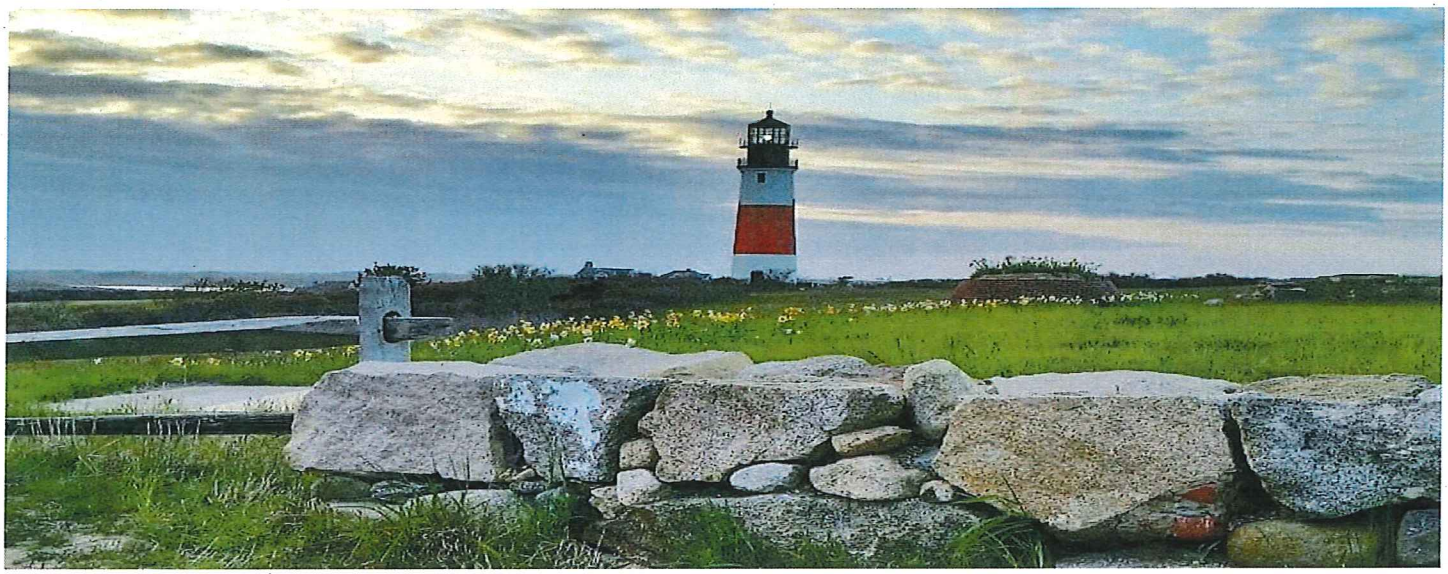


FY2016 BUDGET PROJECTION

- GENERAL GOVERNMENT
  - FINANCE & OPERATIONS
  - FINANCE COMMITTEE
  - HUMAN RESOURCES
  - INFORMATION SYSTEMS
  - LEGAL
  - MODERATOR
  - PLANNING & LAND USE
  - TOWN ADMINISTRATION
  - TOWN CLERK

Town and County of Nantucket
16 Broad Street
Nantucket, MA 02554

FY 2016 Budget

Finance Department

FY2015

Finance Department Review

- **Mission:**
  - It is the mission of the Finance Department to manage the Town's finances and provide accurate and timely financial services and information to citizens and internal departments in accordance with Town, State and all other applicable laws and regulations. This will be accomplished through the use of current and future technologies as well as staff development.

- **Goals:**
  - Accounting: Generate reliable financial statements that are free from bias to provide information for management decisions as well as provide citizens and governmental agencies with a state of the Town and County's financial position. Further improve the Town's Bond rating, with a goal of reaching a Aaa level.
  - Assessing: Examine options for streamlining the data collection process including the use of the latest technology in preparation for the Fiscal Year 2016 revaluation.
  - Budget: Provide the necessary support for the successful development and implementation of the annual operating budget and capital improvement program.

    Facilitate staff and citizen awareness of the budgetary process through enhanced communication tools and public forums.
  - Collections: In an effort to provide prompter service to the tax payers and maintain the timely collection of bills the Collector's Office will be offering E-Billing beginning in Fiscal Year 2014.
  - Treasury: Meet the needs of internal staff/employees and external vendors by providing accurate financial processing services in a timely and efficient manner.

FY2015
Finance Department Review -Continued

- **Initiatives and Accomplishments:**
  - In FY2015 under the leadership of it's new Finance Director, the Town of Nantucket completed its first Comprehensive Annual Financial Report (CAFR) for FY2014, becoming one of only 22 municipalities in the State of Massachusetts to have achieved that goal.
  - In Accounting, the FY 2014 audit was delivered with an unqualified opinion.
  - In Assessing, the values certified for the FY 2014 revaluation of all properties were at $ 18,181,425,169 and continued to rank 4th highest, state-wide.
  - In Collections, tax revenue collection rates remained strong at 97% for Real Estate, 93% for Personal Property and 94% for Motor Vehicle and Boat Excise
  - In Treasury, cash reconciliations continued to be completed in a timely manner.
  - The Town's bond rating from Moody's was improved from Aa3 to Aa2.
  - The consolidation of all Finance Department offices to one location at 37 Washington Street has increased efficiency and continues to provide a greater level of customer service.

FY 2016
Finance Department Overview

- **Priorities:**
  - Continue to Achieve an Unqualified Audit Opinion
  - Ensure that all Department of Revenue Schedules are completed and submitted in a timely manner
  - Issue Tax Bills on time
- **Significant Changes Year-to-Year**
  - New Growth, certified each year, was $1,037,749 for FY 2015.
  - Revaluation Costs for professional services occur within two years of revaluation (Ex. FY 2016 revaluation requires increase in professional services for FY 2014 and FY 2015).
  - GASB45 / OPEB Valuation required every two years ($5,000 - $6,000)
  - Costs associated with Fraud Risk Assessments ($5,000 per year)
- **Key Issues**
  - Tax Collector shift to Town Collector
    - Would require additional staff and reconfiguration of 37 Washington collections area.
  - Development of a Long-Term Capital Financing Plan

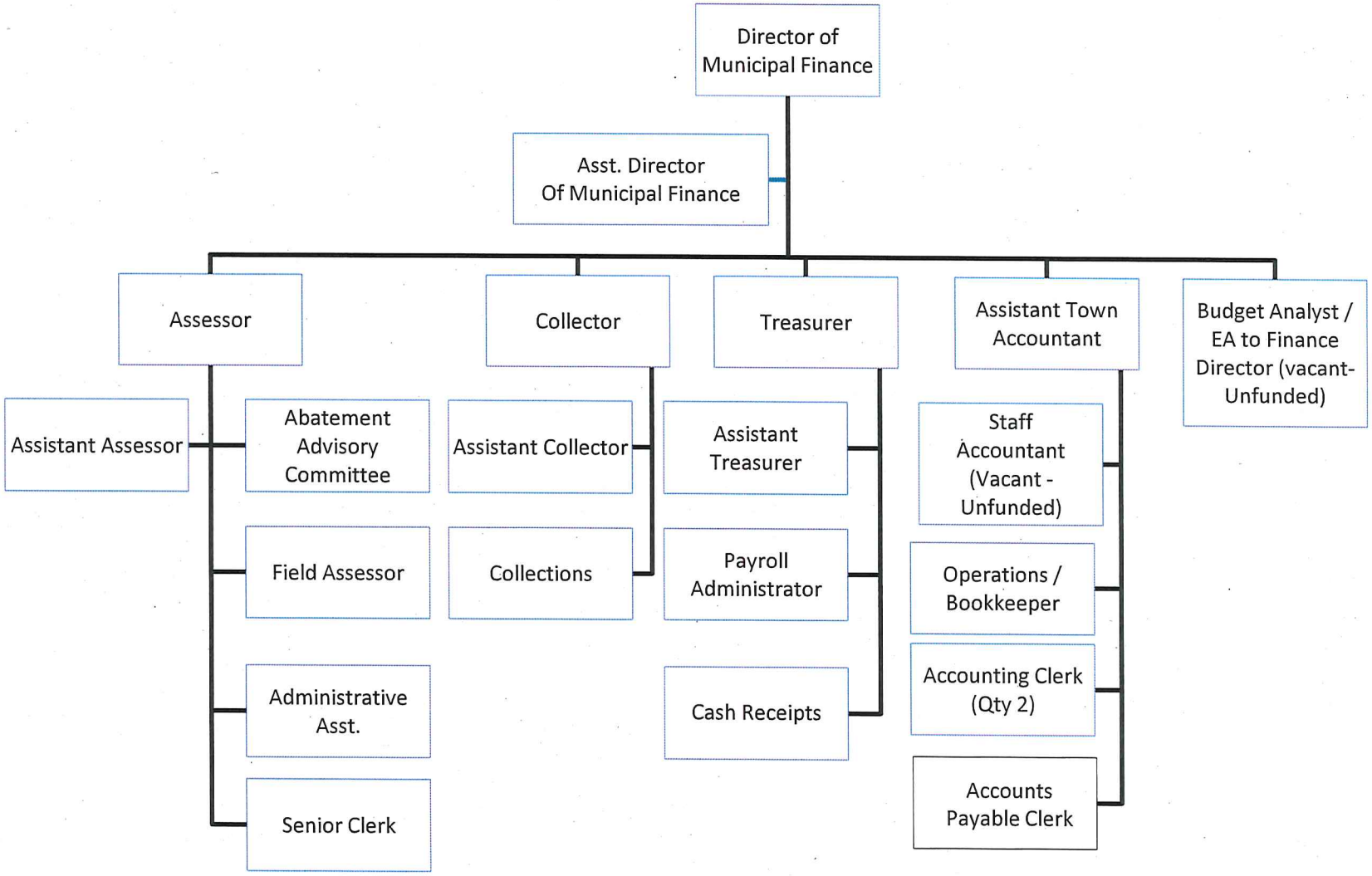
FY2016 Budget
Finance Department

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 1,249,846	$ 1,342,254	$ 1,426,135	*$ 1,339,412*	*6.8%*	$ 1,507,090	*$ 1,613,771*	*$ 106,681*	*7.1%*
Overtime	$ 1,065	$ 161	$ 862	*$ 696*	*-10.0%*	$ -	*$ -*	*$ -*	*0.0%*
Medicare P/R Tax	$ 17,714	$ 19,445	$ 20,938	*$ 19,366*	*8.7%*	$ 21,700	*$ 23,300*	*$ 1,600*	*7.4%*
Medical Insurance	$ -	$ -	$ -	*$ -*	*0.0%*	$ -	*$ -*	*$ -*	*0.0%*
Rep & Maint	$ 3,150	$ 2,605	$ 153	*$ 1,969*	*-78.0%*	$ 3,100	*$ 3,000*	*$ (100)*	*-3.2%*
Copier/Printing	$ 12,823	$ 9,249	$ 19,395	*$ 13,822*	*23.0%*	$ 10,155	*$ 22,050*	*$ 11,895*	*117.1%*
Prof Services	$ 232,415	$ 267,175	$ 164,799	*$ 221,463*	*-15.8%*	$ 390,290	*$ 269,100*	*$ (121,190)*	*-31.1%*
Travel Expenses	$ 15,792	$ 15,603	$ 17,260	*$ 16,218*	*4.5%*	$ 17,477	*$ 29,500*	*$ 12,023*	*68.8%*
Supplies	$ 20,988	$ 19,016	$ 18,259	*$ 19,421*	*-6.7%*	$ 20,950	*$ 25,000*	*$ 4,050*	*19.3%*
Equipment	$ 1,238	$ 11,969	$ 7,773	*$ 6,993*	*150.5%*	$ 12,700	*$ 26,000*	*$ 13,300*	*104.7%*
Rent/Lease Expenses	$ 3,305	$ 2,488	$ 3,305	*$ 3,033*	*0.0%*	$ 2,600	*$ 3,310*	*$ 710*	*27.3%*
Other	$ 149,243	$ 117,565	$ 108,185	*$ 124,998*	*-14.9%*	$ 133,905	*$ 130,845*	*$ (3,060)*	*-2.3%*
TOTAL FINANCE DEPARTMENT	**$ 1,707,580**	**$ 1,807,528**	**$ 1,787,064**	***$ 1,767,391***	***2.3%***	**$ 2,119,967**	***$ 2,145,876***	***$ 25,909***	***1.2%***

Appendix

Finance Department

Town & County of Nantucket
Organization Chart – Finance Department



FY 2016 Budget Detail

FINANCE DEPARTMENT

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

REVENUES

1133 FINANCE DEPARTMENT

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
01133	41001	2001 PERSONAL PROPERTY	$ 209	$ (79)	$ -	$ 43	-100.0%	$ -	$ -	$ -	0.0%
01133	41002	2002 PERSONAL PROPERTY	$ 33	$ 11,889	$ 28	$ 3,983	-7.6%	$ -	$ -	$ -	0.0%
01133	41003	2003 PERSONAL PROPERTY	$ (833)	$ 616	$ (66)	$ (95)	-71.8%	$ -	$ -	$ -	0.0%
01133	41004	2004 PERSONAL PROPERTY	$ (153)	$ 5,016	$ (51)	$ 1,604	-42.0%	$ -	$ -	$ -	0.0%
01133	41005	2005 PERSONAL PROPERTY	$ (13)	$ 687	$ -	$ 225	-100.0%	$ -	$ -	$ -	0.0%
01133	41006	2006 PERSONAL PROPERTY	$ (155)	$ (37)	$ 117	$ (25)	100.0%	$ -	$ -	$ -	0.0%
01133	41007	2007 PERSONAL PROPERTY	$ (438)	$ (979)	$ (70)	$ (496)	-60.1%	$ -	$ -	$ -	0.0%
01133	41008	2008 PERSONAL PROPERTY	$ (750)	$ (915)	$ (487)	$ (717)	-19.4%	$ -	$ -	$ -	0.0%
01133	41009	2009 PERSONAL PROPERTY	$ (3,566)	$ 15,038	$ (1,352)	$ 3,373	-38.4%	$ -	$ -	$ -	0.0%
01133	41010	2010 PERSONAL PROPERTY	$ (7,712)	$ (2,177)	$ (2,700)	$ (4,196)	-40.8%	$ -	$ -	$ -	0.0%
01133	41011	2011 PERSONAL PROPERTY	$ (39,330)	$ (7,946)	$ (7,527)	$ (18,268)	-56.3%	$ -	$ -	$ -	0.0%
01133	41012	2012 PERSONAL PROPERTY	$ (1,268,522)	$ (33,483)	$ (9,418)	$ (437,141)	-91.4%	$ -	$ -	$ -	0.0%
01133	41013	2013 PERSONAL PROPERTY	$ (97)	$ (1,277,820)	$ (2,136)	$ (426,684)	368.7%	$ -	$ -	$ -	0.0%
01133	41014	2014 PERSONAL PROPERTY	$ -	$ (214)	$ (1,283,468)	$ (427,894)	100.0%	$ -	$ -	$ -	0.0%
01133	41015	2015 PERSONAL PROPERTY	$ -	$ -	$ (413)	$ (138)	100.0%	$ (1,350,765)	$ -	$ (1,350,765)	-100.0%
01133	41016	2016 PERSONAL PROPERTY	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41089	1989 PERSONAL PROPERTY	$ -	$ (63)	$ -	$ (21)	0.0%	$ -	$ -	$ -	0.0%
01133	41090	1990 PERSONAL PROPERTY	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41091	1991 PERSONAL PROPERTY	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41092	1992 PERSONAL PROPERTY	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41097	1997 PERSONAL PROPERTY	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41099	1999 PERSONAL PROPERTY	$ -	$ (50)	$ (42)	$ (31)	100.0%	$ -	$ -	$ -	0.0%
01133	41100	2000 PERSONAL PROPERTY	$ (131)	$ (50)	$ (170)	$ (117)	13.8%	$ -	$ -	$ -	0.0%
01133	41101	2001 REAL ESTATE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41102	2002 REAL ESTATE TAX	$ 0	$ -	$ -	$ 0	-100.0%	$ -	$ -	$ -	0.0%
01133	41103	2003 REAL ESTATE TAX	$ (885)	$ (658)	$ -	$ (514)	-100.0%	$ -	$ -	$ -	0.0%
01133	41104	2004 REAL ESTATE TAX	$ -	$ 7,060	$ -	$ 2,353	0.0%	$ -	$ -	$ -	0.0%
01133	41105	2005 REAL ESTATE TAX	$ -	$ 5,516	$ -	$ 1,839	0.0%	$ -	$ -	$ -	0.0%
01133	41106	2006 REAL ESTATE TAX	$ -	$ (1)	$ 125	$ 41	100.0%	$ -	$ -	$ -	0.0%
01133	41107	2007 REAL ESTATE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41108	2008 REAL ESTATE TAX	$ (53)	$ (0)	$ -	$ (18)	-100.0%	$ -	$ -	$ -	0.0%
01133	41109	2009 REAL ESTATE TAX	$ (35,451)	$ (17,943)	$ (10,074)	$ (21,156)	-46.7%	$ -	$ -	$ -	0.0%
01133	41110	2010 REAL ESTATE TAX	$ (150,337)	$ (26,949)	$ (10,553)	$ (62,613)	-73.5%	$ -	$ -	$ -	0.0%
01133	41111	2011 REAL ESTATE TAX	$ (2,183,106)	$ (182,086)	$ (18,470)	$ (794,554)	-90.8%	$ -	$ -	$ -	0.0%
01133	41112	2012 REAL ESTATE TAX	$ (57,890,533)	$ (1,801,777)	$ (372,726)	$ (20,021,679)	-92.0%	$ -	$ -	$ -	0.0%
01133	41113	2013 REAL ESTATE TAX	$ (16,192)	$ (60,011,256)	$ (1,051,013)	$ (20,359,487)	705.7%	$ -	$ -	$ -	0.0%
01133	41114	2014 REAL ESTATE TAX	$ -	$ (23,891)	$ (60,993,749)	$ (20,339,213)	100.0%	$ -	$ -	$ -	0.0%
01133	41115	2015 REAL ESTATE TAX	$ -	$ -	$ (16,959)	$ (5,653)	100.0%	$ (67,496,235)	$ -	$ (67,496,235)	-100.0%
01133	41116	2016 REAL ESTATE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ (72,169,680)	$ 72,169,680	100.0%
01133	41192	1992 REAL ESTATE TAX	$ -	$ (80)	$ (132)	$ (71)	100.0%	$ -	$ -	$ -	0.0%
01133	41193	1993 REAL ESTATE TAX	$ -	$ (92)	$ (152)	$ (81)	100.0%	$ -	$ -	$ -	0.0%
01133	41194	1994 REAL ESTATE TAX	$ -	$ (93)	$ (154)	$ (82)	100.0%	$ -	$ -	$ -	0.0%
01133	41195	1995 REAL ESTATE TAX	$ (213)	$ (133)	$ (159)	$ (168)	-13.7%	$ -	$ -	$ -	0.0%
01133	41196	1996 REAL ESTATE TAX	$ (428)	$ (288)	$ -	$ (239)	-100.0%	$ -	$ -	$ -	0.0%
01133	41197	1997 REAL ESTATE TAX	$ (431)	$ (192)	$ -	$ (208)	-100.0%	$ -	$ -	$ -	0.0%
01133	41198	1998 REAL ESTATE TAX	$ (332)	$ (6)	$ -	$ (113)	-100.0%	$ -	$ -	$ -	0.0%

01133	41199	1999 REAL ESTATE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
01133	41200	2000 REAL ESTATE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
01133	41203	GOLF VIEW DRIVE BETTERMENT	$ (872)	$ (7,264)	$ (7,364)	$ (5,167)	190.6%	$ -	$ -	$ -	$ -	0.0%
01133	41204	GOLF VIEW DRIVE INTEREST	$ (24)	$ -	$ (53)	$ (26)	49.8%	$ -	$ -	$ -	$ -	0.0%
01133	41207	APPLETON RD BETTERMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
01133	41210	SHEEP POND RD BETTERMENT	$ -	$ -	$ (33,960)			$ -	$ -	$ -	$ -	0.0%
01133	41301	LANDFILL 1997	$ (2,617)	$ (4,622)	$ (11,104)	$ (6,114)	106.0%	$ -	$ -	$ -	$ -	0.0%
01133	41420	TAX LIENS REDEEMED	$ (325,055)	$ (394,028)	$ (211,131)	$ (310,071)	-19.4%	$ -	$ -	$ -	$ -	0.0%
01133	41485	1985 MOTOR VEHICLE EXC	$ (35)	$ -	$ -	$ (12)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41486	1986 MOTOR VEHICLE EXC	$ (27)	$ -	$ -	$ (9)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41487	1987 MOTOR VEHICLE EXC	$ (14)	$ -	$ -	$ (5)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41488	1988 MOTOR VEHICLE EXC	$ (65)	$ -	$ -	$ (22)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41489	1989 MOTOR VEHICLE EXC	$ (33)	$ -	$ -	$ (11)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41500	1990 MOTOR VEHICLE EXC	$ (62)	$ -	$ -	$ (21)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41501	1991 MOTOR VEHICLE EXC	$ (6)	$ -	$ (13)	$ (6)	41.4%	$ -	$ -	$ -	$ -	0.0%
01133	41502	1992 MOTOR VEHICLE EXC	$ (5)	$ -	$ (6)	$ (4)	8.0%	$ -	$ -	$ -	$ -	0.0%
01133	41503	1993 MOTOR VEHICLE EXC	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
01133	41550	2000 MOTOR VEHICLE EXC	$ (30)	$ (43)	$ (56)	$ (43)	36.9%	$ -	$ -	$ -	$ -	0.0%
01133	41551	2001 MOTOR VEHICLE EXC	$ (58)	$ (517)	$ (504)	$ (360)	196.2%	$ -	$ -	$ -	$ -	0.0%
01133	41552	2002 MOTOR VEHICLE EXC	$ (398)	$ (397)	$ (385)	$ (393)	-1.6%	$ -	$ -	$ -	$ -	0.0%
01133	41553	2003 MOTOR VEHICLE EXC	$ (1,108)	$ (339)	$ (289)	$ (578)	-48.9%	$ -	$ -	$ -	$ -	0.0%
01133	41554	2004 MOTOR VEHICLE EXC	$ (686)	$ (191)	$ (187)	$ (355)	-47.8%	$ -	$ -	$ -	$ -	0.0%
01133	41555	2005 MOTOR VEHICLE EXC	$ (438)	$ (423)	$ 58	$ (267)	100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41556	2006 MOTOR VEHICLE EXC	$ (348)	$ (44)	$ (384)	$ (259)	5.1%	$ -	$ -	$ -	$ -	0.0%
01133	41557	2007 MOTOR VEHICLE EXC	$ (2,354)	$ (2,608)	$ (500)	$ (1,820)	-53.9%	$ -	$ -	$ -	$ -	0.0%
01133	41558	2008 MOTOR VEHICLE EXC	$ (4,771)	$ (3,468)	$ (1,694)	$ (3,311)	-40.4%	$ -	$ -	$ -	$ -	0.0%
01133	41559	2009 MOTOR VEHICLE EXC	$ 404	$ (3,696)	$ (1,526)	$ (1,606)	100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41560	2010 MOTOR VEHICLE EXC	$ (16,850)	$ 4,575	$ (2,520)	$ (4,931)	-61.3%	$ -	$ -	$ -	$ -	0.0%
01133	41561	2011 MOTOR VEHICLE EXC	$ (307,964)	$ (20,785)	$ 8,886	$ (106,621)	100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41562	2012 MOTOR VEHICLE EXC	$ (1,574,562)	$ (305,727)	$ (19,898)	$ (633,396)	-88.8%	$ -	$ -	$ -	$ -	0.0%
01133	41563	2013 MOTOR VEHICLE EXC	$ -	$ (1,516,001)	$ (561,169)	$ (692,390)	100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41564	2014 MOTOR VEHICLE EXC	$ -	$ -	$ (1,863,747)	$ (621,249)	100.0%	$ (300,000)	$ -	$ (300,000)	$ -	-100.0%
01133	41565	2015 MOTOR VEHICLE EXC	$ -	$ -	$ -	$ -	0.0%	$ (1,559,351)	$ -	$ (1,559,351)	$ -	-100.0%
01133	41566	2016 MOTOR VEHICLE EXC	$ -	$ -	$ -	$ -	0.0%	$ -	$ (1,900,000)	$ 1,900,000		
01133	41594	1994 MOTOR VEHICLE EXC	$ (16)	$ -	$ (5)	$ (7)	-44.5%	$ -	$ -	$ -	$ -	0.0%
01133	41595	1995 MOTOR VEHICLE EXC	$ -	$ (126)	$ (167)	$ (98)	100.0%	$ (126)	$ -	$ (126)	$ -	-100.0%
01133	41596	1996 MOTOR VEHICLE EXC	$ -	$ (169)	$ (218)	$ (129)	100.0%	$ (169)	$ -	$ (169)	$ -	-100.0%
01133	41597	1997 MOTOR VEHICLE EXC	$ -	$ (113)	$ (155)	$ (89)	100.0%	$ (113)	$ -	$ (113)	$ -	-100.0%
01133	41598	1998 MOTOR VEHICLE EXC	$ (78)	$ -	$ -	$ (26)	-100.0%	$ -	$ -	$ -	$ -	0.0%
01133	41599	1999 MOTOR VEHICLE EXC	$ (28)	$ (34)	$ (5)	$ (22)	-57.4%	$ (34)	$ -	$ (34)	$ -	-100.0%
01133	41600	2000 BOAT EXCISE TAX	$ (91)	$ (270)	$ (160)	$ (174)	32.6%	$ (270)	$ -	$ (270)	$ -	-100.0%
01133	41601	2001 BOAT EXCISE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
01133	41602	2002 BOAT EXCISE TAX	$ (137)	$ 623	$ (49)	$ 146	-40.2%	$ 623	$ -	$ 623	$ -	-100.0%
01133	41603	2003 BOAT EXCISE TAX	$ (45)	$ 1,473	$ -	$ 476	-100.0%	$ 1,473	$ -	$ 1,473	$ -	-100.0%
01133	41604	2004 BOAT EXCISE TAX	$ (79)	$ 596	$ (19)	$ 166	-51.0%	$ 596	$ -	$ 596	$ -	-100.0%
01133	41605	2005 BOAT EXCISE TAX	$ (92)	$ 127	$ (10)	$ 8	-66.9%	$ 127	$ -	$ 127	$ -	-100.0%
01133	41606	2006 BOAT EXCISE TAX	$ (98)	$ (147)	$ (10)	$ (85)	-68.1%	$ (147)	$ -	$ (147)	$ -	-100.0%
01133	41607	2007 BOAT EXCISE TAX	$ (171)	$ (37)	$ (90)	$ (99)	-27.6%	$ (37)	$ -	$ (37)	$ -	-100.0%
01133	41608	2008 BOAT EXCISE TAX	$ (332)	$ 47	$ (82)	$ (122)	-50.5%	$ 47	$ -	$ 47	$ -	-100.0%
01133	41609	2009 BOAT EXCISE TAX	$ (455)	$ 59	$ (268)	$ (221)	-23.2%	$ 59	$ -	$ 59	$ -	-100.0%
01133	41610	2010 BOAT EXCISE TAX	$ (2,846)	$ (213)	$ (119)	$ (1,060)	-79.6%	$ (213)	$ -	$ (213)	$ -	-100.0%

01133	41611	2011 BOAT EXCISE TAX	$ (34,315)	$ (110)	$ (236)	$ (11,553)	-91.7%	$ (110)	$ -	$ (110)	-100.0%
01133	41612	2012 BOAT EXCISE TAX	$ -	$ (32,062)	$ (866)	$ (10,976)	100.0%	$ (32,062)	$ -	$ (32,062)	-100.0%
01133	41613	2013 BOAT EXCISE TAX	$ -	$ -	$ (32,095)	$ (10,698)	100.0%	$ -	$ -	$ -	0.0%
01133	41614	2014 BOAT EXCISE TAX	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41615	2015 BOAT EXCISE TAX	$ -	$ -	$ -	$ -	0.0%	$ (32,000)	$ -	$ (32,000)	-100.0%
01133	41616	2016 BOAT EXCISE TAX	$ -	$ -	$ -	$ -	0.0%		$ (34,000)	$ 34,000	
01133	41620	FARM EXCISE TAXES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	41695	1995 BOAT EXCISE TAX	$ (23)	$ -	$ (8)	$ (10)	-41.0%	$ -	$ -	$ -	0.0%
01133	41696	1996 BOAT EXCISE TAX	$ (8)	$ (120)	$ -	$ (43)	-100.0%	$ (120)	$ -	$ (120)	-100.0%
01133	41697	1997 BOAT EXCISE TAX	$ (8)	$ (120)	$ -	$ (43)	-100.0%	$ (120)	$ -	$ (120)	-100.0%
01133	41698	1998 BOAT EXCISE TAX	$ (46)	$ (209)	$ (120)	$ (125)	61.5%	$ (209)	$ -	$ (209)	-100.0%
01133	41699	1999 BOAT EXCISE TAX	$ (38)	$ (152)	$ (145)	$ (112)	95.3%	$ (152)	$ -	$ (152)	-100.0%
01133	41910	ROOMS TAX	$ (2,037,133)	$ (2,346,122)	$ (2,582,944)	$ (2,322,066)	12.6%	$ (2,374,716)	$ (2,550,000)	$ 175,284	7.4%
01133	41912	LOCAL MEALS TAX	$ (674,041)	$ (783,557)	$ (860,798)	$ (772,799)	13.0%	$ (785,000)	$ (860,000)	$ 75,000	9.6%
01133	41800	PAYMENT IN LEIU TAX	$ (7,329)	$ (214,574)	$ (192,003)	$ (137,969)	411.8%	$ (250)	$ (7,330)	$ 7,080	2832.0%
01133	41710	P&I RE	$ (483,262)	$ (468,669)	$ (424,696)	$ (458,875)	-6.3%	$ (471,000)	$ (425,000)	$ (46,000)	-9.8%
01133	41720	P&I EXCISE	$ (95,876)	$ (96,022)	$ (105,401)	$ (99,100)	4.8%	$ (96,500)	$ (105,000)	$ 8,500	8.8%
01133	41730	P&I EXCISE TAX LIEN	$ (101,808)	$ (112,912)	$ (68,179)	$ (94,300)	-18.2%	$ (112,095)	$ (69,000)	$ (43,095)	-38.4%
01133	41740	P&I BOAT	$ (206)	$ (304)	$ (135)	$ (215)	-19.2%	$ (304)	$ (140)	$ (164)	-53.9%
01133	43201	TAX COLL MUNICIPAL LIEN CERT	$ (26,100)	$ (30,975)	$ (28,375)	$ (28,483)	4.3%	$ (30,900)	$ (28,400)	$ (2,500)	-8.1%
01133	43202	TREASURER ADMINISTRATIVE FE	$ (319)	$ (549)	$ (410)	$ (426)	13.4%	$ (331)	$ (335)	$ 4	1.2%
01133	43204	ADVERTISING REIMBURSEMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	43205	MMA REIMBURSEMENT FEES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	43211	MEDICARE D REIMBURSEMENT F	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	48201	INTEREST ON INVESTMENTS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46140	CSI B9 VET, BLIND & SPOUSE	$ -	$ (5,247)	$ (4,797)	$ (3,348)	100.0%	$ (5,300)	$ (15,424)	$ 10,124	191.0%
01133	46150	CSI C14 REIMBURSEMENT BLIND	$ (22)	$ -		$ (11)	-100.0%	$ -	$ -	$ -	0.0%
01133	46160	CSI B10 REIMBURSEMENT ELDEF	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46180	UNRESTRICTED AID	$ (67,017)	$ (67,017)	$ (68,601)	$ (67,545)	1.2%	$ (67,017)	$ (70,503)	$ 3,486	5.2%
01133	46202	CSI A.1 CH70 SCHOOL AID	$ (1,332,098)	$ (1,376,655)	$ (1,422,222)	$ (1,376,992)	3.3%	$ (1,433,519)	$ (2,132,277)	$ 698,758	48.7%
01133	46301	CSI A.5 CHARTER TUITION ASME	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46302	CSI A5 CHARTER SCH CAP FAC F	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46600	CSI A6 SCHOOL LNCH CH 871	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46602	CSI A2 SCHOOL TRANS CH 71	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46610	CSI PUB LIBRARIES CH78	$ -	$ -	$ (6,294)	$ (2,098)	100.0%	$ -	$ (8,345)	$ 8,345	100.0%
01133	46615	CSI B6 POLICE CAREER INCENTI	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46670	CSI B8 VETERANS BENEFITS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46710	CSI B1 LOTTERY	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	46991	CSI B11 STATE OWNED LAND	$ (205,329)	$ -	$ (209,457)	$ (138,262)	1.0%	$ -	$ (116,162)	$ 116,162	100.0%
01133	46992	OTHER STATE FUNDS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	48201	INTEREST ON INVESTMENTS	$ (47,482)	$ (90,903)	$ (110,449)	$ (82,945)	52.5%	$ (90,900)	$ (110,500)	$ 19,600	21.6%
01133	47201	COUNTY GRANTS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	48400	FINANCE COPIES & MIS	$ (7,018)	$ (9,082)	$ (10,197)	$ (8,766)	20.5%	$ (9,080)	$ (10,200)	$ 1,120	12.3%
01133	48401	TELEPHONE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	48422	MISC NON RECURRING	$ -	$ -	$ (112)	$ (37)	100.0%	$ -	$ -	$ -	0.0%
01133	48500	UNIDENTIFIED CASH	$ (23,029)	$ 429	$ (20,436)	$ (14,345)	-5.8%	$ 429	$ -	$ 429	-100.0%
01133	48501	TC - UNDESIGNATED RECEIPTS	$ -	$ -	$ (7,427)	$ (2,476)	100.0%	$ -	$ -	$ -	0.0%
01133	48600	RDS RETIREE DRUG SUBSIDY	$ (52,736)	$ (48,830)	$ (49,245)	$ (50,270)	-3.4%	$ (48,337)	$ (49,245)	$ 908	1.9%
01133	49102	PROCEEDS FROM BOND SALE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	49104	DEBT PREMIUM	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	49303	PREMIUM FOR 12/2003 BOND SA	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	49400	DISPOSITION OF FIXED ASSETS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	49600	INTEREST RECV ON BONDS SOL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01133	49901	INDIRECT COSTS	$ (479,502)	$ (516,384)	$ (1,024,631)	$ (673,506)	46.2%	$ (516,384)	$ (505,000)	$ (11,384)	-2.2%
SUBTOTAL FINANCE DEPARTMENT GF REVENUE			**$ (69,516,610)**	**$ (71,797,341)**	**$ (73,720,951)**	**$ (71,666,984)**	**3.0%**	**$ (76,810,511)**	**$ (81,166,541)**	**$ 4,356,030**	**5.7%**

