

City of Waltham

Jeannette A. McCarthy
Mayor

May 6, 2011

TO: The City Council
RE: FY2012 Budget Summary

Dear Councillors:

I would like to thank the City Auditor's Office for their hard work in assembling the department requests which totaled \$212,077,726 and for formulating the Mayor's Recommendation in the amount of \$207,707,737 for programs and services contained within the 28 program budgets.

The FY2012 budget has a net increase of \$5,465,094 which is a net 2.7% increase over last year's budget according to the attached budget-to-budget comparison and revenue/expenditure pie charts.

Of the approximate \$5.4M net increase, some of the major increases are as follows:

Public Education	\$1,808,468
Interest/Certification (Gen Fund)	1,504,135
Redemption of Bonds (Gen Fund)	368,558
Snow & Ice	939,000
Building Utilities	160,000
Gasoline and Oil	133,000
Water for spray parks	70,000
MWRA Assessments	558,615

In light of the actual expenditures, police and fire departmental medical accounts, worker's compensation salary/expense accounts, snow & ice accounts and building utility accounts have been increased. I have also provided a contingency for municipal collective bargaining.

The health insurance accounts in the Auditor's budget have been level funded.

The FY2012 budget also reflects savings from the ERI, of which I provided an analysis of the FY2011 and FY2012 savings.

I have again asked for a full time engineer to provide in-house water/sewer infrastructure design and oversight.

With regard to staffing, there is the same complement of Police Officers and Firefighters as last year's budget.

The School Department budget contains an increase of \$1.8M. This amount may be able to be decreased depending upon the Circuit Breaker reimbursement from the state. I enclose a letter regarding the FY2012 school budget, the specifics of the Circuit Breaker and my revenue proposal regarding Fitch School. I also enclose a comparison of City versus School spending and an analysis of Net School Spending.

The local aid figure at this time is based on the House final budget. Senator Fargo has indicated that she will keep me informed regarding the Senate's budget figure and the final figure.

The recommendations for the Library budget will not require a state waiver.

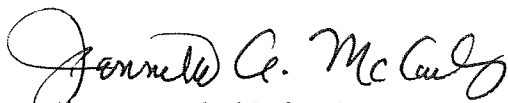
Per my attached FY2012 Budget Reorganization letter, I have asked the City Council, pursuant to its powers under the Charter, to consolidate all inspection functions and to create an Inspectional Services Department with Building, Health and Wires, and transfer zoning functions to either the City Council, Planning Department or Law Department.

I also enclose a request for a Charter amendment to authorize City payment for benefits for active elected officials.

I also provide an update on some municipal buildings and the increase/decrease sheet for all departments.

I am available during the budget hearings to answer any questions you may have regarding the FY2012 budget and these requests.

Sincerely,



Jeannette A. McCarthy

JAM/ns

Enclosures



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: FY 12 Budget

Dear Councillors:

In accordance with the provisions of General Laws Chapter 44, Sections 31-A, 32 and 33 as amended, I respectfully request the several sums designated for the various accounts in the attached fiscal year 2012 budget schedule.

I respectfully request the appropriation of \$207,707,737 be raised in the revenue of fiscal year 2012.

Sincerely,

Jeannette A. McCarthy

JAM/ns

Enclosure – CD

Hard copy to be filed with the Clerk for May 9, 2012 Council meeting

cc: Paul Centofanti

COUNCIL ORDER
MAYOR'S RECOMMENDATION
FISCAL YEAR 2012 BUDGET

CITY COUNCIL				
	SALARIES	111	274,912	
	EXPENSES		62,700	337,612
MAYOR'S OFFICE		121		
	SALARIES		267,629	
	EXPENSES		24,850	
	EQUIPMENT & UNUSUAL		581,500	873,979
AUDITOR		135		
	SALARIES		438,298	
	EXPENSES		8,035	446,333
INTEREST & CERTIFICATION				
	EXPENSES	750	2,770,000	2,770,000
REDEMPTION OF BONDS				
	EXPENSES	710	6,702,196	6,702,196
TREASURER & COLLECTOR / PAYMASTER		145		
	SALARIES		779,029	
	EXPENSES		268,100	
	EQUIPMENT & UNUSUAL		5,000	1,052,129
ASSESSMENTS		141		
	SALARIES		349,089	
	EXPENSES		63,500	412,589
PURCHASING SERVICES		138		
	SALARIES		200,443	
	EXPENSES		6,150	
	SPECIAL ITEMS		226,000	432,593
ADMINISTRATION OF TRUST FUNDS		149		
	SALARIES		4,000	
	EXPENSES		17,000	21,000
LAW DEPARTMENT		151		
	SALARIES		670,992	
	EXPENSES		52,750	
	EQUIPMENT & UNUSUAL		10,000	733,742
BUILDINGS GEN SUPPORT/ MAINTENANCE/ REPAIR/CODE ENFORC		192		
	SALARIES		1,400,260	
	EXPENSES		274,600	
	EQUIPMENT & UNUSUAL			1,674,860
PUBLIC BUILDING UTILITIES				
	EXPENSES		1,133,200	1,133,200

COUNCIL ORDER
MAYOR'S RECOMMENDATION
FISCAL YEAR 2012 BUDGET

CENTRAL TELEPHONE SERVICE	156		
SALARIES		27,707	
EXPENSES		180,000	
EQUIPMENT & UNUSUAL			207,707
WORKER'S COMPENSATION	912		
EXPENSES		480,000	480,000
CONTRIBUTORY RETIREMENT/NON CONTRIBUTORY	911 / 918		
EXPENSES		13,801,814	13,801,814
HOSPITAL & MEDICAL INSURANCE & OME	914 / 917		
EXPENSES		36,886,000	36,886,000
GROUP LIFE INSURANCE & SOCIAL SECURITY			
EXPENSES	915 / 917	115,000	115,000
PERSONNEL	152/153/913		
SALARIES		244,163	
EXPENSES		91,000	
EQUIPMENT & UNUSUAL		25,000	360,163
CITY CLERK	161		
SALARIES		340,108	
EXPENSES		38,700	
EQUIPMENT & UNUSUAL		40,000	415,808
INFORMATION TECHNOLOGY	155		
SALARIES		937,923	
EXPENSES		269,282	1,207,205
VOTER REGISTRATION	163		
SALARIES		216,042	
EXPENSES		122,700	338,742
GENERAL MANAGEMENT AND SUPPORT			
TOTAL (A)			70,402,672

