

0241 Building/Inspections Department 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01024151	510000	BUDGET: SAL & WAGE		0				
01024151	511000	BLDG DEPT SALARY	11,632	11,700	11,864.72			
01024151	511005	HOURLY WAGES	68,902	95,411	101,528.92			
01024151	514015	ADDITIONAL:LONGEVITY BONUS	0	0				
510000 SALARY & WAGE TOTAL:			80,534	107,111	113,393.64		6,282	5.87%
01024152	520000	PURCHASE OF SERVICES		0				
01024152	530008	BLDG DEPT SVC:DATA PROC	792					
01024152	534060	BLDG DEPT SVC:PRNTG		250	250.00			
01024152	524020	R&M OF VEHICLES		250	250.00			
01024152	524050	VEHICLE INSPECTIONS		35	35.00			
520000 PURCHASED SERVICES TOTAL:			792	535	535.00		0	0.00%
01024154	540000	SUPPLIES						
01024154	542000	BLDG DEPT SUPP:OFFICE	333	600	600.00			
01024154	542005	BLDG DEPT SUPP:REPLACE EQUIP		300	300.00			
01024154	548000	SUPPLIES:VEHICLE:GAS/DIESEL	205	1,050	1,050.00			
01024154	558000	BLDG DEPT SUPP:SUBS NEWS		71	71.00			
01024154	558015	UNIFORMS & OTHER "PERS SUPP"		500	500.00			
540000 SUPPLIES TOTAL:			538	2,521	2,521.00		0	0.00%

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ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01024157	558002	SUBSCRIPTIONS: UPDATE SERVICES						
01024157	570000	OTHER CHARGES UNCLASSIFIED						
01024157	571000	BLDG DEPT OTHER:INSTATE TRAV	1,883	2,161	2,096.64			
01024157	572000	BLDG DEPT OTHER:OTHER TRAV	0	240	240.00			
01024157	573000	BLDG DEPT OTHER:DUES & MEM	70	805	805.00			
01024157	573010	OTHER EXP:TRAIN/WKSHP/CONF		1,300	1,300.00			
01024157	577050	BLDG DEPT OTHER:STAFF DEVELOP		700	700.00			
01024157	579000	BLDG DPET OTHER:REIMBURSEMENTS		300	300.00			
01024157	579020	REIMB: PERSONAL CELL PHONE						
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			1,953	5,506	5,441.64		-64	-1.17%
GRAND TOTAL:			83,817	115,674	121,891.28		6,218	5.38%
			FY 2021	FY 2022	2023 REQUEST			

Health and Conservation DEPARTMENT MEMORANDUM

To: Truro Budget Task Force
Truro Finance Committee
Truro Select Board
From: Emily Beebe, Health and Conservation Department
Date: January 10, 2022
Re: Health and Conservation Budget Narrative

Dear Members of the Truro Budget Task Force:

As requested, this is a narrative summary for the **Health and Conservation** department's 2023 fiscal year budget.

- A. Overview:** Our Office focus is on the protection of Public Health and the Environment, and it works as the administrative arm of the Conservation Commission and Board of Health, dealing directly with the public as well as Local, State and Federal agencies.
- B. Status Update:** Last year, environmental initiatives focused on increasing the protection of groundwater quality through tighter regulations. COVID has required that we improve our Public Health communication, and it is a continual endeavor. Both fronts will continue to be critical to the health and safety of Truro's residents/visitors and its environmental resources.
- C. Requested Staffing Changes:** At this time, we have no staffing needs, due to the generous support of both the Selectboard and the Finance Committee. We are in the process of hiring the new staff approved in the spring of 2021.
- D. Recommended Efficiencies:** Our office continues to work regionally to find efficiencies relative to training, staffing and our approach to problems- such as enforcement and COVID services.
- E. COVID Impacts:** COVID continues to be a daily draw of time and resources from our office. The day-to-day staffing impact is primarily upon the Agent, however, the need for testing and vaccinating has also impacted the rest of our staff as we conduct clinics and answer questions from the public. Our contract with the Visiting Nurse Association has been level funded for the past 2 years. Some COVID costs for contact tracing and staff testing were picked up by the County/State and CARES act funding.
- F. Anticipated Cost Increases or Decreases:** We have re-labeled a line in our budget for water resource management consulting. Household Hazardous Waste disposal (formerly recycling fees -mixed loads) was double-funded by our budget and by the DPW budget. There is no increase in the budget from this re-direction of funds.
- G. Digitization and Technology:** We are discussing the addition of permitting software for Building, Health and Conservation.
- H. Select Board Goals and Objectives:** Our office provides staff support for the environmental projects identified in Objective 2. Objective 12 looks to support the Climate Action Committee's work; our staff are actively looking for regulatory and public education levers to bring climate change awareness to citizens. Objective 14 pertains to the Provincetown Water and Sewer Board; H/C staff, are cognizant of the need to protect the municipal drinking water supply through our work with the Board of Health, and day-to-day permitting. Staff support and some supplies will be used in pursuit of these goals.
- I. External Impacts:** None.
- J. Revenues:** Our fees are in line with other Cape Towns.
- K. Capital Planning:** Wastewater Management funding has been discussed with the Board of Health.
- L. Other:**

0511 Health_ Conservation Department 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01051151	510000	BUDGET:BOH SALARY & WAGES						
01051151	511000	BOH SALARY	92,088	91,687	93,521			
01051151	511005	HOURLY WAGES	112,069	214,337	213,789			
1051151	513010	OVERTIME PAY	0	0	0			
01051151	514015	ADDITIONAL:LONGEVITY BONUS	1,110	1,500	1,680			
01051151	515017	VACATION BUY-BACK	1,215	4,780	4,780			
01051151	515018	SICK BUY-BACK		1,670	1,900			
510000 SALARY & WAGE TOTAL:			206,481	313,974	315,670		1,696	0.54%
01051152	520000	PURCHASE OF SERVICES						
01051152	529010	BOH SVC:HUMAN SERVICES CONTRACT	25,000	25,000	25,000	navigator		
01051152	530001	BOH SVC:MGMT CONSULTING			8,700	water resources management		
01051152	530002	BOH SVC:ADVERTISING	574	250	500	covers legals for emergency meetings and hearings		
01051152	530009	PROF/TECH:WATER TESTING		7,500	7,500			
01051152	530033	RECYCLING FEES:MIXED LOADS	0	8,700		Reclassified to 530001: Water Resource Management		
01051152	534000	BOH SVC:TELEPHONE	723		800			
01051152	534065	BOH SVC:POSTAGE	444	150	150			
01051152	538000	BOH SVC: OTH	4,264	14,500	14,500	Visiting Nurse Association, whitewater		
01051152	562110	COUNTY HEALTH & ENV EXPENSES	8,000	8,000	8,000	for water testing at the County lab		
520000 PURCHASED SERVICES TOTAL:			39,005	64,100	65,150		1,050	1.64%
01051154	540000	SUPPLIES						
01051154	540519	SUPPLIES & MATERIALS	50	265	265			
01051154	542000	BOH SUPP: OFFICE	388	295	295			
540000 SUPPLIES TOTAL:			438	560	560		0	0.00%

0511 Health_ Conservation Department 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01051156	562110	COUNTY HEALTH & ENV EXPENSES						
560000 INTERGOVERNMENTAL EXPENSES TOTAL:			0	0	0		0	0.00%
01051157	570000	OTHER CHARGES UNCLASSIFIED	315	105				
01051157	571000	BOH OTH:INSTATE TRAV	0	300	300			
01051157	573000	BOH OTH: DUES & MEM	498	600	1,030	see " other charges" work sheet		
01051157	577050	BOH OTH: STAFF DEV	915	2,500	2,750	see " other charges" work sheet		
01051157	579000	BOH OTH:REIM	0	100				
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			1,728	3,605	4,080		475	13.18%
GRAND TOTAL:			247,653	382,239	385,460		3,221	0.84%
			FY 2021	FY 2022	FY 2023 REQUEST			

OA2

Anniversary date for LB 6/25/2018 (step 6) 256 days @ 28.85 = 52,709.00
Position is 35 hours/week new step? assumed 2% increase @ 5 days =

OA2 TOTAL = 52,736

OA1

Assume hire date is 1/3/2022 assume starting at step 3
Position is 19 hrs/week 19 hrs x 24.02 = 456/week x 26 weeks= 11,865.00
19 hrs x 24.75 = 470/week x 26 weeks= 12,226.00

OA1 TOTAL = 24,091

Assistant Health and Conservation Agent

Anniversary date(s) for AD 7/1/2005
3/1/2018 (step 5) 173 days @ (37.63 x 7 hrs/day) 45,569
Position is 35 hours/week (step 6) 88 days @ (38.76 x 7 hrs/day) 23,876

Asst H/C Agent 1 TOTAL = 69,445

Assistant Health and Conservation Agent

Assume hire date is 2/7/2022 (step 4) 158 days @ (36.54 x 7 Hrs/day) 40,413
Position is 35 hours/week (step 5) 103 days @ (37.63 x 7 hrs/day) 27,131

Asst H/C Agent 2 TOTAL = 67,544

213,789.00

HRLY TOTAL = 213,816

Salary

1037

EB at Grade 14-step 6

Salary total= \$93,520

LONGEVITY

AD 1290
EB 390

Longevity TOTAL = 1,680

DUES

MHOA membership: \$60per/3 staff (staff) 3 x \$60= \$180

MACC membership:\$75 per x 10 (Staff and Commissioners) \$75 x 10= \$750

MAHB annual is \$100

total Dues= \$1030

workshops/seminars/conferences

(\$40 per x 6= \$240)(remote at 2x220=\$440) (Conference 2 \$120 + 500 = \$720) = **total workshops/conference =\$1400**

\$225/day per person at 6 =\$1350

staff development = (\$1400 +\$1350)=\$2750

TRURO RECREATION & BEACH DEPARTMENT MEMORANDUM

**To: Truro Budget Task Force
Truro Finance Committee
Truro Select Board**
From: Damion Clements, Recreation & Beach Department
Date: November 17, 2021
Re: Recreation & Beach Department Budget Narrative

Dear Members of the Truro Budget Task Force:

As requested, this is a narrative summary for the Recreation & Beach Department's 2023 fiscal year budget.

