

Town Administrator Report
April 14, 2020

The following is a summary of the major activities of the Office of the Town Administrator for the previous week.

- 1. Financial Update-** Attached please find copies of the Summary Revenue and Expenditure Reports for the period ending March 31, 2020, along with the month-by-month analysis of Local Estimated Receipts (LER) for fiscal year 2019 and fiscal year 2020 to date. The main question of the day is what impact the COVID-19 virus situation will have on Town finances, so I'll dispense with the normal briefing and get right to it. While it is impossible to calculate the exact impact of the pandemic, it is clear that our economy is in a shut-down. On the positive side, while I always complain about the over-reliance of our budget on property taxes, this revenue source is relatively stable. While late payments are not a major concern in the short-term, a major catastrophe could occur here if the economic situation grew so bad that property values were actually reduced and amounts billed were abated, which would render them uncollectable. Our only hedge against that outcome would be a cautious approach to property valuation, which would not impact the total levy. This sort of risk would be associated with a more long-term economic downturn, which may certainly be caused by the pandemic, but would have to be associated with other economic factors which have not yet developed. At this point we should keep a weather-eye on property values and collection rates over the coming months.

We have a more immediate concern regarding the Local Estimated Receipts (LER) which, of course, are based on local economic activity. One saving grace is that they represent only 20% of our total budget. On the negative side, these revenues are very sensitive to economic conditions and the current economic shut-down signals a definite threat in both fiscal years 2020 and 2021. In FY 20 we have collected \$3,886,548 in LER through the end of March. While we have to confront the fact that we will not reach our FY 19 collections of \$4,491,314, our conservative budgeting set a target in FY 20 of only \$4,128,00 for LER. That means we need to collect \$241,452 over the last quarter to make our budget. Last year we collected \$911,866 in the last quarter. While we will take a beating compared to our past performance, we will probably come pretty close to making budget for the year. We are working with Departments to freeze as many expenditures as possible as a hedge against the reduced receipts, and I do not foresee a major deficit during the current fiscal year.

Moving to FY 21, even if we can get the economy restarted by June, there will doubtless be large impacts in the overall seasonal economic numbers. While it is impossible to make an exact calculation, a conservative estimate to start is that we will see a 25% drop in LER for FY 21. This would lower total estimated revenues by approximately \$1 million. This is the basic budget issue we need to confront. Using a combination of budget reductions and the use of reserves such as free cash and the Stabilization Fund could get us through and in a positive position if the economic crisis is limited to FY 21. Based on our successful reserve policies, a continuation of strategic reductions and the judicious use of reserves could carry the Town for the next three years, but obviously with reductions in services.

For immediate steps, we should conserve any cash we can while also looking at the proposed

budget for any spending that can be deferred. Firstly, we need to analyze the impact of deferring some of the capital spending from free cash. Some of those funds could be used to temporarily bridge the gap of reduced LER. Secondly, we need to look at the raise and appropriates proposed for FY 21 and see if there are areas that we can reduce. Our Town Accountant Deb Potter and I will work together to come up with some preliminary recommendations over the next week for review and we are keeping the Finance Committee in the loop. We're all hoping to get over this and rebound strongly, but we will also be prepared for a longer-term battle if it comes to that.

2. **Department Head Meetings and Engagement**-During this crisis we have stepped up efforts to communicate with and engage staff to help people feel more connected and to salvage as much productivity as possible while we are forced to limit personal contact to control the virus. We are conducting regular Department Head using the Zoom platform. We have also rolled out our Telecommuting policy and timesheets to work with the departments to assign and track work being accomplished from remote locations and to help to administer both traditional and the new, emergency forms of leave that have been instituted to deal with this issue. The policies and procedures are important on a number of levels. In addition to helping us all to be accountable and to professionally manage our splintered workforce during the stay at home order, this additional structure is designed to offer staff members engagement and support during a very uncertain period. I believe the staff benefits greatly from our outreach, participation and engagement during a period of great fear and discomfort, and we all benefit from nurturing our sense of worth and value during this difficult period. In addition to those forced to work from home, we also need to recognize the first responders and other essential personnel who must take greater risks to help keep our community safe and provide critical services. The current situation is a great challenge for all of our personnel, and their continued contributions are greatly appreciated.
3. **North Bluffs Beach Nourishment**-We have just wrapped up our public works project to stabilize and nourish the North Bluff area. With the inception of the construction ban, the beach nourishment had been completed and the timber groins to help keep the sand in place were almost complete. Although this represents a critical public works project that is exempted from the construction ban, the project was evaluated for a shut down. In the week's period needed to make the project area safe and to demobilize, the Contractor was able to complete the groin assembly and to leave the project in a completed condition. At the same time the Town had received an emergency certification from the Army Corps. of Engineers and the Conservation Commission to remove sand that threatened the boating channel in the harbor and to place additional rip-wrap and filter fabric to help protect the harbor from additional siltation given the poor condition of the jetties. This emergency work was completed last week, and the site has been left in a safe and complete manner with no remaining issues. Overall the project was completed in a very successful way by taking advantage of the great value in the bids received to first add additional sand to fully rebuild the beach in the highest quality way possible, and second to address critical problems with the jetty and the harbor to add value to the project.
4. **Steamship Authority** -On Friday there was a conference call with officials from the Steamship Authority that Selectman Santoro and I covered for the Town. On the call we were informed that a number of the pilings at the Oak Bluffs pier have deteriorated to a critical

