

*City of Methuen*  
*Fiscal Year 2018*



*Municipal Operating Budget*

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<u>Title</u>	<u>Name</u>	<u>Selection/Term</u>	<u>Term Expires</u>
Mayor	Stephen N. Zanni	Elected	December 31, 2017
<b>City Council:</b>			
Chairman - Central District Councilor	James Atkinson	Elected	December 31, 2017
Vice Chair - West District Councilor	George J Kazanjian	Elected	December 31, 2017
Councilor at Large	James P. Jajuga	Elected	December 31, 2017
Councilor at Large	Jennifer Kannan	Elected	December 31, 2017
Councilor at Large	Sean Fountain	Elected	December 31, 2017
West District Councilor	Lynn C. Vidler	Elected	December 31, 2017
Central District Councilor	Lisa J. Yarid-Ferry	Elected	December 31, 2017
East District Councilor	Ronald Marsan	Elected	December 31, 2017
East District Councilor	Thomas Ciullaa	Elected	December 31, 2017

## Fiscal Year 2018 Methuen Municipal Operating Budget

<i>Total Appropriation</i>		<i>Total Revenues</i>	
Legislative & Administrative	\$2,011,779	Cherry Sheet	\$48,642,657 30.32%
Financials	\$1,646,050	Motor Vehicle Excise Tax	
Community Development	\$1,647,348	Motel Hotel License	\$6,070,000 \$76,500
Human Services	\$2,719,738	Licenses	\$1,260,000
Public Works	\$6,227,650	Fines	\$325,000
Public Safety - Police	\$12,876,124	Special Assessment	\$30,000
Public Safety - Fire	<u>\$10,055,634</u>	General Government	\$750,000
<b>Total General Fund</b>	<b>\$37,184,323 23.18%</b>	Protection of Persons	\$2,100,000
<b>Fixed Costs:</b>		Cemetery	\$185,000
Debt Service	\$3,868,441	Interest	\$483,000
Employee Benefits	\$15,076,556	In Lieu of Tax	\$235,000
Retirement	\$11,414,490	Medicare	<u>\$500,000</u> \$12,014,500 7.49%
Solid Waste & Disposal Costs	<u>\$3,110,000</u>	<b>Other Available Funds:</b>	
<b>Total Fixed Costs</b>	<b>\$33,469,487 20.87%</b>	Comcast	\$80,000
		Sale of Lots & Graves	\$50,000
		School Grant Allocation	<u>\$300,000</u> \$430,000 0.27%
		Tax Levy FY 2017	\$86,577,485 53.97%
<b>Total General Government</b>	<b>\$70,653,810 44.05%</b>	Water and Sewer Ent. Fund	\$12,743,918 7.94%
Methuen Schools	\$72,000,000 44.89%	Stabilization Fund	\$0 0.00%
Gr. Law Reg. Voc H.S	\$3,166,197 1.97%		
Water and Sewer Ent. Fund	\$11,318,774 7.06%		
Overlay	\$425,000 0.26%		
Essex North Shore Agricultural School	\$415,000 0.26%		
County State & Miscellaneous	\$2,362,647 1.47%		
Restricted Use	\$67,132 0.04%		

<i>Total Appropriation</i>	<b>\$160,408,560</b>	100.00%
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*Surplus/(Deficit)*  
(B)

\$160,408,560	100.00%
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\$0
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City of Methuen, Massachusetts  
Budget Comparison

<u>Department/Organization</u>	<u>Adopted Fiscal Year 2008</u>	<u>Adopted Fiscal Year 2009</u>	<u>Adopted Fiscal Year 2010</u>	<u>Adopted Fiscal Year 2011</u>	<u>Adopted Fiscal Year 2012</u>	<u>Adopted Fiscal Year 2013</u>	<u>Adopted Fiscal Year 2014</u>	<u>Adopted Fiscal Year 2015</u>	<u>Adopted Fiscal Year 2016</u>	<u>Adopted Fiscal Year 2017</u>
General Government	\$5,325,173	\$3,369,166	\$3,114,277	\$3,133,702	\$3,387,057	\$3,181,016	\$3,442,941	\$3,260,800	\$3,377,288	\$3,499,487
Community Development	\$1,191,945	\$1,191,945	\$1,112,147	\$1,033,444	\$1,173,219	\$1,279,713	\$1,301,788	\$1,525,884	\$1,506,975	\$1,655,223
Human Services	\$2,010,432	\$2,333,019	\$2,411,742	\$2,298,853	\$2,353,710	\$2,389,577	\$2,513,304	\$2,499,478	\$2,584,631	\$2,689,499
Public Works	\$5,718,741	\$5,907,741	\$5,066,361	\$4,237,060	\$4,714,134	\$4,725,764	\$5,154,631	\$5,284,094	\$5,470,363	\$5,825,540
Public Safety	\$15,979,221	\$16,465,338	\$15,284,720	\$15,148,282	\$16,808,156	\$17,487,752	\$19,819,896	\$20,265,333	\$20,719,999	\$22,617,952
Debt Service	\$7,793,158	\$7,614,734	\$7,952,869	\$8,119,226	\$7,743,898	\$7,374,804	\$7,710,276	\$7,433,651	\$7,378,214	\$6,868,554
Employee Benefits	\$10,588,893	\$10,767,671	\$11,201,983	\$14,781,284	\$13,180,846	\$12,760,059	\$11,626,931	\$12,267,759	\$14,040,688	\$14,533,359
Retirement	\$5,293,230	\$5,906,359	\$5,974,406	\$7,052,364	\$7,124,929	\$8,003,892	\$8,775,284	\$9,553,294	\$10,349,049	\$10,867,272
Solid Waste & Disposal	\$2,822,174	\$2,822,174	\$2,490,974	\$2,519,274	\$2,444,274	\$2,470,010	\$2,510,000	\$2,560,000	\$2,635,000	\$3,010,000
Water Enterprise	\$7,766,448	\$9,136,044	\$9,253,678	\$9,072,477	\$9,131,619	\$9,662,070	\$9,906,266	\$9,930,520	\$10,445,474	\$10,761,931
School	\$58,865,351	\$61,061,492	\$60,263,004	\$61,198,112	\$61,839,673	\$63,775,993	\$66,515,227	\$68,984,786	\$71,330,224	\$73,470,127
Regional School	\$1,608,481	\$1,582,699	\$1,769,122	\$2,104,877	\$2,534,070	\$2,911,626	\$2,961,999	\$4,224,311	\$4,218,392	\$3,936,606
Court Judgment	\$15,500	\$1,750	\$0	\$216,852	\$0	\$0	\$0	\$10,000	\$-	\$-
Overlay	\$491,191	\$659,645	\$463,159	\$499,280	\$500,000	\$512,076	\$597,902	\$474,853	\$441,614	\$443,067
County State & Miscellaneous	\$1,239,685	\$1,232,144	\$1,366,219	\$1,484,263	\$1,629,858	\$1,700,816	\$1,885,478	\$1,449,216	\$1,655,295	\$1,933,058
Snow & Ice Deficit	\$0	\$-	\$63,217	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Health Insurance Deficit	\$0	\$-	\$69,251	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Pension Rescission	\$0	\$-	\$496,096	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Stabilization Fund	\$0	\$-	\$-	\$-	\$500,000	\$500,000	\$-	\$-	\$-	\$-
Restricted Use	\$100,264	\$101,070	\$83,039	\$76,915	\$82,242	\$86,244	\$86,665	\$103,527	\$61,838	\$61,134
<b>Total</b>	<b>\$126,809,887</b>	<b>\$130,152,991</b>	<b>\$128,436,264</b>	<b>\$132,976,265</b>	<b>\$135,147,685</b>	<b>\$138,821,412</b>	<b>\$144,808,588</b>	<b>\$149,827,506</b>	<b>\$156,215,044</b>	<b>\$162,172,809</b>

## CITY OF METHUEN, MASSACHUSETTS

## BUDGETARY EXPENSES BY FUNCTION

	Governmental Activities										
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	
Legislative & Administrative	\$ 1,836,026	\$ 1,906,682	\$ 1,793,947	\$ 1,692,591	\$ 1,767,638	\$ 2,181,852	\$ 1,727,197	\$ 1,863,111	\$ 1,798,630	\$ 1,769,173	
Financials	\$ 1,303,378	\$ 1,444,432	\$ 1,512,857	\$ 1,238,788	\$ 1,264,627	\$ 1,240,715	\$ 1,377,940	\$ 1,453,212	\$ 1,475,613	\$ 1,552,925	
Community Development	\$ 1,214,121	\$ 1,228,467	\$ 1,184,678	\$ 1,080,148	\$ 1,027,530	\$ 1,133,479	\$ 1,313,274	\$ 1,286,916	\$ 1,445,150	\$ 1,498,378	
Human Services	\$ 2,051,860	\$ 2,252,372	\$ 2,212,483	\$ 2,304,505	\$ 2,304,239	\$ 2,422,422	\$ 2,504,505	\$ 2,529,685	\$ 2,474,252	\$ 2,548,978	
Public Works	\$ 6,335,143	\$ 6,792,792	\$ 6,740,487	\$ 5,408,881	\$ 5,589,457	\$ 4,886,168	\$ 5,332,012	\$ 5,896,588	\$ 6,804,955	\$ 5,956,891	
Public Safety - Police/Fire	\$ 14,993,025	\$ 16,509,219	\$ 16,538,949	\$ 15,273,527	\$ 15,509,917	\$ 16,375,267	\$ 18,113,930	\$ 19,320,049	\$ 20,067,014	\$ 21,238,248	
Debt Service	\$ 7,982,628	\$ 8,184,182	\$ 7,614,734	\$ 8,015,019	\$ 8,119,226	\$ 7,742,869	\$ 7,374,868	\$ 7,654,792	\$ 7,433,650	\$ 7,731,155	
Employee Benefits	\$ 10,231,960	\$ 10,907,720	\$ 9,761,296	\$ 11,186,819	\$ 14,645,737	\$ 13,180,218	\$ 12,131,258	\$ 12,060,606	\$ 12,292,725	\$ 13,451,476	
Retirement	\$ 5,102,286	\$ 5,276,226	\$ 5,908,043	\$ 5,971,874	\$ 7,053,206	\$ 7,125,051	\$ 8,003,892	\$ 8,775,411	\$ 9,553,421	\$ 10,327,635	
Solid Waste & Disposal Costs	\$ 2,711,581	\$ 2,634,849	\$ 2,612,871	\$ 2,434,361	\$ 2,576,045	\$ 2,381,366	\$ 2,379,910	\$ 2,503,547	\$ 2,628,606	\$ 2,711,253	
Methuen Schools	\$ 54,655,876	\$ 59,269,835	\$ 58,196,771	\$ 60,023,299	\$ 61,288,977	\$ 62,210,513	\$ 63,724,379	\$ 66,854,431	\$ 68,775,832	\$ 71,044,485	
Intergovernmental	\$ 1,437,547	\$ 1,608,481	\$ 1,582,698	\$ 1,751,367	\$ 2,114,877	\$ 2,534,070	\$ 2,911,625	\$ 2,961,999	\$ 4,224,312	\$ 4,118,946	
County State & Miscellaneous	\$ 1,195,374	\$ 1,233,727	\$ 1,274,289	\$ 1,362,794	\$ 1,484,263	\$ 1,681,401	\$ 1,721,805	\$ 1,898,912	\$ 1,501,095	\$ 1,726,595	
Court Judgments	\$ 120,500	\$ 12,500	\$ 100,042	\$ 659,593	\$ 266,852	\$ 123,251	\$ 108,500	\$ 203,400	\$ 10,000	\$ -	
Total General Fund	\$ 111,171,305	\$ 119,261,484	\$ 117,034,145	\$ 118,403,566	\$ 125,012,591	\$ 125,218,642	\$ 128,725,095	\$ 135,262,659	\$ 140,485,255	\$ 145,676,138	
Water & Sewer Enterprise Fund	\$ 7,160,082	\$ 7,128,943	\$ 8,994,489	\$ 8,715,105	\$ 8,879,716	\$ 8,665,846	\$ 9,070,037	\$ 9,468,589	\$ 9,861,354	\$ 9,729,523	
<b>Grand Total</b>	<b>\$ 118,331,387</b>	<b>\$ 126,390,427</b>	<b>\$ 126,028,634</b>	<b>\$ 127,118,671</b>	<b>\$ 133,892,307</b>	<b>\$ 133,884,488</b>	<b>\$ 137,795,132</b>	<b>\$ 144,731,248</b>	<b>\$ 150,346,609</b>	<b>\$ 155,405,661</b>	

## CITY OF METHUEN, MASSACHUSETTS

## REVENUES BY CLASSIFICATION

## General Fund Revenues

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Property Taxes	\$ 52,772,625	\$ 56,757,957	\$ 59,529,470	\$ 60,562,355	\$ 62,147,822	\$ 64,337,934	\$ 67,227,527	\$ 71,289,005	\$ 75,096,643	\$ 79,380,338
Excise Taxes	\$ 4,508,214	\$ 4,704,677	\$ 4,530,648	\$ 4,243,585	\$ 4,554,563	\$ 4,714,524	\$ 4,950,006	\$ 5,269,812	\$ 5,704,820	\$ 6,001,996
Departmental, Licenses & Permits	\$ 2,928,591	\$ 2,844,146	\$ 2,879,879	\$ 3,100,988	\$ 3,275,972	\$ 3,336,006	\$ 3,481,650	\$ 3,692,651	\$ 3,948,845	\$ 4,372,262
Inter-governmental	\$ 45,895,266	\$ 49,020,505	\$ 45,655,281	\$ 47,090,724	\$ 48,848,583	\$ 49,039,310	\$ 49,634,529	\$ 50,660,401	\$ 51,332,140	\$ 51,808,237
Charges for Services	\$ 88,581	\$ 38,133	\$ 38,931	\$ 28,557	\$ 31,785	\$ 35,296	\$ 40,652	\$ 30,770	\$ 32,199	\$ 38,776
Interest Earnings	\$ 745,422	\$ 422,940	\$ 522,174	\$ 395,133	\$ 356,538	\$ 418,534	\$ 546,439	\$ 618,852	\$ 425,444	\$ 492,491
Fines & Forfeitures	\$ 338,995	\$ 318,059	\$ 281,325	\$ 206,933	\$ 191,565	\$ 223,949	\$ 342,372	\$ 362,674	\$ 364,756	\$ 324,332
Local Option Meals Tax							\$ 579,748	\$ 726,942	\$ 758,508	\$ 864,582
Other	\$ 1,025,593	\$ 1,421,241	\$ 1,101,060	\$ 2,262,975	\$ 1,246,350	\$ 1,199,768	\$ 827,934	\$ 951,669	\$ 1,460,775	\$ 1,157,911
<b>Total General Government</b>	<b>\$ 108,303,287</b>	<b>\$ 115,527,658</b>	<b>\$ 114,538,768</b>	<b>\$ 117,891,250</b>	<b>\$ 120,653,178</b>	<b>\$ 123,305,321</b>	<b>\$ 127,630,857</b>	<b>\$ 133,602,776</b>	<b>\$ 139,124,130</b>	<b>\$ 144,440,925</b>
<b>Water &amp; Sewer Enterprise Fund Revenues</b>										
Charges for Services	\$ 6,858,359	\$ 8,531,149	\$ 9,865,483	\$ 9,693,177	\$ 10,541,189	\$ 9,947,166	\$ 9,902,003	\$ 10,202,577	\$ 9,888,502	\$ 10,294,099
Principal & Interest Charges for Services	\$ 45,338	\$ 37,780	\$ 36,950	\$ 61,731	\$ (1,766)	\$ 45,163	\$ 68,928	\$ 46,104	\$ 47,923	\$ 53,737
Excavation Permits	\$ 14,700	\$ 9,980	\$ 9,500	\$ 10,525	\$ 15,050	\$ 15,850	\$ 14,300	\$ 10,950	\$ 8,400	\$ 9,700
Tie in Fees	\$ 169,326	\$ 374,407	\$ 186,274	\$ 224,921	\$ 293,545	\$ 328,242	\$ 289,388	\$ 186,543	\$ 141,601	\$ 150,098
Sale of Water	\$ 45,080	\$ 55,000	\$ 45,660	\$ 82,037	\$ 80,000	\$ 76,580	\$ 73,580	\$ 84,450	\$ 60,650	\$ 103,050
Trench Permits				\$ 14,174	\$ 6,325	\$ 6,150	\$ 5,700	\$ 5,675	\$ 5,625	\$ 4,275
Inter-governmental	\$ 8,001	\$ 125,000	\$ 675,000	\$ 175,889						
Miscellaneous	\$ 978,604	\$ 975	\$ 3,015	\$ 510	\$ 510	\$ 5,306	\$ 537	\$ 740	\$ 102,105	\$ 70,783
Earning on Investments	\$ 86,272	\$ 61,131	\$ 21,736	\$ 9,585	\$ 5,450	\$ 5,174	\$ 9,838	\$ 12,816	\$ 11,015	\$ 13,770
<b>Total Water &amp; Sewer Enterprise Fund</b>	<b>\$ 8,205,680</b>	<b>\$ 9,195,422</b>	<b>\$ 10,843,618</b>	<b>\$ 10,272,549</b>	<b>\$ 10,940,303</b>	<b>\$ 10,429,631</b>	<b>\$ 10,364,274</b>	<b>\$ 10,549,855</b>	<b>\$ 10,265,821</b>	<b>\$ 10,699,512</b>
<b>Grand Total</b>	<b>\$ 116,508,967</b>	<b>\$ 124,723,080</b>	<b>\$ 125,382,386</b>	<b>\$ 128,163,799</b>	<b>\$ 131,593,481</b>	<b>\$ 133,734,952</b>	<b>\$ 137,995,131</b>	<b>\$ 144,152,631</b>	<b>\$ 149,389,951</b>	<b>\$ 155,140,437</b>

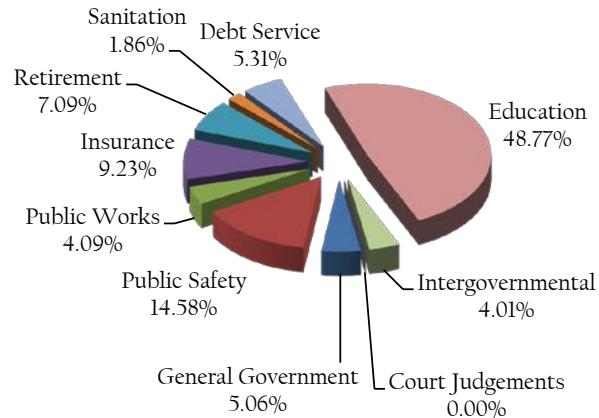
City of Methuen, Massachusetts  
Change in Fund Balance, General Fund  
Last Ten Fiscal Years

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
<b>Revenues</b>										
Property Taxes	\$ 52,772,625	\$ 56,757,957	\$ 59,529,470	\$ 60,562,355	\$ 62,147,822	\$ 64,337,934	\$ 67,227,527	\$ 71,289,005	\$ 75,096,643	\$ 79,380,338
Excise Taxes	\$ 4,508,214	\$ 4,704,677	\$ 4,530,648	\$ 4,243,585	\$ 4,554,563	\$ 4,714,524	\$ 4,950,006	\$ 5,269,812	\$ 5,704,820	\$ 6,001,996
Departmental, Licenses, and Permits	\$ 2,928,591	\$ 2,844,146	\$ 2,879,879	\$ 3,100,988	\$ 3,275,972	\$ 3,336,006	\$ 3,481,650	\$ 3,692,651	\$ 3,948,845	\$ 4,372,262
Intergovernmental	\$ 45,895,266	\$ 49,020,505	\$ 45,655,281	\$ 47,090,724	\$ 48,848,583	\$ 49,039,310	\$ 49,634,529	\$ 50,660,401	\$ 51,332,140	\$ 51,808,237
Charges for Services	\$ 88,581	\$ 38,133	\$ 38,931	\$ 28,557	\$ 31,785	\$ 35,296	\$ 40,652	\$ 30,770	\$ 32,199	\$ 38,776
Interest Earnings	\$ 745,422	\$ 422,940	\$ 522,174	\$ 395,133	\$ 356,538	\$ 418,534	\$ 546,439	\$ 618,852	\$ 425,444	\$ 492,491
Fines & Forfeitures	\$ 338,995	\$ 318,059	\$ 281,325	\$ 206,933	\$ 191,565	\$ 223,949	\$ 342,372	\$ 362,674	\$ 364,756	\$ 324,332
Local Option Taxes (Meals Tax)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579,748	\$ 726,942	\$ 758,508	\$ 864,582
Other	\$ 1,025,593	\$ 1,421,241	\$ 1,101,060	\$ 2,262,975	\$ 1,246,350	\$ 1,199,768	\$ 827,934	\$ 951,669	\$ 1,460,775	\$ 1,157,911
<b>Total Revenues</b>	<b>\$ 108,303,287</b>	<b>\$ 115,527,658</b>	<b>\$ 114,538,768</b>	<b>\$ 117,891,250</b>	<b>\$ 120,653,178</b>	<b>\$ 123,305,321</b>	<b>\$ 127,630,857</b>	<b>\$ 133,602,776</b>	<b>\$ 139,124,130</b>	<b>\$ 144,440,925</b>
<b>Expenditures by Function</b>										
Legislative/Administrative	\$ 1,836,026	\$ 1,906,682	\$ 1,793,947	\$ 1,692,592	\$ 1,767,639	\$ 2,181,852	\$ 1,727,197	\$ 1,863,111	\$ 1,798,630	\$ 1,769,173
Financial	\$ 1,303,378	\$ 1,444,432	\$ 1,512,857	\$ 1,238,788	\$ 1,264,627	\$ 1,240,715	\$ 1,377,940	\$ 1,453,212	\$ 1,475,613	\$ 1,552,925
Community Development	\$ 1,214,121	\$ 1,228,467	\$ 1,184,678	\$ 1,080,148	\$ 1,027,530	\$ 1,133,479	\$ 1,313,274	\$ 1,286,916	\$ 1,445,150	\$ 1,498,378
Human Services	\$ 2,051,860	\$ 2,252,372	\$ 2,212,483	\$ 2,304,505	\$ 2,304,239	\$ 2,422,422	\$ 2,504,505	\$ 2,529,685	\$ 2,474,252	\$ 2,548,978
Public safety	\$ 14,993,025	\$ 16,509,219	\$ 16,538,949	\$ 15,273,527	\$ 15,509,917	\$ 16,375,267	\$ 18,113,930	\$ 19,320,049	\$ 20,067,014	\$ 21,238,248
Public works	\$ 6,335,143	\$ 6,792,792	\$ 6,740,487	\$ 5,408,881	\$ 5,589,457	\$ 4,886,168	\$ 5,332,012	\$ 5,896,588	\$ 6,804,955	\$ 5,956,891
Insurance	\$ 10,231,960	\$ 10,907,720	\$ 9,761,296	\$ 11,186,819	\$ 14,645,737	\$ 13,180,218	\$ 12,131,258	\$ 12,060,606	\$ 12,292,725	\$ 13,451,476
Retirement	\$ 5,102,286	\$ 5,276,226	\$ 5,908,043	\$ 5,971,874	\$ 7,053,206	\$ 7,125,051	\$ 8,003,892	\$ 8,775,411	\$ 9,553,421	\$ 10,327,635
Sanitation	\$ 2,711,581	\$ 2,634,849	\$ 2,612,871	\$ 2,434,361	\$ 2,576,045	\$ 2,381,366	\$ 2,379,910	\$ 2,503,547	\$ 2,628,606	\$ 2,711,253
Debt Service	\$ 7,982,628	\$ 8,184,182	\$ 7,614,734	\$ 8,015,019	\$ 8,119,226	\$ 7,742,869	\$ 7,374,868	\$ 7,654,792	\$ 7,433,650	\$ 7,731,155
Education	\$ 54,655,876	\$ 59,269,835	\$ 58,196,771	\$ 60,023,299	\$ 61,288,977	\$ 62,210,513	\$ 63,724,379	\$ 66,854,431	\$ 68,775,832	\$ 71,044,485
Intergovernmental	\$ 1,437,547	\$ 1,608,481	\$ 1,582,698	\$ 1,751,367	\$ 2,114,877	\$ 2,534,070	\$ 2,911,625	\$ 2,961,999	\$ 4,224,312	\$ 4,118,946
State Assessments	\$ 1,195,374	\$ 1,233,727	\$ 1,274,289	\$ 1,362,794	\$ 1,484,263	\$ 1,681,401	\$ 1,721,805	\$ 1,898,912	\$ 1,501,095	\$ 1,726,595
Court Judgements	\$ 120,500	\$ 12,500	\$ 100,042	\$ 659,593	\$ 266,852	\$ 123,251	\$ 108,500	\$ 203,400	\$ 10,000	
<b>Total Expenditures</b>	<b>\$ 111,171,305</b>	<b>\$ 119,261,484</b>	<b>\$ 117,034,145</b>	<b>\$ 118,403,567</b>	<b>\$ 125,012,592</b>	<b>\$ 125,218,642</b>	<b>\$ 128,725,095</b>	<b>\$ 135,262,659</b>	<b>\$ 140,485,255</b>	<b>\$ 145,676,138</b>
<b>Excess of revenues</b>										
Over/(Under) Expenditures	<b>\$ (2,868,018)</b>	<b>\$ (3,733,826)</b>	<b>\$ (2,495,377)</b>	<b>\$ (512,317)</b>	<b>\$ (4,359,414)</b>	<b>\$ (1,913,321)</b>	<b>\$ (1,094,238)</b>	<b>\$ (1,659,883)</b>	<b>\$ (1,361,125)</b>	<b>\$ (1,235,213)</b>
<b>Other Financing Sources (Uses)</b>										
Transfers In & Other Financing Sources	\$ 2,070,720	\$ 2,185,926	\$ 4,144,460	\$ 3,403,724	\$ 4,649,752	\$ 2,110,614	\$ 1,929,533	\$ 1,928,406	\$ 2,042,788	\$ 2,629,991
Transfers Out & Other Financing Uses	<b>\$ (145,471)</b>	<b>\$ (497,692)</b>	<b>\$ (1,499,857)</b>	<b>\$ (2,861,531)</b>	<b>\$ -</b>	<b>\$ (500,994)</b>	<b>\$ (505,966)</b>	<b>\$ (726,942)</b>	<b>\$ (804,687)</b>	<b>\$ (964,582)</b>
Total Other Financing Sources (Uses)	\$ 1,925,249	\$ 1,688,233	\$ 2,644,603	\$ 542,193	\$ 4,649,752	\$ 1,609,620	\$ 1,423,567	\$ 1,201,464	\$ 1,238,101	\$ 1,665,409
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<b>\$ (942,769)</b>	<b>\$ (2,045,593)</b>	<b>\$ 149,226</b>	<b>\$ 29,876</b>	<b>\$ 290,338</b>	<b>\$ (303,701)</b>	<b>\$ 329,329</b>	<b>\$ (458,419)</b>	<b>\$ (123,024)</b>	<b>\$ 430,196</b>
Fund Balance, Beginning	\$ 4,509,667	\$ 3,566,898	\$ 1,521,305	\$ 1,670,531	\$ 1,700,407	\$ 1,990,745	\$ 1,687,044	\$ 2,016,373	\$ 1,557,954	\$ 1,434,930
Fund Balance, Ending	\$ 3,566,898	\$ 1,521,305	\$ 1,670,531	\$ 1,700,407	\$ 1,990,745	\$ 1,687,044	\$ 2,016,373	\$ 1,557,954	\$ 1,434,930	\$ 1,865,126

City of Methuen, Massachusetts  
 General Fund Expenditures by Function  
 Last Ten Fiscal Years

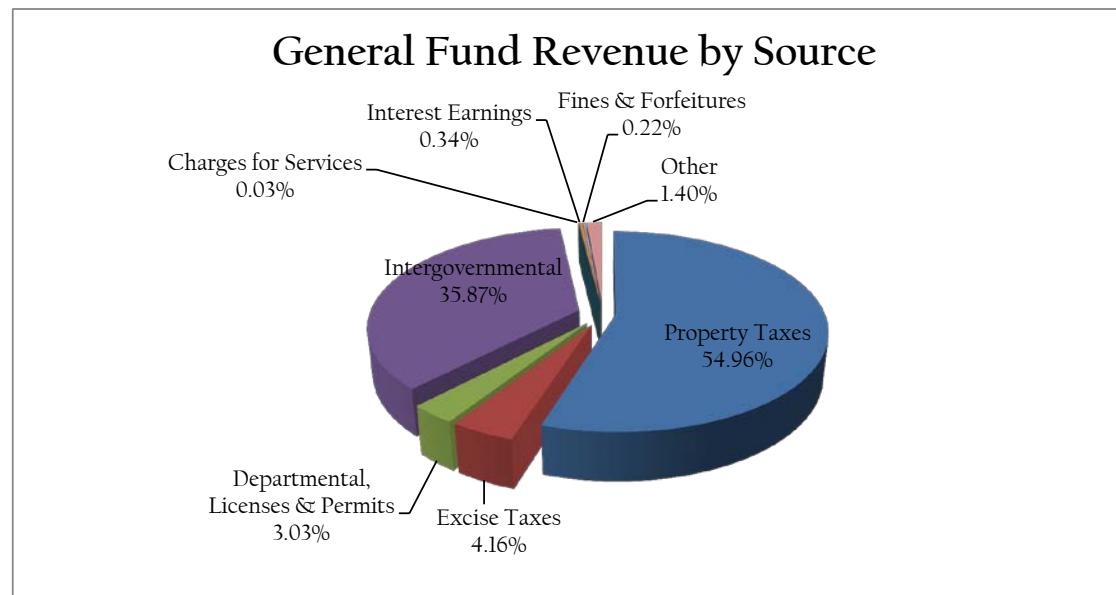
Account/Description	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
General Government	\$ 6,405,385	\$ 6,831,953	\$ 6,703,965	\$ 6,316,032	\$ 6,364,034	\$ 6,978,468	\$ 6,922,916	\$ 7,132,924	\$ 7,193,645	\$ 7,369,453
Public Safety	14,993,025	16,509,219	16,538,949	15,273,527	15,509,917	16,375,267	18,113,930	19,320,049	20,067,014	21,238,248
Public Works	6,335,143	6,792,792	6,740,487	5,408,881	5,589,457	4,886,168	5,332,012	5,896,588	6,804,955	5,956,892
Insurance	10,231,960	10,907,720	9,761,296	11,186,819	14,645,737	13,180,218	12,131,258	12,060,606	12,292,725	13,451,476
Retirement	5,102,286	5,276,226	5,908,043	5,971,874	7,053,206	7,125,051	8,003,892	8,775,411	9,553,421	10,327,635
Sanitation	2,711,581	2,634,849	2,612,871	2,434,361	2,576,045	2,381,366	2,379,910	2,503,547	2,628,606	2,711,253
Debt Service	7,982,628	8,184,182	7,614,734	8,015,019	8,119,226	7,742,869	7,374,868	7,654,792	7,433,650	7,731,155
Education	54,655,876	59,269,835	58,196,771	60,023,299	61,288,977	62,210,513	63,724,379	66,854,431	68,775,832	71,044,485
Intergovernmental	2,632,921	2,842,208	2,856,987	3,114,161	3,599,141	4,215,471	4,633,430	4,860,911	5,725,407	5,845,541
Court Judgements	120,500	12,500	100,042	659,593	266,852	123,251	108,500	203,400	10,000	-
<b>Total Expenditures</b>	<b>\$ 111,171,305</b>	<b>\$ 119,261,484</b>	<b>\$ 117,034,145</b>	<b>\$ 118,403,566</b>	<b>\$ 125,012,592</b>	<b>\$ 125,218,642</b>	<b>\$ 128,725,095</b>	<b>\$ 135,262,659</b>	<b>\$ 140,485,255</b>	<b>\$ 145,676,138</b>

