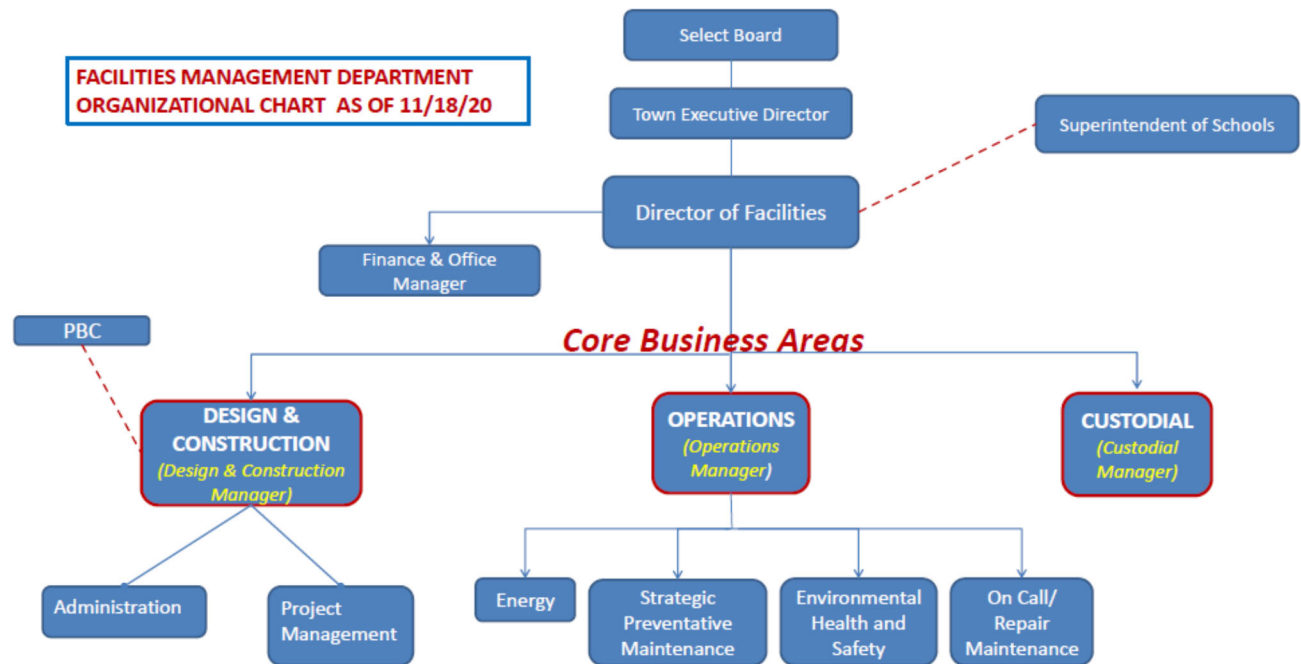


# Facilities Management Department

## Mission Statement

To treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and collaboratively prepared long-term capital plans. FMD staff recognizes the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.



## Department Description

The Town of Wellesley Facilities Management Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Select Board. The FMD is responsible for the operation and maintenance of all schools and municipal buildings in the Town, as well as all aspects of capital planning, design and construction. The Municipal Light Plant manages their own buildings with some support from FMD. In July 2016 the FMD assumed custodial and maintenance responsibilities for eight Department of Public Works (DPW) buildings. FMD does not have established budgets to support the DPW's Water/Sewer buildings at the Municipal

Way campus, as these are enterprise funded. Instead, FMD uses a charge back process to account for FMD costs incurred for these buildings.

The FMD is responsible for custodial service, maintenance/operations, capital planning and project management for twenty-nine (29) buildings, totaling over 1.2 million square feet, with a staff of 72.6 FTEs. There is also a 0.50 FTE DPW custodian paid for with enterprise funds not included in this count. The staff currently includes a director, seven managers, eight maintenance technicians, 52.6 FTE custodians, an assistant project manager, an administrative assistant, finance manager and office assistant. The FMD assumed building maintenance and custodial responsibility for the new Tolles-Parsons Senior Center in September 2017. In FY18, the PBC and BOS agreed to move salaries for the two existing PBC staff positions into the FMD's budget. These positions, Project Manager and Assistant Project Manager (formerly Projects Assistant), are primarily assigned to support PBC projects. This organizational change yielded operational efficiencies in the FMD and improved support services to the PBC. The inventory of buildings for which FMD has responsibility includes the ten schools, Field House at Sprague, three libraries, two fire stations, the Police Station, Town Hall, Warren Building, Morses Pond bathhouse and the Senior Center. The DPW buildings for which FMD assumed responsibilities in FY17 are two garages and the administration building on the Municipal Way campus and five buildings at the Recycling and Disposal Facility (RDF). FMD's central office has been located in leased space in an office building at 888 Worcester Street since June 2015, for which the Town secured its second 5-year lease in June 2020.

The organizational structure of the FMD has three core business areas: custodial, operations (maintenance/energy/safety), and design & construction (including capital planning), each of which is overseen by a professional manager that reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" supplies, equipment, and techniques. Capital projects are identified during planning through a collaborative approach with department heads and school principals. Planning, design and construction is managed within the Department and also through outside design professionals. Building projects costing \$500,000 or more are managed by the Town's Permanent Building Committee (PBC). The FMD's Design & Construction Manager (DCM) leads FMD's efforts in supporting the day-to-day business of the PBC. The FMD's Operations Manager (OM) is also charged with managing energy consumption, with an eye towards sustainability issues. The OM is charged with addressing the changing needs of the department and its focus on preventive maintenance and strategic replacement of building systems, while continuing energy management. Maintenance work is primarily accomplished using FMD staff; however certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and backlog. The FMD utilizes a cloud-based, computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and processes approximately 1,500 maintenance work order requests annually.

FMD staff includes both union and non-union employees. Non-union staff include the managers and central office staff, while all full-time custodians and maintenance staff belong to a union or association (Libraries). The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance in all FMD buildings except the Libraries on collective bargaining issues. Custodians working in the Libraries are members of the Wellesley Free Library Staff Association union. The Library Association agreement and the AFSCME agreement both expire on June 30, 2023.

### **FY2023 Goals**

FMD's operationally related goals focus on providing the best day-to-day work and learning environments in all twenty-nine of the buildings that we maintain, as evidenced by the national green cleaning award that our custodial team received in 2018. The Design & Construction group will continue to provide day-to-day support to the Permanent Building Committee (PBC) as they continue to make progress on a challenging \$207M building construction program that the Town faces over the next seven-years. Continued successful working through the impacts of the COVID pandemic on our buildings and our staff will remain as another FY23 goal.

Specific goals for FY23 include providing design and construction support services for a number of major building projects including: Hunnewell School construction, Hardy School final design and Town Hall Renovation design. FMD's own Design & Construction team has Owner's Project Manager (OPM) responsibilities on the Town Hall project, and FMD will continue its support of the two major school projects by managing the outsourced OPMs and supporting PBC as the projects enter key phases of design and construction.

Successfully managing the closing of the existing Hunnewell School and deploying custodial staff elsewhere is another goal for FY23. The successful December 7<sup>th</sup> over-ride ballot vote confirmed funding to close the existing Hunnewell School at the end of the school year in June, and then demolish it to make way for the new school. As a result, there will be no utility costs or other expenses carried in the FY23 budget for the Hunnewell. Only personal services budgets will be included in the FY23 budget for the two custodial positions, which will be fully utilized by deploying them to other FMD buildings to cover custodial absences ("man-out" situations) and other staffing needs. The operating budget for the new, larger Hunnewell school will be submitted as part of the FY24 budget, to accommodate the anticipated February 2024 opening of the new school. The first operating budget for the new Hardy school is not expected to be submitted until FY25, as a September 2024 opening is planned for that school.

### **Total Budget Request**

The FMD's FY23 Operating Budget Request provides for the continued successful operation and maintenance of the buildings within its purview. *Overall, we are requesting \$8,721,832, a*

**2.64% increase from our FY22 budget, which is within guideline.** While this is favorable, it should also be understood that it was largely due to the significant expense reductions related to the temporary closure of the Hunnewell School. These savings will offset extraordinarily high utility costs, which would have caused this budget to go over guideline. Personal services increase would have been within guideline if not for an oversight in funding part of a union contract settlement in the FY22 budget. The overall budget is considered to be a **Base Budget**.

Additional information regarding the personal services and expenses components of the budget is provided.

#### Personal Services

***Overall, the personal services budget increase is 3.66% for FY23, which is above guideline; however, this apparent exceedance above guideline requires further explanation:***

FMD's requested personal services funds for a recently settled contract with the AFSCME union were approved at the Fall 2021 Special Town Meeting (STM). The timing of the request was unusual in that the previous contract had expired in June 2020, so the settlement required almost 18 months' worth of retroactive payment to union employees to account for FY21 and half of FY22. In preparing the FY23 budget under these unusual retro-pay circumstances, it became apparent that FMD had inadvertently requested insufficient funds at STM to fully-cover the cost of the contract increase for FY22. As a result, the overall personal services budget for FY22 is about \$86,000 less than the amount that would have fully covered the FY22 contract increases. ***Had the FY22 budget been fully funded, the 3.66% increase would actually have been 1.87% and within guideline.*** It's important to note that there will be no operational impact due to underfunding the FY22 personal services budget. This \$86,000 budget will largely be replaced by the approximate \$82,000 in personal services funds for summer hires (seasonal employees), which was not needed in 2021 because there were no summer hires due to COVID constraints.

