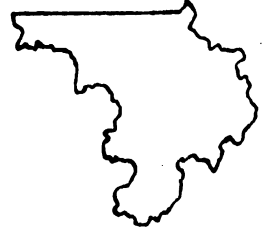


# Middlesex County Advisory Board



RECEIVED BY  
OFFICE OF CITY CLERK  
SUPERIOR COURT HOUSE  
MAY 26 9:37 AM '84  
CAMBRIDGE, MASS. 02141  
CAMBRIDGE, MASS.

19 March, 1984

TO: Middlesex County Advisory Board representatives  
FROM: Diane Norris, Coordinator  
RE: Background material for April 4 meeting

Enclosed are materials for the April 4 Advisory Board meeting. A quorum is essential for the meeting. If you cannot be in Concord on April 4 please try to get your city or town represented by either a council person or another member of the board of selectmen.

At this meeting you will be voting on a supplemental budget for FY'84. If approved the assessment required to fund the request will bring the current levy to the same figure estimated by the Department of Revenue in the cherry sheets sent out last July. (\$17 million)

The background information is divided into three groups- supplemental request with explanation, FY'85 county budget with budget committee changes and explanation, and FY'85 county hospital budget with budget committee changes and explanations.

The FY'85 budget recommended by the budget committee would result in a levy of \$15.1 million. An expected one time hospital liability would result in additional levy. FY'85 cherry sheets are estimating the hospital liability at \$1.5 million. That is probably high. The total levy is still less than the \$17 million the Advisory Board authorized for this year.

A capital expenditure plan, resulting from an Advisory Board directive to the county commissioners two years ago, will be presented for approval. You will be asked, after Sherry Martin's presentation, to approve the commissioners request to seek bond authorization from the legislature. \$60,000 of the plan is included in this year's supplemental request as nonbondable items.

Many of the issues are complex. If you want any additional information on any matter, please call the office (494-4113) and I will provide whatever additional assistance I can.

Please make certain that your city or town is represented at the meeting.

## Middlesex County

## Hospital

FY'85

Commissioner'  
RequestSubcommittee  
RequestBudget  
Vote

Item	Code	Commissioner' Request	Subcommittee Request	Budget Vote	
Personnel	100	9023901	7359901	7359901	1664000
Temporary	110	20000	20000	20000	0
Overtime	120	200000	200000	200000	0
weekend diff		110167	110167	110167	0
shift diff		139711	139711	139711	0
charge nursing		39420	39420	39420	0
regrades		8649	0	0	-8649
reclass		7149	0	0	-7149
new positions		45870	0	0	-45870
Total		9594867	7869199	7869199	1602332
Contractual Services	200	1573986	1561986	1524986	-49000
					0
					0
Supplies and Materials	300	1186050	1086050	1086050	-100000
					0
					0
Current Charges & Obligations	400	1203875	1203875	1203875	0
					0
					0
Equipment	500	150000	150000	150000	0
					0
Debt and Interest		150000	375000	375000	225000
					0
					0
Unpaid bills		25000	25000	25000	0
					0
Reserve Fund		75000	50000	50000	-25000
					0
Reserve for Contracts		1000000	0	0	-1000000
					0
					0
Group Insurance		525000	525000	525000	0
					0
					0
Capital Improve	700	1074	1074	1074	0
					0
					0
Total		15484852	12847184	12810184	-2674668
					0
					0

Middlesex		County	Hospital	Changes
Item	Code	Commissioners'	Change	Committee
Personnel	outage	9023901	-1546000	7477901
	Dietary	118000	-118000	0
	Regrades	8649	-8649	0
	Reclass	7149	-7149	0
	New Positions	45870	-45870	0
Total			-1725668	0
Contractual				0
Services	Auditing	25000	-12000	13000
	Legal services	75000	-37000	38000
Total			-49000	0
Supplies and				0
Materials	Heating/oil	500000	-100000	400000
Total			-100000	0
Debt and				0
Interest	900	150000	225000	375000
Total			225000	0
Reserve	11	75000	-25000	50000
Reserve for				0
Salary Inc.	11	1000000	-1000000	0
Total			-1025000	0
Total Change			-2674668	0

## Budget Committee Rationale for FY'85 Hospital Budget

The county hospital operates under different budget laws from those of the county. Unlike the county where the appropriation is figured and anticipated revenues subtracted to set a levy, the hospital's appropriation is an authorization to spend. Funding comes from the revenues taken in during the same fiscal year. If revenues fall behind expenses a liability is incurred the next fiscal year and a levy is assessed.

