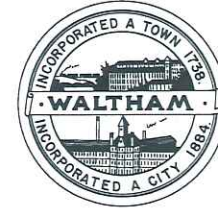


CITY OF WALTHAM



FISCAL YEAR 2011 BUDGET

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Assessors	437,972.57	488,116.87	415,344.00	220,755.59	413,794.00	502,279.00	459,026.00	459,026.00
Personnel	406,823.92	447,313.46	370,579.00	182,423.86	370,579.00	439,214.00	396,161.00	396,161.00
General	31,148.65	30,803.41	44,765.00	38,331.73	43,215.00	63,065.00	62,865.00	62,865.00
Equip/Unusual		10,000.00	-	-				
Special								
Auditors	55,404,664.16	54,856,958.22	59,063,511.00	53,269,318.98	58,926,468.00	62,527,818.00	61,713,868.00	61,513,868.00
-City Auditor	591,030.08	562,879.55	561,014.00	273,960.23	561,013.00	566,257.00	566,257.00	566,257.00
Personnel	581,120.28	556,337.90	552,979.00	272,105.08	552,978.00	558,222.00	558,222.00	558,222.00
General	9,909.80	6,370.15	8,035.00	1,855.15	8,035.00	8,035.00	8,035.00	8,035.00
Equip/Unusual	-	171.50	-	-	-	-	-	-
Special								
-Interest & Certification	2,638,497.08	2,818,955.85	1,283,262.00	1,738,651.86	1,283,262.00	1,265,865.00	1,265,865.00	1,265,865.00
Personnel								
General	2,638,497.08	2,818,955.85	1,283,262.00	1,738,651.86	1,283,262.00	1,265,865.00	1,265,865.00	1,265,865.00
Equip/Unusual								
Special								
-Redemption of Bonds	5,270,000.00	5,115,000.00	6,763,638.00	3,598,638.00	6,763,638.00	6,333,638.00	6,333,638.00	6,333,638.00
Personnel								
General	5,270,000.00	5,115,000.00	6,763,638.00	3,598,638.00	6,763,638.00	6,333,638.00	6,333,638.00	6,333,638.00
Equip/Unusual								
Special								
-Contributory & Non-Cont. Retirement	12,473,132.26	12,972,552.47	13,802,867.00	13,446,382.86	13,802,867.00	13,844,000.00	13,844,000.00	13,844,000.00
Personnel								
General	12,473,132.26	12,972,552.47	13,802,867.00	13,446,382.86	13,802,867.00	13,844,000.00	13,844,000.00	13,844,000.00
Equip/Unusual								
Special								
-Hospital & Medical Insurance & OME	32,605,743.60	31,729,994.96	34,454,500.00	32,999,462.54	34,454,500.00	37,899,950.00	37,086,000.00	36,886,000.00
Personnel								
General	32,605,743.60	31,729,994.96	34,454,500.00	32,999,462.54	34,454,500.00	37,899,950.00	37,086,000.00	36,886,000.00
Equip/Unusual								
Special								
-Group Life Ins & Social Security	114,193.89	119,614.47	125,000.00	47,604.41	125,000.00	125,000.00	125,000.00	125,000.00
Personnel								
General	114,193.89	119,614.47	125,000.00	47,604.41	125,000.00	125,000.00	125,000.00	125,000.00
Equip/Unusual								
Special								

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
<i>-Redemption of Bonds (Sewer/Water)</i>	1,319,487.00	1,090,885.00	1,493,982.00	932,879.94	1,482,880.00	1,755,432.00	1,755,432.00	1,755,432.00
Personnel								
General	1,319,487.00	1,090,885.00	1,493,982.00	932,879.94	1,482,880.00	1,755,432.00	1,755,432.00	1,755,432.00
Equip/Unusual								
Special								
<i>-Interest & Certification (Sewer/Water)</i>	392,580.25	447,075.92	579,248.00	231,739.14	453,308.00	737,676.00	737,676.00	737,676.00
Personnel								
General	392,580.25	447,075.92	579,248.00	231,739.14	453,308.00	737,676.00	737,676.00	737,676.00
Equip/Unusual								
Special								
Building	2,900,878.01	2,976,094.47	2,685,263.00	1,216,636.75	2,646,474.30	2,769,876.00	2,655,960.00	2,655,960.00
<i>-General</i>	1,918,810.73	1,916,870.13	1,702,939.00	795,008.31	1,641,499.10	1,796,676.00	1,682,760.00	1,682,760.00
Personnel	1,479,214.73	1,546,134.46	1,466,039.00	698,934.44	1,391,479.00	1,441,226.00	1,397,360.00	1,397,360.00
General	389,413.99	352,494.43	236,900.00	96,073.87	250,020.10	283,450.00	275,400.00	275,400.00
Equip/Unusual	50,182.01	18,241.24	-	-	-	72,000.00	10,000.00	10,000.00
Special								
<i>-Utilities</i>	982,067.28	1,059,224.34	982,324.00	421,628.44	1,004,975.20	973,200.00	973,200.00	973,200.00
General	982,067.28	1,059,224.34	982,324.00	421,628.44	1,004,975.20	973,200.00	973,200.00	973,200.00
City Clerk/Voter Registration	625,458.14	656,287.80	649,743.00	358,415.45	654,993.00	658,157.00	660,657.00	660,657.00
<i>-Records Management</i>	334,344.07	359,558.01	350,036.00	174,274.40	360,186.00	362,919.00	362,919.00	362,919.00
Personnel	305,106.63	325,345.77	327,486.00	160,782.34	327,486.00	330,219.00	330,219.00	330,219.00
General	29,237.44	34,212.24	22,550.00	13,492.06	32,700.00	32,700.00	32,700.00	32,700.00
Equip/Unusual								
Special								
<i>-Voter Registration</i>	291,114.07	296,729.79	299,707.00	184,141.05	294,807.00	295,238.00	297,738.00	297,738.00
Personnel	188,250.80	205,434.99	205,407.00	100,608.17	205,407.00	205,838.00	208,838.00	208,838.00
General	102,863.27	91,294.80	94,300.00	83,532.88	89,400.00	89,400.00	88,900.00	88,900.00
Equip/Unusual								
Special								
City Council	317,414.16	326,202.85	329,369.00	162,144.83	330,769.00	346,045.00	345,045.00	345,045.00
Personnel	255,067.78	260,635.61	267,069.00	131,229.16	267,069.00	270,345.00	270,345.00	270,345.00
General	62,346.38	60,304.24	57,300.00	30,915.67	63,700.00	63,700.00	62,700.00	62,700.00
Equip/Unusual	-	5,263.00	5,000.00	-	-	12,000.00	12,000.00	12,000.00
Special								
Conservation Commission	64,823.55	69,242.86	57,418.00	25,162.67	57,418.00	75,043.00	73,168.00	73,168.00
Personnel	62,360.78	66,135.64	55,193.00	25,162.67	55,193.00	71,143.00	70,593.00	70,593.00
General	2,462.77	3,107.22	2,225.00	-	2,225.00	3,900.00	2,575.00	2,575.00
Equip/Unusual								
Special								

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Consolidated Public Works	12,358,289.89	13,450,719.42	10,630,735.00	4,191,171.20	11,620,580.00	11,185,662.00	10,789,600.00	10,689,600.00
-CPW Administration	4,938,911.68	5,449,201.42	4,706,653.00	2,100,990.28	4,886,903.00	4,930,484.00	4,864,932.00	4,764,932.00
Personnel	3,734,374.54	3,839,478.44	3,682,803.00	1,756,901.11	3,832,803.00	3,872,384.00	3,806,832.00	3,706,832.00
General	981,154.34	1,174,144.77	835,850.00	303,398.90	841,100.00	845,100.00	845,100.00	845,100.00
Equip/Unusual	223,382.80	435,578.21	188,000.00	40,690.27	213,000.00	213,000.00	213,000.00	213,000.00
Special								
-Snow & Ice	2,006,670.10	2,357,877.57	428,300.00	7,724.00	1,237,895.00	429,000.00	429,000.00	429,000.00
General	2,006,670.10	2,357,877.57	428,300.00	7,724.00	1,237,895.00	429,000.00	429,000.00	429,000.00
Equip/Unusual								
Special								
-Collection & Disposal of Rubbish	5,412,708.11	5,643,640.43	5,495,782.00	2,082,456.92	5,495,782.00	5,826,178.00	5,495,668.00	5,495,668.00
General								
Equip/Unusual	5,412,708.11	5,643,640.43	5,495,782.00	2,082,456.92	5,495,782.00	5,826,178.00	5,495,668.00	5,495,668.00
Special								
Board of Survey & Planning	16,359.12	17,122.00	6,900.00	2,617.79	3,900.00	24,400.00	20,900.00	20,900.00
Personnel	12,600.00	13,800.00	3,000.00	1,472.77	-	20,500.00	17,000.00	17,000.00
General	3,759.12	3,322.00	3,900.00	1,145.02	3,900.00	3,900.00	3,900.00	3,900.00
Equip/Unusual								
Special								
Cemetery Commission	3,300.00	2,900.00	-	-	-	3,000.00	3,000.00	3,000.00
Personnel	3,300.00	2,900.00	-	-	-	3,000.00	3,000.00	3,000.00
General								
Equip/Unusual								
Special								
Council on Aging / Meals on Wheels	510,263.51	506,470.34	465,293.00	213,501.72	443,453.94	472,354.00	456,986.00	456,986.00
Personnel	347,631.57	348,099.49	313,345.00	164,597.33	291,414.35	319,684.00	304,316.00	304,316.00
General	158,054.94	158,370.85	151,948.00	48,904.39	152,039.59	152,670.00	152,670.00	152,670.00
Equip/Unusual	4,577.00	-	-	-	-	-	-	-
Special								
Emergency Management	92,231.68	111,008.07	78,419.00	32,725.92	78,419.00	83,839.00	83,839.00	83,839.00
Personnel	63,867.33	66,244.98	65,939.00	32,725.92	65,939.00	65,939.00	65,939.00	65,939.00
General	13,504.56	23,123.05	6,400.00	-	6,400.00	6,400.00	6,400.00	6,400.00
Equip/Unusual	7,859.79	11,240.21	6,080.00	-	6,080.00	8,000.00	8,000.00	8,000.00
Special	7,000.00	10,399.83	-	-	-	3,500.00	3,500.00	3,500.00
Engineering	503,280.90	431,563.81	380,721.00	198,140.29	375,204.24	520,155.00	403,763.00	389,166.00
Personnel	436,329.07	425,446.30	376,921.00	195,094.82	369,400.00	512,455.00	396,813.00	382,216.00
General	7,751.83	6,117.51	3,800.00	3,045.47	5,804.24	7,700.00	6,950.00	6,950.00
Equip/Unusual	59,200.00	-	-	-	-	-	-	-
Special								

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Water	8,020,697.69	8,736,699.40	8,703,712.00	4,170,738.59	8,616,076.38	9,308,258.00	9,212,258.00	9,212,258.00
-Water & Sewer Billing & Compliance	145,210.56	160,362.39	170,769.00	77,123.95	170,980.08	175,740.00	175,140.00	175,140.00
Personnel	119,105.57	133,553.82	136,869.00	66,518.53	136,779.00	140,240.00	140,240.00	140,240.00
General	26,104.99	26,808.57	33,900.00	10,605.42	34,201.08	35,500.00	34,900.00	34,900.00
Equip/Unusual								
Special								
-Water & Sewer Administration	337,514.17	368,602.42	341,047.00	173,739.79	339,652.00	343,639.00	343,639.00	343,639.00
Personnel	337,514.17	368,602.42	338,047.00	172,884.79	338,047.00	340,639.00	340,639.00	340,639.00
General	-	-	3,000.00	855.00	1,605.00	3,000.00	3,000.00	3,000.00
Equip/Unusual								
Special								
-Operations & Maintenance	7,537,972.96	8,207,734.59	8,191,896.00	3,919,874.85	8,105,444.30	8,788,879.00	8,693,479.00	8,693,479.00
Personnel-Operations & Maint	441,866.85	430,184.36	532,318.00	206,609.30	473,607.00	581,380.00	537,580.00	537,580.00
Personnel-Meter Read & Install	177,344.20	215,211.16	166,524.00	51,228.42	166,524.00	164,847.00	164,847.00	164,847.00
General	231,552.13	229,793.39	194,250.00	71,555.74	221,490.52	260,950.00	213,350.00	213,350.00
Equip/Unusual	6,687,209.78	7,332,545.68	7,298,804.00	3,590,481.39	7,243,822.78	7,781,702.00	7,777,702.00	7,777,702.00
Special								
Sewer	11,685,298.70	11,541,994.68	12,765,378.00	6,173,902.95	12,492,854.23	12,942,077.00	12,853,977.00	12,853,977.00
Personnel	546,449.12	358,938.62	537,691.00	196,496.59	452,640.00	561,011.00	542,011.00	542,011.00
General	173,793.45	167,208.17	161,200.00	75,486.49	196,309.83	271,700.00	213,100.00	213,100.00
Equip/Unusual	10,965,056.13	11,015,847.89	12,066,487.00	5,901,919.87	11,843,904.40	12,109,366.00	12,098,866.00	12,098,866.00
Special								
Fire	12,427,526.56	12,742,606.39	13,191,663.00	6,914,371.15	13,252,145.00	13,853,070.00	13,282,882.00	13,282,882.00
Personnel	11,917,622.11	12,214,719.66	12,784,120.00	6,745,810.41	12,772,520.00	13,326,443.00	12,814,655.00	12,814,655.00
General	275,831.52	309,749.24	246,693.00	50,993.27	258,021.00	271,977.00	257,377.00	257,377.00
Equip/Unusual	80,070.19	67,877.32	40,200.00	1,427.78	95,539.00	64,200.00	46,200.00	46,200.00
Special	154,002.74	150,260.17	120,650.00	116,139.69	126,065.00	190,450.00	164,650.00	164,650.00
Handicap Commission	5,800.00	6,100.00	200.00	157.59	200.00	200.00	7,200.00	7,200.00
Personnel	5,800.00	6,100.00	-	-	-	-	7,000.00	7,000.00
General	-	-	200.00	157.59	200.00	200.00	200.00	200.00
Equip/Unusual								
Special								
Health	745,152.98	745,885.20	749,418.00	370,314.38	749,418.00	748,687.00	753,687.00	753,687.00
Personnel	691,694.05	697,863.57	705,084.00	336,396.59	705,084.00	703,062.00	708,062.00	708,062.00
General	43,399.25	41,897.94	43,734.00	33,917.79	43,734.00	45,025.00	45,025.00	45,025.00
Equip/Unusual	10,059.68	6,123.69	600.00	-	600.00	600.00	600.00	600.00
Special								

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Historical Commission	57,853.03	58,541.54	28,100.00	14,420.96	28,100.00	37,600.00	36,400.00	36,400.00
Personnel	29,299.96	29,899.96	23,500.00	11,749.98	23,500.00	30,500.00	30,500.00	30,500.00
General	6,775.12	5,083.13	4,600.00	1,490.98	4,600.00	5,100.00	3,900.00	3,900.00
Equip/Unusual	21,777.95	23,558.45	-	1,180.00	-	2,000.00	2,000.00	2,000.00
Special								
Information Technology	1,411,265.28	1,436,646.93	1,368,152.00	724,575.47	1,368,809.00	1,431,759.00	1,431,759.00	1,431,759.00
-Information Technology	1,196,976.75	1,219,477.78	1,160,445.00	621,525.70	1,161,102.00	1,197,052.00	1,197,052.00	1,197,052.00
Personnel	867,471.58	933,704.29	892,820.00	437,398.38	892,820.00	918,770.00	918,770.00	918,770.00
General	326,316.19	284,228.49	267,625.00	184,127.32	268,282.00	268,282.00	268,282.00	268,282.00
Equip/Unusual	3,188.98	1,545.00	-	-	-	10,000.00	10,000.00	10,000.00
Special								
-Central Telephone	214,288.53	217,169.15	207,707.00	103,049.77	207,707.00	234,707.00	234,707.00	234,707.00
Personnel	25,535.52	25,250.00	27,707.00	12,164.47	27,707.00	27,707.00	27,707.00	27,707.00
General	188,753.01	191,919.15	180,000.00	90,885.30	180,000.00	180,000.00	180,000.00	180,000.00
Equip/Unusual	-	-	-	-	-	27,000.00	27,000.00	27,000.00
Special								
Law	759,282.58	765,379.57	753,657.00	525,913.87	917,657.00	774,835.00	766,660.00	754,260.00
Personnel	666,953.30	694,385.94	699,607.00	342,271.22	699,607.00	711,285.00	703,110.00	703,110.00
General	64,260.26	51,800.68	51,050.00	19,642.65	51,050.00	60,550.00	60,550.00	48,150.00
Equip/Unusual	28,069.02	19,192.95	3,000.00	164,000.00	167,000.00	3,000.00	3,000.00	3,000.00
Special								
Library	2,121,036.39	2,183,219.11	2,012,161.00	1,013,505.57	1,937,094.20	2,132,159.00	2,131,782.00	2,117,106.00
Personnel	1,723,221.33	1,776,901.76	1,713,447.00	838,290.72	1,638,431.20	1,824,259.00	1,825,182.00	1,810,506.00
General	338,995.06	343,802.65	237,663.00	121,319.08	237,663.00	246,900.00	245,600.00	245,600.00
Equip/Unusual	58,820.00	62,514.70	61,051.00	53,895.77	61,000.00	61,000.00	61,000.00	61,000.00
Special								
Mayor	503,978.93	451,518.38	404,219.00	167,629.89	403,119.00	404,219.00	740,819.00	740,819.00
-Mayor	492,978.93	440,518.38	393,119.00	157,629.89	393,119.00	393,119.00	729,719.00	729,719.00
Personnel	237,500.56	250,147.64	261,769.00	123,391.42	261,769.00	261,769.00	261,769.00	261,769.00
General	29,728.42	28,711.57	24,850.00	17,238.47	24,850.00	24,850.00	24,850.00	24,850.00
Equip/Unusual	225,749.95	161,659.17	106,500.00	17,000.00	106,500.00	106,500.00	443,100.00	443,100.00
Special								
-Celebration of Holidays	11,000.00	11,000.00	11,100.00	10,000.00	10,000.00	11,100.00	11,100.00	11,100.00
Personnel								
General	11,000.00	11,000.00	11,100.00	10,000.00	10,000.00	11,100.00	11,100.00	11,100.00
Equip/Unusual								
Special								

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel	988,285.73	1,065,371.40	722,356.00	576,522.28	1,170,756.73	959,899.00	740,499.00	740,499.00
-General/Work Study/Unemploy	376,598.93	402,221.67	444,856.00	239,122.18	448,581.95	424,899.00	418,499.00	418,499.00
Personnel	302,310.47	319,341.10	277,656.00	162,580.14	281,087.95	290,699.00	284,699.00	284,699.00
General	11,691.64	11,408.04	109,200.00	70,180.04	109,494.00	111,200.00	110,800.00	110,800.00
Equip/Unusual	62,596.82	71,472.53	58,000.00	6,362.00	58,000.00	23,000.00	23,000.00	23,000.00
Special								
-Workers Comp	611,686.80	663,149.73	277,500.00	337,400.10	722,174.78	535,000.00	322,000.00	322,000.00
Personnel								
General	611,686.80	663,149.73	277,500.00	337,400.10	722,174.78	535,000.00	322,000.00	322,000.00
Equip/Unusual								
Special								
Planning	722,498.57	743,741.78	537,838.00	272,183.94	128,407.00	549,892.00	549,892.00	549,892.00
-City Planner	304,123.10	305,722.97	205,718.00	108,642.33	850.00	213,415.00	213,415.00	213,415.00
Personnel	294,923.10	303,472.21	204,868.00	108,387.27		212,565.00	212,565.00	212,565.00
General	2,000.00	1,980.76	850.00	255.06	850.00	850.00	850.00	850.00
Equip/Unusual	7,200.00	270.00	-	-	-	-	-	-
Special								
-Housing	291,304.21	308,408.56	203,840.00	115,878.26	1,350.00	208,556.00	208,556.00	208,556.00
Personnel	289,258.56	306,314.13	202,490.00	114,976.77		207,206.00	207,206.00	207,206.00
General	2,045.65	2,094.43	1,350.00	901.49	1,350.00	1,350.00	1,350.00	1,350.00
Equip/Unusual								
Special								
-Paine Estate	127,071.26	129,610.25	128,280.00	47,663.35	126,207.00	127,921.00	127,921.00	127,921.00
Personnel	79,640.78	92,827.70	96,780.00	33,062.86	94,707.00	96,421.00	96,421.00	96,421.00
General	47,430.48	36,782.55	31,500.00	14,600.49	31,500.00	31,500.00	31,500.00	31,500.00
Equip/Unusual								
Special								
Police	13,659,655.46	14,284,553.26	14,675,926.00	7,589,023.72	14,796,507.25	15,006,243.00	14,769,194.00	14,769,194.00
-Police & Animal Control	12,236,651.26	12,986,220.46	13,290,255.00	6,911,298.75	13,416,744.79	13,540,274.00	13,350,234.00	13,350,234.00
Personnel	11,632,936.71	12,351,686.56	12,806,358.00	6,608,263.09	12,815,996.50	12,979,294.00	12,802,054.00	12,802,054.00
General	258,580.44	309,356.03	195,735.00	106,782.52	291,686.58	258,335.00	256,335.00	256,335.00
Equip/Unusual	190,498.20	170,252.62	141,562.00	65,095.14	161,461.71	152,545.00	142,045.00	142,045.00
Special	154,635.91	154,925.25	146,600.00	131,158.00	147,600.00	150,100.00	149,800.00	149,800.00
-Dispatch	1,423,004.20	1,298,332.80	1,385,671.00	677,724.97	1,379,762.46	1,465,969.00	1,418,960.00	1,418,960.00
Personnel	1,392,153.82	1,276,840.45	1,361,971.00	666,806.50	1,360,562.46	1,441,249.00	1,394,640.00	1,394,640.00
General	16,708.49	16,694.22	17,100.00	6,090.00	12,600.00	17,720.00	17,720.00	17,720.00
Equip/Unusual								
Special	14,141.89	4,798.13	6,600.00	4,828.47	6,600.00	7,000.00	6,600.00	6,600.00

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Purchasing	473,196.98	474,009.22	436,142.00	311,455.94	399,537.27	483,432.00	433,359.00	433,359.00
Personnel	203,230.37	215,126.73	168,273.00	82,999.42	168,273.00	240,671.00	190,598.00	190,598.00
General	10,872.41	8,497.57	5,150.00	2,820.40	4,969.15	5,150.00	5,150.00	5,150.00
Equip/Unusual								
Special	259,094.20	250,384.92	262,719.00	225,636.12	226,295.12	237,611.00	237,611.00	237,611.00
Recreation/Veteran's Rink	947,020.64	1,009,568.51	1,153,316.00	515,831.33	1,125,486.00	1,360,872.00	1,286,372.00	1,286,372.00
-General Support	378,785.52	400,427.39	392,631.00	190,198.20	392,431.00	538,544.00	464,044.00	464,044.00
Personnel	364,226.60	387,570.20	378,231.00	185,106.85	378,231.00	524,344.00	504,969.00	504,969.00
General	14,558.92	12,857.19	14,400.00	5,091.35	14,200.00	14,200.00	14,200.00	14,200.00
Equip/Unusual							26,000.00	26,000.00
Special								
CDBG - Support Teen Center							(81,125.00)	(81,125.00)
-Playgrounds	126,557.42	109,361.04	194,100.00	70,166.27	200,100.00	208,600.00	208,600.00	208,600.00
Personnel	30,704.00	33,769.75	42,000.00	34,674.25	42,000.00	48,000.00	48,000.00	48,000.00
General	88,832.67	71,450.24	147,100.00	33,842.02	154,600.00	157,100.00	157,100.00	157,100.00
Equip/Unusual	7,020.75	4,141.05	5,000.00	1,650.00	3,500.00	3,500.00	3,500.00	3,500.00
Special								
-Summer Fun	58,681.68	69,817.67	72,696.00	60,081.05	72,696.00	72,696.00	72,696.00	72,696.00
Personnel	47,481.75	55,844.00	59,796.00	56,589.25	59,796.00	59,796.00	59,796.00	59,796.00
General	11,199.93	13,973.67	12,900.00	3,491.80	12,900.00	12,900.00	12,900.00	12,900.00
Equip/Unusual								
Special								
-Support of Rec Act.	80,390.38	98,307.08	107,000.00	23,893.82	107,000.00	107,000.00	107,000.00	107,000.00
Personnel								
General	80,390.38	91,049.95	97,000.00	20,310.52	97,000.00	97,000.00	97,000.00	97,000.00
Equip/Unusual	-	7,257.13	10,000.00	3,583.30	10,000.00	10,000.00	10,000.00	10,000.00
Special								
-Vet Rink	302,605.64	331,655.33	386,889.00	171,491.99	353,259.00	434,032.00	434,032.00	434,032.00
Personnel	103,928.91	123,095.26	178,689.00	62,578.49	135,677.00	185,032.00	185,032.00	185,032.00
General	175,356.71	186,981.85	181,200.00	91,413.46	194,984.00	222,000.00	222,000.00	222,000.00
Equip/Unusual	13,277.02	11,448.22	15,000.00	7,602.04	12,700.00	15,000.00	15,000.00	15,000.00
Special	10,043.00	10,130.00	12,000.00	9,898.00	9,898.00	12,000.00	12,000.00	12,000.00
Transportation	594,424.01	560,340.18	691,559.00	270,119.36	694,152.99	809,618.00	680,426.00	570,426.00
-Traffic Engineering	350,811.66	303,964.70	368,537.00	148,211.69	369,336.99	480,098.00	355,906.00	245,906.00
Personnel	302,733.49	271,187.24	283,489.00	133,233.66	283,286.99	256,058.00	202,366.00	202,366.00
General	48,078.17	32,777.46	43,048.00	14,978.03	44,050.00	44,040.00	43,540.00	43,540.00
Equip/Unusual	-	-	42,000.00	-	42,000.00	180,000.00	110,000.00	-
Special								

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
<i>-Parking Management</i>	243,612.35	256,375.48	323,022.00	121,907.67	324,816.00	329,520.00	324,520.00	324,520.00
Personnel	171,389.22	186,527.62	189,334.00	92,842.35	189,334.00	190,465.00	190,465.00	190,465.00
General	70,068.67	67,608.41	72,188.00	28,675.97	73,982.00	77,555.00	72,555.00	72,555.00
Equip/Unusual	-	-	60,000.00	-	60,000.00	60,000.00	60,000.00	60,000.00
Special	2,154.46	2,239.45	1,500.00	389.35	1,500.00	1,500.00	1,500.00	1,500.00
Treasurer & Collector	1,021,768.11	1,088,105.22	1,056,507.00	491,515.97	1,082,402.00	1,120,658.00	1,087,158.00	1,087,158.00
<i>-Treas & Collector / Paymaster</i>	1,003,015.00	1,068,455.17	1,040,007.00	483,248.25	1,065,402.00	1,102,658.00	1,067,658.00	1,067,658.00
Personnel	740,818.96	798,346.72	797,107.00	389,534.64	797,107.00	804,558.00	804,558.00	804,558.00
General	262,196.04	270,108.45	237,900.00	93,713.61	263,295.00	278,100.00	258,100.00	258,100.00
Equip/Unusual	-	-	5,000.00	-	5,000.00	20,000.00	5,000.00	5,000.00
Special	-	-	-	-	-	-	-	-
<i>-Trust Funds</i>	18,753.11	19,650.05	16,500.00	8,267.72	17,000.00	18,000.00	19,500.00	19,500.00
Personnel	3,600.00	4,300.00	1,000.00	491.01	1,000.00	1,000.00	4,000.00	4,000.00
General	15,153.11	15,350.05	15,500.00	7,776.71	16,000.00	17,000.00	15,500.00	15,500.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
Veterans/License Commission	328,306.86	343,100.58	365,711.00	174,289.93	365,711.00	370,211.00	379,811.00	379,811.00
<i>-Veterans</i>	312,807.79	327,828.89	358,811.00	171,556.48	358,811.00	363,311.00	363,311.00	363,311.00
Personnel	140,915.10	149,726.20	153,036.00	75,168.52	153,036.00	153,036.00	153,036.00	153,036.00
General	171,892.69	178,102.69	205,775.00	96,387.96	205,775.00	210,275.00	210,275.00	210,275.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
<i>-License Commission</i>	15,499.07	15,271.69	6,900.00	2,733.45	6,900.00	6,900.00	16,500.00	16,500.00
Personnel	12,600.00	12,600.00	3,000.00	1,472.77	3,000.00	3,000.00	12,600.00	12,600.00
General	2,899.07	2,671.69	3,900.00	1,260.68	3,900.00	3,900.00	3,900.00	3,900.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
Wires	1,479,727.43	1,443,101.80	1,277,355.00	501,195.11	1,281,175.72	1,404,196.00	1,327,639.00	1,302,639.00
<i>-General</i>	885,375.48	877,304.13	767,355.00	385,233.16	771,175.72	874,196.00	797,639.00	772,639.00
Personnel	606,794.51	584,523.86	552,405.00	278,758.15	555,405.00	635,296.00	567,739.00	542,739.00
General	265,080.97	289,780.27	211,950.00	106,475.01	212,770.72	233,900.00	224,900.00	224,900.00
Equip/Unusual	13,500.00	3,000.00	3,000.00	-	3,000.00	5,000.00	5,000.00	5,000.00
Special	-	-	-	-	-	-	-	-
<i>-Street Lighting</i>	594,351.95	565,797.67	510,000.00	115,961.95	510,000.00	530,000.00	530,000.00	530,000.00
Personnel	-	-	-	-	-	-	-	-
General	594,351.95	565,797.67	510,000.00	115,961.95	510,000.00	530,000.00	530,000.00	530,000.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-

FY 2011 BUDGET - COUNCIL APPROVED

	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Zoning Board Of Appeals	35,662.75	35,444.16	20,000.00	5,944.82	21,200.00	21,250.00	37,600.00	37,600.00
Personnel	17,900.00	17,600.00	-	-	-	-	17,600.00	17,600.00
General	17,762.75	17,844.16	20,000.00	5,944.82	21,200.00	21,250.00	20,000.00	20,000.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
Grand Total	131,223,374.37	133,608,614.02	135,676,086.00	90,674,204.01	136,382,282.25	142,887,763.00	140,175,186.00	139,698,513.00
Schools	\$55,957,826.33	\$60,025,229.04	\$62,882,828.00	\$22,436,914.00	\$62,882,828.00	\$64,378,861.00	\$62,882,828.00	\$62,882,828.00
Total with Schools	187,181,200.70	193,633,843.06	198,558,914.00	113,111,118.01	199,265,110.25	207,266,624.00	203,058,014.00	202,581,341.00

ASSESSOR

STATEMENT OF OBJECTIVES:

To assess all real & personal property at equitable value for the purpose of raising operating revenue for city government. To commit for collection all motor vehicle and trailer excise taxes, betterments and water liens. To further establish stable department procedures and functions which will build public confidence and increase efficiency of operation. To update assessed valuations in accordance with state Department of Revenue directives. To defend valuations in court.

DESCRIPTION OF OUTPUT STATEMENT:

Commitment of real estate, personal property, motor vehicle excise bills, together with betterment assessments and water liens to the collector. The process of all applications for abatement and statutory exemption from the above.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	134,309	139,023
Pension Administration	13,739	10,810
Medical & Life Insurance	144,722	148,077
Heat, Light, Water	13,598	11,908
Building Repair & Maintenance	7,124	6,597
Building Insurance	456	424
Motor Vehicle Insurance	397	404
Motor Vehicle Maint & Repair	4,356	4,628
Total	\$318,701	\$321,871

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Real Estate Parcels Assessed	15,300	15,417	15,500
Personal Prop Parcels Assessed	1,650	1,640	1,640
Field Inspections	3,100	2,800	2,800
Real Estate, Personal Property, Abatements & Exemptions	732	725	730
Motor Vehicle Excise Tax Processed	51,000	52,711	53,000
Motor Vehicle Excise Abatements	2,500	2,488	2,400
Appellate Tax Board Cases - Properties	50	45	45

ASSESSOR

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011				
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Council Approval
1.	Chairperson, Assessors	19-6 (L11)	1	95,809.37	1	101,166.88		100,280	49,233.15		1	113,714	113,714		
2.	Chairperson, Assessors	17-6 (L11)	1	95,809.37	1	101,166.88	1	100,280	49,233.15	100,280.00				1	100,280.00
3.	Assessor		1	75,123.74	1	85,245.42									
4.	Assessor (PT 19 hours)	15-6 (L8)					0.5	46,144	22,868.97	46,144.00					
5.	Assessor	15-6	1	72,631.23	1	79,376.18					1	78,705	78,705	1	78,705.00
6.	Assessor (PT 19 hours)	15-6					0.5	42,726	21,304.14	42,726.00					
7.	Assessor (PT 19 hours)	15-1									1	64,791	64,791	0.5	35,172.00
8.	Assistant Assessor	13-6 (L11)	1	69,527.40	1	76,477.70	1	76,057	37,284.35	76,057.00	1	76,632	76,632	1	76,632.00
9.	Administrative Assistant	10-6 (L8)	1	50,605.62	1	59,225.87	1	59,950	29,432.83	59,950.00	1	59,950	59,950	1	59,950.00
10.	Assoc Office Assistant	7-6	1	43,126.56	1	45,821.41	1	45,422	22,300.42	45,422.00	1	45,422	45,422	1	45,422.00
Total			6	406,823.92	6	447,313.46	5	370,579	182,423.86	370,579.00	6		439,214.00	5.5	396,161.00

ASSESSOR

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-141-5100								
5111 Salaries - Full Time	406,823.92	447,313.46	281,709.00	138,250.75	281,709.00	439,214.00	360,989.00	360,989.00
5121 Salaries - Part Time	0.00	0.00	88,870.00	44,173.11	88,870.00	0.00	35,172.00	35,172.00
General Expenses 001-141-5200								
5231 Water	289.40	555.95						
5242 Maintenance of Office Equipment	210.00							
5248 Computer Equipment License	8,850.00	9,576.31	12,465.00	12,465.00	12,465.00	13,065.00	13,065.00	13,065.00
5305 Legal Services				1,650.00	1,650.00			
5310 Valuation Services			12,000.00	12,000.00	12,000.00	29,500.00	29,500.00	29,500.00
5312 Training	3,229.80	3,443.92	1,500.00	615.00	1,500.00	1,500.00	1,500.00	1,500.00
5342 Postage	8,994.15	9,895.20	12,000.00	6,448.00	10,000.00	12,000.00	12,000.00	12,000.00
5343 Printing & Binding	5,611.61	4,394.20	6,200.00	5,027.11	5,000.00	6,200.00	6,200.00	6,200.00
5420 Office Supplies	1,555.69	979.00	600.00	126.62	600.00	600.00	600.00	600.00
5730 Conference Expense	1,317.00	994.83						
5731 Dues	1,091.00	964.00				200.00		
Equipment & Unusual 001-141-5400								
6571 Valuation Services		10,000.00		0.00				

COST SUMMARY BY CLASSIFICATION

Personnel	406,823.92	447,313.46	370,579.00	182,423.86	370,579.00	439,214.00	396,161.00	396,161.00
General Expenses	31,148.65	30,803.41	44,765.00	38,331.73	43,215.00	63,065.00	62,865.00	62,865.00
Equipment & Unusual	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>437,972.57</u>	<u>488,116.87</u>	<u>415,344.00</u>	<u>220,755.59</u>	<u>413,794.00</u>	<u>502,279.00</u>	<u>459,026.00</u>	<u>459,026.00</u>

AUDITOR

STATEMENT OF OBJECTIVES:

To provide overall financial planning, accounting and budgeting for the City. To provide accurate and timely information to the Mayor, City Council, and department heads on municipal finance administration. To process and manage payroll and accounts payable systems, including approval of bills, payrolls and contracts. To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To administer the activities of the employees' medical insurance program and other benefit programs. To serve as liaison to the independent financial auditor. To serve as principal negotiator for collective bargaining with the City's nine collective bargaining units. To serve as clerk of the Finance Committee and Committee of the Whole.

DESCRIPTION OF OUTPUT STATEMENT:

The City Auditor, as the City's Chief Financial Officer, provides overall financial planning, accounting and budgeting for the City. The City Auditor, as financial advisor to the Mayor, City Council and other City departments, provides the information needed for the solution of the many daily and emergency problems of municipal finance administration. The City Auditor is responsible for the processing and the management of the payroll and accounts payable systems, including approval of all bills, payrolls, and contracts. The City Auditor is responsible for the administration of the City's capital planning and related debt management, including serving as the City's chief contact with the bond rating agencies. The City Auditor administers the activities of the employees' medical insurance program and several other employee benefit programs. The City Auditor is the liaison with the City's independent financial auditor. The City Auditor serves as they City's principal negotiator for collective bargaining with the City's nine collective bargaining units. The City Auditor serves as the clerk of the Finance Committee and the Committee of the Whole.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	102,397	137,550
Pension Administration	6,878	10,724
Medical & Life Insurance	139,312	162,211
Heat, Light, Water	10,826	11,908
Building Repair & Maintenance	9,344	6,597
Building Insurance	478	424
Total	\$269,235	\$329,414

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Cash Flow in Millions	\$540	\$560	\$580
Payroll Checks Processed	72,000	72,000	72,000
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	33	61	61

AUDITOR

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011				
			#	Actual	#	Actual	#	Budget	July-December	Estimated	#	Department Request		Council Approval
				Expenditures		Expenditures			Actual	Expenditures		Rate	Total	
1.	City Auditor	21-6 (L11)	1	121,847.33	1	128,490.06	1	127,361	62,529.28	127,361.00	1	127,361.00	127,361.00	127,361.00
2.	Asst City Auditor	17-6 (L11)	1	95,809.37	1	101,166.87	1	100,280	49,233.15	100,280.00	1	100,280.00	100,280.00	100,280.00
3.	Business Manager	15-6 (L11)	1	83,389.90	1	88,134.98	1	87,363	42,891.52	87,363.00	1	87,363.00	87,363.00	87,363.00
4.	Accounting Manager	14-5	1	58,626.74	1	64,518.59	1	66,679	32,204.54	66,679.00	1	70,902.00	69,324.00	69,324.00
5.	Accountant	11-6	1	49,087.71	1	54,129.72	1	55,795	27,213.31	55,795.00	1	59,906.00	58,004.00	58,004.00
6.	Administrative Assistant	10-6 (L11)	1	58,107.52	1	61,597.81	1	61,060	29,977.86	61,060.00	1	61,615.00	61,106.00	61,106.00
7.	Office Coordinator	9-6 (L8)	1	60,912.98	1	45,452.89	1	51,441	25,255.42	51,440.00	1	55,556.00	51,784.00	51,784.00
8.	Principal Office Assistant	8	1	45,713.73	1	6,644.98								
9.	Students			7,625.00		6,202.00		3,000	2,800.00	3,000.00			3,000.00	3,000.00
Total			8	581,120.28	8	556,337.90	7	552,979	272,105.08	552,978.00	7	558,222.00	558,222.00	558,222.00

AUDITOR

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-135-5100								
5111 Salaries - Full Time	573,495.28	550,135.90	549,979.00	269,305.08	549,978.00	555,222.00	555,222.00	555,222.00
5121 Salaries - Part Time	7,625.00	6,202.00	3,000.00	2,800.00	3,000.00	3,000.00	3,000.00	3,000.00
General Expenses 001-135-5200								
5192 Mileage Allowances	1,003.39	787.44	800.00	375.00	800.00	800.00	800.00	800.00
5231 Water	203.03	179.58						
5242 Maintenance of Office Equipment	889.14	825.17	1,000.00	813.14	1,000.00	1,000.00	1,000.00	1,000.00
5312 Collective Bargaining/ Training	899.00		250.00		250.00	250.00	250.00	250.00
5342 Postage	633.21	68.46	500.00	28.34	500.00	500.00	500.00	500.00
5343 Printing & Binding	293.70	178.00	300.00	24.42	300.00	300.00	300.00	300.00
5420 Office Supplies	4,330.75	4,052.50	4,500.00	489.25	4,500.00	4,500.00	4,500.00	4,500.00
5730 Conference Expense	1,451.77	144.00	550.00		550.00	550.00	550.00	550.00
5731 Dues-Mandatory	205.81	135.00	135.00	125.00	135.00	135.00	135.00	135.00
Equipment & Unusual 001-135-5400								
5304 Prof/Tech		171.50		0.00				

COST SUMMARY BY CLASSIFICATION

Personnel	581,120.28	556,337.90	552,979.00	272,105.08	552,978.00	558,222.00	558,222.00	558,222.00
General Expenses	9,909.80	6,370.15	8,035.00	1,855.15	8,035.00	8,035.00	8,035.00	8,035.00
Equipment & Unusual	0.00	171.50	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	591,030.08	562,879.55	561,014.00	273,960.23	561,013.00	566,257.00	566,257.00	566,257.00

AUDITOR - INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of interest expense on both long term and short term debt obligations.