The personal services budget is comprised of two items:

1. *Cost-of-Living Allowance (COLA):* As explained, the 3.66% apparent exceedance is misleading as all individual COLAs were within guideline: Series 40 (2.75%), and Series 50/60 (2.5%) employees. Employees covered under the Library Association or AFSCME contracts will receive a 2% COLA in FY23. ***The budgeted cost of living increase for these employees is \$153,810.***
2. *Net Salary Change:* This item includes changes to steps, longevity, and other adjustments. Both union and non-union hourly employees have compensation that is based on increasing salary rates per "steps" over time, with an upper limit. These employees also have a lump sum "longevity" allowance per year, which is paid to them each year after they reach a certain milestone. In addition, part time employees covered by the Library

Association's current contract started receiving step increases in FY22 based upon the number of hours worked. *The budgeted cost for net salary change is \$25,019*

The overall 3.66% increase in personal services is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>
COLA	\$153,810
Net Salary Change (Steps)	\$25,019
<i>Total</i>	<i>\$178,829</i>

### Expenses

*The overall expense budget increase request is \$45,837 or 1.27% for FY23, which is within guideline.* As previously indicated, this relatively modest requested increase is misleading; however, due to the large expense reduction associated with the temporary Hunnewell closing. There are significant utility increases in the FY23 budget, which would have pushed the expense budget above guideline had it not been for the savings related to the school closing. The overall expense budget increase would have been \$193,579 without the Hunnewell closing savings.

Expenses within the FMD budget fall into five general categories: Custodial, Maintenance, Utilities, Vehicle Maintenance, and Central Office. All utility budgets were increased to reflect expected higher unit prices. *A 2% or 2.5% increase was taken on certain non-utility expenses.* A brief description of the items included in each category is provided, with some additional details surrounding the utilities. Expense budgets for DPW Water/Sewer buildings are not included, as these are enterprise funded functions, so FMD costs associated with these buildings are transferred back to DPW during the fiscal year.

*Custodial:* This includes cleaning supplies, cleaning equipment and uniforms. *The requested increase totals \$5,731*

*Maintenance:* This includes parts/equipment/supplies for use by in-house maintenance technicians, as well as cost of out-sourced work to vendors for work which cannot be accomplished by in-house staff. The outsourced maintenance budgets are further itemized to track preventive maintenance expenses (Building Maintenance) and repair maintenance (Other Contractual Services). *The requested increase totals \$11,263.*

*Vehicle Maintenance:* There are nine existing vehicles in the FMD. The five sub-budgets within this category provide for gasoline, parts/supplies/equipment and outsourced repair and preventive maintenance of these vehicles, which cannot be performed by the in-house maintenance/mechanic. *The requested increase totals \$433.*

*Utilities:* There are seven budgets within this category. Telephone service charges and telephone repairs are not part of the FMD's responsibilities.

**Electricity:** This is the largest utility cost, and the Town has been fortunate to have had minimal increases only over the past several years. The Wellesley Municipal Light Plant (MLP) has informed us that we should budget for a 5% increase in the price of electricity for FY23, which equals \$61,025. *This increase represents 31.5% of the total \$193,579 expense budget increase (excluding Hunnewell savings).*

**Natural Gas:** This is the second largest utility cost. Our gas cost has two components: a National Grid (NGrid) cost to deliver the gas locally and a third party supplier from whom the Town contracts for commodity and transmission costs. FMD closely monitors and tracks gas costs in the market all year. In March 2020 the FMD was able to secure a favorable, three-year contract for FY22, FY23 and FY24 from a new third party supplier. As a result, there was no increase in commodity cost; however, based upon recent annual increases, we expect that NGrid distribution costs will again *increase* by about 10% in FY23. Since Ngrid costs make up only about half of our total natural gas cost, we are budgeting one-half of the 10% increase, or a 5% net increase for FY23, which equals \$45,230. *This increase represents 23% of the total \$193,579 expense budget increase*

**Water and Sewerage:** These utilities are provided by the DPW and Massachusetts Water Resources Authority and managed locally by the DPW. Per DPW recommendations, a significant increase of 80% is assumed for water due largely to the PFAS problem. A 4% increase is assumed for sewerage. The total increase for water and sewerage is \$65,219. *This increase represents 34% of the total \$193,579 expense budget increase.*

**School Trash and Recycling:** The School Department currently is in a year-to-year contract with a vendor to haul waste and single-stream recycling. The single-stream recycling program has increased overall recycling in the schools. We are continuing to work with the DPW's staff at the Recycling & Disposal Facility (RDF) to investigate options for FY23, which could include the RDF taking over some or all of this work, continued outsourcing of this work, or a combination of the two options. *A 5% increase is requested, which totals \$4,531. This increase represents 2% of the total \$193,579 expense budget increase.*

**Fuel Oil:** All FMD buildings are heated using natural gas, including the Fells Library, which was converted to gas when FMD installed a new furnace in 2015. Diesel fuel is needed for emergency generators at the Middle School and High School. *No increase is requested for FY23.*

**Green Power Premium:** Prior to the FY22 budget, the FMD had carried this budget for the purchase of Green Power for the *entire Town* as part of our requirement to be a DOER designated Green Community. In FY22 the MLP estimated this cost would increase significantly. In part due to the large increase, the Select Board has decided to remove this item from the FMD's budget and it is being carried in a separate non-FMD budget (Department 125).

**Hunnewell School Temporary Closing:** There will be no expense budget requested for Hunnewell as explained previously. As a result there will be significant savings in utilities (electricity, natural gas, water, sewer, trash/recycling) and custodial and maintenance expenses. *The total reduction in expenses associated with the closing is \$147,742.*

The overall 1.27% increase in total expenses is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>
Electricity	\$61,025
Natural Gas	\$45,230
Water	\$59,215
Sewerage	\$6,004
Trash & Recycling	\$4,531
All Other Expenses	\$17,574
<i>Hunnewell Reduction</i>	<i>(\$147,742)</i>
<b><i>Total Increase</i></b>	<b><i>\$45,837</i></b>
<b><i>Note: Total Increase (without Hunnewell Reduction)</i></b>	<b><i>\$193,579</i></b>

**Climate Action Plan**

Sustainability and adherence to the goals of the Town’s Climate Action Plan are of critical importance to the FMD. In fact, one of the key tenets of our mission statement states “*Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.*” FMD addresses these goals through our daily operations and through capital projects. Energy management is one of the primary responsibilities of FMD’s Operations Manager. In addition to tracking use, he is responsible for all aspects of cash-capital projects which are deemed to be energy conservation measures (ECMs). For the past several years our ECMs have included LED Lighting projects, HVAC Recommissioning projects and HVAC Controls upgrade projects. Each of these types of projects results in energy reduction and a commensurate reduction in greenhouse gases. As part of FMD’s cash-capital presentation to the Select Board in November 2021, FMD’s Director explained the benefits of the LED program in detail, including reduction of CO2 gases.

For FY23 FMD is proposing cash-capital projects that will continue our goal of greenhouse gas reduction:

1. LED Lighting at High School, Police Station, Warren and Preschool: These four projects totaling \$1,405,000 are part of FMD's LED program to replace all lights with LEDs by FY25. The High School project alone will reduce greenhouse gases (CO2) by 222 metric tons when completed.
2. HVAC Recommissioning at Warren, Police Station and three Library Buildings: These five projects totaling \$160,000 are part of an extraordinary preventative maintenance program to recommission HVAC equipment to ensure maximum efficiency at all FMD buildings on a 5 to 7-year cycle.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Actual</b>	<b>FY22 Budget</b>	<b>FY23 Request</b>
Position Titles:						
Management and Administration	11.0	12.0	12.0	12.0	12.0	12.0
Tradesmen	8.0	8.0	8.0	8.0	8.0	8.0
Custodians	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>
<b>Total Number of Positions</b>	<b><u>71.6</u></b>	<b><u>72.6</u></b>	<b><u>72.6</u></b>	<b><u>72.6</u></b>	<b><u>72.6</u></b>	<b><u>72.6</u></b>



