

CITY OF WALTHAM



FISCAL YEAR 2012 BUDGET

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Assessors	478,116.87	428,753.36	474,220.00	229,491.32	417,268.00	474,855.00	412,589.00	412,589.00
Personnel	447,313.46	364,883.80	411,355.00	189,799.06	354,403.00	411,355.00	349,089.00	349,089.00
General	30,803.41	44,759.56	62,865.00	39,692.26	62,865.00	63,500.00	63,500.00	63,500.00
Equip/Unusual		19,110.00	-	-				
Special								
Auditors	54,856,786.72	61,264,415.68	61,534,736.00	52,118,160.30	60,501,483.89	65,584,535.00	62,971,825.00	62,971,825.00
-City Auditor	562,708.05	559,503.89	587,125.00	293,688.86	567,788.00	469,043.00	446,333.00	446,333.00
Personnel	556,337.90	552,613.34	579,090.00	291,446.67	559,738.00	461,008.00	438,298.00	438,298.00
General	6,370.15	6,719.05	8,035.00	2,242.19	8,050.00	8,035.00	8,035.00	8,035.00
Equip/Unusual	-	171.50	-	-	-	-	-	-
Special								
-Interest & Certification	2,818,955.85	3,218,748.34	1,265,865.00	1,543,884.54	1,108,247.89	2,770,000.00	2,770,000.00	2,770,000.00
Personnel								
General	2,818,955.85	3,218,748.34	1,265,865.00	1,543,884.54	1,108,247.89	2,770,000.00	2,770,000.00	2,770,000.00
Equip/Unusual								
Special								
-Redemption of Bonds	5,115,000.00	7,563,638.00	6,333,638.00	-	6,333,638.00	6,702,196.00	6,702,196.00	6,702,196.00
Personnel								
General	5,115,000.00	7,563,638.00	6,333,638.00	-	6,333,638.00	6,702,196.00	6,702,196.00	6,702,196.00
Equip/Unusual								
Special								
-Contributory & Non-Cont. Retirement	12,972,552.47	13,458,530.57	13,844,000.00	13,734,758.37	13,751,343.00	13,801,814.00	13,801,814.00	13,801,814.00
Personnel								
General	12,972,552.47	13,458,530.57	13,844,000.00	13,734,758.37	13,751,343.00	13,801,814.00	13,801,814.00	13,801,814.00
Equip/Unusual								
Special								
-Hospital & Medical Insurance & OME	31,729,994.96	34,418,452.77	36,886,000.00	35,327,474.18	36,766,000.00	39,476,000.00	36,886,000.00	36,886,000.00
Personnel								
General	31,729,994.96	34,418,452.77	36,886,000.00	35,327,474.18	36,766,000.00	39,476,000.00	36,886,000.00	36,886,000.00
Equip/Unusual								
Special								
-Group Life Ins & Social Security	119,614.47	110,703.94	125,000.00	48,589.69	115,000.00	115,000.00	115,000.00	115,000.00
Personnel								
General	119,614.47	110,703.94	125,000.00	48,589.69	115,000.00	115,000.00	115,000.00	115,000.00
Equip/Unusual								
Special								

	FY 2009	FY 2010	FY 2011			FY 2012		
	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>	1,090,885.00	1,482,879.94	1,755,432.00	932,931.68	1,387,932.00	1,703,612.00	1,703,612.00	1,703,612.00
Personnel								
General	1,090,885.00	1,482,879.94	1,755,432.00	932,931.68	1,387,932.00	1,703,612.00	1,703,612.00	1,703,612.00
Equip/Unusual								
Special								
<i>-Interest & Certification (Sewer/Water)</i>	447,075.92	451,958.23	737,676.00	236,832.98	471,535.00	546,870.00	546,870.00	546,870.00
Personnel								
General	447,075.92	451,958.23	737,676.00	236,832.98	471,535.00	546,870.00	546,870.00	546,870.00
Equip/Unusual								
Special								
Building	2,976,094.47	2,761,817.34	2,664,781.00	1,234,419.42	2,699,676.33	2,664,855.00	2,808,060.00	2,808,060.00
<i>-General</i>	1,916,870.13	1,639,794.12	1,691,581.00	850,247.61	1,718,011.26	1,691,655.00	1,674,860.00	1,674,860.00
Personnel	1,546,134.46	1,409,636.94	1,406,181.00	708,019.90	1,406,181.00	1,417,055.00	1,400,260.00	1,400,260.00
General	352,494.43	225,157.18	275,400.00	142,227.71	301,830.26	274,600.00	274,600.00	274,600.00
Equip/Unusual	18,241.24	5,000.00	10,000.00	-	10,000.00	-	-	-
Special								
<i>-Utilities</i>	1,059,224.34	1,122,023.22	973,200.00	384,171.81	981,665.07	973,200.00	1,133,200.00	1,133,200.00
General	1,059,224.34	1,122,023.22	973,200.00	384,171.81	981,665.07	973,200.00	1,133,200.00	1,133,200.00
City Clerk/Voter Registration	656,287.80	610,280.16	676,487.00	350,922.59	683,087.00	714,550.00	754,550.00	754,550.00
<i>-Records Management</i>	359,558.01	338,124.44	372,808.00	185,045.30	374,308.00	375,808.00	415,808.00	415,808.00
Personnel	325,345.77	320,478.35	340,108.00	163,839.71	340,108.00	340,108.00	340,108.00	340,108.00
General	34,212.24	17,646.09	32,700.00	10,274.37	34,200.00	35,700.00	35,700.00	35,700.00
Equip/Unusual	-	-	-	10,931.22	-	-	40,000.00	40,000.00
Special								
<i>-Voter Registration</i>	296,729.79	272,155.72	303,679.00	165,877.29	308,779.00	338,742.00	338,742.00	338,742.00
Personnel	205,434.99	205,388.46	214,779.00	108,589.92	214,779.00	216,042.00	216,042.00	216,042.00
General	91,294.80	66,767.26	88,900.00	57,287.37	94,000.00	122,700.00	122,700.00	122,700.00
Equip/Unusual								
Special								
City Council	326,202.85	324,121.75	345,045.00	163,533.46	345,045.00	361,612.00	337,612.00	337,612.00
Personnel	260,635.61	267,067.48	270,345.00	136,381.33	270,345.00	274,912.00	274,912.00	274,912.00
General	60,304.24	57,054.27	62,700.00	27,152.13	62,700.00	62,700.00	62,700.00	62,700.00
Equip/Unusual	5,263.00	-	12,000.00	-	12,000.00	24,000.00	-	-
Special								
Conservation Commission	69,242.86	53,952.61	75,359.00	33,442.15	75,359.00	76,684.00	43,526.00	43,526.00
Personnel	66,135.64	53,108.41	72,784.00	32,532.48	72,784.00	72,784.00	40,626.00	40,626.00
General	3,107.22	844.20	2,575.00	909.67	2,575.00	3,900.00	2,900.00	2,900.00
Equip/Unusual								
Special								

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Consolidated Public Works	13,450,719.42	11,087,046.12	10,715,291.00	4,580,053.38	12,980,663.17	11,773,169.00	11,504,161.00	11,504,161.00
-CPW Administration	5,199,558.97	4,503,223.86	4,790,623.00	2,389,455.55	5,052,100.17	5,009,501.00	4,863,161.00	4,863,161.00
Personnel	3,589,835.99	3,496,758.81	3,732,523.00	1,818,457.74	3,990,824.17	3,904,401.00	3,658,061.00	3,658,061.00
General	1,174,144.77	867,332.90	845,100.00	482,694.32	848,276.00	892,100.00	992,100.00	992,100.00
Equip/Unusual	435,578.21	139,132.15	213,000.00	88,303.49	213,000.00	213,000.00	213,000.00	213,000.00
Special								
-Snow & Ice	2,607,520.02	1,537,525.80	429,000.00	65,048.07	2,432,895.00	1,268,000.00	1,368,000.00	1,368,000.00
Personnel	249,642.45	150,779.99	-	62,653.07	250,000.00	200,000.00	100,000.00	
General	2,357,877.57	1,386,745.81	429,000.00	2,395.00	2,182,895.00	1,068,000.00	1,268,000.00	1,368,000.00
Equip/Unusual								
Special								
-Collection & Disposal of Rubbish	5,643,640.43	5,046,296.46	5,495,668.00	2,125,549.76	5,495,668.00	5,495,668.00	5,273,000.00	5,273,000.00
General								
Equip/Unusual	5,643,640.43	5,046,296.46	5,495,668.00	2,125,549.76	5,495,668.00	5,495,668.00	5,273,000.00	5,273,000.00
Special								
Board of Survey & Planning	17,122.00	5,422.30	20,900.00	2,765.40	20,900.00	20,900.00	20,900.00	20,900.00
Personnel	13,800.00	3,000.00	17,000.00	1,620.44	17,000.00	17,000.00	17,000.00	17,000.00
General	3,322.00	2,422.30	3,900.00	1,144.96	3,900.00	3,900.00	3,900.00	3,900.00
Equip/Unusual								
Special								
Cemetery Commission	3,300.00	-	3,000.00	800.00	3,000.00	3,000.00	3,000.00	3,000.00
Personnel	3,300.00	-	3,000.00	800.00	3,000.00	3,000.00	3,000.00	3,000.00
General								
Equip/Unusual								
Special								
Council on Aging / Meals on Wheels	506,470.34	410,953.01	472,330.00	218,820.97	512,473.00	473,250.00	473,350.00	473,350.00
Personnel	348,099.49	288,089.55	319,660.00	157,088.25	359,736.00	320,513.00	320,613.00	320,613.00
General	158,370.85	122,863.46	152,670.00	61,732.72	152,737.00	152,737.00	152,737.00	152,737.00
Equip/Unusual								
Special								
Disabilities Service Commission	6,100.00	157.59	7,200.00	3,577.00	7,200.00	7,200.00	7,200.00	7,200.00
Personnel	6,100.00	-	7,000.00	3,500.00	7,000.00	7,000.00	7,000.00	7,000.00
General	-	157.59	200.00	77.00	200.00	200.00	200.00	200.00
Equip/Unusual								
Special								

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Engineering	431,563.81	384,159.30	394,919.00	183,823.64	359,252.67	427,717.00	354,906.00	354,906.00
Personnel	425,446.30	380,450.94	387,969.00	178,621.59	348,762.67	420,367.00	348,056.00	348,056.00
General	6,117.51	3,708.36	6,950.00	5,202.05	10,490.00	7,350.00	6,850.00	6,850.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
Water	8,736,699.40	8,555,133.36	9,224,611.00	4,541,218.22	9,326,357.00	9,232,762.00	9,227,674.00	9,227,674.00
-Water & Sewer Billing & Compliance	160,362.39	165,633.12	181,045.00	85,783.34	185,750.00	187,870.00	187,870.00	187,870.00
Personnel	133,553.82	136,679.79	146,145.00	73,323.43	146,145.00	152,970.00	152,970.00	152,970.00
General	26,808.57	28,953.33	34,900.00	12,459.91	39,605.00	34,900.00	34,900.00	34,900.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
-Water & Sewer Administration	368,602.42	346,650.62	348,410.00	171,368.53	347,910.00	354,356.00	426,667.00	426,667.00
Personnel	368,602.42	345,395.62	345,410.00	170,218.53	345,410.00	351,356.00	423,667.00	423,667.00
General	-	1,255.00	3,000.00	1,150.00	2,500.00	3,000.00	3,000.00	3,000.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-
-Operations & Maintenance	8,207,734.59	8,042,849.62	8,695,156.00	4,284,066.35	8,792,697.00	8,690,536.00	8,613,137.00	8,613,137.00
Personnel-Operations & Maint	430,184.36	472,746.30	537,580.00	287,516.26	633,448.00	522,118.00	522,118.00	522,118.00
Personnel-Meter Read & Install	215,211.16	134,242.58	166,524.00	63,850.52	164,847.00	166,524.00	113,125.00	113,125.00
General	229,793.39	196,508.42	213,350.00	90,676.82	232,700.00	213,350.00	213,350.00	213,350.00
Equip/Unusual	7,332,545.68	7,239,352.32	7,777,702.00	3,842,022.75	7,761,702.00	7,788,544.00	7,764,544.00	7,764,544.00
Special	-	-	-	-	-	-	-	-
Sewer	11,541,994.68	12,506,152.85	12,853,977.00	6,294,334.69	12,808,213.00	13,467,566.00	13,475,208.00	13,475,208.00
Personnel	358,938.62	413,115.28	542,011.00	205,941.86	580,147.00	599,827.00	607,469.00	607,469.00
General	167,208.17	207,554.42	213,100.00	77,798.15	207,100.00	213,100.00	213,100.00	213,100.00
Equip/Unusual	11,015,847.89	11,885,483.15	12,098,866.00	6,010,594.68	12,020,966.00	12,654,639.00	12,654,639.00	12,654,639.00
Special	-	-	-	-	-	-	-	-
Fire	12,742,606.39	13,084,905.73	13,294,465.00	7,269,246.28	13,381,346.88	13,883,026.00	13,309,076.00	13,309,076.00
Personnel	12,214,719.66	12,616,313.43	12,826,238.00	7,065,563.92	12,847,838.00	13,355,158.00	12,772,049.00	12,772,049.00
General	309,749.24	269,712.68	257,377.00	65,982.00	304,051.88	273,218.00	289,177.00	289,177.00
Equip/Unusual	67,877.32	72,871.93	46,200.00	20,733.36	68,807.00	64,200.00	63,200.00	63,200.00
Special	150,260.17	126,007.69	164,650.00	116,967.00	160,650.00	190,450.00	184,650.00	184,650.00
Emergency Management	111,008.07	77,901.47	85,524.00	38,917.04	85,524.00	87,524.00	87,524.00	87,524.00
Personnel	66,244.98	65,929.49	67,624.00	34,676.68	67,624.00	67,624.00	67,624.00	67,624.00
General	23,123.05	6,399.70	6,400.00	3,194.95	6,400.00	9,400.00	9,400.00	9,400.00
Equip/Unusual	11,240.21	5,572.28	8,000.00	1,020.41	8,000.00	7,000.00	7,000.00	7,000.00
Special	10,399.83	-	3,500.00	25.00	3,500.00	3,500.00	3,500.00	3,500.00

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Health	745,885.20	731,298.44	765,971.00	398,753.38	765,971.00	772,288.00	772,288.00	772,288.00
Personnel	697,863.57	690,173.02	720,346.00	362,147.18	720,346.00	726,063.00	726,063.00	726,063.00
General	41,897.94	40,690.53	45,025.00	36,164.37	45,025.00	45,625.00	45,625.00	45,625.00
Equip/Unusual	6,123.69	434.89	600.00	441.83	600.00	600.00	600.00	600.00
Special								
Historical Commission	58,541.54	36,716.78	36,400.00	16,074.97	35,400.00	36,750.00	37,520.00	37,520.00
Personnel	29,899.96	23,499.96	30,500.00	13,549.98	29,500.00	29,500.00	30,500.00	30,500.00
General	5,083.13	4,576.06	3,900.00	1,019.75	3,900.00	4,250.00	4,020.00	4,020.00
Equip/Unusual	23,558.45	8,640.76	2,000.00	1,505.24	2,000.00	3,000.00	3,000.00	3,000.00
Special								
Information Technology	1,436,646.93	1,351,384.22	1,446,401.00	774,152.64	1,466,401.00	1,435,912.00	1,414,912.00	1,414,912.00
-Information Technology	1,219,477.78	1,150,389.87	1,211,694.00	661,505.35	1,231,694.00	1,228,205.00	1,207,205.00	1,207,205.00
Personnel	933,704.29	889,468.08	933,412.00	467,290.30	933,412.00	937,923.00	937,923.00	937,923.00
General	284,228.49	260,921.79	268,282.00	194,215.05	288,282.00	290,282.00	269,282.00	269,282.00
Equip/Unusual	1,545.00	-	10,000.00	-	10,000.00	-	-	-
Special								
-Central Telephone	217,169.15	200,994.35	234,707.00	112,647.29	234,707.00	207,707.00	207,707.00	207,707.00
Personnel	25,250.00	25,093.76	27,707.00	12,467.52	27,707.00	27,707.00	27,707.00	27,707.00
General	191,919.15	175,900.59	180,000.00	97,890.87	180,000.00	180,000.00	180,000.00	180,000.00
Equip/Unusual	-	-	27,000.00	2,288.90	27,000.00	-	-	-
Special								
Law	765,379.57	928,268.81	780,151.00	396,251.35	798,076.90	791,751.00	733,742.00	733,742.00
Personnel	694,385.94	699,502.82	729,001.00	369,480.69	729,001.00	729,001.00	670,992.00	670,992.00
General	51,800.68	49,059.02	48,150.00	19,667.62	49,075.90	52,750.00	52,750.00	52,750.00
Equip/Unusual	19,192.95	179,706.97	3,000.00	7,103.04	20,000.00	10,000.00	10,000.00	10,000.00
Special								
Library	2,183,219.11	2,087,270.55	2,126,553.00	1,116,712.25	2,186,360.00	2,174,649.00	2,174,649.00	2,174,649.00
Personnel	1,776,901.76	1,707,119.01	1,819,953.00	898,603.30	1,818,590.00	1,852,399.00	1,852,399.00	1,852,399.00
General	343,802.65	317,348.09	245,600.00	165,955.95	306,770.00	261,250.00	261,250.00	261,250.00
Equip/Unusual	62,514.70	62,803.45	61,000.00	52,153.00	61,000.00	61,000.00	61,000.00	61,000.00
Special								
Mayor	451,518.38	417,559.09	410,079.00	208,071.80	410,079.00	885,079.00	885,079.00	885,079.00
-Mayor	440,518.38	406,559.09	398,979.00	198,071.80	398,979.00	873,979.00	873,979.00	873,979.00
Personnel	250,147.64	250,982.33	267,629.00	130,084.58	267,629.00	267,629.00	267,629.00	267,629.00
General	28,711.57	24,277.08	24,850.00	16,487.22	24,850.00	24,850.00	24,850.00	24,850.00
Equip/Unusual	161,659.17	131,299.68	106,500.00	51,500.00	106,500.00	581,500.00	581,500.00	581,500.00
Special								

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	11,000.00	11,000.00	11,100.00	10,000.00	11,100.00	11,100.00	11,100.00	11,100.00
Personnel								
General	11,000.00	11,000.00	11,100.00	10,000.00	11,100.00	11,100.00	11,100.00	11,100.00
Equip/Unusual								
Special								
Personnel	1,065,371.40	981,872.58	750,035.00	523,208.04	916,530.00	883,674.00	840,163.00	840,163.00
<i>-General/Work Study/Unemploy</i>	402,221.67	397,227.05	428,035.00	218,821.85	399,530.00	403,474.00	360,163.00	360,163.00
Personnel	319,341.10	283,066.84	294,235.00	164,212.89	285,630.00	286,924.00	244,163.00	244,163.00
General	11,408.04	76,153.06	110,800.00	48,016.96	90,800.00	91,550.00	91,000.00	91,000.00
Equip/Unusual	71,472.53	38,007.15	23,000.00	6,592.00	23,100.00	25,000.00	25,000.00	25,000.00
Special								
<i>-Workers Comp</i>	663,149.73	584,645.53	322,000.00	304,386.19	517,000.00	480,200.00	480,000.00	480,000.00
Personnel								
General	663,149.73	584,645.53	322,000.00	304,386.19	517,000.00	480,200.00	480,000.00	480,000.00
Equip/Unusual								
Special								
Planning	743,741.48	566,385.94	576,186.00	329,486.03	132,713.00	544,034.00	598,762.00	598,762.00
<i>-City Planner</i>	305,722.97	224,354.86	225,374.00	120,970.20	850.00	198,073.00	219,203.00	219,203.00
Personnel	303,472.21	223,505.28	224,524.00	120,292.92		197,223.00	218,353.00	218,353.00
General	1,980.76	849.58	850.00	440.47	850.00	850.00	850.00	850.00
Equip/Unusual	270.00	-	-	236.81	-	-	-	-
Special								
<i>-Housing</i>	308,408.56	224,939.92	220,299.00	129,418.69	1,350.00	217,831.00	182,106.00	182,106.00
Personnel	306,314.13	223,609.16	218,949.00	128,482.52		216,481.00	180,756.00	180,756.00
General	2,094.43	1,330.76	1,350.00	936.17	1,350.00	1,350.00	1,350.00	1,350.00
Equip/Unusual								
Special								
<i>-Paine Estate</i>	129,609.95	117,091.16	130,513.00	79,097.14	130,513.00	128,130.00	197,453.00	197,453.00
Personnel	92,827.40	94,717.04	99,013.00	63,270.87	99,013.00	96,630.00	165,953.00	165,953.00
General	36,782.55	22,374.12	31,500.00	15,826.27	31,500.00	31,500.00	31,500.00	31,500.00
Equip/Unusual								
Special								
Police	14,284,553.26	14,402,622.29	14,787,278.00	8,008,917.47	14,792,039.70	15,318,095.00	14,858,290.00	14,858,290.00
<i>-Police & Animal Control</i>	12,986,220.46	13,040,365.84	13,368,318.00	7,288,180.49	13,373,079.70	13,789,744.00	13,383,849.00	13,383,849.00
Personnel	12,351,686.56	12,525,252.03	12,820,138.00	6,955,824.08	12,773,755.78	13,242,114.00	12,791,219.00	12,791,219.00
General	309,356.03	241,482.54	256,335.00	126,816.03	306,312.18	255,835.00	300,835.00	300,835.00
Equip/Unusual	170,252.62	135,456.76	142,045.00	80,231.38	143,211.74	141,995.00	141,995.00	141,995.00
Special	154,925.25	138,174.51	149,800.00	125,309.00	149,800.00	149,800.00	149,800.00	149,800.00

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
<i>-Dispatch</i>	1,298,332.80	1,362,256.45	1,418,960.00	720,736.98	1,418,960.00	1,528,351.00	1,474,441.00	1,474,441.00
Personnel	1,276,840.45	1,340,648.16	1,394,640.00	712,481.63	1,394,640.00	1,484,801.00	1,433,191.00	1,433,191.00
General	16,694.22	15,653.92	17,720.00	3,910.39	17,720.00	36,650.00	34,650.00	34,650.00
Equip/Unusual								
Special	4,798.13	5,954.37	6,600.00	4,344.96	6,600.00	6,900.00	6,600.00	6,600.00
Purchasing	474,009.22	398,312.56	440,815.00	319,106.55	418,971.43	432,593.00	432,593.00	432,593.00
Personnel	215,126.73	168,237.23	198,054.00	96,263.45	194,830.49	200,443.00	200,443.00	200,443.00
General	8,497.57	4,439.21	5,150.00	4,774.98	5,140.94	6,150.00	6,150.00	6,150.00
Equip/Unusual								
Special	250,384.92	225,636.12	237,611.00	218,068.12	219,000.00	226,000.00	226,000.00	226,000.00
Recreation/Veteran's Rink	1,009,568.51	1,049,931.82	1,303,982.00	546,764.37	1,360,064.00	1,471,165.00	1,357,644.00	1,357,644.00
<i>-General Support</i>	400,427.39	389,204.15	481,654.00	227,773.92	489,736.00	565,518.00	451,997.00	451,997.00
Personnel	387,570.20	377,903.31	441,454.00	218,959.26	475,828.00	525,918.00	412,397.00	412,397.00
General	12,857.19	11,300.84	14,200.00	5,842.55	13,908.00	13,600.00	13,600.00	13,600.00
Equip/Unusual			26,000.00	2,972.11		26,000.00	26,000.00	26,000.00
Special								
<i>-Playgrounds</i>	109,361.04	154,989.29	208,600.00	55,329.48	253,600.00	285,900.00	285,900.00	285,900.00
Personnel	33,769.75	41,999.25	48,000.00	36,515.00	48,000.00	48,000.00	48,000.00	48,000.00
General	71,450.24	110,949.74	157,100.00	16,935.03	202,100.00	234,400.00	234,400.00	234,400.00
Equip/Unusual	4,141.05	2,040.30	3,500.00	1,879.45	3,500.00	3,500.00	3,500.00	3,500.00
Special								
<i>-Summer Fun</i>	69,817.67	70,624.91	72,696.00	56,687.66	72,696.00	72,696.00	72,696.00	72,696.00
Personnel	55,844.00	60,064.75	59,796.00	52,279.25	59,796.00	59,796.00	59,796.00	59,796.00
General	13,973.67	10,560.16	12,900.00	4,408.41	12,900.00	12,900.00	12,900.00	12,900.00
Equip/Unusual								
Special								
<i>-Support of Rec Act.</i>	98,307.08	93,650.52	107,000.00	26,194.56	110,000.00	110,000.00	110,000.00	110,000.00
Personnel								
General	91,049.95	87,930.50	97,000.00	23,404.25	102,000.00	102,000.00	102,000.00	102,000.00
Equip/Unusual	7,257.13	5,720.02	10,000.00	2,790.31	8,000.00	8,000.00	8,000.00	8,000.00
Special								
<i>-Vet Rink</i>	331,655.33	341,462.95	434,032.00	180,778.75	434,032.00	437,051.00	437,051.00	437,051.00
Personnel	123,095.26	131,980.32	185,032.00	64,495.90	185,032.00	188,051.00	188,051.00	188,051.00
General	186,981.85	186,590.34	222,000.00	104,754.87	229,035.00	227,500.00	227,500.00	227,500.00
Equip/Unusual	11,448.22	12,994.29	15,000.00	5,562.98	14,000.00	15,000.00	15,000.00	15,000.00
Special	10,130.00	9,898.00	12,000.00	5,965.00	5,965.00	6,500.00	6,500.00	6,500.00

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Transportation	560,340.18	540,441.63	579,514.00	275,205.79	674,199.00	832,242.00	679,544.00	679,544.00
-Traffic Engineering	303,964.70	283,529.94	249,928.00	146,931.42	344,528.00	490,795.00	346,097.00	346,097.00
Personnel	271,187.24	241,478.48	206,388.00	106,990.48	211,388.00	346,775.00	252,077.00	252,077.00
General	32,777.46	41,351.46	43,540.00	10,238.94	26,140.00	44,020.00	44,020.00	44,020.00
Equip/Unusual	-	700.00	-	29,702.00	107,000.00	100,000.00	50,000.00	50,000.00
Special								
-Parking Management	256,375.48	256,911.69	329,586.00	128,274.37	329,671.00	341,447.00	333,447.00	333,447.00
Personnel	186,527.62	189,129.07	195,531.00	99,288.21	195,531.00	207,997.00	199,997.00	199,997.00
General	67,608.41	66,282.62	72,555.00	28,067.42	72,640.00	71,950.00	71,950.00	71,950.00
Equip/Unusual	-	-	60,000.00	-	60,000.00	60,000.00	60,000.00	60,000.00
Special	2,239.45	1,500.00	1,500.00	918.74	1,500.00	1,500.00	1,500.00	1,500.00
Treasurer & Collector	1,088,105.22	1,041,517.95	1,119,125.00	557,361.53	1,126,161.00	1,121,983.00	1,073,129.00	1,073,129.00
-Treas & Collector / Paymaster	1,068,455.17	1,024,653.74	1,099,625.00	548,848.30	1,105,861.00	1,100,983.00	1,052,129.00	1,052,129.00
Personnel	798,346.72	795,625.58	836,525.00	423,165.58	832,761.00	822,883.00	779,029.00	779,029.00
General	270,108.45	229,028.16	258,100.00	125,682.72	268,100.00	273,100.00	268,100.00	268,100.00
Equip/Unusual	-	-	5,000.00	-	5,000.00	5,000.00	5,000.00	5,000.00
Special								
-Trust Funds	19,650.05	16,864.21	19,500.00	8,513.23	20,300.00	21,000.00	21,000.00	21,000.00
Personnel	4,300.00	1,300.00	4,000.00	506.90	4,000.00	4,000.00	4,000.00	4,000.00
General	15,350.05	15,564.21	15,500.00	8,006.33	16,300.00	17,000.00	17,000.00	17,000.00
Equip/Unusual								
Special								
Veterans/License Commission	343,100.58	352,840.72	385,637.00	178,010.17	385,637.00	385,637.00	385,637.00	385,637.00
-Veterans	327,828.89	347,118.70	369,137.00	171,939.73	369,137.00	369,137.00	369,137.00	369,137.00
Personnel	149,726.20	153,070.19	158,862.00	80,519.15	158,862.00	158,862.00	158,862.00	158,862.00
General	178,102.69	194,048.51	210,275.00	91,420.58	210,275.00	210,275.00	210,275.00	210,275.00
Equip/Unusual								
Special								
-License Commission	15,271.69	5,722.02	16,500.00	6,070.44	16,500.00	16,500.00	16,500.00	16,500.00
Personnel	12,600.00	3,000.00	12,600.00	5,120.44	12,600.00	12,600.00	12,600.00	12,600.00
General	2,671.69	2,722.02	3,900.00	950.00	3,900.00	3,900.00	3,900.00	3,900.00
Equip/Unusual								
Special								
Wires	1,443,101.80	1,203,549.72	1,304,690.00	586,141.12	1,260,289.00	1,351,220.00	1,277,175.00	1,277,175.00
-General	877,304.13	723,108.25	774,690.00	377,987.99	730,289.00	821,220.00	747,175.00	747,175.00
Personnel	584,523.86	557,064.08	544,790.00	257,195.23	500,154.00	585,670.00	511,625.00	511,625.00
General	289,780.27	166,044.17	224,900.00	120,792.76	225,135.00	227,050.00	227,050.00	227,050.00
Equip/Unusual	3,000.00	-	5,000.00	-	5,000.00	8,500.00	8,500.00	8,500.00
Special								

	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
-Street Lighting	565,797.67	480,441.47	530,000.00	208,153.13	530,000.00	530,000.00	530,000.00	530,000.00
Personnel								
General	565,797.67	480,441.47	530,000.00	208,153.13	530,000.00	530,000.00	530,000.00	530,000.00
Equip/Unusual								
Special								
Zoning Board Of Appeals	35,444.16	15,279.11	37,600.00	13,117.16	37,678.00	37,600.00	37,600.00	37,600.00
Personnel	17,600.00	1,500.00	17,600.00	6,000.00	17,600.00	17,600.00	17,600.00	17,600.00
General	17,844.16	13,779.11	20,000.00	7,117.16	20,078.00	20,000.00	20,000.00	20,000.00
Equip/Unusual	-	-	-	-	-	-	-	-
Special								
Grand Total	133,598,842.22	137,660,424.84	139,693,262.00	91,510,860.48	140,973,418.97	147,727,877.00	143,349,888.00	143,349,888.00
Schools	60,025,229.04	60,621,890.57	62,882,828.00	27,190,239.43	0.00	64,691,296.00	64,691,296.00	64,691,296.00
Total with Schools	193,624,071.26	198,282,315.41	202,576,090.00	118,701,099.91	140,973,418.97	212,419,173.00	208,041,184.00	208,041,184.00

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 2009	FY 2010
Pension-Contributory/FICA	139,023	116,219
Pension Administration	10,810	10,522
Medical & Life Insurance	148,077	142,632
Heat, Light, Water	11,908	13,594
Building Repair & Maintenance	6,597	8,684
Building Insurance	424	429
Motor Vehicle Insurance	404	338
Motor Vehicle Maint & Repair	4,628	4,302
Total	<u>\$321,871</u>	<u>\$296,720</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Real Estate Parcels Assessed	15,417	15,423	15,550
Personal Prop Parcels Assessed	1,640	1,596	1,600
Field Inspections	2,800	2,800	3,500
Real Estate, Personal Property, Abatements & Exemptions	725	730	730
Motor Vehicle Excise Tax Processec	52,700	53,750	54,800
Motor Vehicle Excise Abatements	2,488	2,500	2,500
Appellate Tax Board Cases - Properties	45	50	60

ASSESSOR

PERSONNEL

Bargaining Unit Position			FY 2009		FY 2010		FY 2011				FY 2012					
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation Total	Council Approval	
1.	Chairperson, Assessors	17-6 (L11)	1	101,166.88	1	100,279.57	1	103,917	52,670.38	103,917.00	1	103,917.00	103,917.00	1	103,917.00	103,917.00
2.	Assessor		1	85,245.42												
3.	Assessor (PT 19 hours)	15-6 (L8)			0.5	39,776.17										
4.	Assessor	15-6	1	79,376.18			1	81,632	41,196.34	81,632.00	1	81,632.00	81,632.00	1	81,632.00	81,632.00
5.	Assessor (PT 19 hours)	15-6			0.5	43,427.68										
6.	Assessor (PT 19 hours)	15-1					0.5	36,535		0.00	0.5	36,535.00	36,535.00	0.5	36,535.00	36,535.00
7.	* Assistant Assessor	13-3 (L8)	1	76,477.70	1	76,028.53	1	79,560	40,325.24	59,143.00	1	79,560.00	79,560.00	1	68,955.00	68,955.00
8.	Administrative Assistant	10-6 (L8)	1	59,225.87	1	59,949.68	1	62,360	31,607.31	62,360.00	1	62,360.00	62,360.00			
9.	* Office Coordinator	9-6												1	53,550.00	53,550.00
10.	** Assoc Office Assistant	7-6	1	45,821.41	1	45,422.17	1	47,351	23,999.79	47,351.00	1	47,351.00	47,351.00			
11.	Part Time/ Temporary														4,500.00	4,500.00
Total			6	447,313.46	5	364,883.80	5.5	411,355	189,799.06	354,403.00	5.5		411,355.00	4.5	349,089.00	349,089.00

* Upward mobility ERI
 ** ERI Position eliminated

ASSESSOR

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	447,313.46	281,679.95	374,820.00	189,799.06	354,403.00	374,820.00	308,054.00	308,054.00
5121 Salaries - Part Time	0.00	83,203.85	36,535.00	0.00	0.00	36,535.00	41,035.00	41,035.00
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General Expenses 001-141-5200								
5231 Water	555.95							
5242 Maintenance of Office Equipment		1,158.67						
5248 Computer Equipment License	9,576.31	12,465.00	13,065.00	13,065.00	13,065.00	13,700.00	13,700.00	13,700.00
5305 Legal Services		1,650.00						
5310 Valuation Services		12,000.00	29,500.00	23,200.00	29,500.00	29,500.00	29,500.00	29,500.00
5312 Training	3,443.92	894.50	1,500.00	1,168.00	1,500.00	1,500.00	1,500.00	1,500.00
5342 Postage	9,895.20	9,635.27	12,000.00	67.50	12,000.00	12,000.00	12,000.00	12,000.00
5343 Printing & Binding	4,394.20	6,464.90	6,200.00	2,189.56	6,200.00	6,200.00	6,200.00	6,200.00
5420 Office Supplies	979.00	441.22	600.00	2.20	600.00	600.00	600.00	600.00
5730 Dues	964.00							
5731 Conference Expense	994.83	50.00						
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Equipment & Unusual 001-141-5400								
6571 Valuation Services	10,000.00	19,110.00						
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COST SUMMARY BY CLASSIFICATION

Personnel	447,313.46	364,883.80	411,355.00	189,799.06	354,403.00	411,355.00	349,089.00	349,089.00
General Expenses	30,803.41	44,759.56	62,865.00	39,692.26	62,865.00	63,500.00	63,500.00	63,500.00
Equipment & Unusual	10,000.00	19,110.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>488,116.87</u>	<u>428,753.36</u>	<u>474,220.00</u>	<u>229,491.32</u>	<u>417,268.00</u>	<u>474,855.00</u>	<u>412,589.00</u>	<u>412,589.00</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 2009	FY 2010
Pension-Contributory/FICA	137,550	132,327
Pension Administration	10,724	11,959
Medical & Life Insurance	162,211	170,131
Heat, Light, Water	11,908	13,594
Building Repair & Maintenance	6,597	8,684
Building Insurance	424	429
Total	<u>\$329,414</u>	<u>\$337,124</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Cash Flow in Millions	\$560	\$580	\$600
Payroll Checks Processed	72,000	72,000	72,000
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	61	61	61

