

# CITY OF WALTHAM

## Fiscal Year 2022 Budget



**Waltham's Comprehensive High School**



## FY2022 BUDGET - MAYOR'S RECOMMENDATIONS

|                                      | FY 2019                | FY 2020                | FY 2021              |  |   | FY 2022               |                      |                           |                     |
|--------------------------------------|------------------------|------------------------|----------------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                                      | Actual<br>Expenditures | Actual<br>Expenditures | Budget               | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Assessors</b>                     | <b>477,933.56</b>      | <b>623,392.16</b>      | <b>654,485.00</b>    | <b>534,619.64</b>                      | <b>689,591.36</b>                           | <b>762,191.00</b>     | <b>69,956.00</b>     | <b>724,441.00</b>         | -                   |
| Personnel                            | 381,433.28             | 516,839.49             | 544,185.00           | 418,114.07                             | 564,791.36                                  | 586,671.00            | 42,486.00            | 586,671.00                | -                   |
| General                              | 96,500.28              | 106,552.67             | 110,300.00           | 116,505.57                             | 124,800.00                                  | 175,520.00            | 27,470.00            | 137,770.00                | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| <b>Auditors</b>                      | <b>80,168,473.32</b>   | <b>81,086,971.88</b>   | <b>85,576,738.00</b> | <b>77,331,337.98</b>                   | <b>83,746,655.00</b>                        | <b>99,295,086.00</b>  | <b>9,123,848.00</b>  | <b>94,700,586.00</b>      | -                   |
| -City Auditor                        | 613,391.26             | 620,544.45             | 3,201,649.00         | 510,315.43                             | 668,828.00                                  | 845,126.00            | (2,521,523.00)       | 680,126.00                | -                   |
| Personnel                            | 608,552.14             | 615,796.75             | 631,549.00           | 493,115.04                             | 649,008.00                                  | 658,026.00            | 26,477.00            | 658,026.00                | -                   |
| General                              | 4,649.11               | 4,715.13               | 5,100.00             | 2,350.39                               | 4,970.00                                    | 7,100.00              | 2,000.00             | 7,100.00                  | -                   |
| Equip/Unusual                        | 190.01                 | 32.57                  | 2,565,000.00         | 14,850.00                              | 14,850.00                                   | 180,000.00            | (2,550,000.00)       | 15,000.00                 | -                   |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| -Interest & Certification            | 2,671,121.60           | 2,343,584.16           | 3,454,241.00         | 2,690,273.07                           | 3,696,581.00                                | 9,398,500.00          | 5,944,259.00         | 9,398,500.00              | -                   |
| Personnel                            |                        |                        |                      |  |   |                       |                      |                           |                     |
| General                              | 2,671,121.60           | 2,343,584.16           | 3,454,241.00         | 2,690,273.07                           | 3,696,581.00                                | 9,398,500.00          | 5,944,259.00         | 9,398,500.00              | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| -Redemption of Bonds                 | 8,251,238.00           | 8,766,043.90           | 9,081,774.00         | 6,251,237.90                           | 9,595,407.00                                | 10,232,000.00         | 1,150,226.00         | 10,232,000.00             | -                   |
| Personnel                            |                        |                        |                      |  |   |                       |                      |                           |                     |
| General                              | 8,251,238.00           | 8,766,043.90           | 9,081,774.00         | 6,251,237.90                           | 9,595,407.00                                | 10,232,000.00         | 1,150,226.00         | 10,232,000.00             | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| -Contributory & Non-Cont. Retirement | 17,349,549.00          | 17,864,266.00          | 18,460,074.00        | 18,460,074.00                          | 18,460,074.00                               | 19,209,960.00         | 749,886.00           | 19,209,960.00             | -                   |
| Personnel                            |                        |                        |                      |  |   |                       |                      |                           |                     |
| General                              | 17,349,549.00          | 17,864,266.00          | 18,460,074.00        | 18,460,074.00                          | 18,460,074.00                               | 19,209,960.00         | 749,886.00           | 19,209,960.00             | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| -Hospital & Medical Insurance & OME  | 47,879,658.91          | 47,884,545.57          | 47,866,000.00        | 47,117,136.79                          | 47,825,500.00                               | 56,295,500.00         | 4,000,000.00         | 51,866,000.00             | -                   |
| Personnel                            |                        |                        |                      |  |   |                       |                      |                           |                     |
| General                              | 47,879,658.91          | 47,884,545.57          | 47,866,000.00        | 47,117,136.79                          | 47,825,500.00                               | 56,295,500.00         | 4,000,000.00         | 51,866,000.00             | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| -Social Security                     | 13,128.76              | 10,967.83              | 13,000.00            | 2,845.43                               | 6,000.00                                    | 6,000.00              | (7,000.00)           | 6,000.00                  | -                   |
| Personnel                            |                        |                        |                      |  |   |                       |                      |                           |                     |
| General                              | 13,128.76              | 10,967.83              | 13,000.00            | 2,845.43                               | 6,000.00                                    | 6,000.00              | (7,000.00)           | 6,000.00                  | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |
| -Redemption of Bonds (Sewer/Water)   | 2,697,553.15           | 2,987,239.95           | 2,883,000.00         | 1,782,640.66                           | 2,882,354.00                                | 2,765,000.00          | (118,000.00)         | 2,765,000.00              | -                   |
| Personnel                            |                        |                        |                      |  |   |                       |                      |                           |                     |
| General                              | 2,697,553.15           | 2,987,239.95           | 2,883,000.00         | 1,782,640.66                           | 2,882,354.00                                | 2,765,000.00          | (118,000.00)         | 2,765,000.00              | -                   |
| Equip/Unusual                        |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special                              |                        |                        |                      |  |   |                       |                      |                           |                     |

## FY2022 BUDGET - MAYOR'S RECOMMENDATIONS

|  | FY 2019              | FY 2020              | FY 2021              |                                  |                                       | FY 2022              |                     |                        |                  |
|--|----------------------|----------------------|----------------------|----------------------------------|---------------------------------------|----------------------|---------------------|------------------------|------------------|
|  | Actual Expenditures  | Actual Expenditures  | Budget               | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request   | Mayor's Incr/Decr   | Mayor's Recommendation | Council Approval |
| <i>-Interest &amp; Certification (Sewer/Water)</i> | 692,832.64           | 609,780.02           | 617,000.00           | 516,814.70                       | 611,911.00                            | 543,000.00           | (74,000.00)         | 543,000.00             | -                |
| Personnel  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| General  | 692,832.64           | 609,780.02           | 617,000.00           | 516,814.70                       | 611,911.00                            | 543,000.00           | (74,000.00)         | 543,000.00             | -                |
| Equip/Unusual                                      |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <b>Building</b>                                    | <b>3,658,232.67</b>  | <b>3,249,790.13</b>  | <b>3,464,351.00</b>  | <b>2,285,997.08</b>              | <b>3,266,244.00</b>                   | <b>3,885,787.00</b>  | <b>280,011.00</b>   | <b>3,744,362.00</b>    | <b>-</b>         |
| <i>-General</i>                                    | 2,451,227.26         | 2,213,358.68         | 2,263,651.00         | 1,611,070.89                     | 2,198,214.00                          | 2,685,087.00         | 280,011.00          | 2,543,662.00           | -                |
| Personnel  | 1,864,051.41         | 1,747,281.76         | 1,710,751.00         | 1,262,140.65                     | 1,707,428.00                          | 2,125,187.00         | 280,011.00          | 1,990,762.00           | -                |
| General  | 557,764.45           | 459,476.92           | 552,900.00           | 348,930.24                       | 490,786.00                            | 552,900.00           | -                   | 552,900.00             | -                |
| Equip/Unusual                                      | 29,411.40            | 6,600.00             | -                    | -                                | -                                     | 7,000.00             | -                   | -                      | -                |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <i>-Utilities</i>                                  | 1,207,005.41         | 1,036,431.45         | 1,200,700.00         | 674,926.19                       | 1,068,030.00                          | 1,200,700.00         | -                   | 1,200,700.00           | -                |
| General  | 1,207,005.41         | 1,036,431.45         | 1,200,700.00         | 674,926.19                       | 1,068,030.00                          | 1,200,700.00         | -                   | 1,200,700.00           | -                |
| <b>City Clerk/Voter Registration</b>               | <b>777,424.69</b>    | <b>778,203.42</b>    | <b>836,716.00</b>    | <b>663,886.73</b>                | <b>823,883.66</b>                     | <b>912,606.00</b>    | <b>43,647.00</b>    | <b>880,363.00</b>      | <b>-</b>         |
| <i>-City Clerk</i>                                 | 440,306.78           | 450,077.79           | 476,522.00           | 366,405.14                       | 476,522.00                            | 513,841.00           | 36,119.00           | 512,641.00             | -                |
| Personnel  | 347,231.54           | 366,728.73           | 380,222.00           | 298,918.91                       | 380,222.00                            | 412,716.00           | 32,494.00           | 412,716.00             | -                |
| General  | 91,045.24            | 83,105.10            | 96,300.00            | 67,486.23                        | 96,300.00                             | 99,925.00            | 3,625.00            | 99,925.00              | -                |
| Equip/Unusual                                      |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Other Charges                                      | 2,030.00             | 243.96               | -                    | -                                | -                                     | 1,200.00             | -                   | -                      | -                |
| <i>-Voter Registration</i>                         | 337,117.91           | 328,125.63           | 360,194.00           | 297,481.59                       | 347,361.66                            | 398,765.00           | 7,528.00            | 367,722.00             | -                |
| Personnel  | 198,046.21           | 166,609.95           | 201,294.00           | 152,896.89                       | 192,522.00                            | 249,065.00           | 16,728.00           | 218,022.00             | -                |
| General  | 139,071.70           | 161,515.68           | 158,900.00           | 144,584.70                       | 154,839.66                            | 149,700.00           | (9,200.00)          | 149,700.00             | -                |
| Equip/Unusual                                      |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <b>City Council</b>                                | <b>368,851.24</b>    | <b>373,406.74</b>    | <b>390,905.00</b>    | <b>283,132.36</b>                | <b>380,190.00</b>                     | <b>403,257.00</b>    | <b>4,352.00</b>     | <b>395,257.00</b>      | <b>-</b>         |
| Personnel  | 299,691.50           | 312,294.00           | 319,540.00           | 238,647.26                       | 319,540.00                            | 323,892.00           | 4,352.00            | 323,892.00             | -                |
| General  | 66,871.49            | 61,112.74            | 71,115.00            | 44,485.10                        | 60,400.00                             | 71,115.00            | -                   | 71,115.00              | -                |
| Equip/Unusual                                      | 2,288.25             | -                    | 250.00               | -                                | 250.00                                | 8,250.00             | -                   | 250.00                 | -                |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <b>Conservation Commission</b>                     | <b>33,638.11</b>     | <b>41,656.25</b>     | <b>46,514.00</b>     | <b>35,842.75</b>                 | <b>45,805.01</b>                      | <b>184,879.00</b>    | <b>40,163.00</b>    | <b>86,677.00</b>       | <b>-</b>         |
| Personnel  | 31,634.07            | 38,740.50            | 44,414.00            | 29,236.71                        | 38,677.93                             | 122,279.00           | 40,163.00           | 84,577.00              | -                |
| General  | 2,004.04             | 1,674.23             | 2,100.00             | 1,106.04                         | 1,627.08                              | 2,100.00             | -                   | 2,100.00               | -                |
| Equip/Unusual                                      | -                    | 1,241.52             | -                    | 5,500.00                         | 5,500.00                              | 60,500.00            | -                   | -                      | -                |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <b>Consolidated Public Works</b>                   | <b>13,991,704.12</b> | <b>12,831,477.90</b> | <b>13,013,296.00</b> | <b>9,973,154.21</b>              | <b>15,346,203.29</b>                  | <b>15,938,545.00</b> | <b>1,688,755.00</b> | <b>14,702,051.00</b>   | <b>-</b>         |
| <i>-CPW Administration</i>                         | 6,115,225.80         | 5,711,132.94         | 6,026,351.00         | 4,020,114.01                     | 5,809,773.29                          | 7,107,570.00         | 678,755.00          | 6,705,106.00           | -                |
| Personnel  | 4,535,386.26         | 4,347,444.99         | 4,377,951.00         | 3,177,822.16                     | 4,308,339.01                          | 5,271,200.00         | 573,755.00          | 4,951,706.00           | -                |
| General  | 1,195,028.18         | 1,088,880.46         | 1,118,400.00         | 601,928.64                       | 1,045,100.28                          | 1,281,370.00         | 80,000.00           | 1,198,400.00           | -                |
| Equip/Unusual                                      | 384,811.36           | 274,807.49           | 530,000.00           | 240,363.21                       | 456,334.00                            | 555,000.00           | 25,000.00           | 555,000.00             | -                |
| Special  |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |



|  | FY 2019                | FY 2020                | FY 2021       |  |   | FY 2022               |                      |                           |                     |
|--|------------------------|------------------------|---------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|  | Actual<br>Expenditures | Actual<br>Expenditures | Budget        | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>-Snow &amp; Ice</b>                       | 2,531,478.02           | 1,608,323.20           | 1,396,945.00  | 2,094,278.40                           | 2,983,430.00                                | 1,896,975.00          | -                    | 1,396,945.00              | -                   |
| Personnel                                    | 308,593.46             | 184,110.28             | 137,000.00    | 356,197.40                             | 377,050.00                                  | 137,000.00            | -                    | 137,000.00                | -                   |
| General                                      | 2,222,884.56           | 1,424,212.92           | 1,259,945.00  | 1,738,081.00                           | 2,606,380.00                                | 1,759,975.00          | -                    | 1,259,945.00              | -                   |
| Equip/Unusual                                |                        |                        |               |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>-Collection &amp; Disposal of Rubbish</b> | 5,345,000.30           | 5,512,021.76           | 5,590,000.00  | 3,858,761.80                           | 6,553,000.00                                | 6,934,000.00          | 1,010,000.00         | 6,600,000.00              | -                   |
| General                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| Equip/Unusual                                | 5,345,000.30           | 5,512,021.76           | 5,590,000.00  | 3,858,761.80                           | 6,553,000.00                                | 6,934,000.00          | 1,010,000.00         | 6,600,000.00              | -                   |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>Board of Survey &amp; Planning</b>        | 19,669.51              | 9,147.12               | 21,700.00     | 11,073.29                              | 16,300.00                                   | 21,900.00             | -                    | 21,700.00                 | -                   |
| Personnel                                    | 15,100.00              | 7,300.00               | 17,000.00     | 7,819.02                               | 11,600.00                                   | 17,000.00             | -                    | 17,000.00                 | -                   |
| General                                      | 4,569.51               | 1,847.12               | 4,700.00      | 3,254.27                               | 4,700.00                                    | 4,900.00              | -                    | 4,700.00                  | -                   |
| Equip/Unusual                                |                        |                        |               |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>Cemetery Commission</b>                   | 2,800.00               | 1,800.00               | 3,000.00      | 1,100.00                               | 2,300.00                                    | 3,000.00              | -                    | 3,000.00                  | -                   |
| Personnel                                    | 2,800.00               | 1,800.00               | 3,000.00      | 1,100.00                               | 2,300.00                                    | 3,000.00              | -                    | 3,000.00                  | -                   |
| General                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| Equip/Unusual                                |                        |                        |               |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>CPW Water Admin</b>                       | 238,484.49             | 218,172.18             | 488,777.00    | 369,725.10                             | 486,851.19                                  | 523,009.00            | 34,232.00            | 523,009.00                | -                   |
| Personnel                                    | 238,484.49             | 217,872.18             | 484,477.00    | 368,325.10                             | 482,551.19                                  | 518,709.00            | 34,232.00            | 518,709.00                | -                   |
| General                                      | -                      | 300.00                 | 4,300.00      | 1,400.00                               | 4,300.00                                    | 4,300.00              | -                    | 4,300.00                  | -                   |
| Equip/Unusual                                |                        |                        |               |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>Water Ops &amp; Maint</b>                 | 10,613,435.24          | 10,988,682.95          | 11,436,154.00 | 8,037,926.03                           | 11,555,963.91                               | 12,148,324.00         | 719,730.00           | 12,155,884.00             | -                   |
| Personnel-Operations & Maint                 | 536,564.69             | 559,256.12             | 549,226.00    | 484,161.65                             | 672,698.68                                  | 790,228.00            | 248,562.00           | 797,788.00                | -                   |
| Personnel-Meter Read & Install               | 158,799.15             | 151,648.18             | 173,365.00    | 137,683.70                             | 182,331.23                                  | 185,967.00            | 12,602.00            | 185,967.00                | -                   |
| General                                      | 340,414.69             | 386,972.02             | 361,900.00    | 227,487.93                             | 361,900.00                                  | 398,550.00            | 36,650.00            | 398,550.00                | -                   |
| Equip/Unusual                                | 9,577,656.71           | 9,890,806.63           | 10,351,663.00 | 7,188,592.75                           | 10,339,034.00                               | 10,773,579.00         | 421,916.00           | 10,773,579.00             | -                   |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>Sewer Ops &amp; Maint</b>                 | 15,008,169.80          | 15,183,577.93          | 15,290,271.00 | 10,631,693.93                          | 15,256,068.45                               | 16,172,564.00         | 889,258.00           | 16,179,529.00             | -                   |
| Personnel                                    | 578,490.52             | 634,121.08             | 649,017.00    | 481,098.51                             | 616,414.45                                  | 966,116.00            | 324,064.00           | 973,081.00                | -                   |
| General                                      | 387,693.22             | 377,363.12             | 395,900.00    | 255,137.86                             | 395,900.00                                  | 421,100.00            | 25,200.00            | 421,100.00                | -                   |
| Equip/Unusual                                | 14,041,986.06          | 14,172,093.73          | 14,245,354.00 | 9,895,457.56                           | 14,243,754.00                               | 14,785,348.00         | 539,994.00           | 14,785,348.00             | -                   |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |
| <b>Council on Aging / Meals on Wheels</b>    | 749,955.21             | 670,067.63             | 890,634.00    | 360,254.76                             | 682,123.67                                  | 969,460.00            | 78,826.00            | 969,460.00                | -                   |
| Personnel                                    | 495,108.15             | 437,732.23             | 504,034.00    | 320,228.78                             | 396,789.67                                  | 581,685.00            | 77,651.00            | 581,685.00                | -                   |
| General                                      | 254,847.06             | 232,335.40             | 386,600.00    | 40,025.98                              | 285,334.00                                  | 387,775.00            | 1,175.00             | 387,775.00                | -                   |
| Equip/Unusual                                |                        |                        |               |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |               |  |   |                       |                      |                           |                     |



|  | FY 2019                | FY 2020                | FY 2021              |  |   | FY 2022               |                      |                           |                     |
|--|------------------------|------------------------|----------------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|  | Actual<br>Expenditures | Actual<br>Expenditures | Budget               | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Disabilities Service Commission</b>             | <b>7,000.00</b>        | <b>5,000.00</b>        | <b>7,190.00</b>      | <b>5,400.00</b>                        | <b>7,190.00</b>                             | <b>7,200.00</b>       | -                    | <b>7,190.00</b>           | -                   |
| Personnel  | 7,000.00               | 5,000.00               | 7,000.00             | 5,400.00                               | 7,000.00                                    | 7,000.00              | -                    | 7,000.00                  | -                   |
| General  | -                      | -                      | 190.00               | -                                      | 190.00                                      | 200.00                | -                    | 190.00                    | -                   |
| Equip/Unusual                                      | -                      | -                      | -                    | -                                      | -   | -                     | -                    | -                         | -                   |
| Special  |                        |                        |                      |  |   |                       |                      |                           |                     |
| <b>Emergency Management</b>                        | <b>86,337.90</b>       | <b>84,575.46</b>       | <b>89,885.00</b>     | <b>61,708.73</b>                       | <b>89,785.00</b>                            | <b>94,896.00</b>      | <b>5,011.00</b>      | <b>94,896.00</b>          | -                   |
| Personnel  | 77,872.39              | 78,428.84              | 78,985.00            | 60,541.99                              | 78,985.00                                   | 82,596.00             | 3,611.00             | 82,596.00                 | -                   |
| General  | 2,965.51               | 2,324.12               | 4,100.00             | 95.74                                  | 4,100.00                                    | 4,100.00              | -                    | 4,100.00                  | -                   |
| Equip/Unusual                                      | 5,100.00               | 3,422.50               | 6,400.00             | 999.00                                 | 6,300.00                                    | 7,800.00              | 1,400.00             | 7,800.00                  | -                   |
| Special  | 400.00                 | 400.00                 | 400.00               | 72.00                                  | 400.00                                      | 400.00                | -                    | 400.00                    | -                   |
| <b>Engineering</b>                                 | <b>458,683.67</b>      | <b>477,575.06</b>      | <b>475,069.00</b>    | <b>353,350.64</b>                      | <b>505,542.25</b>                           | <b>705,952.00</b>     | <b>76,658.00</b>     | <b>551,727.00</b>         | -                   |
| Personnel  | 449,419.59             | 457,879.40             | 448,069.00           | 338,944.42                             | 478,542.25                                  | 583,752.00            | 42,208.00            | 490,277.00                | -                   |
| General  | 9,264.08               | 19,695.66              | 27,000.00            | 14,406.22                              | 27,000.00                                   | 97,200.00             | 34,450.00            | 61,450.00                 | -                   |
| Equip/Unusual                                      | -                      | -                      | -                    | -                                      | -   | 25,000.00             | -                    | -                         | -                   |
| Special  |                        |                        |                      |  |   |                       |                      |                           |                     |
| <b>Water Admin (Engineering)</b>                   | <b>600,946.70</b>      | <b>676,950.81</b>      | <b>482,255.00</b>    | <b>338,800.33</b>                      | <b>475,145.00</b>                           | <b>595,271.00</b>     | <b>146,766.00</b>    | <b>629,021.00</b>         | -                   |
| <b>-Water &amp; Sewer Billing &amp; Compliance</b> | <b>243,222.45</b>      | <b>235,684.94</b>      | <b>243,867.00</b>    | <b>178,936.93</b>                      | <b>254,911.00</b>                           | <b>259,158.00</b>     | <b>15,291.00</b>     | <b>259,158.00</b>         | -                   |
| Personnel  | 182,127.26             | 183,353.36             | 186,167.00           | 146,685.84                             | 197,211.00                                  | 198,658.00            | 12,491.00            | 198,658.00                | -                   |
| General  | 61,095.19              | 52,331.58              | 57,700.00            | 32,251.09                              | 57,700.00                                   | 60,500.00             | 2,800.00             | 60,500.00                 | -                   |
| Equip/Unusual                                      |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special  |                        |                        |                      |  |   |                       |                      |                           |                     |
| <b>-Engineering Water Administration</b>           | <b>357,724.25</b>      | <b>441,265.87</b>      | <b>238,388.00</b>    | <b>159,863.40</b>                      | <b>220,234.00</b>                           | <b>336,113.00</b>     | <b>131,475.00</b>    | <b>369,863.00</b>         | -                   |
| Personnel  | 339,855.64             | 434,498.15             | 221,688.00           | 159,563.20                             | 218,534.00                                  | 334,113.00            | 112,425.00           | 334,113.00                | -                   |
| General  | 3,793.04               | 1,871.33               | 1,700.00             | 300.20                                 | 1,700.00                                    | 2,000.00              | 34,050.00            | 35,750.00                 | -                   |
| Equip/Unusual                                      | 14,075.57              | 4,896.39               | 15,000.00            | -                                      | -   | -                     | (15,000.00)          | -                         | -                   |
| Special  |                        |                        |                      |  |   |                       |                      |                           |                     |
| <b>Fire</b>  | <b>17,477,855.42</b>   | <b>17,123,055.14</b>   | <b>17,061,901.00</b> | <b>14,332,931.35</b>                   | <b>18,046,522.16</b>                        | <b>19,877,390.00</b>  | <b>1,513,747.00</b>  | <b>18,575,648.00</b>      | -                   |
| Personnel  | 16,533,205.45          | 16,265,698.45          | 16,176,441.00        | 13,892,439.90                          | 17,115,532.86                               | 18,846,851.00         | 1,475,509.00         | 17,651,950.00             | -                   |
| General  | 640,296.74             | 527,244.36             | 549,000.00           | 181,265.04                             | 603,979.30                                  | 621,885.00            | 22,960.00            | 571,960.00                | -                   |
| Equip/Unusual                                      | 73,498.57              | 103,757.33             | 104,500.00           | 65,559.95                              | 104,500.00                                  | 89,000.00             | (15,500.00)          | 89,000.00                 | -                   |
| Special  | 230,854.66             | 226,355.00             | 231,960.00           | 193,666.46                             | 222,510.00                                  | 319,654.00            | 30,778.00            | 262,738.00                | -                   |
| <b>Fire Auxiliary</b>                              | <b>15,343.24</b>       | <b>13,375.00</b>       | <b>12,000.00</b>     | <b>650.00</b>                          | <b>13,375.00</b>                            | <b>12,000.00</b>      | -                    | <b>12,000.00</b>          | -                   |
| General  | 9,464.74               | 9,875.00               | 8,500.00             | 650.00                                 | 9,875.00                                    | 8,500.00              | -                    | 8,500.00                  | -                   |
| Equip/Unusual                                      |                        |                        |                      |  |   |                       |                      |                           |                     |
| Special  | 5,878.50               | 3,500.00               | 3,500.00             | -                                      | 3,500.00                                    | 3,500.00              | -                    | 3,500.00                  | -                   |
| <b>Health</b>                                      | <b>905,363.50</b>      | <b>869,458.78</b>      | <b>891,050.00</b>    | <b>684,021.17</b>                      | <b>923,828.00</b>                           | <b>873,246.00</b>     | <b>51,569.00</b>     | <b>942,619.00</b>         | -                   |
| Personnel  | 745,987.73             | 702,952.12             | 720,525.00           | 563,539.00                             | 749,146.00                                  | 795,389.00            | 44,237.00            | 764,762.00                | -                   |
| General  | 58,988.87              | 66,040.53              | 69,925.00            | 61,924.90                              | 74,082.00                                   | 77,857.00             | 7,932.00             | 77,857.00                 | -                   |
| Equip/Unusual                                      | 100,386.90             | 100,466.13             | 100,600.00           | 58,557.27                              | 100,600.00                                  | -                     | (600.00)             | 100,000.00                | -                   |
| Special  |                        |                        |                      |  |   |                       |                      |                           |                     |