condition and require replacement. Full replacement of all of the damaged pilings would represent 1-2 months of work, and the Authority is evaluating temporary measures which could be put in place to avoid disruption during the summer months this year. Of course, the issue is further complicated by all of the COVID-19 problems, including whether any delay will be required for the opening date of the pier. We are awaiting word from the Steamship of the potential measures that may be put in place for the upcoming season, and what, if any, impact to service may occur.

- 5. Town Hall Update-**We have our full team in place with ICON Architecture wrapping up design development work on the project and participating along with the project manager, Atlantic Construction Management, and the Construction Manager at Risk, Dellbrook/J and J Construction to go through the design to determine the final construction cost for the project. We have been conducting weekly meetings to ensure full participation, and the Construction Manager is continuing to become familiar with the plans. They have established the time frame of April 24 to have their first draft of the total project costs. This would be a good time to involve the Board for a presentation of project status. In the meantime, ICON architecture is working with us to produce a video of the project design and process that we can show on MVTV to help keep the public engaged while our public meeting schedule is on hold.



FOR 2020 10

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
107 AHT SELECTMEN	1,500.00	5,062.20	292.05	0.00	-3,562.20	337.5%
122 BOARD OF SELECTMEN	519,562.48	437,310.13	87,038.64	0.00	82,252.35	84.2%
131 FINANCE COMMITTEE	7,675.00	4,085.00	0.00	0.00	4,090.00	50.0%
132 FIN COMM RESERVE FD.	150,000.00	0.00	0.00	0.00	149,500.00	.0%
135 TOWN ACCOUNTANT	100,806.66	60,715.49	3,472.40	0.00	40,091.17	60.2%
141 ASSESSORS	131,036.00	106,881.78	6,402.20	0.00	24,154.22	81.6%
144 TREAS/COLL (FIXED P/R COST)	4,376,919.00	3,981,578.75	269,784.26	0.00	395,340.25	91.0%
145 TOWN TREASURER	0.00	197.92	0.00	0.00	-197.92	100.0%
146 TREASURER/COLLECTOR	251,249.13	201,743.48	10,169.45	0.00	49,505.65	80.3%
155 INFORMATION TECHNOLOGY	357,909.72	303,729.08	16,038.08	0.00	54,180.64	84.9%
161 TOWN CLERK	143,158.21	107,342.34	5,274.54	0.00	35,815.87	75.0%
163 BOARD OF REGISTRARS	31,767.80	15,210.75	857.44	0.00	16,557.05	47.9%
171 CONSERVATION COMMISSION	109,922.56	83,620.54	2,913.60	0.00	26,302.02	76.1%
175 PLANNING BOARD	44,466.51	34,783.35	1,799.00	0.00	9,683.16	78.2%
199 UNCLASSIFIED (SELECTMEN)	1,263,513.00	1,103,198.72	17,800.77	0.00	160,314.28	87.3%
210 POLICE DEPARTMENT	2,458,208.30	1,884,030.98	87,632.24	0.00	574,177.32	76.6%
220 FIRE DEPARTMENT	388,206.00	238,854.01	75,238.97	0.00	161,351.99	59.7%
231 AMBUANCE SERVICE	365,021.20	263,040.88	11,470.72	0.00	101,980.32	72.1%
241 BUILDING INSPECTOR	275,498.58	175,606.75	2,504.20	0.00	99,891.83	63.7%
249 SHELLFISH	208,031.04	139,562.10	5,528.00	0.00	68,468.94	67.1%