AUDITOR

PERSONNEL

Bargaining Unit Position				FY 2009		FY 2010		FY 2011			FY 2012						
				#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
													Rate	Total	#	Total	
1.	*	City Auditor***	21-3 (L11)	1	128,490.06	1	127,361.53	1	131,811	66,808.52	142,277.00	1	117,969.00	117,969.00	1	117,969.00	117,969.00
2.	*	Asst City Auditor	17-5 (L11)	1	101,166.87	1	100,279.58	1	103,917	52,670.30	76,585.00	1	99,970.00	99,970.00	1	99,970.00	99,970.00
3.	*	Business Manager	15-5	1	88,134.98	1	87,362.75	1	90,612	45,926.51	90,612.00	1	78,536.00	78,536.00	1	78,536.00	78,536.00
4.		Accounting Manager	14-1	1	64,518.59	1	66,520.11	1	71,969	35,888.95	71,969.00						
5.	*	Senior Accountant	13-5									1	68,963.00	68,963.00	1	68,963.00	68,963.00
6.		Accountant	11	1	54,129.72	1	55,788.55	1	60,311	30,369.87	60,311.00						
7.	*	Administrative Assistant	10-6 (L8)	1	61,597.81	1	61,059.80	1	63,563	32,192.64	61,077.00	1	62,360.00	62,360.00	1	62,360.00	62,360.00
8.	**	Office Coordinator	9	1	45,452.89	1	51,441.02	1	53,907	27,141.88	53,907.00						
9.		Principal Office Assistant	8-1 PT 19 hrs	1	6,644.98							0.5	50,123.00	27,210.00			
10.		Part Time/ Temporary														4,500.00	4,500.00
11.		Students			6,202.00		2,800.00		3,000	448.00	3,000.00			6,000.00		6,000.00	6,000.00
Total				8	556,337.90	7	552,613.34	7	579,090	291,446.67	559,738.00	5.5		461,008.00	5	438,298.00	438,298.00

* Upward mobility ERI

** ERI Position eliminated

*** Subject to appointment by Mayor and confirmation by City Council

AUDITOR

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	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	550,135.90	549,813.34	576,090.00	290,998.67	556,738.00	455,008.00	427,798.00	427,798.00
5121 Salaries - Part Time	6,202.00	2,800.00	3,000.00	448.00	3,000.00	6,000.00	10,500.00	10,500.00
<hr/>								
General Expenses 001-135-5200								
5192 Mileage Allowances	787.44	750.00	800.00	375.00	800.00	800.00	800.00	800.00
5231 Water	179.58							
5242 Maintenance of Office Equipment	825.17	813.14	1,000.00	908.63	1,000.00	1,000.00	1,000.00	1,000.00
5312 Collective Bargaining/ Training		255.00	250.00		250.00	250.00	250.00	250.00
5342 Postage	68.46	95.78	500.00	37.74	500.00	500.00	500.00	500.00
5343 Printing & Binding	178.00	82.24	300.00	26.87	300.00	300.00	300.00	300.00
5420 Office Supplies	4,052.50	3,888.81	4,500.00	743.95	4,500.00	4,500.00	4,500.00	4,500.00
5730 Dues-Mandatory	135.00	125.00	135.00	150.00	150.00	135.00	135.00	135.00
5731 Conference Expense	144.00	709.08	550.00		550.00	550.00	550.00	550.00
<hr/>								
Equipment & Unusual 001-135-5400								
5304 Prof/Tech		171.50						

COST SUMMARY BY CLASSIFICATION

Personnel	556,337.90	552,613.34	579,090.00	291,446.67	559,738.00	461,008.00	438,298.00	438,298.00
General Expenses	6,370.15	6,719.05	8,035.00	2,242.19	8,050.00	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	<u>562,708.05</u>	<u>559,503.89</u>	<u>587,125.00</u>	<u>293,688.86</u>	<u>567,788.00</u>	<u>469,043.00</u>	<u>446,333.00</u>	<u>446,333.00</u>

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	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	127,474.78	12,011.38	50,000.00	17,042.46	50,000.00	70,000.00	70,000.00	70,000.00
5915 Debt Inside Interest	2,483,760.10	3,006,930.77	2,862,365.00	1,487,769.34	2,663,205.00	2,415,000.00	2,415,000.00	2,415,000.00
5925 Interest on Bond Anticipation Notes	188,624.37	15,534.89	35,900.00	35,897.78	77,442.89	245,000.00	245,000.00	245,000.00
5930 Interest on Tax Refunds	19,096.60	184,271.30	40,000.00	3,174.96	40,000.00	40,000.00	40,000.00	40,000.00
LESS: Transfer from Stabilization Reserve for Debt Service Fund			(1,686,781.00)		(1,686,781.00)			
LESS: Bond Premiums			(35,619.00)		(35,619.00)			

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	2,818,955.85	3,218,748.34	1,265,865.00	1,543,884.54	1,108,247.89	2,770,000.00	2,770,000.00	2,770,000.00
Equipment & Unusual								
Total Operating Budget	<u>2,818,955.85</u>	<u>3,218,748.34</u>	<u>1,265,865.00</u>	<u>1,543,884.54</u>	<u>1,108,247.89</u>	<u>2,770,000.00</u>	<u>2,770,000.00</u>	<u>2,770,000.00</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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Building	\$2,870,000	\$2,269,000	\$1,688,000
Building - School Construction	\$48,760,120	\$45,781,482	\$42,807,844
City Yard Project	\$215,000	\$180,000	\$145,000
Design / Engineering	\$60,000	\$0	\$0
Equipment	\$2,705,000	\$2,010,000	\$1,538,000
Land Acquisition	\$9,050,000	\$8,340,000	\$7,625,000
Land Development	\$7,709,000	\$6,514,000	\$5,330,000
Pond Preservation	\$140,000	\$105,000	\$70,000
Removal Solid Waste Facility	\$0	\$0	\$0
Revaluation	\$30,000	\$0	\$0
Signals	\$957,000	\$734,000	\$512,000
Streets	\$1,941,000	\$1,525,000	\$1,209,000
Technology	\$415,000	\$260,000	\$165,000
Total Outstanding Bonds	\$74,852,120	\$67,718,482	\$61,089,844
Bonds Retired In 5 Years	40%	40%	41%
Bonds Retired In 10 Years	69%	72%	76%
Bonds Retired In 15 Years	93%	95%	97%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	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	5,115,000.00	7,563,638.00	7,133,638.00		7,133,638.00	6,702,196.00	6,702,196.00	6,702,196.00
LESS: Transfer from Stabilization Reserve for Debt Service Fund			(800,000.00)		(800,000.00)			

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	5,115,000.00	7,563,638.00	6,333,638.00	0.00	6,333,638.00	6,702,196.00	6,702,196.00	6,702,196.00
Equipment & Unusual								
Total Operating Budget	<u>5,115,000.00</u>	<u>7,563,638.00</u>	<u>6,333,638.00</u>	<u>0.00</u>	<u>6,333,638.00</u>	<u>6,702,196.00</u>	<u>6,702,196.00</u>	<u>6,702,196.00</u>

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Non-Contributory			
Retirees	2	2	2

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Contributory			
Active Participants	891	875	880
Retirees	512	540	550
Disabled Retirees	104	107	110
Surviving Spouses	145	150	155
Actuarial Valuation Date	1/1/2010		
Actuarial Liability	\$279,108,340		
Actuarial Assets	\$160,564,692		
Unfunded Actuarial Liability	\$118,543,648		
Funded Ratio	57.5%		

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	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	12,928,477.00	13,427,327.00	13,800,000.00	13,720,343.00	13,720,343.00	13,738,814.00	13,738,814.00	13,738,814.00
* 5170 COLA Base Increase - \$12K to \$14K						32,000.00	32,000.00	32,000.00
Non-Contributory Retirement 001-918-5200								
5170 Pension - Non-Contributory	44,075.47	31,203.57	44,000.00	14,415.37	31,000.00	31,000.00	31,000.00	31,000.00
<hr/>								
*Retirement Board request								

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	12,972,552.47	13,458,530.57	13,844,000.00	13,734,758.37	13,751,343.00	13,801,814.00	13,801,814.00	13,801,814.00
Equipment & Unusual								
Total Operating Budget	<u>12,972,552.47</u>	<u>13,458,530.57</u>	<u>13,844,000.00</u>	<u>13,734,758.37</u>	<u>13,751,343.00</u>	<u>13,801,814.00</u>	<u>13,801,814.00</u>	<u>13,801,814.00</u>

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Employees / Retirees			
BC/BS - Family	136	115	114
BC/BS - Individual	202	208	208
BC/BS - Individual C/O	752	732	732
BC/BS PPO - Family	308	301	302
BC/BS PPO - Individual	144	141	141
Tufts HMO - Family	518	526	528
Tufts HMO - Individual	239	246	235
Harvard HMO - Family	154	173	177
Harvard HMO - Individual	123	122	127
Medex - Individual	342	369	370

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Annual Total Cost			
BC/BS - Family	\$30,188	\$32,301	\$31,657
BC/BS - Individual	\$12,958	\$13,878	\$13,635
BC/BS - Individual C/O	\$6,358	\$6,770	\$6,635
BC/BS PPO - Family	\$24,277	\$25,979	\$25,454
BC/BS PPO - Individual	\$10,410	\$11,169	\$10,961
Tufts HMO - Family	\$19,722	\$22,134	\$22,948
Tufts HMO - Individual	\$7,237	\$8,153	\$8,552
Harvard HMO - Family	\$18,663	\$20,648	\$20,309
Harvard HMO - Individual	\$7,397	\$8,202	\$8,135
Medex - Individual	\$5,400	\$5,421	\$5,158
Medicare Part D Recoveries	\$680,014	\$699,207	
Stop Loss Recoveries	\$572,998	\$226,326	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	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	25,625,000.29	16,589,170.00	17,200,000.00	16,200,000.00	16,200,000.00	17,700,000.00	16,200,000.00	16,200,000.00
5172 Tufts		8,646,815.00	11,400,000.00	11,400,000.00	11,400,000.00	11,540,000.00	11,400,000.00	11,400,000.00
5173 Harvard		2,950,515.00	3,000,000.00	3,000,000.00	3,000,000.00	3,700,000.00	3,000,000.00	3,000,000.00
5175 Delta Dental	843,751.04	864,571.24	860,000.00	389,237.80	825,000.00	860,000.00	860,000.00	860,000.00
5174 Medicare B Reimbursement	1,801,913.90	1,702,097.92	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00
5185 FICA - Medicare	1,119,867.51	1,136,326.93	1,100,000.00	582,394.47	1,165,000.00	1,200,000.00	1,100,000.00	1,100,000.00
5186 Stop Loss	836,148.62	858,845.40	950,000.00	399,982.26	800,000.00	950,000.00	950,000.00	950,000.00
5187 Audits / Consulting	30,000.00	12,800.00	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	11,649.96	13,743.96	15,000.00	5,859.65	15,000.00	15,000.00	15,000.00	15,000.00
5189 Wellness Programs	1,663.64	1,567.32	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
Less Trust Fund Distribution			(1,000,000.00)					
Optional Medicare Extension (OME) 001-916-5200								
5170 Optional Medicare Extension (OME)	1,460,000.00	1,642,000.00	1,550,000.00	1,550,000.00	1,550,000.00	1,700,000.00	1,550,000.00	1,550,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	31,729,994.96	34,418,452.77	36,886,000.00	35,327,474.18	36,766,000.00	39,476,000.00	36,886,000.00	36,886,000.00
Equipment & Unusual								
Total Operating Budget	<u>31,729,994.96</u>	<u>34,418,452.77</u>	<u>36,886,000.00</u>	<u>35,327,474.18</u>	<u>36,766,000.00</u>	<u>39,476,000.00</u>	<u>36,886,000.00</u>	<u>36,886,000.00</u>

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Social Security			
Employees			
Part-Time < 20 Hours	60	60	60

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Life Insurance			
Employees	880	880	880
Retirees	910	910	910
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	\$59	\$59	\$59
Retirees - Basic Life	\$19	\$19	\$19

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	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	92,614.47	80,703.94	95,000.00	30,933.49	85,000.00	85,000.00	85,000.00	85,000.00
Social Security 001-917-5200								
5170 Social Security	27,000.00	30,000.00	30,000.00	17,656.20	30,000.00	30,000.00	30,000.00	30,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	119,614.47	110,703.94	125,000.00	48,589.69	115,000.00	115,000.00	115,000.00	115,000.00
Equipment & Unusual								
Total Operating Budget	<u>119,614.47</u>	<u>110,703.94</u>	<u>125,000.00</u>	<u>48,589.69</u>	<u>115,000.00</u>	<u>115,000.00</u>	<u>115,000.00</u>	<u>115,000.00</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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Sewer Equipment	\$590,000	\$505,000	\$440,000
Sewer Improvements (City)	\$5,035,000	\$4,468,000	\$4,071,000
Sewer Improvement (MWRA)	\$242,500	\$1,856,800	\$1,461,240
Sewer Improvements (SRF)	\$3,041,875	\$3,300,912	\$3,070,130
Total Outstanding Bonds	\$8,909,375	\$10,130,712	\$9,042,370
Bonds Retired In 10 Years	66%	75%	77%
Bonds Retired In 15 Years	92%	96%	98%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Water Equipment	\$160,000	\$120,000	\$80,000
Water Improvements	\$2,972,000	\$4,260,518	\$3,750,866
Total Outstanding Bonds	\$3,132,000	\$4,380,518	\$3,830,866
Bonds Retired In 10 Years	66%	82%	83%
Bonds Retired In 15 Years	92%	94%	96%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
				Actual Expenditures				
Debt Requirements								
Redemption of Bonds - Sewer 600-710-5200								
5910 Serial Bond Sewer	705,885.00	952,879.94	1,287,432.00	629,931.68	919,932.00	1,111,556.00	1,111,556.00	1,111,556.00
Redemption of Bonds - Water 610-710-5200								
5910 Serial Bond Water	385,000.00	530,000.00	468,000.00	303,000.00	468,000.00	592,056.00	592,056.00	592,056.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	1,090,885.00	1,482,879.94	1,755,432.00	932,931.68	1,387,932.00	1,703,612.00	1,703,612.00	1,703,612.00
Equipment & Unusual								
Total Operating Budget	<u>1,090,885.00</u>	<u>1,482,879.94</u>	<u>1,755,432.00</u>	<u>932,931.68</u>	<u>1,387,932.00</u>	<u>1,703,612.00</u>	<u>1,703,612.00</u>	<u>1,703,612.00</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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
SEWER			
BANS issued (Feb 2010)	\$1,300,000		
Interest Rate (net)	0.30%		
BANS Issued (Aug 2010)		\$1,840,000	
Interest Rate (net)		0.34%	
BANS Issued (Feb 2011)		\$2,360,000	
Interest Rate (net)		0.54%	
Bonds Issued (City)			\$6,000,000
Interest Rate			4.00%
Maximum Borrowing Term			20 years
Bonds Issued (MWRA)		\$1,675,300	
Interest Rate		0.00%	
Maximum Borrowing Term		5 years	
Bonds Issued (SRF)		\$466,469	
Interest Rate		2.00%	
Maximum Borrowing Term		20 years	
Moody's Rating	AA1	AA1	AA1
Standard & Poors Rating	AA+	AA+	AA+

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
WATER			
BANS issued (Feb 2010)	\$720,000		
Interest Rate (net)	0.30%		
BANS issued (Aug 2010)		\$940,000	
Interest Rate (net)		0.34%	
BANS issued (Feb 2011)		\$1,257,000	
Interest Rate (net)		0.54%	
Bonds Issued			\$4,000,000
Interest Rate			4.00%
Maximum Borrowing Term			20 years
Bonds Issued (MWRA)		\$1,716,518	
Interest Rate		0.00%	
Maximum Borrowing Term		10 years	
Moody's Rating	AA1	AA1	AA1
Standard & Poors Rating	AA+	AA+	AA+

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Debt Requirements								
Interest & Certification - Sewer 600-750-5200								
5911 Certification Charges	19,408.25	18,989.40	65,720.00	17,488.33	50,000.00	55,000.00	55,000.00	55,000.00
5915 Debt Interest Sewer	293,682.57	299,633.37	522,326.00	150,414.36	297,779.00	330,015.00	330,015.00	330,015.00
Interest & Certification - Water 610-750-5200								
5911 Certification Charges	10,132.83	660.92	7,175.00	7,325.83	10,000.00	20,000.00	20,000.00	20,000.00
5915 Debt Interest Water	123,852.27	132,674.54	142,455.00	61,604.46	113,756.00	141,855.00	141,855.00	141,855.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	447,075.92	451,958.23	737,676.00	236,832.98	471,535.00	546,870.00	546,870.00	546,870.00
Equipment & Unusual								
Total Operating Budget	<u>447,075.92</u>	<u>451,958.23</u>	<u>737,676.00</u>	<u>236,832.98</u>	<u>471,535.00</u>	<u>546,870.00</u>	<u>546,870.00</u>	<u>546,870.00</u>

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 2009	FY 2010
Pension-Contributory/FICA	265,601	288,668
Pension Administration	19,685	25,106
Medical & Life Insurance	635,744	629,254
Heat, Light, Water	92,800	169,449
Building Repair & Maintenance	57,744	77,343
Building Insurance	2,877	2,908
Motor Vehicle Insurance	3,633	1,352
Motor Vehicle Maint & Repair	41,655	17,207
Workers Compensation	22,273	10,341
Total	<u>\$1,142,012</u>	<u>\$1,221,628</u>

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Revenue	\$1,366,461.04	\$2,000,000	\$2,000,000

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Sign Permits	62	70	70
Plumbing Permits	783	600	800
Gas Permits	577	500	800
Building Permits	1,403	3,000	3,000
Building Inspections	4,500	4,500	4,500
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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Buildings Maintained and Repaired	57	57	57

BUILDING

PERSONNEL

PERSONNEL			FY 2009		FY 2010		FY 2011			FY 2012						
Bargaining Unit	Position	FY 2012 Grade-Step	Actual		Actual		July-December			Department Request		Mayor's		Council Approval		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total		#	Total
1.	*** Insp of Bldg/Superintendent	19-1	1	113,687.46	1	112,689.57	1	116,694	59,146.07	116,694.00	1	116,694.00	116,694.00	1	87,399.00	87,399.00
2.	Asst Supt of Bldgs	16-5 (L8)	1	105,792.73												
3.	^ Dir of Maint (Contingency)	15-6 (L11)													12,500.00	12,500.00
4.	SPMG Foreman	13-3 (L11)	1	77,308.92	1	17,089.18										
5.	SPMG Sr Building Inspector	13-6 (L10)	1	76,611.59	1	78,843.63	1	78,844	39,961.82	78,844.00	1	78,844.00	78,844.00	1	78,844.00	78,844.00
6.	SPMG Clerk of Works	13-6 (L9)	1	75,910.91	1	78,126.67	1	78,127	39,598.39	78,127.00	1	78,127.00	78,127.00	1	78,127.00	78,127.00
7.	SPMG Sr Building Inspector	13-6 (L8)	3	210,553.30	3	232,230.75	3	232,230	117,706.00	232,230.00	3	77,410.00	232,230.00	3	232,230.00	232,230.00
8.	SPMG Sr Plumbing & Gas Inspector	13-6 (L9)	1	75,219.52	1	77,410.25	1	77,410	39,235.33	77,410.00	1	78,127.00	77,649.00	1	77,649.00	77,649.00
9.	SPMG Inspectors Admin Asst	11-6 (L11)	1	52,174.96	1	68,219.13	1	69,120	35,033.19	69,120.00	1	69,120.00	69,120.00	1	69,120.00	69,120.00
10.	Administrative Assistant	10-6 (L10)	1	61,038.12	1	60,532.06	1	63,515	32,192.64	63,515.00	1	63,515.00	63,515.00	1	63,515.00	63,515.00
11.	Office Coordinator	9	1	29,519.22												
12.	Associate Office Asst	7-6 (L8)	1	45,805.10	1	45,422.18	1	47,351	23,999.79	47,351.00	1	51,139.00	51,139.00	1	51,139.00	51,139.00
13.	Sub Inspector PT		1	11,250.00		3,750.00	1	5,000	1,800.00	5,000.00	1		5,000.00	1	5,000.00	5,000.00
14.	Access Analyst 1 Day	12-1	1	10,497.32	1	10,648.40	1	11,081	5,616.34	11,081.00	1	55,405.00	11,081.00	1	11,081.00	11,081.00
15.	LAB Working Foreman II	11-6 (L10)	1	59,734.39	1	61,508.29	1	62,067	31,354.05	62,067.00	1	62,067.00	62,067.00	1	62,067.00	62,067.00
16.	LAB Painter	10-6 (L10)	2	112,597.58	2	116,034.33	2	116,034	58,684.05	116,034.00	2	58,017.00	116,034.00	2	116,034.00	116,034.00
17.	LAB Bldg Maint Person	7-6 (L10)	1	51,694.64	1	53,506.46	1	50,599	25,590.04	50,599.00	1	24.23	50,599.00	1	50,599.00	50,599.00
18.	LAB Bldg Maint Person	7-6 (L8)	3	142,990.46	3	152,016.83	3	152,017	74,026.95	152,017.00	3	23.79	146,781.00	3	146,781.00	146,781.00
19.	LAB Bldg Maint Person N	7-6 (L8)	1	47,251.58	1	48,758.45	2	96,271	48,143.58	96,271.00	2	25.22	104,422.00	2	104,422.00	104,422.00
20.	LAB Bldg Maint Person	7-6	2	89,150.03	2	91,997.28	3	136,821	68,682.24	136,821.00	3	22.03	140,753.00	3	140,753.00	140,753.00
21.	LAB Bldg Maint Person		1	42,166.54	1	45,290.31										
22.	LAB Bldg Maint Person		1	39,779.69	1	42,726.72										
23.	Compliance Officer			3,000.00		3,000.00		3,000	1,520.44	3,000.00		3,000.00	3,000.00		3,000.00	3,000.00
Total			27	1,533,734.06	24	1,399,800.49	24	1,396,181	702,290.92	1,396,181.00	24	1,407,055.00		24	1,390,260.00	1,390,260.00

*** ERI Vacancy

^ ERI-pending City Council Re-Org

BUILDING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-192-5100								
5111 Salaries - Full Time	923,621.83	770,563.42	763,291.00	386,873.23	763,291.00	767,318.00	750,523.00	750,523.00
5121 Salaries - Part Time	24,747.32	17,398.40	19,081.00	8,936.78	19,081.00	19,081.00	19,081.00	19,081.00
5112 Wages - Full Time	585,364.91	611,838.67	613,809.00	306,480.91	613,809.00	620,656.00	620,656.00	620,656.00
5131 Overtime	12,400.40	9,836.45	10,000.00	5,728.98	10,000.00	10,000.00	10,000.00	10,000.00
General Expenses 001-192-5200								
5192 Mileage	289.14	189.75	500.00	166.50	500.00	500.00	500.00	500.00
5231 Water	634.80	8.99						
5241 Equipment Repair/Maint	3,996.90	1,402.77	2,100.00	449.00	2,100.00	2,100.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	1,648.40	358.00	1,000.00	303.10	1,000.00	1,000.00	1,000.00	1,000.00
5245 Maint of Building /Elevator	13,143.45	2,888.41	8,000.00		8,000.00	8,000.00	8,000.00	8,000.00
5245 Repair to Buildings	54,687.48		5,000.00		5,000.00	5,000.00	5,000.00	5,000.00
5247 Intrusion Detection	1,587.50	1,688.20	1,600.00	717.00	1,600.00	1,600.00	1,600.00	1,600.00
5271 Uniform Rental	6,037.50	896.75	4,000.00		4,000.00	4,000.00	4,000.00	4,000.00
5276 Equipment Rental	1,342.80	2,350.00	3,000.00	1,125.00	3,000.00	3,000.00	3,000.00	3,000.00
5291 Custodial Services	4,143.11	2,353.71	3,400.00	366.52	3,400.00	3,400.00	3,400.00	3,400.00
5307 Public Safety Service	6,185.16	975.20	1,150.00	150.00	1,150.00	1,150.00	1,150.00	1,150.00
5312 Training	250.00	265.00	250.00	70.00	250.00	250.00	250.00	250.00
5342 Postage	410.04	384.74	500.00	427.35	500.00	500.00	500.00	500.00
5343 Printing	2,566.71	1,234.05	2,000.00	401.55	2,000.00	2,000.00	2,000.00	2,000.00
5382 Pest Control	1,811.34	1,700.00	1,500.00	525.00	1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	3,665.26	1,455.56	2,000.00	1,374.49	2,000.00	2,000.00	2,000.00	2,000.00
5430 Building Supplies	4,614.72	2,005.91	5,000.00	2,474.24	5,000.00	5,000.00	5,000.00	5,000.00
5431 Paint Supplies	4,824.86	1,817.17	4,000.00	858.89	4,000.00	4,000.00	4,000.00	4,000.00
5435 Electrical Supplies	19,122.11							
5450 Custodial Supplies		11,147.79	21,000.00	13,799.29	21,000.00	21,000.00	21,000.00	21,000.00
5460 Flowers, Trees, Shrubs	16.65							
5470 Public Safety Supplies	1,649.50	1,345.00	1,600.00	67.90	1,600.00	1,600.00	1,600.00	1,600.00
5510 Education Supplies	1,464.18	579.29	900.00	595.80	900.00	900.00	900.00	900.00
5536 Lumber	6,315.13	401.41	4,000.00		4,000.00	4,000.00	4,000.00	4,000.00
5581 Clothing, Gloves, Shoes	12,189.86	8,324.85	9,000.00	8,720.93	9,000.00	9,000.00	9,000.00	9,000.00
5588 Signs & Flags	279.93	598.37	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5730 Dues	1,146.13			325.00	325.00			
5731 Conference Expense	1,215.00							
5733 Licenses	200.00	597.00	500.00	100.00	500.00	500.00	500.00	500.00
5781 Holiday	2,966.50	1,026.04	1,000.00	890.91	1,000.00	1,000.00	1,000.00	1,000.00

BUILDING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200								
5245 Repair to Buildings								
-41 City Hall	10,818.30	12,095.95	25,000.00	7,459.50	25,000.00	20,000.00	20,000.00	20,000.00
-42 Government Center	17,797.06	33,327.50	25,000.00	18,316.24	25,000.00	25,000.00	25,000.00	25,000.00
-43 Municipal Center	45,529.50	61,564.15	65,000.00	17,048.11	65,000.00	50,000.00	50,000.00	50,000.00
-45 Cutter St Voting Booth		283.19		876.57	876.57			
-46 73 Charles Street								
-47 Veterans Building								
-50 Lake St Sub Station								
-51 Carter St. Police Sub Station	1,314.62			1,492.00	1,492.00			
-52 Animal Control / Future vacant schools	4,897.50							
-53 Wires Building	11,026.26	1,251.20		2,636.20	2,636.20			
-54 Emergency Management	4,606.75	8,541.09	5,000.00	937.75	5,000.00	5,000.00	5,000.00	5,000.00
-55 Lake St. Fire Station	1,273.91	1,997.39	500.00		500.00	5,500.00	5,500.00	5,500.00
-56 Moody St. Fire Station	7,411.13	5,180.90	4,000.00	443.94	4,000.00	9,000.00	9,000.00	9,000.00
-57 Prospect St. Fire Station	13,437.72	100.00	50.00		50.00	5,050.00	5,050.00	5,050.00
-58 Willow St. Fire Station	2,536.06	758.00	50.00		50.00	5,050.00	5,050.00	5,050.00
-59 Trapelo Rd. Fire Station	5,827.27	1,056.84	800.00	843.48	5,800.00	5,000.00	5,000.00	5,000.00
-61 25 Lexington Street	3,197.15	324.00		670.63	670.63			
-62 Hardy School	376.87	220.00		122.50	122.50			
-63 Main St Library	17,896.95	19,423.58	25,000.00	20,532.35	25,000.00	20,000.00	20,000.00	20,000.00
-64 Wellington House	151.80							
-65 Teen Center	1,247.21							
-66 Paine Estate	6,449.99	543.00	2,000.00	2,181.89	2,181.89	2,000.00	2,000.00	2,000.00
-67 Banks School	3,628.04	3,338.10		30.00	30.00			
-68 Senior Center	15,570.52	11,549.61	15,000.00	26,408.25	26,408.25	15,000.00	15,000.00	15,000.00
-69 Met State	1,452.10	1,889.93	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
-71 Leary Field Recreation Building	1,665.00	978.76						
-72 Vet's Fieldhouse	2,677.52	3,413.55		2,144.61	2,181.89			
-73 Recreation Building Prospect Hill Park	1,887.11	2,994.38		461.33	461.33			
-74 Cacciatore Field	75.00	377.00						
-75 Lazazzero Field	514.61							
-76 Prospect Hill	2,465.00		2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
-77 Cornelia Warren	468.50							
-78 Bright School		835.00			809.00 *			
-79 South Middle School	263.88	4,936.47	10,000.00	4,327.89	10,000.00	10,000.00	10,000.00	10,000.00
-81 Pumping Station	1,179.00	941.50		140.00	140.00			
-82 Garages	466.00							
Public Parking Garage-Moody St			5,000.00	1,151.00	5,000.00	5,000.00	5,000.00	5,000.00
Public Parking Garage-Common St			5,000.00		5,000.00	5,000.00	5,000.00	5,000.00
-83 Cemetery	5,981.94	1,242.13		95.00	95.00			
-91 Nipper Maher								

* Transferred to City Clerk per Council Order #31246

BUILDING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Equipment & Unusual 001-192-5400								
5245-56 Repair to Moody St Fire Station	5,353.24							
5305 Outside Legal Services	10,000.00	5,000.00						
5310 Oil Tank Removal - South	2,888.00		5,000.00		5,000.00			
5311 Oil Tank Removal - South			5,000.00		5,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	1,546,134.46	1,409,636.94	1,406,181.00	708,019.90	1,406,181.00	1,417,055.00	1,400,260.00	1,400,260.00
General Expenses	352,494.43	225,157.18	275,400.00	142,227.71	301,830.26	274,600.00	274,600.00	274,600.00
Equipment & Unusual	18,241.24	5,000.00	10,000.00	0.00	10,000.00	0.00	0.00	0.00
Total Operating Budget	<u>1,916,870.13</u>	<u>1,639,794.12</u>	<u>1,691,581.00</u>	<u>850,247.61</u>	<u>1,718,011.26</u>	<u>1,691,655.00</u>	<u>1,674,860.00</u>	<u>1,674,860.00</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.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of buildings	57	57	57

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
General Expenses 001-193-5200								
5200 Utilities								
-41 City Hall	79,388.21	90,628.92	93,600.00	36,353.96	93,600.00	93,600.00	118,600.00	118,600.00
-42 Government Center	114,041.30	121,477.71	93,600.00	50,535.55	93,600.00	93,600.00	118,600.00	118,600.00
-43 Municipal Center	300,502.42	325,982.93	287,000.00	108,210.40	287,000.00	287,000.00	302,000.00	302,000.00
-45 Cutter St Voting Booth	3,154.85	4,511.40	1,000.00	517.96	1,000.00	1,000.00	1,000.00	1,000.00
-46 73 Charles Street	14.02							
-47 Veterans Building	2,594.25	2,060.41	5,000.00	157.74	5,000.00	5,000.00	6,000.00	6,000.00
-50 Lake St Sub Station	258.05	103.18	500.00	14.17	500.00	500.00	500.00	500.00
-51 Carter St. Police Sub Station	12,710.12	10,329.14	10,000.00	3,869.41	10,000.00	10,000.00	15,000.00	15,000.00
-52 Animal Control / Future vacant schools	5,266.21	1,059.66		533.30	533.30			
-53 Wires Bldg	57,275.82	37,001.35	20,000.00	14,276.27	20,000.00	20,000.00	10,000.00	10,000.00
-54 Emergency Management	37,055.64	18,714.79	18,000.00	6,449.03	18,000.00	18,000.00	38,000.00	38,000.00
-55 Lake St. Fire Station	10,307.63	12,623.33	10,000.00	3,555.09	10,000.00	10,000.00	15,000.00	15,000.00
-56 Moody St. Fire Station	34,056.26	38,376.20	35,000.00	13,549.57	35,000.00	35,000.00	45,000.00	45,000.00
-57 Prospect St. Fire Station	11,763.55	12,537.84	10,000.00	4,385.32	10,000.00	10,000.00	12,000.00	12,000.00
-58 Willow St. Fire Station	9,982.14	11,823.85	10,000.00	3,733.95	10,000.00	10,000.00	12,000.00	12,000.00
-59 Trapelo Rd. Fire Station	12,524.18	13,925.10	12,000.00	4,888.36	12,000.00	12,000.00	14,000.00	14,000.00
-61 25 Lexington Street	16,377.17	11,946.37	10,000.00	2,517.82	10,000.00	10,000.00	12,000.00	12,000.00
-62 Hardy School	25,209.17	19,928.46	5,000.00	5,538.50	5,538.50	5,000.00	3,000.00	3,000.00
-63 Main St Library	131,107.47	137,853.61	135,000.00	62,439.59	135,000.00	135,000.00	160,000.00	160,000.00
-64 Wellington House		51.53	5,000.00		5,000.00	5,000.00	7,000.00	7,000.00
-65 Teen Center	2,923.13	2,018.65		270.45	270.45			
-66 Paine Estate	44,391.21	27,454.82	15,000.00	7,776.80	15,000.00	15,000.00	17,000.00	17,000.00
-67 Banks School	34,093.37	28,481.68	12,000.00	6,708.41	12,000.00	12,000.00	14,000.00	14,000.00
-68 Senior Center	69,910.05	57,441.55	45,000.00	21,832.59	45,000.00	45,000.00	50,000.00	50,000.00
-71 Leary Field Recreation Building	13,316.03	10,304.64	6,000.00	1,418.26	6,000.00	6,000.00	6,000.00	6,000.00
-73 Recreation Building Prospect Hill Park	14,005.00	11,066.44	7,000.00	2,735.35	7,000.00	7,000.00	5,000.00	5,000.00
-78 Bright School		20,619.28	3,000.00		10,122.82 *	3,000.00 *		
-79 South Middle		88,800.93	120,000.00	19,782.68	120,000.00	120,000.00	145,000.00	145,000.00
-81 Pumping Station	16.28	83.58	500.00		500.00	500.00	1,000.00	1,000.00
-83 Cemetery	16,980.81	4,815.87	4,000.00	2,121.28	4,000.00	4,000.00	5,500.00	5,500.00

*Transferred to City Clerk per Council Order #31246

**Dept request was increased to reflect actual utility costs

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	1,059,224.34	1,122,023.22	973,200.00	384,171.81	981,665.07	973,200.00	1,133,200.00	1,133,200.00
Equipment & Unusual								
Total Operating Budget	<u>1,059,224.34</u>	<u>1,122,023.22</u>	<u>973,200.00</u>	<u>384,171.81</u>	<u>981,665.07</u>	<u>973,200.00</u>	<u>1,133,200.00</u>	<u>1,133,200.00</u>

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 2009	FY 2010
Pension-Contributory/FICA	134,881	125,920
Pension Administration	10,139	10,959
Medical & Life Insurance	229,512	244,474
Heat, Light, Water	7,938	36,454
Building Repair & Maintenance	4,398	11,141
Building Insurance	340	344
Total	<u>\$387,208</u>	<u>\$429,292</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Births Recorded	737	750	750
Deaths Recorded	553	585	585
Marriage Licenses	442	440	475
Licenses - Dog	1,600	1,700	1,750
Marriage Intentions	452	475	500
Customers Served at Counter	32,250	32,250	33,000
City Clerk Receipts	\$120,960		