|                               | FY 2019                | FY 2020                | FY 2021             |  |   | FY 2022               |                      |                           |                     |
|-------------------------------|------------------------|------------------------|---------------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                               | Actual<br>Expenditures | Actual<br>Expenditures | Budget              | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Historical Commission</b>  | <b>19,943.30</b>       | <b>21,591.09</b>       | <b>23,400.00</b>    | <b>9,134.67</b>                        | <b>18,215.00</b>                            | <b>24,400.00</b>      | -                    | <b>23,400.00</b>          | -                   |
| Personnel                     | 6,000.00               | 6,100.00               | 7,000.00            | 3,900.00                               | 3,600.00                                    | 7,000.00              | -                    | 7,000.00                  | -                   |
| General                       | 3,643.30               | 3,141.09               | 5,900.00            | 1,809.67                               | 4,115.00                                    | 5,900.00              | -                    | 5,900.00                  | -                   |
| Equip/Unusual                 | 10,300.00              | 12,350.00              | 10,500.00           | 3,425.00                               | 10,500.00                                   | 11,500.00             | -                    | 10,500.00                 | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| <b>Human Resources</b>        | <b>846,582.44</b>      | <b>868,137.35</b>      | <b>787,106.00</b>   | <b>1,039,420.27</b>                    | <b>1,120,031.00</b>                         | <b>1,196,383.00</b>   | <b>(23,696.00)</b>   | <b>763,410.00</b>         | -                   |
| -General/Work Study/Unemploy  | 380,291.75             | 334,474.57             | 397,106.00          | 529,435.03                             | 512,031.00                                  | 626,383.00            | 16,304.00            | 413,410.00                | -                   |
| Personnel                     | 329,622.18             | 295,399.20             | 326,206.00          | 187,232.12                             | 294,206.00                                  | 475,483.00            | 16,304.00            | 342,510.00                | -                   |
| General                       | 17,254.57              | 19,119.37              | 32,900.00           | 338,102.91                             | 207,775.00                                  | 112,900.00            | -                    | 32,900.00                 | -                   |
| Equip/Unusual                 | 33,415.00              | 19,956.00              | 38,000.00           | 4,100.00                               | 10,050.00                                   | 38,000.00             | -                    | 38,000.00                 | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| -Workers Comp                 | 466,290.69             | 533,662.78             | 390,000.00          | 509,985.24                             | 608,000.00                                  | 570,000.00            | (40,000.00)          | 350,000.00                | -                   |
| Personnel                     |                        |                        |                     |  |   |                       |                      |                           |                     |
| General                       | 466,290.69             | 533,662.78             | 390,000.00          | 509,985.24                             | 608,000.00                                  | 570,000.00            | (40,000.00)          | 350,000.00                | -                   |
| Equip/Unusual                 |                        |                        |                     |  |   |                       |                      |                           |                     |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| <b>Information Technology</b> | <b>1,681,983.36</b>    | <b>1,827,226.54</b>    | <b>1,705,822.00</b> | <b>1,397,833.38</b>                    | <b>1,826,615.20</b>                         | <b>1,920,213.00</b>   | <b>179,391.00</b>    | <b>1,885,213.00</b>       | -                   |
| -Information Technology       | 1,464,200.74           | 1,613,399.61           | 1,497,284.00        | 1,238,705.64                           | 1,610,077.20                                | 1,671,675.00          | 174,391.00           | 1,671,675.00              | -                   |
| Personnel                     | 1,095,173.82           | 1,091,957.92           | 1,111,553.00        | 873,474.38                             | 1,154,981.20                                | 1,188,833.00          | 77,280.00            | 1,188,833.00              | -                   |
| General                       | 330,992.12             | 359,293.09             | 355,731.00          | 330,753.51                             | 394,051.00                                  | 452,842.00            | 97,111.00            | 452,842.00                | -                   |
| Equip/Unusual                 | 38,034.80              | 162,148.60             | 30,000.00           | 34,477.75                              | 61,045.00                                   | 30,000.00             | -                    | 30,000.00                 | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| -Central Telephone            | 217,782.62             | 213,826.93             | 208,538.00          | 159,127.74                             | 216,538.00                                  | 248,538.00            | 5,000.00             | 213,538.00                | -                   |
| Personnel                     | 26,109.02              | 22,884.40              | 28,538.00           | 19,139.68                              | 28,538.00                                   | 28,538.00             | -                    | 28,538.00                 | -                   |
| General                       | 191,673.60             | 190,942.53             | 180,000.00          | 139,988.06                             | 188,000.00                                  | 185,000.00            | 5,000.00             | 185,000.00                | -                   |
| Equip/Unusual                 | -                      | -                      | -                   | -                                      | -   | 35,000.00             | -                    | -                         | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| <b>Law</b>                    | <b>1,077,812.53</b>    | <b>1,065,416.50</b>    | <b>1,233,167.00</b> | <b>1,003,469.47</b>                    | <b>1,444,328.68</b>                         | <b>1,303,719.00</b>   | <b>70,552.00</b>     | <b>1,303,719.00</b>       | -                   |
| Personnel                     | 933,744.81             | 873,857.23             | 971,967.00          | 759,340.35                             | 1,010,485.68                                | 1,034,069.00          | 62,102.00            | 1,034,069.00              | -                   |
| General                       | 77,621.01              | 89,197.47              | 161,200.00          | 53,370.82                              | 169,650.00                                  | 169,650.00            | 8,450.00             | 169,650.00                | -                   |
| Equip/Unusual                 | 66,446.71              | 102,361.80             | 100,000.00          | 190,758.30                             | 264,193.00                                  | 100,000.00            | -                    | 100,000.00                | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| <b>Library</b>                | <b>2,805,063.83</b>    | <b>2,820,382.66</b>    | <b>2,930,781.00</b> | <b>1,924,882.50</b>                    | <b>2,760,706.29</b>                         | <b>3,317,394.00</b>   | <b>210,219.00</b>    | <b>3,141,000.00</b>       | -                   |
| Personnel                     | 2,312,214.47           | 2,317,023.41           | 2,442,603.00        | 1,639,789.23                           | 2,247,188.29                                | 2,745,484.00          | 190,387.00           | 2,632,990.00              | -                   |
| General                       | 426,430.02             | 417,223.87             | 407,600.00          | 224,139.29                             | 434,600.00                                  | 487,585.00            | 19,085.00            | 426,685.00                | -                   |
| Equip/Unusual                 | 66,419.34              | 85,528.29              | 80,578.00           | 60,953.98                              | 78,918.00                                   | 81,325.00             | 747.00               | 81,325.00                 | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |
| Other Charges                 | -                      | 607.09                 | -                   | -                                      | -   | 3,000.00              | -                    | -                         | -                   |
| <b>Mayor</b>                  | <b>661,843.19</b>      | <b>692,371.74</b>      | <b>702,879.00</b>   | <b>557,957.32</b>                      | <b>738,242.00</b>                           | <b>742,619.00</b>     | <b>39,740.00</b>     | <b>742,619.00</b>         | -                   |
| -Mayor                        | 651,893.19             | 681,921.74             | 691,879.00          | 557,957.32                             | 727,242.00                                  | 731,619.00            | 39,740.00            | 731,619.00                | -                   |
| Personnel                     | 278,244.50             | 282,042.69             | 276,539.00          | 225,367.11                             | 300,192.00                                  | 316,279.00            | 39,740.00            | 316,279.00                | -                   |
| General                       | 22,682.73              | 24,224.95              | 24,615.00           | 20,828.07                              | 23,625.00                                   | 24,615.00             | -                    | 24,615.00                 | -                   |
| Equip/Unusual                 | 350,965.96             | 375,654.10             | 390,725.00          | 311,762.14                             | 403,425.00                                  | 390,725.00            | -                    | 390,725.00                | -                   |
| Special                       |                        |                        |                     |  |   |                       |                      |                           |                     |



|                                     | FY 2019              | FY 2020              | FY 2021              |                                  |                                       | FY 2022              |                     |                        |                  |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------------|----------------------|---------------------|------------------------|------------------|
|                                     | Actual Expenditures  | Actual Expenditures  | Budget               | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request   | Mayor's Incr/Decr   | Mayor's Recommendation | Council Approval |
| <i>-Celebration of Holidays</i>     | 9,950.00             | 10,450.00            | 11,000.00            | -                                | 11,000.00                             | 11,000.00            | -                   | 11,000.00              | -                |
| Personnel                           |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| General                             | 9,950.00             | 10,450.00            | 11,000.00            | -                                | 11,000.00                             | 11,000.00            | -                   | 11,000.00              | -                |
| Equip/Unusual                       |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special                             |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <b>Planning</b>                     | <b>965,258.04</b>    | <b>935,790.32</b>    | <b>967,254.00</b>    | <b>774,198.57</b>                | <b>1,252,114.92</b>                   | <b>1,077,106.00</b>  | <b>87,837.00</b>    | <b>1,055,091.00</b>    | -                |
| <i>-City Planner</i>                | 299,465.37           | 275,915.79           | 272,080.00           | 231,907.00                       | 270,303.00                            | 332,091.00           | 60,011.00           | 332,091.00             | -                |
| Personnel                           | 291,191.14           | 238,475.89           | 259,280.00           | 223,755.62                       | 247,353.00                            | 319,291.00           | 60,011.00           | 319,291.00             | -                |
| General                             | 2,801.41             | 2,782.71             | 2,800.00             | 1,277.55                         | 2,800.00                              | 2,800.00             | -                   | 2,800.00               | -                |
| Equip/Unusual                       | 5,472.82             | 34,657.19            | 10,000.00            | 6,873.83                         | 20,150.00                             | 10,000.00            | -                   | 10,000.00              | -                |
| Special                             |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <i>-Housing</i>                     | 516,035.21           | 515,331.69           | 548,366.00           | 408,940.70                       | 828,808.64                            | 574,565.00           | 26,199.00           | 574,565.00             | -                |
| Personnel                           | 346,260.56           | 337,014.84           | 361,866.00           | 296,336.09                       | 370,208.64                            | 386,065.00           | 24,199.00           | 386,065.00             | -                |
| General                             | 84,034.20            | 76,205.31            | 86,500.00            | 72,786.17                        | 88,600.00                             | 88,500.00            | 2,000.00            | 88,500.00              | -                |
| Equip/Unusual                       | 85,740.45            | 102,111.54           | 100,000.00           | 39,818.44                        | 370,000.00                            | 100,000.00           | -                   | 100,000.00             | -                |
| Special                             |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <i>-Paine Estate</i>                | 149,757.46           | 144,542.84           | 146,808.00           | 133,350.87                       | 153,003.28                            | 170,450.00           | 1,627.00            | 148,435.00             | -                |
| Personnel                           | 122,486.64           | 127,063.55           | 127,508.00           | 121,852.32                       | 133,703.28                            | 135,700.00           | (6,373.00)          | 121,135.00             | -                |
| General                             | 27,270.82            | 17,479.29            | 19,300.00            | 11,498.55                        | 19,300.00                             | 34,750.00            | 8,000.00            | 27,300.00              | -                |
| Equip/Unusual                       |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special                             |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| <b>Police</b>                       | <b>19,530,814.09</b> | <b>19,358,150.82</b> | <b>19,269,085.00</b> | <b>15,384,674.04</b>             | <b>20,367,244.00</b>                  | <b>21,323,668.00</b> | <b>1,406,548.00</b> | <b>20,675,633.00</b>   | -                |
| <i>-Police &amp; Animal Control</i> | 17,715,595.76        | 17,560,836.99        | 17,441,775.00        | 13,981,659.45                    | 18,600,670.00                         | 19,282,888.00        | 1,306,666.00        | 18,748,441.00          | -                |
| Personnel                           | 17,013,972.90        | 16,992,722.76        | 16,692,100.00        | 13,457,803.08                    | 18,028,554.00                         | 18,515,196.00        | 1,288,649.00        | 17,980,749.00          | -                |
| General                             | 285,005.05           | 252,845.57           | 278,400.00           | 217,805.69                       | 251,552.00                            | 303,250.00           | 24,850.00           | 303,250.00             | -                |
| Equip/Unusual                       | 190,903.28           | 101,338.48           | 219,100.00           | 109,689.21                       | 116,584.00                            | 212,267.00           | (6,833.00)          | 212,267.00             | -                |
| Special                             | 225,714.53           | 213,930.18           | 252,175.00           | 196,361.47                       | 203,980.00                            | 252,175.00           | -                   | 252,175.00             | -                |
| <i>-Dispatch</i>                    | 1,815,218.33         | 1,797,313.83         | 1,827,310.00         | 1,403,014.59                     | 1,766,574.00                          | 2,040,780.00         | 99,882.00           | 1,927,192.00           | -                |
| Personnel                           | 1,771,351.72         | 1,756,766.72         | 1,774,010.00         | 1,369,793.75                     | 1,732,771.00                          | 1,993,330.00         | 105,732.00          | 1,879,742.00           | -                |
| General                             | 31,618.41            | 28,289.86            | 37,900.00            | 22,620.84                        | 23,203.00                             | 32,050.00            | (5,850.00)          | 32,050.00              | -                |
| Equip/Unusual                       |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special                             | 12,248.20            | 12,257.25            | 15,400.00            | 10,600.00                        | 10,600.00                             | 15,400.00            | -                   | 15,400.00              | -                |
| <b>Purchasing</b>                   | <b>556,918.94</b>    | <b>535,727.51</b>    | <b>662,118.00</b>    | <b>525,388.73</b>                | <b>599,196.11</b>                     | <b>677,126.00</b>    | <b>15,008.00</b>    | <b>677,126.00</b>      | -                |
| Personnel                           | 240,312.34           | 248,704.77           | 266,363.00           | 187,424.39                       | 233,996.11                            | 233,426.00           | (32,937.00)         | 233,426.00             | -                |
| General                             | 3,961.00             | 6,543.18             | 5,700.00             | 853.26                           | 5,200.00                              | 13,700.00            | 8,000.00            | 13,700.00              | -                |
| Equip/Unusual                       |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |
| Special                             | 312,645.60           | 280,479.56           | 390,055.00           | 337,111.08                       | 360,000.00                            | 430,000.00           | 39,945.00           | 430,000.00             | -                |
| <b>Recreation/Veteran's Rink</b>    | <b>1,627,539.88</b>  | <b>1,638,569.65</b>  | <b>1,870,692.00</b>  | <b>1,223,708.09</b>              | <b>1,676,914.68</b>                   | <b>2,011,716.00</b>  | <b>141,024.00</b>   | <b>2,011,716.00</b>    | -                |
| <i>-General Support</i>             | 926,820.00           | 990,306.85           | 1,068,242.00         | 755,012.50                       | 1,051,603.04                          | 1,145,323.00         | 77,081.00           | 1,145,323.00           | -                |
| Personnel                           | 868,287.96           | 941,132.46           | 1,002,142.00         | 737,461.19                       | 1,012,065.04                          | 1,079,448.00         | 77,306.00           | 1,079,448.00           | -                |
| General                             | 16,649.46            | 16,627.12            | 19,100.00            | 5,862.08                         | 14,538.00                             | 18,875.00            | (225.00)            | 18,875.00              | -                |
| Equip/Unusual                       | 41,882.58            | 32,547.27            | 47,000.00            | 11,689.23                        | 25,000.00                             | 47,000.00            | -                   | 47,000.00              | -                |
| Special                             |                      |                      |                      |                                  |                                       |                      |                     |                        |                  |



|  | FY 2019                | FY 2020                | FY 2021             |  |   | FY 2022               |                      |                           |                     |
|--|------------------------|------------------------|---------------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|  | Actual<br>Expenditures | Actual<br>Expenditures | Budget              | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <i>-Playgrounds</i>                          | 159,116.60             | 161,141.93             | 193,700.00          | 131,560.76                             | 166,200.00                                  | 227,700.00            | 34,000.00            | 227,700.00                | -                   |
| Personnel                                    | 56,232.00              | 63,962.50              | 69,000.00           | 35,195.50                              | 43,000.00                                   | 78,000.00             | 9,000.00             | 78,000.00                 | -                   |
| General                                      | 99,392.68              | 94,570.96              | 119,700.00          | 94,688.42                              | 118,200.00                                  | 144,700.00            | 25,000.00            | 144,700.00                | -                   |
| Equip/Unusual                                | 3,491.92               | 2,608.47               | 5,000.00            | 1,676.84                               | 5,000.00                                    | 5,000.00              | -                    | 5,000.00                  | -                   |
| Special                                      |                        |                        |                     |  |   |                       |                      |                           |                     |
| <i>-Summer Fun</i>                           | 81,962.39              | 65,330.15              | 89,700.00           | 33,728.24                              | 51,263.00                                   | 88,200.00             | (1,500.00)           | 88,200.00                 | -                   |
| Personnel                                    | 70,325.00              | 58,636.00              | 77,500.00           | 32,714.00                              | 40,963.00                                   | 76,000.00             | (1,500.00)           | 76,000.00                 | -                   |
| General                                      | 11,637.39              | 6,694.15               | 12,200.00           | 1,014.24                               | 10,300.00                                   | 12,200.00             | -                    | 12,200.00                 | -                   |
| Equip/Unusual                                |                        |                        |                     |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |                     |  |   |                       |                      |                           |                     |
| <i>-Support of Rec Act.</i>                  | 107,972.55             | 70,230.96              | 112,200.00          | 45,376.48                              | 80,800.00                                   | 132,200.00            | 20,000.00            | 132,200.00                | -                   |
| Personnel                                    |                        |                        |                     |  |   |                       |                      |                           |                     |
| General                                      | 98,275.17              | 64,497.64              | 101,700.00          | 44,748.68                              | 77,000.00                                   | 121,700.00            | 20,000.00            | 121,700.00                | -                   |
| Equip/Unusual                                | 9,697.38               | 5,733.32               | 10,500.00           | 627.80                                 | 3,800.00                                    | 10,500.00             | -                    | 10,500.00                 | -                   |
| Special                                      |                        |                        |                     |  |   |                       |                      |                           |                     |
| <i>-Vet Rink</i>                             | 351,668.34             | 351,559.76             | 406,850.00          | 258,030.11                             | 327,048.64                                  | 418,293.00            | 11,443.00            | 418,293.00                | -                   |
| Personnel                                    | 147,366.62             | 144,542.47             | 154,150.00          | 134,735.78                             | 155,038.64                                  | 168,493.00            | 14,343.00            | 168,493.00                | -                   |
| General                                      | 178,811.03             | 177,928.87             | 219,700.00          | 106,837.08                             | 146,655.00                                  | 216,800.00            | (2,900.00)           | 216,800.00                | -                   |
| Equip/Unusual                                | 14,240.69              | 19,088.42              | 21,000.00           | 5,302.25                               | 14,200.00                                   | 21,000.00             | -                    | 21,000.00                 | -                   |
| Special                                      | 11,250.00              | 10,000.00              | 12,000.00           | 11,155.00                              | 11,155.00                                   | 12,000.00             | -                    | 12,000.00                 | -                   |
| <b>Transportation</b>                        | <b>902,579.36</b>      | <b>862,104.00</b>      | <b>966,913.00</b>   | <b>676,941.43</b>                      | <b>901,249.44</b>                           | <b>1,043,310.00</b>   | <b>61,907.00</b>     | <b>1,028,820.00</b>       | <b>-</b>            |
| <i>-Traffic Engineering</i>                  | 531,475.81             | 527,050.62             | 570,447.00          | 391,744.44                             | 525,565.00                                  | 626,405.00            | 51,442.00            | 621,889.00                | -                   |
| Personnel                                    | 414,401.28             | 396,303.79             | 429,147.00          | 295,530.03                             | 408,336.00                                  | 455,589.00            | 26,442.00            | 455,589.00                | -                   |
| General                                      | 68,628.12              | 35,299.48              | 66,300.00           | 26,448.76                              | 42,229.00                                   | 70,816.00             | -                    | 66,300.00                 | -                   |
| Equip/Unusual                                | 48,446.41              | 95,447.35              | 75,000.00           | 69,765.65                              | 75,000.00                                   | 100,000.00            | 25,000.00            | 100,000.00                | -                   |
| Special                                      |                        |                        |                     |  |   |                       |                      |                           |                     |
| <i>-Parking Management</i>                   | 371,103.55             | 335,053.38             | 396,466.00          | 285,196.99                             | 375,684.44                                  | 416,905.00            | 10,465.00            | 406,931.00                | -                   |
| Personnel                                    | 177,579.08             | 160,338.71             | 182,878.00          | 141,001.13                             | 189,892.00                                  | 195,642.00            | 12,764.00            | 195,642.00                | -                   |
| General                                      | 133,383.97             | 139,838.41             | 148,700.00          | 80,248.36                              | 120,904.44                                  | 156,375.00            | -                    | 148,700.00                | -                   |
| Equip/Unusual                                | 58,197.00              | 32,981.00              | 62,888.00           | 62,888.00                              | 62,888.00                                   | 62,888.00             | (2,299.00)           | 60,589.00                 | -                   |
| Special                                      | 1,943.50               | 1,895.26               | 2,000.00            | 1,059.50                               | 2,000.00                                    | 2,000.00              | -                    | 2,000.00                  | -                   |
| <b>Treasurer &amp; Collector</b>             | <b>1,355,981.55</b>    | <b>1,294,938.73</b>    | <b>1,357,196.00</b> | <b>884,282.61</b>                      | <b>1,382,069.76</b>                         | <b>1,313,884.00</b>   | <b>7,279.00</b>      | <b>1,364,475.00</b>       | <b>-</b>            |
| <i>-Treas &amp; Collector/Life Insurance</i> | 1,351,981.55           | 1,292,338.73           | 1,353,196.00        | 882,342.81                             | 1,378,069.76                                | 1,309,884.00          | 7,279.00             | 1,360,475.00              | -                   |
| Personnel                                    | 946,746.34             | 920,858.70             | 899,546.00          | 641,471.00                             | 926,919.76                                  | 858,734.00            | 9,779.00             | 909,325.00                | -                   |
| General                                      | 405,235.21             | 368,585.07             | 446,150.00          | 240,671.81                             | 446,150.00                                  | 446,150.00            | -                    | 446,150.00                | -                   |
| Equip/Unusual                                | -                      | 2,894.96               | 7,500.00            | 200.00                                 | 5,000.00                                    | 5,000.00              | (2,500.00)           | 5,000.00                  | -                   |
| Special                                      |                        |                        |                     |  |   |                       |                      |                           |                     |
| <i>-Trust Funds</i>                          | 4,000.00               | 2,600.00               | 4,000.00            | 1,939.80                               | 4,000.00                                    | 4,000.00              | -                    | 4,000.00                  | -                   |
| Personnel                                    | 4,000.00               | 2,600.00               | 4,000.00            | 1,939.80                               | 4,000.00                                    | 4,000.00              | -                    | 4,000.00                  | -                   |
| General                                      |                        |                        |                     |  |   |                       |                      |                           |                     |
| Equip/Unusual                                |                        |                        |                     |  |   |                       |                      |                           |                     |
| Special                                      |                        |                        |                     |  |   |                       |                      |                           |                     |