FOR 2020 10

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
291 EMERGENCY MANAGEMENT	24,700.00	16,647.95	0.00	0.00	8,052.05	67.4%
296 MARTINA MANAGER	271,626.21	208,102.20	4,717.73	0.00	63,524.01	76.6%
300 OAK BLUFFS SCHOOL	8,389,753.63	5,373,456.79	333,688.54	0.00	3,016,296.84	64.0%
301 MARTHA'S VINEYARD REG HS	5,115,713.33	3,836,785.00	0.00	0.00	1,278,928.33	75.0%
421 HIGHWAY-ADMINISTRATION	1,685,103.64	1,272,961.79	33,773.72	0.00	415,516.85	75.4%
519 BOARD OF HEALTH	202,000.00	135,413.20	4,913.60	0.00	66,586.80	67.0%
541 COUNCIL ON AGING	249,177.77	157,651.66	4,365.70	0.00	91,526.11	63.3%
543 VETERANS' SERVICES	60,500.00	41,375.91	4,856.54	0.00	19,124.09	68.4%
610 LIBRARY	551,913.35	451,927.14	22,447.08	0.00	99,986.21	81.9%
612 ARTS COUNCIL	2,000.00	1,500.00	0.00	0.00	500.00	75.0%
630 PARKS AND RECREATION	182,690.72	153,606.94	0.00	0.00	29,083.78	84.1%
710 MATURING DEBT-PRINCIPAL	1,865,054.60	1,505,054.60	0.00	0.00	360,000.00	80.7%
750 MATURING DEBT-INTEREST	411,504.74	361,923.75	0.00	0.00	49,580.99	88.0%
760 MATURING BAN-INTEREST	50,000.00	89,590.75	0.00	0.00	-39,590.75	179.2%
840 STATE/COUNTY ASSESSMENTS	1,165,890.00	830,439.00	0.00	0.00	335,451.00	71.2%
900 INTERFUND OPERATING TRANS	0.00	250,000.00	0.00	0.00	-250,000.00	100.0%
TOTAL GENERAL FUND	31,412,079.18	23,832,990.93	1,012,979.47	0.00	7,594,463.25	75.8%
GRAND TOTAL	31,412,079.18	23,832,990.93	1,012,979.47	0.00	7,594,463.25	75.8%

** END OF REPORT - Generated by Deborah Potter **



FOR 2020 09

JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01 GENERAL FUND						
01 MOTOR VEH EXCISE	-825,000.00	-706,062.56	-456,046.91	0.00	-118,937.44	85.6%
02 OTHER EXCISE	-804,000.00	-1,208,372.94	-15.00	0.00	404,372.94	150.3%
03 PENALTIES & INTEREST	-125,000.00	-175,643.32	-17,754.23	0.00	50,643.32	140.5%
04 PILOT	-14,000.00	0.00	0.00	0.00	-14,000.00	.0%
08 CHGS TRASH DISP	-185,000.00	-132,282.01	-6,887.00	0.00	-52,717.99	71.5%
09 OTHER CHGS	0.00	-41.00	0.00	0.00	41.00	100.0%
10 FEES	-100,000.00	-75,504.93	-8,224.00	0.00	-24,495.07	75.5%
11 RENTALS	-60,000.00	-26,455.00	-950.00	0.00	-33,545.00	44.1%
13 DEPT LIBRARY	-9,000.00	-5,190.56	-121.05	0.00	-3,809.44	57.7%
16 OTHER DEPTL	-134,000.00	-176,292.12	-4,821.20	0.00	42,292.12	131.6%
17 LIC & PERMITS	-417,750.00	-369,868.60	-64,590.50	0.00	-47,881.40	88.5%
19 FINES & FORFEIT	-20,000.00	-12,794.38	-725.00	0.00	-7,205.62	64.0%
20 INVMT INCOME	-15,000.00	-116,914.75	0.00	0.00	101,914.75	779.4%
21 MISC RECURRING	-900,000.00	-881,147.14	0.00	0.00	-18,852.86	97.9%
30 CHERRY SHEET	-1,482,608.00	-903,792.00	0.00	0.00	-578,816.00	61.0%
33 OTHER INTERGOV	-6,519.00	0.00	0.00	0.00	-6,519.00	.0%
41 PERSONAL PROPERTY	-350,000.00	-335,521.75	-4,776.55	0.00	-14,478.25	95.9%
42 REAL ESTATE	-25,091,502.72	-18,599,542.92	-253,421.91	0.00	-6,491,959.80	74.1%
43 ALLOWANCE FOR AB/EXE	-150,000.00	0.00	0.00	0.00	-150,000.00	.0%
44 LIENS & OTHER TAXES	0.00	-199,736.89	-24,361.39	0.00	199,736.89	100.0%



FOR 2020 09

JOURNAL DETAIL 2020 1 TO 2020 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
49 TRANSFERS IN/OFS	-936,910.73	-936,910.73	-1,100,284.73	0.00	0.00	163,374.00	117.4%
TOTAL GENERAL FUND	-31,626,290.45	-31,626,290.45	-25,025,447.60	-842,694.74	0.00	-6,600,842.85	79.1%
TOTAL REVENUES	-31,626,290.45	-31,626,290.45	-25,025,447.60	-842,694.74	0.00	-6,600,842.85	
GRAND TOTAL	-31,626,290.45	-31,626,290.45	-25,025,447.60	-842,694.74	0.00	-6,600,842.85	79.1%