CITY CLERK

PERSONNEL

Bargaining Unit Position			FY 2009		FY 2010		FY 2011				FY 2012					
			Actual # Expenditures		Actual # Expenditures		July-December				Department Request Rate Total			Mayor's Recommendation		Council Approval
							#	Budget	Actual Expenditures	Estimated Expenditures				#	Total	
1.	City Clerk	18-6 (L9)	1	106,070.24	1	105,147.11	1	108,919	55,205.86	108,919.00	1	108,919.00	108,919.00	1	108,919.00	108,919.00
2.	Assistant City Clerk	16-6 (L9)	1	92,202.22	1	91,393.93	1	95,625	48,022.56	95,625.00	1	95,625.00	95,625.00	1	95,625.00	95,625.00
3.	SPMG Executive Assistant	12-6 (L9)	1	71,088.39	1	73,204.39	1	73,204	37,103.60	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	55,984.92	1	50,732.92	1	62,360	23,507.69	62,360.00	1	62,360.00	62,360.00	1	62,360.00	62,360.00
Total			4	325,345.77	4	320,478.35	4	340,108	163,839.71	340,108.00	4	340,108.00		4	340,108.00	340,108.00

CITY CLERK

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-161-5100								
5111 Salaries - Full Time	325,345.77	320,478.35	340,108.00	163,839.71	340,108.00	340,108.00	340,108.00	340,108.00
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General Expenses 001-161-5200								
5192 Mileage Allowances			50.00		100.00	100.00	100.00	100.00
5231 Water	1,139.91							
5242 Office Equipment Repair/Maint	4,977.00	1,695.00	3,000.00	2,904.00	3,500.00	3,500.00	3,500.00	3,500.00
5272 Office Equipment Rental	1,083.57	2,184.48	1,950.00	1,489.96	2,500.00	2,500.00	2,500.00	2,500.00
5308 Stenographer	1,200.00	2,000.00	1,200.00	600.00	1,600.00	1,600.00	1,600.00	1,600.00
5341 Advertising	20,205.44		8,000.00		8,000.00	8,000.00	8,000.00	8,000.00
5342 Postage	0.00	44.00	4,000.00		4,000.00	4,000.00	4,000.00	4,000.00
5343 Printing	4,039.00	9,659.78	7,500.00	3,603.11	7,500.00	9,000.00	9,000.00	9,000.00
5420 Office Supplies	675.32	1,097.83	5,000.00	1,644.30	5,000.00	5,000.00	5,000.00	5,000.00
5730 Dues & Subscriptions	350.00	765.00	800.00		800.00	800.00	800.00	800.00
5731 Conference Expense	342.00		1,000.00	33.00	1,000.00	1,000.00	1,000.00	1,000.00
5740 Insurance & Surety Bonds	200.00	200.00	200.00		200.00	200.00	200.00	200.00
Bright School 001-193-5200-xxxx-78								
- 78 Bright School Utilities				10,122.22		*	40,000.00	40,000.00
5245 Repair/ Maint				809.00				

*Transfer from Building Dept per Council Order #31246

COST SUMMARY BY CLASSIFICATION

Personnel	325,345.77	320,478.35	340,108.00	163,839.71	340,108.00	340,108.00	340,108.00	340,108.00
General Expenses	34,212.24	17,646.09	32,700.00	10,274.37	34,200.00	35,700.00	35,700.00	35,700.00
Equipment & Unusual	0.00	0.00	0.00	10,931.22	0.00	0.00	40,000.00	40,000.00
Total Operating Budget	359,558.01	338,124.44	372,808.00	185,045.30	374,308.00	375,808.00	415,808.00	415,808.00

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 2009	FY 2010
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Registered Voters	35,210	35,110	36,000
Elections Conducted	6	8	4
Precincts	18	18	18
People in Annual Census List	59,226	59,226	59,226
Voting Machines	20	20	20

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011				FY 2012				
		Actual		Actual		July-December				Department Request		Mayor's		Council Approval
		#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total
1. Registration Clerk			2,500.00		2,500.00		2,500	1,267.11	2,500.00		2,500.00	2,500.00		2,500.00
2. Voting Machine Custodian			500.00		500.00		500	253.33	500.00		500.00	500.00		500.00
3. Registrars		3	2,500.00	3		3	3,000	1,250.00	3,000.00	3	1,000.00	3,000.00	3	3,000.00
4. SPMG Administrative Assistant	10-6 (L9)	1	61,033.75	1	62,938.01	1	62,938	31,900.08	62,938.00	1	62,938.00	62,938.00	1	62,938.00
5. Assistant Registrar	7-6 (L8)	1	49,454.67	1	49,056.00	1	51,139	25,919.82	51,139.00	1	51,139.00	51,139.00	1	51,139.00
6. Assistant Registrar	7-6 (L8)	1	45,821.41	1	45,422.17	1	47,351	23,999.79	47,351.00	1	51,139.00	48,614.00	1	48,614.00
7. Assistant Registrar	7-6	1	43,625.16	1	44,972.28	1	47,351	23,999.79	47,351.00	1	47,351.00	47,351.00	1	47,351.00
Total		7	205,434.99	7	205,388.46	7	214,779	108,589.92	214,779.00	7		216,042.00	7	216,042.00

VOTER REGISTRATION & ELECTION

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-163-5100								
5111 Salaries - Full Time	199,934.99	202,388.46	208,779.00	105,819.48	208,779.00	210,042.00	210,042.00	210,042.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,520.44	3,000.00	3,000.00	3,000.00	3,000.00
5194 Boards & Commissions	2,500.00	0.00	3,000.00	1,250.00	3,000.00	3,000.00	3,000.00	3,000.00
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General Expenses 001-163-5200								
5192 Mileage	103.55	138.30	200.00	65.50	300.00	300.00	300.00	300.00
5241 Equipment Repair/Maint		8,942.97	6,000.00	8,293.20	6,000.00	11,000.00	11,000.00	11,000.00
5330 Transport Services	156.09	150.00	200.00		200.00	200.00	200.00	200.00
5341 Advertising	9,051.42	4,527.36	4,000.00	2,182.24	4,000.00	4,000.00	4,000.00	4,000.00
5342 Postage	26,048.94	18,124.63	15,000.00	11,152.25	15,000.00	15,000.00	15,000.00	15,000.00
5343 Printing	14,589.26	15,527.02	15,000.00	3,521.37	15,000.00	15,000.00	15,000.00	15,000.00
5381 Contract Labor	32,813.90	(38.75)	40,000.00	25,598.00	45,000.00	60,000.00	60,000.00	60,000.00
5420 Office Supplies	6,781.74	9,927.63	7,000.00	5,549.81	7,000.00	7,500.00	7,500.00	7,500.00
5490 Groceries & Provisions	1,100.00	1,045.00	1,000.00	900.00	1,000.00	1,000.00	1,000.00	1,000.00
5585 Inaugural Expenses		8,423.10				8,200.00	8,200.00	8,200.00
5730 Dues	649.90		500.00	25.00	500.00	500.00	500.00	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	205,434.99	205,388.46	214,779.00	108,589.92	214,779.00	216,042.00	216,042.00	216,042.00
General Expenses	91,294.80	66,767.26	88,900.00	57,287.37	94,000.00	122,700.00	122,700.00	122,700.00
Equipment & Unusual								
Total Operating Budget	<u>296,729.79</u>	<u>272,155.72</u>	<u>303,679.00</u>	<u>165,877.29</u>	<u>308,779.00</u>	<u>338,742.00</u>	<u>338,742.00</u>	<u>338,742.00</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 2009	FY 2010
Pension-Contributory/FICA	73,259	60,878
Pension Administration	5,560	5,275
Medical & Life Insurance	347,180	308,960
Heat, Light, Water	17,657	13,594
Building Repair & Maintenance	6,597	8,684
Building Insurance	424	429
Total	<u>\$450,677</u>	<u>\$397,820</u>

	FY 2010	FY 2011	FY 2012
Output Measure	Actual	Estimated	Projected
City Council Meetings	21	21	21
Committee Meetings	21	21	21
Public Hearings	36	40	41
Communications, resolutions	160	172	180

CITY COUNCIL

PERSONNEL

Bargaining Unit Position		FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request		Mayor's Recommendation		Council Approval	
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total
1.	Council President		1	15,982.98	1	16,404.48	1	16,623	8,338.98	16,623.00	1	16,694.00	16,694.00	1	16,694.00	16,694.00
2.	City Councilor		14	216,762.00	14	222,663.00	14	225,722	113,246.28	225,722.00	14	16,194.00	226,718.00	14	226,718.00	226,718.00
3.	Clerk-Council		1	6,890.63	1	7,000.00	1	7,000	3,548.04	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	3,548.04	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	3,548.04	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	4,151.95	7,000.00	2	3,500 / 7,000	10,500.00	2	10,500.00	10,500.00
Total			20	260,635.61	20	267,067.48	20	270,345	136,381.33	270,345.00	20	274,912.00		20	274,912.00	274,912.00

* Council Order # 31445 increase

CITY COUNCIL

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual July-December Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-111-5100								
5111 Salaries - Full Time	260,635.61	267,067.48	270,345.00	136,381.33	270,345.00	274,912.00	274,912.00	274,912.00
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			300.00		300.00	300.00	300.00	300.00
5381 Printing & Binding	1,726.45		2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
5383 Photographs	101.50		600.00		600.00	600.00	600.00	600.00
5420 Office Supplies	2,077.91	332.93	2,500.00	2.13	2,500.00	2,500.00	2,500.00	2,500.00
5490 Groceries & Provisions	497.38							
5731 Conference Expense	1,601.00	2,421.34	3,000.00		3,000.00	3,000.00	3,000.00	3,000.00
Equipment & Unusual 001-111-5400								
5315 Legal Assistance	5,263.00							
5425 Minute Software			12,000.00		12,000.00	24,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	260,635.61	267,067.48	270,345.00	136,381.33	270,345.00	274,912.00	274,912.00	274,912.00
General Expenses	60,304.24	57,054.27	62,700.00	27,152.13	62,700.00	62,700.00	62,700.00	62,700.00
Equipment & Unusual	5,263.00	0.00	12,000.00	0.00	12,000.00	24,000.00	0.00	0.00
Total Operating Budget	326,202.85	324,121.75	345,045.00	163,533.46	345,045.00	361,612.00	337,612.00	337,612.00

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 2009	FY 2010
Pension-Contributory/FICA	950	740
Medical & Life Insurance	15,801	17,611
Heat, Light, Water	3,005	3,260
Building Repair & Maintenance	2,873	2,947
Building Insurance	75	76
Total	\$22,704	\$24,634

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Meetings	22	22	22
Filings	18	20	20
Notice of Intent (NOI)	18	20	20
Req for Determination of Applicability	35	35	35
Abbr Notice of Resource Area Delineation	0	5	5
Site Visits (estimated at 4 per project)	80	80	80
Inquiries at window/day	10	10	10
Telephone inquiries/day	10	10	10
Investigated number of complaints	15	15	15
Violation notices issued	0	4	4

CONSERVATION COMMISSION

PERSONNEL

				FY 2009		FY 2010		FY 2011			FY 2012					
Bargaining Unit Position		FY 2012 Grade-Step	Actual		Actual		July-December			Department Request		Mayor's Recommendation		Council Approval		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total	
1.	Members		7	10,500.00	7		7	15,400	3,500.00	15,400.00	7	100.00	15,400.00	7	15,400.00	15,400.00
2.	* Principal Office Assistant	8-1 PT 19 hrs	1	52,885.64	1	50,733.41	1	54,634	27,907.48	54,634.00	1	54,634.00	54,634.00	0.5	22,476.00	22,476.00
3.	Board Stenographer			2,750.00		2,375.00		2,750	1,125.00	2,750.00		150.00	2,750.00		2,750.00	2,750.00
Total			8	66,135.64	8	53,108.41	8	72,784	32,532.48	72,784.00	8	72,784.00		7.5	40,626.00	40,626.00

* ERI vacancy- part time

CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-171-5100								
5111 Salaries - Full Time	52,885.64	50,733.41	54,634.00	27,907.48	54,634.00	54,634.00	22,476.00	22,476.00
5121 Salaries - Part Time	2,750.00	2,375.00	2,750.00	1,125.00	2,750.00	2,750.00	2,750.00	2,750.00
5194 Boards & Commissions	10,500.00	0.00	15,400.00	3,500.00	15,400.00	15,400.00	15,400.00	15,400.00
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General Expenses 001-171-5200								
5192 Mileage			75.00		75.00	100.00	100.00	100.00
5242 Maintenance of Office Equipment	270.15	161.47	500.00	76.91	500.00	500.00	500.00	500.00
5341 Advertising	125.76	47.16	150.00		150.00	150.00	150.00	150.00
5342 Postage	734.00	248.00	1,000.00	628.00	1,000.00	1,000.00	1,000.00	1,000.00
5343 Printing	50.00		100.00		100.00	150.00	150.00	150.00
5420 Office Supplies	1,145.31	387.57	750.00	204.76	750.00	1,000.00	1,000.00	1,000.00
5730 Dues	417.00					500.00		
5731 Conference Expense	365.00					500.00		

COST SUMMARY BY CLASSIFICATION

Personnel	66,135.64	53,108.41	72,784.00	32,532.48	72,784.00	72,784.00	40,626.00	40,626.00
General Expenses	3,107.22	844.20	2,575.00	909.67	2,575.00	3,900.00	2,900.00	2,900.00
Equipment & Unusual								
Total Operating Budget	<u>69,242.86</u>	<u>53,952.61</u>	<u>75,359.00</u>	<u>33,442.15</u>	<u>75,359.00</u>	<u>76,684.00</u>	<u>43,526.00</u>	<u>43,526.00</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 2009	FY 2010
Pension-Contributory/FICA	1,700,723	1,427,659
Pension Administration	132,304	128,207
Medical & Life Insurance	2,267,464	2,335,820
Heat, Light, Water	135,472	129,215
Building Repair & Maintenance	137,827	113,760
Building Insurance	3,577	3,614
Motor Vehicle Insurance	39,560	30,083
Motor Vehicle Maint & Repair	453,578	382,853
Workers Compensation	94,145	153,280
Total	\$4,964,650	\$4,704,491

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 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	3	3	3
Number of times cleaned	4	4	4
Trees planted	20	30	30
Snow fall in inches	47	80	50
Number of hours worked	7,500	10,230	7,500
Regular Hours	5,200	5,500	5,000
Overtime	2,300	4,730	2,500
Number of private equipment	125	125	125

CONSOLIDATED PUBLIC WORKS

PERSONNEL

				FY 2009		FY 2010		FY 2011				FY 2012				
Bargaining Unit	Position	FY 2012 Grade-Step	#	Actual	#	Actual	#	July-December		Estimated	#	Department Request		Mayor's		Council
				Expenditures		Expenditures		Budget	Expenditures			Expenditures	Rate	Total	Recommendation	
1.	*** CPW Director	20-1	1	110,702.87	1	114,549.77	1	123,982	62,840.27	123,982.00	1	123,982.00	123,982.00	1	92,846.00	92,846.00
2.	Assistant CPW Director	18-6 (L8)	1	105,054.77	1	104,182.47	1	107,920	54,699.21	107,920.00	1	107,920.00	107,920.00	1	107,920.00	107,920.00
3.	Asst Supt Street	14-6 (L10)	1	81,796.34	1	81,086.83	1	84,142	42,647.52	84,142.00	1	84,142.00	84,142.00	1	84,142.00	84,142.00
4.	Asst Supt Parks/Forestry/Cem	14-6 (L11)	1	81,803.21	1	81,086.83	1	84,142	42,647.53	84,142.00	1	84,907.00	84,334.00	1	84,334.00	84,334.00
5.	Asst Supt -Contingency Funding	14-6 (L9)									1	83,377.00	83,377.00		11,000.00	11,000.00
6.	SPMG Foreman - Public Vehicles	13-6 (L11)	1	70,420.61	1	79,208.63	1	79,560	40,325.23	79,560.00	1	79,560.00	79,560.00	1	79,560.00	79,560.00
7.	SPMG Foreman - Street	13-6 (L9)	1	76,585.79	1	78,843.65	1	78,127	39,961.85	78,127.00	1	78,127.00	78,127.00	1	78,127.00	78,127.00
8.	SPMG Foreman - Forestry	13-6 (L8)	1	69,626.36	1	71,676.09	1	75,021	36,438.95	75,021.00	1	77,410.00	77,410.00	1	77,410.00	77,410.00
9.	SPMG Sr Engineering Aide (311)	13-6	1	69,630.63	1	71,676.10	1	71,676	36,328.98	71,676.00	1	71,676.00	71,676.00	1	71,676.00	71,676.00
10.	** Executive Assistant	12-6 (L11)	1	71,745.76	1	71,118.17	1	74,100	37,444.00	74,100.00	1	74,548.00	74,548.00			
11.	SPMG Code Enforce Inspector	12-6 (L9)	1	70,441.73	1	73,106.51	1	73,204	37,103.59	73,204.00				1	73,204.00	73,204.00
12.	SPMG Code Enforce Inspector	12-6	1	65,202.45	1	67,160.00	1	67,160	34,040.00	67,160.00	1	67,160.00	67,160.00	1	67,160.00	67,160.00
13.	SPMG Recycling Coordinator	12-6 (L9)	1	70,416.55	1	72,532.80	1	72,533	36,763.21	72,533.00	1	73,204.00	73,092.00	1	73,092.00	73,092.00
14.	Administrative Assistant	10-6 (L9)	1	55,841.64	1	60,413.41	1	62,938	31,900.08	62,938.00	1	62,938.00	62,938.00	1	62,938.00	62,938.00
15.	* Administrative Assistant	10-6 (L8)												1	62,360.00	62,360.00
16.	* Administrative Assistant	10-3												1	51,459.00	51,459.00
17.	Office Coordinator - DSB/S&P	9-6 (L8)	1	51,893.87	1	53,456.85	1	57,834	29,313.25	57,834.00	1	57,834.00	57,834.00			
18.	Office Coordinator	9-4	1	43,988.64	1	43,233.19	1	46,987	23,340.67	46,987.00	1	49,597.00	48,821.00			
19.	Principal Office Assistant	8-6 (L11)	1	43,485.72	1	53,405.22	1	55,637	28,199.29	55,637.00	1	55,637.00	55,637.00	1	55,637.00	55,637.00
20.	Recycle Coord II - PT 20	7	1	11,465.30												
21.	Customer Srv Asst - PT 19	5	0.5													
Total			17.5	1,150,102.24	16	1,176,736.52	16	1,214,963	613,993.63	1,214,963.00	16	1,230,558.00		15	1,132,865.00	1,132,865.00

* Upward mobility ERI
 ** ERI Position eliminated
 *** ERI Vacancy

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2009		FY 2010		FY 2011			FY 2012					
Bargaining Unit	Position	FY 2012 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 II	11-6 (L11)	1	59,734.39	1	61,782.55	1	62,067	31,390.45	62,067.00	1	29.73	62,067.00	1	62,067.00
2. LAB	Working Foreman II	11-6 (L10)	1	53,164.41	1	61,508.31	1	61,508	31,107.63	61,508.00	1	29.46	61,508.00	1	61,508.00
3. LAB	Working Foreman I	10-6 (L11)	1	56,800.72	1	58,544.45	1	58,545	29,608.80	58,545.00	1	28.04	58,545.00	1	58,545.00
4. LAB	Working Foreman I	10-6 (L10)	1	58,621.38	1	58,017.16	1	58,017	29,342.03	58,017.00	1	27.79	58,017.00	1	58,017.00
5. LAB	Working Foreman I	10-6 (L9)	1	55,118.40	1	57,018.84	1	57,490	29,075.28	57,490.00	1	27.53	57,490.00	1	57,490.00
6. LAB	Working Foreman I	10-6 (L8)	1	53,696.72	1	56,962.26	1	56,962	28,808.50	56,962.00	1	27.28	56,962.00	1	56,962.00
7. LAB	Working Foreman I	10-6 (L8)	1	51,181.44	1	53,599.69	1	56,962	28,808.51	56,962.00	1	27.28	56,962.00	1	56,962.00
8. LAB	Motor Equipment Repair Pers	10-6 (L11)	1	56,299.34	1	58,017.17	1	58,017	29,342.02	58,017.17	1	28.04	58,383.00	1	58,383.00
9. LAB	Motor Equipment Repair Pers	10-6 (L10)	1	55,648.54	1	57,489.90	1	58,017	29,075.32	58,383.00	1	27.79	58,017.00	1	58,017.00
10. LAB	Auto Body / Metal Worker	10-6 (L10)	1	55,840.60	1	57,900.00	1	58,017	29,119.71	58,017.00	1	27.79	58,017.00	1	58,017.00
11. LAB	Welder	10-6	1	46,544.02	1	49,950.16	1	52,220	20,331.19	52,743.00	1	25.26	52,743.00	1	52,743.00
12. LAB	WF I /Tree Surgeon	10-6 (L9)	1	55,280.19	1	57,018.74	1	57,490	29,075.33	57,490.00	1	27.53	57,490.00	1	57,490.00
13. LAB	S M E O	9-6 (L11)	1	54,283.73	1	55,953.22	1	55,902	28,308.03	55,902.00	2	26.77	111,650.00	2	111,650.00
14. LAB	S M E O	9-6 (L10)	3	161,021.16	4	221,595.31	4	221,596	100,600.22	221,596.00	2	26.53	110,798.00	2	110,798.00
15. LAB	S M E O	9-6 (L9)	1	53,746.43	1	54,895.13	1	54,895	27,763.12	54,895.00	1	26.29	54,895.00	1	54,895.00
16. LAB	S M E O	9-6 (L8)	2	103,404.73	2	93,674.09	2	108,784	40,152.10	108,784.00	4	26.05	214,480.00	4	214,480.00
17. LAB	S M E O	9-6	2	77,947.85	1	15,050.88	1	50,363	25,470.72	50,363.00					
18. LAB	H M E O	8-6 (L11)	1	51,842.91	2	53,766.12	2	106,798	27,083.16	106,798.00	3	25.57	160,197.00	3	160,197.00
19. LAB	H M E O	8-6 (L10)	2	53,617.21	2	105,712.21	2	105,836	53,526.52	105,836.00	1	25.34	52,918.00	1	52,918.00
20. LAB	H M E O	8-6 (L8)	1	50,843.19	2	51,956.24	2	103,912	14,332.76	103,912.00	1	24.88	51,956.00	1	51,956.00
21. LAB	H M E O	8-6	3	135,125.35	1	48,430.68	1	48,108	13,466.40	48,108.00	2	23.04	96,216.00	2	96,216.00
22. LAB	M E Repair Person Helper	8-1 (PT 19 hrs)			0.5	11,800.14	0.5	19,188	9,393.13	19,188.00	0.5	18.82	18,666.00	0.5	18,666.00
23. LAB	M E Repair Person Helper														
24. LAB	M E O	7-6 (L11)	1	52,086.58	1	51,058.45	1	51,058	25,822.72	51,058.00	1	24.45	51,058.00	1	51,058.00
25. LAB	M E O	7-6 (L10)	2	97,610.85	2	97,791.03	2	101,198	50,298.84	101,198.00	2	24.23	101,198.00	2	101,198.00
26. LAB	M E O	7-6 (L8)	1	23,839.94	1	45,998.66	1	46,845	23,263.69	46,845.00	1	23.79	49,679.00	1	49,679.00
27. LAB	M E O****	7-6	1	44,577.05			1	42,802	20,634.16	42,802.00	3	22.03	133,443.00	3	134,796.00
28. LAB	M E O	7-3	3	96,398.43	3	95,190.96	2	85,235	43,299.40	85,235.00	1	19.45	40,125.00	1	40,125.00
29. LAB	M E O	7-2	2	48,230.03	1	23,514.08	1	38,596	19,282.56	38,596.00					

****Historically Traffic/CPW share a position in good weather

CONSOLIDATED PUBLIC WORKS

PERSONNEL

PERSONNEL			FY 2009		FY 2010		FY 2011				FY 2012					
Bargaining Unit Position		FY 2012 Grade-Step	#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Total	Council Approval
30. LAB	Highway Maintenance	6-6 (L10)	3	132,697.36	2	97,391.60	2	97,384	49,251.84	97,384.00	2	23.32	97,384.00	2	97,384.00	97,384.00
31. LAB	Highway Maintenance	6-2	1	36,512.97	1	31,723.89	1	36,227		36,227.00	1	18.02	36,983.00	1	36,983.00	36,983.00
32. LAB	Storekeeper	6-1 (PT 19 hrs)	1	32,993.91												
33. LAB	Laborer	6-6 (L10)	3	87,359.78	3	89,584.46	3	146,076	24,669.60	146,076.00	2	23.32	97,384.00	2	97,384.00	97,384.00
34. LAB	Laborer	6-6 (L9)	2	92,970.20	2	95,803.19	2	96,023	48,514.51	96,023.00	2	23.11	96,500.00	2	96,500.00	96,500.00
35. LAB	Laborer	6-1								36,983.00	1	17.35	36,227.00	1	36,227.00	36,227.00
36. LAB	Laborer / Gardener	6-6 (L11)	1	46,884.62	1	48,849.89	1	49,135	24,661.55	49,135.00	1	23.53	49,135.00	1	49,135.00	49,135.00
37. LAB	Laborer / Gardener	6-6 (L9)	1	46,294.95	1	47,806.84	1	48,216	24,339.26	48,216.00	1	23.11	48,250.00	1	48,250.00	48,250.00
38.	Part Time			24,007.50		9,555.00		30,000	8,302.50	30,000.00			30,000.00		30,000.00	30,000.00
39.	Temporary Laborers			25,861.50												
40.	Temporary / Seasonal			10,906.70		19,590.75		30,000	24,714.00	30,000.00			30,000.00		30,000.00	30,000.00
Total			50	2,298,995.08	46.5	2,154,502.05	46.5	2,469,489	1,072,235.56	2,507,361.17	46.5		2,465,343.00	46.5	2,466,696.00	2,466,696.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-420-5100								
5111 Salaries - Full Time	1,138,636.94	1,176,736.52	1,214,963.00	613,993.63	1,214,963.00	1,230,558.00	1,132,865.00	1,132,865.00
5121 Salaries - Part Time	11,465.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5112 Wages - Full Time	2,232,565.59	2,113,556.16	2,390,301.00	1,029,825.93	2,428,173.17	2,386,677.00	2,388,030.00	2,388,030.00
5122 Wages - Part Time	60,775.70	40,945.89	79,188.00	42,409.63	79,188.00	78,666.00	78,666.00	78,666.00
5195 Buyback Sick Time	5,653.79	15,191.52	8,071.00	3,807.34	8,500.00	8,500.00	8,500.00	8,500.00
5131 Overtime	200,738.67	200,352.94	100,000.00	123,301.79	250,000.00	250,000.00	100,000.00	100,000.00
5135 Standby		9,975.78		5,119.42	10,000.00	10,000.00	10,000.00	10,000.00
Offset Receipt - Cemetery Perpetual Care	(60,000.00)	(60,000.00)	(60,000.00)			(60,000.00)	(60,000.00)	(60,000.00)

General Expenses

CPW Administration 001-420-5200

5192 Mileage Allowance	301.77	174.40	400.00	6.70	400.00	400.00	400.00	400.00
5193 Tool Allowance	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00
5213 Light	521.35	389.72	400.00	40.70	400.00	400.00	400.00	400.00
5231 Water Usage	5,720.94	482.70	1,000.00	218.59	1,000.00	1,000.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	20,633.30	6,843.11	19,000.00	8,732.81	19,000.00	19,000.00	19,000.00	19,000.00
5242 Office Equipment/ Repair/Vehicle Washing	6,825.41	6,632.49	5,000.00	2,012.00	5,000.00	5,000.00	5,000.00	5,000.00
5244 Motor Equipment Repair/Maint	62,784.79	78,052.93	66,000.00	41,154.78	66,000.00	80,000.00	80,000.00	80,000.00
5245 Building/Grounds Maint	1,920.00	5,580.00	6,500.00	450.00	6,500.00	6,500.00	6,500.00	6,500.00
5247 Intrusion Detection	468.00	468.00	500.00	468.00	500.00	500.00	500.00	500.00
5271 Uniform Rental	4,670.54	4,653.82	4,700.00	1,577.46	4,700.00	4,700.00	4,700.00	4,700.00
5276 Truck/ Equipment Rental	8,597.34	171.00	3,000.00	6,995.60	3,000.00	3,000.00	3,000.00	3,000.00
5291 Custodial Services		6,800.00	10,000.00		10,000.00	10,000.00	10,000.00	10,000.00
5312 Training	437.00	379.00	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
5341 Advertising		163.51	400.00	129.04	400.00	400.00	400.00	400.00
5342 Postage	1,888.44	1,452.74	1,500.00	361.73	1,500.00	1,500.00	1,500.00	1,500.00
5343 Printing	1,617.54	50.00						
5411 Batteries	8,078.55	9,514.00	8,000.00	5,006.40	8,000.00	8,000.00	8,000.00	8,000.00
5420 Office Supplies	3,204.83	4,298.97	4,000.00	1,871.89	4,000.00	4,000.00	4,000.00	4,000.00
5431 Paint Supplies	95.88							
5450 Custodial Supplies	1,103.70							
5460 Groundskeeping Supplies	57,464.90	59,638.76	62,800.00	29,516.04	62,800.00	62,800.00	62,800.00	62,800.00
5470 Public Safety Supplies	12,463.10	15,527.86	12,000.00	5,785.91	12,000.00	12,000.00	12,000.00	12,000.00
5480 Vehicle Supplies	218,571.88	204,035.05	170,000.00	109,479.51	170,000.00	170,000.00	170,000.00	170,000.00
5485 Vehicle Fuel & Oil	650,695.83	369,860.94	392,000.00	204,094.62	392,000.00	425,000.00	525,000.00	525,000.00
5510 Education Supplies	1,620.00	1,500.00	5,750.00	1,500.00	5,750.00	5,750.00	5,750.00	5,750.00
5533 Street Cleaning Supplies	6,538.75	3,792.00	4,000.00	1,261.70	4,000.00	4,000.00	4,000.00	4,000.00
5536 Lumber	181.68	583.28	1,000.00	187.67	1,000.00	1,000.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	24,257.68	37,842.57	14,500.00	16,241.75	14,500.00	14,500.00	14,500.00	14,500.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
CPW Administration 001-420-5200								
5539 Castings & Pipes	5,815.41	5,415.32	4,000.00	3,394.23	4,000.00	4,000.00	4,000.00	4,000.00
5541 Welding Supplies	2,214.44	2,806.27	3,000.00	871.72	3,000.00	3,000.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	44,770.91	28,531.06	30,000.00	25,823.44	30,000.00	30,000.00	30,000.00	30,000.00
5587 Tools	14,469.12	8,528.40	10,000.00	8,886.03	10,000.00	10,000.00	10,000.00	10,000.00
5588 Signs	2,291.94							
5730 Dues	629.75							
5731 Conference Expense	195.00							
5733 Licenses	495.00	565.00	1,050.00	4,226.00	4,226.00	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
	1,174,144.77	867,332.90	845,100.00	482,694.32	848,276.00	892,100.00	992,100.00	992,100.00
Snow & Ice 001-421-5200								
5244 Motor Equipment Repair/Maint	60.00							
5245 Buildings/Grounds Maint	3,355.00	2,880.00	5,000.00		10,000.00	5,000.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	1,805,632.31	1,050,927.58	294,000.00	1,000.00	1,900,000.00	800,000.00	1,000,000.00	1,000,000.00
5387 Weather Service	1,395.00	1,395.00	1,500.00	1,395.00	1,395.00	1,500.00	1,500.00	1,500.00
5460 Groundskeeping Supplies	797.50	1,121.50	1,500.00		1,500.00	1,500.00	1,500.00	1,500.00
5531 Salt & Sand	534,838.99	316,258.11	122,000.00		250,000.00	250,000.00	250,000.00	250,000.00
5532 Plows, Blades & Parts	11,798.77	14,163.62	5,000.00		20,000.00	10,000.00	10,000.00	10,000.00
5131 Overtime	249,642.45	150,779.99		62,653.07	250,000.00	200,000.00	100,000.00	100,000.00
	2,607,520.02	1,537,525.80	429,000.00	65,048.07	2,432,895.00	1,268,000.00	1,368,000.00	1,368,000.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	208,840.00	31,559.22	30,000.00	19,913.34	30,000.00	30,000.00	30,000.00	30,000.00
5310 Environmental Services	1,031.49	2,698.99	2,000.00		2,000.00	2,000.00	2,000.00	2,000.00
5394-44 Disposal Street Sweepings	64,723.00	9,670.08	40,000.00	6,446.72	40,000.00	40,000.00	40,000.00	40,000.00
5394-46 Drain System			1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5394-47 Paving Project	86,313.40	64,546.66	90,000.00	30,143.43	90,000.00	90,000.00	90,000.00	90,000.00
5394-48 Pond Management	74,670.32	30,657.20	50,000.00	31,800.00	50,000.00	50,000.00	50,000.00	50,000.00
7210 Drainage-Hemlock		15,757.07						
	435,578.21	154,889.22	213,000.00	88,303.49	213,000.00	213,000.00	213,000.00	213,000.00
Solid Waste 001-422-5400								
5295 Household Hazard Waste	85,705.43	90,139.56	98,000.00	48,792.57	98,000.00	98,000.00	98,000.00	98,000.00
5296 Trash Disposal	2,811,497.81	2,360,688.77	2,547,668.00	1,019,417.89	2,547,668.00	2,547,668.00	2,400,000.00	2,400,000.00
5297 Trash/Recycle Collection	2,503,349.48	2,379,801.29	2,600,000.00	953,225.68	2,600,000.00	2,600,000.00	2,525,000.00	2,525,000.00
5298 Yard Waste / Leaves	202,483.68	198,573.81	225,000.00	89,727.05	225,000.00	225,000.00	225,000.00	225,000.00
5299 DPW Yard Clean Up	40,604.03	17,093.03	25,000.00	14,386.57	25,000.00	25,000.00	25,000.00	25,000.00
	5,643,640.43	5,046,296.46	5,495,668.00	2,125,549.76	5,495,668.00	5,495,668.00	5,273,000.00	5,273,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	3,589,835.99	3,496,758.81	3,732,523.00	1,818,457.74	3,990,824.17	3,904,401.00	3,658,061.00	3,658,061.00
General Expenses								
CPW Administration	1,174,144.77	867,332.90	845,100.00	482,694.32	848,276.00	892,100.00	992,100.00	992,100.00
Snow & Ice	2,607,520.02	1,537,525.80	429,000.00	65,048.07	2,432,895.00	1,268,000.00	1,368,000.00	1,368,000.00
Equipment & Unusual								
CPW Administration	435,578.21	154,889.22	213,000.00	88,303.49	213,000.00	213,000.00	213,000.00	213,000.00
Solid Waste	5,643,640.43	5,046,296.46	5,495,668.00	2,125,549.76	5,495,668.00	5,495,668.00	5,273,000.00	5,273,000.00
Total Operating Budget	13,450,719.42	11,102,803.19	10,715,291.00	4,580,053.38	12,980,663.17	11,773,169.00	11,504,161.00	11,504,161.00

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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Burials	140	140	140
New Lots sold	29	29	29
Single Graves sold	19	19	19
Single Graves welfare	6	6	6
Urn Garden plots sold	4	4	4
Veterans Graves	6	6	60
Acres Maintained	80	80	80

CEMETERY COMMISSION

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009	FY 2010	FY 2011			FY 2012						
			Actual # Expenditures	Actual # Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
										Rate	Total	#	Total	
1.	Commissioners		3 3,300.00	3	3	3,000	800.00	3,000.00	3	1,000.00	3,000.00	3	3,000.00	3,000.00
	Total		3 3,300.00	3 0.00	3	3,000	800.00	3,000.00	3		3,000.00	3	3,000.00	3,000.00

EXPENDITURES

Classification

Personnel 001-491-5100

5194 Boards & Commissions	3,300.00	0.00	3,000.00	800.00	3,000.00	3,000.00	3,000.00	3,000.00
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COST SUMMARY BY CLASSIFICATION

Personnel	3,300.00	0.00	3,000.00	800.00	3,000.00	3,000.00	3,000.00	3,000.00
General Expenses								
Equipment & Unusual								
Total Operating Budget	<u>3,300.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>800.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>3,000.00</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.

