER FILTRATION PLANT MANAGER | 1 | 111,739.00 |
| 1 | 80,962.00 | 46M | PRINCIPAL SANITARY ENGINEER | 1 | 84,922.00 |
| 1 | 100,758.00 | 46M | DIRECTOR OF ENVIRONMENTAL SYSTEMS | 1 | 111,739.00 |
| 1 | 99,022.00 | 44M | CHIEF PLANT OPERATOR | 1 | 103,884.00 |
| 0 | - | 44M | WATER SUPPLY MANAGER | 1 | 81,999.00 |
| 1 | 91,888.00 | 42M | WATER SUPPLY MANAGER | 0 | - |
| 1 | 54,640.00 | 41M | WATER DISTRIBUTION SUPERVISOR | 1 | 57,428.00 |
| 2 | 172,822.00 | 43 | ASSISTANT SANITARY ENGINEER, GRADE 4 | 2 | 162,842.00 |
| 1 | 89,274.00 | 42 | FORESTER | 1 | 93,650.00 |
| 1 | 86,104.00 | 41 | SENIOR GIS ANALYST | 1 | 90,334.00 |
| 3 | 222,918.00 | 41 | HEAD WATER FILTRATION PLANT OPERATOR | 3 | 245,111.00 |
| 1 | 68,086.00 | 40 | LABORATORY SUPERVISOR | 1 | 74,187.00 |
| 1 | 67,937.00 | 40 | WATER FILTRATION INSTRUMENT TECHNICIAN | 1 | 74,187.00 |
| 2 | 166,208.00 | 40 | GENERAL PUBLIC WORKS FOREMAN | 2 | 174,340.00 |
| 0 | - | 40 | HEAD PUMPING STATION OPERATOR | 1 | 83,956.00 |
| 1 | 71,934.00 | 38 | HEAD PUMPING STATION OPERATOR | 0 | - |
| 1 | 64,210.00 | 39 | INTEGRATED PLAN COORDINATOR | 1 | 71,416.00 |
| 1 | 64,210.00 | 39 | CROSS CONNECTION COORDINATOR | 1 | 71,416.00 |
| 1 | 64,210.00 | 39 | METER PROGRAM COORDINATOR | 1 | 71,416.00 |
| 1 | 71,290.00 | 39 | WATER RESOURCE COORDINATOR | 1 | 81,351.00 |
| 5 | 363,644.00 | 39 | SENIOR WATER FILTRATION PLANT OPERATOR | 5 | 377,892.00 |
| 5 | 375,974.00 | 39 | JUNIOR CIVIL ENGINEER, GRADE 3 | 5 | 384,002.00 |
| 1 | 77,534.00 | 38 | CHIEF LAB TECHNICIAN | 1 | 81,344.00 |
| 4 | 265,227.00 | 38 | PUBLIC WORKS FOREMAN AND INSPECTOR | 4 | 256,964.00 |
| 0 | - | 38 | SENIOR FILTRATION MECHANICAL TECHNICIAN | 1 | 81,344.00 |
| 1 | 72,135.00 | 36 | SENIOR FILTRATION MECHANICAL TECHNICIAN | 0 | - |
| 1 | 56,690.00 | 37 | WORKING FOREMAN, MOTOR EQUIP REPAIRMAN | 1 | 62,265.00 |
| 2 | 126,065.00 | 37 | SUPPORT TECHNICIAN | 2 | 137,049.00 |
| 5 | 348,094.00 | 36 | PUBLIC WORKS FOREMAN | 5 | 341,968.00 |
| 1 | 61,964.00 | 35 | ASSISTANT FORESTER | 1 | 64,398.00 |
| 1 | 47,491.00 | 34 | FILTRATION PLANT LABORATORY TECHNICIAN | 1 | 49,880.00 |
| 1 | 53,997.00 | 34 | PRINCIPAL STOREKEEPER | 1 | 56,278.00 |
| 2 | 115,462.00 | 34 | WORKING FOREMAN, CRAFTSMAN | 2 | 126,617.00 |
| 3 | 196,500.00 | 34 | PUMPING STATION OPERATOR II | 3 | 197,256.00 |
| 1 | 70,388.00 | 33HC | SENIOR ENVIRONMENTAL ANALYST | 1 | 70,658.00 |
| 5 | 262,080.00 | 33 | SENIOR ENGINEERING AIDE, GRADE 2 | 5 | 280,317.00 |
| 1 | 54,894.00 | 32 | STAFF ASSISTANT 1 | 1 | 59,502.00 |
| 1 | 53,997.00 | 32 | SENIOR METER TECHNICIAN | 1 | 52,618.00 |
| 1 | 56,988.00 | 32 | WATER FILTRATION MECHANICAL TECHNICIAN | 1 | 63,955.00 |
| 2 | 121,777.00 | 32 | PUBLIC WORKS MAINTENANCE CRAFTSMAN | 2 | 113,797.00 |
| 3 | 161,992.00 | 32 | WORKING FOREMAN, MAINTENANCE MAN | 3 | 176,694.00 |
| 1 | 57,928.00 | 32 | HEAD CLERK | 1 | 55,834.00 |
| 1 | 54,779.00 | 31HC | ENVIRONMENTAL ANALYST | 1 | 54,955.00 |
| 1 | 55,050.00 | 29 | PRINCIPAL CLERK & STENOGRAPHER | 1 | 58,652.00 |
| 29 | 1,363,083.00 | 28 | PUBLIC WORKS MAINTENANCE MAN | 29 | 1,365,198.00 |
| 2 | 88,026.00 | 28 | STOREKEEPER | 2 | 91,330.00 |
| 3 | 149,371.00 | 27 | ASSISTANT STOREKEEPER | 3 | 153,740.00 |
| 1 | 49,754.00 | 26 | WATER SERVICE INSPECTOR | 1 | 49,945.00 |
| 13 | 591,621.00 | 26 | PUBLIC WORKS LABORER | 13 | 595,844.00 |
| 2 | 95,080.00 | 24 | ASSISTANT FILTRATION PLANT OPERATOR | 2 | 99,760.00 |
| 1 | 56,717.00 | 4 | SENIOR SECURITY GUARD | 1 | 61,472.00 |
| 4 | 169,438.00 | 1 | SECURITY GUARD | 4 | 172,506.00 |
| 128 | \$ 7,633,059.00 | | REGULAR SALARIES | 128 | \$ 7,869,952.00 |

JAY J. FINK P.E., COMMISSIONER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC WORKS & PARKS
DIVISION OF WATER #CC1026

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| | 4,286.00 | | EM INCENTIVE PAY | | 779.00 |
| | 688,038.00 | | CONTRACTUAL | | 688,038.00 |
| | (262,502.00) | | VACANCY FACTOR | | (262,502.00) |
| | <u>\$ 8,062,881.00</u> | | TOTAL RECOMMENDED SALARIES | | <u>\$ 8,296,267.00</u> |
| <u>128</u> | <u>\$ 8,062,881.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>128</u> | <u>\$ 8,296,267.00</u> |
| | <u>\$ 800,000.00</u> | | OVERTIME | | <u>\$ 800,000.00</u> |
| | <u>\$ 800,000.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 800,000.00</u> |
| | \$ 80,000.00 | | AUTO FUEL | \$ | 100,000.00 |
| | 1,000.00 | | AUTOMOTIVE SUPPLIES | | 1,000.00 |
| | 265,000.00 | | BOTTLED WATER | | - |
| | 335,000.00 | | BUILDING SUPPLIES | | 305,000.00 |
| | - | | CERTIFIED PUBLIC ACCOUNTANTS | | 5,000.00 |
| | 711,029.00 | | CHEMICAL SUPPLIES | | 936,029.00 |
| | 6,500.00 | | CLEANING SERVICES | | 27,500.00 |
| | 1,000.00 | | CONSTABLES | | - |
| | 12,500.00 | | CONSULTANTS | | - |
| | - | | COPIERS | | 5,000.00 |
| | 18,000.00 | | CUSTODIAL SUPPLIES | | 8,000.00 |
| | 82,000.00 | | DIESEL FUEL | | 87,000.00 |
| | 1,309,000.00 | | ELECTRICITY | | 1,309,000.00 |
| | 6,500.00 | | ENVIRONMENTAL SERVICES | | 6,500.00 |
| | 2,000.00 | | EXTERMINATOR SERVICES | | 2,000.00 |
| | 35,000.00 | | HIRED SERVICES | | 20,000.00 |
| | 50,500.00 | | INSURANCE | | 50,500.00 |
| | 9,500.00 | | IT HARDWARE SUPPLIES & SERVICES | | 4,500.00 |
| | 90,000.00 | | LABORATORY SUPPLIES | | 94,000.00 |
| | 3,400.00 | | LANDSCAPING SUPPLIES | | 3,400.00 |
| | 17,500.00 | | LEASES & RENTALS | | 5,000.00 |
| | 2,000.00 | | LEGAL FEES | | 2,000.00 |
| | 4,500.00 | | LICENSES | | 3,000.00 |
| | 367,900.00 | | MAINTENANCE & REPAIR | | 367,900.00 |
| | 249,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 249,000.00 |
| | 9,500.00 | | MEMBERSHIP DUES | | 15,500.00 |
| | 131,500.00 | | NATURAL GAS | | 121,500.00 |
| | 3,000.00 | | NEWSPAPER ADVERTISING | | 1,000.00 |
| | - | | NETWORK SOFTWARE & SUPPORT | | 225,000.00 |
| | 42,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 102,000.00 |
| | 13,000.00 | | OFFICE SUPPLIES | | 13,000.00 |
| | 317,600.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 186,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 361,000.00 |
| | 1,500.00 | | PHYSICIANS | | - |
| | 107,000.00 | | POLICE DETAIL | | - |
| | 1,600.00 | | POSTAGE | | 2,100.00 |
| | 24,500.00 | | PRINTING SUPPLIES & SERVICES | | 17,000.00 |
| | 160,000.00 | | PROPERTY TAXES | | 170,000.00 |
| | 1,600.00 | | REGISTRATION FEES | | 15,000.00 |
| | 5,000.00 | | RUBBISH REMOVAL | | 10,000.00 |
| | 29,000.00 | | SAFETY SUPPLIES | | 17,000.00 |
| | 4,000.00 | | SAND & GRAVEL SUPPLIES | | - |
| | 3,500.00 | | SECURITY SERVICES | | - |
| | - | | SOFTWARE LICENSE | | 12,000.00 |
| | 2,000.00 | | SUBSCRIPTIONS | | 1,000.00 |
| | 45,000.00 | | TELEPHONE | | 5,000.00 |
| | - | | TOOLS | | 2,000.00 |

JAY J. FINK P.E., COMMISSIONER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

DIVISION OF WATER #CC1026

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | 3,000.00 | | TRAINING CERTIFICATIONS | | 12,000.00 |
| | 2,000.00 | | UNIFORMS | | 4,500.00 |
| | - | | UTILITIES - WATER | | 250,000.00 |
| | <u>\$ 4,751,129.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 4,947,929.00</u> |
| | <u>\$ 25,000.00</u> | | CAPITAL OUTLAY | | <u>\$ 25,000.00</u> |
| | <u>\$ 25,000.00</u> | | TOTAL RECOMMENDED CAPITAL OUTLAY | | <u>\$ 25,000.00</u> |
| | \$ 5,247,738.00 | | REDEMPTION OF BONDS | \$ | 5,335,483.00 |
| | 2,100,636.00 | | INTEREST ON BONDS | | 2,288,388.00 |
| | <u>\$ 7,348,374.00</u> | | TOTAL RECOMMENDED DEBT SERVICES | <u>\$</u> | <u>7,623,871.00</u> |
| | <u>\$ 3,153,873.00</u> | | TOTAL RECOMMENDED TRANSFER OF SERVICES | <u>\$</u> | <u>3,152,899.00</u> |
| | \$ 2,302,203.00 | | HEALTH INSURANCE | \$ | 2,371,664.00 |
| | 2,248,346.00 | | CONTRIBUTORY PENSIONS | | 2,500,951.00 |
| | 610,322.00 | | PENSION OBLIGATION BONDS | | 645,723.00 |
| | 120,000.00 | | WORKERS COMPENSATION | | 120,000.00 |
| | 3,000.00 | | UNEMPLOYMENT COMPENSATION | | 3,000.00 |
| | <u>\$ 5,283,871.00</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | <u>\$</u> | <u>5,641,338.00</u> |
| | <u>\$ 29,425,128.00</u> | | TOTAL WATER | <u>\$</u> | <u>30,487,304.00</u> |

TRANSPORTATION & MOBILITY

Stephen S. Rolle, Commissioner

76 East Worcester St.
Worcester, MA 01604

Mission: In partnership with other agencies and municipal departments, the Department of Transportation & Mobility (DTM) plans, coordinates, designs, and implements transportation projects and programs that promote safe, equitable and sustainable mobility options.

Vision: A city of vibrant and healthy neighborhoods, connected and served by safe, sustainable and convenient transportation choices accessible to all.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|--|
| Establish staffing to implement a comprehensive program integrating transportation planning, design and implementation. | Identify and provide for training and professional development opportunities for staff. | DTM staff include two registered Professional Engineers, an Engineer in Training, and members of various professional organizations. All DTM technical and professional staff attended one or more conferences this year, including MassDOT Moving Together, NACTO Designing Cities (on scholarship), New England Parking Council, and Houston Climate Resiliency Peer Review (on scholarship). All DTM technical and professional staff participated in training relative to their positions in FY24, covering topics such as equity and inclusion, accessible design, ADA compliance, complete streets design, sustainability, traffic signal operations, and parking management. All DTM staff participated in cyber-security training. |
| Establish staffing to implement a comprehensive program | Ensure diversity in recruitment of candidates for positions advertised by DTM | DTM has not recruited for any positions in FY24. |

| | | |
|---|--|---|
| <p>integrating transportation planning, design and implementation.</p> | | <p>DTM is staffed by a diverse workforce who enrich the workplace through their varied perspectives, experiences, and talents.</p> |
| <p>Create safe streets and public spaces in which people travel, congregate, engage, and interact</p> | <p>Establish a comprehensive program to proactively address traffic safety</p> | <p>Secured grant funding to develop a Vision Zero Action Plan through the USDOT Safe Streets for All program.</p> <p>Initiated ongoing Vision Zero planning effort in January 2024. Event launched with a keynote presentation by noted planner and author Jeff Speck, which was attended by well over 150 people.</p> |
| <p>Create safe streets and public spaces in which people travel, congregate, engage, and interact</p> | <p>Identify priority locations for traffic calming and safety improvements</p> | <p>Conducted 234 investigations, including 28 detailed engineering studies, in support of items before the Traffic & Parking Committee.</p> <p>Expanded the speed hump pilot program from 10 to 35 locations in summer 2023. Proposing to make 20 installations permanent and annually grow the program by 20 to 30 additional sites. Analysis of 2023 installations demonstrated speed reductions of 10% to 30% on all streets where speed humps were implemented.</p> <p>Safety improvements requested by the City Council on the recommendation of the Traffic & Parking Committee are under design at 8 locations for implementation in summer 2024.</p> <p>Secured a state grant to implement safe routes to school safety plan at the Belmont Street Community School and School Zone Radar Feedback Speed Displays at Vernon Hill School</p> |

| | | |
|---|---|---|
| | | <p>Secured FY29 TIP construction funding for safety improvements at the intersection of Lake Avenue at Bigelow Davis Parkway/Hamilton Street</p> |
| <p>Plan, design and implement accessible, convenient and sustainable transportation options available to all.</p> | <p>Establish planning, programming, and project tracking tools.</p> | <p>Conducted Mobility Action Plan (MAP) to identify transportation needs and priorities.</p> <p>Developed a new map-based pavement and sidewalk management system. Conducted an inventory and condition assessment for all public streets and sidewalks, including information necessary to complete an ADA self-evaluation.</p> |
| <p>Plan, design and implement accessible, convenient and sustainable transportation options available to all.</p> | <p>Implementation of Complete Streets</p> | <p>Received \$498,982 grant funding for complete streets improvements to County Club Blvd for design in 2024 and implementation in 2025.</p> <p>Developed plans for 12.8 miles of new bike facilities in conjunction with DPW street resurfacing projects.</p> <p>Developed plans for improved sidewalks and crosswalks for 7 miles of streets in conjunction with DPW street resurfacing projects.</p> <p>Implemented quick-build protected bike lanes on Mill Street and received \$2.0M for design of permanent, transformative changes to the corridor.</p> |

| | | |
|---|--|---|
| <p>Plan, design and implement accessible, convenient and sustainable transportation options available to all.</p> | <p>Operate Worcester’s transportation system in an efficient and reliable manner</p> | <p>Developed a new map-based traffic signal database. Conducted an inventory and condition assessment for all traffic signals and flashing beacons, including equipment and signal timing plans.</p> <p>Evaluated and updated traffic signal timing at 5 intersections.</p> <p>Implementing an ongoing traffic signal timing improvement program in FY25 that will evaluate and optimize signal timings at 20 intersections annually.</p> <p>Conducted detailed evaluation of Lincoln Square intersections to identify signal operations adjustments to improve traffic flow and safety.</p> <p>Developed plan for FY25 installation of 16 new or upgraded Rectangular Rapid Flashing Beacons to improve pedestrian crossings at high demand locations.</p> |
| <p>Plan, design and implement accessible, convenient and sustainable transportation options available to all.</p> | <p>Improve regional transportation coordination in a manner that reflects Worcester’s role as the Commonwealth’s second largest city</p> | <p>DTM represents the City on the WRTA and MBTA Advisory Boards.</p> <p>DTM has established monthly coordination meetings with WRTA leadership.</p> |
| <p>Enhance and improve municipal parking and curbside management programs</p> | <p>Accommodate a variety of curb management, parking and access needs</p> | <p>Reviewed and provided recommendations to Traffic & Parking Committee for 97 parking related petitions.</p> <p>Drafted 46 parking ordinances for vote by City Council.</p> <p>Developed plan to comprehensively update parking signage downtown in 2024.</p> |

| | | |
|--|--|--|
| | | Developing plan to allow free 15-minute use of any metered space for implementation in 2024 |
| Enhance and improve municipal parking and curbside management programs | Improve compliance with parking regulations | Deployed 1,700 hours of parking enforcement monthly. Issued 51,879 parking citations totaling \$1,862,756 (July 2023–March 2024) |
| Enhance and improve municipal parking and curbside management programs | Maintain off-street lots and garages in good working condition | Implemented regulatory signage review and upgrade in each lot. Restriped markings in 5 garages and 7 surface lots. Developed comprehensive detailed maintenance plan for each location Advanced planning for future capital improvements at Union Station and Major Taylor garages. |

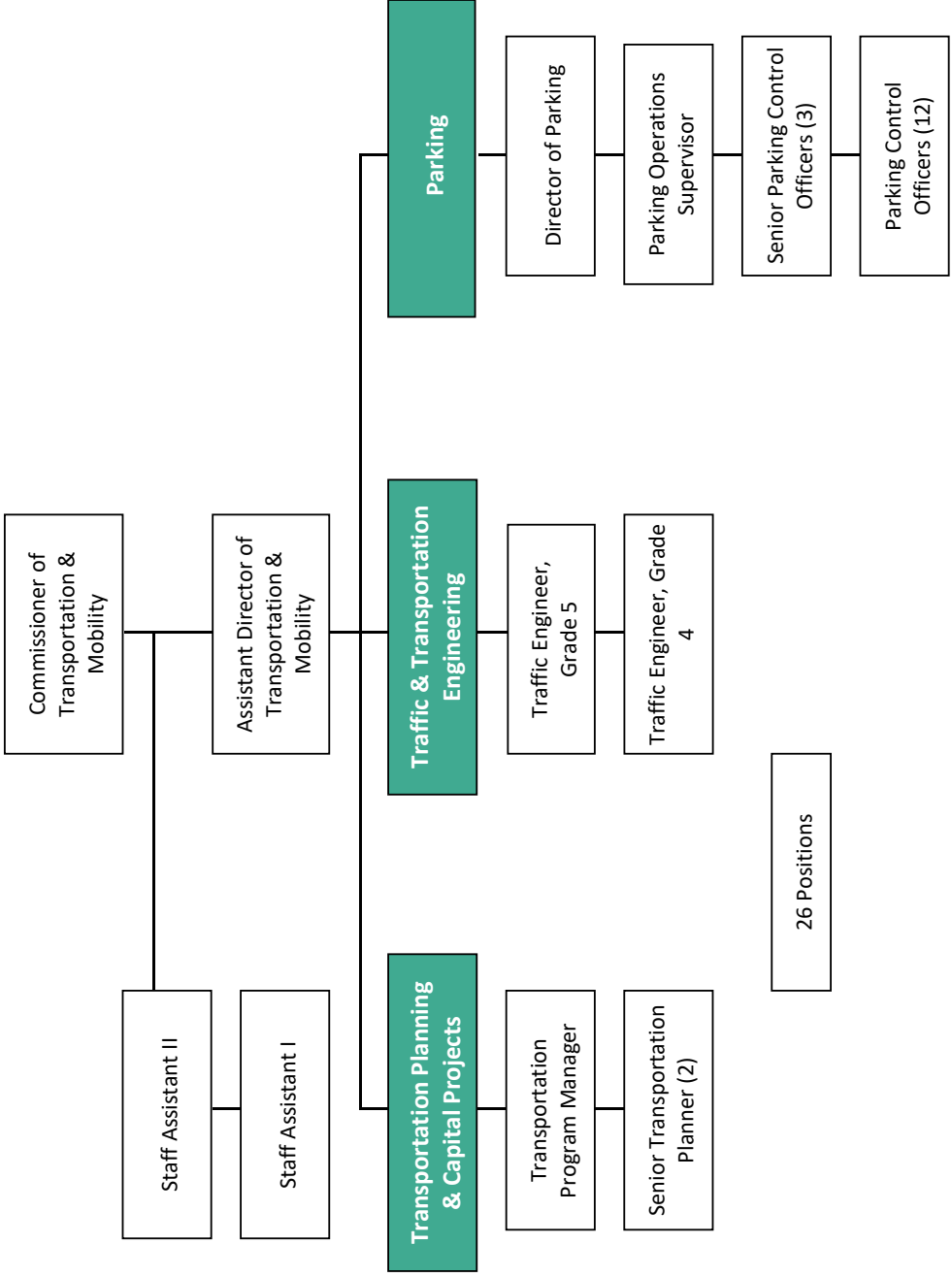
Department Allocation Summary

| | Actuals | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 881,522.93 | \$ 1,593,779.00 | \$ 970,094.00 | \$ 1,728,785.00 |
| Overtime | 23,039.38 | 25,000.00 | 26,941.00 | 25,000.00 |
| Ordinary Maintenance | 1,271,445.58 | 1,631,800.00 | 744,534.00 | 1,591,800.00 |
| Capital Outlay | 160,853.96 | 250,000.00 | 128,519.00 | 225,000.00 |
| Total Expenditures | \$ 2,336,861.85 | \$ 3,500,579.00 | \$ 1,870,088.00 | \$ 3,570,585.00 |
| Total Positions | 24 | 24 | 25 | 26 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$3,570,585, which is an increase of \$70,006 from the Fiscal 2024 amount of \$3,500,579. The salary increase is mainly due to the addition of a new Staff Assistant I position, step increases for employees that are not at maximum pay, a 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance reduction is due to decreases in funding to consultants and software that are no longer needed in Fiscal 25. The Capital Outlay funding has been reduced by \$25,000 in Fiscal 2025.

DEPARTMENT OF TRANSPORTATION & MOBILITY ORGANIZATIONAL CHART



STEPHEN S. ROLLE, COMMISSIONER OF TRANSPORTATION & MOBILITY
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF TRANSPORTATION & MOBILITY #CC1081

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 133,387.00 | 58CM | COMMISSIONER TRANSPORTATION & MOBILITY | 1 | \$ 156,000.00 |
| 1 | 102,505.00 | 48M | ASSISTANT DIRECTOR TRANSPORTATION & MOBILITY | 1 | 111,694.00 |
| 1 | 106,521.00 | 46M | DIRECTOR OF PARKING | 1 | 111,739.00 |
| 1 | 98,572.00 | 45M | TRANSPORTATION PROGRAM MANAGER | 1 | 106,521.00 |
| 1 | 83,918.00 | 44M | SENIOR TRAFFIC ENGINEER, GRADE 5 | 1 | 101,488.00 |
| 2 | 160,105.00 | 42M | SENIOR TRANSPORTATION PLANNER | 2 | 165,909.00 |
| 1 | 90,335.00 | 41 | ASSISTANT TRAFFIC ENGINEER, GRADE 4 | 1 | 81,802.00 |
| 1 | 80,191.00 | 39 | PARKING OPERATIONS SUPERVISOR | 1 | 84,115.00 |
| 1 | 64,855.00 | 35 | STAFF ASSISTANT 2 | 1 | 70,368.00 |
| 0 | - | 32 | STAFF ASSISTANT 1 | 1 | 58,041.00 |
| 2 | 178,650.00 | 34 | SENIOR PARKING CONTROL OFFICER | 3 | 180,636.00 |
| 12 | 523,831.00 | 26 | PARKING CONTROL OFFICER | 12 | 524,591.00 |
| <u>24</u> | <u>\$ 1,622,870.00</u> | | TOTAL REGULAR SALARIES | <u>26</u> | <u>\$ 1,752,904.00</u> |
| | 5,387.00 | | EM INCENTIVE PAY | | 2,858.00 |
| | (45,008.00) | | VACANCY FACTOR | | (43,504.00) |
| | 10,530.00 | | STIPENDS | | 16,527.00 |
| <u>24</u> | <u>\$ 1,593,779.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>26</u> | <u>\$ 1,728,785.00</u> |
| | \$ 25,000.00 | | OVERTIME | | \$ 25,000.00 |
| | <u>\$ 25,000.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 25,000.00</u> |
| | \$ 75,000.00 | | ELECTRICITY | | \$ 75,000.00 |
| | 4,500.00 | | LEASES & RENTALS | | 4,500.00 |
| | 2,000.00 | | TELEPHONE | | 2,000.00 |
| | 1,000.00 | | NEWSPAPER ADVERTISING | | 1,000.00 |
| | 1,500.00 | | REGISTRATION FEES | | 1,500.00 |
| | 2,500.00 | | PRINTING SUPPLIES & SERVICES | | 2,500.00 |
| | 109,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 8,000.00 |
| | 382,000.00 | | PARTS/EQUIPMENT SUPPLIES | | 382,000.00 |
| | 225,000.00 | | CONSULTANTS | | 200,000.00 |
| | 13,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 13,000.00 |
| | 795,550.00 | | LINE PAINTING | | 795,550.00 |
| | 750.00 | | MEMBERSHIP DUES | | 750.00 |
| | 2,000.00 | | BOOKS | | 2,000.00 |
| | 2,000.00 | | OFFICE SUPPLIES | | 2,000.00 |
| | 3,000.00 | | AUTO FUEL | | 3,000.00 |
| | - | | SOFTWARE LICENSE | | 87,000.00 |
| | 10,500.00 | | IT HARDWARE SUPPLIES & SERVICES | | 10,500.00 |
| | 2,500.00 | | TRAVELING | | 1,500.00 |
| | <u>\$ 1,631,800.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,591,800.00</u> |
| | \$ 250,000.00 | | CAPITAL OUTLAY | | \$ 225,000.00 |
| | <u>\$ 250,000.00</u> | | TOTAL CAPITAL OUTLAY | | <u>\$ 225,000.00</u> |
| | <u>\$ 3,500,579.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 3,570,585.00</u> |



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OFF STREET PARKING

Stephen S. Rolle, Commissioner

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

The Off-Street Parking Division provides a safe and economical parking supply program, which maintains and supports economic development in the City and supplements the City's curbside parking, as well as the private sector's parking supply, at no cost to the taxpayer.

Department Allocation Summary

| | Actual | Approved | Totals | Recommended |
|------------------------------|------------------------|------------------------|------------------------|------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Pearl Elm Garage | \$ 1,300,303.00 | \$ 2,557,503.00 | \$ 2,005,478.00 | \$ 2,226,958.00 |
| Federal Plaza Garage | 1,055,355.00 | 767,299.00 | 687,973.00 | 1,153,933.00 |
| Off Street Parking Lots | 383,601.00 | 629,030.00 | 379,126.00 | 633,637.00 |
| Parking Meters | 2,187,465.00 | 727,110.00 | 688,782.00 | 986,721.00 |
| Union Station Garage | 803,692.00 | 729,891.00 | 567,043.00 | 904,261.00 |
| Major Taylor Blvd Garage | 945,772.00 | 765,197.00 | 400,755.00 | 999,713.00 |
| Worcester Common Garage | 724,917.00 | 517,000.00 | 296,958.00 | 742,000.00 |
| Total Expenditures | \$ 7,401,105.00 | \$ 6,693,030.00 | \$ 5,026,115.00 | \$ 7,647,223.00 |
| | | | | |
| Funding Sources | | | | |
| Pearl Elm Garage | \$ 1,025,082.63 | \$ 650,000.00 | \$ 654,122.06 | \$ 1,075,000.00 |
| Federal Plaza Garage | 821,015.73 | 855,000.00 | 649,512.04 | 865,000.00 |
| Off Street Parking Lots | 1,217,389.73 | 629,030.00 | 619,531.08 | 1,275,000.00 |
| Parking Meters | 1,128,420.28 | 727,110.00 | 787,819.89 | 1,180,000.00 |
| Union Station Garage | 569,386.05 | 525,000.00 | 348,124.11 | 595,000.00 |
| Major Taylor Blvd Garage | 2,103,444.11 | 2,906,890.00 | 1,246,463.63 | 2,110,223.00 |
| Worcester Common Garage | 517,626.56 | 400,000.00 | 313,763.14 | 547,000.00 |
| Total Funding Sources | \$ 7,382,365.09 | \$ 6,693,030.00 | \$ 4,619,335.95 | \$ 7,647,223.00 |

Operating Budget Highlights

The budget for Fiscal 2025 is recommended to be \$7,647,223 which is an increase of \$954,193 from the Fiscal 2024 amount of \$6,693,030. This increase is primarily due to operating costs associated with the parking garages and on-street meters. Revenues from parking operations continue to fully fund operating and debt service costs.

STEPHEN S. ROLLE, COMMISSIONER OF TRANSPORTATION & MOBILITY

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC WORKS & PARKS

OFF STREET PARKING PROGRAM #CC1068

| RECOMMENDED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|----------------------------|--|----------------------------|
| \$ 657,000.00 | PEARL / ELM GARAGE ORDINARY MAINTENANCE | \$ 627,000.00 |
| 740,718.00 | INTEREST ON BONDS | 662,396.00 |
| 1,159,785.00 | REDEMPTION ON BONDS | 937,562.00 |
| <u>\$ 2,557,503.00</u> | TOTAL PEARL ELM GARAGE | <u>\$ 2,226,958.00</u> |
| \$ 580,000.00 | FED/PLAZA GARAGE ORDINARY MAINTENANCE | \$ 898,000.00 |
| 22,258.00 | INTEREST ON BONDS | 49,337.00 |
| 165,041.00 | REDEMPTION ON BONDS | 206,596.00 |
| <u>\$ 767,299.00</u> | TOTAL FEDERAL PLAZA GARAGE | <u>\$ 1,153,933.00</u> |
| \$ 650,000.00 | PARKING METERS ORDINARY MAINTENANCE | \$ 906,000.00 |
| 5,110.00 | INTEREST ON BONDS | 8,444.00 |
| 72,000.00 | REDEMPTION ON BONDS | 72,277.00 |
| <u>\$ 727,110.00</u> | TOTAL PARKING METERS | <u>\$ 986,721.00</u> |
| \$ 425,000.00 | OFF STREET PARKING LOTS ORDINARY MAINTENANCE | \$ 384,000.00 |
| 73,030.00 | INTEREST ON BONDS | 97,857.00 |
| 131,000.00 | REDEMPTION ON BONDS | 151,780.00 |
| <u>\$ 629,030.00</u> | TOTAL OFF STREET PARKING LOTS | <u>\$ 633,637.00</u> |
| \$ 423,000.00 | UNION STATION ORDINARY MAINTENANCE | \$ 516,000.00 |
| 29,532.00 | INTEREST ON BONDS | 70,476.00 |
| 277,359.00 | REDEMPTION ON BONDS | 317,785.00 |
| <u>\$ 729,891.00</u> | TOTAL UNION STATION GARAGE | <u>\$ 904,261.00</u> |
| \$ 730,000.00 | MAJOR TAYLOR BOULEVARD GARAGE ORDINARY MAINTENANCE | \$ 951,000.00 |
| 12,656.00 | INTEREST ON BONDS | 13,543.00 |
| 22,541.00 | REDEMPTION ON BONDS | 35,170.00 |
| <u>\$ 765,197.00</u> | TOTAL MAJOR TAYLOR BOULEVARD GARAGE | <u>\$ 999,713.00</u> |
| \$ 517,000.00 | WORCESTER COMMON GARAGE ORDINARY MAINTENANCE | \$ 742,000.00 |
| <u>\$ 517,000.00</u> | TOTAL WORCESTER COMMON GARAGE | <u>\$ 742,000.00</u> |
| <u>\$ 6,693,030.00</u> | TOTAL OFF - STREET PARKING | <u>\$ 7,647,223.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (650,000.00) | PEARL ELM GARAGE | \$ (1,075,000.00) |
| (855,000.00) | FEDERAL PLAZA | (865,000.00) |
| (727,110.00) | PARKING METERS | (1,180,000.00) |
| (629,030.00) | OFF STREET PARKING LOTS | (1,275,000.00) |
| (525,000.00) | UNION STATION GARAGE | (595,000.00) |
| (2,906,890.00) | MAJOR TAYLOR BOULEVARD GARAGE | (2,110,223.00) |
| (400,000.00) | WORCESTER COMMON GARAGE | (547,000.00) |
| <u>\$ (6,693,030.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (7,647,223.00)</u> |
| <u>\$ -</u> | RECOMMENDED TAX LEVY | <u>\$ -</u> |

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT

Peter Dunn, Chief Development Officer

City Hall, 4th Floor
455 Main St.
Worcester, MA 01608
508-799-1400

Mission: To foster and maintain a robust, diverse and equitable economy, to promote sustainable economic growth and enhance the quality of life for City residents.

Vision: To inspire and provide economic opportunities to both residents and businesses to make Worcester a world class city; a top destination to live, learn, work and play.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|--|--|
| Improve and increase organizational and process efficiency to better serve the community. | Expand technological capacity for all EOED staff. Integrate administrative functions with new ERP system (HR, Financial Management) | All staff have access to two desktop monitors and other tools. Grant program staff are able to directly initiate requisitions and payments, reducing workflow process times. |
| Efficiently administer the Community-Based ARPA Initiatives. | 90% of Community-Based ARPA Initiatives obligated by end of FY24 50% of Community-Based ARPA Initiatives disbursed by end of FY24 | Significant obligations achieved through March of FY24 although not meeting the full % goal. Two new programs totaling \$3.5 million are actively being administered. |
| Advance diversity, equity and inclusion initiatives. | Hire highly qualified people from underrepresented demographics. | Limited number of new staff hired in FY24. Successful progress with external DEI initiatives such as the M/WBE program and Responsible Development Ordinance. |
| Foster neighborhood and business district revitalizations to attract new commercial users and enhance residential quality of life. | Implement interdepartmental strategy to identify and make key investments in neighborhood districts. | Continued progress in Green Island with infrastructure improvements and implementation of Pleasant Street TDI District which secured an additional \$125,000 from the state. Additional projects and support underway in former Main South TDI District. |

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| <p>Create and preserve high quality, safe, affordable homeownership and rental housing.</p> | <p>Support affordable rental housing opportunities and healthy homes.</p> <p>Develop new affordable housing homeownership opportunities for people that might not otherwise be able to achieve homeownership.</p> | <p>Facilitated the completion or commencement of over 400 new affordable housing units in FY24.</p> <p>Over \$500,000 administered for owner-occupied housing rehab.</p> <p>Facilitated the completion of 39 new permanent supportive housing units with over 150 additional in the pipeline.</p> <p>Provided \$1,000,000 in down payment assistance to first-time homebuyers in partnership with WCHR.</p> <p>Facilitated the disposition of 7 underutilized city-owned lots for new affordable homeownership units.</p> <p>Successfully launched the Affordable Housing Preservation Program and the commitment of over \$17 million of Affordable Housing Trust Fund dollars, leveraging over \$350 million in total investment.</p> <p>Secured a grant from the state to support the Housing Production Plan and successfully procured a consultant for the creation of the plan.</p> |
| <p>Strengthen City's workforce to prepare for post-COVID economy.</p> | <p>Develop strategic approach and programming for priority occupations. Work with employers to diversify workforce.</p> | <p>Continued progress with regional partners on the implementation of priorities in the Central Mass Regional Workforce Blueprint.</p> <p>Partnered with the state on work authorization process and career connections for new arrivals.</p> |
| <p>Strategically manage the City's built environment, balancing the need for opportunities, growth and tax base expansion with</p> | <p>Develop and Implement the Now-Next Citywide Long-Range Plan.</p> | <p>Completed the Now-Next Citywide Long-Range Plan and secured Planning Board adoption. Initiated</p> |

| | | |
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| conservation and climate resiliency. | Implement Open Space & Recreation Plan priorities. | implementation of priority recommendations including ADUs. Successfully conserved over 130 acres of open space through either acquisition, conservation, restriction, or tax title transfer including multiple parcels prioritized in the Open Space & Recreation Plan. |
| Activate the City's Cultural Plan, support equitable access to arts and culture opportunities, and provide assistance to cultural organizations and creatives. | Re-engage the Cultural Plan Advisory Committee, activate the plan strategies, and provide assistance to cultural organizations and creatives. | Initiated the update to the Cultural Plan, successfully launched the \$2.95 million ARPA program for cultural organizations and administered FY24 Worcester Arts Council grants. Engaged the community on improvements to Special Event permitting. |

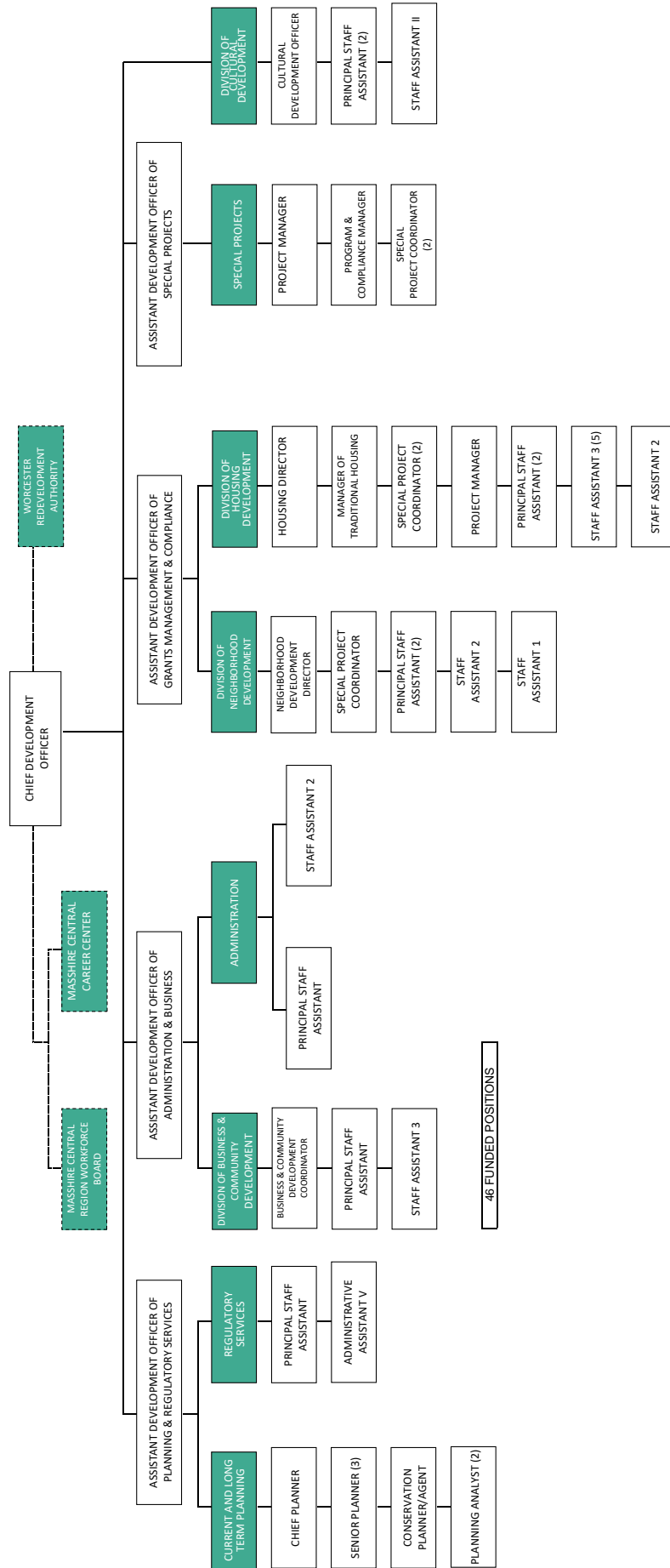
Department Allocation Summary

| | Actuals | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,683,030.34 | \$ 2,083,769.00 | \$ 1,353,558.00 | \$ 2,244,919.00 |
| Ordinary Maintenance | 391,499.48 | 558,509.00 | 231,349.00 | 1,047,509.00 |
| Total Expenditures | \$ 2,074,529.82 | \$ 2,642,278.00 | \$ 1,584,907.00 | \$ 3,292,428.00 |
| Total Positions | 42 | 45 | 46 | 46 |

Operating Budget Highlights

The Fiscal 2025 tax levy for the Executive Office of Economic Development Department is recommended to be funded at \$3,292,428, which is an increase of \$650,150 from Fiscal 2024. The increase in salaries is a result of changes in grant funding, and a 3% Cost of Living Adjustment (COLAs) and 1.5% Market Adjustment for non-represented employees. The \$489,000 increase in Ordinary Maintenance is due to an increase for consultants for the Discover Central MA program, which is marginally offset by the transfer of copier count funding to the Department of Innovation and Technology.

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT ORGANIZATIONAL CHART



PETER DUNN, CHIEF DEVELOPMENT OFFICER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT #CC1004**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 139,321.00 | 58CM | CHIEF DEVELOPMENT OFFICER | 1 | \$ 145,000.00 |
| 1 | 105,749.00 | 48EM | ASSISTANT DEVELOPMENT OFFICER- GRANTS MGMT. & COMPLIANCE | 1 | 110,931.00 |
| 2 | \$ 245,070.00 | | REGULAR SALARIES | 2 | \$ 255,931.00 |
| 1 | \$ 103,319.00 | 48EM | ASSISTANT DEVELOPMENT OFFICER- ADMINISTRATION & BUSINESS DEVELOPMENT | 1 | \$ 107,789.00 |
| 1 | 81,064.00 | 42M | BUSINESS & COMMUNITY DEVELOPMENT COORDINATOR | 1 | 87,158.00 |
| 2 | 155,446.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 172,806.00 |
| 1 | 74,663.00 | 37 | STAFF ASSISTANT 3 | 1 | 78,333.00 |
| 1 | 60,556.00 | 35 | STAFF ASSISTANT 2 | 1 | 65,772.00 |
| 6 | \$ 475,048.00 | | TOTAL REGULAR SALARIES | 6 | \$ 511,858.00 |
| 1 | \$ 103,650.00 | 48EM | ASSISTANT DEVELOPMENT OFFICER OF SPECIAL PROJECTS | 1 | \$ 108,728.00 |
| 2 | 165,330.00 | 45M | SPECIAL PROJECT COORDINATOR | 2 | 184,771.00 |
| 1 | 76,492.00 | 42M | PROJECT MANAGER | 1 | 83,096.00 |
| 1 | 71,124.00 | 40M | PROGRAM & COMPLIANCE MANAGER | 1 | 77,357.00 |
| 5 | \$ 416,596.00 | | TOTAL REGULAR SALARIES | 5 | \$ 453,952.00 |
| 1 | \$ 104,571.00 | 42EM | NEIGHBORHOOD DEVELOPMENT DIRECTOR | 1 | \$ 109,688.00 |
| 1 | 69,457.00 | 45M | SPECIAL PROJECT COORDINATOR | 1 | 72,856.00 |
| 2 | 147,540.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 160,363.00 |
| 1 | 69,457.00 | 35 | STAFF ASSISTANT 2 | 1 | 64,927.00 |
| 1 | 53,349.00 | 32 | STAFF ASSISTANT 1 | 1 | 56,361.00 |
| 6 | \$ 444,374.00 | | TOTAL REGULAR SALARIES | 6 | \$ 464,195.00 |
| 1 | \$ 99,194.00 | 42EM | HOUSING DIRECTOR | 1 | \$ 104,058.00 |
| 2 | 188,853.00 | 45M | SPECIAL PROJECT COORDINATOR | 2 | 205,560.00 |
| 1 | 73,746.00 | 42M | PROJECT MANAGER | 1 | 85,855.00 |
| 2 | 171,222.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 176,657.00 |
| 1 | 74,663.00 | 37 | MANAGER OF TRANSITIONAL HOUSING | 1 | 78,333.00 |
| 5 | 332,270.00 | 37 | STAFF ASSISTANT 3 | 5 | 358,331.00 |
| 1 | 62,791.00 | 35 | STAFF ASSISTANT 2 | 1 | 67,710.00 |
| 13 | \$ 1,002,739.00 | | TOTAL REGULAR SALARIES | 13 | \$ 1,076,504.00 |
| 1 | \$ 114,966.00 | 48EM | ASSISTANT DEVELOPMENT OFFICER- PLANNING & REGULATORY SERVICES | 1 | \$ 120,597.00 |
| 1 | 99,693.00 | 45M | CHIEF PLANNER | 1 | 104,202.00 |
| 1 | 82,247.00 | 42M | CONSERVATION PLANNER/AGENT | 1 | 89,494.00 |
| 3 | 228,872.00 | 42M | SENIOR PLANNER | 3 | 231,052.00 |
| 1 | 65,344.00 | 40M | PRINCIPAL STAFF ASSISTANT | 1 | 71,198.00 |
| 2 | 124,807.00 | 37 | PLANNING ANALYST | 2 | 140,692.00 |
| 1 | 52,900.00 | 31 | ADMINISTRATIVE ASSISTANT V | 1 | 61,296.00 |
| 10 | \$ 768,829.00 | | TOTAL REGULAR SALARIES | 10 | \$ 818,531.00 |
| 1 | \$ 102,750.00 | 48EM | CULTURAL DEVELOPMENT OFFICER | 1 | \$ 107,789.00 |
| 1 | 84,231.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 165,506.00 |
| 1 | 69,457.00 | 35 | STAFF ASSISTANT 2 | 1 | 70,077.00 |
| 3 | \$ 256,438.00 | | TOTAL REGULAR SALARIES | 4 | \$ 343,372.00 |
| 45 | \$ 3,609,094.00 | | TOTAL REGULAR SALARIES | 46 | \$ 3,924,343.00 |
| | (104,988.00) | | VACANCY FACTOR | | (117,684.00) |
| | 15,646.00 | | EM INCENTIVE PAY | | 19,395.00 |
| | 20,000.00 | | WORCESTER CULTURAL COALITION STIPEND | | - |
| 45 | \$ 3,539,752.00 | | TOTAL PERSONAL SERVICES | 46 | \$ 3,826,054.00 |
| | \$ (1,411,400.00) | | <u>FUNDING SOURCES:</u> | | \$ (1,455,587.00) |
| | (44,583.00) | | FEDERAL GRANTS | | (40,626.00) |
| | - | | STATE GRANTS | | (84,922.00) |
| | \$ (1,455,983.00) | | COMMUNITY PRESERVATION ACT | | \$ (1,581,135.00) |
| | | | TOTAL FUNDING SOURCES | | |
| 45 | \$ 2,083,769.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 46 | \$ 2,244,919.00 |

PETER DUNN, CHIEF DEVELOPMENT OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT #CC1004

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 1,110.00 | | BOOKS | | \$ 1,110.00 |
| | 440.00 | | BOTTLED WATER | | 440.00 |
| | 2,000.00 | | CATERED MEALS | | 2,000.00 |
| | 245,000.00 | | CONSULTANTS | | 280,000.00 |
| | - | | DISCOVER CENTRAL MA MARKETING | | 500,000.00 |
| | 12,217.00 | | ENVIRONMENTAL SERVICES | | 12,217.00 |
| | 50,000.00 | | HIRED SERVICES | | 30,000.00 |
| | 10,950.00 | | IT HARDWARE SUPPLIES & SERVICES | | 10,950.00 |
| | 1,200.00 | | LEASES & RENTALS | | - |
| | 50,000.00 | | LEGAL CONSULTANTS | | 30,000.00 |
| | 500.00 | | LEGAL FEES | | 500.00 |
| | 25,000.00 | | LIVE WORCESTER INCENTIVE PROGRAM | | - |
| | 1,200.00 | | MEMBERSHIP DUES | | 1,200.00 |
| | 14,000.00 | | NEWSPAPER ADVERTISING | | 14,000.00 |
| | 30,000.00 | | OFFICE SUPPLIES | | 30,000.00 |
| | 34,000.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 37,300.00 | | OTHER PROFESSIONAL SERVICES | | 37,300.00 |
| | - | | PERFORMERS | | 20,000.00 |
| | - | | PLANNING GRANTS | | 45,000.00 |
| | 19,285.00 | | PRINTING SUPPLIES & SERVICES | | 8,285.00 |
| | 12,300.00 | | REGISTRATION FEES | | 12,300.00 |
| | 5,440.00 | | SOFTWARE LICENSE | | 5,440.00 |
| | 5,067.00 | | TELEPHONES | | 5,267.00 |
| | 1,500.00 | | TRAVEL | | 1,500.00 |
| | <u>\$ 558,509.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 1,047,509.00</u> |
| | <u>\$ 558,509.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,047,509.00</u> |
| | \$ 237,550.00 | | HEALTH INSURANCE | | \$ 220,584.00 |
| | 131,038.00 | | RETIREMENT | | 134,659.00 |
| | <u>\$ 368,588.00</u> | | TOTAL FRINGE BENEFITS | | <u>\$ 355,243.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (368,588.00) | | FEDERAL & STATE GRANTS | | \$ (355,243.00) |
| | <u>\$ (368,588.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (355,243.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | <u>\$ 2,642,278.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 3,292,428.00</u> |

**FISCAL YEAR 2025
DEPARTMENT OF ECONOMIC DEVELOPMENT
FUNDING SOURCES**

DIVISION: ADMINISTRATION

| GRANT NAME | SALARY AMOUNT | FRINGE AMOUNT | TOTAL |
|---------------------|----------------------|----------------------|----------------------|
| CDBG | \$ 86,644.00 | \$ 28,267.00 | \$ 114,911.00 |
| LEAD | 2,251.00 | 734.00 | 2,985.00 |
| ARPA | 15,754.00 | 5,140.00 | 20,894.00 |
| HOME | 6,752.00 | 2,203.00 | 8,955.00 |
| EMERGENCY SOLUTIONS | 1,124.00 | 368.00 | 1,492.00 |
| EPA GRANTS | - | - | - |
| | <u>\$ 112,525.00</u> | <u>\$ 36,712.00</u> | <u>\$ 149,237.00</u> |

DIVISION: ADMINISTRATION & BUSINESS DEVELOPMENT

| GRANT NAME | SALARY AMOUNT | FRINGE AMOUNT | TOTAL |
|-------------------|----------------------|----------------------|----------------------|
| CDBG | \$ 42,316.00 | \$ 11,932.00 | \$ 54,248.00 |
| ARPA | 130,701.00 | 21,562.00 | 152,263.00 |
| | <u>\$ 173,017.00</u> | <u>\$ 33,494.00</u> | <u>\$ 206,511.00</u> |

DIVISION: SPECIAL PROJECTS

| GRANT NAME | SALARY AMOUNT | FRINGE AMOUNT | TOTAL |
|-------------------|----------------------|----------------------|---------------------|
| EPA | \$ 31,884.00 | \$ 3,760.00 | \$ 35,644.00 |
| | <u>\$ 31,884.00</u> | <u>\$ 3,760.00</u> | <u>\$ 35,644.00</u> |

DIVISION: NEIGHBORHOOD DEVELOPMENT

| GRANT NAME | SALARY AMOUNT | FRINGE AMOUNT | TOTAL |
|-------------------|----------------------|----------------------|----------------------|
| ARPA | \$ 143,489.00 | \$ 27,635.00 | \$ 171,124.00 |
| CDBG | 257,981.00 | 53,415.00 | 311,396.00 |
| | <u>\$ 401,470.00</u> | <u>\$ 81,050.00</u> | <u>\$ 482,520.00</u> |

DIVISION: HOUSING DEVELOPMENT

| GRANT NAME | SALARY AMOUNT | FRINGE AMOUNT | TOTAL |
|-------------------------------|----------------------|----------------------|----------------------|
| CDBG | \$ 160,325.00 | \$ 53,166.00 | \$ 213,491.00 |
| LEAD | 244,136.00 | 55,982.00 | 300,118.00 |
| ARPA | 123,257.00 | 27,948.00 | 151,205.00 |
| HOME | 89,895.00 | 30,942.00 | 120,837.00 |
| CLLP | 40,626.00 | 8,124.00 | 48,750.00 |
| AFFORDABLE HOUSING TRUST FUND | 104,978.00 | 18,782.00 | 123,760.00 |
| EMERGENCY SOLUTIONS | 9,400.00 | 3,522.00 | 12,922.00 |
| HOPWA | 4,700.00 | 1,761.00 | 6,461.00 |
| | <u>\$ 777,317.00</u> | <u>\$ 200,227.00</u> | <u>\$ 977,544.00</u> |

DEPARTMENT TOTAL

| | | | |
|--|-------------------------------|-----------------------------|-------------------------------|
| | <u><u>\$ 1,496,213.00</u></u> | <u><u>\$ 355,243.00</u></u> | <u><u>\$ 1,851,456.00</u></u> |
|--|-------------------------------|-----------------------------|-------------------------------|



The City of
WORCESTER

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UNION STATION / WORCESTER REDEVELOPMENT AUTHORITY

Peter Dunn, Chief Development Officer

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

The Worcester Redevelopment Authority (WRA) board undertakes and implements urban renewal activities in the city of Worcester pursuant to G.L. c. 121B. The WRA owns and oversees the operations and management of Union Station and carries out other administrative functions of the WRA, including the oversight and implementation of the Downtown Urban Revitalization Plan. The WRA is staffed by key operational personnel from the City's administrative departments. In addition to the management and maintenance of Union Station, the WRA seeks new tenants for leasable areas in Union Station and the retail space in the Union Station Parking Garage.