** END OF REPORT - Generated by Deborah Potter **

Preliminary Fiscal Year 2020 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 12,750	\$ 86,348	\$ 28,526	\$ 22,701	\$ 5,766	\$ 16,728	\$ 13,296	\$ 63,900	\$ 456,047	\$ -	\$ -	\$ -	\$ 706,063
02 Other Excise	\$ 122	\$ (76)	\$ 534,908	\$ 5,541	\$ 1,871	\$ 665,694	\$ 221	\$ 76	\$ 15	\$ -	\$ -	\$ -	\$ 1,208,373
03 Penalties and Interest	\$ 24,651	\$ 32,176	\$ 23,100	\$ 14,671	\$ 9,123	\$ 7,330	\$ 26,061	\$ 20,756	\$ 17,754	\$ -	\$ -	\$ -	\$ 175,623
04 Payments in Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08 Charges for Services-Trash	\$ 33,698	\$ 31,187	\$ 12,717	\$ 14,338	\$ 5,377	\$ 10,781	\$ 9,095	\$ 8,214	\$ 6,887	\$ -	\$ -	\$ -	\$ 137,294
10 Fees	\$ 6,885	\$ 6,534	\$ 8,500	\$ 10,336	\$ 7,554	\$ 8,900	\$ 9,226	\$ 9,375	\$ 8,224	\$ -	\$ -	\$ -	\$ 75,533
11 Rentals	\$ 1,500	\$ 6,355	\$ 750	\$ 3,250	\$ -	\$ 5,550	\$ 7,000	\$ 1,100	\$ 950	\$ -	\$ -	\$ -	\$ 26,455
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13 Dept. Revenue-Library	\$ 786	\$ 598	\$ 1,635	\$ 484	\$ 784	\$ 123	\$ 392	\$ 268	\$ 121	\$ -	\$ -	\$ -	\$ 5,191
16 Other Dept. Revenue	\$ 46,872	\$ 6,097	\$ 18,438	\$ 48,802	\$ 3,887	\$ 23,054	\$ 13,025	\$ 11,297	\$ 4,821	\$ -	\$ -	\$ -	\$ 176,292
17 Licenses and Permits	\$ 38,449	\$ 30,243	\$ 45,193	\$ 35,749	\$ 53,432	\$ 30,831	\$ 24,234	\$ 47,149	\$ 64,591	\$ -	\$ -	\$ -	\$ 369,869
19 Fines and Forfeits	\$ 1,998	\$ 1,434	\$ 2,370	\$ 2,060	\$ 1,288	\$ 1,345	\$ 995	\$ 580	\$ 725	\$ -	\$ -	\$ -	\$ 12,794
20 Investment Income	\$ 17,383	\$ 18,846	\$ 10,421	\$ 12,507	\$ 11,054	\$ 12,062	\$ 13,492	\$ 21,150	\$ -	\$ -	\$ -	\$ -	\$ 116,915
21 Other Miscellaneous-Recurring	\$ 377,533	\$ 318,954	\$ 99,364	\$ 20,256	\$ (15,832)	\$ -	\$ -	\$ 80,872	\$ -	\$ -	\$ -	\$ -	\$ 881,147
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 562,626	\$ 538,694	\$ 785,922	\$ 190,695	\$ 84,304	\$ 782,398	\$ 117,038	\$ 264,737	\$ 560,135	\$ -	\$ -	\$ -	\$ 3,886,548
Cumulative Monthly Totals	\$ 562,626	\$ 1,101,321	\$ 1,887,243	\$ 2,077,938	\$ 2,162,241	\$ 2,944,639	\$ 3,061,677	\$ 3,326,413	\$ 3,886,548	\$ 3,886,548	\$ 3,886,548	\$ 3,886,548	\$ 3,886,548

Preliminary Fiscal Year 2019 Local Estimated Receipts By Monthly Collections (Unaudited)