1147 TREASURER

1147	48201	INTEREST ON INVESTMENTS	$ (27)	$ (12,547)	$ -	$ (4,192)	-100.0%	$ (3,480)	$ (3,480)	$ -	0.0%
1147	48400	MISC REVENUES	$ (48)	$ -	$ -	$ (16)	-100.0%	$ (70)	$ (70)	$ -	0.0%
1147	48422	MISCELLANEOUS NON RECURRI	$ -	$ (71)	$ -	$ (24)	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TREASURER REVENUES			**$ (75)**	**$ (12,619)**	**$ -**	***$ (4,231)***	***-100.0%***	**$ (3,550)**	***$ (3,550)***	**$ -**	***0.0%***

PERSONNEL EXPENSE

1134 FINANCE & OPERATIONS DEPARTMENT

01134	51100	SALARY, PERMANENT	$ 360,071	$ 422,597	$ 449,784	$ 410,817	11.8%	$ 574,200	$ 595,500	$ 21,300	3.7%
01134	51200	SALARY, SEASONAL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01134	51300	OVERTIME	$ 142	$ 81	$ 862	$ 362	146.2%	$ -	$ -	$ -	0.0%
01134	51700	LONGEVITY PAY	$ 11,744	$ 6,666	$ 8,648	$ 9,019	-14.2%	$ 7,580	$ 7,640	$ 60	0.8%
01134	51961	MEDICARE P/R TAX	$ 5,696	$ 6,205	$ 6,906	$ 6,269	10.1%	$ 8,400	$ 8,700	$ 300	3.6%
01134	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL FINANCE & OPERATIONS PERSONNEL EXP			**$ 377,654**	**$ 435,549**	**$ 466,200**	***$ 475,786***	***11.1%***	**$ 590,180**	***$ 611,840***	***$ 21,660***	***3.7%***

1141 ASSESSOR

01141	51100	SALARY, PERMANENT	$ 345,868	$ 353,948	$ 371,764	$ 357,193	3.7%	$ 370,300	$ 390,400	$ 20,100	5.4%
01141	51102	SALARY, TEMPORARY	$ -	$ -	$ -	$ -	0.0%	$ 1,800	$ 1,800	$ -	0.0%
01141	51300	OVERTIME	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01141	51551	LABORER'S UNION CERTIFICATI	$ 1,046	$ 1,043	$ 1,114	$ 1,068	3.2%	$ 520	$ 1,560	$ 1,040	200.0%
01141	51700	LONGEVITY PAY	$ 12,729	$ 13,447	$ 14,250	$ 13,475	5.8%	$ 16,120	$ 14,591	$ (1,529)	-9.5%
01141	51961	MEDICARE P/R TAX	$ 5,215	$ 5,343	$ 5,613	$ 5,390	3.7%	$ 5,600	$ 5,900	$ 300	5.4%
01141	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL ASSESSOR PERSONNEL EXPENSES			**$ 364,858**	**$ 373,781**	**$ 392,741**	***$ 389,307***	***3.8%***	**$ 394,340**	***$ 414,251***	***$ 19,911***	***5.0%***

1145 COLLECTOR

01145	51100	SALARY, PERMANENT	$ 219,848	$ 229,200	$ 241,368	$ 230,138	4.8%	$ 240,700	$ 285,500	$ 44,800	18.6%
01145	51300	OVERTIME	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01145	51551	LABORERS UNION CERTIFICATI	$ 1,046	$ 1,043	$ 1,043	$ 1,044	-0.1%	$ 2,040	$ 2,040	$ -	0.0%
01145	51700	LONGEVITY PAY	$ 6,991	$ 7,917	$ 8,261	$ 7,723	8.7%	$ 8,710	$ 8,730	$ 20	0.2%
01145	51961	MEDICARE P/R TAX	$ 3,304	$ 3,453	$ 3,665	$ 3,474	5.3%	$ 3,600	$ 4,300	$ 700	19.4%
SUBTOTAL COLLECTOR PERSONNEL EXPENSES			**$ 231,189**	**$ 241,614**	**$ 254,336**	***$ 232,597***	***4.9%***	**$ 255,050**	***$ 300,570***	***$ 45,520***	***17.8%***

1147 TREASURER

01147	51100	SALARY, PERMANENT	$ 285,326	$ 301,026	$ 320,010	$ 302,121	5.9%	$ 274,200	$ 294,500	$ 20,300	7.4%
01147	51300	OVERTIME	$ 923	$ 80	$ -	$ 334	-100.0%	$ -	$ -	$ -	0.0%
01147	51551	LABORERS UNION CERTIFICATI	$ 523	$ 522	$ 807	$ 617	24.3%	$ 2,040	$ 2,040	$ -	0.0%
01147	51700	LONGEVITY PAY	$ 4,654	$ 4,845	$ 9,088	$ 6,196	39.7%	$ 8,880	$ 9,470	$ 590	6.6%
01147	51961	MEDICARE P/R TAX	$ 3,498	$ 4,444	$ 4,754	$ 4,232	16.6%	$ 4,100	$ 4,400	$ 300	7.3%
01147	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TREASURER PERSONNEL EXPENSES			**$ 294,925**	**$ 310,917**	**$ 334,658**	***$ 273,910***	***6.5%***	**$ 289,220**	***$ 310,410***	***$ 21,190***	***7.3%***

OPERATING EXPENSE

1134 FINANCE & OPERATIONS

1134	52070	TUITION REIMBURSEMENT	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
1134	52401	REP&MAINT:OFFICE EQUIP	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
1134	52404	REP&MAINT: BUILDING	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
1134	52416	COPIER	$ 4,822	$ 6,605	$ 4,137	$ 5,188	-7.4%	$ 6,605	$ 6,500	$ (105)	-1.6%
1134	53100	PROFESSIONAL SERVICES	$ 88,072	$ 97,557	$ 92,242	$ 92,624	2.3%	$ 137,490	$ 137,000	$ (490)	-0.4%
1134	53103	GENERAL:ADVERTISING	$ 180	$ -	$ (40)	$ 47	-100.0%	$ -	$ -	$ -	0.0%
1134	53110	GENERAL:PRINTING	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1134	53402	COMM:POSTAGE	$ 180	$ 166	$ 128	$ 158	-15.7%	$ 165	$ 160	$ (5)	-3.0%
1134	53804	OTHER:FREIGHT	$ 1,105	$ 1,005	$ 1,183	$ 1,098	3.5%	$ 1,100	$ 1,200	$ 100	9.1%
1134	54201	OFFICE SUPPLIES	$ 9,356	$ 11,504	$ 8,280	$ 9,713	-5.9%	$ 11,500	$ 11,500	$ -	0.0%
1134	55101	BOOKS/SUBSCRIPTIONS	$ -	$ 115	$ -	$ 38	0.0%	$ -	$ -	$ -	0.0%
1134	57101	IN-STATE:MISC TRAVEL	$ 7,875	$ 7,627	$ 7,536	$ 7,679	-2.2%	$ 7,900	$ 10,500	$ 2,600	32.9%
1134	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1134	57103	IN-STATE:SEMINARS,PROF GA	$ 2,680	$ 3,200	$ 3,528	$ 3,136	14.7%	$ 3,200	$ 5,500	$ 2,300	71.9%
1134	57201	OUT-STATE:GENERAL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1134	57301	DUES:PROFESSNL ORGANIZATN	$ 190	$ 315	$ 555	$ 353	70.9%	$ 315	$ 600	$ 285	90.5%
1134	58501	ADD EQ:NEW EQUIP	$ 184	$ 6,650	$ 6,915	$ 4,583	512.6%	$ 200	$ 5,000	$ 4,800	2400.0%
1134	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1134	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL FINANCE & OPERATIONS OPERATING EXP			**$ 114,643**	**$ 134,745**	**$ 124,464**	**$ 124,617**	**4.2%**	**$ 168,475**	**$ 177,960**	**$ 9,485**	**5.6%**

1131 FINANCE COMMITTEE

1131	53100	PROFESSIONAL SERVICES	$ 7,152	$ 13,537	$ 3,471	$ 8,053	-30.3%	$ 14,000	$ 3,500	$ (10,500)	-75.0%
1131	53103	GENERAL:ADVERTISING	$ 25	$ -	$ -	$ 8	-100.0%	$ 25	$ -	$ (25)	-100.0%
1131	53110	GENERAL:PRINTING	$ 6,352	$ 1,375	$ 13,824	$ 7,184	47.5%	$ 1,500	$ 14,000	$ 12,500	833.3%
1131	54201	OFFICE SUPPLIES	$ 1,619	$ 918	$ 12	$ 850	-91.6%	$ 1,450	$ -	$ (1,450)	-100.0%
1131	57101	IN STATE MISC TRAVEL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1131	57301	DUES:PROFESSNL ORGANIZATN	$ 173	$ 173	$ 176	$ 174	0.9%	$ 175	$ 175	$ -	0.0%
1131	58501	ADD EQ: NEW EQUIP	$ 490	$ 2,843	$ -	$ 1,111	-100.0%	$ 500	$ -	$ (500)	-100.0%
SUBTOTAL FINANCE COMMITTEE OPERATING EXPEN			**$ 15,811**	**$ 18,846**	**$ 17,482**	**$ 17,380**	**5.2%**	**$ 17,650**	**$ 17,675**	**$ 25**	**0.1%**

1141 ASSESSOR

1141	52401	REP&MAINT:OFFICE EQUIP	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
1141	52403	REP&MAINT:VEHICLE	$ 3,150	$ 2,605	$ 153	$ 1,969	-78.0%	$ 3,100	$ 3,000	$ (100)	-3.2%	
1141	53100	PROFESSIONAL SERVICES	$ 105,336	$ 138,314	$ 43,967	$ 95,872	-35.4%	$ 210,000	$ 100,000	$ (110,000)	-52.4%	
1141	53101	GENERAL:AUDITING	$ 15	$ -	$ -	$ 5	-100.0%	$ -	$ -	$ -	0.0%	
1141	53103	GENERAL:ADVERTISING	$ 40	$ 558	$ 575	$ 391	279.2%	$ 40	$ 600	$ 560	1400.0%	
1141	53402	COMM:POSTAGE	$ 92	$ 1,534	$ -	$ 542	-100.0%	$ 1,550	$ -	$ (1,550)	-100.0%	
1141	53802	OTHER:DEEDS,PROBATES,REC	$ 150	$ -	$ -	$ 50	-100.0%	$ 150	$ -	$ (150)	-100.0%	
1141	54201	OFFICE SUPPLIES	$ 5,252	$ 3,593	$ 2,903	$ 3,916	-25.7%	$ 4,025	$ 5,000	$ 975	24.2%	
1141	55101	BOOKS/SUBSCRIPTIONS	$ 344	$ 329	$ -	$ 224	-100.0%	$ 450	$ 500	$ 50	11.1%	
1141	57101	IN-STATE:MISC TRAVEL	$ 3,380	$ 2,762	$ 3,443	$ 3,195	0.9%	$ 3,000	$ 5,000	$ 2,000	66.7%	
1141	57102	IN-STATE:MILEAGE/CAR ALLW	$ 85	$ -	$ -	$ 28	-100.0%	$ 100	$ -	$ (100)	-100.0%	
1141	57103	IN-STATE:SEMINARS,PROF GA	$ 440	$ 1,125	$ 1,830	$ 1,132	103.9%	$ 1,200	$ 3,000	$ 1,800	150.0%	
1141	57301	DUES:PROFESSNL ORGANIZATN	$ 345	$ 345	$ 425	$ 372	11.0%	$ 350	$ 500	$ 150	42.9%	
1141	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ 858	$ 286	100.0%	$ 12,000	$ 21,000	$ 9,000	75.0%	
1141	58502	ADD EQ:OFFICE FURNITURE	$ 358	$ 1,377	$ -	$ 578	-100.0%	$ -	$ -	$ -	0.0%	
1141	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
SUBTOTAL ASSESSOR OPERATING EXPENSES			**$ 118,987**	**$ 152,541**	**$ 54,153**	***$ 108,561***	***-32.5%***	**$ 235,965**	***$ 138,600***	***$ (97,365)***	***-41.3%***	

1145 COLLECTOR

1145	52060	MMA SERVICE FEES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
1145	52401	REP&MAINT:OFFICE EQUIP	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
1145	52416	COPIER	$ 1,431	$ 1,269	$ 1,276	$ 1,325	-5.6%	$ 1,800	$ 1,300	$ (500)	-27.8%	
1145	52703	RENT/LSE:POSTAGE METER	$ 3,305	$ 2,488	$ 3,305	$ 3,033	0.0%	$ 2,600	$ 3,310	$ 710	27.3%	
1145	53100	PROFESSIONAL SERVICES	$ 25,058	$ 16,487	$ 24,094	$ 21,880	-1.9%	$ 25,000	$ 25,000	$ -	0.0%	
1145	53101	GENERAL:ACCOUNTNG & AUDIT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
1145	53103	GENERAL:ADVERTISING	$ -	$ 504	$ -	$ 168	0.0%	$ 550	$ -	$ (550)	-100.0%	
1145	53110	GENERAL:PRINTING	$ 218	$ -	$ 158	$ 125	-15.1%	$ 250	$ 250	$ -	0.0%	
1145	53155	DEPUTY COLLECTOR FEES	$ 762	$ (1,362)	$ 478	$ (41)	-20.8%	$ 1,700	$ -	$ (1,700)	-100.0%	
1145	53402	COMM:POSTAGE	$ 27,750	$ 29,790	$ 43,500	$ 33,680	25.2%	$ 50,000	$ 50,000	$ -	0.0%	
1145	53802	OTHER:DEEDS,PROBATES,REC	$ -	$ 75	$ 225	$ 100	100.0%	$ 150	$ 250	$ 100	66.7%	
1145	53804	OTHER:FREIGHT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
1145	54201	OFFICE SUPPLIES	$ 2,097	$ 1,595	$ 5,374	$ 3,022	60.1%	$ 2,000	$ 6,000	$ 4,000	200.0%	
1145	55101	BOOKS/SUBSCRIPTIONS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
1145	57050	OTHER CHGS & EXPS	$ 186	$ 1,389	$ -	$ 525	-100.0%	$ 600	$ -	$ (600)	-100.0%	
1145	57101	IN-STATE:MISC TRAVEL	$ 396	$ 92	$ -	$ 163	-100.0%	$ 450	$ 1,500	$ 1,050	233.3%	
1145	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
1145	57103	IN-STATE:SEMINARS,PROF GA	$ 461	$ 25	$ 85	$ 190	-57.0%	$ 450	$ 1,000	$ 550	122.2%	
1145	57301	DUES:PROFESSNL ORGANIZATN	$ 60	$ 60	$ 15	$ 45	-50.0%	$ 60	$ 100	$ 40	66.7%	
1145	57405	INS PREM:EMPLOYEE BONDS	$ 597	$ 650	$ 750	$ 666	12.1%	$ 650	$ 1,000	$ 350	53.8%	
1145	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
1145	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
1145	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%	
SUBTOTAL COLLECTOR OPERATING EXPENSES			**$ 62,320**	**$ 53,062**	**$ 79,259**	***$ 64,880***	***12.8%***	**$ 86,260**	***$ 89,710***	***$ 3,450***	***4.0%***	

1147 TREASURER

1147	52416	COPIER	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	$ -	0.0%
1147	53100	PROFESSIONAL SERVICES	$ 6,797	$ 1,280	$ 1,025	$ 3,034	-61.2%	$ 3,800	$ 3,600	$ (200)	-5.3%
1147	53110	GENERAL:PRINTING	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1147	53402	COMM:POSTAGE	$ -	$ 47	$ -	$ 16	0.0%	$ -	$ -	$ -	0.0%
1147	53803	OTHER:LICENSES & TAXES	$ -	$ 81,173	$ -	$ 27,058	0.0%	$ -	$ -	$ -	0.0%
1147	54201	OFFICE SUPPLIES	$ 2,664	$ 1,406	$ 1,691	$ 1,921	-20.3%	$ 1,975	$ 2,500	$ 525	26.6%
1147	55101	BOOKS/SUBSCRIPTIONS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1147	57050	OTHER CHGS & EXPS	$ 667	$ -	$ -	$ 222	-100.0%	$ -	$ -	$ -	0.0%
1147	57101	IN-STATE:MISC TRAVEL	$ 451	$ 707	$ 381	$ 513	-8.0%	$ 777	$ 1,500	$ 723	93.1%
1147	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1147	57103	IN-STATE:SEMINARS,PROF GA	$ 25	$ 65	$ 456	$ 182	327.3%	$ 400	$ 1,500	$ 1,100	275.0%
1147	57301	DUES:PROFESSNL ORGANIZATN	$ 276	$ 140	$ 235	$ 217	-7.7%	$ 275	$ 300	$ 25	9.1%
1147	57405	INS PREM:EMPLOYEE BONDS	$ 405	$ 558	$ 458	$ 474	6.3%	$ 600	$ 460	$ (140)	-23.3%
1147	57803	OTHER:BANK CHARGES	$ 115,716	$ -	$ 59,522	$ 58,413	-28.3%	$ 75,000	$ 75,000	$ -	0.0%
1147	58501	ADD EQ:NEW EQUIP	$ 206	$ 1,099	$ -	$ 435	-100.0%	$ -	$ -	$ -	0.0%
1147	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1147	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TREASURER OPERATING EXPENSES			**$ 127,208**	**$ 86,475**	**$ 63,769**	**$ 92,484**	**-29.2%**	**$ 82,827**	**$ 84,860**	**$ 2,033**	**2.5%**

SUMMARY	**FISCAL 2012 ACTUALS**	**FISCAL 2013 ACTUALS**	**FISCAL 2014 ACTUALS**	***THREE-YEAR ACTUAL AVERAGE***	***COMPOUND ANNUAL GROWTH RATE***	**FISCAL 2015 BUDGET**	***FISCAL 2016 BUDGET***	***INCREASE OR (DECREASE) $ FISCAL 2016***	***INCREASE OR (DECREASE) % FISCAL 2016***
Payroll Salary	$ 1,249,846	$ 1,342,254	$ 1,426,135	$ 1,339,412	6.8%	$ 1,507,090	$ 1,613,771	$ 106,681	7.1%
Overtime	$ 1,065	$ 161	$ 862	$ 696	-10.0%	$ -	$ -	$ -	0.0%
Medicare P/R Tax	$ 17,714	$ 19,445	$ 20,938	$ 19,366	8.7%	$ 21,700	$ 23,300	$ 1,600	7.4%
Medical Insurance	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
Rep & Maint	$ 3,150	$ 2,605	$ 153	$ 1,969	-78.0%	$ 3,100	$ 3,000	$ (100)	-3.2%
Copier/Printing	$ 12,823	$ 9,249	$ 19,395	$ 13,822	23.0%	$ 10,155	$ 22,050	$ 11,895	117.1%
Prof Services	$ 232,415	$ 267,175	$ 164,799	$ 221,463	-15.8%	$ 390,290	$ 269,100	$ (121,190)	-31.1%
Travel Expenses	$ 15,792	$ 15,603	$ 17,260	$ 16,218	4.5%	$ 17,477	$ 29,500	$ 12,023	68.8%
Supplies	$ 20,988	$ 19,016	$ 18,259	$ 19,421	-6.7%	$ 20,950	$ 25,000	$ 4,050	19.3%
Equipment	$ 1,238	$ 11,969	$ 7,773	$ 6,993	150.5%	$ 12,700	$ 26,000	$ 13,300	104.7%
Rent/Lease Expenses	$ 3,305	$ 2,488	$ 3,305	$ 3,033	0.0%	$ 2,600	$ 3,310	$ 710	27.3%
Other	$ 149,243	$ 117,565	$ 108,185	$ 124,998	-14.9%	$ 133,905	$ 130,845	$ (3,060)	-2.3%
TOTAL FINANCE DEPARTMENT	**$ 1,707,580**	**$ 1,807,528**	**$ 1,787,064**	**$ 1,767,391**	**2.3%**	**$ 2,119,967**	**$ 2,145,876**	**$ 25,909**	**1.2%**

FY 2016 Personnel Spreadsheet

Finance & Operations

ORG: 01134

Number of Positions in Department

Full-time	6
Part-time	0
Seasonal	0
Temporary	0
Vacancies	3
New Positions Requested	0
TOTAL OF ALL POSITIONS	9

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
TURBITT, BRIAN	DIRECTOR OF MUNICIPAL FINANCE	40.00	FN01	Contract	135,100	135,464	06/16/16	135,900	0	0	0	0	0	135,900
ANGUELOV,M.	ASSISTANT DIRECTOR OF MUNICIP/	40.00	FN02	Non-Union	82,900	83,123	01/25/16	84,100	0	0	0	0	0	84,100
DICKINSON, R	ASSISTANT TOWN ACCOUNTANT	40.00	FN15	Non-Union	86,700	86,933	04/01/16	87,600	1,750	0	0	0	0	89,350
ALTREUTER, P.	AP CLERK	40.00	FN26	S1 Step 6	62,109	62,276	05/13/16	62,600	1,250	0	0	0	0	63,850
RICHEN, K	OPS COORDINATOR	35.00	FN06	SA Step 9	83,853	84,079	09/01/15	85,700	3,200	0	0	0	0	88,900
LAPIENE, R.	ACCOUNTING CLERK	40.00	FN27	S2 Step 7	70,368	70,558	07/25/15	72,100	1,440	0	0	0	0	73,540
MANNINO, M.	ACCOUNTING CLERK	40.00	FN27	S2 Step 5	66,322	66,501	11/28/15	67,500	0	0	0	0	0	67,500
VACANT - UNFUNDED	STAFF ACCOUNTANT	20.00	FN09	Non-Union			01/03/00							

Total Prorated Salary (enter on **Munis 51100**)	595,500
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	7,640
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	603,140
Medicare (enter on **Munis 51961**)	8,700
Total Personnel Services	**611,840**

As of 12/29/2014

FY 2016 Personnel Spreadsheet

Assessing Dept

ORG: 01141

Number of Positions in Department

Full-time	5
Part-time	0
Seasonal	0
Temporary	3
Vacancies	0
New Positions Requested	0
TOTAL OF ALL POSITIONS	8

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
DILWORTH, D	ASSESSOR	35.00	FN07	SC Step 9	101,361	101,634	07/01/15	104,000	4,585	0	0	0	0	108,585
TRIFERO, E	ASST. ASSESSOR	40.00	FN13	S3 Step 9	80,984	81,202	05/13/16	81,600	3,477	0	520	0	0	85,597
DILUCA, M	FIELD ASSESSOR	40.00	FN21	S2 Step 9	74,081	74,280	07/01/15	76,000	2,669	0	520	0	0	79,189
GILES, P	SENIOR CLERK	35.00	FN65	S1 Step 8	57,667	57,822	07/01/15	59,100	1,770	0	0	0	0	60,870
FLANAGAN, E	OFFICE ADMIN	37.50	FN20	S2 Step 8	67,945	68,128	07/01/15	69,700	2,090	0	520	0	0	72,310
ABATEMENT ADVISORY COMM (3 Temps)	ABATEMENT ADVISORY	0.00	N/A	N/A	3@ 600	3@ 600	00/00/00	1,800	0	0	0	0	0	1,800

Total Prorated Salary (enter on **Munis 51100**)	390,400
Total Seasonal Salary **(enter on Munis 51xxx)**	1,800
Total Longevity (enter on **Munis 51700**)	14,591
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	1,560
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	
Salary Subtotal	408,351
Medicare (enter on **Munis 51961**)	5,900
Total Personnel Services	**414,251**

FY 2016 Personnel Spreadsheet

Collector ORG: 01145

Number of Positions in Department

Full-time	3
Part-time	0
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	1
TOTAL OF ALL POSITIONS	4

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
BROWN, E	COLLECTOR	35.00	FN05	SC Step 7	96,301	96,560	01/01/16	97,800	2,930	0	1,520	0	0	102,250
BUTLER, P	ASST. COLLECTOR	40.00	FN12	S3 Step 9	80,984	81,202	08/05/15	82,900	3,000	0	0	0	0	85,900
MURPHY, P	ADMIN ASST	40.00	FN50	S2 Step 9	74,081	74,280	01/01/16	75,200	2,800	0	520	0	0	78,520
NEW POSITION REQUEST	ADMIN ASST	20.00	FN50	S2 Step 1	28,886	28,963	07/01/15	29,600	0	0.00	0	0	0	29,600

Total Prorated Salary (enter on Munis 51100)	285,500
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	8,730
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	2,040
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	296,270
Medicare (enter on **Munis 51961**)	4,300
Total Personnel Services	**300,570**

FY 2016 Personnel Spreadsheet

Treasurer ORG: 01147

Number of Positions in Department

Full-time	3
Part-time	1
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	0
TOTAL OF ALL POSITIONS	4

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
WEINER, D	TREASURER	35.00	FN04	SC Step 8	99,190	99,457	06/24/16	99,800	3,990	0	1,000	0	0	104,790
LEWIS, K	PAYROLL ADMIN	40.00	FN11	S3 Step 8	79,274	79,487	07/01/15	81,300	3,250	0	520	0	0	85,070
LAFAVRE, K.	ASST TREASURER / AD	40.00	FN24	S2 Step 8	72,475	72,670	08/06/15	74,200	2,230	0	520	0	0	76,950
WALLINGFORD,D.	ADMIN ASSISTANT	24.00	FN16	S2 Step 4	38,642	38,746	01/23/16	39,200	0	0	0	0	0	39,200
														0

Total Prorated Salary (enter on Munis 51100)	294,500
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	9,470
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	2,040
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	306,010
Medicare (enter on **Munis 51961**)	4,400
Total Personnel Services	**310,410**

FY 2016 Budget

Human Resource Department

FY2016
Human Resource Department Review

- **Mission**: Energize our employees with fair treatment, challenging work, competitive salaries, outstanding benefits, and membership in Nantucket's diverse and beautiful island community.
- **Goals:**

❖ Negotiate union contracts in a timely and fiscally responsible manner as a representative on the Town team and in conjunction with established strategies.

❖ Prevent and Resolve grievances appropriately, fairly and timely.

❖ Develop appropriate policies and procedures that enhance efficiencies and control cost.

❖ Establish a performance evaluation system that establishes both an internal and external value for the work done by Town positions.

❖ Participate with Town Administration and senior staff in determining appropriate staffing levels by department.

FY 2016
Human Resource Department Overview

- **Priorities**
- 1. Complete/Implement Union Contract Negotiations.
- 2. Complete the Health Insurance Eligibility Audit.
- 3. Implementation of the Classification and Compensation Study.
- 4. Complete and implement reduction in Town's cost for health insurance.
  5. Resolve employee relations issues and improve overall employee relations where possible.
- **Significant Changes Year-to-Year:** None known for FY 2016
- **Key Issues:**
- 1. Compensation Administration
- 2. Other Post Employment Benefit (OPEB) Costs
- 3. Performance Appraisal

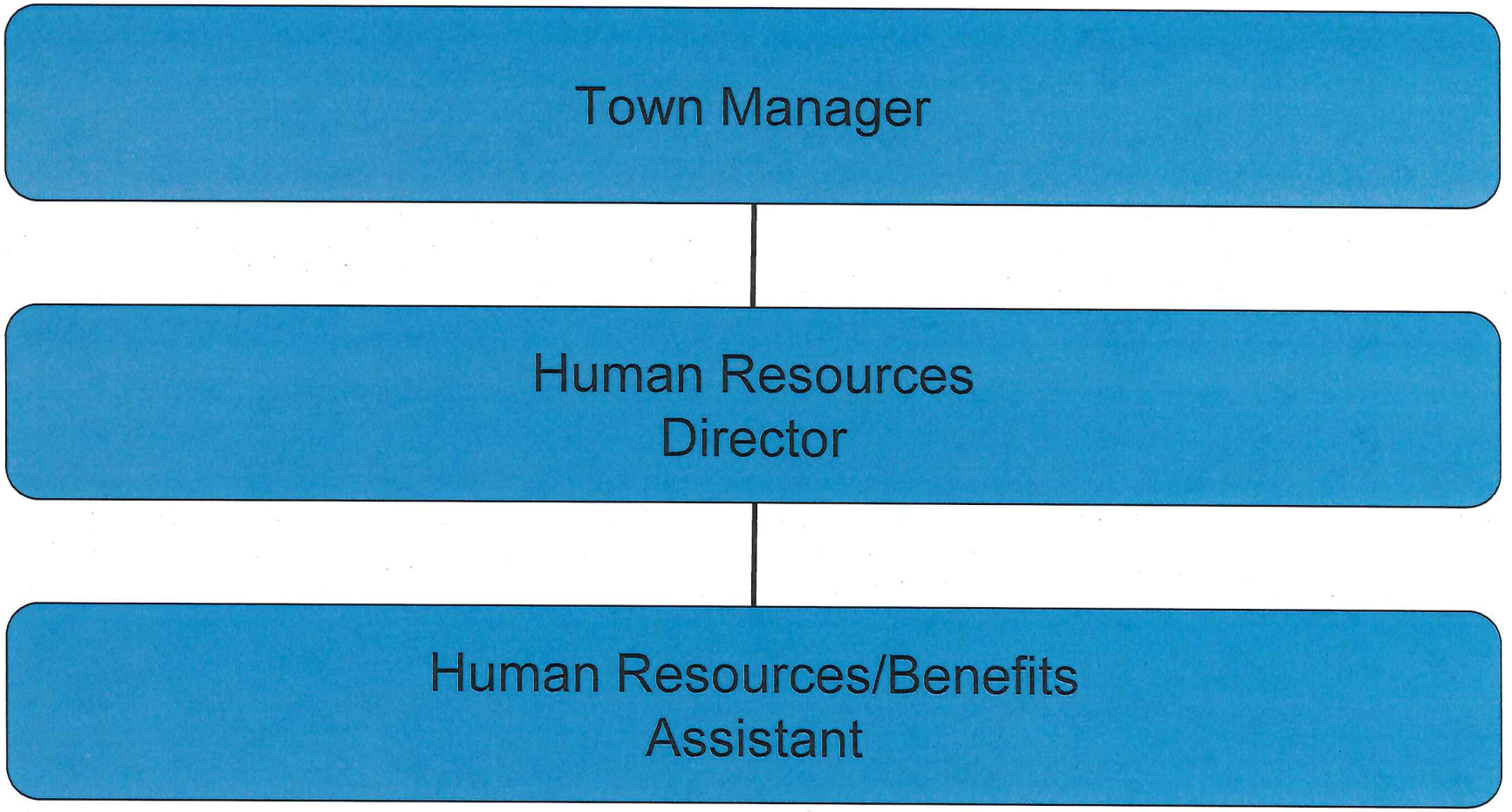
FY2016 Budget
Human Resource Department

SUMMARY	FISCAL 2011 ACTUALS	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 135,496	$ 141,521	$ 129,349	$ 142,728	*$ 137,866*	0.4%	$ 142,600	*$ 150,500*	*$ 7,900*	*5.5%*
Medicare P/R Tax	$ 1,965	$ 2,052	$ 1,876	$ 2,070	*$ 1,999*	0.4%	$ 2,100	*$ 2,200*	*$ 100*	*4.8%*
Prof Services	$ 15,949	$ 16,310	$ 11,183	$ 10,886	*$ 12,793*	-18.3%	$ 11,500	*$ 11,500*	*$ -*	*0.0%*
Travel Expenses	$ 7,626	$ 9,027	$ 6,989	$ 7,489	*$ 7,835*	-8.9%	$ 9,050	*$ 8,250*	*$ (800)*	*-8.8%*
Supplies	$ 1,077	$ 453	$ 173	$ 610	*$ 412*	16.1%	$ 450	*$ 610*	*$ 160*	*35.6%*
Equipment	$ -	$ -	$ -	$ -	*$ -*	0.0%	$ -	*$ -*	*$ -*	*0.0%*
Other	$ 1,626	$ 2,323	$ 5,077	$ 5,366	*$ 4,255*	52.0%	$ 4,750	*$ 8,410*	*$ 3,660*	*77.1%*
TOTAL HUMAN RESOURCES	**$ 163,738**	**$ 171,686**	**$ 154,646**	**$ 169,149**	***$ 165,160***	***-0.7%***	**$ 170,450**	***$ 181,470***	***$ 11,020***	***6.5%***

Appendix

Human Resource Department

Town & County of Nantucket
Organization Chart – Human Resource Department



FY 2016 Budget Detail

Human Resource Department

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

			FISCAL 2011 ACTUALS	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
PERSONNEL EXPENSE												
1152 HUMAN RESOURCES												
01152	51100	SALARY, PERMANENT	$ 135,496	$ 139,748	$ 129,349	$ 141,507	*$ 136,868*	*0.6%*	$ 141,100	*$ 149,000*	*$ 7,900*	*5.6%*
01152	51200	SALARY SEASONAL	$ -	$ -	$ -	$ -	*$ -*	*0.0%*	$ 1,500	*$ 1,500*	*$ -*	*0.0%*
01152	51700	LONGEVITY PAY	$ -	$ 1,773	$ -	$ 1,221	*$ 998*	*-17.0%*	$ -	*$ -*	*$ -*	*0.0%*
01152	51961	MEDICARE P/R TAX	$ 1,965	$ 2,052	$ 1,876	$ 2,070	*$ 1,999*	*0.4%*	$ 2,100	*$ 2,200*	*$ 100*	*4.8%*
01152	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	*$ -*	*0.0%*	$ -	*$ -*	*$ -*	*0.0%*
SUBTOTAL HR PERSONNEL EXPENSES			**$ 137,460**	**$ 143,573**	**$ 131,224**	**$ 144,798**	***$ 137,419***	***0.4%***	**$ 144,700**	***$ 152,700***	***$ 8,000***	***5.5%***

OPERATING EXPENSE

1152 HUMAN RESOURCES

1152	52416	COPIER AND LEASE	$ -	$ -	$ 2,409	$ 2,477	$ 1,629	100.0%	$ 2,400	$ 2,500	$ 100	4.2%
1152	53100	PROFESSIONAL SERVICES	$ 15,949	$ 16,310	$ 11,183	$ 10,886	$ 12,793	-18.3%	$ 11,500	$ 11,500	$ (6,000)	0.0%
1152	53103	GENERAL:ADVERTISING	$ 40	$ 40	$ 651	$ 192	$ 294	118.9%	$ 50	$ 3,200	$ 3,200	6300.0%
1152	53110	GENERAL:PRINTING	$ 14	$ 695	$ 168	$ 507	$ 456	-14.6%	$ 300	$ 500	$ (200)	66.7%
1152	53401	COMM:TELEPHONE	$ 1,163	$ 1,099	$ 1,420	$ 1,634	$ 1,384	21.9%	$ 1,500	$ 1,650	$ 300	10.0%
1152	54201	OFFICE SUPPLIES	$ 1,077	$ 453	$ 173	$ 610	$ 412	16.1%	$ 450	$ 610	$ (290)	35.6%
1152	55101	BOOKS/SUBSCRIPTIONS	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1152	57101	IN-STATE:MISC TRAVEL	$ 7,377	$ 8,783	$ 5,739	$ 7,283	$ 7,268	-8.9%	$ 8,800	$ 8,000	$ 500	-9.1%
1152	57103	IN-STATE:SEMINARS,PROF GA	$ 249	$ 243	$ 1,250	$ 206	$ 567	-7.9%	$ 250	$ 250	$ -	0.0%
1152	57301	DUES:PROFESSNL ORGANIZAT	$ 410	$ 489	$ 430	$ 556	$ 492	6.6%	$ 500	$ 560	$ 60	12.0%
1152	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL HR OPERATING EXPENSES			**$ 26,278**	**$ 28,113**	**$ 23,422**	**$ 24,351**	***$ 25,295***	***-6.9%***	**$ 25,750**	***$ 28,770***	***$ 3,020***	***11.7%***

SUMMARY	**FISCAL 2011 ACTUALS**	**FISCAL 2012 ACTUALS**	**FISCAL 2013 ACTUALS**	**FISCAL 2014 ACTUALS**	***THREE-YEAR ACTUAL AVERAGE***	***COMPOUND ANNUAL GROWTH RATE***	**FISCAL 2015 BUDGET**	***FISCAL 2016 BUDGET***	***INCREASE OR (DECREASE) $ FISCAL 2016***	***INCREASE OR (DECREASE) % FISCAL 2016***
Payroll Salary	$ 135,496	$ 141,521	$ 129,349	$ 142,728	*$ 137,866*	0.4%	$ 142,600	*$ 150,500*	*$ 7,900*	*5.5%*
Medicare P/R Tax	$ 1,965	$ 2,052	$ 1,876	$ 2,070	*$ 1,999*	0.4%	$ 2,100	*$ 2,200*	*$ 100*	*4.8%*
Prof Services	$ 15,949	$ 16,310	$ 11,183	$ 10,886	*$ 12,793*	-18.3%	$ 11,500	*$ 11,500*	*$ -*	*0.0%*
Travel Expenses	$ 7,626	$ 9,027	$ 6,989	$ 7,489	*$ 7,835*	-8.9%	$ 9,050	*$ 8,250*	*$ (800)*	*-8.8%*
Supplies	$ 1,077	$ 453	$ 173	$ 610	*$ 412*	16.1%	$ 450	*$ 610*	*$ 160*	*35.6%*
Equipment	$ -	$ -	$ -	$ -	*$ -*	0.0%	$ -	*$ -*	*$ -*	*0.0%*
Other	$ 1,626	$ 2,323	$ 5,077	$ 5,366	*$ 4,255*	52.0%	$ 4,750	*$ 8,410*	*$ 3,660*	*77.1%*
TOTAL HUMAN RESOURCES	**$ 163,738**	**$ 171,686**	**$ 154,646**	**$ 169,149**	***$ 165,160***	***-0.7%***	**$ 170,450**	***$ 181,470***	***$ 11,020***	***6.5%***

FY 2016 Personnel Spreadsheet

Human Resources ORG: 01152

Number of Positions in Department

Full-time	2
Part-time	0
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	0
TOTAL OF ALL POSITIONS	2

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
PERRIS, P	DIRECTOR	40.00	SLHR	Contract	97,400	97,662	12/18/15	99,000	0	0	0	0	0	99,000
JOHNSON, A	BENEFITS ASST.	40.00	SLHA	Non-union	48,800	48,931	07/01/15	50,000	0	0	0	0	0	50,000

Total Prorated Salary (enter on **Munis 51100**)	149,000
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	0
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	1,500
Salary Subtotal	150,500
Medicare (enter on **Munis 51961**)	2,200
Total Personnel Services	**152,700**

As of 12/23/2014

FY 2016 Budget

Information Technology and GIS Department

FY2015
IT & GIS Department Review

- **Mission**:

  The mission of the Information Technology Department is to provide a reliable, secure and robust computing environment that facilitates the use of innovative technology solutions to deliver a more effective and efficient government to the citizens and business community of Nantucket.