**Facilities Management Department FY23 Operating Budget**

Org #	Obj	Account # 01-192 Account Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
<b>PERSONAL SERVICES</b>									
Org #	Obj	Account # 01-192 Account Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
01192100	511010	Senior Administrators	\$ 153,016	\$ 157,663	\$ 160,987	\$ 164,609	\$ 164,610	\$ 0	0.00%
01192100	511130	Manager/Assistant Manager	449,813	476,442	492,937	502,473	502,473	\$ (0)	0.00%
01192100	511220	Other Professional Staff	335	354				\$ -	0.00%
01192100	511300	Accountant	78,408	80,986	85,988	84,678	84,678	\$ 0	0.00%
01192100	511310	Administrative Assistant	58,683	60,273	61,580	62,812	62,812	\$ 0	0.00%
01192100	511330	Custodians	624	23,637	779	-	-	\$ -	0.00%
01192100	511340	Tradesman	285,065	286,628	309,726	316,776	334,053	\$ 17,277	5.45%
01192100	511370	Clerical	48,024	49,912	53,220	55,496	57,031	\$ 1,535	2.77%
01192100	512050	Temporary Custodians/Laborer	-	-	-	-	-	\$ -	0.00%
01192100	513110	Emergency Overtime	-	254	-	-	-	\$ -	0.00%
01192100	513120	Scheduled Overtime	2,615	773	26,168	-	-	\$ -	0.00%
01192100	514010	Shift Differential	-	-	-	-	-	\$ -	0.00%
01192100	515050	Longevity	-	-	400	400	1,500	\$ 1,100	275.00%
01192101	511330	Custodians	111,114	113,153	111,117	115,117	118,990	\$ 3,873	3.36%
01192101	513120	Scheduled Overtime	13,936	18,655	16,757	11,311	11,537	\$ 226	2.00%
01192101	513110	Emergency Overtime	726	545	984	520	530	\$ 10	2.00%
01192101	514010	Shift Differential	1,381	1,392	1,386	1,768	1,768	\$ -	0.00%
01192101	515050	Longevity	700	6	700	1,400	1,900	\$ 500	35.71%
01192102	511330	Custodians	111,515	112,026	110,698	115,117	118,990	\$ 3,873	3.36%
01192102	513120	Scheduled Overtime	7,827	9,797	9,040	8,149	8,312	\$ 163	2.00%
01192102	513110	Emergency Overtime	1,635	589	1,219	520	530	\$ 10	2.00%
01192102	515050	Longevity	900	900	900	1,075	1,250	\$ 175	16.28%
01192103	513120	Scheduled Overtime	27	5,713	2,009	-	-	\$ -	0.00%
01192107	511330	Custodians	119,376	119,806	116,987	128,209	132,660	\$ 4,451	3.47%
01192107	513120	Scheduled Overtime	11,633	10,911	12,029	5,432	5,541	\$ 109	2.00%
01192107	513110	Emergency Overtime	855	123	460	520	530	\$ 10	2.00%
01192107	515050	Longevity	600	1,000	1,000	1,175	1,900	\$ 725	61.70%
01192110	511330	Custodians	25,290	20,309	27,834	28,956	25,017	\$ (3,939)	-13.60%
01192110	513110	Emergency Overtime	80	-	109	-	-	\$ -	0.00%
01192110	513120	Scheduled Overtime	2,464	2,085	3,555	3,896	3,974	\$ 78	2.00%
01192110	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192111	511330	Custodians	122,119	120,640	125,500	136,179	140,635	\$ 4,456	3.27%
01192111	513120	Scheduled Overtime	4,837	4,939	8,400	12,127	12,370	\$ 243	2.00%
01192111	513110	Emergency Overtime	1,475	236	1,130	765	780	\$ 15	2.00%
01192111	513111	Class 1 Overtime	-	-	-	364	371	\$ 7	2.00%
01192111	513125	Scheduled Non-Program Overtime	87	-	-	-	-	\$ -	0.00%
01192111	515050	Longevity	400	800	800	975	1,150	\$ 175	17.95%
01192112	511330	Custodians	122,536	125,085	133,764	140,517	144,006	\$ 3,489	2.48%
01192112	513120	Scheduled Overtime	5,291	6,134	8,183	8,981	9,161	\$ 180	2.00%
01192112	513110	Emergency Overtime	706	317	718	780	796	\$ 16	2.00%
01192112	513111	Class 1 Overtime	-	-	-	364	371	\$ 7	2.00%
01192112	515050	Longevity	900	900	900	1,075	1,250	\$ 175	16.28%
01192113	511330	Custodians	100,771	104,200	105,436	112,281	118,990	\$ 6,709	5.97%
01192113	513120	Scheduled Overtime	3,245	3,942	4,867	4,616	4,708	\$ 92	2.00%
01192113	513110	Emergency Overtime	1,244	456	931	780	796	\$ 16	2.00%
01192113	513111	Class 1 Overtime	-	-	-	364	371	\$ 7	2.00%
01192113	515050	Longevity	-	-	400	575	750	\$ 175	30.43%
01192113	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192114	511330	Custodians	108,705	112,089	111,662	115,117	118,990	\$ 3,873	3.36%
01192114	513120	Scheduled Overtime	5,691	1,619	8,257	4,616	4,708	\$ 92	2.00%
01192114	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192114	513110	Emergency Overtime	765	266	1,068	780	796	\$ 16	2.00%
01192114	513111	Class 1 Overtime	357	-	-	364	371	\$ 7	2.00%
01192114	513160	Other Overtime	2,570	1,333				\$ -	0.00%
01192114	515050	Longevity	900	900	1,300	1,600	750	\$ (850)	-53.13%
01192115	511330	Custodians	152,455	175,418	133,785	165,918	170,618	\$ 4,700	2.83%
01192115	513120	Scheduled Overtime	15,814	16,313	10,487	7,334	7,481	\$ 147	2.00%
01192115	513110	Emergency Overtime	1,015	146	1,166	780	796	\$ 16	2.00%
01192115	513111	Class 1 Overtime	-	-	-	364	371	\$ 7	2.00%
01192115	513125	Scheduled Non-Program Overtime	36	37	-	-	-	\$ -	0.00%
01192115	515050	Longevity	1,300	1,300	700	1,475	1,900	\$ 425	28.81%
01192116	511330	Custodians	109,101	117,165	105,745	115,117	118,234	\$ 3,117	2.71%

01192116	513120	Scheduled Overtime	7,414	8,025	5,255	4,616	4,708	\$ 92	2.00%
01192116	513110	Emergency Overtime	681	197	1,040	780	796	\$ 16	2.00%
01192116	513111	Class 1 Overtime	-	-	-	364	371	\$ 7	2.00%
01192116	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192116	515050	Longevity	1,500	700	700	975	1,900	\$ 925	94.87%
01192117	511330	Custodians	108,950	93,693	82,622	113,648	113,293	\$ (355)	-0.31%
01192117	513120	Scheduled Overtime	5,912	7,229	7,778	4,616	4,708	\$ 92	2.00%
01192117	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192117	513110	Emergency Overtime	778	364	629	780	796	\$ 16	2.00%
01192117	513111	Class 1 Overtime	-	-	-	364	371	\$ 7	2.00%
01192117	515050	Longevity	-	-	-	-	750	\$ 750	0.00%
01192121	511330	Custodians	557,782	544,637	601,128	601,680	645,305	\$ 43,625	7.25%
01192121	513120	Scheduled Overtime	23,610	26,950	23,830	16,480	16,810	\$ 330	2.00%
01192121	513110	Emergency Overtime	1,491	49	2,252	1,301	1,327	\$ 26	2.00%
01192121	513111	Class 1 Overtime	-	-	-	1,613	1,645	\$ 32	2.00%
01192121	513125	Scheduled Non-Program Overtime	(217)	1,215	128	-	-	\$ -	0.00%
01192121	515050	Longevity	4,200	3,900	4,000	5,450	6,675	\$ 1,225	22.48%
01192131	511330	Custodians	589,122	574,321	542,397	642,726	669,562	\$ 26,836	4.18%
01192131	513120	Scheduled Overtime	12,564	16,246	18,364	15,389	15,697	\$ 308	2.00%
01192131	513110	Emergency Overtime	2,076	754	2,515	1,362	1,389	\$ 27	2.00%
01192131	513111	Class 1 Overtime	317	131	-	1,040	1,061	\$ 21	2.00%
01192131	513125	Scheduled Non-Program Overtime	(1,734)	141	303	-	-	\$ -	0.00%
01192131	515050	Longevity	2,000	1,900	1,900	4,550	3,975	\$ (575)	-12.64%
01192132	511330	Custodians	-	-	(1,423)	-	-	\$ -	0.00%
01192132	511340	Tradesman	274,455	275,197	246,169	298,840	305,089	\$ 6,249	2.09%
01192132	513120	Scheduled Overtime	877	1,092	1,043	-	-	\$ -	0.00%
01192132	513125		-	-	-	-	-	\$ -	0.00%
01192132	513110	Emergency Overtime	1,769	499	1,603	3,060	3,121	\$ 61	2.00%
01192132	515050	Longevity	1,700	1,700	1,700	2,100	2,500	\$ 400	19.05%
01192139	511330	Custodians	83,184	45,132	85,912	81,973	84,186	\$ 2,213	2.70%
01192139	513110	Emergency Overtime	-	-	-	-	-	\$ -	0.00%
01192139	513120	Scheduled Overtime	-	-	1,590	-	-	\$ -	0.00%
01192139	513126	Community Service OT	5,564	2,121	4,754	4,162	4,245	\$ 83	2.00%
01192139	515060	Custodians-On Call/Standby	18,884	6,093	-	5,100	5,100	\$ -	0.00%
01192139	519020	Sick Leave/Vacation Buyback	1,164	-	1,164	6,000	6,000	\$ -	0.00%
01192140	511330	Custodian-Floater	-	-	-	-	-	\$ -	0.00%
01192141	513110	Emergency Overtime	-	-	144	-	-	\$ -	0.00%
01192141	513120	Scheduled Overtime	3,189	3,222	3,408	-	-	\$ -	0.00%
01192141	511330	Custodians	572	4,866	-	-	-	\$ -	0.00%
01192142	511330	Custodians	49,036	43,816	42,785	50,117	46,930	\$ (3,187)	-6.36%
01192142	513110	Emergency Overtime	441	-	432	-	-	\$ -	0.00%
01192142	513120	Scheduled Overtime	3,177	2,747	5,703	1,364	1,391	\$ 27	2.00%
01192142	515050	Longevity	1,150	-	-	-	-	\$ -	0.00%
01192146	515050	Longevity	-	-	-	-	-	\$ -	0.00%
01192146	513110	Emergency Overtime	-	-	320	-	-	\$ -	0.00%
01192146	513120	Scheduled Overtime	11,897	10,219	14,172	-	-	\$ -	0.00%
01192147	511330	Custodians	30,356	30,031	31,760	33,935	30,592	\$ (3,343)	-9.85%
01192148	513120	Scheduled Overtime	230	472	615	-	-	\$ -	0.00%
01192147	515050	Longevity	1,250	1,250	1,250	1,425	-	\$ (1,425)	-100.00%
01192161	511330	Custodians	147,013	144,542	146,591	162,035	166,027	\$ 3,992	2.46%
01192161	513120	Scheduled Overtime	18,913	31,880	35,907	3,287	3,353	\$ 66	2.00%
01192161	513110	Emergency Overtime	3,706	1,989	3,612	765	780	\$ 15	2.00%
01192163	511330	Custodians	10,531	13,376	12,967	17,696	18,769	\$ 1,073	6.06%
01192163	513110	Emergency Overtime	183	-	-	-	-	\$ -	0.00%
01192163	513120	Scheduled Overtime	1,701	-	566	-	-	\$ -	0.00%
01192163	514010	Shift Differential	1,788	1,390	935	2,096	2,096	\$ -	0.00%
01192175	511330	Custodians	45,660	50,194	48,660	54,356	54,181	\$ (175)	-0.32%
01192175	513110	Emergency Overtime	483	420	552	1,280	1,306	\$ 26	2.00%
01192175	513120	Scheduled Overtime	5,019	12,534	3,256	1,113	1,135	\$ 22	2.00%
01192175	513125	Scheduled, non program OT	350	477	-	9,733	9,928	\$ 195	2.00%
01192185	511130	Project Manager	181,842	198,564	198,296	220,760	222,111	\$ 1,351	0.61%
01192185	511370	Project Assistant	54,021	55,534	56,692	57,826	72,201	\$ 14,375	24.86%
		<b>Total Personal Services</b>	<b>4,525,512</b>	<b>4,567,975</b>	<b>4,619,745</b>	<b>4,881,374</b>	<b>5,034,286</b>	<b>\$ 152,912</b>	<b>3.13%</b>