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
01 MV Excise	\$ 35,122	\$ 72,321	\$ 19,579	\$ 20,691	\$ 7,948	\$ 16,993	\$ 50,046	\$ 402,905	\$ 133,198	\$ 80,458	\$ 41,942	\$ 64,270	\$ 945,474
02 Other Excise	\$ 82	\$ 53	\$ 434,867	\$ -	\$ -	\$ 444,952	\$ 3,952	\$ 1,994	\$ 63,340	\$ 395	\$ 143	\$ 58,326	\$ 1,008,103
03 Penalties and Interest	\$ 24,198	\$ 16,028	\$ 25,486	\$ 13,298	\$ 8,332	\$ 9,331	\$ 18,766	\$ 29,708	\$ 26,395	\$ 20,564	\$ 35,039	\$ 29,611	\$ 256,756
04 Payments in Lieu of Taxes	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 831	\$ -	\$ 17,742	\$ 17,404
08 Charges for Services-Trash	\$ 35,305	\$ 22,335	\$ 16,801	\$ 15,030	\$ 4,365	\$ 14,080	\$ 3,695	\$ 13,030	\$ 2,950	\$ 14,814	\$ 16,395	\$ 28,018	\$ 186,818
10 Fees	\$ 8,627	\$ 7,814	\$ 4,906	\$ 9,757	\$ 8,829	\$ 9,426	\$ 9,544	\$ 13,705	\$ 90,081	\$ 11,957	\$ 35,537	\$ 10,650	\$ 220,830
11 Rentals	\$ 12,750	\$ 5,500	\$ 5,625	\$ 3,000	\$ 395	\$ (1,000)	\$ 6,450	\$ 1,400	\$ 4,650	\$ 1,550	\$ 24,309	\$ 7,400	\$ 72,029
00 Dept. Revenue-School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13 Dept. Revenue-Library	\$ 1,305	\$ 1,184	\$ 577	\$ -	\$ 1,814	\$ 317	\$ 554	\$ 376	\$ 491	\$ 28	\$ -	\$ -	\$ 8,678
16 Other Dept. Revenue	\$ 21,814	\$ 14,913	\$ 35,519	\$ 12,730	\$ 27,020	\$ 5,473	\$ 14,772	\$ 6,060	\$ 17,521	\$ 7,112	\$ 28,632	\$ 17,459	\$ 209,024
17 Licenses and Permits	\$ 26,558	\$ 28,209	\$ 6,619	\$ 29,414	\$ 74,745	\$ 31,321	\$ 24,026	\$ 29,393	\$ 98,000	\$ 36,003	\$ 45,892	\$ 14,474	\$ 444,654
19 Fines and Forfeits	\$ 1,608	\$ 2,015	\$ 2,044	\$ 2,489	\$ 1,180	\$ 1,446	\$ 997	\$ 681	\$ 1,325	\$ 1,390	\$ 1,046	\$ 694	\$ 16,914
20 Investment Income	\$ 4,712	\$ 6,090	\$ 6,930	\$ 7,570	\$ 8,062	\$ 7,718	\$ 7,888	\$ 11,862	\$ 12,787	\$ 13,329	\$ 17,624	\$ 19,001	\$ 123,571
21 Other Miscellaneous-Recurring	\$ 359,959	\$ 287,943	\$ 125,926	\$ (5,939)	\$ 400	\$ 1,058	\$ (13,148)	\$ 250	\$ 15,412	\$ 16,102	\$ 119,806	\$ 73,290	\$ 981,058
00 Miscellaneous-Non Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 532,871	\$ 464,403	\$ 684,877	\$ 108,041	\$ 143,089	\$ 541,114	\$ 127,541	\$ 511,363	\$ 466,149	\$ 204,533	\$ 367,211	\$ 340,122	\$ 4,491,314
Cumulative Monthly Totals	\$ 532,871	\$ 997,274	\$ 1,682,151	\$ 1,790,192	\$ 1,933,281	\$ 2,474,395	\$ 2,601,936	\$ 3,113,299	\$ 3,579,448	\$ 3,783,981	\$ 4,151,192	\$ 4,491,314	\$ 4,491,314

Percentage change from PY for same period: 6%, 10%, 12%, 16%, 12%, 19%, 18%, 7%, 9%, -13%

TOWN OF OAK BLUFFS
FISCAL YEAR 2021 BUDGET
ANALYSIS OF AVAILABLE REVENUES
 January 6, 2020

I. SOURCES OF FUNDS	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	20-21(\$)	20-21(%)
A. GENERAL GOVERNMENT									
1. Cherry Sheet Estimates									
a. Resolution Aid	\$678,335	\$1,033,299	\$1,004,926	\$1,062,367	\$965,408	\$1,037,439	\$1,067,454	\$30,015	2.89%
b. Education Offset Items	\$260,321	\$226,153	\$177,250	\$223,027	\$215,238	\$204,785	\$204,785	\$0	0.00%
d. Library Offset	\$7,270	\$7,310	\$7,795	\$7,728	\$6,992	\$6,651	\$6,651	\$0	0.00%
e. Lottery and Other Aid	\$205,074	\$208,746	\$215,169	\$220,214	\$254,712	\$273,562	\$280,000	\$6,438	2.35%
Total Estimated Receipts	\$1,151,000	\$1,475,508	\$1,405,140	\$1,513,336	\$1,442,350	\$1,522,437	\$1,558,890	\$36,453	2.39%
LESS:									
Direct Offsets: Education & Lib.	\$267,591	\$233,463	\$185,405	\$230,755	\$222,230	\$211,436	\$211,436	\$0	0.00%
Cherry Sheet Assessment	\$1,033,665	\$1,086,576	\$1,074,471	\$1,212,788	\$1,122,060	\$1,187,125	\$1,187,125	\$0	0.00%
Total:	\$1,301,256	\$1,320,039	\$1,259,876	\$1,443,543	\$1,344,290	\$1,398,561	\$1,398,561	\$0	0.00%
Net Estimated State Revenues	-\$150,256	\$155,469	\$145,264	\$69,793	\$98,060	\$123,876	\$160,329	\$36,453	29.43%
Construction Reimbursements	\$567,924	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Cherry Sheet	\$417,668	\$155,469	\$145,264	\$69,793	\$98,060	\$123,876	\$160,329	\$36,453	29.43%
2. Non-Property Tax Local Revenues									
Local Estimated Receipts - General									
Receipts Reserved for Approp	\$3,458,000	\$3,316,533	\$3,470,000	\$3,845,000	\$3,857,000	\$4,128,000	\$4,350,000	\$222,000	5.38%
Masterwater Fund	\$0	\$376,544	\$290,684	\$286,375	\$298,375	\$245,681	\$302,556	\$56,875	23.15%
Chapter 90 and Other Sources	\$1,412,857	\$1,422,625	\$1,467,667	\$1,468,667	\$1,436,693	\$1,372,772	\$1,392,694	\$19,922	1.45%
Community Preservation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Price Cash	\$250,000	\$250,000	\$120,983	\$0	\$146,000	\$0	\$0	\$0	\$0
Total Non-Property Tax Local Revenue	\$5,120,857	\$5,365,702	\$5,349,334	\$5,600,042	\$5,726,068	\$5,746,453	\$6,045,250	\$298,797	5.20%