A. Overview:

The Recreation and Beach Department is responsible for providing and or organizing youth sports, adult sports, adult fitness, a Summer Rec Youth program, vacation childcare programs, basic maintenance of athletic fields and equipment, beach operation sales, beach parking enforcement, management of the lifeguarding program, Transfer Station sales, and the scheduling of activities at the Community Center.

The department is composed of (2) full-time employees; the Director and the Assistant Director, (14) seasonal employees for the Beach Office Operation, (8) seasonal employees for the Lifeguarding Operation, and (13) seasonal employees for the Summer Recreation Youth Program. The department works with the Recreation Advisory Committee, the Beach Advisory Committee, the Open Space Committee, the Bike and Walkways Committee, and the Committee on Disabilities.

B. Status Update:

The FY22 Recreation & Beach Budget Narrative indicated the following key initiatives:

- a. Beach Safety. In FY22 we have started the process of providing power, phone, and internet to Head of the Meadow Beach and Corn Hill Beach. While these projects are moving forward at a decent pace, we will need to continue with these initiatives in FY23.
- b. Staffing. In the FY22 budget narrative it was stressed the importance of the seasonal staffing component for the Summer Rec. Youth Program and the Beach Operation. The same issues of a staffing shortage and lack of housing require us to carry this initiative into FY23.

C. Requested Staffing Changes:

The department is requesting to add a seasonal, part-time, general maintenance personnel to handle basic maintenance needs for the Summer Recreation Youth Program, the Beach Operation and the Lifeguard Operation. Currently many of these maintenance tasks are completed by the Recreation & Beach Director.

D. Recommended Efficiencies:

Collaboration with the Library and COA with various programs has created efficiencies. The Recreation and Beach Department continues to share an Office Assistant with the COA. The department collaborates with neighboring towns to create youth sport teams.

E. COVID Impacts:

Due to COVID we will need to purchase additional PPE, gloves, cleaning supplies, plexiglass, hand sanitizer, and face masks. COVID protocols have also required an increase in signage. With COVID protocols we have decreased the number of participants in the Summer Rec Youth Program. In general, COVID has decreased the number of applicants applying for all positions.

F. Anticipated Cost Increases or Decreases:

Salary and wages:

Increasing Program Supervisor hours and adding seasonal maintenance personnel.

Services:

No substantial increases or decreases.

Supplies:

Increases due to new beach wheelchairs (540000), adding holiday programming (541012), and COVID protocols; (550010) signage, masks, sanitizer.

Other:

Overall, small decrease, primarily by the addition of using Amazon Business. This shifted expenses to Supplies as opposed to Reimbursement. For FY23 budget, more specific codes were utilized.

G. Digitization and Technology:

Due to the high number of seasonal employees being on-boarded and off-boarded in such a short period of time, there is a need for staffing software to project wages and efficiently forecast staffing needs as well as organize multiple schedules. In FY23 we will be implementing the ability to pay with a credit card at Head of the Meadow Beach and Corn Hill Beach. This will result in improved reporting, decreasing potential mismanagement of cash and theft. To accomplish this will require additional technologies of computers and handheld devices.

H. Select Board Goals and Objectives:

A) Foster sustainable and appropriate economic development.

B) Create more affordable year-round places for people to live and work.

- i. Fulfilled by Recreation & Beach Department by providing childcare during the summer for working families.*
- ii. Fulfilled by Recreation & Beach Department by generating revenue for the town with the Beach Operation.*

C) Protect and restore our fragile environment.

- i. Fulfilled by Recreation & Beach Department with Beach Operations (beach clean-ups, signage at beaches, environmental stewardship.)*

D) Use long term and strategic planning to guarantee the future health and well-being of our community.

E) Proactively engage and involve the town residents, property and business owner.

- i. Fulfilled by Recreation & Beach Department with continued interaction with the community through various avenues of communication (surveys, emails, social media...).*

I. External Impacts:

In the past few years, the department has experienced a decrease in employment applications for all positions; seasonal and full-time. The lack of housing on the Cape has crippled hiring. This decrease in work staff impacts the Summer Rec Youth Program and the Lifeguarding Program. In FY19 the Summer Rec Youth Program had (15) full-time staff to properly operate the program. In FY22 the program had (4) full-time staff. This resulted in a decrease in the maximum number of participants accepted. The Lifeguarding program has been on a trend of decreased applicants for the last 8 years, but this has recently been magnified by the frequent shark sightings, lack of housing, and a national lifeguard shortage.

J. Revenues:

Summer Rec Youth Program

These rates were instituted in 2018. These rates are currently being reviewed and anticipated to increase for the summer of 2022.

		Tier 1 Truro Resident	Tier 2 Outer Cape Resident	Tier 3 Non-Resident
Morning	Weekly	\$60.00	\$80.00	\$125.00
	Entire	\$240.00	\$320.00	\$500.00
Afternoon	Weekly	\$60.00	\$120.00	\$125.00
	Entire	\$240.00	\$480.00	\$500.00
Full Day	Weekly	\$120.00	\$200.00	\$250.00

	Entire	\$480.00	\$800.00	\$1000.00
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Youth Sports

\$20.00/participant. This rate has remained the same since 2017. These rates are currently being reviewed.

Beach Operation

Last fee adjustment occurred in 2019.

- Non-Resident beach sticker fees increased by \$25
- Daily beach pass increased from \$15 to \$20
- Resident beach sticker fees increased from \$15 to \$20
- Beach Fire permit fee increased from \$0 to \$10
- Beach Non-Resident & Resident ORV increased by \$5
- Replacement stickers increased from \$1 to \$5

Current fees

Resident Beach Sticker	\$20.00
Resident O.R.V	\$15.00
Non-Resident Beach Sticker	\$75.00 for 1 week
Non-Resident Beach Sticker	\$250.00 for the season (11 weeks)
Non-Resident Beach Sticker	\$35.00
Beach Fire	\$10.00/permit

Proposed changes

Increase daily pass to \$25.00/day. Increase of \$5.00.

Increase Non-Resident Beach Sticker:

- \$100.00 for 1 week.
- \$150.00 for 2 weeks
- \$200.00 for 3 weeks
- \$250.00 for 4 weeks
- \$300.00 for season (11 weeks)

See attached spreadsheet for a comparison of rates with other towns.

TRURO BEACH OFFICE SALES - 2021

2021 BEACH - EMPLOYEE STICKER	35	\$680.01
2021 BEACH - END OF SEASON PASS (SAT)	8	\$280.00
2021 BEACH - END OF SEASON PASS (SUN)	6	\$120.00
2021 BEACH - RESIDENT STICKER	3142	\$62,800.00
2021 BEACH NON-RESIDENT 1-WK	2059	\$154,425.00
2021 BEACH NON-RESIDENT 2-WK	466	\$58,250.00
2021 BEACH NON-RESIDENT 3-WK	86	\$15,050.00
2021 BEACH NON-RESIDENT 4-WK	28	\$6,300.00
2021 BEACH NON-RESIDENT STICKER (SEASON)	152	\$37,750.00
2021 BEACH REPLACEMENT STICKER	79	\$390.00
2021: BEACH OFF-ROAD DRIVING STICKER - NONRESIDENT	1	\$35.00
2021: BEACH OFF-ROAD DRIVING STICKER - RESIDENT	155	\$2,310.00
2021: DAILY PASS		
CORN HILL BEACH	1244	\$24,880.00
2021: DAILY PASS		
HEAD OF THE MEADOW BEACH	1875	\$37,500.00
2021: BEACH FIRES	1199	\$11,990.00
Totals	6230	\$412,985.01

K. Capital Planning:

L. Other:

ORG	OBJ	ACCT DESCRIPTION	2022 BUDGET (COMBINED)	2023 REQUEST REC & BEACH	FY 2023 REQUEST RECREATION	FY 2023 REQUEST BEACH	NOTES	Y-o-Y \$	Y-o-Y %
01063051	510000	BUDGET:SAL & WAGE							
01063051	510319	SUPERVISOR STIPEND							
01063051	511000	SALARIES AND WAGES	\$ 145,582.13	\$ 146,073.01	\$ 146,073.01	\$ -		490.88	0.34%
01063051	512001	SEASONAL - REC	\$ 256,225.51	\$ 66,453.20	\$ 66,453.20			-189,772.31	-74.06%
01063051	512002	SEASONAL - BEACH		\$ 197,209.08	\$ -	\$ 197,209.08	Asst Spvsr REC to BCH. Increase Spvsr 40 hours. Wage increase FY22. Steps	197,209.08	#DIV/0!
01063051	513001	OT - REC	\$ 500.00	\$ 1,000.00	\$ 1,000.00		decreased staffing requires OT.	500.00	100.00%
01063051	513002	OT - BEACH	\$ 1,000.00	\$ 2,500.00		\$ 2,500.00	decreased staffing requires OT.	1,500.00	150.00%
01063051	514015	ADDITIONAL:LONGEVITY BONUS	\$ 930.00	\$ 1,020.00	\$ 1,020.00		contractual increase	90.00	9.68%
01063051	515017	VACATION BUY-BACK	\$ 3,136.70	\$ 3,304.40	\$ 3,304.40		contractual increase	167.70	5.35%
510000 SALARY & WAGE TOTAL:			407,374	417,560	217,851	199,709		10,185.35	2.50%
01063052	520429	FIELD TRIPS	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00			0.00	0.00%
01063052	520418	SVC: MAINT OF EQUIP CONTRACT SVCS	\$ 3,750.00	\$ 3,750.00		\$ 3,750.00		0.00	0.00%
01063052	524020	SVC: R&M VEHICLES	\$ 1,000.00	\$ -	\$ -	\$ -	In DPW budget	-1,000.00	-100.00%
01063052	524050	R&M OF VEHICLES/INSPECTIONS	\$ 80.00	\$ 80.00	\$ 40.00	\$ 40.00		0.00	0.00%
01063052	527005	RENTAL/LEASE AGMTS:VEHICLES	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00			0.00	0.00%
01063052	527015	RENT/LEASE AGMTS:OFF EQUIP/FUR	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00		potential increase in contract.	500.00	25.00%
01063052	529015	SVC:SVC CONTR	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00			0.00	0.00%
01063052	530000	SVC:EMPL TRNG	\$ 5,000.00	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00		0.00	0.00%
01063052	530008	SVC:DATA PROCESSING						0.00	#DIV/0!
01063052	530014	PROF/TECH:PRINTING SERVICES	\$ 500.00	500.00	\$ 500.00			0.00	0.00%
01063052	530500	INSTRUCTIONAL SERVICES	\$ 3,000.00	3,000.00	\$ 3,000.00			0.00	0.00%
01063052	530510	REFEREES/UMPS/COACHES FEES	\$ 4,650.00	4,650.00	\$ 4,650.00			0.00	0.00%
01063052	534000	SVC:TELEPHONE	\$ 6,110.00	5,460.00	\$ 900.00	4,560.00	Satellite phone moved to Fire Dept.	-650.00	-10.64%
01063052	534050	SVC:DATA FAX	\$ 360.00	420.00	\$ 420.00		increase by Verizon	60.00	16.67%
01063052	534060	SVC:PRINTING	\$ 3,000.00	3,000.00	1,500.00	1,500.00		0.00	0.00%
520000 PURCHASED SERVICES TOTAL:			49,450	48,360	35,510	12,850		-1,090.00	-2.20%