In October of 1983 the Advisory Board appropriated \$1.9 million in repayments for Medicaid overcharges. The case is not yet settled. If there is \$500,000 hospital surplus at the end of this fiscal year, the liability would be \$1.4 million. Until the end of the year the actual surplus will not be known. As of today the negotiations with Medicaid are not complete and it is not certain how firm the \$1.9 is.

The budget committee feels the hospital should justify all requests and operate efficiently regardless of the fact that all justified expenses can be included in the rate setting negotiations.

### PERSONNEL

Actual outages, difference between money requested for personnel and money spent, in FY'83 exceeded \$1.5 million. The staffing pattern needs to be reworked. The new administrator is working on that problem.

Money is requested for inhouse food management as well as contracting it out. The committee recommends going out to bid for the service and reducing the personnel budget by those positions, now vacant, for dietary.

### CONTRACTUAL SERVICES

The legal fees at the hospital have been reduced to \$38000 following the same logic as in the county budget.

### SUPPLIES AND MATERIALS

The \$100,000 reduction is consistent with a revised request from the hospital based on actual expenses.

### DEBT AND INTEREST

The hospital has authorization for a \$600,000 bond. The bond anticipation notes should be paid off out of the operating expense of the hospital rather than carried long term.

### RESERVE FUNDS

Like the county budget the reserve for salary increases is not being recommended with the expectation the Advisory Board should approve directly all contracts.

The regular reserve fund is reduced to current levels.

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Commissioner's Request	Subcommittee Request	Budget Vote

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Reserve Fund		75000	50000	50000	-25000
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Middlesex County Advisory Board Meeting  
Wednesday, April 4, 1984  
Concord District Court  
305 Walden Street  
Concord  
7:30 p.m.

A G E N D A

- I. Call to order - Theodore D. Mann, Chairman
- II. Approval of Minutes of the last meeting - Anne Donald
- III. Treasurer's report - Charles Lyons
- IV. District Attorney's update - Scott Harshbarger
- V. Audit Committee report - Harvey Beth
- VI. Capital Expenditures Committee Report - Sherry Martin
- VII. Personnel Committee report - Leonard Aronson
- VIII. Supplemental budget recommendations FY'84 - John W. Agnew,
- IX. Supplemental budget vote - Theodore D. Mann
- X. FY'85 county budget recommendations - John W. Agnew, Jr.
- XI. FY'85 county budget vote - Theodore D. Mann
- XII. FY'85 County Hospital budget recommendations - John W. Agnew
- XIII. Fy'85 County Hospital vote - Theodore D. Mann
- XIV. Other Business
- XV. Adjournment

MIDDLESEX COUNTY  
SUPPLEMENTAL BUDGET REQUEST  
1983-1984

ITEM #3 COUNTY COMMISSIONERS

Code 100

Amount: 1032.40

Description: Reclassification for Mary Quinn, grade 13-3 (16319.03) to grade 15-1 (16914.88). Regrade for Carol Judkins, grade 12-7 (17051.58) to grade 13-6 (17488.13).

SOURCE: ITEM #28A

Code 564

Amount: 2000.00

Description: Replacement of two (2) typewriters more than 14 years old.

SOURCE: AVAILABLE FUNDS

ITEM #8N NO. REGISTRY

Code 100

Amount: 35979.36

Description: Reclassifications.

SOURCE: ITEM #28A

ITEM #10 ENGINEERING

Code 100

Amount: 14210.53

Description: Regrade for County Engineer, 23-7 (28588.40) to Flat Rate (36508.40). Regrade for Sr. Asst. Engineer, 22-7 (27602.65) to 25-7 (31172.22). Regrade for Asst. Engineer, 21-7 (26371.82) to 24-6 (29062.78).

SOURCE: ITEM #28A

ITEM #18 MAINTENANCE

Code 100

Amount: 1427.05

Description: Regrade for County Electrician, 19-4 (22135.30) to 22-2 (23562.35).