POLICE WAGES	210		
SALARIES / WAGES		12,791,219	12,791,219
POLICE	210		
EXPENSES		300,835	
EQUIPMENT & UNUSUAL		141,995	
SPECIAL ITEMS		149,800	592,630
POLICE DISPATCH	215		
WAGES		1,433,191	
EXPENSES		34,650	
EQUIPMENT & UNUSUAL			
SPECIAL ITEMS		6,600	1,474,441

COUNCIL ORDER
MAYOR'S RECOMMENDATION
FISCAL YEAR 2012 BUDGET

FIRE WAGES		220		
	SALARIES / WAGES		12,772,049	12,772,049
FIRE		220		
	EXPENSES		289,177	
	EQUIPMENT & UNUSUAL		63,200	
	SPECIAL ITEMS		184,650	537,027
EMERGENCY MANAGEMENT		291		
	SALARIES		67,624	
	EXPENSES		9,400	
	EQUIPMENT & UNUSUAL		7,000	
	SPECIAL ITEMS		3,500	87,524
WIRES SUPPORT/ INSPECTION/ ELECTRICIANS / SIGNAL MAINT		245		
	SALARIES		511,625	
	EXPENSES		227,050	
	EQUIPMENT & UNUSUAL		8,500	747,175
WIRES STREET LIGHTING		424		
	EXPENSES		530,000	530,000
LICENSING		165		
	SALARIES		12,600	
	EXPENSES		3,900	16,500
PROTECTION OF PERSONS AND PROPERTY				
TOTAL (B)				29,548,565
OFFICE OF PUBLIC HEALTH/ CODE ENFORCEMENT /W & M		510		
	SALARIES		726,063	
	EXPENSES		45,625	
	EQUIPMENT & UNUSUAL		600	772,288
CONSERVATION OF HEALTH				
TOTAL (C)				772,288
VETERANS BENEFITS & SERVICES		543		
	SALARIES		158,862	
	EXPENSES		210,275	369,137
COUNCIL ON AGING/MEALS on WHEELS		541		
	SALARIES		320,613	
	EXPENSES		152,737	473,350
CELEBRATION OF HOLIDAYS		692		
	EXPENSES		11,100	11,100

COUNCIL ORDER
MAYOR'S RECOMMENDATION
FISCAL YEAR 2012 BUDGET

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DISABILITIES SERVICES	560		
SALARIES		7,000	
EXPENSES		200	7,200
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IMPROVEMENT OF GENERAL WELFARE			
TOTAL (D)			860,787
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CONSOLIDATED PUBLIC WORKS	420 / 421 / 422		
SALARIES / WAGES		3,758,061	
EXPENSES		2,260,100	
EQUIPMENT & UNUSUAL		5,486,000	11,504,161
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SERVICES TO PROPERTY			
TOTAL (E)			11,504,161
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LIBRARY	610		
SALARIES / WAGES		1,852,399	
EXPENSES		261,250	
EQUIPMENT & UNUSUAL		61,000	2,174,649
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PARK & RECREATION GENERAL SUPPORT	630		
SALARIES / WAGES		412,397	
EXPENSES		13,600	
EQUIPMENT & UNUSUAL		26,000	451,997
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KALEIDOSCOPE, POOLS, SPRAY PARKS	631		
WAGES		48,000	
EXPENSES		234,400	
EQUIPMENT & UNUSUAL		3,500	285,900
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SUMMER FUN AT PROSPECT HILL	632		
WAGES		59,796	
EXPENSES		12,900	72,696
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SUPPORT OF RECREATION ACTIVITIES	633		
EXPENSES		102,000	
EQUIPMENT & UNUSUAL		8,000	110,000
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VETERAN'S MEMORIAL SKATING RINK	640-630		
WAGES		188,051	
EXPENSES		227,500	
EQUIPMENT & UNUSUAL		15,000	
SPECIAL ITEMS		6,500	437,051
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CULTURAL AND RECREATIONAL ACTIVITIES			
TOTAL (F)			3,532,293
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COUNCIL ORDER
MAYOR'S RECOMMENDATION
FISCAL YEAR 2012 BUDGET

OFFICE OF CITY PLANNER	175		
SALARIES		218,353	
EXPENSES		850	219,203
HOUSING OFFICE	183		
SALARIES		180,756	
EXPENSES		1,350	182,106
BOARD OF SURVEY & PLANNING	174		
SALARIES		17,000	
EXPENSES		3,900	20,900
ZONING BOARD OF APPEALS	176		
SALARIES		17,600	
EXPENSES		20,000	37,600
TRANSPORTATION	480		
SALARIES		282,077	
EXPENSES		44,020	
EQUIPMENT & UNUSUAL		50,000	346,097
CONSERVATION COMMISSION	171		
SALARIES		40,626	
EXPENSES		2,900	
EQUIPMENT & UNUSUAL			43,526
HISTORICAL COMMISSION	691		
SALARIES		30,500	
EXPENSES		4,020	
EQUIPMENT & UNUSUAL		3,000	37,520
PAINE ESTATE FUNCTIONS	670		
SALARIES		165,953	
EXPENSES		31,500	197,453
ENGINEERING DESIGN & SURVEY	410		
SALARIES		348,056	
EXPENSES		6,850	354,906
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COMMUNITY DEVELOPMENT			
TOTAL (G)			1,439,311
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WATER & SEWER BILLING & COMPLIANCE	610-451		
SALARIES		152,970	
EXPENSES		34,900	187,870
WATER ADMINISTRATION	610-450		
SALARIES		423,667	
EXPENSES		3,000	426,667

COUNCIL ORDER
MAYOR'S RECOMMENDATION
FISCAL YEAR 2012 BUDGET

WATER MAINTENANCE & OPERATIONS		610- 452/454		
	WAGES		635,243	
	EXPENSES		213,350	
	EQUIPMENT & UNUSUAL		7,764,544	8,613,137
REDEMPTION OF BONDS				
	EXPENSES	619-710	592,056	592,056
INTEREST & CERTIFICATION		619-750		
	EXPENSES		161,855	161,855
CEMETERY COMMISSION		491		
	SALARIES		3,000	3,000
SEWER		600-440		
	WAGES		607,469	
	EXPENSES		213,100	
	EQUIPMENT & UNUSUAL		12,654,639	13,475,208
REDEMPTION OF BONDS				
	EXPENSES	609-710	1,111,556	1,111,556
INTEREST & CERTIFICATION		609-750		
	EXPENSES		385,015	385,015
PUBLIC SERVICE ENTERPRISES				
TOTAL (H)				24,956,364
PUBLIC EDUCATION				
			64,691,296	64,691,296
PUBLIC EDUCATION				
TOTAL (I)				64,691,296
GRAND TOTAL			207,707,737	
			207,707,737	
Parking Meters			333,447	
			208,041,184	



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: FY12 Parking Meter Budget

Dear Councillors:

I respectfully request an appropriation in the amount of \$333,447 to fund the Parking Meter budget for fiscal year 2012.