- **Goals:**

  - Continue to provide a reliable and secure method for access to information and technology services - advanced web filtering services, hardware redundancy, disaster recovery, server and computer replacement program, software upgrades.
  - Maintain and improve network infrastructure to support advanced technology services - fiber installations where beneficial, expanded Wi-Fi services, wireless WAN upgrade
  - Utilize technology to support integrated town processes and improve administration efficiencies - e-permitting, records management, procurement, time tracking, MUNIS, GIS.
  - Enhance technology to support improved communication and communication services for town employees and citizens – Voice over IP, Town Website, integrated E-Mail system, remote access, mobile application and collaboration tools, social media

FY2015
IT & GIS Department Review

- **Initiatives and Accomplishments:**
  - A new "HISTORIC" module has been developed for Historic District Commission (HDC) permits and will be implemented initially for use by the PLUS staff and then by citizens to submit HDC permits online. Processing of permits for Health and Building will follow.
  - IT has initiated a project to acquire new aerial imagery of the island. The captured imagery and GIS data layers are currently being edited by the contracted vendor and is expected to be available in the fall of 2014.
  - The new Voice over IP (VOIP) phone system was installed at OIH and DPW and will continue to be expanded to other departments.
  - A planned upgrade to the Town's email system is in progress and will be integrated with the Public Safety email system.
  - Network infrastructure improvements will continue with the upgrade of the wide-area wireless network, expansion of Wi-Fi services, fiber installations and server replacements.
  - An upgrade to a cloud-based web security filtering product that can be deployed more effectively to remote sites and mobile devices is scheduled for October.
  - Use of remote access software, mobile devices, group collaboration tools and social media will continue to grow and require continued management and support.

FY 2016
IT & GIS Department Overview

- **Priorities**
  - Successful implementation of Accela's E-Permitting system and Citizen Access portal for HDC and subsequent implementation for Building and Health permits. Future expansion to other permitting areas i.e. Planning, Zoning, Conservation Commission is planned.
  - Upgrade to new integrated Public Safety & Town E-Mail system.
  - Implementation of new GIS aerial maps and data layers.
  - Network upgrades and enhancements.
  - Replacement of critical servers.
- **Significant Changes Year-to-Year**
  - Rapid advances in technology
  - Increasingly complex technology solutions
  - Town department priorities and new requirements
- **Key Issues**
  - Use of technology in the workplace is growing increasing the demand for IT support.
  - Integration of technologies is becoming more and more complex and more difficult to support without engaging high-cost consultants.
  - Having the resource time available to ensure that hardware replacements and software updates get handled in a timely manner to avoid downtime, security risks, unsupported versions, etc.
  - Limited resources impact our ability to support functions that should be supported by IT i.e. Wastewater Treatment Plants, and leave no time to research and test new technology and solutions
  - Ensuring security of the Town's computer systems, network and data when internal and external security threats continue to increase in a mobile and web-enabled environment

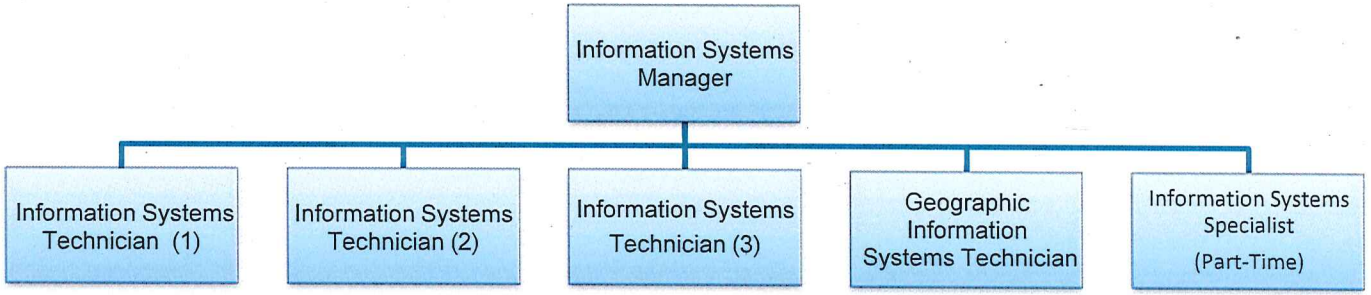
FY2016 Budget
IT & GIS Department

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 341,133	$ 370,384	$ 449,289	*386,935*	*14.8%*	$ 479,820	*$ 493,560*	*$ 13,740*	*2.9%*
Overtime	$ -	$ 241	$ 2,744	*995*	*100.0%*	$ -	*$ -*	*$ -*	*0.0%*
Medicare P/R Tax	$ 4,947	$ 5,374	$ 6,569	*5,630*	*15.2%*	$ 7,000	*$ 7,200*	*$ 200*	*2.9%*
Repair And Maintenance	$ 11,633	$ 710	$ 8,761	*7,035*	*-13.2%*	$ 7,500	*$ 8,800*	*$ 1,300*	*17.3%*
Prof Services	$ 166,274	$ 189,111	$ 189,564	*181,650*	*6.8%*	$ 273,065	*$ 261,250*	*$ (11,815)*	*-4.3%*
General Data Processing	$ 28,154	$ 34,578	$ 25,330	*29,354*	*-5.1%*	$ 23,850	*$ 26,000*	*$ 2,150*	*9.0%*
Travel Expenses	$ 10,215	$ 10,206	$ 13,818	*11,413*	*16.3%*	$ 14,600	*$ 14,000*	*$ (600)*	*-4.1%*
Supplies	$ 2,924	$ 3,443	$ 4,751	*3,706*	*27.5%*	$ 5,350	*$ 5,000*	*$ (350)*	*-6.5%*
Equipment	$ 14,884	$ 5,097	$ 475	*6,819*	*-82.1%*	$ 5,000	*$ 5,000*	*$ -*	*0.0%*
Other	$ 598	$ 154	$ 446	*399*	*-13.7%*	$ -	*$ 600*	*$ 600*	*100.0%*
TOTAL IS/GIS	**$ 580,764**	**$ 619,299**	**$ 701,745**	***$ 633,936***	***9.9%***	**$ 816,185**	***$ 821,410***	***$ 5,225***	***0.6%***

Appendix

IT & GIS Department

Town & County of Nantucket
Organization Chart – IT & GIS Department



FY 2016 Budget Detail

IT & GIS Department

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
PERSONNEL EXPENSE											
1149 IS/GIS											
01149	51100	SALARY, PERMANENT	$ 336,228	$ 365,250	$ 441,412	$ *380,963*	*14.6%*	$ 471,700	$ *483,200*	$ *11,500*	*2.4%*
01149	51200	OVERTIME	$ -	$ 241	$ 2,744	$ *995*	*100.0%*	$ -	$ -	$ -	*0.0%*
01149	51700	LONGEVITY PAY	$ 4,905	$ 5,134	$ 7,877	$ *5,972*	*26.7%*	$ 8,120	$ *10,360*	$ *2,240*	*27.6%*
01149	51961	MEDICARE P/R TAX	$ 4,947	$ 5,374	$ 6,569	$ *5,630*	*15.2%*	$ 7,000	$ *7,200*	$ *200*	*2.9%*
01149	51999	FINCOM TRANSFER SALARIES	$ -	$ -	$ -	$ -	*0.0%*	$ -	$ -	$ -	*0.0%*
SUBTOTAL IS/GIS PERSONNEL EXPENSES			**$ 346,080**	**$ 375,999**	**$ 458,601**	***$ 393,560***	***15.1%***	**$ 486,820**	***$ 500,760***	***$ 13,940***	***2.9%***

OPERATING EXPENSE

1149 IS/GIS

1149	52401	REP&MAINT:OFFICE EQUIP	$ 11,633	$ 710	$ 8,761	$ 7,035	-13.2%	$ 7,500	$ 8,800	$ 1,300	17.3%
1149	53100	PROFESSIONAL SERVICES	$ 166,274	$ 189,111	$ 189,564	$ 181,650	6.8%	$ 273,065	$ 261,250	$ (11,815)	-4.3%
1149	53103	GENERAL:ADVERTISING	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	53104	GENERAL:DATA PROCESSING	$ 28,154	$ 34,578	$ 25,330	$ 29,354	-5.1%	$ 23,850	$ 26,000	$ 2,150	9.0%
1149	53401	COMM:TELEPHONE	$ 598	$ 154	$ 446	$ 399	-13.7%	$ -	$ 600	$ 600	100.0%
1149	53402	COMM:POSTAGE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	53804	OTHER:FREIGHT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	54201	OFFICE SUPPLIES	$ 2,924	$ 3,443	$ 4,751	$ 3,706	27.5%	$ 5,350	$ 5,000	$ (350)	-6.5%
1149	55101	BOOKS/SUBSCRIPTIONS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	57101	IN-STATE:MISC TRAVEL	$ 9,700	$ 7,003	$ 8,818	$ 8,507	-4.7%	$ 9,600	$ 9,000	$ (600)	-6.3%
1149	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	57103	IN-STATE:SEMINARS,PROF GA	$ 515	$ 3,203	$ 5,000	$ 2,906	211.7%	$ 5,000	$ 5,000	$ -	0.0%
1149	57201	OUT-STATE:GENERAL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	57301	DUES:PROFESSNL ORGANIZATN	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1149	58501	ADD EQ:NEW EQUIP	$ 14,884	$ 5,097	$ 475	$ 6,819	-82.1%	$ 5,000	$ 5,000	$ -	0.0%
1149	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL IS/GIS OPERATING EXPENSES			**$ 234,683**	**$ 243,300**	**$ 243,144**	**$ 240,376**	**1.8%**	**$ 329,365**	**$ 320,650**	**$ (8,715)**	**-2.6%**

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 341,133	$ 370,384	$ 449,289	*386,935*	*14.8%*	$ 479,820	*$ 493,560*	*$ 13,740*	*2.9%*
Overtime	$ -	$ 241	$ 2,744	*995*	*100.0%*	$ -	*$ -*	*$ -*	*0.0%*
Medicare P/R Tax	$ 4,947	$ 5,374	$ 6,569	*5,630*	*15.2%*	$ 7,000	*$ 7,200*	*$ 200*	*2.9%*
Repair And Maintenance	$ 11,633	$ 710	$ 8,761	*7,035*	*-13.2%*	$ 7,500	*$ 8,800*	*$ 1,300*	*17.3%*
Prof Services	$ 166,274	$ 189,111	$ 189,564	*181,650*	*6.8%*	$ 273,065	*$ 261,250*	*$ (11,815)*	*-4.3%*
General Data Processing	$ 28,154	$ 34,578	$ 25,330	*29,354*	*-5.1%*	$ 23,850	*$ 26,000*	*$ 2,150*	*9.0%*
Travel Expenses	$ 10,215	$ 10,206	$ 13,818	*11,413*	*16.3%*	$ 14,600	*$ 14,000*	*$ (600)*	*-4.1%*
Supplies	$ 2,924	$ 3,443	$ 4,751	*3,706*	*27.5%*	$ 5,350	*$ 5,000*	*$ (350)*	*-6.5%*
Equipment	$ 14,884	$ 5,097	$ 475	*6,819*	*-82.1%*	$ 5,000	*$ 5,000*	*$ -*	*0.0%*
Other	$ 598	$ 154	$ 446	*399*	*-13.7%*	$ -	*$ 600*	*$ 600*	*100.0%*
TOTAL IS/GIS	**$ 580,764**	**$ 619,299**	**$ 701,745**	***633,936***	***9.9%***	**$ 816,185**	***$ 821,410***	***$ 5,225***	***0.6%***

FY 2016 Personnel Spreadsheet

Information Services & GIS ORG: 01149

Number of Positions in Department

Full-time	5
Part-time	0
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	1
TOTAL OF ALL POSITIONS	6

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
RHODES, L	DEPARTMENT HEAD	40.00	FN08	DHA Step 8	99,000	99,267	01/30/16	100,400	3,010	0	0	0	0	103,410
SPROUSE, M	GIS INFO TECH	35.00	FN14	SB Step 8	90,119	90,362	09/26/15	92,000	2,760	0	0	0	0	94,760
PORTER, N	GIS COORDINATOR	35.00	FN10	SB Step 8	90,119	90,362	12/28/15	91,500	2,750	0	0	0	0	94,250
MCGLOIN, P	IS SYSTEM TECH	35.00	FN14	SB Step 8	90,119	90,362	10/14/15	91,900	1,840	0	0	0	0	93,740
SOWER, E.	IT TECHNICIAN	35.00	FN14	SA Step 2	68,720	68,720	10/01/15	69,900	0	0	0	0	0	69,900
NEW POSITION REQUEST	IT TECHNICIAN	17.50	FN14	SB Step 1	36,638	36,638	07/01/15	37,500	0	0	0	0	0	37,500

Total Prorated Salary (enter on **Munis 51100**)	483,200
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	10,360
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	493,560
Medicare (enter on **Munis 51961**)	7,200
Total Personnel Services	**500,760**

FY 2016 Budget

Planning and Land Use Services Department

FY2015
PLUS Department Review

- **Mission**: To coordinate building related permit granting authorities in a single location, prioritizing customer service, providing for internal communication, and improving accountability in a professional environment.
- **Goals:**

❖ Improved efficiency in the processing and issuing of permits.
❖ "One stop shopping" for development and permit related activities.
❖ Training and education of staff, promotion of inter-departmental knowledge.
❖ Broaden access and responsiveness of staff to public.
❖ Achieve operational efficiencies.

- **Initiatives and Accomplishments:**

❖ Restructured Building Permit intake based on a triage analysis of complexity.
❖ Awarded $30,000 CPA grant to update HDC Building with Nantucket in Mind publication.
❖ Implemented major traffic improvement projects at the Francis/Union Streets and Orange Street and Consue Springs intersections.
❖ All PLUS initiated Annual Town Meeting Articles passed without discussion.
❖ Developed new fee schedule for Building, Wiring and Plumbing Divisions.

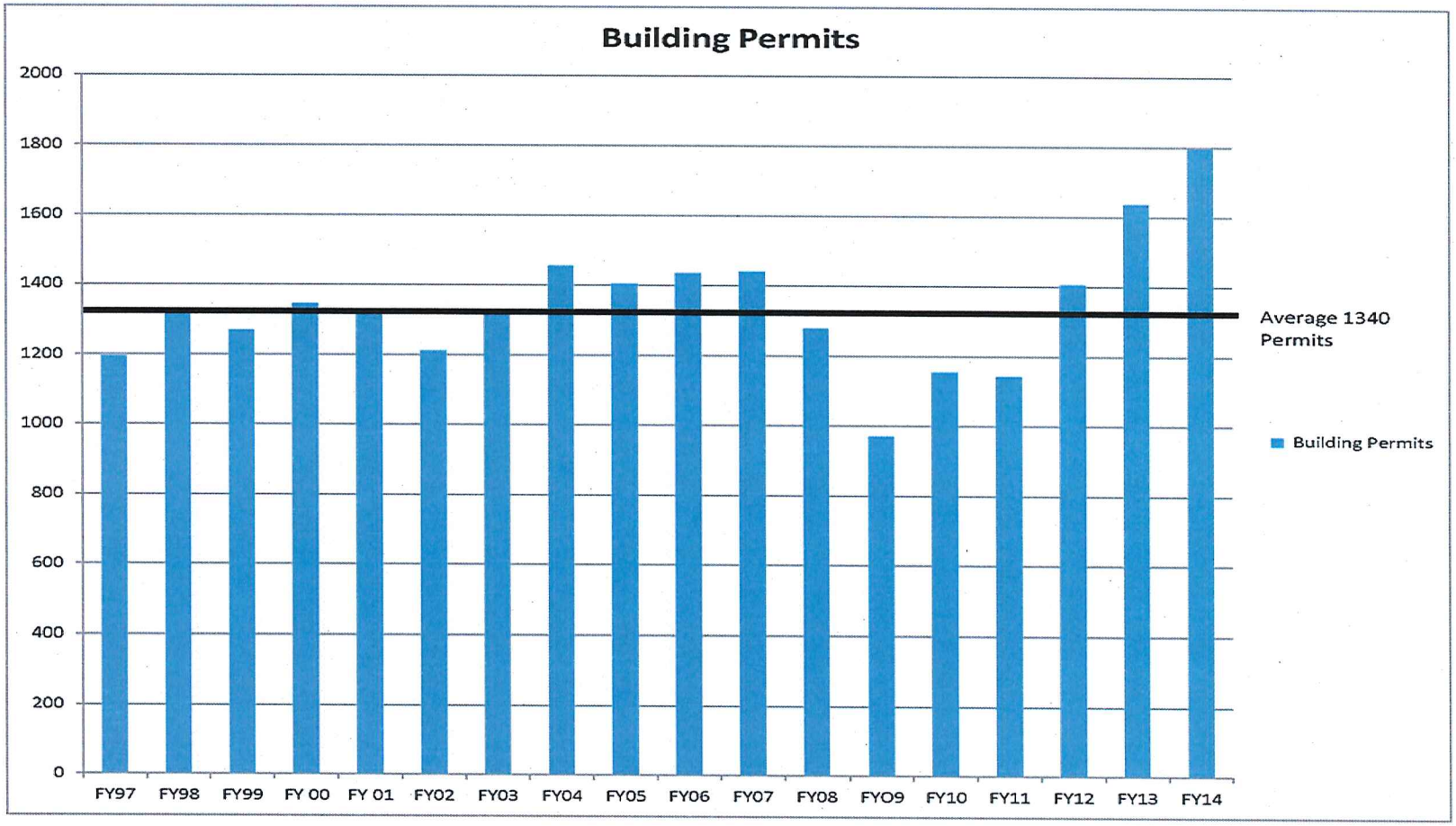
FY 2016
PLUS Department Overview

- **Priorities**
  - ❖ Investigate restructuring Health and HDC administrative functions.
  - ❖ Improve and enhance Building permit application review and response time.
  - ❖ Continue to improve cross training and skill level of administrative staff.
  - ❖ Refine customer service delivery in all divisions.
  - ❖ Implement more effective enforcement measures.

- **Significant Changes Year-to-Year**
  - ❖ Increased Building activity affecting all divisions.
  - ❖ Increased complexity of regulations (energy code, flood plain (FEMA), climate...)
  - ❖ Technological / IT upgrades

- **Key Issues**
  - ❖ Building Permit processing times.
  - ❖ Streamlining of HDC Application processing.

FY 2016
PLUS Department Overview



FY2016 Budget
PLUS Department

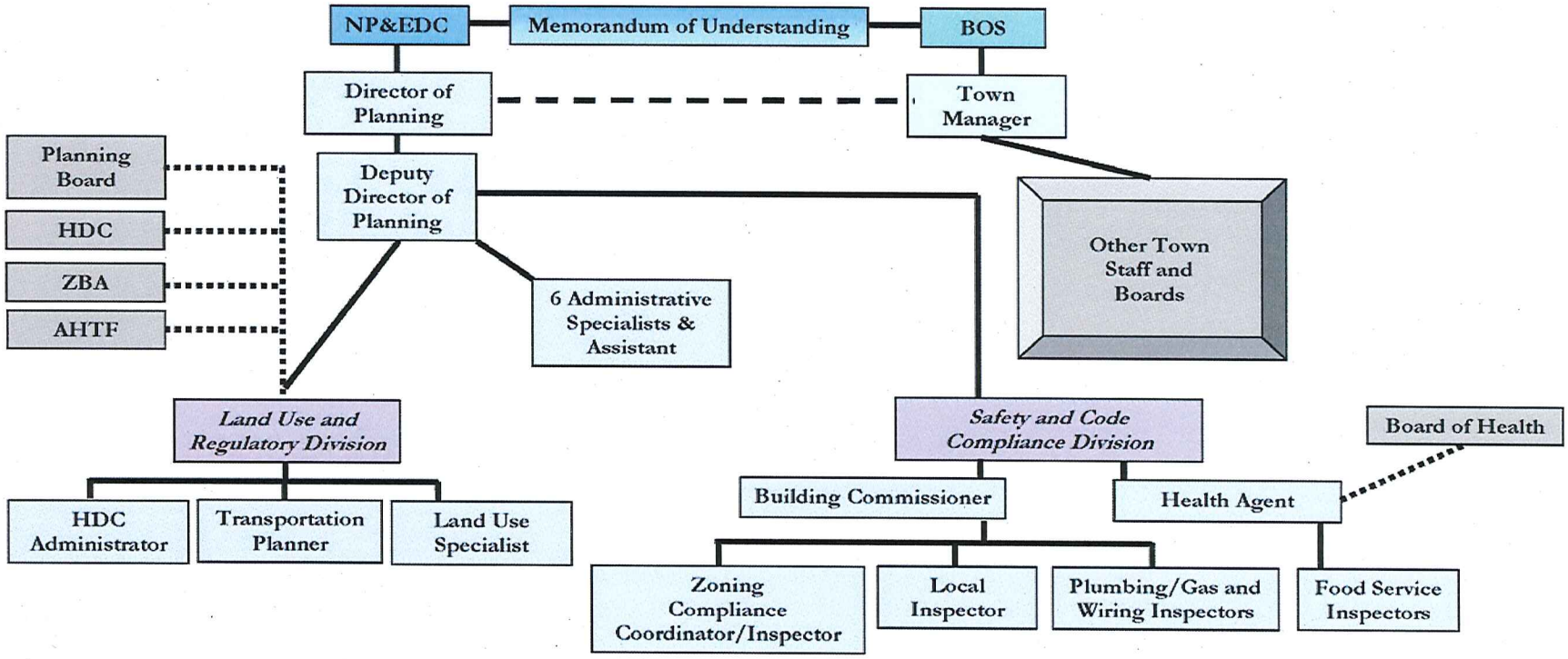
SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 1,413,849	$ 1,441,966	$ 1,548,815	*1,468,210*	*4.7%*	$ 1,647,411	*$ 1,738,053*	*$ 90,642*	*5.5%*
Costs of Payroll Shown in 3C Grant (Fund 25)	$ 95,855	$ 108,578	$ 124,670	*109,701*	*14.0%*	$ 121,019	*$ 124,970*	*$ 3,951*	*3.3%*
Overtime	$ 412	$ 3,926	$ 5,025	*3,121*	*249.3%*	$ -	*$ 5,000*	*$ 5,000*	*100.0%*
Medicare P/R Tax	$ 17,233	$ 17,422	$ 19,465	*18,040*	*6.3%*	$ 23,600	*$ 25,200*	*$ 1,600*	*6.8%*
Medical Insurance	$ 16,280	$ -	$ 10,352	*8,877*	*-20.3%*	$ 11,000	*$ 10,600*	*$ (400)*	*-3.6%*
Rep & Maint	$ 9,953	$ 11,929	$ 22,047	*14,643*	*48.8%*	$ 10,450	*$ 20,500*	*$ 10,050*	*96.2%*
Prof Services	$ 35,727	$ 33,194	$ 43,968	*37,629*	*10.9%*	$ 33,000	$ 45,100	*$ 12,100*	*36.7%*
Prof Services- Planning Board	$ 86,165	$ 37,285	$ 80,706	*68,052*	*-3.2%*	$ 100,000	$ -	*$ (100,000)*	*-100.0%*
Prof Services- Yard Sales	$ -	$ -	$ -	*-*	*0.0%*	$ -	$ 100,000	*$ 100,000*	*100.0%*
Supplies	$ 21,048	$ 38,402	$ 33,167	*30,872*	*25.5%*	$ 33,600	$ 29,200	*$ (4,400)*	*-13.1%*
Travel	$ 15,734	$ 17,735	$ 16,582	*16,684*	*2.7%*	$ 16,675	*$ 41,000*	*$ 24,325*	*145.9%*
Other	$ 19,090	$ 33,338	$ 65,431	*39,286*	*85.1%*	$ 33,145	$ 83,300	*$ 50,155*	*151.3%*
3C Operating Expense Reimbursements	$ (95,509)	$ (100,345)	$ (59,407)	*(85,087)*	*-21.1%*	$ -	$ -	*$ -*	*0.0%*
Less Costs of Payroll Shown in 3C Grant (Fund 25)	$ (95,855)	$ (108,578)	$ (124,670)	*(109,701)*	*14.0%*	$ (121,019)	*$ (124,970)*	*$ (3,951)*	*3.3%*
TOTAL PLUS DEPT&REV FUNDS	**$ 1,539,980**	**$ 1,534,853**	**$ 1,970,226**	***1,815,115***	***13.1%***	**$ 1,908,881**	***$ 2,097,953***	***$ 189,072***	***9.9%***

Appendix

PLUS Department

Town & County of Nantucket
Organization Chart – PLUS Department

PLUS Organizational Chart (10-21-14)



FY 2016 Budget Detail

PLUS Department

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
REVENUES											
1174		PLANNING AND LAND USE SERVICES DEPARTMENT									
01174	43203	FILING FEES	$ (186,105)	$ (62,592)	$ (76,718)	$ (108,471)	-35.8%	$ (72,500)	$ (76,500)	$ 4,000	5.5%
01174	43274	INSPECTION FEES	$ (59,515)	$ (56,065)	$ (126,584)	$ (80,722)	45.8%	$ (59,500)	$ (126,500)	$ 67,000	112.6%
01174	43702	PLANNING PHOTOCOPIES	$ (13)	$ -	$ -	$ (4)	-100.0%	$ -	$ -	$ -	0.0%
SUBTOTAL PLANNING AND LAND USE SERVICES DEPARTMENTGF REVENU			$ (245,634)	$ (118,656)	$ (203,302)	$ (189,197)	-9.0%	$ (132,000)	$ (203,000)	$ 71,000	53.8%
1249		BUILDING DEPARTMENT									
01249	43207	INSP FEE RESTAURANT	$ (6,400)	$ (4,850)	$ (5,450)	$ (5,567)	-7.7%	(4,850)	$ (5,450)	$ 600	12.4%
01249	43208	BLDG INSP FEES LODG HSE	$ (6,552)	$ (6,263)	$ (5,209)	$ (6,008)	-10.8%	(6,250)	$ (5,250)	$ (1,000)	-16.0%
01249	43209	BLDG INSP FEE PUBLIC BLDG	$ (3,750)	$ (2,300)	$ (9,604)	$ (5,218)	60.0%	(2,500)	$ (9,600)	$ 7,100	284.0%
01249	43213	PLUMBING INSPECTION FEES	$ (91,576)	$ (91,406)	$ (104,276)	$ (95,753)	6.7%	$ (94,000)	$ (105,000)	$ 11,000	11.7%
01249	43214	WIRING INSPECTION FEES	$ (59,907)	$ (64,195)	$ (78,414)	$ (67,505)	14.4%	$ (65,000)	$ (78,500)	$ 13,500	20.8%
01249	43702	INSPECTORS MISC SALES	$ (7,077)	$ (8,995)	$ (12,257)	$ (9,443)	31.6%	$ (8,000)	$ (12,260)	$ 4,260	53.3%
01249	44206	OTHER BUSINESS LICENSES	$ (400)	$ (200)	$ (850)	$ (483)	45.8%	$ (200)	$ (850)	$ 650	325.0%
01249	44500	BUILDING PERMITS	$ (581,043)	$ (753,795)	$ (899,830)	$ (744,889)	24.4%	$ (750,000)	$ (869,470)	$ 119,470	15.9%
SUBTOTAL BUILDING DEPARTMENT GF REVENUES			$ (756,704)	$ (932,004)	$ (1,115,891)	$ (934,866)	21.4%	$ (930,800)	$ (1,086,380)	$ 155,580	16.7%
1510		HEALTH DEPARTMENT									
01510	44204	TOBACCO SALES LICENSES	$ (550)	$ (600)	$ (1,950)	$ (1,033)	88.3%	(600)	$ (1,950)	$ 1,350	225.0%
01510	44206	OTHER BUSINESS LICENSES	$ (5,505)	$ (7,630)	$ (11,970)	$ (8,368)	47.5%	(7,600)	$ (15,000)	$ 7,400	97.4%
01510	44207	OTHER NON-BUS LICENSES	$ (344)	$ (1,218)	$ (745)	$ (769)	47.2%	(1,200)	$ (750)	$ (450)	-37.5%
01510	44211	WEIGHTS & MEASURES FEES	$ (7,280)	$ (495)	$ -	$ (2,592)	-100.0%	(500)	$ -	$ (500)	-100.0%
01510	44214	HEALTH LIC VICTULAR	$ -	$ (1,150)	$ (1,200)	$ (783)	100.0%	(1,150)	$ (1,200)	$ 50	4.3%
01510	44215	HEALTH LIC LODG HSE	$ (20,830)	$ (15,760)	$ (15,000)	$ (17,197)	-15.1%	(15,760)	$ (15,000)	$ (760)	-4.8%
01510	44219	APPLICATION FEE	$ (7,736)	$ -	$ -	$ (2,579)	-100.0%	-	$ -	$ -	0.0%
01510	44506	HEALTH PERMITS SEPTIC	$ (3,100)	$ (4,750)	$ (5,950)	$ (4,600)	38.5%	(4,750)	$ (6,000)	$ 1,250	26.3%
SUBTOTAL HEALTH DEPARTMENT GF REVENUES			$ (45,345)	$ (31,603)	$ (36,815)	$ (37,921)	-9.9%	$ (31,560)	$ (39,900)	$ 8,340	26.4%
1691		HISTORIC DISTRICT COMMISSION DEPARTMENT									
01691	43203	FILING FEES	$ (96,159)	$ (132,474)	$ (176,562)	$- (135,065)	35.5%	$ (132,500)	$ (176,550)	$ 44,050	33.2%
01691	43702	HDC -GUIDE BOOKS & COPIES	$ (875)	$ (356)	$ -	$ (410)	-100.0%	$ (350)	$ -	$ (350)	-100.0%
01691	47708	HDC VIOLATION FEE	$ (8,000)	$ -	$ -	$ (2,667)	-100.0%	$ -	$ -	$ -	0.0%
01691	49000	REFUNDS	$ 1,291	$ 2,000	$ -	$ 1,097	-100.0%	$ -	$ -	$ -	0.0%
SUBTOTAL HISTORIC DISTRICT COMMISSION GF REVENUES			$ (103,743)	$ (130,829)	$ (176,562)	$ (137,045)	30.5%	$ (132,850)	$ (176,550)	$ 43,700	32.9%