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|------------------------------|------------------------|------------------------|------------------------|------------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/2024 | Fiscal 2025 |
| Ordinary Maintenance | \$ 1,772,744.85 | \$ 2,129,519.00 | \$ 2,174,959.43 | \$ 2,364,371.00 |
| Total Expenditures | \$ 1,772,744.85 | \$ 2,129,519.00 | \$ 2,174,959.43 | \$ 2,364,371.00 |
| | | | | |
| Funding Sources | | | | |
| Operating Revenue | \$ 655,750.66 | \$ 537,394.00 | \$ 465,828.05 | \$ 666,066.00 |
| FTA Preventative Maintenance | 632,212.00 | 788,820.00 | 882,086.00 | 1,020,000.00 |
| General Revenue Funds | 528,305.00 | 803,305.00 | 803,305.00 | 678,305.00 |
| Total Funding Sources | \$ 1,816,267.66 | \$ 2,129,519.00 | \$ 2,151,219.05 | \$ 2,364,371.00 |

The tax levy appropriation for Fiscal 2025 is recommended to be \$678,305, which is a decrease of \$125,000 from Fiscal 2024. The total operating budget for Fiscal 2025 is recommended to be \$2,364,371, which is an increase of \$234,852 from Fiscal 2024. FTA Preventative Maintenance funding is expected to increase by \$238,180, which is the result of increased operating costs.

PETTER DUNN, CHIEF DEVELOPMENT OFFICER**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2025****DEPARTMENT OF ECONOMIC DEVELOPMENT****DIVISION OF UNION STATION- DIVISION #CC1058**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|--------------------------|--|----------------------------|
| | <u>UNION STATION AND BUSPORT OPERATIONS</u> | |
| \$ 459,525.00 | JANITORIAL SERVICES | \$ 664,200.00 |
| 474,000.00 | MAINTENANCE & REPAIR | 292,200.00 |
| 328,500.00 | SECURITY | 512,720.00 |
| 250,000.00 | SNOW REMOVAL & GROUNDS | 236,000.00 |
| 79,000.00 | UNION STATION PROPERTY MANAGEMENT | 75,000.00 |
| 4,000.00 | TENANT PARKING | - |
| 700.00 | OTHER ORDINARY MAINTENANCE | 700.00 |
| 225,000.00 | REAL ESTATE TAXES | 225,000.00 |
| 28,500.00 | INSURANCE | 11,551.00 |
| 27,000.00 | GENERAL & ADMINISTRATIVE | 27,000.00 |
| 253,294.00 | UTILITIES | 320,000.00 |
| <u>\$ 2,129,519.00</u> | ORDINARY MAINTENANCE UNION STATION | <u>\$ 2,364,371.00</u> |
| <u>-</u> | DOWNTOWN URBAN RENEWAL INITIATIVE | <u>-</u> |
| <u>\$ 2,129,519.00</u> | TOTAL WORCESTER REDEVELOPMENT AUTHORITY | <u>\$ 2,364,371.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (537,394.00) | TENANT REVENUE | \$ (666,066.00) |
| (788,820.00) | FTA PREVENTATIVE MAINTENANCE | (1,020,000.00) |
| <u>\$ (1,326,214.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (1,686,066.00)</u> |
| <u>\$ 803,305.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 678,305.00</u> |
| <u>\$ 803,305.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 678,305.00</u> |

MASSHIRE CENTRAL REGION WORKFORCE BOARD

Jeffrey Turgeon, Director

554 Main Street
Worcester, MA 01608
(508) 799-1509

Mission: To create a coherent and integrated workforce development system to effectively serve the employment, education and training needs of employers and the labor force within the 38 communities in its workforce development area. The Workforce Board establishes policies and oversees the operations of the workforce development system.

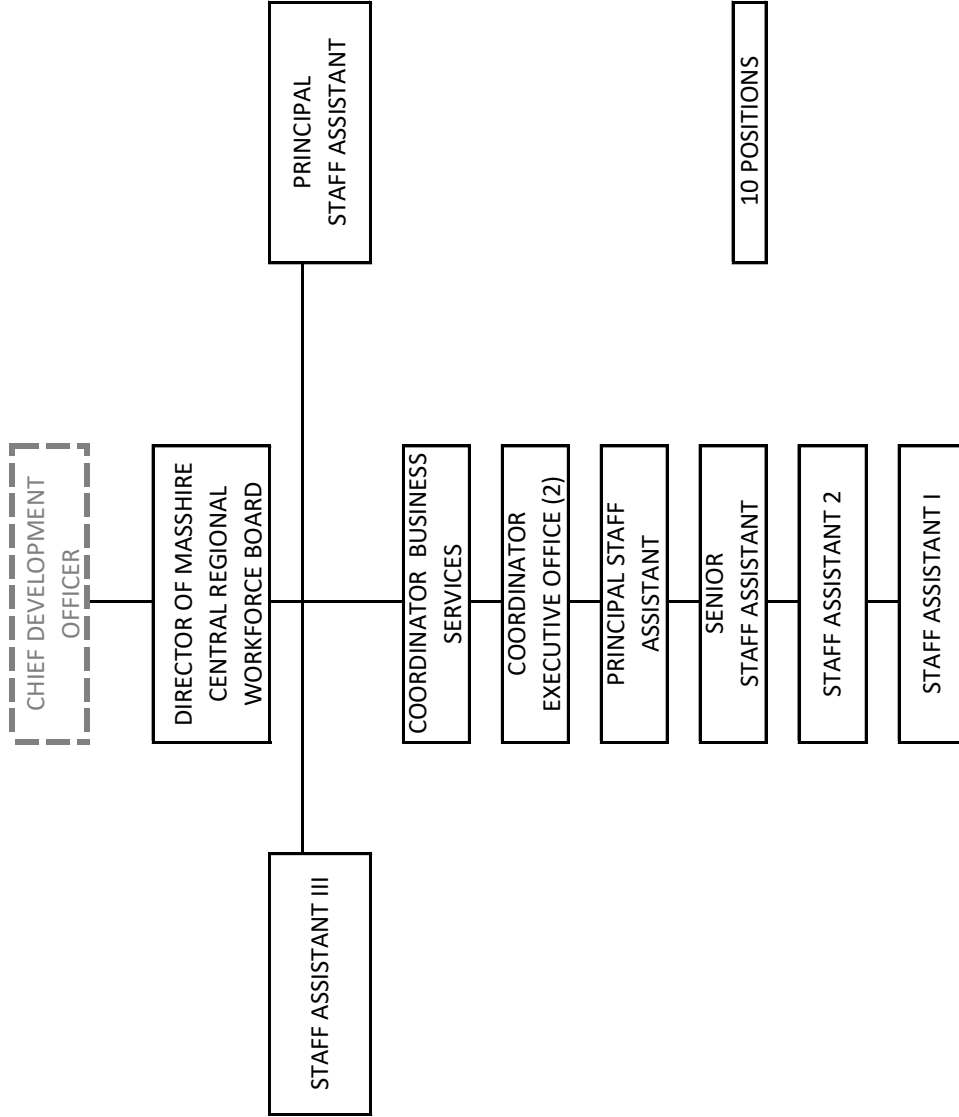
Department Allocation Summary

| | Actuals | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 755,331.99 | \$ 656,066.00 | \$ 446,229.00 | \$ 711,911.00 |
| Ordinary Maintenance | 4,236,907.59 | 3,187,805.00 | 3,786,594.00 | 3,187,805.00 |
| Capital Outlay | - | 3,600.00 | - | 3,600.00 |
| Fringe Benefits | 114,754.51 | 165,986.00 | 73,126.00 | 156,530.00 |
| Total Expenditures | \$ 5,106,994.09 | \$ 4,013,457.00 | \$ 4,305,949.00 | \$ 4,059,846.00 |
| Federal & State Grants | (5,238,099.79) | (3,813,457.00) | (4,156,684.68) | (3,859,846.00) |
| Net Total Tax Levy | \$ (131,105.70) | \$ 200,000.00 | \$ 149,264.32 | \$ 200,000.00 |
| Total Positions | 10 | 10 | 10 | 10 |

Operating Budget Highlights

The Fiscal 2025 tax levy budget is recommended to be \$200,000, which is a level funded with Fiscal 2024. The increase in Salaries is due to step increases for employees that are not at maximum pay, and a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. Ordinary Maintenance and Capital Outlay will remain level funded to Fiscal 2024. The Fringe Benefit costs decrease is the result of new insurance rates and employees changing health insurance plans. These budgets are offset by Federal and State grant funding.

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT MASSHIRE CENTRAL REGION WORKFORCE BOARD



JEFFREY TURGEON, DIRECTOR MASSHIRE REGIONAL WORKFORCE BOARD

CITY OF WORCESTER - NET COST FISCAL 2025

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT

DIVISION OF MASSHIRE CENTRAL REGION WORKFORCE BOARD- DIVISION #CC1021

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 118,989.00 | 53EM | DIRECTOR OF MASSHIRE CENTRAL REGION WORKFORCE BOARD | 1 | \$ 124,830.00 |
| 1 | 72,744.00 | 40M | COORDINATOR OF BUSINESS SERVICES | 1 | 78,886.00 |
| 2 | 188,211.00 | 42EM | COORDINATOR, EXECUTIVE OFFICE | 2 | 197,424.00 |
| 2 | 159,835.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 173,862.00 |
| 1 | 63,137.00 | 39M | SENIOR STAFF ASSISTANT | 1 | 68,558.00 |
| 1 | 61,252.00 | 37 | STAFF ASSISTANT 3 | 1 | 66,681.00 |
| 1 | 57,288.00 | 35 | STAFF ASSISTANT 2 | 1 | 62,274.00 |
| 1 | 54,338.00 | 32 | STAFF ASSISTANT 1 | 1 | 58,803.00 |
| <u>10</u> | <u>\$ 775,794.00</u> | | TOTAL REGULAR SALARIES | <u>10</u> | <u>\$ 831,318.00</u> |
| | 10,304.00 | | EM INCENTIVE PAY | | 9,548.00 |
| | (130,032.00) | | VACANCY FACTOR | | (128,955.00) |
| <u>10</u> | <u>\$ 656,066.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>10</u> | <u>\$ 711,911.00</u> |
| | \$ 3,187,805.00 | | ORDINARY MAINTENANCE | | \$ 3,187,805.00 |
| | <u>\$ 3,187,805.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 3,187,805.00</u> |
| | \$ 3,600.00 | | CAPITAL PURCHASE | | \$ 3,600.00 |
| | <u>\$ 3,600.00</u> | | TOTAL RECOMMENDED CAPITAL OUTLAY | | <u>\$ 3,600.00</u> |
| | \$ 84,783.00 | | HEALTH INSURANCE | | \$ 69,519.00 |
| | 81,203.00 | | RETIREMENT | | 87,011.00 |
| | <u>\$ 165,986.00</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ 156,530.00</u> |
| | <u>\$ 4,013,457.00</u> | | TOTAL MASSHIRE CENTRAL REGION WORKFORCE BOARD BUDGET | | <u>\$ 4,059,846.00</u> |
| | \$ (3,813,457.00) | | FUNDING SOURCES: | | \$ (3,859,846.00) |
| | \$ (3,813,457.00) | | FEDERAL AND STATE GRANTS | | \$ (3,859,846.00) |
| | \$ 200,000.00 | | TOTAL FUNDING SOURCES | | \$ (3,859,846.00) |
| | <u>\$ 200,000.00</u> | | TOTAL RECOMMENDED TAX LEVY/WORCESTER JOBS FUND | | <u>\$ 200,000.00</u> |



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MASSHIRE CENTRAL CAREER CENTER

Janice Ryan Weekes, Director

554 Main St
Worcester, MA 01608
(508) 799-1600

Mission: To create and sustain powerful connections between businesses and job seekers through a statewide network of employment professionals. The vision is for a better future for people and businesses in Massachusetts, through meaningful work and sustainable growth. MCCC promises to champion prosperity, connecting employers with talent, and job seekers with tools, services, and connections to achieve meaningful and sustained employment.

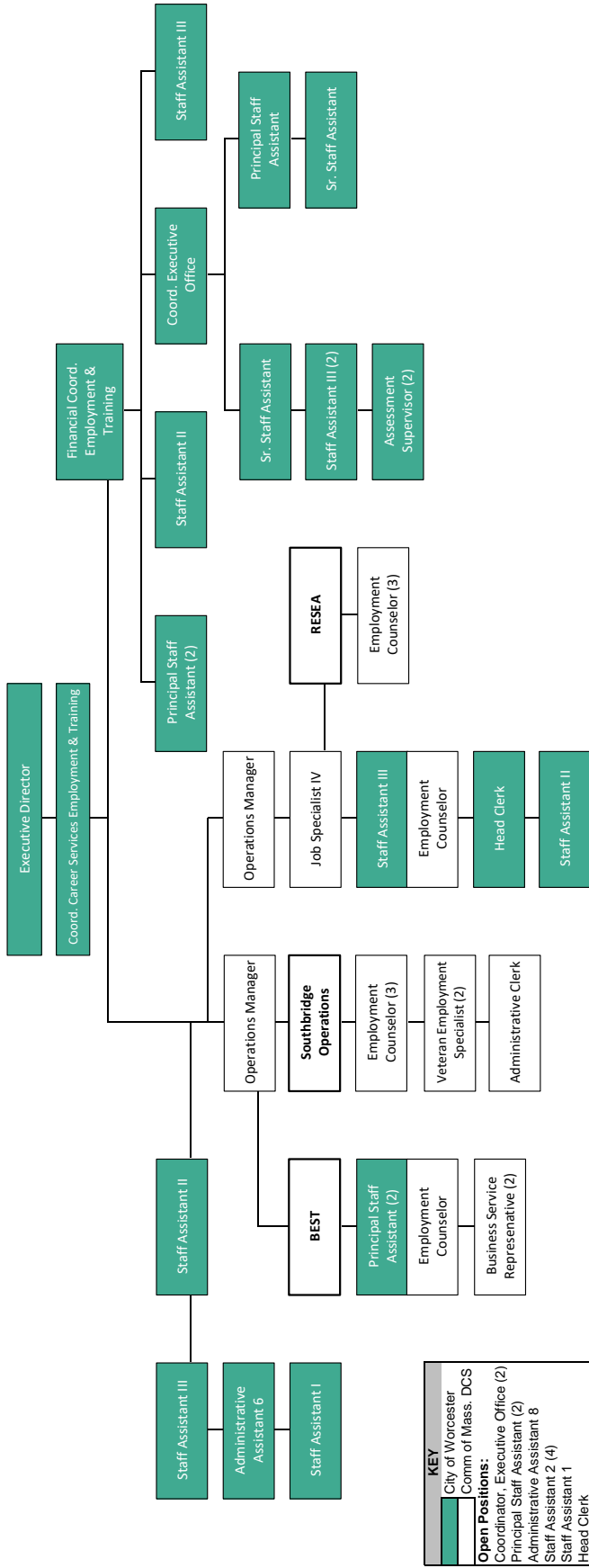
Department Allocation Summary

| | Actuals | Approved | Actuals | Recommended |
|---------------------------|------------------------|------------------------|------------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,389,179.49 | \$ 2,091,582.00 | \$ 1,262,111.00 | \$ 2,274,864.00 |
| Ordinary Maintenance | 1,931,051.45 | 1,895,550.00 | 2,390,953.00 | 1,895,550.00 |
| Capital Outlay | 6,146.00 | - | - | - |
| Fringe Benefits | 311,369.23 | 587,802.00 | 235,005.00 | 484,659.00 |
| Total | \$ 3,637,746.17 | \$ 4,574,934.00 | \$ 3,888,069.00 | \$ 4,655,073.00 |
| Federal & State Grants | (3,694,030.54) | (4,574,934.00) | (3,888,069.00) | (4,655,073.00) |
| Net Total Tax Levy | \$ (56,284.37) | \$ - | \$ - | \$ - |
| Total Positions | 35 | 35 | 35 | 35 |

Operating Budget Highlights

The total Fiscal 2025 Budget is recommended to be \$4,655,073, which is an increase of \$80,139 from the Fiscal 2024 amount of \$4,574,934. The increase in Salaries is due to step increases for employees that are not at maximum pay, and a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. Ordinary Maintenance and Capital Outlay will remain level funded to Fiscal 2024. The Fringe Benefit decrease is the result of new insurance rates and employees changing health insurance plans. These budgets are fully supported by Federal and State grant funding.

**MASSHIRE CENTRAL CAREER CENTERS
ORGANIZATION CHART**



KEY
 City of Worcester
 Comm of Mass. DCS
Open Positions:
 Coordinator, Executive Office (2)
 Principal Staff Assistant (2)
 Administrative Assistant 8
 Staff Assistant 2 (4)
 Staff Assistant 1
 Head Clerk

JANICE RYAN WEEKES, DIRECTOR MASSHIRE CENTRAL CAREER CENTER

CITY OF WORCESTER - NET COST FISCAL 2025

EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT

DIVISION OF MASSHIRE CENTRAL CAREER CENTER #CC1022

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|--------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 118,647.00 | 48EM | DIRECTOR OF MASSHIRE CENTRAL CAREER CENTERS | 1 | \$ 124,459.00 |
| 1 | 93,709.00 | 45EM | COORDINATOR CAREER SERVICES | 1 | 98,298.00 |
| 1 | 111,234.00 | 43EM | FINANCIAL COORDINATOR | 1 | 116,692.00 |
| 3 | 192,659.00 | 42EM | COORDINATOR, EXECUTIVE OFFICE | 3 | 224,823.00 |
| 7 | 503,465.00 | 40M | PRINCIPAL STAFF ASSISTANT | 7 | 537,839.00 |
| 2 | 136,655.00 | 39M | SENIOR STAFF ASSISTANT | 2 | 148,689.00 |
| 1 | 60,952.00 | 38M | ADMINISTRATIVE ASSISTANT, GRADE 8 | 1 | 66,223.00 |
| 2 | 140,478.00 | 37 | ASSESSMENT SUPERVISOR | 2 | 149,503.00 |
| 5 | 343,042.00 | 37 | STAFF ASSISTANT 3 | 5 | 369,329.00 |
| 7 | 416,503.00 | 35 | STAFF ASSISTANT 2 | 7 | 448,912.00 |
| 1 | 59,569.00 | 33 | ADMINISTRATIVE ASSISTANT, GRADE 6 | 1 | 58,041.00 |
| 2 | 103,564.00 | 32 | STAFF ASSISTANT 1 | 2 | 112,722.00 |
| 2 | 104,107.00 | 30 | HEAD CLERK | 2 | 111,676.00 |
| <u>35</u> | <u>\$ 2,384,584.00</u> | | TOTAL REGULAR SALARIES | <u>35</u> | <u>\$ 2,567,206.00</u> |
| | 1,352.00 | | EM INCENTIVE PAY | | 2,012.00 |
| | (294,354.00) | | VACANCY FACTOR | | (294,354.00) |
| <u>35</u> | <u>\$ 2,091,582.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>35</u> | <u>\$ 2,274,864.00</u> |
| | \$ 1,895,550.00 | | ORDINARY MAINTENANCE | | \$ 1,895,550.00 |
| | <u>\$ 1,895,550.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,895,550.00</u> |
| | \$ 338,593.00 | | HEALTH INSURANCE | | \$ 216,357.00 |
| | 249,209.00 | | RETIREMENT | | 268,302.00 |
| | <u>\$ 587,802.00</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ 484,659.00</u> |
| | <u>\$ 4,574,934.00</u> | | TOTAL CENTRAL CAREER CENTER BUDGET | | <u>\$ 4,655,073.00</u> |
| | \$ (4,574,934.00) | | <u>FUNDING SOURCES:</u> FEDERAL GRANTS | | \$ (4,655,073.00) |
| | <u>\$ (4,574,934.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (4,655,073.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ -</u> |



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COMMUNITY PRESERVATION ACT

William Eddy, Chair

City Hall, 4th Floor
455 Main St.
Worcester, MA 01608
(508) 799-1400

On November 8, 2022, the voters of the City of Worcester approved the adoption of Question 5 - Worcester Community Preservation Act. This vote accepted Chapter 44B of the Massachusetts General Laws, Sections 3 to 7, known as the Community Preservation Act (CPA), which establishes a fund dedicated to the acquisition, creation, preservation and support of community housing, parks and recreational uses and historic buildings and resources. By the terms of this public vote, the CPA fund is supported by a 1.5% surcharge on the annual property tax assessed on real estate in Worcester beginning in fiscal year 2024, and partially matched by annual distributions from a state trust fund created by the CPA. The specific allocation and use of these dollars for their stated purposes will be overseen by the Community Preservation Committee.

The Executive Office of Economic Development serves as the primary administrative liaison to the Community Preservation Committee and will assist in carrying out its responsibilities.

Department Allocation Summary

| | Actuals | Approved | Totals | Recommended |
|--|-------------|---------------------------|--------------------------|------------------------------|
| | Fiscal 2023 | Budget for Fiscal 2024 | as of 3/31/2024 | Appropriation Fiscal 2025 |
| COMMUNITY PRESERVATION ACT | | | | |
| Community Housing | \$ - | \$ - | \$ - | \$ 475,895.00 |
| Open Space & Recreation | - | - | - | 475,895.00 |
| Historic Preservation | - | - | - | 475,895.00 |
| Administrative | - | - | - | 237,948.00 |
| Budgeted Reserve | - | 4,023,142.00 | - | 3,093,320.00 |
| Total | \$ - | \$ 4,023,142.00 | \$ - | \$ 4,758,953.00 |
| Funding Sources: | | | | |
| Fiscal Year 2024 Surcharge | \$ - | \$ (4,023,142.00) | \$ (2,056,307.32) | \$ - |
| Fiscal Year 2025 Surcharge | - | - | - | (4,123,720.00) |
| Commonwealth of MA Trust Fund Distribution | - | - | - | (635,233.00) |
| Total Funding Sources | \$ - | \$ (4,023,142.00) | \$ (2,056,307.32) | \$ (4,758,953.00) |

Operating Budget Highlights

At the April 9, 2024 Community Preservation Committee meeting, the committee approved the Fiscal 2025 budget, as listed above, in the total amount of \$4,758,953, which represents the Fiscal 2025 surcharge and estimated state trust fund match.

WILLIAM EDDY, CHAIR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

COMMUNITY PRESERVATION ACTION

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|--|----------------------------|
| \$ - | FD390 COMMUNITY HOUSING | \$ 475,895.00 |
| - | FD391 OPEN SPACE & RECREATION | 475,895.00 |
| - | FD392 HISTORIC PRESERVATION | 475,895.00 |
| - | FD393 ADMINISTRATIVE | 237,948.00 |
| <u>4,023,142.00</u> | FD388 BUDGETED RESERVE | <u>3,093,320.00</u> |
| <u>\$ 4,023,142.00</u> | TOTAL USES | <u>\$ 4,758,953.00</u> |
| FUNDING SOURCES: | | |
| \$ (4,023,142.00) | FISCAL YEAR 2024 SURCHARGE | \$ - |
| - | FISCAL YEAR 2025 SURCHARGE | (4,123,720.00) |
| - | COMMONWEALTH OF MA TRUST FUND DISTRIBUTION | <u>(635,233.00)</u> |
| <u>(4,023,142.00)</u> | TOTAL AVAILABLE REVENUES | <u>(4,758,953.00)</u> |
| <u><u>\$ -</u></u> | RECOMMENDED TAX LEVY BUDGET | <u><u>\$ -</u></u> |

PUBLIC SCHOOLS

Dr. Rachel Monárrez - Superintendent

Durkin Administration Building
20 Irving Street, Worcester, MA 01609
508-799-3116

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

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|--|--------------------------|-----------------------|-----------------------|-----------------------|
| | Actual | Budget for | as of | Appropriation |
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2025</u> |
| Salaries | \$ 263,183,679.67 | \$ 297,610,358 | 195,243,680.61 | \$ 307,996,160 |
| Overtime | 2,260,723.53 | 1,660,000 | 1,641,727.60 | 1,643,243 |
| Ordinary Maintenance | 49,076,131.24 | 51,885,008 | 40,198,913.99 | 58,654,429 |
| Capital Outlay | 804,392.67 | 512,582 | 434,976.43 | 515,771 |
| Fringe Benefits | 77,306,331.97 | 86,020,220 | 69,744,701.57 | 91,107,398 |
| Total Expenditures | \$ 392,631,259.08 | \$ 437,688,168 | 307,264,000.20 | \$ 459,917,001 |
| | | | | |
| Not Eligible for Net School Spending | | | | |
| Salaries | \$ 12,748,817.72 | \$ 15,042,024 | 11,038,005.28 | \$ 16,428,341 |
| Overtime | 1,927,990.44 | 943,641 | 1,514,068.58 | 962,514 |
| Ordinary Maintenance | 10,493,799.42 | 8,088,738 | 6,640,327.27 | 8,302,856 |
| Capital Outlay | - | 100,000 | 37,828.12 | 100,000 |
| Total Expenditures | \$ 25,170,607.58 | \$ 24,174,403 | 19,230,229.25 | \$ 25,793,711 |
| | | | | |
| Total Worcester Public Schools Budget | \$ 417,801,866.66 | \$ 461,862,571 | 326,494,229.45 | \$ 485,710,712 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$485,710,712, which is an increase of \$23,848,141, or 5.19% from the Fiscal 2024 amount of \$461,862,571. The budget increase represents a \$19.6 million increase in Chapter 70 state aid and charter school reimbursement, \$7.2 million increase in City contribution, offset by a \$3.2 million net increase in charter school tuition, school choice and state special education assessments. The Fiscal 2025 budget includes the fourth year of funding under the Student Opportunity Act (SOA).

The Fiscal 2025 budget presents the Public School budget in two organizations, separating those appropriations that are considered “educational expenses” by the Department of Elementary and Secondary Education, which count toward Net School Spending, from those that are non-educational expenditures, and therefore not counted

PUBLIC SCHOOLS

toward the state's Net School Spending levels. The final allocation of appropriations for these two organizations is completed by the School Committee, which has appropriating authority over the Public School budget.

Funding for the Public Schools comes from direct educational aid from the Commonwealth in the form of Chapter 70 and Charter Reimbursement aid. These revenues are offset by assessments from the Commonwealth for Charter Tuitions, School Choice (out of district and Special Education tuitions). In addition to the direct aid described above, the Education Reform legislation requires mandatory local contributions toward educational purposes, which totals \$145.8M in Fiscal 2025.

DR. RACHEL MONÁRREZ, SUPERINTENDENT

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER PUBLIC SCHOOLS - COST CENTER #CC5001 and #CC5204

| SCHOOL DEPARTMENT | | | |
|--------------------------|--------------|---|----------------------------|
| APPROVED FY24 AMOUNT | PAY GRADE | TITLE | RECOMMENDED FY25 AMOUNT |
| \$ 297,610,358.00 | | REGULAR SALARIES | \$ 307,996,160.00 |
| <u>\$ 297,610,358.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>\$ 307,996,160.00</u> |
| \$ 1,660,000.00 | | OVERTIME | \$ 1,643,243.00 |
| <u>\$ 1,660,000.00</u> | | TOTAL RECOMMENDED OVERTIME | <u>\$ 1,643,243.00</u> |
| \$ 51,885,008.00 | | ORDINARY MAINTENANCE | \$ 58,654,429.00 |
| <u>\$ 51,885,008.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 58,654,429.00</u> |
| \$ 512,582.00 | | TOTAL CAPITAL OUTLAY | <u>\$ 515,771.00</u> |
| \$ 86,020,220.00 | | TOTAL RECOMMENDED FRINGE BENEFITS | <u>\$ 91,107,398.00</u> |
| <u>\$ 437,688,168.00</u> | | TOTAL RECOMMENDED BUDGET TAX LEVY | <u>\$ 459,917,001.00</u> |

SCHOOL DEPARTMENT - EXPENDITURES NOT ELIGIBLE FOR NET SCHOOL SPENDING

| APPROVED FY23 AMOUNT | PAY GRADE | TITLE | RECOMMENDED FY24 AMOUNT |
|--------------------------|--------------|---|----------------------------|
| \$ 15,042,024.00 | | REGULAR SALARIES | \$ 16,428,341.00 |
| <u>\$ 15,042,024.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>\$ 16,428,341.00</u> |
| \$ 943,641.00 | | OVERTIME | \$ 962,514.00 |
| <u>\$ 943,641.00</u> | | TOTAL RECOMMENDED OVERTIME | <u>\$ 962,514.00</u> |
| \$ 8,088,738.00 | | ORDINARY MAINTENANCE | \$ 8,302,856.00 |
| <u>\$ 8,088,738.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 8,302,856.00</u> |
| \$ 100,000.00 | | TOTAL CAPITAL OUTLAY | <u>\$ 100,000.00</u> |
| <u>\$ 24,174,403.00</u> | | TOTAL RECOMMENDED BUDGET TAX LEVY | <u>\$ 25,793,711.00</u> |
| <u>\$ 461,862,571.00</u> | | | <u>\$ 485,710,712.00</u> |



The City of
WORCESTER

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WORCESTER PUBLIC LIBRARY

Jason Homer

3 Salem Sq.
Worcester, MA 01608
508-799-1655

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

Vision: The Worcester Public Library will be a welcoming destination and the leading provider of resources to inform, enlighten, and enrich our diverse community.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|---|--|
| Satisfy curiosity and stimulate learning and imagination | Ensure library collections meet the intellectual and entertainment needs of the city. | <p>The Worcester Public Library completed an inventory project of all branches of the WPL for assessment in DEI work within our collective development principles as part of our response to increase our circulation numbers throughout the organization. Overall, there was a 5.8% increase in book circulation comparing the start of FY to end of March 2024. Within the collections, usage of our World Language collection soared 21.2% over the previous FY.</p> <p>eBook and eAudio Circulation continue to rise, with 27% increase in usage during the period of July-March in FY24 when comparing the previous year.</p> |
| Satisfy curiosity and stimulate learning and imagination | Expand programs and events to reflect the changing community | <p>Towards the end of FY2023, the WPL embarked on a reorganization to realign positions and focus the work of librarians. As a result, the WPL featured more events and programs addressing the needs of the community with focused attention. In comparing FY23 and FY24 from July to March, the WPL saw a staggering 60% increase in program attendance across all divisions of the library. New programs include but are not limited to, use of the Innovation Center, programming for people experiencing</p> |

| | | |
|-------------------------------------|---|--|
| | | hardships, and programming to address culturally significant events. |
| Connect patrons with the technology | Introduce new lending opportunities to the community | <p>The WPL introduced a new lending item in FY2024, called audio-enabled, which began with our “Wonderbooks” collection and continues to grow. This collection has no previous metric but is the fastest growing collection in the library.</p> <p>The WPL expanded its Library of Things to include items like a karaoke machine, drum kit, and keyboard to name a few.</p> |
| Connect patrons with the technology | Train library patrons on new technologies | The Worcester Public Library added new classes and technologies including a laser-cutter and new 3D Printers, with training on the use of new technologies. Overall, the adult programs designed to teach new technologies and creation skills saw an increase of 85% in program attendance. |
| Provide Community Space | Provide professional librarian support for high-need interest groups | <p>In FY24, the WPL’s new Community Services Division, a new department focused on addressing the social needs and learning of those in traditionally vulnerable populations, held 311 in-person programs with 3,685 attendees, and 59 virtual programs with 357 attendees.</p> <p>In FY24, community partners from all over the city hosted office hours at the Main Branch of the Worcester Public Library, totaling in 383 hours in the period from July – March 2024.</p> |
| Provide Community Space | Ensure equity of service at all library locations and neighborhoods of the city | <p>The Great Brook Valley branch of the WPL saw investments into its facility from the Worcester Public Library Foundation, and was able to open additional hours throughout the week. While visits have seen a 7% increase in comparing the previous FY, questions asked to staff of GBV skyrocketed 134% in comparing the previous year.</p> <p>The Frances Perkins Branch also saw investments into its facility from the WPL Foundation, resulting in a better layout to</p> |

| | | |
|--------------------------------------|---|--|
| | | <p>meet the needs of the users of the branch. Visits increase 10.7% and questions answered by staff increased 72.5%</p> <p>Overall, in FY24 throughout all WPL Branches, there were:</p> <ul style="list-style-type: none"> • 40,855 WiFi sessions (unique patrons) • 1,061,026 website visitors • 61,062 public use computer sessions |
| Share information with the community | Promote library services to all residents of the city | In FY2024, the WPL conducted 93 special outreach events interacting with 5,065 in the period from July – March 2024, not including our internationally popular March Meowness Campaign which involved communication with 7,500 individuals from all over the world. |
| Share information with the community | Promote intellectual freedom | In March of 2024, it was announced that the Worcester Public Library was a finalist for the National Library Medal from the Institute of Museum and Library Services. The WPL is one of only fifteen finalists for public libraries. No public library in Massachusetts has ever won this honor, and the WPL is deeply proud of the work of the staff to raise the WPL to this level and national recognition. |

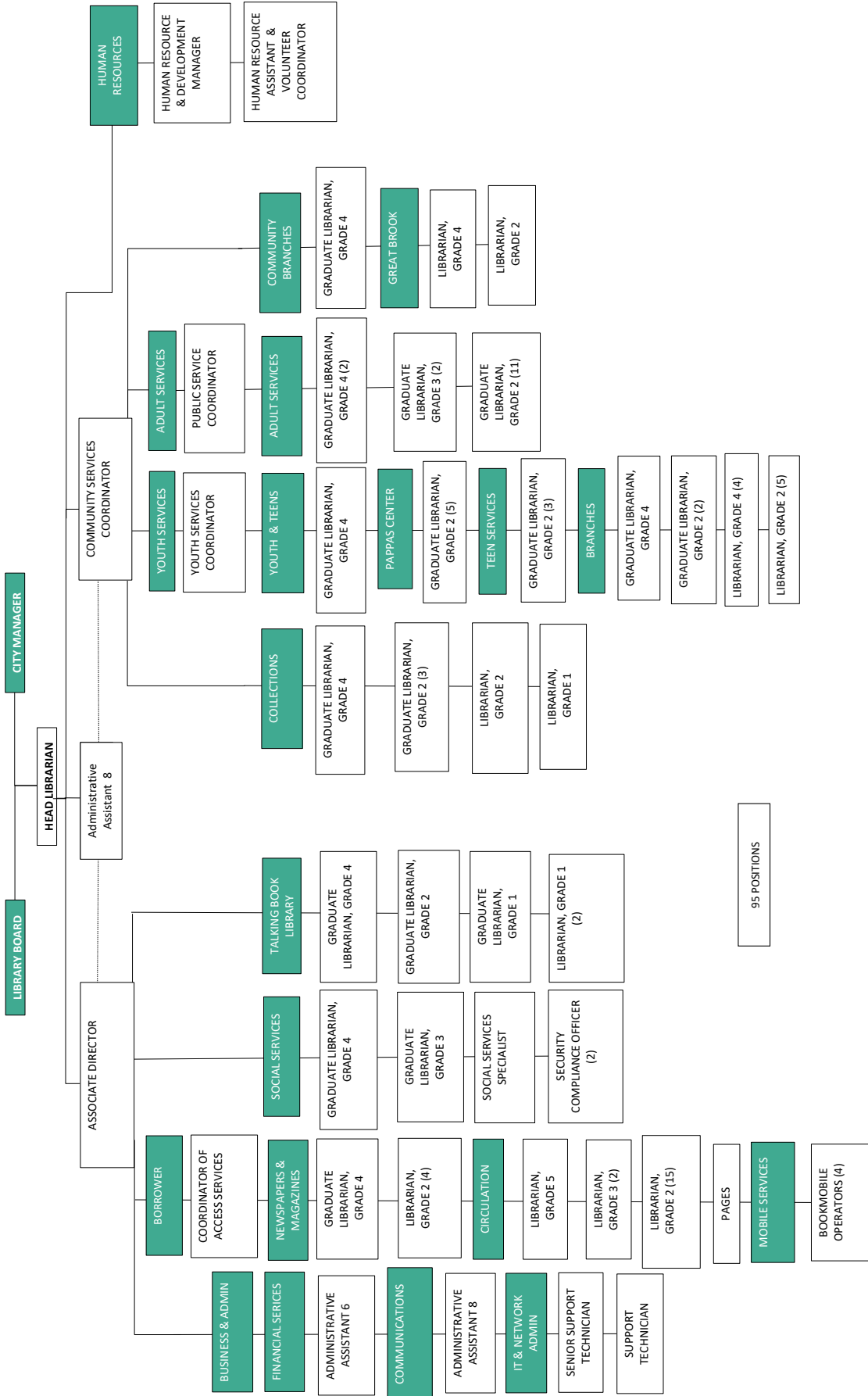
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|---------------------------|------------------------|------------------------|------------------------|------------------------|
| | Budget for | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 4,377,448.87 | \$ 4,729,804.00 | \$ 3,161,188.00 | \$ 4,867,710.00 |
| Overtime | 83,624.18 | 123,795.00 | 85,057.00 | 123,795.00 |
| Ordinary Maintenance | 1,762,770.09 | 1,770,596.00 | 1,228,001.00 | 1,808,083.00 |
| Total Expenditures | \$ 6,223,843.14 | \$ 6,624,195.00 | \$ 4,474,246.00 | \$ 6,799,588.00 |
| Total Positions | 94 | 94 | 94 | 95 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 for the Public Library is recommended to be funded at \$6,799,588, which is an increase of \$175,393 from the Fiscal 2024 amount of \$6,624,195. The salary increase is mainly due to the addition of a new Security Compliance Officer; in addition to step increases for employees that are not at maximum pay, and 3% Cost of Living Adjustments (COLAs) and a 1.5% Market Adjustment for non-represented employees. For

unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance increase is due to an increase in library materials to remain in compliance with Massachusetts guidelines. Overtime will remain level funded to Fiscal 2024.



JASON L. HOMER, HEAD LIBRARIAN**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****WORCESTER PUBLIC LIBRARY- DIVISION #CC1028**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 145,331.00 | 53EM | HEAD LIBRARIAN | 1 | \$ 152,476.00 |
| 1 | 114,683.00 | 48M | ASSOCIATE DIRECTOR | 1 | 120,314.00 |
| 1 | 75,456.00 | 48M | COMMUNITY SERVICES COORDINATOR | 1 | 115,785.00 |
| 1 | 99,022.00 | 44M | YOUTH SERVICES COORDINATOR | 1 | 100,266.00 |
| 1 | 75,456.00 | 44M | PUBLIC SERVICE COORDINATOR | 1 | 93,535.00 |
| 1 | 92,810.00 | 44M | COORDINATOR OF ACCESS SERVICES | 1 | 81,205.00 |
| 6 | 474,771.00 | 40P | GRADUATE LIBRARIAN, GRADE 4 | 6 | 478,005.00 |
| 1 | 87,153.00 | 41M | HUMAN RESOURCE & DEVELOPMENT MANAGER | 1 | 93,236.00 |
| 2 | 158,904.00 | 38M | ADMINISTRATIVE ASSISTANT, GRADE 8 | 2 | 167,314.00 |
| 3 | 225,821.00 | 37P | GRADUATE LIBRARIAN, GRADE 3 | 3 | 225,931.00 |
| 22 | 1,451,452.00 | 36P | GRADUATE LIBRARIAN, GRADE 2 | 23 | 1,492,132.00 |
| 1 | 63,253.00 | 31P | GRADUATE LIBRARIAN, GRADE 1 | 0 | - |
| 1 | 83,104.00 | 40 | SENIOR SUPPORT TECHNICIAN | 1 | 87,170.00 |
| 1 | 74,663.00 | 37 | SUPPORT TECHNICIAN | 1 | 78,333.00 |
| 2 | 110,517.00 | 33 | ADMINISTRATIVE ASSISTANT, GRADE 6 | 2 | 119,822.00 |
| 1 | 56,268.00 | 32 | LIBRARIAN, GRADE 5 | 1 | 54,331.00 |
| 1 | 51,499.00 | 31 | LIBRARIAN, GRADE 4 | 1 | 53,628.00 |
| 1 | 52,416.00 | 29 | LIBRARIAN, GRADE 3 | 1 | 54,205.00 |
| 2 | 98,335.00 | 27 | BOOKMOBILE OPERATOR | 2 | 100,377.00 |
| 1 | 48,048.00 | 26 | LIBRARIAN, GRADE 2A | 1 | 48,233.00 |
| 20 | 848,060.00 | 25 | LIBRARIAN, GRADE 2 | 20 | 815,830.00 |
| 1 | 42,183.00 | 21 | LIBRARIAN, GRADE 1 | 1 | 42,345.00 |
| 1 | 49,983.00 | 28 | LIBRARY SECURITY COMPLIANCE OFFICER | 2 | 102,822.00 |
| 73 | \$ 4,579,188.00 | | GENERAL - TOTAL REGULAR SALARIES | 74 | \$ 4,677,295.00 |
| 1 | \$ 86,991.00 | 40P | GRADUATE LIBRARIAN, GRADE 4 | 1 | \$ 75,916.00 |
| 1 | 49,301.00 | 36P | GRADUATE LIBRARIAN, GRADE 2 | 1 | 58,151.00 |
| 4 | 226,406.00 | 31 | LIBRARIAN, GRADE 4 | 4 | 237,185.00 |
| 2 | 102,172.00 | 27 | BOOKMOBILE OPERATOR | 2 | 103,440.00 |
| 5 | 210,103.00 | 25 | LIBRARIAN, GRADE 2 | 5 | 217,650.00 |
| 13 | \$ 674,973.00 | | ONE LIBRARY - TOAL REGULAR SALARIES | 13 | \$ 692,342.00 |
| 86 | \$ 5,254,161.00 | | REGULAR SALARIES | 87 | \$ 5,369,637.00 |
| | 116,816.00 | | TOTAL PAGES SALARIES | | 116,816.00 |
| | 3,864.00 | | EM INCENTIVE | | 2,191.00 |
| | 404,638.00 | | BUILDING OPERATIONS | | 412,145.00 |
| | (73,203.00) | | VACANCY FACTOR | | (44,158.00) |
| | \$ 5,706,276.00 | | TOTAL RECOMMENDED SALARIES | | \$ 5,856,631.00 |
| | | | FUNDING SOURCES: | | |
| | (784,124.00) | | PILOT | | (796,398.00) |
| | (80,000.00) | | BOOKMOBILE FUNDING | | (80,000.00) |
| | (112,348.00) | | LIBRARY RESOURCE FUNDING-SALARIES | | (112,523.00) |
| | (976,472.00) | | TOTAL FUNDING SOURCES | | (988,921.00) |
| 86 | \$ 4,729,804.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 87 | \$ 4,867,710.00 |

JASON L. HOMER, HEAD LIBRARIAN
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
WORCESTER PUBLIC LIBRARY- DIVISION #CC1028

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 22,658.00 | | REGULAR OVERTIME | | \$ 22,658.00 |
| | 66,137.00 | | SUNDAY OVERTIME | | 66,137.00 |
| | <u>\$ 88,795.00</u> | | TOTAL OVERTIME | | <u>\$ 88,795.00</u> |
| | \$ 35,000.00 | | BUILDING OPERATIONS | | \$ 35,000.00 |
| | <u>\$ 123,795.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 123,795.00</u> |
| | \$ 1,500.00 | | AUTO FUEL | | \$ 1,500.00 |
| | 20,000.00 | | BUILDING SUPPLIES | | 20,000.00 |
| | 6,000.00 | | CUSTODIAL SUPPLIES | | 6,000.00 |
| | 4,000.00 | | FOOD SUPPLIES | | 4,000.00 |
| | 720.00 | | INSURANCE | | 720.00 |
| | 98,000.00 | | IT HARDWARE SUPPLIES & SERVICES | | 98,000.00 |
| | 12,000.00 | | LEASES & RENTALS | | - |
| | 100,000.00 | | LIBRARY SUPPLIES | | 100,000.00 |
| | 3,586.00 | | LICENSES | | 3,886.00 |
| | 10,000.00 | | MAINTENANCE/REPAIR VEHICLE | | 10,000.00 |
| | 204,000.00 | | MEMBERSHIP DUES | | 204,000.00 |
| | 5,000.00 | | NETWORK STORAGE | | 5,000.00 |
| | 82,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 82,000.00 |
| | 15,000.00 | | OFFICE SUPPLIES | | 15,000.00 |
| | 500.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 5,000.00 | | OTHER PROFESSIONAL SERVICES | | 5,000.00 |
| | 1,200.00 | | PARTS/EQUIPMENT SUPPLIES | | 1,200.00 |
| | 500.00 | | POSTAGE | | 500.00 |
| | 24,000.00 | | PRINTING SUPPLIES & SERVICES | | 22,000.00 |
| | 2,400.00 | | REGISTRATION FEES | | 400.00 |
| | 12,000.00 | | SECURITY SERVICES | | 12,000.00 |
| | 24,000.00 | | TELEPHONE | | 24,000.00 |
| | 600.00 | | TRAVELING | | 600.00 |
| | 500.00 | | UNIFORMS | | 500.00 |
| | 881,179.00 | | LIBRARY SUPPLIES | | 934,866.00 |
| | <u>\$ 1,513,685.00</u> | | ORDINARY MAINTENANCE | | <u>\$ 1,551,172.00</u> |
| | 256,911.00 | | BUILDING OPERATIONS | | 256,911.00 |
| | <u>\$ 1,770,596.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 1,808,083.00</u> |
| | <u>\$ 1,770,596.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 1,808,083.00</u> |
| | \$ 38,820.00 | | HEALTH INSURANCE | | \$ 45,648.32 |
| | 7,236.00 | | RETIREMENT | | 9,037.31 |
| | <u>\$ 46,056.00</u> | | TOTAL FRINGE BENEFITS | | <u>\$ 54,685.63</u> |
| | \$ (46,056.00) | | FUNDING SOURCES: | | \$ (54,685.63) |
| | \$ - | | LIBRARY RESOURCE FUNDING-FRINGE BENEFITS | | \$ - |
| | | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | <u>\$ 6,624,195.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 6,799,588.00</u> |

JASON L. HOMER, HEAD LIBRARIAN

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER PUBLIC LIBRARY- DIVISION #CC1028

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 87,069.00 | 40P | GRADUATE LIBRARIAN, GRADE 4 | 1 | \$ 79,128.00 |
| 1 | 74,783.00 | 36P | GRADUATE LIBRARIAN, GRADE 2 | 1 | 75,920.00 |
| 1 | 47,682.00 | 29 | LIBRARIAN, GRADE 3 | 1 | 49,555.00 |
| <u>3</u> | <u>\$ 209,534.00</u> | | REGULAR SALARIES | <u>3</u> | <u>\$ 204,603.00</u> |
| | 28,917.00 | | FRINGE BENEFITS | | 52,118.00 |
| | <u>\$ 238,451.00</u> | | TOTAL EXPENSES- LIBRARY RESOURCES | | <u>\$ 256,721.00</u> |
| | (209,534.00) | | <u>FUNDING SOURCES-STATE REVENUES:</u> | | |
| | (28,917.00) | | SALARIES | | (204,603.00) |
| | <u>(238,451.00)</u> | | FRINGE BENEFITS | | <u>(52,118.00)</u> |
| | | | TOTAL CREDITS- LIBRARY RESOURCES | | <u>(256,721.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ -</u> |

JASON L. HOMER, HEAD LIBRARIAN

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

WORCESTER PUBLIC LIBRARY- DIVISION #CC1028

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 86,833.00 | 40P | GRADUATE LIBRARIAN, GRADE 4 | 1 | \$ 87,404.00 |
| 1 | 58,402.00 | 36P | GRADUATE LIBRARIAN, GRADE 2 | 1 | 60,575.00 |
| 1 | 63,253.00 | 31P | GRADUATE LIBRARIAN, GRADE 1 | 1 | 63,497.00 |
| 2 | 84,366.00 | 21 | LIBRARIAN, GRADE 1 | 2 | 90,216.00 |
| 5 | \$ 292,854.00 | | REGULAR SALARIES | 5 | \$ 301,692.00 |
| | 3,000.00 | | OVERTIME | | 3,000.00 |
| | 187,689.00 | | ORDINARY MAINTENANCE | | 306,446.00 |
| | 66,121.00 | | FRINGE BENEFITS | | 66,902.00 |
| | <u>\$ 549,664.00</u> | | TOTAL EXPENSES- TALKING BOOKS | | <u>\$ 678,040.00</u> |
| | | | FUNDING SOURCES-STATE REVENUES: | | |
| | (292,854.00) | | SALARIES | | (301,692.00) |
| | (3,000.00) | | OVERTIME | | (3,000.00) |
| | (187,689.00) | | ORDINARY MAINTENANCE | | (306,446.00) |
| | (66,121.00) | | FRINGE BENEFITS | | (66,902.00) |
| | <u>\$ (549,664.00)</u> | | TOTAL CREDITS- TALKING BOOKS | | <u>\$ (678,040.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ -</u> |



The City of
WORCESTER

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HEALTH AND HUMAN SERVICES

Dr. Matilde “Mattie” Castiel, Commissioner of Health & Human Services

City Hall- Room 101
455 Main Street
Worcester, MA 01608
(508) 799-8486

Mission: The Department of Health and Human Services seeks to empower our community through comprehensive and compassionate services. Our mission is to advance public health, support our elders with dignity, nurture our youth with opportunity, honor our veterans with gratitude, and address homelessness with empathy. Through strategic partnerships and a commitment to equity, we strive to create a healthier, more resilient, and inclusive environment for all individuals across the lifespan.