## FY2022 BUDGET - MAYOR'S RECOMMENDATIONS

|                                    | FY 2019                | FY 2020                | FY 2021               |  |   | FY 2022               |                      |                           |                     |
|------------------------------------|------------------------|------------------------|-----------------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                                    | Actual<br>Expenditures | Actual<br>Expenditures | Budget                | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Veterans/License Commission</b> | <b>357,360.73</b>      | <b>361,317.80</b>      | <b>390,053.00</b>     | <b>257,436.75</b>                      | <b>368,203.00</b>                           | <b>402,054.00</b>     | <b>12,001.00</b>     | <b>402,054.00</b>         | <b>-</b>            |
| -Veterans                          | 338,510.73             | 343,075.14             | 370,753.00            | 243,512.76                             | 348,728.00                                  | 382,754.00            | 12,001.00            | 382,754.00                | -                   |
| Personnel                          | 195,349.11             | 196,053.00             | 196,053.00            | 154,805.83                             | 196,053.00                                  | 208,054.00            | 12,001.00            | 208,054.00                | -                   |
| General                            | 143,161.62             | 147,022.14             | 174,700.00            | 88,706.93                              | 152,675.00                                  | 174,700.00            | -                    | 174,700.00                | -                   |
| Equip/Unusual                      |                        |                        |                       |  |   |                       |                      |                           |                     |
| Special                            |                        |                        |                       |  |   |                       |                      |                           |                     |
| -License Commission                | 18,850.00              | 18,242.66              | 19,300.00             | 13,923.99                              | 19,475.00                                   | 19,300.00             | -                    | 19,300.00                 | -                   |
| Personnel                          | 15,600.00              | 15,600.00              | 15,600.00             | 11,638.04                              | 15,600.00                                   | 15,600.00             | -                    | 15,600.00                 | -                   |
| General                            | 3,250.00               | 2,642.66               | 3,700.00              | 2,285.95                               | 3,875.00                                    | 3,700.00              | -                    | 3,700.00                  | -                   |
| Equip/Unusual                      |                        |                        |                       |  |   |                       |                      |                           |                     |
| Special                            |                        |                        |                       |  |   |                       |                      |                           |                     |
| <b>Wires</b>                       | <b>1,632,275.99</b>    | <b>1,542,195.43</b>    | <b>1,714,916.00</b>   | <b>1,042,866.81</b>                    | <b>1,653,211.00</b>                         | <b>1,688,167.00</b>   | <b>(26,749.00)</b>   | <b>1,688,167.00</b>       | <b>-</b>            |
| -General                           | 1,129,549.86           | 1,203,586.27           | 1,184,916.00          | 858,159.90                             | 1,223,211.00                                | 1,258,167.00          | 73,251.00            | 1,258,167.00              | -                   |
| Personnel                          | 798,008.07             | 850,829.11             | 850,316.00            | 665,953.38                             | 884,431.00                                  | 907,567.00            | 57,251.00            | 907,567.00                | -                   |
| General                            | 307,163.69             | 326,718.11             | 307,100.00            | 190,918.78                             | 311,280.00                                  | 343,100.00            | 36,000.00            | 343,100.00                | -                   |
| Equip/Unusual                      | 24,378.10              | 26,039.05              | 27,500.00             | 1,287.74                               | 27,500.00                                   | 7,500.00              | (20,000.00)          | 7,500.00                  | -                   |
| Special                            |                        |                        |                       |  |   |                       |                      |                           |                     |
| -Street Lighting                   | 502,726.13             | 338,609.16             | 530,000.00            | 184,706.91                             | 430,000.00                                  | 430,000.00            | (100,000.00)         | 430,000.00                | -                   |
| Personnel                          |                        |                        |                       |  |   |                       |                      |                           |                     |
| General                            | 502,726.13             | 338,609.16             | 530,000.00            | 184,706.91                             | 430,000.00                                  | 430,000.00            | (100,000.00)         | 430,000.00                | -                   |
| Equip/Unusual                      |                        |                        |                       |  |   |                       |                      |                           |                     |
| Special                            |                        |                        |                       |  |   |                       |                      |                           |                     |
| <b>Zoning Board Of Appeals</b>     | <b>52,437.88</b>       | <b>48,774.14</b>       | <b>60,200.00</b>      | <b>34,507.90</b>                       | <b>60,200.00</b>                            | <b>60,200.00</b>      | <b>-</b>             | <b>60,200.00</b>          | <b>-</b>            |
| Personnel                          | 21,000.00              | 23,600.00              | 25,500.00             | 12,400.00                              | 25,500.00                                   | 25,500.00             | -                    | 25,500.00                 | -                   |
| General                            | 31,437.88              | 25,174.14              | 34,700.00             | 22,107.90                              | 34,700.00                                   | 34,700.00             | -                    | 34,700.00                 | -                   |
| Equip/Unusual                      |                        |                        |                       |  |   |                       |                      |                           |                     |
| Special                            |                        |                        |                       |  |   |                       |                      |                           |                     |
| <b>Grand Total</b>                 | <b>179,734,697.50</b>  | <b>179,179,030.82</b>  | <b>185,774,473.00</b> | <b>153,033,308.62</b>                  | <b>188,528,108.03</b>                       | <b>211,488,522.00</b> | <b>16,947,590.00</b> | <b>202,722,063.00</b>     | <b>-</b>            |
| <b>Schools</b>                     | <b>87,375,692.87</b>   | <b>87,786,176.00</b>   | <b>92,098,631.00</b>  | <b>54,915,781.35</b>                   | <b>-</b>                                    | <b>96,307,522.00</b>  | <b>1,981,810.00</b>  | <b>94,080,441.00</b>      | <b>-</b>            |
| <b>Total with Schools</b>          | <b>267,110,390.37</b>  | <b>266,965,206.82</b>  | <b>277,873,104.00</b> | <b>207,949,089.97</b>                  | <b>188,528,108.03</b>                       | <b>307,796,044.00</b> | <b>18,929,400.00</b> | <b>296,802,504.00</b>     | <b>-</b>            |



## 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 139,787          | 140,567          |
| Pension Administration  | 14,282           | 13,486           |
| Medical & Life Insurance  | 159,145          | 157,516          |
| Heat, Light, Water  | 12,768           | 11,498           |
| Building Repair & Maintenance   | 22,356           | 9,442            |
| Building Insurance  | 635              | 565              |
| Motor Vehicle Insurance   | 223              | 172              |
| Motor Vehicle Maint & Repair  | 6,470            | 5,535            |
| <b>Total</b>  | <b>\$355,666</b> | <b>\$338,781</b> |

|   |                           |                              |                              |
|---|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>                         | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| Real Estate Parcels Assessed                  | 15,866                    | 15,917                       | 15,957                       |
| Personal Prop Parcels Assessed                | 1,563                     | 1,530                        | 1,510                        |
| Field Inspections                             | 200                       | 20                           | 275                          |
| Real Estate & Personal Property<br>Abatements | 165                       | 127                          | 110                          |
| Real Estate & Personal Property<br>Exemptions | 655                       | 566                          | 580                          |
| Motor Vehicle Excise Tax Processed            | 56,508                    | 57,500                       | 58,000                       |
| Motor Vehicle Excise Abatements               | 1,869                     | 1,875                        | 1,900                        |
| Appellate Tax Board Cases -<br>Properties     | 10                        | 8                            | 12                           |
| Abutters Plan Certifications                  | 123                       | 140                          | 160                          |



**ASSESSOR**

**PERSONNEL**

|                 | Bargaining<br>Unit Position | FY 2022<br>Grade-Step |
|-----------------|-----------------------------|-----------------------|
| 1.              | *Chairperson, Assessors     | 19-6                  |
| 2.              | *Assessor                   | 16-6 (L10)            |
| 3.              | *Assessor                   | 16-6 (L9)             |
| 4.              | *Assistant Assessor         | 13-6 (L9)             |
| 5.              | *Administrative Assistant   | 10-3 (L8)             |
| 6.              | Part Time / Temporary       |                       |
| <b>Subtotal</b> |                             |                       |

| FY 2020 |                     | FY 2021 |         |                     |                | FY 2022 |                    |   |                        |                  |
|---------|---------------------|---------|---------|---------------------|----------------|---------|--------------------|---|------------------------|------------------|
| #       | Actual Expenditures | #       | Budget  | July - March        | Estimated      | #       | Department Request | # | Mayor's Recommendation | Council Approval |
|         |                     |         |         | Actual Expenditures | Thru 6/30/2021 |         |                    |   |                        |                  |
|         |                     | 1       | 129,266 | 102,069.96          | 134,436.64     | 1       | 137,178            | 1 | 137,178                |                  |
|         |                     | 1       | 116,474 | 91,620.75           | 121,132.96     | 1       | 124,787            | 1 | 124,787                |                  |
|         |                     | 1       | 116,521 | 92,105.84           | 121,181.84     | 1       | 123,653            | 1 | 123,653                |                  |
|         |                     | 1       | 90,730  | 71,370.75           | 94,359.20      | 1       | 100,387            | 1 | 100,387                |                  |
|         |                     | 1       | 62,168  | 47,752.77           | 64,654.72      | 1       | 71,640             | 1 | 71,640                 |                  |
|         |                     |         | 29,026  | 13,194.00           | 29,026.00      |         | 29,026             |   | 29,026                 |                  |
| 5       | 516,839.49          | 5       | 544,185 | 418,114.07          | 564,791.36     | 5       | 586,671            |   | 586,671                | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

42,486

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|          |                   |          |                |                   |                   |          |                |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|
| <b>5</b> | <b>516,839.49</b> | <b>5</b> | <b>544,185</b> | <b>418,114.07</b> | <b>564,791.36</b> | <b>5</b> | <b>586,671</b> | <b>5</b> | <b>586,671</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|



**ASSESSOR**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021    |   |                        | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|------------|---|------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-141-5100</b>        |                     |                     |            |   |                        |                    |                   |                        |                  |
| 5111 Salaries - Full Time            | 356,982.03          | 498,371.49          | 515,159.00 | 404,920.07                                      | 535,765.36             | 557,645.00         | 42,486.00         | 557,645.00             | 0.00             |
| 5121 Salaries - Part Time            | 24,451.25           | 18,468.00           | 29,026.00  | 13,194.00                                       | 29,026.00              | 29,026.00          | 0.00              | 29,026.00              | 0.00             |
| <b>General Expenses 001-141-5200</b> |                     |                     | 110,300.00 |   |                        | 175,520.00         | 27,470.00         | 137,770.00             |                  |
| 5248 Computer Equipment License      | 18,590.00           | 19,490.00           |            | 20,290.00                                       | 20,290.00              |                    |                   |                        |                  |
| 5310 Valuation Services              | 70,401.48           | 73,915.00           |            | 89,125.00                                       | 94,300.00              |                    |                   |                        |                  |
| 5312 Training                        | 699.00              | 3,535.75            |            | 2,014.01  | 2,850.00               |                    |                   |                        |                  |
| 5342 Postage                         | 3,070.25            | 4,737.09            |            | 1,156.26  | 2,345.00               |                    |                   |                        |                  |
| 5343 Printing                        | 2,945.14            | 3,350.17            |            | 3,007.18  | 3,800.00               |                    |                   |                        |                  |
| 5420 Office Supplies                 | 341.91              | 262.87              |            | 173.12  | 475.00                 |                    |                   |                        |                  |
| 5730 Dues                            | 452.50              | 1,261.79            |            | 740.00  | 740.00                 |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>  | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |
|--|--|---|-------------------------------|
| 5248 Computer Equipment License  | Patriot license fee annual 5% increase to \$21,305 (\$1,015 increase from FY20 - \$20,290)   | 2,520.00                                      | 2,520.00                      |
| 5248 Computer Equipment License  | Update Patriot software to current version (AP5)   | 33,750.00                                     | 0.00                          |
| 5310 Valuation Services  | Mandatory requirement to value personal property of public utilities in a manner that requires expert service (gained \$58.6M = \$1.4M tax revenue)  | 9,950.00                                      | 9,950.00                      |
| 5310 Valuation Services  | Hotel Industry/Retail - COVID Impact assessment.   | 4,000.00                                      | In Process                    |
| 5310 Valuation Services  | Cyclic inspection for each parcel in the City is due in 4 years - Patriot in person \$423,500.<br>*DOR expects to amend requirements to permit virtual Nearmap - \$15,000/year (Request is based on using this method) | 15,000.00                                     | 15,000.00                     |
| (NOTE: Personal property audit services \$15,000 (gained \$9.7M = \$225,000 tax revenue in 2021) |  |   |                               |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                  |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| <b>Personnel</b>               | 381,433.28        | 516,839.49        | 544,185.00        | 418,114.07        | 564,791.36        | 586,671.00        | 42,486.00        | 586,671.00        | 0.00        |
| <b>General Expenses</b>        | 96,500.28         | 106,552.67        | 110,300.00        | 116,505.57        | 124,800.00        | 175,520.00        | 27,470.00        | 137,770.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                  |                   |             |
| <b>Total Operating Budget</b>  | <u>477,933.56</u> | <u>623,392.16</u> | <u>654,485.00</u> | <u>534,619.64</u> | <u>689,591.36</u> | <u>762,191.00</u> | <u>69,956.00</u> | <u>724,441.00</u> | <u>0.00</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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 289,685          | 211,845          |
| Pension Administration  | 30,793           | 21,136           |
| Medical & Life Insurance  | 242,035          | 216,398          |
| Heat, Light, Water  | 12,768           | 11,498           |
| Building Repair & Maintenance   | 22,356           | 9,442            |
| Building Insurance  | 1,534            | 1,367            |
| <b>Total</b>  | <b>\$599,171</b> | <b>\$471,686</b> |

| <b>Output Measure</b>               | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|-------------------------------------|---------------------------|------------------------------|------------------------------|
| Fund Accounts Controlled            | 66                        | 67                           | 67                           |
| Accts/Pay invoices processed        | 36,300                    | 36,200                       | 37,000                       |
| Payrolls processed/verified         | 145                       | 160                          | 155                          |
| Original PO's reviewed/certified    | 958                       | 990                          | 1,000                        |
| Vendor contracts reviewed/certified | 115                       | 100                          | 120                          |
| CAFR award received                 | Received                  | Expected                     | Expected                     |
| CBA's negotiated (9 unions)         | 9                         | 9                            | 0                            |
| Union grievances/arbitrations       | 6                         | 12                           | 10                           |
| Acctg Systems Updated/Maintained:   |                           |                              |                              |
| General Ledger                      | 1                         | 1                            | 1                            |
| Accounts/Payable                    | 1                         | 1                            | 1                            |
| Payroll                             | 1                         | 1                            | 1                            |
| Miscellaneous Billing               | 1                         | 1                            | 1                            |
| Auditor's Webpage                   | 1                         | 1                            | 1                            |
| Financial Transparency              | 1                         | 1                            | 1                            |



**AUDITOR**

## PERSONNEL

| FY 2020 |                     | FY 2021 |         |                                  |                                       | FY 2022 |                    |   |                        |                  |
|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|---------|--------------------|---|------------------------|------------------|
| #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #       | Department Request | # | Mayor's Recommendation | Council Approval |
|         |                     | 1       | 160,615 | 126,823.20                       | 167,104.00                            | 1       | 170,445            | 1 | 170,445                |                  |
|         |                     | 1       | 126,623 | 99,983.21                        | 131,739.00                            | 1       | 134,374            | 1 | 134,374                |                  |
|         |                     | 1       | 107,429 | 84,826.84                        | 111,769.00                            | 1       | 114,883            | 1 | 114,883                |                  |
|         |                     | 1       | 87,337  | 68,896.45                        | 88,213.00                             | 1       | 76,945             | 1 | 76,945                 |                  |
|         |                     | 1       | 76,749  | 60,555.50                        | 79,850.00                             | 1       | 82,132             | 1 | 82,132                 |                  |
|         |                     | 1       | 62,796  | 49,536.70                        | 65,333.00                             | 1       | 69,247             | 1 | 69,247                 |                  |
|         |                     |         | 5,000   | 2,493.14                         | 5,000.00                              |         | 5,000              |   | 5,000                  |                  |
|         |                     |         | 3,000   |                                  | 0.00                                  |         | 3,000              |   | 3,000                  |                  |
|         |                     |         | 2,000   |                                  | 0.00                                  |         | 2,000              |   | 2,000                  |                  |
| 6       | 615,796.75          | 6       | 631,549 | 493,115.04                       | 649,008.00                            | 6       | 658,026            | 6 | 658,026                | 0                |

## Summary of Changes

### Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

36,869

**Explanation**

Senior Accountant 13-1

(10,392)

New employee to be hired at lower step

## ***New Positions***

Subtotal

**Grand Total**

|   |            |   |         |            |            |   |         |   |         |   |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---|
| 6 | 615,796.75 | 6 | 631,549 | 493,115.04 | 649,008.00 | 6 | 658,026 | 6 | 658,026 | 0 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---|

AUDITOR

EXPENDITURES

| Classification                                | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-135-5100</b>                 |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                     | 605,397.89          | 615,796.75          | 621,549.00   | 490,621.90                       | 644,008.00                            | 648,026.00         | 26,477.00         | 648,026.00             | 0.00             |
| 5121 Salaries - Part Time                     | 3,154.25            |                     | 10,000.00    | 2,493.14                         | 5,000.00                              | 10,000.00          | 0.00              | 10,000.00              | 0.00             |
| <hr/>   |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 001-135-5200</b>          |                     |                     | 5,100.00     |                                  |                                       | 7,100.00           | 2,000.00          | 7,100.00               |                  |
| 5192 Mileage                                  | 167.84              | 88.00               |              |                                  |                                       |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint            | 390.00              | 390.00              |              | 390.00                           | 390.00                                |                    |                   |                        |                  |
| 5312 Collective Bargaining/ Training          | 448.30              | 425.00              |              | 85.00                            | 200.00                                |                    |                   |                        |                  |
| 5342 Postage                                  |                     | 25.50               |              |                                  | 25.00                                 |                    |                   |                        |                  |
| 5420 Office Supplies                          | 3,492.97            | 3,041.63            |              | 1,220.39                         | 3,700.00                              |                    |                   |                        |                  |
| 5730 Dues-Mandatory                           | 150.00              | 745.00              |              | 655.00                           | 655.00                                |                    |                   |                        |                  |
| <hr/>   |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-135-5400</b>   |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Contingency/Collective Bargaining - City | 190.01              | 32.57               | 2,550,000.00 |                                  | 0.00                                  | 165,000.00         | (2,550,000.00)    | 0.00                   |                  |
| 5248 Financial Transparency Annual License    |                     |                     | 15,000.00    | 14,850.00                        | 14,850.00                             | 15,000.00          | 0.00              | 15,000.00              |                  |

Department Explanation for Requested Increases

| <u>Item</u>                   | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> |
|-------------------------------|--|---|
| General Expenses 001-135-5200 | Shredding of confidential information - per Secretary of State guidelines & permission | 2,000.00                                      |

COST SUMMARY BY CLASSIFICATION

|                                |                   |                   |                     |                   |                   |                   |                       |                   |             |
|--------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------|
| <b>Personnel</b>               | 608,552.14        | 615,796.75        | 631,549.00          | 493,115.04        | 649,008.00        | 658,026.00        | 26,477.00             | 658,026.00        | 0.00        |
| <b>General Expenses</b>        | 4,649.11          | 4,715.13          | 5,100.00            | 2,350.39          | 4,970.00          | 7,100.00          | 2,000.00              | 7,100.00          | 0.00        |
| <b>Equipment &amp; Unusual</b> | 190.01            | 32.57             | 2,565,000.00        | 14,850.00         | 14,850.00         | 180,000.00        | (2,550,000.00)        | 15,000.00         | 0.00        |
| <b>Total Operating Budget</b>  | <u>613,391.26</u> | <u>620,544.45</u> | <u>3,201,649.00</u> | <u>510,315.43</u> | <u>668,828.00</u> | <u>845,126.00</u> | <u>(2,521,523.00)</u> | <u>680,126.00</u> | <u>0.00</u> |



### AUDITOR - INTEREST & CERTIFICATION

**STATEMENT OF OBJECTIVES:**

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of interest expense on both long term and short term debt obligations. To maintain and/or improve the City's bond rating to obtain favorable interest rates and minimize the amount of interest expense paid on short and long term debt obligations.

**DESCRIPTION OF OUTPUT STATEMENT:**

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

| There are no indirect costs directly associated with this element. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
| Total  | \$0            | \$0            |

| Output Measure               | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------------------|-------------------|----------------------|----------------------|
| BANS Issued                  |                   |                      | \$3,870,000          |
| Interest Rate                |                   |                      | 2.0%                 |
| Bonds Issued                 | \$30,364,169      | \$150,000,000        |                      |
| Interest Rate                | 3.5%              | 2.3%                 |                      |
| Maximum Borrowing Term       | 30 years          | 30 years             |                      |
| Moody's Bond Rating          | AA1               | AA1                  | AA1                  |
| Standard & Poors Bond Rating | AA+               | AA+                  | AA+                  |

**AUDITOR - INTEREST & CERTIFICATION**

**EXPENDITURES**

| Classification                           | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Debt Requirements 001-750-5200</b>    |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5911 Certification Charges               | 2,500.00            | 2,500.00            | 5,000.00     |                                  | 2,500.00                              | 2,500.00           | (2,500.00)        | 2,500.00               |                  |
| 5915 Debt Inside Interest                | 2,184,393.74        | 2,341,084.16        | 3,449,241.00 | 2,690,273.07                     | 3,694,081.00                          | 9,396,000.00       | 5,946,759.00      | 9,396,000.00           |                  |
| 5925 Interest on Bond Anticipation Notes | 484,227.86          |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5930 Interest on Tax Refunds             |                     |                     |              |                                  |                                       |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>               | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |
|---------------------------|---|---|
| 5915 Debt Inside Interest | Increase in net interest payment due to the October 2020 Bond Issue for the High School | 5,946,759.00                                  |

**COST SUMMARY BY CLASSIFICATION**

|                                |                     |                     |                     |                     |                     |                     |                     |                     |             |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| <b>Personnel</b>               |                     |                     |                     |                     |                     |                     |                     |                     |             |
| <b>General Expenses</b>        | 2,671,121.60        | 2,343,584.16        | 3,454,241.00        | 2,690,273.07        | 3,696,581.00        | 9,398,500.00        | 5,944,259.00        | 9,398,500.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                     |                     |                     |                     |                     |                     |                     |                     |             |
| <b>Total Operating Budget</b>  | <u>2,671,121.60</u> | <u>2,343,584.16</u> | <u>3,454,241.00</u> | <u>2,690,273.07</u> | <u>3,696,581.00</u> | <u>9,398,500.00</u> | <u>5,944,259.00</u> | <u>9,398,500.00</u> | <u>0.00</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.

| There are no indirect costs directly associated with this element. |            |            |
|--|------------|------------|
| Indirect Costs   | FY 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure                 | FY 2020<br>Actual   | FY 2021<br>Estimated | FY 2022<br>Projected |
|--------------------------------|---------------------|----------------------|----------------------|
| Building                       | \$10,860,000        | \$10,514,000         | \$10,174,000         |
| Building - School Construction | 20,932,841          | 161,808,703          | 157,956,466          |
| City Yard Project              | 248,000             | 212,000              | 176,000              |
| Design / Engineering           | 72,000              | 56,000               | 40,000               |
| Equipment                      | 2,744,250           | 1,800,000            | 960,000              |
| Land Acquisition               | 35,110,000          | 33,285,000           | 31,435,000           |
| Land Development               | 8,939,000           | 7,955,000            | 6,996,000            |
| Removal Solid Waste Facility   | 322,000             | 274,000              | 226,000              |
| Recreation Facilities          | 315,000             | 270,000              | 225,000              |
| Revaluation                    | 140,000             | 110,000              | 80,000               |
| Signals                        | 839,000             | 635,000              | 445,000              |
| Streets                        | 14,031,919          | 12,010,000           | 10,005,000           |
| Technology                     | 46,000              | 25,000               | 5,000                |
| <b>Total Outstanding Bonds</b> | <b>\$94,600,010</b> | <b>\$228,954,703</b> | <b>\$218,723,466</b> |
| Bonds Retired In 5 Years       | 18%                 | 23%                  | 23%                  |
| Bonds Retired In 10 Years      | 47%                 | 39%                  | 39%                  |
| Bonds Retired In 15 Years      | 59%                 | 53%                  | 54%                  |
| Bonds Retired In 20 Years      | 100%                | 67%                  | 69%                  |
| Bonds Retired In 30 Years      |                     | 100%                 | 100%                 |

**AUDITOR - REDEMPTION OF BONDS**

**EXPENDITURES**

| Classification                 | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Debt Requirements 001-710-5200 |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5910 Serial Bond Inside Limit  | 8,251,238.00        | 8,766,043.90        | 9,081,774.00 | 6,251,237.90                     | 9,595,407.00                          | 10,232,000.00      | 1,150,226.00      | 10,232,000.00          |                  |

Department Explanation for Requested Increases

Item

5910 Serial Bond Inside Limit

Reason

Increase in net principal payment due to the October 2020 Bond Issue for the High School

Department Cost for Requested Increase

1,150,226.00

**COST SUMMARY BY CLASSIFICATION**

|                        |                     |                     |                     |                     |                     |                      |                     |                      |             |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|----------------------|-------------|
| Personnel              |                     |                     |                     |                     |                     |                      |                     |                      |             |
| General Expenses       | 8,251,238.00        | 8,766,043.90        | 9,081,774.00        | 6,251,237.90        | 9,595,407.00        | 10,232,000.00        | 1,150,226.00        | 10,232,000.00        | 0.00        |
| Equipment & Unusual    |                     |                     |                     |                     |                     |                      |                     |                      |             |
| Total Operating Budget | <u>8,251,238.00</u> | <u>8,766,043.90</u> | <u>9,081,774.00</u> | <u>6,251,237.90</u> | <u>9,595,407.00</u> | <u>10,232,000.00</u> | <u>1,150,226.00</u> | <u>10,232,000.00</u> | <u>0.00</u> |



**AUDITOR - 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.

**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 funding provides for the annual normal cost and reduction of the unfunded liability payments.

| There are no indirect costs directly associated with this element. |            |            |
|--|------------|------------|
| Indirect Costs   | FY 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure                    | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------------------------|-------------------|----------------------|----------------------|
| <b>Contributory</b>               |                   |                      |                      |
| Active Participants               | 937               | 915                  | 926                  |
| Retirees                          | 677               | 695                  | 686                  |
| Disabled Retirees                 | 156               | 160                  | 158                  |
| Surviving Spouses                 | 100               | 101                  | 100                  |
| Actuarial Valuation Date          | 1/1/2019          | 1/1/2021             |                      |
| Actuarial Liability               | \$443,023,758     | \$470,113,885        |                      |
| Actuarial Assets                  | \$251,664,228     | \$289,156,061        |                      |
| Unfunded Actuarial Liability      | \$191,359,530     | \$180,957,824        |                      |
| Funded Ratio                      | 56.8%             | 61.5%                |                      |
| Scheduled year to be fully funded | 2032              | 2032                 | 2032                 |

**AUDITOR - CONTRIBUTORY RETIREMENT**

**EXPENDITURES**

| Classification                       | FY 2019                | FY 2020                | FY 2021       |  |   | FY 2022               |                      |                           |                     |
|--------------------------------------|------------------------|------------------------|---------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                                      | Actual<br>Expenditures | Actual<br>Expenditures | Budget        | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>General Expenses</b>              |                        |                        |               |  |   |                       |                      |                           |                     |
| Contributory Retirement 001-911-5200 |                        |                        |               |  |   |                       |                      |                           |                     |
| 5170 Pension - Contributory          | 17,349,549.00          | 17,864,266.00          | 18,460,074.00 | 18,460,074.00                          | 18,460,074.00                               | 19,209,960.00         | 749,886.00           | 19,209,960.00             |                     |

**Department Explanation for Requested Increases**

| <u>Item</u>                 | <u>Reason</u>  | <u>Department Cost for<br/>Requested Increase</u> |
|-----------------------------|--|---|
| 5170 Pension - Contributory | PERAC mandate - actuarial funding schedule requirement | 749,886.00  |

**COST SUMMARY BY CLASSIFICATION**

|                               |                      |                      |                      |                      |                      |                      |                   |                      |             |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|----------------------|-------------|
| <b>Personnel</b>              |                      |                      |                      |                      |                      |                      |                   |                      |             |
| General Expenses              | 17,349,549.00        | 17,864,266.00        | 18,460,074.00        | 18,460,074.00        | 18,460,074.00        | 19,209,960.00        | 749,886.00        | 19,209,960.00        | 0.00        |
| Equipment & Unusual           |                      |                      |                      |                      |                      |                      |                   |                      |             |
| <b>Total Operating Budget</b> | <b>17,349,549.00</b> | <b>17,864,266.00</b> | <b>18,460,074.00</b> | <b>18,460,074.00</b> | <b>18,460,074.00</b> | <b>19,209,960.00</b> | <b>749,886.00</b> | <b>19,209,960.00</b> | <b>0.00</b> |



# **AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)**

## **STATEMENT OF OBJECTIVES:**

To provide a comprehensive medical and dental insurance plan to full-time and eligible part-time employees, retirees and their dependents. To pay the medical and dental claims for employees, retirees and their dependents.  
To limit large dollar claims exposure with the utilization of stop loss insurance. To continue programs to quantify the services of the medical insurance program, including the OPEB valuation.