From: Parking Meter Receipts Reserves

To: Parking Meter – Salaries, 232-480-5100	\$199,997
Parking Meter – Expenses, 232-480-5200	\$ 71,950
Parking Meter – Equipment/Unusual, 232-480-5200	\$ 60,000
Parking Meter – Uniforms, 232-480-5500	\$ 1,500

Sincerely,

Jeannette A. McCarthy

JAM/ns

Enclosure

cc: Paul Centofanti

COUNCIL ORDER
PARKING METER BUDGET
FISCAL YEAR 2012

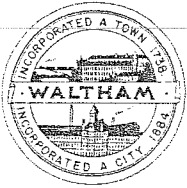
TRAFFIC COMMISSION

232-480

Parking Meter -Salaries	232-480-5100	199,997
Parking Meter- Expenses	232-480-5200	71,950
Parking Meter- Equipment & Unusual	232-480-5200	60,000
Parking Meter-Uniforms	232-480-5500	1,500

Parking Meter Receipts Reserve

\$333,447



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: Revolving Accounts

Dear Councillors:

I respectfully request the City Council reauthorize three Department Revolving Accounts under the provisions of Massachusetts General Law Chapter 44, Section 53e ½ for the City Clerk, Council on Aging and the Recreation Departments.

Revolving accounts require an annual report of all revenues and expenditures in the Fund and must be authorized by the Mayor and City Council each fiscal year.

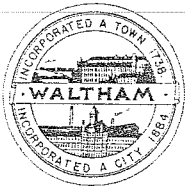
The City Auditor will be available during budget hearings to answer any questions you may have concerning this request.

Sincerely,

Jeannette A. McCarthy

JAM/ns

cc: Paul Centofanti



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: FY12 Budget – Reorganization

Dear Councillors:

Pursuant to Section 6.4 of the Charter of the City of Waltham, I respectfully request:

- A. That the City Council consolidate all inspection functions: building inspections, wires inspections and health inspections under one department. All three areas stated above do code enforcement under state law. There are currently 4 building inspectors, 1+ wires inspector, 5 health inspectors, 1 inspector of weights and measures, 1 nurse and 3 managers (i.e. an Assistant Director and Director of Public Health, and a Wires Inspector).
- B. I respectfully request that the City Council create an Inspectional Services Department for the above inspection functions. The City's Public Health Director is more than qualified to run the Department and supervise the above public safety code enforcement areas. The Board of Health functions would remain the same, and the current Wires Inspector would work closely with the Director of Inspectional Services and be able to handle all of the current Wires Department functions without dismantling the remainder of the Wires Department. I would anticipate the Director of Public Health to receive a salary increase commensurate with the new responsibilities of supervising up to 5 additional inspectors and the associated clerical staff. Upon attrition, i.e. the retirement of the third Department Head, the Director of Public Health, the Council could dictate how the department vacancy be filled.
- C. I respectfully request that the City Council transfer the zoning enforcement duties for the City of Waltham to one of the following entities:
 - i. the City Council
 - ii. the Planning Department
 - iii. the Law Department

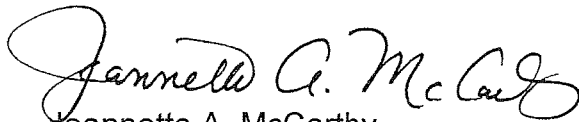
Since the City Council is responsible for zoning ordinances, this full time person could continue the close relationship that the City Council had with the former Zoning Enforcement Officer and allow the new Zoning Enforcement Officer to devote his/her full time duties to zoning issues and zoning enforcement. Each of the above departments already possess technical zoning knowledge, and this person would work directly for the Waltham City Council.

- D. Since the City Council Ordinances and Rules Committee recently voted 3-2 to maintain the status quo with regard to the Benefits Coordinator/ Supervisor of Payroll, I have continued to include a Grade 12 position in the Treasurer's Department.

If the City Council uses existing personnel for the above requests, this will allow the City to save several hundred thousand dollars of the vacant Grade 19 salary (\$87,399 exclusive of \$3,000 compliance officer stipend).

I am available to answer any questions you may have regarding these requests.

Sincerely,

A handwritten signature in cursive script, reading "Jeannette A. McCarthy".

Jeannette A. McCarthy

JAM/ns

Enclosure

such preliminary election. Such nominee shall be replaced by the candidate with the next highest number of votes in said preliminary, unless provided by the charter of the city.

If two (2) or more persons are to be elected to the same office at such regular or special election, the several persons, equal in number to twice the number so to be elected, who receive at such preliminary election the highest number of votes for nomination for that office shall, except as provided by section 5-7, be the sole candidates for that office whose names may be printed on the official ballot.

If the preliminary election results in a tie vote among candidates for nomination receiving the lowest number of votes, which, but for said tie vote, would entitle a person receiving the same to have his name printed upon the official ballot for the election, all candidates participating in said tie vote shall have their names printed upon the official ballot, although in consequence there be printed thereon candidates to a number exceeding twice the number to be elected.

Section 5-7. Nomination of candidates, conditions making preliminary election unnecessary.

If, at the expiration of the time for filing statements of candidates to be voted for at any preliminary election, the number of statements which have been filed with the city clerk for a particular office does not exceed twice the number of persons to be elected to such office, the candidates whose statements have thus been filed shall be deemed to have been nominated to said office, and their names shall be voted on for such office at the succeeding regular or special election, as the case may be, and the city clerk shall not print said names upon the ballot to be used at said preliminary election and no other nomination to said office shall be made. If in consequence it shall appear that no names are to be printed upon the official ballot to be used at any preliminary election in any ward or wards of the city, no preliminary election shall be held in any such ward or wards.

ARTICLE 6. ADOPTION OF CHARTER, EFFECT, TRANSITIONAL PROVISIONS

Section 6-1. Effect of charter on legislative powers of city.

None of the legislative powers of the city shall be abridged or impaired by this charter, but all such legislative powers shall be possessed and exercised by the city council.

Section 6-2. Effect of charter on obligations, taxes and legal acts.