SOURCE: ITEM #28A

Code 569

Amount: 15000.00

Description: Microcomputer, Daisy Writer, and technical software for Capital Facilities Office.

SOURCE: AVAILABLE FUNDS

ITEM #26 MISCELLANEOUS

Code 239-1

Amount: 50000.00

Description: Wage classification study.

SOURCE: AVAILABLE FUNDS

ITEM #27 UNPAID BILLS

Code 234

Amount: 337.85

Description: Court stenographer fees.

Code 235

Amount: 17674.21

Description: Legal fees

Code 396

Amount: 10926.25

Description: Contract #5485 Police Uniforms. Contract signed last year, money was not reserved.

SOURCE: AVAILABLE FUNDS

ITEM #43 CAPITAL IMPROVEMENTS

Code 700

Amount: 1000024.60

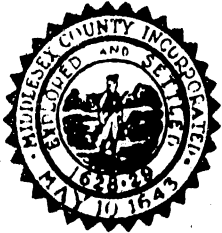
Description: Capital improvements for 1983-1984 as described in

the Middlesex County Capital Facilities Plan.

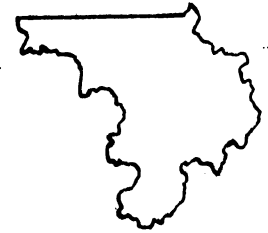
SOURCE: 495015.00 FROM ASSESSMENT  
505009.60 FROM FEDERAL REVENUE SHARING FUND

SUMMARY

AVAILABLE FUNDS	95905.31
ITEM #28A	52649.34
ASSESSMENT	495015.00
FED REV SHARING	505009.60
TOTAL	1148579.25



# Middlesex County Advisory Board



SUPERIOR COURT HOUSE  
EAST CAMBRIDGE, MASS. 02141  
494-4113

Item	FY'84 Code	Middlesex Supplemental Commissioners' Request	County Budget Committee Recommendation	Request Difference
Commissioners	3.1	1032	688	-344
	3.564	2000	0	-2000
Northern Registry	8.1	35979	31479	-4500
Engineers	10.1	14211	14211	0
Maintenance	18.1	1427	0	-1427
	18.569	15000	0	-15000
Miscellaneous	26.239	50000	50000	0
Unpaid Bills	27	28938	28938	0
Capital Facilities	43	1000025	1007525	7500
<b>Total</b>		<b>1148612</b>	<b>1132841</b>	<b>-15771</b>
<b>Funding Sources</b>				
	available funds	95938	78938	
	Reserve for salary inc.	52620	46378	
	Federal Rev Sharing	505039	512510	
	Levy	495015	495015	
	<b>Total</b>	<b>1148612</b>	<b>1132841</b>	

Supplemental FY'84  
Changes

Item	Code	Increase	Decrease
Commissioners	3.1		344
	3.564		2000
Northern Registry	8.1		
	Register		2500
	First Asst.		2000
Maintenance	18.1		1427
	18.569		15000
Capital Facilities	43.5		
	Computer	7500	
		7500	23271

EXPLANATION OF CHANGES

Item	Code	
Commissioners	3.1	These positions took effect in November of 1983 and should be retroactive to that point.
Commissioners	3.5	A replacement cycle for typewriters (and all equipment) should be done but not as part of a supplemental budget. Include in FY'85 request.
Northern Registry		The reorganization done on all other non union departments was not submitted to the Advisory Board at the time of the others. The committee cannot recommend a 25% increase for the register and the first assistant.
Maintenance	18.1 18.569	Regrade of the electrician is not appropriate now. One computer has been put in the capital facilities item (43) since its use is dependent on passage of the capital facilities plan .
Capital Facilities		Discussed in the capital facilities report to be made to the Board 4 April, 1984. These are life safety, priority 1 projects that are not bondable and should be done as part of the operating budget.

JULY 1, 19<sup>83</sup>

TO JUNE 30, 19<sup>84</sup>

BUDGET ITEM 8 N Northern District Registry of Deeds

CLASS CODE \_\_\_\_\_

ORGANIZATION UNIT 13 Office expenses, etc.