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
PERSONNEL EXPENSE											
1174 PLANNING AND LAND USE SERVICES DEPARTMENT											
01174	51100	SALARY, PERMANENT	$ 391,516	$ 392,147	$ 560,861	$ 448,174	19.7%	$ 648,900	$ 720,600	$ 71,700	11.0%
01174	51300	OVERTIME	$ 142	$ 1,603	$ 2,238	$ 1,328	297.2%	$ -	$ 5,000	$ 5,000	100.0%
01174	51551	LABORERS UNION CERTIFICATION	$ 1,190	$ 593	$ 1,214	$ 999	1.0%	$ 1,560	$ 2,080	$ 520	33.3%
01174	51700	LONGEVITY PAY	$ 9,965	$ 11,251	$ 10,827	$ 10,681	4.2%	$ 10,610	$ 11,770	$ 1,160	10.9%
01174	51961	MEDICARE P/R TAX	$ 5,855	$ 5,666	$ 8,636	$ 6,719	21.4%	$ 9,600	$ 10,700	$ 1,100	11.5%
01174	51962	PEBSCO-EMPLOYER CONTRIBUTION	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
								$ -			
SUBTOTAL PLANNING AND LAND USE SERVICES DEPARTMENTGF PERSON			**$ 408,668**	**$ 411,260**	**$ 583,777**	**$ 467,902**	**19.5%**	**$ 670,670**	**$ 750,150**	**$ 79,480**	**11.9%**
1240 CODE ENFORCEMENT (MERGED INTO PLUS IN FY2014)											
01240	51100	SALARY, PERMANENT	$ 187,684	$ 194,061	$ -	$ 127,248	-100.0%	$ -	$ -	$ -	0.0%
01240	51102	SALARY, TEMPORARY	$ 1,466	$ -	$ -	$ 489	-100.0%	$ -	$ -	$ -	0.0%
01240	51551	LABORERS UNION CERTIFICATION	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01240	51700	LONGEVITY PAY	$ 1,270	$ -	$ -	$ 423	-100.0%	$ -	$ -	$ -	0.0%
01240	51961	MEDICARE P/R TAX	$ 1,714	$ 2,814	$ -	$ 1,509	-100.0%	$ -	$ -	$ -	0.0%
								$ -			
SUBTOTAL CODE ENFORCEMENT DEPARTMENT GF PERSONNEL EXPENSE			**$ 192,134**	**$ 196,875**	**$ -**	**$ 129,670**	**-100.0%**	**$ -**	**$ -**	**$ -**	**0.0%**
1249 BUILDING DEPARTMENT											
01249	51100	SALARY, PERMANENT	$ 411,944	$ 397,139	$ 434,336	$ 414,473	2.7%	$ 436,900	$ 554,300	$ 117,400	26.9%
01249	51102	SALARY, TEMPORARY	$ 8,700	$ -	$ 14,853	$ 7,851	30.7%	$ 22,500	$ 22,500	$ -	0.0%
01249	51300	OVERTIME	$ 270	$ 735	$ 1,417	$ 807	129.1%	$ -	$ -	$ -	0.0%
01249	51551	LABORER'S UNION CERTIFICATION	$ 1,337	$ 2,358	$ 2,086	$ 1,927	24.9%	$ 2,080	$ 2,080	$ -	0.0%
01249	51700	LONGEVITY PAY	$ 12,224	$ 13,758	$ 18,114	$ 14,699	21.7%	$ 12,740	$ 9,680	$ (3,060)	-24.0%
01249	51961	MEDICARE P/R TX	$ 5,206	$ 4,591	$ 5,257	$ 5,018	0.5%	$ 6,900	$ 8,500	$ 1,600	23.2%
01249	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
								$ -			
SUBTOTAL BUILDING DEPARTMENT GF PERSONNEL EXPENSE			**$ 439,681**	**$ 418,580**	**$ 476,062**	**$ 444,774**	**4.1%**	**$ 481,120**	**$ 597,060**	**$ 115,940**	**24.1%**
1691 HISTORIC DISTRICT COMMISSION											
01691	51100	SALARY, PERMANENT	$ 168,743	$ 170,101	$ 178,714	$ 172,519	2.9%	$ 178,800	$ 101,800	$ (77,000)	-43.1%
01691	51300	OVERTIME	$ -	$ 423	$ 206	$ 210	100.0%	$ -	$ -	$ -	0.0%
01691	51551	LABORERS UNION CERTIFICATION	$ 523	$ 522	$ 521	$ 522	-0.1%	$ 520	$ 520	$ -	0.0%
01691	51700	LONGEVITY PAY	$ 4,734	$ 4,924	$ 6,115	$ 5,258	13.7%	$ 5,360	$ 4,070	$ (1,290)	-24.1%
01691	51961	MEDICARE P/R TAX	$ 2,487	$ 2,551	$ 2,754	$ 2,597	5.2%	$ 2,700	$ 1,500	$ (1,200)	-44.4%
								$ -			
SUBTOTAL HISTORIC DISTRICT COMMISSIONGF PERSONNEL EXPENSES			**$ 176,486**	**$ 178,521**	**$ 188,310**	**$ 181,106**	**3.3%**	**$ 187,380**	**$ 107,890**	**$ (79,490)**	**-42.4%**
1510 HEALTH DEPARTMENT											
01510	51100	SALARY, PERMANENT	$ 159,521	$ 163,171	$ 111,733	$ 144,808	-16.3%	$ 108,900	$ 102,000	$ (6,900)	-6.3%
01510	51300	OVERTIME	$ -	$ 1,165	$ 1,164	$ 776	100.0%	$ -	$ -	$ -	0.0%
01510	51551	LABORER'S UNION CERTIFICATION	$ 4,108	$ 4,172	$ 2,396	$ 3,559	-23.6%	$ 1,560	$ 1,404	$ (156)	-10.0%
01510	51700	LONGEVITY PAY	$ 9,137	$ 10,496	$ 5,517	$ 8,384	-22.3%	$ 5,450	$ 5,017	$ (433)	-7.9%
01510	51961	MEDICARE P/R TAX	$ 1,764	$ 1,184	$ 750	$ 1,233	-34.8%	$ 1,700	$ 1,600	$ (100)	-5.9%
01510	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
								$ -			
SUBTOTAL HEALTH GF PERSONNEL EXPENSES			**$ 174,530**	**$ 180,189**	**$ 121,560**	**$ 158,760**	**-16.5%**	**$ 117,610**	**$ 110,021**	**$ (7,589)**	**-6.5%**

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
OPERATING EXPENSE											
1174 PLANNING AND LAND USE SERVICES DEPARTMENT											
1174	52401	REP&MAINT:OFFICE EQUIP	$ 5,627	6,513	$ 18,068	$ 10,069	79.2%	$ 8,200	$ 17,500	$ 9,300	113.4%
1174	52403	REP&MAINT:VEHICLE	$ 36	-	$ 489	$ 175	271.0%	$ 2,250	$ 3,000	$ 750	33.3%
1174	52700	RENTALS/LEASES	$ 74	-	$ -	$ 25	-100.0%	$ -	$ -	$ -	0.0%
1174	52703	RENT/LSE:POSTAGE METER	$ 267	275	$ -	$ 181	-100.0%	$ 575	$ 600	$ 25	4.3%
1174	53100	PROFESSIONAL SERVICES	$ 27,085	14,883	$ 28,684	$ 23,551	2.9%	$ 23,000	$ 29,000	$ 6,000	26.1%
1174	53161	PROFESSIONAL SERVICES-YARD SALES	$ -	$ -	$ -	$ -	0.0%	$ -	$ 100,000	$ 100,000	100%
1174	53174	PROFESSIONAL SVCS - PBOARD	$ 86,165	37,285	$ 80,706	$ 68,052	-3.2%	$ 100,000	$ -	$ (100,000)	-100.0%
1174	53103	GENERAL:ADVERTISING	$ 5,566	15,487	$ 40,461	$ 20,505	169.6%	$ 16,070	$ 50,000	$ 33,930	211.1%
1174	53110	GENERAL:PRINTING	$ -	471	$ 1,897	$ 789	100.0%	$ 1,400	$ 4,500	$ 3,100	221.4%
1174	53111	GENERAL:INVESTIGATIONS	$ 197	-	$ -	$ 66	-100.0%	$ -	$ -	$ -	0.0%
1174	53401	COMM:TELEPHONE	$ -	-	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1174	53402	COMM:POSTAGE	$ 3,657	4,000	$ 6,065	$ 4,574	28.8%	$ 4,200	$ 8,500	$ 4,300	102.4%
1174	54201	OFFICE SUPPLIES	$ 14,103	28,527	$ 25,638	$ 22,756	34.8%	$ 33,100	$ 26,000	$ (7,100)	-21.5%
1174	55101	BOOKS/SUBSCRIPTIONS	$ 485	1,489	$ 1,790	$ 1,255	92.1%	$ 2,450	$ 2,500	$ 50	2.0%
1174	57050	OTHER CHGS & EXPS	$ (95,509)	(100,345)	$ (59,407)	$ (85,087)	-21.1%	$ -	$ -	$ -	0.0%
1174	57101	IN-STATE:MISC TRAVEL	$ 1,636	4,020	$ 5,324	$ 3,660	80.4%	$ 7,500	$ 10,000	$ 2,500	33.3%
1174	57102	IN-STATE:MILEAGE/CAR ALLW	$ 79	-	$ 169	$ 83	46.0%	$ 100	$ 200	$ 100	100.0%
1174	57103	IN-STATE:SEMINARS,PROF GA	$ 97	1,835	$ 995	$ 976	220.3%	$ 3,000	$ 3,000	$ -	0.0%
1174	57201	OUT-STATE:GENERAL	$ 5,423	1,161	$ -	$ 2,195	-100.0%	$ 1,200	$ 5,500	$ 4,300	358.3%
1174	57301	DUES:PROFESSNL ORGANIZATN	$ 1,868	2,643	$ 3,518	$ 2,676	37.2%	$ 2,650	$ 4,500	$ 1,850	69.8%
1174	58502	ADD EQ: OFFICE FURNITURE	$ 369	-	$ -	$ 123	-100.0%	$ -	$ -	$ -	0.0%
1174	58503	ADD EQ: VEHICLES	$ 437	-	$ -	$ 146	-100.0%	$ -	$ -	$ -	0.0%
1174	58999	FINCOM TRANSFER EXPENSE		-	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL PLANNING AND LAND USE SERVICES DEPARTMENTGF OPERAT			**$ 57,660**	**$ 18,243**	**$ 154,396**	**$ 76,766**	**63.6%**	**$ 205,695**	**$ 264,800**	**$ 59,105**	**28.7%**
1240 CODE ENFORCEMENT (MERGED IN TO PLUS IN FY2014)											
1240	52401	REP&MAINT:OFFICE EQUIP	$ 1,417	$ 2,202	$ -	$ 1,206	-100.0%	$ -	$ -	$ -	0.0%
1240	52403	REP&MAINT:VEHICLE	$ 36	$ -	$ -	$ 12	-100.0%	$ -	$ -	$ -	0.0%
1240	52700	RENTALS/LEASES	$ 74	$ -	$ -	$ 25	-100.0%	$ -	$ -	$ -	0.0%
1240	52703	RENT/LSE:POSTAGE METER	$ 1,084	$ 700	$ -	$ 595	-100.0%	$ -	$ -	$ -	0.0%
1240	53100	PROFESSIONAL SERVICES	$ 1,106	$ 1,440	$ -	$ 849	-100.0%	$ -	$ -	$ -	0.0%
1240	53103	GENERAL:ADVERTISING	$ -	$ 1,101	$ -	$ 367	0.0%	$ -	$ -	$ -	0.0%
1240	53110	GENERAL:PRINTING	$ 1,444	$ 2,909	$ -	$ 1,451	-100.0%	$ -	$ -	$ -	0.0%
1240	53402	COMM:POSTAGE	$ 800	$ 3,000	$ -	$ 1,267	-100.0%	$ -	$ -	$ -	0.0%
1240	54201	OFFICE SUPPLIES	$ 4,510	$ 8,106	$ -	$ 4,205	-100.0%	$ -	$ -	$ -	0.0%
1240	55101	BOOKS/SUBSCRIPTIONS	$ -	$ 100	$ -	$ 33	0.0%	$ -	$ -	$ -	0.0%
1240	57101	IN-STATE:MISC TRAVEL	$ 158	$ 2,242	$ -	$ 800	-100.0%	$ -	$ -	$ -	0.0%
1240	57103	IN-STATE:SEMINARS PROF GA	$ -	$ 174	$ -	$ 58	0.0%	$ -	$ -	$ -	0.0%
1240	57301	DUES:PROFESSNL ORGANIZATN	$ 128	$ -	$ -	$ 43	-100.0%	$ -	$ -	$ -	0.0%
1240	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL CODE ENFORCEMENT DEPARTMENT GF OPERATING EXPENSES			**$ 10,756**	**$ 21,974**	**$ -**	**$ 10,910**	**-100.0%**	**$ -**	**$ -**	**$ -**	**0.0%**

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
1249	**BUILDING DEPARTMENT**										
1249	52401	REP&MAINT:OFFICE EQUIP	$ -	$ 124	$ -	$ 41	0.0%	$ -	$ -	$ -	0.0%
1249	52403	REP&MAINT:VEHICLE	$ 639	$ 1,837	$ 2,182	$ 1,552	84.8%	$ -	$ -	$ -	0.0%
1249	52405	REP&MAINT:EQUIPMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	52700	RENTALS/LEASES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	52703	RENT/LSE:POSTAGE METER	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	53100	PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	53103	GENERAL:ADVERTISING	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	53110	GENERAL:PRINTING	$ 360	$ -	$ 1,007	$ 456	67.2%	$ -	$ -	$ -	0.0%
1249	53402	COMM:POSTAGE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	54201	OFFICE SUPPLIES	$ -	$ 111	$ -	$ 37	0.0%	$ -	$ -	$ -	0.0%
1249	54702	SAFETY:PROTECTIVE CLOTHNG	$ -	$ 500	$ 3,216	$ 1,239	100.0%	$ 500	$ 2,000	$ 1,500	300.0%
1249	55101	BOOKS/SUBSCRIPTIONS	$ 680	$ 552	$ 857	$ 696	12.3%	$ 550	$ 1,000	$ 450	81.8%
1249	57101	IN-STATE:MISC TRAVEL	$ 3,109	$ 1,494	$ 4,735	$ 3,113	23.4%	$ -	$ 15,000	$ 15,000	100.0%
1249	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1249	57103	IN-STATE:SEMINARS,PROF GA	$ 1,110	$ 1,024	$ 1,961	$ 1,365	32.9%	$ -	$ 2,000	$ 2,000	100.0%
1249	57201	OUT-STATE:GENERAL	$ 780	$ -	$ 287	$ 356	-39.3%	$ -	$ -	$ -	0.0%
1249	57301	DUES:PROFESSNL ORGANIZATN	$ 397	$ 475	$ 665	$ 512	29.4%	$ 500	$ 1,500	$ 1,000	200.0%
1249	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL BUILDING DEPARTMENTGF OPERATING EXPENSES			**$ 7,075**	**$ 6,117**	**$ 14,910**	**$ 9,367**	**45.2%**	**$ 1,550**	**$ 21,500**	**$ 19,950**	**1287.1%**
1510	**HEALTH DEPARTMENT**										
1510	52401	REP&MAINT:OFFICE EQUIP	$ 287	$ -	$ -	$ 96	-100.0%	$ -	$ -	$ -	0.0%
1510	52403	REP&MAINT:VEHICLE	$ 568	$ 50	$ 1,072	$ 563	37.4%	$ -	$ -	$ -	0.0%
1510	52405	REP&MAINT:EQUIPMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1510	52703	RENT/LSE:POSTAGE METER	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1510	53100	PROFESSIONAL SERVICES	$ 8,642	$ 18,311	$ 14,104	$ 13,686	27.8%	$ 10,000	$ 15,000	$ 5,000	50.0%
1510	53103	GENERAL:ADVERTISING	$ 135	$ 65	$ 4,134	$ 1,445	453.4%	$ -	$ 2,000	$ 2,000	100.0%
1510	53110	GENERAL:PRINTING	$ 701	$ 919	$ -	$ 540	-100.0%	$ -	$ 5,000	$ 5,000	100.0%
1510	53402	COMM:POSTAGE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1510	53804	OTHER:FREIGHT	$ 920	$ 1,182	$ 1,338	$ 1,147	20.6%	$ 1,200	$ 2,000	$ 800	66.7%
1510	54201	OFFICE SUPPLIES	$ 759	$ 896	$ -	$ 552	-100.0%	$ -	$ -	$ -	0.0%
1510	54303	BLDG&EQ:EXPENDABLE SUP/EQ	$ 871	$ 262	$ 755	$ 629	-6.9%	$ -	$ -	$ -	0.0%
1510	54702	SAFETY:PROTECTIVE CLOTHNG	$ -	$ -	$ 3,557	$ 1,186	100.0%	$ -	$ 1,200	$ 1,200	100.0%
1510	55101	BOOKS/SUBSCRIPTIONS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1510	57101	IN-STATE:MISC TRAVEL	$ 2,844	$ 3,923	$ 1,801	$ 2,856	-20.4%	$ 4,000	$ 4,000	$ -	0.0%
1510	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1510	57103	IN-STATE:SEMINARS,PROF GA	$ 358	$ 877	$ 1,310	$ 848	91.3%	$ 875	$ 1,300	$ 425	48.6%
1510	57201	OUT-STATE:GENERAL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1510	57301	DUES:PROFESSNL ORGANIZATN	$ 777	$ 1,149	$ 767	$ 898	-0.6%	$ 1,150	$ 1,200	$ 50	4.3%
1510	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
1510	58999	FINCOM TRANSFER EXPENSE	$ -	$ 11,118		$ 5,559	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL HEALTH DEPARTMENT GF OPERATING EXPENSES			**$ 16,861**	**$ 38,752**	**$ 28,838**	**$ 30,003**	**30.8%**	**$ 17,225**	**$ 31,700**	**$ 14,475**	**84.0%**

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
1691 HISTORIC DISTRICT COMMISSION											
1691	52405	REP&MAINT:EQUIPMENT	$ 1,345	$ 1,203	$ 236	$ 928	-58.1%	$ -	$ -	$ -	0.0%
1691	52703	RENT/LSE:POSTAGE METER	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1691	53100	PROFESSIONAL SERVICES	$ -	$ -	$ 119	$ 40	100.0%	$ -	$ -	$ -	0.0%
1691	53103	GENERAL:ADVERTISING	$ -	$ 1,271	$ -	$ 424	0.0%	$ -	$ -	$ -	0.0%
1691	53110	GENERAL:PRINTING	$ 2,232	$ 1,885	$ 2,330	$ 2,149	2.2%	$ 1,890	$ -	$ (1,890)	-100.0%
1691	53402	COMM:POSTAGE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1691	54201	OFFICE SUPPLIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1691	55101	BOOKS/SUBSCRIPTIONS	$ 349	$ 967	$ 92	$ 469	-48.6%	$ -	$ -	$ -	0.0%
1691	57101	IN-STATE:MISC TRAVEL	$ 140	$ 986	$ -	$ 375	-100.0%	$ -	$ -	$ -	0.0%
1691	57102	IN-STATE:MILEAGE/CAR ALLW	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1691	57103	IN-STATE:SEMINARS,PROF GA	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1691	57201	OUT-STATE:GENERAL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1691	57301	DUES:PROFESSNL ORGANIZATN	$ 425	$ 510	$ 510	$ 482	9.5%	$ 510	$ -	$ (510)	-100.0%
1691	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL HISTORIC DISTRICT COMMISSION GF OPERATING EXPENSES			**$ 4,490**	**$ 6,821**	**$ 3,288**	**$ 4,866**	**-14.4%**	**$ 2,400**	**$ -**	**$ (2,400)**	**-100.0%**
27122 SEASONAL FOOD SERVICE INSPECTIONS											
27122	48400	MISC REVENUE	$ (34,227)	$ (35,975)	$ (38,300)	$ (36,167)	5.8%	$ (36,000)	$ (38,000)	$ 2,000	5.6%
27122	49000	REFUNDS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL SEASONAL FOOD SERVICE INSPECTIONS REVENUE			**$ (34,227)**	**$ (35,975)**	**$ (38,300)**	**$ (36,167)**	**5.8%**	**$ (36,000)**	**$ (38,000)**	**$ 2,000**	**5.6%**
27122	51100	SALARY:PERMANENT	$ -	$ -	$ 37,488	$ 12,496	100.0%	41,079	$ 39,766	$ (1,313)	-3.2%
27122	51200	SEASONAL SALARY	$ 14,787	$ 15,912	$ 13,615	$ 14,771	-4.0%	18,048	$ 18,000	$ (48)	-0.3%
27122	51551	CERTIFICATION PAY	$ -	$ -	$ 832	$ 277	100.0%	624	$ 624	$ -	0.0%
27122	51700	LONGEVITY	$ -	$ -	$ 3,620	$ 1,207	100.0%	1,870	$ 1,842	$ (28)	-1.5%
27122	51701	INS PREM: MEDICAL BLUE CROSS	$ 5,427	$ -	$ 2,465	$ 2,631	-32.6%	5,500	$ 2,600	$ (2,900)	-52.7%
27122	51961	MEDICARE P/R TAX	$ 207	$ 231	$ 407	$ 282	40.2%	900	$ 900	$ -	0.0%
27122	53100	PROFESSIONAL SERVICES	$ -	$ -	$ 1,060	$ 353	100.0%	-	$ 1,100	$ 1,100	100.0%
27122	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	100.0%	-	$ -	$ -	0.0%
SUBTOTAL SEASONAL FOOD SERVICE INSPECTIONS			**$ (13,806)**	**$ (19,832)**	**$ 21,187**	**$ (4,150)**	**100.0%**	**$ 32,021**	**$ 26,832**	**$ (5,189)**	**-16.2%**
VARIANCE FUNDED BY UNRESERVED FUND BAL								**$ (32,021)**	**$ (26,832)**		
TOTAL SEASONAL FOOD SERVICE INSPECTIONS						**$ (4,150)**		**$ -**	**$ -**		

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
27249 PERMIT REVOLVER											
27249	48432	WIRING PERMIT REVOLVER	$ -	$ (18,960)	$ (19,601)	$ (12,854)	100.0%	(20,000)	$ -	$ (20,000)	-100.0%
27249	48433	PLUMBING PERMIT REVOLVER	$ -	$ (13,800)	$ (24,849)	$ (12,883)	100.0%	(14,000)	$ -	$ (14,000)	-100.0%
SUBTOTAL PERMIT REVOLVER REVENUE			**$ -**	**$ (32,760)**	**$ (44,450)**	**$ (25,737)**	**100.0%**	**$ (34,000)**	**$ -**	**$ (34,000)**	**-100.0%**
27249	51102	SALARY TEMPORARY	$ -	$ 12,782	$ 54,847	$ 22,543	100.0%	51,768	$ -	$ (51,768)	-100.0%
27249	51200	SALARY SEASONAL	$ -	$ -	$ -	$ -	0.0%	-	$ -	$ -	0.0%
27249	51700	LONGEVITY	$ -	$ -	$ -	$ -	0.0%	1,410	$ -	$ (1,410)	-100.0%
27249	51961	MEDICARE P/R TAX	$ -	$ -	$ 848	$ 283	100.0%	800	$ -	$ (800)	-100.0%
SUBTOTAL SEASONAL FOOD SERVICE INSPECTIONS			**$ -**	**$ (19,978)**	**$ 11,245**	**$ (2,911)**	**100.0%**	**$ 19,978**	**$ -**	**$ (19,978)**	**-100.0%**
VARIANCE FUNDED BY UNRESERVED FUND BAL			$ -	$ -		$ -		$ (19,978)	$ (19,978)		
TOTAL SEASONAL FOOD SERVICE INSPECTIONS			**$ -**	**$ (19,978)**	**$ 11,245**	**$ (2,911)**	**100.0%**	**$ -**	**$ (19,978)**		
27510 SEPTIC SYSTEM INSPECTIONS											
27510	48400	MISC REVENUE	$ (59,100)	$ (60,650)	$ (51,705)	$ (57,152)	-6.5%	$ (60,000)	$ (51,000)	$ (9,000)	-15.0%
SUBTOTAL SEPTIC SYSTEM INSPECTIONS REVENUE			**$ (59,100)**	**$ (60,650)**	**$ (51,705)**	**$ (57,152)**	**-6.5%**	**$ (60,000)**	**$ (51,000)**	**$ (9,000)**	**-15.0%**
27510	51100	SALARY PERMANENT	$ 25,000	$ 48,580	$ 91,126	$ 54,902	90.9%	92,616	$ 135,215	$ 42,599	46.0%
27510	51551	CERTIFICATION PAY	$ -	$ -	$ -	$ -	0.0%	936	$ 1,092	$ 156	16.7%
27510	51700	LONGEVITY	$ -	$ -	$ -	$ -	0.0%	3,180	$ 3,693	$ 513	16.1%
27510	51701	INS PREM: MEDICAL BLUE CROSS	$ 10,853	$ -	$ 7,887	$ 6,247	-14.8%	5,500	$ 8,000	$ 2,500	45.5%
27510	51961	MEDICARE P/R TAX	$ -	$ 384	$ 813	$ 399	100.0%	1,000	$ 2,000	$ 1,000	100.0%
27510	53100	PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -	0.0%	-	$ -	$ -	0.0%
27510	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	0.0%	-	$ -	$ -	0.0%
SUBTOTAL SEPTIC SYSTEM INSPECTIONS			**$ (23,247)**	**$ (11,685)**	**$ 48,121**	**$ 4,396**	**100.0%**	**$ 43,232**	**$ 99,000**	**$ 55,768**	**129.0%**
VARIANCE FUNDED BY UNRESERVED FUND BAL								$ (43,232)	$ (99,000)		
TOTAL SEPTIC SYSTEM INSPECTIONS						$ 4,396		$ -	$ -		

	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
SUMMARY	**FISCAL 2012 ACTUALS**	**FISCAL 2013 ACTUALS**	**FISCAL 2014 ACTUALS**	***THREE-YEAR ACTUAL***	***COMPOUND ANNUAL GROWTH RATE***	**FISCAL 2015 BUDGET**	***FISCAL 2016 BUDGET***	***INCREASE OR (DECREASE) $ FISCAL 2016***	***INCREASE OR (DECREASE) % FISCAL 2016***
Payroll Salary	$ 1,413,849	$ 1,441,966	$ 1,548,815	*$ 1,468,210*	*4.7%*	$ 1,647,411	*$ 1,738,053*	*$ 90,642*	*5.5%*
Costs of Payroll Shown in 3C Grant (Fund 25)	$ 95,855	$ 108,578	$ 124,670	*$ 109,701*	*14.0%*	$ 121,019	*$ 124,970*	*$ 3,951*	*3.3%*
Overtime	$ 412	$ 3,926	$ 5,025	*$ 3,121*	*249.3%*	$ -	*$ 5,000*	*$ 5,000*	*100.0%*
Medicare P/R Tax	$ 17,233	$ 17,422	$ 19,465	*$ 18,040*	*6.3%*	$ 23,600	*$ 25,200*	*$ 1,600*	*6.8%*
Medical Insurance	$ 16,280	$ -	$ 10,352	*$ 8,877*	*-20.3%*	$ 11,000	*$ 10,600*	*$ (400)*	*-3.6%*
Rep & Maint	$ 9,953	$ 11,929	$ 22,047	*$ 14,643*	*48.8%*	$ 10,450	*$ 20,500*	*$ 10,050*	*96.2%*
Prof Services	$ 35,727	$ 33,194	$ 43,968	*$ 37,629*	*10.9%*	$ 33,000	$ 45,100	*$ 12,100*	*36.7%*
Prof Services- Planning Board	$ 86,165	$ 37,285	$ 80,706	*$ 68,052*	*-3.2%*	$ 100,000	$ -	*$ (100,000)*	*-100.0%*
Prof Services- Yard Sales	$ -	$ -	$ -	*$ -*	*0.0%*	$ -	$ 100,000	*$ 100,000*	*100.0%*
Supplies	$ 21,048	$ 38,402	$ 33,167	*$ 30,872*	*25.5%*	$ 33,600	$ 29,200	*$ (4,400)*	*-13.1%*
Travel	$ 15,734	$ 17,735	$ 16,582	*$ 16,684*	*2.7%*	$ 16,675	*$ 41,000*	*$ 24,325*	*145.9%*
Other	$ 19,090	$ 33,338	$ 65,431	*$ 39,286*	*85.1%*	$ 33,145	$ 83,300	*$ 50,155*	*151.3%*
3C Operating Expense Reimbursements	$ (95,509)	$ (100,345)	$ (59,407)	*$ (85,087)*	*-21.1%*	$ -	$ -	*$ -*	*0.0%*
Less Costs of Payroll Shown in 3C Grant (Fund 25)	$ (95,855)	$ (108,578)	$ (124,670)	*$ (109,701)*	*14.0%*	$ (121,019)	*$ (124,970)*	*$ (3,951)*	*3.3%*
TOTAL PLUS DEPT&REV FUNDS	**$ 1,539,980**	**$ 1,534,853**	**$ 1,970,226**	***$ 1,815,115***	***13.1%***	**$ 1,908,881**	***$ 2,097,953***	***$ 189,072***	***9.9%***

FY 2016 Personnel Spreadsheet

Building Department / Inspectors ORG: 01249

Number of Positions in Department

Full-time	5
Part-time	0
Seasonal	0
Temporary	5
Vacancies	0
New Positions Requested	1
TOTAL OF ALL POSITIONS	11

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
BUTLER, S	BUILDING COMMISSIONEI	40.00	BU01	DHB Step 9	118,938	119,258	06/06/16	119,700	5,990	0	520	0	0	126,210
NOLL, A.	LOCAL INSPECTOR	35.00	BU03	SC Step 7	96,301	96,560	07/01/15	98,800	0	0	1,560	0	0	100,360
BENNETT, D.	PLUMBING INSPECTOR	35.00	BU10	SC Step 1	79,274	79,487	07/01/15	81,300	0	0	0	0	0	81,300
CARROLL, B.	WIRING INSPECTOR	35.00	BU09	SC Step 1	79,274	79,487	09/29/15	80,900	0	0	0	0	0	80,900
SILVERSTEIN, M	ZONING OFFICER	35.00	BA02	SB Step 8	90,119	90,362	07/28/15	92,300	3,690	0	0	0	0	95,990
NEW POSITION REQUEST	LOCAL BUILDING INSPEC	35.00		SC Step 1	79,274	79,487	07/01/15	81,300	0	0	0	0	0	81,300
TEMP INSP (NOT TO EXCEED 5	TEMP INSPECTORS	15 Hrs / 10 Wks	BU30	TW Article 7			00/00/00	0	0	0	0	0	0	22,500

Total Prorated Salary (enter on **Munis 51100**)	554,300
Total Seasonal Salary **(enter on Munis 51xxx)**	22,500
Total Longevity (enter on **Munis 51700**)	9,680
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	2,080
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	588,560
Medicare (enter on **Munis 51961**)	8,500
Total Personnel Services	**597,060**

FY 2016 Personnel Spreadsheet

Historic District Commission ORG: 01691

Number of Positions in Department

Full-time	1
Part-time	0
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	0

TOTAL OF ALL POSITIONS 1

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
VOIGT, M	HDC ADMINISTRAT	40.00	HD01	DHA Step 8	99,788	100,057	10/02/15	101,800	4,070	0	520	0	0	106,390

Total Prorated Salary (enter on **Munis 51100**)	101,800
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	4,070
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	520
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	106,390
Medicare (enter on **Munis 51961**)	1,500
Total Personnel Services	**107,890**

FY 2016 Personnel Spreadsheet

Health Department

ORG: 01510

Number of Positions in Department

Full-time	2
Part-time	0
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	0
TOTAL OF ALL POSITIONS	2

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other**	Total by Employee
RAY, R	HEALTH INSPECTOR	26.00	HE01	DHB Step 9	118,938	119,258	11/18/15	121,100	5,947	0	1,560	0	0	128,607
35% of salary billed to Septic System Inspection					-41,628	-41,740	11/18/15	-42,400	-2,081	0	-546	0	0	-45,027
CROWLEY, A	ASST. HEALTH INSPECTOR	8.75	HE03	SB Step 9	92,093	92,341	02/07/16	93,300	4,605	0	1,560	0	0	99,465
40% OF Salary billed to Health Food Inspection Fund 27122 and 35% of salary billed to Septic System Inspection					-69,070	-69,256	02/07/16	-70,000	-3,454	0	-1,170	0	0	-74,624

Total Prorated Salary (enter on **Munis 51100**)	102,000
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	5,017
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	1,404
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	108,421
Medicare (enter on **Munis 51961**)	1,600
Total Personnel Services	**110,021**

FY 2016 Personnel Spreadsheet

Planning and Land Use Services ORG: 01174

Number of Positions in Department

Full-time	10
Part-time	0
Seasonal	0
Temporary	0
Vacant (Unfunded)	1
New Positions Requested	1
TOTAL OF ALL POSITIONS	12