Vision: Worcester will be a place where all voices contribute equitably to the creation of a vibrant, healthy community in which barriers to maintaining a high quality of life are eliminated.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|------------------|---|--|
| 1: Center Equity | <p>1.1: Ensure consistent training and professional development for all staff related to DEI</p> <p>1.2: Implement a community-led process for allocating Opioid Settlement Dollars</p> <p>1.3: Implement the Community Health Improvement Plan</p> <p>1.3.1: Support mobile services for the unhoused and unstably housed.</p> <p>1.3.2: All task forces will hold meetings no less than 1 time per quarter.</p> | <p>100% percent of staff received DEI training. 3 trainings held.</p> <p>Process for allocating the settlement funds is based on data and taskforce work involving community partners which include lived experience and multidisciplinary backgrounds, looking at prevention, harm reduction and treatment.</p> <p>56 new unduplicated cases and 40 housing placements of individuals experiencing homelessness.</p> <p>Held 37 HUB meetings, 4 Governance Council meetings with 37 meetings of the Operations group, held 2 meetings of the Mayor’s Mental Health Task Force, held 3 planning committee meetings of the Re-entry Task Force, held 3 meetings of the Opioid Task Force and structured working groups focused on health, prevention, and lived experience with each working group meeting twice to date.</p> |

| | | |
|--------------------------------------|--|---|
| <p>2: Make data-driven decisions</p> | <p>2.1: Establish the Sub-Division of Data, Research & Epidemiology 2.1.1: Set a data or research goal with every Division within HHS by Q3 FY24. 2.1.2: Use a community-informed process for setting some external goals of the Division.</p> <p>2.2: Publish the 2024 Community Health Assessment</p> <p>2.3: Build internal and external health data dashboards</p> | <p>Each division is working on identifying data and research metrics. Working on draft goals based on the data.</p> <p>Worked with Massachusetts Veterans Service Officers Association-both the Central region and statewide- to establish service delivery goals based on best practice for veterans Services.</p> <p>Youth Opportunities engaged 5-10 partners involved in working on the Agenda for Youth; held 4 meetings held thus far.</p> <p>The 2024 Community Health Assessment was published and advertised. DPH held meeting, in the city and in alliance towns.</p> <p>Electronic community Health Assessment e-CHA, which includes updated community health data and U.S. Census Bureau's American Community Survey.</p> |
| <p>3: Improve internal processes</p> | <p>3.1: Better connected services and communication within HHS</p> <p>3.2: Develop and implement HHS onboarding process</p> <p>3.3: Realign Senior Staff Management</p> | <p>100% of employees received the department contact allowing for more efficiency and a better-connected department.</p> <p>Review and implementation of onboarding process is still ongoing due to superseding priorities and moved to Q4. Recruitment process has changed due to new city hiring guidelines, which have streamlined the process.</p> <p>The division heads have been working on department SOP. Function focused on process assessments and removal of process waste.</p> |

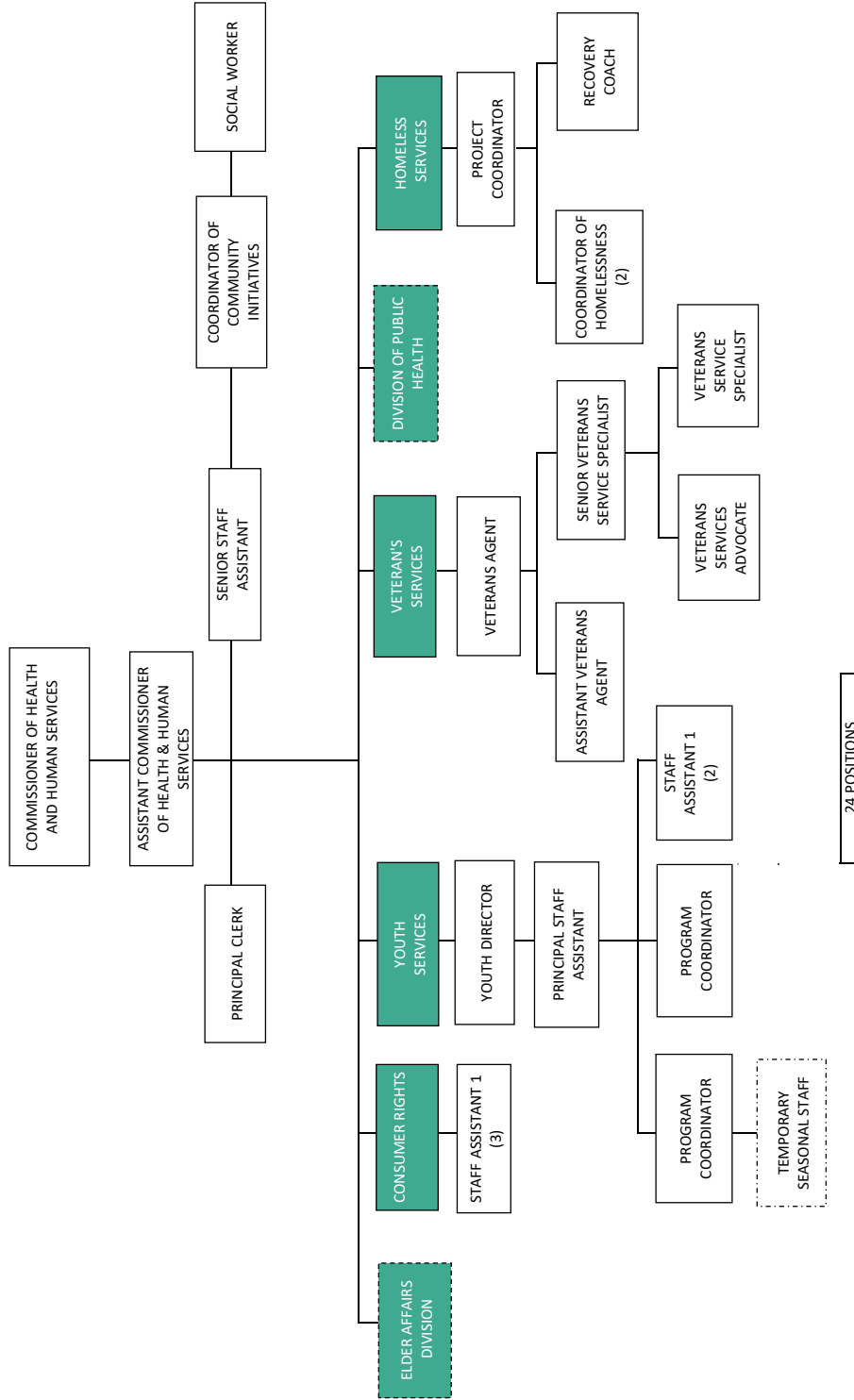
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|------------------------|------------------------|------------------------|------------------------|------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,376,428.79 | \$ 1,392,926.00 | \$ 836,867.00 | \$ 1,256,653.00 |
| Ordinary Maintenance | 1,997,404.07 | 1,959,030.00 | 881,746.00 | 1,798,088.00 |
| Total | \$ 3,373,832.86 | \$ 3,351,956.00 | \$ 1,718,613.00 | \$ 3,054,741.00 |
| Total Positions | 23 | 23 | 23 | 24 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$3,054,741, which is a decrease of \$297,215 from the Fiscal 2024 amount of \$3,351,956. This decrease is a result of the elimination of a vacant Staff Assistant I position, step increases for employees who are not at maximum pay, increased grant funding, funding for Youth Council Temporary Staff, a new Assistant Veterans Agent position being added to the Veterans table of organization, a position regrade, 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance decrease is due to a shift in contracted services to the Opioid Settlement Fund, and copier count expense funding being transferred to the Department of Innovation & Technology.

DIVISION OF HEALTH AND HUMAN SERVICES ORGANIZATIONAL CHART



MATILDE CASTIEL, COMMISSIONER OF HEALTH AND HUMAN SERVICES
**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF THE EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DIVISION OF ADMINISTRATION- DIVISION #CC1023**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|------------------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| HEALTH AND HUMAN SERVICES | | | | | |
| 1 | \$ 150,206.00 | 58CM | COMMISSIONER OF HEALTH AND HUMAN SERVICES | 1 | \$ 154,653.00 |
| 1 | 118,047.00 | 48EM | ASSISTANT COMMISSIONER OF HEALTH AND HUMAN SERVICES | 1 | 120,226.00 |
| 0 | - | 41M | PROJECT COORDINATOR | 1 | 84,922.00 |
| 1 | 73,013.00 | 39M | SENIOR STAFF ASSISTANT | 1 | 73,242.00 |
| 3 | 203,616.00 | 37P | COORDINATOR OF HOMELESSNESS | 2 | 152,442.00 |
| 1 | 70,314.00 | 37P | COORDINATOR OF COMMUNITY INITIATIVES | 1 | 76,587.00 |
| 1 | 74,131.00 | 38P | SOCIAL WORKER/CLINICIAN | 1 | 80,031.00 |
| 1 | 30,413.00 | 33P | RECOVERY COACH | 1 | 30,368.00 |
| 3 | 120,315.00 | 32 | STAFF ASSISTANT 1 | 3 | 100,489.00 |
| 1 | 52,811.00 | 27 | PRINCIPAL CLERK | 1 | 53,699.00 |
| 13 | \$ 892,866.00 | | TOTAL REGULAR SALARIES | 13 | \$ 926,659.00 |
| | 6,066.00 | | EM INCENTIVE PAY | | 5,111.00 |
| | <u>898,932.00</u> | | TOTAL SALARIES | | <u>931,770.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (88,076.00) | | CONSUMER AID PROGRAM | \$ | (100,489.00) |
| | (52,063.00) | | EMERGENCY SHELTER GRANT | | (14,778.00) |
| | - | | OPIOID SETTLEMENT FUND | | (294,811.00) |
| | (3,926.00) | | WORCESTER FAIR HOUSING PROJECT | | - |
| | <u>\$ (144,065.00)</u> | | TOTAL HHS PERSONAL SERVICES | | <u>\$ (410,078.00)</u> |
| 13 | \$ 754,867.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- HHS | 13 | \$ 521,692.00 |
| | \$ 500.00 | | BOTTLED WATER RENTAL & SUPPLIES | \$ | 500.00 |
| | 800.00 | | CATERED MEALS | | - |
| | 160,492.00 | | CONSULTANTS | | - |
| | 1,000.00 | | IT HARDWARE SUPPLIES- OTHER IT SUPPLIES | | 1,500.00 |
| | - | | MEDICAL SUPPLIES | | 9,900.00 |
| | - | | MEMBERSHIP DUES | | 200.00 |
| | 300.00 | | NEWSPAPER ADVERTISEMENT | | 300.00 |
| | 500.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 3,500.00 |
| | 1,000.00 | | OFFICE SUPPLIES | | 3,000.00 |
| | 500.00 | | PRINT & COPY SUPPLIES | | 600.00 |
| | 2,000.00 | | REGISTRATION FEES | | 2,000.00 |
| | 2,000.00 | | TELEPHONE & CABLE | | 4,500.00 |
| | 1,500.00 | | TRANSPORTATION | | 2,000.00 |
| | <u>\$ 170,592.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 28,000.00</u> |
| | <u>\$ 170,592.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE- HHS | | <u>\$ 28,000.00</u> |
| OFFICE OF VETERANS SERVICES | | | | | |
| 1 | \$ 84,325.00 | 42EM | VETERANS AGENT | 1 | \$ 87,803.00 |
| 0 | - | 40M | ASSISTANT VETERANS AGENT | 1 | 71,198.00 |
| 1 | 68,086.00 | 35 | SENIOR VETERANS SERVICE SPECIALIST | 1 | 72,856.00 |
| 0 | - | 32 | VETERANS ADVOCATE | 1 | 64,259.00 |
| 2 | 80,973.00 | 30 | VETERANS SERVICE SPECIALIST | 1 | 26,217.00 |
| 4 | \$ 233,384.00 | | TOTAL REGULAR SALARIES | 5 | \$ 322,333.00 |
| 4 | \$ 233,384.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- VETERANS | 5 | \$ 322,333.00 |
| | \$ 100.00 | | PRINT & COPY SUPPLIES | \$ | 1,550.00 |
| | 29,600.00 | | FLAGS & WREATHS FOR VETERAN'S GRAVES | | 42,500.00 |
| | 500.00 | | IT HARDWARE SUPPLIES- OTHER IT SUPPLIES | | - |
| | 32,773.00 | | LEASE & RENTAL | | - |
| | 3,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | - |
| | 200.00 | | MEMBERSHIP DUES | | - |
| | 4,100.00 | | OFFICE SUPPLIES | | 4,100.00 |
| | 4,000.00 | | OTHER PERSONAL SERVICES | | 3,000.00 |
| | 500.00 | | PRINTING SERVICES | | - |
| | - | | TRANSPORTATION | | 1,000.00 |
| | 1,500.00 | | TELEPHONE & CABLE | | 1,000.00 |
| | 1,635,500.00 | | VETERAN'S BENEFITS | | 1,633,463.00 |
| | <u>\$ 1,711,773.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE- VETERANS | | <u>\$ 1,686,613.00</u> |

MATILDE CASTIEL, COMMISSIONER OF HEALTH AND HUMAN SERVICES
**CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2025
 DEPARTMENT OF THE EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
 DIVISION OF ADMINISTRATION- DIVISION #CC1023**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| YOUTH SERVICES | | | | | |
| 1 | \$ 82,590.00 | 42EM | YOUTH DIRECTOR | 1 | \$ 86,646.00 |
| 1 | 67,872.00 | 40M | PRINCIPAL STAFF ASSISTANT | 1 | 71,198.00 |
| 2 | 124,089.00 | 38M | PROGRAM COORDINATOR | 2 | 140,549.00 |
| 2 | 103,564.00 | 32 | STAFF ASSISTANT 1 | 2 | 110,692.00 |
| 6 | \$ 378,115.00 | | TOTAL REGULAR SALARIES | 6 | \$ 409,085.00 |
| | 897,403.00 | | YOUTH PROGRAM TEMPORARY STAFF | | 447,403.00 |
| | - | | TEMPORARY STAFF-YOUTH COUNCIL | | 35,011.00 |
| | (304,178.00) | | YOUTH OFFICE & RECREATION WORCESTER VACANCY FACTOR | | (359,369.00) |
| | 3,335.00 | | EM INCENTIVE PAY | | 498.00 |
| 6 | \$ 974,675.00 | | TOTAL SALARIES | 6 | \$ 532,628.00 |
| FUNDING SOURCES: | | | | | |
| | \$ (450,000.00) | | RECREATION WORCESTER STATE GRANT FUNDING | | \$ - |
| | (120,000.00) | | RECREATION WORCESTER SUMMER PROGRAM DONATIONS | | (120,000.00) |
| | \$ (570,000.00) | | TOTAL FUNDING SOURCES | | \$ (120,000.00) |
| 6 | \$ 404,675.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- YOUTH SERVICES | 6 | \$ 412,628.00 |
| | \$ 13,385.00 | | LEASE & RENTALS | | \$ 13,395.00 |
| | 8,000.00 | | OFFICE SUPPLIES | | 8,000.00 |
| | 300.00 | | PRINT & COPY SUPPLIES | | - |
| | 15,000.00 | | RECREATIONAL PROGRAMMING | | 24,600.00 |
| | 29,500.00 | | RECREATIONAL SUPPLIES | | 30,500.00 |
| | 4,000.00 | | TELEPHONE & CABLE | | 2,000.00 |
| | 1,980.00 | | TRAINING COSTS | | 1,980.00 |
| | 2,500.00 | | TRANSPORTATION | | 1,000.00 |
| | 2,000.00 | | YOUTH COUNCIL | | 2,000.00 |
| | \$ 76,665.00 | | TOTAL ORDINARY MAINTENANCE | | \$ 83,475.00 |
| | \$ 76,665.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE- YOUTH SERVICES | | \$ 83,475.00 |
| | \$ 12,577.00 | | HEALTH INSURANCE | | \$ 52,128.00 |
| | 38,294.00 | | RETIREMENT | | 33,809.00 |
| | \$ 50,871.00 | | TOTAL FRINGE BENEFITS | | \$ 85,937.00 |
| | \$ (50,871.00) | | FUNDING SOURCES: | | \$ (85,937.00) |
| | (50,871.00) | | FEDERAL GRANTS | | (85,937.00) |
| | \$ - | | TOTAL FUNDING SOURCES | | \$ (85,937.00) |
| | \$ - | | TOTAL RECOMMENDED FRINGE BENEFITS | | \$ - |
| 23 | \$ 3,351,956.00 | | TOTAL RECOMMENDED TAX LEVY | 24 | \$ 3,054,741.00 |

PUBLIC HEALTH

Soloe Dennis, Director of Public Health

25 Meade St.
Worcester, MA 01610
508-799-8531

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

Vision: CMRPHA is a region where community voices are valued, and all people can be healthy.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|--|--|
| 1: Develop a well-trained, robust Public Health staff ready to tackle the challenges of a post-Covid world. | <p>1.1: Promote staff wellness on an ongoing basis and specifically following the pandemic.</p> <p>1.2: Identify or establish an annual training fund and collective process for identifying staff-wide and office-wide trainings.</p> <p>1.3: Create opportunities for cross-training and information sharing between WDPH offices.</p> | <p>One retreat was held with 25 participants. Held 2 after action meetings. Conducted staff survey about the impact of Covid19.</p> <p>Participated in training staff on community engagement related to Covid's impact on communities of color (Trusted Messenger Program).</p> <p>The Division conducted a staff satisfaction survey. All 23 non-leadership staff participated in the survey: 100% of the division staff. An Individual Development Plan (IDP) form has been created. All staff members will be required to complete their IDP by Q4 as part of their performance review and as a component of workforce development initiatives.</p> <p>Held trainings on health equity, DEI, CPR, emotional intelligence, emergency shelter operations, and conflict resolution.</p> <p>100% of staff presented their roles during staff meeting for cross sharing exercise.</p> |

| | | |
|--|---|---|
| <p>2: Reduce health inequities and promote racial justice.</p> | <p>2.1: Build capacity across the Division and CMRPHA for engaging in racial justice work.</p> <p>2.2: Increase opportunities for directly engaging with populations with lived experience.</p> <p>2.3: Identify a process for prioritizing health equity and racial justice across all programs.</p> | <p>97% of staff have completed racial justice and health equity training. 100% of staff attended the annual training. 100% HIRA Racial Equity Training.</p> <p>23 staff participate as meeting facilitators in coalition work that seek to address the needs of the most vulnerable populations that develop programs to address public health challenges, along partner organizations.</p> <p>All the division programs have health equity goals that are imbedded into the programs. These center around, policy changes, data system developing and sharing data with partners to address and improve health outcomes.</p> |
| <p>3: Foster collaboration and engagement internally and externally.</p> | <p>3.1: Establish a communication and branding strategy to increase awareness of WDPH and the public health district.</p> <p>3.2: Increase community outreach to build understanding of Public Health roles and responsibilities.</p> <p>3.3: Increase cross-department collaboration.</p> | <p>The division has created 50% of the branding plans. In the coming fiscal year, we will be developing community engagement plans to enhance our branding strategy.</p> <p>All alliance town BOHs have approved the branding strategy that was developed. Moving forward, the branding strategy will be reviewed to determine its effectiveness as the alliance works to promote health.</p> <p>The division has a current community outreach plan. The document is being revised to include some of the best practices and recommendations from current division activities.</p> <p>The Community Health Team supported the creation of the new CHA and will lead the implementation of the CHIP. In addition, they will lead prevention work around tobacco compliance, policies and program implementation, maternal and child health, etc.</p> <p>The Office of Health & Medical Preparedness role is to educate, prevent and enhance our response</p> |

| | | |
|--|--|--|
| | | <p>capacity through all phases of the emergencies and hazards.</p> <p>The Office of Data Research and Epidemiology role is to provide data and interpret as requested from our external partners.</p> <p>The division has held five meetings with Department of Inspectional Services (DIS) staff. Four (DIS) division staff have attended the meetings. This year we had three workshops. The topics of discussion were around water quality at Lake Quinsigamond, hoarding and housing issues, mosquitoes prevention and education during the summer months, etc. The workshop was attended by the Commissioner of Inspectional Services, Director of Public Health, the Chief of Air and Water Quality for the City of Worcester, and the Director of Housing for Worcester.</p> <p>The division is in the process of drafting standard operating procedures (SOPs) for office procedures, which will cover: securing/storing general and confidential data and proper documentation of materials and interactions. Additional guidance will be tailored to address the unique requirements of specific duties.</p> |
|--|--|--|

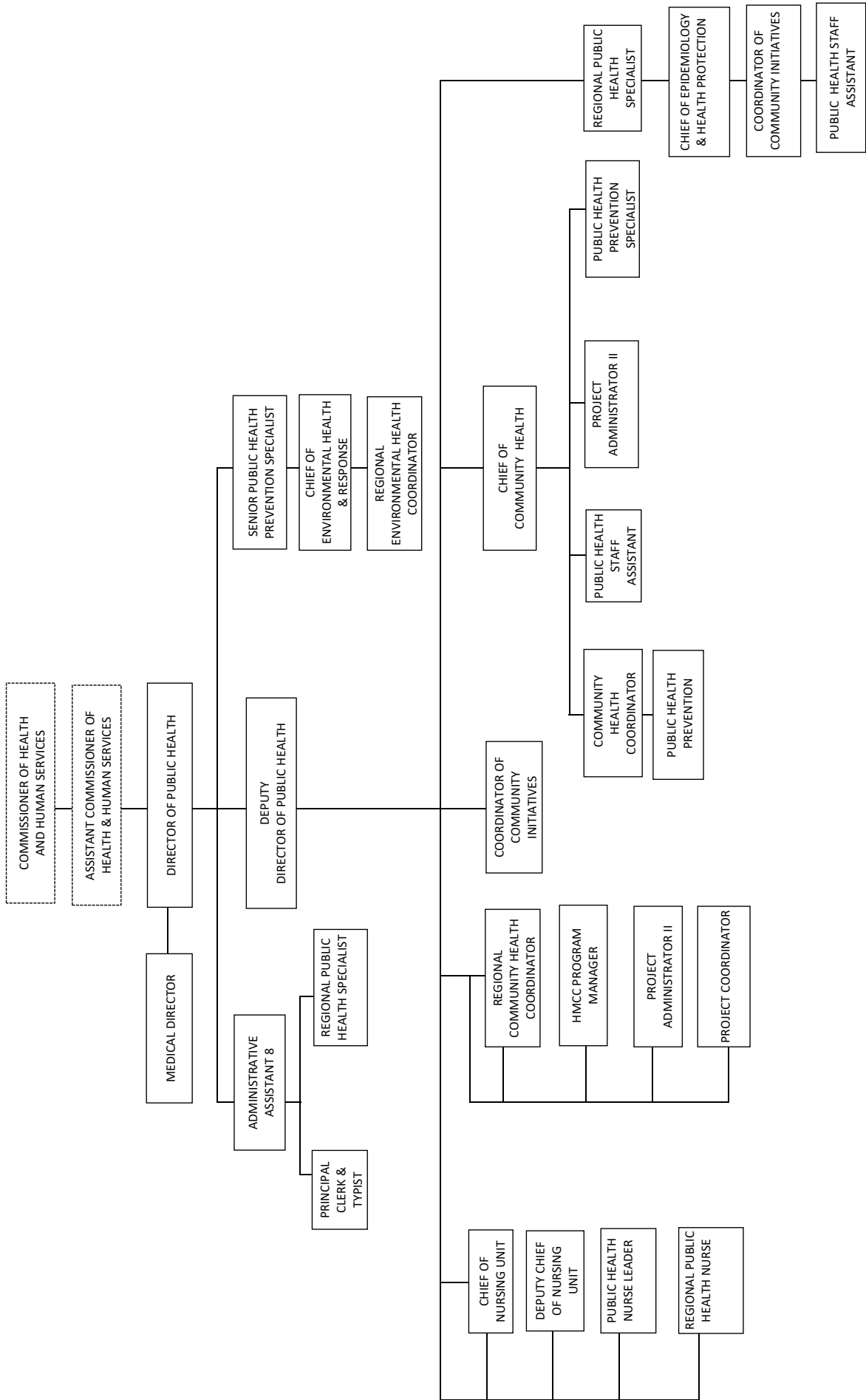
Department Allocation Summary

| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|------------------------|------------------------|----------------------------|----------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 937,709.66 | \$ 914,217.00 | \$ 743,031.00 | \$ 922,717.00 |
| Overtime | 1,151.36 | 500.00 | 433.00 | 500.00 |
| Ordinary Maintenance | 96,220.08 | 36,417.00 | 17,714.00 | 46,417.00 |
| Total | \$ 1,035,081.10 | \$ 951,134.00 | \$ 761,178.00 | \$ 969,634.00 |
| Total Positions | 28 | 30 | 30 | 28 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$969,634, which is an increase of \$18,500 from the Fiscal 2024 amount of \$951,134. The salary increase is mainly due to a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. These salary increases are offset by the transfer of a Senior Staff Assistant to the City Manager's Office and the elimination of a Coordinator of Communications, Partnerships & Chronic Disease position. Ordinary Maintenance increased by \$10,000 to re-align funds based off actuals to multiple spend categories and the elimination of grant funding that will no longer be provided to meet operating needs within the department.

DIVISION OF PUBLIC HEALTH ORGANIZATIONAL CHART



28 POSITIONS

SOLOE DENNIS, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DIVISION OF PUBLIC HEALTH - #CC1046

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 112,862.00 | 52EM | DIRECTOR OF PUBLIC HEALTH | 1 | \$ 114,946.00 |
| 1 | 71,537.00 | 50EM | MEDICAL DIRECTOR | 1 | 75,044.00 |
| 1 | 78,177.00 | 45M | DEPUTY DIRECTOR OF PUBLIC HEALTH | 1 | 107,492.00 |
| 1 | 90,672.00 | 43M | CHIEF OF EPIDEMIOLOGY & HEALTH PROTECTION | 1 | 98,555.00 |
| 1 | 65,344.00 | 40M | PROJECT ADMINISTRATOR II | 1 | 79,575.00 |
| 1 | 77,109.00 | 39M | SENIOR STAFF ASSISTANT | 0 | - |
| 1 | 77,633.00 | 38M | ADMINISTRATIVE ASSISTANT 8 | 1 | 83,326.00 |
| 1 | 76,064.00 | 37P | COORDINATOR OF COMMUNITY INITIATIVES | 1 | 80,712.00 |
| 1 | 55,079.00 | 29 | PRINCIPAL CLERK & TYPIST | 1 | 48,817.00 |
| 9 | \$ 704,477.00 | | TOTAL REGULAR SALARIES | 8 | \$ 688,467.00 |
| | \$ (366,437.00) | | FUNDING SOURCES: GRANT & REGIONAL FUNDING SOURCES | | \$ (429,870.00) |
| | \$ (366,437.00) | | TOTAL FUNDING SOURCES | | \$ (429,870.00) |
| | \$ 338,040.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- PUBLIC HEALTH ADMINISTRATION OFFICE | | \$ 258,597.00 |
| 1 | \$ 95,380.00 | 43M | CHIEF OF COMMUNITY HEALTH | 1 | \$ 97,263.00 |
| 1 | 84,167.00 | 42M | COORD. OF COMMUNICATIONS, PARTNERSHIPS & CHRONIC DISEASE | 0 | - |
| 1 | 67,872.00 | 41M | PROJECT COORDINATOR, PUBLIC HEALTH | 1 | 71,199.00 |
| 1 | 83,918.00 | 40M | COMMUNITY HEALTH COORDINATOR | 1 | 68,558.00 |
| 1 | 78,316.00 | 40M | PROJECT ADMINISTRATOR II | 1 | 85,090.00 |
| 1 | 79,730.00 | 38M | SENIOR PUBLIC HEALTH PREVENTION SPECIALIST | 1 | 73,751.00 |
| 1 | 76,977.00 | 37P | COORDINATOR OF COMMUNITY INITIATIVES | 1 | 80,755.00 |
| 2 | 129,525.00 | 34 | PUBLIC HEALTH STAFF ASSISTANT | 2 | 138,254.00 |
| 2 | 132,610.00 | 33P | PUBLIC HEALTH PREVENTION SPECIALIST | 2 | 139,778.00 |
| 11 | \$ 828,495.00 | | TOTAL REGULAR SALARIES | 10 | \$ 754,648.00 |
| | \$ (532,031.00) | | FUNDING SOURCES: GRANT & REGIONAL FUNDING SOURCES | | \$ (381,717.00) |
| | \$ (532,031.00) | | TOTAL FUNDING SOURCES | | \$ (381,717.00) |
| | \$ 296,464.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- COMMUNITY HEALTH OFFICE | | \$ 372,931.00 |
| 1 | \$ 95,380.00 | 43M | REGIONAL COMMUNITY HEALTH COORDINATOR | 1 | \$ 100,065.00 |
| 0 | \$ - | 41M | HMCC PROGRAM MANAGER | 1 | 88,043.00 |
| 1 | 79,741.00 | 38M | PERP COORDINATOR | 0 | - |
| 1 | 73,013.00 | 40M | CHIEF OF ENVIRONMENTAL HEALTH AND RESPONSE (PERP COORDINATOR) | 1 | 76,022.00 |
| 3 | \$ 248,134.00 | | TOTAL SALARIES | 3 | \$ 264,130.00 |
| | \$ (189,265.00) | | FUNDING SOURCES: GRANT & REGIONAL FUNDING SOURCES | | \$ (183,884.00) |
| | \$ (189,265.00) | | TOTAL FUNDING SOURCES | | \$ (183,884.00) |
| | \$ 58,869.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- EMERGENCY PREPAREDNESS OFFICE | | \$ 80,246.00 |
| 1 | \$ 97,115.00 | 45M | CHIEF OF NURSING UNIT | 1 | \$ 101,876.00 |
| 1 | 93,538.00 | 43M | DEPUTY CHIEF OF NURSING UNIT | 1 | 98,123.00 |
| 1 | 82,647.00 | 40 | REGIONAL PUBLIC HEALTH NURSE | 1 | 87,170.00 |
| 1 | 76,524.00 | 80C | PUBLIC HEALTH NURSE LEADER | 1 | 78,363.00 |
| 4 | \$ 349,824.00 | | TOTAL SALARIES | 4 | \$ 365,532.00 |
| | \$ (220,489.00) | | FUNDING SOURCES: GRANT & REGIONAL FUNDING SOURCES | | \$ (149,923.00) |
| | \$ (220,489.00) | | TOTAL FUNDING SOURCES | | \$ (149,923.00) |
| | \$ 129,335.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- NURSING UNIT | | \$ 215,609.00 |
| 1 | \$ 71,643.00 | 40M | REGIONAL ENVIRONMENTAL HEALTH COORDINATOR | 1 | \$ 76,022.00 |
| 2 | 131,316.00 | 33P | REGIONAL PUBLIC HEALTH SPECIALIST | 2 | 124,696.00 |
| 3 | \$ 202,959.00 | | TOTAL SALARIES | 3 | \$ 200,718.00 |
| | \$ (104,472.00) | | FUNDING SOURCES: GRANT & REGIONAL FUNDING SOURCES | | \$ (200,718.00) |
| | \$ (104,472.00) | | TOTAL FUNDING SOURCES | | \$ (200,718.00) |
| | \$ 98,487.00 | | TOTAL RECOMMENDED PERSONAL SERVICES- REGIONAL PUBLIC HEALTH OFFICE | | \$ - |
| 30 | \$ 921,195.00 | | TOTAL SALARIES | 28 | \$ 927,383.00 |

SOLOE DENNIS, DIRECTOR

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DIVISION OF PUBLIC HEALTH - #CC1046

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | 522.00 | | PUBLIC HEALTH NURSE STIPENDS | | 522.00 |
| | 1,500.00 | | TOBACCO PROGRAM TEMPORARY EMPLOYEE STIPEND | | 1,500.00 |
| | <u>17,000.00</u> | | REGIONAL HEALTH STIPEND | | <u>18,207.00</u> |
| | <u>19,022.00</u> | | TOTAL CONTRACTUAL STIPENDS AND EXTRAS | | <u>20,229.00</u> |
| | | | FUNDING SOURCES: | | |
| | <u>(17,000.00)</u> | | GRANT & REGIONAL FUNDING SOURCES | | <u>(18,207.00)</u> |
| | (17,000.00) | | TOTAL FUNDING SOURCES | | (18,207.00) |
| | (10,000.00) | | VACANCY FACTOR | | (10,000.00) |
| | - | | EM INCENTIVE PAY | | 2,312.00 |
| | 1,000.00 | | NURSE UNIFORM CONTRACTUAL ALLOWANCE | | 1,000.00 |
| | <u>\$ 914,217.00</u> | | TOTAL SALARIES | | <u>\$ 922,717.00</u> |
| | <u>\$ 914,217.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | | <u>\$ 922,717.00</u> |
| | | | | | |
| | \$ 3,000.00 | | OVERTIME - REGIONAL HEALTH | \$ 3,000.00 | |
| | 500.00 | | OVERTIME - NURSING | 500.00 | |
| | <u>\$ 3,500.00</u> | | TOTAL OVERTIME | <u>\$ 3,500.00</u> | |
| | | | FUNDING SOURCES: | | |
| | <u>(3,000.00)</u> | | GRANT & REGIONAL FUNDING SOURCES | | <u>(3,000.00)</u> |
| | <u>(3,000.00)</u> | | TOTAL FUNDING SOURCES | | <u>(3,000.00)</u> |
| | | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 500.00</u> |
| | | | | | |
| | \$ 1,100.00 | | AUTO FUEL | \$ 7,377.00 | |
| | - | | AUTOMOTIVE SUPPLIES | 500.00 | |
| | - | | CATERED MEALS | 1,000.00 | |
| | - | | CLEANING SERVICES | 500.00 | |
| | 10,000.00 | | CONSULTANT | 1,000.00 | |
| | - | | COPIER COUNTS | 2,000.00 | |
| | 400.00 | | COPY PAPER | - | |
| | 500.00 | | EDUCATIONAL SUPPLIES | - | |
| | 400.00 | | IT HARDWARE SUPPLIES-OTHER IT SUPPLIES | 500.00 | |
| | 300.00 | | LICENSES-NURSING | 240.00 | |
| | 2,500.00 | | MAINTENANCE REPAIR VEHICLE | 7,500.00 | |
| | 200.00 | | MILEAGE | 1,500.00 | |
| | 1,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | 500.00 | |
| | 2,000.00 | | MEDICAL SUPPLIES-NURSING | 1,500.00 | |
| | 5,400.00 | | MEMBERSHIP DUES | 2,400.00 | |
| | 400.00 | | NEWSPAPER ADVERTISEMENT | 1,000.00 | |
| | 617.00 | | NETWORK, HARDWARE, SOFTWARE | - | |
| | - | | NETWORK, SOFTWARE, & SUPPORT | 500.00 | |
| | 950.00 | | OFFICE SUPPLIES-NURSING | 1,400.00 | |
| | 1,000.00 | | PRINTING SERVICES | 800.00 | |
| | 400.00 | | PRINTING & COPY SUPPLIES | 1,000.00 | |
| | 650.00 | | REGISTRATION FEES-NURSING | 1,200.00 | |
| | 2,500.00 | | RUBBISH REMOVAL-NURSING | 5,000.00 | |
| | - | | SOFTWARE LICENSE | 3,200.00 | |
| | 6,000.00 | | TELEPHONE & CABLE | 5,000.00 | |
| | | | TRANSPORTATION | 500.00 | |
| | 100.00 | | BOTTLED WATER RENTAL & SUPPLIES | 300.00 | |
| | <u>\$ 36,417.00</u> | | TOTAL ORDINARY MAINTENANCE | <u>\$ 46,417.00</u> | |
| | <u>\$ 36,417.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 46,417.00</u> | |
| | | | | | |
| | \$ 210,202.00 | | HEALTH INSURANCE | \$ 193,736.00 | |
| | <u>127,142.00</u> | | RETIREMENT | <u>121,150.00</u> | |
| | <u>\$ 337,344.00</u> | | TOTAL FRINGE BENEFITS | <u>\$ 314,886.00</u> | |
| | | | FUNDING SOURCES: | | |
| | <u>(337,344.00)</u> | | GRANT & REGIONAL FUNDING SOURCES | | <u>(314,886.00)</u> |
| | <u>(337,344.00)</u> | | TOTAL FUNDING SOURCES | | <u>(314,886.00)</u> |
| | | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | | | | | |
| | <u>\$ 951,134.00</u> | | TOTAL RECOMMENDED TAX LEVY | <u>\$ 969,634.00</u> | |

**FISCAL YEAR 2025
DIVISION OF PUBLIC HEALTH
FUNDING SOURCES**

OFFICE: ADMIN

| GRANT NAME | SALARY AMOUNT | OVERTIME AMOUNT | HEALTH STIPEND | FRINGE AMOUNT | TOTAL |
|-------------------|----------------------|------------------------|-----------------------|----------------------|----------------------|
| CONTACT TRACING | \$ 19,711.00 | \$ - | \$ - | \$ 4,006.00 | \$ 23,717.00 |
| HMCC | 75,386.00 | - | - | 18,164.00 | 93,550.00 |
| MDPH | 200,740.00 | - | - | 42,117.00 | 242,857.00 |
| REGIONALIZATION | 134,031.00 | - | - | 34,724.00 | 168,755.00 |
| | <u>\$ 429,868.00</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 99,011.00</u> | <u>\$ 528,879.00</u> |

OFFICE: COMMUNITY HEALTH

| GRANT NAME | SALARY AMOUNT | OVERTIME AMOUNT | HEALTH STIPEND | FRINGE AMOUNT | TOTAL |
|------------------------|----------------------|------------------------|-----------------------|----------------------|----------------------|
| HMCC | \$ 17,800.00 | \$ - | \$ - | \$ 6,709.00 | \$ 24,509.00 |
| MASS CALL 3 | 94,508.00 | - | - | 27,214.00 | 121,722.00 |
| MDPH | 94,177.00 | - | - | 17,780.00 | 111,957.00 |
| OPIOID SETTLEMENT FUND | 80,755.00 | - | - | 8,517.00 | 89,272.00 |
| REGIONALIZATION | 59,533.00 | - | - | 11,128.00 | 70,661.00 |
| UMASS | 34,945.00 | - | - | 14,233.00 | 49,178.00 |
| | <u>\$ 381,718.00</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 85,581.00</u> | <u>\$ 467,299.00</u> |

OFFICE: EMERGENCY PREPAREDNESS & NURSING

| GRANT NAME | SALARY AMOUNT | OVERTIME AMOUNT | HEALTH STIPEND | FRINGE AMOUNT | TOTAL |
|------------------------|----------------------|------------------------|-----------------------|----------------------|----------------------|
| CONTRACT TRACING | \$ 50,000.00 | \$ - | - | \$ 13,435.00 | \$ 63,435.00 |
| HMCC | 81,643.00 | - | - | 17,056.00 | 98,699.00 |
| MDPH | 34,868.00 | - | - | 13,655.00 | 48,523.00 |
| OPIOID SETTLEMENT FUND | 19,006.00 | - | - | 1,986.00 | 20,992.00 |
| REGIONALIZATION | 148,290.00 | - | - | 33,866.00 | 182,156.00 |
| | <u>\$ 333,807.00</u> | <u>\$ -</u> | <u>-</u> | <u>\$ 79,998.00</u> | <u>\$ 413,805.00</u> |

OFFICE: REGIONAL PUBLIC HEALTH

| GRANT NAME | SALARY AMOUNT | OVERTIME AMOUNT | HEALTH STIPEND | FRINGE AMOUNT | TOTAL |
|-------------------|----------------------|------------------------|-----------------------|----------------------|----------------------|
| CONTRACT TRACING | \$ 17,253.00 | \$ - | \$ - | \$ 3,926.00 | \$ 21,179.00 |
| MASSCALL3 | 17,253.00 | - | - | 3,926.00 | 21,179.00 |
| MDPH | 50,180.00 | - | - | 12,574.00 | 62,754.00 |
| REGIONALIZATION | 116,033.00 | 3,000.00 | 18,207.00 | 29,870.00 | 167,110.00 |
| | <u>\$ 200,719.00</u> | <u>\$ 3,000.00</u> | <u>\$ 18,207.00</u> | <u>\$ 50,296.00</u> | <u>\$ 272,222.00</u> |

DEPARTMENT TOTAL

| | | | | | |
|--|-------------------------------|---------------------------|----------------------------|-----------------------------|-------------------------------|
| | <u><u>\$ 1,346,112.00</u></u> | <u><u>\$ 3,000.00</u></u> | <u><u>\$ 18,207.00</u></u> | <u><u>\$ 314,886.00</u></u> | <u><u>\$ 1,682,205.00</u></u> |
|--|-------------------------------|---------------------------|----------------------------|-----------------------------|-------------------------------|

ELDER AFFAIRS

Amy Vogel Waters, Director

Worcester Senior Center
128 Providence Street
Worcester, MA 01604
508-799-1232

Mission: To enhance the well-being of Worcester’s senior population by optimizing services on behalf of mature adults and their families via the Worcester Senior Center which promotes health, social connection, fitness, education, and independence.

Vision: To support diverse seniors to maintain and improve their self-determined quality of life as they grow older, by providing information, advocacy, programs, and activities which address their needs and interests.

Fiscal Year 2024 DDP Highlights

| Goal | Objective | Current Progress |
|--|--|--|
| To promote and celebrate diverse and inclusive events and programs at the Worcester Senior Center. | <ol style="list-style-type: none"> 1) Hold at least 150 different events and programs at the senior center to address seniors’ needs and varied interests; engage at least 200 participants in new fitness center. 2) Produce and air at least 50 different videos that appeal to seniors’ needs and varied interests. | <ol style="list-style-type: none"> 1) 150% accomplished: 225 different programs offered onsite. 349% accomplished: 698 registered fitness center participants. 2) 268% accomplished via TV & more online: 134 different videos on Cable TV channel 192 and 200 different videos on Stay Connected YouTube, Facebook and e-mail list. |
| To provide opportunities for all seniors to access the services and support that they need to live a healthy life. | <ol style="list-style-type: none"> 1) Provide culturally and linguistically responsive services for the city’s under-served diverse older populations via regular programming for African American, Arabic, Chinese, Latino, and Vietnamese seniors. 2) Attract city-wide participation in the programs and services at the Senior Center. | <ol style="list-style-type: none"> 1) 30% of registered senior center participants identify as a member of the under-served populations. 2) 77% of registered senior center participants do NOT live in the Senior Center neighborhood/01604 zip code. |

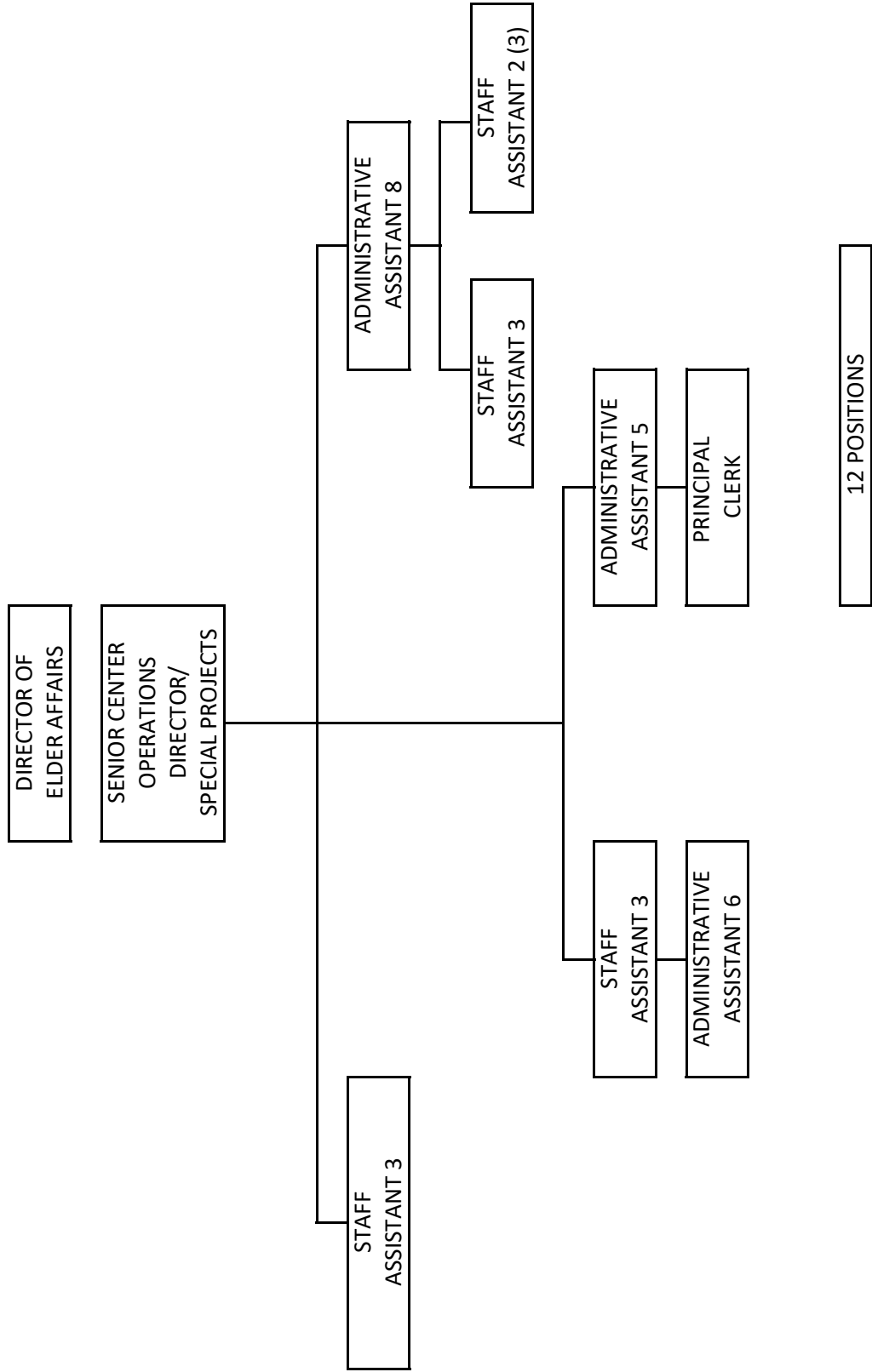
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|----------------------|------------------------|------------------------|----------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 561,397.98 | \$ 557,414.00 | \$ 406,821.00 | \$ 590,725.00 |
| Ordinary Maintenance | 491,371.79 | 498,290.00 | 391,522.00 | 496,190.00 |
| Total | \$ 1,052,769.77 | \$ 1,055,704.00 | \$ 798,343.00 | \$ 1,086,915.00 |
| Total Positions | 10 | 12 | | 12 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$1,086,915 which is an increase of \$31,211 from the Fiscal 2024 amount of \$1,055,704. This increase is due to a position regrade, step increases for employees that are not at maximum pay, a 3% Cost of Living Adjustment (COLAs), and a 1.5% Living Adjustment for non-represented employees. The Ordinary Maintenance decrease is associated with the transfer of funds to the Innovation and Technology Department for copier count costs.

DIVISION OF ELDER AFFAIRS ORGANIZATIONAL CHART



AMY VOGEL WATERS, DIRECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF HEALTH & HUMAN SERVICES
DIVISION OF ELDER AFFAIRS - DIVISION #CC1050

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 105,621.00 | 44EM | DIRECTOR OF ELDER AFFAIRS | 1 | \$ 110,800.00 |
| 0 | - | 45M | SENIOR CENTER OPERATIONS DIRECTOR/ SPECIAL PROJECTS | 1 | 101,876.00 |
| 1 | 95,380.00 | 43M | SENIOR CENTER OPERATIONS DIRECTOR | 0 | - |
| 1 | 79,741.00 | 38M | ADMINISTRATIVE ASSISTANT 8 | 1 | 83,657.00 |
| 3 | 213,687.00 | 37 | STAFF ASSISTANT 3 | 3 | 226,532.00 |
| 3 | 184,033.00 | 35 | STAFF ASSISTANT 2 | 3 | 194,579.00 |
| 1 | 57,288.00 | 33 | ADMINISTRATIVE ASSISTANT 6 | 1 | 62,274.00 |
| 1 | 59,380.00 | 31 | ADMINISTRATIVE ASSISTANT 5 | 1 | 63,539.00 |
| 1 | 45,116.00 | 27 | PRINCIPAL CLERK | 1 | 48,925.00 |
| 12 | \$ 840,246.00 | | REGULAR SALARIES | 12 | \$ 892,182.00 |
| | 2,894.00 | | EM INCENTIVE PAY | | 4,457.00 |
| 12 | \$ 843,140.00 | | TOTAL RECOMMENDED SALARIES | 12 | \$ 896,639.00 |
| | | | FUNDING SOURCES: | | |
| | \$ (285,726.00) | | STATE COUNCIL ON AGING GRANT | | \$ (305,914.00) |
| | \$ (285,726.00) | | TOTAL FUNDING SOURCES | | \$ (305,914.00) |
| 12 | \$ 557,414.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 12 | \$ 590,725.00 |
| | \$ 50.00 | | BOTTLED WATER RENTAL & SUPPLIES | | \$ 50.00 |
| | 100.00 | | BUILDING SUPPLIES | | 300.00 |
| | - | | CATERED MEALS | | 1,000.00 |
| | 347,707.00 | | CONSULTANTS | | 347,707.00 |
| | - | | ELDER AFFAIRS SOFTWARE | | 2,000.00 |
| | 150.00 | | FOOD SUPPLIES | | 500.00 |
| | 3,000.00 | | HARWARE: IT SUPPLIES | | 3,000.00 |
| | 633.00 | | HIRED SERVICES & EQUIPMENT | | - |
| | 150.00 | | INSURANCE | | - |
| | - | | LICENSES | | 500.00 |
| | 4,900.00 | | MAINTENANCE & REPAIR | | 7,133.00 |
| | 2,500.00 | | NON-NETWORK SUPPORT & SOFTWARE | | 1,900.00 |
| | 6,000.00 | | MAINTENANCE/REPAIR EQUIPMENT | | 3,000.00 |
| | 3,000.00 | | MARKETING | | - |
| | 500.00 | | NEWSPAPER ADVERTISEMENT | | - |
| | 6,500.00 | | OFFICE SUPPLIES | | 6,100.00 |
| | 2,000.00 | | PRINT & COPY SUPPLIES | | 1,000.00 |
| | 600.00 | | PRINTING | | 2,000.00 |
| | 92,900.00 | | PROGRAMS | | 95,400.00 |
| | 7,100.00 | | PROGRAMS-TRANSLATION/INTERPRETATION | | 2,500.00 |
| | 12,200.00 | | PROGRAMS-TRANSPORTATION | | 10,000.00 |
| | 3,400.00 | | RECREATION PROGRAMS | | 3,500.00 |
| | - | | RECREATION SUPPLIES | | 500.00 |
| | 150.00 | | SECURITY SERVICES | | - |
| | 600.00 | | SUBSCRIPTIONS | | - |
| | 3,500.00 | | TELEPHONE & CABLE | | 8,000.00 |
| | 650.00 | | MILEAGE | | 100.00 |
| | \$ 498,290.00 | | ORDINARY MAINTENANCE | | \$ 496,190.00 |
| | \$ 498,290.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 496,190.00 |
| | \$ 12,428.00 | | HEALTH INSURANCE | | \$ 16,716.00 |
| | 29,858.00 | | RETIREMENT | | 31,968.00 |
| | \$ 42,286.00 | | TOTAL FRINGE BENEFITS | | \$ 48,684.00 |
| | (42,286.00) | | FUNDING SOURCES: | | |
| | (42,286.00) | | STATE GRANTS | | (48,684.00) |
| | | | TOTAL FUNDING SOURCES | | (48,684.00) |
| | \$ - | | TOTAL RECOMMENDED FRINGE BENEFITS | | \$ - |
| | \$ 1,055,704.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,086,915.00 |

DEPARTMENT OF INNOVATION & TECHNOLOGY

Michael Hamel, Chief Information Officer

1 Officer Manny Familia Way, Building A
Worcester, MA
(508) 799-1272

Mission: The mission of the Department of Innovation and Technology (DoIT) is to provide high-quality, secure, technology solutions, consultation and support to meet the needs of City departments and in turn provide quality services to the public.