*Ed J. [Signature]*  
SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF POSITION	NAME	RATE OF COMPENSATION <b>JUN 30 19 84</b>	SALARY ADJUSTMENTS			DEPT. ESTIMATE
			PROPOSED RATE OF COMPENSATION	EFFECTIVE DATE	NET AMOUNT OF ADJUSTMENT	AMOUNT

LIST EACH EMPLOYEE. WHEN THERE IS MORE THAN ONE SALARY INCREASE FOR AN EMPLOYEE SHOW BOTH RATES AND BOTH DATES. IF THERE IS A VACANCY IN A PERMANENT POSITION LIST THE POSITION USING THE WORD "VACANCY" INSTEAD OF THE NAME OF A PERSON. IF A NEW POSITION IS PROPOSED LIST THE POSITION USING THE WORDS "NEW POSITION" INSTEAD OF THE NAME OF A PERSON. (NEW POSITIONS NOTE EFFECTIVE DATE PRIOR TO JULY 1.)

CLASS CODE #100			<u>#1 PERSONAL</u>			
r. Registry Clerk 08-C-0015	Virginia T. Barrows	10/1	\$12,680.01	13,851.31	7-1-83	1,171.30
r. Registry Clerk 08C-0021	Dorothy Campbell	10/2	13,192.63	14,175.97	"	983.34
r. Registry Clerk 08C-005	Lillian C. Cooper	10/4	14,217.86	14,825.28	"	607.42
r. Registry Clerk 08C-0003	Madeline F. Donnelly	10/3	13,705.24	14,500.63	"	795.39
r. Registry Clerk 08C-0010	Esther L. Gath	10/4	13,961.55	14,825.28	"	863.73
r. Registry Clerk 08C-0016	Donna Kennedy	10/1	12,936.32	13,851.31	"	914.99
r. Registry Clerk 08C-0013	Claire Kirane	10/3	13,705.24	14,500.63	"	795.39
r. Registry Clerk 08C-0034	Marjorie O'Keefe	10/1	12,680.01	13,851.31	"	1,171.30
r. Registry Clerk 08C-0017	Kenneth E. McCann	10/4	14,217.86	14,825.28	"	607.42
r. Registry Clerk 08C-0012	Shirley A. Meehan	10/4	14,217.86	14,825.28	"	607.42
r. Registry Clerk 08C-0024	Frederick K. Muldoon	10/4	14,217.86	14,825.28	"	607.42
r. Registry Clerk 08C-0028	Carol O'Neil	10/4	14,217.86	14,217.28	"	607.42

Register of Deeds 8C-0001	Edward J. Barry, Jr.		24,324.50	30,000.00	7-1-83	5,675.44	30,000.00
1st Reg'r of Deeds 8C-0036	John T. McDermott, Jr.		20,999.82	25,000.00	"	4,000.18	25,000.00
Budget & Payroll Adm. 8C-0011	Ellen H. Flood	17/5	19,914.51	20,867.54	"	953.03	20,867.54
Dept. Head-Reproduction Supervisor 8C-009	Paul A. Donohoe	16/5	18,942.75	19,893.02	"	950.27	19,899.02
Dept. Head-Head Document Receiver 8C-0008	Kathleen H. Curran	16/3	17,877.83	18,774.08	"	896.25	18,774.08
Dept Head - Plans 8C-0002	Albert J. Andrade	16/3	17,877.83	18,774.08	"	896.25	18,774.08
Draftsman 8C-0033	Walter H. Turcotte	15/3	17,051.58	17,914.76	"	863.18	17,914.76
Head Certificate writer & composer 8C-0018	Doris H. McCarron	13/3	15,234.27	16,319.03	"	1,084.76	16,319.03
Sr. Registry Clerk 8C-0035	Shirley A. Bell	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0004	Sophie C. Blazewicz	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0007	James F. Creegan	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0022	Eileen F. Duggan	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0006	Frances A. Gauthier	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0014	Mary R. Lynch	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0032	Bert J. McAndrews	12/3	14,928.91	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0020	Alice T. McGuire	12/4	15,234.27	15,942.01	"	1,013.10	15,942.01
Sr. Registry Clerk 8C-0026	Lorraine T. McLaughlin	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0023	Elizabeth A. Muldoon	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0025	Helen J. Nadeau	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0027	Mary E. O'Neil	12/4	15,234.27	15,942.01	"	707.74	15,942.01
Sr. Registry Clerk 8C-0029	Marion F. Roddy	12/4	15,234.27	15,942.01	"	707.74	15,942.01