DESCRIPTION OF OUTPUT STATEMENT:

The City Auditor is responsible for the administration of the City's capital planning and related debt management, including serving as the City's chief contact with the bond rating agencies. The payment of interest expense on both long term and short term debt obligations are budgeted under this element.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
BANS Issued	\$2,638,000	\$5,248,000	
Interest Rate	1.00%	1.25%	
Bonds Issued (City)	\$21,718,000		\$10,000,000
Interest Rate	3.60%		4.00%
Maximum Borrowing Term	20 years		20 years
Bonds Issued (MSBA)			
Interest Rate			
Maximum Borrowing Term			
Moody's Rating	AA1	AA1	AA1
Standard & Pooers	AA+	AA+	AA+

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200								
5911 Certification Charges	39,765.30	127,474.78	15,000.00	634.19	15,000.00	50,000.00	50,000.00	50,000.00
5915 Debt Inside Interest	2,288,620.01	2,483,760.10	3,006,930.00	1,712,309.34	3,006,930.00	2,862,365.00	2,862,365.00	2,862,365.00
5925 Interest on Bond Anticipation Notes	271,734.38	188,624.37	90,000.00		90,000.00	35,900.00	35,900.00	35,900.00
5930 Interest on Tax Refunds	38,377.39	19,096.60	40,000.00	25,708.33	40,000.00	40,000.00	40,000.00	40,000.00
LESS: Transfer from Stabilization Reserve for Debt Service Fund			(1,868,668.00)		(1,868,668.00)	(1,686,781.00)	(1,686,781.00)	(1,686,781.00)
LESS: Bond Premiums						(35,619.00)	(35,619.00)	(35,619.00)

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	2,638,497.08	2,818,955.85	1,283,262.00	1,738,651.86	1,283,262.00	1,265,865.00	1,265,865.00	1,265,865.00
Equipment & Unusual								
Total Operating Budget	<u>2,638,497.08</u>	<u>2,818,955.85</u>	<u>1,283,262.00</u>	<u>1,738,651.86</u>	<u>1,283,262.00</u>	<u>1,265,865.00</u>	<u>1,265,865.00</u>	<u>1,265,865.00</u>

AUDITOR - REDEMPTION OF BONDS

STATEMENT OF OBJECTIVES:

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of the principal on bonded debt obligations.

DESCRIPTION OF OUTPUT STATEMENT:

The City Auditor is responsible for the administration of the City's capital planning and related debt management, including serving as the City's chief contact with the bond rating agencies. The rapid redemption of bond principal allows the City's total indebtedness to remain relatively low.

[illegible]

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Building	\$3,761,000	\$2,870,000	\$2,269,000
Building - School Construction	\$51,748,758	\$48,760,120	\$45,781,482
City Yard Project	\$250,000	\$215,000	\$180,000
Design / Engineering	\$120,000	\$60,000	\$0
Equipment	\$3,415,000	\$2,705,000	\$2,010,000
Land Acquisition	\$9,755,000	\$9,045,000	\$8,335,000
Land Development	\$8,970,000	\$7,709,000	\$6,514,000
Pond Preservation	\$175,000	\$140,000	\$105,000
Removal Solid Waste Facility	\$0	\$0	\$0
Revaluation	\$90,000	\$30,000	\$0
Signals	\$1,187,000	\$957,000	\$734,000
Streets	\$2,369,000	\$1,941,000	\$1,525,000
Technology	\$570,000	\$415,000	\$260,000
Total Outstanding Bonds	\$82,410,758	\$74,847,120	\$67,713,482
Bonds Retired In 5 Years	40%	40%	40%
Bonds Retired In 10 Years	67%	69%	72%
Bonds Retired In 15 Years	90%	93%	95%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200								
5910 Serial Bond Inside Limit	5,270,000.00	5,115,000.00	7,563,638.00	3,598,638.00	7,563,638.00	7,133,638.00	7,133,638.00	7,133,638.00
LESS: Transfer from Stabilization Reserve for Debt Service Fund			(800,000.00)		(800,000.00)	(800,000.00)	(800,000.00)	(800,000.00)

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	5,270,000.00	5,115,000.00	6,763,638.00	3,598,638.00	6,763,638.00	6,333,638.00	6,333,638.00	6,333,638.00
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Equipment & Unusual

Total Operating Budget	5,270,000.00	5,115,000.00	6,763,638.00	3,598,638.00	6,763,638.00	6,333,638.00	6,333,638.00	6,333,638.00
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AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

STATEMENT OF OBJECTIVES:

Contributory: To provide retirement allowances and pension benefits to City employees and their survivors, who were employed on or after July 1, 1939.

Non-contributory: To provide pension benefits to City employees and their survivors, who were employed prior to July 1, 1939.

DESCRIPTION OF OUTPUT STATEMENT:

Contributory: Pensions for all active and retired City employees, except for teachers and non-eligible part-time employees, are funded under this element. Each member contributes 5, 7, 8 or 9 percent of their regular compensation and becomes vested upon attainment of age / years of service requirements. The City's actuarially determined annual funding provides for the normal cost and reduction of the unfunded liability.

Non-Contributory: Pensions for all retired employees, who were employed prior to July 1, 1939 are funded under this element.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Non-Contributory			
Retirees	4	2	2

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Contributory			
Active Participants	909	896	890
Retirees	519	540	560
Disabled Retirees	109	112	115
Surviving Spouses	150	147	150
Actuarial Valuation Date	1/1/08		
Unfunded Actuarial Liability	\$89,419,635		
Funded Ratio	64.4%		

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses								
Contributory Retirement 001-911-5200								
5170 Pension - Contributory	12,412,792.00	12,928,477.00	13,752,867.00	13,427,327.00	13,752,867.00	13,800,000.00	13,800,000.00	13,800,000.00
Non-Contributory Retirement 001-918-5200								
5170 Pension - Non-Contributory	60,340.26	44,075.47	50,000.00	19,055.86	50,000.00	44,000.00	44,000.00	44,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	12,473,132.26	12,972,552.47	13,802,867.00	13,446,382.86	13,802,867.00	13,844,000.00	13,844,000.00	13,844,000.00
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Equipment & Unusual

Total Operating Budget	12,473,132.26	12,972,552.47	13,802,867.00	13,446,382.86	13,802,867.00	13,844,000.00	13,844,000.00	13,844,000.00
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AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

STATEMENT OF OBJECTIVES:

Medical Insurance: To provide a comprehensive medical insurance plan to all full-time and eligible part-time employees, retirees and their dependents. To pay medical claims for employees, retirees and their dependents. To limit large dollar claims exposure through utilization of specific stop loss insurance. To continue educational programs to quantify the services of their various medical insurance providers and identify cost savings measures.

OME: To provide a supplemental program to Medicare Part A & B for those eligible retirees aged 65 or older. To pay medical claims for retirees.

DESCRIPTION OF OUTPUT STATEMENT:

Medical Insurance: Payments for hospital and medical claims and plan administration are funded under this element and transferred to the medical insurance trust fund. Payments for HMO premiums, stop loss insurance premiums, Sec 125 plan administration, employee wellness programs and audits are funded under this element.

OME: Payment of medical claims covered by a supplemental program to Medicare Parts A & B for those eligible retirees aged 65 or older are funded under this element.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Employees / Retirees			
BC/BS - Family	162	136	136
BC/BS - Individual	980	954	954
BC/BS PPO - Family	327	308	308
BC/BS PPO - Individual	131	144	144
Tufts HMO - Family	511	518	518
Tufts HMO - Individual	244	239	239
Harvard HMO - Family	163	154	154
Harvard HMO - Individual	128	123	123
Medex - Individual	320	342	342

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Annual Total Cost			
BC/BS - Family	\$27,447	\$30,188	\$32,301
BC/BS - Individual	\$11,780	\$12,958	\$13,878
BC/BS PPO - Family	\$22,068	\$24,277	\$25,979
BC/BS PPO - Individual	\$9,462	\$10,410	\$11,169
Tufts HMO - Family	\$16,992	\$19,722	\$22,134
Tufts HMO - Individual	\$6,238	\$7,237	\$8,153
Harvard HMO - Family	\$16,992	\$18,663	\$20,648
Harvard HMO - Individual	\$6,732	\$7,397	\$8,202
Medex - Individual	\$5,107	\$5,400	\$5,421
Medicare Part D Recoveries	\$629,682	\$644,354	
Stop Loss Recoveries	\$1,162,847	\$281,561	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses								
Medical Insurance 001-914-5200								
5171 Blue Cross/Blue Shield	17,980,000.00	25,625,000.29	16,589,170.00	16,589,170.00	16,589,170.00	18,248,087.00	17,400,000.00	17,200,000.00
5172 Tufts	7,190,000.00		8,646,815.00	8,646,815.00	8,646,815.00	9,511,496.50	11,400,000.00	11,400,000.00
5173 Harvard	2,115,000.00		2,950,515.00	2,950,515.00	2,950,515.00	3,245,566.50	3,000,000.00	3,000,000.00
5175 Delta Dental	736,465.08	843,751.04	900,000.00	415,023.29	900,000.00	990,000.00	860,000.00	860,000.00
5174 Medicare B Reimbursement	1,702,144.09	1,801,913.90	1,700,000.00	1,700,000.00	1,700,000.00	1,870,000.00	1,800,000.00	1,800,000.00
5185 FICA - Medicare	1,038,685.19	1,119,867.51	1,100,000.00	549,594.95	1,100,000.00	1,210,000.00	1,100,000.00	1,100,000.00
5186 Stop Loss	696,489.60	836,148.62	900,000.00	500,993.15	900,000.00	990,000.00	950,000.00	950,000.00
5187 Audits / Consulting	36,000.00	30,000.00	10,000.00		10,000.00	11,000.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	9,024.46	11,649.96	15,000.00	5,351.15	15,000.00	16,500.00	15,000.00	15,000.00
5189 Wellness Programs	1,935.18	1,663.64	1,000.00		1,000.00	1,100.00	1,000.00	1,000.00
Less Trust Fund Distribution							(1,000,000.00)	(1,000,000.00)
Optional Medicare Extension (OME) 001-914-5200								
5170 Optional Medicare Extension (OME)	1,100,000.00	1,460,000.00	1,642,000.00	1,642,000.00	1,642,000.00	1,806,200.00	1,550,000.00	1,550,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	32,605,743.60	31,729,994.96	34,454,500.00	32,999,462.54	34,454,500.00	37,899,950.00	37,086,000.00	36,886,000.00
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Equipment & Unusual

Total Operating Budget	32,605,743.60	31,729,994.96	34,454,500.00	32,999,462.54	34,454,500.00	37,899,950.00	37,086,000.00	36,886,000.00
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AUDITOR - OTHER EMPLOYEE BENEFITS

STATEMENT OF OBJECTIVES:

Life Insurance: To provide a term life insurance policy to all full-time and eligible part-time employees and retirees. To obtain lower premium rates through group participation.

Social Security: To provide a retirement program for certain union employees not eligible to participate in the contributory retirement program.

DESCRIPTION OF OUTPUT STATEMENT:

Life Insurance: Payments for a term life insurance policy to all full-time and eligible part-time employees and retirees are funded under this element.

Social Security: Payments for the City's share of the Social Security portion of the FICA withholding tax for certain union employees not eligible to participate in the contributory retirement program that have elected to remain under Social Security are funded under this element. A deferred compensation plan (OBRA) is mandatory for all other employees not eligible to participate in the contributory retirement program.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Social Security Employees Part-Time < 20 Hours	60	60	60

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Life Insurance			
Employees	960	960	960
Retirees	925	925	925
Coverage Amounts			
Employees - Basic Life	\$15,000	\$15,000	\$15,000
Employees - Accidental Death	\$30,000	\$30,000	\$30,000
Retirees - Basic Life	\$5,000	\$5,000	\$5,000
Retirees - Accidental Death	\$10,000	\$10,000	\$10,000
Annual City Contribution			
Employees - Basic Life	\$67	\$59	\$59
Retirees - Basic Life	\$22	\$19	\$19

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses								
Group Life Insurance 001-915-5200								
5170 Group Life Insurance	89,194.05	92,614.47	95,000.00	39,646.98	95,000.00	95,000.00	95,000.00	95,000.00
Social Security 001-917-5200								
5170 Social Security	24,999.84	27,000.00	30,000.00	7,957.43	30,000.00	30,000.00	30,000.00	30,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	114,193.89	119,614.47	125,000.00	47,604.41	125,000.00	125,000.00	125,000.00	125,000.00
Equipment & Unusual								
Total Operating Budget	<u>114,193.89</u>	<u>119,614.47</u>	<u>125,000.00</u>	<u>47,604.41</u>	<u>125,000.00</u>	<u>125,000.00</u>	<u>125,000.00</u>	<u>125,000.00</u>

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

STATEMENT OF OBJECTIVES:

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of the principal on bonded debt obligations.

DESCRIPTION OF OUTPUT STATEMENT:

The City Auditor is responsible for the administration of the City's capital planning and related debt management, including serving as the City's chief contact with the bond rating agencies. The rapid redemption of bond principal allows the City's total indebtedness to remain relatively low.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Sewer Equipment	\$675,000	\$590,000	\$505,000
Sewer Improvements (City)	\$5,635,000	\$5,035,000	\$4,468,000
Sewer Improvement (MWRA)	\$302,500	\$242,000	\$181,500
Sewer Improvements (SRF)	\$3,487,401	\$3,041,875	\$2,834,443
Total Outstanding Bonds	<u>\$10,099,901</u>	<u>\$8,908,875</u>	<u>\$7,988,943</u>
Bonds Retired In 10 Years	65%	66%	72%
Bonds Retired In 15 Years	88%	92%	96%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Water Equipment	\$200,000	\$160,000	\$120,000
Water Improvements	<u>\$3,462,000</u>	<u>\$2,972,000</u>	<u>\$2,544,000</u>
Total Outstanding Bonds	<u>\$3,662,000</u>	<u>\$3,132,000</u>	<u>\$2,664,000</u>
Bonds Retired In 10 Years	73%	66%	71%
Bonds Retired In 15 Years	88%	92%	91%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Debt Requirements								
Redemption of Bonds - Sewer 609-710-5200								
5910 Serial Bond Sewer	824,487.00	705,885.00	963,982.00	627,879.94	952,880.00	1,287,432.00	1,287,432.00	1,287,432.00
Redemption of Bonds - Water 619-710-5200								
5910 Serial Bond Water	495,000.00	385,000.00	530,000.00	305,000.00	530,000.00	468,000.00	468,000.00	468,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	1,319,487.00	1,090,885.00	1,493,982.00	932,879.94	1,482,880.00	1,755,432.00	1,755,432.00	1,755,432.00
Equipment & Unusual								
Total Operating Budget	<u>1,319,487.00</u>	<u>1,090,885.00</u>	<u>1,493,982.00</u>	<u>932,879.94</u>	<u>1,482,880.00</u>	<u>1,755,432.00</u>	<u>1,755,432.00</u>	<u>1,755,432.00</u>

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of interest expense on both long term and short term debt obligations.

DESCRIPTION OF OUTPUT STATEMENT:

The City Auditor is responsible for the administration of the City's capital planning and related debt management, including serving as the City's chief contact with the bond rating agencies. The payment of interest expense on both long term and short term debt obligations of the water fund are budgeted under this element.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
SEWER			
BANS issued	\$650,000	\$1,300,000	
Interest Rate	1.00%	1.25%	
Bonds Issued (City)	\$1,635,000		\$6,750,000
Interest Rate	3.60%		4.00%
Maximum Borrowing Term	20 years		20 years
Bonds Issues (MWRA)	\$302,500		
Interest Rate	0.00%		
Maximum Borrowing Term	5 years		
Bonds Issued (SRF)	\$1,170,204	\$3,675,000	\$3,945,000
Interest Rate	2.00%	2.00%	2.00%
Maximum Borrowing Term	10 years	10 years	10 years
Moody's Rating	AA1	AA1	AA1
Standard & Poors Rating	AA+	AA+	AA+

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
WATER			
BANS issued	\$315,000	\$315,000	
Interest Rate	1.00%	1.25%	
Bonds Issued	\$2,347,000		\$1,435,000
Interest Rate	3.60%		4.00%
Maximum Borrowing Term	20 years		20 years
Moody's Rating	AA1	AA1	AA1
Standard & Poors Rating	AA+	AA+	AA+

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Debt Requirements								
Interest & Certification - Sewer 609-750-5200								
5911 Certification Charges	19,804.00	19,408.25	15,150.00	10,501.73	20,000.00	65,720.00	65,720.00	65,720.00
5915 Debt Interest Sewer	288,295.93	293,682.57	396,948.00	152,093.23	299,633.00	522,326.00	522,326.00	522,326.00
Interest & Certification - Water 619-750-5200								
5911 Certification Charges	2,015.32	10,132.83	4,925.00	119.41	1,000.00	7,175.00	7,175.00	7,175.00
5915 Debt Interest Water	82,465.00	123,852.27	162,225.00	69,024.77	132,675.00	142,455.00	142,455.00	142,455.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	392,580.25	447,075.92	579,248.00	231,739.14	453,308.00	737,676.00	737,676.00	737,676.00
Equipment & Unusual								
Total Operating Budget	392,580.25	447,075.92	579,248.00	231,739.14	453,308.00	737,676.00	737,676.00	737,676.00

BUILDING

STATEMENT OF OBJECTIVES:

General Support: To provide the administrative support necessary for the management and maintenance of public buildings. To insure uniform and standard building code enforcement through supervision and review of inspection programs. To provide user friendly, efficient and courteous service.

Maintenance: To maintain all city owned buildings, with the exception of schools, thereby supporting all other elements of city government through efficient upkeep of each departments physical plan requirements. To provide custodial supplies and custodial services and provide support services for all city sponsored events.

Repair: To efficiently make all repairs and alterations in public buildings by insuring that the necessary personnel, tools, material and services are available. To support all other elements in the City by making general and emergency repairs needed for their efficient operation. To provide quality tenant fitups and relocation for departmental operation in order to ensure efficient delivery of services to citizens of Waltham.

Code Enforcement : To regulate the construction, alteration, repair, use and occupancy of buildings in the City through the enforcement of the building, sign, plumbing and zoning codes.

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:

Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	262,528	265,601
Pension Administration	25,610	19,685
Medical & Life Insurance	668,717	635,744
Heat, Light, Water	99,943	92,800
Building Repair & Maintenance	49,232	57,744
Building Insurance	3,091	2,877
Motor Vehicle Insurance	3,574	3,633
Motor Vehicle Maint & Repair	39,200	41,655
Workers Compensation	22,857	22,273
Total	\$1,174,752	\$1,142,012

OUTPUT MEASURES

GENERAL SUPPORT

This element issues and records all building, plumbing, heating, gas and sign permits and certificates of occupancy and zoning complaints.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Revenue	\$3,510,709.92	\$1,500,000	\$1,500,000

CODE ENFORCEMENT

Physical inspection or review of construction and use activities provides the means to eliminate unsafe construction practices, unsanitary or dangerous conditions in the City's dwellings and illegal use or exploitation of real property

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Sign Permits	72	70	70
Plumbing Permits	850	850	850
Gas Permits	760	760	800
Building Permits	1,355	1,200	1,100
Building Inspections	4,500	4,400	4,200
Plumbing Inspections	2,400	2,400	2,400

Maintenance & Repair

The maintenance element directly supports all elements housed in public buildings through proper maintenance and custodial care of those buildings. The efficiency of all departments of municipal government is improved when the required physical plant of each department is kept in proper repair.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Buildings Maintained and Repaired	54	56	56

BUILDING

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011				
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		Estimated Expenditures	#	Department Request		Council Approval
								Budget	Actual Expenditures			Rate	Total	
													Mayor's Recommendation Total	
1.	Insp of Bldg/Superintendent	19-6 (L10)	1	107,745.86	1	113,687.46	1	112,690	55,325.95	112,690.00	1	116,071.00	116,071.00	112,690.00
2.	Asst Supt of Bldgs	16-5 (L8)	1	88,090.47	1	105,792.73					1	87,902.00	87,902.00	
3.	Director of Maintenance	15-6 (L9)									1	85,788.00	85,788.00	
4.	SPMG Foreman	13-3 (L11)	1	73,073.46	1	77,308.92	1	79,560	17,089.18	0.00	1	70,870.00	70,870.00	
5.	SPMG Sr Building Inspector	13-6 (L10)	1	72,326.69	1	76,611.59	1	78,844	38,708.99	78,844.00	1	78,844.00	78,844.00	78,844.00
6.	SPMG Clerk of Works	13-6 (L9)	1	71,239.31	1	75,910.91	1	78,127	38,356.99	78,127.00				78,127.00
7.	SPMG Sr Building Inspector	13-6 (L8)	3	197,495.16	3	210,553.30	3	232,230	114,015.75	232,230.00	2	77,410.00	154,820.00	232,230.00
8.	SPMG Sr Plumbing & Gas Inspect	13-6 (L8)	1	71,098.69	1	75,219.52	1	77,410	38,005.25	77,410.00	1	77,410.00	77,410.00	77,410.00
9.	Executive Assistant	12-5 (L10)									1	68,407.00	68,407.00	
10.	SPMG Inspectors Admin Asst	11-6 (L11)	1	57,051.84	1	52,174.96	1	68,200	33,034.45	68,200.00	1	69,120.00	69,120.00	69,120.00
11.	Administrative Assistant	10-6 (L10)	1	57,578.92	1	61,038.12	1	60,551	29,705.47	60,551.00				61,060.00
12.	Office Coordinator	9	1	53,804.24	1	29,519.22								
13.	Principal Clerk	8-6									1	48,113.00	48,113.00	
14.	Associate Office Asst	7-6	1	41,467.28	1	45,805.10	1	45,422	22,300.42	45,422.00				45,422.00
15.	Sub Inspector PT		1	14,550.00	1	11,250.00			1,800.00	5,000.00	1	5,000.00	5,000.00	5,000.00
16.	Access Analyst 1 Day	12-1	1	10,128.70	1	10,497.32	1	10,648	5,309.72	10,648.00	1	53,242.00	10,648.00	10,648.00
17. LAB	Working Foreman II	11-6 (L10)	1	56,187.45	1	59,734.39	1	61,508	30,164.99	61,508.00	1	61,508.00	61,508.00	62,067.00
18. LAB	Painter	10-6 (L10)	2	105,717.49	2	112,597.58	2	116,034	56,905.72	116,034.00	1	58,017.00	58,017.00	116,034.00
19. LAB	Bldg Maint Person	7-6 (L10)	1	48,211.52	1	51,694.64	1	50,599	24,814.59	50,599.00	1	24.23	50,599.00	50,599.00
20. LAB	Bldg Maint Person	7-6 (L8)	3	127,991.05	3	142,990.46	3	152,017	74,552.32	152,017.00	3	23.03	152,017.00	152,017.00
21. LAB	Bldg Maint Person N	7-6	1	44,333.48	1	47,251.58	1	48,759	23,912.19	48,759.00	2	23.35	96,271.00	96,271.00
22. LAB	Bldg Maint Person	7-6	2	83,233.22	2	89,150.03	2	91,998	45,117.44	91,998.00	3	22.03	136,821.00	136,821.00
23. LAB	Bldg Maint Person		1	37,969.59	1	42,166.54	1	45,509	21,925.89	45,509.00				
24. LAB	Bldg Maint Person		1	35,820.50	1	39,779.69	1	42,933	20,684.80	42,933.00				
25.	Compliance Officer			3,000.00		3,000.00		3,000	1,472.77	3,000.00		3,000.00	3,000.00	3,000.00
Total			27	1,458,114.92	27	1,533,734.06	24	1,456,039	693,202.88	1,381,479.00	24	1,431,226.00		24 1,387,360.00 1,387,360.00

BUILDING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual	Actual	July-December			Department	Mayor's	Council
	Expenditures	Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Request	Recommendation	Approval
Personnel 001-192-5100								
5111 Salaries - Full Time	890,971.92	923,621.83	833,034.00	386,542.45	753,474.00	857,345.00	754,903.00	754,903.00
5121 Salaries - Part Time	27,678.70	24,747.32	13,648.00	8,582.49	18,648.00	18,648.00	18,648.00	18,648.00
5112 Wages - Full Time	539,464.30	585,364.91	609,357.00	298,077.94	609,357.00	555,233.00	613,809.00	613,809.00
5131 Overtime	21,099.81	12,400.40	10,000.00	5,731.56	10,000.00	10,000.00	10,000.00	10,000.00
General Expenses 001-192-5200								
5192 Mileage	81.85	289.14	500.00	128.80	500.00	1,000.00	500.00	500.00
5231 Water	1,027.89	634.80		8.99	8.99			
5238 Service to Equipment								
5239 Window Maintenance								
5241 Equipment Repair/Maint	3,433.61	3,996.90	2,100.00	218.50	2,100.00	2,100.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	1,464.82	1,648.40	1,000.00	358.00	1,000.00	1,000.00	1,000.00	1,000.00
5245 Maint of Building /Elevator	6,500.00	13,143.45	8,000.00	0.00	8,000.00	8,000.00	8,000.00	8,000.00
5245 Repair to Buildings	69,857.47	54,687.48				5,000.00	5,000.00	5,000.00
5247 Intrusion Detection	1,188.00	1,587.50	1,600.00	406.20	1,600.00	1,600.00	1,600.00	1,600.00
5271 Uniform Rental	5,524.20	6,037.50	4,000.00	805.75	4,000.00	4,000.00	4,000.00	4,000.00
5276 Equipment Rental	1,871.10	1,342.80	1,500.00	2,280.00	1,500.00	3,000.00	3,000.00	3,000.00
5291 Custodial Services	4,300.90	4,143.11	3,400.00	1,387.74	3,400.00	3,400.00	3,400.00	3,400.00
5307 Public Safety Service	1,845.88	6,185.16	1,150.00	100.00	1,150.00	1,150.00	1,150.00	1,150.00
5342 Postage	497.31	410.04	400.00	226.74	400.00	800.00	500.00	500.00
5343 Printing	2,135.39	2,566.71	2,000.00	386.80	2,000.00	2,000.00	2,000.00	2,000.00
5382 Pest Control	4,377.00	1,811.34	1,500.00	675.00	1,500.00	1,500.00	1,500.00	1,500.00
5312 Training	335.00	250.00	250.00	65.00	250.00	500.00	250.00	250.00
5420 Office Supplies	3,298.24	3,665.26	2,000.00	280.76	2,000.00	2,000.00	2,000.00	2,000.00
5430 Building Supplies	4,813.02	4,614.72	5,000.00	1,043.72	5,000.00	5,000.00	5,000.00	5,000.00
5431 Paint Supplies	5,190.83	4,824.86	4,000.00	565.75	4,000.00	4,000.00	4,000.00	4,000.00
5435 Electrical Supplies	276.59	19,122.11						
5450 Custodial Supplies	23,910.13		21,000.00	10,358.19	21,000.00	21,000.00	21,000.00	21,000.00
5460 Flowers, Trees, Shrubs	198.99	16.65				1,000.00		
5470 Public Safety Supplies	1,550.20	1,649.50	1,600.00	504.00	1,600.00	1,600.00	1,600.00	1,600.00
5510 Education Supplies	974.97	1,464.18	900.00	341.34	900.00	900.00	900.00	900.00
5536 Lumber	7,789.71	6,315.13	4,000.00	233.06	4,000.00	4,000.00	4,000.00	4,000.00
5581 Clothing, Gloves, Shoes	8,380.13	12,189.86	6,500.00	8,034.86	6,500.00	9,000.00	9,000.00	9,000.00
5582 Camera & Photo Supplies	92.00							
5588 Signs & Flags	2,023.50	279.93	1,000.00	43.66	1,000.00	1,000.00	1,000.00	1,000.00
5730 Dues	1,210.00	1,146.13				500.00		
5731 Conference Expense	2,116.11	1,215.00				500.00		
5733 Licenses	572.00	200.00	500.00	400.00	400.00	500.00	500.00	500.00
5781 Holiday	3,213.75	2,966.50	1,000.00	726.42	1,000.00	1,000.00	1,000.00	1,000.00

BUILDING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200								
5245 Repair to Buildings								
-41 City Hall	19,290.46	10,818.30	25,000.00	3,472.23	25,000.00	25,000.00	25,000.00	25,000.00
-42 Government Center	36,693.84	17,797.06	25,000.00	15,202.47	25,000.00	25,000.00	25,000.00	25,000.00
-43 Municipal Center	58,878.31	45,529.50	65,000.00	21,270.04	65,000.00	65,000.00	65,000.00	65,000.00
-45 Cutter St Voting Booth								
-46 73 Charles Street								
-47 Veterans Building								
-50 Lake St Sub Station								
-51 Carter St. Police Sub Station	577.00	1,314.62						
-52 Animal Control / Future vacant schools	2,850.46	4,897.50						
-53 Wires Building	12,096.31	11,026.26						
-54 Emergency Management	1,961.10	4,606.75		4,715.00	4,715.00	5,000.00	5,000.00	5,000.00
-55 Lake St. Fire Station	3,390.72	1,273.91		572.00	572.00	500.00	500.00	500.00
-56 Moody St. Fire Station	4,882.70	7,411.13		3,209.68	3,209.68	4,000.00	4,000.00	4,000.00
-57 Prospect St. Fire Station	420.50	13,437.72		50.00	50.00	50.00	50.00	50.00
-58 Willow St. Fire Station	1,369.71	2,536.06		50.00	50.00	50.00	50.00	50.00
-59 Trapelo Rd. Fire Station	1,929.17	5,827.27		689.33	689.33	800.00	800.00	800.00
-61 25 Lexington Street	2,797.69	3,197.15				1,000.00		
-62 Hardy School		376.87				2,000.00		
-63 Main St Library	13,850.34	17,896.95	25,000.00	8,453.63	25,000.00	25,000.00	25,000.00	25,000.00
-64 Wellington House	227.50	151.80				500.00		
-65 Teen Center		1,247.21						
-66 Paine Estate	6,033.52	6,449.99		147.00	147.00	2,000.00	2,000.00	2,000.00
-67 Banks School	6,233.49	3,628.04				1,500.00		
-68 Senior Center	12,757.46	15,570.52	15,000.00	4,895.11	15,000.00	15,000.00	15,000.00	15,000.00
-69 Met State	2,708.76	1,452.10		1,889.93	1,899.93	2,000.00	2,000.00	2,000.00
-71 Leary Field Recreation Building	19,470.32	1,665.00						
-72 Vet's Fieldhouse		2,677.52						
-73 Recreation Building Prospect Hill Park	4,012.85	1,887.11						
-74 Cacciatore Field		75.00						
-75 Lazazzero Field		514.61						
-76 Prospect Hill	462.00	2,465.00		1,639.88	1,639.88	2,000.00	2,000.00	2,000.00
-77 Cornelia Warren	120.00	468.50						
-79 South Middle School		263.88	5,000.00		5,000.00	10,000.00	10,000.00	10,000.00
-81 Pumping Station	1,913.96	1,179.00						
-82 Garages		466.00						
-83 Cemetery	2,530.10	5,981.94		238.29	238.29			
-91 Nipper Maher	1,905.13							
Public Parking Garage-Moody St			500.00		500.00	5,000.00	5,000.00	5,000.00
Public Parking Garage-Common St			1,500.00		1,500.00	5,000.00	5,000.00	5,000.00

BUILDING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-192-5400								
5245-01 Secure Unsafe Property - Gaebler	3,790.00					12,000.00		
5245-56 Repair to Moody St Fire Station	46,392.01	5,353.24				50,000.00		
5310 Outside Legal Services		10,000.00		0.00				
5327 Oil Tank Removal - South		2,888.00				5,000.00	5,000.00	5,000.00
5327 Oil Tank Removal - Bright						5,000.00	5,000.00	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,479,214.73	1,546,134.46	1,466,039.00	698,934.44	1,391,479.00	1,441,226.00	1,397,360.00	1,397,360.00
General Expenses	389,413.99	352,494.43	236,900.00	96,073.87	250,020.10	283,450.00	275,400.00	275,400.00
Equipment & Unusual	50,182.01	18,241.24	0.00	0.00	0.00	72,000.00	10,000.00	10,000.00
Total Operating Budget	<u>1,918,810.73</u>	<u>1,916,870.13</u>	<u>1,702,939.00</u>	<u>795,008.31</u>	<u>1,641,499.10</u>	<u>1,796,676.00</u>	<u>1,682,760.00</u>	<u>1,682,760.00</u>

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:

To provide heat, light and water for all city buildings.

DESCRIPTION OF OUTPUT STATEMENT:

Relationship of output to program objective: This element takes care of all heat, light and water bills for the city buildings.

[illegible]

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of buildings			56

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200								
5200 Utilities								
-41 City Hall	90,654.26	79,388.21	93,600.00	42,947.08	93,600.00	93,600.00	93,600.00	93,600.00
-42 Government Center	116,323.01	114,041.30	93,600.00	51,151.24	93,600.00	93,600.00	93,600.00	93,600.00
-43 Municipal Center	297,754.64	300,502.42	287,000.00	126,711.52	287,000.00	287,000.00	287,000.00	287,000.00
-45 Cutter St Voting Booth	3,279.23	3,154.85	1,000.00	573.34	1,000.00	1,000.00	1,000.00	1,000.00
-46 73 Charles Street	80.33	14.02						
-47 Veterans Building	2,979.24	2,594.25	4,992.00	391.82	4,992.00	5,000.00	5,000.00	5,000.00
-50 Lake St Sub Station	41.06	258.05		74.84	74.84	500.00	500.00	500.00
-51 Carter St. Police Sub Station	7,566.80	12,710.12	8,736.00	5,307.48	10,000.00	10,000.00	10,000.00	10,000.00
-52 Animal Control / Future vacant schools	4,155.19	5,266.21		570.37	570.37			
-53 Wires Bldg	35,946.84	57,275.82	5,000.00	10,724.94	20,000.00	20,000.00	20,000.00	20,000.00
-54 Emergency Management	20,816.78	37,055.64	16,972.00	8,915.29	16,972.00	18,000.00	18,000.00	18,000.00
-55 Lake St. Fire Station	10,757.27	10,307.63	11,232.00	4,521.98	11,232.00	10,000.00	10,000.00	10,000.00
-56 Moody St. Fire Station	33,990.82	34,056.26	24,960.00	16,354.66	30,000.00	35,000.00	35,000.00	35,000.00
-57 Prospect St. Fire Station	11,144.78	11,763.55	11,232.00	4,662.97	11,232.00	10,000.00	10,000.00	10,000.00
-58 Willow St. Fire Station	10,301.83	9,982.14	11,232.00	4,669.71	11,232.00	10,000.00	10,000.00	10,000.00
-59 Trapelo Rd. Fire Station	13,054.17	12,524.18	11,232.00	5,241.38	11,232.00	12,000.00	12,000.00	12,000.00
-61 25 Lexington Street	4,739.52	16,377.17	7,200.00	4,068.24	7,200.00	10,000.00	10,000.00	10,000.00
-62 Hardy School	28,583.43	25,209.17		2,920.29	25,000.00	5,000.00	5,000.00	5,000.00
-63 Main St Library	125,765.14	131,107.47	120,000.00	66,609.90	120,000.00	135,000.00	135,000.00	135,000.00
-64 Wellington House				51.53	51.53	5,000.00	5,000.00	5,000.00
-65 Teen Center	3,867.08	2,923.13		575.02	575.02			
-66 Paine Estate	23,987.45	44,391.21	18,700.00	7,576.07	18,700.00	15,000.00	15,000.00	15,000.00
-67 Banks School	48,975.17	34,093.37	5,000.00	5,309.65	10,000.00	12,000.00	12,000.00	12,000.00
-68 Senior Center	50,716.43	69,910.05	47,900.00	22,781.61	47,900.00	45,000.00	45,000.00	45,000.00
-71 Leary Field Recreation Building	8,731.47	13,316.03	4,000.00	2,382.54	4,000.00	6,000.00	6,000.00	6,000.00
-73 Recreation Building Prospect Hill Park	15,714.41	14,005.00	8,736.00	3,154.15	8,736.00	7,000.00	7,000.00	7,000.00
-78 Bright School			5,000.00	1,666.27	5,000.00	3,000.00	3,000.00	3,000.00
-79 South Middle			180,000.00	19,889.40	150,000.00	120,000.00	120,000.00	120,000.00
-81 Pumping Station		16.28		75.44	75.44	500.00	500.00	500.00
-83 Cemetery	12,140.93	16,980.81	5,000.00	1,749.71	5,000.00	4,000.00	4,000.00	4,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	982,067.28	1,059,224.34	982,324.00	421,628.44	1,004,975.20	973,200.00	973,200.00	973,200.00
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Equipment & Unusual

Total Operating Budget	982,067.28	1,059,224.34	982,324.00	421,628.44	1,004,975.20	973,200.00	973,200.00	973,200.00
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CITY CLERK

STATEMENT OF OBJECTIVES:

To directly serve the general public and to support all departments of municipal government through proper maintenance and disposition of city records.

DESCRIPTION OF OUTPUT STATEMENT:

Services to public: The City Clerks Office records all births, deaths and marriages occurring in Waltham. Records and issues various licenses including dog, lodging house, sale of motor vehicles, auctioneer, fuel storage, raffles, second hand articles, pool & bowling, etc.. Records and issues business certificates and issues attested or certified copies of numerous public records. Also maintains records of personal mortgage filings (U.C.C.), trusts, assignments, etc. Internal services: records communications, orders, ordinances, resolutions and details of all City Council meetings, also maintains certain records of all departments and boards as detailed in Mass general laws and general ordinances.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs for Clerk/Voter Registration	FY 2008	FY 2009
Pension-Contributory/FICA	136,469	134,881
Pension Administration	13,525	10,139
Medical & Life Insurance	243,670	229,512
Heat, Light, Water	9,066	7,938
Building Repair & Maintenance	4,750	4,398
Building Insurance	366	340
Total	\$407,846	\$387,208

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Births Recorded	772	800	850
Deaths Recorded	600	650	700
Marriage Licenses	408	500	600
Licenses - Dog	1,166	1,200	1,280
Marriage Intentions	427	550	600
Customers Served at Counter	32,000	33,000	34,000
City Clerk Receipts	\$127,170	\$142,203	\$151,200

CITY CLERK

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	July-December		#	Department Request		Mayor's Recommendation		Council Approval		
							Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total	
1.	City Clerk	18-6 (L9)	1	99,722.02	1	106,070.24	1	105,147	51,622.91	105,147.00	1	105,147.00	105,147.00	1	105,147.00	105,147.00
2.	Assistant City Clerk	16-6 (L9)	1	87,282.07	1	92,202.22	1	91,394	44,870.66	91,394.00	1	92,240.00	91,817.00	1	91,817.00	91,817.00
3.	SPMG Executive Assistant	12-6 (L9)	1	66,641.65	1	71,088.39	1	73,204	35,940.35	73,204.00	1	73,204.00	73,204.00	1	73,204.00	73,204.00
4.	SPMG Administrative Assistant	10-6 (L8)	1	51,460.89	1	55,984.92	1	57,741	28,348.42	57,741.00	1	62,360.00	60,051.00	1	60,051.00	60,051.00
Total			4	305,106.63	4	325,345.77	4	327,486	160,782.34	327,486.00	4	330,219.00		4	330,219.00	330,219.00

CITY CLERK

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual	Actual	July-December			Department Request	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-161-5100								
5111 Salaries - Full Time	305,106.63	325,345.77	327,486.00	160,782.34	327,486.00	330,219.00	330,219.00	330,219.00
General Expenses 001-161-5200								
5192 Mileage Allowances			50.00		50.00	50.00	50.00	50.00
5231 Water	1,600.05	1,139.91						
5242 Office Equipment Repair/Maint	3,024.55	4,977.00	3,000.00	1,695.00	3,000.00	3,000.00	3,000.00	3,000.00
5272 Office Equipment Rental		1,083.57	1,000.00	1,092.24	1,950.00	1,950.00	1,950.00	1,950.00
5305 Legal Services	1,400.00	1,200.00	1,200.00	1,000.00	1,200.00	1,200.00	1,200.00	1,200.00
5341 Advertising	8,305.41	20,205.44	4,400.00		8,000.00	8,000.00	8,000.00	8,000.00
5342 Postage	4,228.25	0.00	4,000.00		4,000.00	4,000.00	4,000.00	4,000.00
5343 Printing	5,574.03	4,039.00	6,100.00	8,326.88	7,500.00	7,500.00	7,500.00	7,500.00
5420 Office Supplies	3,672.73	675.32	2,500.00	877.94	5,000.00	5,000.00	5,000.00	5,000.00
5730 Dues & Subscriptions	645.00	350.00	200.00	500.00	800.00	800.00	800.00	800.00
5731 Conference Expense	787.42	342.00			1,000.00	1,000.00	1,000.00	1,000.00
5740 Insurance & Surety Bonds		200.00	100.00		200.00	200.00	200.00	200.00

COST SUMMARY BY CLASSIFICATION

Personnel	305,106.63	325,345.77	327,486.00	160,782.34	327,486.00	330,219.00	330,219.00	330,219.00
General Expenses	29,237.44	34,212.24	22,550.00	13,492.06	32,700.00	32,700.00	32,700.00	32,700.00
Equipment & Unusual								
Total Operating Budget	<u>334,344.07</u>	<u>359,558.01</u>	<u>350,036.00</u>	<u>174,274.40</u>	<u>360,186.00</u>	<u>362,919.00</u>	<u>362,919.00</u>	<u>362,919.00</u>

VOTER REGISTRATION & ELECTION

STATEMENT OF OBJECTIVES:

To conduct all general, municipal and primary elections with maximum efficiency and accuracy. To facilitate and insure maximum registration and voting.