To provide a supplemental program to Medicare Part A & B for those eligible retirees aged 65 or older. To pay the medical claims for retirees and their dependents.

## **DESCRIPTION OF OUTPUT STATEMENT:**

Payment of medical and dental claims and plan administration are funded under this element and transferred to the medical insurance trust fund. Payments for stop loss insurance premiums, FSA plan administration, FICA Medicare, employee wellness programs and audits/consultants are funded under this element.

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.

Reimbursement of Medicare Part B premiums for eligible age 65 retirees/spouses are funded under this element.

| Output Measure   | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|--|-------------------|----------------------|----------------------|
| Employees / Retirees   |                   |                      |                      |
| BC/BS - Family   | 19                | 17                   | 15                   |
| BC/BS - Individual   | 86                | 78                   | 64                   |
| BC/BS - Individual C/O   | 330               | 296                  | 259                  |
| BC/BS PPO - Family   | 239               | 231                  | 225                  |
| BC/BS PPO - Individual   | 153               | 151                  | 140                  |
| BC/BS Medex - Ind  | 937               | 995                  | 1,052                |
| Tufts HMO - Fam  | 604               | 617                  | 625                  |
| Tufts HMO - Ind  | 260               | 266                  | 259                  |
| Tufts Med Comp - Ind   | 93                | 99                   | 103                  |
| Tufts Med Pref - Ind   | 32                | 31                   | 31                   |
| Harvard HMO - Fam  | 253               | 261                  | 271                  |
| Harvard HMO - Ind  | 188               | 175                  | 186                  |
| Harvard Enhance - Ind  | 73                | 71                   | 65                   |
| Delta Dental - Fam   | 893               | 918                  | 936                  |
| Delta Dental - Ind   | 475               | 473                  | 473                  |
| Medicare Part B  | 1,485             | 1,515                | 1,487                |
| * FY2022 Projected enrollment does not include the possible increase for new positions requested by the City or School Department. |                   |                      |                      |

| Output Measure                   | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------------------------|-------------------|----------------------|----------------------|
| Annual Total Cost                |                   |                      |                      |
| BC/BS - Family                   | \$43,062          | \$46,355             | \$51,243             |
| BC/BS - Individual               | \$18,561          | \$19,980             | \$22,087             |
| BC/BS - Individual C/O           | \$9,069           | \$9,739              | \$10,723             |
| BC/BS PPO - Family               | \$34,380          | \$37,019             | \$40,918             |
| BC/BS PPO - Individual           | \$14,819          | \$15,956             | \$17,637             |
| BC/BS Medex - Individual         | \$6,360           | \$7,087              | \$7,261              |
| Tufts HMO - Family               | \$26,385          | \$27,686             | \$27,991             |
| Tufts HMO - Individual           | \$9,805           | \$10,289             | \$10,402             |
| Tufts Med Comp - Ind             | \$7,188           | \$7,368              | \$8,208              |
| Tufts Med Pref - Ind             | \$4,128           | \$3,984              | \$4,152              |
| Harvard HMO - Family             | \$23,619          | \$25,730             | \$25,139             |
| Harvard HMO - Individual         | \$9,448           | \$10,292             | \$10,056             |
| Harvard Enhance - Ind            | \$8,950           | \$9,998              | \$12,832             |
| Delta Dental - Fam               | \$1,312           | \$1,254              | \$1,247              |
| Delta Dental - Ind               | \$535             | \$513                | \$511                |
| Medicare Part B Reimburse - Base | \$1,626           | \$1,735              | \$1,782              |
| OPEB - Contributions - Employees | \$421,472         | \$425,000            | \$425,000            |
| OPEB - Contributions - City      | \$562,472         | \$575,000            | \$575,000            |
| OPEB - Trust Fund                | \$13,043,188      | \$14,033,188         | \$15,033,188         |
| OPEB - Unfunded Liability        | \$815,694,424     |                      |                      |
| Medicare Part D Recoveries       | \$702,691         | \$712,325            | \$725,000            |
| Stop Loss Recoveries             | \$565,584         | \$300,000            | \$300,000            |

**AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)**

**EXPENDITURES**

| Classification  | FY 2019             | FY 2020             | FY 2021       |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|---------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget        | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>General Expenses</b>                               |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| <b>Medical Insurance 001-914-5200</b>                 |                     |                     | 40,005,000.00 |                                  |                                       | 46,409,500.00      | 3,000,000.00      | 43,005,000.00          |                  |
| 5171 Blue Cross/Blue Shield                           | 12,750,000.00       | 13,060,000.00       |               | 13,010,000.00                    | 13,010,000.00                         |                    |                   |                        |                  |
| 5172 Tufts  | 16,805,000.00       | 16,300,000.00       |               | 16,250,000.00                    | 16,250,000.00                         |                    |                   |                        |                  |
| 5173 Harvard  | 7,155,000.00        | 6,945,000.00        |               | 6,915,000.00                     | 6,915,000.00                          |                    |                   |                        |                  |
| 5175 Delta Dental                                     | 1,300,000.00        | 1,230,000.00        |               | 1,230,000.00                     | 1,230,000.00                          |                    |                   |                        |                  |
| 5174 Medicare B Reimbursement                         | 2,225,000.00        | 2,602,822.85        |               | 2,603,769.80                     | 2,605,000.00                          |                    |                   |                        |                  |
| 5185 FICA - Medicare                                  | 1,847,687.91        | 1,888,000.72        | 1,900,000.00  | 1,348,475.79                     | 1,900,000.00                          | 2,000,000.00       | 100,000.00        | 2,000,000.00           |                  |
| 5186 Stop Loss  | 775,455.48          | 840,024.00          | 930,000.00    | 737,487.20                       | 885,000.00                            | 980,000.00         | 0.00              | 930,000.00             |                  |
| 5187 Audits / Consulting                              |                     | 750.00              | 10,000.00     | 10,900.00                        | 10,900.00                             | 10,000.00          | 0.00              | 10,000.00              |                  |
| 5188 Section 125 Plan Administration                  | 20,420.00           | 17,813.00           | 20,000.00     | 11,504.00                        | 18,600.00                             | 20,000.00          | 0.00              | 20,000.00              |                  |
| 5189 Wellness Programs                                | 1,095.52            | 135.00              | 1,000.00      |                                  | 1,000.00                              | 1,000.00           | 0.00              | 1,000.00               |                  |
| <b>Optional Medicare Extension (OME) 001-916-5200</b> |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| 5170 Optional Medicare Extension (OME)                | 5,000,000.00        | 5,000,000.00        | 5,000,000.00  | 5,000,000.00                     | 5,000,000.00                          | 6,875,000.00       | 900,000.00        | 5,900,000.00           |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                            | <u>Reason</u>                                    | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |
|--|--|---|-------------------------------|
| Medical Insurance 5171-5174            | Increase based upon FY2022 carrier renewal       | 6,404,500.00                                  | 3,000,000.00                  |
| 5185 FICA - Medicare                   | Increase in employee compensation                | 100,000.00                                    | 100,000.00                    |
| 5186 Stop Loss                         | Expected increase from pending renewal quotation | 50,000.00                                     | 0.00                          |
| 5170 Optional Medicare Extension (OME) | Increase based upon FY2022 carrier renewal       | 1,875,000.00                                  | 900,000.00                    |

**COST SUMMARY BY CLASSIFICATION**

|                                |                      |                      |                      |                      |                      |                      |                     |                      |             |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|-------------|
| <b>Personnel</b>               |                      |                      |                      |                      |                      |                      |                     |                      |             |
| <b>General Expenses</b>        | 47,879,658.91        | 47,884,545.57        | 47,866,000.00        | 47,117,136.79        | 47,825,500.00        | 56,295,500.00        | 4,000,000.00        | 51,866,000.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                      |                      |                      |                      |                      |                      |                     |                      |             |
| <b>Total Operating Budget</b>  | <u>47,879,658.91</u> | <u>47,884,545.57</u> | <u>47,866,000.00</u> | <u>47,117,136.79</u> | <u>47,825,500.00</u> | <u>56,295,500.00</u> | <u>4,000,000.00</u> | <u>51,866,000.00</u> | <u>0.00</u> |



**AUDITOR - OTHER EMPLOYEE BENEFITS**

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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.

| There are no indirect costs directly associated with this element. |            |            |
|--|------------|------------|
| Indirect Costs   | FY 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure  | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------|-------------------|----------------------|----------------------|
| Social Security | 9                 | 5                    | 5                    |

**AUDITOR - OTHER EMPLOYEE BENEFITS**

**EXPENDITURES**

| Classification               | FY 2019             | FY 2020             | FY 2021   |                                  |                                       | FY 2022            |                   |                        |                  |
|------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                              | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>General Expenses</b>      |                     |                     |           |                                  |                                       |                    |                   |                        |                  |
| Social Security 001-917-5200 |                     |                     |           |                                  |                                       |                    |                   |                        |                  |
| 5170 Social Security         | 13,128.76           | 10,967.83           | 13,000.00 | 2,845.43                         | 6,000.00                              | 6,000.00           | (7,000.00)        | 6,000.00               |                  |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

|                                |           |           |           |          |          |          |            |          |      |
|--------------------------------|-----------|-----------|-----------|----------|----------|----------|------------|----------|------|
| <b>Personnel</b>               |           |           |           |          |          |          |            |          |      |
| General Expenses               | 13,128.76 | 10,967.83 | 13,000.00 | 2,845.43 | 6,000.00 | 6,000.00 | (7,000.00) | 6,000.00 | 0.00 |
| <b>Equipment &amp; Unusual</b> |           |           |           |          |          |          |            |          |      |
| Total Operating Budget         | 13,128.76 | 10,967.83 | 13,000.00 | 2,845.43 | 6,000.00 | 6,000.00 | (7,000.00) | 6,000.00 | 0.00 |

# 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 2020<br>Actual   | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------------------|---------------------|----------------------|----------------------|
| Sewer Equipment            |                     |                      |                      |
| Sewer Improvements         | \$11,393,350        | \$10,023,300         | \$9,581,223          |
| Sewer Improvements (MWRA)  | \$294,375           | \$235,500            | \$176,625            |
| Sewer Improvements (MWPAT) | \$191,388           | \$178,490            | \$165,311            |
| Sewer Improvements (SRF)   | \$1,117,458         | \$978,663            | \$837,073            |
| Sewer Improvements (MWRA)  | \$1,863,053         | \$1,766,815          | \$673,663            |
| Total Outstanding Bonds    | <u>\$14,859,624</u> | <u>\$13,182,768</u>  | <u>\$11,433,895</u>  |
| Bonds Retired In 5 Years   | 58%                 | 64%                  | 70%                  |
| Bonds Retired In 10 Years  | 93%                 | 96%                  | 99%                  |
| Bonds Retired In 15 Years  | 100%                | 100%                 | 100%                 |

| Output Measure                 | FY 2020<br>Actual  | FY 2021<br>Estimated | FY 2022<br>Projected |
|--------------------------------|--------------------|----------------------|----------------------|
| Water Improvements             | \$4,125,216        | \$3,643,390          | \$3,181,645          |
| Water Improvements (MWRA) 2010 | \$171,652          | \$0                  | \$0                  |
| Water Improvements (MWRA) 2013 | \$396,000          | \$264,000            | \$132,000            |
| Water Improvements (MWRA) 2014 | \$239,185          | \$191,348            | \$143,511            |
| Water Improvements (MWRA) 2017 | \$1,764,000        | \$1,512,000          | \$1,260,000          |
| Water Improvements (MWRA) 2018 | \$1,081,648        | \$961,465            | \$841,282            |
| Total Outstanding Bonds        | <u>\$7,777,701</u> | <u>\$6,572,203</u>   | <u>\$5,558,438</u>   |
| Bonds Retired In 5 Years       | 62%                | 66%                  | 73%                  |
| Bonds Retired In 10 Years      | 93%                | 95%                  | 97%                  |
| Bonds Retired In 15 Years      | 99%                | 99%                  | 99%                  |
| Bonds Retired In 20 Years      | 100%               | 100%                 | 100%                 |



**AUDITOR - REDEMPTION OF WATER & SEWER BONDS**

**EXPENDITURES**

| Classification                           | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Debt Requirements</b>                 |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| Redemption of Bonds - Sewer 600-710-5200 |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5910 Serial Bond Sewer                   | 1,670,319.35        | 1,804,323.05        | 1,677,000.00 | 1,144,868.76                     | 1,676,856.00                          | 1,750,000.00       | 73,000.00         | 1,750,000.00           |                  |
| Redemption of Bonds - Water 610-710-5200 |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5910 Serial Bond Water                   | 1,027,233.80        | 1,182,916.90        | 1,206,000.00 | 637,771.90                       | 1,205,498.00                          | 1,015,000.00       | (191,000.00)      | 1,015,000.00           |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>            | <u>Reason</u>                                  | <u>Department Cost for Requested Increase</u> |
|------------------------|--|---|
| 5910 Serial Bond Sewer | Net increase due to March 2021 MWRA bond issue | 73,000.00                                     |

**COST SUMMARY BY CLASSIFICATION**

|                                |                     |                     |                     |                     |                     |                     |                     |                     |             |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|
| <b>Personnel</b>               |                     |                     |                     |                     |                     |                     |                     |                     |             |
| General Expenses               | 2,697,553.15        | 2,987,239.95        | 2,883,000.00        | 1,782,640.66        | 2,882,354.00        | 2,765,000.00        | (118,000.00)        | 2,765,000.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                     |                     |                     |                     |                     |                     |                     |                     |             |
| Total Operating Budget         | <u>2,697,553.15</u> | <u>2,987,239.95</u> | <u>2,883,000.00</u> | <u>1,782,640.66</u> | <u>2,882,354.00</u> | <u>2,765,000.00</u> | <u>(118,000.00)</u> | <u>2,765,000.00</u> | <u>0.00</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. To maintain and/or improve the City's bond rating to obtain favorable interest rates and minimize the amount of interest expense paid on short and long term debt obligations.

## DESCRIPTION OF OUTPUT STATEMENT:

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

| Output Measure               | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------------------|-------------------|----------------------|----------------------|
| <b>SEWER</b>                 |                   |                      |                      |
| Bonds Issued 4/1/2020        | \$75,650          |                      |                      |
| Interest Rate                | 3.5%              |                      |                      |
| Maximum Borrowing Term       | 15 years          |                      |                      |
| Bonds Issued 3/11/2021       |                   | \$996,915            |                      |
| Interest Rate                |                   | 0.0%                 |                      |
| Maximum Borrowing Term       |                   | 10 years             |                      |
| Moody's Bond Rating          | AA1               | AA1                  | AA1                  |
| Standard & Poors Bond Rating | AA+               | AA+                  | AA+                  |

| Output Measure               | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------------------|-------------------|----------------------|----------------------|
| <b>WATER</b>                 |                   |                      |                      |
| Bonds Issued 4/1/2020        | \$409,081         |                      |                      |
| Interest Rate                | 3.5%              |                      |                      |
| Maximum Borrowing Term       | 20 years          |                      |                      |
| Moody's Bond Rating          | AA1               | AA1                  | AA1                  |
| Standard & Poors Bond Rating | AA+               | AA+                  | AA+                  |

**AUDITOR - WATER & SEWER INTEREST & CERTIFICATION**

**EXPENDITURES**

| Classification   | FY 2019                | FY 2020                | FY 2021    |  |   | FY 2022               |                      |                           |                     |
|--|------------------------|------------------------|------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|  | Actual<br>Expenditures | Actual<br>Expenditures | Budget     | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Debt Requirements</b>                                 |                        |                        |            |  |   |                       |                      |                           |                     |
| <b>Interest &amp; Certification - Sewer 600-750-5200</b> |                        |                        |            |  |   |                       |                      |                           |                     |
| 5911 Certification Charges                               | 2,392.99               | 4,874.79               | 3,000.00   | 1,849.50                               | 1,850.00                                    | 3,000.00              | 0.00                 | 3,000.00                  |                     |
| 5925 Interest on Bond Anticipation Notes                 | 78,207.97              |                        |            |  |   |                       |                      |                           |                     |
| 5915 Debt Interest Sewer                                 | 456,931.04             | 469,071.64             | 463,000.00 | 384,617.81                             | 462,249.00                                  | 406,000.00            | (57,000.00)          | 406,000.00                |                     |
| <b>Interest &amp; Certification - Water 610-750-5200</b> |                        |                        |            |  |   |                       |                      |                           |                     |
| 5911 Certification Charges                               | 2,498.53               |                        | 3,000.00   |  | 0.00  | 3,000.00              | 0.00                 | 3,000.00                  |                     |
| 5925 Interest on Bond Anticipation Notes                 | 12,445.33              |                        |            |  |   |                       |                      |                           |                     |
| 5915 Debt Interest Water                                 | 140,356.78             | 135,833.59             | 148,000.00 | 130,347.39                             | 147,812.00                                  | 131,000.00            | (17,000.00)          | 131,000.00                |                     |

Department Explanation for Requested Increases

|             |               |   |
|-------------|---------------|---|
| <u>Item</u> | <u>Reason</u> | <u>Department Cost for<br/>Requested Increase</u> |
|-------------|---------------|---|

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                    |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------|
| <b>Personnel</b>               |                   |                   |                   |                   |                   |                   |                    |                   |             |
| <b>General Expenses</b>        | 692,832.64        | 609,780.02        | 617,000.00        | 516,814.70        | 611,911.00        | 543,000.00        | (74,000.00)        | 543,000.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                    |                   |             |
| <b>Total Operating Budget</b>  | <u>692,832.64</u> | <u>609,780.02</u> | <u>617,000.00</u> | <u>516,814.70</u> | <u>611,911.00</u> | <u>543,000.00</u> | <u>(74,000.00)</u> | <u>543,000.00</u> | <u>0.00</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.

**Multi Residence Inspection:** Develop a citywide database of all multi family properties, inspect and enforce all inspections there in.

**Nuisance Property Enforcement:** To acquire a full time Inspector to track all nuisance property complaints and provide support to all inspectors regarding complaints.

**Electronic Permitting and Record Access:** To develop real time electronic field inspection and on-line permitting.

**Scanning:** To secure funding to scan all plans on file.

### 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 2019            | FY 2020            |
| Pension-Contributory/FICA   | 512,638            | 498,364            |
| Pension Administration  | 52,471             | 48,293             |
| Medical & Life Insurance  | 674,796            | 698,618            |
| Heat, Light, Water  | 340,083            | 245,898            |
| Building Repair & Maintenance   | 287,675            | 604,985            |
| Building Insurance  | 4,600              | 4,098              |
| Motor Vehicle Insurance   | 1,558              | 1,378              |
| Motor Vehicle Maint & Repair  | 45,288             | 44,276             |
| Workers Compensation  | 13,705             | 11,509             |
| Total   | <u>\$1,932,814</u> | <u>\$2,157,419</u> |

### OUTPUT MEASURES

| GENERAL SUPPORT, MAINTENANCE & REPAIR   |                   |                      |                      |
|---|-------------------|----------------------|----------------------|
| The Building department issues and records all building, plumbing, heating, gas and sign permits and certificates of occupancy and zoning complaints. 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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Revenue   | \$5,728,111       | \$6,000,000          | \$7,500,000          |
| Buildings Maintained and Repaired   | 56                | 56                   | 56                   |

| 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. Provide inspection and enforcement of nuisance properties. |                   |                      |                      |
| Output Measure  | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Sign Permits  | 81                | 75                   | 80                   |
| Plumbing Permits  | 807               | 850                  | 900                  |
| Gas Permits   | 605               | 615                  | 650                  |
| Building Permits  | 1,661             | 1,750                | 1,800                |
| Building Inspections  | 12,760            | 13,000               | 14,000               |
| Plumbing & Gas Inspections  | 1,044             | 1,200                | 1,300                |
| Trench Permits  | 59                | 55                   | 60                   |
| Multi-Family Inspections  | 665               | 75                   | 350                  |
| Code Enforcement Cases  | 215               | 220                  | 230                  |