Item	Middlesex	County	FY'85		Budget
	Code	Commissioners'	Committee	Difference	
Interest		985175	985175	0	
	Total	985175	985175	0	
Debt		2595000	2595000	0	
	Total	2595000	2595000	0	
Commissioners	Personnel	578302	518302	-60000	
	regrades	19935	0	-19935	
	Contractual	122150	67995	-54155	
	Supplies	207500	196595	-10905	
	Charges	45185	42700	-2485	
	Equipment	226904	23074	-203830	
	Total	1199976	848666	-351310	
Treasurer	Personnel	274898	274898	0	
	regrades	4202	0	-4202	
	new position	30000	0	-30000	
	Contractual	43750	28750	-15000	
	Supplies	6600	6600	0	
	Charges	5350	3350	-2000	
	Equipment	2500	2500	0	
	Total	367300	316098	-51202	
Sheriff	Personnel	99687	99687	0	
	regrades	5106	5106	0	
	Contractual	200	200	0	
	Supplies	750	750	0	
	Charges	700	700	0	
	Total	106443	106443	0	
Northern Registry	Personnel	592952	588452	-4500	
	regrades	13500	0	-13500	
	new position	13851	0	-13851	
	Contractual	29100	29100	0	
	Supplies	8000	8000	0	
	Charges	2395	18795	16400	
	Equipment	10000	10000	0	
	Total	669798	654347	-15451	
Southern Registry	Personnel	1922739	1922739	0	
	regrades	8000	0	-8000	
	Contractual	119438	73438	-46000	
	Supplies	66600	26600	-40000	
	Charges	24900	24900	0	
	Equipment	59675	59675	0	
	Total	2201352	2107352	-94000	
Engineers	Personnel	365879	365879	0	
	Contractual	4010	4010	0	
	Supplies	8535	8535	0	
	Charges	1060	1060	0	

	Equipment	12500	9000	-3500
	Total	391984	388484	-3500
Advisory Board	Contractual	81710	58710	-23000
	Charges	250	250	0
	Equipment	600	600	0
	Total	82560	59560	-23000
Jail/House of Correction	Personnel	6046271	6046271	0
	regrades	16384	11363	-5021
	new position	0	41355	41355
	Temporary	40000	40000	0
	Overtime	300000	300000	0
	Contractual	392650	352650	-40000
	Supplies	1472525	1472525	0
	Charges	63800	65000	1200
	Equipment	64940	80000	15060
	Total	8396570	8409164	12594
Maintenance	Personnel	3062228	3014628	-47600
	shiftdiff	12000	12000	0
	regrades	14198	3375	-10823
	Temporary	39957	24957	-15000
	Overtime	15000	15000	0
	new position	30000	0	-30000
	Contractual	2307050	2270550	-36500
	Supplies	285800	299800	14000
	Charges	174800	176000	1200
	Equipment	56905	56905	0
	Total	5997938	5873215	-124723
Extension Service	Personnel	320745	320745	0
	new position	7416	12680	5264
	regrades	2165	0	-2165
	Contractual	29805	33305	3500
	Supplies	4685	4685	0
	Charges	4325	4325	0
	Equipment	2610	2610	0
	Total	371751	378350	6599
Noncontributory Pensions	Military	235000	235000	0
	Judges	155000	155000	0
	Total	390000	390000	0
Pensions	Fund	1690000	1690000	0
	Expense Fund	66000	62000	-4000
	Work. Comp.	8000	8000	0
P.E.R.A.	P.E.R.A.	30000	30000	0
	Total	1794000	1790000	-4000
Miscellaneous	Legal/Cont.	22000	147000	125000
	Workmen.Comp	450000	450000	0
	D.E.S	40000	40000	0
	Charges	117000	117000	0