ORG	OBJ	ACCT DESCRIPTION	2022 BUDGET (COMBINED)	2023 REQUEST REC & BEACH	FY 2023 REQUEST RECREATION	FY 2023 REQUEST BEACH	NOTES	Y-o-Y \$	Y-o-Y %
								0.00	#DIV/0!
01063054	540000	SUPPLIES	16,400.00	17,000.00	4,000.00	13,000.00	Purchase new mobichair	600.00	3.66%
01063054	540530	AV SUPPLIES & MATERIALS		0.00				0.00	#DIV/0!
01063054	541010	ATHLETIC SUPPLIES	9,125.00	8,575.00	8,575.00			-550.00	-6.03%
01063054	541012	SUPPLIES:SEASONAL PROGRAMS	2,400.00	6,000.00	6,000.00		added programs for Easter, St. Pattys, Graduation	3,600.00	150.00%
01063054	542005	SUPP:REPLACE EQUIP	1,000.00	0.00		0.00		-1,000.00	-100.00%
01063054	542010	OFFICE SUPPLIES:BOTTLED WATER	100.00	100.00	75.00	25.00		0.00	0.00%
01063054	548000	VEHICLE:GAS/DIESEL	1,500.00	1,000.00	500.00	500.00	decrease meetings. Increase fuel efficiency	-500.00	-33.33%
01063054	550005	SUPP:MEDICAL	2,000.00	1,250.00	250.00	1,000.00		-750.00	-37.50%
1063054	550010	PERSONAL PROTECTIVE EQUIP	0.00	2,000.00	1,000.00	1,000.00	No CARES funds. COVID measures may still be in place.	2,000.00	#DIV/0!
01063054	553015	PUBLIC WORKS SUPPLIES:SIGNAGE	4,000.00	4,000.00	500.00	3,500.00		0.00	0.00%
01063054	558015	UNIFORMS & OTHER "PERS SUPP"	7,000.00	7,000.00	2,000.00	5,000.00		0.00	0.00%
540000 SUPPLIES TOTAL:			43,525	46,925	22,900	24,025		3,400.00	7.81%
01063057	571000	OTH:INSTATE TRAV	3,400.00	350.00	250.00	100.00	no travel in FY22 due to pandemic. Lodging, conf FY22	-3,050.00	-89.71%
01063057	572000	OTH:OTHER TRAV		0.00				0.00	#DIV/0!
01063057	573000	OTH:DUES & MEM	1,550.00	860.00	610.00	250.00	more specific codes utilized FY23	-690.00	-44.52%
01063057	573010	OTHER EXP:TRAIN/WKSHP/CONF		875.00	875.00		no conferences attended in FY22		
01063057	573015	OTHER CHARGES:LODGING EXPENSES		3,327.00	3,327.00		no conferences attended in FY22	3,327.00	#DIV/0!
01063057	576000	RETURN OF DEPOSITS	1,500.00	0.00	0.00	0.00	moved to new code 579008.	-1,500.00	-100.00%
01063057	577050	OTH:STAFF DEV		0.00				0.00	#DIV/0!
01063057	578050	PETTY CASH	1,000.00	1,100.00	300.00	800.00		100.00	10.00%
01063057	579000	OTH:REIM	3,550.00	2,790.00	1,545.00	1,245.00	Amazon = less need for personal reimbursement.	-760.00	-21.41%
01063057	579008	REFUNDS		1,500.00	500.00	1,000.00	new code, was 576000		
01063057	579020	REIMB: PERSONAL CELL PHONE	750.00	750.00	750.00	0.00	2 staff \$25/month. 1 staff split with COA \$150/yr	0.00	0.00%
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			11,750.00	11,552.00	8,157.00	3,395.00		-198.00	-1.69%
580000 CAPITAL PURCHASES / PROJECTS TOTAL:				0	0	0		0.00	#DIV/0!
GRAND TOTAL:			512,099	524,397	284,418	239,979		12,297.35	2.40%
			2022 BUDGET (COMBINED)	2023 REQUEST REC & BEACH	FY 2023 REQUEST RECREATION	FY 2023 REQUEST BEACH			

SURVEY OF NUMBER OF BEACH PERMITS ISSUED TO VISITORS RESIDENTS IN SELECTED CAPE COD TOWNS-2021

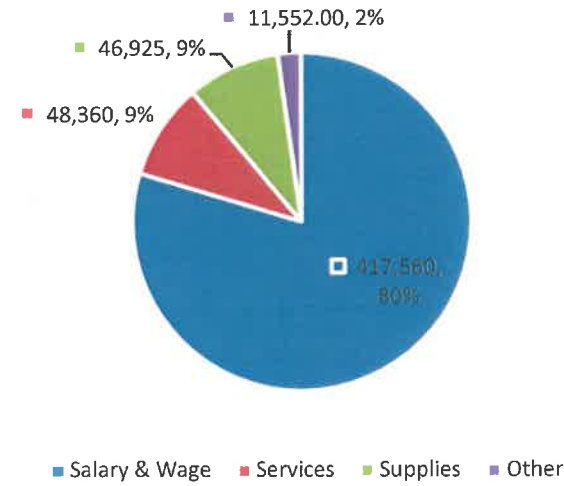
Town	No. of resident/ taxpayer beach stickers issued		No. of daily beach tickets issued	No. of replacement stickers issued	No. of discount or motel coupons	No. of Visitor Permits Issued			Total Sales	Comments
						1 Week	2 Week	Res.&Non-Res. Season		
BARNSTABLE Patti Machado	7,923 \$45	339 \$20	21,095 \$25	198 \$5 or \$45 without	Hathway's 1,273 \$13 site	69 \$80		12 \$275	\$1,233,525 \$543,924 (gate)	Handicap Sticker - \$20, Replace \$5 Landlord Res \$375 -252 issued
CCNS Janet Barricman	N/A		35,040 \$25	N/A	N/A	N/A		6,354 \$60	\$2,000,000	IA Annual \$80-2,879/\$230,320 Lifetime Senior \$80-2,250 Senior Annual \$20-1,774/\$35,480
CHATHAM Dan Tobin	**4,208 \$25-1st	**2,089 \$20-2nd	8,794 \$20	0 \$0	N/A	1,259 \$75	N/A	138 \$175		** INCLUDES COMBO STICKERS
DENNIS Dustin P./Owen G.	13,301 \$50		48,582 \$25/\$30	309 \$10	N/A	2,073 \$90		<u>765@ \$180</u> <u>207@ \$360</u>	\$2,505,792	Includes (3) permanent concessions
EASTHAM Christine Mickle	7,921 25		8,386 \$25	151 \$7	Labor Day Pass 3 sold - \$150	1,408 \$100	302 \$150	136 \$250	\$635,191	Beneficiary (trust) Stix \$75 -sold 74 Grant Holder Placard \$70 - sold 6
FALMOUTH Maggie Clayton	13,567 \$40		23,578 \$15 (\$20 O.S.)	56 \$10	342 \$15	415 \$80	104 \$130	88 \$275	\$631,435 sticker \$450,830 gate	3 Week = 20 @ \$175 Timeshare/Interva 4 Week = 13 @ \$225 = 143 @ \$40
HARWICH Eric Beebe	7651 \$30		3876 \$20	94 \$5	N/A	880 \$65	143 \$125	306 \$150	\$448,825	Total with beach vendors and parking violations
MASHPEE Heidi McLaughlin	4,231 \$30			80 \$5	N/A	191 \$50			\$136,880	1 Veterans passes issued, no charge
ORLEANS Nate Sears/Brandon Burke	7,993 \$25.00/each		31,890 \$25 (\$30 starting 7/1)	100 \$5	N/A	1,030 \$100 (\$125 on 7/1)	N/A	340 \$250 (\$300 on 7/1)	\$1,374,405	total sales does not include OSV or concession
SANDWICH Guy Boucher Tricola McDonald	\$35-5255 \$20 2189 35 1st, \$20(2nd) \$30(3rd)		7,026 \$20	54 \$5	N/A	110 \$50	<u>119@ \$35</u> time Res @	75 \$105	\$385,995	Bourne Res Sold-119
TRURO Damion Clements	3,142 \$20.00		3,119 \$20	79 \$5	0 N/A	2,059 \$75	466 \$125	152 \$250	\$412,275	includes ORV sales & beach fire permits 3 week-86 / 4 week-28
WELLFLEET Suzanne Thomas	6,189 30		0 \$30	128 \$5	N/A	3,835 \$100	885 \$190	210 \$325	\$888,170	1161 - 3 day sold in 2021
YARMOUTH Aimee Howell Dave Carlson	1,970 8,746 35(walkin) \$30 (mail) 340 HP Res Stk @1		22,942 \$20	182 \$5	\$105.00 not taken wkds or hldys	626 \$75	n/a	.92 \$250	\$893,057	Boat daily seasonal \$6,300 daily \$17,715 resident

