

## **Narrative**

### **Town of Natick**

### **Department of Public Works Administration**

#### **I. Main Purpose of the Department**

The Administration Division provides all supervision, administrative support and secretarial services to the Department. The office staff assists and responds to residents with problems relating to rubbish collection, recycling, highway, land facilities, water and sewer. The staff is also responsible for:

- payroll and updating/monitoring vacation, sick leave and personal day usage
- preparing and processing more than 2,900 purchase orders and invoices each year
- handling all emergency and storm-related inquiries
- development and preparation of the annual budget
- reviewing and monitoring the budget on a monthly basis
- preparation and review of all bids and construction contracts
- collecting all fees from street openings, water and sewer permits, bulk pick-up, recycling, irrigation meters, and maps, and
- scheduling all final water readings, high water bills and irrigation meter appointments.

#### **II. Recent Developments**

- Development and implementation of in-house safety training programs for all employees.
- Reorganization of the town-wide Geographical Information System (GIS)
- Improvement to customer service through the website and publication of mailings to residents regarding the collection of trash/recycling and yard waste, snowplowing and updates on roadway construction

#### **III. Current Challenges**

- Maintain a high level of customer service for all residents
- Implement changes in the town-wide procurement policies and procedures
- Monitor and assist the divisions of the Department of Public Works in meeting their goals and challenges
- Maintain an appropriate in-house safety training program

#### **IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact**

- Creation of GIS division at the Department of Public Works- \$7,500
- Reassignment of the former Supervisor of Sanitation and Recycling to environmental compliance, safety and training position; position to be funded in the Administration budget.

#### **V. On the Horizon**

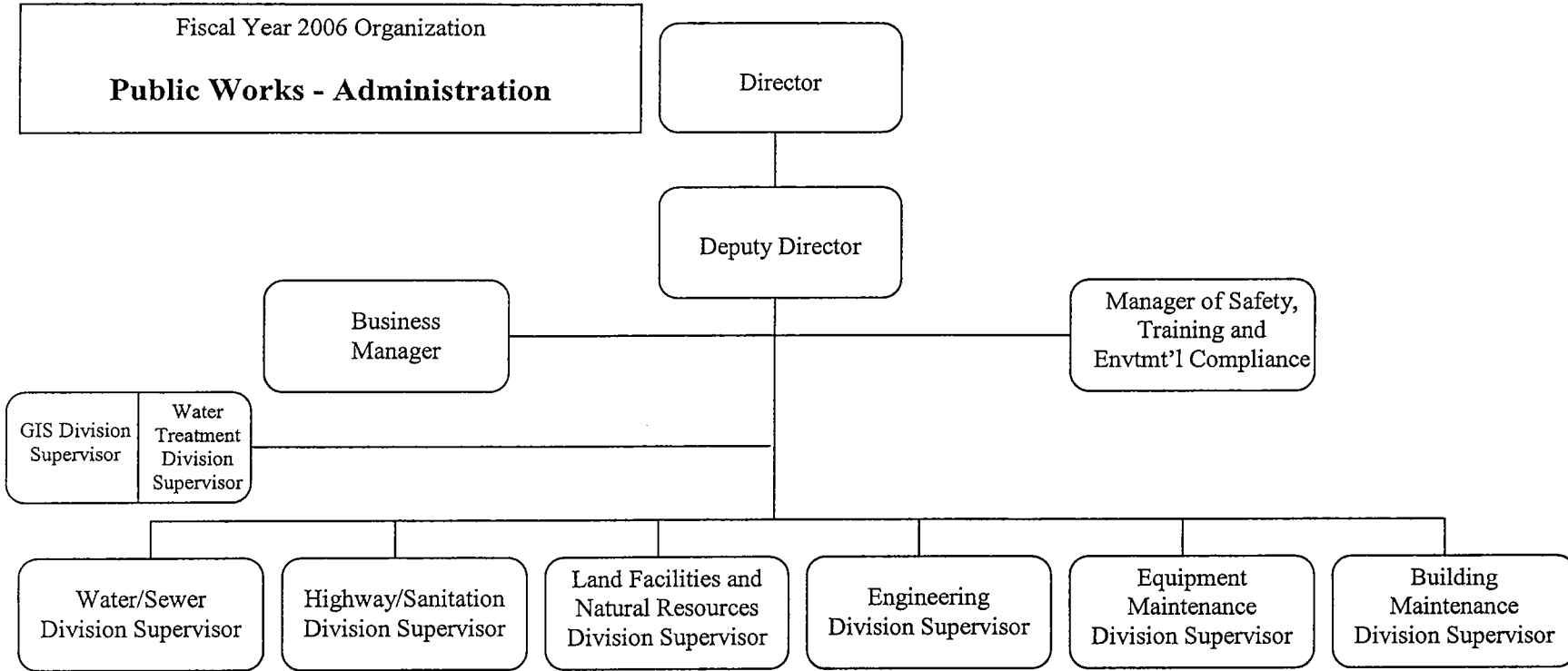
- Development and implementation of the future plan of rubbish disposal
- Implementation of an Environmental Management System (EMS) for Equipment Maintenance Division