EXPENSES									
Org #	Obj	Account # 01-192 Account Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
01192200	517020	Medical Check-up	-	500	3,000	-	-	\$ -	0.00%
01192200	517050	Professional Licenses	350	835	384	-	-	\$ -	0.00%
01192200	521020	Natural Gas	-	-	-	-	-	\$ -	0.00%
01192200	524010	Building Maintenance	2,000	86	-	-	-	\$ -	0.00%
01192200	524090	Other Contractual Services	-	776	-	-	-	\$ -	0.00%
01192200	524091	Other Contractual Services: Custodians	-	-	600	-	-	\$ -	0.00%
01192200	527010	Building Rental/Lease	84,000	86,000	96,000	96,000	96,000	\$ -	0.00%
01192200	527030	Equipment Rental/Lease	342	346	337	-	-	\$ -	0.00%
01192200	527050	Copier Rental/Lease	4,956	5,121	4,410	3,255	3,255	\$ -	0.00%
01192200	530400	Network & Information Services	-	-	-	-	-	\$ -	0.00%
01192200	530500	Training and Development	5,814	1,131	325	4,613	4,613	\$ -	0.00%
01192200	530900	Other Professional Services	-	-	-	-	-	\$ -	0.00%
01192200	534010	Postage	293	69	75	-	-	\$ -	0.00%
01192200	534020	Telephone	200	-	-	-	-	\$ -	0.00%
01192200	534030	Advertising - General	499	630	307	-	-	\$ -	0.00%
01192200	534035	Advertising - Employment	-	-	398	-	-	\$ -	0.00%
01192200	534050	Telecommunications	3,050	3,159	3,274	2,645	2,645	\$ -	0.00%
01192200	541010	Gasoline	-	12	-	-	-	\$ -	0.00%
01192200	542010	Office Supplies	5,898	6,340	5,591	2,511	2,511	\$ -	0.00%
01192200	542090	Other General Supplies	434	263	210	203	203	\$ -	0.00%
01192200	542130	Work Clothing	603	1,404	745	1,438	1,467	\$ 29	2.00%
01192200	543010	Building M&R Supplies	2,113	1,064	25	-	-	\$ -	0.00%
01192200	543060	Custodial M&R Supplies	88	(50)	12,075	-	-	\$ -	0.00%
01192200	543090	Other M&R Supplies	-	-	(5,083)	-	-	\$ -	0.00%
01192200	571010	Travel - Mileage	4,544	3,337	1,161	2,148	2,148	\$ -	0.00%
01192200	571090	Travel - Other	-	-	-	-	-	\$ -	0.00%
01192200	571110	Conf/Mtgs-Administrators	-	-	-	-	-	\$ -	0.00%
01192200	573010	Dues - Administrators	725	1,014	1,125	-	-	\$ -	0.00%
01192200	583010	Furniture	-	-	-	-	-	\$ -	0.00%
01192200	583120	Office Machine Replacement	5,529	3,476	648	5,000	5,000	\$ -	0.00%
01192201	521010	Electricity	33,699	31,461	31,057	36,023	37,824	\$ 1,801	5.00%
01192201	521020	Natural Gas	15,373	13,880	14,533	22,245	23,357	\$ 1,112	5.00%
01192201	523010	Water	1,427	1,551	1,401	3,191	5,744	\$ 2,553	80.00%
01192201	523020	Sewerage	1,845	1,594	1,508	6,719	6,988	\$ 269	4.00%
01192201	524010	Building Maintenance	10,424	11,983	14,525	5,748	5,892	\$ 144	2.50%
01192201	524030	Equipment Maintenance	-	259	-	-	-	\$ -	0.00%
01192201	524090	Other Contractual Services	-	8,931	6,330	5,748	5,892	\$ 144	2.50%
01192201	524091	Other Cont Svcs: Custodian	-	1,200	-	513	513	\$ -	0.00%
01192201	527010	Building Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192201	527031	Equip Svc/Repair: Custodian	496	454	1,316	666	679	\$ 13	2.00%
01192201	529020	Rubbish/Garbage Pickup	2,100	2,100	-	2,100	2,100	\$ -	0.00%
01192201	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192201	542130	Work Clothing	416	803	915	1,802	1,838	\$ 36	2.00%
01192201	543010	Building M&R Supplies	10,643	9,798	5,515	3,998	4,098	\$ 100	2.50%
01192201	543060	Custodial M&R Supplies	4,340	9,547	6,757	7,828	8,024	\$ 196	2.50%
01192201	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192202	521010	Electricity	53,240	51,746	55,773	55,190	57,950	\$ 2,760	5.00%
01192202	521020	Natural Gas	19,422	17,188	18,423	33,328	34,994	\$ 1,666	5.00%
01192202	523010	Water	1,963	2,580	1,328	2,529	4,552	\$ 2,023	80.00%
01192202	523020	Sewerage	4,010	5,500	3,437	5,024	5,225	\$ 201	4.00%
01192202	524010	Building Maintenance	7,505	6,991	13,897	10,332	10,590	\$ 258	2.50%
01192202	524030	Equipment Maintenance	1,900	259	-	-	-	\$ -	0.00%
01192202	524031	Maintenance - painting	-	-	-	-	-	\$ -	0.00%
01192202	524090	Other Contractual Services	33,453	13,733	1,400	5,563	5,563	\$ -	0.00%
01192202	524091	Other Contractual Services: Custodians	780	1,490	1,490	-	-	\$ -	0.00%
01192202	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192202	527031	Equip Svc/Repair: Custodian	1,250	2,590	3,126	723	737	\$ 14	2.00%
01192202	542130	Work Clothing	488	921	908	892	910	\$ 18	2.00%
01192202	543010	Building M&R Supplies	7,175	5,680	11,472	5,125	5,253	\$ 128	2.50%
01192202	543060	Custodian M&R Supplies	7,033	10,970	8,644	4,095	4,197	\$ 102	2.50%
01192202	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192202	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192203	521010	Electricity	25,130	25,878	25,505	35,053	36,806	\$ 1,753	5.00%
01192203	521020	Natural Gas	26,995	23,561	23,117	42,036	44,138	\$ 2,102	5.00%
01192203	523010	Water	1,602	1,392	1,501	2,262	4,072	\$ 1,810	80.00%
01192203	523020	Sewerage	4,661	5,111	5,277	7,718	8,027	\$ 309	4.00%