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
VORCE, A	DIRECTOR	36.00	PL01	Contract	131,000	131,353	02/01/16	132,800	0	0	0	0	0	132,800
10% of Salary Charged to Fund 25/Planning Office					-13,100	-13,135	02/01/16	-13,300	0	0	0	0	0	-13,300
VOLLANS, L	ADMIN SPECIALIST	35.00	PL20	S2 Step 6	59,784	59,945	11/21/15	60,800	0	0	520	0	0	61,320
5% of Salary Charged to Fund 27/Septic 27510		-2.00			-3,416	-3,425	11/21/15	-3,500	0	0	0	0	0	-3,500
SNELL, L	DEPUTY DIRECTOR OF PLA	38.00	PL05	Contract	115,000	115,310	08/24/15	117,600	3,530	0	0	0	0	121,130
5% of Salary Charged to Fund 25/Planning Office					-5,750	-5,765	08/24/15	-5,900	-180	0	0	0	0	-6,080
ANTONIETTI, E.	LAND USE SPECIALIST	37.50	PL20	SA Step 1	66,719	66,899	11/04/15	68,000	0	0	0	0	0	68,000
ANCERO, C.	ADMIN SPECIALIST	35.00	PL20	S2 Step 8	63,415	63,586	05/03/16	64,000	2,560	0	0	0	0	66,560
BARRETT, A.	ADMIN SPECIALIST	40.00	BU24	S2 Step 8	72,475	72,670	05/21/16	73,000	2,920	0	0	0	0	75,920
HULL, K.	ADMIN SPECIALIST	40.00	BU24	S2 Step 8	72,475	72,670	02/21/16	73,400	2,940	0	0	0	0	76,340
BRADFORD,K.	ADMIN SPECIALIST	35.00	BU24	S2 Step 1	51,553	51,692	07/01/15	52,900	0	0	520	0	0	53,420
STRANG, D.	ADMIN SPECIALIST	35.00	BU24	S1 Step 1	46,882	47,008	08/25/15	47,900	0		520			48,420
BEDELL, K.	ADMIN ASSISTANT	35.00	PL07	S2 Step 1	51,553	51,692	07/01/15	52,900	0	0	0	0	0	52,900
BURNS, T	TRANS PLANNER		PL11	SC Step 8	0	0	01/00/00	0	0	0	520	0	0	520
NEW POSITION REQUEST	SENIOR PLANNER	35.00		SC Step 1	0	0	07/01/15	0						0
VACANT, UNFUNDED	LAND USE PLANNER	35.00							0	0	0	0	0	0

Total Prorated Salary (enter on **Munis 51100**)	720,600
Total Longevity (enter on **Munis 51700**)	11,770
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	2,080
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	5,000
Salary Subtotal	739,450
Medicare (enter on **Munis 51961**)	10,700
Total Personnel Services	**750,150**

As of 3/4/2015

FY 2016 Personnel Spreadsheet

Fund 25 / Planning Office ORG: 29174
State Grant

Number of Positions in Department

Full-time	1
Part-time	2
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	0
TOTAL OF ALL POSITIONS	3

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
BURNS, T	TRANS PLANNER	35.00	PL11	SC Step 8	99,190	99,457	06/25/16	99,800	3,990	0	0	0	0	103,790
SNELL, L	DEPUTY DIRECTOR	2.00		CONTRACT	5,750	5,765	08/24/15	5,900	180	0	0	0	0	6,080
VORCE, A	DIRECTOR	4.00		CONTRACT	13,100	13,135	02/01/16	13,300	0	0	0	0	0	13,300

Total Prorated Salary (enter on **Munis 51100**)	119,000
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	4,170
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	123,170
Medicare (enter on **Munis 51961**)	1,800
Total Personnel Services	**124,970**

As of 3/4/2015

FY 2016 Personnel Spreadsheet

Fund 27 / HEALTH DEPT

	ORG: 27122 SEASONAL FOOD INSPECTION REVOLVER MGL CHP 44 SEC 53E1/2	ORG:27510 SEPTIC SYSTEM INSPECTIONS MGL CHP 44 SEC 53E1/2
Number of Positions in Department		
Full-time	0	0
Part-time	1	3
Seasonal	1	0
Temporary	0	0
Vacancies	0	0
New Positions Requested	0	0
TOTAL OF ALL POSITIONS	2	3

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
ORG: 27122														
SEASONAL	SEASONAL ASST INSPECT	40HRS / 15 WKS	HE25	TW Article 7	18,000	18,000	00/00/00	18,000	0	0	0	0	0	18,000
CROWLEY, A	ASST. HEALTH INSPECTOR	14.00	HE03	SB Step 9	36,837	36,936	02/07/16	37,300	1,842		624			39,766
ORG:27510														
Existing Staff									0	0	0	0	0	0
RAY, R	HEALTH INSPECTOR	14.00	HE01	DHB Step 9	35,681	35,777	11/18/15	36,300	2,081	0	546	0	0	38,927
CROWLEY, A	ASST. HEALTH INSPECTOR	12.25	HE03	SB Step 9	32,233	32,319	02/07/16	32,700	1,612		546			34,858
NEW POSITION	HEALTH WORKER							57,930						57,930
VOLLANS, L	ADMIN SPECIALIST	2.00	PL20	S2 Step 6	3,416	3,425	11/21/15	3,500	0	0	0	0	0	3,500

	ORG:27122	ORG:27510
Total Prorated Salary (enter on **Munis 51100**)	39,766	135,215
Total Seasonal Salary **(enter on Munis 51xxx)**	18,000	0
Total Longevity (enter on **Munis 51700**)	1,842	3,693
Total Education (enter on **Munis 516xx**)	0	0
Total Certification Pay (enter on Munis 51551)	624	1,092
Total Holiday Pay (enter on **Munis 518xx**)	0	0
Total Other Pay (enter on Munis line where appropriate)	0	0
Shift Differential (enter on **Munis 513xx**)	0	0
Overtime (enter on **Munis 514xx**)	1,500	0
Salary Subtotal	61,732	140,000
Medicare (enter on **Munis 51961**)	900	2,000
Total Personnel Services	**62,632**	**142,000**

FY 2016 Personnel Spreadsheet

Fund 27 / Permit Revolver ORG: 27249

Number of Positions in Department

Full-time	0
Part-time	0
Seasonal	0
Temporary	0
Vacancies	2
New Positions Requested	0
TOTAL OF ALL POSITIONS	2

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
BENNETT, D.	PLUMBING INSPEC	0.00	BU10	SC Step 1	0	0	07/01/15	0	0	0	0	0	0	0
CARROLL, B.	WIRING INSPECTO	0.00	BU09	SC Step 1	0	0	09/29/15	0	0	0	0	0	0	0

Total Prorated Salary (enter on **Munis 51100**)	0
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	0
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	0
Medicare (enter on **Munis 51961**)	0
Total Personnel Services	0

REVOLVING FUNDS
FIVE YEAR FORECAST

TOWN OF NANTUCKET
FISCAL 2012- FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016-2019 PROJECTION

REVOLVING FUNDS (MGL Chapter 44 Section 53E 1/2)			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	FISCAL 2015 BUDGET	*FISCAL 2016 PROJECTION*	*FISCAL 2017 PROJECTION*	*FISCAL 2018 PROJECTION*	*FISCAL 2019 PROJECTION*
27122 SEASONAL FOOD SERVICE INSPECTIONS (MGL Chapter 44 Section 53E 1/2)										
START OF YEAR FUND BALANCE (SOY)-PROJECTION 2015-2019			(133,501)	(147,307)	(167,140)	(145,952)	*(113,931)*	*(87,099)*	*(57,175)*	*(26,079)*
27122	48400	MISC REVENUE	(34,227)	(35,975)	(38,300)	(36,000)	*(38,000)*	*(36,000)*	*(36,000)*	*(36,000)*
27122	49000	REFUNDS	-	-	-	-	*-*	*-*	*-*	*-*
27122	51100	SALARY:PERMANENT	-	-	37,488	41,079	*39,766*	*40,561*	*41,373*	*42,200*
27122	51200	SEASONAL SALARY	14,787	15,912	13,615	18,048	*18,000*	*18,000*	*18,000*	*18,000*
27122	51551	CERTIFICATION PAY	-	-	832	624	*624*	*624*	*624*	*624*
27122	51700	LONGEVITY	-	-	3,620	1,870	*1,842*	*1,842*	*1,842*	*1,842*
27122	51701	INS PREM: MEDICAL BLUE CROSS	5,427	-	2,465	5,500	*2,600*	*2,912*	*3,261*	*3,653*
27122	51961	MEDICARE P/R TAX	207	231	407	900	*900*	*885*	*897*	*909*
27122	53100	PROFESSIONAL SERVICES	-	-	1,060	-	*1,100*	*1,100*	*1,100*	*1,100*
27122	58501	ADD EQ:NEW EQUIP	-	-	-	-	*-*	*-*	*-*	*-*
END OF YEAR FUND BALANCE (EOY)-PROJECTION 2015-2019			(147,307)	(167,140)	(145,952)	(113,931)	*(87,099)*	*(57,175)*	*(26,079)*	*6,249*

REVOLVING FUNDS
FIVE YEAR FORECAST

REVOLVING FUNDS (MGL Chapter 44 Section 53E 1/2)			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	FISCAL 2015 BUDGET	*FISCAL 2016 PROJECTION*	*FISCAL 2017 PROJECTION*	*FISCAL 2018 PROJECTION*	*FISCAL 2019 PROJECTION*
27249 PERMIT REVOLVER (MGL Chapter 44 Section 53E 1/2)										
START OF YEAR FUND BALANCE (SOY)-PROJECTION 2015-2019			-	(10,845)	(30,823)	(19,578)	-	-	-	-
27249	48432	WIRING PERMIT REVOLVER	-	(18,960)	(19,601)	(20,000)	-	-	-	-
27249	48433	PLUMBING PERMIT REVOLVER	-	(13,800)	(24,849)	(14,000)	-	-	-	-
27249	51100	SALARY, PERMANENT	-	12,782	54,847	51,768	-	-	-	-
27249	51200	SALARY SEASONAL	-	-	-	-	-		-	-
27249	51700	LONGEVITY	-	-	-	1,410	-	-	-	-
27249	51961	MEDICARE P/R TAX	-	-	848	800	-	-	-	-
END OF YEAR FUND BALANCE (EOY)-PROJECTION 2015-2019			(10,845)	(30,823)	(19,578)	400	-	-	-	-

REVOLVING FUNDS
FIVE YEAR FORECAST

REVOLVING FUNDS (MGL Chapter 44 Section 53E 1/2)			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	FISCAL 2015 BUDGET	*FISCAL 2016 PROJECTION*	*FISCAL 2017 PROJECTION*	*FISCAL 2018 PROJECTION*	*FISCAL 2019 PROJECTION*
27510 SEPTIC SYSTEM INSPECTION (MGL Chapter 44 Section 53E 1/2)										
START OF YEAR FUND BALANCE (SOY)-PROJECTION 2015-2019			(430,812)	(454,059)	(465,745)	(417,623)	*(374,391)*	*(275,391)*	*(172,658)*	*(66,050)*
27510	48400	MISC REVENUE	(59,100)	(60,650)	(51,705)	(60,000)	*(51,000)*	*(51,000)*	*(51,000)*	*(51,000)*
27510	51100	SALARY PERMANENT	25,000	48,580	91,126	92,616	*135,215*	*137,919*	*140,678*	*143,491*
27510	51551	CERTIFICATION PAY	-	-	-	936	*1,092*	*1,092*	*1,092*	*1,092*
27510	51700	LONGEVITY	-	-	-	3,180	*3,693*	*3,693*	*3,693*	*3,693*
27510	51701	INS PREM: MEDICAL BLUE CROSS	10,853	-	7,887	5,500	*8,000*	*8,960*	*10,035*	*11,239*
27510	51961	MEDICARE P/R TAX	-	384	813	1,000	*2,000*	*2,069*	*2,109*	*2,150*
27510	53100	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
27510	58501	ADD EQ:NEW EQUIP	-	-	-	-	-	-	-	-
END OF YEAR FUND BALANCE (EOY)-PROJECTION 2015-2019			(454,059)	(465,745)	(417,623)	(374,391)	*(275,391)*	*(172,658)*	*(66,050)*	*44,616*

FY 2016 Budget

Town Administration

FY2015
Town Administration Review

- **Mission:**

  To provide executive leadership for the Town as set forth in the Town Charter and Annual Town Meeting; to efficiently and effectively implement Board of Selectmen policy decisions; enforce Town bylaws; provide administrative direction and management to department heads and staff; and oversee ongoing project management. Town Administration forges collaborative, ethical, and professional relationships to insure that Town resources are directed to providing the best services possible for the residents of Nantucket.

- **Goals:**

  - Continue to "Change the Way We Do Business" to streamline government service delivery while remaining within revenue projections
  - Develop priority municipal space needs list and preliminary action plan
  - Focus on continued department strategic plan development to improve service and program delivery and address BOS goals
  - Decrease energy costs

- **Initiatives and Accomplishments:**

  - Completed third-party Wage and Compensation Study for review by BOS, unions and all other interested parties
  - Completed third-party Town Administration Organization and Efficiency Study to facilitate better service delivery
  - Completed Long-Term Capital Plan with financing projections
  - Developed Social Media Policy and hired Social Media Coordinator
  - Rolled out new website (Civic Plus) to accommodate the data management and transparency goals of the Town
  - Facilitated new, last-minute Fast Ferry connector service to mitigate parking issues
  - Coordinated parking regulations
  - Orchestrated valet parking license agreement at the National Grid facility to address continued parking concerns
  - Created historic streetlamp restoration and outage prevention work plan
  - Obtained state DEP grant to fund Energy Manager

FY 2016
Town Administration Overview

- **Priorities :**
  - Capital investment and long term planning- including long-term capital financing plan and operating budget
  - Balanced and manageable budget remaining within revenue projections
  - Municipal space needs and staffing
  - Energy costs management and mitigation
  - Consecutive unqualified financial audits
  - Department of Public Works restructuring and visible project management

- **Significant Changes Year-to-Year:**
  - Greater focus on direct customer service from Town Administration
  - Proactive outreach and transparency through Town Administration

- **Key Issues:**
  - Space needs and deteriorating facilities
  - Staffing level adjustments to meet the needs of the island/community
  - Collective bargaining
  - Health Insurance costs

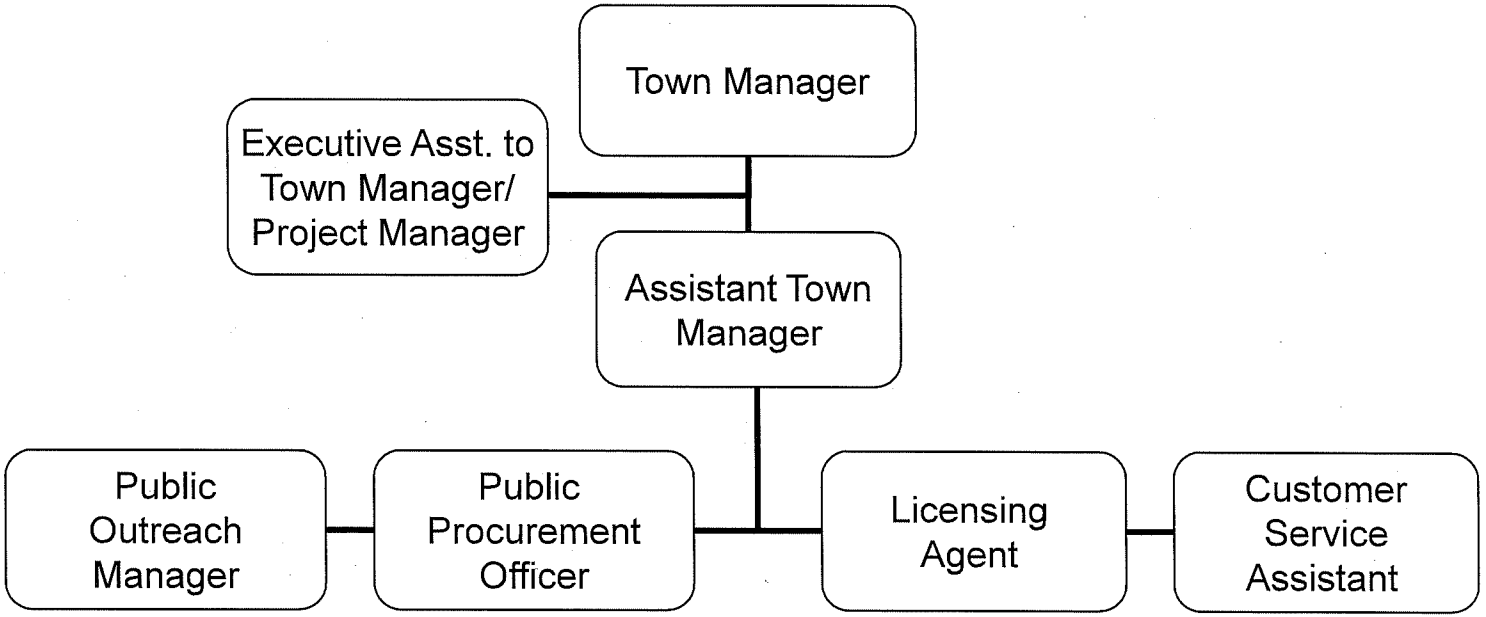
FY2016 Budget
Town Administration

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
Payroll Salary	$ 487,002	$ 492,567	$ 493,673	$ 491,081	0.7%	$ 518,990	$ 637,800	$ 118,810	22.9%
Overtime	$ -	$ 570	$ 4,987	$ 1,852	100.0%	$ 10,000	$ 10,000	$ -	0.0%
Medicare P/R Tax	$ 7,004	$ 7,093	$ 7,173	$ 7,090	1.2%	$ 7,700	$ 9,400	$ 1,700	22.1%
Medical Insurance	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
Rep & Maint	$ 41,930	$ 52,675	$ 69,283	$ 54,629	28.5%	$ 50,100	$ 74,450	$ 24,350	48.6%
Utilities	$ 448,661	$ 410,941	$ 440,074	$ 433,225	-1.0%	$ 498,100	$ 623,600	$ 125,500	25.2%
Prof Services	$ 380,367	$ 485,134	$ 475,571	$ 447,024	11.8%	$ 461,000	$ 506,000	$ 45,000	9.8%
Travel Expenses	$ 12,134	$ 13,441	$ 28,583	$ 18,053	53.5%	$ 18,400	$ 28,000	$ 9,600	52.2%
Supplies	$ 47,069	$ 49,985	$ 55,699	$ 50,918	8.8%	$ 47,000	$ 56,000	$ 9,000	19.1%
Equipment	$ 23,495	$ 2,462	$ 2,287	$ 9,415	-68.8%	$ 15,000	$ 23,500	$ 8,500	56.7%
Rent/Lease Expenses	$ 3,086	$ 1,847	$ 2,181	$ 2,371	-15.9%	$ 3,057	$ 4,050	$ 993	32.5%
Other	$ 131,092	$ 152,768	$ 195,833	$ 159,898	22.2%	$ 192,000	$ 269,300	$ 77,300	40.3%
TOTAL TOWN ADMINISTRATION	**$ 1,581,840**	**$ 1,669,482**	**$ 1,775,343**	**$ 1,675,555**	**5.9%**	**$ 1,821,347**	**$ 2,242,100**	**$ 420,753**	**23.1%**

Appendix

Town Administration

Town & County of Nantucket
Organization Chart – Town Administration



FY 2016 Budget Detail

Town Administration

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

REVENUES

1122 TOWN ADMINISTRATION

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
01122	43250	FRANCHISE FEES	$ (4,286)	$ (19,339)	$ (19,422)	$ (14,349)	112.9%	$ (4,300)	$ (19,400)	$ 15,100	351.2%
01122	43255	PERMIT APPLICATION FEE	$ (2,225)	$ (3,440)	$ (3,260)	$ (2,975)	21.0%	$ (3,400)	$ (3,300)	$ (100)	-2.9%
01122	43600	TRIAL COURT RENT	$ (83,719)	$ (83,856)	$ (75,940)	$ (81,171)	-4.8%	$ (83,850)	$ (75,950)	$ (7,900)	-9.4%
01122	43602	MA REG OF MV SPACE RENTAL	$ (9,224)	$ (6,918)	$ (11,529)	$ (9,224)	11.8%	$ (6,900)	$ (11,500)	$ 4,600	66.7%
01122	43606	RENTAL FEES	$ (15,502)	$ (300)	$ (36,000)	$ (17,267)	52.4%	$ (1,700)	$ (36,000)	$ 34,300	2017.6%
01122	43608	MV RENTAL AGENCY LICENSE	$ (6,050)	$ (12,150)	$ (20,950)	$ (13,050)	86.1%	$ (12,100)	$ (21,000)	$ 8,900	73.6%
01122	43610	LEASE INCOME	$ -	$ -	$ (12,495)	$ (4,165)	100.0%	$ -	$ (12,500)	$ 12,500	100.0%
01122	43611	RENT 3 CHESTNUT ST	$ (22,742)	$ (25,000)	$ (27,083)	$ (24,942)	9.1%	$ (25,000)	$ (27,000)	$ 2,000	8.0%
01122	43612	BOARD OF SELECTMEN LEASE	$ -	$ -	$ (3,000)	$ (1,000)	100.0%	$ -	$ (3,000)	$ 3,000	100.0%
01122	44101	LIQ LIC RES/INN AA	$ (31,900)	$ (17,250)	$ (52,050)	$ (33,733)	27.7%	$ (17,250)	$ (52,000)	$ 34,750	201.4%
01122	44102	LIQ LIC RES/INN WM	$ (1,600)	$ -	$ (3,200)	$ (1,600)	41.4%	$ -	$ (3,200)	$ 3,200	100.0%
01122	44103	LIQ LIC COMM VIT AA	$ (132,600)	$ (80,400)	$ (164,500)	$ (125,833)	11.4%	$ (80,400)	$ (125,000)	$ 44,600	55.5%
01122	44104	LIQ LIC PKG STORE AA	$ (22,900)	$ (12,150)	$ (27,200)	$ (20,750)	9.0%	$ (12,150)	$ (27,000)	$ 14,850	122.2%
01122	44105	LIQ LIC PKG STORE WM	$ (5,400)	$ (5,425)	$ (7,400)	$ (6,075)	17.1%	$ (5,400)	$ (7,000)	$ 1,600	29.6%
01122	44106	LIQ LIC CLUB AA	$ (17,800)	$ (7,900)	$ (28,800)	$ (18,167)	27.2%	$ (7,900)	$ (29,000)	$ 21,100	267.1%
01122	44107	LIQ LIC COM VIC W/M	$ (7,700)	$ (4,500)	$ (10,800)	$ (7,667)	18.4%	$ (4,500)	$ (10,800)	$ 6,300	140.0%
01122	44108	COMMON VICT	$ (5,650)	$ (4,170)	$ (7,775)	$ (5,865)	17.3%	$ (4,200)	$ (6,200)	$ 2,000	47.6%
01122	44109	MOBILE FOOD UNIT	$ (420)	$ (220)	$ (700)	$ (447)	29.1%	$ (200)	$ (700)	$ 500	250.0%
01122	44201	ENTERTAINMENT LICENSES	$ (6,930)	$ (6,280)	$ (11,210)	$ (8,140)	27.2%	$ (6,270)	$ (11,000)	$ 4,730	75.4%
01122	44206	OTHER BUSINESS LICENSES	$ (95)	$ (80)	$ (1,076)	$ (417)	236.5%	$ -	$ (1,100)	$ 1,100	100.0%
01122	44213	STREET VENDOR	$ (1,350)	$ (1,200)	$ (1,200)	$ (1,250)	-5.7%	$ (1,200)	$ (1,200)	$ -	0.0%
01122	44216	PUBLIC ASSEMBLY PERMIT	$ (625)	$ (1,552)	$ (885)	$ (1,021)	19.0%	$ (1,550)	$ (890)	$ (660)	-42.6%
01122	44217	BEACH USE PERMIT	$ (2,200)	$ (3,600)	$ (3,475)	$ (3,092)	25.7%	$ (3,600)	$ (3,500)	$ (100)	-2.8%
01122	44218	TAXI LICENSE WAITING LIST	$ (840)	$ (955)	$ (1,000)	$ (932)	9.1%	$ (800)	$ (1,000)	$ 200	25.0%
01122	44500	0THER BUSINESS PERMITS	$ (1,500)	$ (8,000)	$ -	$ (3,167)	-100.0%	$ (2,880)	$ -	$ (2,880)	-100.0%
01122	44509	BOS PERMITS OVER THE ROAD	$ (1,100)	$ (1,250)	$ (2,250)	$ (1,533)	43.0%	$ (1,250)	$ (2,250)	$ 1,000	80.0%
01122	44514	CLASS I LICENSE	$ (100)	$ (100)	$ (100)	$ (100)	0.0%	$ (100)	$ (100)	$ -	0.0%
01122	44515	CLASS II LICENSE	$ (600)	$ (300)	$ (500)	$ (467)	-8.7%	$ (300)	$ (500)	$ 200	66.7%
01122	44516	CLASS III LICENSE	$ (500)	$ (400)	$ (600)	$ (500)	9.5%	$ (500)	$ (600)	$ 100	20.0%
01122	46400	RMV CITATIONS	$ (34,775)	$ (22,690)	$ (29,969)	$ (29,145)	-7.2%	$ -	$ -	$ -	0.0%
01122	48100	SALE OF INVENTORY & FIXED	$ -	$ (6,651)		$ (3,325)	0.0%	$ -	$ -	$ -	0.0%
01122	48400	BOS MISC REVENUES	$ (97)	$ (470)	$ (1,210)	$ (592)	252.5%	$ (450)	$ (1,200)	$ 750	166.7%
01122	48402	PHOTOCOPIES	$ (249)	$ (200)	$ (8,899)	$ (3,116)	498.1%	$ (230)	$ (8,900)	$ 8,670	3769.6%
01122	49000	REFUNDS	$ -	$ 50	$ -	$ 17	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TOWN ADMIN GF REVENUE			**$ (420,678)**	**$ (336,694)**	**$ (574,477)**	**$ (445,058)**	**16.9%**	**$ (288,380)**	**$ (502,790)**	**$ 214,410**	**74.3%**

PERSONNEL EXPENSE

1122 TOWN ADMINISTRATION

01122	51100	SALARY, PERMANENT	$ 479,970	$ 486,315	$ 486,242	$ 484,176	0.7%	$ 511,500	$ 630,100	$ 118,600	23.2%
01122	51300	OVERTIME	$ -	$ 570	$ 4,987	$ 1,852	100.0%	$ 10,000	$ 10,000	$ -	0.0%
01122	51551	LABORER'S UNION CERTIFICATION	$ 494	$ -	$ -	$ 165	-100.0%	$ -	$ -	$ -	0.0%
01122	51700	LONGEVITY PAY	$ 2,538	$ 2,252	$ 3,430	$ 2,740	16.3%	$ 3,490	$ 3,700	$ 210	6.0%
01122	51961	MEDICARE P/R TAX	$ 7,004	$ 7,093	$ 7,173	$ 7,090	1.2%	$ 7,700	$ 9,400	$ 1,700	22.1%
01122	51962	DEF COMP EMPLOYER CONTRIBUTION	$ 4,000	$ 4,000	$ 4,000	$ 4,000	0.0%	$ 4,000	$ 4,000	$ -	0.0%
01122	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TOWN ADMIN GF PERSONNEL EXPENSES			**$ 494,005**	**$ 500,230**	**$ 505,832**	**$ 476,052**	**1.2%**	**$ 536,690**	**$ 657,200**	**$ 120,510**	**22.5%**

OPERATING EXPENSE

1122 TOWN ADMINISTRATION

1122	52401	REP&MAINT:OFFICE EQUIP	$ -	$ 15	$ -	$ 5	0.0%	$ -	$ -	$ -	0.0%
1122	52701	RENT/LSE:SAFE DEPOSIT BOX	$ 47	$ 47	$ 57	$ 50	10.1%	$ 57	$ 50	$ (7)	-12.3%
1122	52703	RENT/LSE:POSTAGE METER	$ -	$ (709)	$ -	$ (236)	0.0%	$ -	$ -	$ -	0.0%
1122	53100	PROFESSIONAL SERVICES	$ 71,243	$ 114,810	$ 76,737	$ 87,597	3.8%	$ 100,000	$ 129,000	$ 29,000	29.0%
1122	53103	GENERAL:ADVERTISING	$ 4,249	$ 5,671	$ 18,201	$ 9,374	107.0%	$ 50,000	$ 20,000	$ (30,000)	-60.0%
1122	53110	GENERAL:PRINTING	$ 3,350	$ 14,582	$ 23,374	$ 13,769	164.1%	$ 7,500	$ 23,000	$ 15,500	206.7%
1122	53144	ONE BIG BEACH PROGRAM	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1122	53402	COMM:POSTAGE	$ 2,534	$ 4,296	$ 3,599	$ 3,477	19.2%	$ 3,200	$ 3,600	$ 400	12.5%
1122	54201	OFFICE SUPPLIES	$ 5,648	$ 4,940	$ 5,015	$ 5,201	-5.8%	$ 5,000	$ 5,000	$ -	0.0%
1122	54302	BLDG&EQ:MAINT & SUPPLIES	$ -	$ -	$ 19	$ 6	100.0%	$ -	$ -	$ -	0.0%
1122	55101	BOOKS/SUBSCRIPTIONS	$ 600	$ 600	$ 600	$ 600	0.0%	$ 700	$ 700	$ -	0.0%
1122	57050	OTHER CHGS & EXP	$ (20)	$ -	$ -	$ (7)	-100.0%	$ 200	$ -	$ (200)	-100.0%
1122	57101	IN-STATE:MISC TRAVEL	$ 10,803	$ 11,125	$ 17,253	$ 13,060	26.4%	$ 15,000	$ 17,000	$ 2,000	13.3%
1122	57103	IN-STATE:SEMINARS,PROF GA	$ 1,331	$ 2,315	$ 11,330	$ 4,992	191.8%	$ 2,400	$ 10,000	$ 7,600	316.7%
1122	57201	OUT-STATE:GENERAL	$ -	$ -	$ -	$ -	0.0%	$ 1,000	$ 1,000	$ -	0.0%
1122	57301	DUES:PROFESSNL ORGANIZATN	$ 4,912	$ 5,696	$ 5,815	$ 5,474	8.8%	$ 6,000	$ 6,000	$ -	0.0%
1122	58501	ADD EQ:NEW EQUIP	$ 23,495	$ 2,462	$ 2,287	$ 9,415	-68.8%	$ 15,000	$ 23,500	$ 8,500	56.7%
1122	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
1122	58999	FINCOM TRANSFER EXPENSE	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TOWN ADMIN GF OPERATING EXPENSES			**$ 128,192**	**$ 165,850**	**$ 164,287**	**$ 152,776**	**13.2%**	**$ 206,057**	**$ 238,850**	**$ 32,793**	**15.9%**

1151 LEGAL

1151	53100	PROFESSIONAL SERVICES	$ -	$ -	$ 500	$ 167	100.0%	$ -	$ -	$ -	0.0%
1151	53102	GENERAL:LEGAL SERVICES	$ 59,203	$ 77,466	$ 95,496	$ 77,389	27.0%	$ 72,500	$ 78,000	$ 5,500	7.6%
1151	53117	LEGAL-B.O.S. GENERAL	$ 208,729	$ 250,519	$ 245,834	$ 235,027	8.5%	$ 219,500	$ 230,000	$ 10,500	4.8%
1151	53118	LEGAL-B.O.S.-LABOR	$ -	$ -	$ 22,960	$ 7,653	100.0%	$ 23,000	$ 23,000	$ -	0.0%
1151	53119	LEGAL-B.O.S.-LAND	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53121	LEGAL- PROP..ACQUISITION	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53123	LEGAL-ZBA	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53126	LEGAL-FINANCE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53127	LEGAL- INSPECTIONS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53128		$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53130	H.D.C.	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53131	OUR ISLAND HOME	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53132	LEGAL-PLANNING	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	53134	LEGAL-PARK & REC.	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	54201	OFFICE SUPPLIES	$ 10,150	$ 8,805	$ 12,872	$ 10,609	12.6%	$ 10,000	$ 13,000	$ 3,000	30.0%
1151	57101	IN-STATE MISC TRAVEL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	57601	SETTLEMENTS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1151	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL LEGAL GF OPERATING EXPENSES			**$ 278,082**	**$ 336,790**	**$ 377,662**	**$ 330,845**	**16.5%**	**$ 325,000**	**$ 344,000**	**$ 19,000**	**5.8%**

1192 PUBLIC BUILDINGS

1192	52101	UTILITY:ELECTRICITY	$ 267,421	$ 232,556	$ 269,145	$ 256,374	0.3%	$ 300,000	$ 400,000	$ 100,000	33.3%
1192	52103	UTILITY:FUEL OIL	$ 53,330	$ 52,713	$ 50,748	$ 52,264	-2.5%	$ 60,600	$ 55,000	$ (5,600)	-9.2%
1192	52104	UTILITY:PROPANE	$ 20,318	$ 21,105	$ 36,207	$ 25,876	33.5%	$ 25,600	$ 40,000	$ 14,400	56.3%
1192	52105	UTILITY:WATER	$ 17,058	$ 19,493	$ 19,427	$ 18,659	6.7%	$ 20,800	$ 23,000	$ 2,200	10.6%
1192	52106	UTILITY:SEWER	$ 13,859	$ 19,267	$ 17,638	$ 16,921	12.8%	$ 21,200	$ 20,000	$ (1,200)	-5.7%
1192	52107	UTILITY:LANDFILL	$ 3,094	$ 4,186	$ -	$ 2,427	-100.0%	$ 4,200	$ 4,800	$ 600	14.3%
1192	52108	LANDFILL FEES	$ 182	$ -	$ 3,731	$ 1,304	352.8%	$ -	$ -	$ -	0.0%
1192	52404	REP&MAINT:BUILDING	$ 36,430	$ 45,394	$ 66,433	$ 49,419	35.0%	$ 50,000	$ 71,500	$ 21,500	43.0%
1192	52405	REP&MAINT:EQUIPMENT	$ -	$ 1,181	$ 2,851	$ 1,344	100.0%	$ -	$ 2,850	$ 2,850	100.0%
1192	52426	REP&MAINT: TEEN CENTER	$ 5,500	$ 6,000	$ -	$ 3,833	-100.0%	$ -	$ -	$ -	0.0%
1192	52416	COPIER	$ 8,950	$ 10,872	$ 10,367	$ 10,063	7.6%	$ 11,000	$ 11,000	$ -	0.0%
1192	52702	RENT/LSE:BUILDING	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1192	52704	RENT/LSE:FIRE ALARM	$ 2,039	$ 1,509	$ 1,124	$ 1,557	0.0%	$ 2,000	$ 1,200	$ (800)	-40.0%
1192	52907	PROPERTY:RUBBISH PICKUP	$ 3,095	$ 3,343	$ 3,474	$ 3,304	5.9%	$ 3,400	$ 23,000	$ 19,600	576.5%
1192	53100	PROFESSIONAL SERVICES	$ 41,192	$ 42,339	$ 33,064	$ 38,865	-10.4%	$ 45,000	$ 45,000	$ -	0.0%
1192	53106	GENERAL:CUSTODIAL	$ 103,423	$ 107,708	$ 130,402	$ 113,844	12.3%	$ 110,000	$ 182,000	$ 72,000	65.5%
1192	53401	COMM:TELEPHONE	$ 72,629	$ 61,000	$ 42,648	$ 58,759	-23.4%	$ 65,000	$ 80,000	$ 15,000	23.1%
1192	53804	OTHER:FREIGHT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1192	54302	BLDG&EQ:MAINT & SUPPLIES	$ 31,271	$ 36,240	$ 37,793	$ 35,102	9.9%	$ 32,000	$ 38,000	$ 6,000	18.8%
1192	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%
1192	58999	FINCOM TRANSFER EXPENSE	$ -	$ -		$ -	0.0%	$ -	$ -	$ -	0.0%