### General Fund Expenditures by Function



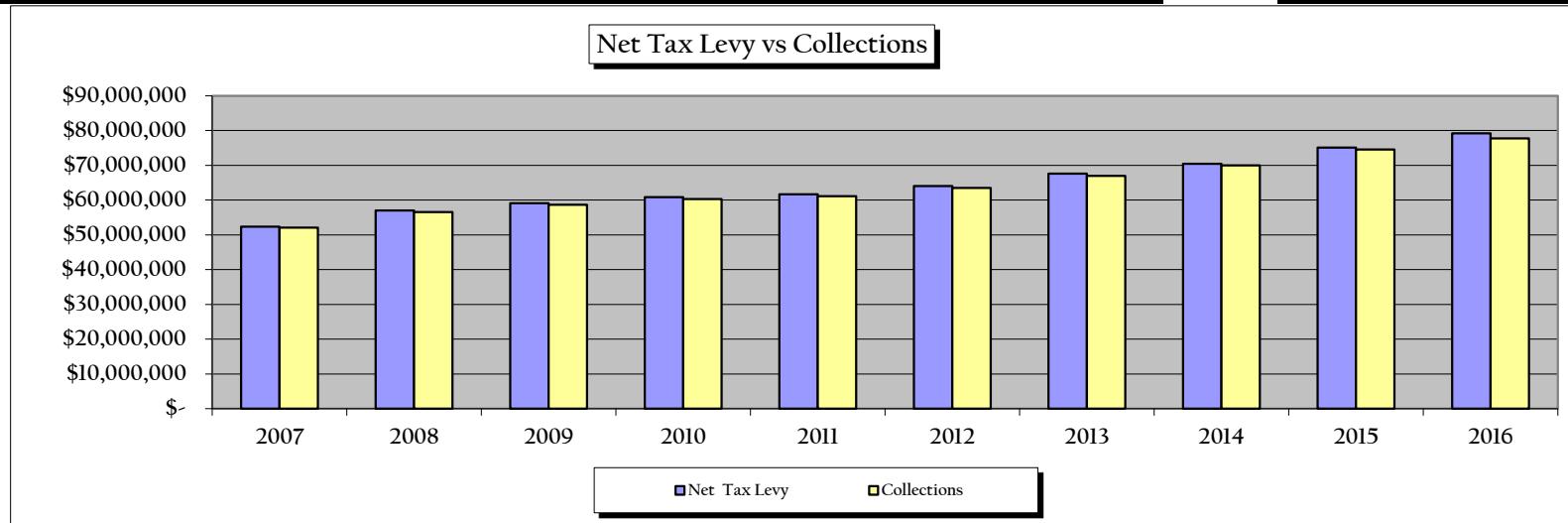
City of Methuen, Massachusetts  
General Fund Revenue by Source  
Last Ten Fiscal Years

Account/Description	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
<b>Revenues</b>										
Property Taxes	\$ 52,772,625	\$ 56,757,957	\$ 59,529,470	\$ 60,562,355	\$ 62,147,822	\$ 64,337,934	\$ 67,227,527	\$ 71,289,005	\$ 75,096,643	\$ 79,380,338
Excise Taxes	4,508,214	4,704,677	4,530,648	4,243,585	4,554,563	4,714,524	4,950,006	5,269,812	5,704,820	6,001,996
Departmental, Licenses & Permits	2,928,591	2,844,146	2,879,879	3,100,988	3,275,972	3,336,006	3,481,650	3,692,651	3,948,845	4,372,262
Intergovernmental	45,895,266	49,020,505	45,655,281	47,090,724	48,848,582	49,039,310	49,634,529	50,660,401	51,332,140	51,808,237
Charges for Services	88,581	38,133	38,931	28,557	31,785	35,296	40,652	30,770	32,199	38,776
Interest Earnings	745,422	422,940	522,174	395,133	356,538	418,534	546,439	618,852	425,444	492,491
Fines & Forfeitures	338,995	318,059	281,325	206,933	191,565	223,949	342,372	362,674	364,756	324,332
Other	1,025,593	1,421,241	1,101,060	2,262,974	1,246,351	1,199,768	1,407,682	1,678,611	2,219,283	2,022,493
<b>Total Revenues</b>	<b>\$ 108,303,287</b>	<b>\$ 115,527,658</b>	<b>\$ 114,538,768</b>	<b>\$ 117,891,249</b>	<b>\$ 120,653,178</b>	<b>\$ 123,305,321</b>	<b>\$ 127,630,857</b>	<b>\$ 133,602,776</b>	<b>\$ 139,124,130</b>	<b>\$ 144,440,925</b>



City of Methuen, Massachusetts  
Property Tax Levies and Collections  
Last Ten Fiscal Years

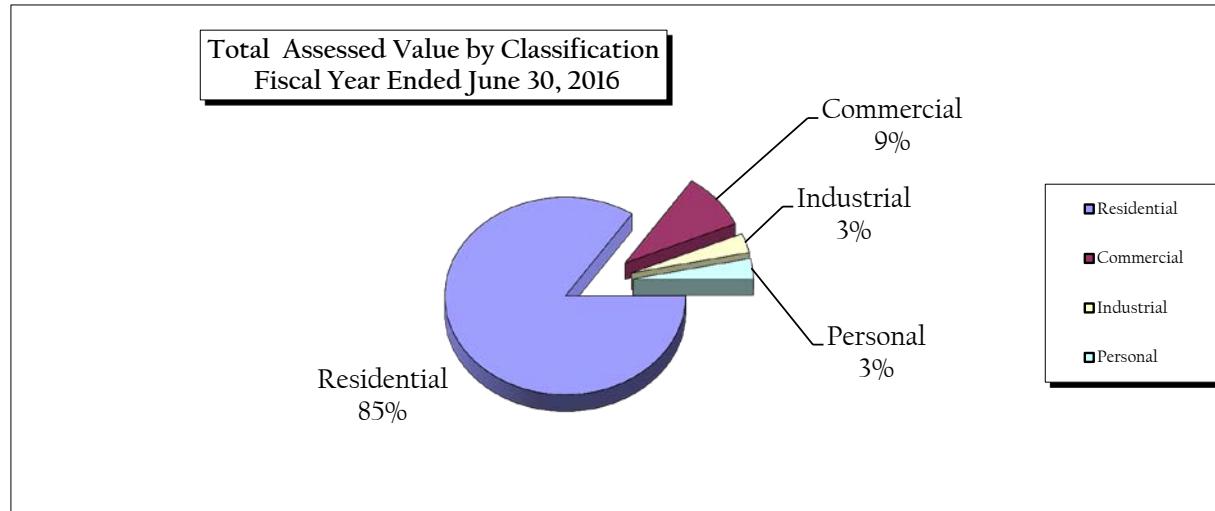
Fiscal Year	Gross Tax Levy	Overlay		Net Tax Levy	Net as % of Total	Collections During the Fiscal Year Payable		Cumulative Collections as of June 30, 2015		Outstanding Balance as of 30-Jun-16	Percent of Outstanding to Net Tax Levy
		Reserved for Abatements	Net Tax Levy			Dollar Amount	% of Net Levy	Dollar Amount	% of Net Levy		
2007	\$ 52,921,856	\$ 544,783	\$ 52,377,073	98.97%	\$ 51,220,341	97.79%	\$ 52,046,927	99.37%	\$ 7,385	0.01%	
2008	\$ 57,482,030	\$ 491,191	\$ 56,990,839	99.15%	\$ 55,608,004	97.57%	\$ 56,525,764	99.18%	\$ 11,092	0.02%	
2009	\$ 59,813,150	\$ 659,646	\$ 59,153,504	98.90%	\$ 57,774,574	97.67%	\$ 58,607,454	99.08%	\$ 14,082	0.02%	
2010	\$ 61,297,488	\$ 463,159	\$ 60,834,329	99.24%	\$ 58,974,269	96.94%	\$ 60,325,726	99.16%	\$ 10,972	0.02%	
2011	\$ 62,188,218	\$ 499,280	\$ 61,688,938	99.20%	\$ 59,976,980	97.22%	\$ 61,072,343	99.00%	\$ 9,314	0.02%	
2012	\$ 64,568,321	\$ 501,142	\$ 64,067,179	99.22%	\$ 62,625,617	97.75%	\$ 63,450,512	99.04%	\$ 11,982	0.02%	
2013	\$ 68,123,911	\$ 512,075	\$ 67,611,836	99.25%	\$ 65,660,837	97.11%	\$ 66,947,696	99.02%	\$ 6,006	0.01%	
2014	\$ 71,061,040	\$ 597,902	\$ 70,463,138	99.16%	\$ 69,149,628	98.14%	\$ 70,008,695	99.36%	\$ 10,623	0.02%	
2015	\$ 75,579,557	\$ 474,854	\$ 75,104,703	99.37%	\$ 73,593,459	97.99%	\$ 74,528,498	99.23%	\$ 18,527	0.02%	
2016	\$ 79,674,787	\$ 441,615	\$ 79,233,172	99.45%	\$ 77,703,146	98.07%	\$ 77,703,146	98.07%	\$ 1,549,588	1.96%	



\* Outstanding amount represents personal property tax only.  
Outstanding real estate has been committed to tax title.

City of Methuen, Massachusetts  
 Assessed Value of Taxable Property by Classification  
 Last Ten Fiscal Years

Fiscal Year	Residential Value	Residential % of Total Value	Commercial Value	Industrial Value	Personal Property	Total CIP* Value	CIP % of Total Value	Total City Value
2007	\$ 4,351,545,812	87.49%	\$ 353,761,242	\$ 158,401,520	\$ 110,242,660	\$ 622,405,422	12.51%	\$ 4,973,951,234
2008	\$ 4,405,836,612	87.01%	\$ 378,239,624	\$ 165,348,420	\$ 114,297,950	\$ 657,885,994	12.99%	\$ 5,063,722,606
2009	\$ 4,205,607,245	85.89%	\$ 393,188,571	\$ 164,063,580	\$ 133,673,970	\$ 690,926,121	14.11%	\$ 4,896,533,366
2010	\$ 3,901,280,196	85.05%	\$ 379,345,556	\$ 156,093,950	\$ 150,471,281	\$ 685,910,787	15.0%	\$ 4,587,190,983
2011	\$ 3,692,061,206	84.65%	\$ 370,635,973	\$ 150,992,150	\$ 147,772,200	\$ 669,400,323	15.3%	\$ 4,361,461,529
2012	\$ 3,730,583,169	84.37%	\$ 397,420,235	\$ 143,782,010	\$ 149,835,790	\$ 691,038,035	15.6%	\$ 4,421,621,204
2013	\$ 3,564,106,933	83.65%	\$ 398,673,755	\$ 144,843,710	\$ 153,031,900	\$ 696,549,365	16.3%	\$ 4,260,656,298
2014	\$ 3,605,019,586	83.62%	\$ 404,752,390	\$ 146,594,110	\$ 155,082,320	\$ 706,428,820	16.4%	\$ 4,311,448,406
2015	\$ 3,900,027,882	84.25%	\$ 423,670,724	\$ 148,473,310	\$ 156,801,980	\$ 728,946,014	15.7%	\$ 4,628,973,896
2016	\$ 4,052,869,269	84.35%	\$ 439,378,255	\$ 151,982,090	\$ 160,429,740	\$ 751,790,085	15.65%	\$ 4,804,659,354

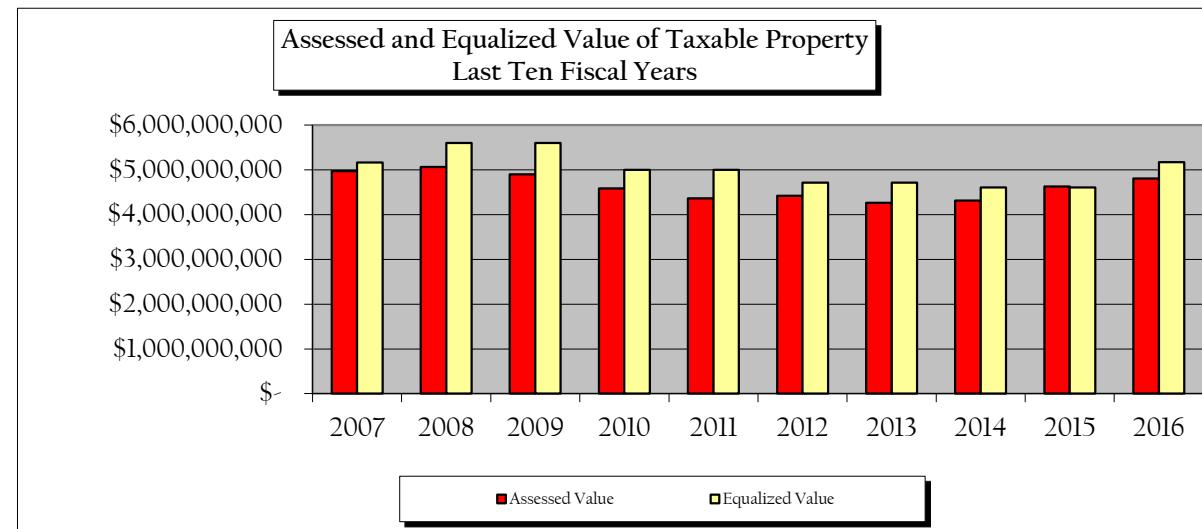


Source: Department of Revenue Tax Rate Recapitulation Sheets

\* Commercial, Industrial, and Personal Property

City of Methuen, Massachusetts  
Assessed Value and Equalized Valuation of Taxable Property  
Last Ten Fiscal Years

Fiscal Year	Assessed Value			U.S. Census Population	Total Assessed Value	* Equalized Value	Ratio of Assessed to Equalized Value
	Real Property	Personal Property	Total				
2007	\$ 4,863,708,574	\$ 110,242,660	\$ 4,973,951,234	43,789	\$ 113,589	\$ 5,163,292,000	96.33%
2008	\$ 4,949,424,656	\$ 114,297,950	\$ 5,063,722,606	44,055	\$ 114,941	\$ 5,599,072,900	90.44%
2009	\$ 4,762,859,396	\$ 133,673,970	\$ 4,896,533,366	44,055	\$ 111,146	\$ 5,599,072,900	87.45%
2010	\$ 4,436,719,702	\$ 150,471,281	\$ 4,587,190,983	47,255	\$ 97,073	\$ 5,001,489,700	91.72%
2011	\$ 4,213,689,329	\$ 147,772,200	\$ 4,361,461,529	47,255	\$ 92,296	\$ 5,001,489,700	87.20%
2012	\$ 4,271,785,414	\$ 149,835,790	\$ 4,421,621,204	47255	\$ 93,569	\$ 4,716,273,800	93.75%
2013	\$ 4,107,624,398	\$ 153,031,900	\$ 4,260,656,298	47255	\$ 90,163	\$ 4,716,273,800	90.34%
2014	\$ 4,156,366,086	\$ 155,082,320	\$ 4,311,448,406	48514	\$ 88,870	\$ 4,606,562,400	93.59%
2015	\$ 4,472,171,916	\$ 156,801,980	\$ 4,628,973,896	49112	\$ 94,253	\$ 4,606,562,400	100.49%
2016	\$ 4,644,229,614	\$ 160,429,740	\$ 4,804,659,354	49660	\$ 96,751	\$ 5,170,366,300	92.93%



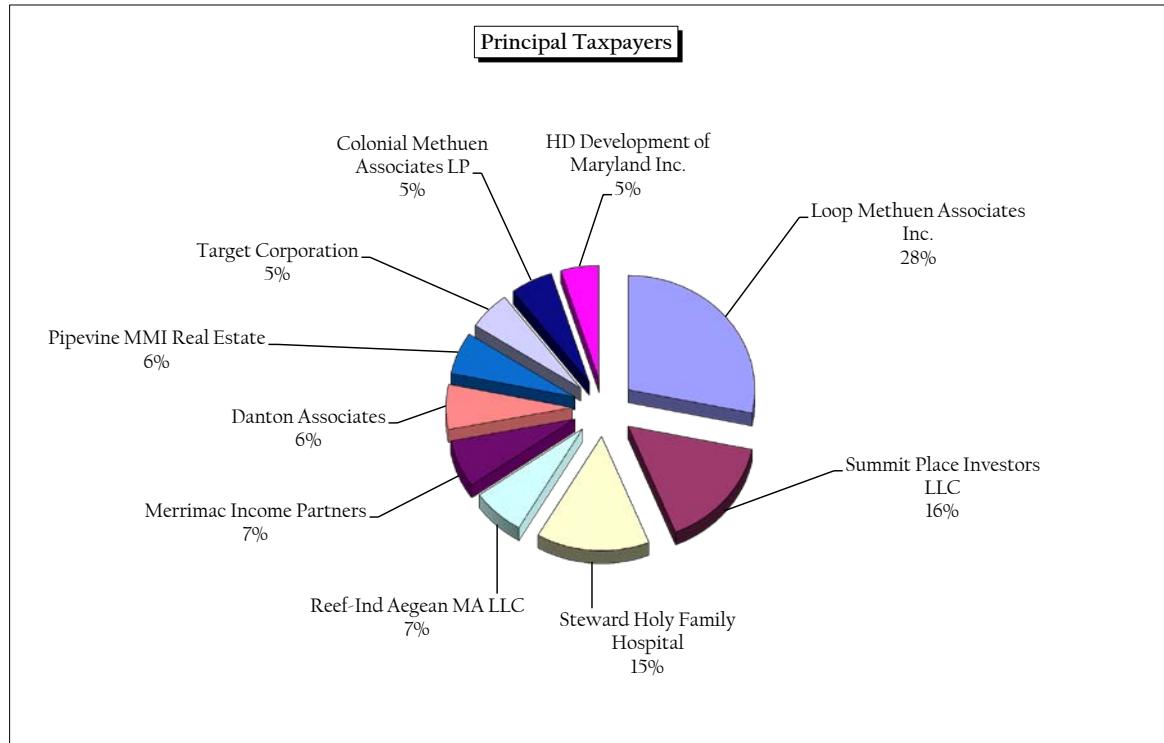
\* Equalized valuations are determined biennially by the Commissioner of Revenue

Sources: Department of Revenue Tax Rate Recapitulation Sheets

U.S. Census Records

City of Methuen, Massachusetts  
Principal Taxpayers  
Fiscal Year 2016

Name	Nature of Business	Total Assessed Valuations for Fiscal Year 2015	% of Total Assessed Commercial & Industrial Value
Loop Methuen Associates Inc.	Power Center	\$ 63,938,500	1.33%
Summit Place Investors LLC	Apartments/Condos	\$ 35,331,300	0.74%
Steward Holy Family Hospital	Health Care	\$ 32,834,800	0.68%
Reef-Ind Aegean MA LLC	Industrial Warehouse	\$ 15,397,400	0.32%
Merrimac Income Partners	Shopping Center	\$ 15,214,100	0.32%
Danton Associates	Industrial Warehouse	\$ 14,378,000	0.30%
Pipeline MMI Real Estate	Real Estate	\$ 13,506,700	0.28%
Target Corporation	Department Store	\$ 12,302,700	0.26%
Colonial Methuen Associates LP	Manufacturing/Vacant Land	\$ 12,272,800	0.26%
HD Development of Maryland Inc.	Shopping Center	\$ 11,043,800	0.26%
		\$ 226,220,100	4.72%



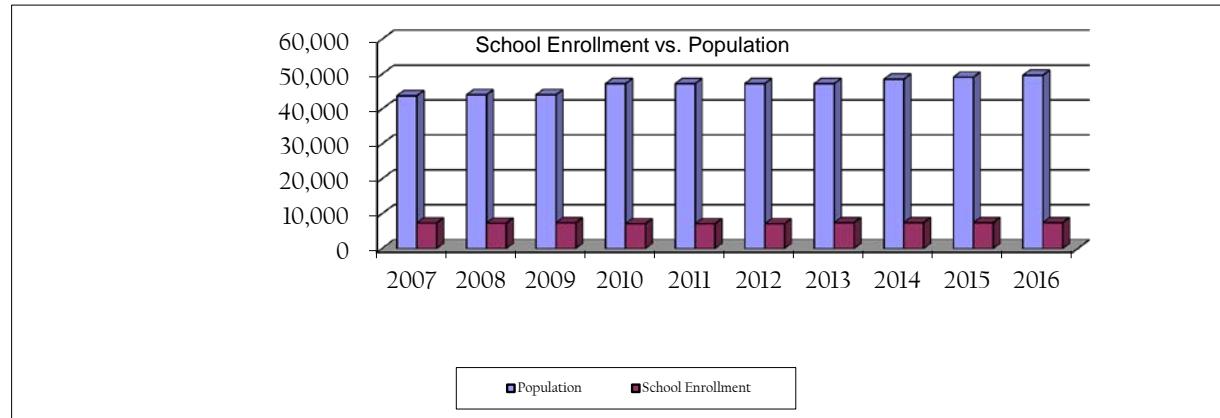
City of Methuen Massachusetts  
Building Permits  
Last Ten Years

Year	New Construction				Additions/Alterations				Total	
	No.	Residential Value	No.	Non-Residential Value	No.	Residential Value	No.	Non-Residential Value		
2007	67	\$ 15,653,520	5	\$ 8,808,410	1396	\$ 15,837,208	117	\$ 36,210,996	1585	\$ 76,510,134
2008	75	\$ 29,622,033	3	\$ 728,927	1250	\$ 13,365,491	129	\$ 4,679,181	1457	\$ 48,395,632
2009	43	\$ 10,378,170	3	\$ 5,890,875	1070	\$ 13,731,888	145	\$ 10,872,953	1261	\$ 40,873,886
2010	54	\$ 15,209,510	3	\$ 4,029,370	1245	\$ 18,776,753	158	\$ 22,915,380	1460	\$ 60,931,013
2011	92	\$ 29,484,010	6	\$ 6,377,201	1120	\$ 15,240,060	131	\$ 103,236,653	1349	\$ 154,337,924 (1)
2012	86	\$ 23,967,340	7	\$ 6,856,570	1218	\$ 20,583,157	144	\$ 24,597,506	1455	\$ 76,004,573
2013	103	\$ 37,069,240	4	\$ 4,531,000	1223	\$ 14,226,554	152	\$ 18,741,527	1482	\$ 74,568,321
2014	77	\$ 24,719,000	1	\$ 317,950	1254	\$ 25,103,500	159	\$ 18,559,594	1491	\$ 68,700,044
2015	40	\$ 9,802,031	2	\$ 4,159,000	1421	\$ 25,800,289	153	\$ 16,254,605	1616	\$ 56,015,925
2016	45	\$ 12,257,380	6	\$ 2,474,859	1382	\$ 23,959,635	158	\$ 11,741,958	1591	\$ 50,433,832

SOURCE: Building Commissioner  
(1) Increase attributable to the sale of the Holy Family Hospital to a private company

City of Methuen, Massachusetts  
Population and School Enrollment  
Last Ten Years

Year	Population	Increase (Decrease)	School Enrollment	Increase (Decrease)	School % of Total
2007	43,789	0	7,346	(139)	16.78%
2008	44,055	266	7,312	(34)	16.60%
2009	44,055	0	7,387	75	16.77%
2010	47,255	3,200	7,138	(249)	15.11%
2011	47,255	0	7,115	(23)	15.06%
2012	47,255	0	7,098	(17)	15.02%
2013	47,255	0	7,440	342	15.74%
2014	48,514	1,259	7,440	0	15.34%
2015	49,112	598	7,440	0	15.15%
2016	49,660	548	7,438	(2)	14.98%



Historical Analysis of Levy Limit-Tax Levy Tax Rate

Fiscal Year	Levy Limit	Tax Levy	Excess Levy Capacity <sup>1</sup>	Levy Used	Tax Rate	Parecel Count	Residential Values	Average Residential Value	Average Residential Taxes	Increase/ (Decrease)
2007	\$ 55,896,437.11	\$ 52,921,856.31	\$ (2,974,580.80)	\$ 3,075,226.31	\$ 9.65	\$ 10,510.00	\$ 3,288,472,165.00	\$ 312,889.83	\$ 3,019.39	\$ 139.91
2008	\$ 58,402,291.04	\$ 57,482,029.94	\$ (920,261.10)	\$ 4,560,173.63	\$ 10.25	\$ 10,543.00	\$ 3,311,021,595.00	\$ 314,049.28	\$ 3,219.01	\$ 199.62
2009	\$ 60,984,989.31	\$ 59,813,149.86	\$ (1,171,839.45)	\$ 2,331,119.92	\$ 10.81	\$ 10,595.00	\$ 3,183,511,595.00	\$ 300,473.02	\$ 3,248.11	\$ 29.11
2010	\$ 63,338,518.04	\$ 61,297,488.00	\$ (2,041,030.04)	\$ 1,484,338.14	\$ 11.86	\$ 10,628.00	\$ 2,990,029,730.00	\$ 281,335.13	\$ 3,336.63	\$ 88.52
2011	\$ 65,710,102.00	\$ 62,188,218.10	\$ (3,521,883.90)	\$ 890,730.10	\$ 12.69	\$ 10,661.00	\$ 2,831,515,430.00	\$ 265,595.67	\$ 3,370.41	\$ 33.77
2012	\$ 69,008,471.54	\$ 64,568,320.84	\$ (4,440,150.70)	\$ 2,380,102.74	\$ 13.04	\$ 10,664.00	\$ 2,865,172,570.00	\$ 268,677.10	\$ 3,503.55	\$ 133.14
2013	\$ 71,930,006.33	\$ 68,123,910.53	\$ (3,806,095.80)	\$ 3,555,589.69	\$ 14.40	\$ 10,689.00	\$ 2,716,824,440.00	\$ 254,170.12	\$ 3,660.05	\$ 156.50
2014	\$ 74,648,639.49	\$ 71,061,039.88	\$ (3,587,599.61)	\$ 2,937,129.35	\$ 14.85	\$ 10,706.00	\$ 2,736,711,970.00	\$ 255,624.13	\$ 3,796.02	\$ 135.97
2015	\$ 77,798,639.48	\$ 75,579,556.66	\$ (2,219,082.82)	\$ 4,518,516.78	\$ 14.60	\$ 10,726.00	\$ 2,905,237,445.00	\$ 270,859.36	\$ 3,954.55	\$ 158.53
2016	\$ 80,593,874.60	\$ 79,689,147.00	\$ (904,727.60)	\$ 4,109,590.34	\$ 15.23	\$ 10,740.00	\$ 2,911,942,645.00	\$ 271,130.60	\$ 4,129.32	\$ 174.77
2017	\$ 83,578,044.45	\$ 83,215,227.00	\$ (362,817.45)	\$ 3,526,080.00	\$ 14.65	\$ 10,745.00	\$ 3,138,336,815.00	\$ 292,074.16	\$ 4,278.89	\$ 149.57

Cherry Sheet Accounts/Description	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
<b>A. EDUCATION</b>											
<b><u>Distribution and Reimbursements:</u></b>											
Chapter 70	\$ 33,253,977	\$ 36,113,790	\$ 37,369,988	\$ 36,622,588	\$ 38,616,511	\$ 38,823,822	\$ 39,110,902	\$ 40,240,901	\$ 40,839,452	\$ 41,119,363	\$ 42,147,523
Charter School Assessment Reimbursement Ch 71 s.89	\$ 97,898	\$ 102,450	\$ 46,137	\$ 43,271	\$ 44,842	\$ 31,421	\$ 39,204	\$ 65,711	\$ 48,222	\$ 58,045	\$ 67,868
<b><u>Offset Items - Reserve for Direct Expenditures:</u></b>											
School Lunch 1970, Ch. 871	\$ 32,306	\$ 40,370	\$ 39,285	\$ 43,384	\$ 37,182	\$ 42,409	\$ 41,806	\$ 41,972	\$ 42,117	\$ -	\$ -
<b>Sub-Total, All Education Items</b>	<b>\$ 33,384,181</b>	<b>\$ 36,256,610</b>	<b>\$ 37,455,410</b>	<b>\$ 36,709,243</b>	<b>\$ 38,698,535</b>	<b>\$ 38,897,652</b>	<b>\$ 39,191,912</b>	<b>\$ 40,348,584</b>	<b>\$ 40,929,791</b>	<b>\$ 41,177,408</b>	<b>\$ 42,215,391</b>
<b>GENERAL GOVERNMENT</b>											
<b><u>Distributions &amp; Reimbursements:</u></b>											
Lottery, Beano & Charity Games	\$ 6,496,234	\$ 6,603,980	\$ 5,727,102	\$ 4,790,482	\$ 4,598,863	\$ 4,266,346	\$ 4,598,863	\$ 4,707,570	\$ 4,838,120	\$ 5,012,292	\$ 5,227,821
General Fund Supplemental to Hold Harmless Lottery			\$ 876,878								
Additional Assistance	\$ 163,026	\$ 163,026	\$ 163,026								
Police Career Incentive Ch. 41, s. 108L	\$ 344,673	\$ 368,611	\$ 399,494	\$ 71,434	\$ 32,461	\$ -					
Veterans Benefits Ch. 115, s.6	\$ 164,212	\$ 233,905	\$ 304,526	\$ 297,103	\$ 326,094	\$ 317,004	\$ 401,791	\$ 391,516	\$ 406,940	\$ 354,730	\$ 376,070
Exemption: Vets, Blind & Surviving Spouse Ch. 58, s. 8A; Ch 59 s. 5	\$ 101,893	\$ 160,453	\$ 161,251								
Exemptions: Elderly Ch. 59, s. 5, Ch. 41, 41B, 41C	\$ 98,894	\$ 97,890	\$ 93,372	\$ 249,306	\$ 248,647	\$ 253,563	\$ 246,881	\$ 248,652	\$ 250,439	\$ 243,910	\$ 194,837
<b><u>Offset Item - Reserve for Direct Expenditure</u></b>											
Public Libraries Ch. 58, s.19A	\$ 58,983	\$ 59,894	\$ 61,785	\$ 39,655	\$ 39,733	\$ 39,833	\$ 44,438	\$ 44,693	\$ 61,410	\$ 61,838	\$ 61,134
<b>Sub-Total, All General Government</b>	<b>\$ 7,427,915</b>	<b>\$ 7,687,759</b>	<b>\$ 7,787,434</b>	<b>\$ 5,447,980</b>	<b>\$ 5,245,798</b>	<b>\$ 4,876,746</b>	<b>\$ 5,291,973</b>	<b>\$ 5,392,431</b>	<b>\$ 5,556,909</b>	<b>\$ 5,672,770</b>	<b>\$ 5,859,862</b>
<b>C. TOTAL ESTIMATED RECEPTS</b>	<b>\$ 40,812,096</b>	<b>\$ 43,944,369</b>	<b>\$ 45,242,844</b>	<b>\$ 42,157,223</b>	<b>\$ 43,944,333</b>	<b>\$ 43,774,398</b>	<b>\$ 44,483,885</b>	<b>\$ 45,741,015</b>	<b>\$ 46,486,700</b>	<b>\$ 46,850,178</b>	<b>\$ 48,075,253</b>
<b>Assessments</b>											
County Assessment, County Tax Ch.35 s.31											
Mosquito Control Projects	\$ 76,705	\$ 77,537	\$ 77,385	\$ 77,405	\$ 76,779	\$ 77,096	\$ 80,967	\$ 81,113	\$ 81,373	\$ 81,496	\$ 89,912
Motor Vehicle Excise 1962, Ch 727			\$ -								
Air Pollution Ch. 676	\$ 10,509	\$ 10,934	\$ 11,119	\$ 11,290	\$ 11,535	\$ 11,504	\$ 12,287	\$ 12,545	\$ 12,552	\$ 12,764	\$ 13,084
RMV	\$ 57,200	\$ 57,420	\$ 65,080	\$ 64,000	\$ 67,960	\$ 63,240	\$ 68,720	\$ 64,080	\$ 70,780	\$ 70,780	\$ 70,780
Reg'l Transit Authority Ch. 16 1B, ss. 9-10; 1973, Ch. 1141	\$ 361,611	\$ 425,252	\$ 427,654	\$ 477,217	\$ 495,310	\$ 486,931	\$ 497,390	\$ 504,523	\$ 518,374	\$ 596,918	\$ 707,209
Special Education	\$ 3,492	\$ 7,344	\$ 23,023	\$ 14,089	\$ 13,957	\$ 25,093	\$ 21,180	\$ 6,018	\$ 12,838	\$ 20,637	\$ 4,043
School Choice Sending Tuition	\$ 73,945	\$ 65,845	\$ 50,153	\$ 89,109	\$ 74,595	\$ 105,970	\$ 98,369	\$ 121,800	\$ 118,425	\$ 96,709	\$ 190,300
Charter School Assessment	\$ 177,692	\$ 258,050	\$ 215,431	\$ 277,341	\$ 289,409	\$ 258,702	\$ 348,052	\$ 467,741	\$ 634,874	\$ 786,991	\$ 857,730
Essex County Technical Inst. Sending Institution 1998 Ch 300 s. 21	\$ 434,220	\$ 337,303	\$ 362,299	\$ 355,768	\$ 454,718	\$ 601,322	\$ 573,851	\$ 627,658	\$ -		
<b>Total Assessments</b>	<b>\$ 1,195,374</b>	<b>\$ 1,239,685</b>	<b>\$ 1,232,144</b>	<b>\$ 1,366,219</b>	<b>\$ 1,484,263</b>	<b>\$ 1,629,858</b>	<b>\$ 1,700,816</b>	<b>\$ 1,885,478</b>	<b>\$ 1,449,216</b>	<b>\$ 1,666,295</b>	<b>\$ 1,933,058</b>
<b>Cherry Sheet (Less: Assessments &amp; Restricted Use)</b>	<b>\$ 39,616,722</b>	<b>\$ 42,704,684</b>	<b>\$ 44,010,700</b>	<b>\$ 40,791,004</b>	<b>\$ 42,460,070</b>	<b>\$ 42,144,540</b>	<b>\$ 42,783,069</b>	<b>\$ 43,855,537</b>	<b>\$ 45,037,484</b>	<b>\$ 45,183,883</b>	<b>\$ 46,142,195</b>
Net Increase/Decrease	\$ 3,871,257	\$ 3,087,962	\$ 1,306,016	\$ (3,219,696)	\$ 1,669,066	\$ (315,530)	\$ 638,529	\$ 1,072,468	\$ 1,181,947	\$ 146,399	\$ 958,312
Net % Increase/Decrease	10.83%	7.79%	3.06%	-7.32%	4.09%	-0.74%	1.52%	2.51%	2.70%	0.33%	2.12%

## City Council

### Mission

The City Council is a 9-member body, popularly elected every two years, that serves as the Legislative Branch of the City of Methuen. Three Councilors are elected at-large, while two Councilors are elected in each of three districts (West District, Central District, & East District). The Council typically meets the first and third Monday of each month.