Vision: To be the trusted advisor to City departments and provide high-quality, reliable, innovative, and sustainable services for both internal and external customers.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|--|--|
| Begin to implement the recommendations of the cybersecurity assessment performed in FY23. | Engage a vCISO to provide guidance around the implementation of recommendations of the cybersecurity assessment. | DoIT has implemented many of the recommendations and is in the process of procuring vCISO services. |
| Skill-up DoIT staff on cloud security. | Offer cloud security training opportunities to all DoIT staff, and provide them with time to take advantage of training. | DoIT has made online technical training resources available throughout the department and implemented a program to ensure professional development and maintenance of skillsets is a priority. |
| Ensure affected departments have access to mission-critical systems and information in the event of a disaster or other event that may impact normal business operations in the City of Worcester. | Update Disaster Recovery and Continuity of Operations Plan. | The City has applied for the State Share Cybersecurity Grant program and is working with the Commonwealth Office of Municipal and School Technology to support an incident response initiative. The vCISO agreement will also support this work. |
| Develop a plan for hybrid infrastructure, and strategically moving infrastructure services to the cloud. | Develop a plan for the replacement of critical infrastructure hardware that will reach end of life in FY25. | Planning for replacement of infrastructure is in progress and on track to be completed by the end of the fiscal year. |
| Develop and begin implementation of an end user | Transition 500 City employees to laptops by the end of FY24. | The project to securely roll-out laptops to employees is underway. |

| | | |
|--|--|--|
| device lifecycle strategy with a goal of transitioning 80% of City employees to laptops within the next 5 years to improve collaboration and the ability to work remotely. | | DoIT is on track to deploy laptops by the end of Q1 FY25. |
| Upgrade the enterprise document management system. | The enterprise document management system is current, secure, and supported. | The system upgrade has been delayed due to a dependency on the Council Calendar replacement project. It is targeted to be upgraded in Q1 of FY25. |
| Complete the migration of departmental network shares to a cloud-based collaboration suite. | All content that is able to be moved off the shared drives is moved, and teams are able to work productively in the new environment. | DoIT is on track to migrate all content off the shared drives that is able to be moved. The teams that have already been moved are able to work productively in the new environment. |
| Complete the implementation of a new mobile application for permitting and licensing. | City Departments are able to use the permitting and license application from anywhere, securely. | A new mobile application for permitting and licensing has been tested by City Departments. DoIT is working to increase its functionality to provide even more value to users. |
| Complete the implementation of the City Council agenda management suite. | The new City Council agenda management suite is fully implemented. | The new City Council agenda management suite project is ongoing. Completion is targeted for Q1 of FY25. |
| Complete the implementation of the master addressing platform. | The City of Worcester has a complete and accurate address database. | The Address Management System has been implemented. Integration with key systems has been completed and integration with other business systems is ongoing. |
| Coordinate with Human Resources to begin the implementation of a new human capital management system. | The implementation of a new human capital system is in progress, and on target to be implemented in FY25. | The implementation of a new human capital system is well underway and currently on-track for go-live in FY25. |
| Provide resources and training to enable broader utilization of our upgraded enterprise GIS and data platforms. | More City employees are using GIS and data platforms on a regular basis. | An internal GIS Community site was created as a centralized location for accessing resources and enabling communication among GIS users. Training was |

| | | |
|--|--|--|
| | | delivered to GIS user groups through videos, documentation, story maps, and working sessions. |
| Provide ongoing M365 training to end users. | City employees are more skilled in using M365 tools, and communication and collaboration is enhanced. | DoIT provided on-demand and live training on M365 tools to City employees to enhance communication and collaboration. |
| Formalize processes around business analysis and solution rationalization. | At least two business analysis and solution rationalization processes are documented. | DoIT introduced structured methodologies and documentation templates tailored to capture requests for internal and external workflow digitization and configuration. |
| In collaboration with the Chief Diversity Officer, assess the job description for every open position in FY24, prior to posting, and eliminate any requirements that are not likely to impact a candidate's ability to deliver excellent, high-quality results, but may have the effect of reducing the diversity of the candidate pool. | Job postings are reviewed by DoIT and the Chief Diversity Officer prior to posting. | In the absence of a permanent Chief Diversity Officer, DoIT continued to review and eliminate requirements that are not likely to impact a candidate's ability to deliver excellent, high-quality results. All open positions were posted to at least five places beyond the City website. |
| Identify and promote professional development activities related to diversity, equity, inclusion and belonging (DEIB) in FY24. | Every employee has had the opportunity to participate in professional development activities related to DEIB. | DoIT identified and promoted professional development activities related to DEIB. Every employee had the opportunity to participate. |
| Roll-out an ITSM platform to help follow core ITIL standards within DoIT. | Consistently following change management procedures. Consistently following incident management procedures. | DoIT is using a new ITSM platform, and consistently following change management and incident management procedures. |
| Continue to improve the Program and Portfolio Management processes, and leverage the ITSM platform. | All DoIT projects are captured in a dashboard, and are appropriately prioritized. | All DoIT's projects are captured in the new ITSM system. They are appropriately scoped and prioritized. |
| Establish an IT Governance Committee. | At least one meeting is held by the end of FY24. | DoIT is working with research partners to identify the most effective approach. Anticipate launch by end of calendar year. |

| | | |
|--|--|--|
| Update the governance framework for the enterprise resource planning platform. | City employees that support the enterprise resource planning platform understand the governance, production support, escalation, and change management activities. | A change management process has been implemented, work to align support staffing between DoIT and business units is underway, and additional work associated with the governance framework is ongoing. |
| Implement a GIS governance framework aligned with the Geospatial Strategy. | A GIS governance framework is developed and rolled out. | The GIS governance framework is developed. Some components will be implemented in FY24, with work continuing into FY25. |

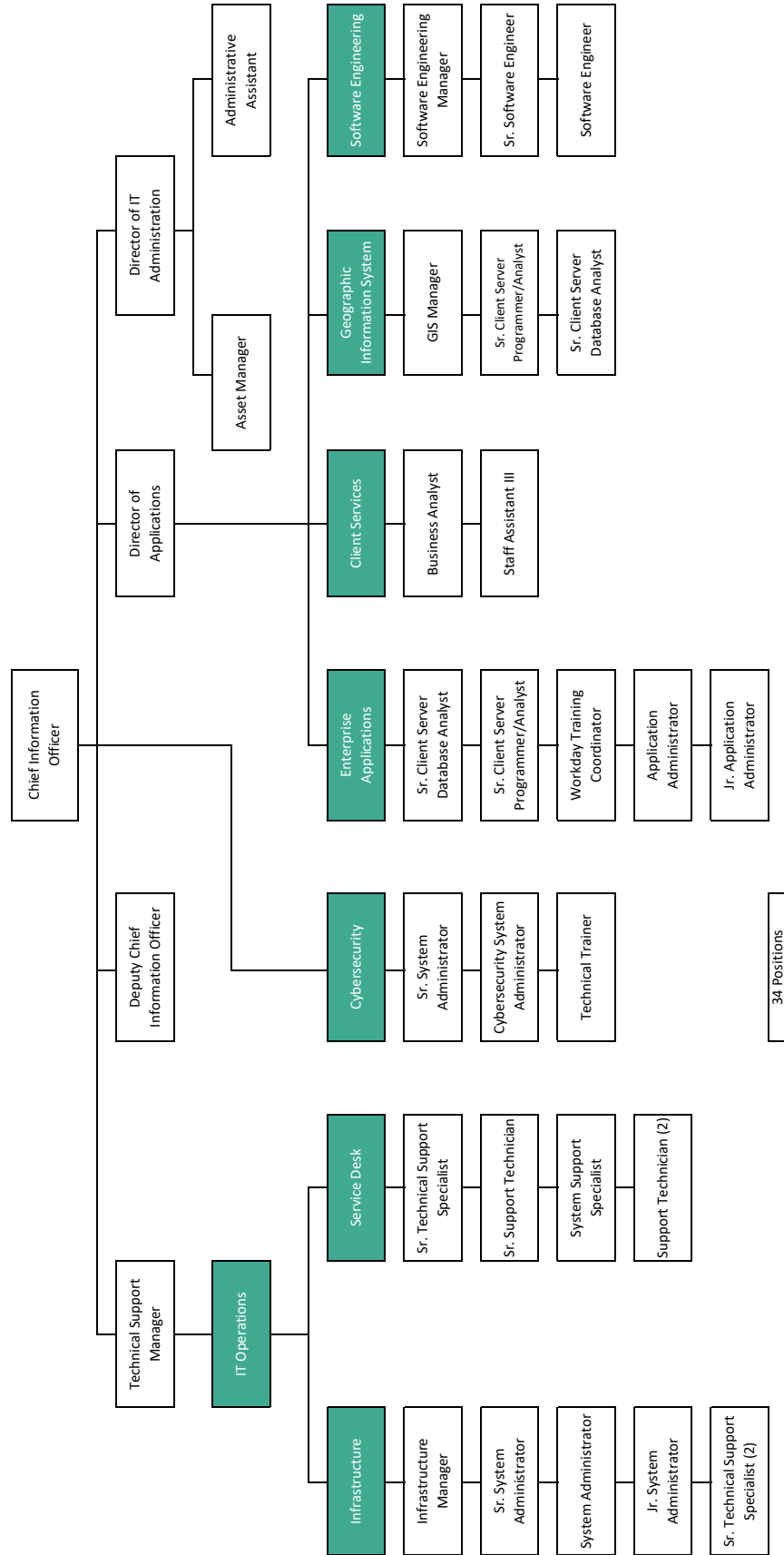
Department Allocation Summary

| | Actuals | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 2,691,750.09 | \$ 3,094,877.00 | \$ 2,096,202.00 | \$ 3,283,136.00 |
| Overtime | 18,498.55 | 20,000.00 | 5,927.00 | 20,000.00 |
| Ordinary Maintenance | 6,803,322.96 | 7,031,247.00 | 5,835,486.00 | 6,697,432.00 |
| Total Expenditures | \$ 9,513,571.60 | \$ 10,146,124.00 | \$ 7,937,615.00 | \$ 10,000,568.00 |
| Total Positions | 34 | 34 | 34 | 34 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$10,000,568, which is a decrease of \$145,556 from the Fiscal 2024 amount of \$10,146,124. The salary increase is primarily due to step increases for employees that are not at maximum pay, a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. Notably, there was the addition of a Cybersecurity Administrator and an Infrastructure Manager; these positions were offset by the transfer of two positions to the City Manager's Office. The net decrease in Ordinary Maintenance is due to the addition of funding for software licenses to transition to the Cloud and the transfer of the telephone contract from the Department of Public Works. These were offset by decreased funding for consultants on finished projects, hardware supplies, and the datacenter lease.

DEPARTMENT OF INNOVATION AND TECHNOLOGY ORGANIZATIONAL CHART



MICHAEL P. HAMEL, CHIEF INFORMATION OFFICER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF INNOVATION AND TECHNOLOGY #CC1031

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 158,174.00 | 53EM | CHIEF INFORMATION OFFICER | 1 | \$ 163,536.00 |
| 1 | 135,015.00 | 48EM | DEPUTY CHIEF INFORMATION OFFICER | 1 | 141,632.00 |
| 1 | 128,266.00 | 47EM | DIRECTOR OF IT APPLICATIONS | 1 | 133,820.00 |
| 1 | 128,266.00 | 47EM | TECHNICAL SUPPORT MANAGER | 1 | 134,562.00 |
| 0 | - | 52P | INFRASTRUCTURE MANAGER | 1 | 105,695.00 |
| 0 | - | 50P | SOFTWARE ENGINEERING MANAGER | 1 | 122,387.00 |
| 0 | - | 50P | GIS MANAGER | 1 | 122,387.00 |
| 2 | 247,106.00 | 50P | SENIOR SYSTEM ADMINISTRATOR | 2 | 259,218.00 |
| 2 | 214,451.00 | 48P | SENIOR SOFTWARE ENGINEER | 1 | 114,410.00 |
| 2 | 205,156.00 | 48P | SENIOR CLIENT SERVER DATABASE ANALYST | 2 | 220,422.00 |
| 0 | - | 48P | APPLICATION ADMINISTRATOR | 1 | 91,425.00 |
| 1 | 98,404.00 | 48P | SR. BUSINESS ANALYST | 0 | - |
| 0 | - | 48P | CYBERSECURITY SYSTEM AND APPLICATION ADMINISTRATOR | 1 | 91,425.00 |
| 1 | 110,865.00 | 48P | DIRECTOR OF IT ADMINISTRATION | 1 | 119,284.00 |
| 1 | 113,333.00 | 48P | SYSTEM ADMINISTRATOR | 1 | 118,819.00 |
| 3 | 342,622.00 | 48P | SENIOR TECHNICAL SUPPORT SPECIALIST | 3 | 360,942.00 |
| 1 | 85,897.00 | 48P | SOFTWARE ENGINEER | 1 | 93,287.00 |
| 3 | 321,617.00 | 48P | SENIOR CLIENT SERVER PROGRAMMER/ANALYST | 2 | 220,767.00 |
| 0 | - | 44P | JR. APPLICATION ADMINISTRATOR | 1 | 79,162.00 |
| 1 | 80,962.00 | 44P | WORKDAY ADMINISTRATOR | 0 | - |
| 1 | 99,065.00 | 44P | SENIOR WEB SUPPORT SPECIALIST | 0 | - |
| 1 | 85,710.00 | 42P | WEB SUPPORT SPECIALIST | 0 | - |
| 1 | 90,594.00 | 42P | WORKDAY TRAINING COORDINATOR | 1 | 96,399.00 |
| 1 | 78,573.00 | 42P | BUSINESS ANALYST | 1 | 85,365.00 |
| 1 | 91,888.00 | 42P | SYSTEM SUPPORT SPECIALIST | 1 | 96,399.00 |
| 1 | 79,880.00 | 40P | JR. SYSTEM ADMINISTRATOR | 1 | 86,811.00 |
| 0 | - | 40P | ASSET MANAGER | 1 | 73,751.00 |
| 1 | 65,344.00 | 40P | BUSINESS INTELLIGENCE DEVELOPER | 0 | - |
| 1 | 65,344.00 | 40P | TECHNICAL TRAINER | 1 | 74,827.00 |
| 1 | 74,914.00 | 40 | SENIOR SUPPORT TECHNICIAN | 1 | 81,394.00 |
| 1 | 68,397.00 | 38 | PRODUCTION COORDINATOR | 1 | 72,856.00 |
| 1 | 74,663.00 | 37 | SUPPORT TECHNICIAN | 1 | 78,333.00 |
| 1 | 71,110.00 | 37 | STAFF ASSISTANT III | 1 | 77,009.00 |
| 0 | - | 37 | SUPPORT TECHNICIAN | 1 | 64,259.00 |
| 1 | 69,457.00 | 35 | ADMINISTRATIVE ASSISTANT 7 | 0 | - |
| 34 | \$ 3,385,073.00 | | REGULAR SALARIES | 34 | \$ 3,580,583.00 |
| | 17,020.00 | | EM INCENTIVE PAY | | 17,220.00 |
| | (136,925.00) | | VACANCY FACTOR | | (137,895.00) |
| | 20,000.00 | | TEMPORARY STAFF | | 20,000.00 |
| 34 | \$ 3,285,168.00 | | TOTAL RECOMMENDED SALARIES | 34 | \$ 3,479,908.00 |
| | \$ (3,707.00) | | FUNDING SOURCES: | | \$ (3,833.00) |
| | (74,168.00) | | GOLF REVENUES | | (76,694.00) |
| | (112,416.00) | | SEWER REVENUES | | (116,245.00) |
| | <u>\$ (190,291.00)</u> | | WATER REVENUES | | <u>\$ (196,772.00)</u> |
| | | | TOTAL FUNDING SOURCES | | |
| 34 | \$ 3,094,877.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 34 | \$ 3,283,136.00 |
| | \$ 20,000.00 | | OVERTIME | | \$ 20,000.00 |
| | <u>\$ 20,000.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 20,000.00</u> |

MICHAEL P. HAMEL, CHIEF INFORMATION OFFICER
**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF INNOVATION AND TECHNOLOGY #CC1031**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 800.00 | | BOTTLED WATER | | \$ 800.00 |
| | 37,000.00 | | BUILDING MAINTENANCE & REPAIR | | 37,000.00 |
| | 405,600.00 | | CONSULTANTS | | 259,808.00 |
| | 30,000.00 | | ELECTRICITY | | 30,000.00 |
| | 70,000.00 | | IT HARDWARE SUPPLIES | | 70,000.00 |
| | 89,304.00 | | LEASES & RENTALS - COPIER LEASES | | 178,154.00 |
| | 710,000.00 | | LEASES & RENTALS - NETWORK STORAGE | | 287,065.00 |
| | 5,000.00 | | MEMBERSHIP DUES | | 5,000.00 |
| | 5,000.00 | | NEWSPAPER ADVERTISEMENT | | 5,000.00 |
| | 10,000.00 | | OFFICE SUPPLIES | | 10,000.00 |
| | 300.00 | | POSTAGE | | 300.00 |
| | 7,800.00 | | PRINTING SUPPLIES & SERVICES | | 7,800.00 |
| | 8,000.00 | | REGISTRATION FEES | | 8,000.00 |
| | 500.00 | | SECURITY SERVICES | | 500.00 |
| | 3,553,726.00 | | SOFTWARE & SUPPORT | | 3,455,020.00 |
| | 2,474,852.00 | | TELEPHONES | | 2,701,312.00 |
| | 9,000.00 | | TRAVELING | | 9,000.00 |
| | <u>\$ 7,416,882.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 7,064,759.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (3,819.00) | | CREDIT FROM GOLF | | \$ (3,638.00) |
| | (154,419.00) | | CREDIT FROM SEWER | | (147,088.00) |
| | (227,397.00) | | CREDIT FROM WATER | | (216,601.00) |
| | <u>\$ (385,635.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (367,327.00)</u> |
| | <u>\$ 7,031,247.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 6,697,432.00</u> |
| | <u>\$ 10,146,124.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 10,000,568.00</u> |



The City of
WORCESTER

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HUMAN RESOURCES

William Bagley Jr., Director

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

Mission: The Office of Human Resources is responsible for a comprehensive human resource program, including recruitment of qualified candidates into a more diverse workforce, employment and orientation services, administration of employee benefits, policy development and administration, job classification compensation, civil service administration, employee relations, wellness and training, labor relations, and processing of Workers Compensation and Injured on Duty. The Office of Human Resources is committed to providing high quality service to all City of Worcester employees, retirees, and prospective candidates.

Vision: Human Resources will be regarded (1) internally as a collaborative partner to the City's departments to plan, anticipate and respond efficiently to changes and priorities in staffing trends, City's initiatives, and succession management efforts and (2) externally as a resource to the Worcester Community that is committed to establishing and maintaining a thriving and diverse workforce that is reflective of the community.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|--|--|
| Promote the City of Worcester as an employer of choice through ongoing advertising and education about the City's services and benefits. | Increase the number of job opportunity fairs; Establish partnership with colleges/universities for internship programs and entry level professional jobs. | The Department has hired a dedicated recruiter who has been regularly attending job fairs and building relationships with local colleges/universities and other organizations. |
| Maintain a classification structure that encourages career growth and flexibility and classification specifications that accurately reflect the needed qualifications, knowledge, skills, and abilities. | Update the job descriptions periodically; Conduct salary surveys and job market analysis; Create training & professional development programs; Encourage internal promotions | The Department has been reviewing and updating job descriptions on an ongoing basis. In addition, the City Manager has authorized the hiring of a compensation analyst within the Human Resources Department. The responsibilities of this position will include conducting salary surveys and job market analysis on a regular basis. |
| Establish collaborative partnerships with the City's departments to plan, anticipate, and respond in a cost-effective way to changes and priorities in | File a petition for Home Rule Legislation which shall exempt all positions in the official & labor service in the City of Worcester, including WPS but excluding police | Finalizing language with Local 495 so that special legislation may be filed with all parties' support. |

| | | |
|--|---|---|
| classification, compensation, recruitment, and selection, including staffing trends, City's initiatives, and succession management efforts. | officers & firefighters below the rank of chief, from Ch. 31 MGL | |
| Maximize the use of technology to streamline the recruitment and selection process. Enhance HR services and transparency, increase efficiencies and maintain the integrity of HR information through user-friendly and up-to-date technology. Provide accurate and timely reporting and analysis of workforce information and data and HR metrics. | Integrate the civil service certification process in the pre-employment selection process; Connect HRD NeoGov System with the City's hiring process | Planning to integrate as part of ERP, which is ongoing. |

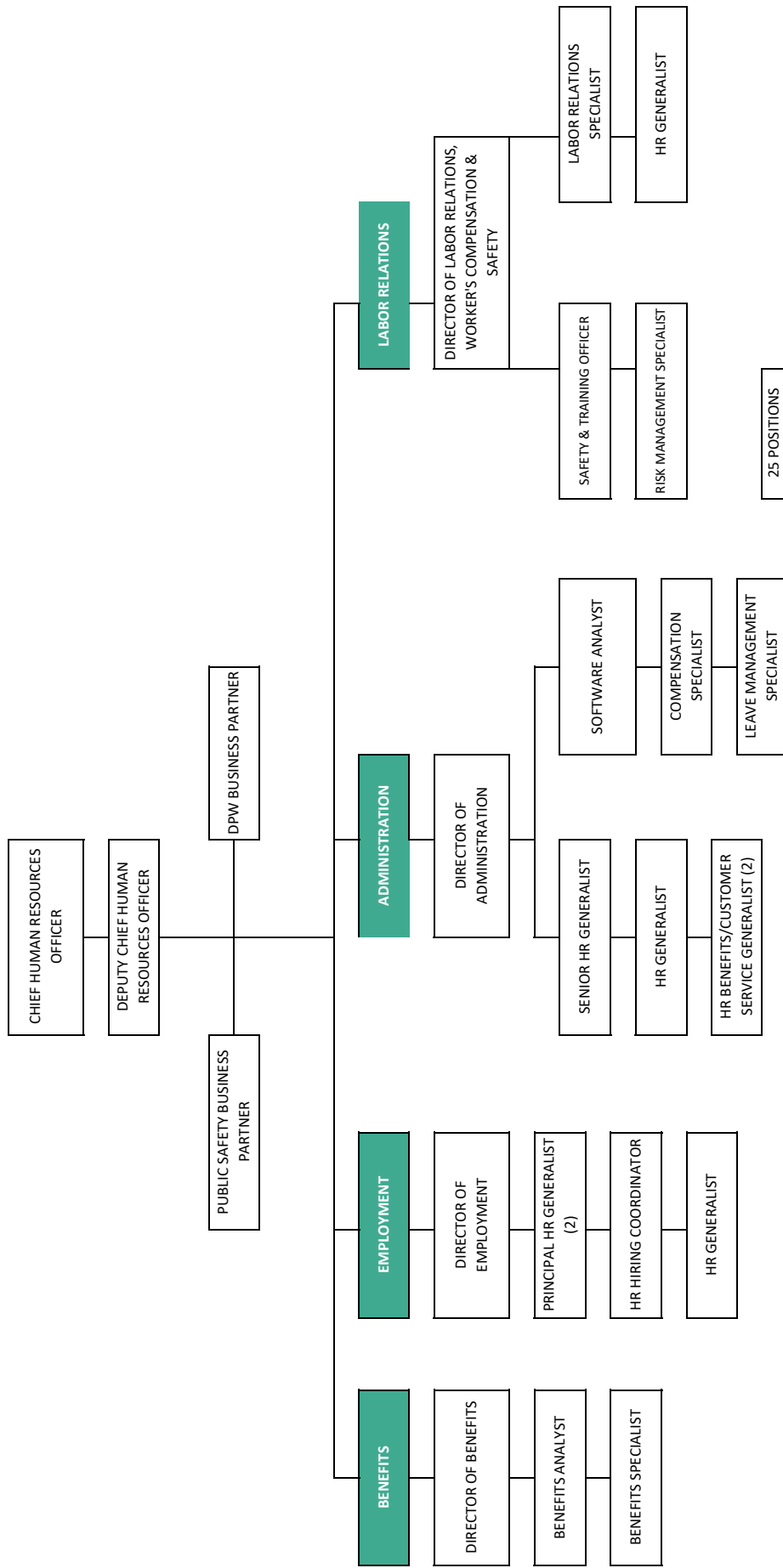
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|---------------------------|------------------------|------------------------|------------------------|------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,201,051.66 | \$ 1,480,995.00 | \$ 921,063.00 | \$ 1,885,282.00 |
| Overtime | 19,556.20 | 5,000.00 | 922.00 | 5,000.00 |
| Ordinary Maintenance | 455,962.00 | 712,891.00 | 370,096.00 | 690,448.00 |
| Total Expenditures | \$ 1,676,569.86 | \$ 2,198,886.00 | \$ 1,292,081.00 | \$ 2,580,730.00 |
| Total Positions | 22 | 21 | 21 | 25 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be funded at \$2,580,730, which is an increase of \$381,844 from Fiscal 2024. The salary increase is mainly due to the addition of two new HR Business Partners which were transferred from the Department of Public Works and Police Department, the transfer of a Risk Management position from the Department of Public Works and the addition of a new Leave Management Specialist position. There were also step increases for employees who are not at maximum pay, and 3% Cost of Living Adjustment (COLAs) and 1.5% Market Adjustments for non-represented employees. The decrease of Ordinary Maintenance is a net result of removing funding for employee Covid testing, transferring in funds from other departments for safety supplies, and additional funding for tuition programs.

HUMAN RESOURCE DEPARTMENT ORGANIZATIONAL CHART



25 POSITIONS

WILLIAM BAGLEY JR, DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****DEPARTMENT OF HUMAN RESOURCES #CC1012**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 139,321.00 | 58CM | CHIEF HUMAN RESOURCES OFFICER | 1 | \$ 185,000.00 |
| 1 | 121,710.00 | 47EM | DEPUTY CHIEF HUMAN RESOURCES OFFICER | 1 | 127,667.00 |
| 0 | - | 44M | HR BUSINESS PARTNER | 2 | 181,618.00 |
| 2 | \$ 261,031.00 | | | 4 | \$ 494,285.00 |
| 0 | - | 44M | DIRECTOR OF ADMINISTRATION | 1 | 98,123.00 |
| 1 | 90,109.00 | 42M | CHIEF STAFF ASSISTANT | 0 | - |
| 1 | 93,538.00 | 45P | SOFTWARE ANALYST | 1 | 101,100.00 |
| 0 | - | 41P | COMPENSATION SPECIALIST | 1 | 93,236.00 |
| 0 | - | 41P | LEAVE MANAGEMENT SPECIALIST | 1 | 71,198.00 |
| 1 | 79,590.00 | 38M | SENIOR HR GENERALIST | 1 | 83,657.00 |
| 1 | 65,815.00 | 35 | HR GENERALIST | 1 | 72,856.00 |
| 0 | - | 30 | HR BENEFITS/CUSTOMER SERVICE GENERALIST | 2 | 101,288.00 |
| 4 | \$ 329,052.00 | | | 8 | \$ 621,458.00 |
| 1 | \$ 105,907.00 | 46M | DIRECTOR OF EMPLOYMENT | 1 | \$ 111,739.00 |
| 2 | 159,399.00 | 40M | PRINCIPAL HR GENERALIST | 2 | 172,210.00 |
| 1 | 70,314.00 | 38M | HR HIRING LIASON | 1 | 75,479.00 |
| 1 | 66,191.00 | 35 | HR GENERALIST | 1 | 67,358.00 |
| 5 | \$ 401,811.00 | | | 5 | \$ 426,786.00 |
| 1 | \$ 119,011.00 | 49M | DIRECTOR LABOR RELATIONS,WORKER'S COMP, & INVESTIGATIONS | 1 | \$ 124,852.00 |
| 1 | 81,166.00 | 45M | LABOR RELATIONS SPECIALIST | 1 | 88,263.00 |
| 1 | 80,962.00 | 42M | SAFETY & TRAINING OFFICER | 1 | 94,814.00 |
| 0 | - | 40 | RISK MANAGEMENT SPECIALIST | 1 | 71,416.00 |
| 1 | 66,723.00 | 35 | HR GENERALIST | 1 | 71,984.00 |
| 4 | \$ 347,862.00 | | | 5 | \$ 451,329.00 |
| 1 | \$ 91,654.00 | 44M | DIRECTOR OF BENEFITS | 1 | \$ 99,806.00 |
| 1 | 67,972.00 | 35 | BENEFIT ANALYST | 1 | 72,856.00 |
| 1 | 63,654.00 | 33 | BENEFITS SPECIALIST | 1 | 62,867.00 |
| 2 | 96,538.00 | 28 | SENIOR CUSTOMER SERVICE REPRESENTATIVE | 0 | - |
| 5 | \$ 319,818.00 | | | 3 | \$ 235,529.00 |
| 1 | 80,630.00 | 40M | DATA ANALYST | 0 | - |
| 1 | \$ 80,630.00 | | | 0 | \$ - |
| 21 | \$ 1,740,204.00 | | REGULAR SALARIES | 25 | \$ 2,229,387.00 |
| | \$ 92,400.00 | | INTERNSHIP PROGRAM | | \$ 92,400.00 |
| | 11,691.00 | | EM INCENTIVE PAY | | 10,258.00 |
| | (54,705.00) | | VACANCY FACTOR | | (56,555.00) |
| | \$ 1,789,590.00 | | TOTAL RECOMMENDED SALARIES | | \$ 2,275,490.00 |
| | \$ (1,474.00) | | <u>FUNDING SOURCES:</u> | | \$ (1,864.00) |
| | (133,220.00) | | CREDIT FROM GOLF COURSE | | (168,452.00) |
| | (173,901.00) | | CREDIT FROM SEWER | | (219,892.00) |
| | \$ (308,595.00) | | CREDIT FROM WATER | | \$ (390,208.00) |
| | | | TOTAL FUNDING SOURCES | | |
| 21 | \$ 1,480,995.00 | | TOTAL RECOMMENDED PERSONNEL SERVICES | 25 | \$ 1,885,282.00 |
| | \$ 5,000.00 | | OVERTIME | | \$ 5,000.00 |
| | \$ 5,000.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 5,000.00 |

WILLIAM BAGLEY JR, DIRECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF HUMAN RESOURCES #CC1012

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| | \$ 2,000.00 | | BOOKS | | \$ 2,000.00 |
| | 700.00 | | BOTTLED WATER | | 700.00 |
| | 2,000.00 | | CATERED MEALS | | 2,000.00 |
| | 1,000.00 | | CONSTABLES | | 1,000.00 |
| | 16,000.00 | | CONSULTANTS | | 16,000.00 |
| | 150,000.00 | | EMPLOYEE PARKING EXPENSE | | 150,000.00 |
| | 1,000.00 | | IT HARDWARE SUPPLIES & MAINTENANCE | | 1,000.00 |
| | 2,400.00 | | LEASES & RENTALS | | 400.00 |
| | 210,000.00 | | LEGAL CONSULTANTS | | 210,000.00 |
| | 10,000.00 | | LEGAL FEES | | 10,000.00 |
| | 1,500.00 | | MEMBERSHIP DUES | | 1,500.00 |
| | 63,535.00 | | NEWSPAPER ADVERTISING | | 63,535.00 |
| | 3,080.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 3,080.00 |
| | 7,000.00 | | OFFICE SUPPLIES | | 7,000.00 |
| | 1,500.00 | | PERFORMERS | | 1,500.00 |
| | 106,780.00 | | PHYSICIANS/SURGEONS | | 40,000.00 |
| | 100.00 | | POSTAGE | | 100.00 |
| | 18,000.00 | | PRINTING SUPPLIES & SERVICES | | 18,000.00 |
| | 36,000.00 | | PROFESSIONAL DEVELOPMENT - REGISTRATION FEES | | 36,000.00 |
| | 500.00 | | PROFESSIONAL DEVELOPMENT - SUBSCRIPTIONS | | 500.00 |
| | 6,000.00 | | PROFESSIONAL DEVELOPMENT - TRAINING CERTIFICATIONS | | 6,000.00 |
| | 25,000.00 | | PROFESSIONAL DEVELOPMENT - TUITION | | 36,000.00 |
| | 2,000.00 | | RENTAL/NETWORK STORAGE | | 2,000.00 |
| | - | | SAFETY SUPPLIES | | 35,000.00 |
| | 1,000.00 | | SECURITY SERVICES | | 1,000.00 |
| | 6,000.00 | | TELEPHONE | | 6,000.00 |
| | 30,000.00 | | TRANSLATION/INTERPRETATION | | 30,000.00 |
| | 20,500.00 | | TRAVEL | | 20,500.00 |
| | <u>\$ 723,595.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 700,815.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (4,849.00) | | CREDIT FROM SEWER | | \$ (4,696.00) |
| | (5,855.00) | | CREDIT FROM WATER | | (5,671.00) |
| | <u>\$ (10,704.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (10,367.00)</u> |
| | <u>\$ 712,891.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 690,448.00</u> |
| | <u>\$ 2,198,886.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 2,580,730.00</u> |



The City of
WORCESTER

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WORKERS' COMPENSATION

William Bagley Jr., Director

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

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|---------------------------|----------------------|------------------------|----------------------|------------------------|
| | Actuals | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Ordinary Maintenance | \$ 97,992.92 | \$ 91,359.00 | \$ 67,841.00 | \$ 93,186.00 |
| Fringe Benefits | 613,421.67 | 1,244,400.00 | 485,790.00 | 1,243,487.00 |
| Total Expenditures | \$ 711,414.59 | \$ 1,335,759.00 | \$ 553,631.00 | \$ 1,336,673.00 |

Operating Budget Highlights

The total Workers' Compensation budget for Fiscal 2025 is recommended to be \$1,336,673, which is an increase of \$914 from the Fiscal 2024 amount of \$1,335,759. The State Workers' Compensation statute is designed to be a wage replacement system for the benefit of those who sustain injuries arising out of, and in the course of, their employment with the City, per M.G.L. Chapter 152.

WILLIAM BAGLEY JR., DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****DEPARTMENT OF HUMAN RESOURCES****DIVISION OF WORKERS' COMPENSATION - DIVISION #CC1013**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|-----------------------------------|----------------------------|
| \$ 91,359.00 | ADMINISTRATIVE SERVICES | \$ 93,186.00 |
| <u>\$ 91,359.00</u> | TOTAL ORDINARY MAINTENANCE | <u>\$ 93,186.00</u> |
| \$ 1,470,080.00 | BASIC WORKERS' COMPENSATION | \$ 1,470,080.00 |
| <u>\$ 1,470,080.00</u> | TOTAL FRINGE BENEFITS | <u>\$ 1,470,080.00</u> |
| | FUNDING SOURCES: | |
| \$ (120,000.00) | CREDIT FROM WATER | \$ (120,000.00) |
| (60,000.00) | CREDIT FROM SEWER | (60,000.00) |
| (45,680.00) | CREDIT FROM SCHOOLS | (46,593.00) |
| <u>\$ (225,680.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (226,593.00)</u> |
| <u>\$ 1,335,759.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 1,336,673.00</u> |

INJURED ON DUTY CLAIMS

William Bagley Jr., Director

City Hall - Room 109

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1030

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|---------------------------|------------------------|------------------------|----------------------|------------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Ordinary Maintenance | \$ 106,762.50 | \$ 98,550.00 | \$ 73,913.00 | \$ 98,550.00 |
| Fringe Benefits | 1,353,312.47 | 1,232,821.00 | 401,840.00 | 1,235,217.00 |
| Total Expenditures | \$ 1,460,074.97 | \$ 1,331,371.00 | \$ 475,753.00 | \$ 1,333,767.00 |

Operating Budget Highlights

The City incurs salary expenses for uniformed police officers and firefighters when they have been injured in the line of duty. This account pays for all non-salary costs of uniformed police and fire personnel who are injured in the line of duty. The total tax levy appropriation for Fiscal 2025 is recommended to be \$1,333,767, which is an increase of \$2,396 from Fiscal 2024 based on the trend of actuals.

WILLIAM BAGLEY JR, DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****DEPARTMENT OF HUMAN RESOURCES****DIVISION OF PUBLIC SAFETY INJURED ON DUTY (IOD) CLAIMS #CC1015**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 98,550.00 | ADMINISTRATIVE SERVICES | \$ 98,550.00 |
| <u>\$ 98,550.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 98,550.00</u> |
| \$ 364,889.00 | POLICE DEPARTMENT IOD CLAIMS | \$ 347,231.00 |
| 867,932.00 | FIRE DEPARTMENT IOD CLAIMS | 887,986.00 |
| <u>\$ 1,232,821.00</u> | TOTAL RECOMMENDED FRINGE BENEFITS | <u>\$ 1,235,217.00</u> |
| <u>\$ 1,331,371.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 1,333,767.00</u> |

UNEMPLOYMENT COMPENSATION

William Bagley Jr., Director

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

Department Allocation Summary

| | | Approved | Actuals | Recommended |
|---------------------------|---------------------|----------------------|----------------------|----------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Ordinary Maintenance | \$ 14,130.00 | \$ 18,840.00 | \$ - | \$ 18,840.00 |
| Fringe Benefits | 75,932.43 | 101,000.00 | (6,189.65) | 101,000.00 |
| Total Expenditures | \$ 90,062.43 | \$ 119,840.00 | \$ (6,189.65) | \$ 119,840.00 |

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

Operating Budget Highlights

The total unemployment compensation budget for Fiscal 2025 is recommended to be level funded at \$119,840. Chapter 720 of the Acts of 1977 extended unemployment compensation benefits to eligible state and local government employees. The City of Worcester is self-insured for the payment of benefits awarded by the Massachusetts Department of Employment and Training.

WILLIAM BAGLEY JR, DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****DEPARTMENT OF HUMAN RESOURCES****DIVISION OF UNEMPLOYMENT COMPENSATION #CC1014**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 18,840.00 | ADMINISTRATIVE SERVICES | \$ 18,840.00 |
| <u>\$ 18,840.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 18,840.00</u> |
| \$ 115,000.00 | REGULAR UNEMPLOYMENT COMPENSATION | \$ 115,000.00 |
| <u>\$ 115,000.00</u> | TOTAL UNEMPLOYMENT COMPENSATION | <u>\$ 115,000.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (3,000.00) | CREDIT FROM WATER | \$ (3,000.00) |
| (11,000.00) | CREDIT FROM GOLF | (11,000.00) |
| <u>\$ (14,000.00)</u> | TOTAL FUNDING CREDITS | <u>\$ (14,000.00)</u> |
| <u>\$ 119,840.00</u> | TOTAL RECOMMENDED FRINGE BENEFITS | <u>\$ 119,840.00</u> |
| <u>\$ 119,840.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 119,840.00</u> |

HEALTH INSURANCE

William Bagley Jr., Director

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

Health Insurance:

The Human Resources Department is responsible for the administration and direction of all phases of the Health Insurance program for City of Worcester and Worcester Public Schools employees and retirees. Great efforts have been made to implement many cost control measures to minimize the cost of health insurance such as self-funding the City's plans, the adoption of Section 18 to shift costs to the Federal Medicare program, carving out prescription drugs and use of a Pharmacy Benefit Management program, adopting GIC-like health plans designed to drive members to lower costs local providers, creating Medical Management programs directed to assist members with complicated medical issues, and introducing Wellness Plans designed to lower claim costs. These reforms have cumulatively saved the City on premium costs, allowing us to redirect these dollars to critical services and control the OPEB liability. In FY25, the City will administer six (6) conventional and five (5) Medicare health plans.

Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Fringe Benefits | \$ 30,375,903.31 | \$ 31,804,844.00 | \$ 29,404,002.00 | \$ 32,855,439.00 |
| Total | \$ 30,375,903.31 | \$ 31,804,844.00 | \$ 29,404,002.00 | \$ 32,855,439.00 |

Operating Budget Highlights

The Fiscal 2025 tax levy budget for Health Insurance and employee Fringe Benefit costs, excluding Worcester Public Schools, is recommended to be funded at \$32,855,439, which is an increase of \$1,050,595 from Fiscal 2024. The increase is primarily due to a 1.4% increase in premium costs to conventional plans. The recommended Health Insurance tax levy budget will fund employee and retiree health insurance premiums, and other fringe benefit costs for 3,085 of the 3,466 active and retired City employees that carry the health insurance benefit. The other 381 employees are funded by grants, projects, or enterprise funds.

Medicare Payroll Tax:

Medicare is a federally administered health insurance trust fund that pays for health services for individuals 65 years or older and the disabled receiving social security cash benefits. The Medicare Hospital Insurance Trust Fund is financed primarily through a tax on current earnings from employment covered by the Social Security Act. The Medicare supplement insurance is financed through premiums paid by persons enrolled in the program and from general fund revenues of the Federal government. Pursuant to Federal law, all employees hired after April 1, 1986 are subject to a 1.45% Medicare payroll tax.

Life Insurance & Disability Coverage:

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

Employee Assistance Program:

The City has contracted with All One Health for the provision of an Employee Assistance Program. The program supplies counseling to employees, their spouses, and dependents in the areas of substance abuse, family relations, consumer debts, as well as employee work performance issues. They provide federal mandatory substance abuse counseling to employees who test positive for drugs and/or alcohol, along with keeping up with the DOT regulations and the City's drug and alcohol testing policy.

Health Insurance Consultant:

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

WILLIAM BAGLEY JR., DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
LIFE INSURANCE & FEDERAL MEDICARE PAYMENTS**

| MEDICARE PAYMENTS | | | | |
|--------------------------------|--------------------------------|---------------------------|--------------------------|------------------------|
| DEPARTMENT | March 24 DEDUCTIONS | AVERAGE WEEKLY | YEARLY AMOUNT | BUDGET FY25 |
| CITY OF WORCESTER | 218,334.06 | 54,583.51 | 2,849,259.44 | 2,849,259.44 |
| CABLE SERVICES | 469.76 | 117.44 | 6,130.37 | 6,130.37 |
| DIVERSITY & INCLUSION | 164.64 | 41.16 | 2,148.55 | 2,148.55 |
| REGIONAL LIBRARY | 401.36 | 100.34 | 5,237.75 | 5,237.75 |
| FINANCE (GRANTS) | 409.11 | 102.28 | 5,338.89 | 5,338.89 |
| ECONOMIC DEVELOPMENT (GRANTS) | 1,747.49 | 436.87 | 22,804.81 | 22,804.81 |
| HEALTH (GRANTS) | 1,528.84 | 382.21 | 19,951.35 | 19,951.35 |
| INSPECTIONAL SERVICES (GRANTS) | 387.86 | 96.97 | 5,061.60 | 5,061.60 |
| HUMAN SERVICES (GRANTS) | 427.92 | 106.98 | 5,584.40 | 5,584.40 |
| DPW (PROJECTS) | - | - | - | - |
| ELDER AFFAIRS | 217.01 | 54.25 | 2,832.04 | 2,832.04 |
| WORKFORCE DEVELOPMENT | 3,223.80 | 805.95 | 42,070.59 | 42,070.59 |
| AIRPORT | - | - | - | - |
| GOLF | 434.96 | 108.74 | 5,676.23 | 5,676.23 |
| SEWER | 4,862.26 | 1,215.57 | 63,452.49 | 63,452.49 |
| WATER | 7,784.10 | 1,946.03 | 101,582.51 | 101,582.51 |
| SUB TOTAL | 22,059.12 | 5,514.78 | 287,871.58 | 287,871.58 |
| TOTAL COST | 240,393.18 | 60,098.30 | 3,137,131.02 | 3,137,131.02 |
| PUBLIC SCHOOL | 412,745.62 | 103,186.41 | 5,386,330.34 | 5,386,330.34 |
| TOTAL | 653,138.80 | 163,284.70 | 8,523,461.36 | 8,523,461.36 |

Comments:

Expenditures are extracted from the City's IFMS system displaying the actual Federal Medicare cost totals for the various citywide departments. FY25 projections are based on the total cost for March divided by the # of weeks in that month to get a weekly cost. Take the weekly cost x 52.2 weeks.

| LIFE INSURANCE | | | | |
|--------------------------------|--|--|------------------------------|---|
| | ACTIVE March 24 ENROLLMENTS | RETIREES March 24 ENROLLMENTS | TOTAL ENROLLMENTS | ENROLLMENTS X RATE 77.76 |
| CITY OF WORCESTER | 728.61 | 738.00 | 1466.61 | 114,043.40 |
| CABLE SERVICES | 1.00 | 0.00 | 1.00 | 77.76 |
| REGIONAL LIBRARY | 0.00 | 0.00 | 0.00 | - |
| FINANCE (GRANTS) | 0.83 | 0.00 | 0.83 | 64.54 |
| ECONOMIC DEVELOPMENT (GRANTS) | 16.09 | 0.00 | 16.09 | 1,251.16 |
| HEALTH (GRANTS) | 10.85 | 0.00 | 10.85 | 843.70 |
| HEALTH & HUMAN SERVICES | 4.00 | 0.00 | 4.00 | 311.04 |
| INSPECTIONAL SERVICES (GRANTS) | 1.60 | 0.00 | 1.60 | 124.42 |
| DPW (PROJECTS) | 0.00 | 0.00 | 0.00 | - |
| ELDER AFFAIRS (GRANTS) | 0.02 | 0.00 | 0.02 | 1.75 |
| WORKFORCE DEVELOPMENT | 12.00 | 10.00 | 22.00 | 1,710.72 |
| SEWER | 31.00 | 22.00 | 53.00 | 4,121.28 |
| WATER | 32.00 | 51.00 | 83.00 | 6,454.08 |
| AIRPORT | 0.00 | 5.00 | 5.00 | 388.80 |
| GOLF | 0.00 | 0.00 | 0.00 | - |
| SUB TOTAL | 109.39 | 88.00 | 197.39 | 15,349.24 |
| TOTAL COST | 838.00 | 826.00 | 1664.00 | 129,392.64 |
| PUBLIC SCHOOL | 1009.00 | 1247.00 | 2256.00 | 175,426.56 |
| TOTAL | 1847.00 | 2073.00 | 3920.00 | 304,819.20 |

Comments:

Expenditures are extracted from the City's IFMS system displaying the actual Life Insurance cost totals for the various citywide departments. FY25 projections are based on the total enrollments for March x the yearly insurance rate.

WILLIAM BAGLEY JR., DIRECTOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****HEALTH INSURANCE - DEPARTMENT #CC1063**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|--------------------------|--|----------------------------|
| \$ 835,166.00 | BC/ BS PREFERRED | \$ 994,590.00 |
| 8,858,345.00 | NETWORK BLUE NEW ENGLAND | 9,090,482.00 |
| 2,954,124.00 | NETWORK BLUE SELECT | 2,988,066.00 |
| 11,787,194.00 | HPHC CHOICENET | 11,853,180.00 |
| 2,722,993.00 | HPHC FOCUS | 2,862,973.00 |
| 824,820.00 | HPHC HIGH DEDUCTIBLE PLAN | 1,117,593.00 |
| 3,789,556.00 | BC/ BS MEDEX | 3,825,797.00 |
| 140,688.00 | FALLON MEDICARE PLUS | 135,242.00 |
| 34,689.00 | FALLON MEDICARE CENTRAL | 33,572.00 |
| 303,759.00 | TUFTS MEDICARE PREFERRED | 293,943.00 |
| 1,009,393.00 | TUFTS MEDICARE SUPPLEMENT | 1,145,220.00 |
| 76,500.00 | HEALTH INSURANCE CONSULTANT | 76,500.00 |
| 60,000.00 | PBM ADMINISTRATIVE COSTS | 60,000.00 |
| <u>\$ 33,397,227.00</u> | TOTAL HEALTH INSURANCE | <u>\$ 34,477,158.00</u> |
| | | |
| \$ 131,337.00 | LIFE INSURANCE | \$ 129,393.00 |
| 2,963,215.00 | MEDICARE INSURANCE | 3,137,131.00 |
| 172,200.00 | DIABETES CARE PROGRAM | 172,200.00 |
| 26,500.00 | EMPLOYEE ASSISTANCE PROGRAM | 34,680.00 |
| 26,136.00 | WELLNESS PROGRAM | 26,136.00 |
| <u>\$ 3,319,388.00</u> | TOTAL OTHER COSTS | <u>\$ 3,499,540.00</u> |
| | | |
| <u>\$ 36,716,615.00</u> | TOTAL FRINGE BENEFITS | <u>\$ 37,976,698.00</u> |
| | | |
| | FUNDING SOURCES: | |
| \$ (1,438,710.00) | CREDIT FROM INDIRECT | \$ (1,485,107.00) |
| (15,316.00) | CREDIT ELDER AFFAIRS | (19,548.00) |
| (436,498.00) | CREDIT FROM WORKFORCE DEVELOPMENT | (421,060.00) |
| (451,289.00) | CREDIT GRANTS | (529,325.00) |
| (866,625.00) | CREDIT FROM SEWER | (928,282.00) |
| (1,607,545.00) | CREDIT FROM WATER | (1,638,252.00) |
| (47,995.00) | CREDIT FROM GOLF | (50,023.00) |
| (47,793.00) | CREDIT FROM AIRPORT | (49,662.00) |
| <u>\$ (4,911,771.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (5,121,259.00)</u> |
| | | |
| <u>\$ 31,804,844.00</u> | TOTAL RECOMMENDED FRINGE BENEFITS | <u>\$ 32,855,439.00</u> |
| | | |
| <u>\$ 31,804,844.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 32,855,439.00</u> |



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LAW

Michael E. Traynor, Esq., City Solicitor

City Hall- Room 301
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1161

Mission: The mission of the Law Department is to provide the City and its agencies with first class legal advice and representation.