FY2006 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2001	2002	2003	2004	Approved 2005	Proposed 2006
1 Bulk Pick-up	\$37,260	\$52,375	\$61,826	\$50,884	\$53,000	\$54,500
2 Invoices Paid	2,796	2,856	3,100	2,708	2,800	2,875
3						

Fiscal Year 2006 Organization

**Public Works - Administration**



**Leadership Profile:**

**Charles J. Sisitsky, Director of Public Works**

1989-present: Public Works Director  
1981-1989: Planning and Community Development Director  
1970-1981: MA Planning Director/Community Development Director,  
City of Medford

Bachelor of Science Degree, Civil Engineering  
Master Degree, Community Planning

**John H. Craig, Business Manager**

1998-present: Public Works Business Manager  
1997-1998: Public School Business Manager,  
Winchester, MA  
Prior: Teacher/Dept. Head; Interim Business  
Manager, Natick Public Schools

Bachelor of Science Degree, Accounting  
Master Degree, School Business Administration

**Public Works Administration**

	<b>No of Staff</b>	Tn Admin Recommendations	2006 Dept Requests	2005 Expended 12/31/04	2005 Appropriated	2004 Actual	2003 Actual	2002 Actual	2001 Actual
Salaries: Management	<b>1.0</b>	89,967.00	89,967.00	42,695.43	89,866.88	88,011.04	87,675.12	84,794.84	79,158.50
Salaries: Supervisory	<b>2.0</b>	150,456.54	150,456.54	69,737.60	143,207.00	71,877.60	71,244.75	66,243.14	61,088.82
Salaries: Operational Staff	<b>2.0</b>	81,002.92	81,002.92	37,545.47	79,027.75	77,394.80	77,099.40	74,846.20	106,101.56
Temporary Operational Staff		2,500.00	2,500.00	832.00	2,500.00	1,456.00	2,980.33	2,891.72	1,202.12
Supervisory Additional Comp		11,500.00	11,500.00	6,400.00	11,200.00	4,800.00	5,950.00	5,800.00	5,650.00
Operational Staff Additional Comp		1,620.06	1,620.06	700.00	700.00	700.00	600.00	600.00	800.00
FLSA Salaries		500.00	500.00	136.21	500.00	470.05	525.40	409.33	761.66
<b>PERSONAL SERVICES</b>	<b>5.0</b>	<b>337,546.52</b>	<b>337,546.52</b>	<b>158,046.71</b>	<b>327,001.63</b>	<b>244,709.49</b>	<b>246,075.00</b>	<b>235,585.23</b>	<b>254,762.66</b>
Repairs & Maint Equipment		600.00	600.00	943.90	600.00	74.05	494.54	129.00	119.00
Communication Telephone		6,000.00	6,000.00	2,743.78	6,000.00	5,282.34	7,288.44	8,544.78	9,390.24
Postage		1,000.00	1,000.00	888.60	1,000.00	1,834.92	611.22	858.44	13,037.35
Purchased Services: Misc.		400.00	400.00	230.00	400.00	1,344.31	476.25	1,073.46	35.00
Communication Print & Advertising		1,250.00	1,250.00	352.50	1,250.00	1,155.88	1,250.00	1,019.74	1,248.72
<b>PURCHASE OF SERVICES</b>		<b>9,250.00</b>	<b>9,250.00</b>	<b>5,158.78</b>	<b>9,250.00</b>	<b>9,691.50</b>	<b>10,120.45</b>	<b>11,625.42</b>	<b>23,830.31</b>
Training & Education		2,000.00	2,000.00	300.00	2,000.00	1,992.50	1,596.50	1,903.23	684.00
Licenses		400.00	400.00	0.00	400.00	400.00	250.00	100.00	400.00
<b>TECHNICAL &amp; PROFESSIONAL SVS</b>		<b>2,400.00</b>	<b>2,400.00</b>	<b>300.00</b>	<b>2,400.00</b>	<b>2,392.50</b>	<b>1,846.50</b>	<b>2,003.23</b>	<b>1,084.00</b>
Office Supplies: Stationary		10,500.00	10,500.00	5,466.18	10,500.00	11,679.89	11,784.36	7,988.02	9,481.84
GIS Supplies		7,500.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>SUPPLIES</b>		<b>18,000.00</b>	<b>18,000.00</b>	<b>5,466.18</b>	<b>10,500.00</b>	<b>11,679.89</b>	<b>11,784.36</b>	<b>7,988.02</b>	<b>9,481.84</b>
Supplies Protective Clothing		5,000.00	5,000.00	1,332.00	5,000.00	3,116.73	4,622.54	5,464.47	4,153.85
<b>OTHER SUPPLIES</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>1,332.00</b>	<b>5,000.00</b>	<b>3,116.73</b>	<b>4,622.54</b>	<b>5,464.47</b>	<b>4,153.85</b>
<b>BUDGET TOTAL</b>		<b>\$372,196.52</b>	<b>\$372,196.52</b>	<b>\$170,303.67</b>	<b>\$354,151.63</b>	<b>\$271,590.11</b>	<b>\$274,448.85</b>	<b>\$262,666.37</b>	<b>\$293,312.66</b>