### Organizational Chart



### FY 17 Accomplishments

Recodification subcommittee met with various departments to present to the City Council updates to the Methuen Municipal Code.

Approved and accepted numerous contracts for grant funding from outside sources to support city services.

Reappointed the City Auditor, City Solicitor, and Council Clerk.

Brought portion of legal services back in-house, increasing access to this resource for both Council and City Hall staff.

Provided quarterly reports to City Departments.

### FY18 Goals

Successful adoption of the FY18 budget, including maintaining services while respecting taxpayers.

Preparing and implementing a transition plan as the majority of Councilors are term-limited out of office, and a new Council will be seated in January 2018.

Expand communication between the Council and the Mayor's Office.

Updating policies and procedures of the City Council.

Adopt new technologies to increase the efficiency of the City Council, including its meetings and ability to respond to constituents.

FY 2018  
Budget  
Summary

Department: City Council

Organizational Unit: Legislative & Administrative

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 154,273.88	\$ 155,935.52	\$ 160,412.31	\$ 117,729	\$ 116,472	\$ 116,472	\$ 116,472
Laborers							
Other Expenses	\$ 17,488.41	\$ 2,486.55	\$ 3,187.65	\$ 13,600	\$ 4,600	\$ 4,600	\$ 4,600
Equipment Outlay							
<b>Total</b>	<b>\$ 171,762.29</b>	<b>\$ 158,422.07</b>	<b>\$ 163,599.96</b>	<b>\$ 131,329</b>	<b>\$ 121,072</b>	<b>\$ 121,072</b>	<b>\$ 121,072</b>

FY 2018  
Budget  
Summary

Department: City Council

Organizational Unit: Legislative & Administrative

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
9	9	9	Councilors	\$ 45,000.00	\$ 42,200.00	\$ 42,600.00	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
1	1	1	Council Clerk	\$ 63,493.99	\$ 66,970.11	\$ 69,521.21	\$ 64,681	\$ 64,681	\$ 64,681	\$ 64,681
0	0	0	Principal Clerk	\$ 40,202.98	\$ 39,783.71	\$ 40,960.85	\$ -			
			Longevity	\$ 5,576.91	\$ 6,981.70	\$ 7,330.25	\$ 8,048	\$ 6,791	\$ 6,791	\$ 6,791
			Total	\$ 154,273.88	\$ 155,935.52	\$ 160,412.31	\$ 117,729	\$ 116,472	\$ 116,472	\$ 116,472

FY 2018  
Budget  
Summary

Department: City Council

Organizational Unit: Legislative & Administrative

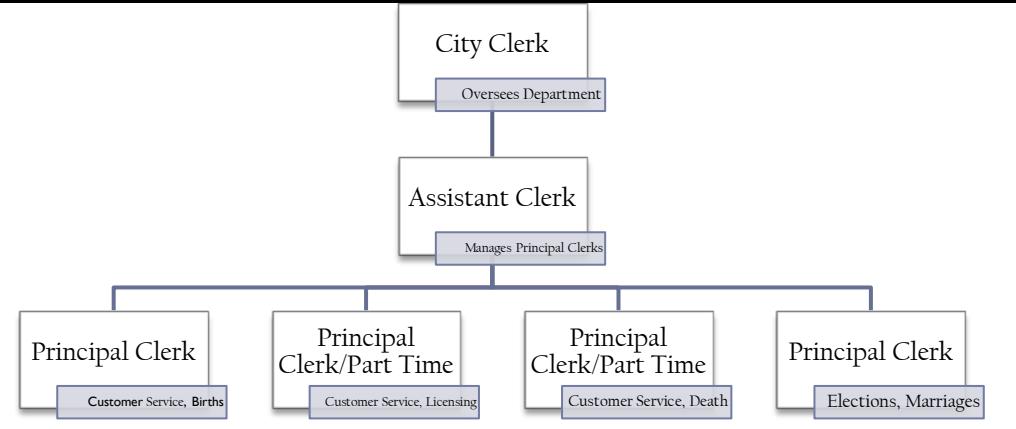
Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Equipment Repair			\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Food & Related Items	\$ 446.71	\$ 280.25	\$ 418.05	\$ 500	\$ 500	\$ 500	\$ 500
Legal Advertising	\$ 2,477.95	\$ 642.60	\$ 1,754.02	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Office Supplies & Equipment	\$ 743.77	\$ 1,280.74	\$ 845.60	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Prizes & Awards	\$ 404.98	\$ 282.96	\$ 169.98	\$ 500	\$ 500	\$ 500	\$ 500
Professional Services	\$ 13,415.00			\$ 10,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total</b>	<b>\$ 17,488.41</b>	<b>\$ 2,486.55</b>	<b>\$ 3,187.65</b>	<b>\$ 13,600</b>	<b>\$ 4,600</b>	<b>\$ 4,600</b>	<b>\$ 4,600</b>

# City Clerk

## Mission

The City Clerk is the head of the City's Department of Records and keeper of the City Archives, the keeper of vital statistics, the custodian of the City seal and all public records belonging to the city. In addition, the City Clerk is the administrator of the oath of office to all city officers and performs all duties with regard to the conduct of elections and other such matters provided by general laws.

## Department Organization



## FY 17 Accomplishments

Implemented early voting, serving approximately 7200 voters in the 10 days preceding the 2016 election.  
 Installed software, and trained city employees on the new system, to ensure compliance with the new Massachusetts Public Records laws.  
 Processed over 5300 voter registrations, including the new online registration system.  
 Obtained and implemented electronic poll pads for early voting.  
 Successfully oversaw the 2016 State Primary Election and 2016 General Election, with each election requiring approximately 120 workers at 4 polling locations.  
 Expanded hours of 2016 General Election voting from 13 hours to 96 hours.

## FY18 Goals

Develop electronic system for the public to request vital records online.

Digitize records to free to make research easier for staff and public.

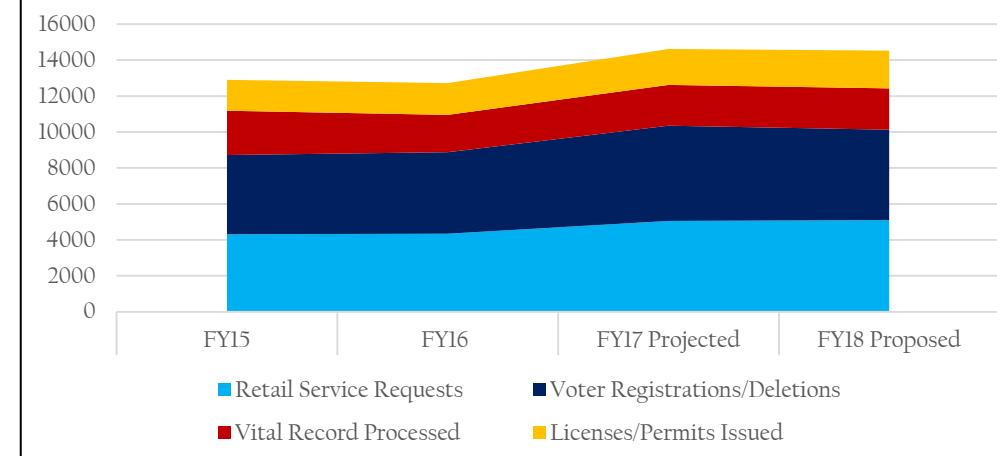
Obtain new voting machines, train election workers on their use, and implement their use for 2017

Obtain new Licensing software to allow online applications and payments; train employees on its use.

## Performance Measures

Measure	FY15	FY16	FY17 Projected	FY18 Proposed
Voter Registrations/Deletions	4409	4535	5300	5030
Vital Record Processed	2465	2077	2270	2300
Retail Service Requests	4312	4343	5053	5100
Licenses/Permits Issued	1719	1770	2000	2100
Census Forms & Mailings	24782	25693	27638	29000
Revenue Generated	\$254,277	\$274,947	\$268,802	\$270,000

## Increase in Clerk's Office Workload



FY 2018  
Budget  
Summary

Department: City Clerk

Organizational Unit: Legislative & Administrative

Classification	Expenditures	Expenditures	Expenditures	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
	2013-14	2014-15	2015-16	Budgeted 2016-17			
Personal Services	\$ 288,397.70	\$ 289,424.22	\$ 297,202.45	\$ 302,913	\$ 303,589	\$ 303,589	\$ 303,589
Laborers							
Other Expenses	\$ 33,393.31	\$ 36,351.73	\$ 43,599.01	\$ 40,615	\$ 55,785	\$ 53,645	\$ 53,645
Equipment Outlay							
<b>Total</b>	<b>\$ 321,791.01</b>	<b>\$ 325,775.95</b>	<b>\$ 340,801.46</b>	<b>\$ 343,528</b>	<b>\$ 359,374</b>	<b>\$ 357,234</b>	<b>\$ 357,234</b>

FY 2018  
Budget  
Summary

Department: City Clerk

Organizational Unit: Legislative & Administrative

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	1	1	City Clerk	\$ 90,445.90	\$ 90,445.89	\$ 92,952.61	\$ 93,739	\$ 93,739	\$ 93,739	\$ 93,739
1	1	1	Registrar of Voters	\$ 1,300.00	\$ 1,300.00	\$ 975.00	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300
1	1	1	Assistant City Clerk	\$ 56,705.38	\$ 56,705.38	\$ 58,361.13	\$ 59,358	\$ 59,358	\$ 59,358	\$ 59,358
2.5	2.5	2.5	Principal Clerks	\$ 103,437.43	\$ 103,437.43	\$ 106,456.38	\$ 108,276	\$ 108,276	\$ 108,276	\$ 108,276
0.7	0.7	0.7	P/T Licensing Board Clerk	\$ 28,417.16	\$ 28,417.16	\$ 29,244.25	\$ 29,746	\$ 29,746	\$ 29,746	\$ 29,746
			Longevity	\$ 8,091.83	\$ 9,118.36	\$ 9,213.08	\$ 10,494	\$ 11,170	\$ 11,170	\$ 11,170
			Total	\$ 288,397.70	\$ 289,424.22	\$ 297,202.45	\$ 302,913	\$ 303,589	\$ 303,589	\$ 303,589

FY 2018  
Budget  
Summary

Department: City Clerk

Organizational Unit: Legislative & Administrative

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Binding	\$ 406.71	\$ 941.76	\$ 1,074.01	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Board of Registrars of Voters	\$ 900.00	\$ 825.00	\$ 900.00	\$ 900	\$ 900	\$ 900	\$ 900
Census Service	\$ 3,857.70	\$ 4,292.42	\$ 4,106.74	\$ 4,200	\$ 4,400	\$ 4,400	\$ 4,400
Customer Service Office Supplies	\$ 457.33	\$ 554.40	\$ 251.01	\$ 700	\$ 700	\$ 700	\$ 700
Dues	\$ 285.00	\$ 300.00	\$ 361.50	\$ 450	\$ 450	\$ 450	\$ 450
Election Services	\$ 12,493.60	\$ 18,415.96	\$ 22,204.35	\$ 27,640	\$ 29,780	\$ 27,640	\$ 27,640
Office Supplies	\$ 592.31	\$ 3,946.44	\$ 711.16	\$ 750	\$ 750	\$ 750	\$ 750
Printing	\$ 12,000.66	\$ 4,675.75	\$ 10,850.41	\$ 4,975	\$ 17,805	\$ 17,805	\$ 17,805
Voting Machine Maintenance	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00				
Capital Improvements			\$ 739.83				
<b>Total</b>	<b>\$ 33,393.31</b>	<b>\$ 36,351.73</b>	<b>\$ 43,599.01</b>	<b>\$ 40,615</b>	<b>\$ 55,785</b>	<b>\$ 53,645</b>	<b>\$ 53,645</b>

## Mayor's Office

Mission
<p>The Mayor of Methuen is the city's Chief Executive Officer. The voters of Methuen elect a Mayor each November of an odd-numbered year. The Mayor can serve a maximum of 3 consecutive two-year terms. The current Mayor, Stephen N. Zanni, is term-limited and will leave office in January 2018. The Office of the Mayor deals in all matters impacting the city, with ever-changing responsibilities aimed at the larger goal of making the City of Methuen a better place in which to both live and work.</p>
Department Organization



FY17 Accomplishments
Increased communication with municipal staff through expanding Department Head meetings, as well as meetings with Middle Managers.
Expanded the City Budget document so that each department has a clear description of its mission, responsibilities, accomplishments, goals, and staff organizational chart.
Resolved all outstanding municipal union contracts, as well as contracts for the Police Chief and Fire Chief.
Organized community events, including the 2016 Summer movie series & 2017 Restaurant Week.
Coordinated with the Fire Dept to oversee the response to, and transition of, over 20 families displaced by the Ashford Street fire.
Utilized technology to communicate with the public through an e-newsletter, facebook, and different social media platforms.
Hired and trained a new Administrative Assistant.

FY18 Goals
Halfway through the fiscal year there will be a change in administrations. Mayor Zanni's team will develop a plan to support a seamless transition to the next administration.
Plan and implement the 2017 Summer Movie Series.
Begin meeting with municipal unions to negotiate new contracts (set to expire 6/30/2017).

FY 2018  
Budget  
Summary

Department: Mayor

Organizational Unit: Legislative & Administrative

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 261,964.93	\$ 281,316.02	\$ 293,069.31	\$ 275,390	\$ 277,502	\$ 265,862	\$ 265,862
Laborers							
Other Expenses	\$ 15,472.90	\$ 12,483.20	\$ 19,270.73	\$ 25,220	\$ 25,220	\$ 21,500	\$ 21,500
Out of State Travel							
Equipment Outlay							
<b>Total</b>	<b>\$ 277,437.83</b>	<b>\$ 293,799.22</b>	<b>\$ 312,340.04</b>	<b>\$300,610</b>	<b>\$ 302,722</b>	<b>\$ 287,362</b>	<b>\$ 287,362</b>

FY 2018  
Budget  
Summary

Department: Mayor

Organizational Unit: Legislative & Administrative

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	1	1	Mayor	\$ 80,307.61	\$ 80,307.61	\$ 80,615.31	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
1	1	1	Chief of Staff	\$ 79,490.40	\$ 90,445.89	\$ 103,018.19	\$ 82,021	\$ 86,580	\$ 86,580	\$ 86,580
1	1	1	Executive Secretary	\$ 54,425.73	\$ 61,178.40	\$ 62,965.00	\$ 64,040	\$ 64,040	\$ 54,321	\$ 54,321
1	1	1	Head Clerk	\$ 47,741.19	\$ 47,921.46	\$ 43,476.06	\$ 47,536	\$ 44,441	\$ 44,441	\$ 44,441
			Longevity		\$ 1,462.66	\$ 2,994.75	\$ 1,793	\$ 2,441	\$ 520	\$ 520
			<b>Total</b>	<b>\$ 261,964.93</b>	<b>\$ 281,316.02</b>	<b>\$ 293,069.31</b>	<b>\$ 275,390</b>	<b>\$ 277,502</b>	<b>\$ 265,862</b>	<b>\$ 265,862</b>

FY 2018  
Budget  
Summary

Department: Mayor

Organizational Unit: Legislative & Administrative

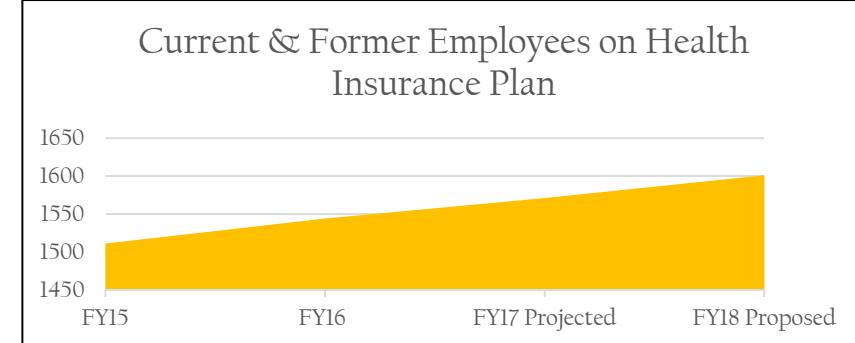
Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Advertising	\$ 315.00	\$ 460.00		\$ 700	\$ 700	\$ 700	\$ 700
Dues, Memberships, Books, Including Prof. Cert. & MGLA, Etc.	\$ 7,436.00	\$ 7,500.00	\$ 8,405.00	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
Printing	\$ 1,263.32	\$ 891.49	\$ 1,485.74	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Travel, Meetings, etc.	\$ 1,644.69	\$ 91.35	\$ 843.38	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Professional Services	\$ 2,395.00	\$ 1,503.00	\$ 2,457.50	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Supplies	\$ 1,484.49	\$ 900.00	\$ 645.66	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Food & Related Items -Special Events-	\$ 934.40	\$ 1,137.36	\$ 1,606.30	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Vehicle Lease			\$ 3,827.15	\$ 3,720	\$ 3,720	\$ -	
<b>Total</b>	<b>\$ 15,472.90</b>	<b>\$ 12,483.20</b>	<b>\$ 19,270.73</b>	<b>\$ 25,220</b>	<b>\$ 25,220</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>

## Human Resources

### Mission

The mission of the Human Resources Department is to provide the citizens of Methuen with a competent municipal workforce that is well trained and reinforces the effective operation of the City. Human Resources manages employee benefits and participates in the creation and enforcement of policies and procedures that seek to protect employees and citizens alike. We aim to create a positive atmosphere in which to conduct business with the city and to effect an environment conducive to productive and satisfying employment for our employees.

### Department Organization



### FY17 Accomplishments

Updated job descriptions to reflect the current management structure of the city.  
 Successful search and hiring process for new city Treasurer.  
 Processed and filled 13 non-civil service municipal positions.  
 Hired 10 new firefighters, 3 reserves, and promoted 1 within department.  
 Hired 3 new police officers, 9 reserves, and promoted 7 within department.  
 Processed over 75 summer/seasonal applications. Hired approximately 50 and processed W-2, Obra and I-9 for each hire.  
 Processed paperwork for Assessment Center for police exams for Sergeant, Lieutenant, and Captain positions.  
 Processed paperwork for Assessment Center for fire exam for Deputy Chief.

### FY18 Goals

Cross train Human Resources Department staff.  
 Review and update harassment policies.  
 Review social media policy, code of conduct, and cellphone policy.  
 Draft a new employee handbook.  
 Implement in-house administration of Workers' Compensation claims.  
 Relocate department for more efficient collaboration & management.

### Performance Measures

Measure	FY15	FY16	FY17 Projected	FY18 Proposed
New Hires.	22	23	26	15
Current & former employees on city <b>Health Insurance Plan</b> .	1,511	1,544	1,571	1,601
Current & former employees on city <b>Life Insurance Plan</b> .	709	694	674	704

FY 2018  
Budget  
Summary

Department: Human Resources

Organizational Unit: Legislative & Administrative

Classification	Expenditures	Expenditures	Expenditures	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
	2013-14	2014-15	2015-16	Budgeted 2016-17			
Personal Services	\$ 214,238.65	\$ 224,173.41	\$ 223,791.22	\$ 239,569	\$ 242,295	\$ 242,295	\$ 242,295
Laborers							
Other Expenses	\$ 15,375.73	\$ 13,985.93	\$ 19,189.37	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
Out of State Travel							
Equipment Outlay							
<b>Total</b>	<b>\$ 229,614.38</b>	<b>\$ 238,159.34</b>	<b>\$ 242,980.59</b>	<b>\$ 258,769</b>	<b>\$ 261,495</b>	<b>\$ 261,495</b>	<b>\$ 261,495</b>

FY 2018  
Budget  
Summary

Department: Human Resources

Organizational Unit: Legislative & Administrative

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
			Human Resource Director/							
1	1	1	Assistant City Solicitor	\$ 86,107.04	\$ 95,018.24	\$ 92,627.61	\$ 93,739	\$ 93,739	\$ 93,739	\$ 93,739
1	1	1	Employee Benefits Manager	\$ 66,932.10	\$ 67,132.11	\$ 69,048.69	\$ 68,702	\$ 69,535	\$ 69,535	\$ 69,535
0	0	0	Head Clerk	\$ 47,996.58						
1	1	1	HR Confidential Secretary		\$ 51,486.27	\$ 45,417.64	\$ 59,278	\$ 60,352	\$ 60,352	\$ 60,352
			Longevity	\$ 13,202.93	\$ 10,536.79	\$ 16,697.28	\$ 17,850	\$ 18,669	\$ 18,669	\$ 18,669
			Total	\$ 214,238.65	\$ 224,173.41	\$ 223,791.22	\$ 239,569	\$ 242,295	\$ 242,295	\$ 242,295

FY 2018  
Budget  
Summary

Department: Human Resources

Organizational Unit: Legislative & Administrative

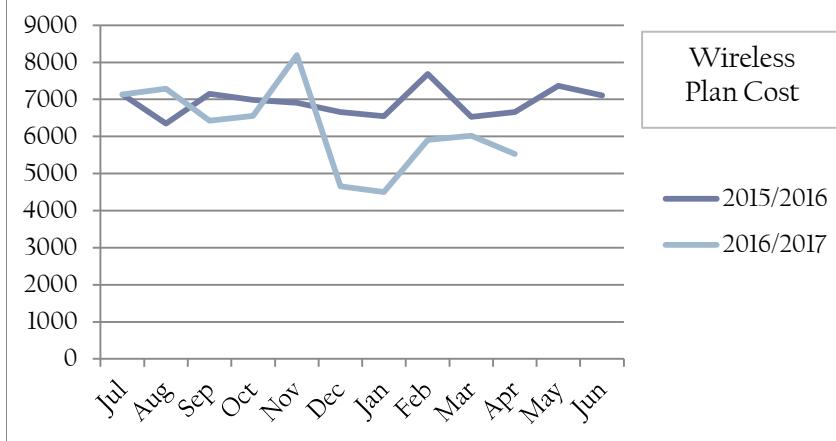
Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
In Service Training		\$ 170.00	\$ 215.00	\$ 500	\$ 500	\$500	\$500
Office Supplies	\$ 373.73	\$ 492.93	\$ 684.37	\$ 700	\$ 700	\$700	\$700
Medical Exam/Pre-Emp Testing	\$ 15,002.00	\$ 8,382.00	\$ 18,290.00	\$ 18,000	\$ 18,000	\$18,000	\$18,000
Pre-Employment Testing		\$ 4,941.00					
<b>Total</b>	<b>\$ 15,375.73</b>	<b>\$ 13,985.93</b>	<b>\$ 19,189.37</b>	<b>\$ 19,200</b>	<b>\$ 19,200</b>	<b>\$ 19,200</b>	<b>\$ 19,200</b>

## Information/Technology

### Mission

The City of Methuen contracts with an outside vendor, who is overseen by the Chief of Staff, to provide the bulk of municipal IT services. This includes maintaining the quality of city systems, while working with the Chief of Staff to explore opportunities for

### Department Organization



### FY17 Accomplishments

Restructured the city personnel phone & data plans to produce approx. \$1,000 in monthly savings.  
Initiated the transition to and implementation of a VOIP phone system for municipal employees.  
Worked with the Police Department and City Clerk's Office to identify and implement new software  
Negotiated a new lease agreement for city copiers and printers, bringing in new machines with  
Organized trainings for city personnel to expand their knowledge of Microsoft Word, Microsoft Excel,  
Presented a FY18 budget that reduces total IT-related costs by approximately 4% over FY17.

### FY18 Goals

Complete implementation of new municipal VOIP phone system.  
Develop a transition plan for the next mayoral administration.  
Bring all associate IT expenses under the IT portion of the budget in order to create greater clarity on the  
Organize additional classes for employees to learn more about the Microsoft Office Suite.

### Performance Measures

Measure	2015	2016	2017 (5/15/17)
Tickets Submitted	4,289	5,900	1984
Tickets Resolved	4,289	5,900	1982
Resolution Rate	100%	100%	99.89%

FY 2018  
Budget  
Summary

Department: Information Technologies

Organizational Unit: Legislative & Administrative

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 214,989.77	\$ 225,480.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Laborers								
Other Expenses	\$ 456,399.23	\$ 421,671.59	\$ 620,388.03	\$ 797,479	\$ 766,302	\$ 766,302	\$ 766,302	\$ 766,302
Out of State Travel								
Equipment Outlay	\$ 48,700.96	\$ 31,821.16	\$ 22,356.01	\$ 48,500	\$ 45,000	\$ 40,000	\$ 40,000	\$ 40,000
<b>Total</b>	<b>\$ 720,089.96</b>	<b>\$ 678,973.32</b>	<b>\$ 642,744.04</b>	<b>\$ 845,979</b>	<b>\$ 811,302</b>	<b>\$ 806,302</b>	<b>\$ 806,302</b>	<b>\$ 806,302</b>

FY 2018  
Budget  
Summary

Department: Information Technologies

Organizational Unit: Legislative & Administrative

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
0	0	0	Director Information Technologies	\$ 93,214.68	\$ 161,642.38					
0	0	0	Information System Technician I	\$ 46,711.60	\$ 53,675.42					
0	0	0	Network Administrator	\$ 62,420.61						
			Longevity	\$ 9,240.98	\$ 7,702.77					
			Mileage	\$ 3,401.90	\$ 2,460.00					
			Total	\$ 214,989.77	\$ 225,480.57	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2018  
Budget  
Summary

Department: Information Technologies

Organizational Unit: Legislative & Administrative

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Communications	\$ 70,572.60	\$ 42,928.13	\$ 36,852.09	\$ 57,200	\$ 71,500	\$ 71,500	\$ 71,500
Copier Maintenance	\$ 33,322.81	\$ 2,927.78	\$ 1,483.61	\$ 7,200	\$ 2,500	\$ 2,500	\$ 2,500
Equipment Repair	\$ 435.58	\$ 35.00		\$ 100			
Hardware Maintenance	\$ 4,009.90	\$ 796.23	\$ 1,468.58	\$ 1,500	\$ 3,500	\$ 3,500	\$ 3,500
Maintenance Contracts	\$ 96,910.07	\$ 108,472.22	\$ 27,215.76	\$ 117,798	\$ 117,798	\$ 117,798	\$ 117,798
Office Supplies	\$ 43.35	\$ 68.41	\$ 62.92	\$ 100	\$ 100	\$ 100	\$ 100
Software Maintenance		\$ 93,237.12	\$ 104,036.41	\$ 120,000	\$ 245,000	\$ 245,000	\$ 245,000
Informational Technology Training	\$ 21,774.00						
Technical Support & Service	\$ 123,558.14						
Telecommunications	\$ 77,192.78	\$ 103,539.04	\$ 141,867.22	\$ 175,272			
Telephones - IT Maintenance	\$ 28,580.00	\$ 33,767.66	\$ 47,704.32	\$ 56,005			
Copier		\$ 35,900.00	\$ 35,453.12	\$ 35,900	\$ 39,500	\$ 39,500	\$ 39,500
Professional Services - Corporate IT		\$ 253,481.00	\$ 224,244.00	\$ 226,404	\$ 226,404	\$ 226,404	\$ 226,404
Wireless & Telecommunications					\$ 60,000	\$ 60,000	\$ 60,000
<b>Total</b>	<b>\$ 456,399.23</b>	<b>\$ 421,671.59</b>	<b>\$ 620,388.03</b>	<b>\$ 797,479</b>	<b>\$ 766,302</b>	<b>\$ 766,302</b>	<b>\$ 766,302</b>

FY 2018  
Budget  
Summary

Department: Information Technologies

Organizational Unit: Legislative & Administrative

Classification Equipment Outlay	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted		Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Computer Hardware	\$ 20,719.96	\$16,821.16	\$17,988.64	\$ 25,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Computer Software	\$ 27,981.00	\$15,000.00	\$4,367.37	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Ipads (Request of Councilors)				\$ 8,500					
<b>Total</b>	<b>\$ 48,700.96</b>	<b>\$ 31,821.16</b>	<b>\$ 22,356.01</b>	<b>\$ 48,500</b>	<b>\$ 45,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>		

## Solicitor

Mission	Performance Measures			
<p>The responsibilities and duties of the City Solicitor include the following: Provide legal advice for the local government in general; represent and defend the community in claims and litigation; draft contracts; render advice, opinions, advisories, memorandums, and decisions; prosecute violations of local laws; conduct internal investigations and recommend appropriate action.</p>				
FY17 Accomplishments	FY18 Goals			
<p>A new City Solicitor was hired in August, bringing the bulk of legal services in-house.</p> <p>Reduced the need for outside counsel.</p> <p>Provided reliable, regular support to the Mayor, City Council, and municipal departments.</p> <p>Provided guidance in navigating new laws and regulations regarding both medicinal and recreational marijuana distribution.</p> <p>Resolved long-standing lawsuits between the city and claimants.</p>	<p>Settle small judgements quickly and efficiently.</p> <p>Begin process to review and recodify ordinances, including working with Department Heads and City Council.</p> <p>Provide sound legal guidance during the negotiation of collective bargaining agreements with all municipal unions.</p> <p>Train department heads so they better understand the collective bargaining agreements which apply to their respective department staff.</p>			
Department Organization	Measure	FY15	FY16	FY17 (first three quarters)
	Complaints Filed	11	16	13
	Damage Claims Filed	40	23	19
	Damage Claims Paid	3	6	6
	Opinions	4	4	5
	Settlements Paid	\$ 2,750	\$ 5,500	\$ 21,520



FY 2018  
Budget  
Summary

Department: Legal Services

Organizational Unit: Legislative & Administrative

Classification	Expenditures	Expenditures	Expenditures	Council Adopted	Departmental Request	Mayor	Council Adopted
	2013-14	2014-15	2015-16	Budgeted 2016-17	FY. 2017-18	Recommendation	Budget 2017-18
Personal Services	\$ 64,058.44	\$ 170,287.08	\$ 144,132.11	\$ 63,392	\$ 63,514	\$ 63,514	\$ 63,514
Laborers							
Other Expenses	\$ 142,383.63	\$ 25,794.32	\$ 95,270.87	\$ 147,800	\$ 156,800	\$ 114,800	\$ 114,800
Equipment Outlay							
<b>Total</b>	<b>\$ 206,442.07</b>	<b>\$ 196,081.40</b>	<b>\$ 239,402.98</b>	<b>\$ 211,192</b>	<b>\$ 220,314</b>	<b>\$ 178,314</b>	<b>\$ 178,314</b>