Vision: To provide legal services in a timely and efficient manner.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|--|--|
| Improve turnaround time on major customer facing department functions. | Draft 75% of City-issued contracts within fifteen business days of requests to prepare or request more information within five business days. | 75%, or more, of city issued contracts drafted, or additional information requested within applicable timeframes. |
| Increase management and oversight of work product. | Implement 100% software program designed by THE Department of Innovation & Technology to comprehensively track request for and delivery of legal work product. | The software has been 100% implemented. All employees have been trained and provided instructions to use the software. |

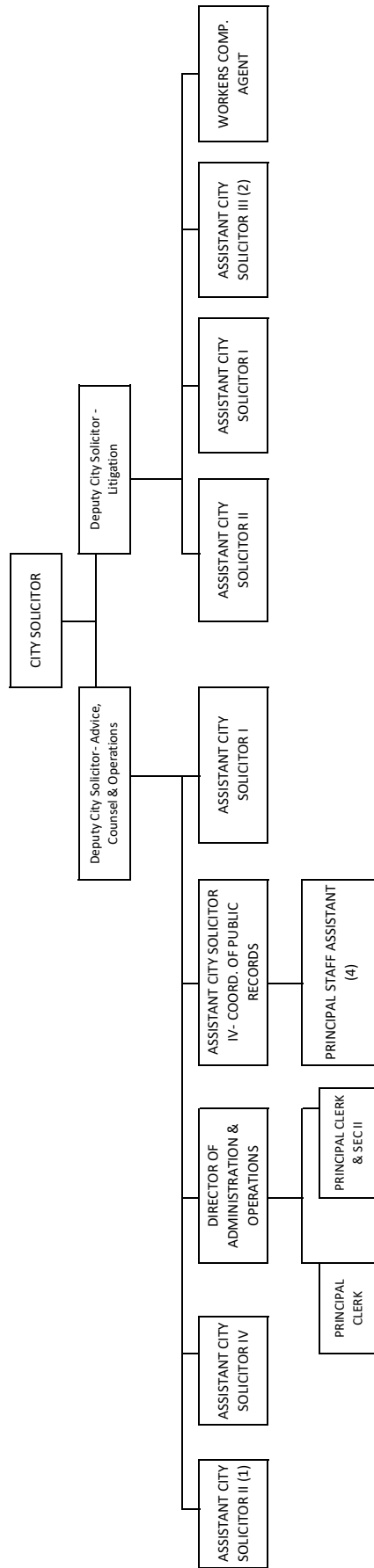
Department Allocation Summary

| | Actual | Approved Budget for | Totals as of | Recommended Appropriation |
|------------------------|------------------------|------------------------|------------------------|---------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 960,385.63 | \$ 1,494,456.00 | \$ 796,319.00 | \$ 1,496,662.00 |
| Ordinary Maintenance | 578,701.40 | 365,298.00 | 454,143.00 | 190,298.00 |
| Total | \$ 1,539,087.03 | \$ 1,859,754.00 | \$ 1,250,462.00 | \$ 1,686,960.00 |
| Total Positions | 16 | 19 | 19 | 19 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$1,686,960, which is a decrease of \$172,794 from the Fiscal 2024 amount of \$1,859,754. The increase in salaries is a net result of step increases for employees that are not at maximum pay, regrades to re-align pay with job responsibilities, a 3% Cost of Living Adjustments (COLAs), and a 1.5% Marking Adjustment for non-represented employees. These increases are offset by an increase in the department Vacancy Factor. The Ordinary Maintenance decrease is mainly due to eliminating funds transferred in midyear for consultants and is offset by increasing subscriptions for Westlaw and Lawyers Weekly.

LAW DEPARTMENT ORGANIZATIONAL CHART



19 POSITIONS

MICHAEL E. TRAYNOR, CITY SOLICITOR
**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
LAW DEPARTMENT- DEPARTMENT #CC1009**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 184,461.00 | 58CM | CITY SOLICITOR | 1 | \$ 193,496.00 |
| 1 | 132,315.00 | 50EM | DEPUTY CITY SOLICITOR | 1 | 145,122.00 |
| 0 | - | 50EM | DEPUTY CITY SOLICITOR OF LITIGATION | 1 | 138,795.00 |
| 1 | 120,529.00 | 50EM | ASSISTANT CITY SOLICITOR HEAD LITIGATOR | 0 | - |
| 1 | 112,434.00 | 52P | ASSISTANT CITY SOLICITOR 4 | 1 | 122,387.00 |
| 1 | 112,434.00 | 52M | ASSISTANT CITY SOLICITOR 4-COORD. OF PUBLIC RECORDS | 1 | 122,387.00 |
| 2 | 179,958.00 | 48P | ASSISTANT CITY SOLICITOR 3 | 2 | 186,230.00 |
| 2 | 174,500.00 | 46P | ASSISTANT CITY SOLICITOR 2 | 2 | 169,844.00 |
| 2 | 168,994.00 | 44P | ASSISTANT CITY SOLICITOR 1 | 2 | 166,915.00 |
| 1 | 87,153.00 | 42M | DIRECTOR OF ADMINISTRATION & OPERATIONS | 1 | 94,501.00 |
| 4 | 296,553.00 | 40M | PRINCIPAL STAFF ASSISTANT | 4 | 310,905.00 |
| 1 | 79,741.00 | 38M | WORKER'S COMPENSATION AGENT | 1 | 83,657.00 |
| 1 | 56,345.00 | 33 | PRINCIPAL CLERK & SECRETARY 2 | 1 | 61,939.00 |
| 1 | 49,610.00 | 29 | PRINCIPAL CLERK | 1 | 51,628.00 |
| 19 | \$ 1,755,027.00 | | REGULAR SALARIES | 19 | \$ 1,847,806.00 |
| | 12,555.00 | | EM INCENTIVE PAY | | 11,537.00 |
| | (29,648.00) | | VACANCY FACTOR | | (104,052.00) |
| 19 | \$ 1,737,934.00 | | TOTAL RECOMMENDED SALARIES | 19 | \$ 1,755,291.00 |
| | (2,736.00) | | <u>FUNDING SOURCES:</u> | | |
| | (83,079.00) | | GOLF COURSE REVENUES | | (2,896.00) |
| | (94,868.00) | | SEWER REVENUES | | (87,934.00) |
| | (62,795.00) | | WATER REVENUES | | (100,412.00) |
| | \$ (243,478.00) | | CABLE LICENSE REVENUES | | (67,387.00) |
| | | | TOTAL FUNDING SOURCES | | \$ (258,629.00) |
| 19 | \$ 1,494,456.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 19 | \$ 1,496,662.00 |
| | \$ 3,000.00 | | BOOKS | | \$ - |
| | - | | BOTTLED WATER RENTAL & SUPPLIES | | 500.00 |
| | 32,000.00 | | CONSTABLES | | 25,000.00 |
| | 30,000.00 | | CONSULTANTS | | - |
| | - | | IT HARDWARE & SUPPLIES-OTHER IT SUPPLIES | | 500.00 |
| | 246,000.00 | | LEGAL CONSULTANTS | | 96,898.00 |
| | 30,000.00 | | LEGAL FILING FEES | | 10,000.00 |
| | 1,000.00 | | MEMBERSHIP DUES | | 500.00 |
| | 4,848.00 | | NEWSPAPER ADVERTISING | | - |
| | 5,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 1,000.00 |
| | 4,150.00 | | OFFICE SUPPLIES | | 1,500.00 |
| | - | | OTHER CHARGES & EXPENDITURES | | - |
| | 1,500.00 | | POSTAGE | | 400.00 |
| | 1,800.00 | | PRINT & COPY SUPPLIES | | 1,500.00 |
| | 6,000.00 | | PRINTING | | 500.00 |
| | - | | REGISTRATION FEES | | 3,000.00 |
| | - | | SOFTWARE LICENSE | | 2,000.00 |
| | - | | SUBSCRIPTIONS | | 47,000.00 |
| | 365,298.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 190,298.00 |
| | \$ 1,859,754.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,686,960.00 |



The City of
WORCESTER

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PROPERTY & CASUALTY INSURANCE

Michael E. Traynor, Esq., City Solicitor

City Hall- Room 301
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1161

Property & Casualty Insurance: The city obtains Property and Casualty Insurance written by Hanover which provides Replacement Cost with No Co-insurance provisions and includes a Blanket Limit for Real and Personal Property of \$375,929,054 loss limit per the city's specifications which includes:

- \$25M limit for EDP/Communication/IPE Equipment
- \$100,000 limit for Real Property under construction
- Blanket Limit for Debris Removal of Covered Property from a covered Cause of Loss of \$500,000
- Blanket Limit for Business Income including Extra Expense of \$2.5M
- Blanket \$500,000/\$1M Annual Aggregate for Personal Property at Unscheduled Locations
- \$25M loss limit each for Earthquake and Flood losses, with exceptions

Department Allocation Summary

| | Approved | | Totals | Recommended |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Budget for | as of | Appropriation |
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2025</u> |
| Ordinary Maintenance | \$ 307,946.53 | \$ 353,665.00 | \$ 142,084.03 | \$ 365,160.00 |
| Total | \$ 307,946.53 | \$ 353,665.00 | \$ 142,084.03 | \$ 365,160.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$365,160, which is an increase of \$11,495 from the Fiscal 2024 amount of \$353,665. This increase is associated with the contract pricing.

General Liability Personal Injury Insurance and Excess Liability Insurance: The City continues to obtain general liability insurance written by General Star to cover claims arising from personal injuries valued between \$100,001 and \$1,000,000 per occurrence at the following locations: polling locations, municipal garages, Public Library, City Hall and Common, and the Senior Center. This policy has various sub-limits based on the type of claim. Claims from third parties, under \$100,001, are handled out of the court judgments/claims account. The DCU Center is covered by policies obtained directly by ASM Global, as operator, and charged as an expense of the operation under the management agreement. The City also maintains an excess liability policy for 3 Eaton Place, Worcester Common Garage with a limit of \$4M and written by General Star. This program now includes liability insurance and an excess liability policy for Polar Park. There is \$2M annual aggregate coverage for the liability policy and an additional \$10M annual aggregate through the excess liability policy.

Flood Insurance: The City, in accordance with the National Flood Insurance Program administered through FEMA, insures certain City buildings against claims arising from floods for damage to buildings and contents, as required by

law. The covered locations are Webster Street Fire Station, Beaver Brook Fieldhouse, Crompton Park Fieldhouse, and the Quinsigamond Avenue Treatment Facility. Each location has a \$2,000 deductible.

Boiler & Machinery Insurance: The City insures a schedule of values totaling \$1.9B under its Boiler and Machinery insurance policy which is written by Chubb Group of Insurance Companies and covers locations for city departments such as Police, Fire, Schools, DPW&P, DCU, Emergency Communications and City Hall. This program provides equipment breakdown coverage, \$4M in Business Interruption, \$2.5M in Utility Interruption and jurisdictional inspections of its boilers.

Public Official Bonds: These surety bonds are obtained to insure the City against public theft. Positions requiring bonding include Treasurer, Tax Collector, Assistant Treasurer, Assistant Treasurer-Budget, City Clerk and City Auditor.

Music Licenses: The City obtains licenses authorizing the City to broadcast, perform and display copyrighted music & songs.

MICHAEL E. TRAYNOR, CITY SOLICITOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****PROPERTY AND CASUALTY INSURANCE - DEPARTMENT #CC1034**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 349,741.00 | INSURANCE | \$ 356,736.00 |
| <u>3,924.00</u> | LICENSES | <u>8,424.00</u> |
| <u>\$ 353,665.00</u> | TOTAL PROPERTY AND CASUALTY INSURANCE | <u>\$ 365,160.00</u> |
| <u>\$ 353,665.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 365,160.00</u> |



The City of
WORCESTER

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COURT JUDGMENTS

Michael E. Traynor, Esq., City Solicitor

City Hall- Room 301
 455 Main Street
 Worcester, Massachusetts 01608
 (508) 799-1161

Department Allocation Summary

| | | Approved | Totals | Recommended |
|----------------------|------------------------|------------------------|----------------------|------------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Ordinary Maintenance | \$ 1,674,318.76 | \$ 2,000,000.00 | \$ 343,865.00 | \$ 2,000,000.00 |
| Total | \$ 1,674,318.76 | \$ 2,000,000.00 | \$ 343,865.00 | \$ 2,000,000.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$2,000,000, which is level funded with Fiscal 2024.

MICHAEL E. TRAYNOR, CITY SOLICITOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****COURT JUDGMENTS - DEPARTMENT #CC1033**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| <u>\$ 2,045,614.00</u> | COURT CLAIMS AND JUDGMENTS | <u>\$ 2,045,614.00</u> |
| <u>\$ 2,045,614.00</u> | TOTAL CLAIMS AND JUDGMENTS | <u>\$ 2,045,614.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (32,506.00) | SEWER REVENUES | \$ (32,506.00) |
| <u>(13,108.00)</u> | WATER REVENUES | <u>\$ (13,108.00)</u> |
| <u>\$ (45,614.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (45,614.00)</u> |
| <u>\$ 2,000,000.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 2,000,000.00</u> |
| <u>\$ 2,000,000.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 2,000,000.00</u> |

AUDITING

Robert V. Stearns – City Auditor

City Hall - Room 102
455 Main Street, Worcester, MA 01608
508-799-1053

Mission:

The mission of the Auditing Department is to keep and have charge of the accounts of the city and, from time to time, audit the books and accounts of all departments, commissions, boards, and offices of the city. The Department is responsible for:

- Performing pre-audit of all invoices and payrolls submitted for payment by City departments.
- Attesting to the availability of funds for construction contracts;
- Auditing the books and accounts of all City departments;
- Producing timely and accurate financial reports; and
- Enforcing the budget as approved by the City Council.

Vision:

To keep charge of the accounts of the city with a modern financial accounting system that will improve workflow and boost productivity leading to best practices, better reporting, and transparency with consistent results, and enhances the employee training process.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|--|--|
| Payments to employees and suppliers are accurate and paid in a timely manner. | Department payrolls are accurate and paid timely. | 100% of payroll warrants were approved on time. Payroll timecard records submitted for pre-audit were over 99% error free. |
| | Supplier invoices are approved for payment within 3 days of delivery from departments. | 100% of invoices were reviewed within 3 days or less. 83% of invoices were paid within 45 days. 88% of invoices submitted by departments met the pre-audit criteria and were not sent back for correction. |
| Produce timely and accurate financial reports for the public, city departments, and external users. | Prepare and file year-end financial reports on time. | Reports were filed and prepared on time including the Annual Comprehensive Financial Report (ACFR), the Federal Single Audit, and state reports to determine free cash. |
| To audit the books and records of departments. | Schedule recurrent audits of departments with external audit firm. | The City's external audit was completed including testing of Auditing and Administrative & Finance departments, audits of the WRS, the WRA, and the DCU Center. |

| Goal | Objective | Current Progress |
|--|---|---|
| | | <p>A special audit was completed as it relates to the police overtime and paid detail.</p> <p>An audit of major federal awards was completed.</p> <p>Audit of WPS student activities is in progress.</p> <p>Another special project testing is expected to start 12/31 by the external auditor.</p> |
| | Departments have implemented internal controls and no findings reported in the management letter. | <p>The City is implementing Workday as its new ERP and is updating the business processes to best practices in electronic formats.</p> <p>The FY23 management letter is expected to be issued at the end of April, and any corrective action will be monitored with the department(s).</p> |
| The elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or fail to eliminate them. | Incorporate inclusive language in all reports. | Auditor's Reports incorporates inclusive language. |

Department Allocation Summary

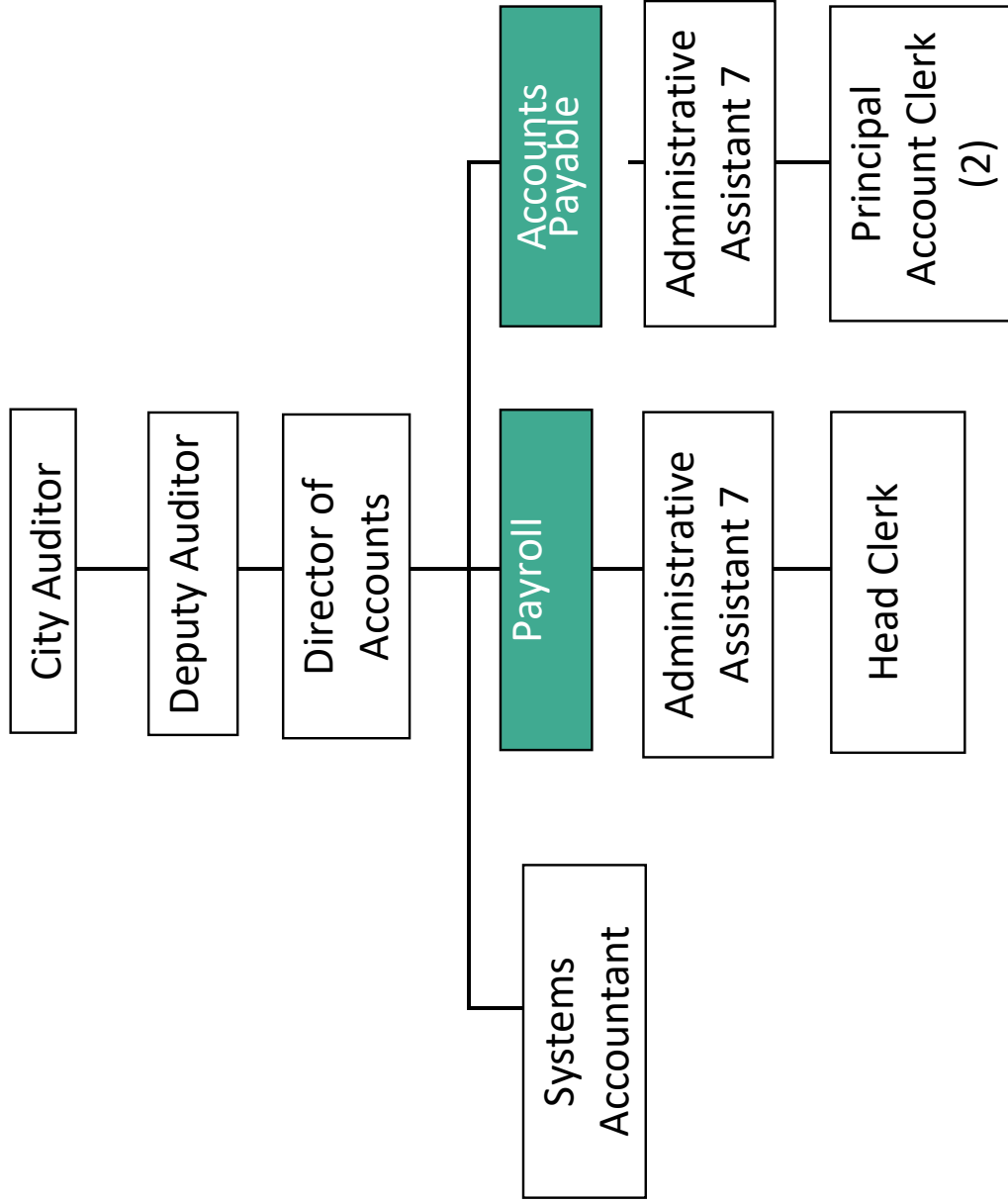
| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|------------------------|----------------------|----------------------|----------------------|---------------------------|
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2025</u> |
| Salaries | \$ 619,396.53 | \$ 639,569.00 | \$ 439,463.00 | \$ 733,656.00 |
| Overtime | 2,209.18 | 5,000.00 | 2,543.00 | 5,000.00 |
| Ordinary Maintenance | 93,586.59 | 91,873.00 | 75,608.00 | 95,707.00 |
| Total | \$ 715,192.30 | \$ 736,442.00 | \$ 517,614.00 | \$ 834,363.00 |
| Total Positions | 8 | 8 | 8 | 9 |

Operating Budget Highlights

The tax levy budget for Fiscal Year 2025 is recommended to be \$834,363, which is an increase of \$97,921 from the Fiscal 2024 amount of \$736,442. This is mainly due to the position of Deputy Auditor being added to the table of organization, step increases for employees who are not at maximum pay, EM incentive pay, a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled

contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. Ordinary Maintenance is a net result of increased funding for the Public Certified Accountants contract which is offset by the transfer of funds to the Innovation & Technology Department to streamline copier count costs.

AUDITING DEPARTMENT ORGANIZATIONAL CHART



9 Total Positions

ROBERT V. STEARNS, CITY AUDITOR**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****AUDITING - DEPARTMENT #CC1030**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 174,499.00 | 56EM | CITY AUDITOR | 1 | \$ 183,045.00 |
| 0 | - | | DEPUTY AUDITOR | 1 | 110,000.00 |
| 1 | 102,750.00 | 45M | DIRECTOR OF ACCOUNTS | 1 | 107,789.00 |
| 1 | 77,534.00 | 38 | SYSTEMS ACCOUNTANT | 1 | 81,344.00 |
| 2 | 145,684.00 | 37 | ADMINISTRATIVE ASSISTANT 7 | 2 | 143,924.00 |
| 1 | 60,944.00 | 32 | HEAD CLERK | 1 | 50,718.00 |
| 2 | 113,552.00 | 30 | PRINCIPAL ACCOUNT CLERK | 2 | 114,424.00 |
| 8 | \$ 674,963.00 | | REGULAR SALARIES | 9 | \$ 791,244.00 |
| | 762.00 | | CONTRACTUAL STIPENDS AND EXTRAS | | 762.00 |
| | 6,544.00 | | EM INCENTIVE PAY | | 7,364.00 |
| | (1,000.00) | | VACANCY FACTOR | | (16,856.00) |
| 8 | \$ 681,269.00 | | TOTAL SALARIES | 9 | \$ 782,514.00 |
| | (1,687.00) | | <u>FUNDING SOURCES:</u> | | |
| | (16,608.00) | | CREDIT FROM GOLF COURSE | | (1,977.00) |
| | (23,405.00) | | CREDIT FROM SEWER | | (19,459.00) |
| | (41,700.00) | | CREDIT FROM WATER | | (27,422.00) |
| | | | TOTAL FUNDING SOURCES | | (48,858.00) |
| 8 | \$ 639,569.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 9 | \$ 733,656.00 |
| | 5,000.00 | | OVERTIME | | 5,000.00 |
| | 5,000.00 | | TOTAL RECOMMENDED OVERTIME | | 5,000.00 |
| | \$ 83,000.00 | | CERTIFIED PUBLIC ACCOUNTANTS | | \$ 87,790.00 |
| | 1,000.00 | | IT HARDWARE - OTHER IT SUPPLIES | | 500.00 |
| | 840.00 | | LEASES & RENTALS | | - |
| | 1,500.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 1,000.00 |
| | 3,100.00 | | OFFICE SUPPLIES | | 3,400.00 |
| | 2,100.00 | | OTHER CHARGES & EXPENDITURES | | 1,250.00 |
| | - | | OTHER PROFESSIONAL SERVICES | | 1,000.00 |
| | 800.00 | | PRINT & COPY SUPPLIES | | 1,200.00 |
| | - | | PRINTING SERVICES | | 200.00 |
| | 1,100.00 | | TELEPHONE & CABLE | | 1,000.00 |
| | \$ 93,440.00 | | TOTAL ORDINARY MAINTENANCE | | \$ 97,340.00 |
| | (39.00) | | <u>FUNDING SOURCES:</u> | | |
| | (569.00) | | CREDIT FROM GOLF COURSE | | (41.00) |
| | (959.00) | | CREDIT FROM SEWER | | (593.00) |
| | (1,567.00) | | CREDIT FROM WATER | | (999.00) |
| | | | TOTAL FUNDING SOURCES | | (1,633.00) |
| | \$ 91,873.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 95,707.00 |
| | \$ 736,442.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 834,363.00 |



The City of
WORCESTER

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CONTRIBUTORY PENSIONS

Lisa M. Poske, Executive Secretary

City Hall- Room 103

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1062

Department Allocation Summary

| | Actual | Approved Budget for | Totals as of | Recommended Appropriation |
|---------------------|-------------------------|--------------------------------|-------------------------|--------------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Fringe Benefits | \$ 36,005,780.11 | \$ 37,713,980.00 | \$ 39,090,292.00 | \$ 38,764,693.00 |
| Total | \$ 36,005,780.11 | \$ 37,713,980.00 | \$ 39,090,292.00 | 38,764,693.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$38,764,693, which is an increase of \$1,050,713 from the Fiscal 2024 amount of \$37,713,980.

LISA M. POSKE, EXECUTIVE SECRETARY

CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2025

CONTRIBUTORY PENSIONS- DEPARTMENT #CC1011

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|--------------------------|---|----------------------------|
| <u>\$ 42,324,090.00</u> | CONTRIBUTORY PENSIONS | <u>\$ 43,753,416.00</u> |
| <u>\$ 42,324,090.00</u> | TOTAL FRINGE BENEFITS | <u>\$ 43,753,416.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (66,346.00) | CREDIT FROM GOLF | \$ (68,776.00) |
| (1,808,264.00) | CREDIT FROM SEWER | (1,908,203.00) |
| (2,248,346.00) | CREDIT FROM WATER | (2,500,951.00) |
| (15,715.00) | CREDIT FROM FINANCE GRANTS | (17,291.00) |
| (131,038.00) | CREDIT FROM ECONOMIC DEVELOPMENT GRANTS | (142,302.00) |
| (31,907.00) | CREDIT FROM CABLE SERVICES | (34,594.00) |
| (128,672.00) | CREDIT FROM HEALTH DEPARTMENT GRANTS | (122,789.00) |
| (25,715.00) | CREDIT FROM ELDER AFFAIRS GRANTS | (27,532.00) |
| (37,829.00) | CREDIT FROM MASSHIRE CENTRAL REGION WORKFORCE BOARD | (41,003.00) |
| (116,278.00) | CREDIT FROM MASSHIRE WORKFORCE CAREER CENTER | (125,282.00) |
| <u>\$ (4,610,110.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (4,988,723.00)</u> |
| <u>\$ 37,713,980.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 38,764,693.00</u> |

CITY COUNCIL

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

Mayor Joseph M. Petty
Councilor Jenny Pacillo *District 1*
Councilor Candy F. Mero-Carlson *District 2*
Councilor George J. Russell *District 3*
Councilor Luis A. Ojeda *District 4*
Councilor Etel Haxhijaj *District 5*

Councilor-At-Large Morris A. Bergman
Councilor-At-Large Donna M. Colorio
Councilor-At-Large Khrystian E. King
Councilor-At-Large Thu Nguyen
Councilor-At-Large Kathleen M. Toomey

The City Council is elected by the registered voters of the City of Worcester. As the head governing body, the City Council exercises all the legislative powers of the City except those powers that are reserved by the City Charter to the School Committee, or to qualified voters in the City of Worcester.

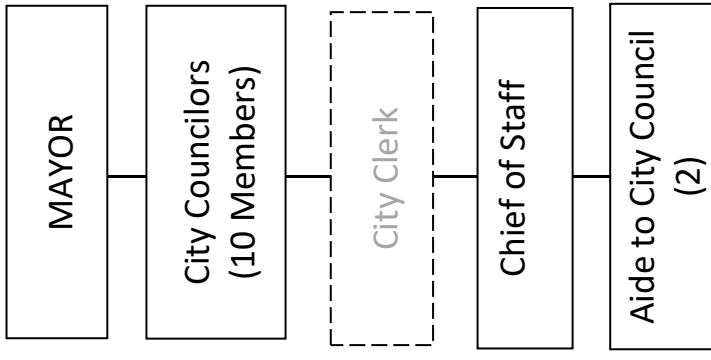
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 379,416.48 | \$ 469,537.00 | \$ 279,268.00 | \$ 601,278.00 |
| Ordinary Maintenance | 28,579.76 | 32,231.00 | 33,936.00 | 40,731.00 |
| Total | \$ 407,996.24 | \$ 501,768.00 | \$ 313,204.00 | \$ 642,009.00 |
| Total Positions | 12 | 12 | 12 | 14 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$642,009 which is an increase of \$140,241 from the Fiscal 2024 amount of \$501,768. This increase is due to the regrade of the Chief of Staff position and adding two Aide to City Council positions during Fiscal Year 2024. In addition, 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees were funded. The Ordinary Maintenance increase is due to additional funding for Public Notice Advertisements, Catered Meals for Council hearings, and Subscriptions for Community Fluency Constituent Management Software.

CITY COUNCIL DIVISION ORGANIZATIONAL CHART



14 Positions

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
CITY COUNCIL- DEPARTMENT #CC1001

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 40,811.00 | FL | MAYOR | 1 | \$ 41,289.00 |
| 10 | 348,100.00 | FL | COUNCILOR | 10 | 316,953.00 |
| 0 | - | 48EM | CHIEF OF STAFF, CITY COUNCIL | 1 | 99,301.00 |
| 1 | 80,626.00 | 45 | CHIEF OF STAFF, CITY COUNCIL | 0 | - |
| 0 | - | 40 | AIDE TO CITY COUNCIL | 2 | 143,735.00 |
| <u>12</u> | <u>\$ 469,537.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>14</u> | <u>\$ 601,278.00</u> |
| | \$ - | | BOTTLED WATER RENTAL & SUPPLIES | | \$ 300.00 |
| | 500.00 | | BUILDING SUPPLIES | | 500.00 |
| | - | | CATERED MEALS | | 3,000.00 |
| | 1,010.00 | | COPY PAPER | | - |
| | - | | FOOD SUPPLIES | | 300.00 |
| | 1,700.00 | | IT HARDWARE SUPPLIES-OTHER IT SUPPLIES | | 2,500.00 |
| | 4,242.00 | | NEWSPAPER ADVERTISING | | 9,631.00 |
| | 5,972.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 5,500.00 |
| | 1,400.00 | | OFFICE SUPPLIES | | 500.00 |
| | 1,500.00 | | PRINTING SERVICES | | 1,000.00 |
| | 2,700.00 | | PRINT & COPY SUPPLIES | | 1,000.00 |
| | - | | SUBSCRIPTIONS | | 5,500.00 |
| | 10,100.00 | | TELEPHONE & CABLE | | 11,000.00 |
| | 3,107.00 | | TRANSLATION/INTERPRETATION | | - |
| | <u>\$ 32,231.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 40,731.00</u> |
| | <u>\$ 501,768.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 642,009.00</u> |



The City of
WORCESTER

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MAYOR

Joseph M. Petty, Mayor

City Hall- Room 305
 455 Main Street
 Worcester, Massachusetts 01608
 (508) 799-1153

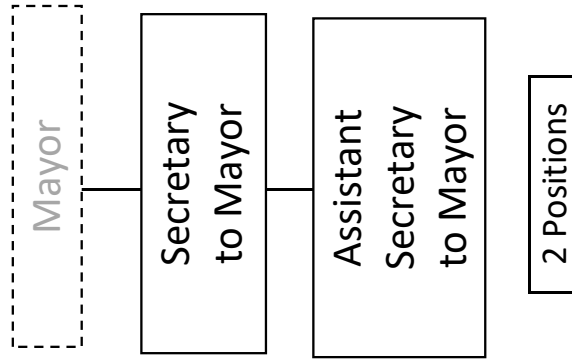
Department Allocation Summary

| | | Approved | Actuals | Recommended |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 157,998.96 | \$ 169,208.00 | \$ 126,343.00 | \$ 172,034.00 |
| Ordinary Maintenance | 10,007.04 | 8,000.00 | 5,624.00 | 14,700.00 |
| Total | \$ 168,006.00 | \$ 177,208.00 | \$ 131,967.00 | \$ 186,734.00 |
| Total Positions | 2 | 2 | 2 | 2 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$186,734, which is an increase of \$9,526 from the Fiscal 2024 amount of \$177,208. The salary increase is due to a regrade of the Secretary to the Mayor, 3% Cost of Living Adjustments (COLAs) and a 1.5% Market Adjustment for non-represented employees. Ordinary Maintenance is a net result of an increase of funding for keys to the City and shredder cost which is offset by the transfer of funds to the Innovation & Technology Department to streamline copier count costs.

MAYOR ORGANIZATIONAL CHART



JOSEPH M. PETTY, MAYOR
**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
OFFICE OF THE MAYOR- DEPARTMENT #CC1002**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 0 | \$ - | 48EM | SECRETARY TO MAYOR | 1 | \$ 99,301.00 |
| 1 | 86,104.00 | 41 | SECRETARY TO MAYOR | 0 | - |
| 1 | 83,104.00 | 40 | ASSISTANT SECRETARY TO MAYOR | 1 | 72,733.00 |
| <u>2</u> | <u>\$ 169,208.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>2</u> | <u>\$ 172,034.00</u> |
| | \$ - | | BOTTLED WATER RENTAL & SUPPLIES | | \$ 200.00 |
| | - | | COPIER COUNTS | | - |
| | - | | IT HARDWARE SUPPLIES-OTHER IT SUPPLIES | | 100.00 |
| | 900.00 | | LEASES & RENTALS | | - |
| | 3,600.00 | | OFFICE SUPPLIES | | 10,600.00 |
| | 500.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 300.00 | | PRINT & COPY SUPPLIES | | 100.00 |
| | 2,700.00 | | PRINTING SERVICES | | 2,700.00 |
| | - | | TELEPHONE & CABLE | | 1,000.00 |
| | <u>\$ 8,000.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 14,700.00</u> |
| | <u>\$ 177,208.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 186,734.00</u> |



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CITY CLERK

Nikolin Vangjeli, City Clerk

City Hall - Room 206
455 Main Street
Worcester, MA 01608
(508) 799-1121

Mission:

The mission of the City Clerk's office is to accept, file, record, and maintain all municipal records. The City Clerk publishes the agenda for all City Council meetings, records all Council actions, and compiles the minutes of Council meetings. The Department also maintains the City Council document system database and publishes all ordinances and amended ordinances on an annual basis. The Clerk, when requested, attests to the validity of City records. These include records of birth, marriage, death, residency, ordinances, City Council actions, voter and business registration and many others.

Vision:

Provide exceptional levels to the needs of our broad and diverse citizenry, elected City officials, and by new or modified legal mandates at the local, state, and federal levels through innovation, expertise, and a cooperative spirit.

Previous Year DDP Highlights

Clerk Staffing

| Goal | Objective | Current Progress |
|--|--|--|
| Design more streamlined organizational structure to provide clear direction to staff of roles, and responsibilities. | Revise organizational structure. | Restructured and published revised organizational chart to city departments. |
| Re-evaluate and set clear job function, responsibilities, and duties of present and future staff. | Review and update departmental job descriptions based on current and future needs. | 100% of current job descriptions revised and advertised accordingly. |
| Improve staff retention rate. | Create schedule of team building activities and departmental meetings. | Continue team building initiatives throughout the next year. |

Clerk Services & Vital Records

| Goal | Objective | Current Progress |
|---|---|--|
| Work with the department of economic development to provide multilingual business guides when residents register business with the clerk office. | Provide a multilingual guide to all business owners when registering new licenses or renewing with the clerk office. | This is an ongoing project to continue to offer multilingual guides to all new business owners. |
| Continue to work with local Veterinarian clinics to update Clerk records to increase the number of registered dogs in the City of Worcester. | Increase the number of registered dogs. | Over 5,500 dogs registered since licensing began. |
| Establish an online, mandatory registration system for lobbyists and any other person being compensated to solicit elected or appointed officials concerning policy matters in the City of Worcester's government | Work with the Department of Innovation & Technology to create an online registration portal. | Lobbyist registration system is live and fully functional on City's website. |
| Continue to offer residents the ability to file Claims with the City Clerk's office via the online submission portal. | Receive 100% of claims through the online portal so the Law Department can streamline the response process and follow up. | The claim portal is complete. Claims are submitted online and processed in a shared email system with the Law Department and the Clerk's Office. 224 Claims were filed online in FY24. |

City Council- Agendas & Meetings

| Goal | Objective | Current Progress |
|---|--|--|
| Host City Council Committee Meetings in the community | Select meeting spaces for Council to host committee meetings in the community. | Five (5) Traffic and Parking Speed Limit Hearings were held in each City Council district. |
| Replacing the City Council Agenda Management System | Work with Prime Gov. Agenda Solutions to build a compatible meeting agenda solution for City Council and the City Boards and Commissions. | Staff is undergoing biweekly Prime Gov. training and in the process of building out the program with the vendor. 75% of system is built and 10% of historical migration is complete. |
| Provide Limited English Proficiency assistance to residents looking to attend council and committee meetings. | Clerk employees will be able to offer translation services in Albanian, Twi, Vietnamese, Mandarin, Portuguese, and Spanish. For other language requirements, we provide services through a vendor. | Offer periodic interpreter services if requested at least 48 hours in advance. Clerk employees can offer translation services in Albanian, Twi, Vietnamese, Mandarin, Portuguese, and Spanish. |
| Receive 100% of council petitions online to streamline the petition filing process. | Maintain the online petition function. | 165 online petitions received and processed in FY24 (as of March 1, 2024) (Total of 324 petitions sent to City Council in FY24 as of March 1, 2024). |
| Continue to promote online sign-up form for residents to receive City Council agendas, subcommittee agendas, and meeting notices. | Maintain the online sign-up function for residents to receive agendas and meeting notices. | Over 300 residents have signed up for the online agenda notification function. |
| Continue to offer virtual public participation through the Zoom Webinar platform. | Promote inclusive and technology-driven public meetings. | Virtual public participation is now a permanent feature of City Council meetings. |
| Create City Council informational videos. | Work with Cable Services to create a public information campaign relative to Council processes. | Continue to promote previously recorded informational videos. |

City Council Support

| Goal | Objective | Current Progress |
|---|--|--|
| Continue to offer residents the ability to use the Find My City Councilor Application to determine who their Councilor is by advertising the application via social media and the City's website. | Maintain the online application and advertise the application via social media and the City's website. | Over 2,000 searches on this function in FY24. |
| Allow residents the ability to reach out to City Councilors via Contact My Councilor function. | Maintain and utilize the function to assist Council with the ability to respond to residents. | Over 400 submissions in FY24. |
| Familiarize City Council members with the Building Blocks application to streamline constituent inquiries regarding specific properties. | Increase the use and functionality of the Building Blocks application | Councilors and Council staff have been trained and utilize the program for informational purposes. |
| Work with Office of the City Council to ensure Councilors are familiar with the Community Fluency Constituent Tracking program. | Increase use of Community Fluency. | Staff has been trained and currently utilize the program to track constituent inquiries. |

City Archive

| Goal | Objective | Current Progress |
|---|---|------------------------------|
| Hire and train temporary Archive interns. | Continue establishing the City of Worcester archive division. | 3 Temporary Positions filled |
| Initiate archive digitization process. | Continue establishing the City of Worcester archive division. | Ongoing scanning of records. |

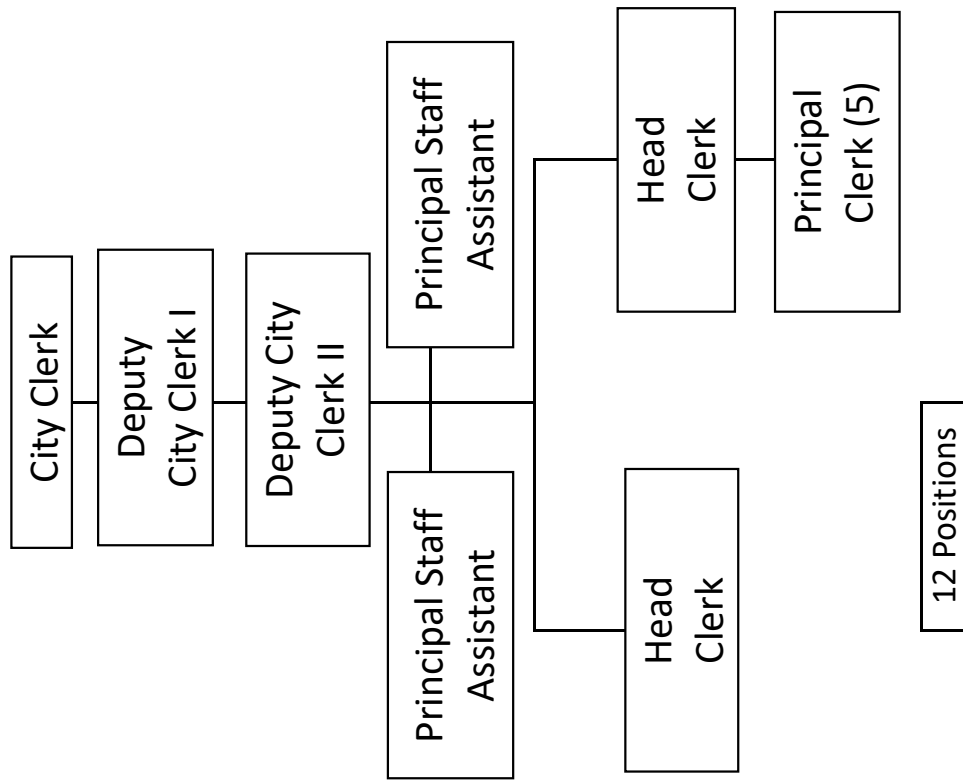
Department Allocation Summary

| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|------------------------|------------------------|------------------------|----------------------|---------------------------|
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2025</u> |
| Salaries | \$ 931,288.99 | \$ 981,640.00 | 785,063.00 | \$ 982,747.00 |
| Overtime | 6,732.51 | 1,000.00 | 293.00 | 1,000.00 |
| Ordinary Maintenance | 62,559.98 | 74,518.00 | 40,647.00 | 67,518.00 |
| Total | \$ 1,000,581.48 | \$ 1,057,158.00 | \$ 826,003.00 | \$ 1,051,265.00 |
| Total Positions | 11 | 13 | 13 | 12 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$1,051,265 which is a decrease of \$5,893 from the Fiscal 2024 amount of \$1,057,158. Salary increases are due to a position regrade, a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. These salary increases are offset by the transfer of the Archivist position being regraded and transferred to the Elections Division. The Ordinary Maintenance decrease of \$7,000 is associated with the transfer of funds to the Innovation and Technology Department for copier count costs.

CITY CLERK DEPARTMENT ORGANIZATIONAL CHART



NIKOLIN VANGJELI, CITY CLERK

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

CITY CLERK DEPARTMENT

CITY CLERK DIVISION #CC1006

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|------------------|--|----------------------------|----------------------------|
| 1 | \$ 188,372.00 | 58EM | CITY CLERK | 1 | \$ 198,624.00 |
| 0 | - | 53EM | DEPUTY CITY CLERK I | 1 | 135,893.00 |
| 1 | 120,639.00 | 47EM | DEPUTY CITY CLERK | 0 | - |
| 0 | - | 50EM | DEPUTY CITY CLERK II | 1 | 114,990.00 |
| 1 | 89,750.00 | 45M | ASSISTANT CITY CLERK | 0 | - |
| 1 | 72,806.00 | 40M | ARCHIVIST | 0 | - |
| 1 | 73,305.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 153,239.00 |
| 1 | 67,746.00 | 35 | ADMINISTRATIVE ASSISTANT 6 | 0 | - |
| 2 | 117,666.00 | 32 | HEAD CLERK | 2 | 116,106.00 |
| 5 | 249,281.00 | 29 | PRINCIPAL CLERK | 5 | 256,315.00 |
| <u>13</u> | <u>\$ 979,565.00</u> | | TOTAL SALARIES | <u>12</u> | <u>\$ 975,167.00</u> |
| | 9,725.00 | | EM INCENTIVE PAY | | 15,230.00 |
| | 4,000.00 | | STIPENDS - CITY CLERK, CLERK OF THE CITY COUNCIL | | 4,000.00 |
| | (11,650.00) | | VACANCY FACTOR | | (11,650.00) |
| <u>13</u> | <u>\$ 981,640.00</u> | 100-91000 | TOTAL RECOMMENDED PERSONAL SERVICES | <u>12</u> | <u>\$ 982,747.00</u> |
| | \$ 1,000.00 | | OVERTIME | | \$ 1,000.00 |
| | <u>\$ 1,000.00</u> | 100-97000 | TOTAL RECOMMENDED OVERTIME | | <u>\$ 1,000.00</u> |
| | \$ 5,809.00 | | CONSULTANT | | \$ 5,925.00 |
| | - | | COPIER COUNTS | | - |
| | - | | ELECTRICITY | | 2,000.00 |
| | - | | FACILITY LAND & LEASE | | 10,700.00 |
| | 500.00 | | HARDWARE/DEVICES | | 200.00 |
| | - | | IMAGING SOFTWARE | | 576.00 |
| | 30,309.00 | | LEASES & RENTALS | | - |
| | 1,800.00 | | LICENSES | | 7,500.00 |
| | 300.00 | | MAINENANCE & REPAIR | | 300.00 |
| | 200.00 | | MEMBERSHIP DUES | | 400.00 |
| | 4,700.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 500.00 |
| | 2,800.00 | | OFFICE SUPPLIES | | 4,000.00 |
| | 3,700.00 | | OTHER CHARGES & EXPENDITURES | | 1,100.00 |
| | - | | PARTS/EQUIPMENT SUPPLIES | | 1,217.00 |
| | 20,500.00 | | PRINTING | | 25,000.00 |
| | 3,000.00 | | PRINTING SUPPLIES | | 5,800.00 |
| | - | | SOFTWARE LICENSE | | 1,000.00 |
| | 600.00 | | TELEPHONE | | 1,300.00 |
| | 300.00 | | TRAVEL | | - |
| | <u>\$ 74,518.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 67,518.00</u> |
| | <u>\$ 74,518.00</u> | 100-92000 | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 67,518.00</u> |
| | <u>\$ 1,057,158.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 1,051,265.00</u> |



The City of
WORCESTER

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ELECTIONS DIVISION

Nikolin Vangjeli– City Clerk

City Hall - Room 208
455 Main Street
Worcester, MA 01608
(508) 799-1134

The City Clerk provides operational and administrative support to the Board of Election Commissioners and is the City's primary election and voter registration official. The City Clerk provides appropriate forms for those registering to vote, maintains the official voter registration records for Worcester, and completes other duties defined in the City Charter and MA General Laws. The official voter registration records allow the City Clerk to provide an accurate list of voters to each polling place.

Vision:

Ensure the fair and honest conduct of municipal, State, and Federal elections through the compliance with all applicable municipal, State, and Federal election laws and regulations and a secure, modern, and accessible voting infrastructure.

Previous Year DDP Highlights

Voter Engagement Efforts

| Goal | Objective | Current Progress |
|--|---|--|
| Register at least 4,000 new voters during FY24. | Increase number of registered voters. | Increase of 18,000 voters in FY24. |
| Offer voter registration drives in the community | Continue to provide all Worcester residents the opportunity to register to vote. | 5 voter registration drives completed in FY24. Worked with colleges and high schools to register students in FY24. All high schools and colleges offered registration sessions. 10 voter educational sessions were also offered in the neighborhood crime watch meetings and City Hall regarding the school committee districts and municipal elections. |
| Work with the Cable Service division to create and update election informational videos. | Continue to provide information to the public regarding the administration of elections in Worcester. | Videos published and being shared to the City's website and social media. 3 videos recorded every election in English and Spanish to advertise voter registration, mail in and early voting and election day. Videos streamed through YouTube, City website, and social media. |

| | | |
|---|---|---|
| Register voters through the RMV online registration function during FY24. | Continue to offer Worcester voters online voter registration to all residents with a Massachusetts driver's license or state ID card. | 6,000 registered voters in FY24 through online/RMV. |
|---|---|---|

City-Census

| Goal | Objective | Current Progress |
|--|---|---|
| Offer an online annual census response function. | Streamlined and simplified Census response. | 10,000 responses online as of 4/1/2024. |

Poll Workers

| Goal | Objective | Current Progress |
|--|---|--|
| Recruit poll workers before Election Day. | Continue to work with the political parties to select names of poll workers for Election Day. | 400 poll workers recruited for the FY24 and FY25 elections in September and November |
| Staff at least 1 bilingual translator per polling location on Election Day. | Create a diverse and reflective group of poll workers. | Continuing to recruit poll workers to reach 100% of polling locations staffed with bilingual poll workers. |
| Continue to open all polling places on time on Election Day. | Ensure all polling locations are open and functional on Election Day. | All polling locations are opened on time and fully set up on Election Day. |
| Reach 100% of poll worker training attendance. | Continue to train poll workers on all Election Day procedures. | All poll workers trained prior to Election Day, either in person or through the virtual training portal. |
| Mail all poll workers training manuals two weeks before election day. | Continue to deliver training manuals on Election Day procedures to all precinct workers. | All poll workers received proper training materials ahead of time. |
| Train 100% of poll workers to use electronic poll books for inactive voter procedure and voter lookup on Election Day. | Continue to utilize electronic poll books. | All poll workers are trained to utilize poll pads. |

Increase Voter Participation

| Goal | Objective | Current Progress |
|--|---|--|
| Deliver 100% of ballots to absentee voters and vote by mail voters 3 weeks before Election Day. | Continue to ensure the programming of ballots is designed in a timely manner to permit voters to cast and mail ballots to the Election Office before the voting deadline for each election. | 9,000 ballots mailed in September and November 2023 and 13,000 ballots mailed in March 2024. |
| Mail a vote-by-mail application to all registered voters for the September, November, and March elections. | Ensure all voters receive a vote-by-mail application. | 114,000 applications mailed in February 2024. |

| | | |
|--|---|--|
| Mail 100% of requested ballots to voters at least 3 weeks before the September, November, and March Elections. | Mail vote-by-mail ballots to all registered voters that request an Early Vote by mail ballot. | Ongoing effort |
| Offer 100% of voters prepaid return mail envelopes | Mail vote-by-mail ballots to all registered voters that request an Early Vote-by-mail ballot. | Ongoing effort |
| Offer voters the option of utilizing the vote-by-mail drop boxes at the 10 fire stations and city hall. | Mail vote-by-mail ballots to all registered voters that request an Early Vote-by-mail ballot. | Ongoing effort |
| 10,000 Worcester voters utilize the voter-by-mail voting option during FY24. | Mail vote by mail ballots to all registered voters that request an Early Vote by mail ballot. | 13,000 early vote applications received in FY24 |
| Offer 7 days of early voting including one weekend for all elections. | Offer in person early voting in the 5 city council districts for each election. | <ul style="list-style-type: none"> • 5 early voting days offered in September 2023 - 700 ballots cast • 7 early voting days offered in November 2023 – 1,200 ballots cast • 7 Early voting days offers in March 2024, 600 ballots • September 2024 - 7 days planned • November 2024 - 14 days planned |

Election Day Operations

| Goal | Objective | Current Progress |
|---|---|--|
| Program 100% of voting machines two weeks before Election Day for testing. | Continue to ensure the programming of ballots is designed in a timely manner to permit voters to cast and mail ballots to the Election Office before the voting deadline for each election. | All voting machines properly programmed and tested. |
| Set up all polling locations on time. | Ensure sufficient staffing to have polling locations set up and operating smoothly on Election Day. | All 60 precincts are set up in an accessible and visible manner. |
| Ensure all polling locations have sufficient police coverage on Election Day. | Ensure sufficient staffing to have polling locations set up and operating smoothly on Election Day. | All 60 precincts had sufficient police coverage. |

Voter Education Efforts

| Goal | Objective | Current Progress |
|--|-----------------------|--|
| Send a direct mailing to all residents explaining the School Committee Districts and lines | Limit Voter Confusion | Residents received a post card with district information and voting information. |

| | | |
|---|--------------------------|---|
| Update “Where do I Vote?” function for residents to include results with both District City Council and School Committee District information. | Limit Voter Confusion | Function updated on the City’s website. |
| Update “Find My City Councilor” function online to display the new FY24 district lines and include a separate function/section for information on the School Committee Districts for residents to easily look up both their City Council and School Committee district. | Limit Voter Confusion | Function updated on the City’s website. |
| Attend voter registration or information session events in the community throughout the election season. | Increase voter education | 5 sessions offered in FY24 |

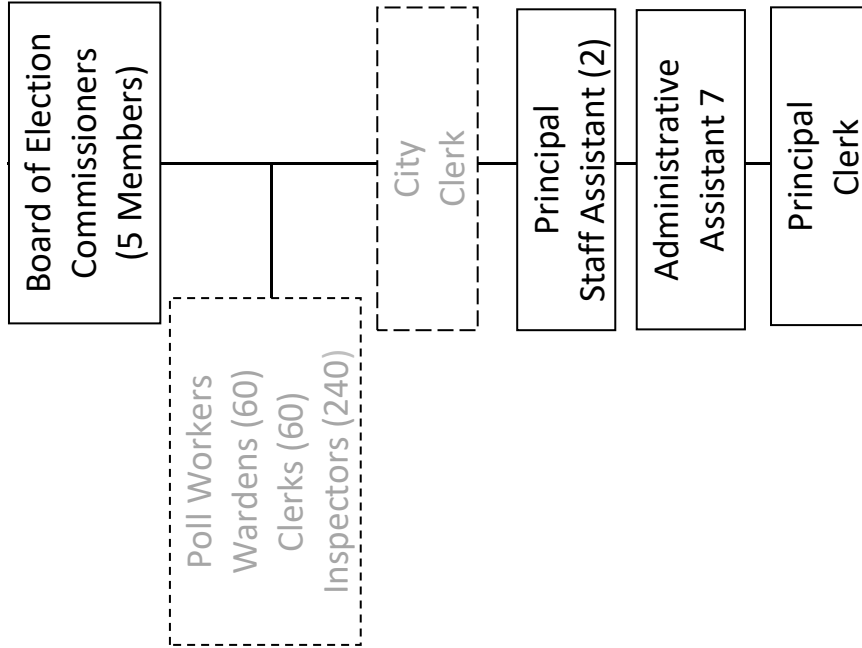
Department Allocation Summary

| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|----------------------|----------------------|----------------------------|----------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 641,174.17 | \$ 940,913.00 | 362,455.00 | \$ 633,908.00 |
| Overtime | 25,256.98 | 10,000.00 | 152,700.00 | 235,000.00 |
| Ordinary Maintenance | 214,208.71 | 284,829.00 | 232,960.00 | 173,129.00 |
| Capital Outlay | 23,308.00 | - | | - |
| Total | \$ 903,947.86 | \$ 1,235,742.00 | \$ 748,115.00 | \$ 1,042,037.00 |
| Total Positions | 10 | 9 | 9 | 9 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$1,042,037, which is a decrease of \$193,705 from the Fiscal 2024 amount of \$1,235,742. The salary decrease is mainly due to the elimination of the vacant Assistant City Clerk position, transfer of funding from Miscellaneous Salaries to Overtime to properly reflect actuals and reducing Miscellaneous Salaries funding to account for only two elections in Fiscal 2025. These decreases are offset by a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. Also, there was funding added to Miscellaneous Salaries to increase Poll Worker stipends and the transfer of the Archivist position from City Clerk to Elections Division as a Principal Staff Assistant. Overtime increased due to the allocation of funds from Miscellaneous Salaries to support department operations. The Ordinary Maintenance decrease is due to the transfer of funds to the Innovation & Technology Department to streamline copier count costs.