Salary & Wage	417,560
Services	48,360
Supplies	46,925
Other	11,552.00

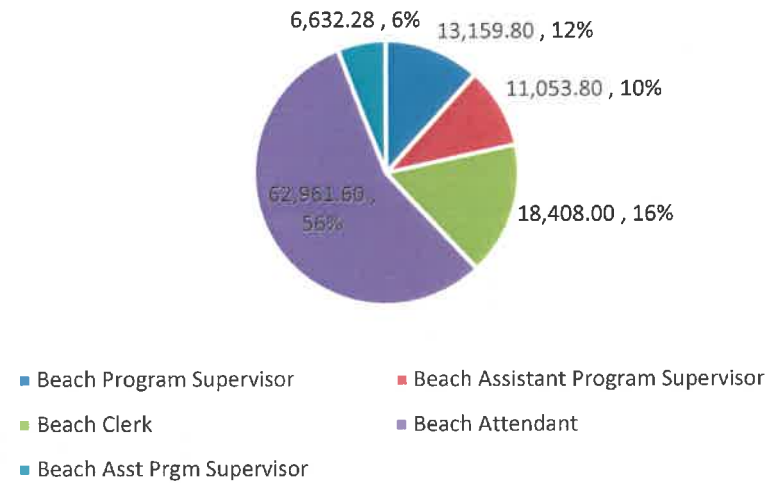
Beach Program Supervisor	13,159.80	
Beach Assistant Program Supervisor	11,053.80	
Beach Clerk	18,408.00	112,215.48
Beach Attendant	62,961.60	
Beach Asst Prgm Supervisor	6,632.28	

Recreation Program Supervisor	4,386.60	
Recreation Assistant Program Supervisor	4,318.20	
Counselors	37,148.40	66,453.20
1:1 Counselor	20,600.00	

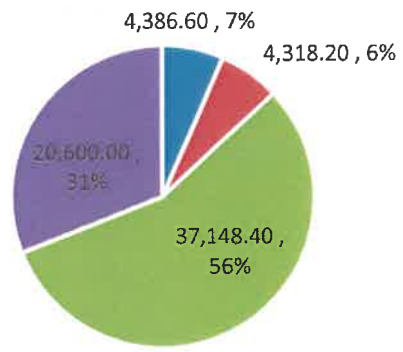
Overall Staffing



Beach Operation Staffing



Recreation Operation Staffing



- Recreation Program Supervisor
- Recreation Assistant Program Supervisor
- Counselors
- 1:1 Counselor

510000 - 51

Object	Description	Short Desc	TOTAL	RECREATION	BEACH
511000	SALARIES	SAL & WAG	\$ 146,073.01	\$ 146,073.01	
512001	SEASONAL WAGES - REC		\$ 66,453.20	\$ 66,453.20	
512002	SEASONAL WAGES - BEACH		\$ 197,209.08		\$ 197,209.08
513001	OT - REC		\$ 1,000.00	\$ 1,000.00	
513002	OT - BEACH	OT	\$ 2,500.00		\$ 2,500.00
514015	ADDITIONAL:LONGEVITY BONUS	LONGEVITY	\$ 1,020.00	\$ 1,020.00	
515017	VACATION BUY-BACK	V BUYBACK	3,304.40	3,304.40	
		TOTAL WAGES & SALARIES	\$ 417,559.69	\$ 217,850.61	\$ 199,709.08

\$ 2,500.00
\$ 1,020.00
\$ 3,304.40

520000 - 539999: PI

520418	MAINT OF EQUIPMENT CONTR SVCS	EQUIPMENT	\$ 3,750.00		\$ 3,750.00	\$ 3,750.00
BEACH	<i>Call box maintenance contract</i>		\$ 3,750.00			
520429	FIELD TRIPS	TRIPS	\$ 10,500.00	\$ 10,500.00		\$ 10,500.00
REC			\$ 10,500.00			
524020	R&M OF VEHICLES	VEHICLES	\$ -	\$ -	\$ -	\$ -
BEACH	Misc. Vehicle repairs		\$ -			
REC	Misc. Vehicle repairs		\$ -			
524050	VEHICLES: INSPECTIONS	VEH INSPEC	\$ 80.00	\$ 40.00	\$ 40.00	\$ 80.00
BEACH	Vehicle Inspection		\$ 40.00			
REC	Vehicle Inspection		\$ 40.00			
527005	RENTAL/LEASE AGMTS:VEHICLES	VEHICLES	\$ 7,000.00	\$ 7,000.00		\$ 7,000.00
REC	Bus Transportation		\$ 7,000.00			
527015	RENT/LEASE AGMTS:OFF EQUIP/FUR	OFF EQUIP	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
REC	Community Center Copier		\$ 2,500.00			
529015	SVC CONTRACTS: RECREATIONAL	RECREATION	\$ 2,500.00	\$ 2,500.00		\$ 2,500.00
REC	Event Entertainment		\$ 2,500.00			

520000 - 539999: PURCHASED

530000	PROF/TECH:EMPL TRAINING	TRAINING	\$ 5,000.00	\$ 2,000.00	\$ 3,000.00	\$ 5,000.00
BEACH	Red Cross CPR	\$ 3,000.00				
REC	employee train 1st Aid/CPR/AED	\$ 1,000.00				
REC	Crisis Intervention	\$ 1,000.00				
530008	PROF/TECH:DATA PROCESSING	DATA PROC	\$ -			\$ -
REC	online sales	\$ -				
BEACH	online sales	\$ -				
530014	PROF/TECH:PRINTING SERVICES	PRINTING	\$ 500.00	\$ 500.00		\$ 500.00
REC	Banners and mailings	\$ 500.00				
530500	INSTRUCTIONAL SERVICES	INSTR SVC	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00
REC	Contracted Instructors for special programs	\$ 1,000.00				
REC	Challengers Soccer Program	\$ 2,000.00				
530510	REFEREES/UMPS/COACHES FEES	REC FEES	\$ 4,650.00	\$ 4,650.00		\$ 4,650.00
REC	soccer	\$ 1,200.00				
REC	basketball	\$ 2,250.00				
REC	softball	\$ 1,200.00				
534000	COMMO:PHONE,TELE & WIRELESS	PHONE	\$ 5,460.00	\$ 900.00	\$ 4,560.00	\$ 5,460.00 # Months
BEACH	Comcast Business - "Land Line" \$62.50/month					
BEACH	Satellite phone plan \$610/yr	\$ -				
BEACH	Call boxes	\$ 4,560.00				
REC	comcast business- "land line"					
REC	Verizon Wireless	\$ 900.00				
534050	COMMO LINES (DATA, FAX)	DATA,FAX	\$ 420.00	\$ 420.00		\$ 420.00
REC	Verizon Fax	\$ 420.00				
534060	COMMO:PRNTNG W/ OR W/O MAILING	PRINTING	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
BEACH	brochures printed	\$ 1,500.00				
REC	Brochures printed	\$ 1,500.00				
		TOTAL SERVICES	\$ 48,360.00	\$ 35,510.00	\$ 12,850.00	\$ 48,360.00

540000 - 559999: SUPPLIES

540000	SUPPLIES	SUPPLIES	\$ 17,000.00	\$ 4,000.00	\$ 13,000.00	\$ 17,000.00
BEACH	hang tags	\$ 1,000.00				
BEACH	parking tickets	\$ 1,000.00				
BEACH	beach stickers	\$ 1,700.00				
BEACH	binoculars	\$ 300.00				
BEACH	misc	\$ 2,000.00				
BEACH	utv equipment / lifeguard equipment	\$ 2,000.00				
BEACH	Mobichair	\$ 5,000.00				
REC	misc.	\$ 4,000.00				
<u>541010</u>	ATHLETIC SUPPLIES	ATH SUPP	\$ 8,575.00	\$ 8,575.00		\$ 8,575.00
REC	Pickleball Equipment	\$ 500.00				
REC	Volleyball Equipment	\$ 800.00				
REC	Indoor Soccer Equipment	\$ 500.00				
REC	Bocce Equipment	\$ 200.00				
REC	CornHole Equipment	\$ 200.00				
REC	Summer Rec	\$ 400.00				
REC	Youth Soccer Program	\$ 2,165.00				
REC	Youth Basketball Program	\$ 2,005.00				
REC	Youth T-Ball / Softball	\$ 1,805.00				
<u>541012</u>	SUPPLIES:SEASONAL PROGRAMS	SEAS PROG	\$ 6,000.00	\$ 6,000.00		\$ 6,000.00
REC	holiday events	\$ 1,000.00				
REC	St. Pattys	\$ 700.00				
REC	Easter	\$ 700.00				
REC	Christmas	\$ 700.00				
REC	Halloween	\$ 500.00				
REC	TEEA hayride	\$ 400.00				
REC	pumpkin carving contest	\$ 500.00				
REC	summer rec arts/crafts	\$ 500.00				
REC	graduation program	\$ 1,000.00				

540000 - 559999: SUF

542010	OFFICE SUPPLIES:BOTTLED WATER	WATER	\$ 100.00	\$ 75.00	\$ 25.00	\$ 100.00
REC		\$ 75.00				
BEACH		\$ 25.00				
548000	SUPPLIES:VEHICLE:GAS/DIESEL	GAS:DIESEL	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00
BEACH		\$ 500.00				
REC		\$ 500.00				
550005	MEDICAL SUPPLIES: GEN/NON-EMS	NON-EMS	\$ 1,250.00	\$ 250.00	\$ 1,000.00	\$ 1,250.00
BEACH		\$ 1,000.00				
REC		\$ 250.00				
550010	PERSONAL PROTECTIVE EQUIP	PPE	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
REC		\$ 1,000.00				
BEACH		\$ 1,000.00				
553015	PUBLIC WORKS SUPPLIES:SIGNAGE	SIGNAGE	\$ 4,000.00	\$ 500.00	\$ 3,500.00	\$ 4,000.00
BEACH		\$ 3,500.00				
REC		\$ 500.00				
558015	UNIFORMS & OTHER "PERS SUPP"	PERSONNEL	\$ 7,000.00	\$ 2,000.00	\$ 5,000.00	\$ 7,000.00
BEACH		\$ 5,000.00				
REC		\$ 2,000.00				
TOTAL SUPPLIES			\$ 46,925.00	\$ 22,900.00	\$ 24,025.00	\$ 46,925.00