SUBTOTAL PUBLIC BUILDINGS GF OPERATING EXPENSES			$ 679,791	$ 664,905	$ 725,053	$ 689,916	3.3%	$ 750,800	$ 997,350	$ 246,550	32.8%
1693 TOWN CLOCK											
1693	52101	UTILITY:ELECTRICITY	$ 770	$ 622	$ 529	$ 640	-17.1%	$ 700	$ 800	$ 100	14.3%
1693	52405	REP&MAINT:EQUIPMENT	$ -	$ 85	$ -	$ 28	0.0%	$ 100	$ 100	$ -	0.0%
1693	52702	RENT/LSE:BUILDING	$ 1,000	$ 1,000	$ 1,000	$ 1,000	0.0%	$ 1,000	$ 2,800	$ 1,800	180.0%
1693	53100	PROFESSIONAL SERVICES	$ -	$ -	$ 980	$ 327	100.0%	$ 1,000	$ 1,000	$ -	0.0%
SUBTOTAL TOWN CLOCK OPERATING EXPENSES			$ 1,770	$ 1,706	$ 2,509	$ 1,995	19.1%	$ 2,800	$ 4,700	$ 1,900	67.9%

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
Payroll Salary	$ 487,002	$ 492,567	$ 493,673	$ 491,081	0.7%	$ 518,990	$ 637,800	$ 118,810	22.9%
Overtime	$ -	$ 570	$ 4,987	$ 1,852	100.0%	$ 10,000	$ 10,000	$ -	0.0%
Medicare P/R Tax	$ 7,004	$ 7,093	$ 7,173	$ 7,090	1.2%	$ 7,700	$ 9,400	$ 1,700	22.1%
Medical Insurance	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
Rep & Maint	$ 41,930	$ 52,675	$ 69,283	$ 54,629	28.5%	$ 50,100	$ 74,450	$ 24,350	48.6%
Utilities	$ 448,661	$ 410,941	$ 440,074	$ 433,225	-1.0%	$ 498,100	$ 623,600	$ 125,500	25.2%
Prof Services	$ 380,367	$ 485,134	$ 475,571	$ 447,024	11.8%	$ 461,000	$ 506,000	$ 45,000	9.8%
Travel Expenses	$ 12,134	$ 13,441	$ 28,583	$ 18,053	53.5%	$ 18,400	$ 28,000	$ 9,600	52.2%
Supplies	$ 47,069	$ 49,985	$ 55,699	$ 50,918	8.8%	$ 47,000	$ 56,000	$ 9,000	19.1%
Equipment	$ 23,495	$ 2,462	$ 2,287	$ 9,415	-68.8%	$ 15,000	$ 23,500	$ 8,500	56.7%
Rent/Lease Expenses	$ 3,086	$ 1,847	$ 2,181	$ 2,371	-15.9%	$ 3,057	$ 4,050	$ 993	32.5%
Other	$ 131,092	$ 152,768	$ 195,833	$ 159,898	22.2%	$ 192,000	$ 269,300	$ 77,300	40.3%
TOTAL TOWN ADMINISTRATION	$ 1,581,840	$ 1,669,482	$ 1,775,343	$ 1,675,555	5.9%	$ 1,821,347	$ 2,242,100	$ 420,753	23.1%

FY 2016 Personnel Spreadsheet

Town Administration

ORG: 01122

Number of Positions in Department

Full-time	6
Part-time	5
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	2
TOTAL OF ALL POSITIONS	13

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
GIBSON, L	TOWN MANAGER	40.00	SL01	Contract	142,600	142,984	09/19/15	145,600	0	0	0	0	4,000	149,600
TIVNAN, G	ASST. TOWN MANAGER	40.00	SL03	Non-Union	100,900	101,172	03/22/16	102,000	0	0	0	0	0	102,000
BAUER,H.	PROJECT ADMINISTRATOR	40.00	SL07	Non-Union	68,200	68,384	10/07/15	69,600	0	0	0	0	0	69,600
MOONEY, E.	EA TO TOWN MANAGER	40.00	SL04	Non-Union	63,800	63,972	12/01/15	64,900	1,300	0	0	0	0	66,200
MCANDREW, A	LICENSING AGENT	40.00	SL08	Non-Union	60,000	60,162	07/18/15	61,500	1,230	0	0	0	0	62,730
NORTON, T.	MINUTE TAKER	35.00	SL06	S1 Step 8	57,667	57,822	03/26/16	58,300	1,170	0	0	0	0	59,470
BRIDGES, J	PUBLIC OUTREACH COORDINATOR	40.00	FN16	S1 Step 3	56,833	56,986	10/24/15	57,900	0	0	0	0	0	57,900
NEW POSITION REQUEST	CUSTOMER SERVICE ASSISTANT	40.00	SL04	Non-Union	50,000	50,135	07/01/15	51,300						51,300
SINATRA, L (PARTIAL FUNDING)	ENERGY COORDINATOR	40.00		CONTRACT	30,000	30,081	07/01/15	30,800						30,800
SINATRA, L (PARTIAL FUNDING)	FUNDED OUT OF LICENSE PLATE FUN	40.00		CONTRACT	-30,000	-30,081	07/01/15	-30,800						-30,800
BOS CHAIRMAN	BOS CHAIRMAN	(AS SCHEDULED)	SL95	Non-Union	5,000	5,000	00/00/00	5,000	0	0	0	0	0	5,000
BOS	BOS	(AS SCHEDULED)	SL95	Non-Union	3,500	3,500	00/00/00	3,500	0	0	0	0	0	3,500
BOS	BOS	(AS SCHEDULED)	SL95	Non-Union	3,500	3,500	00/00/00	3,500	0	0	0	0	0	3,500
BOS	BOS	(AS SCHEDULED)	SL95	Non-Union	3,500	3,500	00/00/00	3,500	0	0	0	0	0	3,500
BOS	BOS	(AS SCHEDULED)	SL95	Non-Union	3,500	3,500	00/00/00	3,500	0	0	0	0	0	3,500

Total Prorated Salary (enter on **Munis 51100**)	630,100
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	3,700
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	4,000
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	10,000
Salary Subtotal	647,800
Medicare (enter on **Munis 51961**)	9,400
Total Personnel Services	**657,200**

As of 12/23/2014

FY 2016 Budget

Town Clerk Department

FY2015
Town Clerk Department Review

- **Mission**: The Town and County Clerk's Office is a Gateway to local government. The Town Clerk is the Town's recording officer, registrar of vital statistics, and chief election official. Our mission is to facilitate the efforts of our residents and visitors to access public information, to enable voters to avail themselves of the democratic process, and to assist the general public with their concerns.
- **Goals:**

Continue improvement of public access to historic documents, maps, and general information.

To complete International Certified Municipal Clerk certification process for Assistant Town Clerk.

To seek improvements for the electronic meeting postings process.

- **Initiatives and Accomplishments:**
- Implemented electronic meetings posting process. (However, with the change in website provider midyear, this has now become enormously complicated, cumbersome, and time-consuming.)
- Implemented electronic Births and Deaths registration

FY 2016
Town Clerk Department Overview

- **Priorities – To stay abreast of the ever-changing election laws. Big changes coming in 2016 will require more personnel and funds to administer.**

- **Significant Changes Year-to-Year - State electronic registration of Births and Deaths resulted in additional off-island educational classes.**

- **Key Issues – In the 2016 Presidential year, "early voting" for an extended period of time will cost additional funds to implement with clerical assistance and equipment in order to implement. Clerks are working to get this adjusted.**

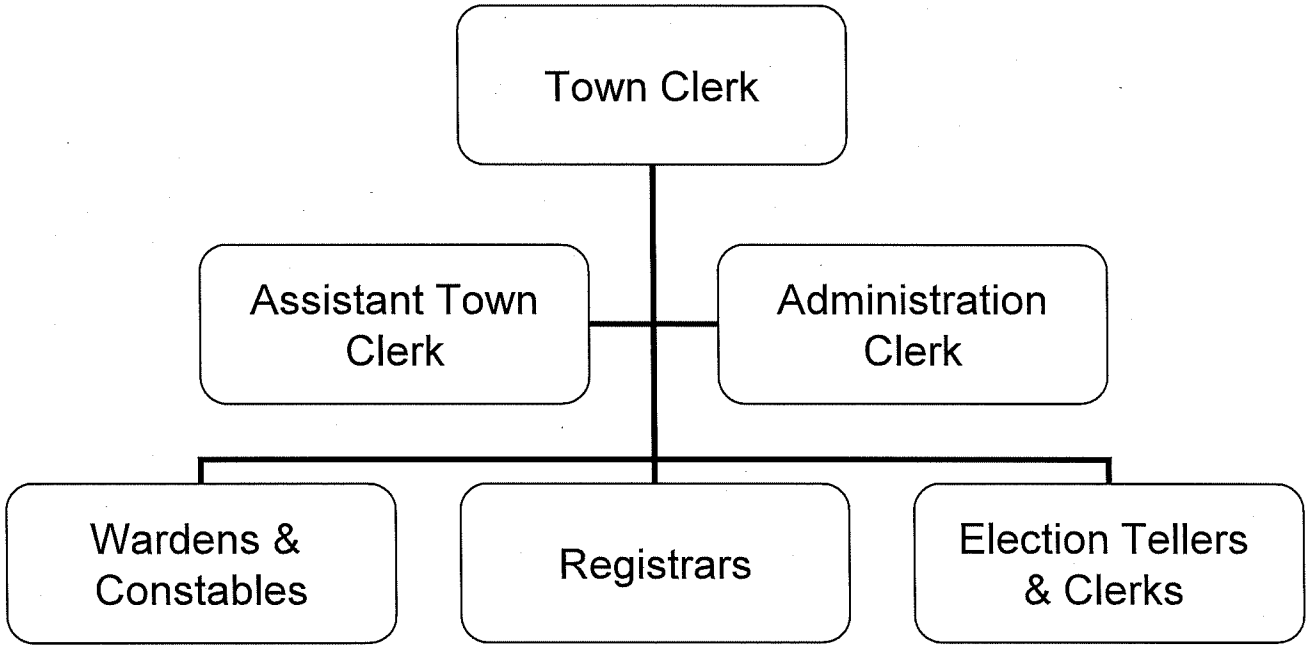
FY2016 Budget
Town Clerk Department

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 211,231	$ 216,694	$ 222,321	*$ 216,749*	*2.6%*	$ 215,310	*$ 237,100*	*$ 21,790*	*10.1%*
Overtime	$ 3,463	$ 4,956	$ 2,007	*$ 3,475*	*-23.9%*	$ -	*$ -*	*$ -*	*0.0%*
Medicare P/R Tax	$ 3,450	$ 3,200	$ 3,246	*$ 3,298*	*-3.0%*	$ 3,100	*$ 3,400*	*$ 300*	*9.7%*
Medical Insurance	$ -	$ -	$ -	*$ -*	*0.0%*	$ -	*$ -*	*$ -*	*0.0%*
Rep & Maint	$ 606	$ 34	$ 570	*$ 403*	*-3.0%*	$ 500	*$ 570*	*$ 70*	*14.0%*
Elections	$ 18,542	$ 36,705	$ 10,190	*$ 21,812*	*-25.9%*	$ 25,000	*$ 24,500*	*$ (500)*	*-2.0%*
Prof Services	$ 7,685	$ 4,379	$ 5,565	*$ 5,877*	*-14.9%*	$ 6,300	*$ 5,700*	*$ (600)*	*-9.5%*
Travel Expenses	$ 4,471	$ 5,498	$ 3,606	*$ 4,525*	*-10.2%*	$ 3,500	*$ 4,700*	*$ 1,200*	*34.3%*
Supplies	$ 3,382	$ 1,453	$ 1,304	*$ 2,046*	*-37.9%*	$ 1,600	*$ 1,300*	*$ (300)*	*-18.8%*
Equipment	$ -	$ -	$ -	*$ -*	*0.0%*	$ 1,200	*$ 20,000*	*$ 18,800*	*1566.7%*
Town Meeting	$ 5,817	$ 8,236	$ 6,756	*$ 6,936*	*7.8%*	$ 8,500	*$ 6,800*	*$ (1,700)*	*-20.0%*
Other	$ 10,229	$ 12,461	$ 16,355	*$ 13,015*	*26.4%*	$ 14,300	*$ 16,920*	*$ 2,620*	*18.3%*
TOTAL TOWN CLERK	**$ 268,876**	**$ 293,615**	**$ 271,919**	***$ 278,137***	***0.6%***	**$ 279,310**	***$ 320,990***	***$ 41,680***	***14.9%***

Appendix

Town Clerk Department

Town & County of Nantucket
Organization Chart – Town Clerk Department



FY 2016 Budget Detail

Town Clerk Department

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

REVENUES

1161 TOWN CLERK

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
01161	43702	TOWN CLERK MISC SALES	$ (1,083)	$ (490)	$ (393)	*$ (655)*	*-39.7%*	$ (500)	*$ (400)*	*$ (100)*	*-20.0%*
01161	44201	ENTERTAINMENT LICENSES	$ (1,000)	$ -	$ -	*$ (333)*	*-100.0%*	$ -	*$ -*	*$ -*	*0.0%*
01161	44202	TAXI TRANSFER	$ (1,200)	$ (1,500)	$ (2,100)	*$ (1,600)*	*32.3%*	$ (1,500)	*$ (2,100)*	*$ 600*	*40.0%*
01161	44204	TAXI/LIMO LIC RENEWALS	$ (23,300)	$ (24,150)	$ (23,300)	*$ (23,583)*	*0.0%*	$ (24,000)	*$ (23,500)*	*$ (500)*	*-2.1%*
01161	44206	OTHER BUSINESS LICENSES	$ (2,495)	$ (2,000)	$ (1,105)	*$ (1,867)*	*-33.5%*	$ (2,000)	*$ (1,100)*	*$ (900)*	*-45.0%*
01161	44207	OTHER NON-BUS LICENSES	$ (3,810)	$ (4,680)	$ (4,830)	*$ (4,440)*	*12.6%*	$ (4,674)	*$ (4,850)*	*$ 176*	*3.8%*
01161	44208	LICENSES - DOMESTIC PARTNERS	$ -	$ -	$ (1,545)	*$ (515)*	*100.0%*	$ -	*$ (1,545)*	*$ 1,545*	*100.0%*
01161	44209	CLERK LIC DOGS	$ (3,245)	$ (2,165)	$ (7,240)	*$ (4,217)*	*49.4%*	$ (2,165)	*$ (7,250)*	*$ 5,085*	*234.9%*
01161	44500	0THER BUSINESS PERMITS	$ (7,230)	$ (7,300)	$ (14,660)	*$ (9,730)*	*42.4%*	$ (7,300)	*$ (15,000)*	*$ 7,700*	*105.5%*
01161	44501	CERTIFICATIONS	$ (10,040)	$ (13,590)		*$ (11,815)*	*-100.0%*	$ (13,550)	*$ -*	*$ (13,550)*	*-100.0%*
01161	44507	VOTER EXTRACT	$ (180)	$ (330)		*$ (255)*	*-100.0%*	$ -	*$ -*	*$ -*	*0.0%*
01161	44513	GENEALOGICAL RESEARCH	$ -	$ (125)	$ (60)	*$ (62)*	*100.0%*	$ -	*$ -*	*$ -*	*0.0%*
01161	44517	POLE RELOCATION	$ (150)	$ (350)	$ (300)	*$ (267)*	*41.4%*	$ (150)	*$ (300)*	*$ 150*	*100.0%*
01161	46400	STATE GRANTS-EXTENDED POLLS	$ (780)	$ (1,560)	$ (9,387)	*$ (3,909)*	*246.9%*	$ -	*$ -*	*$ -*	*0.0%*
01161	47707	CODE VIOLATIONS CITATIONS	$ (10,125)	$ (17,875)	$ (12,500)	*$ (13,500)*	*11.1%*	$ (17,840)	*$ (12,500)*	*$ (5,340)*	*-29.9%*
01161	48400	TOWN CLERK MISC REVENUES	$ (6,280)	$ (142)	$ (126)	*$ (2,183)*	*-85.8%*	$ (6,280)	*$ (150)*	*$ (6,130)*	*-97.6%*
SUBTOTAL TOWN CLERK REVENUE			**$ (70,919)**	**$ (76,256)**	***$ (77,547)***	***$ (78,931)***	***4.6%***	**$ (79,959)**	***$ (68,695)***	***$ (11,264)***	***-14.1%***

PERSONNEL EXPENSE

1161 TOWN CLERK

01161	51100	SALARY, PERMANENT	$ 206,985	$ 212,109	$ 217,457	$ 212,184	2.5%	$ 209,600	$ 231,100	$ 21,500	10.3%
01161	51300	OVERTIME	$ 3,463	$ 4,956	$ 2,007	$ 3,475	-23.9%	$ -	$ -	$ -	0.0%
01161	51551	LABORER'S UNION CERTIFICATIOI	$ 3,113	$ 3,346	$ 3,607	$ 3,355	7.6%	$ 2,080	$ 2,600	$ 520	25.0%
01161	51700	LONGEVITY PAY	$ 1,134	$ 1,239	$ 1,256	$ 1,210	5.3%	$ 3,630	$ 3,400	$ (230)	-6.3%
01161	51961	MEDICARE P/R TAX	$ 3,450	$ 3,200	$ 3,246	$ 3,298	-3.0%	$ 3,100	$ 3,400	$ 300	9.7%
SUBTOTAL TOWN CLERK PERSONNEL EXPENSES			**$ 218,144**	**$ 224,850**	**$ 227,574**	**$ 212,048**	**2.1%**	**$ 218,410**	**$ 240,500**	**$ 22,090**	**10.1%**

OPERATING EXPENSE

1161 TOWN CLERK

1161	52401	REP&MAINT:OFFICE EQUIP	$ 606	$ 34	$ 570	$ 403	-3.0%	$ 500	$ 570	$ 70	14.0%
1161	52501	MISC PURCH:MICRO/BOOK RES	$ -	$ 1,195	$ 4,213	$ 1,803	100.0%	$ 1,500	$ 4,200	$ 2,700	180.0%
1161	52506	TOWN MEETING	$ 5,817	$ 8,236	$ 6,756	$ 6,936	7.8%	$ 8,500	$ 6,800	$ (1,700)	-20.0%
1161	52507	ELECTIONS	$ 18,542	$ 36,705	$ 10,190	$ 21,812	-25.9%	$ 25,000	$ 24,500	$ (500)	-2.0%
1161	52703	RENT/LSE: POSTAGE METER	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1161	53100	PROFESSIONAL SERVICES	$ 7,685	$ 4,379	$ 5,565	$ 5,877	-14.9%	$ 6,300	$ 5,700	$ (600)	-9.5%
1161	53103	GENERAL:ADVERTISING	$ -	$ 93	$ -	$ 31	0.0%	$ -	$ -	$ -	0.0%
1161	53107	GENERAL:CENSUS	$ 3,037	$ 3,667	$ 3,770	$ 3,491	11.4%	$ 3,700	$ 3,800	$ 100	2.7%
1161	53110	GENERAL:PRINTING	$ 6,511	$ 7,183	$ 7,045	$ 6,913	4.0%	$ 7,500	$ 7,500	$ -	0.0%
1161	53113	GENERAL:CLERICAL	$ -	$ 223	$ 371	$ 198	100.0%	$ 500	$ 400	$ (100)	-20.0%
1161	53146	CEMETERY COMMISSION EXPENS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1161	53402	COMM:POSTAGE	$ 102	$ -	$ 261	$ 121	60.0%	$ 200	$ 300	$ 100	50.0%
1161	54201	OFFICE SUPPLIES	$ 3,382	$ 1,453	$ 1,304	$ 2,046	-37.9%	$ 1,600	$ 1,300	$ (300)	-18.8%
1161	54303	BLDG&EQ: EXPENDABLE SUPPLIE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1161	55101	BOOKS/SUBSCRIPTIONS	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1161	57101	IN-STATE:MISC TRAVEL	$ 110	$ 3,721	$ -	$ 1,277	-100.0%	$ 1,000	$ 1,000	$ -	0.0%
1161	57103	IN-STATE:SEMINARS,PROF GA	$ 2,760	$ 1,257	$ 1,756	$ 1,924	-20.2%	$ 1,500	$ 1,800	$ 300	20.0%
1161	57201	OUT-STATE:GENERAL	$ 1,602	$ 520	$ 1,850	$ 1,324	7.5%	$ 1,000	$ 1,900	$ 900	90.0%
1161	57301	DUES:PROFESSNL ORGANIZATN	$ 480	$ 100	$ 520	$ 367	4.1%	$ 500	$ 520	$ 20	4.0%
1161	57405	INS PREM:EMPLOYEE BONDS	$ 100	$ -	$ 175	$ 92	32.3%	$ 400	$ 200	$ (200)	-50.0%
1161	58501	ADD EQ:NEW EQUIP	$ -	$ -	$ -	$ -	0.0%	$ 1,200	$ 20,000	$ 18,800	1566.7%
1161	58502	ADD EQ:OFFICE FURNITURE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
1161	58999	FINCOM TRANSFER EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL TOWN CLERK OPERATING EXPENSES			**$ 50,732**	**$ 68,766**	**$ 44,346**	**$ 54,614**	**-6.5%**	**$ 60,900**	**$ 80,490**	**$ 19,590**	**32.2%**

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ 211,231	$ 216,694	$ 222,321	*$ 216,749*	*2.6%*	$ 215,310	*$ 237,100*	*$ 21,790*	*10.1%*
Overtime	$ 3,463	$ 4,956	$ 2,007	*$ 3,475*	*-23.9%*	$ -	*$ -*	*$ -*	*0.0%*
Medicare P/R Tax	$ 3,450	$ 3,200	$ 3,246	*$ 3,298*	*-3.0%*	$ 3,100	*$ 3,400*	*$ 300*	*9.7%*
Medical Insurance	$ -	$ -	$ -	*$ -*	*0.0%*	$ -	*$ -*	*$ -*	*0.0%*
Rep & Maint	$ 606	$ 34	$ 570	*$ 403*	*-3.0%*	$ 500	*$ 570*	*$ 70*	*14.0%*
Elections	$ 18,542	$ 36,705	$ 10,190	*$ 21,812*	*-25.9%*	$ 25,000	*$ 24,500*	*$ (500)*	*-2.0%*
Prof Services	$ 7,685	$ 4,379	$ 5,565	*$ 5,877*	*-14.9%*	$ 6,300	*$ 5,700*	*$ (600)*	*-9.5%*
Travel Expenses	$ 4,471	$ 5,498	$ 3,606	*$ 4,525*	*-10.2%*	$ 3,500	*$ 4,700*	*$ 1,200*	*34.3%*
Supplies	$ 3,382	$ 1,453	$ 1,304	*$ 2,046*	*-37.9%*	$ 1,600	*$ 1,300*	*$ (300)*	*-18.8%*
Equipment	$ -	$ -	$ -	*$ -*	*0.0%*	$ 1,200	*$ 20,000*	*$ 18,800*	*1566.7%*
Town Meeting	$ 5,817	$ 8,236	$ 6,756	*$ 6,936*	*7.8%*	$ 8,500	*$ 6,800*	*$ (1,700)*	*-20.0%*
Other	$ 10,229	$ 12,461	$ 16,355	*$ 13,015*	*26.4%*	$ 14,300	*$ 16,920*	*$ 2,620*	*18.3%*
TOTAL TOWN CLERK	**$ 268,876**	**$ 293,615**	**$ 271,919**	***$ 278,137***	***0.6%***	**$ 279,310**	***$ 320,990***	***$ 41,680***	***14.9%***

FY 2016 Personnel Spreadsheet

Town Clerk ORG: 01161

Number of Positions in Department

Full-time	3
Part-time	0
Seasonal	0
Temporary	0
Vacancies	0
New Positions Requested	0

TOTAL OF ALL POSITIONS 3

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
STOVER, C	TOWN CLERK	40.00	TC01	TW Article 7	94,100	94,353	04/08/16	95,000	0	0	1,040	0	0	96,040
HOLMES, N	ASST. TOWN CLERK	35.00	TC03	S3 Step 7	67,321	67,502	11/08/15	68,600	1,370	0	520	0	0	70,490
HOLDGATE, G.	ADMIN ASST	40.00	TC05	S1 Step 8	65,905	66,082	08/01/15	67,500	2,030	0	1,040	0	0	70,570

Total Prorated Salary (enter on **Munis 51100**)	231,100
Total Seasonal Salary **(enter on Munis 51xxx)**	0
Total Longevity (enter on **Munis 51700**)	3,400
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	2,600
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Salary Subtotal	237,100
Medicare (enter on **Munis 51961**)	3,400
Total Personnel Services	**240,500**

FY 2016 Budget

Natural Resources

FY2015
Natural Resources Review

- Mission: To preserve, protect or restore Nantucket's natural resources through responsible active management, research, education and outreach to the citizens of Nantucket.

- Goals: see attached approved Strategic Plan

FY2015
Natural Resources Review

- Selected Initiatives and Accomplishments in FY 2015:
  - Received grant from CPC for hatchery facility renovation ($350,000)
  - Developed Shell Recycling Program (received grants from Great Harbor Yacht Club and Nantucket Shellfish Association)
  - Continued water quality program (all water bodies staying the same in quality or improving)
  - Developed Commercial Fertilizer Licensing Program (issued 325 licenses)
  - Released over 160 million bay scallop larvae from hatchery
  - Completed Coastal Management Plan
  - Conservation Commission processed 100 notices of intent in the calendar year
  - Warden monitored recreational and commercial shellfish seasons

FY 2016
Natural Resources Overview

- Priorities
  - Further development of water quality program
  - Renovation of the hatchery facility
  - Harbors and water body restoration and shellfish enhancement
  - Administering the Wetlands Protection and Wetlands Bylaw through the Conservation Commission

- Significant Changes Year-to-Year
  - Increased services, programs and duties

- Key Issues
  - Staffing levels
  - Equipment and equipment maintenance

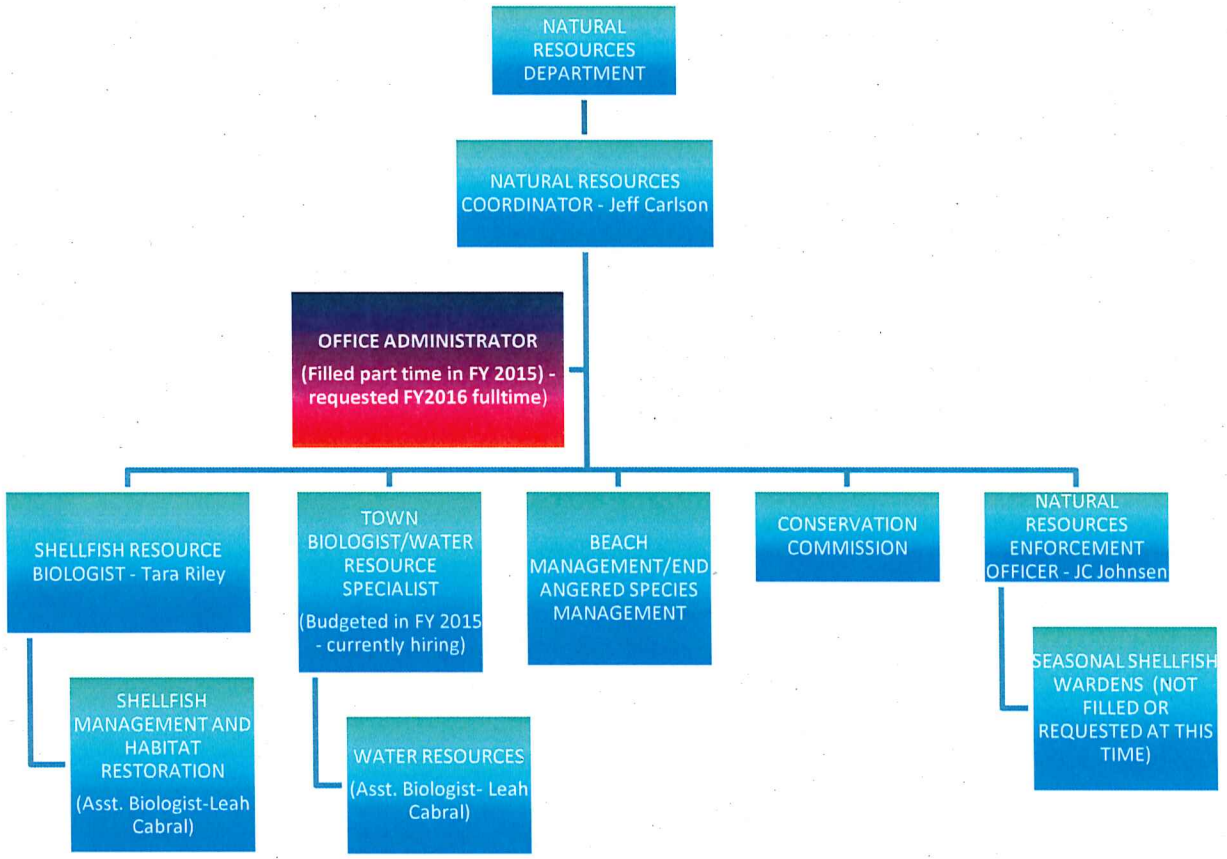
FY2016 Budget
Natural Resources

SUMMARY	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	*THREE-YEAR ACTUAL AVERAGE*	*COMPOUND ANNUAL GROWTH RATE*	FISCAL 2015 BUDGET	*FISCAL 2016 BUDGET*	*INCREASE OR (DECREASE) $ FISCAL 2016*	*INCREASE OR (DECREASE) % FISCAL 2016*
Payroll Salary	$ -	$ 272,490	$ 364,683	*$ 212,391*	*100.0%*	*$ 434,340*	*$ 559,125*	*$ 24,785*	*28.7%*
Overtime	$ -	$ 4,417	$ 4,670	*$ 3,029*	*100.0%*	$ 500	*$ 500*	*$ -*	*0.0%*
Medicare P/R Tax	$ -	$ 4,392	$ 5,399	*$ 3,264*	*100.0%*	$ 6,306	*$ 8,177*	*$ 1,871*	*29.7%*
Rep & Maint	$ -	$ 1,214	$ 841	*$ 685*	*100.0%*	$ 3,360	*$ 8,000*	*$ 4,640*	*138.1%*
Utilities	$ -	$ 4,114	$ -	*$ 1,371*	*100.0%*	$ 4,075	*$ 2,800*	*$ (1,275)*	*-31.3%*
Prof Services	$ -	$ 48,652	$ 55,852	*$ 34,835*	*100.0%*	*$ 80,500*	*$ 118,000*	*$ 37,500*	*46.6%*
Travel Expenses	$ -	$ -	$ 481	*$ 160*	*100.0%*	$ 500	*$ 1,500*	*$ 1,000*	*200.0%*
Supplies	$ -	$ 16,729	$ 32,451	*$ 16,394*	*100.0%*	$ 8,300	*$ 23,000*	*$ 14,700*	*177.1%*
Equipment	$ -	$ 24,516	$ 1,235	*$ 8,584*	*100.0%*	$ 51,800	*$ 36,100*	*$ (15,700)*	*-30.3%*
Rent/Lease Expenses	$ -	$ -	$ -	*$ -*	*100.0%*	$ -	*$ -*	*$ -*	*0.0%*
Other	$ -	$ 13,242	$ 9,799	*$ 7,680*	*100.0%*	$ 1,750	*$ 1,800*	*$ 50*	*2.9%*
TOTAL NATURAL RESOURCES	**$ -**	**$ 389,767**	**$ 475,412**	***$ 288,393***	***100.0%***	**$ 591,431**	***$ 759,002***	***$ 167,571***	***28.3%***

Appendix

Natural Resources

Town & County of Nantucket
Organization Chart – Natural Resources



FY 2016 Budget Detail

Natural Resources

TOWN OF NANTUCKET
FISCAL 2012 - FISCAL 2014 ACTUALS
FISCAL 2015 BUDGET
FISCAL 2016 PROJECTION

REVENUES

1912 NATURAL RESOURCES

			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	THREE-YEAR ACTUAL AVERAGE	COMPOUND ANNUAL GROWTH RATE	FISCAL 2015 BUDGET	FISCAL 2016 BUDGET	INCREASE OR (DECREASE) $ FISCAL 2016	INCREASE OR (DECREASE) % FISCAL 2016
1912	43216	CONSERV FEE DETERMINATION	$ -	$ (285)	$ (320)	$ (202)	100.0%	$ (330)	$ (330)	$ -	0.0%
1912	43217	CONSERV FEE N O I	$ -	$ (17,241)	$ (35,658)	$ (17,633)	100.0%	$ (17,200)	$ (35,660)	$ 18,460	107.3%
1912	43229	CON COM COMPLIANCE FEES	$ -	$ (620)	$ (1,320)	$ (647)	100.0%	$ (600)	$ (1,300)	$ 700	116.7%
SUBTOTAL NATURAL RESOURCES REVENUES			**$ -**	**$ (18,146)**	**$ (37,298)**	***$ (18,481)***	***100.0%***	**$ (18,130)**	***$ (37,290)***	***$ 19,160***	***105.7%***