FY 2018  
Budget  
Summary

Department: Legal Services

Organizational Unit: Legislative & Administrative

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	0	0	City Solicitor	\$ 3,857.96	\$ 109,621.77	\$ 81,829.92	\$ -			
1	1	1	Legal Secretary	\$ 58,680.63	\$ 58,680.63	\$ 60,394.59	\$ 61,426	\$ 61,426	\$ 61,426	\$ 61,426
			Longevity	\$ 1,519.85	\$ 1,984.68	\$ 1,907.60	\$ 1,966	\$ 2,088	\$ 2,088	\$ 2,088
			Total	\$ 64,058.44	\$ 170,287.08	\$ 144,132.11	\$ 63,392	\$ 63,514	\$ 63,514	\$ 63,514

FY 2018  
Budget  
Summary

Department: Legal Services

Organizational Unit: Legislative & Administrative

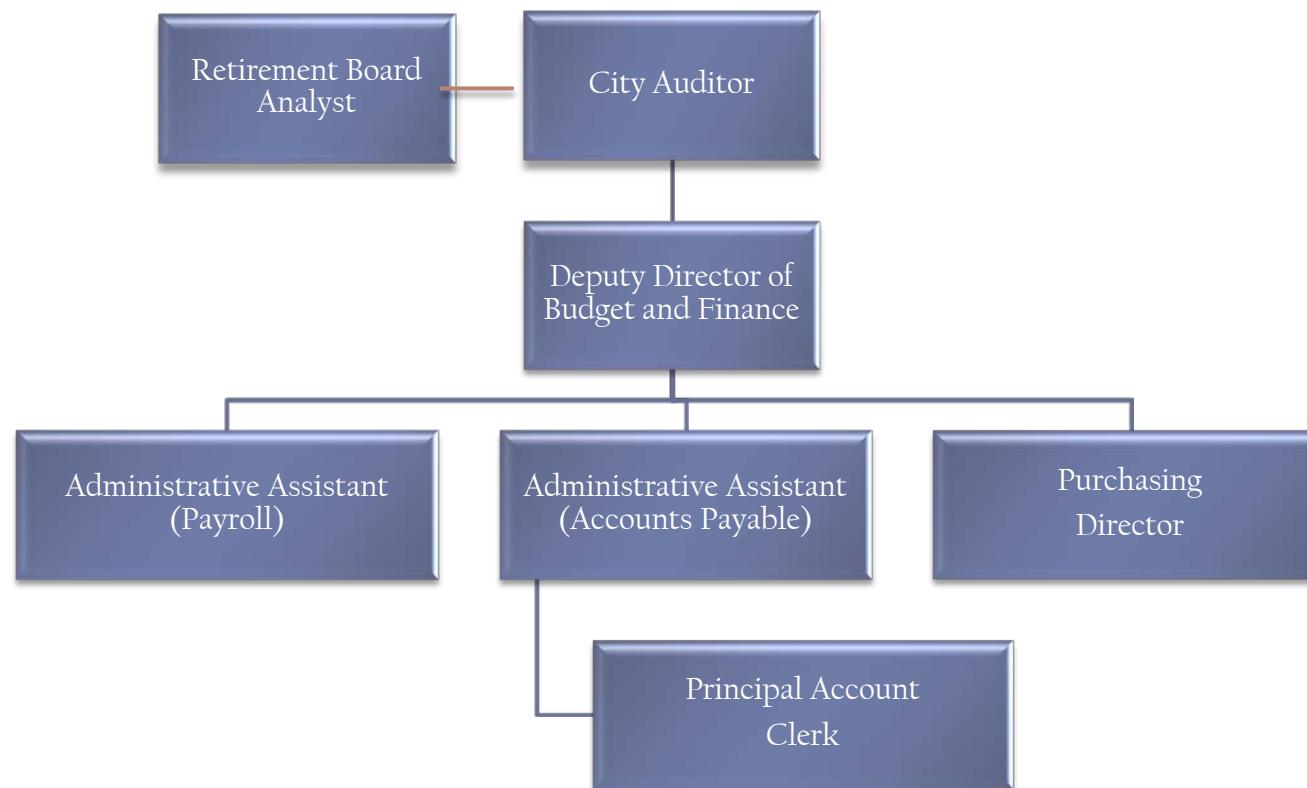
Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Expenses	\$ 4,691.31	\$ 6,372.65	\$ 8,185.04	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Briefs, Recording Fees, Etc.		\$ 679.39	\$ 753.50	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Damages & Incidental	\$ 13,122.26	\$ 5,950.00	\$ 8,253.14	\$ 6,000	\$ 25,000	\$ 12,000	\$ 12,000	\$ 12,000
Professional Services	\$ 124,549.11	\$ 12,558.21	\$ 77,285.52	\$ 130,000	\$ 49,020	\$ 20,020	\$ 20,020	\$ 20,020
Professional Services (City Solicitor Contract)					\$ 70,980	\$ 70,980	\$ 70,980	\$ 70,980
Office Supplies	\$ 20.95	\$ 234.07	\$ 793.67	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800
Legal Settlement								
<b>Total</b>	<b>\$ 142,383.63</b>	<b>\$ 25,794.32</b>	<b>\$ 95,270.87</b>	<b>\$ 147,800</b>	<b>\$ 156,800</b>	<b>\$ 114,800</b>	<b>\$ 114,800</b>	<b>\$ 114,800</b>

# City Auditor

## Mission Statement

The mission of the City Auditor's Office is to ensure that financial transactions and activities are carried out in accordance with all applicable federal, state, and local laws, ordinances, and regulations. In addition, the City Auditor's Office works to implement professional accounting and financial management standards established by the Government Accounting Standards Board (GASB) and in accordance with Generally Accepted Accounting Principles (GAAP). These standards help to insure the accurate and timely reporting of financial and accounting information. The City Auditor's Office also provides financial management assistance to city departments and personnel covering a wide range of financial activities including: budget administration, revenue forecasts, accounts payable procedures, procurement and contracts administration, employee benefits including health insurance, property liability, public official liability, Medicare tax and indemnification of police and fire. The office also maintains the US Financial software applications, and Harpers payroll application.

## Department Organization



# City Auditor

## Budget Process

In a city form of government, within 120 days (extended to 170 days by special legislation) after the annual organization of the city government (which is ordinarily in early January), the mayor is required to submit a budget of proposed expenditures for the fiscal year beginning on the next July 1. The city or town council may make appropriations for the recommended purposes and may reduce or reject any item. Without a recommendation of the mayor, the council may not make any appropriation for a purpose not included in the proposed budget, except by a two-thirds vote in case of a failure of the mayor to recommend an appropriation for such a purpose within 7 days after a request from the council. The council may not increase any item without the recommendation of the mayor (except as provided by legislation, subject to local acceptance, under which the school budget or regional school district assessment can be increased upon recommendation of the school committee or regional district school committee and by two-thirds vote of the council, provided that such increase does not cause the total annual budget to exceed property tax limitations). If the council fails to act on any item of the proposed budget within 45 days, that item takes effect.

If the mayor does not make a timely budget submission, provision is made for preparation of a budget by the council. Provision is also made for supplementary appropriations upon recommendation of the mayor. Water and sewer department expenditures are included in the budget adopted by the council. Gas and electric department expenditures are customarily excluded. Under certain legislation any city or town which accepts the legislation may provide that the appropriation for the operating costs of any department may be offset, in whole or in part, by estimated receipts from fees charged for services provided by the department. It is assumed that this general provision does not alter the pre-existing power of an electric or gas department to appropriate its own receipts. As a result of an initiative law adopted in November 1980, school committees are no longer autonomous with respect to school expenditures for current purposes. The school budget is limited to the total amount appropriated by the city council, but the school committee retains full power to allocate the funds appropriated.

State and county assessments, abatements in excess of overlays, principal and interest not otherwise provided for, and final judgments are included in the tax levy whether or not included in the budget. Revenues are not required to be set forth in the budget but estimated non-tax revenues are taken into account by the assessors in fixing the tax levy.

## FY17 Accomplishments

Maintained the City's AA- bond rating, reflecting Standard and Poor's continued confidence in the City's financial management and oversight. The office of the City Auditor coordinated, prepared and submitted in a timely and accurate manner, a variety of financial reports and information required by City Officials, outside auditors, government entities, and various financial institutions, including:

- Tax Rate Recapitulation Report
- Schedule A
- Enterprise Fund Reports
- Budgetary Transfers
- Annual Audit
- Quarterly Reports
- Year-End Reports
- Free Cash Certification
- Capital Asset Schedules
- Official Statement for Borrowings
- Official Financial Statement.

The City Auditor along with the Deputy Director of Budget and Finance coordinate the annual audit of the City's financial statement which was carried out by the outside CPA firm of Melanson Heath & Company, P.C. The audit indicated that the City's financial statements and financial position were represented fairly in all material aspects and in compliance with GASB and GAAP.

FY 2018  
Budget  
Summary

Department: City Auditor

Organizational Unit: Finance

Classification	Expenditures	Expenditures	Expenditures	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
	2013-14	2014-15	2015-16	Budgeted 2016-17			
Personal Services	\$ 477,338.20	\$ 482,362.90	\$ 512,929.37	\$ 457,697	\$ 496,346	\$ 496,346	\$ 496,346
Laborers							
Other Expenses	\$ 142,759.65	\$ 148,683.94	\$ 155,465.55	\$ 149,950	\$ 149,950	\$ 149,950	\$ 149,950
Equipment Outlay							
<b>Total</b>	<b>\$ 620,097.85</b>	<b>\$ 631,046.84</b>	<b>\$ 668,394.92</b>	<b>\$ 607,647</b>	<b>\$ 646,296</b>	<b>\$ 646,296</b>	<b>\$ 646,296</b>

FY 2018  
Budget  
Summary

Department: City Auditor

Organizational Unit: Finance

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17	Dept. Actual	Mayor Req.	Rec.							
1	1	1	City Auditor	\$ 109,016.75	\$ 109,016.75	\$ 112,971.52	\$ 112,878	\$ 112,879	\$ 112,879	\$ 112,879
1	1	1	Deputy Director of Budget and Finance	\$ 87,181.08	\$ 87,206.39	\$ 95,772.32	\$ 100,692	\$ 100,692	\$ 100,692	\$ 100,692
1	0	0	Assistant City Auditor	\$ 78,295.82	\$ 78,295.83	\$ 80,601.79	\$ -			
1	0	0	Head Clerk		\$ 44,513.85	\$ 46,902.01	\$ -			
1.5	2	2	Administrative Assistant - Accounting	\$ 59,159.96	\$ 61,072.08	\$ 64,631.94	\$ 93,427	\$ 124,903	\$ 124,903	\$ 124,903
1	1	1	Principal Clerk	\$ 42,739.89			\$ 36,812	\$ 41,494	\$ 41,494	\$ 41,494
1	1	1	Purchasing Director	\$ 71,226.90	\$ 71,226.90	\$ 78,168.54	\$ 81,958	\$ 81,958	\$ 81,958	\$ 81,958
			Longevity	\$ 29,717.80	\$ 31,031.10	\$ 33,881.25	\$ 31,930	\$ 34,420	\$ 34,420	\$ 34,420
			Total	\$ 477,338.20	\$ 482,362.90	\$ 512,929.37	\$ 457,697	\$ 496,346	\$ 496,346	\$ 496,346

FY 2018  
Budget  
Summary

Department: City Auditor

Organizational Unit: Finance

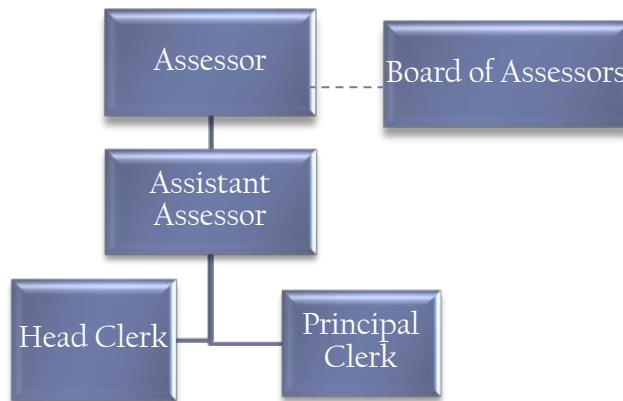
Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Municipal Audit	\$ 54,135.00	\$ 59,750.00	\$ 63,000.00	\$ 63,500	\$ 63,500	\$ 63,500	\$ 63,500
GASB 34 Compliance Audit	\$ 6,100.00	\$ 6,300.00	\$ 6,300.00	\$ 6,100	\$ 6,100	\$ 6,100	\$ 6,100
Actuarial GASB 45 OPEB	\$ 2,000.00						
Stationary & Supplies	\$ 2,040.76	\$ 1,526.49	\$ 2,137.09	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
Copier Supplies	\$ 123.00			\$ 250	\$ 250	\$ 250	\$ 250
Payroll Services	\$ 73,280.74	\$ 74,613.97	\$ 78,872.64	\$ 72,500	\$ 72,500	\$ 72,500	\$ 72,500
Office Equipment	\$ 250.00		\$ 540.00	\$ 250	\$ 250	\$ 250	\$ 250
Photo Copy Paper	\$ 4,125.94	\$ 5,804.50	\$ 4,107.59	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Photo Copy Supplies	\$ 704.21	\$ 688.98	\$ 508.23	\$ 750	\$ 750	\$ 750	\$ 750
<b>Total</b>	<b>\$ 142,759.65</b>	<b>\$ 148,683.94</b>	<b>\$ 155,465.55</b>	<b>\$ 149,950</b>	<b>\$ 149,950</b>	<b>\$ 149,950</b>	<b>\$ 149,950</b>

## Assessor

### Mission Statement

The Department of Assessment is responsible for the assessment and administration of all local taxes provided for by the General Laws of the Commonwealth. The department is primarily responsible for determining the full and fair cash value of all real and personal property within the City of Methuen. The department is supervised in its administration of local taxation by the Department of Revenue's Division of Local Services, as provided by Chapter 58 of the General Laws. The department is also responsible for, but not limited to, the administration of: working with the finance director preparing various financial reports for the Department of Revenue in preparation for the setting of the tax rate each year; administering motor vehicle excise tax, processing abatement applications, processing exemption applications, defending established values on abatement applications at the Appellate Tax Board, maintaining tax assessment maps, overseeing the overlay reserve account, processing permits to determine new growth and maintaining a computer data base of every parcel within the city all within the guidelines established by the Department of Revenue.

### Department Organization



### FY17 Accomplishments

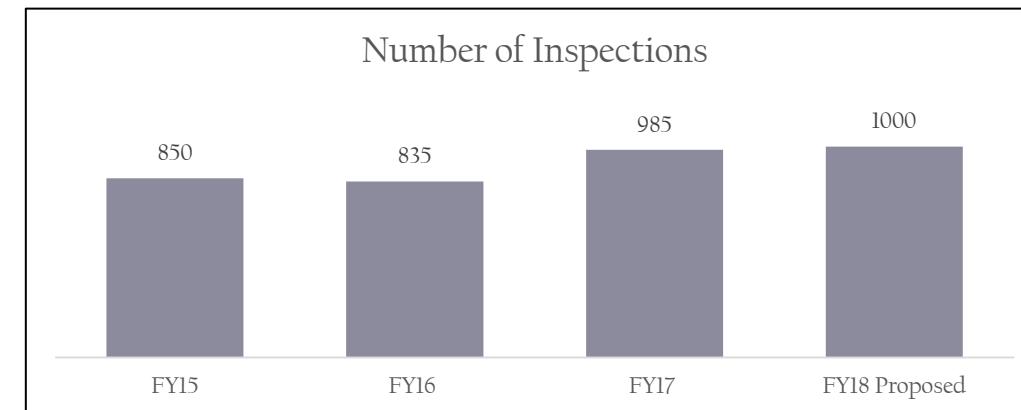
Met all deadlines set by the Massachusetts Department of Revenue (DOR).  
Department staff completed 65 hours of continuing education.  
Maintained quality customer service.

### FY18 Goals

Create and implement a plan to digitize documents.  
Update the CAMA system software.  
Complete measure & list of residential properties as required by DOR for FY20 recertification.  
Measure & list all of the approximately 500 Exempt Properties in-house so as to reduce costs of contracting services.

### Performance Measures

Measure	FY15	FY16	FY17	FY18 Proposed
New Growth (measured in dollars of valuation)	\$ 70,324,961	\$ 43,053,911	\$ 50,090,348	\$ 55,000,000
Number of Inspections	850	835	985	1000
Exemptions	557	537	533	530
Abatements	2071	1988	1900	1900



FY 2018  
Budget  
Summary

Department: Assessment

Organizational Unit: Finance

Classification	Expenditures	Expenditures	Expenditures	Budgeted	Council Adopted	Departmental Request	Mayor	Council Adopted
	2013-14	2014-15	2015-16	2016-17		FY. 2017-18	Recommendation	Budget 2017-18
Personal Services	\$ 243,508.67	\$ 259,927.70	\$ 264,664.40	\$ 277,881	\$ 285,246	\$ 285,187	\$ 285,187	\$ 285,187
Laborers								
Other Expenses	\$ 97,972.33	\$ 96,162.99	\$ 94,779.11	\$ 96,900	\$ 120,100	\$ 115,100	\$ 115,100	\$ 115,100
Equipment Outlay								
<b>Total</b>	<b>\$ 341,481.00</b>	<b>\$ 356,090.69</b>	<b>\$ 359,443.51</b>	<b>\$ 374,781</b>	<b>\$ 405,346</b>	<b>\$ 400,287</b>	<b>\$ 400,287</b>	<b>\$ 400,287</b>

FY 2018  
Budget  
Summary

Department: Assessment

Organizational Unit: Finance

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted		Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17	Dept.	Mayor	Actual	Req.	Rec.							
1	1	1	Assessor	\$ 84,768.12	\$ 93,063.29	\$ 102,035.40	\$ 103,260	\$ 103,260	\$ 103,260	\$ 103,260	\$ 103,260	
3	3	3	Board of Assessors	\$ 9,625.11	\$ 10,208.45	\$ 10,500.12	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	
1	1	1	Assistant Assessor	\$ 60,940.07	\$ 61,318.29	\$ 63,108.86	\$ 64,187	\$ 64,187	\$ 64,187	\$ 64,187	\$ 64,187	
1	2	2	Head Clerk			\$ 42,200.24	\$ 47,536	\$ 92,288	\$ 92,288	\$ 92,228	\$ 92,228	
1	0	0	Principal Clerk	\$ 78,461.15	\$ 84,044.37	\$ 33,855.46	\$ 38,019	\$ -	\$ -	\$ -	\$ -	
			Clothing Allowance	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	
			Longevity	\$ 9,414.22	\$ 10,993.30	\$ 12,664.32	\$ 14,079	\$ 14,712	\$ 14,712	\$ 14,712	\$ 14,712	
			Retirement ~ Buy Back									
			Total	\$ 243,508.67	\$ 259,927.70	\$ 264,664.40	\$ 277,881	\$ 285,246	\$ 285,187	\$ 285,187		

FY 2018  
Budget  
Summary

Department: Assessment

Organizational Unit: Finance

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Professional Services	\$ 6,960.34	\$ 653.90	\$ 663.13	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Printing & State Forms			\$ 150.00	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
Office Supplies	\$ 1,113.39	\$ 1,084.90	\$ 1,428.12	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Education	\$ 1,898.60	\$ 1,424.19	\$ 1,297.86	\$ 1,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Revaluation	\$ 88,000.00	\$ 93,000.00	\$ 91,240.00	\$ 93,000	\$ 116,000	\$ 111,000	\$ 111,000	\$ 111,000
<b>Total</b>	<b>\$ 97,972.33</b>	<b>\$ 96,162.99</b>	<b>\$ 94,779.11</b>	<b>\$ 96,900</b>	<b>\$ 120,100</b>	<b>\$ 115,100</b>	<b>\$ 115,100</b>	<b>\$ 115,100</b>

# Treasurer/Collector

## Mission

The Office of the Treasurer/Tax Collector is responsible for all cash management activities of the City of Methuen, including collection of all taxes, investment of all City funds, and disbursement of all accounts payable and payroll funds. It is our goal to continue to provide efficient and quality customer service to the taxpayers.

## Primary Functions of Department

### Treasurer:

Cash management and reconciliation.

Investment of municipal funds.

Procurement of banking services.

Funding for payables and payroll warrants.

Responsible for borrowing and debt service.

Processes and maintains tax title liens.

### Collector:

Responsible for mailing, collecting, and posting payments for real estate, personal property, boat, excise, and water & sewer bills.

Issues demands, warrants, and notices on delinquent bills.

Prepares municipal lien certificates.

Processes refunds as a result of overpayments and abatements.

## FY17 Accomplishments

Department continues to maintain an overall 99% collection rate.

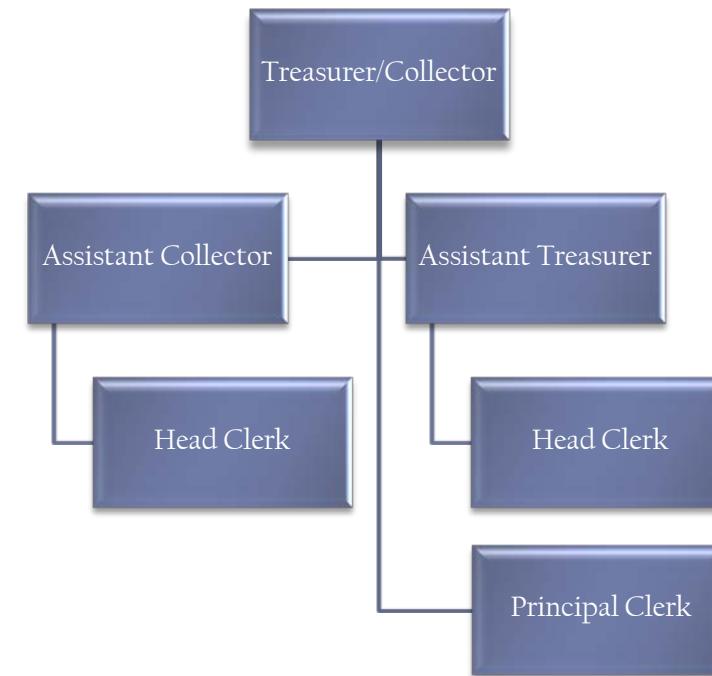
Reviewed month-end cash reconciliation procedures with Auditor's office to improve efficiency with reporting.

Implemented procedure to handle outstanding vendor and payroll checks.

Successfully hired and trained new Treasurer/Collector and Principal Clerk.

Added a second work station in Customer Service to improve and provide more efficient service during high volume periods to the taxpayers.

## Department Organization



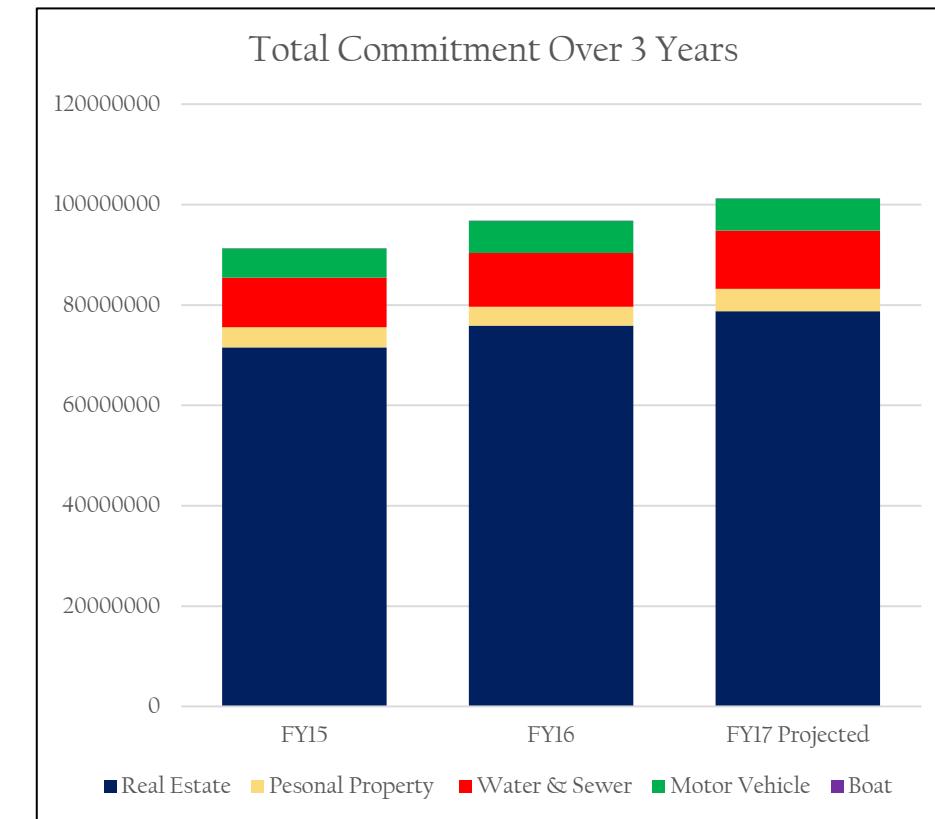
## FY 18 Goals

Integrate the different softwares under one single package.

Reduce email and paperwork between treasurer's and auditor's office.

Review and revise investment policy as appropriate.

Performance Measures			
Measure	FY15	FY16	FY17 Projected
# of motor vehicle excise bills	51,278	52,775	52,800
total commitment	\$5,839,765	\$6,391,672	\$6,392,000
excise collection rate	99%	96%	TBD
# of boat excise bills	173	165	163
total commitment	\$3,348	\$3,001	\$2,980
excise collection rate	88%	99%	TBD
# of water and sewer bills	58,231	58,711	59,013
total commitment	\$9,847,871	\$10,673,251	\$11,600,000
water/sewer collection rate	99%	99%	TBD
# of personal property bills	3,316	3,056	2,840
total commitment	\$4,009,427	\$3,764,586	\$4,420,807
personal property collection rate	99%	99%	TBD
# of real estate bills	65,286	65,290	65,276
total commitment	\$71,570,130	\$75,910,210	\$78,794,460
real estate collection rate	98%	98%	TBD



FY 2018  
Budget  
Summary

Department: Treasurer/Tax Collector

Organizational Unit: Finance

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 370,899.03	\$ 373,513.91	\$ 395,159.61	\$ 443,380	\$ 393,961	\$ 384,917	\$ 384,917	
Laborers								
Other Expenses	\$ 113,314.83	\$ 113,201.96	\$ 115,078.36	\$ 113,550	\$ 114,550	\$ 114,550	\$ 114,550	
Equipment Outlay			\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 484,213.86</b>	<b>\$ 486,715.87</b>	<b>\$ 523,237.97</b>	<b>\$ 556,930</b>	<b>\$ 508,511</b>	<b>\$ 499,467</b>	<b>\$ 499,467</b>	

FY 2018  
Budget  
Summary

Department: Treasurer/Tax Collector

Organizational Unit: Finance

16-17 Actual	Dept. Req.	Mayor Rec.	Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18		Mayor Recommendation	Council Adopted Budget 2017-18
								Positions			
1	1	1	Treasurer/Tax Collector	\$ 91,449.70	\$ 91,449.70	\$ 98,638.30	\$ 94,739	\$ 89,043	\$ 89,043	\$ 89,043	\$ 89,043
1	1	1	Assistant Collector	\$ 63,414.13	\$ 63,414.12	\$ 65,266.28	\$ 66,381	\$ 72,557	\$ 69,535	\$ 69,535	\$ 69,535
1	1	1	Assistant Treasurer	\$ 63,414.14	\$ 63,414.12	\$ 65,135.74	\$ 66,381	\$ 72,557	\$ 69,535	\$ 69,535	\$ 69,535
2	2	2	Head Clerk	\$ 93,492.55	\$ 95,251.14	\$ 98,775.52	\$ 96,935	\$ 97,785	\$ 97,785	\$ 97,785	\$ 97,785
1	1	1	Principal Clerk	\$ 39,783.71	\$ 39,783.71	\$ 40,945.60	\$ 41,645	\$ 37,466	\$ 37,466	\$ 37,466	\$ 37,466
			Longevity	\$ 19,344.80	\$ 20,201.12	\$ 26,398.17	\$ 27,299	\$ 21,553	\$ 21,553	\$ 21,553	\$ 21,553
			Parking Clerk					\$ 3,000	\$ -		
			Retirement -Treasurer/Collector				\$ 50,000				
			Total	\$ 370,899.03	\$ 373,513.91	\$ 395,159.61	\$ 443,380	\$ 393,961	\$ 384,917	\$ 384,917	

FY 2018  
Budget  
Summary

Department: Treasurer/Tax Collector

Organizational Unit: Finance

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Dues & Subscriptions	\$ 523.55	\$ 384.88	\$ 388.27	\$ 750	\$ 750	\$ 750	\$ 750
Equipment Repair	\$ 476.50	\$ 218.00	\$ 432.00	\$ 500	\$ 500	\$ 500	\$ 500
Foreclosure Rights & Redemptions	\$ 1,950.00			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Insurance & Bond	\$ 3,222.00	\$ 3,220.00	\$ 3,220.00	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700
Legal Advertising	\$ 3,162.56	\$ 5,825.86	\$ 3,534.63	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Meter Rental & Contract	\$ 2,597.16	\$ 3,917.16	\$ 3,043.56	\$ 3,100	\$ 3,100	\$ 3,100	\$ 3,100
Office Supplies	\$ 9,069.99	\$ 10,069.96	\$ 8,836.88	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Postage	\$ 70,100.63	\$ 66,425.95	\$ 74,742.69	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000
Printing	\$ 11,584.64	\$ 11,482.56	\$ 11,435.20	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Bank Service Charges	\$ 4,722.80	\$ 6,882.59	\$ 2,970.13	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Registry of Deeds	\$ 5,905.00	\$ 4,775.00	\$ 6,475.00	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Education				\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
<b>Total</b>	<b>\$ 113,314.83</b>	<b>\$ 113,201.96</b>	<b>\$ 115,078.36</b>	<b>\$ 113,550</b>	<b>\$ 114,550</b>	<b>\$ 114,550</b>	<b>\$ 114,550</b>

FY 2018  
Budget  
Summary

Department: Treasurer/Tax Collector

Organizational Unit: Finance

Classification Equipment Outlay	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Furniture & File Cabinets			\$ 13,000.00	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2018  
Budget  
Summary

Department: Reserve Fund

Organizational Unit: Finance

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted		Mayor Recommendation	Council Adopted Budget 2017-18
					Departmental Request FY. 2017-18			
Reserve Fund	\$ 200,000.00	\$ 200,000.00	\$ 100,000.00	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total	\$ 200,000.00	\$ 200,000.00	\$ 100,000.00	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

FY 2018  
Budget  
Summary

Department: Bonds & Interest

Organizational Unit: Debt Service

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
General Bonds	\$ 6,309,000.00	\$ 6,070,000.00	\$ 6,100,000.00	\$ 5,200,000	\$ 1,986,000	\$ 1,986,000	\$ 1,986,000
General Interest	\$ 1,151,276.26	\$ 1,068,971.05	\$ 1,282,393.59	\$ 1,311,438	\$ 1,807,441	\$ 1,807,441	\$ 1,807,441
Interest, BANS, FANS, & SANS	\$ 194,515.51	\$ 294,679.16	\$ 348,761.67	\$ 357,116	\$ 75,000	\$ 75,000	\$ 75,000
<b>Total</b>	<b>\$ 7,654,791.77</b>	<b>\$ 7,433,650.21</b>	<b>\$ 7,731,155.26</b>	<b>\$ 6,868,554</b>	<b>\$ 3,868,441</b>	<b>\$ 3,868,441</b>	<b>\$ 3,868,441</b>