ELECTIONS DIVISION ORGANIZATIONAL CHART



9 Positions

NIKOLIN VANGJELI, CITY CLERK
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
CITY CLERK DEPARTMENT
ELECTIONS DIVISION #CC1010

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 5 | \$ 4,500.00 | FL | ELECTION COMMISSIONER | 5 | \$ 4,500.00 |
| 1 | 80,512.00 | 45M | ASSISTANT CITY CLERK | 0 | - |
| 1 | 84,960.00 | 40M | PRINCIPAL STAFF ASSISTANT | 2 | 168,972.00 |
| 1 | 72,842.00 | 37 | ADMINISTRATIVE ASSISTANT 7 | 1 | 73,122.00 |
| 1 | 55,079.00 | 29 | PRINCIPAL CLERK | 1 | 47,294.00 |
| 9 | \$ 297,893.00 | | REGULAR SALARIES | 9 | \$ 293,888.00 |
| | 694,020.00 | | MISCELLANEOUS SALARIES | | 341,020.00 |
| | (1,000.00) | | VACANCY FACTOR | | (1,000.00) |
| 9 | \$ 990,913.00 | | TOTAL SALARIES | 9 | \$ 633,908.00 |
| | (50,000.00) | | FUNDING SOURCES: | | - |
| | (50,000.00) | | STATE REIMBURSEMENTS FOR STATEWIDE ELECTION | | - |
| | | | TOTAL FUNDING SOURCES | | \$ - |
| 9 | \$ 940,913.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 9 | \$ 633,908.00 |
| | \$ 10,000.00 | | OVERTIME | | \$ 235,000.00 |
| | \$ 10,000.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 235,000.00 |
| | \$ - | | CATERED MEALS | | \$ 5,000.00 |
| | - | | COPIER COUNTS | | - |
| | 1,000.00 | | COPY PAPER | | - |
| | - | | ELECTION SOFTWARE | | 57,300.00 |
| | - | | HARDWARE: IT SUPPLIES | | 200.00 |
| | 29,104.00 | | LEASES & RENTALS | | - |
| | 1,000.00 | | MAINT/REP VEHICLE | | - |
| | - | | MAINT/REPAIR EQUIPMENT | | 500.00 |
| | 40,000.00 | | NON-NETWORK SOFTWARE & SUPPORT | | - |
| | 7,500.00 | | OFFICE SUPPLIES | | 6,000.00 |
| | 3,725.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | - | | OTHER EQUIPMENT LEASES | | 500.00 |
| | 2,300.00 | | OTHER SUPPLIES | | - |
| | - | | PERMITS | | 300.00 |
| | 159,000.00 | | POSTAGE | | 59,000.00 |
| | 5,650.00 | | PRINT & COPY SUPPLIES | | 8,000.00 |
| | 31,350.00 | | PRINTING SERVICES | | 31,350.00 |
| | 4,200.00 | | TELEPHONE | | 4,979.00 |
| | \$ 284,829.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 173,129.00 |
| | \$ 1,235,742.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,042,037.00 |

EXECUTIVE OFFICE OF THE CITY MANAGER

Eric. D Batista, City Manager

City Hall – Room 309
455 Main Street, 3rd Floor
Worcester, MA 01608
508-799-1175

Mission: To provide efficient and effective municipal services to the residents of Worcester in a customer-friendly, transparent, and inclusive environment while working to improve the quality of life for all.

Vision: To be recognized as the country's most vibrant and livable mid-sized city.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|---|---|
| Partner with communities to honor and celebrate diverse and inclusive cultural events. | Engage with new cloud-based permitting software system to review and design special events permitting process workflows. | <p>The City, through a partnership with the Department of Innovation & Technology and the Executive Office of Economic Development, engaged with OpenGov to study the complicated workflows and processes of the City's special events permitting process.</p> <p>The City hired a consultant to engage with the community to gather feedback on how to improve special events permitting. Approximately 45 people attended a Community Input Meeting, while 51 completed a Special Events Survey and 13 completed a Vendor and Concessions Survey.</p> |
| Maintain a safe and appealing infrastructure. | Lead the Department of Transportation and Mobility to study and design safe street infrastructure and sidewalks that will last. | <p>The Department of Transportation & Mobility conducted 234 investigations, including 28 detailed engineering studies, in support of items before the Traffic & Parking Committee.</p> <p>Expanded the speed hump pilot program from 10 to 35 locations in summer 2023. Analysis of 2023 installations demonstrated speed reductions of 10% to 30% on all</p> |

| | | |
|---|---|---|
| | | <p>streets where speed humps were implemented.</p> <p>Safety improvements requested by the City Council on the recommendation of the Traffic & Parking Committee are under design at 8 locations for implementation in summer 2024.</p> |
| <p>Support safe and affordable housing options.</p> | <p>Work with the Executive Office of Economic Development to implement the City’s first Inclusionary Zoning ordinance to produce more affordable housing units.</p> | <p>The Worcester City Council passed Inclusionary Zoning in April 2023.</p> <p>The Executive Office of Economic Development facilitated the completion or commencement of over 400 new affordable housing units in FY24.</p> <p>Over \$500,000 administered for owner-occupied housing rehab.</p> <p>Facilitated the completion of 39 new permanent supportive housing units with over 150 additional in the pipeline.</p> <p>Provided \$1,000,000 in down payment assistance to first-time homebuyers in partnership with WCHR.</p> <p>Facilitated the disposition of 7 underutilized city-owned lots for new affordable homeownership units.</p> <p>Successfully launched the Affordable Housing Preservation Program and the commitment of over \$17 million of Affordable Housing Trust Fund dollars, leveraging over \$350 million in total investment.</p> <p>Secured a grant from the state to support the Housing Production Plan and successfully procured a</p> |

| | | |
|---|---|--|
| | | consultant for the creation of the plan. |
| To build a strong Quality of Life taskforce that is well equipped to ensure clean neighborhoods. | To expand the Quality of Life taskforce to focus on safe and clean neighborhoods throughout the City. To conduct at least 4 neighborhood clean team events | The Quality of Life Taskforce is fully staffed and is now implementing the Neighborhoods First model to keep our neighborhoods clean. Quality of Life team successfully completed clean team events in every Council District between Summer-Fall. |
| To restructure the Executive Office of Diversity, Equity, and Inclusion; to ensure it has the resources and authority to accelerate representation within the City workforce. | To work with the Executive Office of DEI and HR to accelerate representation within the City workforce and leadership. | Created and began implementing a new workflow centralizing recruitment/hiring to HR. In FY24, 37% of all new hires were BIPOC, and 44% were female. Among new hires in leadership positions, 41% were BIPOC and 41% were female. |
| Provide opportunities to diverse vendors who conduct business with the City. | Work with both the Executive Office of DEI and Administration & Finance to centralize all buying to the Purchasing division. | Department of Administration & Finance continues to add positions into the Purchasing division in FY24 and FY25 to support centralization of Purchasing. Executive Office of Economic Development (EOED) has had successful progress with external DEI initiatives such as the M/WBE program and Responsible Development Ordinance. Additionally, EOED launched the ARPA funded Diverse Business Certification Grant Program for businesses to get certified with the Massachusetts Supplier Diversity Office (SDO). |
| Improve the efficiency of City permitting and licensing, including permits related to Inspectional Services, DPW, and Special Events, improve its processes, | Coordinate with IS, DPW, Cultural and Innovation & Technology to integrate all City permitting & licenses. | Department of Inspectional Services implemented permit applications as well as Rental Registry on cloud-based system OpenGov. |

| | | |
|---------------------------------------|--|---|
| technologies, and integrated systems. | | City continues to review and automate applications such as special events and constable applications. |
|---------------------------------------|--|---|

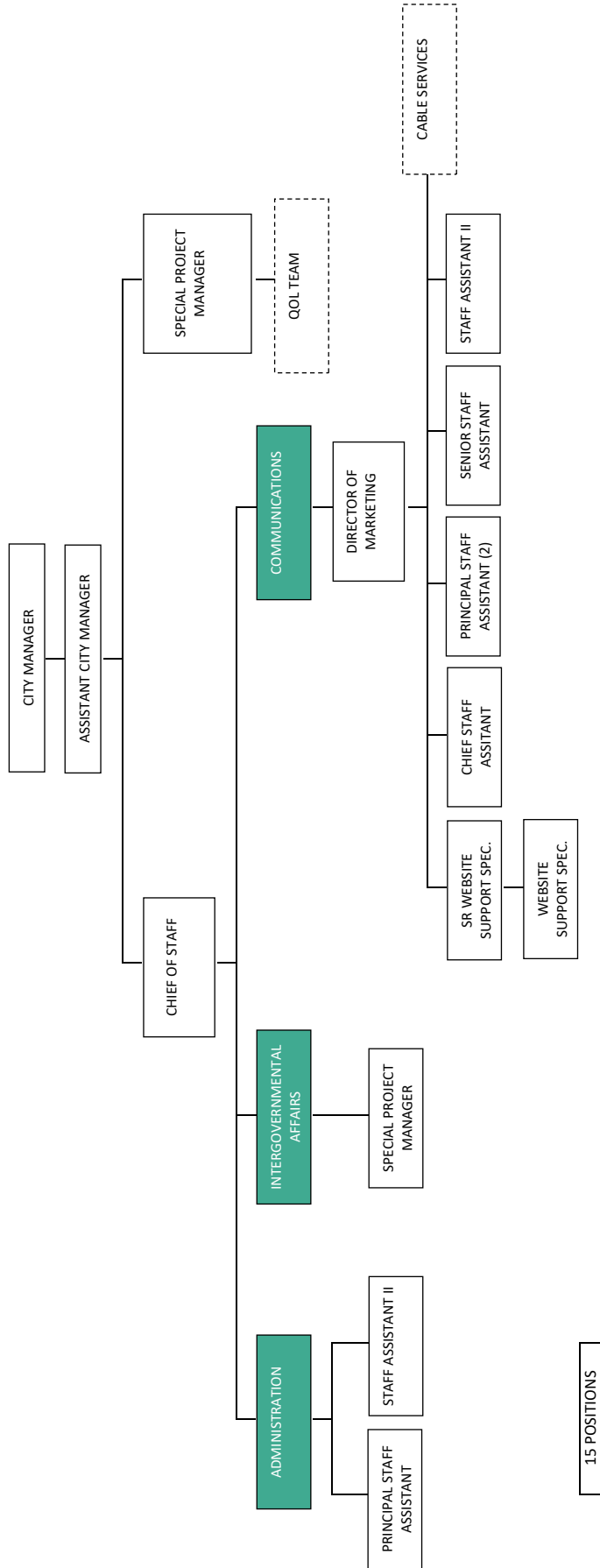
Department Allocation Summary

| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|----------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,310,914.06 | \$ 1,211,868.00 | \$ 900,775.00 | \$ 1,666,655.00 |
| Overtime | 1,570.92 | - | - | - |
| Ordinary Maintenance | 209,117.34 | 131,252.00 | 89,517.00 | 129,552.00 |
| Capital Outlay | 74,157.07 | - | - | - |
| Total Expenditures | \$ 1,595,759.39 | \$ 1,343,120.00 | \$ 990,292.00 | \$ 1,796,207.00 |
| Total Positions | 11 | 11 | 11 | 15 |

Operating Budget Highlights

The Fiscal 2025 operating budget for the Executive Office of the City Manager is recommended to be \$1,796,207, which is a increase of \$453,087 from the Fiscal 2024 amount of \$1,343,120. This increase is primarily due to addition of a new position and three position transfers from other departments in addition to a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. The Ordinary Maintenance decrease of \$1,700 in Fiscal 2025 is associated with the transfer of copier counts to the Department of Innovation and Technology.

EXECUTIVE OFFICE OF THE CITY MANAGER



ERIC D. BATISTA, CITY MANAGER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****EXECUTIVE OFFICE OF THE CITY MANAGER #CC1003**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 288,052.00 | FL | CITY MANAGER | 1 | \$ 289,138.00 |
| 1 | 153,911.00 | 58CM | ASSISTANT CITY MANAGER | 1 | 190,000.00 |
| 0 | - | 47EM | CHIEF OF STAFF | 1 | 120,117.00 |
| 1 | 114,512.00 | 47EM | COORD. OF MUNICIPAL & INTERGOVERNMENTAL INITIATIVES | 0 | - |
| 0 | - | 49M | DIRECTOR OF MARKETING & PUBLIC RELATIONS | 1 | 109,535.00 |
| 2 | 179,190.00 | 45M | SPECIAL PROJECT COORDINATOR | 2 | 195,700.00 |
| 0 | - | 44P | SENIOR WEBSITE SUPPORT SPECIALIST | 1 | 103,927.00 |
| 0 | - | 42P | WEBSITE SUPPORT SPECIALIST | 1 | 93,122.00 |
| 1 | 76,366.00 | 42M | CHIEF STAFF ASSISTANT | 1 | 82,973.00 |
| 3 | 236,600.00 | 40M | PRINCIPAL STAFF ASSISTANT | 3 | 243,326.00 |
| 0 | - | 39M | SENIOR STAFF ASSISTANT | 1 | 83,780.00 |
| 2 | 126,354.00 | 35 | STAFF ASSISTANT II | 2 | 112,980.00 |
| <u>11</u> | <u>\$ 1,174,985.00</u> | | TOTAL REGULAR SALARIES | <u>15</u> | <u>\$ 1,624,598.00</u> |
| | \$ 29,000.00 | | RETIREMENT FUND | | \$ 23,000.00 |
| | 7,500.00 | | DISABILITY AND LIFE INSURANCE EXPENSES | | 7,500.00 |
| | 7,873.00 | | EM INCENTIVE PAY | | 19,047.00 |
| | (5,000.00) | | VACANCY FACTOR | | (5,000.00) |
| | <u>\$ 1,214,358.00</u> | | TOTAL RECOMMENDED SALARIES | | <u>\$ 1,669,145.00</u> |
| | \$ (2,490.00) | | <u>FUNDING SOURCES:</u> | | \$ (2,490.00) |
| | <u>\$ (2,490.00)</u> | | CABLE REVENUES | | <u>\$ (2,490.00)</u> |
| | | | TOTAL FUNDING SOURCES | | <u>\$ (2,490.00)</u> |
| <u>11</u> | <u>\$ 1,211,868.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>15</u> | <u>\$ 1,666,655.00</u> |
| | \$ 700.00 | | BOTTLED WATER | | \$ 700.00 |
| | 2,000.00 | | CATERED MEALS | | 2,000.00 |
| | 20,000.00 | | CONSULTANTS | | 20,000.00 |
| | 500.00 | | FOOD SUPPLIES | | 500.00 |
| | 7,700.00 | | IT HARDWARE SUPPLIES & MAINTENANCE | | 7,700.00 |
| | 5,900.00 | | LEASES & RENTALS | | 4,200.00 |
| | 35,000.00 | | MEMBERSHIP DUES | | 35,000.00 |
| | 300.00 | | NEWSPAPER ADVERTISING | | 300.00 |
| | 10,300.00 | | OFFICE SUPPLIES | | 10,300.00 |
| | 7,500.00 | | POLICE DETAIL | | 7,500.00 |
| | 2,300.00 | | POSTAGE | | 2,300.00 |
| | 9,300.00 | | PRINTING SUPPLIES & SERVICES | | 9,300.00 |
| | 3,000.00 | | REGISTRATION FEES | | 3,000.00 |
| | 6,952.00 | | SOFTWARE LICENSE | | 6,952.00 |
| | 1,800.00 | | SUBSCRIPTIONS | | 1,800.00 |
| | 12,000.00 | | TELEPHONE | | 12,000.00 |
| | 6,000.00 | | TRAVELING | | 6,000.00 |
| | <u>\$ 131,252.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 129,552.00</u> |
| | <u>\$ 1,343,120.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 1,796,207.00</u> |

CONTINGENCY

Eric D. Batista, City Manager

City Hall- Room 309

455 Main Street

Worcester, Massachusetts 01608

(508) 799-1175

| | | Approved | Totals | Recommended |
|----------------------|------------------------|------------------------|----------------------|------------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Ordinary Maintenance | \$ 4,906,951.01 | \$ 4,186,285.00 | \$ 563,765.00 | \$ 6,677,731.00 |
| Total | \$ 4,906,951.01 | \$ 4,186,285.00 | \$ 563,765.00 | \$ 6,677,731.00 |

Operating Budget Highlights

The Fiscal 2025 Budget includes \$6,677,731 for the City Manager's Contingency account. This is an increase of \$2,491,446 compared to the Fiscal 2024 amount of \$4,186,285. These funds have been identified to provide funding for cost of living (COLA) increases for unrepresented City employees (\$3,927,731), ongoing union negotiations for prior year COLAs and other commitments (\$2,500,000), and neighborhood advocates and uncommitted contingency funds as required throughout the fiscal year (\$250,000).

ERIC D. BATISTA, CITY MANAGER

**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
CITY MANAGER'S CONTINGENCY - DEPARTMENT #CC1072**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|---|----------------------------|
| \$ 4,186,285.00 | CONTINGENCY | \$ 6,677,731.00 |
| <u>\$ 4,186,285.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 6,677,731.00</u> |
| <hr/> | | |
| <u>\$ 4,186,285.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 6,677,731.00</u> |

CABLE SERVICES

Judith A. Warren, Director

City Hall, Room 405
455 Main St.
Worcester, MA 01608
(508) 799-1385

Mission: To provide the residents of Worcester with innovative and transparent access to their government through video programming on the government access channel as well as online and social platforms.

Vision: To provide customer friendly, nimble, modern-innovative, and accessible city services.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|--|
| Produce high quality video productions. | To create more original high-quality videos about government services and city related issues. | Increased original programming by 25%. |
| Increase accessibility of government videos | Ensure video programming can be accessible via closed- or open-captioning. | Closed captioning is integrated through TEAMS for the Accessibilities Commission meeting and Facebook apps. Captioning is available through YouTube on programs we shared. Optimistic with cable renewal to install our own in-house AI Captioning system for 24/7 service on all programming. |
| Utilize new and innovative equipment to keep up with changing technologies in the industry. | Install new master control system to increase capabilities in ease of use, IP streaming and OTT App availability. | Master Control playback will be updated in the next 6-9 months; also enable additional options like OTT (Roku) and closed captioning will follow. |

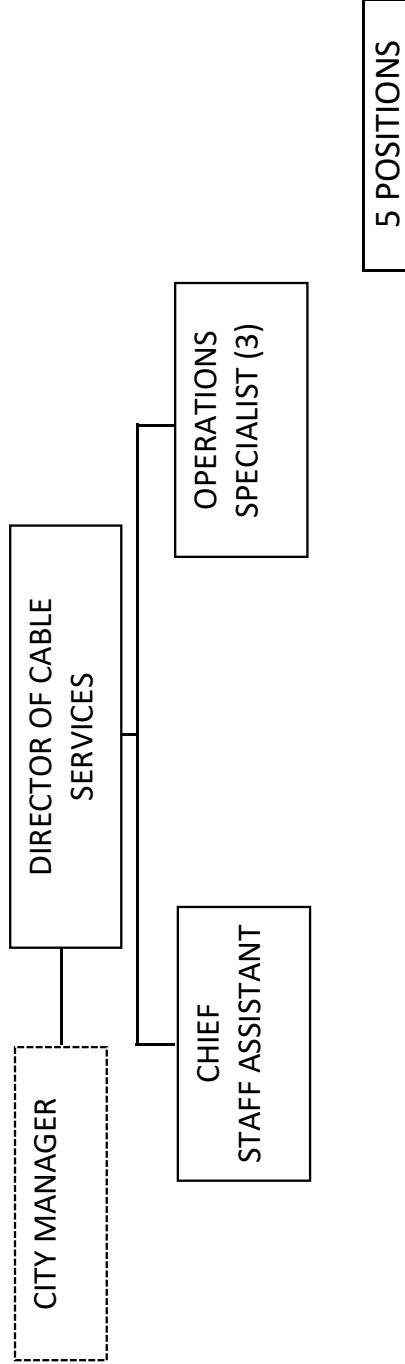
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|---------------------------|------------------------|------------------------|----------------------|------------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/2024 | Fiscal 2025 |
| Salaries | \$ 316,323.95 | \$ 354,521.00 | \$ 279,340.00 | \$ 384,375.00 |
| Overtime | 4,247.00 | 3,500.00 | 3,429.00 | 3,500.00 |
| Ordinary Maintenance | 821,692.05 | 831,000.00 | 568,145.00 | 831,000.00 |
| Fringe Benefits | - | 128,706.00 | - | 148,437.00 |
| Total Expenditures | \$ 1,142,263.00 | \$ 1,317,727.00 | \$ 850,914.00 | \$ 1,367,312.00 |
| Cable Revenues | (1,142,263.00) | (1,317,727.00) | (850,914.00) | (1,367,312.00) |
| Net Total | \$ - | \$ - | \$ - | \$ - |
| Total Positions | 5 | 5 | 5 | 5 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$1,367,312, which is an increase of \$49,585 from the Fiscal 2024 amount of \$1,317,727. The increase in Salaries is due to step increases for employees that are not at maximum pay, and a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. Ordinary Maintenance and Overtime will remain level funded to Fiscal 2024. Fringe Benefits increased due to salary changes and new insurance rates. All increases are anticipated to be offset by Cable Revenues.

**CITY OF WORCESTER
EXECUTIVE OFFICE OF THE CITY MANAGER
CABLE SERVICES DIVISION**



JUDITH A. WARREN, DIRECTOR OF CABLE SERVICES

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

EXECUTIVE OFFICE OF THE CITY MANAGER

DIVISION OF CABLE SERVICES #CC1005

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 108,792.00 | 49M | DIRECTOR OF CABLE SERVICES | 1 | \$ 119,487.00 |
| 1 | 90,088.00 | 42M | CHIEF STAFF ASSISTANT | 1 | 96,399.00 |
| 3 | 155,641.00 | 29 | OPERATIONS SPECIALIST | 3 | 168,489.00 |
| <u>5</u> | <u>\$ 354,521.00</u> | | TOTAL RECOMMENDED SALARIES | <u>5</u> | <u>\$ 384,375.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (354,521.00) | | CABLE LICENSE REVENUES | | \$ (384,375.00) |
| | <u>\$ (354,521.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (384,375.00)</u> |
| <u>5</u> | <u>\$ -</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>5</u> | <u>\$ -</u> |
| | \$ 3,500.00 | | REGULAR OVERTIME | | \$ 3,500.00 |
| | <u>\$ 3,500.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 3,500.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (3,500.00) | | CABLE LICENSE REVENUES | | \$ (3,500.00) |
| | <u>\$ (3,500.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (3,500.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ -</u> |
| | \$ 831,000.00 | | ORDINARY MAINTENANCE | | \$ 831,000.00 |
| | <u>\$ 831,000.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 831,000.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (831,000.00) | | CABLE LICENSE REVENUES | | \$ (831,000.00) |
| | <u>\$ (831,000.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (831,000.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ -</u> |
| | \$ 46,296.00 | | HEALTH INSURANCE | | \$ 50,655.00 |
| | 36,360.00 | | RETIREMENT | | 39,421.00 |
| | 23,785.00 | | CONTRIBUTORY PENSIONS | | 25,257.00 |
| | 22,265.00 | | PENSION OBLIGATION BONDS | | 33,104.00 |
| | <u>\$ 128,706.00</u> | | TOTAL FRINGE BENEFITS | | <u>\$ 148,437.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (128,706.00) | | CABLE LICENSE REVENUES | | \$ (148,437.00) |
| | <u>\$ (128,706.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (148,437.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ -</u> |

EXECUTIVE OFFICE OF DIVERSITY, EQUITY, AND INCLUSION

51 Sever Street, 2nd Floor
Worcester, MA 01609
508-799-1175

Mission: To advise on diversity, equity, and inclusion (DEI) matters that require cross-functional analysis and research, including recruitment, retention, talent management, workforce planning and employee engagement efforts for City-wide DEI, while working closely with executive leadership to advance DEI as core values of the organization and its strategic human capital objectives.

Vision: To be a model employer by leveraging diversity and fostering inclusion to deliver the best public service.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|--|---|
| To accelerate representation within City workforce and leadership. | Centralize recruitment, hiring, and promotions process to the Human Resources Department and Executive Office of DEI to ensure processes uphold DEI values. | Created and began implementing a new workflow centralizing recruitment/hiring to HR. In FY24, 37% of all new hires were BIPOC, and 44% were female. Among new hires in leadership positions, 41% were BIPOC and 41% were female. |
| To provide DEI trainings and professional development opportunities. | Build training program that includes access to leadership and career coaches for both entry level staff and experienced hires that aid in career development; specifically, in the topics of management and people skills. | EODEI successfully trained about 60% of the City workforce and its leadership on harassment in the workplace. |
| To foster an environment where people with disabilities are included, empowered, and have access to support. | Provide education and support for disability awareness. | Accessibility Advisory Committee continues to have conversations for more involvement in events, such as Out to Lunch and Disability Pride. |
| Advance equal pay for equal work. | Conduct a pay equity analysis that looks deeply into whether there are pay gaps within the City; including updating job descriptions and pay structures. | City is well under way on a pay equity study, with some implementation forthcoming in the FY25 budget. |

| | | |
|--|--|---|
| <p>Provide opportunities to diverse vendors who do business with City.</p> | <p>Centralize all buying of goods and services in the City, to ensure equity is at the center of purchasing.</p> | <p>Department of Administration & Finance continues to add positions into the Purchasing division in FY24 and FY25 to support centralization of Purchasing.</p> <p>Executive Office of Economic Development (EOED) has had successful progress with external DEI initiatives such as the M/WBE program and Responsible Development Ordinance.</p> <p>Additionally, EOED launched the ARPA funded Diverse Business Certification Grant Program for businesses to get certified with the Massachusetts Supplier Diversity Office (SDO).</p> |
|--|--|---|

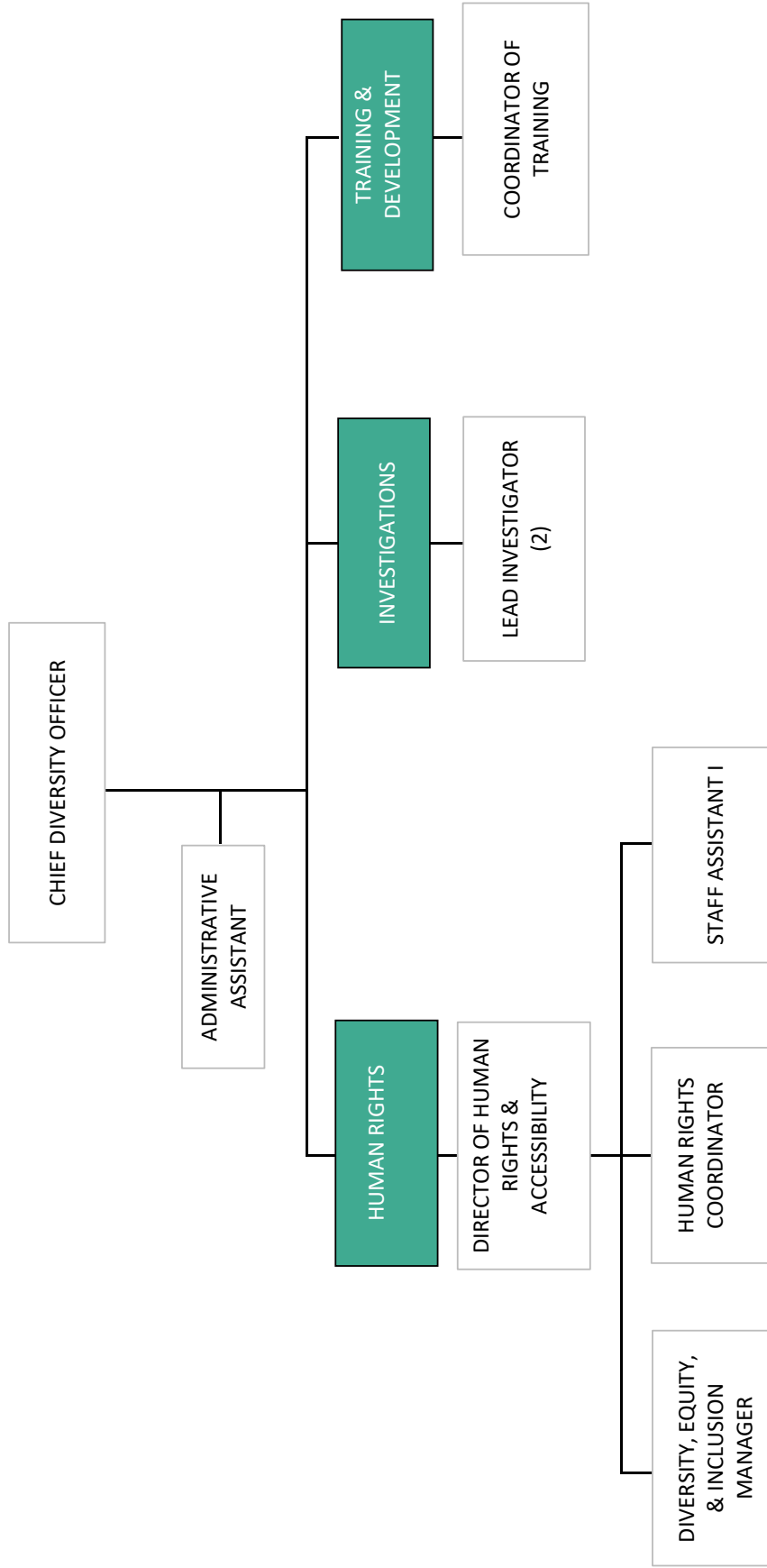
Department Allocation Summary

| | Actuals | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|----------------------|----------------------------|----------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 156,925.04 | \$ 491,978.00 | \$ 143,507.00 | \$ 598,034.00 |
| Ordinary Maintenance | 321,160.65 | 252,445.00 | 131,478.00 | 252,445.00 |
| Total Expenditures | \$ 478,085.69 | \$ 744,423.00 | \$ 274,985.00 | \$ 850,479.00 |
| Total Positions | 2 | 9 | 9 | 9 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$850,479, which is an increase of \$106,056 from the Fiscal 2024 amount of \$744,423. This increase is due to a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. The Ordinary Maintenance is level funded at \$252,445 in Fiscal 2025.

EXECUTIVE OFFICE OF DIVERSITY, EQUITY & INCLUSION ORGANIZATIONAL CHART



9 POSITIONS

ERIC D. BATISTA, ACTING CHIEF DIVERSITY OFFICER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
EXECUTIVE OFFICE OF DIVERSITY, EQUITY, & INCLUSION #CC1016

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 117,996.00 | 58CM | CHIEF EQUITY OFFICER | 1 | \$ 145,000.00 |
| 1 | 82,676.00 | 45EM | EXECUTIVE DIRECTOR HUMAN RIGHTS COMMISSION | 1 | 109,775.00 |
| 2 | 185,181.00 | 45M | LEAD INVESTIGATOR | 2 | 169,844.00 |
| 1 | 50,585.00 | 44M | COORDINATOR OF TRAINING, DEVELOPMENT AND WELLNESS PROGRAMS | 1 | 81,999.00 |
| 1 | 75,456.00 | 40M | HUMAN RIGHTS COORDINATOR | 1 | 71,198.00 |
| 1 | 65,344.00 | 40M | DIVERSITY, EQUITY, & INCLUSION MANAGER | 1 | 71,198.00 |
| 1 | 65,815.00 | 35 | ADMINISTRATIVE ASSISTANT 7 | 1 | 62,274.00 |
| 1 | 26,866.00 | 32 | STAFF ASSISTANT I | 1 | 24,449.00 |
| 9 | \$ 669,919.00 | | REGULAR SALARIES DIVERSITY & INCLUSION | 9 | \$ 735,737.00 |
| | - | | EM INCENTIVE PAY | | - |
| | (177,941.00) | | VACANCY FACTOR | | (137,703.00) |
| | \$ 491,978.00 | | TOTAL REGULAR SALARIES DIVERSITY & INCLUSION | | \$ 598,034.00 |
| 9 | \$ 491,978.00 | | TOTAL RECOMMENDED PERSONNEL SERVICES | 9 | \$ 598,034.00 |
| | \$ 500.00 | | CATERED MEALS | | \$ 500.00 |
| | 139,000.00 | | CONSULTANTS | | 139,000.00 |
| | 1,300.00 | | FOOD SUPPLIES | | 1,300.00 |
| | 2,800.00 | | LEASES & RENTALS | | 2,800.00 |
| | 10,000.00 | | MEMBERSHIP DUES | | 10,000.00 |
| | 600.00 | | NEWSPAPER ADVERTISING | | 600.00 |
| | 500.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 500.00 |
| | 3,150.00 | | OFFICE SUPPLIES | | 3,150.00 |
| | 20,100.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | 22,000.00 | | OTHER PROFESSIONAL SERVICES | | 42,100.00 |
| | 50.00 | | POSTAGE | | 50.00 |
| | 5,500.00 | | PRINTING SUPPLIES & SERVICES | | 5,500.00 |
| | 900.00 | | REGISTRATION FEES | | 900.00 |
| | 2,400.00 | | TELEPHONE | | 2,400.00 |
| | 43,445.00 | | TRANSLATION/INTERPRETATION | | 43,445.00 |
| | 200.00 | | TRAVEL | | 200.00 |
| | \$ 252,445.00 | | TOTAL ORDINARY MAINTENANCE | | \$ 252,445.00 |
| | \$ 252,445.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 252,445.00 |
| | \$ 744,423.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 850,479.00 |

SUSTAINABILITY & RESILIENCE

John Odell, Chief Sustainability Officer

Worcester City Hall
455 Main Street, Room 108
Worcester, MA 01608
508-799-8325

Mission:

To implement the ambitious and urgent goals of the Green Worcester Sustainability and Resilience Strategic Plan (GWP). To be a strong and reliable advisory and collaborative partner which supports integration of sustainability and resilience and leveraging projects' co-benefits into all functions of the City via policies, projects, and initiatives. To use the lenses of health, equity and prosperity to guide projects.

Vision:

To help the city become the most sustainable and climate-resilient mid-sized city in America by 2050.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|--|---|---|
| Develop and publish at least 3 analyses and reports quantifying ongoing carbon reductions and other sustainability projects including the Carbon Avoidance Report, Better Climate Building Challenge Report, and CY 2022 greenhouse gas emissions inventory. | Update or create reports to show city's greenhouse gas emission reduction progress | Updated the city's Greenhouse Gas Emissions Inventory, with a baseline year 2009, from 2019-2023. |
| Publish the annual GWP Report by Q4 and present to the Green Worcester Advisory Committee. | Publish and present to the Green Worcester Advisory Committee the first annual Green Worcester Plan progress report | Completed the Green Worcester Plan's first annual report (covering July 2021-December 2023 time period). Presented to GWAC in March |

| Goal | Objective | Current Progress |
|--|---|---|
| Conduct 1 Life Cycle Analysis of electrification options for three city and/or School facilities | Review electrification options for several School and/or City facilities | Reviewed 4 electrification options for WPS via ESCo project |
| Conduct 1 feasibility study of City/School facility as a net zero building. | Analyze converting an existing City facility into a net zero facility | Completed analysis of City Hall with UMass based team |
| 10+ projects identified and/or implemented for sustainable building improvements. | Identify and upgrade multiple City and School facilities for energy efficiency and renewable energy upgrades. | Ongoing ESCo project has made energy efficiency upgrades in over 30 facilities so far this fiscal year. |

| Goal | Objective | Current Progress |
|---|---|---|
| Develop 1 strategic plan and draft zoning ordinance amendment for transforming triple-decker neighborhoods, most of which are the Environmental Justice (EJ) areas, with an integrated approach related to zoning, energy efficiency, sustainability, and more. | Draft an ordinance that impacts existing and/or new construction by making it near net-zero | With DSR leading the effort, the City has adopted a highly efficient energy building code, the Specialized Stretch Code, which will go into effect on July 1, 2024. |
| Develop and submit to City Council 1 draft Building Energy Disclosure Policy for non-residential buildings that meet a size threshold. | Draft a building energy disclosure policy for Administration and Council consideration | This project has been delayed until at least FY25 |
| Continue to increase the percentage of green electricity in the supply of Aggregation Program, advancing to a goal of 100% renewable electricity by 2030. | Increase the percentage of green energy purchased through our Aggregation Program | Increased green electricity percentage to 64% in 2023 |
| Complete a study based on Energy Coach pilot project to determine the most effective existing incentives and what incentives should be created/modified to best assist low-income and minority residents | Review and hire an Energy Coach to assist underrepresented participants in Mass-Save and other related programs | Hired an Energy Advocate using utility grant funds to help ratepayers understand their bills and take advantage of existing energy efficiency incentives. |
| Obtain DPU approval for the Aggregation Plan Amendment by incorporating the results of the barrier study (above) and requesting a higher adder fee to assist low income and minority residents with overcoming them. | Update existing Aggregation Plan with DPU approval | Based on feedback from our consultant no amendments to the existing plan was made as the DPU and the State Legislature struggle to redesign the program. |

| Goal | Objective | Current Progress |
|---|--|--|
| Maintain greater than 90% potential electricity output across all solar arrays. | Develop maintenance plan to keep solar arrays functioning at 90% or better capacity. | City maintained over 90% output over our solar arrays last year. |

| Goal | Objective | Current Progress |
|---|--|---|
| Collaborate with Parks staff and the Urban Forest Commission to prioritize installation of one Miyawaki pocket forest | Find funding and locations for a Miyawaki forest | Two Miyawaki projects are expected to be installed by June 30, 2024 |

| Goal | Objective | Current Progress |
|---|--|--|
| Develop Plan in cooperation with DPW&P and DTM to decrease Heat Island effect based on Heat Island Study report | Assist with the draft Urban Forest Master Plan such that it includes data learned from DSR's heat map study. | Working with DPW-Parks, the Urban Forest Master Plan will incorporate data learned via Heat Island Study Report. UFMP due in May 2024. |

| Goal | Objective | Current Progress |
|---|---|--|
| Develop a pipeline of 5 green infrastructure projects with a beneficial Benefit/Cost ratio per EPA guidelines | Work with DPW-Water/Sewer to complete Municipal Vulnerability Preparedness Program Grant (MVP) Drainage Master Plan | 6 potential green infrastructure projects have been identified via the MVP grant funded Drainage Master Plan |
| Collaborate with Higher Educational Institutions to advance the GWP goals and facilitate 2 student projects completed on a GWP topic. | Meet with higher ed faculty to develop science-based student led projects regarding climate change impacts. | 2 Projects related to GWP are ongoing – one related to the tree canopy and another regarding future infrastructure impacts due to climate change impacted warmer winters thru 2050 |

| Goal | Objective | Current Progress |
|--|---|---|
| Publish 1 Mobility Master Plan to the city website including GIS Maps with proposed bikeway and sidewalk networks and enhanced Blue Spaces Access. | Work with DTM to develop a Mobility Action Plan that treats micro mobility as importantly as vehicular mobility | Mobility Action Plan, a collaboration between DTM and DSR, is scheduled for completion in June of 2024. Sidewalk networks, blue space access, and much more are included in the Plan. |
| Install 16 EVCS in public garages | Work with vendors to install EVCS at several city-owned garages | 9 dual port (18 ports) EVCS at 3 garages have been installed with 6 more in design. |
| Install minimum 4 EVCS for municipal fleet EVs. | Design and install EVCS for future municipal EV fleet vehicles. | 26 EVCS for municipal fleet EVs are in design |
| Assist with purchasing 10 EVs for municipal fleets (if available) | Assist departments as able and needed with the purchase of EV vehicles | EVs were not readily available for much of |

| Goal | Objective | Current Progress |
|---|--|---|
| | | FY 24. Only one EV purchased. |
| Maintain existing municipal EVCSs via Charge Point Warranty program. | Maintain the EVCS we install | 95% of EVCSs operational in FY24 |
| Investigate possibility and funding for EV school buses and chargers. Summarize in at least 1 memo with next steps. | Assist WPS and WRTA with transitioning to EV Buses | Grant for 15 EV school buses obtained by WPS. |

| Goal | Objective | Current Progress |
|--|---|---|
| Gather quality-controlled data to determine threats to lakes, inform management decisions, and measure efficacy of management at the four primary program lakes - Bell Pond, Coes Reservoir, Indian Lake, and Lake Quinsigamond. | Review data of lakes being monitored | Increased from 4 to 6 number of lakes and ponds monitored by L&P program – adding Salisbury and Elm Park ponds. |
| Conduct cyanobacteria and invasive aquatic plant treatments as needed. | Review need and treat lakes/ponds as needed for invasive aquatic plants | Treatment was performed on an as needed basis. |
| Participate in stormwater biofiltration projects (planning & design). | Review options for watershed planning and biofiltration project implementation with DPW-Water/Sewer | Currently designing two stormwater biofiltration projects with DPW - Water/Sewer |
| Manage Worcester Cyanobacteria Monitoring Collaborative - 22 lakes, 35 trained volunteers | Maintain the level of volunteers participating in the WCBC | 22 lakes are being monitored with over 35 active volunteers |
| Develop and air 3 Blue Space Minute videos | Number of videos aired | No additional Blue Space minutes developed due to new Coordinator hiring. |
| Hold 1 Annual State of the Lakes annual report and presentation | Present findings of staff and volunteer data analysis for CY2023. | State of the Lakes held at Blackstone Visitors Center in March. Event was very well received. |

| Goal | Objective | Current Progress |
|--|---|--|
| Complete Strategic Communication Plan by the end of Q1 and start implementation immediately thereafter | Develop a plan to improve collaboration across Departmental projects and share those results with the broader public. | No formal plan was created, however DSR now regularly collaborates with city's Comm Team to further our outreach efforts |

| Goal | Objective | Current Progress |
|--|---|---|
| Communicate monthly on the green initiatives of interest via media and social media channels. | Share the stories of DSR's sustainability and resilience work | Dozens of communications regarding WGP work have been disseminated this past fiscal year. |
| Provide 3 sustainability and resilience data metrics to be displayed on municipal Open Data Portal and update quarterly. | Develop a dashboard for people to learn about what City is doing to become more sustainable and resilient | Published a dashboard highlighting the City's accomplishments and outlining how residents can help us meet our sustainability goals. It was launched on April 21, 2023, Earth Day, and is updated on a regular basis: Green Worcester (worcesterma.gov) |
| Administer Green Worcester Advisory Committee (GWAC) meetings (~monthly) and follow-up on requests as needed. | Hold regular, public Green Worcester Advisory Committee (GWAC) meetings | 9 GWAC meeting will be held in FY24, and all requests have been followed up |
| Establish an Interdepartmental Green Team (IGT) and meet at least quarterly, breaking up into subgroups by topics if necessary, such as resilience, building energy efficiency, and vehicle electrification. | Create or join an existing interdepartmental meeting to ensure sustainability issues are considered | DSR meets monthly with DPW, EOED, DTM, HHS, and others regarding WGP initiatives |

| Goal | Objective | Current Progress |
|-----------------------------------|---|--------------------------------------|
| Develop a Zero Waste Master Plan. | Work with DPW to develop a plan to move the City toward zero waste as quickly as feasible | RFP for ZWMP to go out in April 2024 |

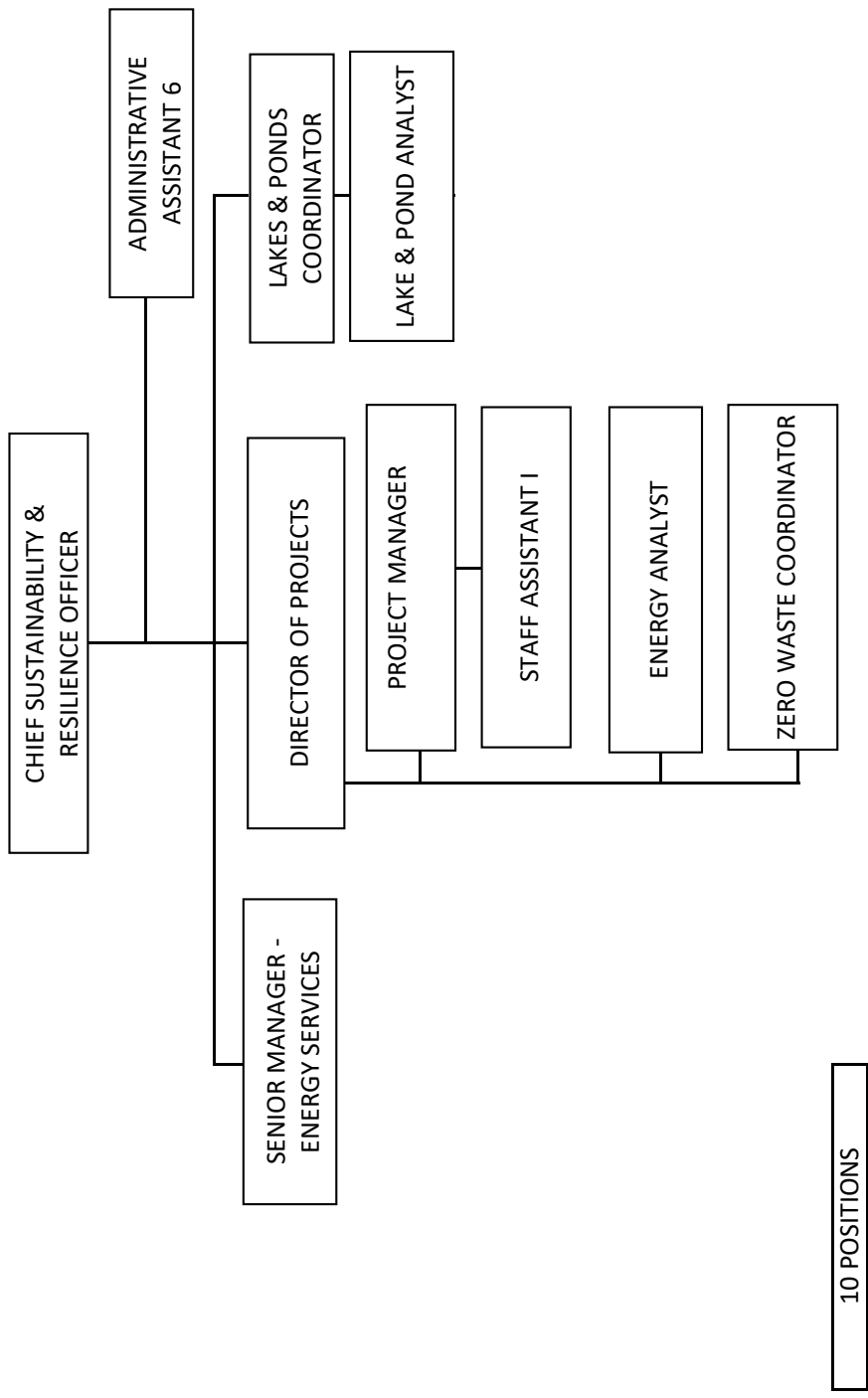
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|---------------------------|----------------------|----------------------|----------------------|----------------------|
| | Fiscal 2023 | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 214,199.65 | \$ 278,867.00 | \$ 167,651.00 | \$ 302,816.00 |
| Overtime | 5,530.30 | 12,500.00 | 4,458.00 | 12,500.00 |
| Ordinary Maintenance | 177,299.78 | 235,847.00 | 133,345.00 | 272,629.00 |
| Total Expenditures | \$ 397,029.73 | \$ 527,214.00 | \$ 305,454.00 | \$ 587,945.00 |
| Total Positions | 7 | 9 | 9 | 10 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$587,945, which is an increase of \$60,731 from the Fiscal 2024 amount of \$527,214. The salary increase is a net result of an increase in funding credits, offset by salary increases due to step increases for employees that are not at maximum pay, adding additional funding to the Intern budget, 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance increase is the result of re-aligning spend categories to actuals and adding funding to Environmental Services for SourceOne Contract payments.