Indirect Costs		
FY 2009	FY 2010	
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Meetings	17	20	20

BOARD OF SURVEY & PLANNING

PERSONNEL

		FY 2009		FY 2010		FY 2011			FY 2012						
Bargaining Unit	Position	FY 2012 Grade-Step		Actual		Actual		July-December		Department Request			Mayor's Recommendation		Council Approval
		#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total	
1.	Members	7	10,800.00	7		7	14,000.00	100.00	14,000.00	7	2,000.00	14,000.00	7	14,000.00	14,000.00
2.	Clerk	1	3,000.00	1	3,000.00	1	3,000	1,520.44	3,000.00	1	3,000.00	3,000.00	1	3,000.00	3,000.00
Total		8	13,800.00	8	3,000.00	8	17,000	1,620.44	17,000.00	8		17,000.00	8	17,000.00	17,000.00

BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-174-5100								
5113 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,520.44	3,000.00	3,000.00	3,000.00	3,000.00
5194 Boards & Commissions	10,800.00	0.00	14,000.00	100.00	14,000.00	14,000.00	14,000.00	14,000.00
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General Expenses 001-174-5200								
5308 Stenographer	1,950.00	1,500.00	2,100.00	600.00	2,100.00	2,100.00	2,100.00	2,100.00
5341 Advertising	1,184.24	880.32	1,500.00	544.96	1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	187.76	41.98	300.00		300.00	300.00	300.00	300.00

COST SUMMARY BY CLASSIFICATION

Personnel	13,800.00	3,000.00	17,000.00	1,620.44	17,000.00	17,000.00	17,000.00	17,000.00
General Expenses	3,322.00	2,422.30	3,900.00	1,144.96	3,900.00	3,900.00	3,900.00	3,900.00
Equipment & Unusual								
Total Operating Budget	17,122.00	5,422.30	20,900.00	2,765.40	20,900.00	20,900.00	20,900.00	20,900.00

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 2009	FY 2010
Pension-Contributory/FICA	76,056	75,298
Pension Administration	5,652	6,549
Medical & Life Insurance	114,797	93,198
Heat, Light, Water	69,910	57,442
Building Repair & Maintenance	63,298	55,278
Building Insurance	2,363	2,388
Motor Vehicle Insurance	1,211	676
Motor Vehicle Maint & Repair	13,885	8,603
Total	\$347,172	\$299,432

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Number of Participants	2,613	2,615	2,620
Male / Female /Minority # of Participants	720/1815/78	720/1817/78	722/1820/78
Service Programs:	1,400	1,400	1,400
Social/Recreation Programs:	1,450	1,450	1,450
Fitness Programs:	384	384	384
Transportation:	580	580	580
# of 1 way rides	4,365	4,300	4,370
Total Number of Meals / Week	200	200	200
Recipients Served / Week	100	100	100
Recipients served Annually	141	145	145
Units Annually	41,724	41,720	41,800

COUNCIL ON AGING

PERSONNEL

			FY 2009		FY 2010		FY 2011				FY 2012					
Bargaining Unit	Position	FY 2012 Grade-Step	Actual		Actual		#	July-December		Estimated	Department Request		Mayor's		Council Approval	
			#	Expenditures	#	Expenditures		Budget	Actual Expenditures		#	Rate	Total	#		Total
1.	Council on Aging Board		7	5,900.00	7	600.00	7	7,000	1,600.00	6,000.00	7	1,000.00	6,000.00	7	7,000.00	7,000.00
2.	Council on Aging Director	16-5	1	72,699.15	1	73,612.99	1	80,941	39,899.80	80,941.00	1	84,399.00	84,132.00	1	84,132.00	84,132.00
3.	Administrative Assistant	10-6 (L10)	1	60,812.04	1	60,505.00	1	62,938	31,900.08	62,938.00	1	63,419.00	63,419.00	1	63,419.00	63,419.00
4.	Meals Coordinator		1	55,969.10												
5.	Meals Coordinator (PT 19 hrs)	9-6			0.5	28,584.67	0.5	31,686	15,876.69	31,686.00	0.5	53,550.00	31,686.00	0.5	31,686.00	31,686.00
6.	Office Coordinator	9-6	1	48,856.07	1	50,367.66	1	53,550	26,936.49	53,550.00	1	53,550.00	53,550.00	1	53,550.00	53,550.00
7. LAB	Bus Operator	7-5	1	36,808.93	1	38,463.80	1	40,978	20,539.20	40,978.00	1	20.98	42,558.00	1	42,558.00	42,558.00
8.	Cstmr Srvc Asst (PT 19 hrs)	5-1	1	40,829.70	1	18,558.35	0.5	22,947	9,421.20	22,947.00	0.5	20,468.00	20,468.00	0.5	20,468.00	20,468.00
9.	Bus Operator PT	7	3	16,612.52	3	17,397.08	3	17,800	6,804.71	18,700.00	3		18,700.00	3	17,800.00	17,800.00
10.	Jr Office Assistant PT grant	5-2	1	18,913.89	1	18,878.01	1	20,998	4,923.74	15,000.00	1	38,922.00	19,461.00	1	19,461.00	19,461.00
11.	Jr Office Assistant PT grant	5-2	1	18,475.59	1	19,313.68	1	20,998	2,471.28	15,000.00	1	36,300.00	19,461.00	1	19,461.00	19,461.00
Total			18	375,876.99	17.5	326,281.24	17	359,836	160,373.19	347,740.00	17.0		359,435.00	17	359,535.00	359,535.00

COUNCIL ON AGING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-541-5100								
5111 Salaries - Full Time	279,166.06	203,044.00	197,429.00	98,736.37	197,429.00	201,101.00	201,101.00	201,101.00
5121 Salaries - Part Time		28,584.67	54,633.00	25,297.89	54,633.00	52,154.00	52,154.00	52,154.00
5112 Wages - Full Time	36,808.93	38,463.80	40,978.00	20,539.20	40,978.00	42,558.00	42,558.00	42,558.00
5114 Wages - Part Time	16,612.52	17,397.08	17,800.00	6,804.71	18,700.00	18,700.00	17,800.00	17,800.00
5194 Boards & Commissions	5,900.00	600.00	7,000.00	1,600.00	6,000.00	6,000.00	7,000.00	7,000.00
5121 Temporary Help - Grants	37,389.48	38,191.69	41,996.00	7,395.02	41,996.00	38,922.00	38,922.00	38,922.00
Receipt offset - Grant	(27,777.50)	(38,191.69)	(40,176.00)	(3,284.94)		(38,922.00)	(38,922.00)	(38,922.00)
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General Expenses 001-541-5200								
5192 Mileage	1,486.81	713.50	1,200.00	517.50	1,200.00	1,200.00	1,200.00	1,200.00
5242 Office Equipment Repair/Maint	1,084.31	300.00	1,093.00	86.40	1,093.00	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	341.80	553.91	500.00	357.60	500.00	500.00	500.00	500.00
5343 Printing	98.00	175.00	127.00	144.00	144.00	144.00	144.00	144.00
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	1,020.00	2,000.00	2,000.00	2,000.00	2,000.00
5420 Office Supplies	1,782.81	1,798.07	1,800.00	1,331.35	1,800.00	1,800.00	1,800.00	1,800.00
5490 Food Supplies	150,494.52	116,310.39	145,100.00	57,375.87	145,100.00	145,100.00	145,100.00	145,100.00
5581 Clothing, Gloves, Shoes	700.00	629.99	600.00	650.00	650.00	650.00	650.00	650.00
5730 Dues	132.60	132.60						

COST SUMMARY BY CLASSIFICATION

Personnel	348,099.49	288,089.55	319,660.00	157,088.25	359,736.00	320,513.00	320,613.00	320,613.00
General Expenses	158,370.85	122,863.46	152,670.00	61,732.72	152,737.00	152,737.00	152,737.00	152,737.00
Equipment & Unusual								
Total Operating Budget	<u>506,470.34</u>	<u>410,953.01</u>	<u>472,330.00</u>	<u>218,820.97</u>	<u>512,473.00</u>	<u>473,250.00</u>	<u>473,350.00</u>	<u>473,350.00</u>

DISABILITIES SERVICES 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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Sidewalk Accessibility Repairs			
Waltham Museum Lexington St			
Paine Estate			
Police Station Elevator			
HP Bathroom @ Orange St Voting Station			

DISABILITIES SERVICES COMMISSION

PERSONNEL

		FY 2009		FY 2010		FY 2011			FY 2012						
Bargaining Unit	Position	FY 2012 Grade-Step		Actual # Expenditures	Actual # Expenditures	#	July-December		Estimated Expenditures	Department Request		Mayor's Recommendation		Council Approval	
							Budget	Actual Expenditures		#	Rate	Total	#		Total
1.	Board Members	7	6,100.00	7		7	7,000.00	3,500.00	7,000.00	7	1,000.00	7,000.00	7	7,000.00	7,000.00
Total		7	6,100.00	7	0.00	7	7,000	3,500.00	7,000.00	7	7,000.00	7	7,000.00	7,000.00	

DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-560-5100								
5194 Boards & Commissions	6,100.00	0.00	7,000.00	3,500.00	7,000.00	7,000.00	7,000.00	7,000.00
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General Expenses 001-560-5200								
5420 Office Supplies		157.59	200.00	77.00	200.00	200.00	200.00	200.00
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COST SUMMARY BY CLASSIFICATION

Personnel	6,100.00	0.00	7,000.00	3,500.00	7,000.00	7,000.00	7,000.00	7,000.00
General Expenses	0.00	157.59	200.00	77.00	200.00	200.00	200.00	200.00
Equipment & Unusual								
Total Operating Budget	<u>6,100.00</u>	<u>157.59</u>	<u>7,200.00</u>	<u>3,577.00</u>	<u>7,200.00</u>	<u>7,200.00</u>	<u>7,200.00</u>	<u>7,200.00</u>

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, review, construct and maintain the public infrastructure of the City of Waltham - as required by the DEP Consent Order and EPA Administrative Order for storm drains, waterworks and wastewater.

DESCRIPTION OF OUTPUT STATEMENT:

Provide best / professional service possible within available resources, minimize private consultants by filling vacancies and supplement staffing levels with the City budget 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 2009	FY 2010
Pension-Contributory/FICA	148,505	187,279
Pension Administration	11,589	17,000
Medical & Life Insurance	164,234	175,630
Heat, Light, Water	12,020	13,039
Building Repair & Maintenance	11,491	11,786
Building Insurance	224	227
Motor Vehicle Insurance	1,615	676
Motor Vehicle Maint & Repair	18,513	8,603
Total	\$368,191	\$414,240

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Plans Filed By City Engineer	5	5	5
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	10	9	9
Construction Inspections	900	900	900
Board of Survey Projects	14	14	14

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009	FY 2010	FY 2011				FY 2012					Council Approval
			Actual # Expenditures	Actual # Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Rate	Request Total	Mayor's Recommendation #	Mayor's Recommendation Total	
1.	City Engineer	20-3	1 100,495.21	1 95,113.20	1	95,902	48,015.48	95,902.00	1	100,328.00	99,692.00	1	99,692.00	99,692.00
2.	SPMG Asst City Engineer	16-6 (L11)	1 94,763.51	1 97,379.39	1	97,379	49,356.70	97,379.00	1	97,379.00	97,379.00	1	97,379.00	97,379.00
3.	SPMG Asst City Engineer	16-1							1	72,311.00	72,311.00	*		
4.	SPMG Jr Civil Engineer	14-1	1 82,546.51											
5.	SPMG Jr Civil Engineer (PT 19 hours)	14-1		0.5 58,597.86	0.5	46,092	6,885.67	6,885.67						
6.	SPMG Gen Construction Insp	13-6 (L8)	1 69,647.78	1 71,676.10	1	71,676	36,328.99	71,676.00	1	77,410.00	74,065.00	1	74,065.00	74,065.00
7.	Administrative Assistant	10-6 (L8)	1 56,473.29	1 57,684.39	1	62,360	31,607.25	62,360.00	1	62,360.00	62,360.00	1	62,360.00	62,360.00
8.	Co-op Students		21,520.00			14,560	6,427.50	14,560.00			14,560.00		14,560.00	14,560.00
Total			5 425,446.30	4.5 380,450.94	4.5	387,969	178,621.59	348,762.67	5		420,367.00	4	348,056.00	348,056.00

*recommendation was moved from Engineering Budget to Enterprise Budget

ENGINEERING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual July-December Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-410-5100								
5111 Salaries - Full Time	403,926.30	321,853.08	327,317.00	165,308.42	327,317.00	405,807.00	333,496.00	333,496.00
5121 Salaries - Part Time	21,520.00	58,597.86	60,652.00	13,313.17	21,445.67	14,560.00	14,560.00	14,560.00
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General Expenses 001-410-5200								
5231 Water	192.15							
5242 Office Equipment Repair/Maint	1,650.30	236.20	1,000.00	1,210.87	2,400.00	1,500.00	1,500.00	1,500.00
5340 Communication				99.99	200.00			
5341 Advertising			250.00	335.36	700.00	400.00	400.00	400.00
5342 Postage	503.49	390.29	500.00	94.38	200.00	250.00	250.00	250.00
5343 Printing		835.79	1,200.00	1,130.98	2,300.00	1,200.00	1,200.00	1,200.00
5420 Office Supplies	3,049.69	1,966.08	3,000.00	1,885.49	3,800.00	3,000.00	3,000.00	3,000.00
5581 Clothing, Gloves	239.98	280.00	500.00	264.98	530.00	500.00	500.00	500.00
5730 Dues	186.25		500.00		0.00	500.00		
5731 Conference Expense	295.65			180.00	360.00			

COST SUMMARY BY CLASSIFICATION

Personnel	425,446.30	380,450.94	387,969.00	178,621.59	348,762.67	420,367.00	348,056.00	348,056.00
General Expenses	6,117.51	3,708.36	6,950.00	5,202.05	10,490.00	7,350.00	6,850.00	6,850.00
Equipment & Unusual								
Total Operating Budget	<u>431,563.81</u>	<u>384,159.30</u>	<u>394,919.00</u>	<u>183,823.64</u>	<u>359,252.67</u>	<u>427,717.00</u>	<u>354,906.00</u>	<u>354,906.00</u>

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

To provide the highest quality of customer service while maintaining the most efficient operation within available resources and through meter upgrades and technology improve accuracy and severely reduce unaccounted for water, thereby increasing revenues.

DESCRIPTION OF OUTPUT STATEMENT:

Prompt billings for water and sewer with fair and open resolutions of complaints and customer requests for service.

[illegible]

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 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

Bargaining Unit Position FY 2012 Grade-Step			FY 2009		FY 2010		FY 2011			FY 2012						
			Actual Expenditures		Actual Expenditures		July-December			Department Request			Mayor's Recommendation		Council Approval	
							#	Budget	Actual Expenditures							Estimated Expenditures
#			#		#		#			#	Rate	Total	#	Total		
1.	Office Coordinator	9-6 (L8)	1	50,878.94	1	51,441.01	1	53,550	27,141.88	53,550.00	1	57,834.00	56,763.00	1	56,763.00	56,763.00
2.	Principal Office Assistant	8-6	1	42,167.34	1	43,469.25	1	47,183	23,532.00	47,183.00	1	50,123.00	49,024.00	1	49,024.00	49,024.00
3.	Principal Office Assistant	8-5	1	40,507.54	1	41,769.53	1	45,412	22,649.55	45,412.00	1	48,239.00	47,183.00	1	47,183.00	47,183.00
Total			3	133,553.82	3	136,679.79	3	146,145	73,323.43	146,145.00	3	152,970.00		3	152,970.00	152,970.00

WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	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	133,553.82	136,679.79	146,145.00	73,323.43	146,145.00	152,970.00	152,970.00	152,970.00
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General Expenses 610-451-5200								
5231 Water	102.32							
5242 Office Equipment Repair/Maint			900.00		1,405.00	900.00	900.00	900.00
5342 Postage	21,835.81	25,669.39	30,500.00	9,970.18	32,500.00	30,500.00	30,500.00	30,500.00
5343 Printing	3,168.00	928.00	2,500.00	2,364.20	4,700.00	2,500.00	2,500.00	2,500.00
5420 Office Supplies	1,702.44	2,355.94	1,000.00	125.53	1,000.00	1,000.00	1,000.00	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	133,553.82	136,679.79	146,145.00	73,323.43	146,145.00	152,970.00	152,970.00	152,970.00
General Expenses	26,808.57	28,953.33	34,900.00	12,459.91	39,605.00	34,900.00	34,900.00	34,900.00
Equipment & Unusual								
Total Operating Budget	<u>160,362.39</u>	<u>165,633.12</u>	<u>181,045.00</u>	<u>85,783.34</u>	<u>185,750.00</u>	<u>187,870.00</u>	<u>187,870.00</u>	<u>187,870.00</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 2009	FY 2010
Pension-Contributory/FICA	429,012	438,401
Pension Administration	33,230	39,186
Medical & Life Insurance	532,378	557,917
Heat, Light, Water	39,065	42,378
Building Repair & Maintenance	37,345	38,305
Building Insurance	62	62
Motor Vehicle Insurance	5,772	5,053
Motor Vehicle Maint & Repair	66,185	64,311
Workers Compensation	78,195	166,654
Other Dept Allocations	550,429	520,298
Total	<u>\$1,771,673</u>	<u>\$1,872,565</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected

WATER ADMINISTRATION

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			Actual #	Expenditures	Actual #	Expenditures	July-December Actual #	Budget	Expenditures	Estimated Expenditures	Department Request #	Total	Rate	Mayor's Recommendation #	Total	Council Approval
1.	SPMG Assistant City Engineer	16-1									*		1	72,311.00	72,311.00	
2.	Business Manager		1	85,706.75												
3.	Business Manager (PT 19 hours)	15-6 (L8)			0.5	53,680.24	0.5	47,860	19,806.45	47,860.00	0.5	88,163.00	47,860.00	0.5	47,860.00	47,860.00
4.	Asst Supt Water & Sewer	14-6 (L11)	1	80,874.81	1	81,086.83	1	84,142	42,647.52	84,142.00	1	84,907.00	84,525.00	1	84,525.00	84,525.00
5.	SPMG Foreman	13-6	1	61,381.25	1	65,748.06	1	68,528	34,331.98	68,528.00	1	71,676.00	71,224.00	1	71,224.00	71,224.00
6.	SPMG Sr Code Enforcement Inspector	13-6 (L8)	1	69,647.77	1	71,676.10	1	71,676	36,328.98	71,676.00	1	77,410.00	74,543.00	1	74,543.00	74,543.00
7.	SPMG Code Enforcement Inspector	12-6 (L9)	1	70,991.84	1	73,204.39	1	73,204	37,103.60	73,204.00	1	73,204.00	73,204.00	1	73,204.00	73,204.00
Total			5	368,602.42	4.5	345,395.62	4.5	345,410	170,218.53	345,410.00	4.5	351,356.00		5.5	423,667.00	423,667.00

*recommendation was moved from Engineering Budget to Enterprise Budget; PE to be hired

WATER ADMINISTRATION

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	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	368,602.42	345,395.62	345,410.00	170,218.53	345,410.00	351,356.00 *	423,667.00	423,667.00
General Expenses 610-450-5200								
5312 Training		1,255.00	3,000.00	1,150.00	2,500.00	3,000.00	3,000.00	3,000.00

Notes: SMPG Senior Code Enforcement Inspector is responsible for surveying etc. for cross connection program

*recommendation was moved from Engineering Budget to Enterprise Budget

COST SUMMARY BY CLASSIFICATION

Personnel	368,602.42	345,395.62	345,410.00	170,218.53	345,410.00	351,356.00	423,667.00	423,667.00
General Expenses	0.00	1,255.00	3,000.00	1,150.00	2,500.00	3,000.00	3,000.00	3,000.00
Equipment & Unusual								
Total Operating Budget	<u>368,602.42</u>	<u>346,650.62</u>	<u>348,410.00</u>	<u>171,368.53</u>	<u>347,910.00</u>	<u>354,356.00</u>	<u>426,667.00</u>	<u>426,667.00</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.

Upgrade the City's water meters and technology for reading water meters.

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.

Upgrade the City's water meters and technology for meter reading to increase water revenues and minimize unaccounted for water

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2009	FY 2010
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Water Main Repairs	15	15	20
Water Service Repairs	91	100	100
Valve Repairs		1	1
Hydrant Replacement	8	10	10
Hydrant Repairs		1	3
Meters Installed/Replaced/Repaired			
Non Sewer Meters Inspected			
Meters tested			
Cross Connection Devices City Wide	1,400	1,400	1,400
Cross Connection Devices Tested	2,238	2,163	2,400
Sampling of Water System (Samples)	864	864	864
Leak Detection (Miles)	151	151	151

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012				
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		Council Approval
												Rate	Total	Mayor's Recommendation Total
1. LAB	Working Foreman I	10-6 (L10)	1	56,268.77	1	58,017.16	1	58,017	29,342.02	58,017.00	1	27.79	58,017.00	58,017.00
2. LAB	Working Foreman I	10-6 (L9)	1	64,378.07	1	56,962.28	1	57,368	28,939.93	57,368.00	1	27.53	57,490.00	57,490.00
3. LAB	Cross Connect Inspector	9-6 (L9)	1	55,523.49	1	54,391.41	1	54,392	27,508.32	54,392.00	1	26.29	54,471.00	54,471.00
4. LAB	S M E O	9-6 (L9)	1	65,546.76	1	54,843.80	1	54,895	27,802.71	54,895.00	1	26.29	54,895.00	54,895.00
5. LAB	H M E O	8-5	1		1		1	51,956	17,732.40	51,956.00	1	21.91	45,620.00	45,620.00
6. LAB	H M E O or Water Meter Installer	8-6	1	47,809.99	1	48,555.84	1	51,956	26,359.87	51,956.00	1	23.04	48,108.00	48,108.00
7. LAB	M E O	7-3	1	2,017.60	1	11,946.87	1	50,599	15,713.84	50,599.00	1	19.45	40,490.00	40,490.00
8. LAB	Highway Maintenance	6-1	1	40,824.19	1	22,040.98	1	37,197	3,877.28	37,197.00	1	17.35	36,227.00	36,227.00
Meter Read, Repair & Install														
9. LAB	Working Foreman II	11-6 (L8)	1	87,841.44	1	29,219.48	1	62,067	24,063.51	60,390.00	1	28.92	62,067.00	62,067.00
10. LAB	Water Meter Installer	8-6 (L11)	1	70,135.61	1	53,964.68	1	53,399	27,266.88	53,399.00	1	25.57	53,399.00	
11. LAB	Water Service Inspector	7-6 (L11)	1	57,234.11	1	51,058.42	1	51,058	12,520.13	51,058.00	1	24.45	51,058.00	51,058.00
Total			11	547,580.03	11	441,000.92	11	582,904	241,126.89	581,227.00	11		561,842.00	508,443.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

	FY 2009	FY 2010	FY 2011			FY 2012		
			July-December	Actual	Estimated			
Classification	Actual Expenditures	Actual Expenditures	Budget	Expenditures	Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel								
Water Maintenance & Operations 610-452-5100								
5112 Wages - Full Time	317,846.48	306,758.34	416,380.00	177,276.37	416,380.00	395,318.00	395,318.00	395,318.00
5131 Overtime	97,179.95	131,150.66	90,000.00	95,848.44	176,392.00	90,000.00	90,000.00	90,000.00
5135 Standby		28,818.07	18,700.00	14,391.45	28,176.00	28,800.00	28,800.00	28,800.00
5195 Buyback Sick Time	15,157.93	6,019.23	12,500.00		12,500.00	8,000.00	8,000.00	8,000.00
Meter Read, Repair & Install 610-454-5100								
5112 Wages - Full Time	215,211.16	134,242.58	166,524.00	63,850.52	164,847.00	166,524.00	113,125.00	113,125.00
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General Expenses								
Water Maintenance & Operations 610-452-5200								
5192 Mileage		777.89	1,200.00	242.50	600.00	600.00	600.00	600.00
5211 Heat	14,073.98	9,497.65	14,000.00	2,394.28	12,000.00	12,000.00	12,000.00	12,000.00
5213 Light	8,765.27	12,512.67	10,000.00	3,161.74	8,000.00	8,000.00	8,000.00	8,000.00
5231 Water	119.46	141.15						
5241 Equipment Repair/Maint	26,428.55	21,204.01	30,300.00	9,410.05	30,000.00	30,000.00	30,000.00	30,000.00
5242 Office Equipment Repair/Maint	4,638.32	3,416.63	3,000.00	2,321.32	4,000.00	3,000.00	3,000.00	3,000.00
5245 Buildings & Grounds Maint	3,950.00	1,004.78	2,000.00	48.38	1,000.00	2,000.00	2,000.00	2,000.00
5244 Motor Equipment Repair/Maint	4,211.70							
5261 Water/Sewer Infrastructure	970.00	967.95	5,000.00	314.75	2,500.00	2,500.00	2,500.00	2,500.00
5303 Engineer Services /Consultants	13,410.35	13,945.00	31,500.00	6,834.00	25,000.00	25,000.00	25,000.00	25,000.00
5312 Training	4,015.87	2,614.90	3,000.00	190.00	3,000.00	3,000.00	3,000.00	3,000.00
5341 Advertising		57.64						
5342 Postage	4,576.83	973.93	500.00	167.38	500.00	500.00	500.00	500.00
5343 Printing	949.20	870.00	6,000.00	250.00	1,000.00	650.00	650.00	650.00
5381 Contract Labor		2,872.12						
5420 Office Supplies	4,380.96	4,196.89	2,250.00	1,895.96	3,500.00	3,500.00	3,500.00	3,500.00
5431 Paint Supplies	1,557.49	2,996.32	1,000.00	2,406.41	4,000.00	2,500.00	2,500.00	2,500.00
5452 Custodial Supplies	2,711.41	773.53	1,200.00	151.92	800.00	700.00	700.00	700.00
5460 Groundskeeping Supplies	2,846.29	1,087.75	1,500.00	352.95	600.00	600.00	600.00	600.00
5470 Public Safety Supplies	9,332.45	3,183.79	1,500.00	799.00	3,500.00	1,800.00	1,800.00	1,800.00
5510 Education Supplies	361.99	6.00	400.00					
5538 Street/Sidewalk Material	28,506.39	27,488.71	27,000.00	12,778.97	30,000.00	30,000.00	30,000.00	30,000.00
5539 Castings & Pipes	66,666.65	67,784.42	49,000.00	33,053.40	70,000.00	65,000.00	65,000.00	65,000.00
5581 Clothing, Gloves, Shoes	13,051.38	9,048.99	10,000.00	9,176.85	16,000.00	10,000.00	10,000.00	10,000.00
5587 Tools	12,289.50	7,678.45	10,000.00	4,551.96	15,000.00	10,000.00	10,000.00	10,000.00
5730 Dues	476.00				500.00	500.00	500.00	500.00
5731 Conference Expense	688.35	723.25			200.00			
5733 Licenses	815.00	684.00	3,000.00	175.00	1,000.00	1,500.00	1,500.00	1,500.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES	FY 2009		FY 2010		FY 2011		FY 2012		
	Actual	Actual		July-December					
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval	
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	31,025.00	16,000.00	16,000.00		48,000.00	40,000.00	16,000.00	16,000.00	
5394-45 Disposal of Trench Tailings	20,000.00	6,473.39	30,000.00	10,900.00	25,000.00	30,000.00	30,000.00	30,000.00	
5394-49 Service Repairs	37,262.97	22,749.90	25,000.00		7,500.00	25,000.00	25,000.00	25,000.00	
5690 State Assessment - MWRA	7,131,291.00	7,149,732.00	7,639,702.00	3,819,851.00	7,639,702.00	7,643,544.00	7,643,544.00	7,643,544.00	
5692 State Assessment - DEP	20,030.48	24,106.09	27,000.00		23,000.00	25,000.00	25,000.00	25,000.00	
5876 Hydrants	73,510.11	11,367.01	15,000.00	3,705.00	3,500.00	10,000.00	10,000.00	10,000.00	
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	19,426.12	8,923.93	25,000.00	7,566.75	15,000.00	15,000.00	15,000.00	15,000.00	

COST SUMMARY BY CLASSIFICATION

Personnel	645,395.52	606,988.88	704,104.00	351,366.78	798,295.00	688,642.00	635,243.00	635,243.00
General Expenses	229,793.39	196,508.42	213,350.00	90,676.82	232,700.00	213,350.00	213,350.00	213,350.00
Equipment & Unusual	7,332,545.68	7,239,352.32	7,777,702.00	3,842,022.75	7,761,702.00	7,788,544.00	7,764,544.00	7,764,544.00
Total Operating Budget	8,207,734.59	8,042,849.62	8,695,156.00	4,284,066.35	8,792,697.00	8,690,536.00	8,613,137.00	8,613,137.00

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Provide for the efficient response to customer complaints, stoppages and breaks. Develop a "routine" Operation & Maintenance Plan, consistent with available resources and equipment. Provide for the upgrade and improved operation and maintenance at the City's sewer pumping stations to maintain compliance with Federal & State regulations.

DESCRIPTION OF OUTPUT STATEMENT:

Improve consistency in operation & maintenance activities by filling staffing vacancies and upgrading / modernizing 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 2009	FY 2010
Pension-Contributory/FICA	227,956	231,539
Pension Administration	17,893	21,100
Medical & Life Insurance	254,111	304,332
Heat, Light, Water	21,051	22,902
Building Repair & Maintenance	24,902	25,132
Building Insurance	61	61
Motor Vehicle Insurance	3,108	2,721
Motor Vehicle Maint & Repair	35,638	34,629
Other Dept Allocations	1,187,062	1,201,290
Workers Compensation	150,302	195,766
Total	\$1,922,084	\$2,039,472

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Sewer Stoppages Main	79	72	75
Sewer Stoppages laterals	125	175	175
Sewer Main Repairs			
Sewer Lateral Repairs	26	30	30
Catch Basin Cleaned	1,588	1,800	1,800
Number of Catch Basins (city owne	5,400	5,400	5,400
Televised Miles	2	1	1
Miles of Drain	95	95	95
Miles of Sewer	150	150	150
Sanitary Grease Traps Citywide	268	268	268
Sanitary Grease Traps Inspections	976	1,100	1,100

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position			FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request		Mayor's Recommendation		Council Approval	
								Budget	Actual Expenditures		Estimated Expenditures	Rate	Total	#		Total
1. LAB	Working Foreman I	10-6 (L8)	1	57,916.65	1	29,326.81	1	56,962		56,962.00	1	27.28	56,962.00	1	56,962.00	56,962.00
2. LAB	Working Foreman I/Video Insp	10-6 (L11)	1	56,520.69	1	58,544.45	1	58,545	29,608.83	58,545.00	1	28.04	58,545.00	1	58,545.00	58,545.00
3. LAB	S M E O	9-6 (L11)	1	54,088.97	1	55,398.82	1	55,399	28,017.79	55,399.00	1	26.77	55,555.00	1	55,555.00	55,555.00
4. LAB	S M E O	9-6 (L8)	1	610.79	1	4,011.63	1	54,392	15,473.43	54,392.00	1	26.05	54,392.00	1	54,392.00	54,392.00
5. LAB	Pump Station Operator	9-6 (L11)									1	19.74	41,217.00	1	55,902.00	55,902.00
6. LAB	M E O	7-6 (L10)	1	52,930.14	1	51,379.01	1	50,599	25,617.61	50,599.00	1	24.23	50,599.00	1	50,599.00	50,599.00
7. LAB	M E O	7-4	1	26,986.11	1	40,267.30	1	41,818	4,098.98	41,818.00	1	22.03	45,999.00	1	41,218.00	41,218.00
8. LAB	M E O	7-4	1	8,852.96	1	38,466.72	1	40,247	19,366.58	40,247.00	1	20.20	41,818.00	1	41,818.00	41,818.00
9. LAB	Pump Station Attend	7-6 (L9)	1	415.70	1		1	49,679		49,679.00	1	24.01	49,751.00	1	49,751.00	49,751.00
10. LAB	Laborer	6-1	1	24,857.90	1	19,200.72	1	36,870	18,388.00	36,870.00	1	18.69	38,489.00	1	36,227.00	36,227.00
Total			9	283,179.91	9	296,595.46	9	444,511.00	140,571.22	444,511.00	10		493,327.00	10	500,969.00	500,969.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES									
	FY 2009	FY 2010	FY 2011				FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures		Department Request	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	276,976.29	296,595.46	444,511.00	140,571.22	444,511.00		493,327.00	500,969.00	500,969.00
5131 Overtime	75,123.17	78,259.64	70,000.00	49,552.69	99,186.00		70,000.00	70,000.00	70,000.00
5135 Standby		32,574.50	23,000.00	15,817.95	30,359.00		32,000.00	32,000.00	32,000.00
5195 Buyback Sick Time	6,839.16	5,685.68	4,500.00		6,091.00		4,500.00	4,500.00	4,500.00
General Expenses 600-440-5200									
5213 Light	92,731.82	88,023.24	80,000.00	36,406.51	83,000.00		79,000.00	79,000.00	79,000.00
5241 Equipment Repair/Maint	40,288.07	70,040.99	60,000.00	16,933.39	64,000.00		59,000.00	59,000.00	59,000.00
5244 Motor Equipment Repair/Maint	8,968.65	1,243.16	2,000.00	3,389.23	1,500.00		5,000.00	5,000.00	5,000.00
5245 Building/Grounds Maint			1,000.00		1,000.00		1,000.00	1,000.00	1,000.00
5261 W/S Infrastructure Repair/Maint	3,850.36	15,674.58	43,000.00	1,618.59	3,200.00		40,000.00	40,000.00	40,000.00
5276 Truck/ Equipment Rental			3,000.00				3,000.00	3,000.00	3,000.00
5303 Engineering Services/NPDES Permitting	590.00	3,874.20							
5340 Communication		556.87	600.00	199.95	600.00		600.00	600.00	600.00
5431 Paint Supplies	460.00	756.38	500.00	466.04	700.00		500.00	500.00	500.00
5450 Custodial Supplies	2,157.19	1,240.88	1,000.00	888.00	4,300.00		1,500.00	1,500.00	1,500.00
5460 Groundskeeping Supplies	726.58	7,409.13	6,000.00	6,717.75	13,000.00		5,000.00	5,000.00	5,000.00
5500 Medical Supplies	182.15	337.40	500.00	1,128.81	2,400.00		1,000.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials		230.28	1,000.00	1,652.83	1,500.00		3,000.00	3,000.00	3,000.00
5539 Castings & Pipes	3,867.17	2,709.48	5,000.00	135.00	5,000.00		3,000.00	3,000.00	3,000.00
5542 Water/Sewer Materials	3,627.77	1,616.31	1,500.00	1,851.92	2,900.00		2,000.00	2,000.00	2,000.00
5581 Clothing, Gloves, Shoes	8,115.97	9,757.92	6,000.00	4,085.71	11,000.00		6,000.00	6,000.00	6,000.00
5587 Tools	1,642.44	4,083.60	2,000.00	2,324.42	13,000.00		3,500.00	3,500.00	3,500.00
Equipment & Unusual 600-440-5400									
5394-49 Service Repairs	75,659.95	89,143.38	100,000.00	19,550.00	34,000.00		100,000.00	100,000.00	100,000.00
5394-45 Disposal of Trench Tailings	28,156.94	5,877.66	30,000.00	12,846.16	27,000.00		30,000.00	30,000.00	30,000.00
5394-43 Contaminated Soils	615.00	1,153.60	10,000.00		10,000.00		10,000.00	10,000.00	10,000.00
5394-41 Catch Basin Cleaning	15,000.00	51,746.51	45,000.00	22,279.52	35,000.00		45,000.00	45,000.00	45,000.00
5690 State Assessment - MWRA	10,890,696.00	11,731,972.00	11,903,366.00	5,953,214.00	11,903,366.00		12,458,139.00	12,458,139.00	12,458,139.00
5740 Insurance	5,720.00	5,590.00	7,500.00		7,500.00		7,500.00	7,500.00	7,500.00
5877 Safety Equipment			3,000.00	2,705.00	4,100.00		4,000.00	4,000.00	4,000.00
COST SUMMARY BY CLASSIFICATION									
Personnel	358,938.62	413,115.28	542,011.00	205,941.86	580,147.00		599,827.00	607,469.00	607,469.00
General Expenses	167,208.17	207,554.42	213,100.00	77,798.15	207,100.00		213,100.00	213,100.00	213,100.00
Equipment & Unusual	11,015,847.89	11,885,483.15	12,098,866.00	6,010,594.68	12,020,966.00		12,654,639.00	12,654,639.00	12,654,639.00
Total Operating Budget	11,541,994.68	12,506,152.85	12,853,977.00	6,294,334.69	12,808,213.00		13,467,566.00	13,475,208.00	13,475,208.00