01192203	524010	Building Maintenance	9,899	11,860	7,357	10,033	10,284	\$ 251
01192203	524030	Equipment Maintenance	725	259	-	-	-	\$ -
01192203	524090	Other Contractual Services	1,661	10,080	1,667	9,519	9,519	\$ -
01192203	524091	Other Contractual Services-Custodian	-	375	375	1,538	1,538	\$ -
01192203	527031	Equip Svc/Repair: Custodian	-	488	842	1,141	1,141	\$ -
01192203	542130	Work Clothing	174	-	-	-	-	\$ -
01192203	543010	Building M&R Supplies	5,891	4,566	8,819	3,421	3,507	\$ 86
01192203	543060	Custodian M&R Supplies	5,313	7,566	8,605	5,356	5,490	\$ 134
01192203	571010	Travel-Mileage	-	-	-	-	-	\$ -
01192204	543060	Custodial M&R Supplies	-	-	-	-	-	\$ -
01192207	521010	Electricity	37,478	33,526	32,463	35,299	37,064	\$ 1,765
01192207	521020	Natural Gas	15,881	11,312	13,837	21,186	22,245	\$ 1,059
01192207	523010	Water	2,153	1,506	860	3,640	6,552	\$ 2,912
01192207	523020	Sewerage	2,694	1,400	1,103	3,289	3,421	\$ 132
01192207	524010	Building Maintenance	18,211	15,300	11,228	15,015	15,390	\$ 375
01192207	524030	Equipment Maintenance	-	259	-	-	-	\$ -
01192207	524031	Maintenance - painting	-	-	-	-	-	\$ -
01192207	524090	Other Contractual Services	11,991	8,340	3,283	10,010	10,010	\$ -
01192207	524091	Other Contract Svcs: Custodian	633	755	-	-	-	\$ -
01192207	527030	Equipment Rental/Lease	1,037	484	396	-	-	\$ -
01192207	527031	Equip Svc/Repair: Custodian	3,986	2,635	1,787	769	784	\$ 15
01192207	542130	Work Clothing	577	940	891	892	910	\$ 18
01192207	543010	Building M&R Supplies	8,951	9,603	2,827	5,843	5,989	\$ 146
01192207	543060	Custodian M&R Supplies	7,490	10,352	8,865	5,894	6,041	\$ 147
01192007	571010	Travel-Mileage	-	-	-	-	-	\$ -
01192210	521010	Electricity	10,098	9,569	9,453	13,270	13,934	\$ 664
01192210	521020	Natural Gas	4,725	4,389	4,263	7,910	8,306	\$ 396
01192210	523010	Water	672	473	496	784	1,411	\$ 627
01192210	523020	Sewerage	1,284	856	1,038	1,786	1,857	\$ 71
01192210	524010	Building Maintenance	4,193	6,097	16,530	2,844	2,915	\$ 71
01192210	524030	Equipment Maintenance	234	259	-	164	164	\$ -
01192210	524090	Other Contractual Services	-	415	193	1,768	1,768	\$ -
01192210	524091	Other Contract Svcs: Custodian	-	450	-	461	461	\$ -
01192210	527030	Equipment Rental/Lease	196	41	-	41	41	\$ -
01192210	527031	Equip Svc/Repair: Custodian	-	29	-	323	323	\$ -
01192210	529050	Recycled Materials Disposal	-	-	-	2,133	2,240	\$ 107
01192210	542130	Work Clothing	232	662	913	756	771	\$ 15
01192210	543010	Building M&R Supplies	2,312	2,724	1,975	2,819	2,889	\$ 70
01192210	543060	Custodian M&R Supplies	3,529	3,550	5,852	2,855	2,926	\$ 71
01192210	571010	Travel-Mileage	-	-	-	-	-	\$ -
01192211	513120	Scheduled Overtime	-	-	-	-	-	\$ -
01192211	521010	Electricity	37,870	26,817	25,039	41,044	43,096	\$ 2,052
01192211	521020	Natural Gas	55,425	42,117	47,441	59,024	61,975	\$ 2,951
01192211	523010	Water	2,621	1,967	2,179	3,649	6,568	\$ 2,919
01192211	523020	Sewerage	3,833	2,511	3,275	7,399	7,695	\$ 296
01192211	524010	Building Maintenance	10,715	23,897	9,412	10,327	10,585	\$ 258
01192211	524030	Equipment Maintenance	-	1,470	-	1,579	1,579	\$ -
01192211	524090	Other Contractual Services	-	15,792	-	5,561	5,561	\$ -
01192211	524091	Other Cont Svcs: Custodian	300	450	-	1,435	1,435	\$ -
01192211	527030	Equipment Rental/Lease	835	414	746	343	350	\$ 7
01192211	527031	Equip Svc/Repair: Custodian	7,130	5,863	7,357	1,153	1,176	\$ 23
01192211	529020	Rubbish/Garbage Pickup	2,689	2,171	2,159	5,187	5,446	\$ 259
01192211	529050	Recycled Materials Disposal	955	831	943	2,133	2,240	\$ 107
01192211	542130	Work Clothing	753	803	765	1,311	1,337	\$ 26
01192211	543010	Building M&R Supplies	18,024	7,238	8,538	10,404	10,664	\$ 260
01192211	543060	Custodian M&R Supplies	10,949	14,282	13,607	6,534	6,697	\$ 163
01192211	571010	Travel-Mileage	-	-	-	-	-	\$ -
01192212	521010	Electricity	38,465	32,724	34,746	48,058	50,461	\$ 2,403
01192212	521020	Natural Gas	39,979	30,565	36,432	46,875	49,219	\$ 2,344
01192212	523010	Water	5,980	4,135	2,183	4,288	7,718	\$ 3,430
01192212	523020	Sewerage	11,137	6,806	3,171	8,781	9,132	\$ 351
01192212	524010	Building Maintenance	23,076	17,472	16,829	6,652	6,818	\$ 166
01192212	524030	Equipment Maintenance	633	1,618	247	1,097	1,097	\$ -
01192212	524090	Other Contractual Services	786	3,962	193	5,443	5,443	\$ -
01192212	524091	Other Contract Svcs: Custodian	504	350	-	615	615	\$ -
01192212	527030	Equipment Rental/Lease	701	488	691	210	210	\$ -
01192212	527031	Equip Svc/Repair: Custodian	4,098	6,043	11,803	1,076	1,098	\$ 22
01192212	529020	Rubbish/Garbage Pickup	2,839	2,494	2,752	5,187	5,446	\$ 259
01192212	529050	Recycled Materials Disposal	955	923	1,063	2,133	2,240	\$ 107
01192212	542130	Work Clothing	496	1,102	1,000	1,311	1,337	\$ 26
01192212	543010	Building M&R Supplies	14,427	13,029	9,322	8,000	8,200	\$ 200
01192212	543060	Custodian M&R Supplies	8,699	23,178	19,034	6,099	6,251	\$ 152
01192212	571010	Travel-Mileage	-	-	-	-	-	\$ -
01192213	521010	Electricity	27,220	23,178	22,961	33,230	34,892	\$ 1,662
01192213	521020	Natural Gas	42,794	33,815	32,664	53,670	56,354	\$ 2,684
01192213	523010	Water	2,285	1,973	1,374	2,628	4,730	\$ 2,102
01192213	523020	Sewerage	4,646	4,094	3,021	6,203	6,451	\$ 248
01192213	524010	Building Maintenance	10,539	12,524	11,930	7,538	7,726	\$ 188
01192213	524030	Equipment Maintenance	217	259	-	1,251	1,251	\$ -
01192213	524090	Other Contractual Services	889	1,785	220	6,709	6,709	\$ -
01192213	524091	Other Contract Svcs: Custodian	300	855	-	564	564	\$ -
01192213	527030	Equipment Rental/Lease	500	207	397	261	266	\$ 5



01192213	527031	Equip Svc/Repair: Custodian	4,145	2,704	4,535	1,076	1,098	\$ 22	2.00%
01192213	529020	Rubbish/Garbage Pickup	2,419	2,328	2,150	5,187	5,446	\$ 259	5.00%
01192213	529050	Recycled Materials Disposal	1,127	923	1,063	2,133	2,240	\$ 107	5.00%
01192213	542130	Work Clothing	463	953	915	1,311	1,337	\$ 26	2.00%
01192213	543010	Building M&R Supplies	5,481	4,434	2,853	8,918	9,141	\$ 223	2.50%
01192213	543060	Custodian M&R Supplies	9,027	11,506	12,525	6,099	6,251	\$ 152	2.50%
01192213	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192214	521010	Electricity	20,188	16,520	15,910	26,502	-	\$ (26,502)	-100.00%
01192214	521020	Natural Gas	62,271	57,949	51,453	68,080	-	\$ (68,080)	-100.00%
01192214	523010	Water	3,370	3,058	2,655	4,212	-	\$ (4,212)	-100.00%
01192214	523020	Sewerage	5,849	5,097	4,497	7,317	-	\$ (7,317)	-100.00%
01192214	524010	Building Maintenance	11,523	9,485	19,584	7,401	-	\$ (7,401)	-100.00%
01192214	524030	Equipment Maintenance	621	309	-	943	-	\$ (943)	-100.00%
01192214	524090	Other Contractual Services	665	-	220	8,077	-	\$ (8,077)	-100.00%
01192214	524091	Other Cont Svcs: Custodian	300	500	-	666	-	\$ (666)	-100.00%
01192214	527030	Equipment Rental/Lease	774	556	316	261	-	\$ (261)	-100.00%
01192214	527031	Equip Svc/Repair: Custodian	1,897	7,303	2,972	1,107	-	\$ (1,107)	-100.00%
01192214	529020	Rubbish/Garbage Pickup	2,588	2,328	2,192	5,187	-	\$ (5,187)	-100.00%
01192214	529050	Recycled Materials Disposal	955	923	911	2,133	-	\$ (2,133)	-100.00%
01192214	542130	Work Clothing	563	953	885	1,311	1,337	\$ 26	2.00%
01192214	543010	Building M&R Supplies	6,024	5,929	7,467	8,584	-	\$ (8,584)	-100.00%
01192214	543060	Custodian M&R Supplies	6,369	10,353	11,922	7,298	-	\$ (7,298)	-100.00%
01192214	543090	Other M&R Supplies	304	-	-	-	-	\$ -	0.00%
01192215	521010	Electricity	77,368	59,128	66,001	94,888	99,632	\$ 4,744	5.00%
01192215	521020	Natural Gas	42,852	35,050	42,975	63,018	66,169	\$ 3,151	5.00%
01192215	523010	Water	5,515	2,992	3,622	6,982	12,568	\$ 5,586	80.00%
01192215	523020	Sewerage	8,290	3,858	5,098	12,466	12,965	\$ 499	4.00%
01192215	524010	Building Maintenance	23,313	26,553	31,944	16,374	16,783	\$ 409	2.50%
01192215	524030	Equipment Maintenance	486	2,408	1,607	1,333	1,366	\$ 33	2.50%
01192215	524090	Other Contractual Services	14,675	10,634	14,037	9,251	9,436	\$ 185	2.00%
01192215	524091	Other Contract Svcs: Custodian	504	900	-	1,435	1,435	\$ -	0.00%
01192215	527030	Equipment Rental/Lease	724	343	549	282	288	\$ 6	2.00%
01192215	527031	Equip Svc/Repair: Custodian	1,615	5,645	4,786	1,538	1,569	\$ 31	2.00%
01192215	529020	Rubbish/Garbage Pickup	2,536	1,998	2,356	5,187	5,446	\$ 259	5.00%
01192215	529050	Recycled Materials Disposal	955	956	1,061	2,133	2,240	\$ 107	5.00%
01192215	542130	Work Clothing	1,017	1,102	1,175	1,356	1,383	\$ 27	2.00%
01192215	543010	Building M&R Supplies	12,030	7,857	7,832	13,914	14,262	\$ 348	2.50%
01192215	543060	Custodian M&R Supplies	11,738	14,798	17,069	10,250	10,506	\$ 256	2.50%
01192215	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192216	521010	Electricity	48,438	41,961	45,122	56,910	59,756	\$ 2,846	5.00%
01192216	521020	Natural Gas	28,436	24,033	23,370	52,421	55,042	\$ 2,621	5.00%
01192216	523010	Water	4,276	1,597	996	2,751	4,952	\$ 2,201	80.00%
01192216	523020	Sewerage	8,687	3,081	2,184	6,540	6,802	\$ 262	4.00%
01192216	524010	Building Maintenance	12,207	14,683	13,120	6,709	6,877	\$ 168	2.50%
01192216	524030	Equipment Maintenance	155	598	-	1,087	1,114	\$ 27	2.50%
01192216	524090	Other Contractual Services	11,839	6,748	1,268	5,694	5,694	\$ -	0.00%
01192216	524091	Other Contract Svcs: Custodian	504	461	-	1,435	1,435	\$ -	0.00%
01192216	527030	Equipment Rental/Lease	1,057	691	923	220	224	\$ 4	2.00%
01192216	527031	Equip Svc/Repair: Custodian	4,084	3,748	5,887	1,153	1,176	\$ 23	2.00%
01192216	529020	Rubbish/Garbage Pickup	2,424	2,439	2,048	5,187	5,446	\$ 259	5.00%
01192216	529050	Recycled Materials Disposal	1,318	913	911	2,133	2,240	\$ 107	5.00%
01192216	542130	Work Clothing	670	1,073	1,020	1,311	1,337	\$ 26	2.00%
01192216	543010	Building M&R Supplies	10,729	15,746	5,486	8,789	9,009	\$ 220	2.50%
01192216	543060	Custodian M&R Supplies	9,069	15,578	13,459	6,534	6,697	\$ 163	2.50%
01192216	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192217	521010	Electricity	27,611	22,070	23,258	29,659	31,142	\$ 1,483	5.00%
01192217	521020	Natural Gas	29,818	22,987	27,525	36,961	38,809	\$ 1,848	5.00%
01192217	523010	Water	2,852	2,218	2,193	2,992	5,386	\$ 2,394	80.00%
01192217	523020	Sewerage	4,294	3,027	3,181	5,602	5,826	\$ 224	4.00%
01192217	524010	Building Maintenance	9,066	10,287	12,717	5,443	5,579	\$ 136	2.50%
01192217	524030	Equipment Maintenance	47	701	-	841	841	\$ -	0.00%
01192217	524090	Other Contractual Services	332	1,324	260	6,857	6,857	\$ -	0.00%
01192217	524091	Other Contract Svcs: Custodian	488	600	-	718	718	\$ -	0.00%
01192217	527030	Equipment Rental/Lease	651	323	517	159	162	\$ 3	2.00%
01192217	527031	Equip Svc/Repair: Custodian	3,654	5,547	3,961	1,076	1,098	\$ 22	2.00%
01192217	529020	Rubbish/Garbage Pickup	2,611	2,328	2,054	5,187	5,446	\$ 259	5.00%
01192217	529050	Recycled Materials Disposal	1,128	923	943	2,133	2,240	\$ 107	5.00%
01192217	542130	Work Clothing	556	1,086	885	1,220	1,244	\$ 24	2.00%
01192217	543010	Building M&R Supplies	5,604	2,882	4,927	9,609	9,849	\$ 240	2.50%
01192217	543060	Custodian M&R Supplies	9,606	14,411	16,380	6,099	6,251	\$ 152	2.50%
01192217	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192221	513120	Scheduled Overtime	92	-	(597)	-	-	\$ -	0.00%
01192221	521010	Electricity	163,003	133,500	135,661	173,630	182,312	\$ 8,682	5.00%
01192221	521020	Natural Gas	162,281	146,238	184,429	243,454	255,627	\$ 12,173	5.00%