DESCRIPTION OF OUTPUT STATEMENT:

The Board of Registrars of Voters conducts annual census of all residents and records in an annual list all citizens 17 years of age and older. It conducts daily and evening sessions for registration of voters, also enters all "mail-in" registrations and enters all resident and voter information into the new state "Motor-Voter" program; VRIS = Voter Registration Information System. This must be updated on a daily basis. Registration of voters certifies signatures of registered voters on nomination papers for all offices, and supervises conduct of all elections.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

	FY 2009	FY 2010	FY 2011
Output Measure	Actual	Estimated	Projected
Registered Voters	32,000	35,420	36,000
Elections Conducted	3	3	2
Precincts	18	18	18
People in Annual Census List	59,226	60,000	60,000
Voting Machines	39	39	39

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual		Actual		July-December			Department Request		Mayor's Recommendation		Council Approval		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total	
1.	Registration Clerk		2,500.00		2,500.00		2,500	1,227.31	2,500.00		2,500.00	2,500.00		2,500.00	2,500.00	
2.	Voting Machine Custodian		500.00		500.00		500	245.46	500.00		500.00	500.00		500.00	500.00	
3.	Registrars	*	3	2,250.00	3	2,500.00	3	-		3				3,000.00	3,000.00	
4.	SPMG Administrative Assistant	10-6 (L9)	1	57,133.26	1	61,033.75	1	62,938	30,899.97	62,938.00	1	62,938.00	62,938.00	1	62,938.00	62,938.00
5.	Assistant Registrar	7-6 (L8)	1	43,268.36	1	49,454.67	1	49,056	24,084.48	49,056.00	1	49,056.00	49,056.00	1	49,056.00	49,056.00
6.	Assistant Registrar	7-6	1	43,126.56	1	45,821.41	1	45,422	22,300.42	45,422.00	1	45,422.00	45,422.00	1	45,422.00	45,422.00
7.	Assistant Registrar	7-6	1	39,472.62	1	43,625.16	1	44,991	21,850.53	44,991.00	1	45,422.00	45,422.00	1	45,422.00	45,422.00
Total			7	188,250.80	7	205,434.99	7	205,407	100,608.17	205,407.00	7	205,838.00		4	208,838.00	208,838.00

* Stipends suspended temporarily

VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-163-5100								
5111 Salaries - Full Time	183,000.80	199,934.99	202,407.00	99,135.40	202,407.00	202,838.00	202,838.00	202,838.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,472.77	3,000.00	3,000.00	3,000.00	3,000.00
5194 Boards & Commissions	2,250.00	2,500.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200								
5192 Mileage	145.66	103.55	200.00	91.30	200.00	200.00	200.00	200.00
5241 Equipment Repair/Maint			4,000.00	5,383.85	6,000.00	6,000.00	6,000.00	6,000.00
5330 Transport Services	60.00	156.09	100.00	100.00	200.00	200.00	200.00	200.00
5341 Advertising	8,132.48	9,051.42	6,000.00	1,152.80	4,000.00	4,000.00	4,000.00	4,000.00
5342 Postage	13,239.07	26,048.94	15,000.00	1,623.29	15,000.00	15,000.00	15,000.00	15,000.00
5343 Printing	26,919.92	14,589.26	14,000.00	10,732.82	15,000.00	15,000.00	15,000.00	15,000.00
5381 Contract Labor	36,855.00	32,813.90	40,000.00	60,997.00	40,000.00	40,000.00	40,000.00	40,000.00
5420 Office Supplies	9,844.04	6,781.74	7,000.00	2,406.82	7,000.00	7,000.00	7,000.00	7,000.00
5490 Groceries & Provisions	617.50	1,100.00	1,000.00	1,045.00	1,500.00	1,500.00	1,000.00	1,000.00
5585 Inaugural Expenses	6,994.40		7,000.00					
5731 Dues	55.20	649.90			500.00	500.00	500.00	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	188,250.80	205,434.99	205,407.00	100,608.17	205,407.00	205,838.00	208,838.00	208,838.00
General Expenses	102,863.27	91,294.80	94,300.00	83,532.88	89,400.00	89,400.00	88,900.00	88,900.00
Equipment & Unusual								
Total Operating Budget	<u>291,114.07</u>	<u>296,729.79</u>	<u>299,707.00</u>	<u>184,141.05</u>	<u>294,807.00</u>	<u>295,238.00</u>	<u>297,738.00</u>	<u>297,738.00</u>

CITY COUNCIL

STATEMENT OF OBJECTIVES:

To enact all legislation necessary to the effective operation of city government. To represent the citizens of Waltham.

DESCRIPTION OF OUTPUT STATEMENT:

The fifteen City Councilors serve as the City's legislative body. They enact legislation which helps determine city policies and programs and they evaluate and approve all appropriations and taxation.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	88,086	73,259
Pension Administration	8,785	5,560
Medical & Life Insurance	385,181	347,180
Heat, Light, Water	19,857	17,657
Building Repair & Maintenance	7,124	6,597
Building Insurance	456	424
Total	\$509,489	\$450,677

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
City Council Meetings	21	21	21
Committee Meetings	21	21	21
Public Hearings	35	37	40
Communications, resolutions	151	160	168

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request		Mayor's		Council Approval	
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	Recommendation		Total
1.	Council President		1	15,604.50	1	15,982.98	1	16,405	8,065.50	16,405.00	1	16,568.00	16,623.00	1	16,623.00	16,623.00
2.	City Councilor		14	211,463.28	14	216,762.00	14	222,664	109,416.72	222,664.00	14	16,068.00	225,722.00	14	225,722.00	225,722.00
3.	Clerk-Council		1	7,000.00	1	6,890.63	1	7,000	3,436.80	7,000.00	1	7,000.00	7,000.00	1	7,000.00	7,000.00
4.	Clerk-Committees		1	7,000.00	1	7,000.00	1	7,000	3,436.80	7,000.00	1	7,000.00	7,000.00	1	7,000.00	7,000.00
5.	Clerk-Finance/Committee of the Whole		1	7,000.00	1	7,000.00	1	7,000	3,436.80	7,000.00	1	7,000.00	7,000.00	1	7,000.00	7,000.00
6.	Clerk-LT Debt-Community Development		2	7,000.00	2	7,000.00	2	7,000	3,436.54	7,000.00	2	3,500.00	7,000.00	2	7,000.00	7,000.00
Total			20	255,067.78	20	260,635.61	20	267,069	131,229.16	267,069.00	20	270,345.00		20	270,345.00	270,345.00

CITY COUNCIL

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-111-5100								
5111 Salaries - Full Time	255,067.78	260,635.61	267,069.00	131,229.16	267,069.00	270,345.00	270,345.00	270,345.00
General Expenses 001-111-5200								
5191 Council Monthly Expense	54,300.00	54,300.00	54,300.00	27,150.00	54,300.00	54,300.00	54,300.00	54,300.00
5340 Postage	250.00				300.00	300.00	300.00	300.00
5381 Printing & Binding	1,614.43	1,726.45			2,000.00	2,000.00	2,000.00	2,000.00
5383 Photographs	515.18	101.50			600.00	600.00	600.00	600.00
5420 Office Supplies	2,923.07	2,077.91	1,000.00	1,206.67	2,500.00	2,500.00	2,500.00	2,500.00
5492 Groceries & Provisions	1,000.70	497.38			1,000.00	1,000.00		
5731 Conference Expense	1,743.00	1,601.00	2,000.00	2,559.00	3,000.00	3,000.00	3,000.00	3,000.00
Equipment & Unusual 001-111-5400								
5315 Legal Assistance		5,263.00	5,000.00		0.00	0.00		
Minute Software						12,000.00	12,000.00	12,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	255,067.78	260,635.61	267,069.00	131,229.16	267,069.00	270,345.00	270,345.00	270,345.00
General Expenses	62,346.38	60,304.24	57,300.00	30,915.67	63,700.00	63,700.00	62,700.00	62,700.00
Equipment & Unusual	0.00	5,263.00	5,000.00	0.00	0.00	12,000.00	12,000.00	12,000.00
Total Operating Budget	317,414.16	326,202.85	329,369.00	162,144.83	330,769.00	346,045.00	345,045.00	345,045.00

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

To improve the environmental quality of the City of Waltham, and to promote, develop and conserve its natural resources, air, land and water.

DESCRIPTION OF OUTPUT STATEMENT:

1. Environmental Protection - Enforce all laws for conservation of natural resources, awareness of laws to work for enforcement of the Wetlands Protection Act (GL 131, S 40).
Regulatory responsibility under this law include conducting public hearings, issuing and enforcing compliance with orders of conditions.
2. Water Resource - Develop and implement plans and programs for protection and improving of water, including surface and ground eater supplies.
3. Wetlands - Inventory all wetland and suggest protection measures.
4. Open Space - Inventory all open spaces of one acre or more. Prepare open space plan and work for implementation.
5. Land Acquisition - Suggest land acquisition for conservation through purchase, easement, gift, etc. to Mayor and Council.
6. Conservation Education - Work with School Department and civic organizations for better understanding of environmental problems and solutions.
7. Citizen Participation - Guide and work with interested citizens and organizations and other city departments.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	948	950
Medical & Life Insurance	16,292	15,801
Heat, Light, Water	2,978	3,005
Building Repair & Maintenance	3,522	2,873
Building Insurance	80	75
Total	\$23,820	\$22,704

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Meetings			
Filings			
Notice of Intent (NOI)			
Req for Determination of Applicability			
Abbr Notice of Resource Area Delineation			
Site Visits (estimated at 4 per project)			
Inquiries at window/day			
Telephone inquiries/day			
Investigated number of complaints			
Violation notices issued			

CONSERVATION COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual		Actual		#	July-December		#	Department Request		Mayor's Recommendation		Council Approval	
			#	Expenditures	#	Expenditures		Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total
1.	Members	*	7	11,700.00	7	10,500.00	7	-			7	100.00	15,400.00	7	15,400.00	15,400.00
2.	Principal Office Assistant	8-6 (L9)	1	47,910.78	1	52,885.64	1	52,443	24,037.67	52,443.00	1	52,443.00	52,443.00	1	52,443.00	52,443.00
3.	Board Stenographer			2,750.00		2,750.00		2,750	1,125.00	2,750.00	1	150.00	3,300.00	1	2,750.00	2,750.00
Total			8	62,360.78	8	66,135.64	8	55,193	25,162.67	55,193.00	9	71,143.00		9	70,593.00	70,593.00

* Stipends suspended temporarily

CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-171-5100								
5111 Salaries - Full Time	47,910.78	52,885.64	52,443.00	24,037.67	52,443.00	52,443.00	52,443.00	52,443.00
5121 Salaries - Part Time	2,750.00	2,750.00	2,750.00	1,125.00	2,750.00	3,300.00	2,750.00	2,750.00
5194 Boards & Commissions	11,700.00	10,500.00	0.00	0.00	0.00	15,400.00	15,400.00	15,400.00
General Expenses 001-171-5200								
5192 Mileage	20.20		75.00		75.00	100.00	75.00	75.00
5242 Maintenance of Office Equipment	129.14	270.15				500.00	500.00	500.00
5341 Advertising	141.48	125.76	300.00		300.00	150.00	150.00	150.00
5342 Postage	746.00	734.00	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5343 Printing		50.00	100.00		100.00	150.00	100.00	100.00
5420 Office Supplies	688.95	1,145.31	750.00		750.00	1,000.00	750.00	750.00
5730 Dues	428.00	417.00				500.00		
5731 Conference Expense	309.00	365.00				500.00		

COST SUMMARY BY CLASSIFICATION

Personnel	62,360.78	66,135.64	55,193.00	25,162.67	55,193.00	71,143.00	70,593.00	70,593.00
General Expenses	2,462.77	3,107.22	2,225.00	0.00	2,225.00	3,900.00	2,575.00	2,575.00
Equipment & Unusual								
Total Operating Budget	<u>64,823.55</u>	<u>69,242.86</u>	<u>57,418.00</u>	<u>25,162.67</u>	<u>57,418.00</u>	<u>75,043.00</u>	<u>73,168.00</u>	<u>73,168.00</u>

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

To maintain and clean our city's streets, parks, cemeteries and other public property. To promote vehicular and pedestrian traffic by plowing and sanding our thoroughfares. To manage the city's trash/recycling programs.

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	1,660,801	1,700,723
Pension Administration	169,597	132,304
Medical & Life Insurance	2,305,595	2,267,464
Heat, Light, Water	125,086	135,472
Building Repair & Maintenance	198,236	137,827
Building Insurance	3,842	3,577
Motor Vehicle Insurance	38,921	39,560
Motor Vehicle Maint & Repair	426,845	453,578
Workers Compensation	89,084	94,145
Total	<u>\$5,018,007</u>	<u>\$4,964,650</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Street & Highways	1,135	1,135	1,135
Number of emergency calls	675	700	700
Miles of streets cleaned	155	155	155
Number of Vehicles used	4	4	4
Number of times cleaned	4	4	4
Trees planted	30	30	30
Snow fall in inches	69	50	50
Number of hours worked	9,300	8,000	5,000
Regular Hours	6,200	5,000	3,000
Overtime	3,100	3,000	2,000
Number of private equipment	125	126	126

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	CPW Director	20-6 (L10)	1	100,908.31	1	110,702.87	1	114,573	56,036.61	114,573.00	1	119,767.00	119,767.00	1	119,767.00	119,767.00
2.	Assistant CPW Director	18-6 (L8)	1	94,485.73	1	105,054.77	1	104,182	51,149.31	104,182.00	1	104,182.00	104,182.00	1	104,182.00	104,182.00
3.	Asst Supt Street	14-6 (L10)	1	76,662.29	1	81,796.34	1	81,087	39,810.30	81,087.00	1	81,087.00	81,087.00	1	81,087.00	81,087.00
4.	Asst Supt Parks/Forestry/Cem	14-6 (L10)	1	77,360.75	1	81,803.21	1	81,087	39,810.30	81,087.00	1	81,087.00	81,087.00	1	81,087.00	81,087.00
5.	SPMG Foreman - Public Vehicles	13-6 (L11)	1	72,415.08	1	70,420.61	1	79,262	38,708.99	79,262.00	1	79,560.00	79,560.00	1	79,560.00	79,560.00
6.	SPMG Foreman - Street	13-6 (L9)	1	69,696.16	1	76,585.79	1	78,127	38,708.99	78,127.00	1	78,127.00	78,127.00	1	78,127.00	78,127.00
7.	SPMG Foreman - Forestry	13-6 (L8)	1	63,646.86	1	69,626.36	1	71,676	35,190.02	71,676.00	1	77,410.00	75,021.00	1	75,021.00	75,021.00
8.	SPMG Sr Engineering Aide (311)	13-6	1	64,083.85	1	69,630.63	1	71,676	35,190.02	71,676.00	1	71,676.00	71,676.00	1	71,676.00	71,676.00
9.	Executive Assistant	12-6 (L11)	1	67,777.77	1	71,745.76	1	71,118	34,916.10	71,118.00	1	71,766.00	71,334.00	1	71,334.00	71,334.00
10.	SPMG Code Enforce Inspector	12-6 (L9)	1	66,545.41	1	70,441.73	1	72,589	35,842.46	72,589.00	1	73,204.00	73,204.00	1	73,204.00	73,204.00
11.	SPMG Code Enforce Inspector	12-6	1	59,470.41	1	65,202.45	1	67,160	32,972.80	67,160.00	1	67,160.00	67,160.00	1	67,160.00	67,160.00
12.	SPMG Recycling Coordinator	12-6 (L8)	1	63,985.59	1	70,416.55	1	72,533	35,610.62	72,533.00	1	72,533.00	72,533.00	1	72,533.00	72,533.00
13.	Administrative Assistant	10-6 (L9)	1	58,107.52	1	55,841.64	1	60,459	29,613.88	60,459.00	1	60,505.00	60,505.00	1	60,505.00	60,505.00
14.	Office Coordinator - DSB/S&P	9-6 (L8)	1	48,913.28	1	51,893.87	1	53,499	25,255.42	53,499.00	1	55,556.00	55,556.00	1	55,556.00	55,556.00
15.	Office Coordinator	9-3	1	50,793.87	1	43,988.64	1	43,357	20,807.94	43,357.00	1	45,793.00	45,068.00	1	45,068.00	45,068.00
16.	Principal Office Assistant	8-6 (L11)			1	43,485.72	1	53,405	26,219.78	53,405.00	1	53,405.00	53,405.00	1	53,405.00	53,405.00
17.	Recycle Coord II - PT 20	7	1	19,730.84	1	11,465.30										
18.	Customer Srvc Asst - PT 19	5	1	4,179.25	1											
Total			17	1,058,762.97	18	1,150,102.24	16	1,175,790	575,843.54	1,175,790.00	16		1,189,272.00	16	1,189,272.00	1,189,272.00

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2008		FY 2009		FY 2010			FY 2011						
Bargaining Unit	Position	FY 2011 Grade-Step	#	Actual	#	Actual	#	July-December		Estimated	Department Request		Mayor's		Council	
				Expenditures		Expenditures		Budget	Actual Expenditures		Rate	Total	Recommendation	Total		Approval
1. LAB	Working Foreman II	11-6 (L11)	1	56,187.45	1	59,734.39	1	61,810	30,164.99	61,810.00	1	29.73	62,067.00	1	62,067.00	62,067.00
2. LAB	Working Foreman II	11-6 (L10)	1	56,069.94	1	53,164.41	1	61,508	30,164.99	61,508.00	1	29.46	61,508.00	1	61,508.00	61,508.00
3. LAB	Working Foreman I	10-6 (L11)	1	52,370.63	1	56,800.72	1	58,545	28,711.43	58,545.00	1	28.04	58,545.00	1	58,545.00	58,545.00
4. LAB	Working Foreman I	10-6 (L10)	1	55,672.42	1	58,621.38	1	58,017	28,452.86	58,017.00	1	27.79	58,017.00	1	58,017.00	58,017.00
5. LAB	Working Foreman I	10-6 (L9)	1	48,103.70	1	55,118.40	1	57,409	27,935.49	57,409.00	1	27.53	57,490.00	1	57,490.00	57,490.00
6. LAB	Working Foreman I	10-6 (L8)	1	51,951.87	1	53,696.72	1	56,962	27,935.50	56,962.00	1	27.28	56,962.00	1	56,962.00	56,962.00
7. LAB	Working Foreman I	10-6 (L8)	1	48,126.76	1	51,181.44	1	54,052	25,866.24	54,052.00	1	27.28	56,962.00	1	56,962.00	56,962.00
8. LAB	Motor Equipment Repair Person	10-6 (L10)	1	52,914.07	1	56,299.34	1	58,017	28,452.86	58,017.00	1	27.79	58,017.00	1	58,017.00	58,017.00
9. LAB	Motor Equipment Repair Person	10-6 (L10)	1	28,606.14	1	55,648.54	1	58,017	28,194.30	58,017.00	1	27.79	58,017.00	1	58,017.00	58,017.00
10. LAB	Auto Body / Metal Worker	10-6 (L10)	1	52,433.19	1	55,840.60	1	57,936	28,335.70	57,936.00	1	27.79	58,017.00	1	58,017.00	58,017.00
11. LAB	Welder	10-6	1	42,058.50	1	46,544.02	1	50,011	24,233.28	50,011.00	1	25.26	52,220.00	1	52,220.00	52,220.00
12. LAB	WF I /Tree Surgeon	10-6 (L9)	1	8,984.03	1	55,280.19	1	57,086	27,935.49	57,086.00	1	27.53	57,490.00	1	57,490.00	57,490.00
13. LAB	S M E O	9-6 (L11)	1	50,959.30	1	54,283.73	1	55,902	27,466.48	55,902.00	1	26.77	55,902.00	1	55,902.00	55,902.00
14. LAB	S M E O	9-6 (L10)	3	151,297.99	3	161,021.16	4	221,596	108,675.08	221,596.00	4	26.53	221,596.00	4	221,596.00	221,596.00
15. LAB	S M E O	9-6 (L9)	1	50,041.35	1	53,746.43	1	54,895	26,921.73	54,895.00	1	26.29	54,895.00	1	54,895.00	54,895.00
16. LAB	S M E O	9-6 (L8)	3	143,897.23	2	103,404.73	2	108,784	54,391.38	108,784.00	2	26.05	108,784.00	2	108,784.00	108,784.00
17. LAB	S M E O	9-6	1	48,022.47	2	77,947.85	1	50,363		50,363.00	1	24.12	50,363.00	1	50,363.00	50,363.00
18. LAB	H M E O	8-6 (L11)	1	48,621.70	1	51,842.91	2	106,688	26,294.53	106,688.00	2	25.57	106,798.00	2	106,798.00	106,798.00
19. LAB	H M E O	8-6 (L10)	2	81,172.74	2	53,617.21	2	105,726	52,793.93	105,726.00	2	25.34	105,836.00	2	105,836.00	105,836.00
20. LAB	H M E O	8-6 (L8)	1	47,745.27	1	50,843.19	2	103,912	26,475.80	103,912.00	2	24.88	103,912.00	2	103,912.00	103,912.00
21. LAB	H M E O	8-6	3	134,410.73	3	135,125.35	1	48,108	24,364.80	48,108.00	1	23.04	48,108.00	1	48,108.00	48,108.00
22. LAB	M E Repair Person Helper	8-2 (PT 19 hrs)	1	19,390.89			0.5	18,666	2,145.48	18,666.00	0.5	19.58	19,188.00	0.5	19,188.00	19,188.00
23. LAB	M E Repair Person Helper		1	26,136.36												
24. LAB	M E O	7-6 (L11)	2	98,191.57	1	52,086.58	1	51,058	25,040.13	51,058.00	1	24.45	51,058.00	1	51,058.00	51,058.00
25. LAB	M E O	7-6 (L10)	1	44,716.96	2	97,610.85	2	101,198	48,564.70	101,198.00	2	24.23	101,198.00	2	101,198.00	101,198.00
26. LAB	M E O	7-6 (L8)	1	46,101.39	1	23,839.94	1	45,999	22,558.72	45,999.00	1	23.79	46,845.00	1	46,845.00	46,845.00
27. LAB	M E O	7-5	4	123,560.99	1	44,577.05					1	20.20	41,212.00	1	42,802.00	42,802.00
28. LAB	M E O	7-5	1	35,601.16	3	96,398.43	3	124,248	43,537.68	124,248.00	2	20.98	85,235.00	2	85,235.00	85,235.00
29. LAB	M E O	7-2	1	36,073.66	2	48,230.03	1	37,626	5,072.13	37,626.00	1	18.69	38,596.00	1	38,596.00	38,596.00

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2008		FY 2009		FY 2010			FY 2011						
Bargaining Unit	Position	FY 2011 Grade-Step	#	Actual Expenditures	#	Actual Expenditures	#	July-December		Estimated Expenditures	Department Request			Mayor's Recommendation		Council Approval
								Budget	Actual Expenditures		#	Rate	Total	#	Total	
30. LAB	Highway Maintenance	6-6 (L10)	2	58,463.63	3	132,697.36	2	97,384	48,699.44	97,384.00	2	23.32	97,384.00	2	97,384.00	97,384.00
31. LAB	Highway Maintenance	6-6	2	89,250.48												
32. LAB	Highway Maintenance	6-1	3	55,465.60	1	36,512.97	1	39,025	19,221.73	39,025.00	1	17.35	36,227.00	1	36,227.00	36,227.00
33. LAB	Storekeeper	6-1 (PT 19 hrs)	1	43,827.89	1	32,993.91					0.5	17.35	17,142.00			
34. LAB	Laborer	6-6 (L10)	2	47,953.66	3	87,359.78	3	146,076	46,130.60	146,076.00	3	23.32	146,076.00	3	146,076.00	146,076.00
35. LAB	Laborer		1	40,938.55												
36. LAB	Laborer	6-6 (L9)	2	87,489.92	2	92,970.20	2	95,614	46,930.33	95,614.00	2	23.11	96,023.00	2	96,023.00	96,023.00
37. LAB	Laborer / Gardener	6-6 (L11)	1	40,758.27	1	46,884.62	1	48,897	23,879.68	48,897.00	1	23.53	49,135.00	1	49,135.00	49,135.00
38. LAB	Laborer / Gardener	6-6 (L9)	1	43,184.26	1	46,294.95	1	47,807	23,445.50	47,807.00	1	23.11	48,216.00	1	48,216.00	48,216.00
39.	Part Time			33,573.00		24,007.50		30,000	4,680.00	30,000.00			30,000.00		30,000.00	30,000.00
40.	Temporary Laborers			24,115.50		25,861.50										
41.	Temporary / Seasonal			22,981.60		10,906.70		30,000	19,590.75	30,000.00			30,000.00		30,000.00	30,000.00
Total			55	2,327,422.82	50	2,298,995.08	46.5	2,458,942	1,063,263.73	2,458,942.00	47		2,485,041.00	46.5	2,469,489.00	2,469,489.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-420-5100								
5111 Salaries - Full Time	1,034,852.88	1,138,636.94	1,175,790.00	575,843.54	1,175,790.00	1,189,272.00	1,189,272.00	1,189,272.00
5121 Salaries - Part Time	23,910.09	11,465.30	0.00	0.00	0.00	0.00	0.00	0.00
5112 Wages - Full Time	2,238,350.74	2,232,565.59	2,380,276.00	1,036,847.50	2,380,276.00	2,388,711.00	2,390,301.00	2,390,301.00
5122 Wages - Part Time	80,670.10	60,775.70	78,666.00	26,416.23	78,666.00	96,330.00	79,188.00	79,188.00
5195 Buyback Sick Time	8,401.98	5,653.79	8,071.00		8,071.00	8,071.00	8,071.00	8,071.00
5131 Overtime	408,188.75	450,381.12	100,000.00	117,793.84	250,000.00	250,000.00	200,000.00	100,000.00
Offset Receipt - Cemetery Perpetual Care	(60,000.00)	(60,000.00)	(60,000.00)		(60,000.00)	(60,000.00)	(60,000.00)	(60,000.00)
General Expenses								
CPW Administration 001-420-5200								
5192 Mileage Allowance	95.20	301.77	400.00	0.50	400.00	400.00	400.00	400.00
5193 Tool Allowance	2,800.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
5213 Light	1,186.90	521.35	200.00	88.88	400.00	400.00	400.00	400.00
5231 Water Usage	822.23	5,720.94	1,000.00	245.57	1,000.00	1,000.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	27,463.28	20,633.30	19,000.00	3,618.87	19,000.00	19,000.00	19,000.00	19,000.00
5242 Office Equipment/ Repair/Vehicle Washing	1,042.79	6,825.41	5,000.00	1,870.49	5,000.00	5,000.00	5,000.00	5,000.00
5244 Motor Equipment Repair/Maint	34,853.10	62,784.79	66,000.00	24,268.44	66,000.00	66,000.00	66,000.00	66,000.00
5245 Building/Grounds Maint	4,900.00	1,920.00	6,500.00		6,500.00	6,500.00	6,500.00	6,500.00
5247 Intrusion Detection	420.00	468.00	500.00	468.00	500.00	500.00	500.00	500.00
5271 Uniform Rental	4,949.24	4,670.54	4,700.00	1,505.78	4,700.00	4,700.00	4,700.00	4,700.00
5276 Truck/ Equipment Rental	8,713.89	8,597.34	3,000.00		3,000.00	3,000.00	3,000.00	3,000.00
5291 Custodial Services	197.04		10,000.00		10,000.00	10,000.00	10,000.00	10,000.00
5312 Training	2,050.00	437.00	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
5340 Communication	256.07							
5341 Advertising			400.00		400.00	400.00	400.00	400.00
5342 Postage	1,353.57	1,888.44	1,450.00	597.10	1,500.00	1,500.00	1,500.00	1,500.00
5343 Printing	1,925.21	1,617.54						
5411 Batteries	9,231.55	8,078.55	8,000.00	3,921.95	8,000.00	8,000.00	8,000.00	8,000.00
5420 Office Supplies	4,853.75	3,204.83	3,000.00	2,636.50	4,000.00	4,000.00	4,000.00	4,000.00
5430 Building Supplies	204.19							
5431 Paint Supplies	127.39	95.88						
5450 Custodial Supplies	776.26	1,103.70						
5460 Groundskeeping Supplies	85,544.04	57,464.90	62,800.00	15,133.06	62,800.00	62,800.00	62,800.00	62,800.00
5470 Public Safety Supplies	8,424.13	12,463.10	10,000.00	4,598.65	12,000.00	12,000.00	12,000.00	12,000.00
5480 Vehicle Supplies	242,662.13	218,571.88	170,000.00	52,618.42	170,000.00	170,000.00	170,000.00	170,000.00
5485 Vehicle Fuel & Oil	445,971.66	650,695.83	392,000.00	154,217.18	392,000.00	392,000.00	392,000.00	392,000.00
5510 Education Supplies		1,620.00	1,750.00	1,500.00	1,750.00	5,750.00	5,750.00	5,750.00
5533 Street Cleaning Supplies	4,800.82	6,538.75	4,000.00	0.00	4,000.00	4,000.00	4,000.00	4,000.00
5536 Lumber	990.50	181.68	1,000.00	532.72	1,000.00	1,000.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	16,818.79	24,257.68	14,500.00	1,728.35	14,500.00	14,500.00	14,500.00	14,500.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
CPW Administration 001-420-5200								
5539 Castings & Pipes	4,641.70	5,815.41	4,000.00	2,390.00	4,000.00	4,000.00	4,000.00	4,000.00
5541 Welding Supplies	2,034.78	2,214.44	1,000.00	1,328.05	3,000.00	3,000.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	40,032.19	44,770.91	30,000.00	27,360.39	30,000.00	30,000.00	30,000.00	30,000.00
5587 Tools	15,912.89	14,469.12	10,000.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
5588 Signs	2,678.18	2,291.94						
5730 Dues	945.87	629.75						
5731 Conference Expense	320.00	195.00						
5733 Licenses	955.00	495.00	1,050.00	370.00	1,050.00	1,050.00	1,050.00	1,050.00
5740 Insurance Surety Bond	200.00	200.00	200.00		200.00	200.00	200.00	200.00
	<u>981,154.34</u>	<u>1,174,144.77</u>	<u>835,850.00</u>	<u>303,398.90</u>	<u>841,100.00</u>	<u>845,100.00</u>	<u>845,100.00</u>	<u>845,100.00</u>
Snow & Ice 001-421-5200								
5241 Equipment Repair/Maint	1,015.00							
5244 Motor Equipment Repair/Maint		60.00						
5245 Buildings/Grounds Maint	4,800.00	3,355.00	5,000.00	2,880.00	5,000.00	5,000.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	1,465,358.06	1,805,632.31	294,000.00	1,000.00	900,000.00	294,000.00	294,000.00	294,000.00
5387 Weather Service	4,134.48	1,395.00	2,500.00	1,395.00	1,395.00	1,500.00	1,500.00	1,500.00
5460 Groundskeeping Supplies	750.00	797.50	1,500.00	324.00	1,500.00	1,500.00	1,500.00	1,500.00
5531 Salt & Sand	510,838.33	534,838.99	122,000.00		325,000.00	122,000.00	122,000.00	122,000.00
5532 Plows, Blades & Parts	19,704.24	11,798.77	3,300.00	2,125.00	5,000.00	5,000.00	5,000.00	5,000.00
5587 Tools	69.99							
	<u>2,006,670.10</u>	<u>2,357,877.57</u>	<u>428,300.00</u>	<u>7,724.00</u>	<u>1,237,895.00</u>	<u>429,000.00</u>	<u>429,000.00</u>	<u>429,000.00</u>

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Equipment & Unusual								
CPW Administration 001-420-5400								
5249 Rec Facilities Repair/Maint	31,410.00	208,840.00	30,000.00	1,514.30	30,000.00	30,000.00	30,000.00	30,000.00
5310 Environmental Services	2,000.00	1,031.49	2,000.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00
5394-44 Disposal Street Sweepings	28,683.25	64,723.00	40,000.00	4,029.20	40,000.00	40,000.00	40,000.00	40,000.00
5394-46 Drain System	2,925.00		1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5394-47 Paving Project	60,222.28	86,313.40	65,000.00	35,146.77	90,000.00	90,000.00	90,000.00	90,000.00
5394-48 Pond Management	98,142.27	74,670.32	50,000.00	0.00	50,000.00	50,000.00	50,000.00	50,000.00
	<u>223,382.80</u>	<u>435,578.21</u>	<u>188,000.00</u>	<u>40,690.27</u>	<u>213,000.00</u>	<u>213,000.00</u>	<u>213,000.00</u>	<u>213,000.00</u>
Solid Waste 001-422-5400								
5295 Household Hazard Waste	94,886.92	85,705.43	88,000.00	39,243.26	88,000.00	98,000.00	98,000.00	98,000.00
5296 Trash Disposal	2,433,696.60	2,503,349.48	2,407,782.00	1,011,288.98	2,407,782.00	2,880,510.00	2,600,000.00	2,600,000.00
5297 Trash/Recycle Collection	2,592,576.66	2,811,497.81	2,700,000.00	971,399.94	2,700,000.00	2,547,668.00	2,547,668.00	2,547,668.00
5298 Yard Waste / Leaves	225,823.12	202,483.68	250,000.00	55,874.74	250,000.00	250,000.00	225,000.00	225,000.00
5299 DPW Yard Clean Up	65,724.81	40,604.03	50,000.00	4,650.00	50,000.00	50,000.00	25,000.00	25,000.00
	<u>5,412,708.11</u>	<u>5,643,640.43</u>	<u>5,495,782.00</u>	<u>2,082,456.92</u>	<u>5,495,782.00</u>	<u>5,826,178.00</u>	<u>5,495,668.00</u>	<u>5,495,668.00</u>

COST SUMMARY BY CLASSIFICATION

Personnel	3,734,374.54	3,839,478.44	3,682,803.00	1,756,901.11	3,832,803.00	3,872,384.00	3,806,832.00	3,706,832.00
General Expenses								
CPW Administration	981,154.34	1,174,144.77	835,850.00	303,398.90	841,100.00	845,100.00	845,100.00	845,100.00
Snow & Ice	2,006,670.10	2,357,877.57	428,300.00	7,724.00	1,237,895.00	429,000.00	429,000.00	429,000.00
Equipment & Unusual								
CPW Administration	223,382.80	435,578.21	188,000.00	40,690.27	213,000.00	213,000.00	213,000.00	213,000.00
Solid Waste	5,412,708.11	5,643,640.43	5,495,782.00	2,082,456.92	5,495,782.00	5,826,178.00	5,495,668.00	5,495,668.00
Total Operating Budget	<u>12,358,289.89</u>	<u>13,450,719.42</u>	<u>10,630,735.00</u>	<u>4,191,171.20</u>	<u>11,620,580.00</u>	<u>11,185,662.00</u>	<u>10,789,600.00</u>	<u>10,689,600.00</u>

BOARD OF SURVEY & PLANNING

STATEMENT OF OBJECTIVES:

Oversees subdivision of land and issues certain special permits.

DESCRIPTION OF OUTPUT STATEMENT:

This element prepares rules and regulations for the filing for subdivision plans and establishes standards for subdivision road ways. It guides, controls and approves subdivision plans. It makes studies and recommendations for zoning and planning.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Meetings	20	25	25

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual # Expenditures		Actual # Expenditures		July-December			Mayor's				Council Approval		
							#	Budget	Actual Expenditures	Estimated Expenditures	Department Request		Recommendation			
#	Rate	Total	#	Total												
1.	Members	*	7	9,600.00	7	10,800.00	7	-			7	100.00	17,500.00	7	14,000.00	14,000.00
2.	Clerk		1	3,000.00	1	3,000.00	1	3,000	1,472.77		1	3,000.00	3,000.00	1	3,000.00	3,000.00
Total			8	12,600.00	8	13,800.00	8	3,000	1,472.77	0.00	8	20,500.00		8	17,000.00	17,000.00

* Stipends suspended temporarily

BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-174-5100								
5113 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,472.77	0.00	3,000.00	3,000.00	3,000.00
5194 Boards & Commissions	9,600.00	10,800.00	0.00	0.00	0.00	17,500.00	14,000.00	14,000.00
General Expenses 001-174-5200								
5308 Stenographer	2,250.00	1,950.00	2,100.00	600.00	2,100.00	2,100.00	2,100.00	2,100.00
5341 Advertising	1,509.12	1,184.24	1,500.00	503.04	1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies		187.76	300.00	41.98	300.00	300.00	300.00	300.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,600.00	13,800.00	3,000.00	1,472.77	0.00	20,500.00	17,000.00	17,000.00
General Expenses	3,759.12	3,322.00	3,900.00	1,145.02	3,900.00	3,900.00	3,900.00	3,900.00
Equipment & Unusual								
Total Operating Budget	<u>16,359.12</u>	<u>17,122.00</u>	<u>6,900.00</u>	<u>2,617.79</u>	<u>3,900.00</u>	<u>24,400.00</u>	<u>20,900.00</u>	<u>20,900.00</u>

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

To properly maintain Grove Hill and Mt. Feake Cemeteries. Plan future expansions with assurance that lots and graves will be available. To provide services to the public. To maintain records of sales, services and burials

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Total Burials	221	200	200
New Lots sold	29	25	25
Single Graves sold	21	20	20
Single Graves welfare	3	5	5
Urn Garden plots sold	5	5	5
Veterans Graves	5	5	5
Acres Maintained	87	87	87

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual # Expenditures		Actual # Expenditures		#	July-December Budget	Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	Commissioners	*	3	3,300.00	3	2,900.00	3	-			3	1,000.00	3,000.00	3	3,000.00	3,000.00
Total			3	3,300.00	3	2,900.00	3	0	0.00	0.00	3		3,000.00	3	3,000.00	3,000.00

* Stipends suspended temporarily

EXPENDITURES

Classification

Personnel 001-491-5100

5194 Boards & Commissions	3,300.00	2,900.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
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COST SUMMARY BY CLASSIFICATION

Personnel	3,300.00	2,900.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00
General Expenses								
Equipment & Unusual								
Total Operating Budget	3,300.00	2,900.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00

COUNCIL ON AGING

STATEMENT OF OBJECTIVES:

To provide diversified opportunities for persons over the age of 60. To help them enjoy the companionship of their peers while engaging in social, educational, recreational, and health enhancing programs. To provide social service programs which offer resources for financial assistance, health insurance counseling, transportation, legal aid, housing, health issues, mental health services, estate planning, home care services, nutrition, and long term care options. To serve as a resource for families and caregivers. To offer volunteer opportunities and community involvement. To increase self-fulfillment and well-being. To coordinate with local and state agencies to establish and maintain programs and services. To increase outreach services to ensure that seniors are aware of programs and services available through local, state and federal agencies. To promote healthy aging so that seniors can remain in their homes.

DESCRIPTION OF OUTPUT STATEMENT:

The continuation of providing our elder population with services, fitness, educational, social and recreational programs. The Meals on Wheel program provides a hot dinner and cold supper (delivered at the same time between 11:30 and 12:30) Monday through Friday. This is accomplished by one paid coordinator and approximately 150 volunteers.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	81,280	76,056
Pension Administration	8,050	5,652
Medical & Life Insurance	150,525	114,797
Heat, Light, Water	50,716	69,910
Building Repair & Maintenance	39,805	63,298
Building Insurance	2,538	2,363
Motor Vehicle Insurance	1,191	1,211
Motor Vehicle Maint & Repair	13,067	13,885
Total	\$347,172	\$347,172

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Total Number of Participants	2,595	2,600	2,610
Male / Female /Minority	710 / 1807 / 78	711 / 1810 / 79	712 / 1818 / 80
# of Participants			
Service Programs:	1,350	1,400	1,450
Social/Recreation Programs:	1,450	1,450	1,450
Fitness Programs:	332	340	345
Transportation:	570	575	580
# of 1 way rides	4,315	4,320	4,325
Total Number of Meals / Week	200	200	200
Recipients Served / Week	100	100	100
Recipients served Annually	155	155	155
Units Annually	45,054	45,054	45,054

COUNCIL ON AGING

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request		Mayor's Recommendation		Council Approval	
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total
1.	Council on Aging Board	*	6	4,100.00	7	5,900.00	7	-	0.00	0.00	7			7	7,000.00	7,000.00
2.	Council on Aging Director	16-4	1	60,056.10	1	72,699.15	1	75,054	35,285.63	75,054.00	1	78,282.00	78,033.00	1	78,033.00	78,033.00
3.	Administrative Assistant	10-6 (L9)	1	58,189.72	1	60,812.04	1	60,505	29,705.47	60,505.00	1	60,505.00	60,505.00	1	60,505.00	60,505.00
4.	Meals Coordinator		1	52,826.14	1	55,969.10										
5.	Meals Coordinator PT 19 hours	9-6					0.5	30,438	14,216.23	30,438.00	0.5	56,071.00	30,438.00	0.5	30,438.00	30,438.00
6.	Office Coordinator	9-6	1	44,268.86	1	48,856.07	1	50,463	24,294.66	50,463.00	1	51,441.00	51,441.00	1	51,441.00	51,441.00
7. LAB	Bus Operator	7-4	1	64,093.82	1	36,808.93	1	39,396	18,615.24	39,396.00	1	20.20	40,978.00	1	40,978.00	40,978.00
8.	Customer Service Asst (PT 19 hours)	5-1	1	36,906.56	1	40,829.70	1	40,489	18,558.35	18,558.35	1	40,489.00	40,489.00	0.5	18,121.00	18,121.00
9.	Bus Operator PT	7		20,440.42	3	16,612.52	3	17,000	8,607.73	17,000.00	3		17,800.00	3	17,800.00	17,800.00
10.	Jr Office Assistant PT grant	5-4	1	15,638.04	1	18,913.89	1	19,327	10,163.85	19,327.00	1	37,477.00	20,088.00	1	20,088.00	20,088.00
11.	Jr Office Assistant PT grant	5-4	1	15,554.35	1	18,475.59	1	19,327	9,769.60	19,327.00	1	37,477.00	20,088.00	1	20,088.00	20,088.00
Total			14	372,074.01	18	375,876.99	17.5	351,999	169,216.76	330,068.35	17.5		359,860.00	17	344,492.00	344,492.00

* Stipends suspended temporarily

COUNCIL ON AGING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-541-5100								
5111 Salaries - Full Time	252,247.38	279,166.06	256,949.00	122,060.34	235,018.35	260,906.00	220,417.00	220,417.00
5121 Salaries - Part Time							18,121.00	18,121.00
5112 Wages - Full Time	64,093.82	36,808.93	39,396.00	18,615.24	39,396.00	40,978.00	40,978.00	40,978.00
5114 Wages - Part Time	20,440.42	16,612.52	17,000.00	8,607.73	17,000.00	17,800.00	17,800.00	17,800.00
5194 Boards & Commissions	4,100.00	5,900.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
Temporary Help - Grants	31,192.39	37,389.48	38,654.00	19,933.45	38,654.00	40,176.00	40,176.00	40,176.00
Receipt offset - Grant	(24,442.44)	(27,777.50)	(38,654.00)	(4,619.43)	(38,654.00)	(40,176.00)	(40,176.00)	(40,176.00)
General Expenses 001-541-5200								
5192 Mileage	2,040.00	1,486.81	1,300.00	380.60	1,200.00	1,200.00	1,200.00	1,200.00
5242 Office Equipment Repair/Maint	238.68	1,084.31	300.00		300.00	1,093.00	1,093.00	1,093.00
5306 Medical Services	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00
5342 Postage	525.94	341.80	500.00	219.60	500.00	500.00	500.00	500.00
5343 Printing		98.00	98.00	127.00	127.00	127.00	127.00	127.00
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	1,910.00	2,000.00	2,000.00	2,000.00	2,000.00
5420 Office Supplies	1,796.51	1,782.81	1,800.00	1,033.60	1,800.00	1,800.00	1,800.00	1,800.00
5490 Food Supplies	150,656.25	150,494.52	145,100.00	44,221.00	145,100.00	145,100.00	145,100.00	145,100.00
5510 Education Supplies	187.57							
5581 Clothing, Gloves, Shoes	359.99	700.00	600.00	629.99	629.99	600.00	600.00	600.00
5730 Dues		132.60		132.60	132.60			
Equipment & Unusual 001-541-5400								
6955 Equipment-Freezer/Dishwasher	4,577.00							

COST SUMMARY BY CLASSIFICATION

Personnel	347,631.57	348,099.49	313,345.00	164,597.33	291,414.35	319,684.00	304,316.00	304,316.00
General Expenses	158,054.94	158,370.85	151,948.00	48,904.39	152,039.59	152,670.00	152,670.00	152,670.00
Equipment & Unusual	4,577.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>510,263.51</u>	<u>506,470.34</u>	<u>465,293.00</u>	<u>213,501.72</u>	<u>443,453.94</u>	<u>472,354.00</u>	<u>456,986.00</u>	<u>456,986.00</u>

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, review and construct the public infrastructure of the City of Waltham - streets, sidewalks, storm drains, waterworks and wastewater collection systems - in order to provide continuing services to our customers and build a pleasant, safe and livable city. A primary goal of this department is to ensure environmental compliance with federal, state, regional and local agencies and laws. Also, to provide plans for takings, easements and public right of ways.