FY 2018  
Budget  
Summary

Department: Employee Benefits - Insurance

Organizational Unit: Insurance

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request		Mayor Recommendation	Council Adopted Budget 2017-18
					FY. 2017-18			
Group Health Insurance	\$ 9,822,913.00	\$ 10,057,554.00	\$ 11,115,888.00	\$ 12,028,534	\$ 12,598,596	\$ 12,598,596	\$ 12,598,596	\$ 12,598,596
Mediplex								
Medicare Tax	\$ 1,083,395.89	\$ 1,133,239.00	\$ 1,193,215.79	\$ 1,165,075	\$ 1,229,660	\$ 1,229,660	\$ 1,229,660	\$ 1,229,660
Life Insurance	\$ 22,936.09	\$ 21,939.32	\$ 22,035.34	\$ 23,300	\$ 23,300	\$ 23,300	\$ 23,300	\$ 23,300
Indemnity Police & Fire								
Insurance Premiums	\$ 480,580.99	\$ 464,378.57	\$ 478,790.24	\$ 480,000	\$ 560,000	\$ 520,000	\$ 520,000	\$ 520,000
<b>Workers Compensation:</b>								
Salary	\$ 4,200.00	\$ 4,200.00	\$ 3,150.00	\$ 4,200	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Expenses	\$ 574,785.92	\$ 569,326.54	\$ 626,384.36	\$ 580,000	\$ 580,000	\$ 560,000	\$ 560,000	\$ 560,000
<b>Unemployment Insurance:</b>								
General Government	\$ 69,370.49	\$ 42,087.36	\$ 12,012.44	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Personnel Services &								
Other Expense				\$ 217,250	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 12,058,182.38</b>	<b>\$ 12,292,724.79</b>	<b>\$ 13,451,476.17</b>	<b>\$ 14,533,359</b>	<b>\$ 15,136,556</b>	<b>\$ 15,076,556</b>	<b>\$ 15,076,556</b>	<b>\$ 15,076,556</b>

FY 2018  
Budget  
Summary

Department: Employee Benefits/  
Non Contributory Retirement      Organizational Unit: Retirement

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services								
Pensions	\$ 32,792.15	\$ 33,212.90	\$ 12,122.08	\$ -	\$ -	\$ -	\$ -	\$ -
Other Expenses								
Equipment Outlay								
<b>Total</b>	<b>\$ 32,792.15</b>	<b>\$ 33,212.90</b>	<b>\$ 12,122.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2018  
Budget  
Summary

Department: Employee Benefits/  
Non Contributory Retirement  
Organizational Unit: Retirement

Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Police	\$ 32,792.15	\$ 33,212.90	\$ 12,122.08		\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 32,792.15</b>	<b>\$ 33,212.90</b>	<b>\$ 12,122.08</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2018  
Budget  
Summary

Department: Employee Benefits  
Contributory Retirement

Organizational Unit: Retirement

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services							
Pensions	\$ 8,742,619.00	\$ 9,520,208.00	\$ 10,315,513.00	\$ 10,867,272	\$ 11,414,490	\$ 11,414,490	\$ 11,414,490
Other Expenses							
Equipment Outlay							
<b>Total</b>	<b>\$ 8,742,619.00</b>	<b>\$ 9,520,208.00</b>	<b>\$ 10,315,513.00</b>	<b>\$ 10,867,272</b>	<b>\$ 11,414,490</b>	<b>\$ 11,414,490</b>	<b>\$ 11,414,490</b>

FY 2018  
Budget  
Summary

Department: Employee Benefits  
Contributory Retirement

Organizational Unit: Retirement

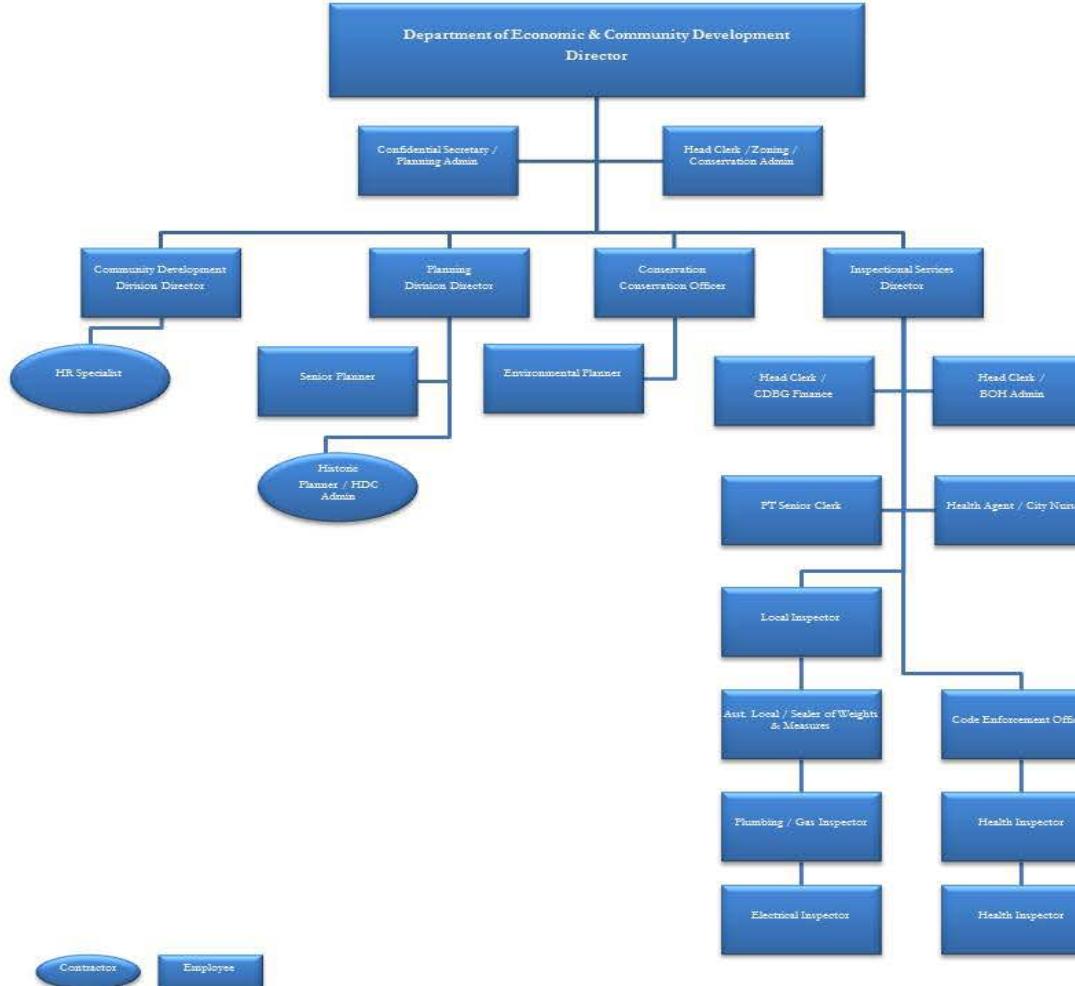
Classification Pension	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted FY. 2017-18	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Pension Fund	\$ 8,742,619.00	\$ 9,520,208.00	\$ 10,315,513.00	\$ 10,867,272	\$ 11,414,490	\$ 11,414,490	\$ 11,414,490	\$ 11,414,490
Due from Workers Compensation								
<b>Total</b>	<b>\$ 8,742,619.00</b>	<b>\$ 9,520,208.00</b>	<b>\$ 10,315,513.00</b>	<b>\$ 10,867,272</b>	<b>\$ 11,414,490</b>	<b>\$ 11,414,490</b>	<b>\$ 11,414,490</b>	<b>\$ 11,414,490</b>

## Economic & Community Development

Mission	FY17 Accomplishments	
<p>The Department of Economic and Community Development works closely with volunteer boards, community groups, state and federal agencies in promoting the responsible growth and development of the local economy, housing and neighborhoods, park improvements, historic preservation, downtown revitalization, open space, the environment and infrastructure. The Department oversees the administration of four municipal divisions - Planning, Community Development, Inspectional Services, and Conservation. These responsibilities extend to working with and supporting the Community Development Board, Zoning Board of Appeals, Board of Health, Conservation Commission, Historic District Commission, and the Commission on Disabilities. All of this work is done with the goal of improving the overall quality of life for those living and working in Methuen.</p>	<p>Developed and presented the Methuen Downtown Revitalization Action Plan.</p> <p>Rezoning petition of Toll Brothers on Howe Street.</p> <p>Site plan approval for Irish Cottage.</p> <p>Jessica's Brick Oven Bakery purchase of General Mills Facility attracting 200 new jobs.</p> <p>Anticipated to reach 10% affordable housing goal for first time in Methuen's history.</p> <p>Rezoning and Special Permit for Assisted Living Facility on Howe Street.</p> <p>Successfully implemented 4 Open Space Residential Development (OSRD) approvals totalling 50 new lots.</p> <p>Implemented streetlight conversion project saving hundreds of thousands in energy costs.</p> <p>Continued to eliminate vacant and abandoned housing through code enforcement initiatives.</p> <p>Completed flagship municipal stadium project.</p> <p>Overseeing the development of hundreds of units of housing approved for development.</p>	
FY17 Grant Awards	FY 18 Goals	
\$400,000 PARC Grant for Riverside Park Improvements.	Complete reorganization of overall Department approved by City Council in November 2016.	
\$2,000,000 for construction of Methuen Rail Trail.	Implement the Downtown Methuen Action Plan for Revitalization.	
\$350,000 for Arlington neighborhood accessibility and crosswalk improvements.	Improve/streamline online permitting experience and work toward electronic filing of all Department plans and documents.	
\$1,250,000 for Pelham Street / Danton Drive intersection improvements.	Oversee Rail Trail and Riverside park improvements and identify funding for new park improvement projects.	
\$35,000 PATH Grant for Downtown Planning.	Oversee grant funded infrastructure improvement projects secured by the Department.	
\$250,000 CDBG Grant for Housing Rehabilitation & Social Services.	Completion of Ameresco energy savings project and streetlight conversion.	
Building Permits		
<u>FY</u>	<u>No.</u>	<u>Value</u>
2017*	912	\$37,354,060.00
2016	1591	\$50,433,832
2015	1654	\$54,969,021
2014	1491	\$68,700,044
2013	1482	\$74,568,321

# Economic & Community Development

## FY 2018 Organizational Chart City of Methuen Department of Economic & Community Development



FY 2018  
Budget  
Summary

Department of Economic and Community Development

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 1,211,935.44	\$ 1,323,792.34	\$ 1,316,467.73	\$ 1,474,089	\$ 1,419,608	\$ 1,419,608	\$ 1,419,608
Laborers							
Other Expenses	\$ 74,980.57	\$ 121,358.07	\$ 153,427.57	\$ 181,134	\$ 227,740	\$ 227,740	\$ 227,740
Equipment Outlay							
<b>Total</b>	<b>\$ 1,286,916.01</b>	<b>\$ 1,445,150.41</b>	<b>\$ 1,469,895.30</b>	<b>\$ 1,655,223</b>	<b>\$ 1,647,348</b>	<b>\$ 1,647,348</b>	<b>\$ 1,647,348</b>

FY 2018  
Budget  
Summary

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17	Dept. Mayor Actual	Req. Rec.								
			Community Development							
1	1	1	Director of Economic & Comm. Develop.	\$ 108,088.45	\$ 108,088.45	\$ 110,695.80	\$ 112,024	\$ 112,024	\$ 112,024	\$ 112,024
1	1	1	Assistant Director of Planning	\$ 57,756.17	\$ 67,416.63	\$ 69,346.35	\$ 70,532	\$ 88,165	\$ 88,165	\$ 88,165
1	1	1	Assistant Director of Comm. Dev.	\$ 66,859.02	\$ 62,880.44	\$ 71,804.04	\$ 71,051	\$ 71,051	\$ 71,051	\$ 71,051
0	0	0	Community Development - Secretary	\$ 48,968.85						
1	1	1	CD - Confidential Secretary		\$ 51,486.27	\$ 55,113.08	\$ 59,278	\$ 60,352	\$ 60,352	\$ 60,352
1	1	1	Head Clerk	\$ 49,356.07	\$ 36,755.68	\$ 21,881.30	\$ 51,253	\$ 50,248	\$ 50,248	\$ 50,248
1	1	1	Senior Planner				\$ 51,044	\$ 56,952	\$ 56,952	\$ 56,952
1	1	1	Code Enforcement Officer	\$ 50,270.17	\$ 51,843.02	\$ 54,127.89	\$ 55,539	\$ 63,946	\$ 63,946	\$ 63,946
0	0	1	Environmental Planner					\$ 43,498	\$ 43,498	\$ 43,498
			Travel & Clothing Allowance	\$ 6,800.00						
			Mileage		\$ 6,000.00	\$ 12,000.00	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
			Clothing Allowance		\$ 300.00	\$ 300.00	\$ 300	\$ 300	\$ 300	\$ 300
			Vehicle Maintenance Stipend		\$ 500.00	\$ 500.00	\$ 500	\$ 500	\$ 500	\$ 500
			Longevity	\$ 37,617.59	\$ 45,389.86	\$ 47,570.55	\$ 52,324	\$ 47,175	\$ 47,175	\$ 47,175
			Conservation							
1	1	1	Conservation Officer	\$ 79,795.82	\$ 79,710.13	\$ 69,595.17	\$ 81,958	\$ 81,958	\$ 81,958	\$ 81,958
1	0	0	Head Clerk	\$ 48,025.09	\$ 48,963.08	\$ 50,393.10	\$ 51,253	\$ -		
1	0	0	Animal Control Officer	\$ 54,981.74	\$ 54,981.74	\$ 56,587.60	\$ 57,554			
			Clothing Allowance	\$ 600.00	\$ 600.00	\$ 900.00	\$ 600	\$ 600	\$ 600	\$ 600

FY 2018  
Budget  
Summary

Positions			Department of Economic and Community Development				Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16				
16-17	Dept. Mayor Actual	Req. Rec.								
			Inspections							
1	0	0	Building Commissioner	\$ 64,680.83	\$ 67,132.67	\$ 72,999.49	\$ 74,246	\$ -		
0	1	1	Inspectional Service Director					\$ 85,107	\$ 85,107	\$ 85,107
1	1	1	Local Inspector	\$ 64,378.55	\$ 64,678.56	\$ 64,919.47	\$ 62,637	\$ 65,820	\$ 65,820	\$ 65,820
1	1	1	Assistant Local Inspector/ Sealer of W&M				\$ 62,637	\$ 65,820	\$ 65,820	\$ 65,820
1	1	1	Plumbing & Gas Insp.	\$ 62,888.62	\$ 62,888.61	\$ 61,322.67	\$ 60,855	\$ 63,946	\$ 63,946	\$ 63,946
1	1	1	Wire Inspector	\$ 61,088.62	\$ 61,088.61	\$ 61,322.67	\$ 60,855	\$ 63,946	\$ 63,946	\$ 63,946
1	1	1	Head Clerk	\$ 50,763.08	\$ 50,263.08	\$ 50,393.10	\$ 51,253	\$ 51,253	\$ 51,253	\$ 51,253
1	1	1	Senior Clerk (P/T ~ 24 Hrs.)	\$ 19,946.50	\$ 25,582.17	\$ 26,326.19	\$ 26,782	\$ 26,782	\$ 26,782	\$ 26,782
			Clothing Allowance	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
			Mileage	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
			Vehicle Maintenance Stipend	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
			Health							
1	0	0	Director of Public Health	\$ 13,772.75	\$ 66,366.99	\$ 78,387.45	\$ 62,368			
			Settlement		\$ 50,000.00					
0	0	1	Health Agent					\$ 65,820	\$ 65,820	\$ 65,820
1	1	1	Head Clerk	\$ 44,514.59	\$ 46,288.06	\$ 49,477.82	\$ 51,253	\$ 51,253	\$ 51,253	\$ 51,253
1	0	0	Public Health Nurse	\$ 56,566.74	\$ 58,355.43	\$ 60,059.70	\$ 61,085	\$ -		
2	2	2	Health Inspectors	\$ 122,176.19	\$ 113,032.86	\$ 122,644.29	\$ 121,708	\$ 127,892	\$ 127,892	\$ 127,892
			Mileage	\$ 13,240.00	\$ 14,400.00	\$ 18,200.00	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600
			Clothing Allowance	\$ 600.00	\$ 600.00	\$ 900.00	\$ 600	\$ 600	\$ 600	\$ 600
			Vehicle Maintenance Stipend	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
			Historical Commission							
0	1	1	Historical Planner					\$ 12,000	\$ 12,000	\$ 12,000
			Total	\$ 1,211,935.44	\$ 1,323,792.34	\$ 1,316,467.73	\$ 1,474,089	\$ 1,419,608	\$ 1,419,608	\$ 1,419,608

FY 2018  
Budget  
Summary

Department of Economic and Community Development

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Community Development							
Board Training			\$ 400.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Legal Advertising	\$ 2,367.75	\$ 2,086.66	\$ 1,990.27	\$ 3,000	\$ 4,000	\$ 4,000	\$ 4,000
Matching Grants	\$ 10,000.00	\$ 60,101.00	\$ 90,545.90	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000
Mileage	\$ 64.35	\$ 687.71	\$ 398.33	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Printing	\$ 552.98	\$ 700.00	\$ 524.36	\$ 4,300	\$ 4,500	\$ 4,500	\$ 4,500
Professional Services	\$ 6,994.80	\$ 14,270.53	\$ 21,678.51	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000
Regional Planning	\$ 15,623.97	\$ 16,012.96	\$ 16,411.68	\$ 16,821	\$ 17,240	\$ 17,240	\$ 17,240
Stationary & Supplies	\$ 736.25	\$ 1,882.06	\$ 4,284.96	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Historical Commission							
Rental	\$ 3,600.00	\$ 3,600.00					
Conservation							
ACO Replacement Services				\$ 5,000			
Dues & Subscriptions				\$ 1			
Field Guide & Literature				\$ 1			
Film for Camera				\$ 1			
MACC				\$ 1			
Office Supplies	\$ 124.97	\$ 181.74		\$ 1			
Professional Services				\$ 1			
Recording Tapes				\$ 1			
Travel In State	\$ 45.20	\$ 50.00		\$ 1			
Animal Care	\$ 6,120.78	\$ 2,885.00	\$ 8,196.66	\$ 5,000			

FY 2018  
Budget  
Summary

Department of Economic and Community Development

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
<b>Inspections</b>							
Equipment Repair			\$ 50.00	\$ 1			
Office Supplies	\$ 982.12	\$ 640.83	\$ 599.48	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Printing		\$ 300.00	\$ 300.00	\$ 1	\$ -	\$ -	\$ -
Replacement Services	\$ 23,801.57	\$ 15,086.74	\$ 5,000.00	\$ 5,000	\$ 15,000	\$ 15,000	\$ 15,000
Licensing & Certifications	\$ 2,457.93	\$ 1,459.17	\$ 1,550.00	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Sealer of Weights & Measure Supplies	\$ 494.00	\$ 415.00	\$ 500.00	\$ 500	\$ 500	\$ 500	\$ 500
<b>Health</b>							
Printing		\$ 46.00	\$ 100.00	\$ 1			
Equipment Repair		\$ 65.00	\$ 190.87	\$ 1			
Inspectors' Supplies	\$ 248.66	\$ 300.76	\$ 300.00	\$ 1			
Office Supplies & Expenses	\$ 765.24	\$ 586.91	\$ 406.55	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
<b>Total</b>	<b>\$ 74,980.57</b>	<b>\$ 121,358.07</b>	<b>\$ 153,427.57</b>	<b>\$ 181,134</b>	<b>\$ 227,740</b>	<b>\$ 227,740</b>	<b>\$ 227,740</b>

# Elder Affairs

## Mission Statement

The Methuen Department of Elder Affairs/Council on Aging provides programs, services and activities for Methuen's 9,063 residents 60 years and over. The COA supports older adults in their efforts to maintain their independence by enhancing growth, dignity and a sense of belonging in mind, body and spirit while they age in place. The COA has a responsibility to provide access to fitness, health and wellness activities, socialization opportunities, education programs, and support services.

## FY17 Accomplishments

### Program:

Conducted 669 Fitness/Exercise sessions with 259 unique participants.

Newsletter was mailed to 7,600 households (twice)each x 2 mailings) to publicize services, programs and activities.

301 retirees benefitted from Support Groups such as Arthritis, Weight Management, Chronic Pain Management, Grief Support, and Fall Prevention.

Worked with Police and Fire Departments to conduct safety awareness programs, including distributing over 1,000 items safety items, such as the File of Life Refrigerator Magnets, batteries, Yellow Dot packets, house numbers, and Grab & Go bags.

Sponsored 2 Community Shred Days with more than 200 residents participating.

### Facility:

Renovated Center Thrift Shop with non-profit funds (\$15,000)

Repaired cement walls at 34 Orchard St and 77 Lowell St and replaced aging front yard flag pole planter with non-profit funds (\$6,945)

Repaired irrigation system with non-profit funds (\$610)

## FY18 Goals

### 1. Develop programs that help create economic stability for seniors:

Examine and update the Tax Relief Program with the City Treasurer.

Provide support for retirees as they apply for programs including SNAP, Fuel Assistance, etc.

Work with community partners and City departments to begin work to become an "Age Friendly Community", a national initiative addressing the escalating number of persons age 60+.

### 2. Continue efforts to improve the Health and Wellness of Methuen elders:

Partnerships with Holy Family Hospital, Greater Lawrence Family Health Center, and Elder Services of the Merrimack Valley, Inc. to conduct screenings and health education.

Continue relationship with TOPS and conduct weight management support sessions.

### 3. Implement programs to focus on Mental Health Wellness:

RN/Counselor will conduct weekly wellness clinics and one-on-one consultations.

Conduct at least 2 sessions at Center and at area elderly housing site.

Work with Superintendent of Schools to develop Grandparenting support

Develop and print new brochure

RN/Counselor will conduct weekly wellness clinics and one-on-one consultations. Conduct at least 2 sessions at Center and at area elderly housing site.

Outreach to newer 55+ communities to promote volunteerism and involvement with the center.

### 4. Facility Maintenance and Upgrades:

Initiate upgrades in the Morissette Auditorium to ensure ADA compliance.

Establish a plan for addressing drainage issues surrounding building.

Continue efforts to improve visibility and signage.

## Department Organization



FY 2018  
Budget  
Summary

Department: Elder Affairs

Organizational Unit: Human Services

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 211,689.63	\$ 213,551.62	\$ 230,252.58	\$ 247,797	\$ 266,125	\$ 266,125	\$ 266,125
Laborers							
Other Expenses	\$ 67,964.62	\$ 70,650.05	\$ 70,700.00	\$ 70,700	\$ 70,700	\$ 64,200	\$ 64,200
Equipment Outlay							
<b>Total</b>	<b>\$ 279,654.25</b>	<b>\$ 284,201.67</b>	<b>\$ 300,952.58</b>	<b>\$ 318,497</b>	<b>\$ 336,825</b>	<b>\$ 330,325</b>	<b>\$ 330,325</b>

FY 2018  
Budget  
Summary

Department: Elder Affairs

Organizational Unit: Human Services

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	1	1	Executive Director	\$ 71,226.90	\$ 71,275.99	\$ 81,043.15	\$ 85,929	\$ 91,786	\$ 91,786	\$ 91,786
1	1	1	Administrative Assistant	\$ 38,182.21	\$ 39,482.21	\$ 40,797.34	\$ 44,848	\$ 47,378	\$ 47,378	\$ 47,378
0	0	0	Head Clerk	\$ 50,463.08	\$ 50,463.08	\$ 51,904.58				
1	1	1	Confidential Secretary				\$ 54,998	\$ 58,202	\$ 58,202	\$ 58,202
1	1	1	Activities Coordinator	\$ 38,971.48	\$ 38,971.47	\$ 40,109.42	\$ 43,498	\$ 46,286	\$ 46,286	\$ 46,286
			Longevity	\$ 12,845.96	\$ 13,358.87	\$ 16,398.09	\$ 18,524	\$ 22,473	\$ 22,473	\$ 22,473
			Total	\$ 211,689.63	\$ 213,551.62	\$ 230,252.58	\$ 247,797	\$ 266,125	\$ 266,125	\$ 266,125

FY 2018  
Budget  
Summary

Department: Elder Affairs

Organizational Unit: Human Services

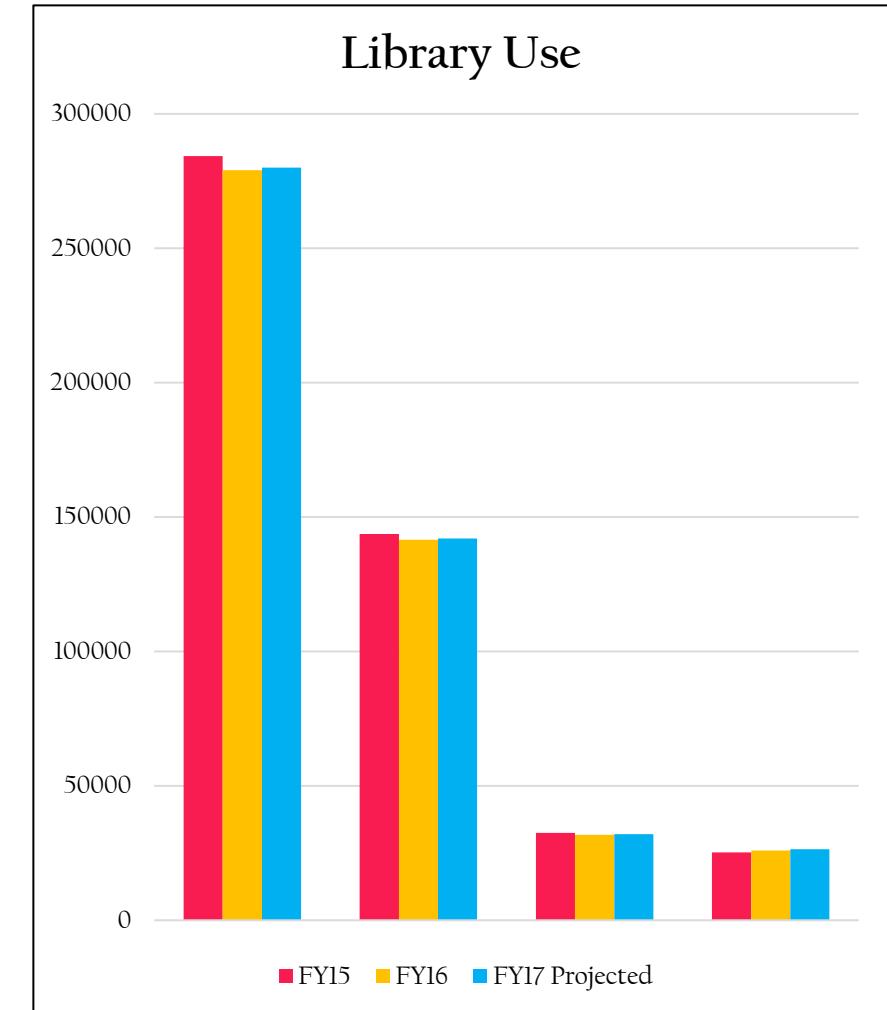
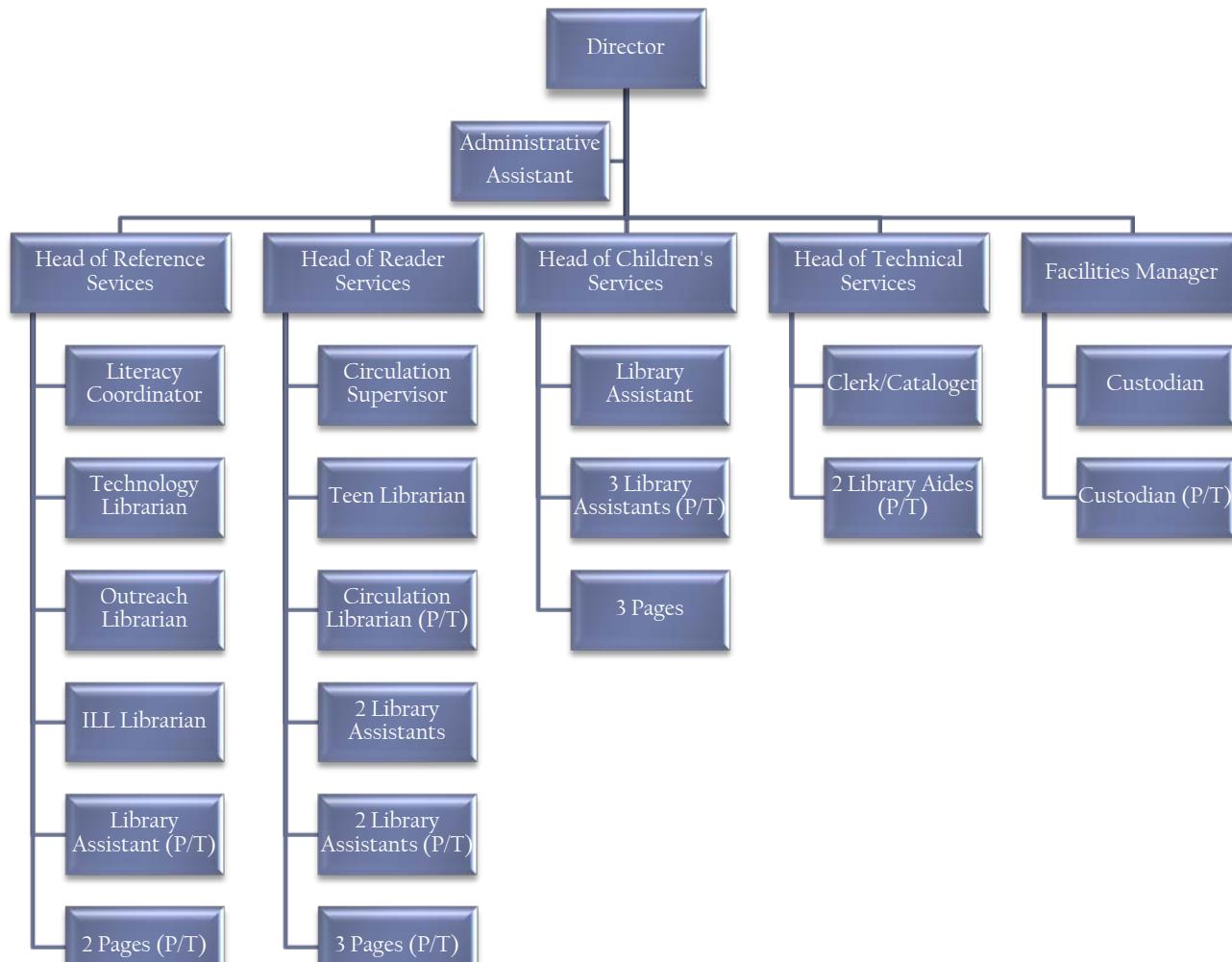
Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Building Insurance	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ 5,000		
Building Maintenance	\$ 26,381.63	\$ 26,436.17	\$ 26,061.93	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000
Building Utilities	\$ 15,988.23	\$ 17,000.00	\$ 16,047.54	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Elder Services	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Elevator Service	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Food & Related Items	\$ 3,905.10	\$ 3,447.73	\$ 4,155.37	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Mileage In State	\$ 326.89	\$ 255.36	\$ 224.83	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Office Supplies	\$ 368.08	\$ 496.21	\$ 458.73	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Paper Supplies	\$ 752.74	\$ 1,106.08	\$ 1,053.71	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900
Equipment Hire ~ Plowing	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500	\$ 1,500	\$ 1,500		
Printing	\$ 801.95	\$ 1,199.37	\$ 1,022.89	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Professional Services	\$ 9,190.00	\$ 8,909.13	\$ 9,875.00	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Telephone	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
<b>Total</b>	<b>\$ 67,964.62</b>	<b>\$ 70,650.05</b>	<b>\$ 70,700.00</b>	<b>\$ 70,700</b>	<b>\$ 70,700</b>	<b>\$ 70,700</b>	<b>\$ 64,200</b>	<b>\$ 64,200</b>