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 2009	FY 2010
Pension-Contributory/FICA	4,914,710	4,614,511
Pension Administration	382,741	415,273
Medical & Life Insurance	5,681,314	5,933,160
Heat, Light, Water	123,709	138,184
Building Repair & Maintenance	242,498	87,720
Building Insurance	3,542	3,579
Motor Vehicle Insurance	10,899	9,127
Motor Vehicle Maint & Repair	124,966	116,147
Total	\$11,484,379	\$11,317,701

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 2010 Actual	FY 2011 Estimated	FY 2012 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 2010 Actual	FY 2011 Estimated	FY 2012 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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Oil Burn - LP Gas - Tanks - BLST	325	340	350
Co In Service - Indus - Mer	3,500	3,300	3,200
Schools - Nurs Homes - Hosp	100	100	100
Truck Insp (Fuel - Gas)	60	10	60
Permits	850	800	865
Fire Warning Systems	850	800	875
Educational Classes	250	350	375
Hotel Motel Lodge AP	250	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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Box Alarms	1,360	1,800	1,875
Still Alarms	5,990	6,500	6,875
Bomb Scares	3	10	17
False Alarms	150	200	223
System Trouble	475	550	623

FIRE

PERSONNEL

			FY 2009		FY 2010		FY 2011				FY 2012					
Bargaining Unit	Position	FY 2010 Grade-Step	#	Actual Expenditures	#	Actual Expenditures	#	July-December		Estimated Expenditures	Department Request			Mayor's Recommendation		Council Approval
								Budget	Actual Expenditures		#	Rate	Total	#	Total	
1.	Fire Chief	22-6	1	124,732.38	1	128,740.54	1	138,065	68,868.24	138,065.00	1	139,492.00	139,492.00	1	139,492.00	139,492.00
2.	FIRE Deputy Chief		6	571,250.84	6	553,432.35	6	565,760	320,242.99	565,760.00	6	99,327.00	565,760.00	6	565,760.00	565,760.00
3.	FIRE Captain		10	760,915.19	10	810,850.70	10	782,810	436,446.81	782,810.00	10	78,281.00	782,810.00	10	782,810.00	782,810.00
4.	FIRE Lieutenant		30	1,978,897.36	30	2,061,165.67	30	2,002,230	1,006,605.90	2,002,230.00	30	66,741.00	2,002,230.00	30	2,002,230.00	2,002,230.00
5.	FIRE Lieutenant - Fire Prev		3	275,352.49	3	218,468.89	3	218,052	141,572.40	218,052.00	3	72,684.00	218,052.00	3	218,052.00	218,052.00
6.	FIRE Fire Fighter	***	116	6,211,503.61	116	6,317,726.67	116	6,607,476	2,959,760.09	6,094,827.00	124	56,961.00	7,063,164.00	116	6,564,755.00	6,564,755.00
7.	Executive Assistant	12-6 (L11)	1	68,940.67	1	71,633.29	1	74,548	37,784.41	74,548.00	1	74,548.00	74,548.00	1	74,548.00	74,548.00
8.	Principal Office Assist	8-6 (L11)	1	42,848.86	1	42,977.51	1	55,135	22,446.86	55,135.00	1	55,637.00	55,637.00	1	55,637.00	55,637.00
9.	Sr Office Assistant PT 19	6-6	1	25,314.14	1	23,226.40	1	24,284	12,279.51	24,284.00	1	44,734.00	24,284.00	1	24,284.00	24,284.00
10.	Sr Office Assistant PT 19	6-6	1	16,572.86	1	21,221.28	1	23,981	11,940.95	23,981.00	1	44,734.00	24,284.00	1	24,284.00	24,284.00
11.	Temporary Help		1	1,296.00				1,400		1,400.00		10.00	1,400.00		700.00	700.00
Total Salaries			55	3,866,120.79	54	3,931,716.63	54	3,886,265	2,058,188.07	3,886,265.00	54		3,888,497.00	54	3,887,797.00	3,887,797.00
Total Wages			116	6,211,503.61	116	6,317,726.67	116	6,607,476	2,959,760.09	6,094,827.00	124		7,063,164.00	116	6,564,755.00	6,564,755.00

*** ERI Vacancy - funded for 3 months

FIRE

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-220-5100								
5111 Salaries - Full Time	3,822,937.79	3,887,268.95	3,836,600.00	2,033,967.61	3,836,600.00	3,838,529.00	3,838,529.00	3,838,529.00
5112 Wages - Full Time	6,211,503.61	6,317,726.67	6,607,476.00	2,959,760.09	6,094,827.00	7,063,164.00	6,564,755.00	6,564,755.00
5121 Salaries - Part Time	41,887.00	44,447.68	48,265.00	24,220.46	48,265.00	48,568.00	48,568.00	48,568.00
5122 Temporary Help	1,296.00	0.00	1,400.00	0.00	1,400.00	1,400.00	700.00	700.00
5143 Holiday	614,650.66	623,451.11	690,425.00	412,725.36	690,425.00	690,425.00	690,425.00	690,425.00
5141 Longevity	426,060.20	486,442.46	464,000.00	453,119.39	464,000.00	471,000.00	471,000.00	471,000.00
5142 College Credits	516,213.69	574,266.29	572,000.00	541,316.97	572,000.00	582,000.00	582,000.00	582,000.00
5144 Out of Grade	53,197.08	61,702.16	100,000.00	25,549.65	100,000.00	100,000.00	70,000.00	70,000.00
5131 Overtime	494,473.63	590,988.11	473,572.00	602,439.71	1,007,821.00	527,572.00	473,572.00	473,572.00
5145 LEPC Chairperson Stipend	32,500.00	32,500.00	32,500.00	16,472.66	32,500.00	32,500.00	32,500.00	32,500.00
Receipt offset - Grant		(2,480.00)		(4,007.98)				
<hr/>								
General Expenses 001-220-5200								
5146 Emergency Medical Technician	89,274.84	89,998.38	116,269.00		116,269.00	119,660.00	116,269.00	116,269.00
5241 Equipment Repair/Maint	21,315.17	11,378.85	18,958.00	8,261.96	18,958.00	18,958.00	18,958.00	18,958.00
5242 Office Equipment Repair/Maint	991.41	721.60	1,100.00	375.00	1,100.00	1,200.00	1,100.00	1,100.00
5244 Motor Equipment Repair/Maint	47,962.06	69,437.84	43,500.00	12,279.58	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		8,000.00	243.61	10,859.00	8,000.00	8,000.00	8,000.00
5306 Medical Services	74,402.06	46,385.19	30,000.00	35,780.72	67,715.00	30,000.00	60,000.00	60,000.00
5312 Training	30,414.06	5,610.93	15,000.00	431.78	20,620.00	17,000.00	15,000.00	15,000.00
5340 Communication		15,000.00						
5342 Postage	316.16	244.73	200.00	44.00	200.00	500.00	500.00	500.00
5343 Printing	2,006.80	1,892.55	750.00	310.00	915.00	1,000.00	750.00	750.00
5420 Office Supplies	3,790.06	1,887.79	2,000.00	1,846.69	2,315.88	3,000.00	2,000.00	2,000.00
5430 Building Supplies	5,676.76	2,273.17	3,000.00	448.43	3,000.00	5,000.00	3,000.00	3,000.00
5435 Electrical Supplies	70.40							
5450 Custodial Supplies	3,891.53	3,616.27	2,500.00	1,474.85	2,500.00	2,500.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	555.39	100.46	100.00		100.00	800.00	100.00	100.00
5470 Public Safety Supplies	12,298.14	14,385.36	7,500.00	648.32	7,500.00	9,800.00	7,500.00	7,500.00
5500 Medical Supplies		2,167.89	2,500.00	29.35	2,500.00	4,000.00	4,000.00	4,000.00
5510 Education Supplies	130.00		700.00		700.00	700.00	700.00	700.00
5587 Tools	306.77	268.32	300.00	157.71	300.00	600.00	300.00	300.00
5730 Dues	5,287.41	4,343.35						
5730 Dues - Metro Fire			3,500.00	2,500.00	3,500.00	3,500.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access			1,500.00	1,150.00	1,500.00	1,500.00	1,500.00	1,500.00
5731 Conference Expense	547.35					2,000.00		
5794 Holiday	626.17							

FIRE

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400								
5245 Tower Repair & Maint	10,472.00	8,546.08	5,000.00	113.40	6,300.00	5,000.00	5,000.00	5,000.00
5471 Patches & Badges	479.00					800.00		
5850 Safety Equipment	36,373.32	25,748.74	20,000.00	13,118.96	41,092.00	36,700.00	36,700.00	36,700.00
5854 Hoses, Cable, Wire	20,553.00	38,577.11	21,000.00	7,301.00	21,000.00	21,000.00	21,000.00	21,000.00
5873 Helmets & Shields			200.00	200.00	415.00	700.00	500.00	500.00
Special Items 001-220-5500								
5190 Uniform Allowance	775.00		775.00		775.00	775.00	775.00	775.00
5190 Uniform Allowance 160 @ 725	145,610.17	126,007.69	116,000.00	116,967.00	116,967.00	121,800.00	116,000.00	116,000.00
5190 Uniform Allowance 5 @ 775	3,875.00		3,875.00		3,875.00	3,875.00	3,875.00	3,875.00
5191 Uniform Allowance 15 @ 4,000			40,000.00		39,033.00	60,000.00	60,000.00	60,000.00
5196 Uniforms-Special Positions			4,000.00		4,000.00	4,000.00	4,000.00	4,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,214,719.66	12,616,313.43	12,826,238.00	7,065,563.92	12,847,838.00	13,355,158.00	12,772,049.00	12,772,049.00
General Expenses	309,749.24	269,712.68	257,377.00	65,982.00	304,051.88	273,218.00	289,177.00	289,177.00
Equipment & Unusual	67,877.32	72,871.93	46,200.00	20,733.36	68,807.00	64,200.00	63,200.00	63,200.00
Special Items	150,260.17	126,007.69	164,650.00	116,967.00	164,650.00	190,450.00	184,650.00	184,650.00
Total Operating Budget	<u>12,742,606.39</u>	<u>13,084,905.73</u>	<u>13,294,465.00</u>	<u>7,269,246.28</u>	<u>13,385,346.88</u>	<u>13,883,026.00</u>	<u>13,309,076.00</u>	<u>13,309,076.00</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.
6. Through the Environmental Committee, ensure continuous environmental compliance by City departments, continuous improvement in the management of the City's environmental issues
increase environmental awareness by City employees, residents and business owners, reduce the environmental impacts of City operations and services and increase opportunities for pollution prevention.

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 2009	FY 2010
Pension-Contributory/FICA	9,926	7,471
Pension Administration	715	604
Medical & Life Insurance	25,296	27,943
Heat, Light, Water	37,056	18,715
Building Repair & Maintenance	18,727	40,879
Building Insurance	617	623
Motor Vehicle Insurance	2,018	1,352
Motor Vehicle Maint & Repair	23,142	17,207
Total	\$117,497	\$114,794

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
AUXILIARY POLICE & FIRE			
Active Members	37	37	40
Officers	9	9	9
Privates/Patrolmen	28	28	31
Number of Incidents	213	80	85
Mutual Aid Incidents	6	6	6
Hours: Drills/Training	3,103	3,400	3,450
Hours: In Service/Incidents	1,877	1,540	1,600
Hours: Equipment Repair/Meeting	2,515	2,773	2,780
TOTAL HOURS DONATED	7,495	7,713	7,830
Hours: Average/Person	203	208	196
Support Staff	5	5	5
Hours: Support Staff	200	200	200
Total Grants Received	58,581		
Auxiliary PD Citation Revenue	5,400		
FEMA Reimbursement-Flooding	182,527		
Total Receipts	246,508		

EMERGENCY MANAGEMENT

PERSONNEL

				FY 2009		FY 2010		FY 2011			FY 2012						
Bargaining Unit Position		FY 2012 Grade-Step		Actual		Actual		July-December			Department Request		Mayor's Recommendation		Council		
				#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Total	Approval
1.	Environmental Specialist	PT 19	16-6	1	46,244.98	1	45,929.49	1	47,624	24,539.74	47,624.00	1	87,729.00	47,624.00	1	47,624.00	47,624.00
2.	Director of Emergency Mgmt	PT		1	10,000.00	1	10,000.00	1	10,000	5,068.47	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	5,068.47	10,000.00		10,000.00	10,000.00		10,000.00	10,000.00
Total				2	66,244.98	2	65,929.49	2	67,624	34,676.68	67,624.00	2	67,624.00		2	67,624.00	67,624.00

EMERGENCY MANAGEMENT

EXPENDITURES	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-291-5100								
5121 Salaries - Part Time	66,244.98	65,929.49	67,624.00	34,676.68	67,624.00	67,624.00	67,624.00	67,624.00
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General Expenses 001-291-5200								
5241 Equipment Repairs/Maint	11,109.02	6,042.35	5,000.00	63.15	3,224.80	5,000.00	5,000.00	5,000.00
5312 Training	2,894.20					3,000.00	3,000.00	3,000.00
5340 Communication	1,400.64			374.90	374.90			
5341 Advertising	149.32	107.40		107.40	107.40			
5342 Postage	7.31							
5343 Printing				980.40	980.40			
5420 Office Supplies	47.37		400.00	1,512.50	1,512.50	400.00	400.00	400.00
5470 Public Safety Supplies	7,166.15	249.95	1,000.00	156.60	200.00	1,000.00	1,000.00	1,000.00
5490 Food Supplies	349.04							
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Equipment & Unusual 001-291-5400								
5310 Environmental Services	7,740.21	5,572.28	4,400.00	178.52	4,400.00	3,400.00	3,400.00	3,400.00
5875 Mobile Radios & Battery	3,000.00		3,600.00	841.89	3,600.00	3,600.00	3,600.00	3,600.00
5874 Lighting Plant	500.00							
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Special Items 001-291-5500								
5190 Uniform	10,399.83		3,500.00	25.00	3,500.00	3,500.00	3,500.00	3,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	66,244.98	65,929.49	67,624.00	34,676.68	67,624.00	67,624.00	67,624.00	67,624.00
General Expenses	23,123.05	6,399.70	6,400.00	3,194.95	6,400.00	9,400.00	9,400.00	9,400.00
Equipment & Unusual	11,240.21	5,572.28	8,000.00	1,020.41	8,000.00	7,000.00	7,000.00	7,000.00
Special Items	10,399.83	0.00	3,500.00	25.00	3,500.00	3,500.00	3,500.00	3,500.00
Total Operating Budget	<u>111,008.07</u>	<u>77,901.47</u>	<u>85,524.00</u>	<u>38,917.04</u>	<u>85,524.00</u>	<u>87,524.00</u>	<u>87,524.00</u>	<u>87,524.00</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 2009	FY 2010
Pension-Contributory/FICA	156,309	116,810
Pension Administration	11,910	10,167
Medical & Life Insurance	206,244	221,897
Heat, Light, Water	11,404	12,148
Building Repair & Maintenance	7,234	15,951
Building Insurance	239	241
Motor Vehicle Insurance	2,019	1,690
Motor Vehicle Maint & Repair	23,141	21,509
Total	<u>\$418,500</u>	<u>\$400,413</u>

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Permits issued	853	850	850
Burial permits issued	265	265	265
Food service estab permits	315	315	315
Retail food permits	76	76	76
Swimming pool permits	49	50	50
Tobacco permits	73	73	73
Day camp permits	21	21	21
DNA research permits	14	15	15
Mobile food & Caterer	14	14	14
Transportation of garbage	33	33	33
Contagious follow-up	104	104	104
Tuberculosis follow-up	191	191	191
Catch basin larva control	3,396	3,400	3,400
B.T.I. treated acres	30.4	31	31
Aerosol application/acres	286	286	286

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Food establishment inspections	1,763	1,700	1,700
Housing inspections	1,592	1,450	1,450
Swimming pool inspections	49	50	50
Housing complaints	1,141	1,100	1,100
Trash complaints	427	420	420
Food complaints	52	50	50
Rodent & pest complaints	56	50	50
No heat complaints	59	60	60
Day camp inspections	21	22	22
Conferences owner or operator	316	305	305

INSPECTION OF WEIGHTS & MEASURE			
Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Inspections	5,995	6,000	6,000
Gas pumps sealed	349	340	340
Scanners Inspected	3,097	4,000	4,000
Oil truck meters sealed	44	40	40
Weights tested	92	92	92
Taxi meters sealed	61	60	60
Package testing	1,792	1,800	1,800
Scales inspected	533	535	535
Adjustments	154	150	150
Sealing fees	16,291	17,000	17,000
Violator fines	\$600	\$550	\$550
Annual estimated loss to consumers and businesses	\$2,000,000	\$2,000,000	\$2,000,000

HEALTH

PERSONNEL

Bargaining Unit Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011				FY 2012				
		#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation # Total	Council Approval
1. Commissioners	*	5	5,300.00	5	500.00	5	5,000	1,100.00	5,000.00	5	1,000.00	5,000.00	5	5,000.00
2. Dir of Public Health	18-6 (L11)	1	108,024.24	1	107,076.39	1	110,918	56,218.59	110,918.00	1	110,918.00	110,918.00	1	110,918.00
3. Asst Dir of Public Health	15-6 (L11)	1	88,134.98	1	87,362.75	1	90,612	45,926.51	90,612.00	1	90,612.00	90,612.00	1	90,612.00
4. SPMG Sr Code Enforce Insp	13-6 (L10)			2	157,349.04	2	157,688	79,923.70	157,688.00	2	78,844.00	157,688.00	2	157,688.00
5. Inspector, Wgts & Meas	13-6 (L9)	1	75,219.52	1	75,243.58	1	78,127	39,598.43	78,127.00	1	78,127.00	78,127.00	1	78,127.00
6. SPMG Sr Code Enforce Insp	13-6 (L8)	2	152,811.83			1	77,410	38,748.31	77,410.00	1	77,410.00	77,410.00	1	77,410.00
7. SPMG Sr Code Enforce Insp	13-6	2	137,621.91	2	143,352.20	1	71,676	36,328.98	71,676.00	1	71,676.00	71,676.00	1	71,676.00
8. Public Health Nurse, RN	13-3	1	69,622.89	1	53,749.69	1	60,663	30,266.10	60,663.00	1	63,847.00	63,043.00	1	63,043.00
9. SPMG Code Enforcement Insp	12-6 (L9)	1	60,770.26	1	65,539.37	1	68,252	34,036.56	68,252.00	1	73,204.00	71,589.00	1	71,589.00
10. Office Coordinator		1	357.94											
Total		15	697,863.57	14	690,173.02	14	720,346	362,147.18	720,346.00	14		726,063.00	14	726,063.00

HEALTH

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	692,563.57	689,673.02	715,346.00	361,047.18	715,346.00	721,063.00	721,063.00	721,063.00
5194 Boards & Commissions	5,300.00	500.00	5,000.00	1,100.00	5,000.00	5,000.00	5,000.00	5,000.00
General Expenses 001-510-5200								
5192 Mileage	4,152.80	3,415.70	3,600.00	1,377.50	3,600.00	4,200.00	4,200.00	4,200.00
5242 Office Equipment Repair/Maint			1,700.00		1,700.00	1,700.00	1,700.00	1,700.00
5305 Legal Services	510.00	260.00	150.00		150.00	150.00	150.00	150.00
5306 Medical Services	2,835.39	3,132.26	3,650.00	1,694.66	3,650.00	2,500.00	2,500.00	2,500.00
5342 Postage	1,641.70	1,271.00	1,250.00	20.00	1,250.00	1,300.00	1,300.00	1,300.00
5343 Printing	596.10	715.58	800.00	800.00	800.00	1,000.00	1,000.00	1,000.00
5381 Contract Labor / Instruction	420.00	90.00	750.00	275.00	750.00	800.00	800.00	800.00
5386 Public Safety /Mosquito Control	28,716.00	29,434.00	30,025.00	30,025.00	30,025.00	30,625.00	30,625.00	30,625.00
5420 Office Supplies	2,166.65	1,410.05	1,350.00	896.62	1,350.00	1,500.00	1,500.00	1,500.00
5510 Education Supplies		59.95	500.00	309.95	500.00	500.00	500.00	500.00
5581 Clothing, Gloves & Shoes	269.97	599.99	750.00	360.78	750.00	750.00	750.00	750.00
5587 Tools	489.33	302.00	500.00	404.86	500.00	600.00	600.00	600.00
5730 Dues	100.00							
Equipment & Unusual 001-510-5400								
5395-72 Medical Waste Pickup	599.65	434.89	600.00	441.83	600.00	600.00	600.00	600.00
5806 Contagious Disease	5,524.04							

COST SUMMARY BY CLASSIFICATION

Personnel	697,863.57	690,173.02	720,346.00	362,147.18	720,346.00	726,063.00	726,063.00	726,063.00
General Expenses	41,897.94	40,690.53	45,025.00	36,164.37	45,025.00	45,625.00	45,625.00	45,625.00
Equipment & Unusual	6,123.69	434.89	600.00	441.83	600.00	600.00	600.00	600.00
Total Operating Budget	745,885.20	731,298.44	765,971.00	398,753.38	765,971.00	772,288.00	772,288.00	772,288.00

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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Monthly Meetings	10	10	10
Off Site Meetings (Consultant)	62 for year	55	50
Waltham Event Participation	9	9	9
Developmental Prospectus Review	39 for year	30	30
Site Visits	~10 per month	~10 per month	~10 per month
Inquiries by phone/mail	~6 per day	~6per day	~6 per day
Demolition Delays Issued	2	3	3

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit Position		FY 2012 Grade-Step	Actual		#	July-December			Department Request			Mayor's Recommendation		Council Approval	
			#	Expenditures		#	Expenditures	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total		#
1.	Board Members		7	6,400.00	7		7,000.00	1,800.00	6,000.00	7	100.00	6,000.00	7	7,000.00	7,000.00
2.	Program Director		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	29,899.96	8		30,500	13,549.98	29,500.00	8		29,500.00	8	30,500.00	30,500.00

HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December 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	6,400.00	0.00	7,000.00	1,800.00	6,000.00	6,000.00	7,000.00	7,000.00
General Expenses 001-691-5200								
5192 Mileage						350.00	120.00	120.00
5342 Postage	360.60	508.88	900.00	176.00	900.00	500.00	500.00	500.00
5343 Printing		1,000.00	1,000.00	109.72	1,000.00	1,000.00	1,000.00	1,000.00
5420 Office Supplies	3,031.68	2,857.70	2,000.00	734.03	2,000.00	2,000.00	2,000.00	2,000.00
5450 Custodial Supplies	1,322.75	209.48				400.00	400.00	400.00
5510 Educational Supplies	93.10							
5730 Dues	275.00							
Equipment & Unusual 001-691-5400								
5430 Paine Building Furnishings	13,708.45	6,270.76						
6266 Landscape Maintenance-Paine Estate	9,850.00	2,370.00	2,000.00	1,505.24	2,000.00	3,000.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	29,899.96	23,499.96	30,500.00	13,549.98	29,500.00	29,500.00	30,500.00	30,500.00
General Expenses	5,083.13	4,576.06	3,900.00	1,019.75	3,900.00	4,250.00	4,020.00	4,020.00
Equipment & Unusual	23,558.45	8,640.76	2,000.00	1,505.24	2,000.00	3,000.00	3,000.00	3,000.00
Total Operating Budget	<u>58,541.54</u>	<u>36,716.78</u>	<u>36,400.00</u>	<u>16,074.97</u>	<u>35,400.00</u>	<u>36,750.00</u>	<u>37,520.00</u>	<u>37,520.00</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 2009	FY 2010
Pension-Contributory/FICA	60,694	67,793
Pension Administration	4,115	5,510
Medical & Life Insurance	262,663	243,969
Heat, Light, Water	22,808	24,296
Building Repair & Maintenance	14,470	31,902
Building Insurance	478	483
Motor Vehicle Insurance	404	
Motor Vehicle Maint & Repair	4,628	
Total	\$370,260	\$373,953

	FY 2010	FY 2011	FY 2012
Output Measure	Actual	Estimated	Projected
Number of Systems Operating	32	32	32
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	July-December		#	Department Request		#	Mayor's Recommendation		Council Approval
								Budget	Actual Expenditures		Estimated Expenditures	Rate		Total	Total	
1.	IT Director	19-6 (L8)	1	103,352.24	1	108,503.24	1	114,572	58,070.64	114,572.00	1	114,572.00	114,572.00	1	114,572.00	114,572.00
2.	Asst Director IT	16-6 (L11)	1	94,763.51	1	93,932.75	1	97,379	49,356.77	97,379.00	1	97,379.00	97,379.00	1	97,379.00	97,379.00
3.	GIS Administrator	16-6	1	83,532.80	1	84,624.21	1	87,729	44,465.56	87,729.00	1	87,729.00	87,729.00	1	87,729.00	87,729.00
4.	Server/Desktop Sys Mgr	15-6 (L9)	1	85,722.39	1	85,001.74	1	88,163	44,685.16	88,163.00	1	88,979.00	88,775.00	1	88,775.00	88,775.00
5.	SPMG Sr App Analyst / Programmer	13-6 (L11)	2	153,455.30	2	158,741.73	2	159,121	80,650.48	159,121.00	2	79,560.00	159,121.00	2	159,121.00	159,121.00
6.	Executive Assistant	12-6 (L10)	1	71,093.50												
7.	SPMG Server/Desktop Support Spec	12-6 (L11)	1	72,372.16	1	74,547.63	1	74,548	37,784.40	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	130,350.50	2	134,320.00	2	139,693	70,656.00	139,693.00	2	72,533.00	141,931.00	2	141,931.00	141,931.00
9.	SPMG Application Liaison	11-6 (L8)	1	59,232.83	1	62,270.03	1	65,591	32,230.31	65,591.00	1	67,252.00	67,252.00	1	67,252.00	67,252.00
10.	SPMG Principal Comp Operator N	9-6	1	53,246.03	1	54,818.65	1	56,763	27,698.88	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	22,397.58	0.5	24,005	9,413.53	24,005.00	0.5	44,220.00	24,005.00	0.5	24,005.00	24,005.00
12.	Temporary			14,848.00				14,848	6,800.00	14,848.00		16.00	14,848.00		14,848.00	14,848.00
Total			12	921,969.26	11.5	879,157.56	11.5	922,412	461,811.73	922,412.00	11.5	926,923.00		11.5	926,923.00	926,923.00

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-155-5100								
5111 Salaries - Full Time	853,875.23	801,941.33	826,796.00	417,899.32	826,796.00	831,307.00	831,307.00	831,307.00
5121 Salaries - Part Time	0.00	22,397.58	24,005.00	9,413.53	24,005.00	24,005.00	24,005.00	24,005.00
5112 Wages - Full Time	53,246.03	54,818.65	56,763.00	27,698.88	56,763.00	56,763.00	56,763.00	56,763.00
5122 Temporary Help	14,848.00	0.00	14,848.00	6,800.00	14,848.00	14,848.00	14,848.00	14,848.00
5131 Overtime - Callbacks	11,735.03	10,310.52	11,000.00	5,478.57	11,000.00	11,000.00	11,000.00	11,000.00
General Expenses 001-155-5200								
5192 Mileage Allowance	120.19		200.00	114.40	200.00	200.00	200.00	200.00
5231 Water	368.66							
5241 Equipment Repair/Maint	241.96	275.19	750.00		750.00	750.00	750.00	750.00
5243 Computer Equip Repair/Maint	86,812.10	74,128.75	84,000.00	35,018.41	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	150,672.49	140,217.00	145,657.00	137,302.63	145,657.00	145,657.00	145,657.00	145,657.00
5300 Consultants WEBSITE	7,590.00				20,000.00	20,000.00 *		
5312 Training	204.40					2,000.00	1,000.00	1,000.00
5340 Communication Line	12,243.00	12,391.95	15,000.00	7,364.77	15,000.00	15,000.00	15,000.00	15,000.00
5342 Postage	301.03	160.22	500.00	41.54	500.00	500.00	500.00	500.00
5343 Printing	2,983.05	1,956.56	1,500.00		1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	1,352.05	1,442.51	1,700.00	416.87	1,700.00	1,700.00	1,700.00	1,700.00
5424 Computer Supplies	21,025.58	30,274.61	18,000.00	13,956.43	18,000.00	18,000.00	18,000.00	18,000.00
5510 Education Supplies	98.98		400.00		400.00	400.00	400.00	400.00
5730 Dues	75.00	75.00	75.00		75.00	75.00	75.00	75.00
5731 Conference Expense	140.00							
Equipment & Unusual 001-155-5400								
6510 Fitch School Computer		1,106.00						
6520 Whittemore School Computer		3,134.00						
6571 Computer Software	1,545.00		10,000.00		10,000.00			
						*CIP Transfer		
COST SUMMARY BY CLASSIFICATION								
Personnel	933,704.29	889,468.08	933,412.00	467,290.30	933,412.00	937,923.00	937,923.00	937,923.00
General Expenses	284,228.49	260,921.79	268,282.00	194,215.05	288,282.00	290,282.00	269,282.00	269,282.00
Equipment & Unusual	1,545.00	4,240.00	10,000.00	0.00	10,000.00	0.00	0.00	0.00
Total Operating Budget	1,219,477.78	1,154,629.87	1,211,694.00	661,505.35	1,231,694.00	1,228,205.00	1,207,205.00	1,207,205.00

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 2009	FY 2010
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected

PERSONNEL

5

CENTRAL TELEPHONE SERVICE

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-156-5100								
5121 Salaries - Part Time	25,250.00	25,093.76	27,707.00	12,467.52	27,707.00	27,707.00	27,707.00	27,707.00
General Expenses 001-156-5200								
5128 Substitute Telephone Operator	10,774.43	7,870.93	10,000.00	4,737.34	10,000.00	10,000.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	45,384.41	35,143.17	50,000.00	29,431.67	50,000.00	50,000.00	50,000.00	50,000.00
5340 Communication	135,760.31	132,886.49	120,000.00	63,721.86	120,000.00	120,000.00	120,000.00	120,000.00
Equipment & Unusual 001-156-5400								
6422 911 Interface System			27,000.00	2,288.90	27,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	25,250.00	25,093.76	27,707.00	12,467.52	27,707.00	27,707.00	27,707.00	27,707.00
General Expenses	191,919.15	175,900.59	180,000.00	97,890.87	180,000.00	180,000.00	180,000.00	180,000.00
Equipment & Unusual	0.00	0.00	27,000.00	2,288.90	27,000.00	0.00	0.00	0.00
Total Operating Budget	<u>217,169.15</u>	<u>200,994.35</u>	<u>234,707.00</u>	<u>112,647.29</u>	<u>234,707.00</u>	<u>207,707.00</u>	<u>207,707.00</u>	<u>207,707.00</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 2009	FY 2010
Pension-Contributory/FICA	69,759	67,269
Pension Administration	5,106	5,716
Medical & Life Insurance	158,844	170,607
Heat, Light, Water	17,106	18,222
Building Repair & Maintenance	10,852	23,927
Building Insurance	359	362
Total	\$262,026	\$286,103

Output Measure	*to date & ongoing	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Personal Inj Claims		10	10	5
Amount Paid for Personal Inj claims		\$3,500	*0 to date	\$3,000
# of Property Damage Claims		9	**36	15
# of Water & Sewer Claims		10	**21	10
Amount Paid in Property/Judgments		\$164,700.00	*\$37,103. to date	\$20,000.00
Claims/Collections brought by the				
City against others		\$21,395	\$72,709	
Request for Opinions		314	253 to date	350
a. Review of Special Permits		17	11 to date	15
Basic Small Street Defect Claims		57	27 to date	20
Contracts		105	66 to date	120
Cases(Appeals, Worker's Comp, Personnel		61	40 to date	70
Issues, Collections, I&I Agreements, Disciplinary				
Actions, Wrongful Death Action, Zoning, ATB)				
Claimants Demands for Damages-Totals:				
Sewer Claims:		\$83,149	\$7,275. to date	
Property Damage:		\$5,114	\$13,058. to date	
Personal Injury:		\$24,000	Unknown *	
Street Defects:		\$27,846	\$10,299 to date	

* Amounts are not always identified by claimant and/or their attorney at the outset.