570000 - 579999: OTHERWISE UNCLASSIFIED EXPENSES

		TOTAL INTERGOVERNMENTAL					
571000	OTHER CHARGES:TRAVEL:INSTATE	INSTATE	\$ 350.00		\$ 250.00	\$ 100.00	\$ 350.00
REC	446 miles @ .56/mile	\$ 250.00					
BEACH	178 miles @ .56/mile	\$ 100.00					
572000	OTHER CHARGES:TRAVEL:OUT OF ST	OUT OF STA					
573000	OTHER CHARGES:DUES & MEMB	DUES	\$ 860.00		\$ 610.00	\$ 250.00	\$ 860.00
REC	MRPA MEMBERSHIP (2)	\$ 200.00					
REC	NEPA MEMBERSHIP	\$ 35.00					
REC	NRPA MEMBERSHIP (1)	\$ 175.00					
REC	<i>CYSA membership. NYSCA memberships</i>	\$ 200.00					
BEACH	LIFESAVING COMPETITION	\$ 250.00					
573010	OTHER EXP:TRAIN/WKSHP/CONF	TRAINING	\$ 875.00		\$ 875.00		\$ 875.00
	MMA ANNUAL MEETING	\$ 200.00					
	MRPA STATE CONF & TRADE SHOW	\$ 500.00					
	NNERP CONFERENCE	\$ 175.00					
573015	OTHER CHARGES:LODGING EXPENSES	LODGING	\$ 3,327.00		\$ 3,327.00		\$ 3,327.00
	MMA Annual Meeting	\$ 1,035.00					
	NNERP CONFERENCE	\$ 582.00					
	MRPA STATE CONF & TRADE SHOW	\$ 1,710.00					
578050	PETTY CASH	PETTY CASH	\$ 1,100.00		\$ 300.00	\$ 800.00	\$ 1,100.00
REC	Start of season bank	\$ 300.00					
BEACH	Start of season bank	\$ 800.00					
579000	REIMB FOR OUT OF POCKET EXP	REIMB	\$ 2,790.00		\$ 1,545.00	\$ 1,245.00	\$ 2,790.00
BEACH	<i>Misc</i>	\$ 500.00					
BEACH	<i>When I Work Staff scheduling software</i>	\$ 325.00					
BEACH	<i>DocuSign</i>	\$ 420.00					
REC	<i>Constant Contact</i>	\$ 220.00					
REC	<i>General</i>	\$ 500.00					
REC	<i>Youth game refreshments for the public</i>	\$ 500.00					
REC	<i>When I Work Staff scheduling software</i>	\$ 325.00					
579008	REFUNDS	REFUNDS	\$ 1,500.00		\$ 500.00	\$ 1,000.00	\$ 1,500.00
BEACH		\$ 1,000.00					
REC		\$ 500.00					
579020	REIMB: PERSONAL CELL PHONE	REIMB CELL	\$ 750.00		\$ 750.00		\$ 750.00
REC	Director	\$ 300.00					

REC	Assistant Director	\$ 300.00				
REC	Office Assistant	\$ 150.00				

TOTAL OTHERWISE UNCLASSIFIED		\$ 11,552.00	\$ 8,157.00	\$ 3,395.00	\$ 11,552.00
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TOWN OF TRURO
 BUDGET REQUEST DOCUMENT

DEPARTMENT: **RECREATION DEPARTMENT**

PERSONAL SERVICES - Account Number: 5100
 Part II. SALARIES & WAGES - SEASONAL & TEMPORARY

Category	Name and/or Job Title	Wage	Explanation				
Recreation & Beach Director Grade 13	Recreation & Beach Director	\$ 85,912.07	Step 6.00	Annual \$	Staff Number 1.00		
				6 year Amount	Years After	Years After Amount	
	Longevity			300.00	8.00	720.00	
		1,020.00					
					Daily Rate	# Days	
Vacation buyback			Vacation Buyback	330.44	10.00		
	3,304.40						
Assistant Recreation & Beach Director Grade 10A	Assistant Recreation Director		Step	Annual \$	Staff Number	# Days Worked	Daily Rate
						0.00	0.00
		\$ 60,160.94	3.00	60,160.94	1.00	0.00	0.00
	Longevity	\$ -					
	(does not qualify)						
	Vacation buyback						
	(does not qualify)	\$ -					
	total	60,160.94					
	SALARY TOTAL	\$ 146,073.01					

DEPARTMENT: **RECREATION DEPARTMENT**

PERSONAL SERVICES - Account Number: 5100
 Part II. SALARIES & WAGES - SEASONAL & TEMPORARY

Category	Name and/or Job Title	Wage	Explanation			
	Start of Summer Daycare	Funded through revolving fund receipts				
Seas./Temp.						
Full Time	End of Summer Daycare					
Employees						
	Summer Extended Day Program					
	1 : 1 Counselor		Staff Number	hourly Rate	Number of Hours	Purpose
		18,275.00	2	25.00	365.50	Summer Program
		400.00	1	25.00	16.00	Fall Youth Sports
		400.00	1	25.00	16.00	Winter Youth Sports
		400.00	1	25.00	16.00	Spring Youth Sports
		1,125.00	1	25.00	45.00	Additional Programming: (Vacation & Holiday Programs, etc)
SUBTOTAL		20,600.00				

DEPARTMENT: **RECREATION DEPARTMENT**

PERSONAL SERVICES - Account Number: 5100

Part II. SALARIES & WAGES - SEASONAL & TEMPORARY

Category	Name and/or Job Title	Wage	Explanation				
Seasonal/Temporary/Part-Time Employees			Summer 2021. June 2022. A.M. Hours under REC. P.M. under revolving.				
SUMMER REC YOUTH PROGRAM	Beach/Rec Program Supervisor		WEEKS: JUL 1, 2022 - Aug, 19, 2022(20hrs/wk)	WEEKS: Jun 26 - June 30 2023 (40hrs/wk)	Total Hours (20hrs/wk)	Total Hours (40hrs/wk)	
			7.00	1.00	140.00	40.00	
	Grade 8		Staff Number	Hourly Rate	Number of Hours	Total / Staff	
	Step 1	0.00	0	\$20.88	180.00	3,758.40	
	Step 2	0.00	0	\$21.57	180.00	3,882.60	
	Step 3	0.00	0	\$22.26	180.00	4,006.80	
	Step 4	0.00	0	\$22.94	180.00	4,129.20	
	Step 5	0.00	0	\$23.65	180.00	4,257.00	
	Step 6	4,386.60	1	\$24.37	180.00	4,386.60	
				1.00			
		Beach/Rec Assistan Program Supervisor		WEEKS: JUL 1, 2022 - Aug, 19, 2022(20hrs/wk)	WEEKS: Jun 26 - June 30 2023 (40hrs/wk)	Total Hours (20hrs/wk)	Total Hours (40hrs/wk)
				7.00	1.00	140.00	40.00
	Grade 6		Staff Number	Hourly Rate	Number of Hours	Total / Staff	
	Step 1	0.00	0	\$18.20	180.00	3,276.00	
	Step 2	0.00	0	\$19.32	180.00	3,477.60	
	Step 3	0.00	0	\$20.47	180.00	3,684.60	
	Step 4	0.00	0	\$21.60	180.00	3,888.00	
	Step 5	0.00	0	\$22.76	180.00	4,096.80	
	Step 6	4,318.20	1	\$23.99	180.00	4,318.20	
				1.00			
		Recreation Counselors		WEEKS: JUL 1, 2022 - Aug, 19, 2022(20hrs/wk)	WEEKS: Jun 26 - June 30 2023 (40hrs/wk)	Total Hours (20hrs/wk)	Total Hours (40hrs/wk)
Grade 3			7.00	1.00	140.00	40.00	
		Staff Number	Hourly Rate	Number of Hours	Total / Staff		
Step 1	2,737.80	1	\$15.21	180.00	2,737.80		
Step 2	2,827.80	1	\$15.71	180.00	2,827.80		
Step 3	5,932.80	2	\$16.48	180.00	2,966.40		
Step 4	6,156.00	2	\$17.10	180.00	3,078.00		
Step 5	9,558.00	3	\$17.70	180.00	3,186.00		
Step 6	9,936.00	3	\$18.40	180.00	3,312.00		
	37,148.40						
			12.00				

5100 TOTAL		45,853.20					

GRAND TOTAL

66,453.20

TOWN OF TRURO
BUDGET REQUEST DOCUMENT

DEPARTMENT: **BEACH PROGRAM OPERATIONS**

PERSONAL SERVICES - Account Number: 5100

Part I. SALARIES & WAGES - SEASONAL & TEMPORARY

Category	Name and/or Job Title	Explanation			
		13.5 Weeks. 40 hrs / week			
	Beach/Rec Program Supervisor	WEEKS: JUL 1, 2022 - SEP 5, 2022	WEEKS: Jun 5 - June 30, 2023	Total Weeks	Hours / Week
	Grade 8	10.00	3.50	13.50	40
		Staff Number	Hourly Rate - FY21	Number of Hours	Total / Staff
	Step 1	0	\$20.88	540.00	11,275.20
	Step 2	0	\$21.57	540.00	11,647.80
	Step 3	0	\$22.26	540.00	12,020.40
	Step 4	0	\$22.94	540.00	12,387.60
	Step 5	0	\$23.65	540.00	12,771.00
	Step 6	1	\$24.37	540.00	13,159.80
	FY22	13,159.80			
		10,965.51	TOTAL STAFF	1	
		2,194.29			
	Beach/Rec Assistant Supervisor	13.5 Weeks. 40 hrs / week			
	Grade 6	WEEKS: JUL 1, 2022 - SEP 5, 2022	WEEKS: Jun 5 - June 30, 2023	Total Weeks	Hours / Week
		10.00	3.50	13.50	40.00
		Staff Number	Hourly Rate	Number of Hours	Total / Staff
	Step 1	0	\$18.20	540.00	9,828.00
	Step 2	0	\$19.32	540.00	10,432.80
	Step 3	1	\$20.47	540.00	11,063.80
	Step 4	0	\$21.60	540.00	11,664.00
	Step 5	0	\$22.76	540.00	12,290.40
	Step 6	0	\$23.99	540.00	12,954.60
	FY22	11,053.80			
		10,837.80	TOTAL STAFF	1	
		216.00			
	Beach Sales Clerk	13.00			
	Grade 3	WEEKS: JUL 1, 2022 - SEP 5, 2022	WEEKS: Jun 5 - June 30, 2023	Total Weeks	Hours / Week
		10.00	3.00	13.00	40.00
		Staff Number	Hourly Rate	Number of Hours	Total / Staff
	Step ? (pt)	0		520.00	520.00
	Step 1	0	\$15.21	520.00	7,909.20
	Step 2	0	\$15.71	520.00	8,169.20
	Step 3	0	\$16.48	520.00	8,569.60
	Step 4	0	\$17.10	520.00	8,892.00
	Step 5	2	\$17.70	520.00	9,204.00
	Step 6	0	\$18.40	520.00	9,568.00
	FY22	18,408.00			
		17,430.40	TOTAL STAFF	2	
		977.60			
	Beach Attendant (10)	12.25 weeks @ 32.5 hrs/wk. 6.5 hrs/day. 9:30 am - 4:00 pm			
	Grade 1	WEEKS: JUL 1, 2021 - SEP 6, 2021	WEEKS: Jun 6 - June 30 2022	Total Weeks	Hours / Week
		10.00	2.50	12.00	32.5
		Staff Number	Hourly Rate	Number of Hours	Total / Staff
	Step 1	0	\$14.25	390.00	5,557.50
	Step 2	0	\$14.68	390.00	5,725.20
	Step 3	2	\$15.12	390.00	5,896.80
	Step 4	0	\$15.57	390.00	6,072.30
	Step 5	2	\$16.04	390.00	6,255.60
	Step 6	6	\$16.52	390.00	6,442.80
	FY22	62,961.60			
		59,638.80	TOTAL STAFF	10	
		3,322.80			
	Beach/Rec Assistant Supervisor	13.5 weeks. 24 hrs / week. Assist Director with various tasks in Rec & Beach Dept.			
	Grade 6	WEEKS: JUL 1, 2022 - SEP 5, 2022	WEEKS: Jun 5 - June 30, 2023	Total Weeks	Hours / Week
		10.00	3.50	13.50	24.00
		Staff Number	Hourly Rate	Number of Hours	Total / Staff