1912 NATURAL RESOURCES (EST 2013)

01912	51100	SALARY PERMANENT	$ -	$ 94,736	$ 244,891	$ 113,209	100.0%	$ 308,300	$ 436,600	$ 128,300	41.6%
01912	51200	SALARY, SEASONAL	$ -	$ -	$ -	$ -	0.0%	$ -	$ 18,795	$ 25,589	0.0%
01912	51300	OVERTIME	$ -	$ 1,004	$ 755	$ 586	100.0%	$ -	$ -	$ -	0.0%
01912	51551	LABORERS UNION: CERTIFICATION	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
01912	51700	LONGEVITY PAY	$ -	$ 796	$ -	$ 265	100.0%	$ 3,340	$ 3,730	$ 390	11.7%
01912	51800	HOLIDAY PAY	$ -	$ -	$ 7,167	$ 2,389	0.0%	$ -	$ -	$ -	0.0%
01912	51961	MEDICARE P/R TAX	$ -	$ 1,400	$ 3,709	$ 1,703	100.0%	$ 4,500	$ 6,700	$ 2,200	48.9%
01912	51999	FIN COM TRANSFER SALARIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL NATURAL RESOURCES PERSONNEL EXPENSES			**$ -**	**$ 97,936**	**$ 256,523**	***$ 118,153***	***100.0%***	**$ 316,140**	***$ 465,825***	***$ 149,685***	***47.3%***

OPERATING EXPENSE

1912 NATURAL RESOURCES (EST 2013)

1912	52405	REP&MAINT:EQUIPMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ 5,000	$ 5,000	100.0%
1912	53100	PROFESSIONAL SERVICES	$ -	$ 3,489	$ 10,483	$ 4,657	100.0%	$ 11,800	$ 37,000	$ 25,200	213.6%
1912	53160	PROFESSIONAL SERVICES- POND OPENIN	$ -	$ -	$ -	$ -	0.0%	$ -	$ 9,000	$ 9,000	100%
1912	53103	GENERAL:ADVERTISING	$ -	$ -	$ 302	$ 101	100.0%	$ 500	$ 500	$ -	0.0%
1912	53110	GENERAL:PRINTING	$ -	$ -	$ 196	$ 65	100.0%	$ 150	$ 200	$ 50	33.3%
1912	54201	OFFICE SUPPLIES	$ -	$ -	$ 965	$ 322	100.0%	$ 1,500	$ 2,000	$ 500	33.3%
1912	57101	IN STATE MISC TRAVEL	$ -	$ -	$ 481	$ 160	100.0%	$ 500	$ 1,500	$ 1,000	200.0%
1912	57301	DUES:PROFESSNL ORGANIZATN	$ -	$ -	$ -	$ -	0.0%	$ 100	$ 100	$ -	0.0%
1912	58501	ADD EQUIPMENT: NEW EQUIPMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ 35,000	$ 35,000	100.0%
SUBTOTAL NATURAL RESOURCES OPERATING EXPENSES			**$ -**	**$ 3,489**	**$ 12,426**	**$ 5,305**	**100.0%**	**$ 14,550**	**$ 90,300**	**$ 75,750**	**520.6%**

27170 CONSERVATION COMMISSION REVOLVER (MGL Chapter 44 Section 53E 1/2)

27170	48400	MISC REVENUE	$ (29,610)	$ (21,750)	$ (33,400)	$ (28,253)	6.2%	$ (23,700)	$ (30,000)	$ 6,300	26.6%
27170	49701	TRANSFER FROM GENERAL FUND	$ -	$ (3,730)	$ -	$ (1,243)	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL CONSERVATION COMMISSION REVENUE			**$ (29,610)**	**$ (25,480)**	**$ (33,400)**	**$ (29,497)**	**6.2%**	**$ (23,700)**	**$ (30,000)**	**$ 6,300**	**26.6%**
27170	53100	PROFESSIONAL SERVICES	$ 20,000	$ 12,225	$ 14,018	$ 15,415	-16.3%	$ 23,700	$ 30,000	$ 6,300	26.6%
TOTAL CONSERVATION COMMISSION			**$ (9,610)**	**$ (13,255)**	**$ (19,382)**	**$ (14,082)**	**42.0%**	**$ -**	**$ -**	**$ 12,600**	**100.0%**

27250 BEACH IMPROVEMENT REVOLVER (MGL Chapter 44 Section 53E 1/2)

27250	48400	MISC REVENUE	$ (407,895)	$ (337,826)	$ (112,646)	$ (286,122)	-47.4%	$ (98,020)	$ (112,520)	$ 14,500	14.8%
SUBTOTAL BEACH IMPROVEMENT REVENUE			**$ (407,895)**	**$ (337,826)**	**$ (112,646)**	**$ (286,122)**	**-47.4%**	**$ (98,020)**	**$ (112,520)**	**$ 14,500**	**14.8%**
27250	51100	SALARY PERMANENT	$ 85,025	$ 84,316	$ 27,430	$ 65,590	-43.2%	$ 55,200	$ 60,000	$ 4,800	8.7%
27250	51200	SEASONAL SALARY	$ 8,659	$ 6,581	$ 18,470	$ 11,237	46.1%	$ 27,500	$ -	$ (27,500)	-100.0%
27250	51220	SALARY SEASONAL BEACH PATROL	$ 62,531	$ 51,120	$ 30,048	$ 47,900	-30.7%	$ -	$ -	$ -	0.0%
27250	51319	OVERTIME:SEASONAL	$ 1,083	$ 3,413	$ 3,914	$ 2,804	90.1%	$ 500	$ 500	$ -	0.0%
27250	51320	OVERTIME: BEACH PATROL	$ 756	$ -	$ -	$ 252	-100.0%	$ -	$ -	$ -	0.0%
27250	51700	LONGEVITY PAY	$ -	$ (796)	$ 1,732	$ 312	100.0%	$ -	$ -	$ -	0.0%
27250	51701	INS PREM:MEDICAL BLUE CROSS	$ 6,665	$ 6,489	$ -	$ 4,385	-100.0%	$ -	$ -	$ -	0.0%
27250	51961	MEDICARE P/R TAX	$ 2,212	$ 2,474	$ 1,183	$ 1,956	-26.9%	$ 1,206	$ 877	$ (329)	-27.3%
27250	52005	BEACH CLEANING	$ -	$ -	$ 6,237	$ 2,079	100.0%	$ -	$ -	$ -	0.0%
27250	52405	REP&MAINT:EQUIPMENT	$ 127	$ -	$ 841	$ 323	157.6%	$ 3,000	$ 3,000	$ -	0.0%
27250	52427	REP&MAINT: BEACH PATROL	$ 127	$ 858	$ -	$ 328	-100.0%	$ -	$ -	$ -	0.0%
27250	52705	RENT/LSE:EQUIPMENT	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
27250	53100	PROFESSIONAL SERVICES	$ 15,694	$ 13,703	$ 4,657	$ 11,351	-45.5%	$ 45,000	$ 15,000	$ (30,000)	-66.7%
27250	53110	GENERAL:PRINTING	$ -	$ 3,057	$ 3,064	$ 2,040	100.0%	$ 1,000	$ 1,000	$ -	0.0%
27250	53158	PROF SERVICES - BEACH PATROL	$ 3,810	$ 17,000	$ -	$ 6,937	-100.0%	$ -	$ -	$ -	0.0%
27250	53401	COMM:TELEPHONE	$ 2,690	$ 63	$ -	$ 918	-100.0%	$ -	$ -	$ -	0.0%
27250	54106	SUPPLIES	$ 13,671	$ 14,979	$ 30,956	$ 19,869	50.5%	$ 5,000	$ 20,000	$ 15,000	300.0%
27250	54206	EQUIPMENT	$ 1,179	$ 323	$ -	$ 501	-100.0%	$ 50,000	$ -	$ (50,000)	-100.0%
27250	54212	EQUIPMENT: BEACH PATROL	$ 19,368	$ 22,420	$ 153	$ 13,980	-91.1%	$ -	$ -	$ -	0.0%
27250	54704	SAFETY: UNIFORMS BEACH PATROL	$ -	$ 3,696	$ -	$ 1,232	0.0%	$ -	$ -	$ -	0.0%
27250	55808	LIFEGUARD EXPENSE	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
27250	58504	ADD EQ:POLICE VEHICLES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL BEACH IMPROVMNT REVOLVER			**$ (184,299)**	**$ (108,131)**	**$ 16,041**	**$ (92,129)**	**100.0%**	**$ 90,386**	**$ (12,143)**	**$ (102,529)**	**-113.4%**
VARIANCE FUNDED BY UNRESERVED FUND BAL								**$ (90,386)**	**$ 12,143**		
TOTAL BEACH IMPROVMNT REVOLVER			**$ -**	**$ -**		**$ -**		**$ -**	**$ -**		

27289 SHELLFISH PROPAGATION (MGL Chapter 130 Section 54 of the Acts of 1979)

27289	48400	MISC REVENUE	$ (117,777)	$ (76,368)	$ (85,290)	$ (93,145)	-14.9%	$ (77,000)	$ (85,000)	$ 6,000	7.6%
27289	48425	RENTAL FEES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
SUBTOTAL SHELLFISH PROPAGATION REVENUE			**$ (117,777)**	**$ (76,368)**	**$ (85,290)**	**$ (93,145)**	**-14.9%**	**$ (77,000)**	**$ (85,000)**	**$ 6,000**	**10.4%**
27289	51200	SEASONAL SALARY	$ 24,416	$ 35,738	$ 34,944	$ 31,699	19.6%	$ 40,000	$ 40,000	$ 15,000	60.0%
27289	51961	MEDICARE P/R TAX	$ 354	$ 518	$ 507	$ 460	19.6%	$ 600	$ 600	$ 200	50.0%
27289	52010	ELECTRICAL/FUEL/GAS	$ 3,354	$ 2,785	$ -	$ 2,046	-100.0%	$ 2,800	$ 2,800	$ (1,400)	-33.3%
27289	52020	WATER/SEWER FEES	$ 1,117	$ -	$ -	$ 372	-100.0%	$ -	$ -	$ (1,200)	-100.0%
27289	52050	LANDFILL FEES	$ 706	$ -	$ -	$ 235	-100.0%	$ -	$ -	$ (725)	-100.0%
27289	52101	UTILITY:ELECTRICITY	$ -	$ 743	$ -	$ 248	0.0%	$ 750	$ -	$ -	100.0%
27289	52105	UTILITY:WATER	$ -	$ 173	$ -	$ 58	0.0%	$ 175	$ -	$ -	100.0%
27289	52106	UTILITY:SEWER	$ -	$ 350	$ -	$ 117	0.0%	$ 350	$ -	$ -	100.0%
27289	52110	OTHER SERVICES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
27289	52405	REP&MAINT:EQUIPMENT	$ -	$ 355	$ -	$ 118	0.0%	$ 360	$ -	$ -	100.0%
27289	53100	PROFESSIONAL SERVICES	$ 56,776	$ 2,235	$ 26,694	$ 28,568	-31.4%	$ 28,365	$ 27,000	$ (10,000)	-27.0%
27289	53103	GENERAL:ADVERTISING	$ 333	$ -	$ -	$ 111	-100.0%	$ -	$ -	$ (330)	-100.0%
27289	54030	OFFICE SUPPLIES	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
27289	54115	SUPPLIES LABORATORY	$ 6,811	$ 1,750	$ 530	$ 3,031	-72.1%	$ 1,800	$ 1,000	$ (5,800)	-85.3%
27289	57101	IN-STATE:MISC TRAVEL	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	$ -	0.0%
27289	58050	EQUIPMENT	$ 776	$ 1,774	$ 1,083	$ 1,211	18.1%	$ 1,800	$ 1,100	$ 325	41.9%
SUBTOTAL SHELLFISH PROPAGATION REVOLVER			**$ (23,134)**	**$ (29,946)**	**$ (21,533)**	**$ (24,871)**	**-3.5%**	**$ -**	**$ (12,500)**	**$ 2,070**	**100.0%**
VARIANCE FUNDED BY UNRESERVED FUND BAL								**$ -**	**$ 12,500**		
TOTAL SHELLFISH PROPAGATION REVOLVER			**$ -**	**$ -**		**$ -**	**0.0%**	**$ -**	**$ -**		

SUMMARY	**FISCAL 2012 ACTUALS**	**FISCAL 2013 ACTUALS**	**FISCAL 2014 ACTUALS**	***THREE-YEAR ACTUAL AVERAGE***	***COMPOUND ANNUAL GROWTH RATE***	**FISCAL 2015 BUDGET**	***FISCAL 2016 BUDGET***	***INCREASE OR (DECREASE) $ FISCAL 2016***	***INCREASE OR (DECREASE) % FISCAL 2016***
Payroll Salary	$ -	$ 272,490	$ 364,683	$ 212,391	100.0%	$ 434,340	$ 559,125	$ 124,785	28.7%
Overtime	$ -	$ 4,417	$ 4,670	$ 3,029	100.0%	$ 500	$ 500	$ -	0.0%
Medicare P/R Tax	$ -	$ 4,392	$ 5,399	$ 3,264	100.0%	$ 6,306	$ 8,177	$ 1,871	29.7%
Rep & Maint	$ -	$ 1,214	$ 841	$ 685	100.0%	$ 3,360	$ 8,000	$ 4,640	138.1%
Utilities	$ -	$ 4,114	$ -	$ 1,371	100.0%	$ 4,075	$ 2,800	$ (1,275)	-31.3%
Prof Services	$ -	$ 48,652	$ 55,852	$ 34,835	100.0%	$ 80,500	$ 118,000	$ 37,500	46.6%
Travel Expenses	$ -	$ -	$ 481	$ 160	100.0%	$ 500	$ 1,500	$ 1,000	200.0%
Supplies	$ -	$ 16,729	$ 32,451	$ 16,394	100.0%	$ 8,300	$ 23,000	$ 14,700	177.1%
Equipment	$ -	$ 24,516	$ 1,235	$ 8,584	100.0%	$ 51,800	$ 36,100	$ (15,700)	-30.3%
Rent/Lease Expenses	$ -	$ -	$ -	$ -	100.0%	$ -	$ -	$ -	0.0%
Other	$ -	$ 13,242	$ 9,799	$ 7,680	100.0%	$ 1,750	$ 1,800	$ 50	2.9%
TOTAL NATURAL RESOURCES	**$ -**	**$ 389,767**	**$ 475,412**	**$ 288,393**	**100.0%**	**$ 591,431**	**$ 759,002**	**$ 167,571**	**28.3%**

FY 2016 Personnel Spreadsheet

Natural Resources

ORG: 01912

Number of Positions in Department

Full-time	4
Part-time	1
Seasonal	0
Temporary	0
Vacancies (Approved to fill)	1
New Positions Requested	1
TOTAL OF ALL POSITIONS	7

Name	Position	Avg Hours Per Week	Job Code	Class & Step as of 6/30/15 (e.g., B -Step 3)	Yearly Salary as of 6/30/15	53 Week Adjustment	FY16 Anniversary Date	FY 2016 Projected Salary	Longevity Pay	Education Pay	Certification Pay	Holiday Pay	Other	Total by Employee
CARLSON, J.	NATURAL RESOURCES COORDINATOR	37.50	MA19	SC Step 8	99,190	99,457	05/08/16	100,000	2,000	0	0	0	0	102,000
JOHNSEN, J.	SHELLFISH WARDEN	37.50	MA02	SB Step 5	82,472	82,694	05/19/16	83,100	0	0	0	0	0	83,100
RILEY, T.	TOWN BIOLOGIST	35.00	MA10	SB Step 6	84,946	85,175	12/07/15	86,400	1,730	0	0	0	0	88,130
CABRAL,L.	ASSISTANT BIOLOGIST	35.00	MA04	SA Step 2	68,720	68,905	07/01/15	70,500	0	0	0	0	0	70,500
VACANT	WATER QUALITY SPECIALIST	35.00	MA04	SA Step 1	66,719	66,899	07/01/15	68,400	0	0	0	0	0	68,400
NEW POSITION REQUEST	SEASONAL WARDEN (1)	TW Article 7, 1ST Season SCHEDULE B			12,760	12,794	00/00/00	12,794						12,794
VACANT	SEASONAL ENFORCEMENT				6,000			6,000						6,000
CUPPONE, J	ADMINISTRATIVE ASSISTANT	20.00	MA22	S1 Step 2	27,592	27,667	08/05/15	28,200	0	0	0	0	0	28,200

Total Prorated Salary (enter on **Munis 51100**)	436,600
Total Seasonal Salary **(enter on Munis 51xxx)**	18,794
Total Longevity (enter on **Munis 51700**)	3,730
Total Education (enter on **Munis 516xx**)	0
Total Certification Pay (enter on Munis 51551)	0
Total Holiday Pay (enter on **Munis 518xx**)	0
Total Other Pay (enter on Munis line where appropriate)	0
Shift Differential (enter on **Munis 513xx**)	0
Overtime (enter on **Munis 514xx**)	0
Overtime, Seasonal (enter on **Munis 514xx**)	0
Salary Subtotal	459,124
Medicare (enter on **Munis 51961**)	6,700
Total Personnel Services	**465,824**

REVOLVING FUNDS
FIVE YEAR FORECAST

REVOLVING FUNDS (MGL Chapter 44 Section 53E 1/2)			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	FISCAL 2015 BUDGET	*FISCAL 2016 PROJECTION*	*FISCAL 2017 PROJECTION*	*FISCAL 2018 PROJECTION*	*FISCAL 2019 PROJECTION*
27170 CONSERVATION COMMISSION REVOLVER (MGL Chapter 44 Section 53E 1/2)										
START OF YEAR FUND BALANCE (SOY)-PROJECTION 2015-2019			(9,564)	(19,174)	(32,429)	(51,810)	*(51,810)*	*(51,810)*	*(51,810)*	*(51,810)*
27170	48400	MISC REVENUE	(29,610)	(21,750)	(33,400)	(23,700)	*(30,000)*	*(23,700)*	*(23,700)*	*(23,700)*
27170	49701	TRANSFER FROM GENERAL FUND	-	(3,730)	-	-	*-*	*-*	*-*	*-*
27170	53100	PROFESSIONAL SERVICES	20,000	12,225	14,018	23,700	*30,000*	*23,700*	*23,700*	*23,700*
END OF YEAR FUND BALANCE (EOY)-PROJECTION 2015-2019			(19,174)	(32,429)	(51,810)	(51,810)	*(51,810)*	*(51,810)*	*(51,810)*	*(51,810)*

REVOLVING FUNDS
FIVE YEAR FORECAST

REVOLVING FUNDS (Other Statutes)			FISCAL 2010 ACTUALS	FISCAL 2011 ACTUALS	FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	FISCAL 2015 BUDGET	*FISCAL 2016 PROJECTION*	*FISCAL 2017 PROJECTION*	*FISCAL 2018 PROJECTION*	*FISCAL 2019 PROJECTION*
27289 SHELLFISH PROPAGATION (MGL Chapter 130 Section 54 of the Acts of 1979)												
START OF YEAR FUND BALANCE (SOY)-PROJECTION 2015-2019			(23,468)	(19,050)	(19,757)	(42,890)	(72,837)	(94,370)	*(94,370)*	*(106,870)*	*(117,171)*	*(126,435)*
27289	48400	MISC REVENUE	(66,641)	(53,326)	(117,777)	(76,368)	(85,290)	(77,000)	*(85,000)*	*(85,000)*	*(85,000)*	*(85,000)*
27289	48425	RENTAL FEES	(2,400)	-	-	-	-	-	-	-	-	-
27289	51200	SEASONAL SALARY	23,310	15,326	24,416	35,738	34,944	40,000	*40,000*	*40,600*	*41,209*	*41,827*
27289	51961	MEDICARE P/R TAX	338	222	354	518	507	600	*600*	*589*	*598*	*606*
27289	52010	ELECTRICAL/FUEL/GAS	2,658	6,573	3,354	2,785	-	2,800	*2,800*	*2,940*	*3,087*	*3,241*
27289	52020	WATER/SEWER FEES	967	311	1,117	-	-	-	-	-	-	-
27289	52050	LANDFILL FEES	43	-	706	-	-	-	-	-	-	-
27289	52101	UTILITY:ELECTRICITY	-	-	-	743	-	750	-	-	-	-
27289	52105	UTILITY:WATER	-	-	-	173	-	175	-	-	-	-
27289	52106	UTILITY:SEWER	-	-	-	350	-	350	-	-	-	-
27289	52110	OTHER SERVICES	6	-	-	-	-	-	-	-	-	-
27289	52405	REP&MAINT:EQUIPMENT	-	-	-	355	-	360	-	-	-	-
27289	53100	PROFESSIONAL SERVICES	25,385	12,377	56,776	2,235	26,694	28,365	*27,000*	*27,270*	*27,543*	*27,818*
27289	53103	GENERAL:ADVERTISING	347	85	333	-	-	-	-	-	-	-
27289	54030	OFFICE SUPPLIES	43	-	-	-	-	-	-	-	-	-
27289	54115	SUPPLIES LABORATORY	12,461	13,258	6,811	1,750	530	1,800	*1,000*	*1,800*	*1,800*	*1,800*
27289	57101	IN-STATE:MISC TRAVEL	203	1,428	-	-	-	-	-	-	-	-
27289	58050	EQUIPMENT	7,698	3,039	776	1,774	1,083	1,800	*1,100*	*1,500*	*1,500*	*1,500*
END OF YEAR FUND BALANCE (EOY)-PROJECTION 2015-2019			**(19,050)**	**(19,757)**	**(42,890)**	**(72,837)**	**(94,370)**	**(94,370)**	***(106,870)***	***(117,171)***	***(126,435)***	***(134,642)***

REVOLVING FUNDS
FIVE YEAR FORECAST

REVOLVING FUNDS (MGL Chapter 44 Section 53E 1/2)			FISCAL 2012 ACTUALS	FISCAL 2013 ACTUALS	FISCAL 2014 ACTUALS	FISCAL 2015 BUDGET	*FISCAL 2016 PROJECTION*	*FISCAL 2017 PROJECTION*	*FISCAL 2018 PROJECTION*	*FISCAL 2019 PROJECTION*
27250 BEACH IMPROVEMENT REVOLVER (MGL Chapter 44 Section 53E 1/2)										
START OF YEAR FUND BALANCE (SOY)-PROJECTION 2015-2019			(618,956)	(803,255)	(860,626)	(244,929)	*(154,543)*	*(166,686)*	*(177,251)*	*(186,211)*
27250	48400	MISC REVENUE	(407,895)	(337,826)	(112,646)	(98,020)	*(112,520)*	*(112,520)*	*(112,520)*	*(112,520)*
27250	51100	SALARY PERMANENT	85,025	84,316	27,430	55,200	*60,000*	*61,200*	*62,424*	*63,672*
27250	51200	SEASONAL SALARY	8,659	6,581	18,470	27,500	-	-	-	-
27250	51220	SALARY SEASONAL BEACH PATROL	62,531	51,120	30,048	-	-	-	-	-
27250	51319	OVERTIME:SEASONAL	1,083	3,413	3,914	500	*500*	*500*	*500*	*500*
27250	51320	OVERTIME: BEACH PATROL	756	-	-	-	-	-	-	-
27250	51700	LONGEVITY PAY	-	(796)	1,732	-	-	-	-	-
27250	51701	INS PREM:MEDICAL BLUE CROSS	6,665	6,489	-	-	-	-	-	-
27250	51961	MEDICARE P/R TAX	2,212	2,474	1,183	1,206	*877*	*895*	*912*	*931*
27250	52005	BEACH CLEANING	-	-	6,237	-	-	-	-	-
27250	52405	REP&MAINT:EQUIPMENT	127	-	841	3,000	*3,000*	*3,000*	*3,000*	*3,000*
27250	52427	REP&MAINT: BEACH PATROL	127	858	-	-	-	-	-	-
27250	52705	RENT/LSE:EQUIPMENT	-	-	-	-	-	-	-	-
27250	53100	PROFESSIONAL SERVICES	15,694	13,703	4,657	45,000	*15,000*	*15,150*	*15,302*	*15,455*
27251	53110	GENERAL:PRINTING	-	3,057	3,064	1,000	*1,000*	*1,010*	*1,020*	*1,030*
27250	53158	PROF SERVICES - BEACH PATROL	3,810	17,000	-	-	-	-	-	-
27250	53401	COMM:TELEPHONE	2,690	63	-	-	-	-	-	-
27250	54106	SUPPLIES	13,671	14,979	30,956	5,000	*20,000*	*20,200*	*20,402*	*20,606*
27250	54206	EQUIPMENT	1,179	323	-	50,000	-	-	-	-
27250	54212	EQUIPMENT: BEACH PATROL	19,368	22,420	153	-	-	-	-	-
27250	54704	SAFETY: UNIFORMS BEACH PATROL	-	3,696	-	-	-	-	-	-
27250	55808	LIFEGUARD EXPENSE	-	-	-	-	-	-	-	-
27250	58504	ADD EQ:POLICE VEHICLES	-	50,760	-	-	-	-	-	-
END OF YEAR FUND BALANCE (EOY)-PROJECTION 2015-2019			(803,255)	(860,626)	(844,584)	(154,543)	*(166,686)*	*(177,251)*	*(186,211)*	*(193,537)*

TOWN OF NANTUCKET NATURAL RESOURCES DEPARTMENT STRATEGIC PLAN

May 8, 2013

Strategic Plan Overview

Town of Nantucket
Natural Resources Department Strategic Plan

Introduction

In the past year the Natural Resources Department (NRD) was formed as a product of the town wide re-organization. This department was primarily formed as a combination of part of the Marine and Coastal Resources Department and the Conservation Commission. The object of this combination is to put all of the town's functions involving natural resources under one department to make it more accessible and better understood by the citizens of Nantucket. The creation of a new department provides the unique opportunity to develop a strategic plan, to be adopted by the Board of Selectmen, to help set the goals and objectives of the Town of Nantucket Natural Resources Department.

The main objective of this strategic plan is to identify services and programs that are currently provided, evaluate those programs and to establish a vision for the future of the Natural Resources Department. The plan shall include milestones to be met and the establishment of both long-term and short-term goals for the department. This plan will provide the Board of Selectmen, Town Administration, other Town Departments, and the general public a clear view into the focus and direction of the Natural Resources Department.

Current status of Natural Resources Department

Currently the Natural Resources Department is included under Town Administration. NRD is currently staffed by two full time individuals, the Natural Resources Coordinator and Shellfish Biologist (see Appendix A-current org. chart). The Natural Resources Department includes the following functions:

Conservation Commission:

The Conservation Commission is enabled by M.G.L. Chapter 40 Section 8C "for the promotion and development of the natural resources and for the protection of watershed resources of said city or town." The duties of the Conservation Commission were expanded by M.G.L. Chapter 131 Section 40 to include administering the Massachusetts Wetlands Protection Act and later to include the Town of Nantucket Wetlands Bylaw (Chapter 136). This requires any person or party that will be altering, filling, or removing any resource area or within 100' of a resource area to file an application with the Conservation Commission. In fiscal year 2012 the Commission heard the following regular applications not including any monitoring reports, appeals or enforcement actions:

Notice of Intent	Amended Order of Conditions	Abbreviated Notice of Resource Area Delineation	Request for Determination of Applicability	Minor Modifications/ Plan Changes	Certificates of Compliance	Other	Total
70	17	3	20	23	69	3	205

The Commission is comprised of seven members and is assisted by a contracted technical consultant paid by filing fees through a revolving fund. Prior to the re-organization the Commission had an Administrator, Office Administrator and Technical Consultant. Those positions were eliminated during the reorganization and the administration of the Conservation Commission was tasked to the Natural Resources Coordinator. The Conservation Commission is currently reviewing and redraft some of the Wetland Regulations to include work from some of the town developed plans and recommendations. Some of the duties required to administer the Commission includes the review of each filing, a site inspection for each filing, the writing of permits, working with applicants to best complete applications, providing public research hours, providing assistance to the Commission at hearings with materials

preparation, responding to possible enforcement situations, and providing assistance to the general public in regards to resource area management and planning.

Shellfish Resources Management:
The program seeks to restore and enhance Nantucket's various shellfisheries and the associated habitats. The shellfish program consists of a year-round shellfish biologist that is accompanied with 2-3 seasonal interns during the propagation season. Restoration projects are implemented according to priority under the guidance of Nantucket's Shellfish Management Plan. Projects focus primarily on the bay scallop fishery and habitat but also extend to smaller fisheries including quahogs, oysters, and soft-shell clams. In addition to shellfish stock enhancement, NRD conducts yearly shellfish habitat assessments through underwater dive surveys. Assessments include thorough examinations of water quality, eelgrass habitat, harmful algae blooms, and changes in sediment.

Brant Point Shellfish Propagation Facility:
The Natural Resources Department runs the Brant Point Shellfish Propagation Facility. In 2010, it became a hatchery that actively produces multiple species of shellfish and currently operates seasonally from March-November. The primary focus of the propagation facility is to function as a fully integrated shellfish hatchery providing locally produced shellfish stocks for enhancement projects. This past season the NRD released 170 million bay scallop larvae in Nantucket and Madaket Harbors. These release sites were then evaluated for recruitment by conducting dive surveys. In addition to town research, the propagation facility currently hosts a limited amount of shellfish related projects that are under the guidance of various non-profit entities. The facility is composed of the "boathouse", Brant Point Pier, and several floating docks.

Aquaculture Lease Management:
The Natural Resources Department is responsible for overseeing and managing the town-issued leases for private aquaculture. The town has thirty acres in the Head of the Harbor, ten acres in Coskata Pond and six acres adjacent to Pocomo that are part of the aquaculture program. NRD works with the individual lease holders to ensure that they are in compliance with the aquaculture guidelines. These guidelines include creation of a production plan, regular reporting, and active use of one's lease. NRD reviews all of this information, conducts site inspections, and works with the lease holders to best utilize their lease and helping to ensure minimal conflicts with the other lease holders. NRD also works with the Division of Marine Fisheries in the possible qualifying new sites for aquaculture.

Endangered Species Program:
The Endangered Species Program is primarily tasked with monitoring and reporting for the town-owned/operated beaches for state protected species. The species typically monitored include Piping Plover, Least Tern, Roseate Tern, Common Tern and American Oystercatcher. These monitoring requirements have primarily been focused at Jetties Beach, Smith's Point/Esther's Island, Madaket Beach, Low Beach, Surfside Beach, Dionis Beach and Quaise Point. This programs runs within Town of Nantucket Beach Management plan and the Massachusetts Tern and Piping Plover Handbook provided by the Massachusetts Natural Heritage and Endangered Species Program. This program is active from mid-March through September with reporting completed by mid-October. This program is typically staffed by one to two summer interns with the fencing and early season requirements completed by the Natural Resources Coordinator. This program works in conjunction with the Nantucket Shorebird Collaborative, which is made up of the Nantucket Conservation Foundation, Massachusetts Audubon,

Tuckernuck Land Trust, and the Trustees of the Reservations to coordinate monitoring requirements and reporting island wide.

Beach Management:
This program is currently being divided amongst the Natural Resources Department, Police Department and Marine Safety. The Natural Resources functions primarily includes creation of the Beach Driving Map, beach evaluations for usage or restrictions, review of event permits, providing proper signage, coordination with the New England Aquarium for marine mammal strandings and evaluation of town-owned operated beaches for infrastructure requirements and access. This program also conducts regular inspections in regards to Chapter 91 compliance for license holders as it relates to public access to coastal areas.

Water Quality:
NRD currently handles the monitoring and analysis coordination for the Town of Nantucket and for the Division of Marine Fisheries. Water quality monitoring of physical parameters(Total depth, secchi depth, temperature, pond and estuary state, wind speed and direction, salinity, conductivity, and dissolved oxygen levels) and sample collection occurs on a year round basis.
State required (DMF) water quality requires monthly testing of all bodies of water concerned with shellfish sanitation (harvesting and consumption) relating to public health. Areas monitored are Nantucket, Madaket and Polpis Harbors, Sesachacha Pond, Hummock Pond, Coskata Pond, Tuckernuck Island, Muskeget Island, and Nantucket Sound. In addition to water quality, the town assists the DMF in conducting a shoreline survey that inspects all outfall pipes. Occasionally a representative from the DMF accompanies NRD staff on some sampling runs. State mandated water quality to not exceed the Total maximum Daily Load (TMDL) is also handled through the Natural Resources Department. Currently Hummock and Sesachacha Pond are under TMDL monitoring. This water sampling is conducted by NRD year round.
Additional town water quality collections and assessments occur from May-October. Physical parameters and samples are collected and processed for further analysis under a contracted lab. Areas monitored include (but are not limited to): Nantucket Harbor, Madaket Harbor, Polpis Harbor, Sesachacha Pond, Miacomet Pond, Hummock Pond, and Long Pond. The NRD schedules and monitors the opening of Hummock and Sesachacha Pond for fisheries and water quality purposes. These openings occur in April and October taking into account fish migrations, nesting protected bird species and to maintain compliance with the permit from the U.S. Army Corp of Engineers.

Shellfish Wardening:
At the conclusion of the past commercial bay scallop season (March 31) the shellfish warden position was transferred from the Marine Safety Department to the Natural Resources Department. The Shellfish Warden will continue to have the primary duty of enforcing the Town of Nantucket Bylaw and regulations in regards to both the commercial and recreational taking of shellfish.

Town of Nantucket
Natural Resources Department Strategic Plan

Town programs:

Shellfish Management Plan – NRD is the lead town agency for the drafting of the Shellfish Management Plan. That plan is tentatively scheduled to be presented to the Board of Selectmen in the Spring of 2013.

Harbor Plan – NRD has been working closely with the Harbor Plan Implementation Committee to complete the implementation of that plan.

Coastal Management Plan – NRD is one of the lead departments for the drafting of this plan. This plan is planning on a draft to be presented towards the end of 2013.

Harbor and Shellfish Advisory Board – NRD works with SHAB in regards to commercial and recreation shellfishing, water quality issues, and any other issue for Nantucket or Madaket Harbor. NRD is currently one of the lead town agencies in helping SHAB to revise and update current shellfishing regulations

Roads and Right-of-Way Committee – worked with this committee to aid in identifying and marking public access

Community involvement:

Currently one of the main goals of the Natural Resources Department is to provide as much community outreach and education as possible. This outreach has included:

Maria Mitchell Association – shellfish and shellfish habitat research assistance and training of volunteers.

Nantucket New School – work with classes in marine biology and taught in the field labs. NRD mentored individual 8th grade students with science projects/case studies

Nantucket Lighthouse School – work with classes in marine biology and taught in the field labs. Outside of the class work mentored individual students with science projects/case studies

University of Maine – worked with Dr. Mark Greene in regards to acidification of the Harbor.

NOAA – works with NOAA researcher Clyde McKenzie on his research for larval shellfish and larval shellfish predators in Nantucket Harbor.