DESCRIPTION OF OUTPUT STATEMENT:

This element provides necessary designing, estimating, planning, engineering and construction inspection for public infrastructure projects. This element ensures environmental compliance with federal, state, regional, and local agencies and laws.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	142,228	148,505
Pension Administration	14,516	11,589
Medical & Life Insurance	174,570	164,234
Heat, Light, Water	11,910	12,020
Building Repair & Maintenance	14,088	11,491
Building Insurance	241	224
Motor Vehicle Insurance	1,589	1,615
Motor Vehicle Maint & Repair	17,422	18,513
Total	\$376,564	\$368,191

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Plans Filed By City Engineer			
Plans Filed by Outside Prt			
Total Number of Topo Surveys			
Sewer (Lineal Feet)			
Water (Lineal Feet)			
Drain (Lineal Feet)			
Roadway (Lineal Feet)			
Sidewalk (Square Yards)			
Compliance reports			
Construction Inspections			
Board of Survey Projects			

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	City Engineer	20-2	1	90,778.63	1	100,495.21	1	104,045	49,507.28	94,303.00	1	93,152.00	92,559.00	1	92,559.00	92,559.00
2.	SPMG Asst City Engineer	16-6 (L11)	1	89,706.80	1	94,763.51	1	97,379	47,809.28	97,379.00	1	97,379.00	97,379.00	1	97,379.00	97,379.00
3.	SPMG Jr Civil Engineer	14-1	1	78,064.35	1	82,546.51					1	63,076.00	63,076.00	1	60,689.00	46,092.00
4.	SPMG Jr Civil Engineer (PT 19 hours)	14-1					0.5	46,092	35,335.50	46,092.00	0.5	46,092.00	46,092.00			
5.	SPMG Gen Construction Insp	13-6	1	65,831.72	1	69,647.78	1	71,676	35,190.02	71,676.00	1	71,676.00	71,676.00	1	71,676.00	71,676.00
6.	Executive Assistant	12-5 (L8)	1	48,449.69							1	67,163.00	67,163.00			
7.	Administrative Assistant	10-6 (L8)	1	52,824.63	1	56,473.29	1	57,729	27,252.74	59,950.00	1	59,950.00	59,950.00	1	59,950.00	59,950.00
8.	Co-op Students			10,673.25		21,520.00		-					14,560.00		14,560.00	14,560.00
Total			6	436,329.07	5	425,446.30	4.5	376,921	195,094.82	369,400.00	6.5		512,455.00	5	396,813.00	382,216.00

ENGINEERING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-410-5100								
5111 Salaries - Full Time	425,655.82	403,926.30	330,829.00	159,759.32	323,308.00	451,803.00	382,253.00	321,564.00
5121 Salaries - Part Time	10,673.25	21,520.00	46,092.00	35,335.50	46,092.00	60,652.00	14,560.00	60,652.00
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General Expenses 001-410-5200								
5231 Water	323.56	192.15						
5242 Office Equipment Repair/Maint	628.73	1,650.30	1,000.00	258.20	387.11	1,000.00	1,000.00	1,000.00
5341 Advertising	241.04					250.00	250.00	250.00
5342 Postage	606.52	503.49	500.00	278.07	547.19	500.00	500.00	500.00
5343 Printing	1,802.30		500.00	635.00	1,253.69	1,200.00	1,200.00	1,200.00
5420 Office Supplies	3,208.23	3,049.69	1,500.00	1,594.20	3,196.25	3,000.00	3,000.00	3,000.00
5581 Clothing, Gloves	276.82	239.98	300.00	280.00	420.00	500.00	500.00	500.00
5730 Dues	166.25	186.25				500.00	500.00	500.00
5731 Conference Expense	498.38	295.65				750.00		
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Equipment & Unusual 001-410-5400								
5599-08 Banford Way	3,200.00							
6895-02 Resurfacing - Hillcroft/Phillips/Shamut/Tip Top								
6895-05 Resurfacing - Augustus/Hobbs/Tem	56,000.00							

COST SUMMARY BY CLASSIFICATION

Personnel	436,329.07	425,446.30	376,921.00	195,094.82	369,400.00	512,455.00	396,813.00	382,216.00
General Expenses	7,751.83	6,117.51	3,800.00	3,045.47	5,804.24	7,700.00	6,950.00	6,950.00
Equipment & Unusual	59,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>503,280.90</u>	<u>431,563.81</u>	<u>380,721.00</u>	<u>198,140.29</u>	<u>375,204.24</u>	<u>520,155.00</u>	<u>403,763.00</u>	<u>389,166.00</u>

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

Manage the water and sewer billing system.

DESCRIPTION OF OUTPUT STATEMENT:

This element oversees billing, maintains records, correspondence and fosters good public relations.

There are no indirect costs directly associated with this element.		
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Indirect Costs	FY 2008	FY 2009
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.8	2.8	2.8
Number of Accounts	15,000	15,000	15,000
Number of Bills Sent out annually	60,000	60,000	60,000

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

			FY 2008		FY 2009		FY 2010			FY 2011				
Bargaining Unit	Position	FY 2011 Grade-Step	Actual		Actual		July-December		Estimated	Department Request		Mayor's		Council Approval
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Rate	Total	#	Recommendation Total	
1.	Office Coordinator	9-6	1	46,129.42	1	50,878.94	1	51,441	25,255.42	51,441.00	51,441.00	1	51,441.00	51,441.00
2	Principal Office Assistant	8-5	1	38,125.31	1	42,167.34	1	43,540	21,030.66	46,284.00	45,259.00	1	45,259.00	45,259.00
3	Principal Office Assistant	8-4	1	34,850.84	1	40,507.54	1	41,888	20,232.45	44,526.00	43,540.00	1	43,540.00	43,540.00
Total			3	119,105.57	3	133,553.82	3	136,869	66,518.53	136,779.00	140,240.00	3	140,240.00	140,240.00

WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 610-451-5100								
5111 Salaries - Full Time	119,105.57	133,553.82	136,869.00	66,518.53	136,779.00	140,240.00	140,240.00	140,240.00
General Expenses 610-451-5200								
5231 Water	139.32	102.32						
5242 Office Equipment Repair/Maint			900.00		900.00	1,500.00	900.00	900.00
5342 Postage	22,951.49	21,835.81	30,000.00	10,299.76	30,000.00	30,500.00	30,500.00	30,500.00
5343 Printing	2,875.80	3,168.00	2,500.00		2,500.00	2,500.00	2,500.00	2,500.00
5420 Office Supplies	138.38	1,702.44	500.00	305.66	801.08	1,000.00	1,000.00	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	119,105.57	133,553.82	136,869.00	66,518.53	136,779.00	140,240.00	140,240.00	140,240.00
General Expenses	26,104.99	26,808.57	33,900.00	10,605.42	34,201.08	35,500.00	34,900.00	34,900.00
Equipment & Unusual								
Total Operating Budget	<u>145,210.56</u>	<u>160,362.39</u>	<u>170,769.00</u>	<u>77,123.95</u>	<u>170,980.08</u>	<u>175,740.00</u>	<u>175,140.00</u>	<u>175,140.00</u>

WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

The operation and maintenance of the water distribution system by: insuring proper pressures; eliminating blow offs; marking out service lines and mains for dig safe contractors; flushing of water mains where this improves flow or water quality; manage the cross connection control program; perform regular inspections as mandated by state program; inspect private and public contracts that modify the system; oversee and maintain interconnections with neighboring communities; provide sampling and testing of water for state mandated programs as well as local rate-payer testing of water for state mandated programs as well as local rate-payer inquiries for quality; manage MWRA's leak detection efforts and operate and manage in-house leak detection program; repairs leaks and breaks in main distribution system; operate and manage state/federal imposed security programs; preventative maintenance of valve and gate systems.

DESCRIPTION OF OUTPUT STATEMENT:

This element oversees billing, maintains records, correspondence and fosters good public relations.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:

Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	413,596	429,012
Pension Administration	42,055	33,230
Medical & Life Insurance	546,565	532,378
Heat, Light, Water	38,708	39,065
Building Repair & Maintenance	45,787	37,345
Building Insurance	66	62
Motor Vehicle Insurance	5,679	5,772
Motor Vehicle Maint & Repair	62,284	66,185
Workers Compensation	43,012	78,195
Other Dept Allocations	346,387	550,429
Total	\$1,544,139	\$1,771,673

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
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WATER ADMINISTRATION

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011							
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Request Total	Mayor's Recommendation #	Recommendation Total	Council Approval	
1.	Business Manager		1	76,410.32	1	85,706.75											
2.	Business Manager (PT 19 hours)	15-6 (L8)					0.5	46,144	29,972.90	46,144.00	0.5	85,001.00	46,144.00	0.5	46,144.00		46,144.00
3.	Asst Supt Water & Sewer	14-6 (L10)	1	72,959.38	1	80,874.81	1	81,087	39,810.30	81,087.00	1	81,087.00	81,087.00	1	81,087.00		81,087.00
4.	SPMG Foreman	13-5	1	55,767.35	1	61,381.25	1	65,936	31,971.22	65,936.00	1	68,963.00	68,528.00	1	68,528.00		68,528.00
5.	SPMG Gen Construction Insp	13-6	1	65,831.71	1	69,647.77	1	71,676	35,190.02	71,676.00	1	71,676.00	71,676.00	1	71,676.00		71,676.00
6.	SPMG Code Enforcement Inspector	12-6 (L9)	1	66,545.41	1	70,991.84	1	73,204	35,940.35	73,204.00	1	73,204.00	73,204.00	1	73,204.00		73,204.00
Total			5	337,514.17	5	368,602.42	4.5	338,047	172,884.79	338,047.00	4.5	340,639.00		4.5	340,639.00		340,639.00

WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 610-450-5100								
5111 Salaries - Full Time	337,514.17	368,602.42	338,047.00	172,884.79	338,047.00	340,639.00	340,639.00	340,639.00
General Expenses 610-450-5200								
5312 Training			3,000.00	855.00	1,605.00	3,000.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	337,514.17	368,602.42	338,047.00	172,884.79	338,047.00	340,639.00	340,639.00	340,639.00
General Expenses	0.00	0.00	3,000.00	855.00	1,605.00	3,000.00	3,000.00	3,000.00
Equipment & Unusual								
Total Operating Budget	<u>337,514.17</u>	<u>368,602.42</u>	<u>341,047.00</u>	<u>173,739.79</u>	<u>339,652.00</u>	<u>343,639.00</u>	<u>343,639.00</u>	<u>343,639.00</u>

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Maintenance & Operations: Ensure that the water distribution systems is operational and maintained to provide each customer high quality water. Sufficient operation pressures for internal and fire protection use, and repair leaks, services, valves and hydrants within a reasonable time.

Buildings & Grounds: Prevent mechanical disruptions and properly maintain the Cedarwood pump station and the water storage tanks at Cedarwood and Prospect Hill.

Plant Meters: Respond to the increase in customers and service requests involving meter flows, operation, accuracy and sizing. Reach each meter the appropriate number of times annually.

Services: Through the maintenance operation, relay or repair water services found to be leaking or inoperable to make sure every customer has water without interruption.

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance & Operations: Protect the water through water sampling for bacteria once each week and for lead and copper twice annually. Maintain the water system through the repair of leaks and maintenance of valves, services, and hydrants. Ensure adequate operating pressures and sufficient supply to meet demands.

Buildings & Grounds: Check the output of the pumps and water storage capacities maintained for supply and demand issues.

Plant Meters: Install new meters where practical, respond to service calls rapidly and ensure the meter is operating correctly. Read each customer's meter as often as required to bill quarterly and with some accounts monthly.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Water Main Repairs	17	18	18
Water Service Repairs	105	100	100
Valve Repairs	1	4	4
Hydrant Replacement	1	5	5
Hydrant Repairs		6	10
Meters Installed/Replaced/Repaired			
Non Sewer Meters Inspected			
Meters tested			
Pump Stations Repair-West & Sampson	\$22,896	\$15,000	\$15,000
Cross Connection Devices City Wide	1,400	1,400	1,500
Cross Connection Devices Tested	2,358	2,400	2,400
Sampling of Water System (Samples)	864	864	864
Leak Detection (Miles)	151	151	151

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011				
		Actual		Actual		#	July-December		Estimated	Department Request		Mayor's		Council
		#	Expenditures	#	Expenditures		Budget	Actual		#	Rate	Total	#	Approval
1. LAB Working Foreman I	10-6 (L10)	1	49,796.09	1	56,268.77	1	58,017	28,452.86	58,017.00	1	27.79	58,017.00	1	58,017.00
2. LAB Working Foreman I	10-6 (L9)	1	53,047.97	1	64,378.07	1	56,962	27,935.49	56,962.00	1	27.53	57,368.00	1	57,368.00
3. LAB Cross Connect Inspector	9-6 (L8)	1	51,151.27	1	55,523.49	1	54,392	26,674.69	54,392.00	1	26.05	54,392.00	1	54,392.00
4. LAB S M E O	9-6 (L9)	1	54,905.07	1	65,546.76	1	54,857	26,870.41	54,857.00	1	26.29	54,895.00	1	54,895.00
5. LAB H M E O	8-6 (L8)	1		1		1	51,956			1	24.88	51,956.00	1	51,956.00
6. LAB H M E O	8-6 (L8)	1	45,518.70	1	47,809.99	1	48,108	23,898.72	48,108.00	1	24.88	51,956.00	1	51,956.00
7. LAB M E O	7-6 (L10)	1	36,916.72	1	2,017.60	1	50,599			1	24.23	50,599.00	1	50,599.00
8. LAB Highway Maintenance	6-2	1	45,793.68	1	40,824.19	1	36,227	3,913.30	36,227.00	1	18.02	37,197.00	1	37,197.00
Meter Read, Repair & Install														
9. LAB Working Foreman II	11-6 (L8)	1	58,546.61	1	87,841.44	1	62,067		62,067.00	1	28.92	60,390.00	1	60,390.00
10. LAB Water Meter Installer	8-6 (L11)	1	62,689.45	1	70,135.61	1	53,399	26,188.29	53,399.00	1	25.57	53,399.00	1	53,399.00
11. LAB Water Service Inspector	7-6 (L11)	1	56,108.14	1	57,234.11	1	51,058	25,040.13	51,058.00	1	24.45	51,058.00	1	51,058.00
Total		11	514,473.70	11	547,580.03	11	577,642	188,973.89	475,087.00	11		581,227.00	11	581,227.00
														581,227.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel								
Water Maintenance & Operations 610-452-5100								
5112 Wages - Full Time	330,669.28	317,846.48	411,118.00	137,745.47	308,563.00	416,380.00	416,380.00	416,380.00
5136 Standby			18,700.00	16,272.01	32,544.00	32,500.00	18,700.00	18,700.00
5135 Buyback Sick Time	6,460.22	15,157.93	12,500.00		12,500.00	12,500.00	12,500.00	12,500.00
5134 Overtime	104,737.35	97,179.95	90,000.00	52,591.82	120,000.00	120,000.00	90,000.00	90,000.00
Meter Read, Repair & Install 610-454-5100								
5112 Wages - Full Time	177,344.20	215,211.16	166,524.00	51,228.42	166,524.00	164,847.00	164,847.00	164,847.00
General Expenses								
Water Maintenance & Operations 610-452-5200								
5192 Mileage				738.65	1,107.98	1,200.00	1,200.00	1,200.00
5211 Heat	8,771.06	14,073.98	14,000.00	1,639.48	10,531.13	14,000.00	14,000.00	14,000.00
5213 Light	19,870.73	8,765.27	20,000.00	2,870.53	7,143.63	10,000.00	10,000.00	10,000.00
5231 Water	144.98	119.46		12.31				
5241 Equipment Repair/Maint	36,563.38	26,428.55	30,300.00	4,523.28	17,782.65	35,000.00	30,300.00	30,300.00
5242 Office Equipment Repair/Maint	1,320.00	4,638.32	3,000.00	1,398.15	4,767.23	5,000.00	3,000.00	3,000.00
5245 Buildings & Grounds Maint		3,950.00	4,000.00	340.00	1,507.17	2,000.00	2,000.00	2,000.00
5244 Motor Equipment Repair/Maint		4,211.70						
5261 Water/Sewer Infrastructure		970.00	5,000.00	967.95	1,452.30	5,000.00	5,000.00	5,000.00
5303 Engineer Services /Consultants	25,024.94	13,410.35	10,000.00	-	20,332.50	31,500.00	31,500.00	31,500.00
5342 Postage	370.62	4,576.83	100.00	670.23	670.23	500.00	500.00	500.00
5343 Printing	892.58	949.20		2,872.12	4,983.18	6,000.00	6,000.00	6,000.00
5381 Contract Labor								
5420 Office Supplies	2,996.50	4,380.96	250.00	1,530.18	5,362.34	5,000.00	2,250.00	2,250.00
5510 Education Supplies		361.99	400.00			400.00	400.00	400.00
5470 Public Safety Supplies	1,369.39	9,332.45	1,500.00	793.29	3,811.94	7,800.00	1,500.00	1,500.00
5452 Custodial Supplies	2,029.95	2,711.41	1,200.00			1,200.00	1,200.00	1,200.00
5538 Street/Sidewalk Material	25,395.48	28,506.39	27,000.00	7,992.71	33,928.13	35,000.00	27,000.00	27,000.00
5539 Castings & Pipes	81,082.31	66,666.65	49,000.00	34,915.11	82,090.05	70,000.00	49,000.00	49,000.00
5581 Clothing, Gloves, Shoes	4,749.91	13,051.38	10,000.00	4,633.42	6,945.90	10,000.00	10,000.00	10,000.00
5587 Tools	13,971.59	12,289.50	10,000.00	1,313.13	9,960.62	10,000.00	10,000.00	10,000.00
5460 Groundskeeping Supplies	3,076.71	2,846.29	1,500.00	178.95	1,270.50	1,500.00	1,500.00	1,500.00
5431 Paint Supplies	815.00	1,557.49	1,000.00	1,527.35	3,202.19	2,000.00	1,000.00	1,000.00
5312 Training	1,645.00	4,015.87	3,000.00	2,104.90	3,502.35	3,500.00	3,000.00	3,000.00
5731 Conference Expense	188.00	688.35		231.00	346.50	700.00		
5730 Dues	650.00	476.00				650.00		
5733 Licenses	624.00	815.00	3,000.00	303.00	792.00	3,000.00	3,000.00	3,000.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual July-December Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Equipment & Unusual								
Water Maintenance & Operations 610-452-5400								
5303 Eng -Water Survey	30,425.00	31,025.00	16,000.00	200.00	18,500.00	20,000.00	16,000.00	16,000.00
5394-45 Disposal of Trench Tailings	6,250.00	20,000.00	30,000.00	1,294.39	8,541.96	30,000.00	30,000.00	30,000.00
5394-49 Service Repairs	936.00	37,262.97	25,000.00	0.00	18,552.00	25,000.00	25,000.00	25,000.00
5690 State Assessment - MWRA	6,518,480.00	7,131,291.00	7,150,804.00	3,574,866.00	7,149,732.00	7,639,702.00	7,639,702.00	7,639,702.00
5692 State Assessment - DEP	24,113.65	20,030.48	25,000.00		25,000.00	27,000.00	27,000.00	27,000.00
5876 Hydrants	45,022.40	73,510.11	25,000.00	8,110.97	14,482.82	15,000.00	15,000.00	15,000.00
6906 Van/Pickup Truck	518.45							
7037 Gate Turning Machine	40,376.00							
Meter Read, Repair & Install 610-454-5400								
5543 Meters & Parts	21,088.28	19,426.12	27,000.00	6,010.03	9,014.00	25,000.00	25,000.00	25,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	619,211.05	645,395.52	698,842.00	257,837.72	640,131.00	746,227.00	702,427.00	702,427.00
General Expenses	231,552.13	229,793.39	194,250.00	71,555.74	221,490.52	260,950.00	213,350.00	213,350.00
Equipment & Unusual	6,687,209.78	7,332,545.68	7,298,804.00	3,590,481.39	7,243,822.78	7,781,702.00	7,777,702.00	7,777,702.00
Total Operating Budget	<u>7,537,972.96</u>	<u>8,207,734.59</u>	<u>8,191,896.00</u>	<u>3,919,874.85</u>	<u>8,105,444.30</u>	<u>8,788,879.00</u>	<u>8,693,479.00</u>	<u>8,693,479.00</u>

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Maintenance: To ensure the sewer system is maintained and operational and through preventative maintenance reduce the number of sewer related service calls.

Connections: To insure access to the sanitary sewer for all residents of the City.

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance: Flush sewer mains in problem areas at required times with a goal of 200,640 linear feet annually or 30% of the systems. Respond to sewer emergency calls within the hour.

Connections: This element clears stoppages within current services and inspects the condition of service connections through the use of television inspection equipment.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	221,090	227,956
Pension Administration	22,645	17,893
Medical & Life Insurance	236,147	254,111
Heat, Light, Water	20,843	21,051
Building Repair & Maintenance	37,615	24,902
Building Insurance	65	61
Motor Vehicle Insurance	3,058	3,108
Motor Vehicle Maint & Repair	33,538	35,638
Other Dept Allocations	738,224	1,187,062
Workers Compensation	154,870	150,302
Total	\$1,468,095	\$1,922,084

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Sewer Stoppages Main	97	54	100
Sewer Stoppages laterals	274	238	300
Sewer Main Repairs	3	2	5
Sewer Lateral Repairs	33	42	35
Catch Basin Cleaned	725	1,335	1,000
Number of Catch Basins Citywide	5,400	5,400	5,400
Televised Miles	2		
Miles of Drain	95	95	95
Miles of Sewer	150	150	150
Pump Station Repairs-West & Sarr	\$37,356	\$54,000	\$55,000
Sanitary Grease Traps Citywide	250	250	300
Sanitary Grease Traps Inspected	900	900	900

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2008		FY 2009		FY 2010			FY 2011					
Bargaining Unit	Position	FY 2011 Grade-Step	Actual		Actual		July-December			Department Request		Mayor's Recommendation		Council Approval	
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total
1. LAB	Working Foreman I	10-6 (L8)	1	34,404.96	1	57,916.65	1	56,962	27,935.49	56,962.00	1	27.28	56,962.00	1	56,962.00
2. LAB	Working Foreman I/Video Insp	10-6 (L11)	1	53,445.65	1	56,520.69	1	58,545	28,711.43	58,545.00	1	28.04	58,545.00	1	58,545.00
3. LAB	Working Foreman I		1	51,300.36											
4. LAB	S M E O	9-6 (L10)	1	51,710.94	1	54,088.97	1	55,399	27,168.77	55,399.00	1	26.53	55,399.00	1	55,399.00
5. LAB	S M E O	9-6 (L8)	1	10,775.28	1	610.79	1	54,392			1	26.05	54,392.00	1	54,392.00
6. LAB	M E O	7-6 (L10)	1	49,002.69	1	52,930.14	1	50,599	25,560.00	50,599.00	1	24.23	50,599.00	1	50,599.00
7. LAB	M E O	7-3	1	39,731.73	1	8,852.96	1	37,626	6,728.40	37,626.00	1	19.45	40,247.00	1	40,247.00
8. LAB	Pump Station Attend	7-6 (L8)	1	42,400.96	1	415.70	1	49,679			1	23.79	49,679.00	1	49,679.00
9. LAB	M E O	7-4	1	40,866.78	1	26,986.11	1	40,119	19,551.62	40,119.00	1	20.20	41,818.00	1	41,818.00
10. LAB	Laborer	6-2	1	59,362.16	1	24,857.90	1	36,870	12,402.52	36,870.00	1	18.02	36,870.00	1	36,870.00
Total			10	433,001.51	9	283,179.91	9	440,191.00	148,058.23	336,120.00	9		444,511.00	9	444,511.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual	Estimated	Department Request	Mayor's Recommendation	Council Approval
				Expenditures	Expenditures			
Personnel 600-440-5100								
5112 Wages - Full Time	423,643.42	276,976.29	440,191.00	148,058.23	336,120.00	444,511.00	444,511.00	444,511.00
5136 Standby			23,000.00	16,009.76	32,020.00	32,000.00	23,000.00	23,000.00
5135 Buyback Sick Time	9,358.09	6,839.16	4,500.00		4,500.00	4,500.00	4,500.00	4,500.00
5134 Overtime	113,447.61	75,123.17	70,000.00	32,428.60	80,000.00	80,000.00	70,000.00	70,000.00
General Expenses 600-440-5200								
5213 Light	77,747.60	92,731.82	80,000.00	36,218.44	89,429.27	90,000.00	80,000.00	80,000.00
5241 Equipment Repair/Maint	53,978.55	40,288.07	27,000.00	21,029.47	62,772.90	65,000.00	60,000.00	60,000.00
5244 Motor Equipment Repair/Maint	1,179.23	8,968.65	2,000.00			2,000.00	2,000.00	2,000.00
5245 Building/Grounds Maint			1,000.00			1,000.00	1,000.00	1,000.00
5261 W/S Infrastructure Repair/Maint	11,820.01	3,850.36	24,000.00	3,276.19	16,953.22	75,000.00	43,000.00	43,000.00
5276 Truck/ Equipment Rental			3,000.00			3,000.00	3,000.00	3,000.00
5303 Engineering Services/NPDES Permitting	8,345.63	590.00	5,000.00					
5340 Communication				275.00	595.22	600.00	600.00	600.00
5431 Paint Supplies	352.60	460.00	500.00		627.57	600.00	500.00	500.00
5450 Custodial Supplies	1,596.81	2,157.19	1,200.00	236.79	699.24	1,000.00	1,000.00	1,000.00
5460 Groundskeeping Supplies	1,719.19	726.58	1,500.00	3,676.48	9,924.77	10,000.00	6,000.00	6,000.00
5500 Medical Supplies	489.54	182.15	500.00	140.45	310.35	500.00	500.00	500.00
5538 Street/Sidewalk Materials			1,000.00			5,000.00	1,000.00	1,000.00
5539 Castings & Pipes	3,548.38	3,867.17	5,000.00	1,339.30	2,008.95	5,000.00	5,000.00	5,000.00
5542 Water/Sewer Materials	5,316.09	3,627.77	1,500.00	794.75	1,586.34	2,000.00	1,500.00	1,500.00
5581 Clothing, Gloves, Shoes	6,355.37	8,115.97	6,000.00	7,920.07	7,838.00	8,000.00	6,000.00	6,000.00
5587 Tools	1,344.45	1,642.44	2,000.00	579.55	3,564.00	3,000.00	2,000.00	2,000.00
Equipment & Unusual 600-440-5400								
5690 State Assessment - MWRA	10,567,428.00	10,890,696.00	11,900,987.00	5,865,986.00	11,731,912.00	11,903,366.00	11,903,366.00	11,903,366.00
5740 Insurance	6,240.00	5,720.00	7,500.00		7,500.00	8,000.00	7,500.00	7,500.00
5877 Safety Equipment	377.90		3,000.00		3,000.00	8,000.00	3,000.00	3,000.00
5394-49 Service Repairs	65,099.99	75,659.95	100,000.00	26,393.36	46,372.02	100,000.00	100,000.00	100,000.00
5394-45 Disposal of Trench Tailings	17,957.50	28,156.94	30,000.00	2,033.66	18,019.70	30,000.00	30,000.00	30,000.00
5394-43 Contaminated Soils		615.00	10,000.00			10,000.00	10,000.00	10,000.00
5394-41 Catch Basin Cleaning	35,205.59	15,000.00	15,000.00	7,506.85	37,100.68	50,000.00	45,000.00	45,000.00
6984-01 I D D E Program	266,600.00							
6935 Sewer Maintenance Equipment	6,147.15							

COST SUMMARY BY CLASSIFICATION

Personnel	546,449.12	358,938.62	537,691.00	196,496.59	452,640.00	561,011.00	542,011.00	542,011.00
General Expenses	173,793.45	167,208.17	161,200.00	75,486.49	196,309.83	271,700.00	213,100.00	213,100.00
Equipment & Unusual	10,965,056.13	11,015,847.89	12,066,487.00	5,901,919.87	11,843,904.40	12,109,366.00	12,098,866.00	12,098,866.00
Total Operating Budget	<u>11,685,298.70</u>	<u>11,541,994.68</u>	<u>12,765,378.00</u>	<u>6,173,902.95</u>	<u>12,492,854.23</u>	<u>12,942,077.00</u>	<u>12,853,977.00</u>	<u>12,853,977.00</u>

FIRE

STATEMENT OF OBJECTIVES:

General Support: To provide the executive leadership, policy and rules necessary for the maximum departmental efficiency of operation and to provide such administrative and general support service necessary to achieve these aims.

Fire Prevention: The objective of this element is to decrease the possibility of loss of life or property through a program of fire prevention and inspection. When fires do occur, they are investigated with the goal of eliminating the cause of such fires in the future.

Fire Fighting: The prime objective of this element is the saving of life and the extinguishment of fires. To achieve these ends it is important to have a well trained department of fire fighters and well-maintained equipment to insure reaching the scene as rapidly as possible with the proper apparatus to enable them to handle the situation in a proper and professional manner.

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	5,230,947	4,914,710
Pension Administration	536,278	382,741
Medical & Life Insurance	6,120,689	5,681,314
Heat, Light, Water	123,912	123,709
Building Repair & Maintenance	234,998	242,498
Building Insurance	3,805	3,542
Motor Vehicle Insurance	10,723	10,899
Motor Vehicle Maint & Repair	117,600	124,966
Total	\$12,378,952	\$11,484,379

OUTPUT MEASURES

GENERAL SUPPORT			
The overall direction of the department is administered by the Fire Chief along with his administrative staff whose functions are of a department-wide supportive or administrative nature. Included among these are management of personnel and fiscal matters, communications, maintenance of equipment and buildings, maintaining of fire records, training safety, and a number of small scale activities which are not readily assignable to other program elements within this department.			
Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Personnel	179	179	179
Vehicles & Apparatus	21	21	21

FIRE BUILDING & GROUNDS

The Fire Department is responsible for the ordinary maintenance of its own buildings and grounds. These buildings are occupied on a twenty-four hour basis and act as a living quarters for the men of the department who are on duty at any given time. This element provides the supplies and services necessary to accommodate their needs.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Buildings Maintained	6	6	6

FIRE PREVENTION & INVESTIGATION

Fire Prevention activities include: Information classes for employees of hospitals and nursing homes, regular sessions at schools including fire drills, consultations with industrial operations in the City and issuance of permits. Fire inspection activities involve a regular program of inspections of schools, nursing homes, hospitals and a semi-annual inspection of industrial and mercantile buildings by (in service) fire companies. The Investigative activities include inspection of all fires to determine the cause and also investigation of all complaints relative to fire hazards.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Oil Burn - LP Gas - Tanks - BLST	300	325	340
Co In Service - Indus - Mer	3,000	3,500	3,300
Schools - Nurs Homes - Hosp	100	100	100
Truck Insp (Fuel - Gas)	10	60	10
Permits	800	850	800
Fire Warning Systems	750	800	750
Educational Classes	135	150	250
Hotel Motel Lodge AP	220	250	250
Mercantile & Industrial	550	550	550
Hydrant Inspections	1,301	1,301	1,301

FIRE FIGHTING & TRAINING

The Fire Fighting unit consists of four Deputy Chiefs, ten Captains, thirty Lieutenants, and one hundred twenty-four Fire Fighters. They are responsible for control and extinguishing all fires within the City. They receive continuous training to keep up to date with regular and new fire fighting techniques.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Box Alarms	1,200	1,360	1800
Still Alarms	6,000	5,990	6500
Bomb Scares	5	3	10
False Alarms	190	150	200
System Trouble	400	475	550

FIRE

PERSONNEL

Bargaining Unit	Position	FY 2010 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	Department Request		Mayor's Recommendation		Council Approval	
											#	Rate	Total	#		Total
1.	Fire Chief	22-6	1	103,575.84	1	124,732.38	1	117,450	62,061.51	117,450.00	1	134,864.00	133,479.00	1	133,479.00	133,479.00
2.	FIRE Deputy Chief		6	572,805.97	6	571,250.84	6	567,246	265,125.70	567,246.00	6	99,327.00	565,760.00	6	565,760.00	565,760.00
3.	FIRE Captain		10	718,350.30	10	760,915.19	10	782,810	383,901.30	782,810.00	10	78,281.00	782,810.00	10	782,810.00	782,810.00
4.	FIRE Lieutenant		30	1,945,346.44	30	1,978,897.36	30	2,002,230	1,006,239.23	2,002,239.00	30	66,741.00	2,002,230.00	30	2,002,230.00	2,002,230.00
5.	FIRE Lieutenant - Fire Prev		3	207,505.39	3	275,352.49	3	218,052	106,935.87	218,052.00	3	72,684.00	218,052.00	3	218,052.00	218,052.00
6.	FIRE Fire Fighter		123	6,059,309.96	116	6,211,503.61	116	6,607,476	3,136,009.06	6,607,476.00	124	56,961.00	7,063,164.00	116	6,607,476.00	6,607,476.00
7.	Executive Assistant	12-6 (L11)			1	68,940.67	1	71,657	35,102.10	71,657.00	1	71,765.00	71,765.00	1	71,765.00	71,765.00
8.	Administrative Assistant		1	58,107.52												
9.	Principal Office Assist	8-6 (L10)	1	39,997.06	1	42,848.86	1	52,924	20,676.75	52,924.00	1	52,924.00	52,924.00	1	52,924.00	52,924.00
10.	Sr Office Assistant PT 19	6-6	1	20,206.77	1	25,314.14	1	23,057	11,335.40	23,057.00	1	42,881.00	22,984.00	1	22,984.00	22,984.00
11.	Sr Office Assistant PT 19	6-6	1	18,342.42	1	16,572.86	1	22,112	9,796.98	22,112.00	1	42,881.00	23,278.00	1	23,278.00	23,278.00
12.	Temporary Help		1	1,313.25	1	1,296.00		-			1	10.00	3,500.00		1,400.00	1,400.00
Total Salaries			55	3,685,550.96	55	3,866,120.79	54	3,857,538	1,901,174.84	3,857,547.00	55	3,876,782.00		54	3,874,682.00	3,874,682.00
Total Wages			123	6,059,309.96	116	6,211,503.61	116	6,607,476	3,136,009.06	6,607,476.00	124	7,063,164.00		116	6,607,476.00	6,607,476.00

FIRE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-220-5100								
5111 Salaries - Full Time	3,645,688.52	3,822,937.79	3,823,978.00	1,880,042.46	3,812,378.00	3,827,020.00	3,827,020.00	3,827,020.00
5112 Wages - Full Time	6,059,309.96	6,211,503.61	6,607,476.00	3,136,009.06	6,607,476.00	7,063,164.00	6,607,476.00	6,607,476.00
5121 Salaries - Part Time	38,549.19	41,887.00	45,169.00	21,132.38	45,169.00	46,262.00	46,262.00	46,262.00
5123 Temporary Help	1,313.25	1,296.00	0.00	0.00	0.00	3,500.00	1,400.00	1,400.00
5143 Holiday	589,598.17	614,650.66	690,425.00	361,165.71	690,425.00	690,425.00	690,425.00	690,425.00
5141 Longevity	416,906.88	426,060.20	469,000.00	454,202.37	464,000.00	464,000.00	464,000.00	464,000.00
5142 College Credits	533,714.93	516,213.69	542,000.00	542,239.81	547,000.00	572,000.00	572,000.00	572,000.00
5144 Out of Grade	59,908.74	53,197.08	100,000.00	33,318.90	100,000.00	100,000.00	100,000.00	100,000.00
5131 Overtime	540,132.47	494,473.63	473,572.00	304,223.50	473,572.00	527,572.00	473,572.00	473,572.00
5145 LEPC Chairperson Stipend	32,500.00	32,500.00	32,500.00	15,956.22	32,500.00	32,500.00	32,500.00	32,500.00
Receipt offset - Grant				(2,480.00)				
General Expenses 001-220-5200								
5146 Emergency Medical Technician	86,305.00	89,274.84	113,785.00		113,785.00	116,269.00	116,269.00	116,269.00
5241 Equipment Repair/Maint	14,543.09	21,315.17	14,958.00	6,394.74	15,496.00	18,958.00	18,958.00	18,958.00
5242 Office Equipment Repair/Maint	721.60	991.41	1,100.00	682.50	1,100.00	1,200.00	1,100.00	1,100.00
5244 Motor Equipment Repair/Maint	36,609.50	47,962.06	43,500.00	24,488.97	43,500.00	43,500.00	43,500.00	43,500.00
5275 Rental of Hydrants		6,000.00						
5291 Maintenance of SCBA		3,886.70	4,000.00		4,000.00	8,000.00	8,000.00	8,000.00
5306 Medical Services	92,311.32	74,402.06	30,000.00	5,022.18	34,100.00	30,000.00	30,000.00	30,000.00
5312 Training	10,114.45	30,414.06	15,000.00	5,258.93	15,000.00	17,000.00	15,000.00	15,000.00
5342 Postage	351.87	316.16	200.00	44.00	200.00	500.00	200.00	200.00
5343 Printing	603.25	2,006.80	750.00	207.75	1,489.00	1,000.00	750.00	750.00
5420 Office Supplies	4,614.02	3,790.06	2,000.00	408.35	2,000.00	3,350.00	2,000.00	2,000.00
5430 Building Supplies	6,572.94	5,676.76	3,000.00	699.57	3,100.00	5,000.00	3,000.00	3,000.00
5435 Electrical Supplies	95.30	70.40				300.00		
5450 Custodial Supplies	2,496.16	3,891.53	2,500.00	1,191.96	3,751.00	2,500.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	898.32	555.39	100.00		100.00	800.00	100.00	100.00
5470 Public Safety Supplies	12,639.66	12,298.14	7,500.00	2,897.97	12,100.00	9,800.00	7,500.00	7,500.00
5490 Emergency Provision	40.86					500.00		
5500 Medical Supplies			2,500.00	168.54	2,500.00	4,000.00	2,500.00	2,500.00
5510 Education Supplies	615.85	130.00	700.00		700.00	700.00	700.00	700.00
5587 Tools	532.11	306.77	300.00	53.36	300.00	600.00	300.00	300.00
5730 Dues	29.95	5,287.41						
5730 Dues - Metro Fire	4,451.21		3,300.00	2,500.00	3,300.00	3,500.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access	737.38		1,500.00	974.45	1,500.00	1,500.00	1,500.00	1,500.00
5731 Conference Expense	324.75	547.35				2,000.00		
5794 Holiday	222.93	626.17				1,000.00		

FIRE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400								
5245 Tower Repair & Maint	422.22	10,472.00	5,000.00	1,427.78	10,572.00	5,000.00	5,000.00	5,000.00
5471 Patches & Badges	400.00	479.00				800.00		
5850 Safety Equipment	53,437.53	36,373.32	20,000.00	0.00	46,127.00	36,700.00	20,000.00	20,000.00
5854 Hoses, Cable, Wire	25,810.44	20,553.00	15,000.00	0.00	38,640.00	21,000.00	21,000.00	21,000.00
5873 Helmets & Shields			200.00		200.00	700.00	200.00	200.00
Special Items 001-220-5500								
5196 Uniforms-Special Positions	4,000.00				4,000.00	4,000.00	4,000.00	4,000.00
5196 Uniform Allowance	775.00	775.00	775.00	775.00	775.00	775.00	775.00	775.00
5190 Uniform Allowance 168 @ 725	145,352.74	145,610.17	116,000.00	111,489.69	117,415.00	121,800.00	116,000.00	116,000.00
5190 Uniform Allowance (5)	3,875.00	3,875.00	3,875.00	3,875.00	3,875.00	3,875.00	3,875.00	3,875.00
5191 Uniform Allowance 15 @ 4,000						60,000.00	40,000.00	40,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	11,917,622.11	12,214,719.66	12,784,120.00	6,745,810.41	12,772,520.00	13,326,443.00	12,814,655.00	12,814,655.00
General Expenses	275,831.52	309,749.24	246,693.00	50,993.27	258,021.00	271,977.00	257,377.00	257,377.00
Equipment & Unusual	80,070.19	67,877.32	40,200.00	1,427.78	95,539.00	64,200.00	46,200.00	46,200.00
Special Items	154,002.74	150,260.17	120,650.00	116,139.69	126,065.00	190,450.00	164,650.00	164,650.00
Total Operating Budget	<u>12,427,526.56</u>	<u>12,742,606.39</u>	<u>13,191,663.00</u>	<u>6,914,371.15</u>	<u>13,252,145.00</u>	<u>13,853,070.00</u>	<u>13,282,882.00</u>	<u>13,282,882.00</u>

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

1. Provide guidance and supervision to city departments in the event of a natural or man-made disaster for the purpose of minimizing and repairing injury and damage resulting from same.
2. Coordinate all resources of the City to avert or combat the effects of a disaster so that the City can survive and recover from the ravages thereof.
3. Provide guidance and supervision when deemed necessary by the department heads for the purpose of providing auxiliary manpower and equipment service for special events or emergency activities.
4. Act as a coordinator and liaison with Red Cross offices for the purpose of providing a centralized focus on human welfare needs in the event of a natural or man made disaster.
5. Administer a matching fund program by screening and purchasing surplus property for the purpose of assisting the City in providing emergency resources.