Beach Office Program

DIFFERENCE
1,973.97

Name and/or Job Title	Explanation			
	13.5 Weeks. 34 hrs / week			
Beach/Rec Program Supervisor	WEEKS: JUL 1, 2022 - SEP 5, 2022	WEEKS: Jun 5 - June 30, 2023	Total Weeks	Hours / Week
Grade 8	10.00	3.50	13.50	34
	Staff Number	Hourly Rate - FY21	Number of Hours	Total / Staff
Step 1	0	\$20.88	459.00	9,583.92
Step 2	0	\$21.57		21.57
Step 3	0	\$22.26		22.26
Step 4	0	\$22.94		22.94
Step 5	0	\$23.65		23.65
Step 6	1	\$24.37	459.00	11,185.83
FY22	11,185.83			
	TOTAL STAFF		1	

Asst Spvsr also works as Clerk when on with Spvsr (16 hrs / week)

Step 1	0.00	0	\$18.20	324.00	5,896.80
Step 2	0.00	0	\$19.32	324.00	6,259.68
Step 3	6,632.28	1	\$20.47	324.00	6,632.28
Step 4	0.00	0	\$21.60	324.00	6,998.40
Step 5	0.00	0	\$22.76	324.00	7,374.24
Step 6	0.00	0	\$23.99	324.00	7,772.76
FY22	6,632.28				
	0.00	TOTAL STAFF			1
	6,632.28				

TOTAL ADDITIONAL
6,710.69

Category	Name and/or Job Title	Explanation			
		13 Weeks, 40 hrs / week			
	Beach/Rec Supervisor-Head Lifeguard	WEEKS: JUL 1, 2022-SEPT 5, 2022	WEEKS: Jun 10 - June 30 2023	Total Weeks	Hours / Week
	Grade 8	10.00	3.00	12.00	40
		Staff Number	Hourly Rate	Number of Hours	Total / Staff
	Step 1	0.00	\$20.88	480.00	10,022.40
	Step 2	0.00	\$21.57	480.00	10,353.60
	Step 3	0.00	\$22.26	480.00	10,684.80
	Step 4	0.00	\$22.94	480.00	11,011.20
	Step 5	0.00	\$23.65	480.00	11,352.00
	Step 6	11,697.60	\$24.37	480.00	11,697.60
	FY22	11,697.60			
		11,467.20	TOTAL STAFF		1
		230.40			

	Beach/Rec Assistant Supervisor-Asst Head Lifeguard	13 Weeks, 40 hrs / week			
	Grade 6	WEEKS: JUL 1, 2022-SEPT 5, 2022	WEEKS: Jun 10 - June 30 2023	Total Weeks	Hours / Week
		10.00	3.00	12.00	40
		Staff Number	Hourly Rate	Number of Hours	Total / Staff
	Step 1	0.00	\$18.20	480.00	8,736.00
	Step 2	0.00	\$19.32	480.00	9,273.60
	Step 3	0.00	\$20.47	480.00	9,825.60
	Step 4	0.00	\$21.60	480.00	10,368.00
	Step 5	0.00	\$22.76	480.00	10,924.80
	Step 6	11,515.20	\$23.99	480.00	11,515.20
	FY22	11,515.20			
		10,161.60	TOTAL STAFF		1.00
		1,353.60			

	Beach/Rec Lifeguard	13 Weeks, 40 hrs / week			
	Grade 5	WEEKS: JUL 1, 2022-SEPT 5, 2022	WEEKS: Jun 10 - June 30 2023	Total Weeks	Hours / Week
		10.00	3.00	12.00	40
		Staff Number	Hourly Rate	Number of Hours	Total / Staff
	Step 1	0.00	\$16.98	480.00	8,150.40
	Step 2	0.00	\$18.11	480.00	8,692.80
	Step 3	9,216.00	\$19.20	480.00	9,216.00
	Step 4	9,753.60	\$20.32	480.00	9,753.60
	Step 5	10,281.60	\$21.42	480.00	10,281.60
	Step 6	32,529.60	\$22.59	480.00	10,843.20
	FY22	61,780.80			
		58,430.40	TOTAL STAFF		6
		3,350.40			

TOTAL INCREASE 4,934.40 TOTAL STAFF 8.00

SUBTOTAL 5100 GRAND TOTAL 197,209.08
 BEACH OFFICE 112,215.48
 LIFEGUARDS 84,993.60

COA DEPARTMENT MEMORANDUM

To: Truro Budget Task Force
Truro Finance Committee
Truro Select Board
From: Mary-Elizabeth Briscoe, COA
Date: Jan,10 2022
Re: COA Budget Narrative

Dear Members of the Truro Budget Task Force:

As requested, this is a narrative summary for the COA department's 2023 fiscal year budget.

- A. Overview:** The mission of the COA is to meet the social, physical, emotional, and nutritional needs of the older adults in our community by providing programming, transportation, outreach, and referral. More than fifty percent of Truro's population is over the age of sixty and as a result of the current pandemic many part time residents have chosen to remain in Truro year-round. The essential services provided by the COA are imperative to successfully meet the needs of our older population.
- B. Status Update:** Bringing the COA to full staff continues to be a key initiative, Also, increasing our hybrid capabilities for programming, and increasing our Outreach program are ongoing initiatives. The congregate lunch program coming back indoors will be another focus for the coming year.
- C. Requested Staffing Changes:** Developing and hiring a Programs/Transportation Coordinator is necessary to the overall functioning of the COA. In addition, the ongoing need for drivers, instructors and chef will be a focus for the coming year
- D. Recommended Efficiencies:** Stream-lining our transportation program to a scheduled program rather than an on demand program has and will continue to be a more efficient and cost effective operation of the program.
- E. COVID Impacts:** COVID has greatly impacted the COA's ability to provide transportation to medical appointments, provide programming and meeting the food needs of the community. The need to install plexi-glass shields in our vehicles as well as providing appropriate masks, hand sanitizer are continued expenses resulting directly from COVID impacts.
- F. Anticipated Cost Increases or Decreases:** The only increases are to the salaries/wages to accommodate new driver positions, Program/Transportation Coordinator, Step increases and buy back.
- G. Digitization and Technology:** Access to and use of the technology and equipment installed in the community center will help bring programs to members who cannot get to the center, by offering hybrid classes.
- H. Select Board Goals and Objectives:** The mission and therefore budgetary requirements for the COA meet the Select Boards goal for ensuring that the town meet the health needs of our community, with a focus on older adults. In part, this will be done through the Select Board's objective to review the Senior Needs Assessment and make necessary increases to existing programming, thereby ensuring that the physical, emotional, and food needs of our older adults are being met.
- I. External Impacts:** Operating with less than full staff impedes the COA's ability to meet the ongoing physical, nutritional, social needs of the community.
- J. Revenues:** The COA has very few programs where fees are applied. One exception is our lunch program. Prices were updated in 2022 and are in line with other similar programs with similar programming.
- K. Capital Planning:** The COA has no capital requests for this budget year.
- L. Other:**

0541 Senior / Community Services 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01054151	510000	BUDGET:SAL & WAGE						
01054151	511000	COA SALARIES	78,671	80,675	85,087.59	step increase.		
01054151	511005	HOURLY WAGES	110,840	189,429	207,861.60	COA Activities/Trans Coordinator. Bus Drivers		
01054151	510319	STIPEND						
01054151	514015	COA:LONGEVITY	300	390	480.00	contract obligation		
01054151	515000	VACATION PAY						
01054151	515012	PERSONAL TIME						
01054151	515015	COA:SICK PAY	1,114					
01054151	515017	VACATION BUY-BACK		2,227	2,271.50	contract obligation		
01041515	515018	SICK LEAVE BUY-BACK		1,114	1,135.75	contract obligation		
510000 SALARY & WAGE TOTAL:			190,925	273,835	296,836.44		23,001	8.40%
01054152	520000	PURCHASE OF SERVICES						
01054152	524000	COA SVC:R&M		2,000	2,000.00			
01054152	524050	R&M OF VEHICLES	35	80	80.00			
01054152	527015	RENT/LEASE AGMTS:OFF EQUIP/FUR	2,160	2,880	2,880.00			
01054152	529010	COA SVC:SVC CONTR		22,500	22,500.00			
01054152	530008	COA SVC:DATA PROCESSING						
01054152	534000	COA SVC:TELEPHONE						
01054152	534050	COA SVC:DATA FAX	311	489	489.00			
01054152	534060	COA SVC:PRINTING						
01054152	534065	COMMO:POSTAGE		50	50.00			
520000 PURCHASED SERVICES TOTAL:			2,507	27,999	27,999		0	0.00%