**BUILDING**

**PERSONNEL**

|                 |  |                    | FY 2020 |                     | FY 2021 |           |                                  | FY 2022                               |    |                    |   |                        |                  |   |
|-----------------|--|--------------------|---------|---------------------|---------|-----------|----------------------------------|---------------------------------------|----|--------------------|---|------------------------|------------------|---|
| Bargaining Unit | Position   | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #  | Department Request | # | Mayor's Recommendation | Council Approval |   |
| 1.              | *Insp of Bldg/Superintendent                         | 19-6               |         |                     | 1       | 129,266   | 102,008.92                       | 131,851.00                            | 1  | 137,178            | 1 | 137,178                |                  |   |
| 2.              | Director of Maintenance                              | 15-6 (L11)         |         |                     | 1       |           | 92,739.07                        | 112,200.00                            |    |                    |   |                        |                  |   |
| 3.              | SPMG *Sr Building Inspector                          | 13-6 (L10)         |         |                     | 1       | 96,067    | 75,855.83                        | 97,988.00                             | 1  | 101,947            | 1 | 101,947                |                  |   |
| 4.              | SPMG *Sr Building Inspector                          | 13-6 (L10)         |         |                     | 1       | 96,067    | 75,855.85                        | 97,988.00                             | 1  | 101,947            | 1 | 101,947                |                  |   |
| 5.              | SPMG *Sr Building Inspector                          | 13-6               |         |                     | 1       | 87,334    | 68,959.71                        | 89,080.00                             | 1  | 92,679             | 1 | 92,679                 |                  |   |
| 6.              | SPMG Sr Building Inspector                           | 13-2               |         |                     | 1       | 96,941    | 46,081.81                        | 71,908.00                             | 1  | 78,160             | 1 | 78,160                 |                  |   |
| 7.              | SPMG Sr Building Inspector                           | 13-1               |         | <i>on hold</i>      | 1       |           |                                  |                                       |    |                    | 1 |                        |                  |   |
| 8.              | SPMG *Sr Plumbing & Gas Inspector                    | 13-6               |         |                     | 1       | 87,334    | 68,959.74                        | 89,080.00                             | 1  | 92,679             | 1 | 92,679                 |                  |   |
| 9.              | SPMG Foreman   | 13-1               |         |                     | 1       | 96,941    |                                  | 0.00                                  | 1  | 102,874            | 1 | 76,951                 |                  |   |
| 10.             | SPMG *Code Enforcement Inspector                     | 12-4               |         |                     | 1       | 72,469    | 56,647.56                        | 73,920.00                             | 1  | 79,805             | 1 | 79,805                 |                  |   |
| 11.             | SPMG *Inspectors Admin Asst                          | 11-6 (L10)         |         |                     | 1       | 83,095    | 65,612.95                        | 84,760.00                             | 1  | 88,990             | 1 | 88,990                 |                  |   |
| 12.             | *Administrative Assistant                            | 10-6               |         |                     | 1       | 67,707    | 53,411.07                        | 69,062.00                             | 1  | 74,665             | 1 | 74,665                 |                  |   |
| 13.             | *Administrative Assistant                            | 10-3               |         |                     | 1       | 58,835    | 45,260.92                        | 60,012.00                             | 1  | 64,873             | 1 | 64,873                 |                  |   |
| 14.             | Sub Inspectors - Building (\$11K) & Plumbing (\$21K) |                    |         |                     |         | 32,000    | 8,850.00                         | 16,800.00                             |    | 32,000             |   | 32,000                 |                  |   |
| 15.             | LAB *Working Foreman II                              | 11-6               |         |                     | 1       | 68,278    | 53,898.59                        | 69,640.00                             | 1  | 72,454             | 1 | 72,454                 |                  |   |
| 16.             | LAB *Painter   | 10-6 (L9)          |         |                     | 1       | 70,189    | 55,404.05                        | 71,590.00                             | 1  | 74,468             | 1 | 74,468                 |                  |   |
| 17.             | LAB *Carpenter                                       | 10-6               |         |                     | 1       | 64,394    | 5,316.24                         | 65,682.00                             | 1  | 68,319             | 1 | 68,319                 |                  |   |
| 18.             | LAB Bldg Maint Craftsperson                          | 9-1                |         |                     | 1       |           |                                  |                                       |    |                    |   |                        |                  |   |
| 19.             | LAB *Bldg Maint Person                               | 7-6 (L10)          |         |                     | 1       | 61,692    | 48,696.75                        | 62,926.00                             | 1  | 65,459             | 1 | 65,459                 |                  |   |
| 20.             | LAB *Bldg Maint Person Nights                        | 7-6 (L10)          |         |                     | 1       | 65,394    | 51,614.76                        | 66,702.00                             | 1  | 69,386             | 1 | 69,386                 |                  |   |
| 21.             | LAB *Bldg Maint Person                               | 7-6 (L10)          |         |                     | 1       | 61,131    | 48,254.11                        | 62,354.00                             | 1  | 65,094             | 1 | 65,094                 |                  |   |
| 22.             | LAB *Bldg Maint Person                               | 7-6 (L8)           |         |                     | 1       | 56,084    | 44,265.47                        | 57,206.00                             | 1  | 62,809             | 1 | 62,809                 |                  |   |
| 23.             | LAB *Bldg Maint Person Nights                        | 7-6                |         |                     | 1       | 59,449    | 46,925.94                        | 60,638.00                             | 1  | 63,078             | 1 | 63,078                 |                  |   |
| 24.             | LAB *Bldg Maint Person                               | 7-6                |         |                     | 1       | 56,084    | 44,266.55                        | 57,206.00                             | 1  | 59,508             | 1 | 59,508                 |                  |   |
| 25.             | LAB *Bldg Maint Person Nights                        | 7-3                |         |                     | 1       | 50,170    | 39,031.45                        | 51,175.00                             | 1  | 55,300             | 1 | 55,300                 |                  |   |
| 26.             | LAB Bldg Maint Person                                | 7-2                |         |                     | 1       | 60,830    | 4,590.35                         | 13,480.00                             | 1  | 49,705             | 1 | 49,705                 |                  |   |
| 27.             | LAB Bldg Maint Person                                | 7-1                |         |                     | 1       |           |                                  |                                       |    |                    |   |                        |                  |   |
| 28.             | Compliance Officer                                   |                    |         |                     |         | 3,000     | 2,219.02                         | 3,000.00                              |    | 3,000              |   | 3,000                  |                  |   |
| 29.             | Part time student intern (summer & breaks)           |                    |         |                     |         | 10,000    | 5,278.96                         | 7,180.00                              |    | 10,000             |   | 10,000                 |                  |   |
| Subtotal        |  |                    | 26      | 1,708,150.28        | 26      | 1,690,751 | 1,210,005.67                     | 1,643,428.00                          | 22 | 1,766,377          |   | 23                     | 1,740,454        | 0 |

**BUILDING**

**PERSONNEL**

Bargaining Unit      Position      FY 2022 Grade-Step

| FY 2020 |              | FY 2021 |                     |                             |   | FY 2022    |   |                |          |
|---------|--------------|---------|---------------------|-----------------------------|---|------------|---|----------------|----------|
| Actual  |              |         | July - March        | Estimated                   |   | Department |   | Mayor's        | Council  |
| #       | Expenditures | #       | Budget Expenditures | Expenditures Thru 6/30/2021 | # | Request    | # | Recommendation | Approval |

**Summary of Changes**

Adjustments to FY 2021 Positions

Explanation

|   |            |          |   |  |     |              |    |           |              |              |      |           |    |           |   |
|---|------------|----------|---|--|-----|--------------|----|-----------|--------------|--------------|------|-----------|----|-----------|---|
| Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary |            | 99,599   |   |  |     |              |    |           |              |              |      |           |    |           |   |
| Director of Maintenance   | 15-6 (L11) | 117,170  | Requesting to fund 'on hold' position<br>Mayor: Position filled in FY21 with acting employee.   |  | 1   | 117,170      |    | 1         | 117,170      |              |      |           |    |           |   |
| SPMG Sr Building Inspector  | 13-2       | (18,781) | New employee hired at lower step/longevity  |  |     |              |    |           |              |              |      |           |    |           |   |
| SPMG Sr Building Inspector  | 13-1       | 76,951   | Requesting to fund 'on hold' position - The building dept would like to fund this position, due to a high volume of construction, both currently and projected in the future.   |  | 1   | 76,951       |    |           |              | 0            |      |           |    |           |   |
| SPMG Foreman  | 13-1       | (19,990) | New employee to be hired at lower step/longevity  |  |     |              |    |           |              |              |      |           |    |           |   |
| LAB Bldg Maint Craftsperson (contingency)   | 9-1        |          | Per the Teamsters Local Union No. 25 ("union") this position will replace (1) Grade 7 Building Maintenance Person with (1) Grade 9 Building Maintenance. This position will not require the hiring of any new staff, but instead promote from within the building maintenance department.                         |  |     | 27,056       |    |           |              | 27,056       |      |           |    |           |   |
| LAB Bldg Maint Craftsperson (contingency)   | 9-1        |          | Per the Teamsters Local Union No. 25 ("union") this position will replace (1) Grade 7 Building Maintenance Person with (1) Grade 9 Building Maintenance. This position will not require the hiring of any new staff, but instead promote from within the building maintenance department.                         |  |     | 27,056       |    |           |              | 27,056       |      |           |    |           |   |
| LAB Bldg Maint Person   | 7-2        | (11,125) | New employee hired at lower step/longevity  |  |     |              |    |           |              |              |      |           |    |           |   |
| LAB Bldg Maint Person   | 7-1        | 49,026   | Requesting to fund 'on hold' position - With the increase to the sanitation of buildings, and the expectations to comply with all of the state safety protocols for cleanliness of work places, we would ask to fund this position, in order to operate with a full staff.  |  | 1   | 49,026       |    | 1         | 49,026       |              |      |           |    |           |   |
| <u>New Positions</u>  |            |          |   |  |     |              |    |           |              |              |      |           |    |           |   |
| Archives & Records Clerk PT   | 9-1        |          | The role of the archives and records clerk is to provide efficient and accurate records management for the Building department. Other job duties include maintaining accurate and organized archives, scanning, filing and record keeping. This would be a part time position, 19 hours a week, grade 9 position. |  | 0.5 | 31,551       |    |           |              | 0            |      |           |    |           |   |
| Subtotal  |            |          |   |  | 3.5 | 328,810      |    | 2         | 220,308      | 0            |      |           |    |           |   |
| Grand Total   |            |          |   |  | 26  | 1,708,150.28 | 26 | 1,690,751 | 1,210,005.67 | 1,643,428.00 | 25.5 | 2,095,187 | 25 | 1,960,762 | 0 |

**BUILDING**

**EXPENDITURES**

| Classification                          | FY 2019                | FY 2020                | FY 2021    |                        |                                | FY 2022               |                      |                           |                     |
|---|------------------------|------------------------|------------|------------------------|--------------------------------|-----------------------|----------------------|---------------------------|---------------------|
|   | Actual<br>Expenditures | Actual<br>Expenditures | Budget     | July - March           | Estimated                      | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
|   |                        |                        |            | Actual<br>Expenditures | Expenditures<br>Thru 6/30/2021 |                       |                      |                           |                     |
| <b>Personnel 001-192-5100</b>           |                        |                        |            |                        |                                |                       |                      |                           |                     |
| 5111 Salaries - Full Time               | 1,091,872.99           | 995,439.07             | 972,056.00 | 751,393.43             | 977,849.00                     | 1,209,918.00          | 134,988.00           | 1,107,044.00              | 0.00                |
| 5112 Wages - Full Time                  | 659,620.99             | 673,733.08             | 673,695.00 | 442,264.26             | 638,599.00                     | 808,718.00            | 135,023.00           | 808,718.00                | 0.00                |
| 5121 Salaries - Part Time               | 66,442.84              | 38,978.13              | 45,000.00  | 16,347.98              | 26,980.00                      | 76,551.00             | 0.00                 | 45,000.00                 | 0.00                |
| 5131 Overtime                           | 35,299.47              | 27,821.70              | 15,000.00  | 40,148.81              | 52,000.00                      | 25,000.00             | 10,000.00            | 25,000.00                 |                     |
| 5195 Buyback Sick Time                  | 10,815.12              | 11,309.78              | 5,000.00   | 11,986.17              | 12,000.00                      | 5,000.00              | 0.00                 | 5,000.00                  |                     |
| <b>General Expenses 001-192-5200</b>    |                        |                        | 152,900.00 |                        |                                | 152,900.00            | 0.00                 | 152,900.00                |                     |
| 5192 Mileage                            | 701.32                 | 501.02                 |            |                        | 100.00                         |                       |                      |                           |                     |
| 5241 Equipment Repair/Maint             | 1,259.98               | 3,763.18               |            | 562.29                 | 1,000.00                       |                       |                      |                           |                     |
| 5242 Office Equipment Repair/Maint      | 154.99                 | 528.68                 |            | 516.98                 | 650.00                         |                       |                      |                           |                     |
| 5245 Maint/Repair of Buildings/Elevator | 47,406.90              | 44,798.16              |            | 18,079.08              | 50,000.00                      |                       |                      |                           |                     |
| 5247 Alarms / Intrusion                 | 459.60                 | 1,215.84               |            | 495.84                 | 800.00                         |                       |                      |                           |                     |
| 5272 Office Equipment Rental            |                        | 41.78                  |            |                        | 100.00                         |                       |                      |                           |                     |
| 5276 Truck / Equipment Rental           | 7,083.13               | 3,601.18               |            | 1,389.90               | 2,900.00                       |                       |                      |                           |                     |
| 5291 Custodial Services                 | 2,506.74               |                        |            |                        |                                |                       |                      |                           |                     |
| 5307 Public Safety Service              | 2,072.80               | 1,505.00               |            | 1,600.00               | 1,800.00                       |                       |                      |                           |                     |
| 5312 Training                           | 5,221.25               | 4,415.55               |            | 1,252.00               | 2,000.00                       |                       |                      |                           |                     |
| 5342 Postage                            | 1,634.21               | 2,048.38               |            | 5,352.10               | 5,500.00                       |                       |                      |                           |                     |
| 5343 Printing                           | 1,306.00               | 1,346.83               |            | 392.00                 | 500.00                         |                       |                      |                           |                     |
| 5382 Pest Control                       | 17,737.99              | 15,778.00              |            | 10,338.00              | 15,000.00                      |                       |                      |                           |                     |
| 5420 Office Supplies                    | 5,364.38               | 6,753.18               |            | 2,044.35               | 2,500.00                       |                       |                      |                           |                     |
| 5430 Building Supplies                  | 18,814.68              | 23,396.50              |            | 5,762.29               | 24,000.00                      |                       |                      |                           |                     |
| 5431 Paint Supplies                     | 1,941.64               | 3,745.31               |            | 1,541.56               | 2,000.00                       |                       |                      |                           |                     |
| 5450 Custodial Supplies                 | 26,321.34              | 19,850.86              |            | 22,330.70              | 30,000.00                      |                       |                      |                           |                     |
| 5470 Public Safety Supplies             | 1,320.00               |                        |            |                        | 100.00                         |                       |                      |                           |                     |
| 5510 Education Supplies                 |                        | 536.30                 |            | 136.25                 | 186.00                         |                       |                      |                           |                     |
| 5536 Lumber                             | 388.95                 |                        |            |                        | 50.00                          |                       |                      |                           |                     |
| 5581 Clothing, Gloves, Shoes            | 12,223.35              | 13,804.16              |            | 11,126.81              | 12,000.00                      |                       |                      |                           |                     |
| 5588 Signs & Flags                      | 1,675.08               | 1,159.11               |            | 469.90                 | 800.00                         |                       |                      |                           |                     |
| 5730 Dues                               | 240.00                 | 370.00                 |            |                        | 100.00                         |                       |                      |                           |                     |
| 5733 Licenses                           | 200.00                 | 623.00                 |            | 100.00                 | 200.00                         |                       |                      |                           |                     |
| 5781 Holiday                            | 757.76                 | 1,086.00               |            | 719.65                 | 1,000.00                       |                       |                      |                           |                     |



|   |                     | BUILDING            |            |                                  |                                       |                    |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
| EXPENDITURES                                      |                     | FY 2019             | FY 2020    | FY 2021                          |                                       | FY 2022            |                   |                        |                  |
| Classification                                    | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-192-5200                     |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5245 Repair to All Buildings                      |                     |                     | 350,000.00 |                                  |                                       | 350,000.00         | 0.00              | 350,000.00             |                  |
| -41 City Hall                                     | 24,961.40           | 8,810.80            |            | 10,330.46                        | 18,000.00                             |                    |                   |                        |                  |
| -42 Government Center                             | 32,362.31           | 51,469.94           |            | 32,988.33                        | 50,000.00                             |                    |                   |                        |                  |
| -43 Municipal Center                              | 78,869.12           | 51,738.84           |            | 52,719.08                        | 63,000.00                             |                    |                   |                        |                  |
| -45 Cutter St Voting Booth                        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -47 Veterans Building                             |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -50 Lake St Sub Station                           |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -51 Carter St. Police Sub Station                 | 4,083.38            | 96.81               |            | 608.31                           | 1,000.00                              |                    |                   |                        |                  |
| -52 92 Felton Street                              | 37,905.87           | 749.28              |            |                                  |                                       |                    |                   |                        |                  |
| -53 14 Church Street                              | 19,961.41           | 16,780.31           |            | 18,218.64                        | 20,000.00                             |                    |                   |                        |                  |
| -54 Emergency Management                          | 4,573.84            | 5,566.25            |            | 1,543.66                         | 2,000.00                              |                    |                   |                        |                  |
| -55 Lake St. Fire Station                         | 2,545.21            | 4,190.68            |            | 1,473.20                         | 2,000.00                              |                    |                   |                        |                  |
| -56 Moody St. Fire Station                        | 8,527.59            | 1,369.88            |            | 92.00                            | 500.00                                |                    |                   |                        |                  |
| -57 Prospect St. Fire Station                     | 53,653.45           | 4,644.60            |            | 715.32                           | 2,000.00                              |                    |                   |                        |                  |
| -58 Willow St. Fire Station                       | 2,647.14            | 9,554.86            |            | 3,386.32                         | 8,500.00                              |                    |                   |                        |                  |
| -59 Trapelo Rd. Fire Station                      | 5,583.91            | 3,306.54            |            | 6,583.38                         | 9,000.00                              |                    |                   |                        |                  |
| -61 25 Lexington Street                           | 15,424.72           | 5,404.56            |            | 2,424.76                         | 3,000.00                              |                    |                   |                        |                  |
| -63 Main St Library                               | 40,585.26           | 37,141.43           |            | 11,343.49                        | 16,000.00                             |                    |                   |                        |                  |
| -64 Wellington House                              | 2,767.89            | 2,247.64            |            |                                  |                                       |                    |                   |                        |                  |
| -66 Paine Estate                                  | 7,189.23            | 2,727.70            |            | 8,206.57                         | 10,000.00                             |                    |                   |                        |                  |
| -67 Banks School (property sold)                  | 446.13              |                     |            |                                  |                                       |                    |                   |                        |                  |
| -68 Senior Center                                 | 9,107.42            | 33,022.45           |            | 58,818.63                        | 65,000.00                             |                    |                   |                        |                  |
| -69 Met State                                     |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -71 Leary Field Recreation Building               | 2,231.20            | 40.00               |            |                                  |                                       |                    |                   |                        |                  |
| -72 Vet's Fieldhouse                              | 971.74              | 447.48              |            | 558.62                           | 1,000.00                              |                    |                   |                        |                  |
| -73 Recreation Building Prospect Hill Park        | 12,026.97           | 616.59              |            | 1,622.39                         | 2,000.00                              |                    |                   |                        |                  |
| -74 Cacciatore Field                              |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -75 Lazazzero Field                               |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -76 Prospect Hill                                 |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -77 Cornelia Warren                               | 957.24              | 124.95              |            | 1,292.45                         | 1,800.00                              |                    |                   |                        |                  |
| -78 Bright School                                 | 1,414.38            | 654.50              |            | 800.00                           | 1,000.00                              |                    |                   |                        |                  |
| -79 South Middle School                           | 14,054.77           | 14,788.31           |            | 16,063.64                        | 17,000.00                             |                    |                   |                        |                  |
| -81 Pumping Station                               | 2,818.12            | 1,952.20            |            | 2,367.07                         | 3,000.00                              |                    |                   |                        |                  |
| -82 Public Parking Garages (Moody St & Common St) |                     |                     |            | 7,287.03                         | 12,000.00                             |                    |                   |                        |                  |
| -83 Cemetery                                      | 6,753.44            | 2,014.92            |            | 17,647.19                        | 20,000.00                             |                    |                   |                        |                  |
| -84 Nipper Maher                                  | 477.25              |                     |            |                                  |                                       |                    |                   |                        |                  |
| -85 Fitch   |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -86 509 Moody St                                  | 280.30              |                     |            |                                  |                                       |                    |                   |                        |                  |
| -87 Veteran's Rink                                | 1,488.31            | 318.00              |            | 2,330.00                         | 3,200.00                              |                    |                   |                        |                  |
| -88 Fernald Property                              | 6,133.41            | 46,163.87           | 50,000.00  | 5,300.00                         | 6,500.00                              | 50,000.00          | 0.00              | 50,000.00              |                  |
| -89 380 Lexington Street                          |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| -90 Arrigo Farms                                  | 169.95              | 571.33              |            |                                  |                                       |                    |                   |                        |                  |
| -92 554 Lexington St - Stigmatines                |                     | 2,094.18            |            |                                  |                                       |                    |                   |                        |                  |
| TOTAL - BUILDING REPAIR ACCOUNTS                  | 400,972.36          | 308,608.90          | 400,000.00 | 264,720.54                       | 337,500.00                            | 400,000.00         | 0.00              | 400,000.00             | 0.00             |

**BUILDING**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021 |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|---------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Equipment &amp; Unusual 001-192-5400</b> |                     |                     |         |                                  |                                       |                    |                   |                        |                  |
| 5303 HazMat Survey Arrigo Farm Bldg         |                     | 6,600.00            |         |                                  |                                       |                    |                   |                        |                  |
| 5850 Bldg Code Enforcement Equipment        | 133.10              |                     |         |                                  |                                       |                    |                   |                        |                  |
| 6540 Bldg Code Enforcement Computers        | 29,278.30           |                     |         |                                  |                                       |                    |                   |                        |                  |
| Building Maintenance Equipment              |                     |                     |         |                                  |                                       | 7,000.00           | 0.00              | 0.00                   |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                    | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |                            |
|--------------------------------|---|---|----------------------------|
| 5131 Overtime                  | We are requesting additional funds to support our ongoing efforts to provide staff to city buildings outside of normal business hours to ensure the safety, integrity and cleanliness of our buildings. | 10,000.00                                     |                            |
| Building Maintenance Equipment | The maintenance dept would like to purchase equipment to support our custodial staff with the cleaning of buildings. Equipment includes a floor buffer and some new vacuums.                            | 7,000.00                                      | Mayor: Fund as CIP request |

**COST SUMMARY BY CLASSIFICATION**

|                               |                     |                     |                     |                     |                     |                     |                   |                     |             |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|-------------|
| Personnel                     | 1,864,051.41        | 1,747,281.76        | 1,710,751.00        | 1,262,140.65        | 1,707,428.00        | 2,125,187.00        | 280,011.00        | 1,990,762.00        | 0.00        |
| General Expenses              | 557,764.45          | 459,476.92          | 552,900.00          | 348,930.24          | 490,786.00          | 552,900.00          | 0.00              | 552,900.00          | 0.00        |
| Equipment & Unusual           | 29,411.40           | 6,600.00            | 0.00                | 0.00                | 0.00                | 7,000.00            | 0.00              | 0.00                | 0.00        |
| <b>Total Operating Budget</b> | <b>2,451,227.26</b> | <b>2,213,358.68</b> | <b>2,263,651.00</b> | <b>1,611,070.89</b> | <b>2,198,214.00</b> | <b>2,685,087.00</b> | <b>280,011.00</b> | <b>2,543,662.00</b> | <b>0.00</b> |

## 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 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure      | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|---------------------|-------------------|----------------------|----------------------|
| Number of buildings | 56                | 56                   | 56                   |

**BUILDING UTILITIES**

**EXPENDITURES**

| Classification                                   | FY 2019             | FY 2020             | FY 2021             |                                    | FY 2022                               |                    |                   |                        |
|--|---------------------|---------------------|---------------------|------------------------------------|---------------------------------------|--------------------|-------------------|------------------------|
|  | Actual Expenditures | Actual Expenditures | July - March Budget | Actual Expenditures Thru 6/30/2021 | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation |
| <b>General Expenses 001-193-5200</b>             |                     |                     | 1,200,700.00        |                                    |                                       | 1,200,700.00       | 0.00              | 1,200,700.00           |
| -41 City Hall                                    | 85,118.12           | 69,653.84           |                     | 70,316.84                          | 90,000.00                             |                    |                   |                        |
| -42 Government Center                            | 93,386.64           | 93,125.28           |                     | 63,262.82                          | 95,000.00                             |                    |                   |                        |
| -43 Municipal Center                             | 271,559.81          | 268,679.90          |                     | 169,660.55                         | 284,000.00                            |                    |                   |                        |
| -45 Cutter St Voting Booth                       | 4,098.47            | 4,534.38            |                     | 2,308.92                           | 4,500.00                              |                    |                   |                        |
| -47 Veterans Building                            | 6,038.52            | 5,562.35            |                     | 2,065.90                           | 6,500.00                              |                    |                   |                        |
| -50 Lake St Sub Station                          | 304.05              | 391.31              |                     | 204.72                             | 380.00                                |                    |                   |                        |
| -51 Carter St. Police Sub Station                | 7,527.69            | 6,938.31            |                     | 4,953.14                           | 7,300.00                              |                    |                   |                        |
| -52 92 Felton Street                             | 3,040.57            | 2,855.25            |                     | 1,628.28                           | 2,500.00                              |                    |                   |                        |
| -53 14 Church Street                             | 43,261.22           | 31,251.28           |                     | 21,092.13                          | 39,000.00                             |                    |                   |                        |
| -54 Emergency Management                         | 23,969.43           | 27,773.89           |                     | 17,075.57                          | 25,000.00                             |                    |                   |                        |
| -55 Lake St. Fire Station                        | 13,379.18           | 13,087.09           |                     | 8,830.33                           | 12,000.00                             |                    |                   |                        |
| -56 Moody St. Fire Station                       | 39,012.13           | 24,913.96           |                     | 18,719.20                          | 37,000.00                             |                    |                   |                        |
| -57 Prospect St. Fire Station                    | 12,452.57           | 15,993.94           |                     | 10,558.13                          | 14,500.00                             |                    |                   |                        |
| -58 Willow St. Fire Station                      | 12,435.66           | 11,214.37           |                     | 8,187.45                           | 11,900.00                             |                    |                   |                        |
| -59 Trapelo Rd. Fire Station                     | 14,744.66           | 13,392.30           |                     | 9,705.36                           | 13,800.00                             |                    |                   |                        |
| -61 25 Lexington Street                          | 27,380.47           | 22,476.78           |                     | 22,321.03                          | 28,000.00                             |                    |                   |                        |
| -63 Main St Library                              | 137,138.67          | 117,298.97          |                     | 71,873.95                          | 132,000.00                            |                    |                   |                        |
| -64 Wellington House                             | 6,134.46            | 5,412.74            |                     | 3,960.19                           | 5,300.00                              |                    |                   |                        |
| -65 Teen Center (transfer to School Dept 3/2018) | 845.93              | 547.94              |                     | 352.23                             | 450.00                                |                    |                   |                        |
| -66 Paine Estate                                 | 29,065.61           | 25,216.17           |                     | 12,580.79                          | 19,000.00                             |                    |                   |                        |
| -67 Banks School (property sold)                 |                     |                     |                     |                                    |                                       |                    |                   |                        |
| -68 Senior Center                                | 61,128.93           | 51,914.32           |                     | 24,935.20                          | 32,000.00                             |                    |                   |                        |
| -71 Leary Field Recreation Building              | 8,207.30            | 7,802.46            |                     | 4,775.49                           | 6,000.00                              |                    |                   |                        |
| -72 Vet's Fieldhouse                             |                     |                     |                     |                                    |                                       |                    |                   |                        |
| -73 Recreation Building Prospect Hill Park       | 6,959.18            | 5,590.34            |                     | 4,169.87                           | 6,000.00                              |                    |                   |                        |
| -77 Cornelia Warren Building                     | 56.00               | 96.00               |                     | 56.00                              | 100.00                                |                    |                   |                        |
| -79 South Middle                                 | 111,205.95          | 124,674.39          |                     | 100,326.43                         | 150,000.00                            |                    |                   |                        |
| -81 Pumping Station                              |                     |                     |                     |                                    |                                       |                    |                   |                        |
| -83 Cemetery                                     | 14,233.44           | 11,603.52           |                     | 5,967.20                           | 14,800.00                             |                    |                   |                        |
| -85 Fitch  | 910.61              | 56.03               |                     | 267.06                             | 1,000.00                              |                    |                   |                        |
| -86 509 Moody St                                 | 1,753.17            |                     |                     |                                    |                                       |                    |                   |                        |
| -88 Fernald Property                             | 171,304.90          | 73,368.88           |                     | 14,771.41                          | 30,000.00                             |                    |                   |                        |
| -89 380 Lexington Street                         | 352.07              | 93.65               |                     |                                    |                                       |                    |                   |                        |
| -92 554 Lexington St - Stigmatines               |                     | 911.81              |                     |                                    |                                       |                    |                   |                        |