DESCRIPTION OF OUTPUT STATEMENT:

General support consists of the administrative function of OCD / OED namely, the director, clerk and facility maintenance functions of the office.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	9,865	9,926
Pension Administration	938	715
Medical & Life Insurance	24,131	25,296
Heat, Light, Water	20,817	37,056
Building Repair & Maintenance	6,119	18,727
Building Insurance	663	617
Motor Vehicle Insurance	1,986	2,018
Motor Vehicle Maint & Repair	21,778	23,142
Total	\$86,297	\$117,497

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
AUXILIARY POLICE & FIRE			
Active Members	29	34	35
Officers	9	9	9
Privates/Patrolmen	20	25	26
Number of Incidents	63	75	80
Mutual Aid Incidents	7	8	10
Hours: Drills/Training	2,920	3,320	3,400
Hours: In Service/Incidents	1,257	1,490	1,540
Hours: Equipment Repair/Meet	2,273.00	2,673	2,773
Hours: Average/Person	222.40	220.00	221.00
Support Staff	5	5	5
Hours: Support Staff	200	220	230

EMERGENCY MANAGEMENT

PERSONNEL

Bargaining Unit Position FY 2011 Grade-Step				FY 2008		FY 2009		FY 2010				FY 2011					
				Actual # Expenditures		Actual # Expenditures		# Budget		July-December Actual Expenditures Estimated Expenditures		Department Request			Mayor's		Council Approval
												#	Rate	Total	#	Total	
1.	Environmental Specialist PT 19	16-6	1	43,867.33	1	46,244.98	1	45,939	22,906.78	45,939.00	1	84,624.00	45,939.00	1	45,939.00	45,939.00	
2.	Director of Emergency Mgmt PT		1	10,000.00	1	10,000.00	1	10,000	4,909.57	10,000.00	1	10,000.00	10,000.00	1	10,000.00	10,000.00	
3.	Environmental Committee Chairperson			10,000.00		10,000.00		10,000	4,909.57	10,000.00		10,000.00	10,000.00		10,000.00	10,000.00	
Total				2	63,867.33	2	66,244.98	2	65,939	32,725.92	65,939.00	2	65,939.00	65,939.00	2	65,939.00	65,939.00

EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-291-5100								
5121 Salaries - Part Time	63,867.33	66,244.98	65,939.00	32,725.92	65,939.00	65,939.00	65,939.00	65,939.00
General Expenses 001-291-5200								
5241 Equipment Repairs/Maint	5,298.84	11,109.02	5,000.00		5,000.00	5,000.00	5,000.00	5,000.00
5312 Training	1,915.00	2,894.20						
5340 Communication	1,286.83	1,400.64						
5341 Advertising	107.40	149.32						
5342 Postage	48.90	7.31						
5343 Printing	110.00							
5420 Office Supplies	152.99	47.37	400.00		400.00	400.00	400.00	400.00
5470 Public Safety Supplies	4,014.71	7,166.15	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5490 Food Supplies	569.89	349.04						
Equipment & Unusual 001-291-5400								
5310 Environmental Services	4,359.99	7,740.21	6,080.00		6,080.00	4,400.00	4,400.00	4,400.00
5870 Mobile Radios & Battery	2,999.80	3,000.00				3,600.00	3,600.00	3,600.00
5891 Lighting Plant	500.00	500.00						
Special Items 001-291-5500								
5190 Uniform	7,000.00	10,399.83				3,500.00	3,500.00	3,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	63,867.33	66,244.98	65,939.00	32,725.92	65,939.00	65,939.00	65,939.00	65,939.00
General Expenses	13,504.56	23,123.05	6,400.00	0.00	6,400.00	6,400.00	6,400.00	6,400.00
Equipment & Unusual	7,859.79	11,240.21	6,080.00	0.00	6,080.00	8,000.00	8,000.00	8,000.00
Special Items	7,000.00	10,399.83	0.00	0.00	0.00	3,500.00	3,500.00	3,500.00
Total Operating Budget	92,231.68	111,008.07	78,419.00	32,725.92	78,419.00	83,839.00	83,839.00	83,839.00

HANDICAP COMMISSION

STATEMENT OF OBJECTIVES:

To address disability issues throughout the year and within the community. To direct and assist those with disabilities with their varied requests and provide a solution. To maintain the ongoing close relationship with the staff office of Handicapped Affairs. To seek monies from sources to effect the removal of barriers in the City. Provide assistance to access municipal buildings. Have a minimum of ten (10) open meetings per year. Provide an educational forum for the community, citizens, city officials, and employees. Re-evaluate all city buildings to determine compliance with federal and state regulations. Review advances in technology with regard to accessibility equipment. Explore need for accessibility equipment within public buildings (i.e. wheelchairs). Investigate and evaluate types and amount of accessible transportation within Waltham.

DESCRIPTION OF OUTPUT STATEMENT:

During past fiscal years the commission has sought funding to assist other city departments in providing or upgrading means of access into and out of public buildings and enhancing mobility within buildings. The commission has provided portable accessible toilets at various city events. The commission has worked with the traffic department to install "countdown" signal lights at several intersections throughout the city. During the past year the commission has completed re-configuration of the public access window at the Treasurer's Office, provided additional signage at City Hall, Government Center and the Paine Estate, installed automatic doors at various locations within Government Center, completed handicap renovations to third floor restroom at Government Center, coordinated with Planning Director for adaptation of his automobile, installed a handicap swing at Nipper Maher Field, and allocated funds for a handicap accessible spectator stand at Lake Street playground. During the coming year the commission plans to continue to explore ways to enhance the quality of handicap facilities throughout the city.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Sidewalk Accessibility Repairs			50,000.00
Waltham Museum Lexington St	50,000		
Paine Estate		50,000.00	
Police Station Elevator	55,000.00		
HP Bathroom @ Orange St Voting Station			

HANDICAP COMMISSION

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008	FY 2009	FY 2010			FY 2011				
			Actual # Expenditures	Actual # Expenditures	#	July-December		Estimated Expenditures	#	Department Request		Council Approval
						Budget	Actual Expenditures			Rate	Mayor's Recommendation Total	
1.	Board Members	*	7 5,800.00	7 6,100.00	7 -				7		7 7,000.00	7,000.00
Total			7 5,800.00	7 6,100.00	7 0	0.00	0.00	0.00	7	0.00	7 7,000.00	7,000.00

* Stipends suspended temporarily

HANDICAP COMMISSION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-560-5100								
5194 Boards & Commissions	5,800.00	6,100.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
<hr/>								
General Expenses 001-560-5200								
5420 Office Supplies			200.00	157.59	200.00	200.00	200.00	200.00
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COST SUMMARY BY CLASSIFICATION

Personnel	5,800.00	6,100.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
General Expenses	0.00	0.00	200.00	157.59	200.00	200.00	200.00	200.00
Equipment & Unusual								
Total Operating Budget	<u>5,800.00</u>	<u>6,100.00</u>	<u>200.00</u>	<u>157.59</u>	<u>200.00</u>	<u>200.00</u>	<u>7,200.00</u>	<u>7,200.00</u>

HEALTH

STATEMENT OF OBJECTIVES:

Office of Public Health: The objectives of this element are to provide the Health Department with its executive direction, its policy development and its administrative services. To maintain, protect and improve the health and well being of the citizens of Waltham. (CD) To promote the general health of the City through financial support of different health programs that deal with contagious disease. (MC) Elimination of mosquitoes by dusting, fogging and air spraying of insecticides. Reduction of sources of mosquitoes by drainage maintenance of lowlands.

Health Inspections: Protection of the health and social environment of the community through preventive medicine by use of adequate sanitation inspections.

Inspection of Weights & Measure: To develop and maintain accuracy and fairness in quantity determination in all commercial transactions. To implement rules, regulations and statutes pertaining to Weights and Measures.

To test all commercial devices used and seal, not seal, or condemn these devices. Annual and timely re-inspection of weighing and measuring devices is essential. Weights and Measures officials work behind the scenes acting as a third party in protecting both consumers and businesses from unfair practices by making sure they get a dollars worth of value for each dollar spent. To ensure that commodities purchased by consumers conform with the designated weight count, measurement and price presented. By constant re-testing of devices, re-inspections, and trial weightings of commodities, fairness is ensured in the marketplace. A one ounce error on a scale making 100 weightings a day at \$1.00 a pound will multiply out an error of \$2,281.00 in a year! It is important to note that savings, identified through the device and commodity inspection program, are savings resulting from an active weights and measures function. Weights and Measures is not just a service provided for the consumers; it is an assurance for the businesses of the City of Waltham that their devices and procedures are not working against them. It is in the vital interest of both consumer and merchant that the Weight and Measures inspector receive the full support of the community. The inspector alone protects the buying power of their dollar.

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:

Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	156,457	156,309
Pension Administration	15,577	11,910
Medical & Life Insurance	211,641	206,244
Heat, Light, Water	11,632	11,404
Building Repair & Maintenance	11,449	7,234
Building Insurance	257	239
Motor Vehicle Insurance	1,986	2,019
Motor Vehicle Maint & Repair	21,778	23,141
Total	\$430,777	\$418,500

OUTPUT MEASURES

OFFICE OF PUBLIC HEALTH

The Board of Health is the policy making body of the Health Department. Administrative head is the Director of Public Health who oversees, plans and reviews the operations of the public health aid, health inspectors, housing inspectors, and office clerk. This element provides for the purchase of biological and other supplies for immunization clinics and provides financial aid for half of the hospitalization costs of tuberculosis patients not covered by insurance programs. Provide anti-rabies vaccine and treatment to residents exposed to rabies. A flu clinic is provided for the elderly. Beginning in February and March many swamps were treated with BTI insecticides to prevent spring brood of mosquito larvae ditches and culverts cleared of debris during spring cleaning. Where mosquito larvae were found in spring and summer they were sprayed with abate. A helicopter is needed to spray some of the areas.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Burial permits issued	255	250	250
Food service estab permits	300	300	300
Retail food permits	73	75	75
Trans.of garbage permit	34	35	35
Swimming pool permits	54	50	50
Tobacco permits	73	70	70
Day camp permits	20	18	18
DNA research permits	14	15	15
Mobile food & Caterer	17	20	20
<i>Total Permits issued</i>	<i>840</i>	<i>833</i>	<i>833</i>
Contagious follow-up	96	100	100
Tuberculosis follow-up	187	190	190
Catch basin larva control	3,914	3,914	3,914
B.T.I. treated acres	39.5	45	45
Aerosol application/acres	1737	1737	1737

HEALTH

OUTPUT MEASURES

HEALTH INSPECTIONS

Relationship of output program objective: Inspections of all eating and drinking establishments, markets and stores, bakeries, nursing homes, housing inspections and code enforcement nuisance complaints, mobile caterers, air pollution, septic tank installations, demolition inspections, rodent and pest complaints, day camp inspections, swimming pool inspections, mobile food servers inspections, advise on new restaurant construction and renovation, food borne illness investigations, lodging house inspections, no heat, water or electricity and gas, installation and maintenance of dwelling facilities, kitchen, bath, heat, hot water, electrical, security and abatement orders are issued to violators.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Food establishment inspections	1,580	1,580	1,580
Housing inspections	1,404	1,400	1,400
Swimming pool inspections	54	50	50
Housing complaints	1,034	1,005	1,005
Trash complaints	344	300	300
Food complaints	46	40	40
Rodent & pest complaints	47	45	45
No heat complaints	44	40	40
Day camp inspections	20	20	20
Conferences owner or operator	305	300	300

INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Scales sealed	331	331	331
Gasoline pumps	353	353	353
Scanners	3,097	3,097	3,097
Oil truck meters	60	60	60
Weights	106	106	106
Taxi meters	63	63	63
Package testing	1,841	1,841	1,841
Re-tests & inspections	3,357	3,357	3,357
Adjustments	115	115	115
Sealing fees	\$15,793	\$15,793	\$15,793
Annual estimated loss to consumers & businesses	\$1,751,070	\$2,000,000	\$2,000,000

HEALTH

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	Commissioners	*	5	4,600.00	5	5,300.00	5	-	0.00		5			5	5,000.00	5,000.00
2.	Dir of Public Health	18-6 (L11)	1	102,344.25	1	108,024.24	1	107,076	52,570.11	107,076.00	1	107,076.00	107,076.00	1	107,076.00	107,076.00
3.	Asst Dir of Public Health	15-6 (L11)	1	83,389.90	1	88,134.98	1	87,363	42,891.52	87,363.00	1	87,363.00	87,363.00	1	87,363.00	87,363.00
4.	SPMG Sr Code Enforce Insp	13-6 (L10)					2	157,329	77,079.73	157,329.00	2	78,844.00	157,688.00	2	157,688.00	157,688.00
5.	Inspector, Wgts & Meas	13-6 (L9)	1	71,098.69	1	75,219.52	1	75,251	36,937.46	75,251.00	1	75,251.00	75,251.00	1	75,251.00	75,251.00
6.	SPMG Sr Code Enforce Insp	13-6 (L8)	2	187,550.15	2	152,811.83					1	77,410.00	77,410.00	1	77,410.00	77,410.00
7.	SPMG Sr Code Enforce Insp	13-6	2	90,992.36	2	137,621.91	2	143,352	70,380.04	143,352.00	1	71,676.00	71,676.00	1	71,676.00	71,676.00
8.	Public Health Nurse, RN	13-2	1	63,300.01	1	69,622.89	1	69,038	24,812.67	69,038.00	1	58,346.00	58,346.00	1	58,346.00	58,346.00
9.	SPMG Code Enforcement Insp	12-4 (L8)	1	51,908.74	1	60,770.26	1	65,675	31,725.06	65,675.00	1	68,252.00	68,252.00	1	68,252.00	68,252.00
10.	Office Coordinator		1	36,509.95	1	357.94										
Total			15	691,694.05	15	697,863.57	14	705,084	336,396.59	705,084.00	14	703,062.00		14	708,062.00	708,062.00

* Stipends suspended temporarily

HEALTH

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-510-5100								
5111 Salaries - Full Time	687,094.05	692,563.57	705,084.00	336,396.59	705,084.00	703,062.00	703,062.00	703,062.00
5194 Boards & Commissions	4,600.00	5,300.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
General Expenses 001-510-5200								
5192 Mileage	5,847.97	4,152.80	3,000.00	1,259.85	3,000.00	3,600.00	3,600.00	3,600.00
5242 Office Equipment Repair/Maint	1,656.00		1,700.00		1,700.00	1,700.00	1,700.00	1,700.00
5305 Legal Services	210.00	510.00	150.00		150.00	150.00	150.00	150.00
5306 Medical Services	2,705.90	2,835.39	3,500.00	1,690.51	3,500.00	3,650.00	3,650.00	3,650.00
5342 Postage	458.00	1,641.70	1,250.00	20.00	1,250.00	1,250.00	1,250.00	1,250.00
5343 Printing	1,006.91	596.10	800.00		800.00	800.00	800.00	800.00
5381 Contract Labor / Instruction	665.00	420.00	750.00		750.00	750.00	750.00	750.00
5386 Public Safety /Mosquito Control	27,349.00	28,716.00	29,434.00	29,434.00	29,434.00	30,025.00	30,025.00	30,025.00
5420 Office Supplies	1,737.49	2,166.65	1,350.00	751.43	1,350.00	1,350.00	1,350.00	1,350.00
5500 Medical Supplies			150.00		150.00			
5510 Education Supplies	198.00		500.00		500.00	500.00	500.00	500.00
5581 Clothing, Gloves & Shoes	219.98	269.97	750.00	460.00	750.00	750.00	750.00	750.00
5587 Tools	1,120.00	489.33	400.00	302.00	400.00	500.00	500.00	500.00
5730 Dues	225.00	100.00						
5731 Conference Expense								
Equipment & Unusual 001-510-5400								
5395-72 Medical Waste Pickup	459.68	599.65	600.00		600.00	600.00	600.00	600.00
5806 Contagious Disease	9,600.00	5,524.04						

COST SUMMARY BY CLASSIFICATION

Personnel	691,694.05	697,863.57	705,084.00	336,396.59	705,084.00	703,062.00	708,062.00	708,062.00
General Expenses	43,399.25	41,897.94	43,734.00	33,917.79	43,734.00	45,025.00	45,025.00	45,025.00
Equipment & Unusual	10,059.68	6,123.69	600.00	0.00	600.00	600.00	600.00	600.00
Total Operating Budget	<u>745,152.98</u>	<u>745,885.20</u>	<u>749,418.00</u>	<u>370,314.38</u>	<u>749,418.00</u>	<u>748,687.00</u>	<u>753,687.00</u>	<u>753,687.00</u>

HISTORICAL COMMISSION

STATEMENT OF OBJECTIVES:

To preserve and protect for posterity and to provide public access to the natural and historic sites and collections owned by the city allowing their use for civic, social and educational activities.

1. Advocate for Residents-Interface with city officials in regard to protection of properties at risk or loss to its historical significance
2. Historic Education- Provide educational programs for students in our school districts
3. Promotion of Waltham Events-Participate in events promoting historical Waltham
4. Oversee use and care of historically significant properties-Assure clients and groups using these venues receipt of value and service

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Monthly Meetings	10	10	10
Off Site Meetings (Consultant)	10	15	10
Waltham Event Participation	7	10	10
Developmental Prospectus Review	37	30	30
Site Visits	15	20	20
Inquiries by phone/mail	~4 per day	~4 per day	~4 per day
Demolition Delays Issued	3	2	3

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	Actual		Actual		July-December		Estimated Expenditures	Department Request			Mayor's Recommendation		Council Approval	
			#	Expenditures	#	Expenditures	#	Budget		Expenditures	#	Rate	Total	#		Total
1.	Board Members	*	7	5,800.00	7	6,400.00	7	-		7	100.00	7,000.00	7	7,000.00	7,000.00	
2.	Program Director		1	23,499.96	1	23,499.96	1	23,500	11,749.98	23,500.00	1	23,500.00	23,500.00	1	23,500.00	23,500.00
Total			8	29,299.96	8	29,899.96	8	23,500	11,749.98	23,500.00	8	30,500.00	30,500.00	8	30,500.00	30,500.00

* Stipends suspended temporarily

HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-691-5100								
5121 Salaries - Part Time	23,499.96	23,499.96	23,500.00	11,749.98	23,500.00	23,500.00	23,500.00	23,500.00
5194 Boards & Commissions	5,800.00	6,400.00	0.00	0.00	0.00	7,000.00	7,000.00	7,000.00
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General Expenses 001-691-5200								
5342 Postage	289.80	360.60	1,000.00	326.00	1,000.00	900.00	900.00	900.00
5343 Printing	792.01		1,000.00		1,000.00	1,500.00	1,000.00	1,000.00
5420 Office Supplies	3,911.13	3,031.68	2,500.00	1,164.98	2,500.00	2,000.00	2,000.00	2,000.00
5450 Custodial Supplies	1,421.18	1,322.75	100.00		100.00	600.00		
5510 Educational Supplies		93.10				100.00		
5730 Dues	361.00	275.00						
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Equipment & Unusual 001-691-5400								
5430 Paine Building Furnishings	13,539.95	13,708.45		0.00				
6266 Landscape Maintenance-Paine Estate	8,238.00	9,850.00		1,180.00		2,000.00	2,000.00	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	29,299.96	29,899.96	23,500.00	11,749.98	23,500.00	30,500.00	30,500.00	30,500.00
General Expenses	6,775.12	5,083.13	4,600.00	1,490.98	4,600.00	5,100.00	3,900.00	3,900.00
Equipment & Unusual	21,777.95	23,558.45	0.00	1,180.00	0.00	2,000.00	2,000.00	2,000.00
Total Operating Budget	<u>57,853.03</u>	<u>58,541.54</u>	<u>28,100.00</u>	<u>14,420.96</u>	<u>28,100.00</u>	<u>37,600.00</u>	<u>36,400.00</u>	<u>36,400.00</u>

INFORMATION TECHNOLOGY

STATEMENT OF OBJECTIVES:

To organize, promote and develop comprehensive data processing systems that will improve preparation, collection and retrieval of significant data and to maintain a bank of this data, make systems studies, simplify accounting and record keeping, produce revenue and expenditure documents rapidly and accurately, operate the data center economically and efficiently, enhance interoffice communication and workflow.

DESCRIPTION OF OUTPUT STATEMENT:

IT is responsible for the City's computer hardware and software needs. Presently, the City is greatly expanding its computer capabilities through the installation of a wide area network to most city buildings and offices. IT now provides tax collection and billing for real estate and personal property, excise tax collection, water billing and collection, city/school payroll and employee records, retirees' payroll, accounts payable, general ledger, purchasing records, police detail billing and collection, miscellaneous billing, interoffice e-mail, word processing and the City website.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	65,362	60,694
Pension Administration	5,974	4,115
Medical & Life Insurance	269,336	262,663
Heat, Light, Water	23,265	22,808
Building Repair & Maintenance	22,898	14,470
Building Insurance	514	478
Motor Vehicle Insurance	397	404
Motor Vehicle Maint & Repair	4,356	4,628
Total	\$392,102	\$370,260

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Systems Operating	32	32	32
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Recommendation #	Mayor's Recommendation Total	Council Approval
1.	IT Director	19-6 (L8)	1	97,950.60	1	103,352.24	1	108,592	52,182.48	108,592.00	1	110,641.00	110,641.00	1	110,641.00	110,641.00
2.	Asst Director IT	16-6 (L11)	1	89,706.79	1	94,763.51	1	93,933	46,117.12	93,933.00	1	93,933.00	93,933.00	1	93,933.00	93,933.00
3.	GIS Administrator	16-6	1	76,046.55	1	83,532.80	1	84,624	41,547.01	84,624.00	1	84,624.00	84,624.00	1	84,624.00	84,624.00
4.	Server/Desktop Sys Mgr	15-6 (L8)	1	78,014.51	1	85,722.39	1	85,001	41,732.35	85,001.00	1	85,001.00	85,001.00	1	85,001.00	85,001.00
5.	SPMG Sr App Analyst / Programmer	13-6 (L11)	2	144,830.16	2	153,455.30	2	158,762	77,769.98	158,762.00	2	79,560.00	159,121.00	2	159,121.00	159,121.00
6.	Executive Assistant	12-6 (L10)	1	67,161.81	1	71,093.50										
7.	SPMG Server/Desktop Support Spec	12-6 (L11)	1	65,762.62	1	72,372.16	1	74,548	36,599.81	74,548.00	1	74,548.00	74,548.00	1	74,548.00	74,548.00
8.	SPMG Server/Desktop Support Spec	12-6 / (L8)	2	118,541.49	2	130,350.50	2	134,320	65,945.60	134,320.00	2	72,533.00	139,693.00	2	139,693.00	139,693.00
9.	SPMG Application Liaison	11-6 (L8)	1	53,765.10	1	59,232.83	1	62,270	30,572.03	62,270.00	1	67,252.00	65,591.00	1	65,591.00	65,591.00
10.	SPMG Principal Comp Operator N	9-6	1	49,088.12	1	53,246.03	1	56,763	26,865.12	56,763.00	1	56,763.00	56,763.00	1	56,763.00	56,763.00
11.	Office Coordinator	9 (PT 19 hrs)					0.5	23,007	12,748.36	23,007.00	0.5	42,382.00	23,007.00	0.5	23,007.00	23,007.00
12.	Temporary			14,600.00		14,848.00		-				16.00	14,848.00		14,848.00	14,848.00
Total			12	855,467.75	12	921,969.26	11.5	881,820	432,079.86	881,820.00	11.5		907,770.00	11.5	907,770.00	907,770.00

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-155-5100								
5111 Salaries - Full Time	791,779.63	853,875.23	802,050.00	392,466.38	802,050.00	813,152.00	813,152.00	813,152.00
5121 Salaries - Part Time	0.00	0.00	23,007.00	12,748.36	23,007.00	23,007.00	23,007.00	23,007.00
5112 Wages - Full Time	49,088.12	53,246.03	56,763.00	26,865.12	56,763.00	56,763.00	56,763.00	56,763.00
5123 Temporary Help	14,600.00	14,848.00	0.00	0.00	0.00	14,848.00	14,848.00	14,848.00
5131 Overtime - Callbacks	12,003.83	11,735.03	11,000.00	5,318.52	11,000.00	11,000.00	11,000.00	11,000.00
General Expenses 001-155-5200								
5192 Mileage Allowance	396.29	120.19	200.00		200.00	200.00	200.00	200.00
5231 Water	161.26	368.66						
5241 Equipment Repair/Maint		241.96	750.00		750.00	750.00	750.00	750.00
5243 Computer Equip Repair/Maint	117,350.08	86,812.10	84,000.00	24,056.93	84,000.00	84,000.00	84,000.00	84,000.00
5247 Intrusion Detection			500.00		500.00	500.00	500.00	500.00
5248 Computer Software/License	141,927.46	150,672.49	145,000.00	137,791.00	145,657.00	145,657.00	145,657.00	145,657.00
5291 Custodial Services	745.00							
5300 Consultants	7,590.00	7,590.00						
5312 Training	7,152.00	204.40						
5340 Communication Line	14,542.83	12,243.00	15,000.00	7,866.00	15,000.00	15,000.00	15,000.00	15,000.00
5342 Postage	52.91	301.03	500.00	106.48	500.00	500.00	500.00	500.00
5343 Printing	4,205.95	2,983.05	1,500.00		1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	773.33	1,352.05	1,700.00	193.31	1,700.00	1,700.00	1,700.00	1,700.00
5424 Computer Supplies	30,890.65	21,025.58	18,000.00	14,113.60	18,000.00	18,000.00	18,000.00	18,000.00
5510 Education Supplies	130.46	98.98	400.00		400.00	400.00	400.00	400.00
5730 Dues	377.97	75.00	75.00		75.00	75.00	75.00	75.00
5731 Conference Expense	20.00	140.00						
Equipment & Unusual 001-155-5400								
5585 Computer Software	1,545.00	1,545.00				10,000.00	10,000.00	10,000.00
5892-01 Fitch School Computer	974.00							
5892-02 Whittemore School Computer	669.98							

COST SUMMARY BY CLASSIFICATION

Personnel	867,471.58	933,704.29	892,820.00	437,398.38	892,820.00	918,770.00	918,770.00	918,770.00
General Expenses	326,316.19	284,228.49	267,625.00	184,127.32	268,282.00	268,282.00	268,282.00	268,282.00
Equipment & Unusual	3,188.98	1,545.00	0.00	0.00	0.00	10,000.00	10,000.00	10,000.00
Total Operating Budget	<u>1,196,976.75</u>	<u>1,219,477.78</u>	<u>1,160,445.00</u>	<u>621,525.70</u>	<u>1,161,102.00</u>	<u>1,197,052.00</u>	<u>1,197,052.00</u>	<u>1,197,052.00</u>

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:

To provide telephone service for all departments of city government.

DESCRIPTION OF OUTPUT STATEMENT:

The switchboard at City Hall is opened from 8:30 A.M. to 4:30 P.M. Monday through Friday to provide information and telephone connection to the city departments. This element acts as a liaison to the telephone company for all installation, repair or disconnection of telephones.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008	FY 2009	FY 2010			FY 2011				
			Actual	Actual	July-December			Department Request		Mayor's	Council	
			# Expenditures	# Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	# Rate	Total	# Recommendation Total	Approval
1.	Telephone Operators		25,535.52	25,250.00		27,707	12,164.47	27,707.00	101.00	27,707.00	27,707.00	27,707.00
Total			25,535.52	25,250.00		27,707	12,164.47	27,707.00		27,707.00	27,707.00	27,707.00

CENTRAL TELEPHONE SERVICE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-156-5100								
5121 Salaries - Part Time	25,535.52	25,250.00	27,707.00	12,164.47	27,707.00	27,707.00	27,707.00	27,707.00
General Expenses 001-156-5200								
5128 Substitute Telephone Operator	9,931.41	10,774.43	10,000.00	3,222.28	10,000.00	10,000.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	52,194.66	45,384.41	50,000.00	23,629.00	50,000.00	50,000.00	50,000.00	50,000.00
5340 Communication	126,626.94	135,760.31	120,000.00	64,034.02	120,000.00	120,000.00	120,000.00	120,000.00
Equipment & Unusual 001-156-5400								
5585 911 Interface System						27,000.00	27,000.00	27,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	25,535.52	25,250.00	27,707.00	12,164.47	27,707.00	27,707.00	27,707.00	27,707.00
General Expenses	188,753.01	191,919.15	180,000.00	90,885.30	180,000.00	180,000.00	180,000.00	180,000.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	27,000.00	27,000.00	27,000.00
Total Operating Budget	<u>214,288.53</u>	<u>217,169.15</u>	<u>207,707.00</u>	<u>103,049.77</u>	<u>207,707.00</u>	<u>234,707.00</u>	<u>234,707.00</u>	<u>234,707.00</u>

LAW

STATEMENT OF OBJECTIVES:

To provide the administrative support and supervision necessary to support a full range of legal services for the Mayor and city government.

DESCRIPTION OF OUTPUT STATEMENT:

The City Solicitor is responsible for furnishing legal advice to the Mayor and all branches of city government, for representing the City in all matters of litigation, for preparing and approving all contracts, bonds and other instruments, for legal processing of any violations of city ordinances, and for drafting and codifying all city ordinances.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	69,255	69,759
Pension Administration	6,697	5,106
Medical & Life Insurance	164,304	158,844
Heat, Light, Water	17,448	17,106
Building Repair & Maintenance	17,173	10,852
Building Insurance	385	359
Total	\$275,262	\$262,026

Output Measure	*to date & ongoing	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Personal Inj Claims		8	7*	10
Amount Paid for Personal Inj claims		\$1,000	00*	\$1,000
# of Property Damage Claims		30	6*	25
# of Water & Sewer Claims		16	4*	12
Amount Paid in Property/Judgments		\$5,563.00	\$164,000.00	\$5,000.00
Claims/Collections brought by the City against others				
Request for Opinions		378	192*	380
a. Review of Special Permits		31	10*	30
Basic Small Street Defect Claims		188	78*	190
Contracts		86	62*	90
Cases(Appeals, Worker's Comp, Personnel Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning, ATB)				
Claimants Demands for Damages-Totals:		65	32*	70
Sewer Claims:		\$83,037.56	\$38,237.15	
Property Damage:		\$13,483.33	\$4,263.56	
Personal Injury:		\$20,000.00	0 (no demand amounts yet made)	
Street Defects:		\$35,293.92	\$16,865.67	

- #1 Law Dept successfully defended 195 Wyman St v City & Gaudet lawsuit-obtained settlement work approx \$700,000 in upgrades to City's water main system
- #2 \$60,000 + collected in delinquent tax accounts
- #3 Court entered summary judgment in favor of City on its breach of contract counterclaim & against PTC (petroleum supplier) on PTC's claims against City for breach of contract and quantum merit-Court awarded City \$8,356.19
- #4 \$2,300 lien perfected

LAW

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation	Council Approval	
												Rate	Total			#
1.	City Solicitor	21-6 (L11)	1	119,062.85	1	128,462.76	1	127,361	62,529.28	127,361.00	1	127,361.00	127,361.00	1	127,361.00	127,361.00
2.	First Asst City Solicitor			500.00		500.00		500	250.00	500.00		500.00	500.00		500.00	500.00
3.	Asst City Solicitor	18-6 (L11)	1	101,481.37	1	107,106.37	1	106,996	52,469.80	106,996.00	1	107,076.00	107,076.00	1	107,076.00	107,076.00
4.	Asst City Solicitor	18-6 (L8)	1	92,202.21	1	98,308.86	1	104,182	51,149.31	104,182.00	1	104,182.00	104,182.00	1	104,182.00	104,182.00
5.	Asst City Solicitor	18-6	2	180,246.07	2	194,597.60	2	192,930	94,721.02	192,930.00	2	96,465.00	192,930.00	2	192,930.00	192,930.00
6.	Asst City Solicitor	18	1	19,421.97												
7.	Executive Assistant	12-5 (L11)									1	71,765.00	71,765.00			
8.	Office Mgr / Legal Secretary	11-6 (L11)	1	62,757.02	1	66,477.66	1	65,897	32,352.51	65,897.00				1	66,496.00	66,496.00
9.	Legal Secretary	10-6	1	48,155.25	1	53,111.28	1	54,805	26,498.88	54,805.00	1	55,509.00	55,509.00	1	55,509.00	55,509.00
10.	Principal Office Assistant	8-6 (L8)									1	51,962.00	51,962.00			
11.	Assoc Office Assistant	7-6 (L8)	1	43,126.56	1	45,821.41	1	46,936	22,300.42	46,936.00				1	49,056.00	49,056.00
Total			9	666,953.30	8	694,385.94	8	699,607	342,271.22	699,607.00	8	711,285.00		8	703,110.00	703,110.00

LAW

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-151-5100								
5111 Salaries - Full Time	666,953.30	694,385.94	699,607.00	342,271.22	699,607.00	711,285.00	703,110.00	703,110.00
General Expenses 001-151-5200								
5192 Mileage Allowance	273.95	461.71	300.00	132.70	300.00	300.00	300.00	300.00
5231 Water	163.34	132.82						
5242 Maintenance of Office Equipment	1,252.33	283.73	500.00	1,186.80	500.00	1,300.00	1,300.00	1,300.00
5305 Legal Services			2,000.00	548.85	2,000.00	2,000.00	2,000.00	1,000.00
5308 Recording	583.96	550.00						
5308 Stenographer	7,423.87	3,294.55	1,000.00	2,094.75	1,000.00	4,000.00	4,000.00	3,000.00
5315 Witness-Court Cost	4,215.30	2,298.97						
5342 Postage	464.65	527.87	550.00	288.00	550.00	550.00	550.00	550.00
5343 Printing	66.00	128.43	300.00		300.00	300.00	300.00	0.00
5383 Photo Services			300.00		300.00	300.00	300.00	0.00
5420 Office Supplies	5,140.89	2,708.45	500.00	248.57	500.00	1,200.00	1,200.00	500.00
5424 Computer Supplies			600.00	178.03	600.00	600.00	600.00	0.00
5730 Licenses & Law Library	44,675.97	41,414.15	45,000.00	14,964.95	45,000.00	50,000.00	50,000.00	41,500.00
Equipment & Unusual 001-151-5400								
5300 Consultants	469.27	1,070.65						
5315 Legal Issues		7,634.30		0.00				
5760 Judgments, Claims & Settlements	24,849.75	9,838.00	3,000.00	164,000.00	167,000.00	3,000.00	3,000.00	3,000.00
5990 Land Takings	2,750.00	650.00						

COST SUMMARY BY CLASSIFICATION

Personnel	666,953.30	694,385.94	699,607.00	342,271.22	699,607.00	711,285.00	703,110.00	703,110.00
General Expenses	64,260.26	51,800.68	51,050.00	19,642.65	51,050.00	60,550.00	60,550.00	48,150.00
Equipment & Unusual	28,069.02	19,192.95	3,000.00	164,000.00	167,000.00	3,000.00	3,000.00	3,000.00
Total Operating Budget	759,282.58	765,379.57	753,657.00	525,913.87	917,657.00	774,835.00	766,660.00	754,260.00

LIBRARY

STATEMENT OF OBJECTIVES:

To organize, develop and promote a plan for public library service for the City of Waltham. To make available all the library materials for whatever may be the individual need of the client: education, research, recreation. To provide service to make materials accessible. To develop, plan and organize programs properly related to the clients needs in education, research, recreation.