01192221	521030	Fuel Oil	256	-	-	-	-	\$ -	0.00%
01192221	523010	Water	4,593	4,011	5,419	8,491	15,284	\$ 6,793	80.00%
01192221	523020	Sewerage	7,521	6,450	10,560	17,066	17,749	\$ 683	4.00%
01192221	524010	Building Maintenance	42,822	77,097	27,765	37,115	38,043	\$ 928	2.50%
01192221	524030	Equipment Maintenance	2,794	1,685	2,477	2,050	2,091	\$ 41	2.00%
01192221	524090	Other Contractual Services	6,612	7,315	12,207	20,695	20,695	\$ -	0.00%
01192221	524091	Other Contract Svcs: Custodian	1,600	1,800	-	2,050	2,050	\$ -	0.00%
01192221	527030	Equipment Rental/Lease	1,546	929	1,252	436	445	\$ 9	2.00%
01192221	527031	Equip Svc/Repair: Custodian	3,247	10,190	11,748	3,844	3,921	\$ 77	2.00%
01192221	529020	Rubbish/Garbage Pickup	12,771	11,705	10,805	14,979	15,728	\$ 749	5.00%
01192221	529050	Recycled Materials Disposal	3,151	3,141	3,002	4,597	4,827	\$ 230	5.00%
01192221	542130	Work Clothing	3,585	2,013	2,267	1,456	1,485	\$ 29	2.00%
01192221	543010	Building M&R Supplies	33,083	26,706	15,881	24,677	25,294	\$ 617	2.50%
01192221	543060	Custodian M&R Supplies	38,163	38,659	26,225	32,031	32,832	\$ 801	2.50%
01192221	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192231	513120	Scheduled Overtime	-	-	-	-	-	\$ -	0.00%
01192231	521010	Electricity	329,906	251,104	250,493	341,150	358,208	\$ 17,058	5.00%
01192231	521020	Natural Gas	87,211	59,905	82,445	122,114	128,220	\$ 6,106	5.00%
01192231	521030	Fuel Oil	1,107	-	-	-	-	\$ -	0.00%
01192231	523010	Water	10,691	7,450	5,217	20,504	36,907	\$ 16,403	80.00%
01192231	523020	Sewerage	18,677	13,225	8,708	47,096	48,980	\$ 1,884	4.00%
01192231	524010	Building Maintenance	87,511	76,485	79,126	64,850	66,471	\$ 1,621	2.50%
01192231	524030	Equipment Maintenance	2,560	5,795	2,649	6,680	6,814	\$ 134	2.00%
01192231	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192231	524090	Other Contractual Services	59,280	10,106	16,403	11,224	11,224	\$ -	0.00%
01192231	524091	Other Contract Svcs: Custodian	4,905	4,217	-	3,075	3,075	\$ -	0.00%
01192231	527030	Equipment Rental/Lease	614	-	-	1,584	1,584	\$ -	0.00%
01192231	527031	Equip Svc/Repair: Custodian	12,856	9,565	14,628	5,558	5,669	\$ 111	2.00%
01192231	529020	Rubbish/Garbage Pickup	13,768	9,163	7,270	17,169	18,027	\$ 858	5.00%
01192231	529050	Recycled Materials Disposal	3,858	2,537	2,857	7,826	8,217	\$ 391	5.00%
01192231	542130	Work Clothing	4,335	2,423	2,685	1,365	1,392	\$ 27	2.00%
01192231	543010	Building M&R Supplies	81,277	32,997	49,063	22,653	23,219	\$ 566	2.50%
01192231	543060	Custodian M&R Supplies	37,817	44,686	27,502	51,996	53,296	\$ 1,300	2.50%
01192231	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192232	521010	Electricity	3,145	2,984	2,952	3,339	3,506	\$ 167	5.00%
01192232	521020	Natural Gas	4,780	4,112	4,643	8,861	9,304	\$ 443	5.00%
01192232	523010	Water	239	199	200	325	585	\$ 260	80.00%
01192232	523020	Sewerage	289	269	342	576	599	\$ 23	4.00%
01192232	524010	Building Maintenance	2,424	2,212	2,302	-	-	\$ -	0.00%
01192232	524030	Equipment Maintenance	555	251	-	-	-	\$ -	0.00%
01192232	524090	Other Contractual Services	-	-	-	-	-	\$ -	0.00%
01192232	527031	EQUIP SVC/REPAIR: CUSTO	582	-	660	-	-	\$ -	0.00%
01192232	534020	Telephone Expense	118	-	-	-	-	\$ -	0.00%
01192232	542130	Work Clothing	645	1,737	150	346	353	\$ 7	2.00%
01192232	543010	Building M&R Supplies	2,330	3,338	1,710	-	-	\$ -	0.00%
01192232	543060	Custodial M&R Supplies	223	75	248	-	-	\$ -	0.00%
01192232	571010	Travel-Mileage	-	-	10	-	-	\$ -	0.00%
01192239	521030	Fuel Oil	-	928	-	-	-	\$ -	0.00%
01192239	524010	Building Maintenance	-	-	-	-	-	\$ -	0.00%
01192239	524020	Vehicle Maintenance	3,069	2,196	16,541	3,075	3,137	\$ 62	2.00%
01192239	524030	Equipment Maintenance	-	-	41	-	-	\$ -	0.00%
01192239	524031	Maintenance - painting	2,688	4,804	286	1,117	1,117	\$ -	0.00%
01192239	524091	Other Contract Svcs: Custodian	-	-	100	-	-	\$ -	0.00%
01192239	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192239	527031	Equip Svc/Repair: Custodian	-	-	175	-	-	\$ -	0.00%
01192239	530500	Training and Development	-	-	-	1,332	1,332	\$ -	0.00%
01192239	534020	Telephone Expense	-	-	-	-	-	\$ -	0.00%
01192239	534050	Telecommunications	7,896	7,800	8,415	2,665	2,665	\$ -	0.00%
01192239	541010	Gasoline	11,689	9,935	9,173	14,862	15,234	\$ 372	2.50%
01192239	542010	Office Supplies	-	-	281	3,202	3,202	\$ -	0.00%
01192239	542130	Work Clothing	130	-	-	-	-	\$ -	0.00%
01192239	543010	Building M&R Supplies	95	-	-	-	-	\$ -	0.00%
01192239	543060	Custodial M&R Supplies	-	-	54,200	-	-	\$ -	0.00%
01192239	548010	Vehicular Parts & Accessories	1,591	1,891	944	2,050	2,050	\$ -	0.00%
01192239	548020	Vehicular Tires & Tubes	799	989	1,362	1,230	1,230	\$ -	0.00%
01192239	548090	Other Vehicular Supplies	-	1,440	-	512	512	\$ -	0.00%
01192239	553060	Computer Supplies	-	-	-	77	77	\$ -	0.00%
01192239	571010	Travel - Mileage	86	3	-	882	882	\$ -	0.00%
01192239	571011	Travel - Mileage Custodians	-	7	-	-	-	\$ -	0.00%
01192240	521500	Renewable Energy Premium	-	-	-	-	-	\$ -	0.00%
01192240	542010	Office Supplies	-	-	24	-	-	\$ -	0.00%