BUILDING UTILITIES

EXPENDITURES

|   | FY 2019                | FY 2020                | FY 2021 |  |   | FY 2022               |   |                           |                     |
|---|------------------------|------------------------|---------|--|---|-----------------------|---|---------------------------|---------------------|
| Classification  | Actual<br>Expenditures | Actual<br>Expenditures | Budget  | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr                              | Mayor's<br>Recommendation | Council<br>Approval |
| <u>Department Explanation for Requested Increases</u> |                        |                        |         |  |   |                       |   |                           |                     |
| <u>Item</u>   |                        | <u>Reason</u>          |         |  |   |                       | <u>Department Cost for<br/>Requested Increase</u> |                           |                     |

COST SUMMARY BY CLASSIFICATION

Personnel

|                        |                     |                     |                     |                   |                     |                     |             |                     |             |
|------------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|-------------|---------------------|-------------|
| General Expenses       | 1,207,005.41        | 1,036,431.45        | 1,200,700.00        | 674,926.19        | 1,068,030.00        | 1,200,700.00        | 0.00        | 1,200,700.00        | 0.00        |
| Equipment & Unusual    |                     |                     |                     |                   |                     |                     |             |                     |             |
| Total Operating Budget | <u>1,207,005.41</u> | <u>1,036,431.45</u> | <u>1,200,700.00</u> | <u>674,926.19</u> | <u>1,068,030.00</u> | <u>1,200,700.00</u> | <u>0.00</u> | <u>1,200,700.00</u> | <u>0.00</u> |

## CITY CLERK

### STATEMENT OF OBJECTIVES:

To directly serve the general public and support the City Council in its operations and 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, etc. Records and issues business certificates and issues attested or certified copies of numerous public records. Responds to requests for public records made to the City. Records communications, orders, ordinances, resolutions, minutes and details of City Council meetings. Also maintains records of City departments and boards and commissions in accordance with Massachusetts law. Administers the petition process for special permits, zone changes, extended hours, street openings, grants of location and betterments. Provides care and maintenance for the City's archives and records located at the Rosario C. Malone Archives and Records Center.

|   |                  |                  |
|---|------------------|------------------|
| 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: |                  |                  |
| <b>Indirect Costs for Clerk/Voter Registration</b>  | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 90,068           | 122,327          |
| Pension Administration  | 8,871            | 11,650           |
| Medical & Life Insurance  | 204,825          | 241,970          |
| Heat, Light, Water  | 18,649           | 17,762           |
| Building Repair & Maintenance   | 23,349           | 10,971           |
| Building Insurance  | 3,195            | 2,847            |
| <b>Total</b>  | <b>\$348,957</b> | <b>\$407,527</b> |

| <b>Output Measure</b>       | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|-----------------------------|---------------------------|------------------------------|------------------------------|
| Births Recorded             | 687                       | 700                          | 715                          |
| Deaths Recorded             | 597                       | 500                          | 500                          |
| Marriage Licenses           | 320                       | 400                          | 425                          |
| Licenses - Dog              | 1,316                     | 1,350                        | 1,375                        |
| Marriage Intentions         | 328                       | 420                          | 435                          |
| Customers Served at Counter | 6,500                     | 6,700                        | 7,000                        |
| <b>City Clerk Receipts</b>  | <b>\$137,300</b>          | <b>\$140,500</b>             | <b>\$143,000</b>             |

**CITY CLERK**

**PERSONNEL**

| Bargaining<br>Unit | Position                       | FY 2022<br>Grade-Step |
|--------------------|--------------------------------|-----------------------|
| 1.                 | *City Clerk                    | 18-4 (L11)            |
| 2.                 | *Assistant City Clerk          | 16-6                  |
| 3.                 | SPMG *Executive Assistant      | 12-6                  |
| 4.                 | SPMG *Administrative Assistant | 10-6 (L10)            |
| Subtotal           |                                |                       |

| FY 2020 |                     | FY 2021 |              |                     |                                       | FY 2022    |         |         |                        |                  |   |
|---------|---------------------|---------|--------------|---------------------|---------------------------------------|------------|---------|---------|------------------------|------------------|---|
| #       | Actual Expenditures | #       | July - March |                     | Estimated Expenditures Thru 6/30/2021 | Department |         | #       | Mayor's Recommendation | Council Approval |   |
|         |                     |         | Budget       | Actual Expenditures |                                       | #          | Request |         |                        |                  |   |
|         |                     |         |              |                     |                                       |            |         |         |                        |                  |   |
|         |                     |         |              |                     |                                       |            |         |         |                        |                  |   |
|         |                     |         |              |                     |                                       |            |         |         |                        |                  |   |
|         |                     |         |              |                     |                                       |            |         |         |                        |                  |   |
|         | 1                   | 120,324 | 94,623.96    | 120,324.00          | 1                                     | 132,730    | 1       | 132,730 |                        |                  |   |
|         | 1                   | 99,916  | 78,066.34    | 99,916.00           | 1                                     | 110,213    | 1       | 110,213 |                        |                  |   |
|         | 1                   | 82,005  | 64,697.33    | 82,005.00           | 1                                     | 87,024     | 1       | 87,024  |                        |                  |   |
|         | 1                   | 77,977  | 61,531.28    | 77,977.00           | 1                                     | 82,749     | 1       | 82,749  |                        |                  |   |
| 4       | 366,728.73          | 4       | 380,222      | 298,918.91          | 380,222.00                            | 4          | 412,716 |         | 4                      | 412,716          | 0 |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance/Contract Settlement included in \*  
position salary

32,494

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|   |            |   |         |            |            |   |         |   |         |   |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---|
| 4 | 366,728.73 | 4 | 380,222 | 298,918.91 | 380,222.00 | 4 | 412,716 | 4 | 412,716 | 0 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---|

## CITY CLERK

## EXPENDITURES

|  | FY 2019             | FY 2020             | FY 2021    |   | FY 2022                |   |                   |                        |                  |
|--|---------------------|---------------------|------------|---|------------------------|---|-------------------|------------------------|------------------|
| Classification   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request                                    | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-161-5100</b>                          |                     |                     |            |   |                        |   |                   |                        |                  |
| 5111 Salaries - Full Time                              | 347,231.54          | 366,728.73          | 380,222.00 | 298,918.91                                      | 380,222.00             | 412,716.00  | 32,494.00         | 412,716.00             | 0.00             |
|  |                     |                     |            |   |                        |   |                   |                        |                  |
| <b>General Expenses 001-161-5200</b>                   |                     |                     | 96,300.00  |   |                        | 99,925.00   | 3,625.00          | 99,925.00              |                  |
| 5192 Mileage   | 219.00              | 111.48              |            |   |                        |   |                   |                        |                  |
| 5242 Office Equipment Repair/Maint                     | 1,410.00            |                     |            | 2,081.70  | 2,100.00               |   |                   |                        |                  |
| 5248 Computer Software/License                         | 4,195.00            | 3,000.00            |            | 3,079.65  | 3,100.00               |   |                   |                        |                  |
| 5272 Office Equipment Rental                           | 6,017.95            | 3,404.36            |            | 4,390.55  | 5,000.00               |   |                   |                        |                  |
| 5312 Training  |                     | 1,026.68            |            | 235.00  | 235.00                 |   |                   |                        |                  |
| 5341 Advertising                                       | 21,716.98           | 7,120.65            |            | 4,316.42  | 7,600.00               |   |                   |                        |                  |
| 5342 Postage   | 13,000.00           | 10,416.52           |            | 7,044.80  | 11,000.00              |   |                   |                        |                  |
| 5343 Printing  | 7,954.89            | 14,263.05           |            | 2,503.99  | 7,200.00               |   |                   |                        |                  |
| 5378 Transaction Fees                                  |                     | 361.32              |            | 783.76  | 1,000.00               |   |                   |                        |                  |
| 5381 Contract Labor                                    |                     |                     |            | 8,288.75  | 10,000.00              |   |                   |                        |                  |
| 5420 Office Supplies                                   | 3,384.47            | 8,739.86            |            | 3,142.64  | 6,165.00               |   |                   |                        |                  |
| 5581 Clothing  | 200.00              | 200.00              |            | 200.00  | 200.00                 |   |                   |                        |                  |
| 5730 Dues & Subscriptions                              | 485.00              | 845.00              |            | 275.00  | 500.00                 |   |                   |                        |                  |
| 5740 Insurance & Surety Bonds                          | 200.00              |                     |            | 200.00  | 200.00                 |   |                   |                        |                  |
|  |                     |                     |            |   |                        |   |                   |                        |                  |
| <b>Bright School 001-161-5200-xxxx-78</b>              |                     |                     |            |   |                        |   |                   |                        |                  |
| - 78 Bright School Utilities                           | * 28,153.37         | 27,300.70           |            | 17,856.56                                       | 26,000.00              |   |                   |                        |                  |
| 5245 Building/Grounds Maint                            | 4,108.58            | 6,315.48            |            | 13,087.41                                       | 16,000.00              |   |                   |                        |                  |
|  |                     |                     |            |   |                        |   |                   |                        |                  |
| <b>Other Charges 001-161-5700</b>                      |                     |                     |            |   |                        |   |                   |                        |                  |
| 5720 Out of State Travel                               | 2,030.00            | 243.96              |            |   |                        | 1,200.00  | 0.00              | 0.00                   |                  |
| * Transfer from Building Dept per Council Order #31246 |                     |                     |            |   |                        | Note: Department withdrew Out of State Travel request |                   |                        |                  |



## CITY CLERK

## EXPENDITURES

| Classification   | FY 2019                | FY 2020  | FY 2021      |                                       | FY 2022  |                      |                           |                     |
|--|------------------------|--|--------------|---------------------------------------|--|----------------------|---------------------------|---------------------|
|  | Actual<br>Expenditures | Actual<br>Expenditures   | July - March | Estimated                             | Department<br>Request                                | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
|  |                        |  | Budget       | Actual<br>Expenditures Thru 6/30/2021 |  |                      |                           |                     |
| <b><u>Department Explanation for Requested Increases</u></b> |                        |  |              |                                       |  |                      |                           |                     |
| <b><u>Item</u></b>   | <b><u>Reason</u></b>   |  |              |                                       | <b><u>Department Cost for Requested Increase</u></b> |                      |                           |                     |
| General Expenses 001-161-5200                                |                        | Net increase in General Expenses                               |              |                                       |  | 3,625.00             |                           |                     |
| 5720 Out of State Travel                                     |                        | Tuition for New England Municipal Clerk's Institute - Training |              |                                       |  | 1,200.00             |                           |                     |

### COST SUMMARY BY CLASSIFICATION

|                               |                   |                   |                   |                   |                   |                   |                  |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 347,231.54        | 366,728.73        | 380,222.00        | 298,918.91        | 380,222.00        | 412,716.00        | 32,494.00        | 412,716.00        | 0.00        |
| General Expenses              | 91,045.24         | 83,105.10         | 96,300.00         | 67,486.23         | 96,300.00         | 99,925.00         | 3,625.00         | 99,925.00         | 0.00        |
| Equipment & Unusual           |                   |                   |                   |                   |                   |                   |                  |                   |             |
| Other Charges                 | 2,030.00          | 243.96            | 0.00              | 0.00              | 0.00              | 1,200.00          | 0.00             | 0.00              | 0.00        |
| <b>Total Operating Budget</b> | <b>440,306.78</b> | <b>450,077.79</b> | <b>476,522.00</b> | <b>366,405.14</b> | <b>476,522.00</b> | <b>513,841.00</b> | <b>36,119.00</b> | <b>512,641.00</b> | <b>0.00</b> |

## VOTER REGISTRATION & ELECTION

**STATEMENT OF OBJECTIVES:**

To conduct all state primary and general elections and early voting. To conduct all municipal preliminary and general elections, and all recounts, if necessary. To facilitate and ensure 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. It conducts registration of voters, certifies signatures of registered voters on nomination papers for all offices, and supervises conduct of all elections. The Board oversees the training of election workers, testing and maintenance of voting machines, ensures compliance with all election laws and directives of the Secretary of the Commonwealth's Election Division.

| There are no indirect costs directly associated with this element. |            |            |
|--|------------|------------|
| Indirect Costs   | FY 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure               | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------------------|-------------------|----------------------|----------------------|
| Registered Voters            | 35,190            | 35,225               | 35,300               |
| Elections Conducted          | 4                 | 2                    | 2                    |
| Precincts                    | 18                | 18                   | 18                   |
| People in Annual Census List | 41,032            | 41,300               | 42,000               |
| Voting Machines              | 26                | 26                   | 26                   |

**VOTER REGISTRATION & ELECTION**

**PERSONNEL**

|                 |                                |                    | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |   |                    |   |                        |                  |
|-----------------|--------------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position                       | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # | Department Request | # | Mayor's Recommendation | Council Approval |
|                 |                                |                    |         |                     |         |         |                                  |                                       |   |                    |   |                        |                  |
| 1.              | Registration Clerk             |                    |         |                     |         | 1,000   | 739.66                           | 1,000.00                              |   | 1,000              |   | 1,000                  |                  |
| 2.              | Voting Machine Custodian       |                    |         |                     |         | 500     | 369.82                           | 500.00                                |   | 500                |   | 500                    |                  |
| 3.              | Registrar of Voters            |                    |         |                     |         | 1,500   | 1,109.54                         | 1,500.00                              |   | 1,500              |   | 1,500                  |                  |
| 4.              | Registrars                     |                    | 3       |                     |         | 3,000   | 2,250.00                         | 3,000.00                              | 3 | 3,000              | 3 | 3,000                  |                  |
| 5.              | SPMG *Administrative Assistant | 10-6 (L9)          | 1       |                     |         | 77,268  | 60,984.35                        | 77,268.00                             | 1 | 81,996             | 1 | 81,996                 |                  |
| 6.              | SPMG *Administrative Assistant | 10-4               | 1       |                     |         | 63,094  | 49,495.96                        | 63,094.00                             | 1 | 69,460             | 1 | 69,460                 |                  |
| 7.              | *Assistant Registrar           | 9-3                | 1       |                     |         | 54,932  | 37,947.56                        | 46,160.00                             | 1 | 60,566             | 1 | 60,566                 |                  |
| Subtotal        |                                |                    | 6       | 166,609.95          | 6       | 201,294 | 152,896.89                       | 192,522.00                            | 6 | 218,022            |   | 218,022                | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in \* position salary

16,728

Explanation

New Positions

Assistant Registrar (PT 19 hrs) 9-1

This part-time position will enable the department to better serve the public and will reduce expenditures for part-time contract labor.

|            |               |  |          |  |          |  |          |
|------------|---------------|--|----------|--|----------|--|----------|
| 0.5        | 31,043        |  | 0        |  | 0        |  | 0        |
| <b>0.5</b> | <b>31,043</b> |  | <b>0</b> |  | <b>0</b> |  | <b>0</b> |

**Subtotal**

**Grand Total**

|          |                   |          |                |                   |                   |            |                |  |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|------------|----------------|--|----------|----------------|----------|
| <b>6</b> | <b>166,609.95</b> | <b>6</b> | <b>201,294</b> | <b>152,896.89</b> | <b>192,522.00</b> | <b>6.5</b> | <b>249,065</b> |  | <b>6</b> | <b>218,022</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|------------|----------------|--|----------|----------------|----------|

**VOTER REGISTRATION & ELECTION**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-163-5100</b>        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time            | 192,468.80          | 160,609.95          | 195,294.00 | 148,427.87                       | 186,522.00                            | 212,022.00         | 16,728.00         | 212,022.00             | 0.00             |
| 5121 Salaries - Part Time            | 2,827.41            | 3,000.00            | 3,000.00   | 2,219.02                         | 3,000.00                              | 34,043.00          | 0.00              | 3,000.00               | 0.00             |
| 5194 Boards & Commissions            | 2,750.00            | 3,000.00            | 3,000.00   | 2,250.00                         | 3,000.00                              | 3,000.00           | 0.00              | 3,000.00               | 0.00             |
| <hr/>                                |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 001-163-5200</b> |                     |                     | 158,900.00 |                                  |                                       | 149,700.00         | (9,200.00)        | 149,700.00             |                  |
| 5241 Equipment Repair/Maint          | 1,662.00            | 2,457.00            |            | 3,047.45                         | 3,050.00                              |                    |                   |                        |                  |
| 5272 Office Equipment Rental         |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5307 Public Safety Service           | 5,297.00            | 11,182.95           |            | 2,740.17                         | 2,740.17                              |                    |                   |                        |                  |
| 5330 Transport Services              |                     | 168.70              |            |                                  |                                       |                    |                   |                        |                  |
| 5341 Advertising                     | 181.74              |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5342 Postage                         | 28,468.86           | 39,125.86           |            | 41,088.05                        | 42,000.00                             |                    |                   |                        |                  |
| 5343 Printing                        | 13,481.39           | 5,428.40            |            | 14,992.49                        | 18,000.00                             |                    |                   |                        |                  |
| 5381 Contract Labor                  | 86,149.63           | 93,096.09           |            | 73,931.45                        | 77,891.00                             |                    |                   |                        |                  |
| 5420 Office Supplies                 | 2,615.08            | 820.94              |            | 6,626.60                         | 9,000.00                              |                    |                   |                        |                  |
| 5490 Election Workers Appreciation   | 1,056.00            | 2,107.28            |            | 602.49                           | 602.49                                |                    |                   |                        |                  |
| 5581 Clothing                        | 100.00              | 200.00              |            | 200.00                           | 200.00                                |                    |                   |                        |                  |
| 5585 Inaugural Expenses              |                     | 6,928.46            |            | 1,356.00                         | 1,356.00                              |                    |                   |                        |                  |
| 5730 Dues                            | 60.00               |                     |            |                                  |                                       |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

**Item**

**Reason**

**Department Cost for Requested Increase**

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                 |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------|
| <b>Personnel</b>               | 198,046.21        | 166,609.95        | 201,294.00        | 152,896.89        | 192,522.00        | 249,065.00        | 16,728.00       | 218,022.00        | 0.00        |
| <b>General Expenses</b>        | 139,071.70        | 161,515.68        | 158,900.00        | 144,584.70        | 154,839.66        | 149,700.00        | (9,200.00)      | 149,700.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                 |                   |             |
| <b>Total Operating Budget</b>  | <u>337,117.91</u> | <u>328,125.63</u> | <u>360,194.00</u> | <u>297,481.59</u> | <u>347,361.66</u> | <u>398,765.00</u> | <u>7,528.00</u> | <u>367,722.00</u> | <u>0.00</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 Councillors 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. They are the Special Permit granting authority.

| 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 2019          | FY 2020          |
| Pension-Contributory/FICA   | 71,168           | 71,383           |
| Pension Administration  | 7,191            | 6,790            |
| Medical & Life Insurance  | 175,367          | 91,024           |
| Heat, Light, Water  | 12,768           | 11,498           |
| Building Repair & Maintenance   | 22,356           | 9,442            |
| Building Insurance  | 1,534            | 1,367            |
| Total   | <u>\$290,384</u> | <u>\$191,504</u> |

| Output Measure  | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|---|-------------------|----------------------|----------------------|
| City Council Meetings                                     | 23                | 24                   | 23                   |
| Committee Meetings  | 156               | 160                  | 156                  |
| Public Hearings   | 60                | 45                   | 50                   |
| Communications  | 203               | 198                  | 200                  |
| Resolutions   | 31                | 36                   | 30                   |
| Other Meetings (Special, Policy, Ad Hoc, & Citizen input) | 13                | 10                   | 10                   |
| Charter Amendments  | 0                 | 0                    | 0                    |
| Council Rule Changes                                      | 1                 | 0                    | 0                    |
| General Ordinance Amendments                              | 9                 | 4                    | 3                    |
| Zoning:   |                   |                      |                      |
| Zoning Text Amendments                                    | 7                 | 3                    | 1                    |
| Zoning Map Amendments                                     |                   |                      |                      |
| Overlay Zoning:   |                   |                      |                      |
| Overlay Zoning Text Amendments                            | 0                 | 0                    | 0                    |
| Overlay Zoning Map Amendments                             | 0                 | 0                    | 0                    |
| Special Permits   | 12                |                      |                      |
| Grants of Location  | 7                 | 15                   | 10                   |
| Lodging House Licenses                                    | 28                | 30                   | 30                   |
| 2nd Hand Licenses   | 8                 | 8                    | 8                    |
| Fuel Storage Licenses                                     | 10                | 8                    | 4                    |
| Original Approved Budget                                  | \$278,047,317     | \$277,873,104        |                      |
| Supplemental Appropriations:                              |                   |                      |                      |
| Unreserved Fund Balance                                   | \$2,587,466       | \$4,225,834          |                      |
| Retained Earnings (W/S)                                   | \$1,505,858       | \$2,169,900          |                      |
| Stabilization Fund  | \$953,451         | \$785,890            |                      |
| Loan Order Approvals                                      | \$394,523,863     | \$6,975,000          |                      |
| CPA Funding Approvals                                     |                   |                      |                      |



## CITY COUNCIL

## PERSONNEL

| Bargaining Unit    Position |   | FY 2022 Grade-Step | FY 2020               |            | FY 2021 |                                  |                                       | FY 2022    |                    |         |                        |                  |         |   |
|-----------------------------|---|--------------------|-----------------------|------------|---------|----------------------------------|---------------------------------------|------------|--------------------|---------|------------------------|------------------|---------|---|
|                             |   |                    | Actual # Expenditures | #          | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #          | Department Request | #       | Mayor's Recommendation | Council Approval |         |   |
| 1.                          | Council President   |                    |                       | 1          | 19,636  | 14,681.76                        | 19,636.00                             | 1          | 19,926             | 1       | 19,926                 |                  |         |   |
| 2.                          | City Councillor   |                    |                       | 14         | 267,904 | 200,294.22                       | 267,904.00                            | 14         | 271,966            | 14      | 271,966                |                  |         |   |
| 3.                          | Clerk-Council   |                    |                       | 1          | 4,000   | 2,958.82                         | 4,000.00                              | 1          | 4,000              | 1       | 4,000                  |                  |         |   |
| 4.                          | Clerk-Committees (Ord/Rules, Pub Wks/Pub Safety, Lic/Franchise)                       |                    |                       | 1          | 7,000   | 5,178.21                         | 7,000.00                              | 1          | 7,000              | 1       | 7,000                  |                  |         |   |
| 5.                          | Clerk-Finance/Committee of the Whole  |                    |                       | 1          | 7,000   | 5,178.21                         | 7,000.00                              | 1          | 7,000              | 1       | 7,000                  |                  |         |   |
| 6.                          | Clerk-LT Debt & Capital Planning, Veterans' Services, Fernald Use & other Ad-Hoc Comm |                    |                       | 1          | 7,000   | 5,177.83                         | 7,000.00                              | 1          | 7,000              | 1       | 7,000                  |                  |         |   |
| 7.                          | Clerk-Community Development & Other   |                    |                       | 1          | 7,000   | 5,178.21                         | 7,000.00                              | 1          | 7,000              | 1       | 7,000                  |                  |         |   |
| Subtotal                    |   |                    | 20                    | 312,294.00 | 20      | 319,540                          | 238,647.26                            | 319,540.00 | 20                 | 323,892 |                        | 20               | 323,892 | 0 |

### Summary of Changes

Adjustments to FY 2021 Positions

Cost of Living Adjustment included in \* position

4,352

**Explanation**

|   |   |   |   |   |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|

### New Positions

Subtotal

Grand Total

|    |            |    |         |            |            |    |         |  |    |         |   |
|----|------------|----|---------|------------|------------|----|---------|--|----|---------|---|
| 20 | 312,294.00 | 20 | 319,540 | 238,647.26 | 319,540.00 | 20 | 323,892 |  | 20 | 323,892 | 0 |
|----|------------|----|---------|------------|------------|----|---------|--|----|---------|---|