	<b>Total</b>	<b>629000</b>	<b>754000</b>	<b>125000</b>
<b>Reserve</b>	<b>Fund</b>	<b>25000</b>	<b>25000</b>	<b>0</b>
	<b>Salary Inc.</b>	<b>660000</b>	<b>0</b>	<b>-660000</b>
	<b>Total</b>	<b>685000</b>	<b>25000</b>	<b>-660000</b>
<b>Insurance</b>	<b>Medical/life</b>	<b>1811000</b>	<b>1760500</b>	<b>-50500</b>
	<b>Total</b>	<b>1811000</b>	<b>1760500</b>	<b>-50500</b>
<b>Capital</b>	<b>Improvements</b>	<b>59850</b>	<b>59850</b>	<b>0</b>
	<b>Total</b>	<b>59850</b>	<b>59850</b>	<b>0</b>
	<b>Total</b>	<b>28734697</b>	<b>27501204</b>	<b>-1233493</b>

Item	FY'85 Budget Code	Middlesex Committee Commissioners'	County Recommended Change	Changes Committee
Commissioner				
	3.1 Personnel	578302	-60000	518302
	Regrades	19935	-19935	0
	3.235 legal	70000	-70000	0
	3.275 repair	20000	-200	19800
	3.291 advertising	10000	-1500	8500
	3.294 freight	1100	-600	500
	3.297 printing	10000	14145	24145
	3.299 contractual	11000	4000	15000
			-134090	
	3.361 Postage	15000	-1050	13950
	3.362 Supplies	170000	-13000	157000
	3.393 Gen'l supplies	2500	3145	5645
			-10905	
	3.422 Assoc.&Soc.	2850	-545	2305
	3.423 Law Books	3100	-1750	1350
	3.474 Rental	38840	-190	38650
			-2485	
	3.561 Base station	750	-750	0
	Terminal stands	1800	-1800	0
	Printer stands	600	-600	0
	chairs	2400	-2400	0
	data cady	280	-280	0
	3.569 computer system	200000	-200000	0
	Typewriters	0	2000	2000
			-203830	
Treasurer				
	regrades	4202	-4202	0
	new position	30000	-30000	0
	6.235 Legal services	25000	-15000	10000
	6.474 Rental	2000	-2000	0
			-51202	
Northern Registry				
	Register	30000	-2500	27500
	Asst. Register	25000	-2000	23000
	Regrades	13500	-13500	0
	new position	13851	-13851	0
	81.474 Computer rental	0	16400	16400
			-15451	
Southern Registry				
	Regrades	8000	-8000	0
	82.279 Equipment N.O.C	23033	-1000	22033
	82.297 Printing/binding	40000	-40000	0
	82.299 Contractual	42165	-5000	37165
	82.393 Supplies	40000	-40000	0
			-94000	

Engineering			
10.503 automobile	12500	-3500	9000
		-3500	
Advisory Bd			
11.235 Legal services	25000	-23000	0
		-23000	2000

Mail/Houses  
Correction

Regrades			
Aubuchon, F.A	6262	-2000	4262
Brown, F.W.	5061	-2000	3061
Quealy, Wm.	5061	-2000	3061
Ryder, Wm/ new positions	0	978	978
Work Release Adm	0	19744	19744
Education Officer	0	14987	14987
Sr. Clerk/Work Rel	0	6625	6625
16.235 Legal services	50000	-40000	10000
16.422 educational mat.	2800	350	3150
16.474 rental camera	11000	850	11850
16.5 Two autos	26000	0	26000
Tractor	22000	0	22000
Air Conditioner	1500	0	1500
Medical equip.	3940	0	3940
Mattresses	3500	-1500	2000
Air packs	8000	0	8000
Pick up	0	12000	12000
Desk and chairs	0	860	860
Crop sprayer	0	1800	1800
Hand metal detect.	0	400	400
Govt. surplus	0	500	500
fireproof filing	0	1000	1000
Total		12594	

Maintenance

18.1 Personnel	3062228	-47600	0
regrades			3014628
Boyle, Charles	974	0	974
Fulchino, Sal	2401	0	2401
others	10823	-10823	0
new position	30000	-30000	0
18.11 temporary	39957	-15000	24957
18.221 Electricity	880000	-30000	850000
18.261 Carpentry, locks	10000	-4000	6000
18.263 Painting	5000	-2000	3000
18.279 Repairs	2000	-500	1500
18.303 Gasoline	21000	-1000	20000
18.346 Janitorial supp.	30000	15000	45000
18.421 Police dues	0	100	100
18.4211 Periodicals	0	100	100
18.473 Tool rental	0	1000	1000
18.5 Equipment			
Electric drill	0	125	125