All official bonds, recognizances, obligations, contracts and other instruments entered into or executed by or to the city before the adoption of this charter, and all taxes, special assessments, fines, penalties, forfeitures incurred or due or owing to the city, shall be enforced and collected, and all writs, imposed, prosecutions, actions and causes of action, except as herein otherwise provided, shall continue without abatement and remain unaffected by this charter; and no legal act done by or in favor of the city shall be rendered invalid by its adoption of this charter.

Section 6-3. Effect of adoption of charter on ordinances, etc.

Ordinances, resolutions, orders or other regulations of the city, existing at the time of adoption of this charter, shall continue in full force and effect until repealed, modified or superseded.

Section 6-4. Existing organization to continue until superseded.

Until superseded under this charter, the organization of the executive and administrative departments, and the powers and duties of the officers and employees of the City of Waltham Charter, and the fiscal year of the city shall remain as constituted at the time of the adoption of this charter; but the city council may, at any time by ordinance consistent with general laws, reorganize consolidate or abolish departments, in whole or in part, transfer the duties, powers and appropriations of one department to another, in whole or in part, establish new departments, and increase, reduce, establish or abolish salaries of heads

of departments or members of boards. This section shall not authorize any action which is in conflict with chapter thirty-one of the General Laws.

Section 6-5. Officials to expedite transition to adopted plan.

The mayor, the city council, and the city clerk in office when any plan set forth in this charter has been adopted, or is proposed for adoption, shall comply with all requirements of this charter relating to such proposed adoption and to the election of the officials specified in said plan, in order that all things necessary for the nomination and election of the officials first to be elected under the provisions of this charter and of the plan so adopted may be done.

ARTICLE 7. INITIATIVE AND REFERENDUM PETITION

Section 7-1. Initiative petition, measure defined.

A petition conforming to the requirements hereinafter provided and requesting the city council to pass a measure, except an order granted under section seventy or section seventy-one of chapter one hundred and sixty-four or chapter one hundred and sixty-six of the General Laws or requesting the school committee to pass a measure, therein set forth or designated, shall be termed an initiative petition, and shall be acted upon as hereinafter provided. In this and the seven (7) following sections, "measure" shall mean an ordinance passed or which could be passed by the city council or a resolution, order or vote passed or which could be passed by the city council, or a resolution, order or vote passed or which could be passed by the school committee, as the case may be.

Section 7-2. Initiative petitions, validity of signatures, filing, certification.

Signatures to initiative petitions need not be all on one (1) paper. All such signature papers pertaining to any one (1) measure shall be fastened together and shall be filed in the office of the city clerk as one (1) instrument, with the

endorsement thereon of the names and addresses of three (3) persons designated as filing the same. With each signature to the petition shall be stated the place of residence of the signer, giving the street and number, if any.

Within seven (7) working days after the filing of said petition the registrars of voters shall ascertain the number of registered voters who have signed the petition, shall determine the percentage which that number bears to the total number of registered voters in the city as of the last state election and shall attach to the petition their certificate showing the results of their examination.

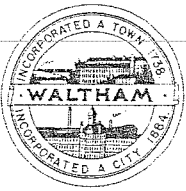
The city clerk shall forthwith transmit the said certificate with the said petition to the city council or to the school committee, according as the petition is addressed, and at the same time shall send a copy of said certificate to the first ten (10) persons designated on the petition as filing the same.

When such certificate has been so transmitted, said petition shall be deemed to be valid unless written objections are made thereto by a registered voter of the city within forty-eight (48) hours after such certification by filing such objections with the city council or the school committee, and a copy thereof with the registrars of voters. A copy of the objections so filed shall forthwith be transmitted to the state ballot law commission which shall hold a public hearing on said objections, shall render a decision on the matter referred to it within fourteen (14) days after the objections were filed and transmit a copy of its decision to the city council or the school committee.

Section 7-3. Initiative petition, requirements for passage and submission to electorate; date of election.

If any initiative petition is signed by registered voters equal in number to at least fifteen (15) per cent of the whole number of registered voters, the city council or the school committee shall, within twenty (20) days after the date of the certificate of the registrars to that effect:

- (1) Pass said measure without alteration, subject to the referendum vote provided by this charter, or



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: FY12 Budget
City Payment for Benefits for Active Elected Officials

Dear Councillors:

I respectfully request the City Council amend Sections 2.2, 3.1 and 4.1 of the City Charter through the appropriate process by striking "... and they/he shall receive no other compensation from the city" and adding "health insurance and life insurance" after the salary reference, and Section 4.1 be rewritten to reflect the same.

This will authorize the FY12 budget appropriations contained in the Auditor's budget for City Council and School Committee benefits and the practice of city payment of health and life insurance benefits for elected officials.

Sincerely,

Jeannette A. McCarthy
JAM/ns
Enclosures

B. *Eligibility.* Any voter shall be eligible to hold the office of councillor at large. A ward councillor shall be a voter and a resident of the ward from which he is elected, at the time of his election; provided, however, that a ward councillor who removes from the ward from which he was elected to another ward in the city, may continue to serve and to discharge his duties until the expiration of the term for which he was elected.

C. *Election and term.* The term of office of all members of the city council shall be for two (2) years beginning at one o'clock post meridian on the first Sunday in January of each even-numbered year following their election, until their successors are qualified.

Section 2-2. Compensation.

The members of the city council shall receive for their services such salary as the city council shall by ordinance determine, and they shall receive no other compensation from the city. No increase or reduction in the salaries of city councillors shall take effect during the year in which such increase or reduction is voted, and no change in such salaries shall be made between the election of a new council and the qualification of the new council.

Section 2-3. President of the Council.

Officers of the Council. After a majority of the councillors-elect have been sworn, the city council shall be called to order by the city clerk or assistant city clerk or in the absence of both such officials, by the member present in senior years of service, who shall preside. The city council shall then elect from among its members, by roll call vote, a president. Eight (8) votes shall be necessary for election. No other business shall be in order until the president has been elected. The president shall preside at meetings of the city council and perform such other functions as may be assigned by the charter, by ordinance or by vote of the city council.

Section 2-4. Exercise of powers, quorum, vote required.

A. *Exercise of powers.* Except as otherwise provided by law or the charter, the legislative po-

wers of the city council shall be exercised in a manner determined by it.

B. *Quorum, vote required.* Every member of the council may vote on any question coming before it. A majority of the council shall constitute a quorum, and the affirmative vote of a majority of all members of the council shall be necessary to adopt any motion, resolution or ordinance unless otherwise required by statute or any other provision of this charter.