3. LOCAL PROPERTY TAX REVENUE	2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	20-21(\$)	20-21(%)
Base Levy	\$18,190,117	\$19,408,891	\$20,064,474	\$20,757,301	\$21,494,560	\$22,592,311	\$23,379,875	\$787,564	3.49%
Amended Previous New Growth	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
PLUS:									
2 1/2% Increase	\$454,753	\$485,222	\$501,612	\$518,933	\$537,364	\$564,820	\$584,497	\$19,677	3.48%
Estimated New Growth	\$164,021	\$170,361	\$191,215	\$218,326	\$285,387	\$222,744	\$235,000	\$12,256	5.50%
Overrides	\$600,000	\$0	\$0	\$0	\$275,000	\$0	\$0	\$0	
Levy Limit Inside Prop. 2 1/2	\$19,408,891	\$20,064,474	\$20,757,301	\$21,494,560	\$22,592,311	\$23,379,875	\$24,199,372	\$819,497	3.51%
Gross Excluded Debt	\$1,799,919	\$1,766,829	\$2,406,405	\$2,347,769	\$2,158,815	\$2,105,003	\$2,739,947	\$634,944	30.16%
Less: State Reimbursements	\$567,918	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Less: Bond Premiums Applied	\$0	\$0	\$0	\$0	\$0	\$25,681	\$0	-\$25,681	-100.00%
Net Debt Exclusions	\$1,232,001	\$1,766,829	\$2,406,405	\$2,347,769	\$2,158,815	\$2,079,322	\$2,739,947	\$660,625	31.77%
Capital Exclusions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Levy Limit	\$20,640,892	\$21,831,303	\$23,163,706	\$23,842,329	\$24,751,126	\$25,459,197	\$26,939,319	\$1,480,122	5.81%
Total Adjusted Levy	\$20,300,431	\$21,831,303	\$23,163,706	\$23,842,329	\$24,721,196	\$25,459,197	\$26,939,319	\$1,480,122	5.81%
TOTAL GENERAL GOVERNMENT:	\$25,838,956	\$27,352,474	\$28,658,304	\$29,512,164	\$30,545,324	\$31,329,526	\$33,144,898	\$1,815,372	5.79%
TOTAL ALL REVENUES:	\$25,838,956	\$27,352,474	\$28,658,304	\$29,512,164	\$30,545,324	\$31,329,526	\$33,144,898	\$1,815,372	5.79%
Special Town Meetings Requested Budget									
TOTAL BUDGET REQUESTED									
Recommended Budget	\$25,722,453	\$26,512,543	\$28,494,488	\$29,338,060	\$30,353,682	\$31,106,880	\$33,019,681	\$1,912,801	6.15%
Special Town Meetings	\$0	\$699,570	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL APPROVED BUDGET	\$25,722,453	\$27,212,113	\$28,494,488	\$29,338,060	\$30,353,682	\$31,106,880	\$33,019,681	\$1,912,801	6.15%
PLUS:									
Budget Overlap	\$112,600	\$120,000	\$150,000	\$150,000	\$150,000	\$122,417	\$125,000	\$2,583	2.11%
Total - SELECTIONS ADJUSTMENTS:	\$25,835,053	\$27,332,113	\$28,644,488	\$29,488,060	\$30,503,682	\$31,229,297	\$33,144,681	\$1,915,384	6.13%
Budget Reduction Package	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Prior Year Deficits BALANCE (SHORTFALL)	\$3,903	\$0	\$13,816	\$24,104	\$41,642	\$100,229	\$217	\$0	

Office of the Town Administrator



TOWN OF OAK BLUFFS

TELECOMMUTING POLICY

Policy Statement

The Town of Oak Bluffs will permit telecommuting as provided by this policy when it benefits the productivity of the employee, his or her work unit, and is not detrimental to either the Town of Bluffs or the employee. A Telecommuting Agreement needs to be completed and approved in order to participate in this program.