Town of Natick  
Employee Job/Pay

Emp #	Employee Name	<b>Actual</b>	<b>Budgetary</b>	Pay Type	Level- Step	WKS	Rate	Hrs	Amount	Funding	Total Appropriation	Additional Compensation			Total	Allowances Clothing/ Tools	
		FY04 Earnings	FY05 Scheduled Earnings							(52.2 Wks) FY2006		Longevity	Education	Other	Add'l Comp		
Administration:																	
Management																	
1660	CHARLES SISITSKY	\$88,011.04	<u>\$89,866.80</u>	BASE	M4-Perf		43.0398	40.0	1,721.59	<u>\$89,867.00</u>							
											\$89,867.00						
Supervisory																	
4288	JOHN CRAIG	\$76,677.60	\$79,643.43	BASE	C2-Max		36.0289	40.0	1,441.15	\$75,228.27			\$5,250.00	\$1,000.00		\$6,250.00	
2768	GEORGE RUSSELL	\$76,827.60	<u>\$78,643.43</u>	BASE	C2-Max		36.0289	40.0	1,441.15	\$75,228.27			<u>\$4,250.00</u>	<u>\$1,000.00</u>		<u>\$5,250.00</u>	
											\$158,286.86	\$150,456.54	\$0.00	\$9,500.00	\$2,000.00	\$11,500.00	
Operational Staff																	
2041	CHERYL ARENA	\$50,523.39	\$41,120.81	BASE	6-Max		21.3490	37.5	800.58	\$41,790.28			\$835.81			\$835.81	
2065	MARY DEMKO	\$39,138.75	<u>\$38,606.40</u>	BASE	5-Max		20.0320	37.5	751.20	<u>\$39,212.64</u>			<u>\$784.25</u>			<u>\$784.25</u>	
											\$79,727.21	\$81,002.92	\$1,620.06	\$0.00	\$0.00	\$1,620.06	
		<u>\$331,178.38</u>	<u>\$327,880.87</u>														
										Total	<u>\$321,326.46</u>	<u>\$1,620.06</u>	<u>\$9,500.00</u>	<u>\$2,000.00</u>	<u>\$13,120.06</u>	<u>\$0.00</u>	