## CITY COUNCIL

## EXPENDITURES

| Classification                                | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-111-5100</b>                 |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                     | 299,691.50          | 312,294.00          | 319,540.00 | 238,647.26                       | 319,540.00                            | 323,892.00         | 4,352.00          | 323,892.00             | 0.00             |
| <b>General Expenses 001-111-5200</b>          |                     |                     | 71,115.00  |                                  |                                       | 71,115.00          | 0.00              | 71,115.00              |                  |
| 5191 Council Monthly Expense                  | 53,400.00           | 54,300.00           |            | 40,725.00                        | 54,300.00                             |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint            | 2,279.31            | 2,361.89            |            | 1,377.35                         | 2,400.00                              |                    |                   |                        |                  |
| 5341 Advertising                              | 5,319.82            | 1,300.85            |            | 733.74                           | 1,500.00                              |                    |                   |                        |                  |
| 5343 Printing                                 |                     | 90.00               |            |                                  |                                       |                    |                   |                        |                  |
| 5383 Photographs                              |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5420 Office Supplies                          | 2,882.36            | 105.00              |            | 496.01                           | 1,000.00                              |                    |                   |                        |                  |
| 5731 Conference Expense                       | 2,990.00            | 2,955.00            |            | 1,153.00                         | 1,200.00                              |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-111-5400</b>   |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5300 Consultant - Comprehensive Zoning Review |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5315 Legal Assistance                         | 2,288.25            |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5591 Ritcey Award                             |                     |                     | 250.00     |                                  | 250.00                                | 250.00             | 0.00              | 250.00                 |                  |
| 6540 Computers                                |                     |                     |            |                                  |                                       | 8,000.00           | 0.00              | 0.00                   |                  |

Department Explanation for Requested Increases

| <u>Item</u>    | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |                        |
|----------------|---|---|------------------------|
| 6540 Computers | Monitors for City Council Chambers - inside 2 / outside 1 | 8,000.00                                      | Mayor: Use cable funds |

## COST SUMMARY BY CLASSIFICATION

|                               |                   |                   |                   |                   |                   |                   |                 |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------|
| Personnel                     | 299,691.50        | 312,294.00        | 319,540.00        | 238,647.26        | 319,540.00        | 323,892.00        | 4,352.00        | 323,892.00        | 0.00        |
| General Expenses              | 66,871.49         | 61,112.74         | 71,115.00         | 44,485.10         | 60,400.00         | 71,115.00         | 0.00            | 71,115.00         | 0.00        |
| Equipment & Unusual           | 2,288.25          | 0.00              | 250.00            | 0.00              | 250.00            | 8,250.00          | 0.00            | 250.00            | 0.00        |
| <b>Total Operating Budget</b> | <b>368,851.24</b> | <b>373,406.74</b> | <b>390,905.00</b> | <b>283,132.36</b> | <b>380,190.00</b> | <b>403,257.00</b> | <b>4,352.00</b> | <b>395,257.00</b> | <b>0.00</b> |

## 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: |                 |                 |
| <b>Indirect Costs</b>   | <b>FY 2019</b>  | <b>FY 2020</b>  |
| Pension-Contributory/FICA   | 25,069          | 25,413          |
| Pension Administration  | 2,686           | 2,536           |
| Medical & Life Insurance  | 6,429           | 6,590           |
| Heat, Light, Water  | 934             | 931             |
| Building Repair & Maintenance   | 1,932           | 3,677           |
| Building Insurance  | 57              | 51              |
| <b>Total</b>  | <b>\$37,107</b> | <b>\$39,198</b> |

|  |                |                  |                  |
|--|----------------|------------------|------------------|
|  | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
| <b>Output Measure</b>                                | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Meetings   | 22             | 22               | 22               |
| Notice of Intent (NOI)                               | 12             | 12               | 12               |
| Req for Determination of Applicability               | 10             | 10               | 10               |
| Abbr Notice of Resource Area Delineation             | 1              | 1                | 1                |
| Site Visits  | 52             | 52               | 52               |
| Inquiries in office/day                              | 5              | 5                | 5                |
| Telephone inquiries/day                              | 5              | 5                | 5                |
| Potential violation letters issued                   | 3              | 3                | 3                |
| Formal enforcement orders issued                     | 2              | 2                | 2                |
| Letters to abutters encroaching on conservation land | 1              | 1                | 1                |

**CONSERVATION COMMISSION**

**PERSONNEL**

| FY 2020 |                     | FY 2021   |              |              |  | FY 2022    |         |         |                |                  |   |
|---------|---------------------|-----------|--------------|--------------|--|------------|---------|---------|----------------|------------------|---|
| #       | Actual Expenditures | #         | July - March |              | Estimated Actual Expenditures Thru 6/30/2021 | Department |         | Mayor's |                | Council Approval |   |
|         |                     |           | Budget       | Expenditures |  | #          | Request | #       | Recommendation |                  |   |
|         |                     |           |              |              |  |            |         |         |                |                  |   |
|         |                     |           |              |              |  |            |         |         |                |                  |   |
| 7       | 15,400              | 7,300.00  | 11,700.00    | 7            | 15,400                                       | 7          | 15,400  |         |                |                  |   |
| 0.5     | 29,014              | 21,936.71 | 26,977.93    | 0.5          | 29,928                                       | 0.5        | 29,928  |         |                |                  |   |
| 7.5     | 38,740.50           | 7.5       | 44,414       | 29,236.71    | 38,677.93                                    | 7.5        | 45,328  |         | 7.5            | 45,328           | 0 |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

914

Explanation

New Positions

SPMG Senior Code Enforcement Inspector - Conservation 13-1

Enable the department to more effectively fulfill its mission; most eastern MA cities and towns have this position (sometimes referred to as a Conservation Agent or Conservation Administrator). We could use accumulated filing fees (current balance \$86,478) for the first year's salary but would need commitment that the municipal budget will fund it thereafter.

SPMG Code Enforcement Inspector 12-1

Mayor: Fund position PT 19 hours/week at Grade 12

|          |               |  |            |               |          |
|----------|---------------|--|------------|---------------|----------|
| 1        | 76,951        |  | 0.5        | 39,249        |          |
| <b>1</b> | <b>76,951</b> |  | <b>0.5</b> | <b>39,249</b> | <b>0</b> |

**Subtotal**

**Grand Total**

|            |                  |            |               |                  |                  |            |                |  |            |               |          |
|------------|------------------|------------|---------------|------------------|------------------|------------|----------------|--|------------|---------------|----------|
| <b>7.5</b> | <b>38,740.50</b> | <b>7.5</b> | <b>44,414</b> | <b>29,236.71</b> | <b>38,677.93</b> | <b>8.5</b> | <b>122,279</b> |  | <b>8.0</b> | <b>84,577</b> | <b>0</b> |
|------------|------------------|------------|---------------|------------------|------------------|------------|----------------|--|------------|---------------|----------|

**CONSERVATION COMMISSION**

**EXPENDITURES**

| Classification                              | FY 2019                | FY 2020                | FY 2021                |                        |   | FY 2022               |                      |                           |                     |
|---|------------------------|------------------------|------------------------|------------------------|---|-----------------------|----------------------|---------------------------|---------------------|
|   | Actual<br>Expenditures | Actual<br>Expenditures | July - March<br>Budget | Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-171-5100</b>               |                        |                        |                        |                        |   |                       |                      |                           |                     |
| 5111 Salaries - Full Time                   |                        |                        |                        |                        |   | 76,951.00             | 0.00                 | 0.00                      |                     |
| 5121 Salaries - Part Time                   | 19,834.07              | 27,640.50              | 29,014.00              | 21,936.71              | 26,977.93                                   | 29,928.00             | 40,163.00            | 69,177.00                 | 0.00                |
| 5194 Boards & Commissions                   | 11,800.00              | 11,100.00              | 15,400.00              | 7,300.00               | 11,700.00                                   | 15,400.00             | 0.00                 | 15,400.00                 | 0.00                |
| <hr/>                                       |                        |                        |                        |                        |   |                       |                      |                           |                     |
| <b>General Expenses 001-171-5200</b>        |                        |                        | 2,100.00               |                        |   | 2,100.00              | 0.00                 | 2,100.00                  |                     |
| 5192 Mileage                                |                        |                        |                        |                        |   |                       |                      |                           |                     |
| 5272 Office Equipment Rental                | 780.00                 | 483.49                 |                        | 370.00                 | 740.00                                      |                       |                      |                           |                     |
| 5308 Stenographer                           |                        |                        |                        |                        |   |                       |                      |                           |                     |
| 5341 Advertising                            | 62.75                  |                        |                        |                        |   |                       |                      |                           |                     |
| 5342 Postage                                | 313.20                 | 360.25                 |                        | 107.50                 | 215.00                                      |                       |                      |                           |                     |
| 5343 Printing                               |                        |                        |                        |                        |   |                       |                      |                           |                     |
| 5420 Office Supplies                        | 285.09                 | 256.49                 |                        | 43.54                  | 87.08                                       |                       |                      |                           |                     |
| 5730 Dues                                   | 563.00                 | 574.00                 |                        | 585.00                 | 585.00                                      |                       |                      |                           |                     |
| <hr/>                                       |                        |                        |                        |                        |   |                       |                      |                           |                     |
| <b>Equipment &amp; Unusual 001-171-5400</b> |                        |                        |                        |                        |   |                       |                      |                           |                     |
| 5245 Conservation Maint/Supplies            |                        | 1,241.52               |                        | 5,500.00               | 5,500.00                                    | 10,500.00             | 0.00                 | 0.00                      |                     |
| Property Line Survey & Granite Markers      |                        |                        |                        |                        |   | 50,000.00             | 0.00                 | 0.00                      |                     |

**Department Explanation for Requested Increases**

| <u>Item</u>                            | <u>Reason</u>  | <u>Department Cost for<br/>Requested Increase</u> |                                 |
|--|--|---|---------------------------------|
| 5245 Conservation Maint/Supplies       | \$500 for native wildflower seeds, \$10,000 to hire a specialist to remove invasive plants at the Storer Conservation Land (Paine Estate).   | 10,500.00   | Mayor: Use filing fees          |
| Property Line Survey & Granite Markers | ConCom has identified numerous encroachments by abutters to the Storer Conservation Land, totaling almost an acre. We would like to survey the remaining boundaries that were not surveyed in 2019, and add granite boundary markers at the corners of each abutting property where not already marked by a historic stone wall. | 50,000.00   | Mayor: Transfer to Engineer CIP |

**COST SUMMARY BY CLASSIFICATION**

|                                |                  |                  |                  |                  |                  |                   |                  |                  |             |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|------------------|-------------|
| <b>Personnel</b>               | 31,634.07        | 38,740.50        | 44,414.00        | 29,236.71        | 38,677.93        | 122,279.00        | 40,163.00        | 84,577.00        | 0.00        |
| <b>General Expenses</b>        | 2,004.04         | 1,674.23         | 2,100.00         | 1,106.04         | 1,627.08         | 2,100.00          | 0.00             | 2,100.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> | 0.00             | 1,241.52         | 0.00             | 5,500.00         | 5,500.00         | 60,500.00         | 0.00             | 0.00             | 0.00        |
| <b>Total Operating Budget</b>  | <u>33,638.11</u> | <u>41,656.25</u> | <u>46,514.00</u> | <u>35,842.75</u> | <u>45,805.01</u> | <u>184,879.00</u> | <u>40,163.00</u> | <u>86,677.00</u> | <u>0.00</u> |

## CONSOLIDATED PUBLIC WORKS

### STATEMENT OF OBJECTIVES:

The objectives of the Consolidated Public Works Department (CPW) are to respond to requests from our citizens in a timely manner, record requests in our 311 system, generate work orders, and complete the work. CPW will maintain and improve the City's public streets and sidewalks, and perform snow removal on 165 centerline miles of road, school parking lots, municipal parking lots, municipal building parking lots, and cemeteries. CPW will maintain all City islands, City trees, public shade trees, and right of way trees. CPW will plant new trees, flowers, and shrubbery to enhance the quality of life and the unique character and aesthetic environment of Waltham. We will maintain and improve the City's 23 parks, 2 cemeteries, Waltham Common, Prospect Hill Park, and other open space areas. We will maintain, repair, and provide fuel to all Police, Fire, School, and City vehicles which includes 229 registered vehicles and 50 unregistered pieces of equipment. CPW will oversee and enhance the City's trash and 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: |                    |                    |
| <b>Indirect Costs</b>   | <b>FY 2019</b>     | <b>FY 2020</b>     |
| Pension-Contributory/FICA   | 1,658,180          | 1,577,067          |
| Pension Administration  | 172,230            | 154,905            |
| Medical & Life Insurance  | 2,410,575          | 2,041,575          |
| Heat, Light, Water  | 117,542            | 113,540            |
| Building Repair & Maintenance   | 216,657            | 144,951            |
| Building Insurance  | 10,191             | 9,080              |
| Motor Vehicle Insurance   | 13,802             | 10,503             |
| Motor Vehicle Maint & Repair  | 401,119            | 337,606            |
| Workers Compensation  | 349,411            | 227,846            |
| <b>Total</b>  | <b>\$5,349,707</b> | <b>\$4,616,873</b> |

|                                     |                           |                              |                              |
|-------------------------------------|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>               | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| Number of Work Orders Logged        | 4,700                     | 5,000                        | 5,000                        |
| Miles of streets cleaned            | 165                       | 165                          | 165                          |
| Number of vehicles used             | 3                         | 5                            | 5                            |
| Number of times cleaned             | 5                         | 5                            | 5                            |
| Trees planted                       | 75                        | 225                          | 75                           |
| Snow fall in inches                 | 48.6                      | 56.2                         | 44.0                         |
| Registered vehicles maintained      | 229                       | 229                          | 229                          |
| Non registered equipment maintained | 50                        | 50                           | 50                           |
| Street Opening Permit Revenue       | \$52,655                  | \$90,000                     | \$90,000                     |



**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

| Bargaining Unit | Position                        | FY 2022 Grade-Step |
|-----------------|---------------------------------|--------------------|
| 1.              | *CPW Director                   | 21-6 (L8)          |
| 2.              | *Assistant CPW Director         | 18-6 (L10)         |
| 3.              | *Asst Supt Street               | 14-6 (L11)         |
| 4.              | *Asst Supt Street               | 14-6 (L10)         |
| 5.              | *Asst Supt Parks/Forestry/Cem   | 14-6 (L10)         |
| 6.              | *Asst Superintendent (sidewalk) | 14-6               |
| 7.              | SPMG *Foreman - Public Vehicles | 13-4 (L11)         |
| 8.              | SPMG *Foreman - Street          | 13-5 (L10)         |
| 9.              | SPMG *Foreman - Forestry        | 13-6               |
| 10.             | SPMG *Sr Engineering Aide (311) | 13-6 (L9)          |
| 11.             | SPMG *Sr Code Enforce Inspector | 13-6 (L9)          |
| 12.             | SPMG *Recycling Coordinator     | 12-6 (L9)          |
| 13.             | SPMG *Sr Code Enforce Inspector | 13-4 (L11)         |
| 14.             | *Administrative Assistant       | 10-6 (L10)         |
| 15.             | *Administrative Assistant       | 10-6               |
| 16.             | *Administrative Assistant       | 10-4               |
| 17.             | Administrative Assistant        | 10-2               |

| FY 2020         |                     | FY 2021   |                     |                     |                             | FY 2022             |                     |             |                        |                  |
|-----------------|---------------------|-----------|---------------------|---------------------|-----------------------------|---------------------|---------------------|-------------|------------------------|------------------|
| #               | Actual Expenditures | #         | Budget              | July - March        | Estimated                   | #                   | Department Request  | #           | Mayor's Recommendation | Council Approval |
|                 |                     |           |                     | Actual Expenditures | Expenditures Thru 6/30/2021 |                     |                     |             |                        |                  |
|                 |                     | 1         | 150,486             | 116,980.46          | 156,505.44                  | 1                   | 165,838             | 1           | 165,838                |                  |
|                 |                     | 1         | 133,938             | 105,759.18          | 139,295.52                  | 1                   | 142,137             | 1           | 142,137                |                  |
|                 |                     | 1         | 103,461             | 81,691.11           | 107,599.44                  | 1                   | 109,793             | 1           | 109,793                |                  |
|                 |                     | 1         | 102,529             | 80,957.82           | 106,630.16                  | 1                   | 108,804             | 1           | 108,804                |                  |
|                 |                     | 1         | 102,529             | 80,942.90           | 106,630.16                  | 1                   | 108,804             | 1           | 108,804                |                  |
|                 |                     | 1         | 88,263              | 69,101.97           | 91,793.52                   | 1                   | 97,352              | 1           | 97,352                 |                  |
|                 |                     | 1         | 83,525              | 62,776.15           | 86,866.00                   | 1                   | 92,281              | 1           | 92,281                 |                  |
|                 |                     | 1         | 86,447              | 67,758.39           | 89,904.88                   | 1                   | 95,215              | 1           | 95,215                 |                  |
|                 |                     | 1         | 86,267              | 67,752.53           | 89,717.68                   | 1                   | 92,679              | 1           | 92,679                 |                  |
|                 |                     | 1         | 95,194              | 75,166.11           | 99,001.76                   | 1                   | 101,020             | 1           | 101,020                |                  |
|                 |                     | 1         | 95,194              | 75,166.10           | 99,001.76                   | 1                   | 101,020             | 1           | 101,020                |                  |
|                 |                     | 1         | 88,565              | 69,927.38           | 92,107.60                   | 1                   | 94,276              | 1           | 94,276                 |                  |
|                 |                     | 0.5       | 43,343              | 34,161.44           | 45,076.72                   | 0.5                 | 47,738              | 0.5         | 47,738                 |                  |
|                 |                     | 1         | 77,394              | 61,104.08           | 80,489.76                   | 1                   | 82,132              | 1           | 82,132                 |                  |
|                 |                     | 1         | 70,358              | 55,555.59           | 73,172.32                   | 1                   | 74,665              | 1           | 74,665                 |                  |
|                 |                     | 1         | 61,721              | 48,334.16           | 64,189.84                   | 1                   | 68,060              | 1           | 68,060                 |                  |
|                 |                     | 1         | 78,097              | 59,141.99           | 70,000.00                   | 1                   | 62,436              | 1           | 62,436                 |                  |
| <b>Subtotal</b> |                     | <b>17</b> | <b>1,527,769.05</b> | <b>16.5</b>         | <b>1,547,311</b>            | <b>1,212,277.36</b> | <b>1,597,982.56</b> | <b>16.5</b> | <b>1,644,250</b>       | <b>0</b>         |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity/Compensation 112,600  
Ordinance/ Contract Settlement included in \*  
position salary

Administrative Assistant 10-2 (15,661)

**Explanation**

New employee hired at lower step/longevity

**New Positions**

**Subtotal**

|            |          |  |            |          |  |          |  |          |  |          |
|------------|----------|--|------------|----------|--|----------|--|----------|--|----------|
|            |          |  |            |          |  |          |  |          |  |          |
| <b>0.0</b> | <b>0</b> |  | <b>0.0</b> | <b>0</b> |  | <b>0</b> |  | <b>0</b> |  | <b>0</b> |

**Grand Total**

|           |                     |             |                  |                     |                     |             |                  |             |                  |          |
|-----------|---------------------|-------------|------------------|---------------------|---------------------|-------------|------------------|-------------|------------------|----------|
| <b>17</b> | <b>1,527,769.05</b> | <b>16.5</b> | <b>1,547,311</b> | <b>1,212,277.36</b> | <b>1,597,982.56</b> | <b>16.5</b> | <b>1,644,250</b> | <b>16.5</b> | <b>1,644,250</b> | <b>0</b> |
|-----------|---------------------|-------------|------------------|---------------------|---------------------|-------------|------------------|-------------|------------------|----------|

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

|                 |                               |                    | FY 2020 | FY 2021             |   |                                  | FY 2022                               |           |                    |        |                        |                  |
|-----------------|-------------------------------|--------------------|---------|---------------------|---|----------------------------------|---------------------------------------|-----------|--------------------|--------|------------------------|------------------|
| Bargaining Unit | Position                      | FY 2022 Grade-Step | #       | Actual Expenditures | # | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #         | Department Request | #      | Mayor's Recommendation | Council Approval |
| 1. MECH         | *Working Foreman II           | 11-6 (L11)         |         |                     | 1 | 75,904                           | 5,457.30                              | 20,000.00 | 1                  | 80,540 | 1                      | 80,540           |
| 2. MECH         | *Working Foreman II           | 11-6               |         |                     | 1 | 65,375                           | 51,456.60                             | 67,990.00 | 1                  | 72,558 | 1                      | 72,558           |
| 3. LAB          | *Working Foreman I            | 10-6 (L11)         |         |                     | 1 | 71,477                           | 56,412.82                             | 74,336.08 | 1                  | 75,834 | 1                      | 75,834           |
| 4. LAB          | *Working Foreman I            | 10-6 (L11)         |         |                     | 1 | 69,874                           | 53,798.51                             | 72,668.96 | 1                  | 75,834 | 1                      | 75,834           |
| 5. LAB          | *Working Foreman I            | 10-6 (L10)         |         |                     | 1 | 70,189                           | 55,404.03                             | 72,996.56 | 1                  | 74,890 | 1                      | 74,890           |
| 6. LAB          | *Working Foreman I            | 10-6 (L9)          |         |                     | 1 | 69,545                           | 54,895.89                             | 72,326.80 | 1                  | 73,892 | 1                      | 73,892           |
| 7. LAB          | *Working Foreman I            | 10-6 (L8)          |         |                     | 1 | 64,394                           | 50,829.46                             | 66,969.76 | 1                  | 71,272 | 1                      | 71,272           |
| 8. LAB          | *Working Foreman I            | 10-6 (L8)          |         |                     | 1 | 69,545                           | 8,007.93                              | 35,000.00 | 1                  | 70,853 | 1                      | 70,853           |
| 9. MECH         | *Motor Equipment Repair Pers  | 10-6 (L11)         |         |                     | 1 | 71,477                           | 56,431.48                             | 74,336.08 | 1                  | 75,858 | 1                      | 75,858           |
| 10. MECH        | *Motor Equipment Repair Pers  | 10-6 (L11)         |         |                     | 1 | 71,477                           | 56,431.48                             | 74,336.08 | 1                  | 75,858 | 1                      | 75,858           |
| 11. MECH        | Motor Equipment Repair Pers   | 10-1               |         |                     | 1 |                                  |                                       |           |                    |        |                        |                  |
| 12. MECH        | *Auto Body / Metal Worker     | 10-6 (L11)         |         |                     | 1 | 71,477                           | 56,431.48                             | 74,336.08 | 1                  | 75,858 | 1                      | 75,858           |
| 13. MECH        | *Welder                       | 10-6 (L11)         |         |                     | 1 | 71,019                           | 55,665.73                             | 73,859.76 | 1                  | 75,858 | 1                      | 75,858           |
| 14. LAB         | *WF I /Tree Surgeon           | 10-6 (L11)         |         |                     | 1 | 71,477                           | 56,409.17                             | 74,336.08 | 1                  | 75,834 | 1                      | 75,834           |
| 15. LAB         | *Tree Surgeon                 | 10-6               |         |                     | 1 | 64,188                           | 19,763.60                             | 38,000.00 | 1                  | 68,319 | 1                      | 68,319           |
| 16. LAB         | *S M E O - Open Space - Grass | 9-6                |         |                     | 1 | 61,492                           | 44,243.99                             | 63,951.68 | 1                  | 65,250 | 1                      | 65,250           |
| 17. LAB         | *S M E O                      | 9-6 (L11)          |         |                     | 1 | 68,256                           | 53,911.44                             | 70,986.24 | 1                  | 72,428 | 1                      | 72,428           |
| 18. LAB         | *S M E O                      | 9-6 (L10)          |         |                     | 1 | 67,641                           | 53,396.77                             | 70,346.64 | 1                  | 71,775 | 1                      | 71,775           |
| 19. LAB         | *S M E O                      | 9-6 (L8)           |         |                     | 1 | 64,149                           | 48,131.44                             | 66,714.96 | 1                  | 70,470 | 1                      | 70,470           |
| 20. LAB         | *S M E O                      | 9-6 (L8)           |         |                     | 1 | 61,492                           | 48,533.09                             | 63,951.68 | 1                  | 68,070 | 1                      | 68,070           |
| 21. LAB         | *S M E O                      | 9-6                |         |                     | 1 | 60,215                           | 46,904.11                             | 62,623.60 | 1                  | 65,250 | 1                      | 65,250           |
| 22. LAB         | *S M E O                      | 9-6                |         |                     | 1 | 61,492                           | 46,969.18                             | 63,951.68 | 1                  | 65,250 | 1                      | 65,250           |
| 23. LAB         | *S M E O                      | 9-6                |         |                     | 1 | 58,230                           | 48,514.87                             | 60,559.20 | 1                  | 64,573 | 1                      | 64,573           |
| 24. LAB         | *S M E O                      | 9-5                |         |                     | 1 | 56,298                           | 44,272.56                             | 58,549.92 | 1                  | 61,960 | 1                      | 61,960           |
| 25. LAB         | *S M E O (sidewalk)           | 9-6                |         |                     | 1 | 61,492                           | 48,624.64                             | 63,951.68 | 1                  | 65,250 | 1                      | 65,250           |
| 26. LAB         | *H M E O                      | 8-6 (L11)          |         |                     | 1 | 65,150                           | 51,433.67                             | 67,756.00 | 1                  | 69,136 | 1                      | 69,136           |
| 27. LAB         | *H M E O                      | 8-6 (L8)           |         |                     | 1 | 63,389                           | 32,538.16                             | 60,000.00 | 1                  | 67,268 | 1                      | 67,268           |
| 28. LAB         | *H M E O                      | 8-6                |         |                     | 1 | 58,694                           | 44,866.80                             | 61,041.76 | 1                  | 62,285 | 1                      | 62,285           |
| 29. LAB         | *H M E O                      | 8-6                |         |                     | 1 | 58,694                           | 42,581.52                             | 61,041.76 | 1                  | 62,285 | 1                      | 62,285           |
| 30. LAB         | *H M E O                      | 8-6                |         |                     | 1 | 51,006                           | 42,587.15                             | 53,046.24 | 1                  | 60,706 | 1                      | 60,706           |
| 31. LAB         | H M E O                       | 8-1                |         |                     | 1 |                                  |                                       |           |                    |        |                        |                  |
| 32. LAB         | H M E O                       | 8-1                | on hold |                     | 1 |                                  |                                       |           |                    |        | 1                      |                  |
| 33. LAB         | H M E O (sidewalk)            | 8-1                | on hold |                     | 1 |                                  |                                       |           |                    |        | 1                      |                  |