01192240	542090	Other General Supplies	-	-	3,410	-	-	\$ -	0.00%
01192240	543060	Custodial M&R Supplies	-	-	28,203	-	-	\$ -	0.00%
01192241	521010	Electricity	53,812	47,075	49,409	3,717	3,903	\$ 186	5.00%
01192241	521020	Natural Gas	-	-	88	16,713	17,549	\$ 836	5.00%
01192241	523010	Water	2,262	1,949	1,844	-	-	\$ -	0.00%
01192241	523020	Sewerage	2,568	2,275	2,354	-	-	\$ -	0.00%
01192241	524010	Building Maintenance	13,931	7,860	9,185	2,562	2,626	\$ 64	2.50%
01192241	524030	Equipment Maintenance	-	259	3,642	-	-	\$ -	0.00%
01192241	524090	Other Contractual Services	230	197	-	1,281	1,281	\$ -	0.00%
01192241	524091	Other Contract Svcs: Custodian	1,233	600	1,200	-	-	\$ -	0.00%
01192241	527030	Equipment Rental/Lease	808	280	70	-	-	\$ -	0.00%
01192241	527031	Equip Svc/Repair: Custodian	1,022	148	-	-	-	\$ -	0.00%
01192241	542130	Work Clothing	46	653	-	-	-	\$ -	0.00%
01192241	543010	Building M&R Supplies	2,043	3,642	4,356	5,125	5,253	\$ 128	2.50%
01192241	543060	Custodial M&R Supplies	1,149	5,877	5,152	5,125	5,253	\$ 128	2.50%
01192242	521010	Electricity	-	-	-	29,925	31,421	\$ 1,496	5.00%
01192242	521020	Natural Gas	15,983	16,312	16,943	39,767	41,755	\$ 1,988	5.00%
01192242	523010	Water	-	-	-	3,000	5,400	\$ 2,400	80.00%
01192242	523020	Sewerage	-	-	-	2,456	2,554	\$ 98	4.00%
01192242	524010	Building Maintenance	16,686	10,929	14,700	5,740	5,884	\$ 143	2.50%
01192242	524030	Equipment Maintenance	-	259	3,642	-	-	\$ -	0.00%
01192242	524090	Other Contractual Services	1,807	1,554	4,012	5,740	5,740	\$ -	0.00%
01192242	524091	Other Contract Svcs: Custodian	250	355	1,094	-	-	\$ -	0.00%
01192242	524031	Equip Svc/Repair: Custodian	2,219	-	-	-	-	\$ -	0.00%
01192242	527030	EQUIPMENT RENTAL/LEASE	-	197	-	-	-	\$ -	0.00%
01192242	527031	EQUIP SVC/REPAIR: CUSTO	-	3,695	2,349	-	-	\$ -	0.00%
01192242	542130	Work Clothing	620	-	764	391	399	\$ 8	2.00%
01192242	543010	Building M&R Supplies	2,429	4,599	1,913	8,200	8,405	\$ 205	2.50%
01192242	543060	Custodial M&R Supplies	5,163	10,619	5,167	8,200	8,405	\$ 205	2.50%
01192242	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192246	521010	Electricity	34,860	36,333	31,955	42,000	44,100	\$ 2,100	5.00%
01192246	521020	Natural Gas	340	621	1,506	-	-	\$ -	0.00%
01192246	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192246	523010	Water	223	257	259	498	896	\$ 398	80.00%
01192246	523020	Sewerage	669	769	776	796	828	\$ 32	4.00%
01192246	524010	Building Maintenance	11,497	9,549	11,211	9,481	9,718	\$ 237	2.50%
01192246	524030	Equipment Maintenance	-	259	-	-	-	\$ -	0.00%
01192246	524090	Other Contractual Services	16,287	6,444	1,225	17,937	17,937	\$ -	0.00%
01192246	524091	Other Contract Svcs: Custodian	633	-	-	-	-	\$ -	0.00%
01192246	527030	Equipment Rental/Lease	-	35	-	-	-	\$ -	0.00%
01192246	527031	Equipment Svc/Repair: Custodian	33	-	80	-	-	\$ -	0.00%
01192246	542130	Work Clothing	248	-	-	-	-	\$ -	0.00%
01192246	543010	Building M&R Supplies	2,366	3,085	1,010	10,250	10,506	\$ 256	2.50%
01192246	543060	Custodial M&R Supplies	2,789	4,483	5,776	6,867	7,039	\$ 172	2.50%
01192246	524091	Other Contract Svcs: Custodian	-	-	-	-	-	\$ -	0.00%
01192247	521010	Electricity	1,803	936	931	-	-	\$ -	0.00%
01192247	521020	Natural Gas	392	-	-	-	-	\$ -	0.00%
01192247	523010	Water	227	114	45	-	-	\$ -	0.00%
01192247	523020	Sewerage	348	313	200	-	-	\$ -	0.00%
01192247	524010	Building Maintenance	650	-	85	-	-	\$ -	0.00%
01192247	527030	Equipment Rental/lease	35	-	70	-	-	\$ -	0.00%
01192247	527031	Equip Svc/repair: Custodians	-	289	0	-	-	\$ -	0.00%
01192247	542130	Work Clothing	451	105	745	391	399	\$ 8	2.00%
01192247	543010	Building M&R Supplies	45	422	-	-	-	\$ -	0.00%
01192247	543060	Custodial M&R Supplies	784	4,348	-	-	-	\$ -	0.00%
01192261	521010	Electricity	119,472	107,076	100,895	133,935	140,632	\$ 6,697	5.00%
01192261	521020	Natural Gas	22,047	21,001	19,698	22,591	23,721	\$ 1,130	5.00%
01192261	523010	Water	3,637	2,763	1,369	4,605	8,289	\$ 3,684	80.00%
01192261	523020	Sewerage	5,975	4,579	1,959	8,444	8,782	\$ 338	4.00%
01192261	524010	Building Maintenance	24,339	38,862	23,602	41,341	42,375	\$ 1,034	2.50%
01192261	529020	Rubbish/Garbage Pickup	-	-	-	-	-	\$ -	0.00%
01192261	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192261	524030	Equipment Maintenance	-	259	-	1,742	1,742	\$ -	0.00%
01192261	524031	Maintenance - painting	-	-	-	820	820	\$ -	0.00%
01192261	524090	Other Contractual Services	3,385	21,084	25,773	26,124	26,124	\$ -	0.00%
01192261	524091	Other Contract Svcs: Custodian	-	5,145	-	13,786	13,786	\$ -	0.00%
01192261	527031	Equip Svc/Repair: Custodian	5,868	2,631	5,741	1,384	1,412	\$ 28	2.00%
01192261	542130	Work Clothing	1,065	653	835	-	-	\$ -	0.00%
01192261	543010	Building M&R Supplies	10,542	9,036	13,123	12,838	13,159	\$ 321	2.50%
01192261	543060	Custodian M&R Supplies	13,034	15,404	6,242	10,916	11,189	\$ 273	2.50%
01192261	571011	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192261	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192263	529020	Rubbish/Garbage Pickup	2,100	2,100	-	2,100	2,205	\$ 105	5.00%
01192263	521010	Electricity	1,765	1,591	1,403	2,940	3,087	\$ 147	5.00%
01192263	521020	Natural Gas	2,813	1,510	4,171	3,955	4,153	\$ 198	5.00%
01192263	523010	Water	-	-	-	150	270	\$ 120	80.00%
01192263	523020	Sewerage	232	184	125	179	186	\$ 7	4.00%
01192263	524010	Building Maintenance	460	695	8,727	-	-	\$ -	0.00%
01192263	542130	Work Clothing	-	-	-	-	-	\$ -	0.00%
01192263	543010	Building M&R Supplies	-	-	24	-	-	\$ -	0.00%