DESCRIPTION OF OUTPUT STATEMENT:

Development of policies for the general administration of the staff and buildings. Production of budgets, official and professional records and reports. Production of rules and regulations of operation and service. Planning and promoting extensive service to clients through participation in the Minuteman Library Network and Metro-West. Acquisition of appropriate and effective library materials for library users. Development of collections. Production of booklists. Development of film programs, pre-school story hours, etc.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	282,525	341,777
Pension Administration	24,992	23,492
Medical & Life Insurance	406,900	369,689
Heat, Light, Water	129,632	134,031
Building Repair & Maintenance	54,693	77,825
Building Insurance	4,933	4,592
Workers Compensation	1,452	
Total	\$905,127	\$951,406

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Registered Borrowers	29,751	29,750	29,800
Items Circulated	544,890	520,000	530,000
Process Books & Other Materials	19,679	19,500	19,750
Process of Inter Library Loan	129,807	130,000	130,000
Process of Period Titles	3,980	3,750	3,600
Process of A.V.	3,360	3,360	3,300
Process of Paperbacks	1,304	1,300	1,300
Number of Visits to building		350,000	355,000
Number of Programs	303	300	300
Program Attendance	7,244	7,250	7,250
Study Room Use	2,959	3,300	3,500

LIBRARY

PERSONNEL

			FY 2008		FY 2009		FY 2010			FY 2011						
Bargaining Unit	Position	FY 2011 Grade-Step	#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation Total	Council Approval	
1.	Library Trustees	*	6	4,800.00	6	4,600.00	6	-			6			6,000.00	6,000.00	
2.	Library Director	18-6 (L10)	1	102,344.25	1	108,206.16	1	102,055	50,007.35	102,055.00	1	106,112.00	106,112.00	106,112.00	106,112.00	
3.	Asst Library Director	15-6 (L8)	1	82,494.73	1	60,983.10	1	85,001	41,732.35	85,001.00	1	85,001.00	85,001.00	85,001.00	85,001.00	
4. LIBR	Library Dept Head	13-6 (L11)	1	78,845.52	1	82,817.85	2	159,121	79,545.18	159,121.00	2	79,560.00	159,120.00	159,121.00	159,121.00	
5. LIBR	Library Dept Head		1	72,415.08	1	77,120.87										
6. LIBR	Library Dept Head	13-6	1	63,608.46	1	26,727.66										
7. LIBR	Library Dept Head	13-6	1	62,169.71	1	68,363.74	1	71,676	35,190.02	71,676.00	1	71,676.00	71,676.00	71,676.00	71,676.00	
8. LIBR	Library Dept Head	13-6	1	58,415.40	1	63,949.05	1	68,311	33,928.88	68,311.00	1	71,676.00	70,998.00	70,998.00	70,998.00	
9. LIBR	Librarian I	12-6 (L10)	1	67,458.85	1	71,742.64	1	73,876	36,270.08	73,876.00	1	73,876.00	73,876.00	73,876.00	73,876.00	
10. LIBR	Librarian I	12-5	1	52,292.13	1	56,511.37	1	60,614	29,374.98	60,614.00	1	64,620.00	62,993.00	62,993.00	62,993.00	
11.	Administrative Assistant	10-6 (L11)	1	58,635.66	1	62,158.01	1	61,615	30,250.50	61,615.00	1	61,615.00	61,615.00	61,615.00	61,615.00	
12. LIBR	Library Assistant I	9-6 (L11)	1	54,293.60	1	57,602.22	1	59,441	29,182.98	59,441.00	1	59,441.00	59,441.00	59,441.00	59,441.00	
13. LIBR	Library Assistant I	9-6 (L10)	1	43,649.48	1	45,945.16	1	47,124	23,223.18	47,124.00	1	58,905.00	47,124.00	47,124.00	47,124.00	
14. LIBR	Library Assistant I	9-6 (L9 / L8)	1	52,826.14	1	56,045.20	3	173,904	86,988.40	173,904.00	3	58,370.00	174,484.00	174,484.00	174,484.00	
15. LIBR	Library Assistant I	9-6	3	153,944.49	3	163,740.23	1	53,550	26,290.94	53,550.00	1	53,550.00	53,550.00	53,550.00	53,550.00	
16. LAB	Working Foreman I	10-6 (L9)	1	53,079.21	1	56,072.20	1	57,490	28,305.55	57,490.00	1	27.53	57,490.00	57,490.00	57,490.00	
17. LAB	Bldg Custodian Jr	7	1	38,209.46	1	17,537.38										
18. LAB	Bldg Custodian Jr (PT 19 hours)	7-1					0.5	17,872			1	18.02	37,626.00	17,872.00	17,872.00	
19. LIBR	Librarian II - Archivist	11-6 (L8)	1	32,648.19	1	40,621.54	1	34,586	18,786.70	34,586.00	1	34,586.00	34,586.00	34,586.00	34,586.00	
20. LIBR	Librarian II	10-6 (L10)	1	40,715.93	1	42,967.82	1	32,666	16,570.71	32,666.00	1	32,666.00	32,666.00	32,666.00	32,666.00	
21. LIBR	Librarian II	10-6 (L9)	1	26,633.84	1	29,169.87	1	32,369	13,967.43	32,369.00	1	32,369.00	32,369.00	32,369.00	32,369.00	
22. LIBR	Library Assistant II - Specialist	7 (L)	9	212,001.90	9	236,953.36	9	230,562	114,991.80	230,562.00	9		231,436.00	231,436.00	231,436.00	
23. LIBR	Library Assistant II	6 (L)	7	162,160.17	7	178,419.73	7	178,923	76,019.95	155,923.00	6		155,919.00	155,919.00	155,919.00	
24. LIBR	Library II / Assistant II - Substitutes			25,954.80		25,141.72		9,500	8,685.78	20,141.56			26,000.00	29,000.00	26,000.00	
25.	Pages			107,538.33		121,817.91		91,000	47,076.57	110,383.14			95,000.00	103,000.00	95,000.00	
26.	Weekend Staff							70,135					77,550.00	81,226.00	77,550.00	
27.	Building Maint Person PT	7-3	1	13,111.61	1	15,509.51	1	14,556	7,668.14	14,556.00	1		15,127.00	15,127.00	15,127.00	
Reduction-details determined by Collective Bargaining							(75,000)									
Total			44	1,720,246.94	44	1,770,724.30	42.5	1,710,947	834,057.47	1,704,964.70	42		1,821,759.00	40.5	1,822,682.00	1,808,006.00

* Stipends suspended temporarily

LIBRARY

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-610-5100								
5111 Salaries - Full Time	1,003,393.50	1,001,913.26	1,016,288.00	501,984.84	1,016,288.00	1,025,990.00	1,025,991.00	1,025,991.00
5112 Wages - Full Time	91,288.67	73,609.58	57,490.00	28,305.55	57,490.00	95,116.00	57,490.00	57,490.00
5122 Wages - Part Time	620,764.77	690,601.46	712,169.00	303,767.08	631,186.70	700,653.00	733,201.00	718,525.00
5194 Boards & Commissions	4,800.00	4,600.00	0.00	0.00	0.00	0.00	6,000.00	6,000.00
5131 Overtime	2,974.39	6,177.46	2,500.00	4,233.25	8,466.50	2,500.00	2,500.00	2,500.00
Reduction-details determined by Collective Bargaining	0.00	0.00	(75,000.00)	0.00	(75,000.00)	0.00	0.00	0.00
General Expenses 001-610-5200								
5192 Mileage Allowance	1,726.42	720.07	600.00	256.85	600.00	600.00	600.00	600.00
5241 Equipment Repair/Maint	2,426.15	1,740.35	2,500.00	299.00	2,500.00	2,500.00	2,500.00	2,500.00
5242 Office Equipment Repair/Maint	496.00	421.00	500.00		500.00	500.00	500.00	500.00
5272 Office Equipment Rental	723.50	1,605.50	800.00	319.83	800.00	800.00	800.00	800.00
5291 Custodial Services	4,555.83	6,429.40	5,000.00	1,688.56	5,000.00	5,000.00	5,000.00	5,000.00
5342 Postage	1,238.00	1,000.00	1,000.00		1,000.00	750.00	750.00	750.00
5343 Printing	663.05	943.10	1,200.00		1,200.00	750.00	750.00	750.00
5420 Office Supplies	2,835.39	4,144.57	2,400.00	1,179.89	2,400.00	2,400.00	2,400.00	2,400.00
5430 Building Supplies	5,567.84	5,589.88	3,000.00	3,081.79	3,000.00	5,500.00	4,200.00	4,200.00
5450 Custodial Supplies	4,386.10	1,970.24	1,500.00	259.57	1,500.00	1,500.00	1,500.00	1,500.00
5460 Maintenance of Grounds	3,009.06	832.12	1,250.00	85.00	1,250.00	1,250.00	1,250.00	1,250.00
5510 Education Supplies	280,521.30	289,705.98	199,563.00	106,424.38	199,563.00	209,000.00	209,000.00	209,000.00
5581 Clothing, Gloves, Shoes	1,484.98	1,944.99	1,000.00	550.00	1,000.00	1,000.00	1,000.00	1,000.00
5583 Library Supplies	27,437.19	26,206.20	17,000.00	7,174.21	17,000.00	15,000.00	15,000.00	15,000.00
5730 Dues	190.00	340.00	350.00		350.00	350.00	350.00	350.00
5731 Conference Expense	1,734.25	209.25	0.00					
Equipment & Unusual 001-610-5400								
5888 Minuteman Network	58,820.00	62,514.70	61,051.00	53,895.77	61,000.00	61,000.00	61,000.00	61,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,723,221.33	1,776,901.76	1,713,447.00	838,290.72	1,638,431.20	1,824,259.00	1,825,182.00	1,810,506.00
General Expenses	338,995.06	343,802.65	237,663.00	121,319.08	237,663.00	246,900.00	245,600.00	245,600.00
Equipment & Unusual	58,820.00	62,514.70	61,051.00	53,895.77	61,000.00	61,000.00	61,000.00	61,000.00
Total Operating Budget	<u>2,121,036.39</u>	<u>2,183,219.11</u>	<u>2,012,161.00</u>	<u>1,013,505.57</u>	<u>1,937,094.20</u>	<u>2,132,159.00</u>	<u>2,131,782.00</u>	<u>2,117,106.00</u>

MAYOR

STATEMENT OF OBJECTIVES:

The Mayor as Chief Executive of the City of Waltham is responsible for formulating policy with the advice of her department heads, co-ordinating an over-all basis program of all departments, developing and improving organization and procedure to maximize effective performance of municipal government operation, representing the City in its dealings with citizens, with government agencies, and with other municipalities.

DESCRIPTION OF OUTPUT STATEMENT:

The Mayor's Office provides the support necessary for the Chief Executive to carry out the executive function of government.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:

Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	75,577	75,848
Pension Administration	7,558	5,762
Medical & Life Insurance *	87,738	75,592
Heat, Light, Water	9,065	7,939
Building Repair & Maintenance	4,749	4,398
Building Insurance	304	283
Total	<u>\$184,991</u>	<u>\$169,822</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected

*No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008	FY 2009	FY 2010				FY 2011					
			Actual # Expenditures	Actual # Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Request Total	Mayor's Recommendation #	Mayor's Recommendation Total	Council Approval
1.	Mayor	*	1 112,231.24	1 114,965.35	1	116,139	57,019.39	116,139.00	1	116,139.00	116,139.00	1	116,139.00	116,139.00
2.	Exec Secretary to Mayor	11-6 (L9)	1 61,868.98	1 65,870.14	1	65,298	32,058.37	65,298.00	1	65,298.00	65,298.00	1	65,298.00	65,298.00
3.	Constituency Serv Admin	10-6	1 49,556.89	1 54,632.16	1	55,509	27,252.74	55,509.00	1	55,509.00	55,509.00	1	55,509.00	55,509.00
4.	Constituency Serv Admin PT	10	1 13,843.45	1 14,679.99	0.5	24,823	7,060.92	24,823.00	0.5		24,823.00	0.5	24,823.00	24,823.00
Total			4 237,500.56	4 250,147.64	3.5	261,769	123,391.42	261,769.00	3.5		261,769.00	3.5	261,769.00	261,769.00

* No COLA increase for Mayor

* No COLA increase for Mayor

MAYOR

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-121-5100								
5111 Salaries - Full Time	223,657.11	235,467.65	236,946.00	116,330.50	236,946.00	236,946.00	236,946.00	236,946.00
5121 Salaries - Part Time	13,843.45	14,679.99	24,823.00	7,060.92	24,823.00	24,823.00	24,823.00	24,823.00
General Expenses 001-121-5200								
5192 Mileage Allowance	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00	3,000.00	3,000.00	3,000.00
5231 Water	108.23	86.38						
5242 Maintenance of Office Equipment	490.00	514.00	1,000.00	539.00	1,000.00	1,000.00	1,000.00	1,000.00
5314 Stenographer	982.50							
5340 Postage	383.74	637.24	1,500.00	132.00	1,500.00	1,500.00	1,500.00	1,500.00
5343 Printing & Binding	1,118.70	1,085.84	1,500.00	925.00	1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	2,542.43	2,510.88	2,500.00	589.87	2,500.00	2,500.00	2,500.00	2,500.00
5492 Groceries & Provisions	882.62	57.18						
5730 MMA Membership for Council & Mayor	16,920.20	17,271.05	12,000.00	11,902.60	12,000.00	12,000.00	12,000.00	12,000.00
5731 Mayor Expense	3,300.00	3,549.00	3,350.00	1,650.00	3,350.00	3,350.00	3,350.00	3,350.00
Equipment & Unusual 001-121-5400								
5301 Audit	86,000.00	80,080.00	69,000.00	17,000.00	69,000.00	69,000.00	69,000.00	69,000.00
5303 Appraisal of Land	16,500.00	9,700.00		0.00				
5306 Youth Programs	20,000.00							
5327 Disposal Contaminants	8,661.85	8,943.00						
5355 Tourism	5,236.40	2,000.00						
5391 Senior Volunteer Program	37,500.00	35,613.26	37,500.00		37,500.00	37,500.00	37,500.00	37,500.00
5730 Cities-Climate Protection	1,200.00							
5790 Waltham Day / Special Events	37,202.70	21,928.41		0.00				
5810 Open Space	13,449.00	3,394.50						
XXXX Previous years suspended pay increase-non-union tied to change in Medical Insurance FY 08 (schedule attached)							336,600.00	336,600.00

COST SUMMARY BY CLASSIFICATION

Personnel	237,500.56	250,147.64	261,769.00	123,391.42	261,769.00	261,769.00	261,769.00	261,769.00
General Expenses	29,728.42	28,711.57	24,850.00	17,238.47	24,850.00	24,850.00	24,850.00	24,850.00
Equipment & Unusual	225,749.95	161,659.17	106,500.00	17,000.00	106,500.00	106,500.00	443,100.00	443,100.00
Total Operating Budget	492,978.93	440,518.38	393,119.00	157,629.89	393,119.00	393,119.00	729,719.00	729,719.00

FY 2011
Previous Year Suspended Non-Union Pay Increase

Account #	FY 2011	Budgeted Amount
001-141-5100	Assessor	16,700
001-135-5100	Auditor	21,500
001-192-5100	Building	7,200
001-161-5100	City Clerk	7,400
001-163-5100	Voter Registration	6,200
001-171-5100	Conservation	2,200
001-420-5100	CPW-Salaries	24,000
001-541-5100	Council on Aging	12,600
001-291-5100	Emergency Management	1,700
001-410-5100	Engineering	6,100
001-220-5100	Fire Dept	11,900
001-510-5100	Health	12,600
001-155-5100	Information Technology	14,900
001-151-5100	Law	26,200
001-610-5100	Library	9,700
001-121-5100	Mayor	5,900
001-152-5100	Personnel	9,700
001-175-5100	Planning	12,200
001-183-5100	Housing	12,000
001-670-5100	Paine Estate	2,700
001-210-5100	Police	22,000
001-138-5100	Purchasing	7,700
001-630-5100	Recreation	18,000
001-480-5100	Transportation	4,400
001-145-5100	Treasurer	32,200
001-543-5100	Veterans	6,100
001-245-5100	Wires	6,200
232-480-5100	Parking	5,200
610-450-5100	Water Admin	5,200
610-451-5100	Water Billing	6,200
	TOTAL	336,600

CELEBRATION OF HOLIDAYS

STATEMENT OF OBJECTIVES:

To conduct a suitable city celebration of the noteworthy holidays.

DESCRIPTION OF OUTPUT STATEMENT:

On holidays such as Memorial Day, Fourth of July, Halloween, and Christmas each year the Mayors Office coordinates the public celebration, these celebrations involve other departments and benefit young and old.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200								
5793 Memorial Day	1,000.00	1,000.00	1,000.00			1,000.00	1,000.00	1,000.00
5794 Veteran's Day			100.00			100.00	100.00	100.00
5795 July 4th	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	11,000.00	11,000.00	11,100.00	10,000.00	10,000.00	11,100.00	11,100.00	11,100.00
Equipment & Unusual								
Total Operating Budget	<u>11,000.00</u>	<u>11,000.00</u>	<u>11,100.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>11,100.00</u>	<u>11,100.00</u>	<u>11,100.00</u>

PERSONNEL

STATEMENT OF OBJECTIVES:

It shall be the function of the department to plan, administer and direct all phases of the personnel function, including wage and salary administration, position classification, management training programs, Youth Employment Program, sick and vacation leave, accident prevention and safety programs, physical and psychological examination programs, to maintain personnel transactions and record keeping in accordance with all applicable rules and regulations ordinances and statutes. Work Study to provide an educational as well as an employment opportunity for local college students through an extensively federally funded program. Administration of the unemployment insurance benefit for municipal and school departments in accordance with Massachusetts general laws.

DESCRIPTION OF OUTPUT STATEMENT:

Work Study students are placed in numerous departments in both part-time and full-time throughout the year. The City and School department unemployment insurance is on a self-insured basis. Claims are processed, paid or denied by the Personnel department.

Qualifying exams scheduled for Emergency Telecommunication Operators, Emergency Communication Dispatcher Supervisors, Police Cadet and Clerical positions. Conducts CORI checks on all new employees

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	18,619	18,992
Pension Administration	1,762	1,344
Medical & Life Insurance	85,992	81,297
Heat, Light, Water	11,632	11,404
Building Repair & Maintenance	11,449	7,235
Building Insurance	257	239
Total	\$129,711	\$120,511

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Employment Applications	175	124	150
Department Requisitions	44	40	42
Preplacement Physicals	10	7	10
CORI Checks completed	108	100	115
Skill Check computer testing	1	3	2
# Persons Employed/Promoted	7	5	6
# Departments Affected	6	11	8
Qualifying Exams given	0	0	20
EAP Program Providers	9	2	1
EAP Program Utilization	400	156	175
Educational Incentive Program	0	0	0
Summer Works Applications	86	100	105
# Summer Works Students Hired	39	55	55
# Work Study Students	6	5	0
Departments Affected	13	17	16
Participating Colleges	4	2	0
Insurance Claims Denied	11	6	8

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request Rate	Total	Mayor's Recommendation		Council Approval	
								Budget	Actual Expenditures				Estimated Expenditures	#		Total
1.	Personnel Director		1	95,809.37	1	101,166.87										
2.	Personnel Director (PT 19hrs)	1 month						4,536	27,337.32	27,337.32						
3.	Personnel Director	17-2					1	68,160	17,112.12	54,188.38	1	77,307.00	76,569.00	1	76,569.00	76,569.00
4.	Administrative Assistant	10-6 (L11)	1	58,635.66	1	62,158.01	1	61,615	30,250.50	61,615.00	1	61,615.00	61,615.00	1	61,615.00	61,615.00
5.	Personnel Technician	10-6 (L8)	1	51,538.82	1	55,985.68	1	55,509	27,252.74	55,509.00	1	56,989.00	56,989.00	1	56,989.00	56,989.00
6.	Principal Office Assistant	8-4	1	37,573.66	1	41,557.00	1	42,836	21,025.21	42,836.00	1	44,526.00	44,526.00	1	44,526.00	44,526.00
7.	Workers Comp Agent											6,000.00	6,000.00			
8.	Apprentice / Co-op Program															
9.	Youth Employment Program			39,606.63		45,160.00		45,000	39,602.25	39,602.25			45,000.00		45,000.00	45,000.00
10.	Temp Employee Acct			19,146.33		13,313.54		-								
Total			4	302,310.47	4	319,341.10	4	277,656	162,580.14	281,087.95	4	290,699.00		4	284,699.00	284,699.00

PERSONNEL

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-152-5100								
5111 Salaries - Full Time	243,557.51	260,867.56	232,656.00	122,977.89	241,485.70	239,699.00	239,699.00	239,699.00
5121 Salaries - Part Time	58,752.96	58,473.54	45,000.00	39,602.25	39,602.25	51,000.00	45,000.00	45,000.00
General Expenses 001-152-5200								
5231 Water	51.69	70.99						
5242 Maint Office Equipment	483.00	397.00	450.00	236.00	744.00	750.00	750.00	750.00
5341 Advertising	2,170.00	610.00	1,000.00	625.00	1,000.00	2,000.00	2,000.00	2,000.00
5342 Postage	905.16	925.52	850.00	4.00	850.00	850.00	850.00	850.00
5343 Printing	649.00	457.00	500.00		500.00	500.00	500.00	500.00
5420 Office Supplies	430.11	811.28	400.00	311.27	400.00	400.00	400.00	400.00
5730 Conference Expense	1,155.00	60.00				300.00	300.00	300.00
5731 Dues	120.00	275.00				400.00		
General Expenses 001-153-5200								
5125 Work-study	3,232.72	3,672.18	6,000.00	352.94	6,000.00	6,000.00	6,000.00	6,000.00
General Expenses 001-913-5200								
5172 Unemployment Compensation	2,494.96	4,129.07	100,000.00	68,650.83	100,000.00	100,000.00	100,000.00	100,000.00
Equipment & Unusual 001-152-5200								
5306 Pre-emp Physical/Psychological, EAP	54,371.87	44,802.53	30,000.00	6,222.00	30,000.00	20,000.00	20,000.00	20,000.00
5306 Youth Programs		25,000.00	26,000.00		26,000.00			
5312 Training / Employment / Diversity	2,026.25	1,670.00	2,000.00	140.00	2,000.00	2,000.00	2,000.00	2,000.00
5334 Civil Service Exams	6,198.70					1,000.00	1,000.00	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	302,310.47	319,341.10	277,656.00	162,580.14	281,087.95	290,699.00	284,699.00	284,699.00
General Expenses	11,691.64	11,408.04	109,200.00	70,180.04	109,494.00	111,200.00	110,800.00	110,800.00
Equipment & Unusual	62,596.82	71,472.53	58,000.00	6,362.00	58,000.00	23,000.00	23,000.00	23,000.00
Total Operating Budget	<u>376,598.93</u>	<u>402,221.67</u>	<u>444,856.00</u>	<u>239,122.18</u>	<u>448,581.95</u>	<u>424,899.00</u>	<u>418,499.00</u>	<u>418,499.00</u>

WORKERS COMPENSATION

STATEMENT OF OBJECTIVES:

This element administers in accordance with MGL 152 The Workers Compensation Program; investigating, managing and resolving related injuries for all employees except police officers, fire fighters and appointed officials.

DESCRIPTION OF OUTPUT STATEMENT:

This element administers The Workers Compensation Program by investigating claims for causation, provide case management for all injuries and prepare cases for the industrial accident board.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Injuries	126	100	110
Number on Payroll	18	20	8
Retirees	4	3	3
W/C Savings on Bills	\$210,916.82	\$203,356.85	\$208,000.00

WORKERS COMPENSATION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200								
5152 Training	265.00							
5170 Worker's Compensation	428,141.85	434,928.68	185,000.00	275,908.82	417,218.30	300,000.00	185,000.00	185,000.00
5242 Maintenance of Office Equipment	468.00	290.00						
5305 Legal Services	2,000.00	3,561.80	2,000.00	7,595.28	13,020.48	8,000.00	2,000.00	2,000.00
5306 Medical Services	156,792.31	203,224.01	85,000.00	30,751.73	216,791.73	175,000.00	85,000.00	85,000.00
5309 Medical Evaluation			500.00					
5315 Witness-Court Cost Investigations	2,573.00	290.00						
5342 Postage	505.67	89.87						
5343 Printing	418.80	418.80						
5420 Office Supplies	376.56							
5731 Conference Expense		3,616.50				2,000.00		
5760 Claims & Settlements	20,145.61	16,730.07	5,000.00	23,144.27	75,144.27	50,000.00	50,000.00	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	611,686.80	663,149.73	277,500.00	337,400.10	722,174.78	535,000.00	322,000.00	322,000.00
Equipment & Unusual								
Total Operating Budget	611,686.80	663,149.73	277,500.00	337,400.10	722,174.78	535,000.00	322,000.00	322,000.00

PLANNING

STATEMENT OF OBJECTIVES:

The Planning Department seeks to improve the quality of life in the City of Waltham by: providing professional input into the decision making processes; providing support to low and moderate income residents by administering the federal Community Development Block Grant Program; improving housing opportunities; preparing plans to identify and guide appropriate development; coordinating the construction of public improvement projects; aggressively pursuing federal and state grants to supplement the City's tax base; and undertaking economic development initiatives to support the business community; strengthen the tax base and expand employment opportunities.

DESCRIPTION OF OUTPUT STATEMENT:

The Planning Department delivers information, reports, maps and policy analyses to the Mayor and City Council as well as the public; administers an annual federal Community Development Block Grant budget in excess of one million dollars to support social service agencies; provide and rehabilitate affordable housing, improve public infrastructure; and deliver public construction projects including parks, athletic fields and streets and secures grants.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	2,427	2,456
Pension Administration		
Medical & Life Insurance	43,653	56,261
Heat, Light, Water	11,632	11,404
Building Repair & Maintenance	11,449	7,235
Building Insurance	257	239
Motor Vehicle Insurance	794	807
Motor Vehicle Maint & Repair	8,711	9,257
Total	\$78,923	\$87,659

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
See Department Divisions			

PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			Actual		Actual		#	July-December			#	Department Request		Mayor's		Council Approval
			#	Expenditures	#	Expenditures		Budget	Actual Expenditures	Estimated Expenditures		Rate	Total	#	Recommendation Total	
1.	Planning Director	20-6 (L11)	1	115,592.10	1	121,926.25	1	120,856	59,335.17	120,856.00	1	120,856.00	120,856.00	1	120,856.00	120,856.00
2.	Asst Dir of Planning	15-6 (L8)	1	78,387.59	1	80,027.67	1	81,329	38,640.90	81,329.00	1	85,001.00	85,001.00	1	85,001.00	85,001.00
3.	Principal Planner	14-3	1	60,694.03	1	59,845.62	1	63,094	30,948.84	63,094.00	1	65,595.00	65,595.00	1	65,595.00	65,595.00
4.	Principal Planner		1	2,158.26												
5.	Principal Office Assistant	8-6	1	35,091.12	1	38,672.67	1	46,589	19,477.25	46,589.00	1	48,113.00	48,113.00	1	48,113.00	48,113.00
6.	Fair Housing Officer			3,000.00		3,000.00		3,000	1,472.77	3,000.00		3,000.00	3,000.00		3,000.00	3,000.00
Total			5	294,923.10	4	303,472.21	4	314,868	149,874.93	314,868.00	4	322,565.00		4	322,565.00	322,565.00

PLANNING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-175-5100								
5111 Salaries - Full Time	291,923.10	300,472.21	311,868.00	148,402.16	311,868.00	319,565.00	319,565.00	319,565.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,472.77	3,000.00	3,000.00	3,000.00	3,000.00
Offset Receipt - CDBG / HOME Program			(110,000.00)	(41,487.66)	(110,000.00)	(110,000.00)	(110,000.00)	(110,000.00)
General Expenses 001-175-5200								
5192 Mileage Allowance	96.49							
5231 Water	114.15	145.21						
5342 Postage	113.83	159.76	200.00	23.56	200.00	200.00	200.00	200.00
5343 Communication Line	364.31	393.64						
5381 Printing & Binding	117.68							
5420 Office Supplies	848.54	994.20	650.00	231.50	650.00	650.00	650.00	650.00
5731 Dues	345.00	287.95						
Equipment & Unusual 001-175-5400								
6163 Architect (Hardy)	7,200.00	270.00						

COST SUMMARY BY CLASSIFICATION

Personnel	294,923.10	303,472.21	204,868.00	108,387.27	204,868.00	212,565.00	212,565.00	212,565.00
General Expenses	2,000.00	1,980.76	850.00	255.06	850.00	850.00	850.00	850.00
Equipment & Unusual	7,200.00	270.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>304,123.10</u>	<u>305,722.97</u>	<u>205,718.00</u>	<u>108,642.33</u>	<u>205,718.00</u>	<u>213,415.00</u>	<u>213,415.00</u>	<u>213,415.00</u>

HOUSING

STATEMENT OF OBJECTIVES:

The objective of the Housing department is to provide information to the Mayor, City Council, Planning Director, citizens, businessmen or any other group who may be making decisions. Particularly important is the provision of information in depth so that the long term implications of a decision are considered as much as the short term. The Housing division looks forward to the widest possible dissemination of information on local metropolitan, state, and even national agencies to encourage the City and its citizens to act wisely in their decision making.

DESCRIPTION OF OUTPUT STATEMENT:

The division shall be responsible for promoting and financing the development of affordable rental and ownership housing. Coordinating with the federal and state governments to bring additional resources to housing programs. Creating new opportunities for homebuyers through education and financing. Developing and implementing programs designed to increase access to affordable housing for Waltham residents. The department provides information to the public and city officials as needed.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	15,355	15,563
Pension Administration	1,320	1,006
Medical & Life Insurance	75,075	59,369
Heat, Light, Water	5,816	5,702
Building Repair & Maintenance	5,724	3,617
Building Insurance	177	165
Motor Vehicle Insurance	397	404
Motor Vehicle Maint & Repair	4,356	4,628
Total	\$108,220	\$90,454

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
De-lead Loans / Grants	5	5	5
CDBG Rehabilitation Loans	25	25	25
HOME Program DPA Loans	10	8	8
Total CDBG applied to deferred Loans for 2009		\$233,493.00	
Total CDBG Funds applied to Delead grants		\$32,740.00	
Total Home funds applied to Delead grants		\$25,118.00	
Total Home funds applied to deferred loans		\$398,106.00	

HOUSING

PERSONNEL

Bargaining Unit Position			FY 2008		FY 2009		FY 2010			FY 2011						
			Actual		Actual		July-December			Department Request		Mayor's		Council		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total	Approval
1.	Housing Director	16-6 (L11)	1	89,706.80	1	94,763.51	1	93,933	46,117.12	93,933.00	1	93,933.00	93,933.00	1	93,933.00	93,933.00
2.	Asst Housing Director	14-6 (L9)	1	75,954.50	1	80,674.75	1	80,349	39,448.32	80,349.00	1	80,349.00	80,349.00	1	80,349.00	80,349.00
3.	Housing Specialist	12-6 (L9)	1	66,545.42	1	70,441.73	1	70,149	34,281.47	70,149.00	1	70,472.00	70,472.00	1	70,472.00	70,472.00
4.	Asst Finance Rehab Advisor	11-6 (L8)	1	57,051.84	1	60,434.14	1	59,906	29,411.33	59,906.00	1	64,698.00	64,299.00	1	64,299.00	64,299.00
Total			4	289,258.56	4	306,314.13	4	304,337	149,258.24	304,337.00	4	309,053.00		4	309,053.00	309,053.00

HOUSING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-183-5100								
5111 Salaries - Full Time	289,258.56	306,314.13	304,337.00	149,258.24	304,337.00	309,053.00	309,053.00	309,053.00
Offset Receipt - CDBG / HOME Program			(25,947.00)		(25,947.00)	(25,947.00)	(25,947.00)	(25,947.00)
Offset Receipt - CDBG Program Administration			(75,900.00)	(34,281.47)	(75,900.00)	(75,900.00)	(75,900.00)	(75,900.00)
General Expenses 001-183-5200								
5192 Mileage								
5231 Water	165.20	260.06						
5242 Maintenance of Office Equipment	492.99	249.60						
5302 Advertising		25.00						
5342 Postage	368.50	645.76	750.00	333.00	750.00	750.00	750.00	750.00
5420 Office Supplies	838.81	914.01	600.00	568.49	600.00	600.00	600.00	600.00
5582 Camera & Photo Supplies	160.15							
5730 Conference Expense	20.00							

COST SUMMARY BY CLASSIFICATION

Personnel	289,258.56	306,314.13	202,490.00	114,976.77	202,490.00	207,206.00	207,206.00	207,206.00
General Expenses	2,045.65	2,094.43	1,350.00	901.49	1,350.00	1,350.00	1,350.00	1,350.00
Equipment & Unusual								
Total Operating Budget	<u>291,304.21</u>	<u>308,408.56</u>	<u>203,840.00</u>	<u>115,878.26</u>	<u>203,840.00</u>	<u>208,556.00</u>	<u>208,556.00</u>	<u>208,556.00</u>

PAINE ESTATE

STATEMENT OF OBJECTIVES:

The Paine Estate (Stonehurst) represents the ideas of three late 19th century visionaries whose devotion to thoughtful community planning is a valuable lesson for today. Our mission to preserve this National Historic Landmark and spread the forward-looking ideas that it represents; that environment shapes a person and this it takes vigilant stewardship and planning to sustain healthy communities. By fostering creative thought about community planning we aim to confirm and strengthen the historic reputation of Waltham as a center for innovation.

DESCRIPTION OF OUTPUT STATEMENT:

We disseminate this message by offering programs and tours to the public and school groups and serving as a venue for civic events, private events and meetings.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	1,902	2,046
Medical & Life Insurance	16,358	15,867
Heat, Light, Water	23,987	44,391
Building Repair & Maintenance	18,825	26,221
Building Insurance	1,733	1,613
Total	\$62,805	\$90,138

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Private events		53	50
City events		3	5
Tours		400	400
Public Programs		8	8
School Programs		6	6
Total Income	\$90,405	\$90,000	\$90,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			Actual		Actual		#	July-December			#	Department Request		Mayor's Recommendation		Council Approval
			#	Expenditures	#	Expenditures		Budget	Actual Expenditures	Estimated Expenditures		Rate	Total	#	Total	
1.	Paine Estate Curator	13-6 (L8)	1	60,190.15	1	63,993.47	1	64,919	30,830.71	64,919.00	1	74,561.00	67,851.00	1	67,851.00	67,851.00
2.	SPMG Events Coordinator	8-6 (L8)	1	49,370.74	1	52,504.40	1	54,133	26,577.15	54,133.00	1	54,133.00	54,133.00	1	54,133.00	54,133.00
Total			2	109,560.89	2	116,497.87	2	119,052	57,407.86	119,052.00	2	121,984.00		2	121,984.00	

PAINE ESTATE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-670-5100								
5111 Salaries - Full Time	109,560.89	116,497.87	119,052.00	57,407.86	119,052.00	121,984.00	121,984.00	121,984.00
Offset Receipt - Gift	(29,920.11)	(23,670.17)	(22,272.00)	(24,345.00)	(24,345.00)	(25,563.00)	(25,563.00)	(25,563.00)
General Expenses 001-670-5200								
5192 Mileage		88.85						
5231 Water	159.75	129.38						
5241 Repair Equipment	2,369.00							
5291 Custodial Services	14,811.54	12,122.75	10,000.00	3,137.75	10,000.00	10,000.00	10,000.00	10,000.00
5302 Advertising	1,359.75	682.50						
5307 Public Safety Service	21,012.40	19,415.00	20,000.00	10,954.40	20,000.00	20,000.00	20,000.00	20,000.00
5330 Substitute Events Coordinator	1,500.00	570.00						
5340 Postage	6.30	7.40						
5343 Printing	1,349.47	272.00						
5382 Pest Control	1,570.00	1,560.00	1,000.00	450.00	1,000.00	1,000.00	1,000.00	1,000.00
5420 Office Supplies	1,292.36	1,480.90	500.00	58.34	500.00	500.00	500.00	500.00
5434 Building Supplies	1,999.91	453.77						

COST SUMMARY BY CLASSIFICATION

Personnel	79,640.78	92,827.70	96,780.00	33,062.86	94,707.00	96,421.00	96,421.00	96,421.00
General Expenses	47,430.48	36,782.55	31,500.00	14,600.49	31,500.00	31,500.00	31,500.00	31,500.00
Equipment & Unusual								
Total Operating Budget	<u>127,071.26</u>	<u>129,610.25</u>	<u>128,280.00</u>	<u>47,663.35</u>	<u>126,207.00</u>	<u>127,921.00</u>	<u>127,921.00</u>	<u>127,921.00</u>

POLICE

STATEMENT OF OBJECTIVES:

General Support: The Administrative Division provides the Chief of Police and other executives with detailed advice, information and data on matter pertaining to departmental operations.

Community Services: The objectives of the Community Services Division include providing diversified programs reaching out to the citizens of the community. The programs include GREAT, TRIAD, City United, the Waltham Police Athletic League, Housing Liaison Program and Citizens Academies. Additionally, the division provides firearms and taxi licensing, permitting and records services to the public.

Criminal Patrol & Apprehension: The department's primary objectives are: protection of life, liberty and property; enforcement of all laws and ordinances; the preservation of peace and public order; the prevention and repression of crime.

Investigation & Prosecution: The division offers specialist services in the investigation of crimes that require follow-up. The Detective Division also has the responsibility of enforcing State and local liquor laws.

Animal Control: To maintain and control the stray or unkempt animals in the City so the general public is not subject to disturbance or harm.

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	5,031,949	4,959,194
Pension-Non Contributory	20,853	18,562
Pension Administration	509,251	381,688
Medical & Life Insurance	5,728,147	5,508,955
Heat, Light, Water	82,047	88,094
Building Repair & Maintenance	89,853	77,162
Building Insurance	2,103	1,957
Motor Vehicle Insurance	23,830	24,220
Motor Vehicle Maint & Repair	261,334	277,701
Total	\$11,749,367	\$11,337,533

OUTPUT MEASURES

COMMUNITY SERVICES			
These outputs help to reduce traffic congestion by discouraging violations of parking and traffic laws by reducing accidents and by eliminating their causes. Additionally, outputs help to facilitate safety in the schools, in the neighborhoods, and in the community as a whole.			
Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Taxi Inspections	106	120	124
Accidents Reported	2,285	2,653	2,700
Accidents Investigated	1,497	1,555	1,600
Taxi License	122	139	145
Taxi Registrations	53	60	62
F.I.D. Cards Issued	62	40	50
License to Carry Firearms Issued	220	112	150
Classes Taught	200	481	485
Special Events	75	104	110
Investigations/Follow-ups	205	137	160
School Officer individual contacts		2,360	2,375

OUTPUT MEASURES

GENERAL SUPPORT			
The specific services the Administration Division provides are diverse and wide ranging but include such items as accreditation, crime analysis and dissemination of current information on arrests and crime patterns. The Administration Division bears responsibility for payroll, workers' compensation, and overall supervision of property, evidence, motor vehicles, buildings and grounds. Also included are all training issues, firearm maintenance and background investigations for Police, Fire and 911 personnel. Other functions of the Administration Division are computer maintenance, planning and research and maintaining the Police web page.			
Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Total Training in Service	137	131	131
Total Training Specialized	189	55	70
Training Firearms	900	882	882
Training Firearms - Special	243	124	100
Total Evidence	1,050	1,162	1,100
Academy	2	0	3
Background Investigations	30	15	25

CRIMINAL PATROL & APPREHENSION

The Patrol Division's primary responsibility is to respond to all calls for service, 24 hours a day, 7 days a week. The Patrol Division maintains public peace, arrests violators, investigates motor vehicle accidents, assists on medical calls, enforces traffic laws, reports on any public hazard, serves court documents (warrants, summons, 209A prevention orders, etc.), and works with other agencies. Preventive patrol efforts attempt to deter crime. Through community policing efforts the Patrol Division identifies and resolves issues of concern in an attempt to improve the quality of life of the citizens.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Arrests	1,006	1,181	1,200
Incapacitated Persons	329	437	450
Traffic Citations Issued	11,140	10,363	11,000
OUI Arrests	110	84	100
Parking Tags Issued	5,150	5,247	5,300
Frequency Checks	2,827	2,561	3,000
Incident Reports Prepared	8,019	9,592	10,000

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

The output statement represents cases requiring investigation and various ancillary investigative steps necessary to bring them closure. Drug investigations represent investigations conducted by the Middlesex County Suburban Drug Task Force. The crime scene photos category is a reflection of pictures taken by department members using digital cameras. The number in the interviews/interrogations conducted category represents an average number of interviews/interrogations associated with major case investigation. The fingerprinting of evidence/crime scene category denotes crime scenes processed for evidentiary materials.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Major Investigations	1,826	1,587	1,600
Interviews/Interrogations Conducted			
Prosecutions Trial/Hearings	1,499	1,463	1,450
Juvenile Investigations	128	123	125
Magistrate Traffic Hearings	1,049	1,104	1,100
Crime Scene Photos	11,519	10,692	11,000
Fingerprinting- Evidence Crime Scene	256	194	200
Domestic Violence Investigation	239	250	250
Drug Investigations	73	58	50
Middlesex County Task Force			
Sex Offender Invstgtn/Rgstrtn	200	343	400

ANIMAL CONTROL

The Animal Control Officer enforces the state laws and City of Waltham ordinances regarding dogs. This officer also responds to other domestic animal calls and calls regarding wildlife. This officer is also responsible for assuring that stray animals are sheltered or euthanized humanely and according to law. A clinic for rabies control is also run annually under the direction of the Animal Control Officer.