DEPARTMENT OF SUSTAINABILITY & RESILIENCE ORGANIZATIONAL CHART



10 POSITIONS

JOHN W. ODELL, CHIEF SUSTAINABILITY OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF SUSTAINABILITY & RESILIENCE - #CC1008

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|---------------------------|
| 1 | \$ 137,033.00 | 58CM | CHIEF SUSTAINABILITY OFFICER | 1 | \$ 141,685.00 |
| 1 | 111,089.00 | 50M | SENIOR MANAGER-ENERGY SERVICES | 1 | 120,715.00 |
| 1 | 102,750.00 | 45M | DIRECTOR OF PROJECTS | 1 | 107,789.00 |
| 1 | 90,088.00 | 44M | LAKES & PONDS COORDINATOR | 1 | 90,038.00 |
| 1 | 80,962.00 | 42M | ZERO WASTE COORDINATOR | 1 | 76,131.00 |
| 1 | 77,561.00 | 39 | ENERGY ANALYST | 1 | 83,438.00 |
| 1 | 78,627.00 | 39 | PROJECT MANAGER | 1 | 84,115.00 |
| 1 | 59,366.00 | 33 | ADMINISTRATIVE ASSISTANT, GRADE 6 | 1 | 63,750.00 |
| 0 | - | 32 | STAFF ASSISTANT I | 1 | 56,933.00 |
| 1 | 66,415.00 | 35HC | LAKE & POND ANALYST | 1 | 69,280.00 |
| 9 | \$ 803,891.00 | | REGULAR SALARIES | 10 | \$ 893,874.00 |
| | (24,549.00) | | VACANCY FACTOR | | (12,891.00) |
| | 4,200.00 | | EM INCENTIVE PAY | | 5,700.00 |
| | 10,179.00 | | LAKES & PONDS INTERN | | 16,000.00 |
| | 2,610.00 | | EDUCATION STIPEND | | 2,610.00 |
| | 300.00 | | CLOTHING ALLOWANCE | | 300.00 |
| 9 | \$ 796,631.00 | | TOTAL SALARIES | 10 | \$ 905,593.00 |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (38,781.00) | | AGGREGATION REVOLVING FUNDS | \$ | (41,148.00) |
| | - | | COMMUNITY FIRST PARTNERSHIP GRANT | | (56,933.00) |
| | (60,722.00) | | RECYCLING/SOLID WASTE REVOLVING FUND | | (57,098.00) |
| | (333,908.00) | | CARBON MITIGATION REVOLVING FUND | | (353,250.00) |
| | (84,353.00) | | WATER REVENUES | | (94,348.00) |
| | \$ (517,764.00) | | TOTAL FUNDING SOURCES | \$ | (602,777.00) |
| 9 | \$ 278,867.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 10 | \$ 302,816.00 |
| | \$ 12,500.00 | | OVERTIME | \$ | 12,500.00 |
| | \$ 12,500.00 | | TOTAL RECOMMENDED OVERTIME | \$ | 12,500.00 |
| | \$ - | | AUTO FUEL-LAKES & PONDS | \$ | 500.00 |
| | 100.00 | | BOTTLED WATER | | - |
| | - | | BUILDING SUPPLIES-LAKES & PONDS | | 800.00 |
| | - | | CATERED MEALS-LAKES & PONDS | | 1,000.00 |
| | 190,000.00 | | CONSULTANTS | | - |
| | 5,000.00 | | EDUCATIONAL SUPPLIES-ADMIN | | 1,500.00 |
| | - | | ELECTRICITY-LAKES AND PONDS | | 1,000.00 |
| | - | | ENVIRONMENTAL SERVICES-ADMIN | | 23,700.00 |
| | 236,000.00 | | ENVIRONMENTAL SERVICES-LAKES & PONDS | | 235,633.00 |
| | - | | FOOD SUPPLIES-ADMIN | | 250.00 |
| | 2,000.00 | | IT HARDWARE SUPPLIES-OTHER IT- ADMIN | | 2,000.00 |
| | 6,000.00 | | LABORATORY SUPPLIES-LAKES & PONDS | | 3,000.00 |
| | - | | MAINT/REPAIR VEHICLE-LAKES & PONDS | | 500.00 |
| | 1,112.00 | | MAINTENANCE & REPAIR-LAKES & PONDS | | 1,000.00 |
| | 1,000.00 | | MEMBERSHIP DUES-ADMIN | | 3,300.00 |
| | 9,330.00 | | NON-NETWORK SOFTWARE & SUPPORT-ADMIN | | 1,759.00 |
| | 1,000.00 | | OFFICE SUPPLIES-ADMIN | | 1,408.00 |
| | 1,000.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | - | | PARTS & EQUIPMENT SUPPLIES-LAKES & PONDS | | 4,400.00 |
| | 200.00 | | PRINT & COPY SUPPLIES-ADMIN | | 100.00 |
| | 500.00 | | PRINTING SERVICES-ADMIN | | 350.00 |
| | 1,000.00 | | REGISTRATION FEES-ADMIN | | 2,500.00 |
| | - | | TELEPHONE & CABLE-ADMIN | | 2,500.00 |
| | 50.00 | | TRANSPORTATION-ADMIN | | 950.00 |
| | \$ 454,292.00 | | TOTAL ORDINARY MAINTENANCE | \$ | 288,150.00 |
| | \$ (191,779.00) | | <u>FUNDING SOURCES:</u> | \$ | (1,779.00) |
| | (5,000.00) | | CARBON MITIGATION REVOLVING FUND | | (1,779.00) |
| | (21,666.00) | | MTC GRANT | | - |
| | \$ (218,445.00) | | WATER REVENUES | | (13,742.00) |
| | | | TOTAL FUNDING SOURCES | \$ | (15,521.00) |
| | \$ 235,847.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | \$ | 272,629.00 |

JOHN W. ODELL, CHIEF SUSTAINABILITY OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF SUSTAINABILITY & RESILIENCE - #CC1008

| | | |
|------------------------|--|------------------------|
| | <u>FRINGE BENEFITS:</u> | |
| \$ 68,609.00 | HEALTH INSURANCE | \$ 68,609.00 |
| <u>53,470.00</u> | RETIREMENT | <u>55,507.00</u> |
| <u>\$ 122,079.00</u> | TOTAL FRINGE BENEFITS | <u>\$ 124,116.00</u> |
| | | |
| | <u>FUNDING SOURCES:</u> | |
| \$ (11,565.00) | POWER AGGREGATION FUNDS | \$ (11,812.00) |
| (80,866.00) | CARBON MITIGATION REVOLVING FUND | (82,887.00) |
| (13,481.00) | RECYCLING/SOLID WASTE REVOLVING FUND | (13,103.00) |
| <u>(16,167.00)</u> | WATER CREDITS | <u>(16,314.00)</u> |
| <u>\$ (122,079.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (124,116.00)</u> |
| | | |
| <u>\$ -</u> | TOTAL RECOMMENDED FRINGE BENEFITS | <u>\$ -</u> |
| | | |
| <u>\$ 527,214.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 587,945.00</u> |



The City of
WORCESTER

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PUBLIC FACILITIES

Julie A. Lynch, Chief of Public Facilities

50 Officer Manny Familia Way
Worcester, MA 01605
(508) 799-8588

Mission: The Department of Public Facilities' (DPF) core mission is to oversee building operations and capital projects at 13 City facilities totaling over 1.03M square feet including but not limited to City Hall, Main Library, Union Station, Senior Center, RECC, and the DCU Center. DPF coordinates with the Department of Sustainability and Resilience and strives for all projects to align with the City's Green Worcester Goals. DPF supports public services and programs through improved accessibility, interior environmental quality, safety, energy efficiency, and sustainability initiatives.

Additionally, DPF provides Owners' Representative services to Worcester Public Schools for all Massachusetts School Building Authority funded school projects for both new and accelerated repair projects. Finally, DPF provides similar services for improvements at buildings under the care of other departments, currently including the Fire and Police Departments.

Vision: The vision of the Department of Public Facilities is to support public programs and services through the maintenance of historic properties and other existing buildings; providing new construction and building improvements that meet the challenges of climate change and resilience.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|---|
| Create <u>staffing capacity</u> and expertise to implement projects and maintain operations aligned with Green Worcester Plan and City Master Planning and Strategic Goals, supporting a workforce that is reflective of the community it serves. | Hire qualified people in existing open and new positions. | The City has filled two of three open positions, including a minority hire. |
| Develop a Capital Improvement Plan identifying facility deferred maintenance across all 13 DPF buildings. | Develop a Capital Improvement Plan for DPF buildings addressing deferred maintenance. Prioritize projects to address deferred maintenance based on building use, safety, accessibility, building condition and occupancy & public use. | A 10-year plan has been developed that reflects the deferred maintenance needs of DPF, Fire, Police and Off-Street Parking. |
| Develop plan to meet Green Worcester Goal for 100% renewable energy for Municipal Buildings by 2030. | Working from the Capital Improvement Plan and Energy Use data provided by the Department of Sustainability and Resilience, | High energy use buildings have been identified and projects are in design to reduce their energy use including the DCU Center (HVAC & |

| | | |
|---|--|--|
| | prioritize impactful energy efficiency/no carbon/low carbon projects. | Envelope Upgrades), Union Station (Lighting & HVAC upgrades) and the Worcester Police Headquarters (HVAC, Envelope, and Electrical). |
| Develop framework with regard to sustainability goals to evaluate success of building interventions/repairs/replacement and subsequent building performance to inform current and future project decisions. | Track performance of 100% of HVAC energy efficiency upgrades. | No HVAC upgrade projects have been completed. DPF is coordinating with the Department of Sustainability & Resilience to establish a framework for evaluating energy savings. |
| Develop flexibility, cross-training and support in building operations and project management. | Train staff on building systems operations, building management and knowledge of multiple DPF buildings. | All operations staff received training on the Building Management Software (BMS) in 2023 and 2024 to monitor HVAC efficiency and functionality. Operations & Project Management staff were further trained in Computer Maintenance Management Software (CMMS) to report, track, and schedule Work Orders, Preventive Maintenance and Capital Planning. |
| Increase safety and security at all DPF Buildings | Train staff and occupants for building emergencies. | DPF & WPD coordinated to develop safety and security plans for all DPF managed facilities beginning with City Hall. DPF and WPD are also coordinating with the Department of Emergency Management on a Homeland Security Assessment of City Hall. Further, DPF has coordinated with WPD, Quinsigamond Community College (QCC) campus police, and Elder Affairs at the Senior Center to address building safety. Working with the Department of Human Resources' Safety Officer DPF operations and project management staff received OSHA 10 training. |

| | | |
|--|--|---|
| | | HR's Safety Officer is coordinating with DPF to update building egress plans and implement occupant for fire drills in each DPF building. |
|--|--|---|

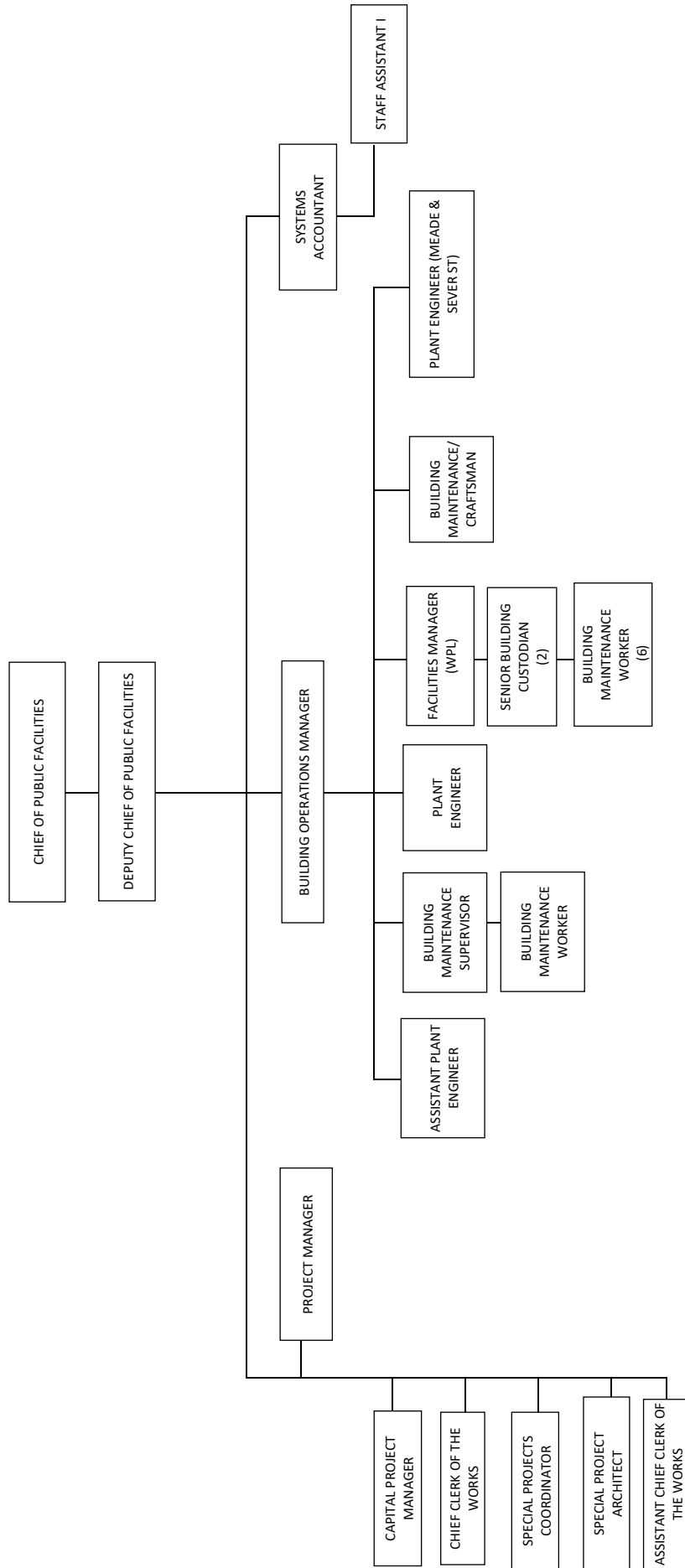
Department Allocation Summary

| | Actual | Approved Budget for | Actuals as of | Recommended Appropriation |
|---------------------------|------------------------|----------------------------|------------------------|----------------------------------|
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,007,602.31 | \$ 1,429,883.00 | \$ 895,845.00 | \$ 1,592,849.00 |
| Overtime | 55,793.04 | 17,100.00 | 24,423.00 | 17,100.00 |
| Ordinary Maintenance | 1,862,835.22 | 1,963,467.00 | 1,307,120.00 | 1,766,120.00 |
| Capital Outlay | 162,610.76 | 100,000.00 | 63,640.00 | 100,000.00 |
| Total Expenditures | \$ 3,088,841.33 | \$ 3,510,450.00 | \$ 2,291,028.00 | \$ 3,476,069.00 |
| Total Positions | 17 | 24 | 24 | 26 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 for Public Facilities is recommended to be funded at \$3,476,069, which is a decrease of \$34,381 from the Fiscal 2024 amount of \$3,510,450. The salary increase is mainly due to step increases for employees that are not at maximum pay, funding a new Building Maintenance Worker position, position regrades, and a Building Maintenance Craftsman position transfer from the Police Department. Also, a 3% Cost of Living Adjustment (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance decrease is a net result of transferring the copier count funding to the Innovation and Technology Department, safety supplies to Human Resources Department, and removing the Free Cash funding that supported various cost in Fiscal 2024. These decreases were offset by providing additional funding for the Rubbish and Landscaping contracts, and Electricity costs.

DEPARTMENT OF PUBLIC FACILITIES ORGANIZATIONAL CHART



26 POSITIONS

JULIE A. LYNCH, CHIEF OF PUBLIC FACILITIES

**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF PUBLIC FACILITIES #CC1007**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 142,342.00 | 58CM | CHIEF OF PUBLIC FACILITIES | 1 | \$ 147,168.00 |
| 1 | 135,936.00 | 51EM | DEPUTY CHIEF OF PUBLIC FACILITIES | 1 | 142,592.00 |
| 1 | 123,531.00 | 50M | CAPITAL PROJECT MANAGER | 1 | 129,587.00 |
| 1 | 123,531.00 | 50M | CHIEF CLERK OF THE WORKS | 1 | 129,587.00 |
| 1 | 123,531.00 | 50M | BUILDING OPERATIONS MANAGER | 1 | 129,587.00 |
| 1 | 99,022.00 | 44M | FACILITIES MANAGER | 1 | 103,884.00 |
| 1 | 90,088.00 | 45M | ASSISTANT CHIEF CLERK OF THE WORKS | 1 | 94,501.00 |
| 1 | 101,884.00 | 45M | SPECIAL PROJECTS COORDINATOR | 1 | 107,789.00 |
| 1 | 78,790.00 | 38P | SYSTEMS ACCOUNTANT | 1 | 83,657.00 |
| 1 | 91,888.00 | 42M | SPECIAL PROJECT ARCHITECT | 1 | 96,399.00 |
| 1 | 90,088.00 | 42M | PROJECT MANAGER | 1 | 79,162.00 |
| 1 | 74,663.00 | 37 | BUILDING MAINTENANCE SUPERVISOR | 1 | 78,333.00 |
| 1 | 65,815.00 | 35 | PLANT ENGINEER | 1 | 69,041.00 |
| 1 | 64,210.00 | 35 | PLANT ENGINEER-MEADE & SEAVER ST. | 1 | 68,984.00 |
| 1 | 55,890.00 | 34 | ASSISTANT PLANT ENGINEER | 1 | 63,704.00 |
| 1 | 62,186.00 | 32 | STAFF ASSISTANT I | 1 | 65,525.00 |
| 2 | 113,984.00 | 30 | SENIOR BUILDING CUSTODIAN | 2 | 113,978.00 |
| 1 | 55,140.00 | 30 | BUILDING MAINTENANCE/CRAFTSMAN | 1 | 57,212.00 |
| 4 | 193,484.00 | 26 | BUILDING MAINTENANCE WORKER | 7 | 323,907.00 |
| 1 | 40,374.00 | 25 | BUILDING CUSTODIAN | 0 | - |
| 24 | \$ 1,926,377.00 | | REGULAR SALARIES | 26 | \$ 2,084,597.00 |
| | (32,336.00) | | VACANCY FACTOR | | (21,131.00) |
| | 2,600.00 | | STIPENDS | | 2,600.00 |
| | 3,695.00 | | EM INCENTIVE PAY | | 7,969.00 |
| 24 | \$ 1,900,336.00 | | TOTAL SALARIES | 26 | \$ 2,074,035.00 |
| | \$ (65,815.00) | | <u>FUNDING SOURCES:</u> FTA PREVENTATIVE MAINTENANCE | | \$ (69,041.00) |
| | (404,638.00) | | LIBRARY INTERGOVERNMENTAL CHARGE | | (412,145.00) |
| | \$ (470,453.00) | | TOTAL FUNDING SOURCES | | \$ (481,186.00) |
| 24 | \$ 1,429,883.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 26 | \$ 1,592,849.00 |
| | \$ 52,100.00 | | OVERTIME | | \$ 52,100.00 |
| | \$ 52,100.00 | | RECOMMENDED OVERTIME | | \$ 52,100.00 |
| | \$ (35,000.00) | | <u>FUNDING SOURCES:</u> LIBRARY INTERGOVERNMENTAL CHARGE | | \$ (35,000.00) |
| | \$ (35,000.00) | | TOTAL FUNDING SOURCES | | \$ (35,000.00) |
| | \$ 17,100.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 17,100.00 |
| | \$ 1,700.00 | | AUTO FUEL | | \$ 1,700.00 |
| | 200.00 | | AUTOMOTIVE SUPPLIES | | 200.00 |
| | 19,000.00 | | BUILDING SUPPLIES | | 19,000.00 |
| | 6,000.00 | | CHEMICAL SUPPLIES | | 6,000.00 |
| | 411,626.00 | | CLEANING SERVICES | | 311,626.00 |
| | 200.00 | | PRINT & COPY SUPPLIES | | 200.00 |
| | 51,000.00 | | CUSTODIAL SUPPLIES | | 26,000.00 |
| | 630,100.00 | | ELECTRICITY | | 700,100.00 |
| | 8,200.00 | | EXTERMINATOR SERVICES | | 8,200.00 |
| | 3,100.00 | | IT HARDWARE SUPPLIES | | 3,100.00 |
| | 6,000.00 | | HIRED SERVICES & EQUIPMENT | | 6,000.00 |
| | - | | LANDSCAPING SERVICES | | 33,300.00 |
| | 5,100.00 | | LEASE & RENTALS-COPIER LEASES | | 5,100.00 |
| | 58,500.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 58,500.00 |
| | 3,500.00 | | PARTS/EQUIPMENT SUPPLIES | | 7,000.00 |
| | 657,300.00 | | MAINTENANCE/REPAIR | | 451,800.00 |
| | - | | MAINTENANCE REPAIR VEHICLE | | 1,000.00 |
| | 1,600.00 | | MEMBERSHIP DUES | | 1,600.00 |
| | 214,682.00 | | NATURAL GAS | | 214,682.00 |
| | 1,600.00 | | OFFICE SUPPLIES | | 1,600.00 |
| | 3,500.00 | | OTHER PROFESSIONAL SERVICES | | 3,500.00 |
| | 1,500.00 | | PRINTING SERVICES | | - |
| | 3,000.00 | | REGISTRATION FEES | | 3,000.00 |
| | 15,500.00 | | RUBBISH REMOVAL | | 21,673.00 |
| | 16,000.00 | | SAFETY SUPPLIES | | - |

JULIE A. LYNCH, CHIEF OF PUBLIC FACILITIES

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF PUBLIC FACILITIES #CC1007

| | | |
|------------------------|--|------------------------|
| 2,500.00 | SAND & GRAVEL SUPPLIES | 2,500.00 |
| 18,000.00 | SECURITY SERVICES | 18,000.00 |
| 117,000.00 | SNOW REMOVAL | 117,000.00 |
| 50.00 | TRANSPORTATION | 50.00 |
| 500.00 | UNIFORMS | 500.00 |
| 100.00 | BOTTLED WATER | 100.00 |
| <u>\$ 2,257,058.00</u> | TOTAL ORDINARY MAINTENANCE | <u>\$ 2,023,031.00</u> |
| | FUNDING SOURCES: | |
| <u>\$ (293,591.00)</u> | LIBRARY INTERGOVERNMENTAL CHARGE | <u>\$ (256,911.00)</u> |
| <u>\$ (293,591.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (256,911.00)</u> |
| <u>\$ 1,963,467.00</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ 1,766,120.00</u> |
| <u>\$ 100,000.00</u> | CAPITAL OUTLAY | <u>\$ 100,000.00</u> |
| <u>\$ 100,000.00</u> | TOTAL CAPITAL OUTLAY | <u>\$ 100,000.00</u> |
| <u>\$ 100,000.00</u> | TOTAL RECOMMENDED TAX LEVY CAPITAL OUTLAY | <u>\$ 100,000.00</u> |
| <u>\$ 3,510,450.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 3,476,069.00</u> |

DCU CENTER

John Brissette, Commission Chairman

50 Foster Street
Worcester, Massachusetts 01608
(508) 755-6800

The mission of the Civic Center Commission is to oversee the operation of the DCU Center Arena and Convention Center facility, and protect the interests of the City of Worcester in its business dealings with the facility's management group, all third party vendors, and contractors.

Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|--------------------------------------|------------------------|------------------------|------------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Ordinary Maintenance | \$ 701,721.87 | \$ 1,122,608.00 | \$ 1,553,435.81 | \$ 1,271,695.00 |
| Debt Service Arena | 145,369.95 | 77,463.00 | 77,463.00 | 72,221.00 |
| Debt Service Special District | 2,937,155.56 | 3,374,350.00 | 3,374,349.51 | 3,204,772.00 |
| Debt Service Scoreboard | 116,634.90 | 67,232.00 | 67,232.00 | 48,568.00 |
| Total Arena | \$ 3,900,882.28 | \$ 4,641,653.00 | \$ 5,072,480.32 | \$ 4,597,256.00 |
| Funding Sources: | | | | |
| DCU Arena Operating Revenue | 847,091.82 | 1,267,303.00 | 1,630,898.81 | 1,392,484.00 |
| Facility Fee Surcharge | 116,634.90 | - | 67,232.00 | - |
| DCU Special District Available Funds | 2,937,155.56 | 3,374,350.00 | 3,374,349.51 | 3,204,772.00 |
| DCU Capital Contract Fund | - | - | - | - |
| General Fund Revenue | - | - | - | - |
| Total Funding Sources | \$ 3,900,882.28 | \$ 4,641,653.00 | \$ 5,072,480.32 | \$ 4,597,256.00 |

Operating Budget Highlights

The budget for Fiscal 2025 is recommended to be \$4,597,256, which is a decrease of \$44,397 from the Fiscal 2024 amount of \$4,641,653. This budget does not require a tax levy appropriation for Fiscal 2025.

JOHN BRISSETTE, COMMISSION CHAIRMAN

CITY OF WORCESTER- RECOMMENDED APPROPRIATION FOR FISCAL 2025

DCU CENTER- DIVISION #FD310

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|-------------------------|--|----------------------------|
| \$ 369,000.00 | MANAGEMENT FEES | \$ 393,349.00 |
| 450,000.00 | MANAGEMENT INCENTIVE FEES/CASH FLOW | 423,184.00 |
| 65,439.00 | PROPERTY INSURANCE | 61,190.00 |
| 2,355.00 | BUSINESS INTERRUPTION INSURANCE | - |
| 4,147.00 | BOILER INSURANCE | 3,894.00 |
| 1,094.00 | VAULT INSURANCE | 1,149.00 |
| 193,573.00 | LIABILITY INSURANCE | 351,929.00 |
| 22,000.00 | ACCOUNTING CONSULTANT | 22,000.00 |
| 15,000.00 | ORDINARY MAINTENANCE & SUPPLIES | 15,000.00 |
| <u>\$ 1,122,608.00</u> | TOTAL ORDINARY MAINTENANCE | <u>\$ 1,271,695.00</u> |
| | FUNDING SOURCES: | |
| (1,122,608.00) | DCU ARENA CONVENTION CTR. NET OPERATING INCOME | (1,271,695.00) |
| <u>(1,122,608.00)</u> | TOTAL AVAILABLE REVENUES | <u>(1,271,695.00)</u> |
| <u>\$ -</u> | TOTAL RECOMMENDED ORDINARY MAINTENANCE | <u>\$ -</u> |
| | | |
| \$ 73,716.00 | DEBT BUILDING PRINCIPAL | \$ 71,012.00 |
| 3,747.00 | DEBT BUILDING INTEREST | 1,209.00 |
| 2,494,575.00 | DEBT- SPECIAL DISTRICT PRINCIPAL | 2,453,273.00 |
| 879,775.00 | DEBT- SPECIAL DISTRICT INTEREST | 751,499.00 |
| 59,491.00 | DEBT - SCOREBOARD/SIGNAGE PRINCIPAL | 43,158.00 |
| 7,741.00 | DEBT - SCOREBOARD/SIGNAGE INTEREST | 5,410.00 |
| <u>\$ 3,519,045.00</u> | TOTAL DEBT SERVICE | <u>\$ 3,325,561.00</u> |
| | FUNDING SOURCES: | |
| (3,374,350.00) | DCU SPECIAL DISTRICT FINANCING | (3,204,772.00) |
| (144,695.00) | DCU ARENA CONVENTION CTR. NET OPERATING INCOME | (120,789.00) |
| <u>(3,519,045.00)</u> | TOTAL AVAILABLE REVENUES | <u>(3,325,561.00)</u> |
| <u>\$ -</u> | TOTAL RECOMMENDED DEBT SERVICE | <u>\$ -</u> |
| | | |
| <u>\$ -</u> | RECOMMENDED TAX LEVY BUDGET | <u>\$ -</u> |

ADMINISTRATION & FINANCE

Timothy J. McGourthy, Chief Financial Officer

City Hall – Room 201
455 Main Street
Worcester, MA 01609
(508) 799-1180

Mission: To securely raise, manage, and oversee the collection and expenditure of public funds to ensure efficient and cost-effective municipal operations and the strategic fulfillment of long-term City priorities.

Vision: To be recognized as a modern and secure municipal financing arm that provides transparent and high-quality services to the City and the public.

Previous Year DDP Highlights

| Goal | Objective | Current Progress |
|---|---|--|
| To strategically plan and manage the City's revenues and expenditures to ensure a solid financial condition now and in the future. | Identify and track key indicators of fiscal condition and embrace new technologies for managing and reporting on financial status. | Workday Financials implemented in March 2023. Staff creating new systems, processes, and reporting within Workday. Monthly City Council updates reinstated. |
| | Evaluate and realign resource allocations to strengthen organization and further City priorities. | Workday Financials implemented in March 2023. Staff creating new systems, processes, and reporting within Workday. Actively working to fill new Workday-focused positions. Community Preservation Act billing initiated. |
| To advantageously manage municipal resources through the transparent and competitive procurement of goods and services and disposition of municipal assets. | To advantageously manage municipal resources through the transparent and competitive procurement of goods and services and disposition of municipal assets. | Workday Financials implemented in March 2023. Staff creating new systems, processes, and reporting within Workday. Strategic Sourcing anticipated in Phase III. |
| To fairly, accurately, and equitably value all real and tangible personal property while providing the highest level of customer support. | To ensure conformity with Massachusetts Department of Revenue standards and Massachusetts General Law regarding the valuation of all real estate and personal property within the City. | Successful establishment of values for the fiscal year. Three-year low for abatement requests. |
| | Improve and standardize operations to ensure transparency and an improved customer experience. | Workday Financials implemented in March 2023. Data Cloud Solutions to be implemented in FY24. Tyler/Munis in process for FY26. |

| | | |
|---|---|--|
| | Promote the awareness and utilization of targeted municipal tax exemptions and other tax-based programs. | New methods of communication and application adopted including online applications and direct outreach to key communities including seniors and veterans to promote utilization of tax-exemption programs. |
| To securely manage the collection, investment, and disbursement of municipal funds. | Improve the efficiency of collecting, managing, and disbursing (payroll and vendor) funds through improved processes, technologies, and integrated systems. | Workday Financials implemented in March 2023. Workday HCM anticipated for FY25 completion. Tyler/Munis and Vertex One in process for FY25/FY26. |
| | Evaluate and improve financial internal controls, particularly with regard to security of cash transactions. | Workday Financials implemented in March 2023. Tyler/Munis, together with Tyler Cashiering and Tyler Payments anticipated for FY26. Improved security measures implemented on accounts in FY24. |

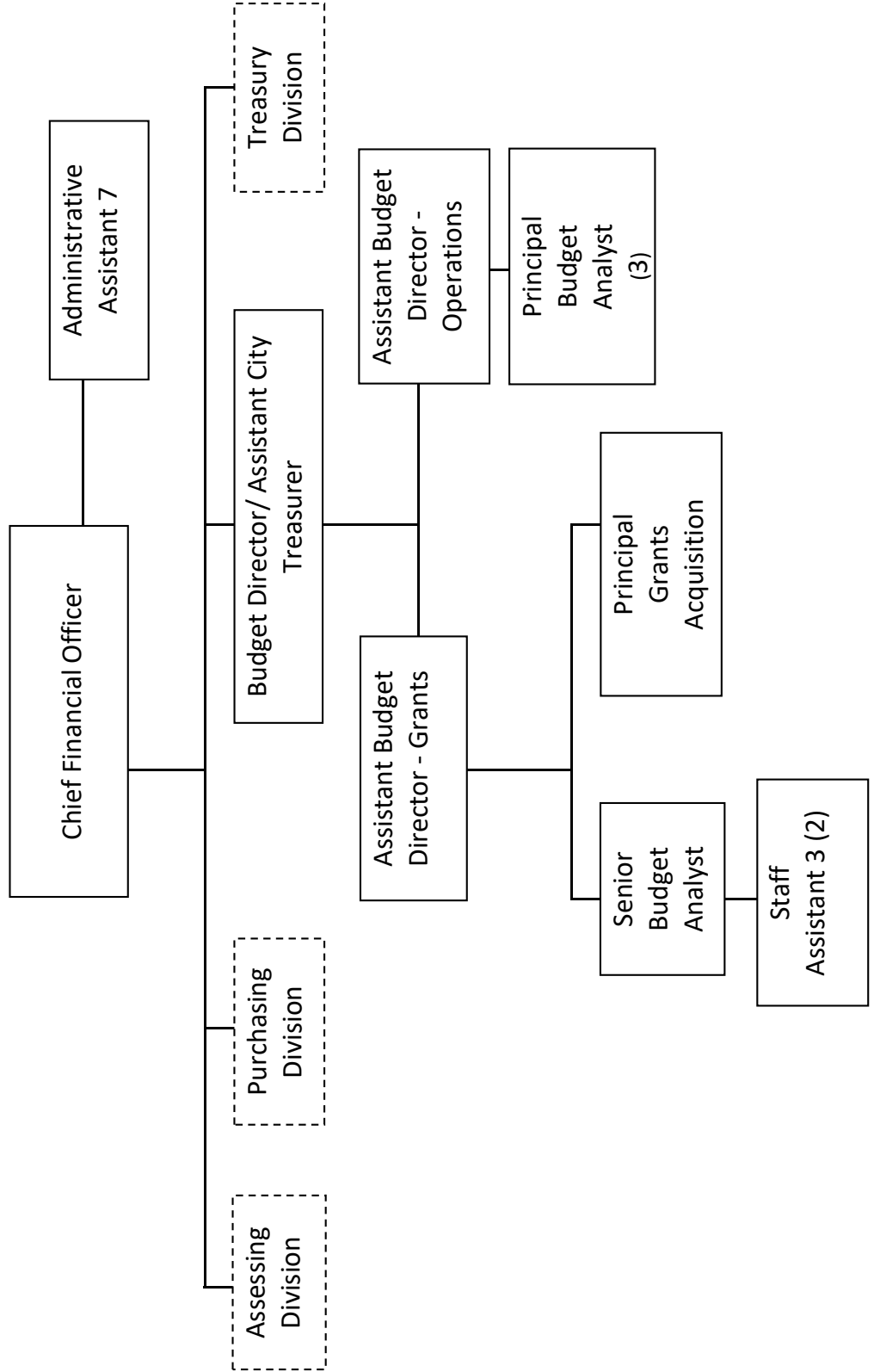
Department Allocation Summary

| | | Approved | Actuals | Recommended |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Budget for | as of | Appropriation |
| Expenditures | Fiscal 2023 | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 619,474.14 | \$ 734,047.00 | \$ 369,297.00 | \$ 749,807.00 |
| Ordinary Maintenance | 119,056.03 | 123,490.00 | 94,656.00 | 126,251.00 |
| Total | \$ 738,530.17 | \$ 857,537.00 | \$ 463,953.00 | \$ 876,058.00 |
| Total Positions | 11 | 11 | 11 | 12 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$876,058, which is an increase of \$18,521 from the Fiscal 2024 amount of \$857,537. This increase is due to step increases for employees that are not at maximum pay, two position regrades, a new Principal Budget Analyst position added to the table of organization, funding the Principal Grant Acquisition that was previously un-funded in Fiscal 2024, a 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. The Ordinary Maintenance increase is a net result of increasing technology hardware for new equipment associated with the added position and is offset with the transfer of funds to the Innovation and Technology Department for copier count costs.

ADMINISTRATION & FINANCE BUDGET OFFICE ORGANIZATIONAL CHART



12 Positions

TIMOTHY J. MCGOURTHY, CHIEF FINANCIAL OFFICER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
ADMINISTRATION AND FINANCE- DEPARTMENT #CC1061

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 166,851.00 | 58CM | CHIEF FINANCIAL OFFICER | 1 | \$ 187,000.00 |
| 1 | 113,871.00 | 47EM | BUDGET DIRECTOR/ASSISTANT CITY TREASURER | 1 | 119,463.00 |
| 0 | - | 45M | ASSISTANT BUDGET DIRECTOR-GRANTS | 1 | 105,695.00 |
| 0 | - | 45M | ASSISTANT BUDGET DIRECTOR-OPERATIONS | 1 | 101,876.00 |
| 1 | 98,150.00 | 44M | GRANTS COMPLIANCE MANAGER | 0 | - |
| 1 | 90,088.00 | 42M | CHIEF BUDGET ANALYST | 0 | - |
| 2 | 163,895.00 | 40M | PRINCIPAL BUDGET ANALYST | 3 | 225,020.00 |
| 1 | 63,137.00 | 39M | PRINCIPAL GRANTS ACQUISITION | 1 | 71,198.00 |
| 1 | 75,456.00 | 39M | SENIOR BUDGET ANALYST | 1 | 81,999.00 |
| 2 | 131,507.00 | 37 | STAFF ASSISTANT 3 | 2 | 145,027.00 |
| 1 | 69,457.00 | 35 | ADMINISTRATIVE ASSISTANT 7 | 1 | 72,856.00 |
| 11 | \$ 972,412.00 | | REGULAR SALARIES ADMIN & FINANCE | 12 | \$ 1,110,134.00 |
| | 9,694.00 | | EM INCENTIVE PAY | | 10,613.00 |
| | 63,137.00 | | VACANCY FACTOR | | (22,648.00) |
| | 2,500.00 | | WRA FINANCIAL MANAGER STIPEND | | 2,500.00 |
| | \$ 1,047,743.00 | | TOTAL REGULAR SALARIES FINANCE & BUDGET | | \$ 1,100,599.00 |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (133,181.00) | | FEDERAL & STATE GRANTS | | \$ (147,228.00) |
| | (41,430.00) | | PUBLIC HEALTH GRANTS | | (44,895.00) |
| | (760.00) | | GOLF REVENUES | | (867.00) |
| | (91,799.00) | | SEWER REVENUES | | (104,725.00) |
| | (46,526.00) | | WATER REVENUES | | (53,077.00) |
| | \$ (313,696.00) | | TOTAL FUNDING SOURCES | | \$ (350,792.00) |
| 11 | \$ 734,047.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 12 | \$ 749,807.00 |
| | \$ 2,400.00 | | LEASES & RENTALS | | \$ 2,400.00 |
| | 1,200.00 | | TELEPHONE & CABLE | | 1,700.00 |
| | 500.00 | | POSTAGE | | 500.00 |
| | 100.00 | | REGISTRATION FEES | | 100.00 |
| | 500.00 | | BOTTLED WATER RENTAL & SUPPLIES | | 500.00 |
| | 2,000.00 | | PRINTING SERVICES | | 2,000.00 |
| | 1,140.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 1,140.00 |
| | 112,500.00 | | CONSULTANTS | | 112,500.00 |
| | 400.00 | | MEMBERSHIP DUES | | 400.00 |
| | 1,500.00 | | OFFICE SUPPLIES | | 1,500.00 |
| | 1,000.00 | | PRINT & COPY SUPPLIES | | - |
| | 1,200.00 | | COPY PAPER | | - |
| | 300.00 | | IT HARDWARE SUPPLIES- OTHER IT SUPPLIES | | 5,300.00 |
| | 500.00 | | OTHER CHARGES & EXPENDITURES | | - |
| | \$ 125,240.00 | | TOTAL ORDINARY MAINTENANCE | | \$ 128,040.00 |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (242.00) | | SEWER REVENUES | | \$ (247.00) |
| | (1,508.00) | | WATER REVENUES | | (1,542.00) |
| | \$ (1,750.00) | | TOTAL FUNDING SOURCES | | \$ (1,789.00) |
| | \$ 123,490.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 126,251.00 |

TIMOTHY J. MCGOURTHY, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

ADMINISTRATION AND FINANCE- DEPARTMENT #CC1061

| FY24 TOTAL POSITIONS | RECOMMENDED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|----------------------------|--------------|--|----------------------------|----------------------------|
| | | | <u>FRINGE BENEFITS:</u> | | |
| | \$ 26,301.00 | | HEALTH INSURANCE | | \$ 11,474.00 |
| | <u>18,247.00</u> | | RETIREMENT | | <u>15,880.00</u> |
| | <u>\$ 44,548.00</u> | | TOTAL FRINGE BENEFITS | | <u>\$ 27,354.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | <u>(44,548.00)</u> | | FEDERAL & STATE GRANTS | | <u>(27,354.00)</u> |
| | <u>(44,548.00)</u> | | TOTAL FUNDING SOURCES | | <u>(27,354.00)</u> |
| | <u>\$ -</u> | | TOTAL RECOMMENDED FRINGE BENEFITS | | <u>\$ -</u> |
| | <u>\$ 857,537.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 876,058.00</u> |



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ASSESSING

Samuel E. Konieczny, City Assessor

City Hall- Room 209
455 Main Street, Worcester, MA 01608
(508) 799-1098

Mission:

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

- Applies best practices in assessing to the appraisal of real and personal property and maintains the level of assessment at its full and fair cash value, as required by the laws of the Commonwealth of Massachusetts, in conformance with the regulations of the Department of Revenue;
- Develops and maintains accurate records of all real estate parcels and personal property accounts within the City, including property record folders, electronic databases, tax maps, deed references, etc.;
- Maintains an accurate personal property database by continuing a five-year data collection cycle for existing personal property accounts, and inspection and review of new accounts contributing to new growth;
- Administers motor vehicle excise tax programs that include commitment of excise tax bills, and the exemption, abatement, and appeal processes related to individual taxpayer's excise bills.

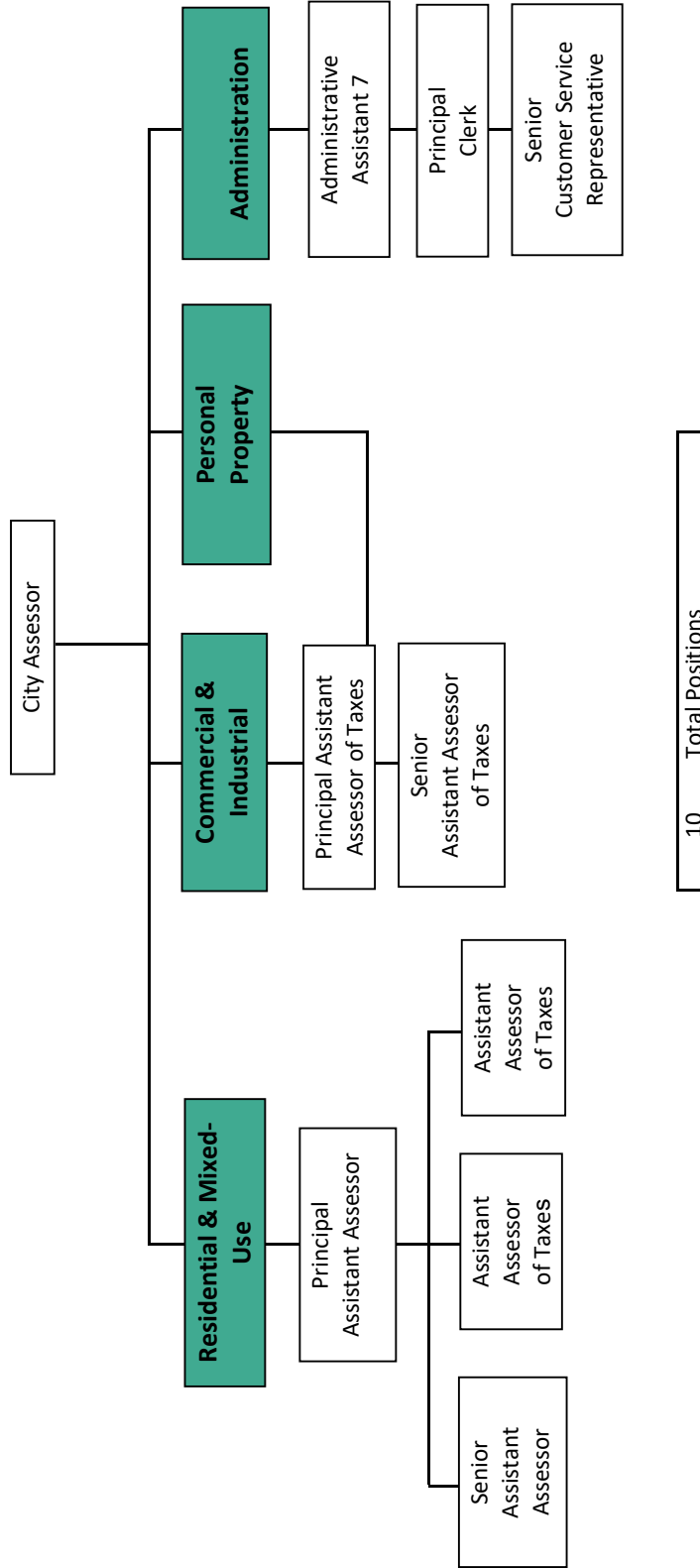
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|------------------------|----------------------|------------------------|----------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 491,032.54 | \$ 717,465.00 | \$ 393,877.00 | \$ 744,396.00 |
| Overtime | - | 500.00 | - | 500.00 |
| Ordinary Maintenance | 428,583.70 | 451,240.00 | 255,427.00 | 449,240.00 |
| Total | \$ 919,616.24 | \$ 1,169,205.00 | \$ 649,304.00 | \$ 1,194,136.00 |
| Total Positions | 10 | 10 | 10 | 10 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$1,194,136, which is an increase of \$24,931 from the Fiscal 2024 amount of \$1,169,205. The salary increase is mainly due to 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. The Ordinary Maintenance decrease of \$2,000 in Fiscal 2025 is associated with the transfer of funds to the Innovation and Technology Department for copier count costs.

**DEPARTMENT OF ADMINISTRATION & FINANCE
ASSESSING DIVISION
ORGANIZATIONAL CHART**



10 Total Positions

SAMUEL E. KONIECZNY, CITY ASSESSOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
DEPARTMENT OF ADMINISTRATION & FINANCE
ASSESSING DIVISION - DIVISION #CC1064

| FY24 TOTAL POSITIONS | RECOMMENDED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|----------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 137,992.00 | 53EM | CITY ASSESSOR | 1 | \$ 144,752.00 |
| 2 | 156,354.00 | 45M | PRINCIPAL ASSISTANT ASSESSOR OF TAXES | 2 | 170,657.00 |
| 2 | 125,512.00 | 41 | SENIOR ASSISTANT ASSESSOR OF TAXES | 2 | 136,396.00 |
| 2 | 131,652.00 | 37 | ASSISTANT ASSESSOR OF TAXES | 2 | 133,989.00 |
| 1 | 71,775.00 | 37 | ADMINISTRATIVE ASSISTANT 7 | 1 | 68,040.00 |
| 1 | 73,481.00 | 29 | PRINCIPAL CLERK | 1 | 52,618.00 |
| 1 | 53,997.00 | 30 | SR. CUSTOMER SERVICE REPRESENTATIVE | 1 | 56,105.00 |
| 10 | \$ 750,763.00 | | TOTAL REGULAR SALARIES | 10 | \$ 762,557.00 |
| | 2,786.00 | | EM INCENTIVE PAY | | 4,991.00 |
| | (36,084.00) | | VACANCY FACTOR | | (23,152.00) |
| 10 | \$ 717,465.00 | | TOTAL RECOMMENDED PERSONAL SERVICES | 10 | \$ 744,396.00 |
| | \$ 500.00 | | OVERTIME | | \$ 500.00 |
| | \$ 500.00 | | TOTAL RECOMMENDED OVERTIME | | \$ 500.00 |
| | \$ - | | ASSESSING SOFTWARE | | \$ 91,000.00 |
| | 1,500.00 | | AUTO FUEL | | 1,000.00 |
| | 200.00 | | BOOKS | | 100.00 |
| | 200.00 | | BOTTLED WATER & SUPPLIES | | 200.00 |
| | - | | CLEANING SERVICES | | 100.00 |
| | - | | COPIER COUNTS | | - |
| | 500.00 | | COPY PAPER | | 3,000.00 |
| | 20,000.00 | | HARDWARE DEVICES | | 15,000.00 |
| | 1,000.00 | | LEASES & RENTALS | | 1,800.00 |
| | 3,940.00 | | MAINTENANCE/REPAIR VEHICLES | | 2,500.00 |
| | 5,500.00 | | MEMBERSHIP DUES | | - |
| | - | | MILEAGE | | 200.00 |
| | 2,500.00 | | OFFICE SUPPLIES | | 4,000.00 |
| | 52,971.00 | | PERSONAL PROPERTY VALUATION | | 20,404.00 |
| | - | | POSTAGE | | 1,000.00 |
| | 8,000.00 | | PRINTING SERVICES | | - |
| | 3,000.00 | | PRINTING SUPPLIES | | - |
| | 5,200.00 | | REGISTRATION FEES | | 5,200.00 |
| | 193,483.00 | | RESIDENTIAL PROPERTY VALUATION | | 193,483.00 |
| | - | | SHREDDING SERVICES | | 1,200.00 |
| | - | | SOFTWARE LICENSE | | 1,000.00 |
| | 97,062.00 | | SOFTWARE MAINTENANCE | | 43,769.00 |
| | 28,000.00 | | SUBSCRIPTIONS | | 27,000.00 |
| | 4,200.00 | | TELEPHONE | | 3,500.00 |
| | - | | TRAINING CERTIFICATIONS | | 9,200.00 |
| | 500.00 | | TRAVELING | | 100.00 |
| | - | | TUITION-PROFESSIONAL DEVELOPMENT | | - |
| | - | | UNIFORMS | | 1,000.00 |
| | 23,484.00 | | UTILITY VALUATION SERVICES | | 23,484.00 |
| | \$ 451,240.00 | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | \$ 449,240.00 |
| | \$ 1,169,205.00 | | TOTAL RECOMMENDED TAX LEVY | | \$ 1,194,136.00 |



The City of
WORCESTER

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TREASURY

Timothy J. McGourthy, Acting City Treasurer & Collector

City Hall- Room 203
455 Main Street, Worcester, MA 01608
(508) 799-1095

The mission of the Office of Treasurer and Collector is to act as the receipting and disbursing agent of public financial assets in order to maximize the utilization and safekeeping of City funds.

The Division timely and accurately bills and collects all City revenues, including taxes on real estate, personal property and vehicles, as well as water, sewer, and all other City services including parking, parks, and public safety. The Division safeguards financial assets and controls disbursement of payroll and warrant payments by the City and the Worcester Retirement System. The Division issues and manages all indebtedness authorized by the City to support capital acquisitions.