Section 2-5. Rules of procedure, regular meetings, special meetings.

A. *Rules of procedure.* The city council shall from time to time establish rules for its proceedings.

B. *Regular meetings.* Regular meetings of the city council shall be held at a time and place fixed by ordinance.

C. *Special meetings.* Special meetings of the city council may be held at the call of the mayor, as provided in section 3-10, on the call of the city council president or on the call of any three (3) or more councillors, by written notice delivered in hand or to the place of residence of each member of the council at least forty-eight (48) hours in advance of the time set, and which includes notice of the subjects which are to be acted upon, and no other business shall be in order.

D. *Open meetings.* A full and accurate journal of the proceedings of all meetings of the council shall be kept and shall be open to the inspection of any registered voter of the city, except as otherwise authorized by sections twenty-three A, twenty-three B and twenty-three C of chapter thirty-nine of the General Laws. All sessions of the council shall be open to the public and to the press and every matter coming before the council for action shall be put to a vote, the result of which shall be duly recorded.

Section 2-6. Filling of vacancies.

If a vacancy occurs at any time in the office of a councillor at large, such vacancy shall be filled forthwith by a majority of all the remaining members of the city council for the remainder of the unexpired term. If a vacancy occurs before the last nine (9) months of the term in office of a ward

councillor, the city council shall forthwith order an election to fill such vacancy for the remainder of the unexpired term.

Section 2-7. Council request of mayor to attend council meeting.

The city council at any time may request from the mayor, specific information on any municipal matter within its jurisdiction, and may request him to be present to answer questions relating thereto at a meeting to be held not earlier than one (1) week from the date of receipt of said request. The council shall inform the mayor, in writing, of the subject matter to be discussed at said meeting.

Section 2-8. Passage of ordinances, repeal, amendment.

No ordinance shall be passed finally on the date on which it is introduced, except in cases of special emergency involving the health or safety of the people or their property, and only then if no member of the city council objects thereto. No ordinance shall be regarded as an emergency measure unless the emergency is defined and declared in a preamble thereto separately voted on and receiving the affirmative vote of two-thirds of the members of the city council.

No ordinance making a grant, renewal or extension, whatever its kind or nature, of any franchise or special privilege shall be passed as an emergency measure, and except as provided in section seventy and seventy-one of chapter one hundred and sixty-four and in chapter one hundred and sixty-six of the General Laws, no such grant, renewal or extension shall be made otherwise than by ordinance.

No ordinance shall be amended or repealed except by an ordinance adopted in accordance with this charter.

Section 2-9. Order, ordinance or resolution, passage at one session.

Any ordinance, order or resolution may be passed through all its stages of legislation at one (1) session, provided that no member of the council objects thereto; but if any member of the council objects, the measure shall be postponed for that meeting.

Section 2-10. Ordinance, publication.

Every proposed ordinance or loan order, except emergency measures as hereinbefore defined and revenue loan orders, shall be published once in full in at least one (1) newspaper of the city, and in any additional manner that may be provided by ordinance, at least ten (10) days before final passage thereof; provided, however, that if any ordinance or proposed ordinance or codification of ordinances or proposed ordinances shall exceed in length eight (8) octavo pages of ordinary book print, then in lieu of the advertising required by this section, the same may be published by the city council in a municipal bulletin or printed pamphlet and, if so published in full at least ten (10) days before final passage thereof, such publication shall be deemed sufficient without the newspaper publication as herein required.
(G.L. c. 55, Acts of 1992)

Section 2-11. Election of city clerk.

The council shall, by a majority vote, elect a city clerk to hold office for three (3) years and until his successor is qualified. He shall have such powers and perform such duties as the council may prescribe or as may be prescribed by law. He shall keep the records of the meetings of the council.

ARTICLE 3. MAYOR

Section 3-1. Election, term of office, compensation.

There shall be a mayor, elected by and from the qualified voters of the city. He shall hold office for the term of four (4) years from the first Sunday in January following the election and until his successor is qualified. The mayor shall receive for his services such salary as the city council shall, by ordinance, determine and he shall receive no other compensation from the city. No increase or reduction in the salary of the mayor shall take effect during the year in which such increase or reduction is voted, and no change in such salary shall be made between the election of a new council and the qualification of the new council.

making the contract, with the approval of the mayor affixed thereto. Any cash deposit or check payable to a city received as security for performance under this section may be deposited by said treasurer in any bank or trust company under a separate account to be known as a performance deposit account.

The provisions of this section shall be deemed to have been complied with on all purchases made under the provisions of sections twenty-two A and twenty-two B of chapter seven of the General Laws when one municipality acting on behalf of other municipalities complies with the provisions of this section, or when purchases are made for a vendor holding a contract with the commonwealth for the item or items being purchased.

ARTICLE 4. SCHOOL COMMITTEE

Section 4-1. Composition, election, terms, organization, dual employment.

The school committee shall consist of seven (7) members, one (1) of whom shall be the mayor, who shall be chairman. The remaining six (6) members shall be elected at large, each to serve four (4) years, three (3) of whom shall be elected biennially. The members of the school committee shall elect one (1) of its members to serve as vice chairperson annually. The committee shall organize annually on the first Sunday in January, and shall elect one of its members as vice chairman, who shall preside at all meetings of the committee at which the mayor is not present. No member of the school committee shall, while a member thereof, hold any other office or position in the school department the salary or compensation for which is payable out of the city treasury.

Section 4-2. Powers and duties.

Except as otherwise provided in this charter and subject to any laws which limit the amount of money that may be appropriated in any city for school purposes, the school committee, in addition to the powers and duties conferred and imposed by law on school committees, may provide, when necessary, temporary accommodations for school purposes, may make all repairs, the ex-

penditures for which are made from the regular appropriation for the school department, shall have control of all school buildings and grounds connected therewith and shall make all reasonable rules and regulations, consistent with law, for the management of the public schools of the city and for conducting the business of the committee.

Section 4-3. School committee vacancy.

If a vacancy occurs at any time in the office of school committee by failure to elect, or otherwise, the city council and the remaining members of the school committee shall meet in joint convention, which shall be called by the city clerk forthwith, and elect a suitable person to fill the vacancy until the first Sunday in January following the next regular municipal election; and, if there would be a vacancy on said first Sunday, it shall be filled at such regular municipal election for the balance of the unexpired term. The mayor, if present, shall preside at the convention.

Section 4-4. Open and public meetings, roll call vote.