0541 Senior / Community Services 2023 BUDGET REQUEST

ORG	OBJ	ACCT DESCRIPTION	2021 EXPENDED	2022 BUDGET	2023 REQUEST	NOTES	Y-o-Y \$	Y-o-Y %
01054154	540000	SUPPLIES						
01054154	540515	GENERAL SUPPLIES	825	4,000	4,000.00			
01054154	540518	HEALTH SUPPLIES						
01054154	542000	COA SUPP:OFFICE	77	3,000	3,000.00			
01054154	542005	COA SUPP:OFFICE REPLACE EQUIP						
01054154	548000	SUPPLIES:VEHICLE:GAS/DIESEL	393	3,000	3,000.00			
01054154	549000	COA SUPP:FOOD SVC		1,000	1,000.00			
01054154	558000	COA SUPP: SUBS NEWSPAPER		138	138.00			
540000 SUPPLIES TOTAL:			1,295	11,138	11,138		0	0.00%
01054157	570000	OTHER CHARGES UNCLASSIFIED						
01054157	558000	SUBSCRIPTIONS:NEWSPAPERS	78	0				
01054157	570000	OTHER CHARGES UNCLASSIFIED						
01054157	571000	COA OTH:INSTATE TRAV		2,115	2,115.00			
01054157	573000	COA OTH:DUES & MEMBERSHIPS	227	1,685	1,685.00			
01054157	577050	STAFF DEVELOPMENT	20	1,535	1,535.00			
01054157	579020	COA PHONE REIMBURSEMENT		900	1,200.00	(4) staff		
01054157	579000	COA OTH:REIM	650	500	500.00			
570000 OTHER UNCLASSIFIED CHARGES TOTAL:			975	6,735 0	7,035		300	4.45%
GRAND TOTAL:			195,701	319,707	343,008.44		23,301	7.29%
			FY 2021	FY 2022	2023 REQUEST			

1/13/2022 @ 3:53 PM

DEPARTMENT: **COA**

PERSONAL SERVICES - Account Number: 5100
Part II. SALARIES & WAGES - SEASONAL & TEMPORARY

FY23	STEP 5	
Jul-22		21
Aug-22		23
Sep-22		22
Oct-22		21
Nov-22		22
Dec-22		11
Jan-23		
Feb-23		
Mar-23		
Apr-23		
May-23		
Jun-23		

Category	Name and/or Job Title	Wage	Step	Annual \$	Staff Number	Explanation
COA Director Grade 13	COA					
	Director		1	\$ 74,108.51	0.00	120 days @ Step 4 (Dec 16 anniv) * 8 hours/ day
	Mary-Elizabeth Briscoe		2	\$ 76,331.75	0.00	140 days @ Step 5 * 8 hous/day
			3	\$ 78,621.70	0.00	
			4	\$ 80,980.36	0.00	
		\$ 38,496.82	5	\$ 83,409.77	0.00	Step 5 Biweekly 3208.07 Step 6 Biweekly 3304.31
		\$ 46,590.77	6	\$ 85,912.06	0.00	Step 5 Daily 320.81 Step 6 Daily 330.43
						Step 5 FY23 38496.82 Yearly Total Step 6 FY23 46590.77
	Longevity (does not qualify)	0.00				85087.59
				Daily Rate	# Days	
	Vacation buyback (does not qualify)	0.00	Vacation Buyback	0.00	0.00	
	TOTAL	85,087.59				

hourly	weekly hrs	Yearly Hrs
\$ 32.45	35.00	1827.00
	227.15	
	1135.75	
	2271.50	

FY23	STEP 5	
Jul-22		21
Aug-22		23
Sep-22		22
Oct-22		21
Nov-22		22
Dec-22		22
Jan-23		
Feb-23		
Mar-23		
Apr-23		
May-23		
Jun-23		

Category	Name and/or Job Title	Wage	Step	Hourly	Annual	Explanation	
Outreach Coordinator Grade 10	Outreach Coordinator	\$ 59,059.00	6			hourly \$ 32.45 weekly hrs 35.00 Yearly Hrs 1827.00	
	Elton Cutler						
	Longevity	\$ 480.00	Hire date 8/2014				Daily 227.15
						Weekly 1135.75	
						Bi-Weekly 2271.50	
			Daily Rate	# Days			
	Vacation buyback	\$ 2,271.50	227.15	10.00			
	Sick buyback	\$ 1,135.75	227.15	5.00			
Total	62,946.25						

Category	Name and/or Job Title	Wage	Explanation				
COA Activities / Transportation Coordinator (Program Coordinator) Grade 10			Step	Hourly	Days	July 1, 2021 - June 30, 2022	
			1	26.89			
			2	28.15			
		53,677.26	3	29.38	261		
			4	30.60			
			5	31.50			
			6	32.45			
	Longevity (does not qualify)	\$ -					
	Vacation payback (does not qualify)	\$ -					
	total	53,677.26					
Office Assistant 2 Grade 9	Office Assistant 2	\$ 9,131.50	Step 3	Hourly 26.09	Days Worked 50	July 1, 2021 - Sept 8, 2021 \$ 9,131.50	
	Chelsea Micks						
	Hire date: 9.8.19						
		\$ 40,174.40	Step 4	Hourly 27.20	Days Worked 211	Sept. 9, 2021 - June 30, 2022 \$ 40,174.40	
	Longevity (does not qualify)						
	Vacation payback (does not qualify)	\$ -					
	total	49,305.90					
	SUBTOTAL hourly wages:		165,929.41				
Category	Name and/or Job Title	Wage	Explanation				
COA Van Driver Grade 3	Van Driver		Step	Hourly	Hours Worked (19 hrs)	Jul. 2022 - Mar. 21, 2022	
	Michael Tavers	\$ 10,814.31	1	15.21	711.00	37 weeks, 1 day (8hrs)	
	Hire/Anniversary Date 03/22/20						
		\$ 4,351.67	Step 2	Hourly 15.71	Hours Worked (19 hrs) 277.00	Mar. 22, 2022 - June 30, 2023 14 weeks, 11 hrs	
	sub total	15,165.98					

Step Date: 7.1
 hourly weekly hrs
 \$ 29.38 35.00
 Daily \$ 205.66
 Weekly \$ 1,028.30
 Biweekly \$ 2,056.60

Step Date: Sept. 9 # days 7/1/20 - 9/8/21 FY23 STEP 3
 hourly weekly hrs July-Aug Sept.
 \$ 26.09 35.00 44.00 6.00
50.00
 Daily \$ 182.63
 Weekly \$ 913.15
 Biweekly \$ 1,826.30
 # days 9/9/20 - 6/30/21
 \$ 27.20 35.00 Sept. 2020 Oct-Jun
 Daily \$ 190.40 16.00 195.00
 Weekly \$ 952.00 **211.00**
 Biweekly \$ 1,904.00

FY23 STEP 1
 Jul-22 21
 Aug-22 23
 Sep-22 22
 Oct-22 21
 Nov-22 22
 Dec-22 22
 Jan-23 22
 Feb-23 20
 Mar-23 14
 Apr-23
 May-23
 Jun-23

FY23	STEP 1	
	Jul-22	21
	Aug-22	23
	Sep-22	22
	Oct-22	21
	Nov-22	22
	Dec-22	22
	Jan-23	22
	Feb-23	20
	Mar-23	14
	Apr-23	
	May-23	
	Jun-23	

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	Van Driver		Step	Hourly	Hours Worked (19 hrs)	JUL. 2022 - Nov. 19, 2022	
COA Van Driver Grade 3	Peter Hirshman	\$ 5,924.30	1	15.21	389.50	20.5 weeks	
	Hire Date 11/20/21					Nov. 20, 2022 - June 30, 2023	
		9,402.44	2	15.71	598.50	31.5 weeks	
		sub total	15,326.73				
COA Van Driver Grade 3	John Grannis	\$ 5,924.30	1	15.21	389.50	20.5 weeks	
	Hire Date 11/20/21					Nov. 20, 2022 - June 30, 2023	
		9,402.44	2	15.71	598.50	31.5 weeks	
		sub total	15,326.73				
	Adjustments		after discussion with TM, ATM, TA				
	Subtotal Van Drivers	\$ 45,819.44					
Seasonal/Temporary/Part-Time Employees							
5100 TOTAL		296,836.44					

39999 = Purchased Services Expense Codes

520000 PURCHASE OF SERVICES	SERVICES
520100 LAB FEES	LAB FEE
520122 MEMORIAL DONATION SERVICES	MEM SERV
520150 TRANS STA TIPPING FEES	TIP FEES
520401 ADMINISTRATIVE CONTRACTED SVCS	CONTR SVC
521000 ELECTRICITY	ELECTRICIT
521005 TECHNOLOGY UPGRADE EXPENSES	TECH UPGRD
521010 INTERNET/WEBSITE SERVICE	INTERNET
521051 PD K9 WAGES/OT	WAGE/OT
521052 PD K9 SERVICES	K9 SERV
521054 PD K9 SUPPLIES	K9 SUPPLY
521057 PD K9 OTHER CHARGES	K9 OTHER
521058 PD K9 CAPITAL	K9 CAPITAL
521711 ENVIRONMENTAL PROJECTS FUNDS	ENV PROJS
523000 WATER BILL	WATER
524000 R&M OF OFFICE EQUIP	OFF EQUIP
524010 R&M OF COMMO LINES	COM LINES
524015 R&M:TRAFFIC CTRL EQUIP/ST LIGH	TRAFF CTRL
524020 R&M OF VEHICLES	VEHICLES
524025 R&M OF RECREATIONAL FACILITIES	REC FACIL
524030 R&M OF BUILDINGS	B&G
524035 R&M:GROUNDS/GROUNDSKEEPING	GROUND SKPG
524040 R&M:GROUNDSKEEPING	R&M:GROUND
524050 R&M OF VEHICLES	VEHICLES
527000 RENTAL/LEASE AGMTS:BUILDINGS	BUILDINGS
527005 RENTAL/LEASE AGMTS:VEHICLES	VEHICLES
527007 RENT/LEASE:PORTABLE TOILETS	PORTTOILET
527010 RENTAL/LEASE AGMTS:MED EQUIP	MED EQUIP
527012 RENT/LEASE PUB WORKS EQUIPMENT	GEN EQUIP
527015 RENT/LEASE AGMTS:OFF EQUIP/FUR	OFF EQUIP
529000 CONTRACTUAL SVCS:CUSTODIAL	CUSTODIAL
529005 SERVICE CONTRACTS:SOLID WASTE	SOL WASTE
529010 SERVICE CONTRACTS:HUMAN SVCS	HUM SERV