# Library

<p><b>Mission</b></p> <p>The Nevins Memorial Library strives to meet the diverse needs of Methuen's residents for information, and for reading, listening and viewing materials for educational and recreational purposes. The Library exists to facilitate intellectual growth, serve as a gateway to a wider world, and to open up opportunities to the people of Methuen. The Trustees and Staff work to ensure an environment in which all users are welcomed and respected. The Nevins Library is an integral part of the community life of Methuen, and its mission is to make a significant contribution to the creation of a high quality of life for each resident of the city.</p>	<p><b>FY18 Goals</b></p> <p>Complete new Long-Range/Strategic Plan.</p> <p>Host at least 50 STEM (Earth, Sea &amp; Sky) programs for various age groups, and complete all reporting requirements for IMLS Federal Grant.</p> <p>Building upgrades: Roof project, new carpeting, plaza landscaping project/phase I.</p> <p>Design/Install Interior Signage.</p> <p>Complete comprehensive Review of Library Policies &amp; Procedures.</p>																																																
<p><b>FY17 Accomplishments</b></p> <p>Completed renovation of handicapped access ramp.</p> <p>Planned and implemented migration to new Integrated Library System (SirsiDynix "Symphony") in partnership with Merrimack Valley Library Consortium.</p> <p>Launched IMLS Federal Grant "Empowering Public Libraries as Community Science Centers" in partnership with the MA Board of Library Commissioners and the Maine State Library. Our project is Earth, Sea &amp; Sky: Environmental Science for All Ages.</p> <p>Launched completely rebuilt Web Site.</p> <p>Launched new computer training series for adults, and coding programs for kids.</p> <p>Began offering borrowing of wireless hot spots and large telescope.</p> <p>Maintained robust schedule of programs for all ages, added e-magazines to our materials offered, and significantly increased circulation for e-books.</p> <p>Completed first year of new teen summer program in collaboration with the Tenney Grammar School – Tenney Rocks the Nevins Library. Eight-week program with 25 Tenney 7 &amp; 8 grade students. Each Friday kids, faculty members and administrators met with Nevins Library staff to discuss graphic novels and do related activities.</p>	<p><b>Performance Measures</b></p> <table border="1"> <thead> <tr> <th>Measure</th><th>FY15</th><th>FY16</th><th>FY17 Projected</th></tr> </thead> <tbody> <tr> <td>Circulation</td><td>284,308</td><td>278,979</td><td>280,000</td></tr> <tr> <td>Hours Open</td><td>3,103</td><td>3,106</td><td>3,100</td></tr> <tr> <td># of visitors</td><td>143,632</td><td>141,530</td><td>142,000</td></tr> <tr> <td>Reference Transactions</td><td>25,817</td><td>26,451</td><td>25,000</td></tr> <tr> <td>Attendance at Children's Programs</td><td>9,252</td><td>11,261</td><td>10,000</td></tr> <tr> <td>Attendance at Teen &amp; Adult Programs</td><td>8,991</td><td>9,663</td><td>10,000</td></tr> <tr> <td>Total Programs Held</td><td>989</td><td>1,059</td><td>1,000</td></tr> <tr> <td>Number of Volunteers</td><td>72</td><td>88</td><td>80</td></tr> <tr> <td>Volunteer Hours (including Literacy Volunteers)</td><td>2,766</td><td>2,349</td><td>2,500</td></tr> <tr> <td>Public Computer Usage (#sessions)</td><td>32,500</td><td>31,772</td><td>32,000</td></tr> <tr> <td># Methuen Residents with Library Cards (active/unexpired)</td><td>25,215</td><td>25,937</td><td>26,500</td></tr> </tbody> </table>	Measure	FY15	FY16	FY17 Projected	Circulation	284,308	278,979	280,000	Hours Open	3,103	3,106	3,100	# of visitors	143,632	141,530	142,000	Reference Transactions	25,817	26,451	25,000	Attendance at Children's Programs	9,252	11,261	10,000	Attendance at Teen & Adult Programs	8,991	9,663	10,000	Total Programs Held	989	1,059	1,000	Number of Volunteers	72	88	80	Volunteer Hours (including Literacy Volunteers)	2,766	2,349	2,500	Public Computer Usage (#sessions)	32,500	31,772	32,000	# Methuen Residents with Library Cards (active/unexpired)	25,215	25,937	26,500
Measure	FY15	FY16	FY17 Projected																																														
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# Library

## Department Organization



FY 2018  
Budget  
Summary

Department: Nevins Memorial Library

Organizational Unit: Human Services

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services							
Laborers							
Other Expenses	\$ 1,091,089.00	\$ 1,423,057.50	\$ 1,506,066.50	\$ 1,536,855	\$ 1,557,621	\$ 1,557,621	\$ 1,557,621
Equipment Outlay							
<b>Total</b>	<b>\$ 1,091,089.00</b>	<b>\$ 1,423,057.50</b>	<b>\$ 1,506,066.50</b>	<b>\$ 1,536,855</b>	<b>\$ 1,557,621</b>	<b>\$ 1,557,621</b>	<b>\$ 1,557,621</b>

FY 2018  
Budget  
Summary

Department: Nevins Memorial Library

Organizational Unit: Human Services

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted FY. 2017-18	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Library Support	\$ 1,091,089.00	\$ 1,102,580.00	\$ 1,201,089.00	\$ 1,242,277	\$ 1,278,088	\$ 1,278,088	\$ 1,278,088	\$ 1,278,088
Principal	\$ 265,000.00	\$ 265,000.00	\$ 260,000.00	\$ 260,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000
Interest	\$ 67,327.50	\$ 55,477.50	\$ 44,977.50	\$ 34,578	\$ 24,533	\$ 24,533	\$ 24,533	\$ 24,533
<b>Total</b>	<b>\$ 1,091,089.00</b>	<b>\$ 1,423,057.50</b>	<b>\$ 1,506,066.50</b>	<b>\$ 1,536,855</b>	<b>\$ 1,557,621</b>	<b>\$ 1,557,621</b>	<b>\$ 1,557,621</b>	<b>\$ 1,557,621</b>

# Recreation

## Mission

The Recreation Department is responsible for planning and implementing a comprehensive recreation program for the residents of Methuen. It accomplishes this mission through working with the Youth Commission, volunteers, and businesses. The department works closely with youth sport organizations, which includes conducting CORI checks on youth sport volunteers and coaches, while also acting as an informational clearinghouse for other youth sports organizations in the city. The department manages Nicholson Stadium and the city beach at Forest Lake; while also administering the permitting process for the city's athletic fields.

## FY17 Accomplishments

Monthly meetings with High School Athletic Dept. and youth sports organizations to prioritize and schedule the use of Nicholson Stadium and all of the city's athletic fields.

Developed a list of Rules and Regulations relative to the use of Nicholson Stadium.

Scheduled, managed, and supervised Nicholson Stadium.

Partnered with the School Department to develop several new art and music programs.

Successfully executed various programs, including basketball, baseball, flag football, tennis, skating, street hockey, ice hockey, track, cross country, summer parks program, Camp Mancini, and swimming lessons.

Successfully executed various city events including the July 4th Fireworks, the Fall Festival, the Summer Movie Series, and the Easter Egg Hunt.

Participation in Recreation Programming



## FY18 Goals

Continue to meet and strategize with youth organizations and the High School Athletic Department to best utilize the Nicholson Stadium Complex.

Transition Methuen Youth "T" Ball and bring it under the auspices of the Recreation Department.

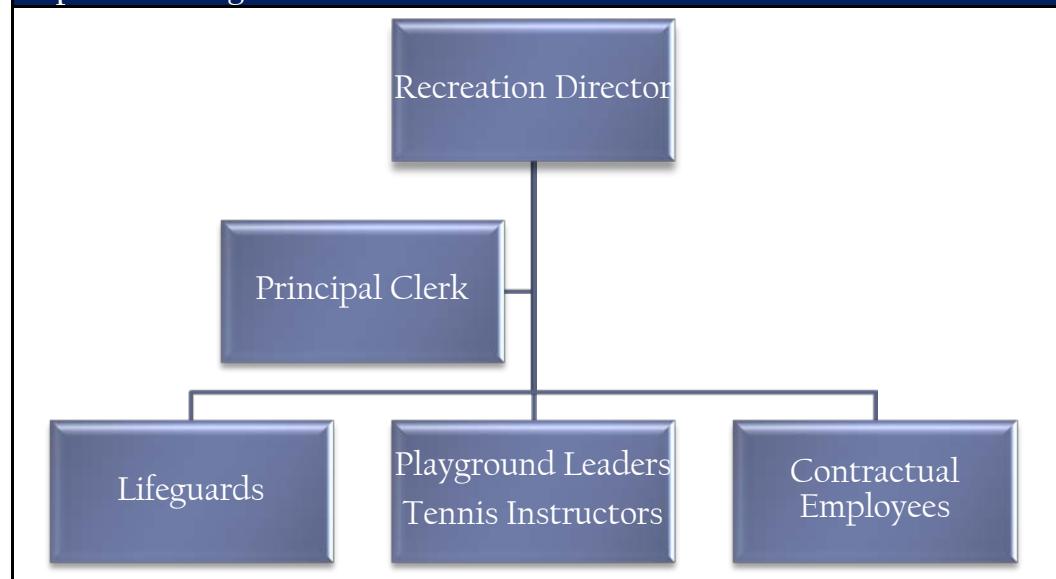
Provide additional classes in the arts program curriculum.

Adjust Management in Playground program to provide more structure.

## Performance Measures

Measure	FY15	FY16	FY17 Projected	FY18 Proposed
Number of Rec Dept Programs	31	31	32	36
Number of Participants	6,600	6,700	7,200	7,500
Revenue Generated	\$96,460	\$97,800.00	\$100,940	\$102,000

## Department Organization



FY 2018  
Budget  
Summary

Department: Recreation Department

Organizational Unit: Human Services

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 147,209.88	\$ 133,720.37	\$ 134,843.62	\$ 176,938	\$ 193,889	\$ 191,713	\$ 191,713
Laborers							
Other Expenses	\$ 10,727.02	\$ 11,527.37	\$ 11,278.19	\$ 11,851	\$ 11,851	\$ 11,851	\$ 11,851
Equipment Outlay							
<b>Total</b>	<b>\$ 157,936.90</b>	<b>\$ 145,247.74</b>	<b>\$ 146,121.81</b>	<b>\$ 188,789</b>	<b>\$ 205,740</b>	<b>\$ 203,564</b>	<b>\$ 203,564</b>

FY 2018  
Budget  
Summary

Department: Recreation Department

Organizational Unit: Human Services

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	1	1	Supervisor/Coordinator	\$ 72,427.79	\$ 72,427.80	\$ 74,499.49	\$ 77,114	\$ 80,729	\$ 80,729	\$ 80,729
1	0	1	Principal Clerk				\$ 41,645	\$ -	\$ 41,645	\$ 41,645
0	1	0	Head Clerk					\$ 43,821		
10	10	10	Assistant Swim Instructors & Lifeguards	\$ 11,461.00	\$ 14,324.80	\$ 16,195.20	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
0	0	0	Senior Clerk Part Time	\$ 25,482.38						
1	1	1	Weekend Supervisor - Forest Lake	\$ 2,587.20	\$ 2,667.60	\$ 2,400.00				
20	20	20	Recreational Leaders	\$ 24,490.20	\$ 33,926.90	\$ 31,572.80	\$ 24,000	\$ 26,600	\$ 26,600	\$ 26,600
			Tennis Instructor	\$ 1,175.55	\$ 834.70	\$ 76.50	\$ 1,190	\$ 1,190	\$ 1,190	\$ 1,190
4	4	4	Recreational Supervisors					\$ 6,160	\$ 6,160	\$ 6,160
			Longevity	\$ 9,585.76	\$ 9,538.57	\$ 10,099.63	\$ 10,989	\$ 13,389	\$ 13,389	\$ 13,389
			Total	\$ 147,209.88	\$ 133,720.37	\$ 134,843.62	\$ 176,938	\$ 193,889	\$ 191,713	\$ 191,713

FY 2018  
Budget  
Summary

Department: Recreation Department

Organizational Unit: Human Services

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Custodial	\$ 3,208.60	\$ 2,721.00	\$ 2,700.00	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800
Field Day	\$ 96.89	\$ 119.60		\$ 150	\$ 150	\$ 150	\$ 150
Functions & Events	\$ 5,019.57	\$ 4,985.16	\$ 5,006.92	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Supplies	\$ 1,153.94	\$ 840.82	\$ 1,004.27	\$ 900	\$ 900	\$ 900	\$ 900
Transportation	\$ 883.42	\$ 2,401.79	\$ 2,567.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Trophies & Awards	\$ 364.60	\$ 459.00		\$ 500	\$ 500	\$ 500	\$ 500
Recreation & Athletic Supplies				\$ 1	\$ 1	\$ 1	\$ 1
<b>Total</b>	<b>\$ 10,727.02</b>	<b>\$ 11,527.37</b>	<b>\$ 11,278.19</b>	<b>\$ 11,851</b>	<b>\$ 11,851</b>	<b>\$ 11,851</b>	<b>\$ 11,851</b>

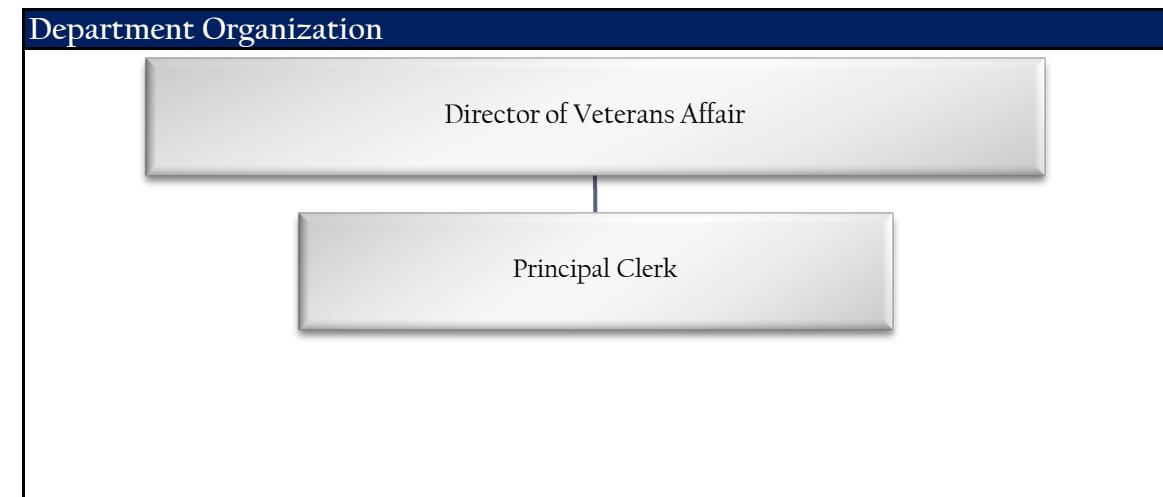
## Veterans Affairs

Mission
<p>In accordance with Massachusetts General Law Chapter 115, Section 3, the Methuen Veterans Affairs Department is responsible for assisting eligible Methuen veterans and their families in obtaining state and federal benefits. In addition to connecting veterans with resources, the Veterans Affairs Department works with community volunteers and organizations to support events and programs which honor veterans past and present.</p>

Performance Measures			
Measure	FY15	FY16	FY17 Projected
Number of public events	4	5	5
Number of visits to Senior Activity Center and Nursing Homes	12	13	16
Number of Visits to VFW and Legion	16	18	18
State reimbursements to the city	\$412,591.77	\$376,791.14	\$355,736.27
Average monthly number of Ch 115 Recipients (veterans benefits)	70	67	64

FY17 Accomplishments
Achieved the maximum reimbursement from the state for the 9th consecutive year.
Launched Methuen's first Veterans Breakfast in October.
Worked with MPD & MFD in organizing the 15th Anniversary Ceremony of 9-11.
Successfully organized and executed Memorial Day and Veterans Day Parades.
Hired and trained new Principal Clerk to support office's mission.
Successfully executed the 18th Annual Veterans Expo, which connects veterans with supportive organizations and agencies.
Organized over 100 volunteers to clean veteran grave markers and replace over 5000 flags at sites of deceased servicemen and women.
Massachusetts Veterans Services Officers Association. He currently serves as Chairman of the nominating committee, and as a member of the training committee.
Attended three conferences over the course of the FY17, which included over 10 total days of training and development.
Successfully executed the 18th Annual Veterans Expo, which connects veterans with supportive organizations and agencies.

FY18 Goals
Enhance and standardize the system to track veterans who are serviced by the department.
Improve the Memorial Day and Veterans Day parade programs.
Expand community outreach through increased visits at senior housing and assisted living facilities.



FY 2018  
Budget  
Summary

Department: Veterans Benefits

Organizational Unit: Legislative & Administrative

Classification	Expenditures	Expenditures	Expenditures	Budgeted	Council Adopted	Mayor	Council Adopted
	2013-14	2014-15	2015-16	2016-17	Departmental Request FY. 2017-18	Recommendation	Budget 2017-18
Personal Services	\$ 114,305.87	\$ 114,529.76	\$ 118,216.09	\$ 110,758	\$ 105,678	\$ 105,678	\$ 105,678
Laborers							
Other Expenses	\$ 552,130.46	\$ 506,892.10	\$ 477,570.14	\$ 534,600	\$ 537,550	\$ 522,550	\$ 522,550
Out of State Travel							
Equipment Outlay							
<b>Total</b>	<b>\$ 666,436.33</b>	<b>\$ 621,421.86</b>	<b>\$ 595,786.23</b>	<b>\$ 645,358</b>	<b>\$ 643,228</b>	<b>\$ 628,228</b>	<b>\$ 628,228</b>

FY 2018  
Budget  
Summary

Department: Veterans Benefits

Organizational Unit: Legislative & Administrative

Position			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	1	1	Director of Veterans Affairs	\$ 63,414.13	\$ 63,414.12	\$ 65,266.28	\$ 66,381	\$ 66,381	\$ 66,381	\$ 66,381
0	0	0	Head Clerk	\$ 48,963.08	\$ 48,963.08	\$ 50,525.82				\$ 37,969
1	1	1	Principal Clerk				\$ 41,645	\$ 37,969	\$ 37,969	\$ 1,328
			Longevity	\$ 1,928.66	\$ 2,152.56	\$ 2,423.99	\$ 2,732	\$ 1,328	\$ 1,328	
			Total	\$ 114,305.87	\$ 114,529.76	\$ 118,216.09	\$ 110,758	\$ 105,678	\$ 105,678	\$ 105,678

FY 2018  
Budget  
Summary

Department: Veterans Benefits

Organizational Unit: Legislative & Administrative

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
<b>Veterans</b>							
Veteran Benefits Payroll	\$ 466,084.52	\$ 425,969.31	\$ 412,476.97	\$ 450,000	\$ 450,000	\$ 440,000	\$ 440,000
Veteran Benefits Warrant	\$ 78,306.99	\$ 72,542.04	\$ 57,842.05	\$ 75,000	\$ 75,000	\$ 70,000	\$ 70,000
Office Supplies	\$ 267.08	\$ 1,240.37	\$ 1,033.74	\$ 1,800	\$ 2,300	\$ 2,300	\$ 2,300
Training	\$ 1,767.79	\$ 1,932.00	\$ 979.88	\$ 2,000	\$ 2,300	\$ 2,300	\$ 2,300
Veterans Events		\$ 113.00	\$ 56.50	\$ 500	\$ 500	\$ 500	\$ 500
Dues & Subscriptions	\$ 85.00	\$ 85.00	\$ 85.00	\$ 100	\$ 150	\$ 150	\$ 150
<b>Memorial Day Observance:</b>							
Rental of Quarters Women's American Legion Post	\$ 400.00						
<b>Veterans Day:</b>							
Memorial Day Wreaths	\$ 770.00	\$ 800.00	\$ 790.00	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Flags & Markers	\$ 4,449.08	\$ 4,210.38	\$ 4,306.00	\$ 4,000	\$ 5,600	\$ 5,600	\$ 5,600
American Legion/VFW Parades							
Veterans Software License					\$ 500	\$ 500	\$ 500
<b>Total</b>	<b>\$ 552,130.46</b>	<b>\$ 506,892.10</b>	<b>\$ 477,570.14</b>	<b>\$ 534,600</b>	<b>\$ 537,550</b>	<b>\$ 522,550</b>	<b>\$ 522,550</b>

FY 2018  
Budget  
Summary

Department: Solid Waste & Disposal

Organizational Unit: Public Works & Facilities

Classification Solid Waste Disposal Costs	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Tipping Fees	\$ 2,171,930.47	\$ 2,302,700.22	\$ 2,261,695.40	\$ 2,420,000	\$ 2,500,000	\$ 2,500,000	\$ 2,500,000
Tire/Scrap/Pest Control	\$ 11,039.67	\$ 12,001.14	\$ 11,390.98	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Recycling Contract	\$ 253,496.78	\$ 274,999.92	\$ 391,849.01	\$ 515,000	\$ 535,000	\$ 535,000	\$ 535,000
Brush Grinding/Compost	\$ 7,080.00		\$ 7,100.00	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Catch Basin/Street Sweeping	\$ 40,000.00	\$ 38,904.80	\$ 39,217.64	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Total</b>	<b>\$ 2,483,546.92</b>	<b>\$ 2,628,606.08</b>	<b>\$ 2,711,253.03</b>	<b>\$ 3,010,000</b>	<b>\$ 3,110,000</b>	<b>\$ 3,110,000</b>	<b>\$ 3,110,000</b>

# Department of Public Works

## Mission

The mission of the Methuen Department of Public Works is to provide a superior level of services to our residents by efficiently maintaining and improving our streets and sidewalks; water, sewer and drainage systems; trash and recycling collections; transfer station; parks and fields; and cemteries. This service extends beyond routine maintenance and calls for keeping our streets safe and passable during severe weather events, and includes working closley with the city's emergency services departments. The Public Works Department supports the goals and objectives of the administrative and governmental branches of the city as well as the efforts of the city's economic and community development proponents.

## FY17 Accomplishments

**Highway:** Paved approximately 5 miles of roadway, reconstructed Pleasant Street sidewalk. Repaired 450 streets w/ 215 tons asphalt. Repaired 37 manholes.

**Water & Sewer:** Supplied approximately 1.5 billion gallons of water, while maintaining 200

**Environmental Management:** Removed 83 trees. Responded to approximately 100 resident 'tree calls' & 59 emergency tree calls. Provided regular maintenance of of 27 parks and fields.

**Engineering:** Reviewed all major residential and commercial projects proposals. Provided

**Buildings:** Completed boiler replacements at the Quinn and Searles buildings, oversaw several renovation projects at Quinn., and closed unused annex space at the Searles.

**Vehicle Maintenance:** Addressed approximately 250 unique needs of city-owned vehicles.

## FY18 Goals

Complete feasibility study of the DPW complex, while securing funding for a new facility.

Develop asset management plans for each division.

Develop MS4 plan.

Develop and implement a vehicle and equipment stabilization plan.

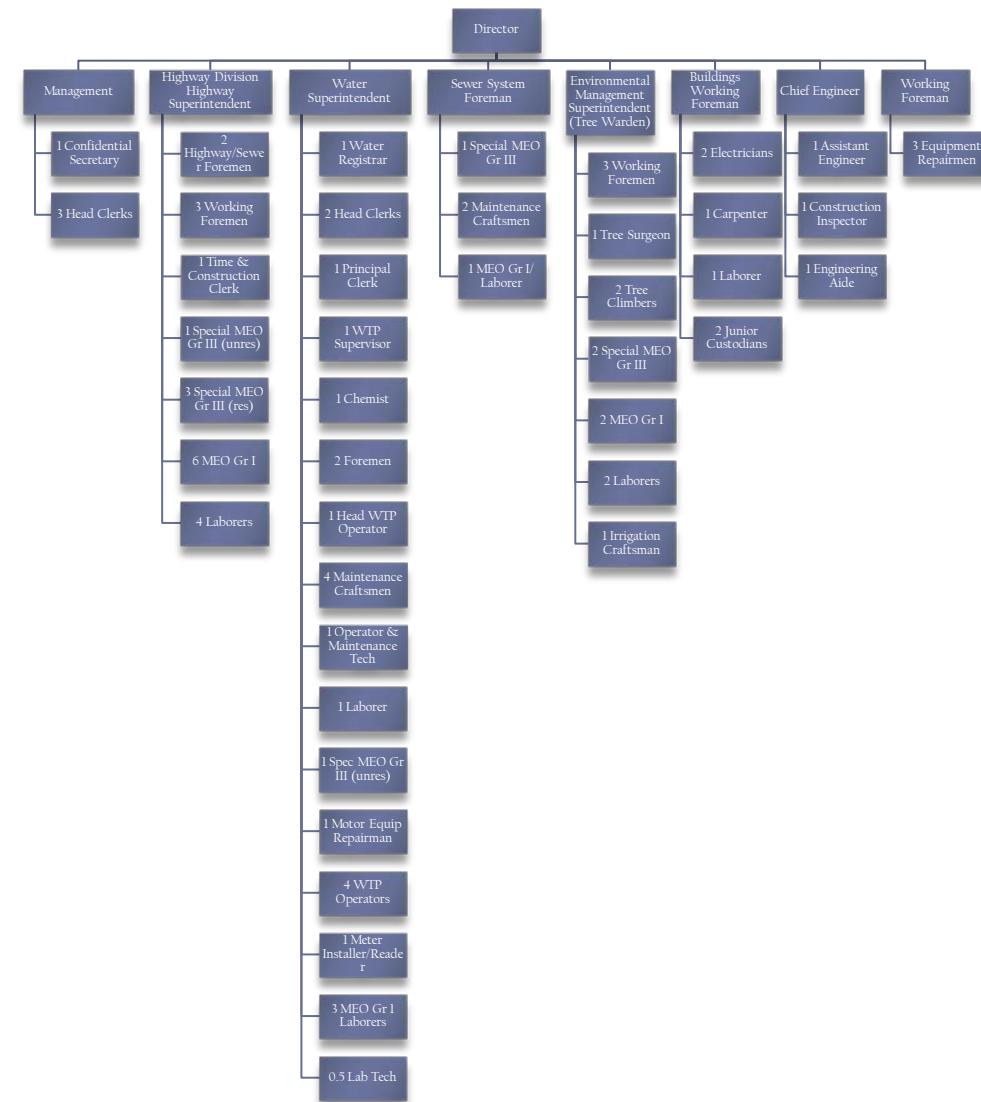
Develop and implement a Transfer Station management system and increase revenues.

Implement resident-accessible work order system online.

Begin water meter upgrade project, Continue water hydrant and service meter upgrades. Paint Forest Street water tower.

Complete replacement of WTP master meters.

## Department Organization



FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 2,705,650.23	\$ 3,093,778.43	\$ 3,311,069.77	\$ 3,474,745	\$ 3,890,364	\$ 3,759,855	\$ 3,759,855
Laborers							
Other Expenses	\$ 712,993.33	\$ 869,881.10	\$ 869,881.10	\$ 920,795	\$ 992,795	\$ 987,795	\$ 987,795
Equipment Outlay	\$ -	\$ 96,834.39	\$ 96,834.39	\$ -	\$ -	\$ -	\$ -
Fuel Expenses	\$1,031,877.31	\$881,547.60	\$ 759,158.45	\$ 1,105,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000
Snow and Ice	\$ 1,226,313.55	\$ 1,759,093.18	\$ 812,280.43	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Capital Improvements				\$ 100,000	\$ 100,700	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 5,676,834.42</b>	<b>\$ 6,701,134.70</b>	<b>\$ 5,849,224.14</b>	<b>\$ 5,825,540</b>	<b>\$ 6,363,859</b>	<b>\$ 6,227,650</b>	<b>\$ 6,227,650</b>

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18		Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.						112,024	112,024		
1	1	1	Director of Public Works		\$ 73,932.49	\$ 95,981.40	\$ 112,024	\$ 112,024	\$ 112,024	\$ 112,024	
1	1	1	Asst. Civil Engineer	\$ 16,576.99	\$ 70,927.80	\$ 73,835.95	\$ 74,246	\$ 74,246	\$ 74,246	\$ 74,246	
1	1	1	Carpenter				\$ 45,162	\$ 46,774	\$ 46,774	\$ 46,774	
1	1	1	Chief Engineer	\$ 106,642.99	\$ 97,692.07	\$ 100,717.10	\$ 100,692	\$ 100,692	\$ 100,692	\$ 100,692	
1	1	1	Construction Inspectors	\$ 62,788.62	\$ 63,188.61	\$ 81,957.81	\$ 60,855	\$ 63,946	\$ 63,946	\$ 63,946	
0	0	0	Draftsman				\$ 1	\$ 1	\$ 1	\$ 1	
2	2	2	Electrician	\$ 112,882.50	\$ 112,882.50	\$ 110,797.13	\$ 112,450	\$ 132,329	\$ 132,329	\$ 132,329	
0	0	0	Electrician Helper/Laborer				\$ 1	\$ 1	\$ 1	\$ 1	
1	1	1	Executive Secretary to Director of P.W.				\$ 43,821	\$ 56,234	\$ 56,234	\$ 56,234	
2	2	2	Grounds Keeper	\$ 81,450.79	\$ 80,700.31	\$ 97,084.42	\$ 81,139	\$ 84,000	\$ 84,000	\$ 84,000	
3	3	3	Head Clerk	\$ 91,311.49	\$ 94,857.46	\$ 100,092.92	\$ 147,293	\$ 149,026	\$ 149,026	\$ 149,026	
2	2	2	Highway & Sewer Sys Foreman	\$ 127,214.83	\$ 127,114.83	\$ 134,167.39	\$ 125,931	\$ 132,328	\$ 132,328	\$ 132,328	
1	1	1	Irrigation Craftsman	\$ 47,105.28	\$ 47,105.28	\$ 49,906.16	\$ 46,925	\$ 49,309	\$ 49,309	\$ 49,309	
2	2	2	Junior Custodians	\$ 138.11	\$ 32,258.99	\$ 86,124.62	\$ 91,480	\$ 92,372	\$ 92,372	\$ 92,372	
7	9	7	Laborers	\$ 220,971.82	\$ 233,178.60	\$ 258,613.56	\$ 361,636	\$ 383,670	\$ 298,410	\$ 298,410	
			Longevity	\$ 29,916.33	\$ 36,528.99	\$ 34,440.67	\$ 46,057	\$ 77,500	\$ 77,500	\$ 77,500	
2	2	2	Mason/Laborers	\$ 78,039.58	\$ 91,084.46	\$ 97,746.66	\$ 90,324	\$ 94,913	\$ 94,913	\$ 94,913	
8	8	8	MEO Grade I (Truck Drivers)	\$ 333,586.03	\$ 333,419.09	\$ 302,020.58	\$ 336,656	\$ 353,118	\$ 353,118	\$ 353,118	
3	3	3	Motor Equipment Repairmen	\$ 117,199.06	\$ 132,899.36	\$ 115,821.36	\$ 160,162	\$ 168,299	\$ 168,299	\$ 168,299	
			Night Differential	\$ 4,673.31	\$ 6,077.56	\$ 6,146.01	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	
			Out of Classification	\$ 6,489.89	\$ 5,207.34	\$ 9,747.41	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
			Overtime	\$ 263,327.82	\$ 294,253.40	\$ 418,171.36	\$ 240,000	\$ 325,250	\$ 300,000	\$ 300,000	
1	0	0	Principal Account Clerk	\$ 39,783.71	\$ 39,783.71	\$ 40,314.96					
0	0	0	Senior Custodian	\$ 46,099.09							
1	1	1	Senior Engineering Aides		\$ 48,056.13	\$ 32,983.39	\$ 50,935	\$ 52,718	\$ 52,718	\$ 52,718	
1	1	1	Spec. Equip Operator Gr III (Unrestricted)	\$ 40,403.51	\$ 48,243.76	\$ 51,106.54	\$ 48,059	\$ 50,501	\$ 50,501	\$ 50,501	
5	5	5	Special Motor. Equip Operator Gr. III	\$ 230,330.72	\$ 232,108.86	\$ 255,259.77	\$ 234,164	\$ 246,249	\$ 246,249	\$ 246,249	