01192275	521010	Electricity	19,689	17,860	18,519	11,812	12,403	\$ 591	5.00%
01192275	521020	Natural Gas	1,844	1,653	1,879	8,475	8,899	\$ 424	5.00%
01192275	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192275	523010	Water	475	386	257	750	1,350	\$ 600	80.00%
01192275	523020	Sewerage	814	658	380	1,967	2,046	\$ 79	4.00%
01192275	524010	Building Maintenance	11,474	8,937	11,289	13,069	13,396	\$ 327	2.50%
01192275	524030	Equipment Maintenance	-	259	-	-	-	\$ -	0.00%
01192275	524090	Other Contractual Services	-	-	3,262	384	392	\$ 8	2.00%
01192275	524091	Other Contract Svcs: Custodian	-	700	-	-	-	\$ -	0.00%
01192275	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192275	527031	Equip Svc/Repair: Custodian	1,431	2,643	1,422	-	-	\$ -	0.00%
01192275	529020	Rubbish/Garbage Pickup	-	-	-	769	807	\$ 38	5.00%
01192275	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192275	542130	Work Clothing	221	653	769	619	631	\$ 12	2.00%
01192275	543010	Building M&R Supplies	2,255	2,272	1,372	1,307	1,340	\$ 33	2.50%
01192275	543060	Custodial M&R Supplies	4,951	7,279	5,010	4,100	4,203	\$ 103	2.50%
01192285	530500	Training and Development	695	881	200	512	512	\$ -	0.00%
01192285	534010	Postage	8	-	-	102	102	\$ -	0.00%
01192285	534030	Advertising - General	-	-	-	-	-	\$ -	0.00%
01192285	542010	Office Supplies	271	518	288	1,423	1,423	\$ -	0.00%
01192285	549090	Other Food Service Supplies	86	-	-	-	-	\$ -	0.00%
01192285	542010	Food Service Supplies	-	-	-	-	-	\$ -	0.00%
01192285	571010	Travel - Mileage	46	92	21	-	-	\$ -	0.00%
01192285	583120	Office Machine Replacement	-	-	-	3,000	3,000	\$ -	0.00%
01192240	521500	Green Power Premium	16,730	19,086		-	-	\$ -	0.00%
01192200	524090	Other Contractual Services						\$ -	0.00%
		<b>Total Expenses</b>	<b>3,311,570</b>	<b>2,990,803</b>	<b>3,000,534</b>	<b>3,615,792</b>	<b>3,661,629</b>	<b>\$ 45,837</b>	<b>1.27%</b>
01192809	570000	Encumbrances	20,960					-	-
		<b>Total Request</b>	<b>\$ 7,858,041</b>	<b>\$ 7,558,778</b>	<b>\$ 7,620,279</b>	<b>\$ 8,497,166</b>	<b>\$ 8,695,915</b>	<b>\$ 198,749</b>	<b>2.34%</b>



# MEMORANDUM

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**DATE:** November 29, 2021 **FMD-M-22603**  
**TO:** Meghan Jop  
**FROM:** Joseph F. McDonough, P.E.   
**CC:** S. Strother, S. Gagosian, G. Remick, A. LaFrancesca, File  
**SUBJECT:** **Recommended FY23 Budgets: Office Lease for Land Use (UPDATED)**  
**Filing No.:** WFMD22.05, .29, .49

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This memo summarizes FMD's recommended FY23 operational and cash-capital budgets associated with the proposed move of the so-called *Land Use* groups in Town Hall to leased office space starting sometime after July 1, 2022. Land Use occupies essentially the entire lower level of Town Hall and includes the following departments: Building, Planning, Zoning and NRC.

## **Background**

Land Use groups have been adversely impacted by the poor building conditions in the lower basement level of Town Hall for years, including high humidity/mold, leaking/unreliable heating system, a sewage backup and lack of space. These departments were supposed to be moved into the proposed new Town Hall Annex; however, in spring 2020, the Select Board decided to indefinitely postpone the Annex project and instead focus the Town's efforts on the Town Hall Renovation Project. For a number of reasons, including the very poor working conditions in the basement, limited space and a desire to retain the core/traditional departments in Town Hall (Assessor, Clerk, Treasurer, etc.), the Select Board felt it most appropriate to move the Land Use groups into leased space, similar to FMD's space which we've successfully occupied for 6+ years. The move into leased office space was initially planned as part of the FY22 budget with an assumed July 1, 2021 start; however, COVID-related budget impacts required that the lease be delayed. This FY23 request would allow the lease to begin as early as July 2022, depending upon fit-up required and moving details.

## **Budgets**

Moving into leased space in 2022 will require that FY23 operational and cash-capital budgets be established in the Select Board's budgets to pay for the lease cost and all other related expenditures. We believe the Select Board's budgets are the appropriate location to establish these budgets as these are "Town Hall" departments. Of note is that the operational and cash-capital costs for FMD's 2015 move into leased office space were carried in our own budget.

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*Town of Wellesley* ■ *Facilities Management Department*  
■ 888 Worcester Street, Suite 370 ■ Wellesley, MA 02482  
■ (781)431-1019 tel ■ (781)489-4266 fax ■

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# MEMORANDUM

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A “Request for Proposals-RFQ” procurement process in accordance with MGL 30B will be required to solicit proposals from prospective property owners for the new leased space – similar to what was followed in 2015 and 2020 for FMD’s lease at 888 Worcester Street. Both of our leases were for an initial 3-year period, with a Town option for an additional 2 years, which we exercised. We expect the Land Use group lease would also be for a 3 to 5 year duration. Our lease is for a fixed lease rate over the full 5-year period and is all-inclusive (utilities, custodial, maintenance, grounds, parking, etc.). We expect to include similar requirements in the RFQ for the Land Use lease.

At the end of this memo is a spreadsheet that summarizes FMD’s estimated costs associated with the proposed Land Use Group lease. Because the location of the new leased space will not be known until the RFP process is completed (January/February 2022), FMD had to make assumptions about the space. For the purpose of developing conceptual budgets we assumed space that is currently available for lease on the First Floor here at 888 Worcester Street; *knowing that it may not be when the RFQs are solicited.*

The lease cost itself for 4,800 sf of “rentable space” would need to be included in a new line item to be established in the Select Board’s FY23 operational budget. Using similar rates to FMD’s, **we have estimated this expense to be about \$151,000 for the first full year** (assumes July 1, 2022 lease start), and the rate would be fixed until June 30, 2027.

There are a number of one-time expenses associated with the lease which need to be included in the Select Board’s FY23 cash-capital budget, including costs for: furniture (much of the Building Department’s will be reused), minor construction fit-up (new partitions/doors), phone/data/switches/fiber and moving, **for a total FY23 cash-capital request of \$247,000.**

## **Impacts on Renovation Project**

The only potential impact the proposed Land Use lease would have on the Renovation Project would be ***if the lease were not approved as part of the FY23 budget and the Renovation Project moves forward.*** Under this scenario, the Land Use groups would still need to vacate Town Hall, so the cost to *temporarily* move them (18 to 24 months) would need to be added to the construction swing space cost for the project. The construction swing space move is not anticipated to occur until about March 2023. The impacts are that the Land Use groups would be delayed by nine months from having suitable workspace, and more importantly, would need to repeat the RFQ process to find more permanent lease space in 18 to 24 months.

Please let me know if you would like to meet and discuss in more detail.

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# MEMORANDUM

11/29/2021

FY23 Operational & Cash-Capital Budgets <b>Land Use Group Lease</b>	Budget Appropriation		
	Operational	Cash-Capital	TOTAL
<b>LEASE</b>	\$ 129,600	\$ -	\$ 129,600
Annual lease cost (4,800 sf "rentable" space at \$27/sf)	\$ 129,600		\$ 129,600
<b>DATA/PHONE/FIBER</b>	\$ -	\$ 28,900	\$ 28,900
Data		\$ 2,400	\$ 2,400
Phones		\$ 10,000	\$ 10,000
Fiber		\$ 6,000	\$ 6,000
Switches		\$ 10,500	\$ 10,500
<b>FURNITURE</b>	\$ -	\$ 78,000	\$ 78,000
Building Department		\$ 12,500	\$ 12,500
Planning Department		\$ 15,000	\$ 15,000
NRC Department		\$ 12,500	\$ 12,500
Zoning Department		\$ 7,500	\$ 7,500
Misc. Common Areas (Conf. Rms, Reception)		\$ 30,500	\$ 30,500
<b>CONSTRUCTION FIT-UP</b>		\$ 87,000	\$ 87,000
Designer	\$ -	\$ 12,000	\$ 12,000
Construction	\$ -	\$ 75,000	\$ 75,000
<b>MISCELLANEOUS</b>	\$ 7,500	\$ 1,500	\$ 9,000
Copier (leased)	\$ 3,000	\$ -	\$ 3,000
Postage machine (leased)	\$ 500	\$ -	\$ 500
Entry Department Graphics ("TOW Land Use Depts")		\$ 1,500	\$ 1,500
Comcast (cable and Internet)	\$ 3,000		\$ 3,000
Verizon (phone)	\$ 1,000		\$ 1,000
MIIA insurance (TBD)			\$ -
<b>MOVING EXPENSES</b>	\$ -	\$ 10,000	\$ 10,000
Moving Expenses	\$ -	\$ 10,000	\$ 10,000
<b>CONTINGENCIES</b>	\$ 13,710	\$ 41,080	\$ 54,790
Operational Budget (10%)	\$ 13,710		\$ 13,710
Cash-Capital Budget (10%)		\$ 41,080	\$ 41,080
<b>TOTAL ESTIMATED BUDGET</b>	\$ 150,810	\$ 246,480	\$ -
<b>RECOMMENDED SELECT BOARD REQUESTS FOR TOWN HALL</b>	<b>\$151,000</b>	<b>\$247,000</b>	

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# Town of *Wellesley*

## FY2023 Budget Request

### Land Use Dept. Relocation Operating Request

Department: Land Use Departments

Department Head: Meghan Jop, Executive Director

#### DEPARTMENT EXPENDITURES

Org	Obj	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23
	Annual Lease	-	-	-	-	142,560	142,560
	Copier	-	-	-	-	3,300	3,300
	Postage Machine	-	-	-	-	550	550
	Cable and Internet	-	-	-	-	3,300	3,300
	Phone	-	-	-	-	1,100	1,100
		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,810</b>	<b>150,810</b>



**% Variance**  
**FY22-23**

N/A

N/A

N/A

N/A

N/A

**N/A**