Rotary hammer	0	800	800
Percussion hammer	0	1400	1400
Vacuum cleaners	1400	2800	4200
Floor buffers	2400	4800	7200
Carpeting	5000	3200	8200
Executive chair 3	0	750	750
Secretary chair 3	0	300	300
Truck w/plow	27500	-27500	0
Station wagon	0	12500	12500
Adding machine 3	0	825	825
Total		-124723	
Extension			0
Service	new position	7416	5264
	regrades	2165	-2165
20.293	cleaning	300	3500
			6599
Cont. Pension			0
25.41111	Expense fund	66000	-4000
			-4000
Disc.			0
26.235	Legal services	0	105000
26.239	Prof.&Technical	12500	20000
			125000
Reserve			0
28.1	Salary Inc.	660000	-660000
			-660000
Group Ins.			0
39	Medical&Life	1800000	-50500
			-50500
Total Change			0
		-1233493	

## Budget Committee rationale for Fy'85 County Budget Changes

It is the intent of the Budget Committee to support a county budget for FY'85 that will maintain the level of services desired by the constituent municipalities, address capital improvement issues in an orderly manner and institute efficiencies whenever possible. The county budget is divided into five major categories - personnel, contractual services, supplies, current charges and equipment. The explanation for changes in each category follows.

### PERSONNEL

In general the committee is reluctant to give regrades and instead supports a wage compensation and classification plan presented in the supplemental budget. After the positions are professionally categorized and compared with other public sector positions regrades can be given on a somewhat more logical basis. In some instances the salaries are so glaringly inappropriate the committee recommended change.

The County Commissioners reorganized their office in June of 1983 and created the position of policy manager. This streamlining directs all county business through this manager to the Board of Commissioners. Such a system has been commended by Main Hurdman in its draft management letter. The committee sees no need, then, for the \$28,000 positions of assistants to each commissioner. Each commissioner also has an administrative assistant. No other county approaches the number of staff people for each commissioner. The committee is recommending a \$60,000 reduction in the code 100, personnel, budget of the commissioners but believes the commissioners are free to manage as they choose under budget restrictions.

### CONTRACTUAL SERVICES

Legal services come under contractual services. With the public liability insurance the committee feels each official needs only a minimum appropriation to cover cases before they exceed the insurance deductible. The county incurred legal expenses, including labor negotiations, in excess of \$300,000 in FY'83. This year the county commissioners have an inhouse legal counsel and still the legal bills are excessive. The committee recommends \$70,000 for legal services and \$30,000 for labor negotiations in item 26, miscellaneous. The sheriff and treasurer have had their legal services budgets reduced by similar amounts.

In this code \$20,000 has been recommended in item 26 for a computer feasibility study to determine the data processing needs of the county as a whole. The \$200,000 requested for computers in the commissioners' office has been postponed until such a study is done.

### SUPPLIES AND MATERIALS

Recommendations for these codes were made by studying the actual expenditures to date and including an inflation allowance.

It is not always accurate to use past appropriation as a guide since that was only an estimate. There have been some reductions, particularly in the registries of deeds, where it is obvious that double accounting has included identical supply items under the registry budget and the central purchasing department in the county commissioners office.

#### CURRENT CHARGES AND OBLIGATIONS

Similar guidelines were used in code 400, current charges and obligations.

#### EQUIPMENT

In some instances the total sums for equipment items remained the same as the county commissioners voted, but the actual list of items changed. This came about as commissioners and department heads fine tuned their requests.

#### ELECTED OFFICIALS SALARIES

A subcommittee of the budget committee reviewed salaries for elected officials and chose to increase only the sheriff based on the responsibility implicit in the office. The subcommittee strongly recommends a separate committee study this issue next year for a longer time.

#### RESERVE FOR SALARY INCREASES

The \$660,000 requested by the county commissioners has been deleted. The committee expects that unions will have contract increases next year but feels the percent increase should be directly approved by the Advisory Board. With no appropriation no target figure is established.

F-92

Comm. from Diane Norris, Coordinator, Middlesex County Advisory Board Re: April 4, 1984 meeting to vote on a supplemental budget for FY-84.

In City Council,

March 26, 1984

3/26/84

Referred to the

City Manager

copy sent to the City Manager's Office 3/28/84