** As a result of the difficult winter we anticipate many additional claims for fences, walls, etc as a result of plowing

LAW

PERSONNEL

			FY 2009		FY 2010		FY 2011				FY 2012					
Bargaining Unit	Position	FY 2012 Grade-Step	Actual		Actual		July-December			Department Request		Mayor's		Council Approval		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total		#	Total
1.	City Solicitor	21-6 (L11)	1	128,462.76	1	127,361.53	1	131,811	66,808.52	131,811.00	1	131,811.00	131,811.00	1	131,811.00	131,811.00
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	107,106.37	1	107,008.50	1	110,918	56,250.05	110,918.00	1	110,918.00	110,918.00	1	110,918.00	110,918.00
4.	Asst City Solicitor	18-6 (L8)	1	98,308.86	1	104,182.47	1	107,920	54,699.21	107,920.00	1	107,920.00	107,920.00	1	107,920.00	107,920.00
5.	Asst City Solicitor	18-6	2	194,597.60	2	192,930.66	2	199,852	101,294.90	199,852.00	2	99,926.00	199,852.00	2	199,852.00	199,852.00
6.	** Office Mgr / Legal Secretary	11-6 (L11)	1	66,477.66	1	65,896.57	1	69,120	34,992.25	69,120.00	1	69,120.00	69,120.00			
7.	Legal Secretary	10-6	1	53,111.28	1	54,755.35	1	57,741	29,265.94	57,741.00	1	57,741.00	57,741.00	1	57,741.00	57,741.00
8.	* Legal Secretary	10-4 (L8)												1	57,750.00	57,750.00
9.	Assoc Office Assistant	7-6 (L8)	1	45,821.41	1	46,867.74	1	51,139	25,919.82	51,139.00	1	51,139.00	51,139.00			
10.	Part Time / Temporary														4,500.00	4,500.00
Total			8	694,385.94	8	699,502.82	8	729,001	369,480.69	729,001.00	8	729,001.00		7	670,992.00	670,992.00

* Upward mobility ERI

** ERI Position eliminated

LAW

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-151-5100								
5111 Salaries - Full Time	694,385.94	699,502.82	729,001.00	369,480.69	729,001.00	729,001.00	666,492.00	666,492.00
5121 Salaries - Part Time	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00	4,500.00
General Expenses 001-151-5200								
5192 Mileage Allowance	461.71	408.70	300.00	425.90	425.90	400.00	400.00	400.00
5231 Water	132.82							
5242 Maintenance of Office Equipment	283.73	1,284.80	1,300.00	1,317.36	1,300.00	1,300.00	1,300.00	1,300.00
5305 Legal Services		4,070.24	1,000.00	1,000.50	1,800.00	2,000.00	2,000.00	2,000.00
5308 Recording	550.00							
5308 Stenographer	3,294.55	3,956.75	3,000.00	352.25	3,000.00	3,000.00	3,000.00	3,000.00
5315 Witness-Court Cost	2,298.97							
5342 Postage	527.87	454.58	550.00	16.62	550.00	550.00	550.00	550.00
5343 Printing	128.43	240.72						
5420 Office Supplies	2,708.45	1,901.23	500.00	15.84	500.00	500.00	500.00	500.00
5424 Computer Supplies		365.83						
5730 Licenses & Law Library	41,414.15	36,376.17	41,500.00	16,539.15	41,500.00	45,000.00	45,000.00	45,000.00
Equipment & Unusual 001-151-5400								
5300 Consultants	1,070.65							
5315 Legal Issues	7,634.30	11,506.80						
5760 Judgments, Claims & Settlements	9,838.00	168,200.17	3,000.00	7,103.04	20,000.00	10,000.00	10,000.00	10,000.00
6100 Land Takings	650.00							

COST SUMMARY BY CLASSIFICATION

Personnel	694,385.94	699,502.82	729,001.00	369,480.69	729,001.00	729,001.00	670,992.00	670,992.00
General Expenses	51,800.68	49,059.02	48,150.00	19,667.62	49,075.90	52,750.00	52,750.00	52,750.00
Equipment & Unusual	19,192.95	179,706.97	3,000.00	7,103.04	20,000.00	10,000.00	10,000.00	10,000.00
Total Operating Budget	765,379.57	928,268.81	780,151.00	396,251.35	798,076.90	791,751.00	733,742.00	733,742.00

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 2009	FY 2010
Pension-Contributory/FICA	341,777	306,870
Pension Administration	23,492	24,363
Medical & Life Insurance	369,689	397,671
Heat, Light, Water	134,031	137,854
Building Repair & Maintenance	77,825	92,965
Building Insurance	4,592	4,640
Total	<u>\$951,406</u>	<u>\$964,363</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Registered Borrowers	28,991	28,900	28,000
Items Circulated	527,956	507,500	487,000
Process Books & Other Materials	18,667	18,500	18,000
Process of Inter Library Loan	134,785	130,000	130,000
Process of Period Titles	3,367	3,000	2,500
Process of A.V.	2,877	2,600	2,500
Process of Paperbacks	869	800	800
Number of Visits to building	322,665	330,000	331,000
Number of Programs	329	325	325
Program Attendance	8,199	8,000	8,000
Study Room Use	3,329	3,400	3,400

LIBRARY

PERSONNEL

			FY 2009		FY 2010		FY 2011				FY 2012					
Bargaining Unit Position		FY 2012 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	4,600.00	6		6	6,000	1,400.00	2,800.00	6	1,000.00	6,000.00	6	6,000.00	6,000.00
2.	Library Director	18-6 (L10)	1	108,206.16	1	101,935.31	1	109,919	55,597.74	109,919.00	1	109,919.00	109,919.00	1	109,919.00	109,919.00
3.	Asst Library Director	15-6 (L8)	1	60,983.10	1	85,001.72	1	88,163	44,685.17	88,163.00	1	88,163.00	88,163.00	1	88,163.00	88,163.00
4. LIBR	Library Dept Head	13-6 (L11)	1	82,817.85	2	159,121.21	2	159,121	80,650.45	159,121.00	2	79,560.00	159,121.00	2	159,121.00	159,121.00
5. LIBR	Library Dept Head		1	77,120.87												
6. LIBR	Library Dept Head	13-6	1	26,727.66												
7. LIBR	Library Dept Head	13-6 (L8)	1	68,363.74	1	71,676.11	1	71,676	35,779.13	71,676.00	1	75,499.00	75,499.00	1	75,499.00	75,499.00
8. LIBR	Library Dept Head	13-6	1	63,949.05	1	68,018.03	1	70,998	35,630.29	70,998.00	1	71,676.00	71,676.00	1	71,676.00	71,676.00
9. LIBR	Librarian I	12-6 (L10)	1	71,742.64	1	73,876.00	1	73,876	37,444.00	73,876.00	1	73,876.00	73,876.00	1	73,876.00	73,876.00
10. LIBR	Librarian I	12-5	1	56,511.37	1	60,450.55	1	62,993	31,515.58	62,993.00	1	65,467.00	65,467.00	1	65,467.00	65,467.00
11.	Administrative Assistant	10-6 (L11)	1	62,158.01	1	61,615.13	1	64,093	32,485.17	64,093.00	1	64,093.00	64,093.00	1	64,093.00	64,093.00
12. LIBR	Library Assistant I	9-6 (L11)	1	57,602.22	1	59,440.80	1	59,441	30,127.54	59,441.00	1	59,441.00	59,441.00	1	59,441.00	59,441.00
13. LIBR	Library Assistant I	9-6 (L10)	1	45,945.16	1	47,753.56	1	47,124	24,078.56	47,124.00	1	58,905.00	47,124.00	1	47,124.00	47,124.00
14. LIBR	Library Assistant I	9-6 (L9)	1	56,045.20	3	173,867.82	3	174,484	88,479.14	174,484.00	2	58,370.00	116,740.00	2	116,740.00	116,740.00
15. LIBR	Library Assistant I	9-6 (L8)	3	163,740.23	1	53,550.19	1	53,550	27,141.88	53,550.00	1	57,834.00	57,834.00	1	57,834.00	57,834.00
16. LIBR	Library Assistant I	9-6									1	53,550.00	53,550.00	1	53,550.00	53,550.00
17. LAB	Working Foreman I	10-6 (L9)	1	56,072.20	1	57,489.93	1	57,490	29,075.35	57,490.00	1	57,490.00	57,490.00	1	57,490.00	57,490.00
18. LAB	Bldg Custodian Jr	7	1	17,537.38												
19. LAB	Bldg Custodian Jr (PT 19 hours)	7-1									0.5	18.02	17,872.00	0.5	17,872.00	17,872.00
20. LAB	Bldg Custodian Jr (PT 19 hours)	7-2			0.5		0.5	17,872	2,198.44	17,872.00	0.5	18.69	18,333.00	0.5	18,333.00	18,333.00
21. LIBR	Librarian II - Archivist	11-6 (L8)	1	40,621.54	1	36,533.96	1	34,586	19,567.11	34,586.00	1	34,586.00	34,586.00	1	34,586.00	34,586.00
22. LIBR	Librarian II	10-6 (L10)	1	42,967.82	1	32,124.13	1	32,666	17,636.93	32,666.00	1	32,963.00	32,963.00	1	32,963.00	32,963.00
23. LIBR	Librarian II	10-6 (L9)	1	29,169.87	1	28,486.69	1	32,369	13,907.10	32,369.00	1	32,369.00	32,369.00	1	32,369.00	32,369.00
24. LIBR	Library Assistant II - Specialist	7 (L)	9	236,953.36	9	229,707.24	9	231,436	117,121.48	231,436.00	9		232,599.00	9	232,599.00	232,599.00
25. LIBR	Library Assistant II	6 (L)	7	178,419.73	7	148,235.27	6	155,919	76,056.89	155,919.00	6		158,308.00	6	158,308.00	158,308.00
26. LIBR	Library II / Assistant II - Substitutes			25,141.72		6,320.78		26,000	5,052.19	26,000.00			26,000.00		26,000.00	26,000.00
27.	Pages			121,817.91		65,713.07		95,000	35,541.33	95,000.00			95,000.00		95,000.00	95,000.00
28.	Weekend Staff					57,735.79		77,550	43,964.79	77,550.00			80,671.00		80,671.00	80,671.00
29.	Building Maint Person PT - Subs	7	1	15,509.51	1	20,453.52	0.5	15,127	9,791.34	15,127.00	0.5		15,205.00	0.5	15,205.00	15,205.00
Total			44	1,770,724.30	42.5	1,699,106.81	41	1,817,453	894,927.60	1,814,253.00	41.5		1,849,899.00	41.5	1,849,899.00	1,849,899.00

LIBRARY

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-610-5100								
5111 Salaries - Full Time	1,001,913.26	1,016,306.43	1,035,438.00	523,614.65	1,035,438.00	1,042,503.00	1,042,503.00	1,042,503.00
5112 Wages - Full Time	73,609.58	57,489.93	57,490.00	29,075.35	57,490.00	57,490.00	57,490.00	57,490.00
5122 Wages - Part Time	690,601.46	625,310.45	718,525.00	340,837.60	718,525.00	743,906.00	743,906.00	743,906.00
5194 Boards & Commissions	4,600.00	0.00	6,000.00	1,400.00	2,800.00	6,000.00	6,000.00	6,000.00
5131 Overtime	6,177.46	8,012.20	2,500.00	3,675.70	4,337.00	2,500.00	2,500.00	2,500.00
General Expenses 001-610-5200								
5192 Mileage Allowance	720.07	554.90	600.00	315.00	630.00	600.00	600.00	600.00
5241 Equipment Repair/Maint	1,740.35	1,854.96	2,500.00	969.00	2,179.00	2,500.00	2,500.00	2,500.00
5242 Office Equipment Repair/Maint	421.00		500.00		300.00	500.00	500.00	500.00
5272 Office Equipment Rental	1,605.50	1,279.32	800.00	319.83	1,279.00	1,300.00	1,300.00	1,300.00
5291 Custodial Services	6,429.40	5,348.73	5,000.00	4,841.57	8,500.00	6,000.00	6,000.00	6,000.00
5342 Postage	1,000.00	1,000.00	750.00	1,611.24	1,611.00	750.00	750.00	750.00
5343 Printing	943.10	429.05	750.00		500.00	500.00	500.00	500.00
5420 Office Supplies	4,144.57	2,407.10	2,400.00	2,206.88	4,414.00	4,000.00	4,000.00	4,000.00
5430 Building Supplies	5,589.88	3,908.99	4,200.00	3,238.88	5,835.00	5,000.00	5,000.00	5,000.00
5450 Custodial Supplies	1,970.24	1,753.99	1,500.00	1,487.07	2,974.00	2,000.00	2,000.00	2,000.00
5460 Maintenance of Grounds	832.12	1,442.84	1,250.00		1,000.00	1,250.00	1,250.00	1,250.00
5510 Education Supplies	289,705.98	276,471.38	209,000.00	139,727.73	256,000.00	210,000.00	210,000.00	210,000.00
5581 Clothing, Gloves, Shoes	1,944.99	660.00	1,000.00	700.00	700.00	1,500.00	1,500.00	1,500.00
5583 Library Supplies	26,206.20	20,236.83	15,000.00	10,308.75	20,618.00	22,000.00	22,000.00	22,000.00
5730 Dues	340.00		350.00	230.00	230.00	350.00	350.00	350.00
5731 Conference Expense	209.25					3,000.00	3,000.00	3,000.00
Equipment & Unusual 001-610-5400								
5396 Minuteman Network	62,514.70	62,803.45	61,000.00	52,153.00	61,000.00	61,000.00	61,000.00	61,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,776,901.76	1,707,119.01	1,819,953.00	898,603.30	1,818,590.00	1,852,399.00	1,852,399.00	1,852,399.00
General Expenses	343,802.65	317,348.09	245,600.00	165,955.95	306,770.00	261,250.00	261,250.00	261,250.00
Equipment & Unusual	62,514.70	62,803.45	61,000.00	52,153.00	61,000.00	61,000.00	61,000.00	61,000.00
Total Operating Budget	<u>2,183,219.11</u>	<u>2,087,270.55</u>	<u>2,126,553.00</u>	<u>1,116,712.25</u>	<u>2,186,360.00</u>	<u>2,174,649.00</u>	<u>2,174,649.00</u>	<u>2,174,649.00</u>

*Budget Appropriation at this level does not require state waiver

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-coordinating 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 2009	FY 2010
Pension-Contributory/FICA	75,848	70,034
Pension Administration	5,762	6,143
Medical & Life Insurance *	75,592	81,828
Heat, Light, Water	7,939	9,063
Building Repair & Maintenance	4,398	5,789
Building Insurance	283	286
Total	<u>\$169,822</u>	<u>\$173,143</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected

*No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009	FY 2010	FY 2011			FY 2012					Council Approval
			Actual	Actual	#	July-December		Estimated	#	Department Request		Mayor's Recommendation	Council Approval
			# Expenditures	# Expenditures		Budget	Actual Expenditures			Rate	Total	# Total	
1.	Mayor	**	1 114,965.35	1 116,138.83	1	116,139	58,864.89	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 65,870.14	1 65,297.46	1	67,874	34,402.07	67,874.00	1	67,874.00	67,874.00	1 67,874.00	67,874.00
3.	Constituency Serv Admin	10-6	1 54,632.16	1 55,509.20	1	57,741	29,265.94	57,741.00	1	57,741.00	57,741.00	1 57,741.00	57,741.00
4.	Constituency Serv Admin PT	10	1 14,679.99	0.5 14,036.84	0.5	25,875	7,551.68	25,875.00	0.5		25,875.00	0.5 25,875.00	25,875.00
Total			4 250,147.64	3.5 250,982.33	3.5	267,629	130,084.58	267,629.00	3.5		267,629.00	3.5 267,629.00	267,629.00

** No COLA increase for Mayor for FY10 - FY12

MAYOR

EXPENDITURES

	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-121-5100								
5111 Salaries - Full Time	235,467.65	236,945.49	241,754.00	122,532.90	241,754.00	241,754.00	241,754.00	241,754.00
5121 Salaries - Part Time	14,679.99	14,036.84	25,875.00	7,551.68	25,875.00	25,875.00	25,875.00	25,875.00
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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	86.38							
5242 Maintenance of Office Equipment	514.00	1,009.21	1,000.00	565.00	1,000.00	1,000.00	1,000.00	1,000.00
5340 Postage	637.24	284.00	1,500.00	173.39	1,500.00	1,500.00	1,500.00	1,500.00
5343 Printing & Binding	1,085.84	1,299.59	1,500.00		1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	2,510.88	1,782.68	2,500.00	776.83	2,500.00	2,500.00	2,500.00	2,500.00
5492 Groceries & Provisions	57.18							
5730 MMA Membership for Council & Mayor	17,271.05	13,352.60	12,000.00	11,822.00	12,000.00	12,000.00	12,000.00	12,000.00
5731 Mayor Expense	3,549.00	3,549.00	3,350.00	1,650.00	3,350.00	3,350.00	3,350.00	3,350.00
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Equipment & Unusual 001-121-5400								
5301 Audit	80,080.00	69,000.00	69,000.00	51,500.00	69,000.00	69,000.00	69,000.00	69,000.00
5303 Appraisal of Land	9,700.00	4,200.00						
5327 Disposal Contaminants	8,943.00							
5355 Tourism	2,000.00	1,428.00						
5391 Senior Volunteer Program	35,613.26	31,912.22	37,500.00		37,500.00	37,500.00	37,500.00	37,500.00
5790 Waltham Day / Special Events	21,928.41	24,759.46				25,000.00	25,000.00	25,000.00
5810 Open Space	3,394.50							
5111 Contingency/Collective Bargaining - City						450,000.00	450,000.00	450,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	250,147.64	250,982.33	267,629.00	130,084.58	267,629.00	267,629.00	267,629.00	267,629.00
General Expenses	28,711.57	24,277.08	24,850.00	16,487.22	24,850.00	24,850.00	24,850.00	24,850.00
Equipment & Unusual	161,659.17	131,299.68	106,500.00	51,500.00	106,500.00	581,500.00	581,500.00	581,500.00
Total Operating Budget	<u>440,518.38</u>	<u>406,559.09</u>	<u>398,979.00</u>	<u>198,071.80</u>	<u>398,979.00</u>	<u>873,979.00</u>	<u>873,979.00</u>	<u>873,979.00</u>

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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

	FY 2009	FY 2010	FY 2011			FY 2012		
			July-December					
Classification	Actual Expenditures	Actual Expenditures	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	1,000.00
5794 Veteran's Day			100.00		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	11,100.00	11,100.00	11,100.00	11,100.00
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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>11,100.00</u>	<u>11,100.00</u>	<u>11,100.00</u>	<u>11,100.00</u>
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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 2009	FY 2010
Pension-Contributory/FICA	18,992	78,829
Pension Administration	1,344	7,016
Medical & Life Insurance	81,297	90,392
Heat, Light, Water	11,404	12,148
Building Repair & Maintenance	7,235	15,951
Building Insurance	239	242
Total	\$120,511	\$204,578

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Employment Applications	178	255	216
Department Requisitions	56	62	80
Preplacement Physicals	13	30	25
CORI Checks completed	74	90	100
Skill Check computer testing	2	3	10
# Persons Employed/Promoted	13	12	12
# Departments Affected	12	13	12
Qualifying Exams given	0	0	3
EAP Program Providers	1	1	1
EAP Program Utilization	29	40	50
Educational Incentive Program	0	0	0
Summer Works Applications	61	90	90
# Summer Works Students Hired	49	55	55
# Work Study Students	2	4	4
Departments Affected	1	2	2
Participating Colleges	2	2	2
Insurance Claims Denied	4	5	5

PERSONNEL

PERSONNEL

Bargaining Unit Position		FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012					
			Actual # Expenditures		Actual # Expenditures		#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Request Total	Mayor's Recommendation # Total	Council Approval
1.	Personnel Director		1	101,166.87											
2.	Personnel Director (PT 19hrs)	1 month				27,337.32									
3.	Personnel Director	17-3			1	54,962.49	1	79,433	39,851.26	79,433.00	1	83,354.00	82,564.00	1	82,564.00
4.	** Administrative Assistant	10-6 (L11)	1	62,158.01	1	61,615.15	1	64,093	32,485.17	55,488.00					
5.	Personnel Technician	10-6 (L8)	1	55,985.68	1	55,509.20	1	59,281	29,265.96	59,281.00	1	62,360.00	62,360.00	1	62,360.00
6.	Office Coordinator	9-4									1	49,597.00	49,597.00		
7.	Principal Office Assistant	8-5	1	41,557.00	1	42,830.43	1	46,428	23,532.00	46,428.00	1	41,403.00	41,403.00	1	48,239.00
8.	Workers Comp Agent												6,000.00		
9.	* Workers Comp Agent Stipend													3,000.00	3,000.00
10.	* Workers Comp Agent Stipend													3,000.00	3,000.00
11.	Youth Employment Program			45,160.00		40,812.25		45,000	39,078.50	45,000.00			45,000.00	45,000.00	45,000.00
12.	Temp Employee Acct			13,313.54											
Total			4	319,341.10	4	283,066.84	4	294,235	164,212.89	285,630.00	4		286,924.00	3	244,163.00

* Upward mobility ERI
 ** ERI Position eliminated

PERSONNEL

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-152-5100								
5111 Salaries - Full Time	260,867.56	242,254.59	249,235.00	125,134.39	240,630.00	235,924.00	193,163.00	193,163.00
5121 Salaries - Part Time	58,473.54	40,812.25	45,000.00	39,078.50	45,000.00	51,000.00	51,000.00	51,000.00
General Expenses 001-152-5200								
5231 Water	70.99							
5242 Maint Office Equipment	397.00	670.00	750.00	561.00	750.00	750.00	750.00	750.00
5341 Advertising	610.00	1,220.40	2,000.00	510.00	2,000.00	2,000.00	2,000.00	2,000.00
5342 Postage	925.52	531.86	850.00	475.50	850.00	1,000.00	1,000.00	1,000.00
5343 Printing	457.00	117.00	500.00		500.00	500.00	350.00	350.00
5420 Office Supplies	811.28	437.49	400.00	224.40	400.00	1,000.00	600.00	600.00
5731 Conference Expense	60.00		300.00	40.00	300.00	300.00	300.00	300.00
5730 Dues	275.00							
General Expenses 001-153-5200								
5125 Work-study	3,672.18	352.94	6,000.00	4,804.55	6,000.00	6,000.00	6,000.00	6,000.00
General Expenses 001-913-5200								
5170 Unemployment Compensation	4,129.07	72,823.37	100,000.00	41,401.51	80,000.00	80,000.00	80,000.00	80,000.00
Equipment & Unusual 001-152-5400								
5306 Pre-emp Physical/Psychological, EAP	44,802.53	12,930.60	20,000.00	4,492.00	20,000.00	20,000.00	20,000.00	20,000.00
5300 Youth Programs	25,000.00	26,000.00						
5312 Training / Employment / Diversity	1,670.00	(923.45)	2,000.00	2,100.00	2,100.00	2,000.00	2,000.00	2,000.00
5311 Civil Service Exams			1,000.00		1,000.00	3,000.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	319,341.10	283,066.84	294,235.00	164,212.89	285,630.00	286,924.00	244,163.00	244,163.00
General Expenses	11,408.04	76,153.06	110,800.00	48,016.96	90,800.00	91,550.00	91,000.00	91,000.00
Equipment & Unusual	71,472.53	38,007.15	23,000.00	6,592.00	23,100.00	25,000.00	25,000.00	25,000.00
Total Operating Budget	402,221.67	397,227.05	428,035.00	218,821.85	399,530.00	403,474.00	360,163.00	360,163.00

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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Injuries	95	100	100
Number on Payroll	17	15	15
Retirees	6	4	4
W/C Savings on Bills	\$203,793.00	\$247,153.00	\$250,000.00

WORKERS COMPENSATION

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
General Expenses 001-912-5200								
5152 Training								
5170 Worker's Compensation	434,928.68	390,217.23	185,000.00	184,016.41	295,000.00	250,000.00	250,000.00	250,000.00
5242 Maintenance of Office Equipment	290.00							
5305 Legal Services	3,561.80	11,632.13	2,000.00	3,890.91	8,000.00	5,000.00	5,000.00	5,000.00
5306 Medical Services	203,224.01	112,339.22	85,000.00	106,475.71	190,000.00	175,000.00	175,000.00	175,000.00
5315 Witness-Court Cost Investigations	290.00							
5342 Postage	89.87					200.00		
5343 Printing	418.80							
5731 Conference Expense	3,616.50							
5760 Claims & Settlements	16,730.07	70,456.95	50,000.00	10,003.16	24,000.00	50,000.00	50,000.00	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	663,149.73	584,645.53	322,000.00	304,386.19	517,000.00	480,200.00	480,000.00	480,000.00
Equipment & Unusual								
Total Operating Budget	<u>663,149.73</u>	<u>584,645.53</u>	<u>322,000.00</u>	<u>304,386.19</u>	<u>517,000.00</u>	<u>480,200.00</u>	<u>480,000.00</u>	<u>480,000.00</u>

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 2009	FY 2010
Pension-Contributory/FICA	2,456	2,490
Pension Administration		
Medical & Life Insurance	56,261	61,153
Heat, Light, Water	11,404	12,148
Building Repair & Maintenance	7,235	15,951
Building Insurance	239	242
Motor Vehicle Insurance	807	676
Motor Vehicle Maint & Repair	9,257	8,603
Total	\$87,659	\$101,263

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
See Department Divisions			

PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			Actual		Actual		July-December			Department Request		Mayor's		Council Approval		
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total		#	Total
1.	Planning Director	20-6 (L11)	1	121,926.25	1	120,855.67	1	125,109	63,411.63	125,109.00	1	125,109.00	125,109.00	1	125,109.00	125,109.00
2.	Asst Dir of Planning	15-2	1	80,027.67	1	80,944.21	1	88,163	40,965.42	60,379.00	1	69,946.00	68,183.00	1	68,183.00	68,183.00
3.	Principal Planner	14-4	1	59,845.62	1	63,066.23	1	68,129	34,490.14	68,129.00	1	70,808.00	70,808.00	1	70,808.00	70,808.00
4.	Principal Office Assistant	8-6	1	38,672.67	1	39,973.93	1	50,123	21,752.01	50,123.00	1	50,123.00	50,123.00	1	50,123.00	50,123.00
5.	Fair Housing Officer			3,000.00		3,000.00		3,000	1,520.44	3,000.00			3,000.00		3,000.00	3,000.00
Total			4	303,472.21	4	307,840.04	4	334,524	162,139.64	306,740.00	4	317,223.00		4	317,223.00	317,223.00

PLANNING

EXPENDITURES

	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-175-5100								
5111 Salaries - Full Time	300,472.21	304,840.04	331,524.00	160,619.20	303,740.00	314,223.00	314,223.00	314,223.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,520.44	3,000.00	3,000.00	3,000.00	3,000.00
Offset Receipt - CDBG / HOME Program		(84,334.76)	(110,000.00)	(41,846.72)	(110,000.00)	(120,000.00)	(98,870.00)	(98,870.00)
General Expenses 001-175-5200								
5231 Water	145.21							
5342 Postage	159.76	200.00	200.00	61.60	200.00	200.00	200.00	200.00
5343 Communication Line	393.64							
5420 Office Supplies	994.20	649.58	650.00	378.87	650.00	650.00	650.00	650.00
5731 Dues	287.95							
Equipment & Unusual 001-175-5400								
6163 Architect (Hardy)	270.00							
5342 Bike Rack Shipping				236.81	236.81			

COST SUMMARY BY CLASSIFICATION

Personnel	303,472.21	223,505.28	224,524.00	120,292.92	196,740.00	197,223.00	218,353.00	218,353.00
General Expenses	1,980.76	849.58	850.00	440.47	850.00	850.00	850.00	850.00
Equipment & Unusual	270.00	0.00	0.00	236.81	0.00	0.00	0.00	0.00
Total Operating Budget	305,722.97	224,354.86	225,374.00	120,970.20	197,590.00	198,073.00	219,203.00	219,203.00

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 2009	FY 2010
Pension-Contributory/FICA	15,563	11,600
Pension Administration	1,006	808
Medical & Life Insurance	59,369	58,271
Heat, Light, Water	5,702	6,074
Building Repair & Maintenance	3,617	7,976
Building Insurance	165	167
Motor Vehicle Insurance	404	
Motor Vehicle Maint & Repair	4,628	
Total	\$90,454	\$84,896

	FY 2010	FY 2011	FY 2012
Output Measure	Actual	Estimated	Projected
De-lead Loans / Grants	2	4	6
CDBG Rehabilitation Loans	16	13	10
HOME Program DPA Loans	6	4	6
Total CDBG applied to deferred Loans			
Total CDBG Funds applied to Delead grants			
Total Home funds applied to Delead grants			
Total Home funds applied to deferred loans			

HOUSING

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Total	Council Approval
1.	Housing Director	16-6 (L11)	1	94,763.51	1	93,932.75	1	97,379	49,356.73	97,379.00	1	97,379.00	97,379.00	1	97,379.00	97,379.00
2.	Asst Housing Director	14-6 (L9)	1	80,674.75	1	80,349.53	1	83,377	42,259.82	83,377.00	1	83,377.00	83,377.00	1	83,377.00	83,377.00
3.	Housing Specialist	12-6 (L9)	1	70,441.73	1	70,142.02	1	73,204	37,103.60	73,204.00	1	73,204.00	73,204.00	1	73,204.00	73,204.00
4.	^ Asst Finance Rehab Advisor	11-6 (L8)	1	60,434.14	1	59,905.89	1	66,836	33,376.80	66,836.00	1	67,252.00	67,252.00			
Total			4	306,314.13	4	304,330.19	4	320,796	162,096.95	320,796.00	4	321,212.00		3	253,960.00	253,960.00

^ Funding transferred to Paine Estate Budget

HOUSING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	306,314.13	304,330.19	320,796.00	162,096.95	320,796.00	321,212.00	253,960.00	253,960.00
Offset Receipt - CDBG / HOME Program		(4,821.03)	(25,947.00)		(28,831.00)	(28,831.00)	(28,831.00)	(28,831.00)
Offset Receipt - CDBG Program Administration		(75,900.00)	(75,900.00)	(33,614.43)	(75,900.00)	(75,900.00)	(44,373.00)	(44,373.00)
General Expenses 001-183-5200								
5231 Water	260.06							
5242 Maintenance of Office Equipment	249.60							
5302 Advertising	25.00							
5342 Postage	645.76	730.66	750.00	336.73	750.00	750.00	750.00	750.00
5420 Office Supplies	914.01	600.10	600.00	599.44	600.00	600.00	600.00	600.00

COST SUMMARY BY CLASSIFICATION

Personnel	306,314.13	223,609.16	218,949.00	128,482.52	216,065.00	216,481.00	180,756.00	180,756.00
General Expenses	2,094.43	1,330.76	1,350.00	936.17	1,350.00	1,350.00	1,350.00	1,350.00
Equipment & Unusual								
Total Operating Budget	<u>308,408.56</u>	<u>224,939.92</u>	<u>220,299.00</u>	<u>129,418.69</u>	<u>217,415.00</u>	<u>217,831.00</u>	<u>182,106.00</u>	<u>182,106.00</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 2009	FY 2010
Pension-Contributory/FICA	2,046	1,964
Medical & Life Insurance	15,867	17,670
Heat, Light, Water	44,391	27,455
Building Repair & Maintenance	26,221	2,599
Building Insurance	1,613	1,630
Total	\$90,138	\$51,318

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Private events	55	50	50
City events	9	8	8
Attendance	1,600	1,600	1,600
School Programs	26	26	26
Total Income	\$104,000	\$95,000	\$95,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			Actual		Actual		#	Budget	Actual Expenditures	Estimated Expenditures	Department Request		Mayor's Recommendation		Council Approval	
			#	Expenditures	#	Expenditures					#	Rate	Total	#		Total
1.	Paine Estate Curator	13-6 (L8)	1	63,993.47	1	64,928.89	1	70,443	35,833.52	70,443.00	1	77,410.00	66,573.00	1	66,351.00	66,351.00
2.	^ Asst Finance Rehab Advisor	11-6 (L8)												1	67,252.00	67,252.00
3.	SPMG Events Coordinator	8-6 (L9)	1	52,504.10	1	54,133.15	1	54,133	27,437.35	54,133.00	1	54,634.00	54,467.00	1	54,467.00	54,467.00
Total			2	116,497.57	2	119,062.04	2	124,576	63,270.87	124,576.00	2	121,040.00		3	188,070.00	188,070.00

^ Funding transferred from Housing Budget

PAINE ESTATE

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	116,497.57	119,062.04	124,576.00	63,270.87	124,576.00	121,040.00	188,070.00	188,070.00
Offset Receipt - Gift	(23,670.17)	(24,345.00)	(25,563.00)		(25,563.00)	(24,410.00)	(22,117.00)	(22,117.00)
General Expenses 001-670-5200								
5192 Mileage	88.85							
5231 Water	129.38							
5291 Custodial Services	12,122.75	6,047.00	10,000.00	3,937.75	10,000.00	10,000.00	10,000.00	10,000.00
5302 Advertising	682.50							
5307 Public Safety Service	19,415.00	15,202.40	20,000.00	11,160.00	20,000.00	20,000.00	20,000.00	20,000.00
5330 Substitute Events Coordinator	570.00							
5340 Postage	7.40	0.80		6.00	6.00			
5343 Printing	272.00							
5382 Pest Control	1,560.00	990.00	1,000.00	540.00	994.00	1,000.00	1,000.00	1,000.00
5420 Office Supplies	1,480.90	133.92	500.00	182.52	500.00	500.00	500.00	500.00
5434 Building Supplies	453.77							

COST SUMMARY BY CLASSIFICATION

Personnel	92,827.40	94,717.04	99,013.00	63,270.87	99,013.00	96,630.00	165,953.00	165,953.00
General Expenses	36,782.55	22,374.12	31,500.00	15,826.27	31,500.00	31,500.00	31,500.00	31,500.00
Equipment & Unusual								
Total Operating Budget	129,609.95	117,091.16	130,513.00	79,097.14	130,513.00	128,130.00	197,453.00	197,453.00

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 2009	FY 2010
Pension-Contributory/FICA	4,959,194	4,591,830
Pension-Non Contributory	18,562	3,988
Pension Administration	381,688	408,062
Medical & Life Insurance	5,508,955	5,754,117
Heat, Light, Water	88,094	92,788
Building Repair & Maintenance	77,162	73,664
Building Insurance	1,957	2,116
Motor Vehicle Insurance	24,220	20,281
Motor Vehicle Maint & Repair	277,701	258,104
Total	\$11,337,533	\$11,204,950

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Taxi Inspections	120	120	120
Accidents Reported	1,963	1,982	2,000
Accidents Investigated	1,268	1,299	1,330
Taxi License	139	122	130
Taxi Registrations	60	60	60
F.I.D. Cards Issued	40	43	50
License to Carry Firearms Issued	112	131	140
Classes Taught	481	481	481
Special Events	104	104	104
Investigations/Follow-ups	137	134	140

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Training <i>in Service</i>	147	141	145
Total Training Specialized	71	85	90
Training Firearms	147	148	310
Training Firearms - Special	130	110	125
Total Evidence	1,471	1,597	1,700
Background Investigations	25	45	60

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Arrests	1,181	1,097	1,100
Incapacitated Persons	437	343	350
Traffic Citations Issued	10,363	11,260	11,450
OUI Arrests	84	87	90
Parking Tags Issued	5,247	4,546	5,000
Frequency Checks	2,561	3,599	3,700
Incident Reports Prepared	9,592	9,260	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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Major Investigations	1,880	1,607	1,600
Prosecutions Trial/Hearings	1,499	1,540	1,550
Juvenile Investigations	106	178	180
Magistrate Traffic Hearings	1,049	1,208	1,250
Crime Scene Photos	12,436	9,993	10,000
Domestic Violence Investigation	237	276	250
Drug Investigations	66	74	70
Middlesex County Task Force			
Sex Offender Invstgtn/Rgstrtn	254	368	450

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 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Calls Answered	660	763	900
Dogs Impounded	58	49	40
Dogs Returned to owner	45	47	50
Dogs Adopted	13	2	5
Dogs Euthanized			2
Citations Issued	45	17	75
Coyote Calls		14	18
Raccoon Calls	72	76	80
Deer Calls		16	20
Cat Calls	37	37	35
Dog Calls	398	445	500
Injured Wildlife Calls		62	67
Problem Wildlife Calls		12	15
Other Animal Calls		14	17

POLICE

PERSONNEL

Bargaining Unit	Position	FY 2010 Grade-Step	FY 2009		FY 2010		FY 2011				FY 2012					
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation Total	Council Approval	
1.	Police Chief		1	134,327.62	1	138,505.81	1	119,214	75,074.40	119,214	1	124,220.00	124,220.00	1	124,220.00	124,220.00
2.	PSUP Deputy Police Chief		1	121,096.72	1	124,311.89	1	99,450	63,005.27	99,450	1	99,450.00	99,450.00	1	99,450.00	99,450.00
3.	PSUP Police Captain		4	408,606.78	4	419,966.18	4	339,372	212,852.60	339,372	4	84,843.00	339,372.00	4	339,372.00	339,372.00
4.	PSUP Police Lieutenant		10	904,157.28	10	930,333.71	10	757,520	471,519.31	757,520	10	73,025.00	757,520.00	10	757,520.00	757,520.00
5.	PSUP Police Sergeant		17	1,321,419.53	17	1,362,723.39	17	1,097,846	690,672.14	1,066,579	17	62,534.00	1,097,845.00	17	1,097,845.00	1,097,845.00
6.	PPAT Police Officer		43	2,529,579.61	43	2,647,572.94	43	2,288,136	1,330,022.87	2,080,368	43	51,942.00	2,282,066.00	43	2,282,066.00	2,282,066.00
7.	PPAT Police Officer Nights		65	4,008,467.56	65	4,062,283.02	65	3,611,130	2,028,538.57	3,555,901	65	55,229.00	3,611,130.00	65	3,611,130.00	3,611,130.00
8.	PPAT Police Officer Maint / Safety		2	124,600.43	2	129,984.69	2	109,954	66,873.52	109,954	2	54,977.00	109,954.00	2	109,954.00	109,954.00
9.	PPAT Police Officer SRO		4	236,454.95	4	223,648.90	4	207,768	116,083.39	207,768	4	51,942.00	207,768.00	4	207,768.00	207,768.00
10.	Cadet Program		3	56,638.57	1	39,200.79	1	42,069		42,609	3	39,191.00	117,573.00	1	39,191.00	39,191.00
11.	TRAF School Traffic Supervisor		42	232,609.48	36	234,063.30	36	253,616	119,213.15	253,616	36	7,006.00	253,856.00	36	253,856.00	253,856.00
12.	* Business Manager	15-1 (L11)	1	88,134.98	1	87,362.75	1	90,612	45,926.51	90,612	1	90,612.00	90,612.00	1	74,704.00	74,704.00
13.	SPMG ***Animal Control Officer	11-1	1	67,082.06	1	69,119.53	1	69,120	35,033.19	69,120	1	69,120.00	69,120.00	1	51,386.00	51,386.00
14.	* Administrative Assistant	10-5 (L10)	1	61,597.81	1	61,059.81	1	63,948	32,320.73	63,948	1	64,093.00	64,093.00	1	60,612.00	60,612.00
15.	* Office Coordinator	9-6 (L10)												1	58,905.00	58,905.00
16.	* Principal Office Assistant	8-6 (L8)	2	105,808.98	2	105,159.08	2	109,769	55,636.63	109,769	2	55,135.00	109,811.00	2	108,266.00	108,266.00
17.	** Associate Office Assistant	7	3	112,856.64	2	94,478.17	2	98,490	49,919.59	98,490	2	51,139.00	102,278.00			
18.	Proj Coord - Community Policing Grant		1	23,441.01	1	23,454.00	1	23,454	11,887.57	23,454	1	25,639.00	25,639.00	1	23,454.00	23,454.00
19.	Animal Inspector			1,500.00		1,500.00		1,500	760.35	1,500.00		1,500.00	1,500.00		1,500.00	1,500.00
20.	Part Time			16,835.95		17,169.74		20,020	7,781.15	20,020			20,020.00		20,020.00	20,020.00
Total Salaries			87	3,656,113.41	78	3,708,408.15	78	3,186,000	1,871,602.59	3,155,273.00	80		3,272,909.00	77	3,110,301.00	3,110,301.00
Total Wages			114	6,899,102.55	114	7,063,489.55	114	6,216,988	3,541,518.35	5,953,991.00	114		6,210,918.00	114	6,210,918.00	6,210,918.00