COVID 19

In response to the COVID-19 health crisis, the Town of Oak Bluffs may require employees, with the exception of essential personnel, to work from home. Employees should be proactive with Department Heads in preparing for these circumstances to ensure employees have the resources necessary to work remotely.

These arrangements are expected to be short term, and the Town of Oak Bluffs will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telecommuting, and the Town of Oak Bluffs may require employees to return to regular, in-office work at any time.

Definition

Telecommuting entails a work at home arrangement or a remote access arrangement for at least part of the workweek. In general, telecommuting is granted under appropriate circumstances to permanent employees whose job responsibilities are suited to such an arrangement and each individual's request to telecommute will be decided on under the guidelines outlined below.

Existing Regular employees may be placed on a telecommuting schedule by their supervisor, Town Administrator or Board of Selectmen as required.

Eligibility

In general, telecommuting pertains to positions that have considerable flexibility in scheduling and job functions that are easily supported by electronic means. Positions that may be considered for telecommuting are those that:

1. Are focused predominantly on the electronic production and/or exchange of information by means of computers, modems, fax machines or phones.
2. Involve measurable or quantifiable work product.
3. Have job functions that can be performed at a remote site without diminishing the quality of the work or disrupting the productivity of a unit.

4. Do not require an employee's presence at the regularly assigned place of employment on a daily or routine basis.

5. Have a minimal or flexible need for specialized materials or equipment available only at the regularly assigned worksite.

6. Allow for an employee to be as effectively supervised, as he or she would be, if the job function were performed at the assigned place of employment.

7. Have completed his or her probationary period, unless telecommuting is a requirement of the position, or exigency exists for the purposes of continuity of government.

Positions that are not suited to telecommuting are those that:

1. Require regular face-to-face contact with a supervisor, other agency or Town employees or the agency's customers.

2. Require the employee to supervise others.

3. Require access to information or materials that are available only at the regularly assigned place of employment.

Guidelines

The employee's direct supervisor makes the initial determination of the employee's ability to handle a telecommuting position. Some things to consider include:

- Past performance on projects and work assignments
- Past attendance
- Ability to utilize telecommuting technologies

Telecommuting scheduling must not be detrimental to the Town. Items that should be considered include:

- Budgetary limitations
- Safety concerns
- Liability issues
- Town expense guidelines
- Customer service requirements
- Communication with co-workers
- Equipment availability
- Access to support staff
- Undue administrative burden
- Confidentiality of information within the home worksite

The employee and his or her supervisor need to identify in advance a specific work schedule, including workdays and hours.

The Department Head and Town Administrator must approve all telecommuting schedules.

Work schedules should not exceed 40 hours/week or the standard work hours/week of the work unit. Work schedules do not negate any overtime (OT) obligations, Town of Oak Bluffs policies and bylaws, or other state and federal legal requirements.

Management must be able to verify the hours worked by an employee. The employee must maintain a normal workload and keep an accurate accounting of what he or she produces while telecommuting.

The Department Head has the right to return a telecommuting employee to a standard schedule with reasonable notice.

The employee's schedule and expenses must be in compliance with Town bylaws.

The employee's schedule should not create any additional health, safety or liability concerns for employee or Town.

The Town Administrator will review any unresolved, intra-departmental disputes on schedules.

All work product must be maintained in a safe and secure work environment. Any confidential information should be maintained locked in sturdy file cabinet, document safe, or other appropriate means. Destruction of documents will be done solely on Town premises using the services of the contracted vendor or certified document shredders, if equipped.

The employee must provide (at their own expense), a high-speed Internet connection to the Town network using an Internet Service Provider (ISP) of their choosing. (The employee should contact the Town IS provider for specific requirements on the Internet connection.)

Remote Worksite Specifics

Telecommuting employees must have and maintain a safe and healthy worksite.

Confidential information must be protected and kept secure at the worksite.

Non-work-related events and activities should not disrupt or interfere with work at the remote worksite.

Scheduled work time will not be used to provide dependent care. Telecommuting is not a substitute for dependent child or eldercare.

The employee will provide appropriate home office furniture or equipment (e.g. desk, file cabinet, etc.).

The Town retains the right to make prearranged inspections of the remote worksites during scheduled work hours.

The employee must be available by phone and email during scheduled work hours.

The Town of Oak Bluffs assumes no liability for injuries occurring inside the employee's home workspace outside of work hours.