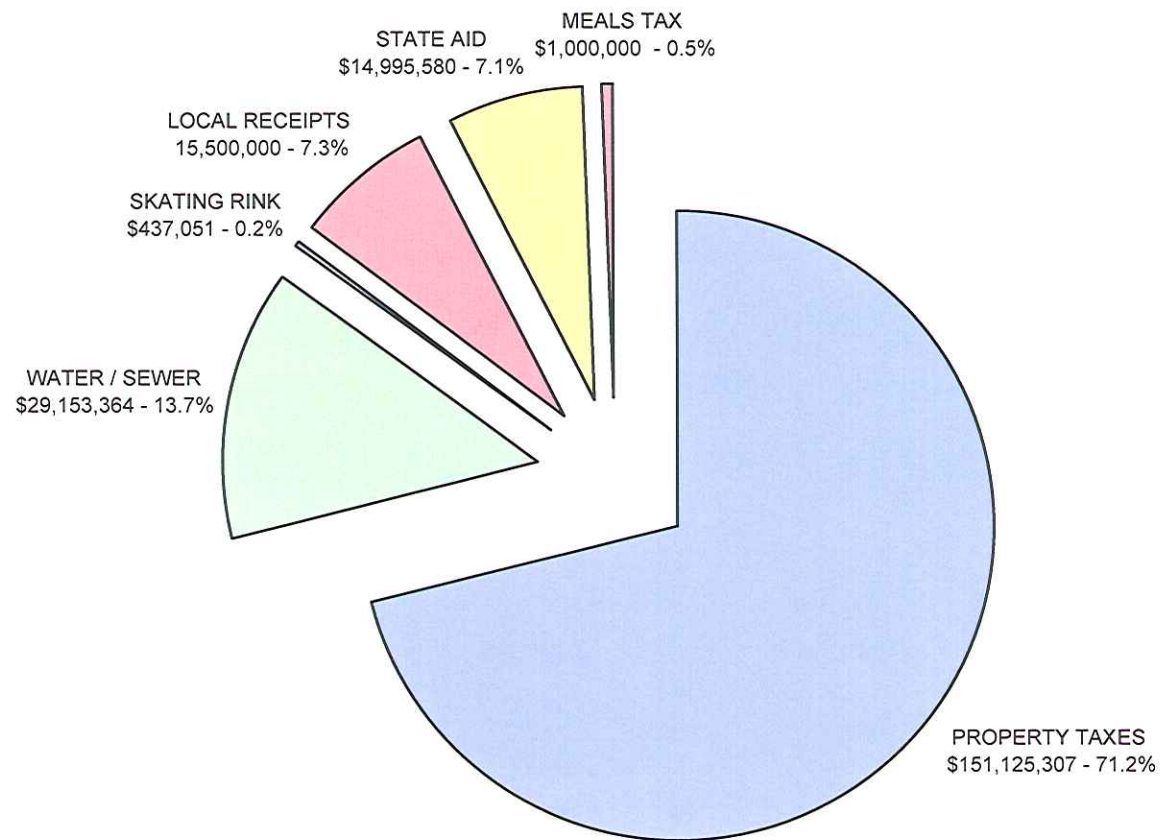
All meetings of the school committee shall be open to the press and to the public, except as otherwise authorized by section twenty-three A and twenty-three B of chapter thirty-nine of the General Laws. The vote in any particular measure taken in open session shall be recorded by roll call vote when requested by two (2) members. All votes taken in executive session shall be recorded by roll call vote.

Section 4-5. Superintendent of schools, selections, appointment, duties and compensation of other school employees.

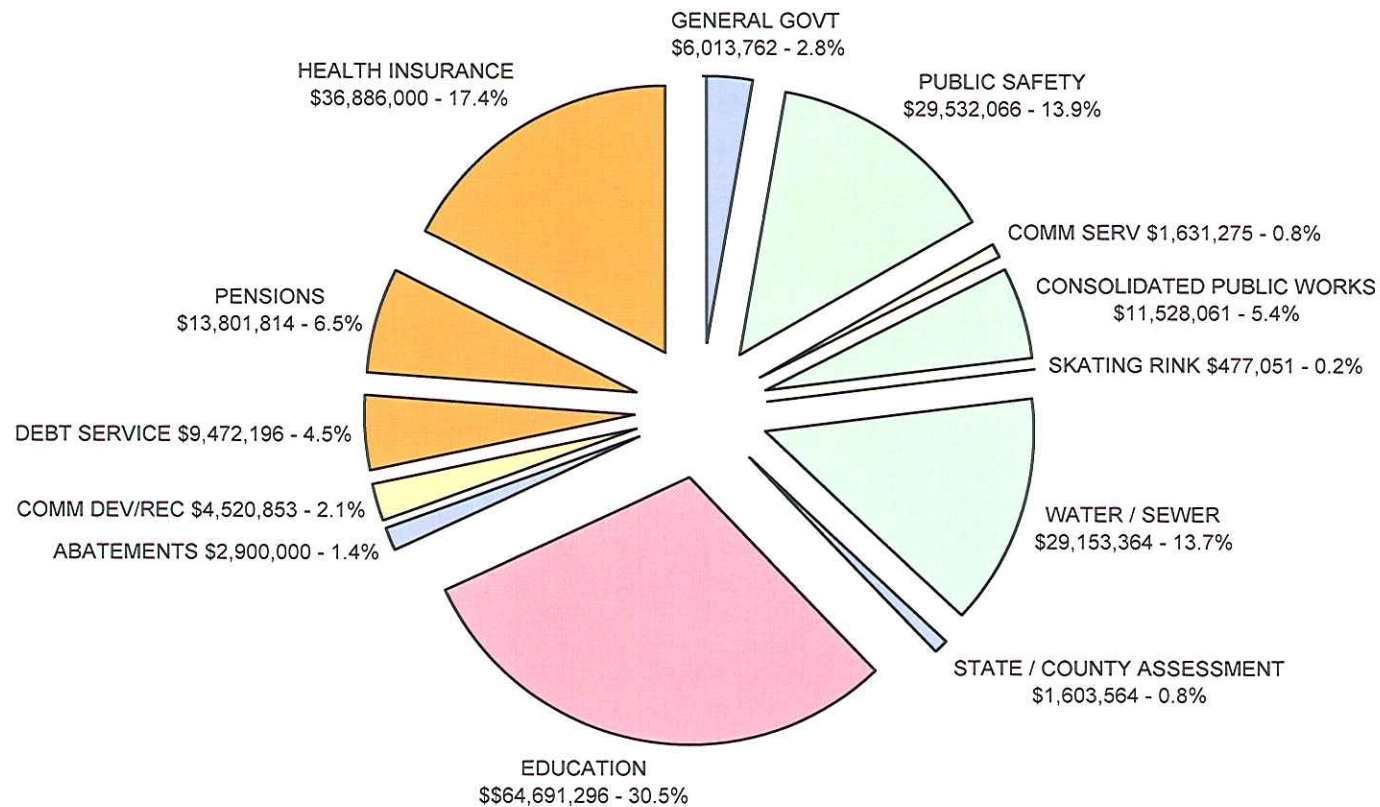
The school committee shall elect a superintendent of schools annually, except as provided in section forty-one of chapter seventy-one of the General Laws, and may under chapter thirty-one of the General Laws appoint, suspend, or remove at pleasures such subordinate officers or assistants, including janitors of school buildings, as it may deem necessary for the proper discharge of its duties and the conduct of its business; it shall define their terms of service and their duties and shall fix their compensation.