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Total Calls Answered	679	660	672
Dogs and Cats Impounded	81	58	60
Dogs and Cats Returned to Owner	58	45	47
Dogs and Cats Adopted	21	13	15
Dogs and Cats Euthanized	6	0	3
Citations Issued	25	45	65
Other Animal Calls	180	153	155
Raccoon Calls	70	72	74
Cat Calls	36	37	38
Dog Calls	393	398	405

POLICE

PERSONNEL

Bargaining Unit	Position	FY 2010 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation	Council Approval	
												Rate	Total			#
1.	Police Chief		1	109,118.85	1	134,327.62	1	110,951	67,687.77	110,951	1	115,626.00	115,265.00	1	115,265.00	115,265.00
2.	PSUP Deputy Police Chief		1	114,606.82	1	121,096.72	1	99,450	61,032.45	99,450	1	99,450.00	99,450.00	1	99,450.00	99,450.00
3.	PSUP Police Captain		4	339,080.69	4	408,606.78	4	339,372	206,187.54	339,372	4	84,843.00	339,372.00	4	339,372.00	339,372.00
4.	PSUP Police Lieutenant		10	828,116.08	10	904,157.28	10	757,520	456,759.74	757,520	10	73,025.00	757,520.00	10	757,520.00	757,520.00
5.	PSUP Police Sergeant		17	1,199,314.41	17	1,321,419.53	17	1,097,846	669,045.78	1,097,846	17	62,534.00	1,097,846.00	17	1,097,846.00	1,097,846.00
6.	PPAT Police Officer		42	2,385,196.80	43	2,529,579.61	43	2,291,171	1,299,009.98	2,291,171	43	51,942.00	2,288,136.00	43	2,288,136.00	2,288,136.00
7.	PPAT Police Officer Nights		69	3,783,710.22	65	4,008,467.56	65	3,611,159	1,990,163.99	3,611,159	65	55,229.00	3,611,130.00	65	3,611,130.00	3,611,130.00
8.	PPAT Police Officer Maint / Safety		2	117,266.18	2	124,600.43	2	106,919	63,140.35	106,919	2	54,977.00	109,954.00	2	109,954.00	109,954.00
9.	PPAT Police Officer SRO		4	216,058.99	4	236,454.95	4	207,768	119,856.88	207,768	4	51,942.00	207,768.00	4	207,768.00	207,768.00
10.	Cadet Program		3	77,906.84	3	56,638.57	1	40,475	19,795.02	40,475	1	42,069.00	42,069.00	1	42,069.00	42,069.00
11.	TRAF School Traffic Supervisor		42	225,994.30	42	232,609.48	36	253,566	117,733.88	253,566	36	7,006.00	253,616.00	36	253,616.00	253,616.00
12.	Business Manager	15-6 (L11)	1	83,389.90	1	88,134.98	1	87,363	42,891.52	87,363	1	87,363.00	87,363.00	1	87,363.00	87,363.00
13.	SPMG Animal Control Officer	11-6 (L11)	1	63,327.30	1	67,082.06	1	69,120	33,934.85	69,120	1	69,120.00	69,120.00	1	69,120.00	69,120.00
14.	Administrative Assistant	10-6 (L11)	1	58,107.52	1	61,597.81	1	61,060	29,977.86	61,060	1	61,615.00	61,476.00	1	61,476.00	61,476.00
15.	Principal Office Assistant	8-6 (L9 & L10)	2	99,655.36	2	105,808.98	2	105,047	51,522.61	105,047	2	52,924.00	105,367.00	2	105,367.00	105,367.00
16.	Associate Office Assistant	7	3	133,472.73	3	112,856.64	2	91,752	46,384.90	91,752	2	49,056.00	94,478.00	2	94,478.00	94,478.00
17.	Proj Coord - Community Policing Grant		1	23,453.86	1	23,441.01	1	23,454	11,514.88	23,454	1	23,454.00	23,454.00	1	23,454.00	23,454.00
18.	Animal Inspector			1,500.00		1,500.00		1,500	736.51	1,500.00		1,500.00	1,500.00		1,500.00	1,500.00
19.	Part Time		1	-	4	16,835.95	2	20,020	8,335.67	20,020	2		20,020.00	2	20,020.00	20,020.00
Total Salaries			88	3,357,044.66	91	3,656,113.41	80	3,158,496	1,823,540.98	3,158,496.00	80		3,167,916.00	80	3,167,916.00	3,167,916.00
Total Wages			117	6,502,232.19	114	6,899,102.55	114	6,217,017	3,472,171.20	6,217,017.00	114		6,216,988.00	114	6,216,988.00	6,216,988.00

POLICE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-210-5100								
5111 Salaries - Full Time	2,522,907.36	2,871,167.66	2,903,430.00	1,418,935.40	2,903,430.00	2,912,800.00	2,912,800.00	2,912,800.00
5112 Wages - Full Time	5,612,358.19	6,002,105.87	6,217,017.00	3,004,981.50	6,217,017.00	6,216,988.00	6,216,988.00	6,216,988.00
5121 Salaries - Part Time	227,494.30	234,109.48	255,066.00	118,470.39	255,066.00	255,116.00	255,116.00	255,116.00
5143 Holiday	366,116.33	408,511.95	605,785.00	229,045.97	605,785.00	607,240.00	500,000.00	500,000.00
5141 Longevity	573,949.31	638,257.89	687,435.00	687,312.11	697,073.50	718,480.00	718,480.00	718,480.00
5142 College Credits	1,496,517.00	1,447,832.95	1,524,125.00	753,324.89	1,524,125.00	1,585,170.00	1,585,170.00	1,585,170.00
5131 Overtime	925,144.02	886,765.04	611,000.00	396,192.83	611,000.00	681,000.00	611,000.00	611,000.00
5144 Out of Grade	0.00		2,500.00		2,500.00	2,500.00	2,500.00	2,500.00
Receipt Offset - Grant	(91,549.80)	(137,064.28)						
General Expenses 001-210-5200								
5231 Water	950.37	885.09						
5241 Equipment Repair/Maint	7,448.19	5,590.25	3,000.00	137.40	3,000.00	6,000.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	3,578.55	2,639.33	1,500.00	3,287.86	5,000.00	4,000.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	35,209.84	30,194.90	45,000.00	25,530.00	45,000.00	45,000.00	45,000.00	45,000.00
5291 Custodial Services	808.00	1,236.83	1,300.00	311.75	800.00	1,000.00	1,000.00	1,000.00
5306 Medical Services	80,907.52	152,204.98	32,500.00	28,438.78	130,000.00	80,000.00	80,000.00	80,000.00
5312 Training	45,915.54	31,084.87	35,000.00	2,418.78	15,000.00	35,000.00	35,000.00	35,000.00
5340 Communication	24,828.07	36,135.46	39,000.00	18,597.62	39,000.00	41,000.00	39,000.00	39,000.00
5341 Advertising	138.00	68.50						
5342 Postage	1,958.29	950.88	1,200.00	557.75	1,000.00	1,200.00	1,200.00	1,200.00
5343 Printing	2,907.30	3,357.42	1,750.00	1,426.56	1,750.00	1,750.00	1,750.00	1,750.00
5386 Accreditation	3,061.55	1,345.00	1,200.00	1,407.00	1,407.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	12,438.77	10,148.45	8,500.00	5,777.64	11,000.00	11,000.00	11,000.00	11,000.00
5424 Computer Supplies	3,060.91	4,600.64	1,500.00	866.60	5,400.00	6,000.00	6,000.00	6,000.00
5430 Building Supplies	3,648.55	3,393.77	1,200.00	1,328.87	1,800.00	1,800.00	1,800.00	1,800.00
5470 Public Safety Supplies	14,374.48	15,508.41	10,000.00	4,361.35	10,000.00	10,000.00	10,000.00	10,000.00
5490 Food Supplies	1,782.56	2,481.98	2,500.00	385.45	2,000.00	2,500.00	2,500.00	2,500.00
5500 Medical Supplies		462.28	1,000.00	11,094.58	10,544.58	1,000.00	1,000.00	1,000.00
5510 Education Supplies	3,611.26	1,215.38	1,000.00		500.00	1,000.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	477.00	319.95	500.00		500.00	500.00	500.00	500.00
5582 Photo Supplies	2,250.29	909.60	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
5587 Tools	180.25	400.95	300.00	51.95	200.00	300.00	300.00	300.00
5730 Dues	5,294.46	2,620.00	4,785.00		4,785.00	4,785.00	4,785.00	4,785.00
5731 Conference Expense	2,645.59	747.74						
5733 Licenses Taxi / Medallions	1,105.10	853.37	1,000.00	802.58	1,000.00	1,000.00	1,000.00	1,000.00

POLICE

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400								
5312 Training Academy Fee	33,166.71	6,900.03	9,967.00	9,966.71	9,966.71	9,200.00	9,200.00	9,200.00
5315 Legal Issues	36,750.00	36,250.00	36,500.00	36,250.00	36,250.00	36,250.00	36,250.00	36,250.00
5360 Boarding / Care of Animals	5,124.44	8,256.46	9,000.00	0.00	5,000.00	9,000.00	9,000.00	9,000.00
5392-21 COP	5,233.48	3,662.35	3,000.00	279.72	3,000.00	3,000.00	3,000.00	3,000.00
5392-22 SRO / GREAT	22,564.25	15,000.00	4,000.00	3,966.80	4,000.00	4,000.00	4,000.00	4,000.00
5392-23 Domestic Violence			500.00		500.00	500.00	500.00	500.00
5392-24 K-9 Unit	3,577.20	3,607.77	3,500.00	1,800.33	4,500.00	5,000.00	3,500.00	3,500.00
5392-25 NEMLEC	11,366.35	9,114.96	7,700.00	5,589.58	7,700.00	7,700.00	7,700.00	7,700.00
5392-26 Recreational - PAL	4,514.24	3,628.10	2,500.00	0.00	4,200.00	2,500.00	2,500.00	2,500.00
5392-27 PAL-Summer Youth Program		6,274.07	2,500.00	0.00	7,500.00	2,500.00	2,500.00	2,500.00
5392-29 Wellness Program	1,239.98	94.07	500.00		500.00	500.00	500.00	500.00
5435 Electrical & Mechanical Equipment	1,000.00							
5850 Safety Equipment	8,881.14	4,324.98	3,000.00		7,500.00	4,000.00	3,000.00	3,000.00
5852 Firearm Range Service	16,290.00	33,220.00	23,195.00	0.00	25,645.00	23,195.00	23,195.00	23,195.00
5853 Firearms/ Ammunition	25,484.60	34,743.43	25,600.00	5,482.00	33,600.00	33,600.00	25,600.00	25,600.00
5856 Photography Equipment	5,387.96	118.99	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5871 Bicycle Equipment	999.99	978.45	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5872 Cruiser Equipment	5,358.24	4,078.96	3,400.00	0.00	4,900.00	4,900.00	4,900.00	4,900.00
5875 Mobile Radios & Equipment	3,559.62		4,700.00	1,760.00	4,700.00	4,700.00	4,700.00	4,700.00
Special Items 001-210-5500								
5190 Uniform Allowance 146 @ 800 / 1@1,600	124,958.38	120,608.88	118,900.00	117,100.00	118,900.00	119,900.00	119,900.00	119,900.00
5190 Uniform Allowance STS 36 @ 325	12,409.00	9,750.00	11,700.00	11,700.00	11,700.00	11,700.00	11,700.00	11,700.00
5195 Uniform Allowance Civilians	32.00	1,784.91	2,500.00		2,500.00	2,500.00	2,500.00	2,500.00
5196 Uniforms-Special Positions	5,949.88	14,919.46	7,500.00	906.00	8,500.00	8,500.00	8,500.00	8,500.00
5198 Uniform Allowance -STS / new hires	7,594.80	6,567.00	4,800.00	1,162.00	4,800.00	6,000.00	6,000.00	6,000.00
5471 Patches & Badges	3,691.85	1,295.00	1,200.00	290.00	1,200.00	1,500.00	1,200.00	1,200.00

COST SUMMARY BY CLASSIFICATION

Personnel	11,632,936.71	12,351,686.56	12,806,358.00	6,608,263.09	12,815,996.50	12,979,294.00	12,802,054.00	12,802,054.00
General Expenses	258,580.44	309,356.03	195,735.00	106,782.52	291,686.58	258,335.00	256,335.00	256,335.00
Equipment & Unusual	190,498.20	170,252.62	141,562.00	65,095.14	161,461.71	152,545.00	142,045.00	142,045.00
Special Items	154,635.91	154,925.25	146,600.00	131,158.00	147,600.00	150,100.00	149,800.00	149,800.00
Total Operating Budget	12,236,651.26	12,986,220.46	13,290,255.00	6,911,298.75	13,416,744.79	13,540,274.00	13,350,234.00	13,350,234.00

DISPATCH

STATEMENT OF OBJECTIVES:

The Emergency Telecommunications Division is the answering and dispatch point for all emergency and non-emergency calls pertaining to the wide variance of citizen needs, including but not limited to situations requiring the Police, Fire, EMS, Public Works, Street Department, Water Department, Wires Department and public utility companies. The objective of this division is to effectively process inquiries for information and services to accurately determine the need for emergency response and rapidly dispatch emergency units.

DESCRIPTION OF OUTPUT STATEMENT:

The Emergency Telecommunications Division effectively gathers, interprets and disseminates critical information 24 hours per day regarding emergency situations of all kinds and directly affects the protection of persons and property, ensuring prompt response of public safety personnel. The Emergency Telecommunications Division handles 9-1-1 emergency calls, non-emergency calls, fire boxes requiring response, fire boxes undergoing tests, CJIS requests for license and warrant checks, special telephone/NexTel notifications, alpha-paging notifications. The Emergency Telecommunications Division conducts written daily/weekly emergency medical dispatch reviews, quality control reviews and police and fire radio tests. The division also contracts interpreters for translations, provides copies of cassettes and digital recordings for district attorney's office and conducts in-service dispatch training for its employees.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2007	FY 2008
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2008 Actual	FY 2009 Estimated	FY 2010 Projected
Emergency Calls	38,726	40,287	40,500
Police	32,273	32,887	33,000
Fire	7,347	7,400	7,500
Medical	6,339	6,378	6,500
Emergency Medical Dispatch Revie	768	768	768
Quality Control Reviews	1,920	1,920	1,920

DISPATCH

PERSONNEL

Bargaining Unit Position	FY 2010 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011							
		#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		#	Mayor's Recommendation		Council Approval
											Rate	Total		Total	Total	
1. SPMG Chief Emerg Tele Disp	13-3	1	5,336.79	1	59,006.36	1	60,934	30,873.09	64,541.00	1	66,354.00	65,504.00	1	65,504.00	65,504.00	
2. FAOP Sr Fire Alarm Operator		3	191,329.23	3	180,013.97	3	185,648	91,145.48	185,648.00	3	59,188.00	185,648.00	3	185,648.00	185,648.00	
3. FAOP Supervisor - ETD's		1	39,359.91	1	61,351.51	1	63,230	31,043.32	63,230.00	1	59,188.00	63,230.00	1	63,230.00	63,230.00	
4. FAOP Emerg Tele Dispatcher		17	892,423.10	16	796,487.89	16	838,134	408,274.95	838,134.00	17	51,569.00	899,467.00	16	852,858.00	852,858.00	
Total		22	1,128,449.03	21	1,096,859.73	21	1,147,946	561,336.84	1,151,553.00	22		1,213,849.00	21	1,167,240.00	1,167,240.00	

DISPATCH

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-215-5100								
5112 Wages - Full Time	1,128,449.03	1,096,859.73	1,147,946.00	561,336.84	1,151,553.00	1,213,849.00	1,167,240.00	1,167,240.00
5143 Holiday	69,711.47	63,718.51	66,350.00	38,534.09	66,350.00	72,550.00	72,550.00	72,550.00
5141 Longevity	18,600.19	18,982.65	22,675.00	22,659.46	22,659.46	29,850.00	29,850.00	29,850.00
5144 Out of Grade / FTO	14,773.98	9,891.21	20,000.00	4,544.71	15,000.00	20,000.00	20,000.00	20,000.00
5131 Overtime - Callbacks Nt	160,619.15	87,388.35	105,000.00	39,731.40	105,000.00	105,000.00	105,000.00	105,000.00
General Expenses 001-215-5200								
5231 Water	664.97	725.79						
5242 Office Equipment Repair/Maint	6,320.00	6,192.33	7,400.00	5,911.00	7,400.00	8,070.00	8,070.00	8,070.00
5312 Training E-911	5,656.89	7,573.50	6,500.00	179.00	2,000.00	6,500.00	6,500.00	6,500.00
5342 Postage	29.87		50.00		50.00	50.00	50.00	50.00
5420 Office Supplies	602.88	933.30	750.00		750.00	750.00	750.00	750.00
5424 Computer Supplies	1,080.36		500.00		500.00	500.00	500.00	500.00
5430 Building Supplies	207.33		100.00		100.00	150.00	150.00	150.00
5470 Public Safety Supplies	456.59	202.30	400.00		400.00	300.00	300.00	300.00
5490 Food Supplies	63.16							
5510 Education Supplies	546.44							
5730 Dues	1,080.00	567.00	1,400.00		1,400.00	1,400.00	1,400.00	1,400.00
5731 Conference Expense		500.00						
Special Items 001-245-5500								
5190 Uniform Allowance/Clothing Maint @ 200 /ea	14,141.89	4,798.13	6,600.00	4,828.47	6,600.00	7,000.00	6,600.00	6,600.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,392,153.82	1,276,840.45	1,361,971.00	666,806.50	1,360,562.46	1,441,249.00	1,394,640.00	1,394,640.00
General Expenses	16,708.49	16,694.22	17,100.00	6,090.00	12,600.00	17,720.00	17,720.00	17,720.00
Equipment & Unusual								
Special Items	14,141.89	4,798.13	6,600.00	4,828.47	6,600.00	7,000.00	6,600.00	6,600.00
Total Operating Budget	<u>1,423,004.20</u>	<u>1,298,332.80</u>	<u>1,385,671.00</u>	<u>677,724.97</u>	<u>1,379,762.46</u>	<u>1,465,969.00</u>	<u>1,418,960.00</u>	<u>1,418,960.00</u>

PURCHASING

STATEMENT OF OBJECTIVES:

To provide an effective purchasing program which will serve all departments of municipal government. To establish policies and procedures required to efficiently manage the flow of material, supplies, services and equipment within the City.

DESCRIPTION OF OUTPUT STATEMENT:

The purchasing department seeks out and buys materials, supplies, equipment according to the needs of all city departments, including schools. It manages the distribution of these goods as well as their eventual disposal when the disposal can yield a return.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	33,847	58,402
Pension Administration	3,338	4,492
Medical & Life Insurance	76,703	78,682
Heat, Light, Water	9,065	7,939
Building Repair & Maintenance	4,749	4,398
Building Insurance	304	283
Total	<u>\$128,006</u>	<u>\$154,196</u>

Output Measure	Calendar Yr 2008 Actual	Calendar Yr 2009 Actual	Calendar Yr 2010 Projected
Contracts Bid	74	53	63

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual # Expenditures	Actual # Expenditures	#	July-December		Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval		
						Budget	Actual Expenditures			Rate	Total	#	Total			
1.	Purchasing Agent	16-1	1	88,090.47	1	93,185.68				1	69,655.00	69,655.00	1	69,655.00	69,655.00	
2.	Purchasing Agent (PT 19 hrs)					0.5	50,073	24,968.06	50,073.00	0.5		50,073.00				
3.	Administrative Assistant	10-6 (L11)	1	58,635.66	1	62,158.01	1	61,615	30,250.50	61,615.00	1	61,615.00	61,615.00	1	61,615.00	61,615.00
4.	Office Coordinator	9-6 (L11)	1	53,804.24	1	57,083.04	1	56,585	27,780.86	56,585.00	1	57,100.00	56,628.00	1	56,628.00	56,628.00
5.	Insurance & Claims Admin			2,700.00		2,700.00					2,700.00	2,700.00		2,700.00	2,700.00	
Total			3	203,230.37	3	215,126.73	2.5	168,273	82,999.42	168,273.00	3.5		240,671.00	3	190,598.00	190,598.00

PURCHASING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-138-5100								
5111 Salaries - Full Time	200,530.37	212,426.73	168,273.00	82,999.42	168,273.00	237,971.00	187,898.00	187,898.00
5113 Salaries - Part Time	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	2,700.00	2,700.00
General Expenses 001-138-5200								
5192 Mileage Allowance	480.19	255.57						
5231 Water	214.11	249.19						
5242 Maintenance of Office Equipment	306.00	742.15	750.00	273.85	588.85	750.00	750.00	750.00
5341 Advertising	5,434.75	3,542.24	3,000.00	1,425.28	2,850.56	3,000.00	3,000.00	3,000.00
5342 Postage	839.27	720.39	425.00	123.47	346.94	425.00	425.00	425.00
5343 Printing & Binding	989.69	660.19	400.00	140.00	440.00	400.00	400.00	400.00
5420 Office Supplies	1,237.25	1,184.79	575.00	707.80	592.80	575.00	575.00	575.00
5730 Dues	977.60	755.00		150.00	150.00			
5731 Conference Expense	393.55	388.05						
Special Items 001-138-5500								
5741 Auto Insurance	107,631.00	109,394.00	116,035.00	83,153.00	88,153.00	92,561.00	92,561.00	92,561.00
5742 Building Insurance	151,463.20	140,990.92	146,684.00	142,483.12	138,142.12	145,050.00	145,050.00	145,050.00

COST SUMMARY BY CLASSIFICATION

Personnel	203,230.37	215,126.73	168,273.00	82,999.42	168,273.00	240,671.00	190,598.00	190,598.00
General Expenses	10,872.41	8,497.57	5,150.00	2,820.40	4,969.15	5,150.00	5,150.00	5,150.00
Equipment & Unusual								
Special Items	259,094.20	250,384.92	262,719.00	225,636.12	226,295.12	237,611.00	237,611.00	237,611.00
Total Operating Budget	<u>473,196.98</u>	<u>474,009.22</u>	<u>436,142.00</u>	<u>311,455.94</u>	<u>399,537.27</u>	<u>483,432.00</u>	<u>433,359.00</u>	<u>433,359.00</u>

RECREATION

STATEMENT OF OBJECTIVES:

To continue to organize, promote and develop a comprehensive cultural and recreational program that strives to accommodate and attract as many residents as possible which includes all ages, backgrounds, capabilities and interests. The opportunity to participate in various year round leisure time activities and to accomplish the above objectives through the administration, supervision and scheduling of all parks and recreation facilities. To provide recreational programs at the least possible cost per participant for activities and to promote public use of all facilities. With our move to the former South Middle School building, the department will be able to provide expanded services with the resources, additional space and indoor recreation facilities.

DESCRIPTION OF OUTPUT STATEMENT:

This is the supportive element for developing a comprehensive year round recreational program for all ages.

A. Administrative duties for the operation of the department's recreation programs.

B. The Recreation Department professionals and specialized instructors provide programs, services, special events and supervision of seasonal staff hired to offer a variety of recreational opportunities to the Waltham community.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	14,202	14,232
Pension Administration	1,034	788
Medical & Life Insurance	81,182	93,625
Heat, Light, Water	15,714	14,005
Building Repair & Maintenance	12,520	18,556
Building Insurance	909	847
Motor Vehicle Insurance	1,191	1,211
Motor Vehicle Maint & Repair	13,067	13,885
Total	\$139,819	\$157,149

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Total # of Rec Activities	200	204	208
Total Attend / Participants	170,000	172,000	176,000
Total Cost / Participant	4	5	6
Total Number of Diff Part	14,000	15,000	16,500
Total Cost / Diff Participant	49	52	57
Total Revenue	\$130,460	\$140,204	\$146,500
Net Cost / Participant	3.22	3.67	4.43
Net Cost / Diff Participant	39.81	42.13	47.29

RECREATION

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011				
			Actual # Expenditures		Actual # Expenditures		July-December Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Council Approval Total
1.	Recreation Board	*	10	9,700.00	10	8,800.00	10	-		10	100.00	11,000.00	10	11,000.00
2.	Director of Recreation	17-6 (L11)	1	95,809.37	1	101,166.87	1	100,280	49,233.15	100,280.00	1	100,280.00	100,280.00	100,280.00
3.	Asst Director Recreation	14-6 (L8)	1	70,328.03	1	78,143.66	1	79,612	39,086.34	79,612.00	1	79,612.00	79,612.00	79,612.00
4.	Recreation Supervisor	12-6 (L11)	1	68,394.10	1	72,398.03	1	71,765	35,233.54	71,765.00	1	71,765.00	71,765.00	71,765.00
5.	Rec Super / Spec Needs	12-6 (L8)	1	61,616.18	1	65,223.52	1	64,653	31,741.95	64,653.00	1	69,825.00	66,377.00	66,377.00
6.	Rec Super / Teen Cntr-South	12-1									1	53,242.00	53,242.00	53,242.00
7.	Administrative Assistant	10-6 (L10)	1	57,578.92	1	61,038.12	1	60,921	29,811.87	60,921.00	1	61,060.00	61,060.00	61,060.00
8.	Office Coordinator PT 19 Hrs-South	9-1									1	42,382.00	42,382.00	23,007.00
9. LAB	Bldg Maint Person-Teen Cntr-South	7-1									1	18.02	37,626.00	37,626.00
10.	Recreation Board Clerk			800.00		800.00		1,000		1,000.00		100.00	1,000.00	1,000.00
Total			15	364,226.60	15	387,570.20	15	378,231	185,106.85	378,231.00	18	524,344.00	17.5	504,969.00

* Stipends suspended temporarily

RECREATION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December		Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures				
Personnel 001-630-5100								
5111 Salaries - Full Time	353,726.60	377,970.20	377,231.00	185,106.85	377,231.00	474,718.00	432,336.00	432,336.00
5121 Salaries - Part Time	800.00	800.00	1,000.00	0.00	1,000.00	1,000.00	24,007.00	24,007.00
5112 Wages - Full Time	0.00	0.00	0.00	0.00	0.00	37,626.00	37,626.00	37,626.00
5194 Boards & Commissions	9,700.00	8,800.00	0.00	0.00	0.00	11,000.00	11,000.00	11,000.00
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General Expenses 001-630-5200								
5152 Training	85.00							
5192 Mileage	600.00	757.44	500.00	500.00	500.00	500.00	500.00	500.00
5213 Light	2,583.00	2,324.28	3,500.00	1,289.78	3,500.00	3,500.00	3,500.00	3,500.00
5231 Water	285.64	239.67						
5242 Maintenance of Office Equipment	164.10							
5247 Intrusion Detection	983.24	1,093.24	2,500.00	1,055.08	2,500.00	2,500.00	2,500.00	2,500.00
5342 Postage	584.67	747.20	800.00	21.25	600.00	600.00	600.00	600.00
5343 Printing	5,491.18	4,340.00	3,600.00	1,415.00	3,600.00	3,600.00	3,600.00	3,600.00
5420 Office Supplies	2,494.53	2,126.90	2,500.00	560.24	2,500.00	2,500.00	2,500.00	2,500.00
5460 Maintenance of Grounds		390.91	250.00		250.00	250.00	250.00	250.00
5581 Clothing, Gloves, Shoes	629.96	500.00	500.00		500.00	500.00	500.00	500.00
5730 Dues	657.60	217.55	250.00	250.00	250.00	250.00	250.00	250.00
5731 Conference Expense		120.00						
<hr/>								
Equipment & Unusual 001-630-5400								
5306 Youth Programs (transfer from Personnel Budget)							26,000.00	26,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	364,226.60	387,570.20	378,231.00	185,106.85	378,231.00	524,344.00	504,969.00	504,969.00
General Expenses	14,558.92	12,857.19	14,400.00	5,091.35	14,200.00	14,200.00	14,200.00	14,200.00
Equipment & Unusual							26,000.00	26,000.00
CDBG Teen Center Support							(81,125.00)	(81,125.00)
Total Operating Budget	<u>378,785.52</u>	<u>400,427.39</u>	<u>392,631.00</u>	<u>190,198.20</u>	<u>392,431.00</u>	<u>538,544.00</u>	<u>464,044.00</u>	<u>464,044.00</u>

KALEIDOSCOPE AND WATER SPRAY PARKS

STATEMENT OF OBJECTIVES:

To provide outdoor environments which are designed to offer a wide range of year round recreational activities for all ages. To provide neighborhood and regional recreational areas with athletic facilities and play equipment which are all safe, inviting and well maintained. To provide a comprehensive outdoor summer recreation program for pre-schoolers, elementary age boys and girls, and middle school age youths.

DESCRIPTION OF OUTPUT STATEMENT:

Twenty-five recreational areas are available for use by the citizens of Waltham at all times throughout the year on an unsupervised basis. During the summer season, recreational program instructors are hired to provide the Kaleidoscope program. The newly offered program in 2009 at Fitzgerald Elementary School and Msgr. McCabe playground proved to be very well received and attended. Having the combination of indoor school facilities with newly renovated outdoor facilities provided top quality resources for program offering. Friday field trips will continue to be offered. Attendants are hired to supervise at most sites. Other sites are unsupervised, but open the same hours each day. Hours of operations have been expanded to seven days a week and week night evenings. The traditional (8) week season has also been extended when weather conditions permit and staffing is available.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Kaleidoscope Attendance	1,528	1,535	1,540
Wading Pool Attendance	6,200	6,500	7,500
Total Attendance	7,728	8,035	9,040
Gross Element Cost	15.00	24.00	23.00
Element Net Cost / Participant	10.00	20.00	19.00
Revenue	\$33,934	\$35,000	\$37,000

KALEIDOSCOPE AND WATER SPRAY PARKS

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011				
			Actual # Expenditures		Actual # Expenditures		July-December Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Council Approval Total
1.	Program Instructors for Kaleidoscope and attendants at facilities		14	30,704.00	14	33,769.75	14	42,000	34,674.25	42,000.00	14	42,000.00	14	42,000.00
2.	Kaleidoscope Asst. Program Director										1	6,000.00	1	6,000.00
Total			14	30,704.00	14	33,769.75	14	42,000	34,674.25	42,000.00	15	48,000.00	15	48,000.00

KALEIDOSCOPE AND WATER SPRAY PARKS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-631-5200								
5123 Temporary Help	30,704.00	33,769.75	42,000.00	34,674.25	42,000.00	48,000.00	48,000.00	48,000.00
General Expenses 001-631-5200								
5231 Water	75,418.74	50,314.23	132,000.00	29,527.57	139,500.00	140,000.00	140,000.00	140,000.00
5312 First Aid Training			500.00		500.00	500.00	500.00	500.00
5381 Transportation of Persons	2,000.00	4,440.00	2,500.00	0.00	2,500.00	2,500.00	2,500.00	2,500.00
5460 Maintenance of Grounds		2,993.44	2,500.00	186.89	2,500.00	2,500.00	2,500.00	2,500.00
5470 Public Safety Supplies	980.74	871.43	600.00	342.60	600.00	600.00	600.00	600.00
5500 First Aid Supplies	829.40	832.98	1,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00
5584 Recreational	9,603.79	11,998.16	8,000.00	3,784.96	8,000.00	10,000.00	10,000.00	10,000.00
Equipment & Unusual 001-631-5400								
5276 Rental of Equipment / Spray Parks	7,020.75	4,141.05	5,000.00	1,650.00	3,500.00	3,500.00	3,500.00	3,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	30,704.00	33,769.75	42,000.00	34,674.25	42,000.00	48,000.00	48,000.00	48,000.00
General Expenses	88,832.67	71,450.24	147,100.00	33,842.02	154,600.00	157,100.00	157,100.00	157,100.00
Equipment & Unusual	7,020.75	4,141.05	5,000.00	1,650.00	3,500.00	3,500.00	3,500.00	3,500.00
Total Operating Budget	<u>126,557.42</u>	<u>109,361.04</u>	<u>194,100.00</u>	<u>70,166.27</u>	<u>200,100.00</u>	<u>208,600.00</u>	<u>208,600.00</u>	<u>208,600.00</u>

SUMMER FUN AT PROSPECT HILL

STATEMENT OF OBJECTIVES:

To provide an opportunity for adventure, discovery, and developing social relationships through summer fun experiences for kindergarteners with a 1/2 day program with extended day options and elementary age boys and girls with a full day of activities. To provide middle school age youths with summer fun activities combined with volunteer job experiences as staff assistants. Many of the children attending these programs are of low and middle class income families. Minimal registration fees charged make it possible for all to attend.

DESCRIPTION OF OUTPUT STATEMENT:

All day summer programs at Prospect Hill for an eight week summer season. To continue the opportunity for youngsters to learn more about and experience the outdoors, swimming, sporting activities, crafts and games. Our Pre-K program is for children entering kindergarten in September. The Summer Fun Program is for boys and girls in grades 1-6. Our LEAP (Leadership, Experience, Adventure Program) is our major summer program for middle school age youths in grades 7, 8 and 9. Limited space and resources restrict the number of weeks each child can attend these programs. Additional summer programs have been added since 2006, but operate totally on a self-supporting basis. These additions include weekly activities for Waltham youths for most sports, drama and theater. Program activities opportunities have been expanded to include field hockey, fencing, cheerleading, and global sports. This element provides affordable summer recreation for children ages 5-14.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Summer Fun Programs	3	3	3
Different Participants	600	625	640
Total Attended	4,057	4,120	4,200
Revenue	\$80,627	\$88,700	\$90,000
Gross Cost / Participant	18.00	18.00	18.00
Net Cost / Session / Participant	(18.00)	(26.00)	(27.00)

SUMMER FUN AT PROSPECT HILL

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request		Mayor's Recommendation		Council Approval	
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total
1.	Summer Fun Prog Instructors/Pre-K Instructors		18	47,481.75	18	55,844.00	14	40,756	56,589.25	40,756.00	14		40,756.00	14	40,756.00	40,756.00
2.	Lifeguard / Swimming Instructor						2	7,640		7,640.00	2		7,640.00	2	7,640.00	7,640.00
3.	Asst Program Director						1	6,000		6,000.00	1		6,000.00	1	6,000.00	6,000.00
4.	Middle School Program Supervisor						1	5,400		5,400.00	1		5,400.00	1	5,400.00	5,400.00
Total			18	47,481.75	18	55,844.00	18	59,796	56,589.25	59,796.00	18		59,796.00	18	59,796.00	59,796.00

SUMMER FUN AT PROSPECT HILL

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-632-5100								
5123 Temporary Help	47,481.75	55,844.00	59,796.00	56,589.25	59,796.00	59,796.00	59,796.00	59,796.00
General Expenses 001-632-5200								
5312 First Aid Training	480.00	464.00	400.00	0.00	400.00	400.00	400.00	400.00
5381 Contract Labor	1,125.00	2,225.00	2,500.00	1,050.00	2,500.00	2,500.00	2,500.00	2,500.00
5584 Recreational	9,594.93	11,284.67	10,000.00	2,441.80	10,000.00	10,000.00	10,000.00	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	47,481.75	55,844.00	59,796.00	56,589.25	59,796.00	59,796.00	59,796.00	59,796.00
General Expenses	11,199.93	13,973.67	12,900.00	3,491.80	12,900.00	12,900.00	12,900.00	12,900.00
Equipment & Unusual								
Total Operating Budget	<u>58,681.68</u>	<u>69,817.67</u>	<u>72,696.00</u>	<u>60,081.05</u>	<u>72,696.00</u>	<u>72,696.00</u>	<u>72,696.00</u>	<u>72,696.00</u>

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

To support the (15) fifteen youth sport organizations in the City with operating expenses. To cover electrical costs of lighting outdoor recreational facilities such as: baseball, softball, and football fields, basketball courts, and tennis courts, from May-November. To supplement winter indoor program expenses incurred from rental of school gymnasiums to offer indoor winter recreation including winter and spring school vacation week programs for elementary and middle school age youths. Covers utilities expenses for all concession stand/press box buildings at various locations.

DESCRIPTION OF OUTPUT STATEMENT:

Supports winter recreation activities sponsored and offered by department, including after school programs, evening, and weekend programming. Assists youth sport organizations with support and financial help with operational expenses. Element covers costs to operate outdoor night lighting of basketball and tennis courts, baseball, softball and football fields. Funding levels have stayed constant for the past few years.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Games Played	5,000	5,025	5,040
Element Cost / Game	23.00	22.00	22.00
Element Cost / Diff Prt	15.00	14.00	14.00
Total Diff Participants	7,500	7,600	7,700
Total Attendants	147,000	148,000	149,000

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-633-5400								
5213 Light	33,473.15	38,704.46	40,000.00	20,310.52	40,000.00	40,000.00	40,000.00	40,000.00
5350 Recreational	39,901.73	40,355.49	40,000.00		40,000.00	40,000.00	40,000.00	40,000.00
5381 Contract Labor	630.00	1,500.00	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
5397 Instruction	3,885.50	7,990.00	5,000.00		5,000.00	5,000.00	5,000.00	5,000.00
5799 Umpires	2,500.00	2,500.00	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00
Equipment & Unusual 001-633-5400								
5591-01 Summer Youth Programs-PAL		7,257.13	10,000.00	3,583.30	10,000.00	10,000.00	10,000.00	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	80,390.38	91,049.95	97,000.00	20,310.52	97,000.00	97,000.00	97,000.00	97,000.00
Equipment & Unusual	0.00	7,257.13	10,000.00	3,583.30	10,000.00	10,000.00	10,000.00	10,000.00
Total Operating Budget	<u>80,390.38</u>	<u>98,307.08</u>	<u>107,000.00</u>	<u>23,893.82</u>	<u>107,000.00</u>	<u>107,000.00</u>	<u>107,000.00</u>	<u>107,000.00</u>

VETERAN'S MEMORIAL ICE SKATING RINK

STATEMENT OF OBJECTIVES:

To continue to provide indoor ice skating for general public and provide necessary ice rental time for youth hockey programs at an affordable price. To expand upon programs and services to meet the needs of the community, while offering surrounding communities the opportunity to also enjoy the recreational benefits of this winter activity. To provide a facility built for winter indoor recreational activities which is clean, safe and enjoyed by many. These winter recreational activities promote and encourage vigorous exercise and relaxing skating during an extended winter season. Five year operations began September 14, 2009 and will close on April 11, 2010.

DESCRIPTION OF OUTPUT STATEMENT:

The indoor Veteran's Memorial Ice Rink is managed and operated by the Recreation Department to provide a facility within the City of Waltham to accommodate Waltham Youth Hockey, high school and middle school hockey teams, public ice skating, ice skating lessons and department sponsored programs including: stick and puck for adults. The rink also provides available ice time for non-profit groups, and private groups wishing to rent the ice. Ice rental fees were increased after three years of no increase as per lease agreement with State Department of Conservation and Recreation (DCR).

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	1,401	1,763
Medical & Life Insurance	46,732	33,101
Building Insurance	3,572	3,325
Worker's Compensation	30,927	32,638
Other Dept Allocations	11,869	17,087
Total	\$94,501	\$87,914

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Total Number of Ice Rental Hours	1,964	2,117	2,200
Total Number of Public Skating Hrs	179	173	175
Total Number of In-House Prgm Hrs	34	60	70
Total Number of Non-Profit Groups	12	9	12
Total Number of Private groups	11	13	15
Total Attendance	60,190	61,000	62,000
Total Revenue	\$354,022	\$376,361	\$382,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual # Expenditures		Actual # Expenditures		#	July-December		Department Request			Mayor's		Council Approval	
								Budget	Actual Expenditures				Estimated Expenditures	Recommendation		
										#	Rate	Total	#	Total		
1.	LAB Rec Facilities Supervisor II N	10-6	1	3,131.81	1	30.70	1	53,012		0.00	1	26.78	55,353.00	1	55,353.00	55,353.00
2.	LAB Rec Facilities Supervisor I N	9-6	1	40,821.37	1	45,053.88	1	50,468	23,829.11	50,468.00	1	25.57	52,814.00	1	52,814.00	52,814.00
3.	LAB Rec Facilities Supervisor I N	9-4	1	32,624.85	1	42,364.50	1	47,209	21,886.16	47,209.00	1	23.47	48,865.00	1	48,865.00	48,865.00
4.	Temporary / Seasonal			21,867.00		29,181.75		20,000	14,086.25	30,000.00			20,000.00		20,000.00	20,000.00
5.	Rink Director			5,000.00		5,000.00		5,000	2,454.78	5,000.00		5,000.00	5,000.00		5,000.00	5,000.00
Total			3	103,445.03	3	121,630.83	3	175,689	62,256.30	132,677.00	3		182,032.00	3	182,032.00	182,032.00

All three positions include maintenance responsibilities

These three employees are available from May-August to the CPW Department, if requested for the off-season

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 640-630-5100								
5112 Wages - Full Time	76,578.03	87,449.08	150,689.00	45,715.27	97,677.00	157,032.00	157,032.00	157,032.00
5123 Temporary Help / Seasonal	21,867.00	29,181.75	20,000.00	14,086.25	30,000.00	20,000.00	20,000.00	20,000.00
5121 Salaries - Part Time	5,000.00	5,000.00	5,000.00	2,454.78	5,000.00	5,000.00	5,000.00	5,000.00
5131 Overtime	483.88	1,464.43	3,000.00	322.19	3,000.00	3,000.00	3,000.00	3,000.00
General Expenses 640-630-5200								
5211 Heat	11,438.46	12,791.08	15,000.00	3,175.98	15,000.00	15,000.00	15,000.00	15,000.00
5213 Lights	127,386.97	133,737.10	130,000.00	78,900.07	142,000.00	150,000.00	150,000.00	150,000.00
5231 Water	13,034.22	15,385.55	12,000.00	335.02	12,000.00	12,000.00	12,000.00	12,000.00
5241 Equipment Repair/Maint	2,187.15	2,675.53	3,000.00	887.57	3,000.00	3,000.00	3,000.00	3,000.00
5244 Motor Equipment Repair/Maint	10,618.01	9,046.38	7,500.00	1,185.73	7,500.00	7,500.00	7,500.00	7,500.00
5245 Repair to Buildings & Grounds	2,278.47	2,943.33	3,000.00	2,581.82	6,000.00	6,000.00	6,000.00	6,000.00
5247 Intrusion Detection	1,325.00	1,200.00	1,200.00	1,325.89	1,326.00	1,400.00	1,400.00	1,400.00
5312 Training	425.00	425.00	500.00	425.00	425.00	500.00	500.00	500.00
5430 Building Supplies	4,733.86	1,789.44	3,000.00	534.60	3,000.00	3,000.00	3,000.00	3,000.00
5460 Maintenance of Grounds/Supplies	1,069.59	4,630.04	4,500.00	328.80	3,500.00	3,500.00	3,500.00	3,500.00
5581 Clothing, Gloves, Shoes	734.98	2,008.99	1,000.00	1,732.98	1,233.00	2,100.00	2,100.00	2,100.00
5587 Small Tools		349.41	500.00		0.00	0.00		
5731 Conference Expense	125.00							
Compressor Repairs						18,000.00	18,000.00	18,000.00
Equipment & Unusual 640-630-5400								
5252 Contractual Services-Refrigeration Service	9,760.03	7,908.00	10,000.00	6,134.00	9,200.00	10,000.00	10,000.00	10,000.00
5630 State Assessment	3,516.99	3,540.22	5,000.00	1,468.04	3,500.00	5,000.00	5,000.00	5,000.00
Special Items 640-630-5500								
5747 Liability Insurance	10,043.00	10,130.00	12,000.00	9,898.00	9,898.00	12,000.00	12,000.00	12,000.00
COST SUMMARY BY CLASSIFICATION								
Personnel	103,928.91	123,095.26	178,689.00	62,578.49	135,677.00	185,032.00	185,032.00	185,032.00
General Expenses	175,356.71	186,981.85	181,200.00	91,413.46	194,984.00	222,000.00	222,000.00	222,000.00
Equipment & Unusual	13,277.02	11,448.22	15,000.00	7,602.04	12,700.00	15,000.00	15,000.00	15,000.00
Special Items	10,043.00	10,130.00	12,000.00	9,898.00	9,898.00	12,000.00	12,000.00	12,000.00
Total Operating Budget	302,605.64	331,655.33	386,889.00	171,491.99	353,259.00	434,032.00	434,032.00	434,032.00

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	2,449,300	2,487,382
Pension-Non Contributory	16,003	16,378
Pension Administration	200,404	150,423
Medical & Life Insurance	19,381,670	19,525,453
Building Repair & Maintenance		
Building Insurance	117,931	109,777
Motor Vehicle Maint & Repair	69,689	74,054
Motor Vehicle Insurance	6,355	6,459
Worker's Compensation	245,950	198,700
Total	<u>\$22,487,302</u>	<u>\$22,568,626</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected

	FY 2008	FY 2009	FY 2010			FY 2011		
COST SUMMARY BY CLASSIFICATION								
Personnel	41,862,795.51	45,164,298.72	46,944,696.00	16,668,447.00	0.00	0.00		
General Expenses	14,095,030.82	14,860,930.32	15,938,132.00	5,768,467.00	0.00	0.00		
Equipment & Unusual								
Total Operating Budget	55,957,826.33	60,025,229.04	\$62,882,828.00	22,436,914.00	62,882,828.00	64,378,861.00	62,882,828.00	62,882,828.00

TRAFFIC ENGINEERING

STATEMENT OF OBJECTIVES:

To promote and facilitate (1) safe and efficient travel along public ways in the City by persons afoot, in private vehicles, and utilizing public transportation services, (2) the efficient movement of goods, and (3) adequate terminal (parking) facilities.