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request		Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.						FY. 2017-18			
1	1	1	Superintendent of Environmental Mgt.	\$ 77,768.41	\$ 83,441.95	\$ 90,275	\$ 92,526	\$ 92,526	\$ 92,526	\$ 92,526	
1	1	1	Superintendent of Highway	\$ 92,236.29	\$ 91,847.62	\$ 95,333.29	\$ 94,777	\$ 94,777	\$ 94,777	\$ 94,777	\$ 94,777
			Temporary Laborers	\$ 18,459.45	\$ 129,557.50	\$ 84,333.86	\$ 70,000	\$ 100,000	\$ 80,000	\$ 80,000	\$ 80,000
1	1	1	Time & Const. Clerk	\$ 53,592.70	\$ 53,592.69	\$ 56,746.26	\$ 53,387	\$ 56,100	\$ 56,100	\$ 56,100	\$ 56,100
2	2	2	Tree Climber	\$ 78,230.77	\$ 92,950.40	\$ 62,144.75	\$ 93,553	\$ 98,502	\$ 98,502	\$ 98,502	\$ 98,502
1	1	1	Tree Warden	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
6	8	8	Working Foreman	\$ 340,887.00	\$ 286,809.11	\$ 305,081.15	\$ 342,335	\$ 458,259	\$ 458,259	\$ 458,259	\$ 458,259
1	1	1	Working Frmn/Fire Apparatus Repairman	\$ 64,111.55	\$ 58,551.10	\$ 69,751.34	\$ 57,829	\$ 60,767	\$ 60,767	\$ 60,767	\$ 60,767
1	1	1	Tree Surgeon				\$ 48,376	\$ 50,834	\$ 50,834	\$ 50,834	\$ 50,834
			Clothing Allowance					\$ 18,900	\$ 18,900	\$ 18,900	\$ 18,900
			Total	\$ 2,705,650.23	\$ 3,093,778.43	\$ 3,311,069.77	\$ 3,474,745	\$ 3,890,364	\$ 3,759,855	\$ 3,759,855	\$ 3,759,855

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request		Mayor Recommendation	Council Adopted Budget 2017-18
					FY. 2017-18			
Bituminous Concrete Hot Patch	\$ 53,218.44	\$ 44,181.50	\$ 50,202.47	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Building Maintenance	\$ 77,867.53	\$ 111,589.69	\$ 81,768.04	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
Cold Patch	\$ 1,766.26	\$ 1,885.70	\$ 858.20	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Document Recording	\$ 105.00			\$ 225	\$ 225	\$ 225	\$ 225	\$ 225
Drafting Supplies		\$ 1,175.47	\$ 174.00	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Dues and Subscriptions	\$ 250.00	\$ 50.00	\$ 551.95	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Elevator Inspection & Repairs	\$ 800.00	\$ 2,094.00	\$ 2,534.00	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Equipment Hire	\$ 75.00	\$ 6,401.13	\$ 7,058.22	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Equipment Parts	\$ 209,607.91	\$ 264,199.28	\$ 249,284.19	\$ 200,000	\$ 255,000	\$ 250,000	\$ 250,000	\$ 250,000
Equipment Rental	\$ 3,237.50	\$ 1,924.40	\$ 550.00	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Equipment Repair	\$ 8,120.05	\$ 4,615.40	\$ 7,561.09	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Equipment Testing	\$ 600.00	\$ 600.00	\$ 600.00	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170	\$ 1,170
Fertilizer/Seed - Parks	\$ 11,649.27	\$ 15,669.91	\$ 9,224.82	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Hardware & Supplies	\$ 19,781.29	\$ 25,202.34	\$ 21,421.24	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Hazardous Waste Collection	\$ 6,713.52	\$ 7,316.50	\$ 9,238.50	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Hoisting License	\$ 1,308.00	\$ 2,475.00	\$ 2,903.00	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Landfill Closure	\$ 38,754.45	\$ 40,000.00	\$ 53,500.00	\$ 40,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Maint. - Nicholson /Forest Lake/Riverwalk	\$ 32,176.44	\$ 34,346.16	\$ 34,741.75	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Materials & Supplies	\$ 36,821.56	\$ 36,511.79	\$ 79,449.87	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Misc. Small Equipment/Tools	\$ 21,618.20	\$ 22,058.90	\$ 10,749.94	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request		Mayor Recommendation	Council Adopted Budget 2017-18
					FY. 2017-18			
Miscellaneous Contract Costs	\$ 95.00	\$ 1,939.00	\$ 1,500.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Office Supplies	\$ 2,168.75	\$ 2,437.13	\$ 2,368.32	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300	\$ 2,300
Pipe - Sewer & Drain	\$ 2,404.15	\$ 7,690.73	\$ 7,572.92	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Preventative Maintenance Contract.	\$ 550.00			\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Printing & Advertising	\$ 1,632.36	\$ 3,317.32	\$ 2,590.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Professional Services	\$ 127,638.39	\$ 147,884.44	\$ 84,654.71	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
Road Signs	\$ 7,662.97	\$ 5,751.88	\$ 6,251.93	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Sand, Stone & Gravel	\$ 1,868.60	\$ 2,527.96	\$ 2,660.00	\$ 3,900	\$ 3,900	\$ 3,900	\$ 3,900	\$ 3,900
School Zone Signals	\$ 2,369.33	\$ 4,217.08	\$ 4,041.81	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Septic Tank Clean	\$ 220.00		\$ 220.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Survey Supplies		\$ 54.20		\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Telephone - Alarm	\$ 308.38	\$ 735.40	\$ 735.40	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Tool Allowance	\$ 3,599.08	\$ 3,538.89	\$ 3,733.60	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Traffic Maintenance	\$ 11,319.50	\$ 21,988.04	\$ 31,584.74	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Street/Crosswalk ~ Line Painting	\$ 26,686.40	\$ 29,591.77	\$ 41,844.26	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Remediation Services		\$ 17,180.71	\$ 57,752.13	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
<b>Total</b>	<b>\$ 712,993.33</b>	<b>\$ 869,881.10</b>	<b>\$ 869,881.10</b>	<b>\$ 920,795</b>	<b>\$ 992,795</b>	<b>\$ 987,795</b>	<b>\$ 987,795</b>	

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Classification Equipment Outlay	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Sun Trust Lease (Vehicles)	\$100,144.39	\$ 96,834.39	\$ 96,834.39				
10' Plows (6)							
Lease Purchase							
Searles Building Generator							
<b>Total</b>	<b>\$ -</b>	<b>\$ 96,834.39</b>	<b>\$ 96,834.39</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Classification Fuel Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request		Mayor Recommendation	Council Adopted Budget 2017-18
					FY. 2017-18			
Electricity	\$ 149,613.92	\$ 150,812.58	\$ 148,194.46	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
Fuel (Gas & Oil)	\$ 207,923.78	\$ 184,658.63	\$ 108,006.80	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000
Fuel Heat	\$ 99,490.62	\$ 97,772.65	\$ 71,958.84	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Street Lighting	\$ 473,554.43	\$ 339,889.40	\$ 266,606.59	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000	\$ 480,000
Grease & Solvents	\$ 35,152.36	\$ 41,296.90	\$ 43,658.50	\$ 35,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Electricity (Field Use)	\$ 11,142.20	\$ 12,117.44	\$ 65,733.26	\$ 25,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Water & Sewer	\$ 45,100.00	\$ 45,100.00	\$ 45,100.00	\$ 45,100	\$ 45,100	\$ 45,100	\$ 45,100	\$ 45,100
Water & Sewer (Field Use)	\$ 9,900.00	\$ 9,900.00	\$ 9,900.00	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900	\$ 9,900
<b>Total</b>	<b>\$ 1,031,877.31</b>	<b>\$ 881,547.60</b>	<b>\$ 759,158.45</b>	<b>\$1,105,000</b>		<b>\$1,155,000</b>	<b>\$ 1,155,000</b>	<b>\$ 1,155,000</b>

FY 2018  
Budget  
Summary

Department: Public Works

Organizational Unit: Public Works & Facilities

Classification Snow and Ice Removal	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Overtime Snow & Ice	\$ 404,546.58	\$ 548,675.06	\$ 227,678.19	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Equipment Hire - Snow	\$ 458,685.00	\$ 661,949.75	\$ 253,935.49	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Sand & Salt - Snow & Ice	\$ 363,081.97	\$ 548,468.37	\$ 330,666.75	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total</b>	<b>\$ 1,226,313.55</b>	<b>\$ 1,759,093.18</b>	<b>\$ 812,280.43</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>

## FY 2018 Budget Summary

## Department: Public Works

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 460,462.29	\$ 449,907.99	\$ 454,321.24	\$ 496,955	\$ 520,523	\$ 517,343	\$ 517,343
Laborers	\$ 1,824,571.10	\$ 1,852,563.89	\$ 1,956,034.72	\$ 2,147,119	\$ 2,388,170	\$ 2,388,170	\$ 2,388,170
Other Expenses	\$ 1,948,279.57	\$ 1,933,353.02	\$ 2,118,482.12	\$ 2,442,500	\$ 2,561,800	\$ 2,561,800	\$ 2,561,800
Equipment Outlay	\$ 147,833.32	\$ 199,689.00	\$ 62,664.38	\$ 50,000	\$ 240,000	\$ 240,000	\$ 240,000
Capital Improvement Program	\$ 56,087.85	\$ 36,834.00	\$ -	\$ -	\$ -	\$ -	\$ -
Bonds & Interest	\$ 1,928,003.29	\$ 1,930,114.01	\$ 1,874,663.26	\$ 1,884,039	\$ 1,876,375	\$ 1,876,375	\$ 1,876,375
Gr. Lawrence Sanitary District	\$ 2,896,175.91	\$ 3,239,587.52	\$ 3,145,649.74	\$ 3,741,318	\$ 3,928,384	\$ 3,735,086	\$ 3,735,086
Indirect Costs							
<b>Total</b>	<b>\$ 9,261,413.33</b>	<b>\$ 9,642,049.43</b>	<b>\$ 9,611,815.46</b>	<b>\$ 10,761,931</b>	<b>\$ 11,515,252</b>	<b>\$ 11,318,774</b>	<b>\$ 11,318,774</b>

**Budget  
Summary**

**Department: Enterprise Fund**

**Organizational Unit: Water and Sewer Enterprise Fund**

Positions			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17	Dept.	Mayor								
			Actual	Req.	Rec.					
			<b>Water:</b>							
1	1	1	Superintendent	\$ 91,947.61	\$ 91,947.62	\$ 94,733.29	\$ 94,777	\$ 94,777	\$ 94,777	\$ 94,777
1	1	1	Water Registrar	\$ 55,824.68	\$ 57,638.00	\$ 63,749.45	\$ 64,187	\$ 67,366	\$ 64,187	\$ 64,187
2	2	2	Head Clerk	\$ 49,123.47	\$ 91,702.18	\$ 96,216.99	\$ 100,650	\$ 100,650	\$ 100,650	\$ 100,650
1	1	1	Principal Clerk	\$ 76,181.36	\$ 37,704.53	\$ 40,005.51	\$ 41,645	\$ 41,645	\$ 41,645	\$ 41,645
1	1	1	Supervisor WTP	\$ 91,947.61	\$ 109,642.46	\$ 90,235.67	\$ 94,777	\$ 94,777	\$ 94,777	\$ 94,777
1	1	1	Chemist	\$ 78,295.82	\$ 43,197.70	\$ 50,550.52	\$ 81,958	\$ 81,958	\$ 81,958	\$ 81,958
			Longevity	\$ 17,141.74	\$ 18,075.50	\$ 18,829.81	\$ 18,961	\$ 39,349	\$ 39,349	\$ 39,349
			Contract Stipend							
			<b>Total</b>	<b>\$ 460,462.29</b>	<b>\$ 449,907.99</b>	<b>\$ 454,321.24</b>	<b>\$ 496,955</b>	<b>\$ 520,523</b>	<b>\$ 517,343</b>	<b>\$ 517,343</b>

Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Positions				Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.	Laborers								
			Water:								
2	2	2	Foreman	\$ 59,516.00	\$ 61,662.53	\$ 66,852.63	\$ 125,930	\$ 132,328	\$ 132,328	\$ 132,328	\$ 132,328
1	1	1	Head Water Treatment Operator	\$ 73,622.36	\$ 73,622.36	\$ 78,287.99	\$ 73,340	\$ 77,066	\$ 77,066	\$ 77,066	\$ 77,066
			Holiday Pay/Shift Differential	\$ 36,662.56	\$ 36,326.49	\$ 36,449.68	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
0.50	0.50	0.50	Lab Technician P/T	\$ 39,573.05	\$ 24,768.00	\$ 18,469.90	\$ 34,195	\$ 29,921	\$ 29,921	\$ 29,921	\$ 29,921
1	1	1	Laborers	\$ 19,581.64	\$ 44,519.92	\$ 65,842.40	\$ 40,408	\$ 42,428	\$ 42,428	\$ 42,428	\$ 42,428
4	4	4	Maintenance Craftsmen	\$ 179,276.35	\$ 152,199.40	\$ 102,966.17	\$ 187,699	\$ 197,084	\$ 197,084	\$ 197,084	\$ 197,084
3	3	3	Maintenance Men	\$ 43,913.25	\$ 77,486.04	\$ 60,085.41	\$ 131,235	\$ 137,797	\$ 137,797	\$ 137,797	\$ 137,797
3	3	3	MEO GR I/ Laborer	\$ 17,357.31	\$ 40,279.31	\$ 34,582.23	\$ 121,674	\$ 127,758	\$ 127,758	\$ 127,758	\$ 127,758
1	1	1	Motor Equip Repairman	\$ 53,592.70	\$ 53,592.69	\$ 56,506.26	\$ 53,887	\$ 56,100	\$ 56,100	\$ 56,100	\$ 56,100
1	1	1	Operations and Maintenance Tech.				\$ 48,447	\$ 50,908	\$ 50,908	\$ 50,908	\$ 50,908
			Out of Classification	\$ 2,154.29	\$ 1,230.57	\$ 110.22	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
			Overtime	\$ 332,005.47	\$ 316,506.22	\$ 361,665.35	\$ 275,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000
			Seasonal Laborers	\$ 13,209.00	\$ 31,585.00	\$ 34,788.40	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
1	1	1	Spec. Mtr Equip Operator Gr III Unrest.	\$ 565.63	\$ 28,113.42	\$ 51,097.29	\$ 48,059	\$ 50,501	\$ 50,501	\$ 50,501	\$ 50,501
4	4	4	Water Mach. Maintenance Men	\$ 185,915.52	\$ 185,915.52	\$ 185,020.27	\$ 185,164	\$ 191,450	\$ 191,450	\$ 191,450	\$ 191,450
1	1	1	Water Machinery Repairman	\$ 56,939.01	\$ 58,051.10	\$ 61,449.91	\$ 1	\$ 66,164	\$ 66,164	\$ 66,164	\$ 66,164
1	1	1	Water Meter Installer/Reader	\$ 46,305.75	\$ 2,887.68	\$ 23,412.94	\$ 46,925	\$ 49,309	\$ 49,309	\$ 49,309	\$ 49,309
4	4	4	Water Treatment Operators	\$ 229,506.97	\$ 225,405.70	\$ 248,135.10	\$ 233,728	\$ 245,602	\$ 245,602	\$ 245,602	\$ 245,602
2	2	2	Working Foremen	\$ 112,813.34	\$ 114,660.77	\$ 122,865.16	\$ 116,658	\$ 121,533	\$ 121,533	\$ 121,533	\$ 121,533
			Sewer:								
1	1	1	Special M.E.O. Grade III	\$ 47,048.90	\$ 47,048.91	\$ 49,846.71	\$ 46,869	\$ 49,250	\$ 49,250	\$ 49,250	\$ 49,250
2	2	2	Sewer Sys Maintenance Craftsman	\$ 94,102.27	\$ 93,777.41	\$ 99,801.48	\$ 93,850	\$ 98,618	\$ 98,618	\$ 98,618	\$ 98,618
1	1	1	Highway Sewer System Foreman	\$ 63,707.41	\$ 63,707.42	\$ 67,383.69	\$ 62,965	\$ 66,164	\$ 66,164	\$ 66,164	\$ 66,164
1	1	1	MEO GR I/ Laborer				\$ 42,085	\$ 44,189	\$ 44,189	\$ 44,189	\$ 44,189
			Overtime	\$ 117,202.32	\$ 119,217.43	\$ 130,415.53	\$ 120,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
			Total	\$ 1,824,571.10	\$ 1,852,563.89	\$ 1,956,034.72	\$ 2,147,119	\$ 2,388,170	\$ 2,388,170	\$ 2,388,170	\$ 2,388,170

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
<b>Water:</b>							
Building Repairs & Maintenance.	\$ 92,265.80	\$ 109,119.52	\$ 124,542.64	\$ 110,000	\$ 130,000	\$ 130,000	\$ 130,000
Chemicals	\$ 299,825.38	\$ 323,486.54	\$ 311,030.34	\$ 395,000	\$ 400,000	\$ 400,000	\$ 400,000
Cross Connection Program	\$ 27,330.00	\$ 28,770.00	\$ 28,620.00	\$ 32,000	\$ 35,000	\$ 35,000	\$ 35,000
Custodial Supplies	\$ 3,400.21	\$ 2,496.94	\$ 3,497.14	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
DEP Assessment Fee	\$ 12,891.41	\$ 14,095.81	\$ 13,938.81	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Electricity	\$ 545,900.59	\$ 406,020.50	\$ 425,912.66	\$ 575,000	\$ 575,000	\$ 575,000	\$ 575,000
Equipment Hire	\$ 13,485.71	\$ 5,827.50	\$ 24,990.00	\$ 25,000	\$ 35,000	\$ 35,000	\$ 35,000
Equipment Repair & Maintenance.	\$ 10,516.21	\$ 13,846.07	\$ 11,803.52	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Fittings & Pipe	\$ 84,189.92	\$ 89,909.71	\$ 144,563.90	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000
Fuel Oil (Heat)	\$ 51,601.53	\$ 48,924.26	\$ 33,785.64	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Grease & Solvents		\$ 398.56	\$ 1,703.20	\$ 800	\$ 1,800	\$ 1,800	\$ 1,800
Hardware & Supplies	\$ 71,124.27	\$ 78,298.70	\$ 72,846.07	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Lab Service Contract	\$ 11,618.01	\$ 14,694.17	\$ 11,591.98	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Laboratory Supplies	\$ 21,254.69	\$ 21,167.70	\$ 21,037.46	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
License & Membership	\$ 3,959.25	\$ 3,620.41	\$ 5,023.75	\$ 6,000	\$ 7,500	\$ 7,500	\$ 7,500
Mileage	\$ 151.64	\$ 119.60	\$ 354.71	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Office Supplies	\$ 3,494.37	\$ 3,883.45	\$ 6,415.86	\$ 4,200	\$ 5,000	\$ 5,000	\$ 5,000
Preventative Maintenance Contract	\$ 8,800.00	\$ 9,600.00	\$ 9,600.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Printing & Advertising	\$ 13,724.10	\$ 12,192.27	\$ 8,136.58	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Professional Services	\$ 70,208.64	\$ 114,605.96	\$ 86,901.12	\$ 90,000	\$ 110,000	\$ 110,000	\$ 110,000
Repairs & Supplies	\$ 1,581.98	\$ 899.00	\$ 200.00	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Safety Equip. & Supplies	\$ 10,294.71	\$ 7,881.44	\$ 9,133.22	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Shipping				\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Sludge Disposal	\$ 11,540.00	\$ 5,227.50	\$ 9,799.00	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Small Tools & Lumber	\$ 1,264.15	\$ 2,584.41	\$ 3,313.80	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Telephone	\$ 9,413.50	\$ 14,696.32	\$ 13,381.78	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Training Fees	\$ 4,595.00	\$ 3,841.40	\$ 6,367.45	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Vehicle Maintenance	\$ 51,205.07	\$ 14,960.21	\$ 14,213.91	\$ 17,000	\$ 20,000	\$ 20,000	\$ 20,000
Water Billing & Postage	\$ 40,063.35	\$ 41,326.77	\$ 41,734.55	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Water Meters	\$ 65,215.20	\$ 105,000.00	\$ 197,460.19	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Diesel Fuel/Emergency Generator	\$ 9,687.00		\$ 1,978.90	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
GAC Contract	\$ 176,400.00	\$ 181,200.00	\$ 168,000.00	\$ 190,000	\$ 200,000	\$ 200,000	\$ 200,000
Education Materials & Postage	\$ 5,651.34	\$ 8,851.92	\$ 3,370.49	\$ 15,000	\$ 17,000	\$ 17,000	\$ 17,000
Utility Billing System	\$ 8,525.00	\$ 9,805.00	\$ 24,592.60	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000
Security Improvements	\$ 11,811.32	\$ 10,523.94	\$ 13,729.19	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Sewer:</b>							
Alarm System	\$ 2,670.50	\$ 705.00	\$ 521.67	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Electricity - Sewer Pumps	\$ 68,543.39	\$ 84,622.36	\$ 76,058.00	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Equipment Hire	\$ 19,027.00	\$ 21,815.12	\$ 24,780.87	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Equipment Repair & Maintenance.	\$ 35,297.38	\$ 41,138.66	\$ 39,891.00	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Professional Services	\$ 2,192.80	\$ 1,265.46	\$ 11,121.95	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Safety Training				\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
Sewer System - Mat. & Supp.	\$ 39,811.00	\$ 18,103.61	\$ 24,870.04	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Sewer System Maintenance	\$ 19,449.07	\$ 49,624.49	\$ 78,007.80	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Telephone	\$ 8,299.08	\$ 8,202.74	\$ 9,660.33	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Transfer of Service/ Police							
<b>Total</b>	<b>\$ 1,948,279.57</b>	<b>\$ 1,933,353.02</b>	<b>\$ 2,118,482.12</b>	<b>\$ 2,442,500</b>	<b>\$ 2,561,800</b>	<b>\$ 2,561,800</b>	<b>\$ 2,561,800</b>

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification Equipment Outlay	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
<b>Water:</b>							
(1) Pickup Truck w/ Plow							
Lease Purchase:							
Backhoe	\$ 21,126.47	\$ 21,126.47	\$ 21,126.47				
Pickups with Plows(4)	\$ 28,250.00	\$ 20,150.00			\$ 240,000	\$ 240,000	\$ 240,000
Pickup with Utility Bed	\$ 10,612.91	\$ 10,612.00	\$ 10,612.00				
Six Wheel Dump	\$ 26,237.66						
(1) 4x4 F350 Pickup w/ Plow	\$ 42,227.00		\$ 20,150.00				
Compressor		\$ 20,980.00					
Amperometric Titratot							
Benchtop Lightmeter							
Portable Air Extractor							
Dump Truck		\$ 64,606.99					
Equipment Stabilization Fund				\$ 25,000			
<b>Sewer:</b>							
Sewer Rodder w/ Can and Chassis	\$ 8,604.28						
Pick Up Truck (Diesel)							
Pick Up Truck (Diesel)	\$ 10,775.00	\$ 10,775.91	\$ 10,775.91				
Sewer Jet Vac. (includes trade-in)	\$ 30,000.00						
Catch Basin Clam Bucket	\$ 5,024.67						
Equipment Stabilization Fund		\$ 51,437.63		\$ 25,000			
<b>Total</b>	<b>\$ 147,833.32</b>	<b>\$ 199,689.00</b>	<b>\$ 62,664.38</b>	<b>\$ 50,000</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Water:							
Capital Improvement Program							
Commercial Meter Replacement Program	\$ 9,533.95						
Hydrant & Valve Replacement							
Rebuild Pumps West & East	\$10,500.00						
Scada Computers (Automate Chemicals)	\$4,999.00						
Auto Security Gate	\$ 1,000.00						
New Utility Billing System		\$ 36,834.00					
Water and Sewer Flusher Vactor	\$ 4,356.90						
Master Meter Replacement - WTP							
Residential Meter Replacement							
Materials Storgae Shed							
Water Mixer Reservoir Street Tank							
Chemical Air Handling Ventilation System							
Drive/Scraper Chains & Sluice Gate Repairs							
Water & Sewer Flusher Vactor							
Sewer:							
Capital Improvement Program							
Bridle Path Sewer Pump	\$ 6,660.00						
Disintegrator Covers	\$ 19,038.00						
Pump Station Rehabilitation							
Pump Station Generators							
Sewer Manhole Lining							
<b>Total</b>	<b>\$ 56,087.85</b>	<b>\$ 36,834.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification Bonds & Interest	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Water Bonds	\$1,241,841.38	\$1,270,412.73	\$1,299,459.72	\$ 1,338,992	\$ 1,364,021	\$ 1,364,021	\$ 1,364,021
Water Interest	\$474,182.45	\$445,645.11	\$416,378.95	\$ 386,166	\$ 355,083	\$ 355,083	\$ 355,083
Sewer Bonds	\$168,491.69	\$175,407.60	\$125,130.13	\$ 127,524	\$ 129,285	\$ 129,285	\$ 129,285
Sewer Interest	\$43,487.77	\$38,648.57	\$33,694.46	\$ 31,357	\$ 27,986	\$ 27,986	\$ 27,986
Interest BANS, FANS, SANS							
<b>Total</b>	<b>\$ 1,928,003.29</b>	<b>\$ 1,930,114.01</b>	<b>\$ 1,874,663.26</b>	<b>\$ 1,884,039</b>	<b>\$ 1,876,375</b>	<b>\$ 1,876,375</b>	<b>\$ 1,876,375</b>

FY 2018  
Budget  
Summary

Department: Enterprise Fund

Organizational Unit: Water and Sewer Enterprise Fund

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Greater Lawrence Reg. San. District	\$2,896,175.91	\$3,239,587.52	\$3,145,649.74	\$ 3,741,318	\$ 3,928,384	\$ 3,735,086	\$ 3,735,086
<b>Total</b>	<b>\$ 2,896,175.91</b>	<b>\$ 3,239,587.52</b>	<b>\$ 3,145,649.74</b>	<b>\$ 3,741,318</b>	<b>\$ 3,928,384</b>	<b>\$ 3,735,086</b>	<b>\$ 3,735,086</b>

# Police Department

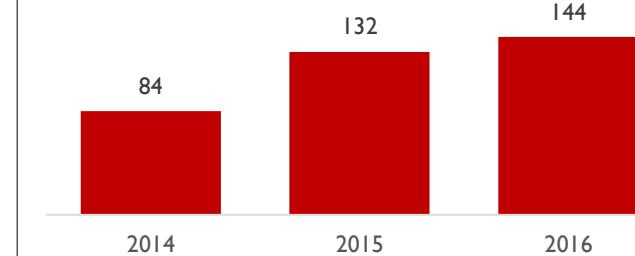
## Mission

The Methuen Police Department works in partnership with our citizens, businesses, and neighboring local, state, and federal agencies to protect life; enforce and uphold the law; preserve order; and protect property, all while improving the quality of life in our community. Through the utilization of technology, the Methuen Police Department is proactive in striving to connect with the community, whether it be through traditional means or through the utilization of technology, in order to notify, educate, engage, and respond to our Citizens in all regards.

## FY18 Goals

- Increase community presence of Police Command Staff, both proactively and in response to incidents and events.
- Add two community engagement specialists to handle the demand of the Opioid epidemic.
- Expand the body camera program by adding 34 more cameras, thus ensuring coverage for entire MPD team.
- Add an on-call mental health professional for dual diagnosis of mental health issues.
- Launch an update WordPress police blog that will be linked to the website.

## 3 Year Trend in Overdoses



## FY17 Accomplishments

**Body Cameras:** Implemented body camera program for all uniformed police officers, where officers will be outfitted with cameras that will result in increase accountability, while also leading to a decrease in the amount of time officers must spend in court as witnesses.

**DataVis & Crime Mapping:** Began using new technology to allow officers and command staff to see crime geographically, and map "hot spots".

**Community Engagement Specialist:** Promoted two part-time social workers to full-time in order to increase their accessibility as a resource for addiction and mental health crises.

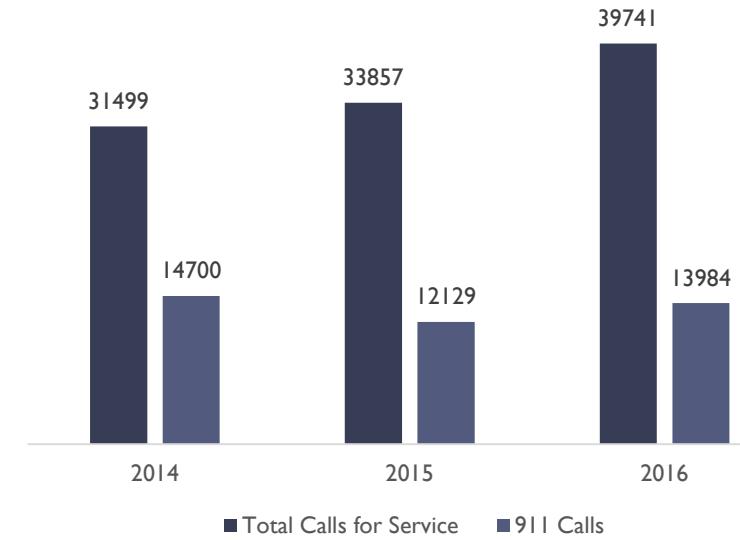
**Prescription drug and needle turn-in:** MPD began collecting unused prescription drugs and needles at the Hampshire Street Headquarters, resulting in pounds of dangerous drugs out removed from circulation, and reducing the risk of their use in abuse.

**Smart 911:** Launched a program to allow residents to conveniently, efficiently, and voluntarily submit information on members of their household so that, in the event they ever request help in an emergency, first responders have the necessary information to respond effectively.

**Launched MPD App:** This app allows two-way communication with the public while also allowing an anonymous reporting tool for tips.

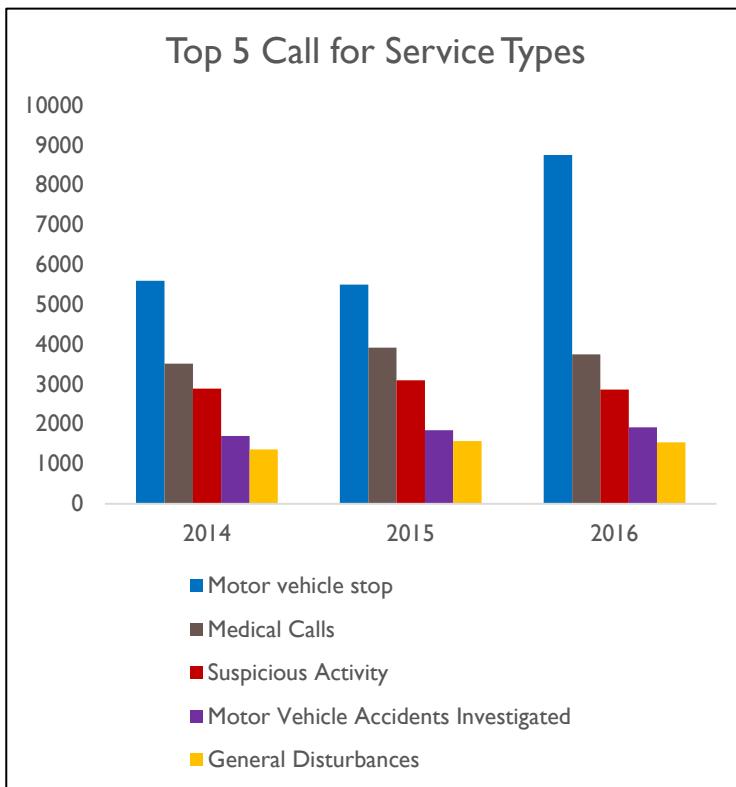
**Animal Control Officer oversight:** MPD took over the management of the supervision of the ACO function, which includes adding two, part-time on-call ACOs so that Methuen can respond to complaints 24/7.