CLASSIFICATION	2010 - 2011 BUDGET	2011 - 2012 MAYOR'S RECOMMENDATION	DOLLAR INCREASE (DECREASE)	PERCENT INCREASE (DECREASE)
M U N I C I P A L				
SALARY & WAGES	43,144,335	42,744,063	(400,272)	
OTHER EXPENSE	6,233,554	6,935,606	702,052	
EQUIPMENT & UNUSUAL	788,845	1,322,295	533,450	
OUT OF STATE	0	0	0	
INSURANCE, UNIFORMS	575,661	578,550	2,889	
TOTAL - MUNICIPAL DEPARTMENTS	50,742,395	51,580,514	838,119	1.7%
INDIRECT COSTS ALLOCATION	(4,200,000)	(4,200,000)	0	
FIXED COSTS	64,379,171	66,816,010	2,436,839	
TOTAL - MUNICIPAL	110,921,566	114,196,524	3,274,958	3.0%
S C H O O L				
SALARY & WAGES & EXPENSES	62,882,828	64,691,296	1,808,468	
TOTAL - SCHOOL	62,882,828	64,691,296	1,808,468	2.9%
TOTAL - GENERAL BUDGET	173,804,394	178,887,820	5,083,426	2.9%
E N T E R P R I S E F U N D				
WATER/SEWER				
SALARY & WAGES	1,737,670	1,819,349	81,679	
OTHER EXPENSE	464,350	464,350	0	
MWRA ASSESSMENT & EQUIPMENT	19,876,568	20,419,183	542,615	
DEBT SERVICE	2,493,108	2,250,482	(242,626)	
INDIRECT COSTS ALLOCATION	4,200,000	4,200,000	0	
TOTAL - ENTERPRISE BUDGET	28,771,696	29,153,364	381,668	1.3%
GRAND TOTAL	202,576,090	208,041,184	5,465,094	2.7%

FY 2012
MAYOR'S RECOMMENDATION --- REVENUE BUDGET
\$212,211,302



FY 2012
MAYOR'S RECOMMENDATION --- EXPENDITURE BUDGET
\$ 212,211,302





City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council

RE: FY12 Budget – Early Retirement Incentive Program (ERI)

Dear Councillors:

Enclosed please find a summary of the Early Retirement Incentive Program savings for FY11 and FY12.

Sincerely,

Jeannette A. McCarthy

JAM/ns

Enclosure

ERI ANALYSIS

DEPARTMENT	POSITION PARTICIPATING	POSITION ELIMINATED	SAVINGS FY11	SAVINGS FY12	
Assessor	Assistant Assessor	Associate Office Assistant	26,520	62,267	
Auditor	City Auditor	Dept Head Lower Step	29,440	93,183	
Auditor	Administrative Assistant	Office Coordinator	10,682	50,610	
Building	Building Inspector/Supt	Dept Head Lower Step	25,387	29,295	
CPW	CPW Director	Dept Head Lower Step	36,725	31,136	
CPW	Executive Assistant	Executive Assistant	18,637	65,102	
Conservation Commission	Principal Office Assistant	Full Time to Part Time	10,719	32,158	
Fire	Fire Lieutenant	Lieutenant Filled FF Temp Vac	22,962	42,721	
Law	Office Manager/Legal Secretary	Office Manager/Legal Secretary	11,520	58,009	
Personnel	Administrative Assistant	Administrative Assistant	13,353	58,093	
Police	Business Manager	Associate Office Assistant	18,878	64,731	
Police	Animal Control Officer	Lower Salary	23,540	17,734	
Recreation	Administrative Assistant	Administrative Assistant	10,586	37,640	
School	Custodian	Lower Salary	11,051	10,549	
School	Custodian	Custodian	8,841	14,385	
School	Plumber	Lower Salary	25,143	30,428	
School	Cafeteria Manager	Cafeteria Worker	5,970	14,926	
School	Cafeteria Manager	Cafeteria Worker	7,563	18,908	
School	Senior Custodian	Lower Salary	6,567	10,607	
School	Paraprofessional - Media	Lower Salary	4,619	4,906	
Treasurer	Payroll Supervisor/Benefits Coordinator	Senior Office Assistant	12,425	61,664	
			341,128	809,051	Total Savings
			271,096	806,724	Required Savings
			70,032	2,327	Add'l Savings

**Massachusetts Department of Revenue
Division of Local Services
FY2012 Local Aid Estimates**

WALTHAM

	FY2011 Cherry Sheet Estimate	FY2012 Governor's Budget (H1)	FY2012 House Final Budget Proposal
Education:			
Chapter 70*	7,030,422	7,068,165	7,068,165
School Transportation	0	0	0
Charter Tuition Reimbursement	76,661	32,025	30,664
Smart Growth School Reimbursement	0	0	0
Offset Receipts:			
School Lunch	26,361	31,282	31,282
School Choice Receiving Tuition	0	0	0
Sub-Total, All Education Items	7,133,444	7,131,472	7,130,111
General Government:			
Unrestricted General Government Aid	8,122,362	7,535,082	7,535,082
Local Share of Racing Taxes	0	0	0
Regional Public Libraries	0	0	0
Police Career Incentive	63,662	68,694	0
Urban Renewal Projects	0	0	0
Veterans' Benefits	166,592	137,205	137,205
State Owned Land	20,366	20,291	20,291
Exemptions: Vets, Blind, Surviving Spouses & Elderly	214,390	204,173	204,173
Offset Receipts:			
Public Libraries	60,426	58,570	58,570
Sub-Total, All General Government	8,647,798	8,024,015	7,955,321
Total Estimated Receipts	15,781,242	15,155,487	15,085,432

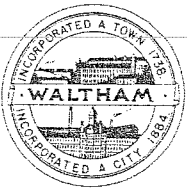
On April 14, 2011, the Senate approved a resolution declaring its intent to fund Chapter 70 and Unrestricted General Government Aid at levels not less than the amounts appearing in the House Ways and Means Committee's budget.