Town of Oak Bluffs Property

Town of Bluffs property such as computers, printers, fax machines and other equipment loaned to an employee remains the property of the Town during the duration of the Telecommuting Agreement and must be returned upon termination of the agreement.

Surge protectors will be provided with any Town-owned computer equipment. The employee is responsible for any damage resulting from a power surge, if a surge protector is not used.

If Town equipment is provided, each piece of equipment must be listed with the IT Department before the employee takes possession.

Employees must return the equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are personally liable for missing or damaged equipment.

Town employees using Town of Oak Bluffs equipment must also comply with all applicable Personnel and IT policies and procedures.

APPROVAL

Effective on a limited basis until revoked by the Board of Selectmen
Adopted March , 2020.

Brian C. Packish, Chair

Jason Balboni, Vice Chair

Gail M. Barmakian

Gregory A. Coogan

Michael J. Santoro

TOWN OF OAK BLUFFS TELECOMMUTING AGREEMENT STATEMENT OF EXPECTATIONS

This "Statement of Expectations" is to be completed and signed by the employee and supervisor prior to participating in any remote work arrangement. Return signed agreements to the Human Resources Office.

As a condition of working remotely, I understand and acknowledge the following:

General Guidelines / Conditions

- I understand that working from home or other non-traditional work settings imposes additional responsibilities on me as an employee, as outlined in this document and others, or as may be prescribed by my supervisor.
- I understand that all Town policies will continue to apply to me while I work remotely. If I have any questions about the application of a policy in a remote work setting, I will raise them with my supervisor or with the Human Resources office.
- I understand that I am not eligible for reimbursement for any travel-related expenses related to working from home (e.g. no mileage reimbursement if employee needs to visit the office)
- I understand my supervisor's expectations of me while I am in a remote work setting.
- I will adhere to the work schedule provided by my supervisor and the remote work guidance on use and reporting requirements for sick and other accrued leave.
- I understand that I must be available by telephone, email and Skype during, Town work hours of 8:30 am to 4:00 pm, or hours determined by my supervisor, and the focus of the arrangement must remain on job performance and meeting the business needs of the Town.
- I understand that I am expected to provide my supervisor with a supplemental "work at home" narrative included in my time sheet which describes the work performed while telecommuting during that respective week/s.
- I understand the decision as to which individuals, groups or departments that will be eligible for working remotely shall be at the sole discretion of the Town and the employee's supervisor.

- The employee and his or her supervisor need to identify in advance a specific work schedule, including workdays and hours. Overtime is prohibited and must be approved by the employee's supervisor prior to any overtime hours taken.
- I understand the option to work remotely is temporary in light of the current public health circumstances concerning COVID-19 and is revocable at the discretion of the Town of Oak Bluffs on an individual or group basis and does not create a precedent, practice or expectation for the manner in which same or similar conditions will be addressed in the future.
- I understand consistent with the Town's expectation of privacy and information security for employee's working at the Town's offices, employees who work remotely will be expected to ensure the protection of confidential and privacy information that is accessible from their remote location.

Health and Safety Issues in the Remote Office

- I will select a workspace in my home that is clean and separate from the general living areas (especially kitchens and workshop areas).
- If I suffer a work-related injury while working remotely, I understand that I must promptly notify my employer as well as take all necessary steps and complete all necessary documents necessary to file a report of the injury.
- I understand that my employer has the right to make periodic visits to my home office to audit compliance with safety standards. The employer will provide reasonable notice for such visits.
- I also agree to provide the employer with immediate and unimpeded access to my home work area(s) in the event it is necessary for a Town representative to visit my home office to investigate an injury report.

Specific Remote Work Tasks/Deliverables

Daily work will vary consistent with priority projects, but will generally include the following:

- Remote participation in staff, team and project meetings, as needed or requested;
- Convening meetings, as needed;
- Coordination and communication with staff, municipal and regional officials, and project-specific partners and/or consultants/contractors to complete all necessary work assignments;
- Serving as a project manager, coordinating activities for specific programs or projects, as

- appropriate;
- Conducting research, preparing reports, studies, plans, project proposals, grant applications and other documents, as needed or requested;
 - Analyzing and visualizing data and utilizing data analysis and visualization tools;
 - Developing communications and outreach materials, including graphics and other content for use on the website, in project or program materials, or in social media applications.

*****Acknowledgement*****

Employee Name _____

Days/Dates of Anticipated Remote Work: _____

I fully understand the terms of remote work arrangement as outlined above and have been supplied in writing with the duties and work schedule required from my Supervisor.

I understand that my supervisor may discontinue my participation at any time with or without cause.

I understand that the Town retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

I have read and acknowledged receipt of the Telecommuting policy provided by the Town that accompanied this Agreement.

I understand that a program of re-certification may be required on an annual basis for as long as I continue to work remotely.

Employee Signature and Date: _____

Supervisor Signature and Date: _____

Human Resources Signature and Date: _____