NOAA – worked with the Milford Laboratory of Aquaculture and Enhancement Division in regards to the fecundity of Nantucket Bay Scallops.

Great Harbor Yacht Club – obtained an algae grant from GHYC

Nantucket Land Council – participated in a matching grant program that involved public tours of the propagation facility

Community Service Workers – NRD regularly takes individuals seeking community service hours and has effectively provided mentoring and required work for these individuals to complete court ordered tasks.

ReMain Nantucket – worked with ReMain to enhance the water quality program

Egan Maritime Festival – participated in the Maritime Festival to provide tours of our facilities and information about our programs

Nantucket Garden Club – conducted a water quality lecture for the club

Nantucket Public Schools – NRD staff has participated in the judging of the annual science fair and has taught numerous shellfish labs to science classes

UMASS – NRD has worked with and mentored students in regards to Nantucket's Natural Resources

WHOI – Participated in a volunteer shellfish hatchery project in Zanzibar Africa

New England Aquarium – all staff members are trained in marine mammal stranding response and the disentanglement of turtles

Vision and Goals

Town of Nantucket
Natural Resources Department Strategic Plan

Vision

Natural Resources are at the core of what defines Nantucket Island. Healthy waters, conserved land, open space, protected resources and Nantucket's world class fisheries are the key components to the high quality of life on Nantucket.

Our vision is to preserve, protect or restore Nantucket's natural resources through responsible active management, research, regulation enforcement, education and outreach to the citizens of Nantucket.

Goals

To accomplish the vision of the Natural Resources Department will take time and expertise for each of the programs of the NRD. The goals of NRD will be broken down into immediate goals, and five year goals, for each major program and the department as a whole. There are a number of challenges presented in achieving the goals set forth by this plan. These challenges can include environmental change, funding, the need for infrastructure, and the recruitment of excellent staffing. This plan will help to identify these challenges in advance, have clear planning objectives in advance and will make these goals achievable.

Departmental Goals

The departmental goals are the backbone of the Natural Resources Department and are paramount to the success of each program and their goals.

Immediate Goals

- Filling of the Town Biologist / Water Resource Specialist/Assistant Warden
- Completion of initial departmental organization
    - Clarify funding and sources
    - Uniforms for staff and interns to be easily identified by public
    - Inventory of vehicles (trucks and boats) and identify needs
- Outreach to similar organizations on island
    - Develop a volunteer base
- Identify supplementary funding sources
    - Creation of non-profit
    - Grant opportunities
- Creation and development of departmental website and program specific web pages and newsletter
- Secure permanent intern housing options

5 Year Goals

- Update/improved maintenance of facilities
- Filling of the office administrator position (if not completed sooner)
- Drafting of a Pond Management Plan
- Re-evaluate strategic plan and update

Town of Nantucket
Natural Resources Department Strategic Plan

Conservation Commission

Immediate Goals

- Complete review and revision of existing regulations
  - Include recommendations from Article 68
  - Include recommendations from Harbor Plan
  - Include recommendations from Shellfish Management Plan
  - Best Management Practices for Invasive Species
- Setup a process for more regular review of regulations
- Improve monitoring requirements on permits and tracking and inspections for these requirements
- Identify ways to better serve the public
- Take a leading role in developing e-permitting with town

5 Year Goals

- Take a more active role in open space management
- Have public records digitized for online use
- Develop educational materials for public use
- Develop training programs or facilitate opportunities for builders, landscapers, and other land developers

Shellfish Resource Management/Enforcement

Immediate Goals

- Fill an assistant warden position
- Obtain scallop work boat and trailer to move seed, other related propagation gear, and to monitor fishery
- Establish and implement a more effective way to monitor and collect data from the commercial and recreational shellfisheries
- Provide more awareness to the public in regards to shellfish regulations and violation consequences
- Formalize the Commercial Scallop Apprentice Program
- Draft NRD research plan based on SMP guidance
- Aid in smart development and adding value to Nantucket seafood, assist branding effort and help new growers
- Formalize Aquaculture Lease Program
- Increase awareness, research and understanding of harmful algal blooms
- Expand production of species other than bay scallops at propagation facility
- Assist in creating clear shellfish regulations for adoption by the town

5 Year Goals

- Renovation of propagation facility for year round usage (possible CPC grant)
- Filling of the Assistant Shellfish Biologist/Propagation Facility Manager
- Create fundraising opportunities for the Natural Resources Department that highlight shellfish

Town of Nantucket
Natural Resources Department Strategic Plan

Water Resource Management

Immediate Goals

- Filling of Town Biologist / Water Resource Specialist
- Obtain a proper boat for pond sampling
- Continued monitoring of the harbors and great ponds
- Implementation of Article 68 Goals and Objectives

5 Year Goals

- Draft of Pond Management Plan
- Improved management strategies of water bodies for TMDL requirements
- Digital publishing of all water quality reports
- Development of best management practices within watershed areas
- Development of fertilizer monitoring and soil testing program

Beach Management Program

Immediate Goals

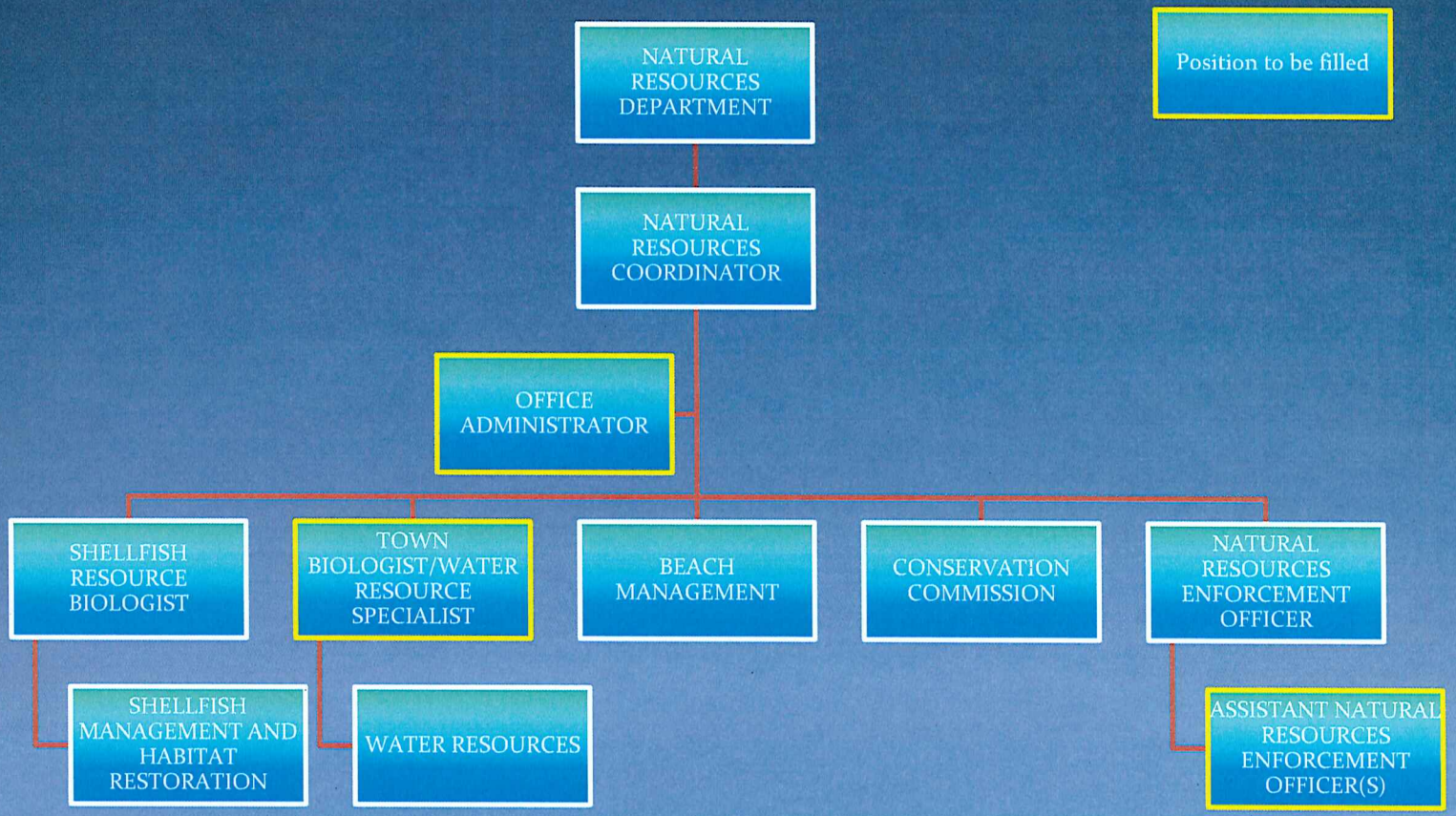
- Assessment of current coastal infrastructure
- Development and improvement of public access to coastal areas
- Update beach driving map to include other activities and better identify areas
- Continue the Endangered Species Program

5 Year Goals

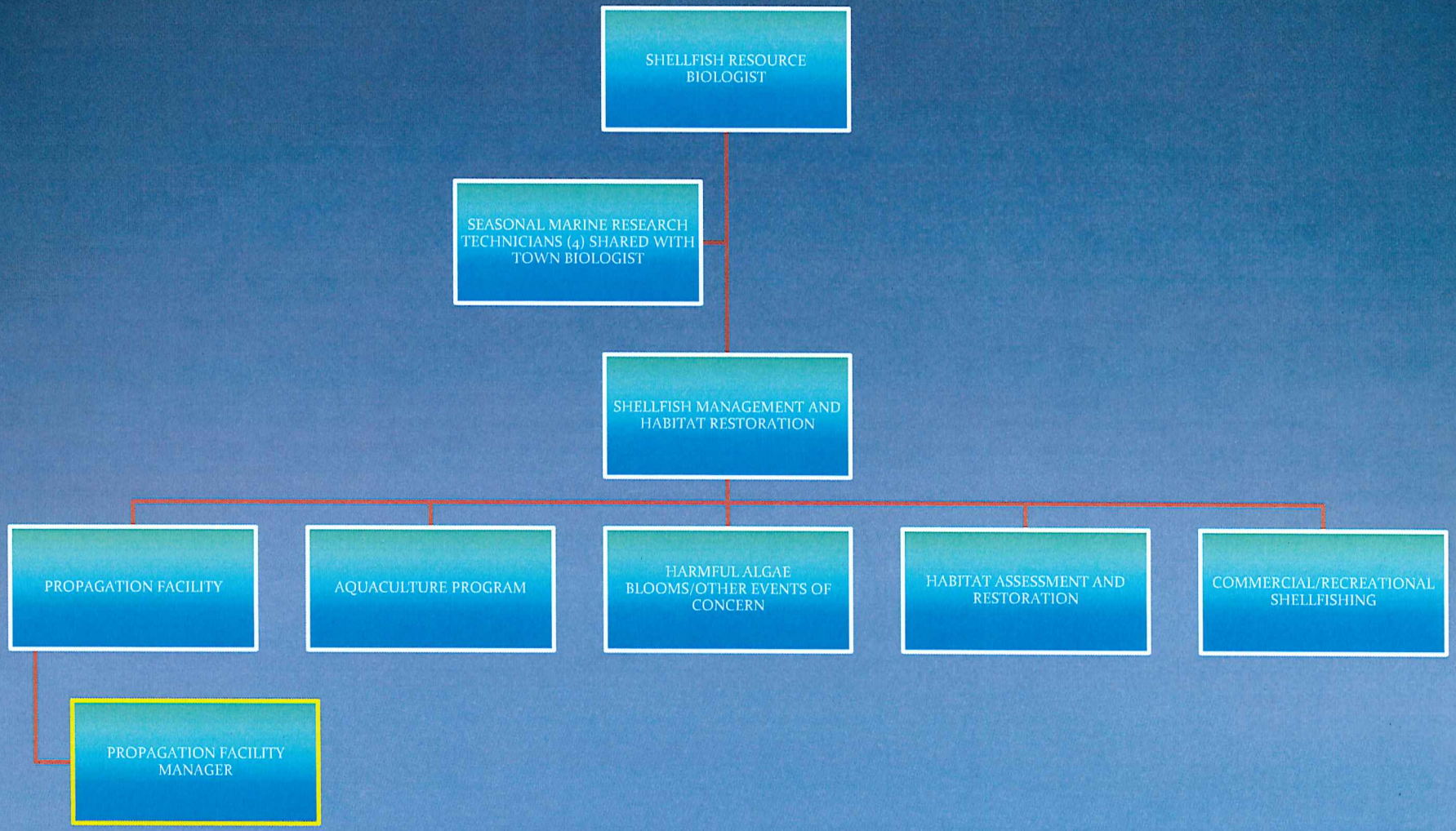
- Development of town shoreline change program / beach profiling focused on town-owned/operated properties
- Continued improvement of public facilities for recreation and use in coastal areas
- Compiling of monitoring data in Natural Resources Department as related to coastal engineering structures

Organizational Charts

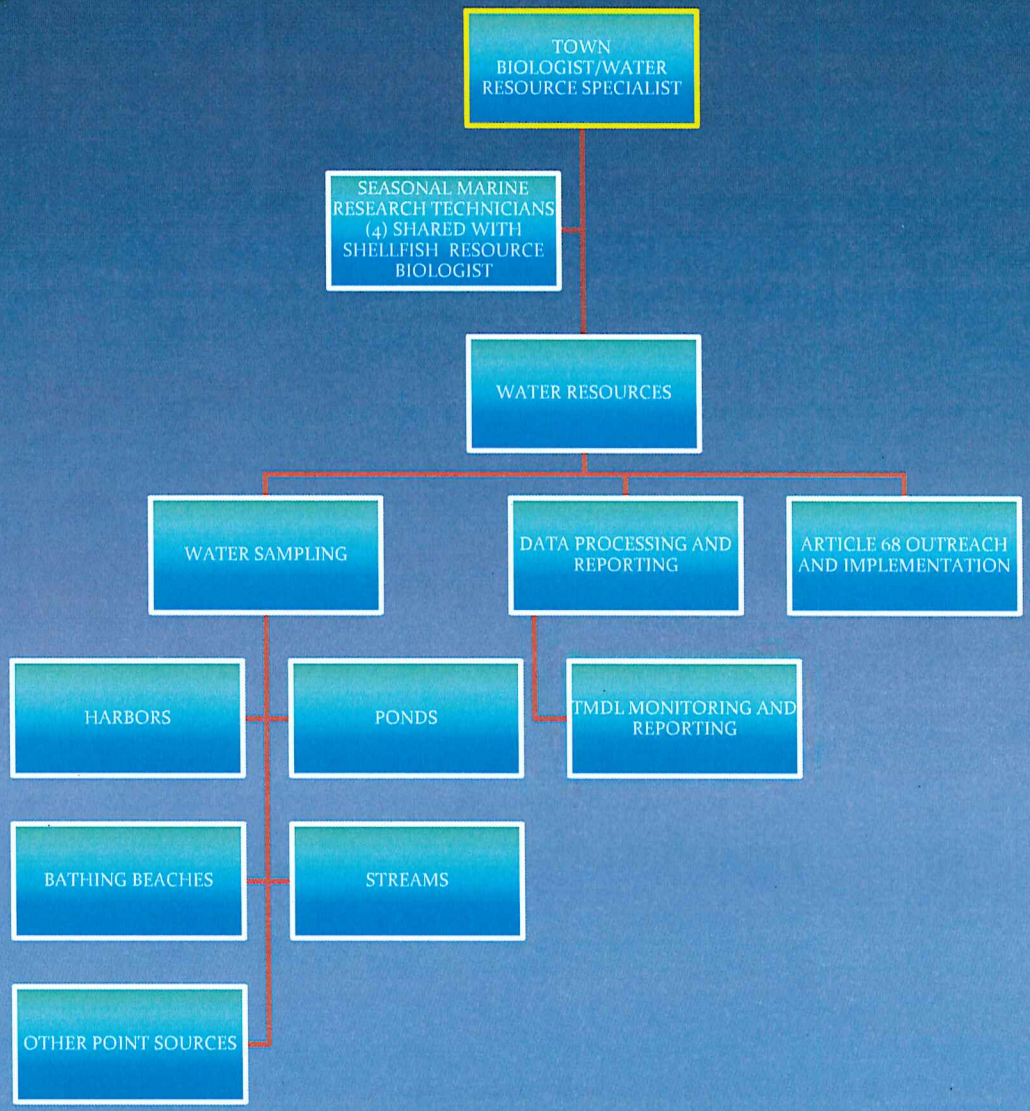
Organizational Charts



Organizational Charts

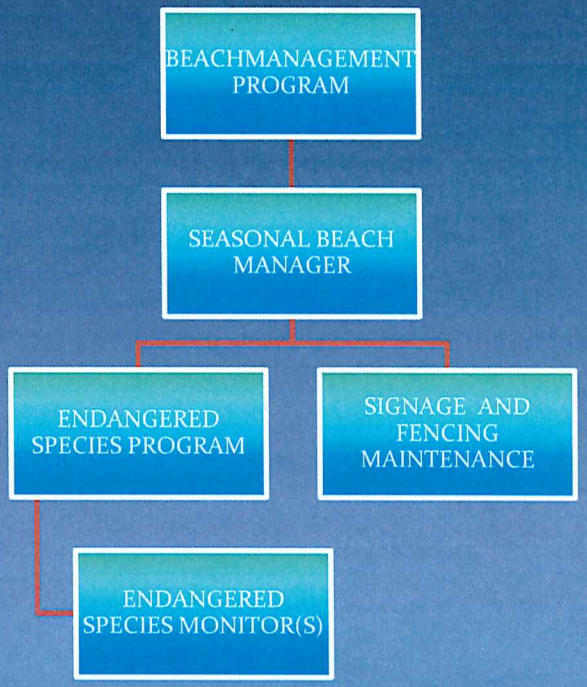


Organizational Charts



Organizational Charts

Organizational Charts



Example Job Descriptions

Town of Nantucket
Natural Resources Department Strategic Plan

Natural Resources Intern Program:

The Natural Resources Department utilizes seasonal interns to help facilitate all departmental programs. They assist in monitoring the beaches for threatened and endangered species, collection of water quality data and samples, and the day to day operations of the Shellfish Propagation Facility. Interns have the opportunity to work on projects and experiments related to the goals of the department. Interns are expected to be able work in all disciplines of the department, work in bad weather, work on weekends and holidays, and have a wide array of skills. Interns are also expected to have positive interactions with the public and provide educational opportunities. All interns are to be comfortable in around the water and the Natural Resources Department requires all interns to be SCUBA certified. Interns are expected to work forty hours per week and some of the specific duties and responsibilities are listed below:

Beach Management:

- Monitors all town-owned/operated beaches for the presence or absence of state listed birds.
- Maintaining all protected species fencing and signage
- Preparation of state protected species reports

Shellfish Propagation Facility

- Algal culture
- Shellfish larval culture and grow out
- Lab work
- Dive Surveys
- Cleaning and maintenance of the facility and related gear
- Tours of the facility for the public

Water Quality:

- Collection of water samples from both harbors, the great ponds, bathing beaches, Nantucket Sound, Tuckernuck, Muskeget and other required coastal areas
    - Division of Marine Fisheries, Estuaries Projects, Town of Nantucket in cooperation with SMAST
- Processing and filtering of samples for transport to labs
- Measurement of physical water quality parameters
- Coordination with contracted lab or agency requesting samples

TOWN OF NANTUCKET
JOB DESCRIPTION

DEPARTMENT: NATURAL RESOURCES DEPARTMENT

POSITION: SHELLFISH RESOURCE BIOLOGIST

COMPENSATION LEVEL: SALARY SCHEDULE/**SB**
LABORERS' UNION

EFFECTIVE DATE: July 2013

DEFINITION
Performs specialized technical work involving the study, restoration, and monitoring of the Town of Nantucket's shellfish resources and related habitats; reports to the Natural Resources Coordinator.

SUPERVISION
Works under the general direction of the Natural Resources Coordinator. Performs varied functions which range in nature from routine to complex and which require considerable judgment and initiative in determining courses of action clearly defined by statute or established guidelines. Responsible for hiring and supervising seasonal marine technicians. May be responsible for coordinating and supervising volunteer efforts in relation to propagation activities as needed.

JOB ENVIRONMENT
Some work is performed under typical office conditions; most work is performed in the field, with exposure to various weather conditions or hazards associated with site work and being on a boat. Many activities are conducted with the use of SCUBA. Incumbent works with toxic or caustic chemicals and near moving mechanical and electrical parts. Hours of work are variable and frequently the work day is greater than eight hours; may be required to work on weekends and holidays.

Operates computer and standard office equipment; operates light trucks, small boats, automobile, microscope and all the tools and equipment required by a shellfish biologist.

Regularly interacts with various governmental agencies and environmental entities to enhance all facets of the marine and beach environment; makes frequent contact with the general public and other town departments such as Conservation Commission, Health Department, Harbor Shellfish Advisory Board (SHAB), and the Town Administration; contacts involve discussing complex and scientific issues.

Errors could result in delay and confusion, have monetary and/or legal repercussions, and cause severe adverse public relations.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS
The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Shellfish Propagation: Identifies and conducts appropriate research at the Brant Point Propagation Facility and in the field to enhance propagation and restoration of shellfish stocks and habitats for the Town of Nantucket. Conducts all activities pertaining to shellfish propagation including but not limited to: algal culture, broodstock management, larviculture, and nursery grow-out production. Conducts activities that are designated in the Shellfish Management Plan (SMP) matrix as priority research. Establishes a budget and maintains all equipment related to shellfish propagation. Provides a yearly production plan and monthly progress reports to Natural Resource Coordinator and the Harbor and Shellfish Advisory Board.

- Works closely with other biologists to monitor water quality during Harmful Algae Blooms (HABs) and other events of concern that may adversely affect shellfish health or restoration efforts. Responsible for collecting data, developing and implementing management plans dealing with harmful algal blooms (HAB's) and

related research pertaining to the Town of Nantucket.

- Works closely with the Division of Marine Fisheries and town officials (BOS) to qualify and investigate areas suitable for aquaculture leases. Provide training and technical assistance to lease holders with shellfish production concerns and challenges. Approves aquaculture production plans and reviews quarterly reports. Assists leaseholders in maintaining a Best Management Policy (BMP) and acts as a liaison between the leaseholders and the public.

- Works with commercial/recreational fishermen, Marine Department and other scientists for seasonal population evaluations in regards to the bay scallop fishery. Coordinates seed management and seed movement with the Marine Department and the commercial fishing fleet as needed.

- Works with the Town Biologist and the Division of Marine Fisheries (DMF) to maximize the number of shellfish beds open for commercial and non-commercial use, in recognition of state and local laws and regulations, and in accordance with established conditions.

- Presents research for peer review prior to conferences / meetings. Investigates opportunities to collaborate with other related entities. Researches and applies for appropriate related grant opportunities, attends industry related meetings and conferences when appropriate.

- Provides educational public outreach through conducting facility tours, hosting opportunities for school programs, and mentors volunteers on various projects.

- Reviews Environmental Notification Forms and Request for Proposals for various projects affecting the Town; assists with preparation of proposals for grant monies for relevant research projects; works with consultants to develop comprehensive studies applicable to Nantucket needs, as directed; conducts independent research in support of other town departmental requirements or environmental concerns.

- Assists with formulation of departmental budget; assists the Natural Resources Coordinator in performing public relations functions related to shellfish and marine activities; prepares newsletters and information literature. Supervises and evaluates assigned projects and personnel (grant personnel, trainees, volunteers), and is responsible for all equipment used. Works on numerous special projects, as directed. Collaborate with other related entities as appropriate.

- Performs similar or related work as required, directed or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS
Education and Experience: Bachelor's degree in marine biology with an emphasis in shellfish or aquaculture; minimum of five years of experience related to the field of biology; or any equivalent combination of education and experience. Related municipal experience desired.

Special Requirements: A valid Massachusetts Class D motor vehicle operator's license, or ability to obtain one necessary. Must be a SCUBA certified diver.

Knowledge, Ability and Skills:
Knowledge. Working knowledge of computer applications for ecological data, simulations and complex modeling required. Knowledge of state and local laws pertaining to but not limited to shellfish, harbors and waterways helpful. General knowledge of the statutes and regulations applicable to the jurisdiction of marine biology helpful. Must have working knowledge of shellfish propagation in both the laboratory and field environment.

Ability. Must have ability to communicate clearly in written, oral and graphic form and to organize activities effectively. Must possess the ability to inspect, analyze and determine possible action. Ability to operate small power and hand tools necessary.

Skills. Must be proficient in shellfish husbandry,hatchery techniques, and restoration management. Must have a

working knowledge of biological, physical and chemical processes affecting shellfish, habitats and water quality. Must have a skill for safely operating small boats and facility maintenance including plumbing and minor electrical work. Skill in performing all types of water sampling and analysis needed.

PHYSICAL REQUIREMENTS

Physical effort is required to perform most duties and responsibilities, including manual dexterity and manipulation. Lifting and carrying objects weighing more than 50 pounds is frequent. Frequently required to spend several hours per day standing, walking, reaching with arms. Incumbent must be in excellent physical condition and meet all the physical requirements of a certified diver. Physical agility to swim necessary. Excellent eyesight (sharp close, distance, color, peripheral, and depth vision) and hearing well within normal ranges is necessary.

NOTE: This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

TOWN OF NANTUCKET
JOB DESCRIPTION

DEPARTMENT: MARINE & COASTAL RESOURCES DEPARTMENT

POSITION: TOWN BIOLOGIST / WATER RESOURCE SPECIALIST

COMPENSATION LEVEL: PROPOSED SALARY SCHEDULE/SB
LABORERS' UNION

EFFECTIVE DATE:

DEFINITION
Performs highly technical and administrative work in the study, analysis and monitoring of the Town of Nantucket's water resources; reports to Natural Resources Coordinator.

SUPERVISION
Works under the general direction of the Natural Resources Coordinator. Performs varied functions which range in nature from routine to complex and which require considerable judgment and initiative in determining courses of action clearly defined by statute or established guidelines. On occasion supervises students, interns and volunteers.

JOB ENVIRONMENT
Some work is performed under typical office conditions; most work is performed in the field, with exposure to various weather conditions or hazards associated with site work and being on a boat. Incumbent works with toxic or caustic chemicals and near moving mechanical and electrical parts. Hours of work are variable and frequently the work day is greater than eight hours; may be required to work on weekends and holidays.

Operates computer and standard office equipment; operates light trucks, small boats, automobile, microscope and all the tools and equipment required by a biologist.

Regularly interacts with various governmental agencies, and environmental entities to enhance all facets of the marine and beach environment; makes frequent contact with the general public and other town departments such as Conservation Commission, Health Department, Harbor Shellfish Advisory Board (SHAB) and the Town Administration; contacts involve discussing complex and scientific issues.

Errors could result in delay and confusion, have monetary and/or legal repercussions, and cause severe adverse public relations.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS
The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Monitors water quality; compiles data, prepares analysis reports or coordinates contracts for third party processing and reporting; coordinates the opening of Nantucket's "great" ponds to the sea; coordinates with the state Division of Marine Fisheries in conducting state-mandated water quality testing programs; monitors boat activity as it relates to pollution in the waters of Nantucket; researches climatic effects on water quality, such as temperature, rainfall and storm events.

- Collects samples of and tests water from various areas in and around the island, and from pipe outfalls in coordination with the Department of Public Works, Health Department, Natural Resources Department and the Massachusetts Division of Marine Fisheries.

- Performs field sampling for laboratory and research uses.

- Responsible for developing and implementing management plans for water quality; acts as coordinator for Town's Water Quality Initiative; responsible for water quality analysis, and related research pertaining to the Town of Nantucket.

- Responsible for administration and outreach for Article 68 fertilizer best management practices in coordination with the Health Department, Natural Resources Department and general public.

- Monitoring of state mandated Total Daily Maximum Load, coordination of Estuary Plans, and assists with management and monitoring activities related to both.

- Reviews Environmental Notification Forms and Request for Proposals for various projects affecting the Town; assists with preparation of proposals for grant monies for relevant research projects; works with consultants to develop comprehensive studies applicable to Nantucket needs, as directed; conducts independent research in support of other town departmental requirements or environmental concerns.

- Assists with the enforcement of all Town of Nantucket shellfish bylaws and regulations.

- Assists with formulation of departmental budget; assists the Natural Resources Coordinator in performing public relations functions related to water quality; prepares newsletters and information literature. Supervises and evaluates assigned projects and personnel (grant personnel, trainees, volunteers), and is responsible for all equipment used. Works on numerous special projects, as directed.

- Performs similar or related work as required, directed or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS
Education and Experience: Bachelor's degree in biology or other natural resources related field with a preference to programs with an emphasis in water chemistry; minimum of five years of experience related to the field of biology; or any equivalent combination of education and experience. Related municipal experience desired.

Special Requirements: A valid Massachusetts Class D motor vehicle operator's license, or ability to obtain one necessary. Must be a certified SCUBA diver.

Knowledge, Ability and Skills:
Knowledge. Working knowledge of computer applications for ecological data, simulations and complex modeling required. Knowledge of state and local laws pertaining to but not limited to shellfish, harbors and waterways helpful. General knowledge of the statutes and regulations applicable to the jurisdiction of marine biology helpful. Must have working knowledge of shellfish propagation in both the laboratory and field environment.

Ability. Must have ability to communicate clearly in written, oral and graphic form and to organize activities effectively. Must possess the ability to inspect, analyze and determine possible action. Ability to operate small power and hand tools necessary.

Skills. Must be proficient in biological, physical and chemical water monitoring techniques. Must have skill in operating small boats. Skill in performing all types of water sampling and analysis needed.

PHYSICAL REQUIREMENTS
Physical effort is required to perform most duties and responsibilities, including manual dexterity and manipulation. Lifting and carrying objects weighing more than 50 pounds is frequent. Frequently required to spend several hours per day standing, walking, reaching with arms. Incumbent must be in excellent physical condition and meet all the physical requirements of a certified diver. Physical agility to swim necessary. Excellent eyesight (sharp close, distance, color, peripheral, and depth vision) and hearing well within normal ranges is necessary.

NOTE: This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

TOWN OF NANTUCKET
JOB DESCRIPTION

DEPARTMENT: NATURAL RESOURCES DEPARTMENT

POSITION: NATURAL RESOURCES ENFORCEMENT OFFICER

COMPENSATION LEVEL: PROPOSED SALARY SCHEDULE/SB
LABORERS' UNION

EFFECTIVE DATE:

DEFINITION
Performs highly technical and administrative work in the enforcement of Natural Resources regulations; reports to Natural Resources Coordinator.

SUPERVISION
Works under the general direction of the Natural Resources Coordinator. Performs varied functions which range in nature from routine to complex and which require considerable judgment and initiative in determining courses of action clearly defined by statute or established guidelines. Once job requirements are mastered, nearly all work is performed with minimal instruction or monitoring. Work may be verified for accuracy or correctness.

JOB ENVIRONMENT
Work consists of varied duties involving generally standardized practices, procedures or processes. Some work is performed under typical office conditions; most work is performed in the field, with exposure to various weather conditions, dirt, grease or other adverse elements associated with site work and being on a boat. Incumbent works with toxic or caustic chemicals and near moving mechanical and electrical parts. Hours of work are variable and frequently the work day is greater than eight hours; may be required to work on weekends and holidays.

Operates computer and standard office equipment; operates light trucks, small boats, automobile, and all the tools and equipment required by an enforcement officer.

Regularly interacts with various governmental agencies, and environmental entities to enhance all facets of the marine and beach environment; makes frequent contact with the general public and other town departments such as Conservation Commission, Health Department, Harbor Shellfish Advisory Board (SHAB) and the Town Administration; contacts involve discussing complex and scientific issues.

Errors could result in delay and confusion, tact and diplomacy may be required to resolve complaints or disputes.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS
The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Responsible for enforcing all Town of Nantucket Shellfish Regulations and Bylaws.
- Represents the Natural Resources Department at the Harbor and Shellfish Advisory Board, any regulatory hearings or meetings and other industry related meetings.
- Coordinates and assists with shellfish strandings, or other significant environmental events.
- Assists with the collection of samples of water from various areas in and around the island, and from pipe outfalls in coordination with the Department of Public Works, Health Department, Natural Resources Department and the Massachusetts Division of Marine Fisheries.
- Performs field sampling for laboratory and research uses.

- Assists with the enforcement for Article 68 fertilizer best management practices in coordination with the Health Department, Natural Resources Department and general public.

- Assists with the enforcement of other departmental regulations and bylaws

- Assists with the maintenance of departmental infrastructure and equipment.

- Assists with formulation of departmental budget; assists the Natural Resources Coordinator in performing public relations functions related to regulations and their enforcement. Supervises and evaluates assigned projects and personnel (grant personnel, trainees, volunteers), and is responsible for all equipment used. Works on numerous special projects, as directed.

- Performs similar or related work as required, directed or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS
Education and Experience: Bachelor's degree in biology or other natural resources related field or comparable experience and training. Minimum of three years of enforcement experience, or any equivalent combination of education and experience. Related municipal experience desired.

Special Requirements: A valid Massachusetts Class D motor vehicle operator's license, or ability to obtain one necessary. Preference to a certified SCUBA diver.

Knowledge, Ability and Skills:
Knowledge. Working knowledge of computer applications. Knowledge of state and local laws pertaining to but not limited to shellfish, harbors and waterways. General knowledge of the statutes and regulations applicable to the jurisdiction of the Natural Resources Department helpful. Must have working knowledge of shellfish biology in both the laboratory and field environment.

Ability. Must have ability to communicate clearly in written, oral and graphic form and to organize activities effectively. Must possess the ability to inspect, analyze and determine possible action. Ability to operate small power and hand tools necessary.

Skills. Must have skills in the identification of shellfish species and age classes. Must have skill in operating small boats. Must be able to communicate with the general public effectively.

PHYSICAL REQUIREMENTS
Physical effort is required to perform most duties and responsibilities, including manual dexterity and manipulation. Lifting and carrying objects weighing more than 50 pounds is frequent. Frequently required to spend several hours per day standing, walking, reaching with arms. Incumbent must be in excellent physical condition and meet all the physical requirements of a certified diver. Physical agility to swim necessary. Excellent eyesight (sharp close, distance, color, peripheral, and depth vision) and hearing well within normal ranges is necessary.

NOTE: This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

NRD

May 8, 2013