*FY2011 Chapter 70 does not include State Fiscal Stabilization Funds of \$37,743.

FY2012 Local Aid Assessments WALTHAM

	FY2011 Cherry Sheet Estimate	FY2012 Governor's Budget (H1)	FY2012 House Final Budget Proposal
County Assessments:			
County Tax	0	0	0
Suffolk County Retirement	0	0	0
Sub-Total, County Assessments	0	0	0
State Assessments and Charges:			
Retired Employees Health Insurance	6,855	9,270	9,270
Retired Teachers Health Insurance	0	0	0
Mosquito Control Projects	0	0	0
Air Pollution Districts	17,807	18,016	18,016
Metropolitan Area Planning Council	18,161	18,440	18,440
Old Colony Planning Council	0	0	0
RMV Non-Renewal Surcharge	72,800	73,200	73,200
Sub-Total, State Assessments	115,623	118,926	118,926
Transportation Authorities:			
MBTA	1,228,617	1,217,406	1,217,406
Boston Metro. Transit District	0	0	0
Regional Transit	0	0	0
Sub-Total, Transportation Authorities	1,228,617	1,217,406	1,217,406
Annual Charges Against Receipts:			
Special Education	20,832	38,888	38,888
STRAP Repayments	0	0	0
Sub-Total, Annual Charges	20,832	38,888	38,888
Tuition Assessments			
School Choice Sending Tuition	0	0	0
Charter School Sending Tuition	182,714	229,705	228,344
Essex County Tech Sending Tuition	0	0	0
Sub-Total, Tuition Assessments	182,714	229,705	228,344
Total Estimated Charges	1,547,786	1,604,925	1,603,564

For information about how the estimates were determined and what may cause them to change, click: [Local Aid Estimate Program Summary](#).



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: FY12 School Budget

Dear Councillors:

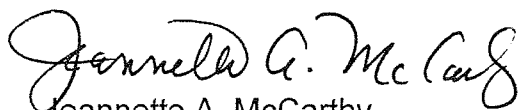
The School Committee and my recommendation to you is based upon a Circuit Breaker reimbursement of 40%.

Depending upon what the state does, that Circuit Breaker reimbursement could go up to between 60 and 65% which would translate into an additional \$350,000 to the Waltham Schools. The School Committee could then request a reduction in their requested \$1,808,468 increase over last year.

The School Department has no new revenue sources in their budget to offset that \$1.8M increase or \$1.5M increase.

Therefore, I will be again requesting that the School Committee surplus Fitch School for the purpose of providing housing for the Waltham community through the Waltham Housing Trust Fund (similar to what was done for Hardy School), or in the alternative, an outright sale after appraisal.

Sincerely,


Jeannette A. McCarthy
JAM/ns

CITY OF WALTHAM
CITY vs SCHOOL COMPARISON
FY 2012

	CITY	SCHOOL	TOTAL
GENERAL FUND BUDGET	113,386,027	64,691,296	178,077,323
<hr/>			
SCHOOL COSTS INCLUDED IN CITY BUDGET			
<hr/>			
INDIRECT COSTS (HEALTH INSURANCE/PENSIONS/OTHER ADMINISTRATIVE)	(27,276,823)	27,276,823	0
<hr/>			
DEBT COSTS (PRINCIPAL/INTEREST PAYMENTS ON NEW SCHOOLS)	(4,554,459)	4,554,459	0
<hr/>			
GENERAL FUND BUDGET (ADJUSTED)	81,554,745	96,522,578	178,077,323
<hr/>			
GENERAL FUND BUDGET (PERCENTAGE)	45.8%	54.2%	

**CITY OF WALTHAM
SCHOOL BUDGET**

FY 2012

<u>SCHOOL BUDGET (NET OF TRANSPORTATION)</u>	<u>61,188,722</u>
<u>SCHOOL INDIRECT COSTS INCLUDED IN CITY BUDGET</u>	<u>27,276,823</u>
TOTAL	88,465,545
NET SCHOOL SPENDING (REQUIRED)	55,732,462
EXCESS OVER NET SCHOOL SPENDING	32,733,083



City of Waltham

Jeannette A. McCarthy
Mayor

May 4, 2011

TO: The City Council
RE: FY12 Budget – Municipal Buildings

Dear Councillors:

Please be advised that 92 Felton Street has gone out to bid twice for uses allowed under the current zoning, and we received no bidders. As part of the proposed Ambulance bid, the Purchasing Agent has been contacted by potential bidder(s) who would like to lease that property for ambulance use. We are exploring the public safety of that, and think that might be a revenue generating source for that building.

With regard to the North Branch Library, the School Department no longer wishes to have that as an alternative high school, and due to the lack of associated parking for that building, I would recommend that building and South Branch Library be demolished respectively for open space for the North Branch Library, and adjacent recreational use for the South Branch Library.

With regard to 14 Church Street, the Wires Department will be moving over to Government Center as previously planned. That building will be going out for lease. If we receive no lease tenants, I will ask seek an appraisal for potential request for sale.

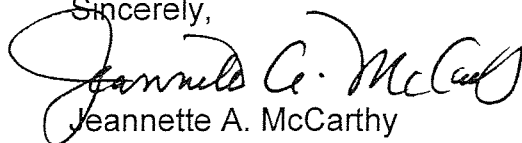
Hardy School Apartments are finished, and the Housing Trust Fund is finalizing the terms of a management agreement with a management company. The water and sewer utilities are completed. What remains to be done is the final coat of the blacktop. The remaining landscaping is going to be done as part of an Eagle Scout project.

Banks School – The construction of seven condos on the third floor as well as bringing in all of the common utilities is proceeding, and the other two floors are in the process of design.

25 Lexington Street – IT Services has moved into 19-21 Lexington Street, and the upstairs of 25 Lexington Street will be put out to bid under the current zoning uses.

The former Bright and South Schools already have City Council Orders and occupancies.

Sincerely,


Jeannette A. McCarthy
JAM/ns