## 3 Year Trends in Calls for Service

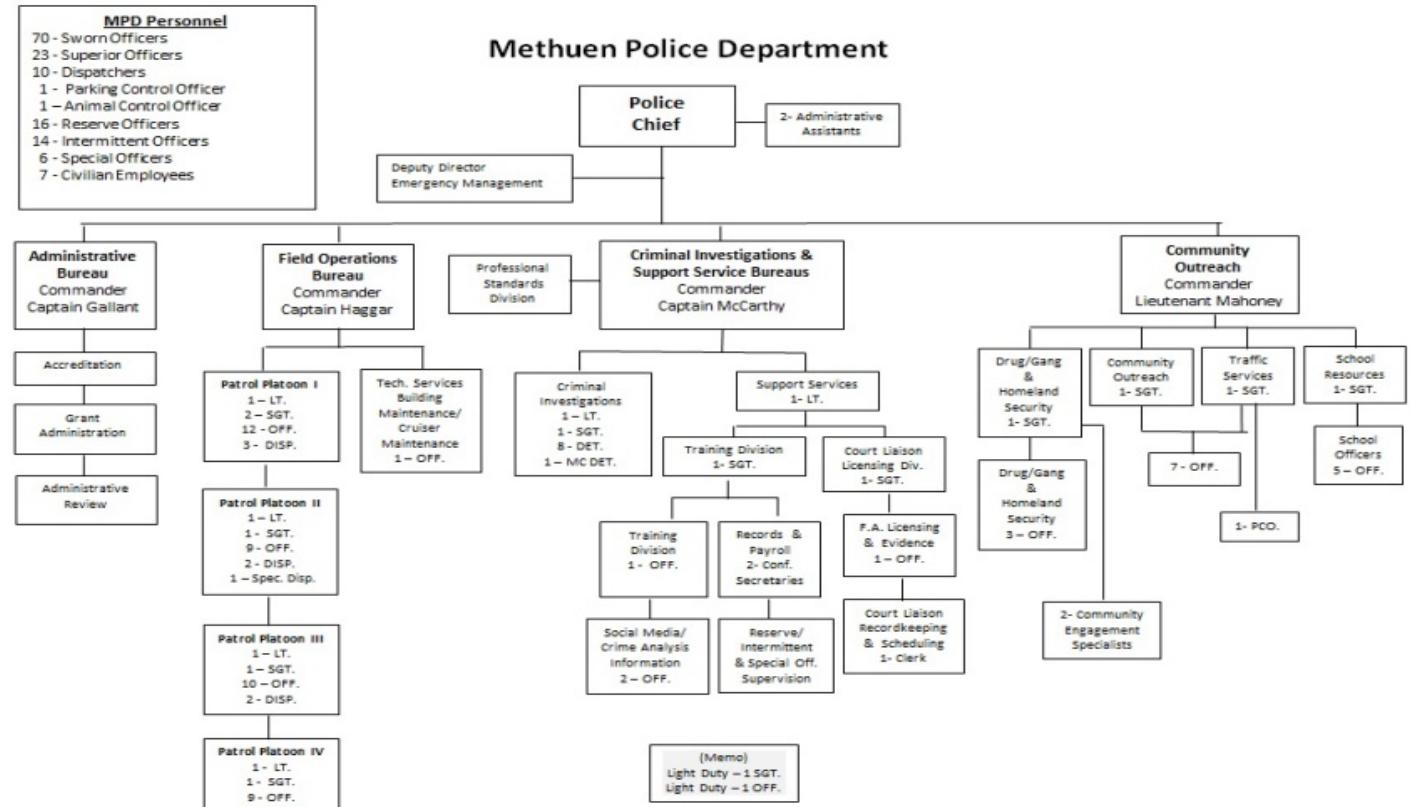


# Police Department

Performance Measures			
Measure	2014	2015	2016
Total Calls for Service	31,499	33,857	39,741
911 Calls	14,700	12,129	13,984
Motor Vehicle Crashes	1,536	1,663	1,780
Arrests	1,158	1,145	1,185
Summons	787	1,124	806
Overdoses	84	132	144



## Department Organization



FY 2018  
Budget  
Summary

Department: Police Services

Organizational Unit: Public Safety

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Budgeted 2016-17	Council Adopted	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
					Budgeted 2016-17			
Personal Services	\$ 9,547,684.45	\$ 9,730,372.73	\$ 10,684,652.67	\$ 11,225,095	\$ 11,485,507	\$ 11,402,290	\$ 11,402,290	
Laborers								
Other Expenses	\$ 705,092.32	\$ 898,275.85	\$ 971,696.54	\$ 1,135,692	\$ 1,147,792	\$ 1,119,792	\$ 1,119,792	
Equipment Outlay	\$ 273,966.54	\$ 241,498.20	\$ 163,121.07	\$ 119,702	\$ 458,614	\$ 354,042	\$ 354,042	
<b>Total</b>	<b>\$ 10,526,743.31</b>	<b>\$ 10,870,146.78</b>	<b>\$ 11,819,470.28</b>	<b>\$ 12,480,489</b>	<b>\$ 13,091,913</b>	<b>\$ 12,876,124</b>	<b>\$ 12,876,124</b>	

FY 2018  
Budget  
Summary

Department: Police Services

Organizational Unit: Public Safety

Position			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
1	1	1	Chief of Police	\$ 121,864.28	\$ 134,381.59	\$ 140,318.05	\$ 138,353	\$ 158,769	\$ 158,769	\$ 158,769
3	5	5	Captains (**)	\$ 415,340.91	\$ 309,634.22	\$ 327,342.16	\$ 325,272	\$ 324,354	\$ 324,354	\$ 324,354
7	7	7	Lieutenants	\$ 623,359.88	\$ 623,018.50	\$ 723,130.62	\$ 660,700	\$ 657,531	\$ 657,531	\$ 657,531
12	12	12	Sergeants	\$ 866,866.16	\$ 1,065,191.59	\$ 1,033,697.22	\$ 966,304	\$ 963,902	\$ 963,902	\$ 963,902
70	70	70	Patrolmen	\$ 3,535,192.63	\$ 3,577,292.06	\$ 4,044,743.46	\$ 4,377,956	\$ 4,377,955	\$ 4,377,955	\$ 4,377,955
9	10	10	Dispatchers	\$ 359,595.26	\$ 373,345.38	\$ 381,549.82	\$ 408,635	\$ 450,019	\$ 450,019	\$ 450,019
1	0	0	Head Dispatcher	\$ 49,761.41	\$ 49,754.43	\$ 51,209.73	\$ 52,082	\$ -	\$ -	\$ -
1	1	1	Principal Clerk	\$ 41,543.72	\$ 41,253.94	\$ 44,446.86	\$ 41,645	\$ 41,645	\$ 41,645	\$ 41,645
2	2	2	Keeper of Lock Up			\$ 2,000.00	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
1	1	1	Parking Control Officer	\$ 37,529.32	\$ 21,556.39	\$ 38,981.20	\$ 40,854	\$ 44,519	\$ 44,519	\$ 44,519
0	2	1	Animal Control Offficer					\$ 100,319	\$ 50,160	\$ 50,160
2	2	2	Administrative Ass't - Police	\$ 125,873.87	\$ 117,669.81	\$ 128,539.50	\$ 128,082	\$ -	\$ 128,082	\$ 128,082
0	1	1	Junior Accountant					\$ 64,951	\$ 64,951	\$ 64,951
0	1	0	Director of Administration Services Office of the Chief of Police					\$ 72,557		
0	1	0	Director of Personnel & Support Services					\$ 72,557		
2	2	2	Confidential Secretary	\$ 109,126.80	\$ 113,227.75	\$ 119,730.23	\$ 122,851	\$ 122,852	\$ 122,852	\$ 122,852
1	1	1	Safe Haven Coordinator	\$ 11,100.87	\$ 11,100.87	\$ 11,164.85	\$ 16,637	\$ 16,637	\$ 16,637	\$ 16,637
2	2	2	Comm Engagement Specialist			\$ 34,267.50	\$ 87,152	\$ 87,155	\$ 87,155	\$ 87,155
			Comm. Outreach- Drug Unit			\$ 30,936.07	\$ 31,890	\$ 31,890	\$ 31,890	\$ 31,890
			Night Differential	\$ 511,496.33	\$ 503,129.36	\$ 563,663.00	\$ 525,115	\$ 579,317	\$ 579,317	\$ 579,317
			Matron/Monitor	\$ 46,865.46	\$ 36,532.30	\$ 35,372.44	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
			College Incentive	\$ 1,124,852.34	\$ 1,121,049.47	\$ 1,154,498.98	\$ 1,157,750	\$ 1,157,750	\$ 1,157,750	\$ 1,157,750
			Holidays	\$ 319,473.93	\$ 313,286.98	\$ 355,169.33	\$ 390,718	\$ 393,753	\$ 393,753	\$ 393,753
			Community Outreach	\$ 24,175.48	\$ 40,749.73	\$ 49,457.32	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
			Special Detail	\$ 323,454.63	\$ 331,199.22	\$ 302,452.87	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000
			Court Appearances	\$ 151,546.96	\$ 162,424.69	\$ 156,350.55	\$ 170,340	\$ 170,340	\$ 170,340	\$ 170,340
			Longevity	\$ 265,577.21	\$ 286,954.07	\$ 286,821.23	\$ 314,638	\$ 291,224	\$ 291,224	\$ 291,224
			In-Service Training	\$ 168,584.56	\$ 194,069.45	\$ 249,307.04	\$ 280,000	\$ 280,000	\$ 280,000	\$ 280,000
			Cash Bonus-Sick Leave	\$ 84,700.00	\$ 78,388.04	\$ 100,568.89	\$ 259,136	\$ 286,026	\$ 270,000	\$ 270,000

FY 2018  
Budget  
Summary

Department: Police Services

Organizational Unit: Public Safety

Position			Classification Personal Services	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
16-17 Actual	Dept. Req.	Mayor Rec.								
			Election & Polls	\$ 7,328.31	\$ 16,175.77	\$ 16,700.13	\$ 20,480	\$ 20,480	\$ 20,480	\$ 20,480
			RRT/SWAT	\$ 38,322.44	\$ 43,185.70	\$ 53,583.71	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
			Special Events	\$ 26,768.98	\$ 28,607.60	\$ 26,894.16	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
			Supervisory Coverage	\$ 108,610.68	\$ 79,986.95	\$ 100,581.31	\$ 110,160	\$ 110,160	\$ 110,160	\$ 110,160
			Dispatcher Coverage	\$ 10,451.94	\$ 26,353.81	\$ 43,609.15	\$ 30,600	\$ 30,600	\$ 30,600	\$ 30,600
			School Officers Overtime	\$ 22,020.09	\$ 15,575.06	\$ 28,953.29	\$ 30,645	\$ 30,645	\$ 30,645	\$ 30,645
			Outside Detail Administration					\$ 10,000	\$ 10,000	\$ 10,000
			Cleaning Allowances	\$ 600.00	\$ 900.00	\$ 900.00	\$ 900	\$ 900	\$ 900	\$ 900
			Det. Clothing Allowance	\$ 9,100.00	\$ 8,600.00	\$ 7,334.00	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
			Dispatchers/Parking Cntrl. Off.	\$ 6,600.00	\$ 5,778.00	\$ 6,378.00	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
			Hazmat Stipend			\$ 34,000.00	\$ 34,500	\$ 35,000	\$ 35,000	\$ 35,000
			Total	\$ 9,547,684.45	\$ 9,730,372.73	\$ 10,684,652.67	\$ 11,225,095	\$ 11,485,507	\$ 11,402,290	\$ 11,402,290

(\*\*) 2 Captains Funded @ \$1.00 ea.

FY 2018  
Budget  
Summary

Department: Police Services

Organizational Unit: Public Safety

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Bullet Resistant Vests	\$ 25,202.86	\$ 22,613.32	\$ 22,425.00	\$ 49,600	\$ 49,600	\$ 49,600	\$ 49,600
Explorer Post	\$ 1,039.80	\$ 1,010.00	\$ 794.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Firearm Supplies	\$ 69,904.34	\$ 97,578.21	\$ 178,265.47	\$ 163,556	\$ 163,556	\$ 163,556	\$ 163,556
Prisoners Care	\$ 1,748.65	\$ 1,281.92	\$ 1,607.50	\$ 9,875	\$ 9,875	\$ 9,875	\$ 9,875
Fuel ( Gas and Oil)	\$ 212,990.18	\$ 153,356.12	\$ 127,609.95	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Honor Guard Equipment	\$ 1,554.94	\$ 1,822.68	\$ 1,699.90	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400
Identification Cards	\$ 679.50	\$ 470.50	\$ 678.00	\$ 3,508	\$ 3,508	\$ 3,508	\$ 3,508
In State Travel/Meals	\$ 16,269.82	\$ 31,568.94	\$ 26,707.39	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
Intoxilizer Program				\$ 500	\$ 500	\$ 500	\$ 500
K-9 Supplies and Care	\$ 5,471.28	\$ 4,351.70	\$ 5,161.43	\$ 12,073	\$ 12,073	\$ 12,073	\$ 12,073
Law Library	\$ 4,100.86	\$ 2,814.44	\$ 3,081.44	\$ 4,770	\$ 4,770	\$ 4,770	\$ 4,770
Medical Supplies	\$ 4,802.68	\$ 7,730.26	\$ 26,198.67	\$ 15,750	\$ 15,750	\$ 15,750	\$ 15,750
Memberships	\$ 10,798.93	\$ 10,863.93	\$ 11,573.93	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
New Personnel Uniforms	\$ 8,539.08	\$ 28,034.04	\$ 13,422.16	\$ 31,479	\$ 31,479	\$ 31,479	\$ 31,479
Photocopy	\$ 1,772.00	\$ 2,254.79	\$ 953.20	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Police Uniform Replacement	\$ 103,680.31	\$ 120,247.48	\$ 115,937.50	\$ 139,796	\$ 139,796	\$ 139,796	\$ 139,796
Printing	\$ 8,420.86	\$ 14,571.10	\$ 18,692.29	\$ 21,862	\$ 21,862	\$ 21,862	\$ 21,862
Professional Services	\$ 25,086.00	\$ 35,973.22	\$ 60,033.08	\$ 70,000	\$ 90,000	\$ 70,000	\$ 70,000
Radio/Radar	\$ 7,752.23	\$ 19,506.14	\$ 23,092.67	\$ 23,550	\$ 23,550	\$ 23,550	\$ 23,550
Supplies	\$ 20,733.10	\$ 26,817.46	\$ 29,452.31	\$ 30,600	\$ 30,600	\$ 30,600	\$ 30,600
Transfer of Service (DPW)	\$ 66,280.00	\$ 125,719.00	\$ 122,048.00	\$ 61,200	\$ 61,200	\$ 61,200	\$ 61,200
Tuition-Police Schools	\$ 29,989.83	\$ 85,179.39	\$ 51,685.14	\$ 89,273	\$ 89,273	\$ 89,273	\$ 89,273
Vehicle Maintenance	\$ 66,798.35	\$ 63,434.48	\$ 87,624.21	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Materials & Supplies	\$ 11,476.72	\$ 41,076.73	\$ 42,953.30	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
Finger Print Machine				\$ 27,900			
Animal Care Replacement					\$ 10,000	\$ 6,000	\$ 6,000
Animal Care					\$ 10,000	\$ 6,000	\$ 6,000
Community Engagement Training & Outreach				\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<b>Total</b>	<b>\$ 705,092.32</b>	<b>\$ 898,275.85</b>	<b>\$ 971,696.54</b>	<b>\$ 1,135,692</b>	<b>\$ 1,147,792</b>	<b>\$ 1,119,792</b>	<b>\$ 1,119,792</b>

FY 2018  
Budget  
Summary

Department: Police Services

Organizational Unit: Public Safety

Classification Equipment Outlay	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Equipment Replacement	\$ 20,787.32	\$ 22,542.62	\$ 79,090.97	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Cruiser Equipment	\$ 9,877.20	\$ 12,245.37	\$ 74,943.66	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Semi-Automatic Defibrillators	\$ 4,560.00	\$ 11,970.81	\$ 9,086.44	\$ 11,936	\$ 11,936	\$ 11,936	\$ 11,936
Purchase of New Vehicles	\$ 238,742.02	\$ 194,739.40		\$ -	\$ 338,912	\$ 234,340	\$ 234,340
Tazer Guns (5 Year)				\$ 52,766	\$ 52,766	\$ 52,766	\$ 52,766
<b>Total</b>	<b>\$ 273,966.54</b>	<b>\$ 241,498.20</b>	<b>\$ 163,121.07</b>	<b>\$ 119,702</b>	<b>\$ 458,614</b>	<b>\$ 354,042</b>	<b>\$ 354,042</b>

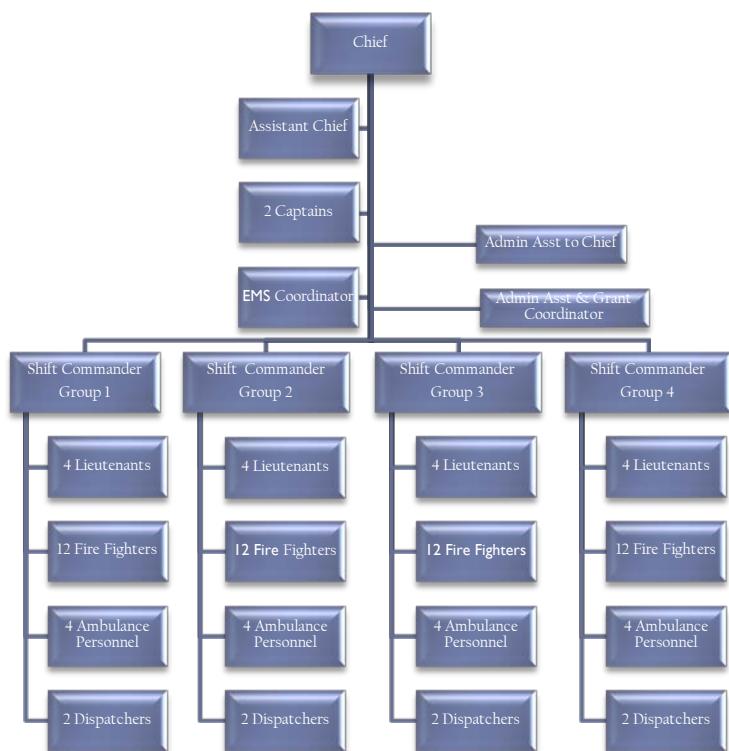
# Fire Department

## Mission

The mission of the Methuen Fire Department is to protect the lives and property of the inhabitants of the City of Methuen and all those who work, visit, or pass through it. The Department provides protection from the adverse effects of fire, medical emergencies, and dangerous conditions created by either man or nature in a professional and timely manner.

This Department is committed to protecting life, property, and the environment. Our dedicated members work to ensure the safety of the community and maintain a citywide presence to effectively respond when called upon.

## Department Organization

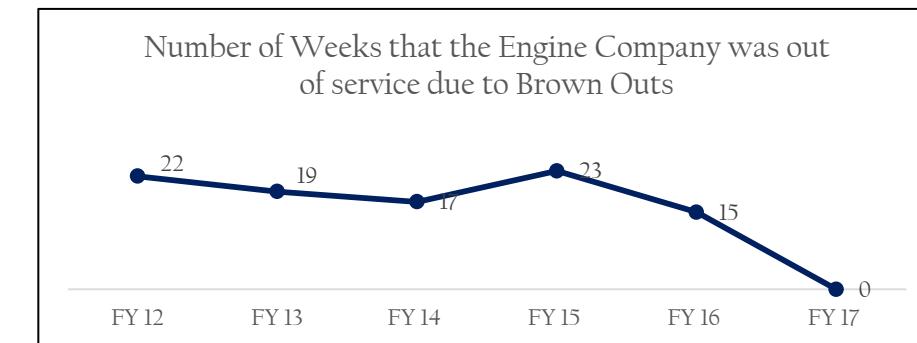


## FY18 Goals

- Add full time EMS coordinator position to day staff.
- Add position to help with grant writing, social media, and communications.
- Continue to improve our training division.
- Continue to work on a plan to incorporate Medics into the Department to increase revenue to the city through ambulance billing.
- Utilize grant funds to replace all SCBA units and bottles.

## FY17 Accomplishments

- No Brown Outs:** For the first time in 14 years the Fire Department will not have to take an engine out of service. In the past it was out of service 3-5 months out of the year.
- Third Ambulance in service** 90% of the time, making responses quicker, while also bringing in more revenue.
- Reduced Reliance on Mutual Aid:** In FY17 the ambulance service has needed to call for mutual aid only 18 times, compared to 178 in FY16.
- Reduced Sick Time:** In 2016 Firefighters used on average only 2.1 days of sick time, down from 3.7 in 2015.
- Grant Awarded:** The Fire Department received a grant of \$225,000 to replace expiring Self Contained Breathing Apparatus (SCBA) units.
- Worked with Mayor's Office to assist with the transition of approximately 20 families displaced by the Ashton Place Fire.



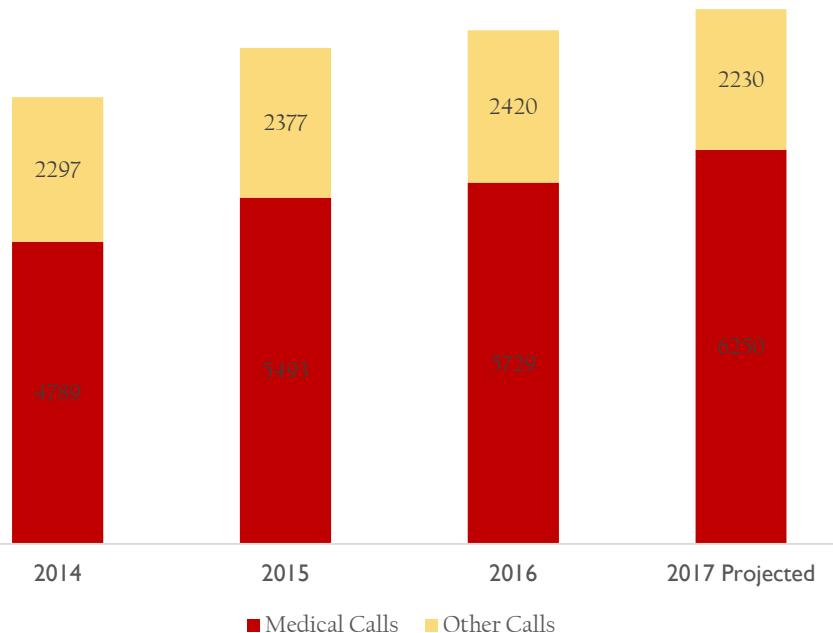
## Fire Department

### Performance Measures

Measure	2014	2015	2016	2017 Projected
Total Calls	7,086	7,870	8,149	8,480
Medical Calls	4,789	5,493	5,729	6,250
% Medical Calls	67.6%	69.8%	70.3%	73.7%
Overdoses	84	132	144	150
Ambulance Revenue	\$ 1,372,830	\$ 1,825,436	\$ 2,019,427	\$ 2,225,000

### Calls By Type:

Increase in calls steady, driven by medical calls

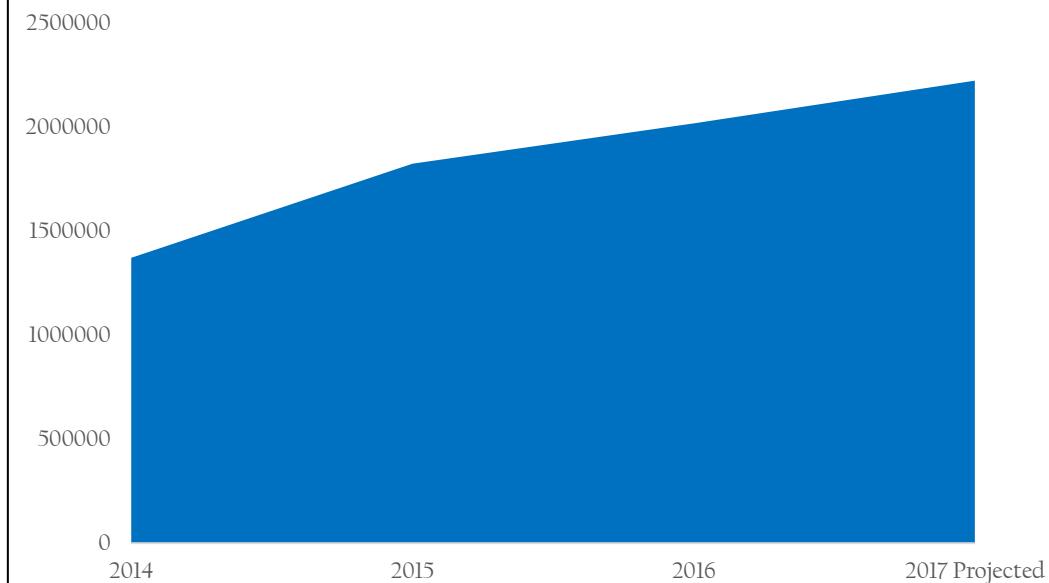


### Vehicles Replaced or Acquired in FY 17

Vechicle	New	Replacing
Ladder 1	2016 KME	1996 Nova Quintec
Engine 3	2016 KME	1997 E-One
Engine 1	2016 KME	1995 E-One
A1	2016 Ford	2004 Ford
Car 1	2016 Chevy Tahoe	2007 Ford Explorer
Rescue 4	Refurbished 2008	
Engine 4	Used 2003	

### Ambulance Revenue:

On the rise



FY 2018  
Budget  
Summary

Department: Fire Prevention

Organizational Unit: Public Safety

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Personal Services	\$ 8,307,569.26	\$ 8,572,924.01	\$ 8,827,026.07	\$ 9,468,036	\$ 9,833,051	\$ 9,626,484	\$ 9,626,484
Laborers							
Other Expenses	\$ 370,143.13	\$ 386,636.47	\$ 402,179.87	\$ 438,150	\$ 444,150	\$ 429,150	\$ 429,150
Equipment Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 8,677,712.39</b>	<b>\$ 8,959,560.48</b>	<b>\$ 9,229,205.94</b>	<b>\$ 9,906,186</b>	<b>\$ 10,277,201</b>	<b>\$ 10,055,634</b>	<b>\$ 10,055,634</b>

## FY 2018 Budget Summary

## Department: Fire Prevention

#### Organizational Unit: Public Safety

FY 2018  
Budget  
Summary

Department: Fire Prevention

Organizational Unit: Public Safety

Classification Other Expenses	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Ambulance Supplies	\$ 9,681.72	\$ 10,000.00	\$ 11,677.03	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Cleaning Supplies Etc.	\$ 6,922.50	\$ 6,265.24	\$ 5,714.18	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Drugs & Medical Supplies	\$ 4,497.90	\$ 4,972.03	\$ 5,900.00	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Electricity & Gas	\$ 45,612.37	\$ 52,216.67	\$ 61,229.43	\$ 52,000	\$ 52,000	\$ 52,000	\$ 52,000
Equipment & Maintenance.-Ambulance	\$ 7,023.70	\$ 9,433.63	\$ 11,332.05	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Fire Investigation	\$ 1,263.50	\$ 70.00	\$ 1,642.25	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
Fire Prevention Week	\$ 500.00			\$ 500	\$ 500	\$ 500	\$ 500
Fire Protection Clothing	\$ 12,855.44	\$ 13,814.46	\$ 14,934.03	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Firefighting Equip. & Maintenance.	\$ 12,063.55	\$ 12,470.13	\$ 20,638.64	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000
Fuel Oil & Heat	\$ 3,559.50	\$ 1,787.16	\$ 892.12	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Hat Pieces, Badges & Helmets	\$ 715.00	\$ 1,914.00	\$ 3,372.50	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Hose Replacement	\$ 7,411.00	\$ 9,000.00		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Inspections	\$ -	\$ 165.00		\$ 400	\$ 400	\$ 400	\$ 400
Ladder & Air Tank Testing	\$ 10,309.88	\$ 3,080.60	\$ 1,833.00	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Major Fires-Mutual Aid	\$ 115.33	\$ 25.00	\$ 25.00	\$ 150	\$ 150	\$ 150	\$ 150
Office Equipment	\$ 2,239.42	\$ 2,201.23	\$ 1,583.58	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Office Supplies	\$ 1,242.48	\$ 1,597.55	\$ 1,596.02	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
Photocopy Supplies	\$ 400.00	\$ 433.93	\$ 381.10	\$ 400	\$ 400	\$ 400	\$ 400
Professional Services	\$ 11,500.00	\$ 24,730.00	\$ 37,120.32	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
Station Repairs & Improvement	\$ 38,015.69	\$ 31,863.55	\$ 63,458.45	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Training Fees	\$ 10,107.45	\$ 6,789.72	\$ 13,960.07	\$ 14,000	\$ 20,000	\$ 15,000	\$ 15,000
Turn-out Gear Replacement	\$ 43,500.00	\$ 38,066.49	\$ 8,461.41	\$ 43,500	\$ 43,500	\$ 43,500	\$ 43,500
Trauma Intervention Program	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Vehicle Maintenance	\$ 73,946.43	\$ 59,180.00	\$ 77,591.62	\$ 65,000	\$ 65,000	\$ 60,000	\$ 60,000
Fuel (Gas and Oil)	\$ 61,660.27	\$ 61,560.08	\$ 38,308.56	\$ 60,000	\$ 60,000	\$ 55,000	\$ 55,000
S.C.B.A Maintenance		\$ 30,000.00	\$ 15,528.51	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
<b>Total</b>	<b>\$ 370,143.13</b>	<b>\$ 386,636.47</b>	<b>\$ 402,179.87</b>	<b>\$ 438,150</b>	<b>\$ 444,150</b>	<b>\$ 429,150</b>	<b>\$ 429,150</b>

FY 2018  
Budget  
Summary

Department: Fire Prevention

Organizational Unit: Public Safety

Classification Equipment Outlay	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Pumper							
Ambulance							
Aerial Truck							
Utility Truck							
Thermal Imaging Cameras							
Chevrolet Tahoe							
Software Upgrades & Support							
Repair and Seal Apparatus Floor							
Modify Arched Apparatus Doors							
Replace Window at Central Station							
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY 2018  
Budget  
Summary

Department: Greater Lawrence  
Regional Vocational  
Technical High School

Organizational Unit: Education

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Methuen's Assessment	\$ 2,961,999.00	\$ 3,539,561.00	\$ 3,533,641.00	\$ 3,424,710	\$ 3,166,197	\$ 3,166,197	\$ 3,166,197
<b>Total</b>	<b>\$ 2,961,999.00</b>	<b>\$ 3,539,561.00</b>	<b>\$ 3,533,641.00</b>	<b>\$ 3,424,710</b>	<b>\$ 3,166,197</b>	<b>\$ 3,166,197</b>	<b>\$ 3,166,197</b>

FY 2018  
Budget  
Summary

Department: Essex North Shore  
Agricultural High School

Organizational Unit: Education

Classification	Expenditures	Expenditures	Expenditures	Council Adopted	Departmental Request	Mayor	Council Adopted
	2013-14	2014-15	2015-16	Budgeted 2016-17	FY. 2017-18	Recommendation	Budget 2017-18
Methuen's Assessment		\$ 684,751.44	\$ 585,305.00	\$ 511,896	\$ 511,896	\$ 415,000	\$ 415,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 684,751.44</b>	<b>\$ 585,305.00</b>	<b>\$ 511,896</b>	<b>\$ 511,896</b>	<b>\$ 415,000</b>	<b>\$ 415,000</b>

FY 2018  
Budget  
Summary

Department: Methuen Schools

Organizational Unit: Education

Classification	Expenditures 2013-14	Expenditures 2014-15	Expenditures 2015-16	Council Adopted Budgeted 2016-17	Departmental Request FY. 2017-18	Mayor Recommendation	Council Adopted Budget 2017-18
Professional	\$41,437,947.50	\$42,951,394.97	\$44,637,290.06	\$40,845,277			
Non Professional	\$7,669,799.88	\$8,537,413.75	\$8,475,728.24	\$6,900,917			
Pensions	\$33,154.00	\$157,827.45	\$120,666.23	\$137,394			
Contractual	\$9,323,858.99	\$9,699,604.51	\$10,071,489.59	\$9,585,579			
Material & Supplies	\$972,131.71	\$755,958.48	\$892,297.60	\$828,122			
Out of State Travel							
<b>Net School Spending</b>	<b>\$59,436,892.08</b>	<b>\$62,102,199.16</b>	<b>\$64,197,471.72</b>	<b>\$ 68,168,564</b>	<b>\$ 66,698,438</b>	<b>\$ 66,698,438</b>	<b>\$ 66,698,438</b>
Transportation-Non Net	\$3,807,514.02	\$4,208,869.37	\$4,333,462.09	\$5,193,532	\$5,193,531	\$5,193,531	\$5,193,531
Community Services - Non Net	\$27,851.98		\$6,427.38	\$7,500	\$7,500	\$7,500	\$7,500
Crossing Guards	\$93,923.95	\$94,107.04	\$91,654.34	\$100,531	\$100,531	\$100,531	\$100,531
Builing Maintenance	\$94,255.72	\$83,254.71					
Nicholson Stadium							
Material & Supplies Non-Net	\$365.50	\$739.55					
<b>Total</b>	<b>\$63,460,803.25</b>	<b>\$66,489,169.83</b>	<b>\$68,629,015.53</b>	<b>\$ 73,470,127</b>	<b>\$ 72,000,000</b>	<b>\$ 72,000,000</b>	<b>\$ 72,000,000</b>