DESCRIPTION OF OUTPUT STATEMENT:

To reduce the vehicular accident rate along public ways in the City by (1) modernizing the traffic signal installations which do not conform to current engineering standards, (2) applying appropriate traffic engineering remedies to other intersections and street segments with abnormal accident history, and (3) modernizing the City's traffic regulations and signing to make them rational and consistent.

To increase mobility and reduce travel delays by (1) synchronizing and updating traffic control signals along arterial streets, (2) improving the level of service (volume-capacity ratio) at important intersections within the City, (3) promoting improved public transportation services and operations within the City, and (4) developing plans and programs for major capital improvements to City's roadways and traffic control systems.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	4,329	4,430
Pension Administration		
Medical & Life Insurance	86,272	76,845
Heat, Light, Water	5,816	5,702
Building Repair & Maintenance	5,724	3,617
Building Insurance	128	120
Motor Vehicle Insurance	397	404
Motor Vehicle Maint & Repair	4,356	4,628
Workers' Compensation	4,485	9,191
Total	\$111,507	\$104,937

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Aluminum Sign Recycling (income)	\$215.17	\$500.00	\$500.00
Pre-Made Signs	\$4,790.00	\$6,000.00	\$6,000.00
Sign Blanks	\$4,604.00	\$3,000.00	\$3,000.00
Sign Film	\$7,223.00	\$5,706.00	\$7,000.00
Sign Post & Brackets	\$3,886.00	\$4,000.00	\$4,000.00
Paint / Thermoplastic	\$7,778.00	\$15,000.00	\$15,000.00
Total Signs Made In-House	1,500	2,000	2,000

TRAFFIC ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation Total	Council Approval	
1.	Clerk		1	2,500.00	1	2,500.00	1	2,500	1,227.52	2,500.00	1	2,500.00	2,500.00	1	2,500.00	2,500.00
2.	Transportation Director		1	94,193.59	1	103,315.41										
3.	Transportation Director FT July - October	19-6 (L8)					1	35,514	35,292.60	35,292.60						
4.	Asst to Transp Director	13-6 (L10)	1	71,884.72	1	76,607.26	1	75,942	37,284.35	75,942.00	1	75,942.00	75,942.00	1	75,942.00	75,942.00
5.	Principal Office Asst PT 19.5	8-6	1	19,714.97	1	20,757.32	1	28,235	10,097.17	24,254.39	1	48,113.00	26,806.00	1	26,806.00	26,806.00
6. LAB	Heavy Motor Equip Operator	8-6	1	37,102.91	1	41,103.99	1	44,340	21,616.64	44,340.00	1	23.04	46,119.00	1	46,119.00	46,119.00
7. LAB	Motor Equipment Operator	7-6									1	22.03	45,999.00	1	45,999.00	45,999.00
8. LAB	Highway Maint Person	6-6 (L10)	1	39,364.52	1	13,887.34	1	48,692	2,637.00	48,692.00	1	23.32	48,692.00			
9. LAB	Laborer	6-6	1	29,800.32	1	5,056.75	1	44,266	21,708.80	44,266.00						
Total			7	294,561.03	7	263,228.07	7	279,489	129,864.08	275,286.99	6		246,058.00	5	197,366.00	197,366.00

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-480-5100								
5111 Salaries - Full Time	166,078.31	179,922.67	111,456.00	72,576.95	111,234.60	75,942.00	75,942.00	75,942.00
5121 Salaries - Part Time	22,214.97	23,257.32	30,735.00	11,324.69	26,754.39	29,306.00	29,306.00	29,306.00
5112 Wages - Full Time	106,267.75	60,048.08	137,298.00	45,962.44	137,298.00	140,810.00	92,118.00	92,118.00
5131 Overtime	8,172.46	7,959.17	4,000.00	3,369.58	8,000.00	10,000.00	5,000.00	5,000.00
General Expenses 001-480-5200								
5231 Water	152.65	212.36						
5241 Equipment Repair/Maint	616.06	(73.30)						
5242 Office Equipment Repair/Maint	157.50	157.50	158.00	150.00	150.00	150.00	150.00	150.00
5244 Motor Equipment Repair/Maint	568.85	1,059.58	500.00	204.00	500.00	500.00	500.00	500.00
5342 Postage	56.79	34.78	40.00		40.00	40.00	40.00	40.00
5343 Printing	6,446.10				1,000.00	1,000.00	500.00	500.00
5420 Office Supplies	854.46	1,757.21	1,000.00	161.85	500.00	500.00	500.00	500.00
5431 Paint Supplies	10,987.68	9,213.75	20,000.00	5,298.90	20,000.00	20,000.00	20,000.00	20,000.00
5470 Public Safety Supplies	7,872.62							
5534 Traffic Signs	15,977.97	17,179.41	20,000.00	7,693.25	20,000.00	20,000.00	20,000.00	20,000.00
5541 Welding Supplies	612.10	273.50	150.00	47.60	150.00	150.00	150.00	150.00
5581 Clothing, Gloves	2,233.61	1,854.98	800.00	1,309.99	1,310.00	1,300.00	1,300.00	1,300.00
5587 Tools	1,059.18	795.09	400.00	112.44	400.00	400.00	400.00	400.00
5730 Dues	387.60	312.60						
5731 Conference Expense	95.00							
Equipment & Unusual 001-480-5400								
5300 Engineer PT 19 hrs Nov-June			42,000.00		42,000.00			
5300 Engineer Consultants						180,000.00	110,000.00	0.00

COST SUMMARY BY CLASSIFICATION

Personnel	302,733.49	271,187.24	283,489.00	133,233.66	283,286.99	256,058.00	202,366.00	202,366.00
General Expenses	48,078.17	32,777.46	43,048.00	14,978.03	44,050.00	44,040.00	43,540.00	43,540.00
Equipment & Unusual	0.00	0.00	42,000.00	0.00	42,000.00	180,000.00	110,000.00	0.00
Total Operating Budget	<u>350,811.66</u>	<u>303,964.70</u>	<u>368,537.00</u>	<u>148,211.69</u>	<u>369,336.99</u>	<u>480,098.00</u>	<u>355,906.00</u>	<u>245,906.00</u>

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

To relieve congestion and to increase effective parking supply by promoting turnover of parking space. Maintenance of parking meters to insure that maximum revenue is obtained from metered parking spaces.
To enhance the viability of business areas by developing and maintaining an adequate and well maintained parking supply.

DESCRIPTION OF OUTPUT STATEMENT:

Seven hundred seventy-three (773) parking spaces in Waltham are regulated by meters which vary in the time span depending on location. An additional two hundred eighty-nine (289) parking spaces are enforced by four (4) ticket receipt machines, and two hundred three (203) parking spaces are monitored without meters but by time limits. The meters are kept in good repair and the revenues are regularly collected. Enforcement is handled by four parking control officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	1,603	1,795
Medical & Life Insurance	63,101	59,667
Heat, Light, Water	5,816	5,702
Building Repair & Maintenance	5,724	3,617
Building Insurance	128	120
Motor Vehicle Insurance	397	404
Motor Vehicle Maint & Repair	4,356	4,628
Worker's Compensation	2,294	
Total	<u>\$83,419</u>	<u>\$75,933</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Meter Revenue	\$273,935.00	\$384,480.00	\$390,000.00
Monthly Stickers Revenue	\$42,320.00	\$32,000.00	\$32,000.00
Yearly Stickers Revenue	\$86,555.00	\$210,000.00	\$210,000.00
Senior Stickers Revenue	\$1,498.00	\$5,000.00	\$5,000.00
PCO Ticket issuance	17,200	18,100	18,100
PCO & Police Ticket Revenue	\$551,000.00	\$636,570.00	\$659,070.00

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual #	Expenditures	Actual #	Expenditures	#	July-December		#	Department Request		Mayor's Recommendation		Council Approval	
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total
1.	Supervisor		1	2,500.00	1	2,500.00	1	2,500	1,227.52	2,500.00	1	2,500.00	2,500.00	1	2,500.00	2,500.00
2.	SPMG Parking Control Supervisor	11-6 (L11)	1	63,327.30	1	67,082.06	1	69,120	33,934.85	69,120.00	1	69,120.00	69,120.00	1	69,120.00	69,120.00
3.	Parking Control Officer	7-6 (L8)	1	36,320.28	1	41,914.59	1	41,673	20,597.12	41,673.00	1	41,673.00	41,673.00	1	41,673.00	41,673.00
4.	Parking Control Officer	7-6	1	36,389.75	1	39,092.25	1	38,586	18,923.52	38,586.00	1	38,586.00	38,586.00	1	38,586.00	38,586.00
5.	Parking Control Officer	7-6	1	32,851.89	1	35,938.72	1	37,455	18,159.34	37,455.00	1	38,586.00	38,586.00	1	38,586.00	38,586.00
Total			5	171,389.22	5	186,527.62	5	189,334	92,842.35	189,334.00	5	190,465.00		5	190,465.00	190,465.00

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 232-480-5100								
5111 Salaries - Full Time	168,889.22	184,027.62	186,834.00	91,614.83	186,834.00	187,965.00	187,965.00	187,965.00
5121 Salaries - Part Time	2,500.00	2,500.00	2,500.00	1,227.52	2,500.00	2,500.00	2,500.00	2,500.00
Offset Receipt - Meter Revenue	(171,389.22)	(186,527.62)	(189,334.00)					
General Expenses 232-480-5200								
5213 Light	41,158.94	41,370.65	45,000.00	16,800.36	45,000.00	45,000.00	45,000.00	45,000.00
5241 Equipment Repair/Maint	6,670.50	872.79	7,000.00		7,000.00	7,100.00	7,100.00	7,100.00
5242 Office Equipment Repair/Maint	157.50	157.50	158.00	150.00	150.00	150.00	150.00	150.00
5245 Building/Grounds Maint	500.00	2,025.00	1,000.00	1.00	1,000.00	1,000.00	1,000.00	1,000.00
5291 Custodial Services	9,566.43	9,232.88	9,000.00	4,457.27	9,000.00	9,000.00	9,000.00	9,000.00
5343 Printing	1,249.80	4,524.72	3,600.00	5,081.12	5,081.00	3,600.00	3,600.00	3,600.00
5411 Batteries	562.25	794.16	640.00	961.06	961.00	915.00	915.00	915.00
5452 Custodial Supplies	25.92							
5470 Public Safety Supplies	236.70	59.00						
5485 Fuel & Oil	456.72							
5539 Castings & Pipes	560.00							
5543 Meters & Parts	4,570.52	4,931.71	2,000.00	1,199.18	2,000.00	2,000.00	2,000.00	2,000.00
5581 Clothing, Glove, Shoes	99.99		150.00	25.98	150.00	150.00	150.00	150.00
5587 Tools	93.40							
5740 Insurance Surety Bond	4,160.00	3,640.00	3,640.00		3,640.00	3,640.00	3,640.00	3,640.00
Coin Processing						5,000.00		
Offset Receipt - Meter Revenue	(70,068.67)	(67,608.41)	(72,188.00)					
Equipment & Unusual								
5176 Transfer to Medical Insurance Trust			60,000.00		60,000.00	60,000.00	60,000.00	60,000.00
Offset Receipt - Meter Revenue			(60,000.00)					
Special Items								
5190 Uniform Allowance	2,154.46	2,239.45	1,500.00	389.35	1,500.00	1,500.00	1,500.00	1,500.00
Offset Receipt - Meter Revenue	(2,154.46)	(2,239.45)	(1,500.00)					
COST SUMMARY BY CLASSIFICATION								
Personnel	171,389.22	186,527.62	189,334.00	92,842.35	189,334.00	190,465.00	190,465.00	190,465.00
General Expenses	70,068.67	67,608.41	72,188.00	28,675.97	73,982.00	77,555.00	72,555.00	72,555.00
Equipment & Unusual	0.00	0.00	60,000.00	0.00	60,000.00	60,000.00	60,000.00	60,000.00
Special Items	2,154.46	2,239.45	1,500.00	389.35	1,500.00	1,500.00	1,500.00	1,500.00
Less Receipts	(243,612.35)	(256,375.48)	(323,022.00)	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>121,907.67</u>	<u>324,816.00</u>	<u>329,520.00</u>	<u>324,520.00</u>	<u>324,520.00</u>

TREASURER & COLLECTOR

STATEMENT OF OBJECTIVES:

Effectively manage all financial responsibilities of the Treasurer/Collector's office. Provide professional, high quality customer service and support to all the City's constituencies. Maintain state of the art financial software systems and services. Adequate staffing and resources are required to meet these objectives.

DESCRIPTION OF OUTPUT STATEMENT:

The Treasurer/Collector's office is responsible for the daily management of all the City's financial obligations as well as the administration of various programs and services. Responsibilities include cash management, investment activities, debt service administration, tax title management, parking ticket administration, deferred compensation, senior tax work-off program and municipal lien certificates. Collection management activities include real estate, personal property, water and sewer, parking tickets, excise tax and various committed bills throughout the City. Collection administration requires involvement in the Massachusetts Land Court as well as the local court systems. Work in conjunction with various departments in regards to inter-governmental services and software system administration.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	104,151	105,154
Pension Administration	9,804	7,474
Medical & Life Insurance	218,906	213,081
Heat, Light, Water	18,131	15,878
Building Repair & Maintenance	9,498	8,796
Building Insurance	607	565
Motor Vehicle Insurance	397	404
Motor Vehicle Maint & Repair	4,356	4,628
Total	<u>\$365,850</u>	<u>\$355,980</u>

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Committed Bills:			
Real Estate	64,000	64,000	64,000
Water	55,000	55,000	55,000
Excise	55,000	55,000	55,000
Departmental	5,000	5,000	5,000
Parking Ticket Revenue	551,128	650,000	700,000
Parking Violations	22,567	21,000	23,000
Municipal Liens	56,250	57,000	57,000
Number of Employees	2,257	2,257	2,257
Number of Payroll Checks	78,791	79,000	79,000
Number of Vendor Checks	14,547	14,600	14,600

TREASURER & COLLECTOR

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010				FY 2011					
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
								Budget	Actual Expenditures			Rate	Total	#	Total	
1.	Treasurer & Collector	19-6 (L10)	1	106,766.16	1	112,653.79	1	112,177	54,822.91	112,177.00	1	112,690.00	112,690.00	1	112,690.00	112,690.00
2.	Asst Treasurer & Collector	16-6 (L11)	1	88,898.41	1	93,909.75	1	93,086	45,701.63	93,086.00	1	93,933.00	93,227.00	1	93,227.00	93,227.00
3.	Dept Coll / AR Manager	14-6 (L9)	1	73,033.90	1	80,286.86	1	79,858	39,086.34	79,858.00	1	80,349.00	80,349.00	1	80,349.00	80,349.00
4.	Accountant	11-6 (L9)	1	61,615.73	1	65,268.84	1	65,248	31,959.55	65,248.00	1	65,298.00	65,298.00	1	65,298.00	65,298.00
5.	Junior Accountant	10-6	1	50,058.18	1	54,693.68	1	55,509	26,325.06	55,509.00	1	55,509.00	55,509.00	1	55,509.00	55,509.00
6.	Administrative Assistant	10-6	1	50,209.54	1	55,972.64	1	55,509	27,252.74	55,509.00	1	55,509.00	55,509.00	1	55,509.00	55,509.00
7.	Senior Cust Serv Asst	6-6 (L11)	1	44,751.09	1	47,583.21	1	47,169	23,158.02	47,169.00	1	47,598.00	47,276.00	1	47,276.00	47,276.00
8.	Customer Service Asst	5-5	1	32,810.20	1	36,359.70	1	37,477	18,399.74	37,477.00	1	38,953.00	38,953.00	1	38,953.00	38,953.00
9.	Customer Service Asst	5-4	1	29,733.46	1	34,887.31	1	36,057	17,616.42	36,057.00	1	37,477.00	37,477.00	1	37,477.00	37,477.00
Payroll																
10.	Payroll Spvr / Benefits Coord	12-6 (L11)	1	67,777.77	1	71,745.76	1	71,118	34,916.10	71,118.00	1	71,765.00	71,172.00	1	71,172.00	71,172.00
11.	Principal Office Asst	8-6 (L8)	1	48,529.12	1	52,410.74	1	51,962	25,511.17	51,962.00	1	51,962.00	51,962.00	1	51,962.00	51,962.00
12.	Associate Office Asst	7-6 (L9)	1	46,576.74	1	49,487.18	1	49,056	24,084.48	49,056.00	1	49,510.00	49,396.00	1	49,396.00	49,396.00
13.	Sr Office Assistant	6-6 (L8)	1	40,058.66	1	43,087.26	1	42,881	20,700.48	42,881.00	1	46,311.00	45,740.00	1	45,740.00	45,740.00
Total			13	740,818.96	13	798,346.72	13	797,107	389,534.64	797,107.00	13	804,558.00		13	804,558.00	804,558.00

TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-145-5100								
5111 Salaries - Full Time	740,818.96	798,346.72	797,107.00	389,534.64	797,107.00	804,558.00	804,558.00	804,558.00
General Expenses 001-145-5200								
5231 Water	307.90	284.10						
5242 Maintenance of Office Equipment	2,573.36	2,230.95	3,000.00	715.00	3,000.00	3,000.00	3,000.00	3,000.00
5247 Alarms / Intrusion	420.00	420.00	400.00		500.00	500.00	500.00	500.00
5304 Financial Services	4,500.00	5,655.00	5,500.00	4,170.00	5,500.00	6,000.00	6,000.00	6,000.00
5305 Legal Services	13,317.40	18,863.26	14,500.00	850.00	14,500.00	20,000.00	20,000.00	20,000.00
5342 Postage	68,762.29	60,806.67	50,000.00	11,411.13	65,000.00	65,000.00	50,000.00	50,000.00
5343 Printing	14,740.34	18,992.50	10,000.00	5,626.37	15,000.00	17,000.00	13,500.00	13,500.00
5345 Shortages	0.00	0.00		0.00	0.00	100.00	100.00	100.00
5385 Banking / Financial	143,465.00	150,295.06	145,000.00	65,299.45	150,000.00	155,000.00	155,000.00	155,000.00
5420 Office Supplies	6,654.02	6,638.43	5,500.00	2,446.66	5,500.00	6,500.00	5,500.00	5,500.00
5730 Dues & Subscriptions	3,006.89	1,269.94		295.00	295.00	800.00	300.00	300.00
5731 Conference Expense	748.84	952.54				200.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	4,000.00	4,000.00
Equipment & Unusual 001-145-5400								
5300 Title Searches for Foreclosures			5,000.00		5,000.00	20,000.00	5,000.00	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	740,818.96	798,346.72	797,107.00	389,534.64	797,107.00	804,558.00	804,558.00	804,558.00
General Expenses	262,196.04	270,108.45	237,900.00	93,713.61	263,295.00	278,100.00	258,100.00	258,100.00
Receipt Offset: Parking Meter Revenue								
Equipment & Unusual	0.00	0.00	5,000.00	0.00	5,000.00	20,000.00	5,000.00	5,000.00
Total Operating Budget	<u>1,003,015.00</u>	<u>1,068,455.17</u>	<u>1,040,007.00</u>	<u>483,248.25</u>	<u>1,065,402.00</u>	<u>1,102,658.00</u>	<u>1,067,658.00</u>	<u>1,067,658.00</u>

ADMINISTRATION OF TRUST FUNDS

STATEMENT OF OBJECTIVES:

To provide responsible financial management for the City of Waltham trust funds. The investment objective seeks to preserve the value of the portfolio's principal while providing a consistent income stream to meet the annual trust fund income requirements.

DESCRIPTION OF OUTPUT STATEMENT:

The Trust Fund Committee is responsible for the management of monies bequeathed to the City of Waltham for the benefit of the City's residents.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Trust Funds	75	77	79
Library Income	3,241	3,338	3,472
Charity Income	2,203	2,269	2,360
Cemetery Income	54,999	56,649	58,915
Scholarship Income	84,917	87,465	90,963
Other Income	5,437	5,600	5,824
Library Book Value	92,321	95,091	98,894
Charity Book Value	62,686	64,567	67,149
Scholarship Book Value	1,585,130	1,632,684	1,697,911
Cemetery Book Value	2,695,912	2,776,789	2,887,861
Other Book Value	188,247	193,894	201,650

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual Expenditures		Actual Expenditures		#	July-December		Department Request			Mayor's		Council Approval	
								Budget	Actual Expenditures				Estimated Expenditures	Recommendation		
			#		#							#		Rate	Total	#
1.	Trust Fund Commissioner	*	3	2,600.00	3	3,300.00	3		0.00		3			3	3,000.00	3,000.00
2.	Asst Clerk & Custodian		1	1,000.00	1	1,000.00	1	1,000	491.01	1,000.00	1	100.00	1,000.00	1	1,000.00	1,000.00
Total			4	3,600.00	4	4,300.00	4	1,000	491.01	1,000.00	4		1,000.00	4	4,000.00	4,000.00

* Stipends suspended temporarily

ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-149-5100								
5121 Salaries - Part Time	1,000.00	1,000.00	1,000.00	491.01	1,000.00	1,000.00	1,000.00	1,000.00
5194 Boards & Commissions	2,600.00	3,300.00	0.00	0.00	0.00	0.00	3,000.00	3,000.00
<hr/>								
General Expenses 001-149-5200								
5385 Banking/Financial	15,153.11	15,350.05	15,500.00	7,776.71	16,000.00	17,000.00	15,500.00	15,500.00
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COST SUMMARY BY CLASSIFICATION

Personnel	3,600.00	4,300.00	1,000.00	491.01	1,000.00	1,000.00	4,000.00	4,000.00
General Expenses	15,153.11	15,350.05	15,500.00	7,776.71	16,000.00	17,000.00	15,500.00	15,500.00
Equipment & Unusual								
Total Operating Budget	<u>18,753.11</u>	<u>19,650.05</u>	<u>16,500.00</u>	<u>8,267.72</u>	<u>17,000.00</u>	<u>18,000.00</u>	<u>19,500.00</u>	<u>19,500.00</u>

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

To provide emergency and/or permanent financial and medical assistance to the veterans of our armed services, their widows, and dependents. To aid all discharged veterans in handling their personal affairs and problems. This assistance includes MA Veterans services benefits and/or Federal Veterans Administration benefits of compensation, pension, hospitalization, education, rehabilitation, or burial by supplying, aiding in completing application forms, and forwarding through proper channels.

DESCRIPTION OF OUTPUT STATEMENT:

The Veterans program element output demonstrated that the City continues to provide assistance to Veterans, their widows and dependents. This financial assistance is translated into concrete benefits (cash allowances, medical care and VA benefits instruction and information).

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	118,349	125,035
Pension-Non Contributory	15,736	
Pension Administration	12,195	9,818
Medical & Life Insurance	102,714	104,812
Heat, Light, Water	4,653	4,562
Building Repair & Maintenance	4,580	2,894
Building Insurance	103	96
Total	\$258,330	\$247,217

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Cases Yearly	1,050	1,050	1,050
Yearly Cash Benefits	\$200,000	\$200,000	\$200,000

VETERANS BENEFITS & SERVICES

PERSONNEL

Bargaining Unit	Position	FY 2011 Grade-Step	FY 2008	FY 2009	FY 2010				FY 2011					
			Actual # Expenditures	Actual # Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Total	Council Approval
1.	* Dir of Vets Service / License	16-6 (L10)	1 88,090.47	1 93,727.91	1	93,086	45,701.63	93,086.00	1	93,086.00	93,086.00	1	93,086.00	93,086.00
2.	Administrative Assistant	10-6 (L8)	1 52,824.63	1 55,998.29	1	59,950	29,466.89	59,950.00	1	59,950.00	59,950.00	1	59,950.00	59,950.00
Total			2 140,915.10	2 149,726.20	2	153,036	75,168.52	153,036.00	2	153,036.00	153,036.00	2	153,036.00	153,036.00

* State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-543-5100								
5111 Salaries - Full Time	140,915.10	149,726.20	153,036.00	75,168.52	153,036.00	153,036.00	153,036.00	153,036.00
General Expenses 001-543-5200								
5192 Mileage Allowance	699.96	699.96	700.00	408.31	700.00	700.00	700.00	700.00
5231 Water	164.53	150.94						
5242 Office Equipment Repair/Maint	252.00	252.00	450.00	252.00	450.00	450.00	450.00	450.00
5245 Maintenance Vets Square Signs	549.03	131.65	1,500.00		1,500.00	1,500.00	1,500.00	1,500.00
5342 Postage	510.95	93.72	600.00	100.00	600.00	600.00	600.00	600.00
5343 Printing	65.00	66.00	300.00		300.00	300.00	300.00	300.00
5420 Office Supplies	418.29	582.66	425.00		425.00	425.00	425.00	425.00
5510 Education Supplies	20.00	20.00	150.00		150.00	150.00	150.00	150.00
5580 Flags & Bunting	4,204.80	4,204.80				4,500.00	4,500.00	4,500.00
5731 Conference Expense	386.00							
5731 Dues	85.00	85.00						
5770 Veterans Benefits	162,531.33	170,473.01	200,000.00	95,377.65	200,000.00	200,000.00	200,000.00	200,000.00
5781 Holiday Expenses	2,005.80	1,342.95	1,650.00	250.00	1,650.00	1,650.00	1,650.00	1,650.00

COST SUMMARY BY CLASSIFICATION

Personnel	140,915.10	149,726.20	153,036.00	75,168.52	153,036.00	153,036.00	153,036.00	153,036.00
General Expenses	171,892.69	178,102.69	205,775.00	96,387.96	205,775.00	210,275.00	210,275.00	210,275.00
Equipment & Unusual								
Total Operating Budget	<u>312,807.79</u>	<u>327,828.89</u>	<u>358,811.00</u>	<u>171,556.48</u>	<u>358,811.00</u>	<u>363,311.00</u>	<u>363,311.00</u>	<u>363,311.00</u>

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

To issue licenses and permits to serve the public needs and to protect the common good.

DESCRIPTION OF OUTPUT STATEMENT:

To provide an adequate number of places at which the public may obtain different sorts of alcoholic beverages for consumption on and/or off the premises and to provide for an adequate number of restaurants at which the public may obtain prepared meals to be consumed on the premises. Alcohol licenses and common victual licenses are granted at the discretion of the Licensing Board dependent on the public good. The Licensing Board also approves entertainment licenses and permits for coin operated amusement devices.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	139	139
Heat, Light, Water	1,163	1,140
Building Repair & Maintenance	1,145	723
Building Insurance	26	24
Total	\$2,473	\$2,026

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Licenses	98	99	100
Common Victualer	140	140	140
Filing Fee	20	20	20
Amusement Device Permits	15	15	15
Entertainment	35	35	35
Dance Permits	14	14	14
Special Permits	62	55	55
Revenue from Licenses & Permits	\$290,000	\$299,600	\$300,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011						
			Actual # Expenditures		Actual # Expenditures		#	Budget	July-December Actual Expenditures	Estimated Expenditures	Mayor's			Council Approval		
											#	Department Request Rate	Total		#	Recommendation Total
1.	License Commission	*	3	9,600.00	3	9,600.00	3			3						
2.	Assistant to License Commission		1	3,000.00	1	3,000.00	1	3,000	1,472.77	3,000.00	1	3,000.00	3,000.00	1	3,000.00	3,000.00
Total			4	12,600.00	4	12,600.00	4	3,000	1,472.77	3,000.00	4	3,000.00	3,000.00	4	12,600.00	12,600.00

* Stipends suspended temporarily

LICENSE COMMISSION

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-165-5100								
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,472.77	3,000.00	3,000.00	3,000.00	3,000.00
5194 Boards & Commissions	9,600.00	9,600.00	0.00	0.00	0.00	0.00	9,600.00	9,600.00
General Expenses 001-165-5200								
5308 Stenographer	1,750.00	1,800.00	2,250.00	900.00	2,250.00	2,250.00	2,250.00	2,250.00
5342 Postage	450.15	347.75	500.00		500.00	500.00	500.00	500.00
5343 Printing	332.77	66.00	600.00	238.68	600.00	600.00	600.00	600.00
5420 Office Supplies	250.15	239.94	300.00		300.00	300.00	300.00	300.00
5510 Education Supplies	66.00	168.00	200.00	72.00	200.00	200.00	200.00	200.00
5730 Dues	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,600.00	12,600.00	3,000.00	1,472.77	3,000.00	3,000.00	12,600.00	12,600.00
General Expenses	2,899.07	2,671.69	3,900.00	1,260.68	3,900.00	3,900.00	3,900.00	3,900.00
Equipment & Unusual								
Total Operating Budget	<u>15,499.07</u>	<u>15,271.69</u>	<u>6,900.00</u>	<u>2,733.45</u>	<u>6,900.00</u>	<u>6,900.00</u>	<u>16,500.00</u>	<u>16,500.00</u>

WIRES

STATEMENT OF OBJECTIVES:

To provide the administrative direction and services so that the activities conducted in the electrical systems sub-program are able to operate efficiently and effectively. To reduce the possibility of injury to persons or property due to faulty or improper electrical systems by increasing the inspections and better enforcement of electrical construction codes. To provide night lighting and accurate time to all that view the Beth Eden Tower Clock and the Waltham Common clock. To insure the safety of human life and property in all public buildings. Installing and maintaining all electrical systems for light, heat and power.

Traffic: To safeguard human life and property by installing, maintaining, and upgrading the traffic control system.

Police: To safeguard human life and property by installing and maintaining the fire and police network.

Radio: To safeguard human life and property by insuring rapid communication between citizens, Police and Fire departments through properly maintained and upgraded communication system.

DESCRIPTION OF OUTPUT STATEMENT:

Administers all electrical system programs aimed at protection of person and property. Oversees all installation and maintenance operations and inspects electrical systems in public and private buildings. Serves as a central point for citizen inquiries and problems related to electrical systems. The Beth Eden Clock, located at Maple and Moody Streets, stands approximately 100 feet high and is lighted at night. It provides those in view with the correct time. The Common clock provides time to all travelers to and from the City. Efforts to better protect persons and property are reflected in the steadily increasing number of safety devices such as traffic lights, fire boxes, and radios.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2008	FY 2009
Pension-Contributory/FICA	295,913	314,626
Pension-Non Contributory	12,693	13,068
Pension Administration	30,220	24,564
Medical & Life Insurance	307,800	293,503
Heat, Light, Water	35,947	57,276
Building Repair & Maintenance	37,742	44,824
Building Insurance	414	385
Motor Vehicle Insurance	3,972	4,037
Motor Vehicle Maint & Repair	43,556	46,284
Total	\$768,257	\$798,567

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
City Clocks	2	2	2
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	10	10	10
Playgrounds	9	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	786	706	711
Traffic Lights	72	72	73

WIRES

PERSONNEL

			FY 2008		FY 2009		FY 2010			FY 2011						
Bargaining Unit	Position	FY 2010 Grade-Step	Actual		Actual		July-December			Department Request		Mayor's		Council Approval		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total		#	Total
1.	Inspector of Wires	16-6 (L10)	1	89,706.80	1	94,763.51					1	69,655.00	69,655.00	1	93,086.00	93,086.00
2.	Inspector of Wires (PT 19 hrs)	16-6 (L11)					0.5	50,992	32,117.30	50,992.00						
3.	SPMG Asst Inspector of Wires	14-6	1	76,185.71	1	67,135.71	1	84,142	41,310.46	84,142.00	1	84,142.00	84,142.00			
4.	SPMG S, E & C Supervisor/Foreman	14-6 (L9)	1	75,954.50	1	80,315.59	1	83,250	40,750.07	83,250.00	1	83,377.00	83,377.00	1	83,377.00	83,377.00
5.	SPMG Sr Wires Inspector	13-1	1	71,756.62	1	23,384.23					1	56,846.00	56,846.00			
6.	LAB Electrician	11-6 (L8)	2	133,610.21	2	145,109.81	2	153,802	75,510.78	153,802.00	2	76,901.00	153,802.00	2	153,802.00	153,802.00
7.	LAB Signal Maintainer	9-6 (L10)	1	50,447.51	1	53,745.89	1	55,399	27,168.77	55,399.00	1	26.53	55,399.00	1	55,399.00	55,399.00
8.	LAB Signal Maintainer	9-6	1	40,185.62	1	37,838.75	1	47,749	19,695.68	47,749.00	1	24.12	50,004.00	1	50,004.00	50,004.00
9.	Office Coordinator	9-6 (L9)	1	42,289.85	1	56,360.41	1	56,071	27,528.45	56,071.00	1	56,071.00	56,071.00	1	56,071.00	56,071.00
10.	Part Time Help			13,725.55		14,042.05		16,000	9,305.10	16,000.00			16,000.00		16,000.00	16,000.00
11.	Substitute Inspectors														50,000.00	25,000.00
Total			9	593,862.37	9	572,695.95	7.5	547,405	273,386.61	547,405.00	9		625,296.00	7	557,739.00	532,739.00

WIRES

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-245-5100								
5111 Salaries - Full Time	355,893.48	321,959.45	274,455.00	141,706.28	274,455.00	350,091.00	232,534.00	232,534.00
5121 Salaries - Part Time							50,000.00	25,000.00
5112 Wages - Full Time	224,243.34	236,694.45	256,950.00	122,375.23	256,950.00	259,205.00	259,205.00	259,205.00
5122 Wages - Part Time	13,725.55	14,042.05	16,000.00	9,305.10	16,000.00	16,000.00	16,000.00	16,000.00
5131 Overtime - Callbacks	12,932.14	11,827.91	5,000.00	5,371.54	8,000.00	10,000.00	10,000.00	10,000.00
General Expenses 001-245-5200								
5193 Tool Allowance	368.65	124.48	500.00		500.00	500.00	500.00	500.00
5212 Clocks - City & Common	670.55	399.34	1,000.00	101.95	1,000.00	1,000.00	1,000.00	1,000.00
5213 Light	36,977.96	37,362.88	38,000.00	16,560.94	38,000.00	42,000.00	38,000.00	38,000.00
5241 Equipment Repair/Maint	8,183.40	8,219.31	5,000.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00
5242 Office Equipment Repair/Maint	406.80	514.20	550.00	198.50	550.00	700.00	700.00	700.00
5246 Communication Equip Repair/Maint	68,336.92	65,745.96	60,000.00	60,104.72	60,104.72	65,000.00	65,000.00	65,000.00
5248 Computer License				716.00	716.00			
5271 Uniform Rental	1,077.50	1,161.75	1,100.00		1,100.00	1,100.00	1,100.00	1,100.00
5312 Training	3,065.00					2,500.00	2,500.00	2,500.00
5340 Communication	51,335.90	62,551.90	60,000.00	20,143.23	60,000.00	60,000.00	60,000.00	60,000.00
5342 Postage	43.86	119.95	100.00	0.00	100.00	100.00	100.00	100.00
5343 Printing	439.52	524.36						
5411 Batteries	3,630.84	3,483.37	2,500.00	994.92	2,500.00	7,000.00	7,000.00	7,000.00
5420 Office Supplies	1,047.03	561.89	400.00	131.23	400.00	400.00	400.00	400.00
5435 Electrical Supplies	25,739.66	12,525.92	15,000.00	1,793.43	15,000.00	20,000.00	15,000.00	15,000.00
5470 Public Safety Supplies	15,629.63	13,920.87	13,500.00	0.00	13,500.00	13,500.00	13,500.00	13,500.00
5510 Education Supplies	1,704.40					500.00	500.00	500.00
5581 Clothing, Gloves, Shoes	3,895.44	4,019.95	2,700.00	2,712.47	2,700.00	2,700.00	2,700.00	2,700.00
5585 Frequency License		39,283.75						
5587 Tools	2,269.91	1,422.19	1,000.00	241.77	1,000.00	1,000.00	1,000.00	1,000.00
5730 Licenses	832.00	1,192.50	600.00	0.00	600.00	900.00	900.00	900.00
5731 Conference Expense	647.00	100.00						
5781 Holiday	38,779.00	36,545.70	10,000.00	2,775.85	10,000.00	10,000.00	10,000.00	10,000.00
Equipment & Unusual 001-245-5400								
5854 Hoses, Cable, Wire		3,000.00	3,000.00		3,000.00	5,000.00	5,000.00	5,000.00
5872 911 Recorder	13,500.00							

COST SUMMARY BY CLASSIFICATION

Personnel	606,794.51	584,523.86	552,405.00	278,758.15	555,405.00	635,296.00	567,739.00	542,739.00
General Expenses	265,080.97	289,780.27	211,950.00	106,475.01	212,770.72	233,900.00	224,900.00	224,900.00
Equipment & Unusual	13,500.00	3,000.00	3,000.00	0.00	3,000.00	5,000.00	5,000.00	5,000.00
Total Operating Budget	<u>885,375.48</u>	<u>877,304.13</u>	<u>767,355.00</u>	<u>385,233.16</u>	<u>771,175.72</u>	<u>874,196.00</u>	<u>797,639.00</u>	<u>772,639.00</u>

STREET LIGHTING

STATEMENT OF OBJECTIVES:

1. To provide public lighting on all public street in order to allow the safe movement of vehicular traffic and pedestrians at night.
2. To provide spot lighting for the safety of police traffic control.
3. To reduce the incidence of vandalism by maintaining proper lighting.

DESCRIPTION OF OUTPUT STATEMENT:

An extensive system of modern public lighting directly effects the public safety.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Lights	4,100	4,100	4,100

STREET LIGHTING

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200								
5213 Light	594,351.95	565,797.67	510,000.00	115,961.95	510,000.00	530,000.00	530,000.00	530,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	594,351.95	565,797.67	510,000.00	115,961.95	510,000.00	530,000.00	530,000.00	530,000.00
Equipment & Unusual								
Total Operating Budget	<u>594,351.95</u>	<u>565,797.67</u>	<u>510,000.00</u>	<u>115,961.95</u>	<u>510,000.00</u>	<u>530,000.00</u>	<u>530,000.00</u>	<u>530,000.00</u>

ZONING BOARD OF APPEALS

STATEMENT OF OBJECTIVES:

To authorize zoning variance whenever literal enforcement of the zoning code would be contrary to public interest and would result in unnecessary hardship. To hear appeals from decisions of the inspector of buildings; and to grant special permits as authorized by City of Waltham zoning code.

DESCRIPTION OF OUTPUT STATEMENT:

The Zoning Board of Appeals, in accordance with general laws chapter 40A and City of Waltham zoning code, holds public hearings and makes decisions on all requests for variances, hears appeals from decisions of the inspector of buildings and requests for special permits as allowed by the city's zoning code.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2008	FY 2009
Total	\$0	\$0

Output Measure	FY 2009 Actual	FY 2010 Estimated	FY 2011 Projected
Number of Meetings	29	*16 (40)	40
Cases Heard	40	*21	
Granted	26	*14	
Denied	6	*1	
Withdrawn	7	*2	
Pending	1	*5	
Number of Cases Filed	40	*21	45
Fees Received FY 2005	\$3,515.00		
Fees Received FY 2006	\$3,230.00		
Fees Received FY 2007	\$8,105.60		
Fees Received FY 2008	\$36,999.57		
Fees Received FY 2009	\$25,473.32		
Fees Received FY 2010 to date	\$13,522.91 *	as of February 28, 2010	

** ZBA adopted new rules and fees in March 2007. One of the rules adopted requires that Petitioners have all taxes and fees paid to date, prior to filing.

ZONING BOARD OF APPEALS

PERSONNEL

Bargaining Unit Position		FY 2011 Grade-Step	FY 2008		FY 2009		FY 2010			FY 2011					
			Actual # Expenditures		Actual # Expenditures		#	July-December		#	Department Request		Mayor's		Council Approval
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#	
1.	Members	*	10	17,400.00	10	17,100.00	10		0.00	10			10	17,100.00	17,100.00
2.	Chairperson		1	500.00	1	500.00	1			1			1	500.00	500.00
Total			11	17,900.00	11	17,600.00	11	0	0.00	0.00	11	0.00	11	17,600.00	17,600.00

* Stipends suspended temporarily

ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2008	FY 2009	FY 2010			FY 2011		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-176-5100								
5194 Boards & Commissions	17,900.00	17,600.00	0.00	0.00	0.00	0.00	17,600.00	17,600.00
General Expenses 001-176-5200								
5152 Professional Development	50.00							
5308 Stenographer	8,479.00	7,867.00	7,000.00	3,150.00	8,200.00	8,000.00	7,000.00	7,000.00
5341 Advertising	7,147.36	7,136.88	10,000.00	2,358.00	10,000.00	10,000.00	10,000.00	10,000.00
5342 Postage	1,369.95	1,060.00	2,500.00	310.00	2,500.00	2,500.00	2,500.00	2,500.00
5343 Printing	91.49	302.95						
5420 Office Supplies	544.95	1,397.33	500.00	126.82	500.00	750.00	500.00	500.00
5730 Dues	80.00	80.00						

Equipment & Unusual 001-176-5400

5310 Legal Assistance

COST SUMMARY BY CLASSIFICATION

Personnel	17,900.00	17,600.00	0.00	0.00	0.00	0.00	17,600.00	17,600.00
General Expenses	17,762.75	17,844.16	20,000.00	5,944.82	21,200.00	21,250.00	20,000.00	20,000.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>35,662.75</u>	<u>35,444.16</u>	<u>20,000.00</u>	<u>5,944.82</u>	<u>21,200.00</u>	<u>21,250.00</u>	<u>37,600.00</u>	<u>37,600.00</u>