* Upward mobility ERI
 ** ERI Position eliminated
 *** ERI Vacancy

POLICE

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	2,871,167.66	2,900,574.49	2,930,884.00	1,464,458.03	2,900,157.00	3,017,553.00	2,854,945.00	2,854,945.00
5112 Wages - Full Time	6,002,105.87	6,129,110.15	6,216,988.00	3,076,017.28	5,953,991.00	6,210,918.00	6,210,918.00	6,210,918.00
5121 Salaries - Part Time	234,109.48	235,563.30	255,116.00	119,973.50	255,116.00	255,356.00	255,356.00	255,356.00
5143 Holiday	408,511.95	417,419.66	500,000.00	278,476.80	500,000.00	631,820.00	500,000.00	500,000.00
5141 Longevity	638,257.89	698,254.52	718,480.00	702,138.45	718,821.78	739,540.00	720,000.00	720,000.00
5142 College Credits	1,447,832.95	1,506,649.77	1,585,170.00	752,672.13	1,585,170.00	1,618,427.00	1,600,000.00	1,600,000.00
5131 Overtime	886,765.04	812,590.05	611,000.00	562,087.89	858,000.00	766,000.00	650,000.00	650,000.00
5144 Out of Grade			2,500.00		2,500.00	2,500.00		
Receipt Offset - Grant	(137,064.28)	(174,909.91)						
General Expenses 001-210-5200								
5231 Water	885.09							
5241 Equipment Repair/Maint	5,590.25	1,664.09	6,000.00	4,794.98	5,679.98	6,000.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	2,639.33	3,287.86	4,000.00	2,506.95	3,758.00	4,000.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	30,194.90	28,804.14	45,000.00	26,049.00	44,192.31	39,000.00	39,000.00	39,000.00
5291 Custodial Services	1,236.83	311.75	1,000.00	406.25	1,000.00	1,000.00	1,000.00	1,000.00
5306 Medical Services	152,204.98	103,183.03	80,000.00	47,699.41	130,000.00	80,000.00	125,000.00	125,000.00
5312 Training	31,084.87	10,088.34	35,000.00	5,792.16	35,000.00	30,000.00	30,000.00	30,000.00
5340 Communication	36,135.46	47,635.55	39,000.00	14,784.44	39,000.00	45,000.00	45,000.00	45,000.00
5341 Advertising	68.50							
5342 Postage	950.88	1,336.11	1,200.00	801.59	1,200.00	1,200.00	1,200.00	1,200.00
5343 Printing	3,357.42	1,426.56	1,750.00	1,992.00	1,992.00	2,000.00	2,000.00	2,000.00
5386 Accreditation	1,345.00	1,407.00	1,500.00	1,050.00	1,500.00	2,500.00	2,500.00	2,500.00
5420 Office Supplies	10,148.45	8,644.31	11,000.00	8,678.53	11,000.00	12,000.00	12,000.00	12,000.00
5424 Computer Supplies	4,600.64	6,348.89	6,000.00	3,002.79	6,078.02	7,000.00	7,000.00	7,000.00
5430 Building Supplies	3,393.77	1,886.02	1,800.00	878.80	2,607.69	2,800.00	2,800.00	2,800.00
5470 Public Safety Supplies	15,508.41	9,546.94	10,000.00	5,078.80	10,000.00	10,000.00	10,000.00	10,000.00
5490 Food Supplies	2,481.98	1,143.23	2,500.00	330.00	2,500.00	2,500.00	2,500.00	2,500.00
5500 Medical Supplies	462.28	11,094.58	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5510 Education Supplies	1,215.38	932.56	1,000.00	560.80	1,000.00	1,000.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	319.95		500.00		500.00	500.00	500.00	500.00
5582 Photo Supplies	909.60	157.45	2,000.00	140.35	2,000.00	2,000.00	2,000.00	2,000.00
5587 Tools	400.95	51.95	300.00	300.00	300.00	300.00	300.00	300.00
5730 Dues	2,620.00	1,633.95	4,785.00	750.00	4,785.00	4,785.00	4,785.00	4,785.00
5731 Conference Expense	747.74							
5733 Licenses Taxi / Medallions	853.37	898.23	1,000.00	1,219.18	1,219.18	1,250.00	1,250.00	1,250.00

POLICE

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	6,900.03	9,966.71	9,200.00	13,366.74	13,366.74	8,900.00	8,900.00	8,900.00
5315 Legal Issues	36,250.00	36,250.00	36,250.00	35,750.00	35,750.00	36,500.00	36,500.00	36,500.00
5360 Boarding / Care of Animals	8,256.46	1,100.40	9,000.00		6,000.00	6,000.00	6,000.00	6,000.00
5392-21 COP	3,662.35	2,106.25	3,000.00	2,001.47	3,000.00	3,000.00	3,000.00	3,000.00
5392-22 SRO / GREAT	15,000.00	3,966.80	4,000.00	3,889.16	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	3,607.77	3,282.97	3,500.00	1,699.86	3,500.00	4,500.00	4,500.00	4,500.00
5392-25 NEMLEC	9,114.96	5,669.58	7,700.00	6,794.62	7,700.00	8,900.00	8,900.00	8,900.00
5392-26 Recreational - PAL	3,628.10	4,168.20	2,500.00	249.60	2,500.00	2,500.00	2,500.00	2,500.00
5392-27 PAL-Summer Youth Program	6,274.07	7,115.01	2,500.00	1,725.57	2,500.00	2,500.00	2,500.00	2,500.00
5392-29 Wellness Program	94.07		500.00	1,000.00	1,000.00	500.00	500.00	500.00
5850 Safety Equipment	4,324.98	6,490.87	3,000.00	29.00	3,000.00	4,000.00	4,000.00	4,000.00
5852 Firearm Range Service	33,220.00	20,205.00	23,195.00	2,606.00	23,195.00	23,195.00	23,195.00	23,195.00
5853 Firearms/ Ammunition	34,743.43	24,124.29	25,600.00	9,456.36	25,600.00	26,600.00	26,600.00	26,600.00
5856 Photography Equipment	118.99	609.68	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5871 Bicycle Equipment	978.45	1,000.00	1,000.00		1,000.00	1,500.00	1,500.00	1,500.00
5872 Cruiser Equipment	4,078.96	4,899.00	4,900.00	1,663.00	4,900.00	4,900.00	4,900.00	4,900.00
5875 Mobile Radios & Equipment		4,502.00	4,700.00		4,700.00	3,000.00	3,000.00	3,000.00
Special Items 001-210-5500								
5190 Uniform Allowance 146 @ 800 / 1@1,600	120,608.88	129,078.00	119,900.00	116,000.00	119,900.00	119,900.00	119,900.00	119,900.00
5196 Uniforms-Special Positions	14,919.46	5,603.00	8,500.00		8,500.00	8,500.00	8,500.00	8,500.00
5197 Uniform Allowance Civilians	1,784.91	1,766.51	2,500.00		2,500.00	2,500.00	2,500.00	2,500.00
5198 Uniform Allowance STS 36 @ 325	9,750.00		11,700.00	9,100.00	11,700.00	11,700.00	11,700.00	11,700.00
5198 Uniform Allowance -STS / new hires	6,567.00	1,162.00	6,000.00		6,000.00	6,000.00	6,000.00	6,000.00
5471 Patches & Badges	1,295.00	565.00	1,200.00	209.00	1,200.00	1,200.00	1,200.00	1,200.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,351,686.56	12,525,252.03	12,820,138.00	6,955,824.08	12,773,755.78	13,242,114.00	12,791,219.00	12,791,219.00
General Expenses	309,356.03	241,482.54	256,335.00	126,816.03	306,312.18	255,835.00	300,835.00	300,835.00
Equipment & Unusual	170,252.62	135,456.76	142,045.00	80,231.38	143,211.74	141,995.00	141,995.00	141,995.00
Special Items	154,925.25	138,174.51	149,800.00	125,309.00	149,800.00	149,800.00	149,800.00	149,800.00
Total Operating Budget	<u>12,986,220.46</u>	<u>13,040,365.84</u>	<u>13,368,318.00</u>	<u>7,288,180.49</u>	<u>13,373,079.70</u>	<u>13,789,744.00</u>	<u>13,383,849.00</u>	<u>13,383,849.00</u>

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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Emergency Calls	38,726	43,091	47,800
Police	32,373	35,003	37,800
Fire	7,347	8,509	9,800
Medical	6,339	6,430	6,520
Emergency Medical Dispatch Review	768	768	768
Quality Control Reviews	1,920	1,920	1,920

DISPATCH

PERSONNEL

Bargaining Unit	Position	FY 2010 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	SPMG Chief Emerg Tele Disp	13-5	1	59,006.36	1	63,093.36	1	65,504	33,094.65	65,504.00	1	68,963.00	68,237.00	1	68,237.00	68,237.00
2.	FAOP Sr Fire Alarm Operator		3	180,013.97	3	185,646.65	3	185,648	94,091.81	185,648.00	3	59,188.00	185,648.00	3	185,648.00	185,648.00
3.	FAOP Supervisor - ETD's		1	61,351.51	1	63,229.57	1	63,230	32,046.78	63,230.00	1	63,230.00	63,230.00	1	63,230.00	63,230.00
4.	FAOP Emerg Tele Dispatcher		16	796,487.89	16	828,120.28	16	852,858	407,129.77	852,858.00	17	51,569.00	901,562.00	16	854,952.00	854,952.00
Total			21	1,096,859.73	21	1,140,089.86	21	1,167,240	566,363.01	1,167,240.00	22	1,218,677.00		21	1,172,067.00	1,172,067.00

DISPATCH

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-215-5100								
5112 Wages - Full Time	1,096,859.73	1,140,089.86	1,167,240.00	566,363.01	1,167,240.00	1,218,677.00	1,172,067.00	1,172,067.00
5143 Holiday	63,718.51	66,703.39	72,550.00	45,051.24	72,550.00	76,150.00	76,150.00	76,150.00
5141 Longevity	18,982.65	22,659.46	29,850.00	32,417.86	29,850.00	34,974.00	34,974.00	34,974.00
5144 Out of Grade / FTO	9,891.21	10,687.40	20,000.00	5,540.57	20,000.00	20,000.00	20,000.00	20,000.00
5131 Overtime - Callbacks Nt	87,388.35	100,508.05	105,000.00	63,108.95	105,000.00	135,000.00	130,000.00	130,000.00
General Expenses 001-215-5200								
5231 Water	725.79							
5242 Office Equipment Repair/Maint	6,192.33	6,395.00	8,070.00	1,634.00	8,070.00	3,000.00	3,000.00	3,000.00
5312 Training E-911	7,573.50	1,511.95	6,500.00	1,677.00	6,500.00	5,000.00	5,000.00	5,000.00
5340 Communication		5,500.00				23,500.00	23,500.00	23,500.00
5342 Postage		50.00	50.00		50.00	50.00	50.00	50.00
5420 Office Supplies	933.30	571.22	750.00		750.00	1,000.00	750.00	750.00
5424 Computer Supplies		611.18	500.00	98.95	500.00	500.00	500.00	500.00
5430 Building Supplies		99.77	150.00		150.00	300.00	150.00	150.00
5470 Public Safety Supplies	202.30	214.80	300.00	225.44	300.00	300.00	300.00	300.00
5730 Dues	567.00	700.00	1,400.00	275.00	1,400.00	3,000.00	1,400.00	1,400.00
5731 Conference Expense	500.00							
Special Items 001-245-5500								
5190 Uniform Allowance/Clothing Maint @ 200 /ea	4,798.13	5,954.37	6,600.00	4,344.96	6,600.00	6,900.00	6,600.00	6,600.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,276,840.45	1,340,648.16	1,394,640.00	712,481.63	1,394,640.00	1,484,801.00	1,433,191.00	1,433,191.00
General Expenses	16,694.22	15,653.92	17,720.00	3,910.39	17,720.00	36,650.00	34,650.00	34,650.00
Equipment & Unusual								
Special Items	4,798.13	5,954.37	6,600.00	4,344.96	6,600.00	6,900.00	6,600.00	6,600.00
Total Operating Budget	<u>1,298,332.80</u>	<u>1,362,256.45</u>	<u>1,418,960.00</u>	<u>720,736.98</u>	<u>1,418,960.00</u>	<u>1,528,351.00</u>	<u>1,474,441.00</u>	<u>1,474,441.00</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 2009	FY 2010
Pension-Contributory/FICA	58,402	53,260
Pension Administration	4,492	4,796
Medical & Life Insurance	78,682	65,694
Heat, Light, Water	7,939	9,063
Building Repair & Maintenance	4,398	5,789
Building Insurance	283	286
Total	\$154,196	\$138,888

Output Measure	Fiscal Year 2009 Actual	Fiscal Year 2010 Actual	Fiscal Year 2010 Projected
Contracts Bid	74	53	96
Number of PO's w/ values of \$1,000+		478	568
Number of PO's w/ values of \$999.00 or less		2,454	2,656

PURCHASING

PERSONNEL

			FY 2009		FY 2010		FY 2011			FY 2012				
Bargaining Unit	Position	FY 2012 Grade-Step	Actual		Actual		#	July-December		Estimated	#	Department Request		Council Approval
			#	Expenditures	#	Expenditures		Budget	Actual Expenditures			Rate	Total	
1.	Purchasing Agent	16-1	1	93,185.68			1	72,311	32,931.99	69,087.49	1	75,158.00	74,209.00	74,209.00
2.	Purchasing Agent (PT 19 hrs)				0.5	50,037.20								
3.	Administrative Assistant	10-6 (L11)	1	62,158.01	1	61,615.13	1	64,093	32,485.13	64,093.00	1	64,093.00	64,093.00	64,093.00
4.	Office Coordinator	9-6 (L11)	1	57,083.04	1	56,584.90	1	58,950	29,856.09	58,950.00	1	59,441.00	59,441.00	59,441.00
5.	Insurance & Claims Admin			2,700.00				2,700	990.24	2,700.00		2,700.00	2,700.00	2,700.00
Total			3	215,126.73	2.5	168,237.23	3	198,054	96,263.45	194,830.49	3	200,443.00	200,443.00	200,443.00

PURCHASING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Estimated Expenditures			
Personnel 001-138-5100								
5111 Salaries - Full Time	212,426.73	168,237.23	195,354.00	95,273.21	192,130.49	197,743.00	197,743.00	197,743.00
5113 Salaries - Part Time	2,700.00	0.00	2,700.00	990.24	2,700.00	2,700.00	2,700.00	2,700.00
General Expenses 001-138-5200								
5192 Mileage Allowance	255.57							
5231 Water	249.19							
5242 Maintenance of Office Equipment	742.15	588.85	750.00	1,090.94	1,090.94	1,000.00	1,000.00	1,000.00
5341 Advertising	3,542.24	1,760.64	3,000.00	2,840.08	2,900.00	3,000.00	3,000.00	3,000.00
5342 Postage	720.39	576.13	425.00	173.08	300.00	500.00	500.00	500.00
5343 Printing & Binding	660.19	140.00	400.00	364.00	400.00	300.00	300.00	300.00
5420 Office Supplies	1,184.79	1,223.59	575.00	306.88	450.00	1,200.00	1,200.00	1,200.00
5730 Dues	755.00	150.00				150.00	150.00	150.00
5731 Conference Expense	388.05							
Special Items 001-138-5500								
5741 Auto Insurance	109,394.00	83,153.00	92,561.00	92,274.00	93,000.00	97,000.00	97,000.00	97,000.00
5742 Building Insurance	140,990.92	142,483.12	145,050.00	125,794.12	126,000.00	129,000.00	129,000.00	129,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	215,126.73	168,237.23	198,054.00	96,263.45	194,830.49	200,443.00	200,443.00	200,443.00
General Expenses	8,497.57	4,439.21	5,150.00	4,774.98	5,140.94	6,150.00	6,150.00	6,150.00
Equipment & Unusual								
Special Items	250,384.92	225,636.12	237,611.00	218,068.12	219,000.00	226,000.00	226,000.00	226,000.00
Total Operating Budget	<u>474,009.22</u>	<u>398,312.56</u>	<u>440,815.00</u>	<u>319,106.55</u>	<u>418,971.43</u>	<u>432,593.00</u>	<u>432,593.00</u>	<u>432,593.00</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. Having moved administrative offices to Waltham's Community & Cultural Center on Moody St. in the spring of 2010, space available in the former South Jr High School Building has allowed us the opportunity to expand services and incorporate a new middle school teen program known as "The Chill Zone" A summer season of Chill Zone programming will be available in 2011, both structured and drop in.

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 2009	FY 2010
Pension-Contributory/FICA	14,232	14,867
Pension Administration	788	913
Medical & Life Insurance	93,625	98,655
Heat, Light, Water	14,005	11,066
Building Repair & Maintenance	18,556	30,669
Building Insurance	847	856
Motor Vehicle Insurance	1,211	338
Motor Vehicle Maint & Repair	13,885	4,302
Total	<u>\$157,149</u>	<u>\$161,666</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total # of Rec Activities	220	230	242
Total Attend / Participants	182,606	184,388	187,269
Total Cost / Participant	4	5	6
Total Number of Diff Part	13,982	14,225	14,500
Total Cost / Diff Participant	51	6	72
Total Revenue	\$123,078	\$133,020	\$139,720
Net Cost / Participant	4.00	4	5
Net Cost / Diff Participant	42	50	62

RECREATION

PERSONNEL

Bargaining Unit Position			FY 2009		FY 2010		FY 2011			FY 2012						
			Actual		Actual		July-December			Mayor's			Council Approval			
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate		Total	Recommendation	Total
FY 2012 Grade-Step																
1.	Recreation Board		10	8,800.00	10		10	11,000	3,713.80	11,000.00	10	100.00	11,000.00	10	11,000.00	11,000.00
2.	Director of Recreation	17-6 (L11)	1	101,166.87	1	100,279.56	1	103,917	52,670.34	103,917.00	1	103,917.00	103,917.00	1	103,917.00	103,917.00
3.	Asst Director Recreation	14-6 (L8)	1	78,143.66	1	79,612.23	1	82,612	41,872.10	82,612.00	1	82,612.00	82,612.00	1	82,612.00	82,612.00
4.	Recreation Supervisor	12-6 (L11)	1	72,398.03	1	71,764.72	1	74,548	37,784.41	74,548.00	1	74,548.00	74,548.00	1	74,548.00	74,548.00
5.	Rec Super / Spec Needs	12-6 (L8)	1	65,223.52	1	64,652.98	1	68,951	34,040.00	68,951.00	1	72,533.00	72,533.00	1	72,533.00	72,533.00
6.	Rec Super / Teen Cntr-South	12-2					1	55,405	9,563.04	37,000.00	1	57,576.00	56,852.00	1	56,852.00	56,852.00
7.	*** Administrative Assistant PT 19 hrs	10-1	1	61,038.12	1	60,893.82	1	63,515	32,192.64	53,000.00	1	57,741.00	57,741.00	0.5	25,875.00	25,875.00
8.	Office Coordinator PT 19 Hrs-South	9-2					0.5	24,005		14,000.00	0.5	24,803.00	24,803.00	0.5	24,803.00	24,803.00
9.	LAB Bldg Maint Person-Teen Cntr-South N	7-2					1	37,626	7,022.93	30,000.00	1	18.69	40,912.00	1	40,912.00	40,912.00
10.	Recreation Board Clerk			800.00		700.00		1,000	100.00	800.00		1,000.00	1,000.00		1,000.00	1,000.00
Total			15	387,570.20	15	377,903.31	17.5	522,579	218,959.26	475,828.00	17.5		525,918.00	17	494,052.00	494,052.00

*** ERI Vacancy Part Time

RECREATION

EXPENDITURES

	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-630-5100								
5111 Salaries - Full Time	377,970.20	377,203.31	448,948.00	208,122.53	420,028.00	448,203.00	390,462.00	390,462.00
5112 Wages - Full Time	0.00	0.00	37,626.00	7,022.93	30,000.00	40,912.00	40,912.00	40,912.00
5121 Salaries - Part Time	800.00	700.00	25,005.00	100.00	14,800.00	25,803.00	51,678.00	51,678.00
5194 Boards & Commissions	8,800.00	0.00	11,000.00	3,713.80	11,000.00	11,000.00	11,000.00	11,000.00
CDBG Teen Center Funding			(81,125.00)				(81,655.00)	(81,655.00)
General Expenses 001-630-5200								
5192 Mileage	757.44	500.00	500.00	500.00	500.00	1,000.00	1,000.00	1,000.00
5213 Light	2,324.28	2,267.72	3,500.00	1,709.11	3,800.00	3,800.00	3,800.00	3,800.00
5231 Water	239.67							
5247 Intrusion Detection	1,093.24	1,255.08	2,500.00	1,057.71	1,058.00	1,200.00	1,200.00	1,200.00
5342 Postage	747.20	496.75	600.00	24.63	500.00	500.00	500.00	500.00
5343 Printing	4,340.00	3,341.00	3,600.00	1,706.00	3,800.00	3,800.00	3,800.00	3,800.00
5420 Office Supplies	2,126.90	2,690.29	2,500.00	484.10	3,000.00	2,500.00	2,500.00	2,500.00
5460 Maintenance of Grounds	390.91		250.00	111.00	1,000.00	500.00	500.00	500.00
5581 Clothing, Gloves, Shoes	500.00	500.00	500.00		0.00	0.00	0.00	0.00
5730 Dues	217.55	250.00	250.00	250.00	250.00	300.00	300.00	300.00
5731 Conference Expense	120.00							
Equipment & Unusual 001-630-5400								
5300 Youth Programs (transfer from Personnel Budget)			26,000.00	2,972.11	26,000.00	26,000.00	26,000.00	26,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	387,570.20	377,903.31	441,454.00	218,959.26	475,828.00	525,918.00	412,397.00	412,397.00
General Expenses	12,857.19	11,300.84	14,200.00	5,842.55	13,908.00	13,600.00	13,600.00	13,600.00
Equipment & Unusual	0.00	0.00	26,000.00	2,972.11	26,000.00	26,000.00	26,000.00	26,000.00
Total Operating Budget	400,427.39	389,204.15	481,654.00	227,773.92	515,736.00	565,518.00	451,997.00	451,997.00

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 water spray parks, play equipment, and green open space, 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 Kaleidoscope Program in 2011 held at the Fitzgerald Elementary School and Msgr. McCabe playground will change to five days, Monday through Fridays, vs the four day program previously offered. Having the combination of indoor school facilities with newly renovated outdoor facilities provides top quality resources for program offering. Water Park facility attendants are hired to supervise the larger, heavily populated water spray park facilities. 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 both prior and beyond the summer season to labor Day when weather conditions permit.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Kaleidoscope Attendance	1,558	1,638	1,638
Wading Pool Attendance	6,338	7,500	9,000
Total Attendance	7,896	9,138	10,638
Gross Element Cost	20.00	28.00	27.00
Element Net Cost / Participant	16.00	234.00	24.00
Revenue	\$28,815	\$36,120	\$38,620

KALEIDOSCOPE AND WATER SPRAY PARKS

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	Program Instructors for Kaleidoscope and attendants at facilities		14	33,769.75	14	41,999.25	14	42,000	36,515.00	42,000.00	14	10.00	42,000.00	14	42,000.00	42,000.00
2.	Kaleidoscope Asst. Program Director						1	6,000	incl. above	6,000.00	1	15.00	6,000.00	1	6,000.00	6,000.00
Total			14	33,769.75	14	41,999.25	15	48,000	36,515.00	48,000.00	15		48,000.00	15	48,000.00	48,000.00

KALEIDOSCOPE AND WATER SPRAY PARKS

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-631-5200								
5122 Temporary Help / PT Wage	33,769.75	41,999.25	48,000.00	36,515.00	48,000.00	48,000.00	48,000.00	48,000.00
General Expenses 001-631-5200								
5231 Water	50,314.23	94,581.12	140,000.00	10,330.66	185,000.00	210,000.00	210,000.00	210,000.00
5312 First Aid Training		342.50	500.00		500.00	500.00	500.00	500.00
5381 Transportation of Persons	4,440.00	2,375.00	2,500.00	2,225.00	2,500.00	3,700.00	3,700.00	3,700.00
5460 Maintenance of Grounds	2,993.44	2,153.09	2,500.00	453.00	2,500.00	2,500.00	2,500.00	2,500.00
5470 Public Safety Supplies	871.43	652.67	600.00	413.05	600.00	600.00	600.00	600.00
5500 First Aid Supplies	832.98	1,220.93	1,000.00		1,000.00	1,000.00	1,000.00	1,000.00
5584 Recreational	11,998.16	9,624.43	10,000.00	3,513.32	10,000.00	16,100.00	16,100.00	16,100.00
Equipment & Unusual 001-631-5400								
5276 Rental of Equipment / Spray Parks	4,141.05	2,040.30	3,500.00	1,879.45	3,500.00	3,500.00	3,500.00	3,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	33,769.75	41,999.25	48,000.00	36,515.00	48,000.00	48,000.00	48,000.00	48,000.00
General Expenses	71,450.24	110,949.74	157,100.00	16,935.03	202,100.00	234,400.00	234,400.00	234,400.00
Equipment & Unusual	4,141.05	2,040.30	3,500.00	1,879.45	3,500.00	3,500.00	3,500.00	3,500.00
Total Operating Budget	109,361.04	154,989.29	208,600.00	55,329.48	253,600.00	285,900.00	285,900.00	285,900.00

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 and 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 one of 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 track and field. This element provides affordable summer recreation for children ages 5-15.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Summer Fun Programs	3	3	4
Different Participants	582	600	650
Total Attended	4,067	4,446	5,031
Revenue	\$83,068	\$85,000	\$87,600
Gross Cost / Participant	18.00	17.00	115.00
Net Cost / Session / Participant	(3.00)	(3.00)	(3.00)

SUMMER FUN AT PROSPECT HILL

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			Actual		Actual		July-December			Department Request			Mayor's		Council Approval	
			#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#		Total
1.	Summer Fun Prog Instructors/Pre-K Instructors		18	55,844.00	18	60,064.75	14	40,756	52,279.25	40,756.00	14	10.00	40,756.00	14	40,756.00	40,756.00
2.	Lifeguard / Swimming Instructor						2	7,640		7,640.00	2	13.50	7,640.00	2	7,640.00	7,640.00
3.	Asst Program Director						1	6,000		6,000.00	1	15.00	6,000.00	1	6,000.00	6,000.00
4.	Middle School Program Supervisor						1	5,400		5,400.00	1	13.50	5,400.00	1	5,400.00	5,400.00
Total			18	55,844.00	18	60,064.75	18	59,796	52,279.25	59,796.00	18		59,796.00	18	59,796.00	59,796.00

SUMMER FUN AT PROSPECT HILL

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-632-5100								
5122 Temporary Help / PT Wage	55,844.00	60,064.75	59,796.00	52,279.25	59,796.00	59,796.00	59,796.00	59,796.00
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General Expenses 001-632-5200								
5312 First Aid Training	464.00	240.00	400.00	400.00	400.00	400.00	400.00	400.00
5381 Contract Labor	2,225.00	1,050.00	2,500.00	1,450.00	2,000.00	2,000.00	2,000.00	2,000.00
5584 Recreational	11,284.67	9,270.16	10,000.00	2,558.41	10,500.00	10,500.00	10,500.00	10,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	55,844.00	60,064.75	59,796.00	52,279.25	59,796.00	59,796.00	59,796.00	59,796.00
General Expenses	13,973.67	10,560.16	12,900.00	4,408.41	12,900.00	12,900.00	12,900.00	12,900.00
Equipment & Unusual								
Total Operating Budget	<u>69,817.67</u>	<u>70,624.91</u>	<u>72,696.00</u>	<u>56,687.66</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 youth league concession stand buildings and the lighting of: baseball, softball, and football fields, basketball courts, and tennis courts, from May-November. To provide free recreational youth programs sponsored by the Waltham Police Athletic League (PAL), which include winter basketball program, outdoor street hockey program and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house.

DESCRIPTION OF OUTPUT STATEMENT:

Assists youth sport organizations with support and financial appropriation towards 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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Games Played	5,024	5,060	5,109
Element Cost / Game	19.00	22.00	22.00
Element Cost / Diff Prt	13.00	15.00	15.00
Total Diff Participants	7,400	7,500	7,600
Total Attendants	148,000	148,650	149,000

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200								
5213 Light	38,704.46	36,586.34	40,000.00	20,904.25	45,000.00	45,000.00	45,000.00	45,000.00
5350 Umpires	2,500.00	2,500.00	10,000.00					
5381 Contract Labor	1,500.00	7,520.00	2,000.00		17,000.00	15,000.00	15,000.00	15,000.00
5381 Instruction	7,990.00		5,000.00					
5584 Recreational	40,355.49	41,324.16	40,000.00	2,500.00	40,000.00	42,000.00	42,000.00	42,000.00
<hr/>								
Equipment & Unusual 001-633-5400								
5397 Summer Youth Programs-PAL	7,257.13	5,720.02	10,000.00	2,790.31	8,000.00	8,000.00	8,000.00	8,000.00

COST SUMMARY BY CLASSIFICATION

Personnel								
General Expenses	91,049.95	87,930.50	97,000.00	23,404.25	102,000.00	102,000.00	102,000.00	102,000.00
Equipment & Unusual	7,257.13	5,720.02	10,000.00	2,790.31	8,000.00	8,000.00	8,000.00	8,000.00
Total Operating Budget	<u>98,307.08</u>	<u>93,650.52</u>	<u>107,000.00</u>	<u>26,194.56</u>	<u>110,000.00</u>	<u>110,000.00</u>	<u>110,000.00</u>	<u>110,000.00</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. The sixth year of operations began September 13, 2010 and will close on April 15, 2011.

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 held to the 2009 fee structure, due to difficult economic times. After three years of no increase as per lease agreement with State Department of Conservation and Recreation (DCR), the 2011 ice rental fees will be increased.

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 2009	FY 2010
Pension-Contributory/FICA	1,763	1,406
Medical & Life Insurance	33,101	50,890
Building Insurance	3,325	3,361
Worker's Compensation	32,638	37,523
Other Dept Allocations	17,087	16,484
Total	\$87,914	\$109,664

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Total Number of Ice Rental Hours	1,962	1,993	2,055
Total Number of Public Skating Hrs	173	166	173
Total Number of In-House Prgm Hrs	59	60	60
Total Number of Non-Profit Groups	6	6	8
Total Number of Private groups	14	11	14
Total Attendance	63,243	63,304	64,000
Total Revenue	\$380,868	\$390,000	\$400,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

Bargaining Unit Position			FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
				#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	Department Request			Mayor's Recommendation		Council Approval
												#	Rate	Total	#	Total	
1.	LAB	Rec Facilities Supervisor II N	10-6	1	30.70	1		1	55,353		40,353.00	1	26.78	55,907.00	1	55,907.00	55,907.00
2.	LAB	Rec Facilities Supervisor I N	9-6	1	45,053.88	1	49,072.53	1	52,814	25,388.13	52,814.00	1	25.57	53,384.00	1	53,384.00	53,384.00
3.	LAB	Rec Facilities Supervisor I N	9-5	1	42,364.50	1	45,031.84	1	48,865	23,789.16	48,865.00	1	24.38	50,760.00	1	50,760.00	50,760.00
4.		Temporary / Seasonal			29,181.75		31,603.50		20,000	10,457.00	35,000.00			20,000.00		20,000.00	20,000.00
5.		Rink Director			5,000.00		5,000.00		5,000	2,534.24	5,000.00		5,000.00	5,000.00		5,000.00	5,000.00
Total				3	121,630.83	3	130,707.87	3	182,032	62,168.53	182,032.00	3		185,051.00	3	185,051.00	185,051.00

All three positions include maintenance responsibilities

Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance including swimming pool and outdoor grounds, as well as the Veterans Memorial Athletic Complex on Forest St.

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 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 640-630-5100								
5112 Wages - Full Time	87,449.08	94,104.37	157,032.00	49,177.29	142,032.00	160,051.00	160,051.00	160,051.00
5122 Temporary Help / Seasonal	29,181.75	31,603.50	20,000.00	10,457.00	35,000.00	20,000.00	20,000.00	20,000.00
5121 Salaries - Part Time	5,000.00	5,000.00	5,000.00	2,534.24	5,000.00	5,000.00	5,000.00	5,000.00
5131 Overtime	1,464.43	1,272.45	3,000.00	2,327.37	3,000.00	3,000.00	3,000.00	3,000.00
General Expenses 640-630-5200								
5211 Heat	12,791.08	12,879.75	15,000.00	2,465.89	14,000.00	14,000.00	14,000.00	14,000.00
5213 Lights	133,737.10	142,832.75	150,000.00	62,450.96	148,930.00	150,000.00	150,000.00	150,000.00
5231 Water	15,385.55	7,494.40	12,000.00	3,836.44	15,000.00	15,000.00	15,000.00	15,000.00
5241 Equipment Repair/Maint/Compressor	2,675.53	2,560.87	21,000.00	20,431.39	25,000.00	23,900.00	23,900.00	23,900.00
5244 Motor Equipment Repair/Maint	9,046.38	5,074.42	7,500.00	8,500.40	10,500.00	10,500.00	10,500.00	10,500.00
5245 Repair to Buildings & Grounds	2,943.33	7,605.20	6,000.00	2,517.28	6,000.00	4,600.00	4,600.00	4,600.00
5247 Intrusion Detection	1,200.00	1,325.89	1,400.00	1,307.45	1,308.00	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	1,789.44	1,524.60	3,000.00	948.08	2,500.00	2,500.00	2,500.00	2,500.00
5460 Maintenance of Grounds/Supplies	4,630.04	3,634.48	3,500.00		3,500.00	3,000.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	2,008.99	1,232.98	2,100.00	1,871.98	1,872.00	2,100.00	2,100.00	2,100.00
5587 Small Tools	349.41							
Equipment & Unusual 640-630-5400								
5241 Contractual Services-Refrigeration Service	7,908.00	9,200.00	10,000.00	4,427.67	10,000.00	10,000.00	10,000.00	10,000.00
5691 State Assessment	3,540.22	3,794.29	5,000.00	1,135.31	4,000.00	5,000.00	5,000.00	5,000.00
Special Items 640-630-5500								
5747 Liability Insurance	10,130.00	9,898.00	12,000.00	5,965.00	5,965.00	6,500.00	6,500.00	6,500.00
COST SUMMARY BY CLASSIFICATION								
Personnel	123,095.26	131,980.32	185,032.00	64,495.90	185,032.00	188,051.00	188,051.00	188,051.00
General Expenses	186,981.85	186,590.34	222,000.00	104,754.87	229,035.00	227,500.00	227,500.00	227,500.00
Equipment & Unusual	11,448.22	12,994.29	15,000.00	5,562.98	14,000.00	15,000.00	15,000.00	15,000.00
Special Items	10,130.00	9,898.00	12,000.00	5,965.00	5,965.00	6,500.00	6,500.00	6,500.00
Total Operating Budget	331,655.33	341,462.95	434,032.00	180,778.75	434,032.00	437,051.00	437,051.00	437,051.00

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 2009	FY 2010
Pension-Contributory/FICA	2,487,382	2,166,990
Pension-Non Contributory	16,378	16,723
Pension Administration	150,423	143,437
Medical & Life Insurance	19,525,453	20,335,363
Building Insurance	109,777	110,939
Motor Vehicle Maint & Repair	74,054	64,526
Motor Vehicle Insurance	6,459	5,070
Worker's Compensation	198,700	134,575
Total	\$22,568,626	\$22,977,623

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected

COST SUMMARY BY CLASSIFICATION	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel								
General Expenses								
Equipment & Unusual								
Total Operating Budget	60,025,229.04	60,621,890.57	62,882,828.00	27,190,239.43		64,691,296.00	* 64,691,296.00	64,691,296.00

*School Request is based upon current Circuit Breaker reimbursement. A 60% Circuit Breaker reimbursement would result in approx \$350,000 additional revenue to schools and then school request could be reduced once the final Circuit Breaker figure is known.