P.T. hours. Pay fitness instructor

Services Expense Codes

520000 - 5:

Community Luncheon subsidy	\$	-
529015 SVC CONTRACTS: RECREATIONAL	RECREATION	
529018 SERVICE CONTRACT:AUDIO/VISUAL	VIDEOGRPHR	
529020 MAINT CONTRACTS	MAINT CONT	
530000 PROF/TECH:EMPL TRAINING	TRAINING	
530001 PROF/TECH SVCS:MGMT CONSULTING	MGMT CONS	
530004 PROF/TECH:ACCOUNTING & AUDITIN	AUD & ACC	
530005 PROF/TECH:ENG/ARCHITECTURAL	ARCHITECT	
530006 LABOR COUNSEL/CONSULTANT	LBR CONSUL	
530007 PROF/TECH:LEGAL	LEGAL	
530008 PROF/TECH:DATA PROCESSING	DATA PROC	
530009 PROF/TECH:WATER TESTING	WATER TEST	
530010 SEWING/EMBROIDERY	EMBRODIERY	
530011 PROF/TECH:CUSTOM DETAILING	DETAILING	
530012 PROF/TECH:CLERICAL SERVICES	CLERICAL	
530013 PROF/TECH:ENGINEERING SERVICES	ENGINEERIN	
530014 PROF/TECH:PRINTING SERVICES	PRINTING	
530015 PROF/TECH:GRANT WRITING	GRANT WRIT	
530016 PROF/TEC:ROAD SINAGE	CNP SIGNS	
530017 PROF/TECH:ENTERTAINMENT	ENTERTAINM	
530018 PROF/TECH:GRANT MGMNT	GRANT MGT	
530019 PROF/TECH:AUDIO/VISUAL SERVICE	AVSERVICES	
530020 PROF/TECH: HVAC	P/T:HVAC	
530021 PROF/TECH: INVESTIGATIONS	P/T:INVEST	
530030 RECYCLING FEES:GLASS	GLASS	
530031 RECYCLING FEES:TIRES	TIRES	
530032 RECYCLING FEES:PROP/GAS TANKS	GAS TANKS	
530033 RECYCLING FEES:MIXED LOADS	MIXED	
530034 RECYCLING FEES:COMPUTER PARTS	COMPUTER	
530035 RECYCLING FEES:BATTERIES	BATTERIES	
530036 RECYCLING FEES:MERCURY/CATHODE	MERC/CATH	

520000 - 539999 = Purchased

530037 RECYCLING: SINGLE STREAM	SINGLE STR
530090 REGISTRY FEES	REG FEE
530091 PROF/TECH: DEPT. OF REVENUE	DOR
530092 SERVICE BUREAU FEES:LCA	LAND COURT
530093 SERVICE BUREAU FEES:C&IEMS	CIEMS
530094 PROF/TECH: CC GRNHEAD FLY CTRL	CCGFLY
530095 PROF/TECH: VET DEPT SERVICES	VETS
530096 PORF/TECH: CLAMS	CLAMS
530100 PRINTING	PRINTING
530500 INSTRUCTIONAL SERVICES	INSTR SVC
530510 REFEREES/UMPS/COACHES FEES	REC FEES
530515 INSTRUCTIONAL SERVICES 2015	SERV 2015
531415 PROF/TECH: ADMIN '14 GRANTS	GRANT ADMN
531701 CHILDCARE: 2017 CDBGRANT	CHILDCARE
531702 HOUSE REHAB:2017 CDBTRANT	HOUSEREHAB
531703 GRANT MGT:CHILDCARE	MGT:CHILDC
531704 GRANT MGMT:HOUSING REHAB	MGMT:REHAB
531801 CHILDCARE: 2018 CDBGRANT	CHILDCARE
534000 COMMO:PHONE,TELE & WIRELESS	PHONE
534050 COMMO LINES (DATA, FAX)	DATA,FAX
534060 COMMO:PRNTNG W/ OR W/O MAILING	PRINTING
534065 COMMO:POSTAGE	POSTAGE
	TOTAL

540000 - 559999 = Supplies Expense Codes 540000 - 559999 = Supplies Expense Cr

540000	SUPPLIES	SUPPLIES
540009	SUPPLIES ENC'D FROM 2009	2009 SUPP
540315	PROPANE GAS	PROPANE
540515	GENERAL SUPPLIES	GENERAL
	<i>client lockers for fitness equipment</i>	
	<i>general supplies</i>	
	<i>van floor mats</i>	
540516	GUDIANCE SUPPLIES & MATERIALS	GUIDANCE
540517	TESTING/ASSESSMENT SUPPLIES	TEST/ASS
540518	HEALTH SUPPLIES	HEALTH
540519	SUPPLIES & MATERIALS	SUPP & MAT
540521	MAINTENANCE OF GROUNDS SUPP	GROUNDS
540522	MAINTENANCE OF BUILDINGS SUPP	BUILDINGS
540523	MAINTENANCE OF EQUIPMENT SUPP	EQUIPMENT
540530	AV SUPPLIES & MATERIALS	AV SUPP
540531	LIBRARY BOOKS	LIB:BOOKS
540540	CUSTODIAL SUPPLIES & MATERIALS	CUSTODIAL
541010	ATHLETIC SUPPLIES	ATH SUPP
541012	SUPPLIES:SEASONAL PROGRAMS	SEAS PROG
542000	SUPPLIES:OFFICE:CONSUMABLES	CONSUM
	<i>general</i>	
542005	SUPPLIES:OFFICE:REPLACE EQUIP	REPL EQUIP
542010	OFFICE SUPPLIES:BOTTLED WATER	WATER
543000	BUILDING MAINT SUPPLIES:	BUILD MAIN
543010	FUEL/HEATING OIL	FUEL OIL
545000	SUPPLIES:CUST/HOUSEKEEPING	HOUSEKEEP
546000	SUPPLIES:GROUNDSKEEPING	GROUNDS
546050	SUPP:TOOLS & SMALL EQUIPMENT	TOOLS
548000	SUPPLIES:VEHICLE:GAS/DIESEL	GAS:DIESEL
548005	SUPPLIES:VEHICLE:TIRES & TUBES	TIRES
548010	SUPPLIES:VEHICLE:FLUIDS & LUB	FLUIDS
548015	SUPPLIES:VEH:MAINT PARTS & ACC	PART/ACC
548023	SUPPLIES:VEH:DEPT SUPP:COA	COA VEH
549000	SUPP:FOOD SVC:SERVING & UTENCI	SERVING
	<i>volunteer lunch</i>	
550005	MEDICAL SUPPLIES: GEN/NON-EMS	NON-EMS
551000	TECH SUPPLIES:TEXT/PLANS/MAPS	TEXT
552010	SUPP:FOR RESALE	RETAIL SUP
558000	SUBSCRIPTIONS:NEWSPAPERS	NEWSPAPER
	<i>CC Times</i>	
	<i>misc.</i>	
558001	SUBSCRIPTIONS:MAGAZINES	MAGAZINES
558002	SUBSCRIPTIONS:UPDATE SERVICES	UPDATE SVC
558010	CRIME PREVENTION SUPPLIES	CRIME PREV
558015	UNIFORMS & OTHER "PERS SUPP"	PERSONNEL
558020	FIRE FIGHTING SUPPLIES	FIRE FIGHT

ORG	OBJ	ACCT DESCRIPTION
01054151	510000	BUDGET:SAL & WAGE
01054151	511000	COA SALARIES
01054151	511005	HOURLY WAGES
01054151	510319	STIPEND
01054151	514015	COA:LONGEVITY
01054151	515000	VACATION PAY
01054151	515012	PERSONAL TIME
01054151	515015	COA:SICK PAY
		GRANT FUNDED

570000 - 579999 = 'Otherwise Unclassified' Charges Expense Codes

570000	OTHER CHARGES UNCLASSIFIED	OTH:UNCLAS
570051	TRANSF TO EXPEND DEPT	TRANSF
570122	MEMORIAL DONATION OTHER	MEM OTHER
571000	OTHER CHARGES:TRAVEL:INSTATE	INSTATE
	MMA Annual Meeting Meals (1p)	
	MMA Annual Meeting Lodging (1p)	
	Mileage Reimbursement	
572000	OTHER CHARGES:TRAVEL:OUT OF ST	OUT OF STA
573000	OTHER CHARGES:DUES & MEMB	DUES
	Massachusetts COA	
	Motion Picture License	
	MCOA Conference (1) pp	
	MCOA Conference hotel (1)	
	MMA Annual Meeting (1p)	
573010	OTHER EXP:TRAIN/WKSHP/CONF	TRAINING
573015	OTHER CHARGES:LODGING EXPENSES	LODGING
574000	OTHER CHARGES:INSURANCE PREM	INS PREM
574010	REIMB GRANT FUNDING	GRANT FUND
576000	JUDGMENTS/RETURN OF DEPOSITS	JUDG/RETUN
577050	OTHER CHARGES:STAFF DEVELOP	STAFF DEV
578000	RESERV FOR TRANS TO EXP BUDGET	RES FR TRA
578050	PETTY CASH	PETTY CASH
579000	REIMB FOR OUT OF POCKET EXP	REIMB
579005	OTHER CHARGES:LATE FEES	LATE FEES
579006	OTH CHGS: RETURN OF DEPOSITS	RETURN DEP
579007	SENIOR WORKOFF TAXES	SR TAXES
579010	REIMB: CEMETERY LOT REIMBURSE	LOT REIMB
579020	REIMB: PERSONAL CELL PHONE	REIMB CELL
579100	RECLASSIFIED INSURANCE EXPENSE	INS >\$20K
579900	REIMBURSEMENT:CEMETERY LOTS	REIMT:LOTS