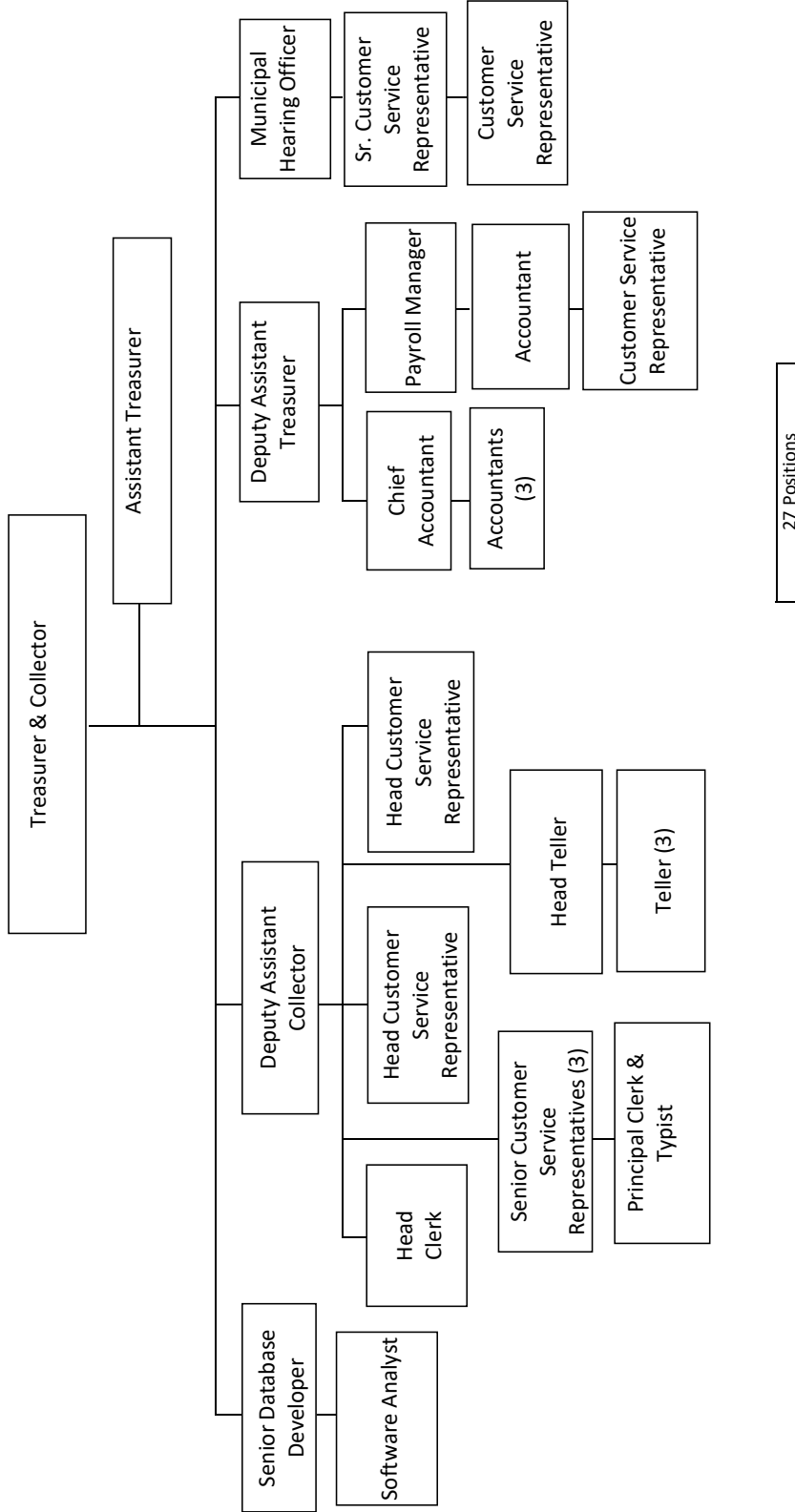
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|------------------------|------------------------|------------------------|------------------------|------------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 3/31/24 | Fiscal 2025 |
| Salaries | \$ 1,033,553.25 | \$ 1,336,373.00 | \$ 682,883.00 | \$ 1,446,035.00 |
| Overtime | 32,675.78 | 25,500.00 | 15,431.00 | 25,500.00 |
| Ordinary Maintenance | 1,097,421.62 | 690,317.00 | 1,144,080.00 | 941,657.00 |
| Capital Outlay | 3,355.00 | - | | - |
| Total | \$ 2,167,005.65 | \$ 2,052,190.00 | \$ 1,842,394.00 | \$ 2,413,192.00 |
| Total Positions | 27 | 27 | 27 | 27 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$2,413,192, which is an increase of \$361,002 from the Fiscal 2024 amount of \$2,052,190. The Salary increase is due to step increases for employees who are not at maximum pay, a Customer Service Representative being funded part time, a 3% Cost of Living Adjustments (COLAs), and a 1.5% Market increase for non-represented employees. For unions without settled contracts, funding for a similar COLA adjustment has been appropriated to the Contingency budget and will be transferred to departments upon execution of union contracts. These increases are offset by deleting the Municipal Hearing Officer Stipend funding. The Ordinary Maintenance increase is due to providing funding for the Tyler Technologies tax billing software and is offset with the transfer of funds to the Innovation and Technology Department for copier count costs.

TREASURY ORGANIZATIONAL CHART



27 Positions

TIMOTHY J. MCGOURTHY, ACTING CITY TREASURER & COLLECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
TREASURY- DEPARTMENT #CC1062

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|--|----------------------------|----------------------------|
| 1 | \$ 133,442.00 | 53EM | CITY TREASURER & COLLECTOR | 1 | \$ 139,995.00 |
| 1 | 100,104.00 | 47EM | ASSISTANT TREASURER | 1 | 105,018.00 |
| 1 | 121,132.00 | 51P | SENIOR DATABASE DEVELOPER | 1 | 127,078.00 |
| 1 | 108,792.00 | 48M | DEPUTY ASSISTANT COLLECTOR | 1 | 114,117.00 |
| 0 | - | 45M | DEPUTY ASSISTANT TREASURER | 1 | 98,123.00 |
| 1 | 91,888.00 | 44M | MUNICIPAL HEARING OFFICER | 1 | 98,123.00 |
| 1 | 87,153.00 | 44M | ASSISTANT TREASURER II | 0 | - |
| 1 | 93,538.00 | 45P | SOFTWARE ANALYST | 1 | 98,123.00 |
| 1 | 75,456.00 | 44P | CHIEF ACCOUNTANT | 1 | 91,425.00 |
| 1 | 78,177.00 | 44M | PAYROLL MANAGER | 1 | 93,181.00 |
| 2 | 151,258.00 | 38 | HEAD CUSTOMER SERVICE REPRESENTATIVE | 2 | 151,840.00 |
| 1 | 65,720.00 | 35 | HEAD TELLER | 1 | 67,582.00 |
| 4 | 258,526.00 | 34 | ACCOUNTANT | 4 | 262,526.00 |
| 3 | 170,564.00 | 32 | TELLER | 3 | 173,250.00 |
| 0 | 50,524.00 | 32 | HEAD CLERK | 0 | - |
| 4 | 214,097.00 | 30 | SR. CUSTOMER SERVICE REPRESENTATIVE | 4 | 218,378.00 |
| 2 | 46,170.00 | 29 | PRINCIPAL CLERK & TYPIST | 2 | 55,291.00 |
| 2 | 87,330.00 | 24 | CUSTOMER SERVICE REPRESENTATIVE | 2 | 64,794.00 |
| <u>27</u> | <u>\$ 1,933,871.00</u> | | REGULAR SALARIES | <u>27</u> | <u>\$ 1,958,844.00</u> |
| | 3,946.00 | | EM INCENTIVE PAY | | 3,319.00 |
| | (118,291.00) | | VACANCY FACTOR | | (24,248.00) |
| | 3,500.00 | | MUNICIPAL HEARING OFFICER STIPEND | | - |
| | <u>\$ 1,823,026.00</u> | | TOTAL SALARIES | | <u>\$ 1,937,915.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (2,952.00) | | GOLF REVENUES | | \$ (2,984.00) |
| | (229,511.00) | | SEWER REVENUES | | (231,976.00) |
| | (254,190.00) | | WATER REVENUES | | (256,920.00) |
| | <u>\$ (486,653.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (491,880.00)</u> |
| <u>27</u> | <u>\$ 1,336,373.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>27</u> | <u>\$ 1,446,035.00</u> |
| | \$ 25,500.00 | | OVERTIME | | \$ 25,500.00 |
| | <u>\$ 25,500.00</u> | | TOTAL RECOMMENDED OVERTIME | | <u>\$ 25,500.00</u> |

TIMOTHY J. MCGOURTHY, ACTING CITY TREASURER & COLLECTOR
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
TREASURY- DEPARTMENT #CC1062

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY25 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| | \$ 600.00 | | OTHER SHORT TERM RENTAL | | \$ 600.00 |
| | 24,000.00 | | OTHER PROFESSIONAL SERVICES- TREASURY | | 24,000.00 |
| | 11,500.00 | | OFFICE SUPPLIES & PRINT & COPY SUPPLIES- TREASURY | | 22,500.00 |
| | 3,500.00 | | IT HARDWARE SUPPLIES-OTHER IT SUPPLIES - TREASURY | | 3,500.00 |
| | 5,200.00 | | CONSTABLES/LEGAL FILING FEES - TREASURY | | 5,200.00 |
| | 1,200.00 | | NETWORK SOFTWARE & SUPPORT- TREASURY | | 1,200.00 |
| | 2,000.00 | | NON-NETWORK SOFTWARE & SUPPORT- TREASURY | | 279,466.00 |
| | 1,500.00 | | MAINTENANCE & REPAIR- TREASURY | | - |
| | 12,200.00 | | PRINTING SERVICES - TREASURY | | 1,200.00 |
| | 2,600.00 | | REGISTRATION/MEMBERSHIP/LICENSES- TREASURY | | 2,600.00 |
| | 3,500.00 | | LEASES & RENTALS- COLLECTORS | | 3,500.00 |
| | 65,180.00 | | OFFICE SUPPLIES & OTHER CHARGES- COLLECTORS | | 65,180.00 |
| | 2,000.00 | | TELEPHONE - COLLECTORS | | 2,000.00 |
| | 2,300.00 | | LEASES & RENTALS- MAILING | | 2,300.00 |
| | 440,000.00 | | POSTAGE- MAILING | | 440,000.00 |
| | 5,000.00 | | OTHER PERSONAL SERVICES- MAILING | | 5,000.00 |
| | 48,800.00 | | PRINTING - MAILING | | 46,800.00 |
| | 4,500.00 | | OFFICE SUPPLIES- MAILING | | 4,500.00 |
| | 1,000.00 | | OTHER PROFESSIONAL SERVICES - TAX TITLE | | 1,000.00 |
| | 5,000.00 | | NEWSPAPER ADVERTISING - TAX TITLE | | 5,000.00 |
| | 7,000.00 | | MAINTENANCE REPAIR BUILDING- TAX TITLE | | 8,500.00 |
| | 16,500.00 | | LEGAL FILING FEES - TAX TITLE | | 16,500.00 |
| | 90,000.00 | | PARKING VIOLATION PROCESSING | | 90,000.00 |
| | 500.00 | | OFFICE SUPPLIES- PARKING | | 500.00 |
| | 1,000.00 | | TRANSPORTATION | | 1,000.00 |
| | <u>\$ 756,580.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 1,032,046.00</u> |
| | | | <u>FUNDING SOURCES:</u> | | |
| | \$ (29,451.00) | | SEWER REVENUES | | \$ (40,174.00) |
| | (36,812.00) | | WATER REVENUES | | \$ (50,215.00) |
| | <u>\$ (66,263.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (90,389.00)</u> |
| | <u>\$ 690,317.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 941,657.00</u> |
| | <u>\$ 2,052,190.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 2,413,192.00</u> |

PURCHASING

Christopher J. Gagliastro, Purchasing Agent

City Hall- Room 201
455 Main Street, Worcester, MA 01608
(508) 799-1220

Mission:

The mission of the Purchasing Division is to procure materials, supplies, equipment, and services at the lowest possible cost (through open and fair competition) consistent with the quality necessary for the proper operation of various City organizations, thereby attaining the maximum value for each public dollar spent. The division:

- Maintains the City's reputation for fairness and integrity by promoting impartial, equal treatment to all who wish to conduct business with the City.
- Encourages a mutually cooperative relationship with all City departments, recognizing successful purchasing is a result of team planning and effort.
- Promotes social and economic goals such as encouraging small, minority and women-owned businesses to participate in bidding of City business activities.

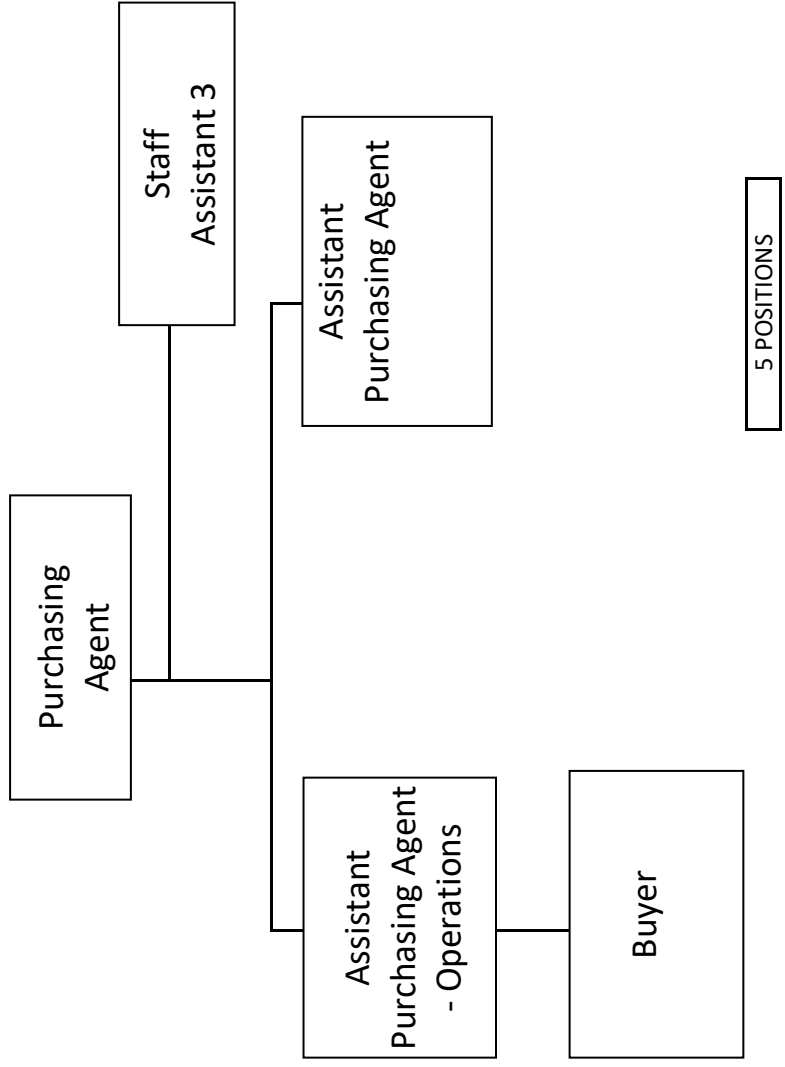
Department Allocation Summary

| | Actual | Approved | Actuals | Recommended |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| Expenditures | Fiscal 2023 | Budget for | as of | Appropriation |
| | | Fiscal 2024 | 03/31/24 | Fiscal 2025 |
| Salaries | \$ 241,464.39 | \$ 328,160.00 | \$ 158,057.00 | \$ 398,562.00 |
| Ordinary Maintenance | 8,816.55 | 21,088.00 | 6,298.00 | 21,088.00 |
| Total | \$ 250,280.94 | \$ 349,248.00 | \$ 164,355.00 | \$ 419,650.00 |
| Total Positions | 3 | 4 | 4 | 5 |

Operating Budget Highlights

The tax levy budget for Fiscal Year 2025 is recommended to be \$419,650, which is an increase of \$70,402 from the Fiscal 2024 amount of \$349,248. This is mainly due to a Buyer being added to the table of organization, two position regrades, step increases for employees who are not at maximum pay, 3% Cost of Living Adjustments (COLAs), and a 1.5% Market Adjustment for non-represented employees. Ordinary Maintenance is level funded for Fiscal 2025.

PURCHASING ORGANIZATIONAL CHART



CHRISTOPHER GAGLIASTRO, PURCHASING AGENT**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****PURCHASING- DEPARTMENT #CC1060**

| FY24 TOTAL POSITIONS | APPROVED FY24 AMOUNT | PAY GRADE | TITLE | FY24 TOTAL POSITIONS | RECOMMENDED FY25 AMOUNT |
|----------------------------|-------------------------|--------------|---|----------------------------|----------------------------|
| 1 | \$ 126,156.00 | 50EM | PURCHASING AGENT | 1 | \$ 132,336.00 |
| 1 | 93,538.00 | 45P | SOFTWARE ANALYST | 0 | - |
| 0 | - | 45M | ASSISTANT PURCHASING AGENT-OPERATIONS | 1 | 88,043.00 |
| 0 | - | 45M | ASSISTANT PURCHASING AGENT | 1 | 91,425.00 |
| 1 | 83,793.00 | 43M | ASSISTANT PURCHASING AGENT | 0 | - |
| 0 | - | 40 | BUYER | 1 | 68,558.00 |
| 1 | 68,299.00 | 37 | STAFF ASSISTANT 3 | 1 | 74,394.00 |
| <u>4</u> | <u>\$ 371,786.00</u> | | REGULAR SALARIES | <u>5</u> | <u>\$ 454,756.00</u> |
| | 5,095.00 | | EM INCENTIVE PAY | | 5,324.00 |
| | (17,988.00) | | VACANCY FACTOR | | (24,000.00) |
| | <u>\$ 358,893.00</u> | | TOTAL SALARIES | | <u>\$ 436,080.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (637.00) | | GOLF REVENUES | | \$ (778.00) |
| | (11,307.00) | | SEWER REVENUES | | (13,803.00) |
| | (18,789.00) | | WATER REVENUES | | (22,937.00) |
| | <u>\$ (30,733.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (37,518.00)</u> |
| <u>4</u> | <u>\$ 328,160.00</u> | | TOTAL RECOMMENDED PERSONAL SERVICES | <u>5</u> | <u>\$ 398,562.00</u> |
| | \$ 1,500.00 | | COPY PAPER | | \$ - |
| | 560.00 | | MEMBERSHIP DUES | | 1,060.00 |
| | 2,290.00 | | NEWSPAPER ADVERTISEMENT | | 2,290.00 |
| | 500.00 | | NON-NETWORK SOFTWARE & SUPPORT | | 500.00 |
| | 8,500.00 | | OFFICE SUPPLIES | | 7,500.00 |
| | 500.00 | | POSTAGE | | - |
| | 500.00 | | PREPARED MEALS | | - |
| | 3,500.00 | | PRINT & COPY SUPPLIES | | 5,000.00 |
| | 1,800.00 | | PRINTING SERVICES | | 1,800.00 |
| | | | SOFTWARE LICENSE | | 500.00 |
| | 1,218.00 | | SUBSCRIPTIONS | | 2,218.00 |
| | 1,200.00 | | TELEPHONE | | 1,200.00 |
| | 500.00 | | TRAINING CERTIFICATE | | 500.00 |
| | 200.00 | | TRANSPORTATION | | 200.00 |
| | <u>\$ 22,768.00</u> | | TOTAL ORDINARY MAINTENANCE | | <u>\$ 22,768.00</u> |
| | | | FUNDING SOURCES: | | |
| | \$ (753.00) | | SEWER REVENUES | | \$ (753.00) |
| | (927.00) | | WATER REVENUES | | (927.00) |
| | <u>\$ (1,680.00)</u> | | TOTAL FUNDING SOURCES | | <u>\$ (1,680.00)</u> |
| | <u>\$ 21,088.00</u> | | TOTAL RECOMMENDED ORDINARY MAINTENANCE | | <u>\$ 21,088.00</u> |
| | <u>\$ 349,248.00</u> | | TOTAL RECOMMENDED TAX LEVY | | <u>\$ 419,650.00</u> |



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DEBT SERVICE OBLIGATIONS

Timothy J. McGourthy, Chief Financial Officer

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

Department Allocation Summary

| Expenditures | Actual | Approved | Actuals | Recommended |
|---------------------------------------|-------------------------|---------------------------|-------------------------|------------------------------|
| | Fiscal 2023 | Budget for Fiscal 2024 | as of 3/31/24 | Appropriation Fiscal 2025 |
| Debt Principal | \$ 58,226,964.49 | \$ 62,547,488.00 | \$ 58,826,259.46 | \$ 67,054,473.00 |
| Total Principal | \$ 58,226,964.49 | \$ 62,547,488.00 | \$ 58,826,259.46 | \$ 67,054,473.00 |
| Funding Sources | | | | |
| CREDIT WATER ENTERPRISE | \$ 4,766,535.00 | \$ 5,247,738.00 | \$ 5,247,738.00 | \$ 5,335,483.00 |
| CREDIT SEWER ENTERPRISE | 7,727,965.50 | 7,820,711.00 | 7,820,711.13 | 8,123,510.00 |
| STABILIZATION-BUILDING CAMPAIGN | 4,478,200.00 | 4,095,000.00 | 4,095,000.00 | 2,505,000.00 |
| STABILIZATION-NORTH HIGH SCHOOL | 850,729.00 | 857,881.00 | 857,881.00 | 874,350.00 |
| STABILIZATION-NEW HIGH SCHOOL | 2,435,653.00 | 3,593,483.00 | 3,593,483.00 | 6,363,239.00 |
| STABILIZATION-FIRE | - | - | - | 22,619.00 |
| MAJOR TAYLOR BOULEVARD GARAGE | 35,170.00 | 22,541.00 | 22,541.00 | 23,747.00 |
| CREDIT AIRPORT FUNDS | 4,800.00 | 4,800.00 | 4,800.00 | 4,800.00 |
| CREDIT OFF STREET PARKING | 1,162,200.98 | 1,417,371.00 | 1,614,231.50 | 1,564,658.00 |
| CREDIT UNION STATION GARAGE | 273,677.00 | 274,814.00 | 276,982.50 | 272,266.00 |
| CREDIT DCU CENTER SPECIAL DISTRICT | 2,306,632.01 | 2,627,782.00 | 2,627,782.00 | 2,622,404.00 |
| CREDIT LIBRARY PILOT | - | - | 249,319.00 | - |
| CREDIT CITY SQUARE FUND | 2,099,118.00 | 2,185,306.00 | 2,185,306.00 | 2,299,203.00 |
| CREDIT GOLF REVENUES | 327,348.00 | 166,720.00 | 166,720.00 | 172,040.00 |
| CREDIT INSTITUTE PARK PROJECTS | 116,156.00 | 121,885.00 | - | 121,846.00 |
| CREDIT CSX PARKS PROJECTS | 85,919.00 | 86,646.00 | 86,646.00 | 85,917.00 |
| CREDIT UNIVERSITY PARK PROJECTS | 114,407.00 | 114,214.00 | - | 111,286.00 |
| CREDIT SOLAR NET METERING | 864,229.00 | 864,229.00 | - | 864,229.00 |
| CREDIT HUD 108 | 102,000.00 | 102,000.00 | - | 37,000.00 |
| CREDIT BALLPARK | 470,000.00 | 1,553,000.00 | 1,619,204.00 | 1,820,067.00 |
| Sub-Total Self Supporting Debt | 28,220,739.49 | 31,156,121.00 | 30,468,345.13 | 33,223,664.00 |
| GENERAL FUND | 30,006,225.00 | 31,391,367.00 | 28,357,914.33 | 33,830,809.00 |
| Total | \$ 58,226,964.49 | \$ 62,547,488.00 | \$ 58,826,259.46 | \$ 67,054,473.00 |

Operating Budget Highlights

The total budget for Debt Principal for Fiscal 2025 is recommended to be \$67,054,473 which is an increase of \$4,506,985 from the Fiscal 2024 amount of \$62,547,488. Of the Fiscal 2025 allocation, \$33,223,664 is funded through Self Supporting Credits, and \$33,830,809 is General Fund tax levy, an increase of \$2,439,442 from the Fiscal 2024 tax levy allocation.

TIMOTHY J. MCGOURTHY, CHIEF FINANCIAL OFFICER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
FINANCE - DEBT SERVICE PRINCIPAL- #CC1069

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|---------------------------|--|----------------------------|
| \$ 62,547,488.00 | REDEMPTION ON BONDS | \$ 67,054,473.00 |
| <u>\$ 62,547,488.00</u> | TOTAL PRINCIPAL | <u>\$ 67,054,473.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (5,247,738.00) | CREDIT WATER ENTERPRISE | \$ (5,335,483.00) |
| (7,820,711.00) | CREDIT SEWER ENTERPRISE | (8,123,510.00) |
| (4,095,000.00) | STABILIZATION-BUILDING CAMPAIGN | (2,505,000.00) |
| (857,881.00) | STABILIZATION-NORTH HIGH SCHOOL | (874,350.00) |
| (3,593,483.00) | STABILIZATION-NEW HIGH SCHOOL | (6,363,239.00) |
| - | STABILIZATION-FIRE | (22,619.00) |
| (22,541.00) | MAJOR TAYLOR BOULEVARD GARAGE | (23,747.00) |
| (4,800.00) | CREDIT AIRPORT FUNDS | (4,800.00) |
| (1,417,371.00) | CREDIT OFF STREET PARKING | (1,564,658.00) |
| (274,814.00) | CREDIT UNION STATION GARAGE | (272,266.00) |
| (2,627,782.00) | CREDIT DCU CENTER SPECIAL DISTRICT | (2,622,404.00) |
| (2,185,306.00) | CREDIT CITY SQUARE FUND | (2,299,203.00) |
| (166,720.00) | CREDIT GOLF REVENUES | (172,040.00) |
| (121,885.00) | CREDIT INSTITUTE PARK PROJECTS | (121,846.00) |
| (86,646.00) | CREDIT CSX PARKS PROJECTS | (85,917.00) |
| (114,214.00) | CREDIT UNIVERSITY PARK PROJECTS | (111,286.00) |
| (864,229.00) | CREDIT SOLAR NET METERING | (864,229.00) |
| (102,000.00) | CREDIT HUD 108 | (37,000.00) |
| (1,553,000.00) | CREDIT BALLPARK | (1,820,067.00) |
| <u>\$ (31,156,121.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (33,223,664.00)</u> |
| <u>\$ 31,391,367.00</u> | TOTAL RECOMMENDED PRINCIPAL PAYMENT | <u>\$ 33,830,809.00</u> |
| <u>\$ 31,391,367.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 33,830,809.00</u> |

DEBT SERVICE OBLIGATIONS

Department Allocation Summary

| Expenditures | Actual | Approved | Actuals | Recommended |
|---|-------------------------|---------------------------|-------------------------|------------------------------|
| | Fiscal 2023 | Budget for Fiscal 2024 | as of 3/31/24 | Appropriation Fiscal 2025 |
| Debt Interest | \$ 29,659,050.40 | \$ 31,214,604.00 | \$ 30,434,800.24 | \$ 35,655,152.00 |
| Total Interest | \$ 29,659,050.40 | \$ 31,214,604.00 | \$ 30,434,800.24 | \$ 35,655,152.00 |
| Funding Sources | | | | |
| Credit Water Enterprise | \$ 2,198,886.76 | \$ 2,100,636.00 | \$ 2,025,019.63 | \$ 2,288,388.00 |
| Credit Sewer Enterprise | 4,002,419.92 | 4,225,196.00 | 4,099,168.56 | 4,306,793.00 |
| Stabilization- Building Campaign | 405,131.88 | 227,813.00 | 227,813.13 | 90,780.00 |
| Stabilization- North High School | 347,117.16 | 314,850.00 | 314,850.36 | 282,126.00 |
| Stabilization-New High School | 3,373,681.15 | 4,918,026.00 | 4,161,861.28 | 7,160,339.00 |
| Stablization-Fire | - | - | - | 22,909.00 |
| Major Taylor Boulevard Garage | 13,542.98 | 12,656.00 | 12,655.64 | 12,530.00 |
| Credit Airport Funds | 424.00 | 424.00 | 423.75 | 212.00 |
| Credit Off-Street Parking | 653,720.11 | 789,591.00 | 819,850.73 | 747,854.00 |
| Credit Union Station Garage | 41,662.90 | 27,951.00 | 29,321.94 | 15,947.00 |
| Credit DCU Center Special District | 1,117,797.25 | 916,467.00 | 891,261.11 | 811,509.00 |
| Credit Library PILOT | 12,957.51 | - | 27,560.41 | - |
| Credit City Square Funds | 1,996,829.70 | 1,918,775.00 | 1,918,774.87 | 1,836,485.00 |
| Credit Golf Revenues | 74,206.94 | 60,203.00 | 60,202.60 | 53,052.00 |
| Credit Institute Park Credits | | 10,555.00 | - | 6,454.00 |
| Credit CSX Parks Projects | 21,657.00 | 17,361.00 | 17,361.22 | 13,029.00 |
| Credit University Park Projects | | 5,122.00 | - | 4,418.00 |
| Credit HUD 108 | | 39,358.00 | - | 528.00 |
| Credit Ballpark | - | 4,687,690.00 | 4,687,690.48 | 4,618,382.00 |
| Credit Ballpark Capitalized Interest | 4,713,526.73 | - | - | - |
| Sub-Total Self Supporting Debt | 18,973,561.99 | 20,272,674.00 | 19,293,815.71 | 22,271,735.00 |
| General Fund | 10,685,488.41 | 10,941,930.00 | 11,140,984.53 | 13,383,417.00 |
| Total | \$ 29,659,050.40 | \$ 31,214,604.00 | \$ 30,434,800.24 | \$ 35,655,152.00 |

Operating Budget Highlights

The total budget for Debt Interest for Fiscal 2025 is recommended to be \$35,655,152, which is an increase of \$4,440,548 from the Fiscal 2024 amount of \$31,214,604. Of the Fiscal 2025 allocation, \$22,271,735 is funded through Self Supporting Credits, and \$13,383,417 is General Fund tax levy, an increase of \$2,441,487 from the Fiscal 2024 tax levy allocation. Bond Anticipated Note (BAN) interest for Fiscal 2025 is calculated on one anticipated BAN sale in Fiscal Year 2025. If additional BAN sales occur, interest expenses will increase and may require an additional appropriation.

TIMOTHY J. MCGOURTHY, CHIEF FINANCIAL OFFICER
CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025
FINANCE - DEBT SERVICE INTEREST - #CC1070

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|---------------------------|---|----------------------------|
| \$ 29,955,590.00 | EXISTING LONG TERM DEBT | \$ 34,187,058.00 |
| 1,259,014.00 | BAN INTEREST | 1,468,094.00 |
| <u>\$ 31,214,604.00</u> | TOTAL INTEREST | <u>\$ 35,655,152.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (2,100,636.00) | CREDIT WATER ENTERPRISE | \$ (2,288,388.00) |
| (4,225,196.00) | CREDIT SEWER ENTERPRISE | (4,306,793.00) |
| (227,813.00) | STABILIZATION-BUILDING CAMPAIGN | (90,780.00) |
| (314,850.00) | STABILIZATION-NORTH HIGH SCHOOL | (282,126.00) |
| (4,918,026.00) | STABILIZATION-NEW HIGH SCHOOL | (7,160,339.00) |
| - | STABILIZATION-FIRE | (22,909.00) |
| (12,656.00) | MAJOR TAYLOR BOULEVARD GARAGE | (12,530.00) |
| (424.00) | CREDIT AIRPORT FUNDS | (212.00) |
| (789,591.00) | CREDIT OFF STREET PARKING | (747,854.00) |
| (27,951.00) | CREDIT UNION STATION GARAGE | (15,947.00) |
| (916,467.00) | CREDIT DCU CENTER SPECIAL DISTRICT | (811,509.00) |
| (1,918,775.00) | CREDIT CITY SQUARE FUND | (1,836,485.00) |
| (60,203.00) | CREDIT GOLF REVENUES | (53,052.00) |
| (10,555.00) | CREDIT INSTITUTE PARK PROJECTS | (6,454.00) |
| (17,361.00) | CREDIT CSX PARKS PROJECTS | (13,029.00) |
| (5,122.00) | CREDIT UNIVERSITY PARK PROJECTS | (4,418.00) |
| (39,358.00) | CREDIT HUD 108 | (528.00) |
| (4,687,690.00) | CREDIT BALLPARK | (4,618,382.00) |
| <u>\$ (20,272,674.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (22,271,735.00)</u> |
| <u>\$ 10,941,930.00</u> | TOTAL RECOMMENDED INTEREST PAYMENT | <u>\$ 13,383,417.00</u> |
| <u>\$ 10,941,930.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 13,383,417.00</u> |

PENSION OBLIGATION BONDS

Timothy J. McGourthy, Chief Financial Officer

City Hall- Room 201
455 Main Street
Worcester, Massachusetts 01608
(508) 799-1180

Pension Obligation Bonds are a method of funding the system's unfunded liability. In December 1998, the City issued \$221M in Debt to establish a funding source for the City's pension obligation. Since that time, these funds have been part of the funding addressing the City's pension liability. As such, they have been invested consistently with the Retirement System's investment policies with the intent of improving the system's funded status over time.

Department Allocation Summary

| | Actual | Approved | Totals | Recommended |
|---------------------|------------------------|-------------------------|-------------------------|-------------------------|
| | Fiscal 2023 | Budget | as of | Appropriation |
| <u>Expenditures</u> | <u>Fiscal 2023</u> | <u>Fiscal 2024</u> | <u>3/31/24</u> | <u>Fiscal 2025</u> |
| Fringe Benefits | \$11,757,138.00 | \$ 10,369,848.00 | \$ 11,489,041.00 | \$ 10,140,583.00 |
| Total | \$11,757,138.00 | \$ 10,369,848.00 | \$ 11,489,041.00 | \$ 10,140,583.00 |

Operating Budget Highlights

The tax levy budget for Fiscal 2025 is recommended to be \$10,140,583, which is a decrease of \$229,265 from the Fiscal 2024 amount of \$10,369,848.

TIMOTHY J. MCGOURTHY, CHIEF FINANCIAL OFFICER

CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025

DEPARTMENT OF ADMINISTRATION & FINANCE

DIVISION OF PENSION OBLIGATION BONDS- DIVISION #CC1071

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|--------------------------|---------------------------------------|----------------------------|
| \$ 11,489,040.00 | DEBT SERVICE | \$ 11,296,744.00 |
| <u>\$ 11,489,040.00</u> | TOTAL DEBT SERVICE | <u>\$ 11,296,744.00</u> |
| | <u>FUNDING SOURCES:</u> | |
| \$ (18,010.00) | CREDIT FROM GOLF | \$ (17,757.00) |
| (490,860.00) | CREDIT FROM SEWER | (492,681.00) |
| (610,322.00) | CREDIT FROM WATER | (645,723.00) |
| <u>\$ (1,119,192.00)</u> | TOTAL FUNDING SOURCES | <u>\$ (1,156,161.00)</u> |
| <u>\$ 10,369,848.00</u> | TOTAL RECOMMENDED DEBT SERVICE | <u>\$ 10,140,583.00</u> |
| <u>\$ 10,369,848.00</u> | TOTAL RECOMMENDED TAX LEVY | <u>\$ 10,140,583.00</u> |

FINANCIAL INTEGRITY PLAN FUNDS

Eric D. Batista

City Manager

City Hall Room 309

Worcester, Massachusetts 01608

(508) 799-1175

FY25 Budget Overview

| | Actuals | Approved | Totals | Account | Recommended |
|---------------------------------|-------------------------|-------------------------|-------------------------|---------|-------------------------|
| | Fiscal 2023 | Budget for | as of | Number | Appropriation |
| | | Fiscal 2024 | 3/31/2024 | | Fiscal 2025 |
| Financial Plan Funds | | | | | |
| Bond Rating Stabilization Fund | 5,044,168.43 | 9,467,442.00 | 9,467,442.00 | FD102 | - |
| Capital Campaign Stabilization | 4,883,332.00 | 4,322,813.00 | 4,322,813.00 | FD104 | 2,595,780.00 |
| CitySquare DIF Reserve Fund | 4,095,948.00 | 4,104,081.00 | 4,104,081.00 | FD105 | 4,135,688.00 |
| North High Construction Fund | 484,441.89 | 480,000.00 | 484,274.79 | FD106 | 480,000.00 |
| New High School Fund | 5,719,141.00 | 7,867,181.00 | 7,867,181.00 | FD107 | 9,833,976.00 |
| Fire Stabilization Fund | 1,500,000.00 | 1,000,000.00 | 1,500,000.00 | FD108 | - |
| School Capital Maintenance Fund | | 1,000,000.00 | 1,000,000.00 | FD114 | - |
| OPEB Reserve Fund | 5,823,000.14 | 6,654,825.00 | 6,654,824.20 | FD901 | 1,071,795.00 |
| Total Transfers to Funds | \$ 27,550,031.46 | \$ 34,896,342.00 | \$ 35,400,615.99 | | \$ 18,117,239.00 |

Financial Integrity Plan Funds

The City of Worcester's Five Point Financial Plan, originally adopted in 2007, established a long term plan for the financing of known debt obligations and the building of reserves to maintain and improve the City's bond rating over time. This plan was updated in 2017 to improve reserves and expand long term capital planning and debt management. An update to the plan is being recommended in Fiscal Year 2025 to further improve reserves and capital planning.

Capital Campaign for Worcester Technical High School/other projects:

The Capital Campaign fund exists to meet the current debt service obligations for major construction projects that have been completed: Worcester Technical High School, Worcester Public Library Renovation, Worcester Senior Center, and Forest Grove Middle School. This fund is also the fund where future projects can be prepared for in advance. The deposit for Fiscal Year 2025 is \$2,595,780, which represents the Fiscal Year 2025 debt service for projects associated with this reserve fund.

CitySquare DIF Reserve:

The CitySquare DIF reserve was established to capture the tax revenues associated with the increased value of the parcels of the CitySquare project. These funds will then be used to support the debt service of the publicly funded portions of the CitySquare project. The deposit for Fiscal Year 2025 is \$4,135,688 an increase of \$31,607 based on the Fiscal Year 2025 debt service for this project.

FINANCIAL INTEGRITY PLAN FUNDS

The North High Construction Fund:

This fund was established for the purpose of funding future debt service associated with the construction of a new North High School. In Fiscal Year 2025, \$480,000 is being allocated to this fund and the debt service is paid from the reserve built up to date.

The New High School Construction Fund:

This fund was established for anticipated debt service arising from construction of South High and Doherty High Schools. The deposit for Fiscal Year 2025 of \$9,833,976 is a 25% increase from Fiscal Year 2024, based on the Financial Integrity Plan.

Fire Stabilization Fund:

This fund was established in Fiscal Year 2022 for anticipated debt service arising from construction of a new South Division Firehouse. There is no recommended appropriation in Fiscal Year 2025 due to delays in the project timeline and the substantial fund balance from prior year contributions. As of March 31, 2024, the fund balance totals \$8,353,886.

OPEB Reserve Fund:

The OPEB Reserve Fund provides a fund where the City can prepare to address the future costs of retiree health insurance. OPEB, which stands for Other Post Employment Benefits, includes all fringe benefits provided to employees upon retirement. The largest liability among these is health insurance. The deposit for Fiscal 2025 is funded at \$1,071,795, a 10% increase as called for in the Financial Integrity Plan.

ERIC D. BATISTA, CITY MANAGER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****FINANCIAL INTEGRITY PLAN FUNDS**

| APPROVED FY24 AMOUNT | TITLE | | RECOMMENDED FY25 AMOUNT |
|-------------------------|--------------------------------------|-------|----------------------------|
| \$ 9,467,442.00 | BOND RATING STABILIZATION | FD102 | \$ - |
| 4,322,813.00 | CAPITAL CAMPAIGN STABILIZATION | FD104 | 2,595,780.00 |
| 4,104,081.00 | CITY SQUARE DIF RESERVE FUND | FD105 | 4,135,688.00 |
| 7,867,181.00 | NEW HIGH SCHOOL FUND | FD107 | 9,833,976.00 |
| 480,000.00 | NORTH HIGH SCHOOL CONSTRUCTION FUND | FD106 | 480,000.00 |
| 1,000,000.00 | FIRE STABILIZATION | FD108 | - |
| 1,000,000.00 | SCHOOL CAPITAL MAINTENANCE FUND | FD114 | - |
| 6,654,825.00 | OPEB TRUST FUND | FD901 | 1,071,795.00 |
| <u>\$ 34,896,342.00</u> | TOTAL FINANCIAL INTEGRITY PLAN FUNDS | | <u>\$ 18,117,239.00</u> |
| <hr/> | | | |
| <u>\$ 34,896,342.00</u> | TOTAL FINANCIAL INTEGRITY PLAN FUNDS | | <u>\$ 18,117,239.00</u> |



The City of
WORCESTER

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BALLPARK DIF RESERVE

Eric D. Batista

City Manager

City Hall Room 309

Worcester, Massachusetts 01608

(508) 799-1175

The Ballpark District Improvement Financing (DIF) Reserve was established in FY23 to meet the current debt service obligations for Polar Park and associated improvements in the Canal District. The Fund includes certain revenues that are either budgeted (DIF General Fund revenues: net real & personal property taxes, meals & use taxes, permit fees), transferred (parking revenues), or receipted (team lease payments, ballpark activities) into the fund. In certain years, the DIF reserve (originally established with proceeds from surplus land sales within the DIF and capitalized interest from initial borrowings) itself provides revenue (a draw on the reserve) or an expense (replenishment of the reserve) within the budget.

FY25 Budget Overview

| | Actuals | Approved | Actuals | Recommended |
|------------------------------|-----------------|---------------------------|--------------------|------------------------------|
| | Fiscal 2023 | Budget for Fiscal 2024 | as of 3/31/2024 | Appropriation Fiscal 2025 |
| Expenditures | | | | |
| Total Debt Service | \$ 5,183,526.73 | \$ 6,240,690.00 | \$ 6,240,690.00 | \$ 6,438,449.00 |
| Funding Sources: | | | | |
| Team Lease Payments | \$ 1,118,587.80 | \$ 2,414,687.00 | \$ 1,029,770.16 | \$ 2,796,023.00 |
| Parking Revenues | 539,202.00 | 1,047,085.00 | 590,740.65 | 774,736.00 |
| DIF Receipts | 1,259,093.00 | 2,343,524.00 | 2,343,524.00 | 2,886,384.00 |
| Ballpark Activities | 163,231.00 | 116,200.00 | 163,357.00 | 116,200.00 |
| DIF Reserve | 2,103,412.93 | 319,194.00 | - | (134,894.00) |
| Total Funding Sources | \$ 5,183,526.73 | \$ 6,240,690.00 | \$ 4,127,391.81 | \$ 6,438,449.00 |

Ballpark DIF Reserve Fund:

The budget for Fiscal 2025 is recommended to be \$2,886,384, which is an increase of \$542,860 from the Fiscal 2024 amount of \$2,343,524. This budget is derived from anticipated net new revenues within the DIF boundaries, including real and personal property tax revenues, sales & use taxes received from the Commonwealth, and anticipated permit fees. No additional funding is anticipated in Fiscal 2025; we anticipate a slight increase in the Reserve Fund over the course of the year.

ERIC D. BATISTA, CITY MANAGER**CITY OF WORCESTER - RECOMMENDED APPROPRIATION FOR FISCAL 2025****BALLPARK DIF RESERVE FUND - FD109**

| APPROVED FY24 AMOUNT | TITLE | RECOMMENDED FY25 AMOUNT |
|---------------------------------|---|---------------------------------|
| \$ 1,553,000.00 | DEBT PRINCIPAL | \$ 1,820,067.00 |
| 4,687,690.00 | DEBT INTEREST | 4,618,382.00 |
| <u>\$ 6,240,690.00</u> | TOTAL DEBT SERVICE | <u>\$ 6,438,449.00</u> |
| | <u>NON-TAX LEVY FUNDING SOURCES:</u> | |
| \$ (2,414,687.00) | TEAM LEASE PAYMENTS | \$ (2,796,023.00) |
| (1,047,085.00) | PARKING REVENUES | (774,736.00) |
| (116,200.00) | BALLPARK ACTIVITIES | (116,200.00) |
| (319,194.00) | RESERVE FUND | 134,894.00 |
| <u>\$ (3,897,166.00)</u> | RECOMMENDED NON-TAX LEVY FUNDING | <u>\$ (3,552,065.00)</u> |
| | <u>DIF TAX LEVY TRANSFERS:</u> | |
| \$ 1,719,422.00 | REAL ESTATE TAXES | \$ 2,524,558.00 |
| 43,943.00 | PERSONAL PROPERTY TAXES | 71,349.00 |
| 80,159.00 | MEALS & USE TAXES | 81,762.00 |
| 500,000.00 | PERMITS | 208,715.00 |
| <u>\$ 2,343,524.00</u> | RECOMMENDED DIF TAX LEVY BUDGET | <u>\$ 2,886,384.00</u> |

CITY OF WORCESTER
FISCAL 2025
LINE ITEM BUDGET

| DEPARTMENT NAME | COST CENTER | SALARIES | ORDINARY MAINTENANCE | CAPITAL OUTLAY | DEBT | TRANSFER | BENEFITS | OVERTIME | TOTAL |
|------------------------------------|-------------|----------------|----------------------|----------------|---------------|----------|---------------|--------------|----------------|
| CITY COUNCIL | CC1001 | 601,278.00 | 40,731.00 | | | | | | 642,009.00 |
| MAYOR | CC1002 | 172,034.00 | 14,700.00 | | | | | | 186,734.00 |
| CITY MANAGER | CC1003 | 1,666,655.00 | 129,552.00 | | | | | | 1,796,207.00 |
| ECONOMIC DEVELOPMENT | CC1004 | 2,244,919.00 | 1,047,509.00 | | | | | | 3,292,428.00 |
| CABLE SERVICES | CC1005 | | | | | | | | - |
| CITY CLERK | CC1006 | 982,747.00 | 67,518.00 | | | | | 1,000.00 | 1,051,265.00 |
| PUBLIC FACILITIES | CC1007 | 1,592,849.00 | 1,766,120.00 | 100,000.00 | | | | 17,100.00 | 3,476,069.00 |
| SUSTAINABILITY & RESILIENCE | CC1008 | 302,816.00 | 272,629.00 | | | | | 12,500.00 | 587,945.00 |
| LAW | CC1009 | 1,496,662.00 | 190,298.00 | | | | | | 1,686,960.00 |
| COURT JUDGMENTS | CC1033 | | 2,000,000.00 | | | | | | 2,000,000.00 |
| PROPERTY & CASUALTY | CC1034 | | 365,160.00 | | | | | | 365,160.00 |
| ELECTIONS | CC1010 | | 173,129.00 | | | | | | 1,042,037.00 |
| CONTRIBUTORY PENSIONS | CC1011 | 633,908.00 | | | | | 38,764,693.00 | | 38,764,693.00 |
| HUMAN RESOURCES | CC1012 | 1,885,282.00 | 690,448.00 | | | | | | 2,580,730.00 |
| DIVERSITY, EQUITY, & INCLUSION | CC1016 | 598,034.00 | 252,445.00 | | | | | | 850,479.00 |
| WORKERS COMPENSATION | CC1013 | | 93,186.00 | | | | 1,243,487.00 | | 1,336,673.00 |
| UNEMPLOYMENT COMPENSATION | CC1014 | | 18,840.00 | | | | 101,000.00 | | 119,840.00 |
| PUBLIC SAFETY IOD | CC1015 | | 98,550.00 | | | | 1,235,217.00 | | 1,333,767.00 |
| POLICE | CC1038 | 51,715,061.00 | 4,122,623.00 | 40,000.00 | | | | 4,600,000.00 | 60,477,684.00 |
| FIRE | CC1044 | 39,667,217.00 | 1,922,072.00 | 143,000.00 | | | | 2,359,192.00 | 44,091,481.00 |
| EMERGENCY COMMUNICATIONS & MGMT. | CC1017 | 2,019,326.00 | 1,137,647.00 | | | | | 232,318.00 | 3,389,291.00 |
| INSPECTORIAL SERVICES | CC1020 | 4,745,410.00 | 207,623.00 | | | | | 28,000.00 | 4,981,033.00 |
| PUBLIC HEALTH | CC1046 | 922,717.00 | 46,417.00 | | | | | 500.00 | 969,634.00 |
| HEALTH & HUMAN SERVICES | CC1023 | 1,256,653.00 | 1,798,088.00 | | | | | | 3,054,741.00 |
| ELDER AFFAIRS | CC1050 | 590,725.00 | 496,190.00 | | | | | | 1,086,915.00 |
| DPW ADMINISTRATION | CC1053 | 394,213.00 | 246,143.00 | | | | | 21,110.00 | 661,466.00 |
| DPW ENGINEERING | CC1054 | 1,203,279.00 | 115,022.00 | | | | | 125,000.00 | 1,443,301.00 |
| DPW STREETS/SANITATION | CC1055 | 3,831,073.00 | 6,945,437.00 | | | | | 850,000.00 | 11,626,510.00 |
| DPW FLEET MANAGEMENT | CC1057 | 733,612.00 | 940,573.00 | | | | | 62,113.00 | 1,736,298.00 |
| SNOW REMOVAL | CC1051 | 50,000.00 | 3,450,000.00 | 1,000,000.00 | | | | 1,000,000.00 | 5,500,000.00 |
| STREET LIGHTS | CC1052 | | 1,495,490.00 | | | | | | 1,495,490.00 |
| UNION STATION | CC1058 | | 678,305.00 | | | | | | 678,305.00 |
| TRANSPORTATION | CC1081 | 1,728,785.00 | 1,591,800.00 | 225,000.00 | | | | 25,000.00 | 3,570,585.00 |
| PUBLIC SCHOOLS TEACHING & LEARNING | CC5001 | 307,996,160.00 | 58,654,429.00 | 515,771.00 | | | 91,107,398.00 | 1,643,243.00 | 459,917,001.00 |
| NON-NET SCHOOL SPENDING | CC5204 | 16,428,341.00 | 8,302,856.00 | 100,000.00 | | | | | 25,793,711.00 |
| PUBLIC LIBRARY | CC1028 | 4,867,710.00 | 1,808,083.00 | | | | | 123,795.00 | 6,799,588.00 |
| PURCHASING | CC1060 | 398,562.00 | 21,088.00 | | | | | | 419,650.00 |
| BUDGET | CC1061 | 749,807.00 | 126,251.00 | | | | | | 876,058.00 |
| AUDITING | CC1030 | 733,656.00 | 95,707.00 | | | | | 5,000.00 | 834,363.00 |
| TREASURY | CC1062 | 1,446,035.00 | 941,657.00 | | | | | 25,500.00 | 2,413,192.00 |
| DEBT PRINCIPAL | CC1069 | | | | 33,830,809.00 | | | | 33,830,809.00 |
| DEBT INTEREST | CC1070 | | | | 13,383,417.00 | | | | 13,383,417.00 |

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**CITY OF WORCESTER
FISCAL 2025
LINE ITEM BUDGET**

| DEPARTMENT NAME | COST CENTER | SALARIES | ORDINARY MAINTENANCE | CAPITAL OUTLAY | DEBT | TRANSFER | BENEFITS | OVERTIME | TOTAL |
|--|-------------|-----------------------|-----------------------|---------------------|----------------------|---------------------|-----------------------|----------------------|-----------------------|
| HEALTH INSURANCE | CC1063 | | | | | | 32,855,439.00 | | 32,855,439.00 |
| PENSION OBLIGATION BONDS | CC1071 | | | | 10,140,583.00 | | | | 10,140,583.00 |
| ASSESSING | CC1064 | 744,396.00 | 449,240.00 | | | | | 500.00 | 1,194,136.00 |
| INNOVATION & TECHNOLOGY | CC1031 | 3,283,136.00 | 6,697,432.00 | | | | | 20,000.00 | 10,000,568.00 |
| PARKS | CC1077 | 4,511,823.00 | 3,150,956.00 | | | | | 529,062.00 | 8,191,841.00 |
| AUDITORIUM | CC1067 | | 90,200.00 | | | | | | 90,200.00 |
| DCU | CC1061 | | | | | | | | |
| MASSHIRE CENTRAL | CC1021 | 109,000.00 | 91,000.00 | | | | | | 200,000.00 |
| CONTINGENCY | CC1072 | | 6,677,731.00 | | | | | | 6,677,731.00 |
| TOTAL TAX LEVY APPROPRIATION | | 462,303,881.00 | 119,520,875.00 | 2,123,771.00 | 57,354,809.00 | 0.00 | 165,307,234.00 | 12,883,447.00 | 819,494,017.00 |
| TUITION ASSESSMENTS | | | | | | | | | 47,250,108.00 |
| OTHER INTERGOVERNMENTAL | | | | | | | | | 5,255,191.00 |
| FIVE POINT PLAN TRANSFERS OUT | | | | | | | | | 19,931,828.00 |
| OPEB RESERVE | | | | | | | | | 1,071,795.00 |
| GOLF COURSE | | | | | | | | | - |
| TOTAL TRANSFERS AND INTERGOVERNMENTAL | | | | | | | | | 73,508,922.00 |
| SEWER | CC1025 | 4,339,048.00 | 27,749,513.00 | 24,500.00 | 12,430,303.00 | 3,967,984.00 | 4,131,595.00 | 460,000.00 | 53,102,943.00 |
| WATER | CC1026 | 8,296,267.00 | 4,947,929.00 | 25,000.00 | 7,623,871.00 | 3,152,899.00 | 5,641,338.00 | 800,000.00 | 30,487,304.00 |
| GOLF COURSE | CC1065 | 395,533.00 | 1,052,720.00 | | 225,092.00 | 43,006.00 | 156,822.00 | | 1,873,173.00 |
| TOTAL ENTERPRISE APPROPRIATION | | 13,030,848.00 | 33,750,162.00 | 49,500.00 | 20,279,266.00 | 7,163,889.00 | 9,929,755.00 | 1,260,000.00 | 85,463,420.00 |