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 2009	FY 2010
Pension-Contributory/FICA	4,430	3,204
Medical & Life Insurance	76,845	114,754
Heat, Light, Water	5,702	6,074
Building Repair & Maintenance	3,617	7,976
Building Insurance	120	121
Motor Vehicle Insurance	404	338
Motor Vehicle Maint & Repair	4,628	4,302
Workers' Compensation	9,191	27,369
Total	\$104,937	\$164,138

	FY 2010	FY 2011	FY 2012
Output Measure	Actual	Estimated	Projected
Aluminum Sign Recycling (income)	\$278.00	\$300.00	\$300.00
Pre-Made Signs	\$10,332.00	\$8,000.00	\$8,000.00
Sign Blanks	\$2,226.00	\$3,000.00	\$3,000.00
Sign Film	\$5,706.00	\$6,000.00	\$6,000.00
Sign Post & Brackets	\$7,195.75	\$10,000.00	\$10,000.00
Paint / Thermoplastic	\$5,837.00	\$10,000.00	\$1,000.00

TRAFFIC ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Estimated Expenditures	#	Department Request		Mayor's Recommendation		Council Approval
												Rate	Total	#	Total	
1.	Clerk		1	2,500.00	1	2,500.00	1	2,500	1,267.25	2,500.00	1	2,500.00	2,500.00	1	2,500.00	2,500.00
2.	Transportation Director	19-1 (6 months)	1	103,315.41							1	87,399.00	87,399.00	1	43,700.00	43,700.00
3.	Transportation Director FT	19-6 (L8)			1	35,292.60										
4.	Asst to Transp Director	13-6 (L10)	1	76,607.26	1	75,941.90	1	78,844	39,961.85	78,844.00	1	78,844.00	78,844.00	1	78,844.00	78,844.00
5.	Principal Office Asst PT 19.5	8-6	0.5	20,757.32	0.5	23,858.93	0.5	27,926	13,924.56	27,926.00	0.5	50,123.00	27,926.00	0.5	27,926.00	27,926.00
6.	LAB Heavy Motor Equip Operator	8-6	1	41,103.99	1	46,664.63	1	46,119	23,136.96	46,119.00	1	23.04	48,108.00	1	48,108.00	48,108.00
7.	LAB Motor Equipment Operator	7-6					1	45,999	23,263.68	45,999.00	1	22.03	45,999.00	1	45,999.00	45,999.00
8.	LAB Motor Equipment Operator	7-6									1	22.03	45,999.00	*		
9.	LAB Highway Maint Person	6-6 (L10)	1	13,887.34	1											
10.	LAB Laborer	6-6	1	5,056.75	1	46,780.20										
Total			6.5	263,228.07	6.5	231,038.26	4.5	201,388	101,554.30	201,388.00	6.5		336,775.00	5.5	247,077.00	247,077.00

*Historically Traffic/CPW share a position in good weather

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual	Actual	July-December			Department	Mayor's	Council
	Expenditures	Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Request	Recommendation	Approval
Personnel 001-480-5100								
5111 Salaries - Full Time	179,922.67	111,234.50	78,844.00	39,961.85	78,844.00	166,243.00	122,544.00	122,544.00
5121 Salaries - Part Time	23,257.32	26,358.93	30,426.00	15,191.81	30,426.00	30,426.00	30,426.00	30,426.00
5112 Wages - Full Time	60,048.08	93,444.83	92,118.00	46,400.64	92,118.00	140,106.00	94,107.00	94,107.00
5131 Overtime	7,959.17	10,440.22	5,000.00	5,436.18	10,000.00	10,000.00	5,000.00	5,000.00
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General Expenses 001-480-5200								
5231 Water	212.36							
5241 Equipment Repair/Maint	(73.30)							
5242 Office Equipment Repair/Maint	157.50	592.26	150.00	101.00	220.00	100.00	100.00	100.00
5244 Motor Equipment Repair/Maint	1,059.58	429.00	500.00	1,028.00	1,030.00	1,030.00	1,030.00	1,030.00
5342 Postage	34.78	35.20	40.00		40.00	40.00	40.00	40.00
5343 Printing		478.74	500.00		500.00	500.00	500.00	500.00
5420 Office Supplies	1,757.21	762.53	500.00	358.12	500.00	500.00	500.00	500.00
5431 Paint Supplies	9,213.75	17,836.50	20,000.00	5,905.83	20,000.00	20,000.00	20,000.00	20,000.00
5534 Traffic Signs	17,179.41	19,289.32	20,000.00	1,228.69	2,000.00	20,000.00	20,000.00	20,000.00
5541 Welding Supplies	273.50	142.80	150.00	47.60	150.00	150.00	150.00	150.00
5581 Clothing, Gloves	1,854.98	1,309.99	1,300.00	1,284.98	1,300.00	1,300.00	1,300.00	1,300.00
5587 Tools	795.09	475.12	400.00	209.72	400.00	400.00	400.00	400.00
5730 Dues	312.60			75.00				
<hr/>								
Equipment & Unusual 001-480-5400								
5300 Engineer Consultants (6 months)		700.00		29,702.00	107,000.00	100,000.00	50,000.00	50,000.00
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COST SUMMARY BY CLASSIFICATION

Personnel	271,187.24	241,478.48	206,388.00	106,990.48	211,388.00	346,775.00	252,077.00	252,077.00
General Expenses	32,777.46	41,351.46	43,540.00	10,238.94	26,140.00	44,020.00	44,020.00	44,020.00
Equipment & Unusual	0.00	700.00	0.00	29,702.00	107,000.00	100,000.00	50,000.00	50,000.00
Total Operating Budget	<u>303,964.70</u>	<u>283,529.94</u>	<u>249,928.00</u>	<u>146,931.42</u>	<u>344,528.00</u>	<u>490,795.00</u>	<u>346,097.00</u>	<u>346,097.00</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:

Starting in 2011 there will be 350 parking meters removed in the public parking lots and replace with six (6) Pay-by-Space machines.

This will leave 423 parking spaces regulated by individual parking meters which vary in the time span depending on location. An additional 289 parking spaces are enforced by four (4) Pay-&-Display machines.

There are 203 parking spaces monitored without meters but by time limits. The meters are kept in good repair and the revenues are regularly collected.

Enforcement is handled by three (3) 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 2009	FY 2010
Pension-Contributory/FICA	1,795	13,074
Pension Administration		1,049
Medical & Life Insurance	59,667	62,965
Heat, Light, Water	5,702	6,074
Building Repair & Maintenance	3,617	7,976
Building Insurance	120	121
Motor Vehicle Insurance	404	338
Motor Vehicle Maint & Repair	4,628	4,302
Total	\$75,933	\$95,899

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Meter Revenue	\$388,823.00	\$368,232.00	\$380,000.00
Monthly Stickers Revenue	\$33,950.00	\$36,500.00	\$37,000.00
Yearly Stickers Revenue	\$75,250.00	\$30,000.00	\$30,000.00
Senior Stickers Revenue	\$5,000.00	\$5,000.00	\$5,000.00
PCO Ticket issuance	18,454	21,000	21,000
PCO & Police Ticket Revenue	\$700,886.00	\$850,000.00	\$850,000.00

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			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	1,267.25	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	67,082.06	1	69,119.54	1	69,120	35,033.19	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	41,914.59	1	41,673.27	1	43,449	22,140.67	43,449.00	1	23.78	43,449.00	1	43,449.00	43,449.00
4.	Parking Control Officer	7-6 (L8)	1	39,092.25	1	38,586.24	1	40,231	20,346.48	40,231.00	1	23.78	42,697.00	1	42,697.00	42,697.00
5.	Parking Control Officer	7-6	1	35,938.72	1	37,250.02	1	40,231	20,500.62	40,231.00	1	22.02	40,231.00	1	40,231.00	40,231.00
Total			5	186,527.62	5	189,129.07	5	195,531	99,288.21	195,531.00	5	197,997.00		5	197,997.00	197,997.00

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	July-December		Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures				
Personnel 232-480-5100								
5111 Salaries - Full Time	184,027.62	186,629.07	193,031.00	98,020.96	193,031.00	195,497.00	195,497.00	195,497.00
5121 Salaries - Part Time	2,500.00	2,500.00	2,500.00	1,267.25	2,500.00	2,500.00	2,500.00	2,500.00
5131 Overtime						10,000.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(186,527.62)	(189,129.07)	(195,531.00)					
General Expenses 232-480-5200								
5213 Light	41,370.65	39,475.96	45,000.00	17,247.87	45,000.00	45,000.00	45,000.00	45,000.00
5241 Equipment Repair/Maint	872.79	7,055.00	7,100.00		7,100.00	7,100.00	7,100.00	7,100.00
5242 Office Equipment Repair/Maint	157.50	151.00	150.00		100.00	100.00	100.00	100.00
5245 Building/Grounds Maint	2,025.00		1,000.00	269.67	600.00	300.00	300.00	300.00
5291 Custodial Services	9,232.88	8,776.31	9,000.00	4,438.00	9,000.00	9,000.00	9,000.00	9,000.00
5343 Printing	4,524.72	5,118.62	3,600.00	4,294.63	4,300.00	4,300.00	4,300.00	4,300.00
5411 Batteries	794.16	961.06	915.00	876.85	880.00	500.00	500.00	500.00
5470 Public Safety Supplies	59.00							
5543 Meters & Parts	4,931.71	1,211.52	2,000.00	940.40	2,000.00	2,000.00	2,000.00	2,000.00
5581 Clothing, Glove, Shoes		23.15	150.00		150.00	150.00	150.00	150.00
5740 Insurance Surety Bond	3,640.00	3,510.00	3,640.00		3,510.00	3,500.00	3,500.00	3,500.00
Offset Receipt - Meter Revenue	(67,608.41)	(66,282.62)	(72,555.00)					
Equipment & Unusual 232-480-5400								
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 232-480-5500								
5190 Uniform Allowance	2,239.45	1,500.00	1,500.00	918.74	1,500.00	1,500.00	1,500.00	1,500.00
Offset Receipt - Meter Revenue	(2,239.45)	(1,500.00)	(1,500.00)					

COST SUMMARY BY CLASSIFICATION

Personnel	186,527.62	189,129.07	195,531.00	99,288.21	195,531.00	207,997.00	199,997.00	199,997.00
General Expenses	67,608.41	66,282.62	72,555.00	28,067.42	72,640.00	71,950.00	71,950.00	71,950.00
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	2,239.45	1,500.00	1,500.00	918.74	1,500.00	1,500.00	1,500.00	1,500.00
Less Receipts	(256,375.48)	(256,911.69)	(329,586.00)	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>128,274.37</u>	<u>329,671.00</u>	<u>341,447.00</u>	<u>333,447.00</u>	<u>333,447.00</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 2009	FY 2010
Pension-Contributory/FICA	105,154	68,188
Pension Administration	7,474	5,259
Medical & Life Insurance	213,081	207,723
Heat, Light, Water	15,878	18,126
Building Repair & Maintenance	8,796	11,579
Building Insurance	565	571
Motor Vehicle Insurance	404	338
Motor Vehicle Maint & Repair	4,628	4,302
Total	\$355,980	\$316,086

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Committed Bills:			
Real Estate	64,000	64,000	64,000
Water	60,000	60,000	60,000
Excise	60,000	60,000	60,000
Departmental	4,200	4,200	4,200
Parking Ticket Revenue	788,655	850,000	850,000
Parking Violations	18,454	21,000	21,000
Municipal Liens	58,700	58,700	58,700
Number of Employees	2,246	2,230	2,230
Number of Payroll Checks	79,118	79,000	79,000
Number of Vendor Checks	13,616	13,500	13,500

TREASURER & COLLECTOR

PERSONNEL

Bargaining Unit Position FY 2012 Grade-Step			FY 2009		FY 2010		FY 2011				FY 2012					
			Actual		Actual		July-December		Estimated	Department Request			Mayor's		Council	
			#	Expenditures	#	Expenditures	#	Budget		Expenditures	#	Rate	Total	#		Recommendation
1.	Treasurer & Collector	19-6 (L10)	1	112,653.79	1	112,147.23	1	116,694	59,146.09	116,694.00	1	116,694.00	116,694.00	1	116,694.00	116,694.00
2.	Asst Treasurer & Collector	16-6 (L11)	1	93,909.75	1	93,086.48	1	96,648	48,911.88	96,648.00	1	97,379.00	97,379.00	1	97,379.00	97,379.00
3.	Dept Coll / AR Manager	14-6 (L9)	1	80,286.86	1	79,820.70	1	83,377	42,259.81	83,377.00	1	83,377.00	83,377.00	1	83,377.00	83,377.00
4.	Accountant	11-6 (L9)	1	65,268.84	1	65,198.64	1	67,874	34,402.07	67,874.00	1	67,874.00	67,874.00	1	67,874.00	67,874.00
5.	Junior Accountant	10-6	1	54,693.68	1	54,581.52	1	57,741	29,265.94	57,741.00	1	57,741.00	57,741.00	1	57,741.00	57,741.00
6.	Administrative Assistant	10-6	1	55,972.64	1	55,509.20	1	57,741	29,265.94	57,741.00	1	57,741.00	57,741.00	1	57,741.00	57,741.00
7.	Senior Cust Serv Asst	6-6 (L11)	1	47,583.21	1	47,168.96	1	49,319	24,940.66	49,319.00	1	49,655.00	49,655.00	1	49,655.00	49,655.00
8.	Customer Service Asst	5-5	1	36,359.70	1	37,477.15	1	40,688	20,466.68	40,668.00	1	42,270.00	42,270.00	1	42,270.00	42,270.00
9.	Customer Service Asst	5-4	1	34,887.31	1	35,970.80	1	39,168	19,756.14	39,168.00	1	40,688.00	40,688.00	1	40,688.00	40,688.00
Payroll																
10.	* Payroll Spvr / Benefits Coord	12-1 (L8)	1	71,745.76	1	71,118.17	1	73,932	37,444.00	70,188.00	1	55,405.00	55,405.00	1	59,837.00	59,837.00
11.	* Principal Office Asst	8-6 (L9)	1	52,410.74	1	51,961.92	1	54,133	27,437.35	54,133.00	1	54,133.00	54,133.00	1	54,634.00	54,634.00
12.	* Associate Office Asst	7-6 (L8)	1	49,487.18	1	49,056.00	1	51,494	26,028.79	51,494.00	1	51,613.00	51,613.00	1	51,139.00	51,139.00
13.	** Sr Office Assistant	6-6 (L8)	1	43,087.26	1	42,528.81	1	47,716	23,840.23	47,716.00	1	48,313.00	48,313.00			
Total			13	798,346.72	13	795,625.58	13	836,525	423,165.58	832,761.00	13	822,883.00		12	779,029.00	779,029.00

- * Upward mobility ERI
 ** ERI Position eliminated

TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-145-5100								
5111 Salaries - Full Time	798,346.72	795,625.58	836,525.00	423,165.58	832,761.00	822,883.00	779,029.00	779,029.00
General Expenses 001-145-5200								
5231 Water	284.10							
5242 Maintenance of Office Equipment	2,230.95	2,183.99	3,000.00	711.00	3,000.00	3,000.00	3,000.00	3,000.00
5247 Alarms / Intrusion	420.00	420.00	500.00		500.00	500.00	500.00	500.00
5304 Financial Services	5,655.00	4,170.00	6,000.00	4,355.00	5,500.00	5,500.00	5,500.00	5,500.00
5305 Legal Services	18,863.26	11,924.80	20,000.00	2,003.68	20,000.00	20,000.00	20,000.00	20,000.00
5342 Postage	60,806.67	45,795.83	50,000.00	28,175.05	55,000.00	55,000.00	55,000.00	55,000.00
5343 Printing	18,992.50	12,221.16	13,500.00	9,955.06	19,000.00	19,000.00	19,000.00	19,000.00
5345 Shortages	0.00	(25.00)	100.00		100.00	100.00	100.00	100.00
5385 Banking / Financial	150,295.06	143,480.30	155,000.00	74,817.78	155,000.00	160,000.00	155,000.00	155,000.00
5420 Office Supplies	6,638.43	4,862.08	5,500.00	2,465.15	5,500.00	5,500.00	5,500.00	5,500.00
5730 Dues & Subscriptions	1,269.94	295.00	300.00	300.00	300.00	300.00	300.00	300.00
5731 Conference Expense	952.54		200.00		200.00	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								
5305 Title Searches for Foreclosures			5,000.00		5,000.00	5,000.00	5,000.00	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	798,346.72	795,625.58	836,525.00	423,165.58	832,761.00	822,883.00	779,029.00	779,029.00
General Expenses	270,108.45	229,028.16	258,100.00	125,682.72	268,100.00	273,100.00	268,100.00	268,100.00
Receipt Offset: Parking Meter Revenue								
Equipment & Unusual	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00
Total Operating Budget	<u>1,068,455.17</u>	<u>1,024,653.74</u>	<u>1,099,625.00</u>	<u>548,848.30</u>	<u>1,105,861.00</u>	<u>1,100,983.00</u>	<u>1,052,129.00</u>	<u>1,052,129.00</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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Trust Funds	76	79	79
Library Income	2,829	2,900	2,900
Charity Income	1,923	2,000	2,000
Cemetery Income	48,729	49,000	49,000
Scholarship Income	72,055	73,000	73,000
Other Income	3,940	4,000	4,000
Library Book Value	91,566	92,000	92,000
Charity Book Value	62,183	63,000	63,000
Scholarship Book Value	2,528,811	2,600,000	2,600,000
Cemetery Book Value	1,591,544	1,600,000	1,600,000
Other Book Value	193,284	194,000	194,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit Position		FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			Actual # Expenditures		Actual # Expenditures		#	July-December		Mayor's					Council Approval	
								Budget	Actual Expenditures	Estimated Expenditures	Department Request		Recommendation			
#	Rate	Total	#	Total												
1.	Trust Fund Commissioner		3	3,300.00	3	300.00	3	3,000		3,000.00	3	1,000.00	3,000.00	3	3,000.00	3,000.00
2.	Asst Clerk & Custodian		1	1,000.00	1	1,000.00	1	1,000	506.90	1,000.00	1	1,000.00	1,000.00	1	1,000.00	1,000.00
Total			4	4,300.00	4	1,300.00	4	4,000	506.90	4,000.00	4		4,000.00	4	4,000.00	4,000.00

ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	July-December 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	506.90	1,000.00	1,000.00	1,000.00	1,000.00
5194 Boards & Commissions	3,300.00	300.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00
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General Expenses 001-149-5200								
5385 Banking/Financial	15,350.05	15,564.21	15,500.00	8,006.33	16,300.00	17,000.00	17,000.00	17,000.00
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COST SUMMARY BY CLASSIFICATION

Personnel	4,300.00	1,300.00	4,000.00	506.90	4,000.00	4,000.00	4,000.00	4,000.00
General Expenses	15,350.05	15,564.21	15,500.00	8,006.33	16,300.00	17,000.00	17,000.00	17,000.00
Equipment & Unusual								
Total Operating Budget	<u>19,650.05</u>	<u>16,864.21</u>	<u>19,500.00</u>	<u>8,513.23</u>	<u>20,300.00</u>	<u>21,000.00</u>	<u>21,000.00</u>	<u>21,000.00</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 2009	FY 2010
Pension-Contributory/FICA	125,035	112,623
Pension Administration	9,818	10,227
Medical & Life Insurance	104,812	96,559
Heat, Light, Water	4,562	4,859
Building Repair & Maintenance	2,894	6,380
Building Insurance	96	97
Total	<u>\$247,217</u>	<u>\$230,745</u>

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 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 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
				Actual		Actual		July-December			Department Request		Mayor's		Council		
				#	Expenditures	#	Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Rate	Total	#	Recommendation Total	Approval
1.	*	Dir of Vets Service / License	16-6 (L10)	1	93,727.91	1	93,086.47	1	96,502	48,911.89	96,502.00	1	96,502.00	96,502.00	1	96,502.00	96,502.00
2.		Administrative Assistant	10-6 (L8)	1	55,998.29	1	59,983.72	1	62,360	31,607.26	62,360.00	1	62,360.00	62,360.00	1	62,360.00	62,360.00
Total				2	149,726.20	2	153,070.19	2	158,862	80,519.15	158,862.00	2	158,862.00	158,862.00	2	158,862.00	158,862.00

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

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	149,726.20	153,070.19	158,862.00	80,519.15	158,862.00	158,862.00	158,862.00	158,862.00
General Expenses 001-543-5200								
5192 Mileage Allowance	699.96	758.29	700.00	349.98	700.00	700.00	700.00	700.00
5231 Water	150.94							
5242 Office Equipment Repair/Maint	252.00	252.00	450.00	337.38	450.00	450.00	450.00	450.00
5245 Maintenance Vets Square Signs	131.65	507.95	1,500.00		1,500.00	1,500.00	1,500.00	1,500.00
5342 Postage	93.72	287.50	600.00	44.64	600.00	600.00	600.00	600.00
5343 Printing	66.00	67.62	300.00		300.00	300.00	300.00	300.00
5420 Office Supplies	582.66		425.00		425.00	425.00	425.00	425.00
5510 Education Supplies	20.00		150.00		150.00	150.00	150.00	150.00
5588 Flags & Bunting	4,204.80		4,500.00	4,204.80	4,500.00	4,500.00	4,500.00	4,500.00
5730 Dues	85.00							
5770 Veterans Benefits	170,473.01	191,087.20	200,000.00	86,175.83	200,000.00	200,000.00	200,000.00	200,000.00
5781 Holiday Expenses	1,342.95	1,087.95	1,650.00	307.95	1,650.00	1,650.00	1,650.00	1,650.00

COST SUMMARY BY CLASSIFICATION

Personnel	149,726.20	153,070.19	158,862.00	80,519.15	158,862.00	158,862.00	158,862.00	158,862.00
General Expenses	178,102.69	194,048.51	210,275.00	91,420.58	210,275.00	210,275.00	210,275.00	210,275.00
Equipment & Unusual								
Total Operating Budget	327,828.89	347,118.70	369,137.00	171,939.73	369,137.00	369,137.00	369,137.00	369,137.00

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 2009	FY 2010
Pension-Contributory/FICA	139	
Heat, Light, Water	1,140	1,215
Building Repair & Maintenance	723	1,595
Building Insurance	24	24
Total	\$2,026	\$2,834

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Licenses	99	100	100
Common Victualer	140	140	140
Filing Fee	20	20	20
Amusement Device Permits	15	15	15
Entertainment	35	37	37
Dance Permits	14	14	14
Special Permits	55	160	200
Revenue from Licenses & Permits	\$318,475	\$320,000	\$320,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position		FY 2012 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			Actual # Expenditures		Actual # Expenditures		#	Budget	July-December		Mayor's				Council Approval	
									Actual Expenditures	Estimated Expenditures	Department Request	Total	Recommendation	Total		
										#	Rate		#			
1.	License Commission		3	9,600.00	3		3	9,600		3,600.00		9,600.00	3	3,200.00	9,600.00	9,600.00
2.	Assistant to License Commission		1	3,000.00	1		1	3,000		1,520.44		3,000.00	1	3,000.00	3,000.00	3,000.00
Total			4	12,600.00	4		4	12,600		5,120.44		12,600.00	4		12,600.00	12,600.00

LICENSE COMMISSION

EXPENDITURES

	FY 2009	FY 2010	FY 2011			FY 2012		
Classification	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	1,520.44	3,000.00	3,000.00	3,000.00	3,000.00
5194 Boards & Commissions	9,600.00	0.00	9,600.00	3,600.00	9,600.00	9,600.00	9,600.00	9,600.00
General Expenses 001-165-5200								
5308 Stenographer	1,800.00	1,800.00	2,250.00	900.00	2,250.00	2,250.00	2,250.00	2,250.00
5342 Postage	347.75	84.93	500.00		500.00	500.00	500.00	500.00
5343 Printing	66.00	474.68	600.00		600.00	600.00	600.00	600.00
5420 Office Supplies	239.94	240.41	300.00		300.00	300.00	300.00	300.00
5510 Education Supplies	168.00	72.00	200.00		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	3,000.00	12,600.00	5,120.44	12,600.00	12,600.00	12,600.00	12,600.00
General Expenses	2,671.69	2,722.02	3,900.00	950.00	3,900.00	3,900.00	3,900.00	3,900.00
Equipment & Unusual								
Total Operating Budget	<u>15,271.69</u>	<u>5,722.02</u>	<u>16,500.00</u>	<u>6,070.44</u>	<u>16,500.00</u>	<u>16,500.00</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 2009	FY 2010
Pension-Contributory/FICA	314,626	321,425
Pension-Non Contributory	13,068	13,413
Pension Administration	24,564	29,050
Medical & Life Insurance	293,503	310,635
Heat, Light, Water	57,276	37,001
Building Repair & Maintenance	44,824	5,629
Building Insurance	385	389
Motor Vehicle Insurance	4,037	2,704
Motor Vehicle Maint & Repair	46,284	34,414
Workers' Compensation		12,991
Total	\$798,567	\$767,651

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
City Clocks	3	3	3
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	706	711	711
Traffic Lights	72	73	73

WIRES

PERSONNEL

Bargaining Unit	Position	FY 2010 Grade-Step	FY 2009		FY 2010		FY 2011			FY 2012						
			#	Actual Expenditures	#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures	#	Department Request Rate	Total	Mayor's Recommendation #	Total	Council Approval
1.	Inspector of Wires	16-6 (L10)	1	94,763.51			1	92,838	47,944.25	92,838.00	1	96,502.00	96,502.00	1	96,502.00	96,502.00
2.	Inspector of Wires (PT 19 hrs)	16-6 (L11)			0.5	55,175.88										
3.	SPMG Asst Inspector of Wires	14-6	1	67,135.71	1	84,142.40										
4.	SPMG S, E & C Supervisor/Foreman	14-6 (L9)	1	80,315.59	1	83,192.63	1	83,377	42,259.81	83,377.00	1	83,377.00	83,377.00	1	83,377.00	83,377.00
5.	SPMG *Sr Wires Inspector PT 19 hrs	13-2	1	23,384.23							1	61,435.00	61,435.00	0.5	33,175.00	33,175.00
6.	LAB Electrician	11-6 (L8)	2	145,109.81	2	153,971.19	2	153,802	77,870.45	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	53,745.89	1	55,398.82	1	55,399	28,017.80	55,399.00	1	55,399.00	55,399.00	1	55,399.00	55,399.00
8.	LAB Signal Maintainer	9-1	1	37,838.75	1	44,167.68	1	50,004	368.00	368.00	1	19.74	41,217.00			
9.	Administrative Assistant	10-6 (L9)									1	62,938.00	62,938.00			
10.	Office Coordinator	9-6 (L9)	1	56,360.41	1	56,070.77	1	58,370	29,584.66	58,370.00				1	58,370.00	58,370.00
11.	Part Time Help			14,042.05		12,860.45		16,000	12,280.20	16,000.00			16,000.00		16,000.00	16,000.00
12.	Substitute Inspectors							25,000	7,690.00	25,000.00						
Total			9	572,695.95	7.5	544,979.82	7	534,790	246,015.17	485,154.00	8	570,670.00		6.5	496,625.00	496,625.00

*will be re-evaluated after re-org discussions

WIRES

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval
Personnel 001-245-5100								
5111 Salaries - Full Time	321,959.45	278,581.68	234,585.00	119,788.72	234,585.00	304,252.00	238,249.00	271,424.00
5121 Salaries - Part Time	0.00	0.00	25,000.00	7,690.00	25,000.00	0.00	33,175.00	0.00
5112 Wages - Full Time	236,694.45	253,537.69	259,205.00	106,256.25	209,569.00	250,418.00	209,201.00	209,201.00
5122 Wages - Part Time	14,042.05	12,860.45	16,000.00	12,280.20	16,000.00	16,000.00	16,000.00	16,000.00
5131 Overtime - Callbacks	11,827.91	12,084.26	10,000.00	11,180.06	15,000.00	15,000.00	15,000.00	15,000.00
General Expenses 001-245-5200								
5193 Tool Allowance	124.48	296.04	500.00	124.94	375.00	500.00	500.00	500.00
5212 Clocks - City & Common	399.34	194.51	1,000.00	83.82	1,000.00	2,500.00	2,500.00	2,500.00
5213 Light	37,362.88	33,992.76	38,000.00	19,797.93	38,000.00	38,000.00	38,000.00	38,000.00
5241 Equipment Repair/Maint	8,219.31	1,307.55	5,000.00	575.00	5,000.00	5,000.00	5,000.00	5,000.00
5242 Office Equipment Repair/Maint	514.20	515.50	700.00	218.35	700.00	700.00	700.00	700.00
5246 Communication Equip Repair/Maint	65,745.96	60,898.23	65,000.00	52,175.72	65,000.00	65,000.00	65,000.00	65,000.00
5248 Computer License		716.00						
5271 Uniform Rental	1,161.75	351.00	1,100.00	331.50	1,100.00	1,100.00	1,100.00	1,100.00
5312 Training			2,500.00	1,580.00	2,500.00	2,500.00	2,500.00	2,500.00
5340 Communication	62,551.90	37,663.85	60,000.00	19,774.47	60,000.00	60,000.00	60,000.00	60,000.00
5342 Postage	119.95	26.40	100.00	132.00	150.00	150.00	150.00	150.00
5343 Printing	524.36							
5411 Batteries	3,483.37	2,704.60	7,000.00	3,112.18	7,000.00	7,000.00	7,000.00	7,000.00
5420 Office Supplies	561.89	512.40	400.00	297.66	500.00	1,000.00	1,000.00	1,000.00
5435 Electrical Supplies	12,525.92	10,543.15	15,000.00	8,237.07	15,000.00	15,000.00	15,000.00	15,000.00
5470 Public Safety Supplies	13,920.87	8,538.29	13,500.00	4,671.48	13,500.00	13,500.00	13,500.00	13,500.00
5510 Education Supplies			500.00	411.25	500.00	500.00	500.00	500.00
5581 Clothing, Gloves, Shoes	4,019.95	3,160.49	2,700.00	2,200.97	2,700.00	2,700.00	2,700.00	2,700.00
5585 Frequency License	39,283.75							
5587 Tools	1,422.19	368.66	1,000.00	26.00	1,000.00	1,000.00	1,000.00	1,000.00
5730 Dues		1,478.89		210.00	210.00			
5733 Licenses	1,192.50		900.00	390.00	900.00	900.00	900.00	900.00
5731 Conference Expense	100.00							
5781 Holiday	36,545.70	2,775.85	10,000.00	6,442.42	10,000.00	10,000.00	10,000.00	10,000.00
Equipment & Unusual 001-245-5400								
5590 Office Support / Equipment						1,500.00	1,500.00	1,500.00
5854 Hoses, Cable, Wire	3,000.00		5,000.00		5,000.00	7,000.00	7,000.00	7,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	584,523.86	557,064.08	544,790.00	257,195.23	500,154.00	585,670.00	511,625.00	511,625.00
General Expenses	289,780.27	166,044.17	224,900.00	120,792.76	225,135.00	227,050.00	227,050.00	227,050.00
Equipment & Unusual	3,000.00	0.00	5,000.00	0.00	5,000.00	8,500.00	8,500.00	8,500.00
Total Operating Budget	<u>877,304.13</u>	<u>723,108.25</u>	<u>774,690.00</u>	<u>377,987.99</u>	<u>730,289.00</u>	<u>821,220.00</u>	<u>747,175.00</u>	<u>747,175.00</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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Lights	4,100	4,100	4,100

STREET LIGHTING

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	565,797.67	480,441.47	530,000.00	208,153.13	530,000.00	530,000.00	530,000.00	530,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	565,797.67	480,441.47	530,000.00	208,153.13	530,000.00	530,000.00	530,000.00	530,000.00
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Equipment & Unusual

Total Operating Budget	<u>565,797.67</u>	<u>480,441.47</u>	<u>530,000.00</u>	<u>208,153.13</u>	<u>530,000.00</u>	<u>530,000.00</u>	<u>530,000.00</u>	<u>530,000.00</u>
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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 2009	FY 2010
Total	\$0	\$0

Output Measure	FY 2010 Actual	FY 2011 Estimated	FY 2012 Projected
Number of Meetings	23	24*(32)	35
Cases Heard	30	24*	
Granted	25	17*	
Denied	1	1*	
Withdrawn	3	0*	
Pending	1	6*	
Number of Cases Filed	25	20* (30)	40
Fees Received FY 2009	\$25,473.32		
Fees Received FY 2010	\$19,045.65		
Fees Received FY11 to date	\$18,579.13		

** 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.

* to date - 3/15/2011
(estimated)

ZONING BOARD OF APPEALS

PERSONNEL

		FY 2009		FY 2010		FY 2011				FY 2012				
Bargaining Unit	Position					July-December								
		Actual		Actual		#	Budget	Actual Expenditures	Estimated Expenditures	Department Request		Mayor's Recommendation		Council Approval
	FY 2012 Grade-Step	#	Expenditures	#	Expenditures					#	Rate	Total	#	Total
1.	Members	10	17,100.00	10	1,500.00	10	17,100	6,000.00	17,100.00	10	100.00	17,100.00	10	17,100.00
2.	Chairperson	1	500.00	1		1	500		500.00	1	500.00	500.00	1	500.00
Total		11	17,600.00	11	1,500.00	11	17,600	6,000.00	17,600.00	11		17,600.00	11	17,600.00

ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2009	FY 2010	FY 2011			FY 2012		
	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	17,600.00	1,500.00	17,600.00	6,000.00	17,600.00	17,600.00	17,600.00	17,600.00
General Expenses 001-176-5200								
5308 Stenographer	7,867.00	6,666.00	7,000.00	3,375.00	7,000.00	7,000.00	7,000.00	7,000.00
5341 Advertising	7,136.88	5,421.92	10,000.00	3,280.24	10,000.00	10,000.00	10,000.00	10,000.00
5342 Postage	1,060.00	1,177.95	2,500.00	310.00	2,500.00	2,500.00	2,500.00	2,500.00
5343 Printing	302.95			78.00	78.00			
5420 Office Supplies	1,397.33	513.24	500.00	73.92	500.00	500.00	500.00	500.00
5730 Dues	80.00							
Equipment & Unusual 001-176-5400								
5310 Legal Assistance								

COST SUMMARY BY CLASSIFICATION

Personnel	17,600.00	1,500.00	17,600.00	6,000.00	17,600.00	17,600.00	17,600.00	17,600.00
General Expenses	17,844.16	13,779.11	20,000.00	7,117.16	20,078.00	20,000.00	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	35,444.16	15,279.11	37,600.00	13,117.16	37,678.00	37,600.00	37,600.00	37,600.00