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

|                 |  |                    | FY 2020 | FY 2021             |    |           |                                  | FY 2022                               |    |                    |   |                        |                  |   |
|-----------------|--|--------------------|---------|---------------------|----|-----------|----------------------------------|---------------------------------------|----|--------------------|---|------------------------|------------------|---|
| Bargaining Unit | Position                                   | FY 2022 Grade-Step | #       | Actual Expenditures | #  | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #  | Department Request | # | Mayor's Recommendation | Council Approval |   |
| 34. LAB         | *M E O                                     | 7-6 (L11)          |         |                     | 1  | 62,253    | 49,139.54                        | 62,253.00                             | 1  | 66,054             | 1 | 66,054                 |                  |   |
| 35. LAB         | *M E O                                     | 7-6 (L11)          |         |                     | 1  | 62,253    | 49,139.47                        | 62,253.00                             | 1  | 66,054             | 1 | 66,054                 |                  |   |
| 36. LAB         | *M E O                                     | 7-5                |         |                     | 1  | 50,306    | 39,233.26                        | 50,306.00                             | 1  | 55,362             | 1 | 55,362                 |                  |   |
| 37. LAB         | *M E O                                     | 7-4                |         |                     | 1  | 48,717    | 37,953.68                        | 48,717.00                             | 1  | 53,685             | 1 | 53,685                 |                  |   |
| 38. LAB         | *M E O                                     | 7-3                |         |                     | 1  | 47,078    | 36,787.37                        | 47,078.00                             | 1  | 51,863             | 1 | 51,863                 |                  |   |
| 39. LAB         | M E O                                      | 7-1                |         |                     | 1  |           |                                  |                                       |    |                    |   |                        |                  |   |
| 40. LAB         | M E O                                      | 7-1                | on hold |                     | 1  |           |                                  |                                       |    |                    | 1 |                        |                  |   |
| 41. LAB         | M E O                                      | 7-1                | on hold |                     | 1  |           |                                  |                                       |    |                    | 1 |                        |                  |   |
|                 |  |                    |         |                     |    |           |                                  |                                       |    |                    |   |                        |                  |   |
| 42. LAB         | *Highway Maintenance                       | 7-6 (L11)          |         |                     | 1  | 62,253    | 49,201.64                        | 62,253.00                             | 1  | 66,054             | 1 | 66,054                 |                  |   |
| 43. LAB         | Highway Maintenance                        | 6-2                |         |                     | 1  | 62,253    | 26,244.65                        | 42,000.00                             | 1  | 47,688             | 1 | 47,688                 |                  |   |
| 44. LAB         | Highway Maintenance                        | 6-1                |         |                     | 1  |           |                                  |                                       |    |                    |   |                        |                  |   |
|                 |  |                    |         |                     |    |           |                                  |                                       |    |                    |   |                        |                  |   |
| 45. LAB         | *Laborer                                   | 7-6 (L11)          |         |                     | 1  | 61,780    | 48,696.75                        | 61,780.00                             | 1  | 66,054             | 1 | 66,054                 |                  |   |
| 46. LAB         | *Laborer                                   | 6-1                |         |                     | 1  | 45,957    | 21,613.77                        | 40,000.00                             | 1  | 47,688             | 1 | 47,688                 |                  |   |
| 47. LAB         | Laborer                                    | 6-1                |         |                     | 1  |           |                                  |                                       |    |                    |   |                        |                  |   |
| 48. LAB         | Laborer                                    | 6-1                | on hold |                     | 1  |           |                                  |                                       |    |                    | 1 |                        |                  |   |
| 49. LAB         | Laborer                                    | 6-1                | on hold |                     | 1  |           |                                  |                                       |    |                    | 1 |                        |                  |   |
|                 |  |                    |         |                     |    |           |                                  |                                       |    |                    |   |                        |                  |   |
| 50. LAB         | Laborer / Gardener                         | 6-1                |         |                     | 1  | 51,182    | 40,154.77                        | 51,182.00                             | 1  | 47,552             | 1 | 47,552                 |                  |   |
| 51. LAB         | Laborer / Gardener                         | 6-1                |         |                     | 1  |           |                                  |                                       |    |                    |   |                        |                  |   |
|                 |  |                    |         |                     |    |           |                                  |                                       |    |                    |   |                        |                  |   |
| 52.             | Part Time                                  |                    |         |                     |    | 35,000    | 13,158.00                        | 20,000.00                             |    | 35,000             |   | 35,000                 |                  |   |
| 53.             | Temporary / Seasonal - Summer              |                    |         |                     |    | 60,000    |                                  | 20,000.00                             |    | 60,000             |   | 60,000                 |                  |   |
| 54.             | Part Time / Seasonal - Parks & Playgrounds |                    |         |                     |    | 40,000    | 5,508.00                         | 20,000.00                             |    | 40,000             |   | 40,000                 |                  |   |
| Subtotal        |  |                    | 51      | 2,432,711.62        | 51 | 2,584,140 | 1,751,735.77                     | 2,427,787.28                          | 39 | 2,738,268          |   | 45                     | 2,738,268        | 0 |

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

**Bargaining Unit      Position      FY 2022 Grade-Step**

| FY 2020 |                     | FY 2021 |        |                                  |                                       | FY 2022 |                    |                        |                  |
|---------|---------------------|---------|--------|----------------------------------|---------------------------------------|---------|--------------------|------------------------|------------------|
| #       | Actual Expenditures | #       | Budget | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #       | Department Request | Mayor's Recommendation | Council Approval |
|         |                     |         |        |                                  |                                       |         |                    |                        |                  |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

|   |      |          |  |
|---|------|----------|--|
| Step Raises/Longevity/Contract Settlement included in * position salary |      | 172,323  |  |
| MECH Motor Equipment Repair Pers  | 10-1 | 56,439   |  |
| LAB H M E O   | 8-1  | 51,219   |  |
| LAB H M E O   | 8-1  | 51,219   |  |
| LAB H M E O (sidewalk)  | 8-1  | 51,219   |  |
| LAB M E O   | 7-1  | 49,027   |  |
| LAB M E O   | 7-1  | 49,027   |  |
| LAB M E O   | 7-1  | 49,027   |  |
| LAB Highway Maintenance   | 6-2  | (14,565) |  |
| LAB Highway Maintenance   | 6-1  | 47,001   |  |
| LAB Laborer   | 6-1  | 47,001   |  |
| LAB Laborer   | 6-1  | 47,001   |  |
| LAB Laborer   | 6-1  | 47,001   |  |
| LAB Laborer / Gardener  | 6-1  | (3,630)  |  |
| LAB Laborer / Gardener  | 6-1  | 47,001   |  |

**Explanation**

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

New employee hired at lower step/longevity

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

New employee to be hired at lower step/longevity

Requesting to fund 'on hold' position

|    |         |   |         |
|----|---------|---|---------|
| 1  | 56,439  | 1 | 56,439  |
| 1  | 51,219  | 1 | 51,219  |
| 1  | 51,219  |   | 0       |
| 1  | 51,219  |   | 0       |
| 1  | 49,027  | 1 | 49,027  |
| 1  | 49,027  |   | 0       |
| 1  | 49,027  |   | 0       |
| 1  | 47,001  | 1 | 47,001  |
| 1  | 47,001  | 1 | 47,001  |
| 1  | 47,001  |   | 0       |
| 1  | 47,001  |   | 0       |
| 1  | 47,001  | 1 | 47,001  |
| 12 | 592,182 | 6 | 297,688 |
|    |         |   | 0       |

**Subtotal**

**Grand Total**

|    |              |    |           |              |              |    |           |    |           |   |
|----|--------------|----|-----------|--------------|--------------|----|-----------|----|-----------|---|
| 51 | 2,432,711.62 | 51 | 2,584,140 | 1,751,735.77 | 2,427,787.28 | 51 | 3,330,450 | 51 | 3,035,956 | 0 |
|----|--------------|----|-----------|--------------|--------------|----|-----------|----|-----------|---|

**CONSOLIDATED PUBLIC WORKS**

| EXPENDITURES                             | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
| Classification                           | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-420-5100</b>            |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                | 1,503,225.98        | 1,527,769.05        | 1,547,311.00 | 1,212,277.36                     | 1,597,982.56                          | 1,644,250.00       | 96,939.00         | 1,644,250.00           | 0.00             |
| 5112 Wages - Full Time                   | 2,626,974.43        | 2,380,655.12        | 2,449,140.00 | 1,733,069.77                     | 2,367,787.28                          | 3,195,450.00       | 451,816.00        | 2,900,956.00           | 0.00             |
| 5122 Wages - Part Time                   | 54,228.00           | 52,056.50           | 135,000.00   | 18,666.00                        | 60,000.00                             | 135,000.00         | 0.00              | 135,000.00             | 0.00             |
| 5131 Overtime                            | 317,497.36          | 351,456.99          | 220,000.00   | 183,523.66                       | 240,000.00                            | 270,000.00         | 25,000.00         | 245,000.00             |                  |
| 5135 Standby                             | 9,701.16            | 9,179.80            | 11,500.00    | 9,579.20                         | 11,500.00                             | 11,500.00          | 0.00              | 11,500.00              |                  |
| 5195 Buyback Sick Time                   | 23,759.33           | 26,327.53           | 40,000.00    | 20,706.17                        | 56,069.17                             | 40,000.00          | 0.00              | 40,000.00              |                  |
| Offset Receipt - Cemetery Perpetual Care |                     |                     | (25,000.00)  |                                  | (25,000.00)                           | (25,000.00)        | 0.00              | (25,000.00)            |                  |
|  |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses</b>                  |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| <b>CPW Administration 001-420-5200</b>   |                     |                     | 1,118,400.00 |                                  |                                       | 1,281,370.00       | 80,000.00         | 1,198,400.00           |                  |
| 5192 Mileage                             | 106.65              | 114.30              |              | 27.00                            | 55.00                                 |                    |                   |                        |                  |
| 5193 Tool Allowance                      | 4,200.00            | 3,600.00            |              | 4,800.00                         | 6,400.00                              |                    |                   |                        |                  |
| 5213 Light                               | 837.84              | 755.59              |              | 525.29                           | 800.00                                |                    |                   |                        |                  |
| 5231 Water Usage                         | 516.83              | 18,706.39           |              | 33,122.63                        | 35,000.00                             |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint              | 13,531.49           | 8,141.07            |              | 12,889.00                        | 18,000.00                             |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint       | 3,395.54            | 2,231.80            |              | 445.00                           | 600.00                                |                    |                   |                        |                  |
| 5244 Motor Equipment Repair/Maint        | 130,190.51          | 109,242.22          |              | 54,890.21                        | 80,000.00                             |                    |                   |                        |                  |
| 5245 Building/Grounds Maint              | 9,917.82            | 8,941.32            |              | 7,810.28                         | 15,000.00                             |                    |                   |                        |                  |
| 5247 Alarms / Intrusion                  | 516.00              | 516.00              |              | 3,465.10                         | 4,000.00                              |                    |                   |                        |                  |
| 5255 Vehicle Washing                     | 265.50              | 139.50              |              | 251.55                           | 335.00                                |                    |                   |                        |                  |
| 5271 Uniform Rental                      | 3,480.27            | 2,881.31            |              | 2,141.14                         | 3,610.28                              |                    |                   |                        |                  |
| 5276 Truck/Equipment Rental              | 22,480.42           | 24,577.02           |              | 17,811.34                        | 25,000.00                             |                    |                   |                        |                  |
| 5291 Custodial Services                  | 8,421.75            | 6,889.25            |              | 2,530.25                         | 5,100.00                              |                    |                   |                        |                  |
| 5310 Environmental Services              | 4,600.00            |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5312 Training                            | 10,478.99           | 9,130.50            |              | 4,244.00                         | 6,000.00                              |                    |                   |                        |                  |
| 5341 Advertising                         | 404.61              | 1,188.42            |              | 2,149.01                         | 3,000.00                              |                    |                   |                        |                  |
| 5342 Postage                             | 971.75              | 613.70              |              | 915.06                           | 1,000.00                              |                    |                   |                        |                  |
| 5411 Batteries                           | 11,756.80           | 8,511.46            |              | 5,402.14                         | 8,300.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                     | 4,799.52            | 5,232.63            |              | 2,228.07                         | 5,500.00                              |                    |                   |                        |                  |
| 5425 Software License                    | 16,300.00           | 20,600.00           |              | 13,600.00                        | 21,100.00                             |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies/Trees       | 100,056.45          | 83,286.35           |              | 21,121.13                        | 90,000.00                             |                    |                   |                        |                  |
| 5470 Public Safety Supplies              | 7,426.13            | 16,448.14           |              | 1,553.25                         | 10,000.00                             |                    |                   |                        |                  |
| 5480 Vehicle Supplies                    | 279,839.00          | 260,328.66          |              | 122,992.29                       | 240,000.00                            |                    |                   |                        |                  |
| 5485 Vehicle Fuel & Oil                  | 433,588.59          | 354,334.74          |              | 209,517.93                       | 337,000.00                            |                    |                   |                        |                  |
| 5510 Education Supplies                  |                     | 286.00              |              |                                  |                                       |                    |                   |                        |                  |
| 5533 Street Cleaning Supplies            | 7,470.00            | 7,070.00            |              | 3,274.99                         | 7,500.00                              |                    |                   |                        |                  |
| 5536 Lumber                              | 1,043.51            | 2,641.86            |              | 718.04                           | 3,000.00                              |                    |                   |                        |                  |
| 5538 Street/Sidewalk Materials           | 17,303.98           | 13,256.98           |              | 9,603.78                         | 17,000.00                             |                    |                   |                        |                  |
| 5539 Castings & Pipes                    | 15,341.42           | 26,824.88           |              | 12,860.18                        | 30,000.00                             |                    |                   |                        |                  |
| 5541 Welding Supplies                    | 19,508.81           | 27,064.44           |              | 9,940.86                         | 20,000.00                             |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes             | 40,935.29           | 45,033.29           |              | 30,379.37                        | 33,000.00                             |                    |                   |                        |                  |
| 5587 Tools                               | 22,866.66           | 16,561.33           |              | 7,880.04                         | 15,000.00                             |                    |                   |                        |                  |
| 5730 Dues                                |                     | 50.00               |              | 260.00                           | 300.00                                |                    |                   |                        |                  |
| 5733 Licenses                            | 2,476.05            | 3,681.31            |              | 2,579.71                         | 3,500.00                              |                    |                   |                        |                  |
|  | 1,195,028.18        | 1,088,880.46        | 1,118,400.00 | 601,928.64                       | 1,045,100.28                          | 1,281,370.00       | 80,000.00         | 1,198,400.00           | 0.00             |

**CONSOLIDATED PUBLIC WORKS**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021             |                                  |                                       | FY 2022             |                     |                        |                  |
|---|---------------------|---------------------|---------------------|----------------------------------|---------------------------------------|---------------------|---------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget              | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request  | Mayor's Incr/Decr   | Mayor's Recommendation | Council Approval |
| <b>Snow &amp; Ice 001-421-5200</b>          |                     |                     | 1,259,945.00        |                                  |                                       | 1,759,975.00        | 0.00                | 1,259,945.00           |                  |
| 5245 Buildings/Grounds Maint (snow damages) | 2,885.90            | 360.00              |                     |                                  | 5,000.00                              |                     |                     |                        |                  |
| 5276 Truck / Equipment Rental               | 1,572,772.19        | 882,681.78          |                     | 1,610,192.04                     | 1,860,559.00                          |                     |                     |                        |                  |
| 5387 Weather Service                        | 3,445.00            | 3,475.00            |                     | 3,490.00                         | 3,490.00                              |                     |                     |                        |                  |
| 5460 Groundskeeping Supplies                |                     |                     |                     |                                  |                                       |                     |                     |                        |                  |
| 5531 Salt & Sand                            | 580,791.17          | 466,754.29          |                     | 100,279.22                       | 670,500.00                            |                     |                     |                        |                  |
| 5532 Plows, Blades & Parts                  | 62,990.30           | 70,941.85           |                     | 24,119.74                        | 66,831.00                             |                     |                     |                        |                  |
| 5121 Management                             | 12,000.00           | 8,000.00            | 12,000.00           | 8,000.00                         | 8,000.00                              | 12,000.00           | 0.00                | 12,000.00              |                  |
| 5131 Overtime                               | 296,593.46          | 176,110.28          | 125,000.00          | 348,197.40                       | 369,050.00                            | 125,000.00          | 0.00                | 125,000.00             |                  |
|   | <b>2,531,478.02</b> | <b>1,608,323.20</b> | <b>1,396,945.00</b> | <b>2,094,278.40</b>              | <b>2,983,430.00</b>                   | <b>1,896,975.00</b> | <b>0.00</b>         | <b>1,396,945.00</b>    | <b>0.00</b>      |
| <hr/>                                       |                     |                     |                     |                                  |                                       |                     |                     |                        |                  |
| <b>Equipment &amp; Unusual</b>              |                     |                     |                     |                                  |                                       |                     |                     |                        |                  |
| <b>CPW Administration 001-420-5400</b>      |                     |                     |                     |                                  |                                       |                     |                     |                        |                  |
| 5249 Rec Facilities Repair/Maint            | 55,244.40           | 44,652.85           | 65,000.00           | 49,566.30                        | 65,000.00                             | 110,000.00          | 45,000.00           | 110,000.00             |                  |
| 5310 Environmental Services                 | 6,200.00            | 10,870.00           | 10,000.00           | 10,687.00                        | 10,687.00                             | 10,000.00           | 0.00                | 10,000.00              |                  |
| 5394-44 Disposal Street Sweepings           | 44,745.00           | 23,915.00           | 70,000.00           | 15,675.00                        | 35,000.00                             | 50,000.00           | (20,000.00)         | 50,000.00              |                  |
| 5394-47 Paving Projects                     | 183,315.23          | 130,882.13          | 200,000.00          | 51,358.44                        | 150,000.00                            | 200,000.00          | 0.00                | 200,000.00             |                  |
| 5394-48 Pond Management                     | 29,935.00           | 15,160.00           | 35,000.00           | 11,770.00                        | 35,000.00                             | 35,000.00           | 0.00                | 35,000.00              |                  |
| 5394-50 Concrete Projects                   | 44,771.73           | 24,615.51           | 100,000.00          | 40,659.47                        | 100,000.00                            | 100,000.00          | 0.00                | 100,000.00             |                  |
| 6710 ADA Ramps                              | 11,000.00           | 24,712.00           | 50,000.00           | 60,647.00                        | 60,647.00                             | 50,000.00           | 0.00                | 50,000.00              |                  |
| 7210 Drainage Improvement - Hemlock         | 9,600.00            |                     |                     |                                  |                                       |                     |                     |                        |                  |
|   | <b>384,811.36</b>   | <b>274,807.49</b>   | <b>530,000.00</b>   | <b>240,363.21</b>                | <b>456,334.00</b>                     | <b>555,000.00</b>   | <b>25,000.00</b>    | <b>555,000.00</b>      | <b>0.00</b>      |
| <b>Solid Waste 001-422-5400</b>             |                     |                     |                     |                                  |                                       |                     |                     |                        |                  |
| 5295 Household Hazard Waste                 | 30,927.65           | 26,152.17           | 40,000.00           | 30,761.02                        | 53,000.00                             | 50,000.00           | 10,000.00           | 50,000.00              |                  |
| 5296 Trash Disposal                         | 1,164,036.82        | 1,184,768.72        | 1,225,000.00        | 1,084,066.40                     | 1,722,000.00                          | 1,774,000.00        | 500,000.00          | 1,725,000.00           |                  |
| 5297 Trash/Recycle Collection               | 3,747,081.08        | 3,853,943.45        | 3,800,000.00        | 2,604,026.12                     | 4,253,000.00                          | 4,585,000.00        | 500,000.00          | 4,300,000.00           |                  |
| 5298 Yard Waste / Leaves                    | 392,493.75          | 427,503.15          | 500,000.00          | 136,102.20                       | 500,000.00                            | 500,000.00          | 0.00                | 500,000.00             |                  |
| 5299 DPW Yard Clean Up                      | 10,461.00           | 19,654.27           | 25,000.00           | 3,806.06                         | 25,000.00                             | 25,000.00           | 0.00                | 25,000.00              |                  |
|   | <b>5,345,000.30</b> | <b>5,512,021.76</b> | <b>5,590,000.00</b> | <b>3,858,761.80</b>              | <b>6,553,000.00</b>                   | <b>6,934,000.00</b> | <b>1,010,000.00</b> | <b>6,600,000.00</b>    | <b>0.00</b>      |



**CONSOLIDATED PUBLIC WORKS**

**EXPENDITURES**

| Classification  | FY 2019  | FY 2020             | FY 2021       |                                  |                                       | FY 2022                                       |                   |                               |                  |
|---|--|---------------------|---------------|----------------------------------|---------------------------------------|---|-------------------|-------------------------------|------------------|
|   | Actual Expenditures  | Actual Expenditures | Budget        | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request                            | Mayor's Incr/Decr | Mayor's Recommendation        | Council Approval |
| <u>Department Explanation for Requested Increases</u> |  |                     |               |                                  |                                       |   |                   |                               |                  |
| <u>Item</u>   | <u>Reason</u>  |                     |               |                                  |                                       | <u>Department Cost for Requested Increase</u> |                   | <u>Mayor's Recommendation</u> |                  |
| 5131 Overtime   | Increase funding due to account history. Many CPW overtime hours are for events out of our control, including weekend funerals, events on the common, parades, road races, July 4th, leaf vacuuming, and extreme weather events.   |                     |               |                                  |                                       | 50,000.00                                     |                   | 25,000.00                     |                  |
| General Expenses 001-420-5200                         | We restored the 5% cut that was instituted citywide in FY21. Some of the major increases on top of the 5% restoration include projected fuel increase of 20%, tool allowance contractual increase, Equipment Repair/Maint due to account history, Advertising due to account history, Building/Grounds Maint due to account history, Software License due to new software purchased last year for PVD, and Licenses due to union contract. |                     |               |                                  |                                       | 162,970.00                                    |                   | 80,000.00                     |                  |
| Snow & Ice 001-421-5200                               | We restored the 5% cut that was instituted citywide in FY21.   |                     |               |                                  |                                       | 500,030.00                                    |                   | 0.00                          |                  |
| 5249 Rec Facilities Repair/Maint                      | The parks maintenance contract price increased. We are also seeing an increase in costs associated with spray park and playground parts and equipment. The first parks that were redone by the Recreation Dept. are starting to age.   |                     |               |                                  |                                       | 45,000.00                                     |                   | 45,000.00                     |                  |
| 5295 Household Hazard Waste                           | New contract and vendor for Hazardous Waste drop off.  |                     |               |                                  |                                       | 10,000.00                                     |                   | 10,000.00                     |                  |
| 5296 Trash Disposal                                   | During COVID-19 we have seen an increase in the amount of trash being disposed of. With people working from home, kids not in school and travel restrictions in place, more trash is being produced in the home. Additional disposal costs for Bishops Forest \$35,000.  |                     |               |                                  |                                       | 549,000.00                                    |                   | 500,000.00                    |                  |
| 5297 Trash/Recycle Collection                         | Existing contract ends December 31, 2021, anticipating 3% increase. We will see an increase in trash and recycling collection, and we will be required to pay for disposal of recycling, which we only partially pay for at this time.   |                     |               |                                  |                                       | 785,000.00                                    |                   | 500,000.00                    |                  |
| COST SUMMARY BY CLASSIFICATION                        |  |                     |               |                                  |                                       |   |                   |                               |                  |
| Personnel   | 4,535,386.26   | 4,347,444.99        | 4,377,951.00  | 3,177,822.16                     | 4,308,339.01                          | 5,271,200.00                                  | 573,755.00        | 4,951,706.00                  | 0.00             |
| General Expenses                                      |  |                     |               |                                  |                                       |   |                   |                               |                  |
| CPW Administration                                    | 1,195,028.18   | 1,088,880.46        | 1,118,400.00  | 601,928.64                       | 1,045,100.28                          | 1,281,370.00                                  | 80,000.00         | 1,198,400.00                  | 0.00             |
| Snow & Ice  | 2,531,478.02   | 1,608,323.20        | 1,396,945.00  | 2,094,278.40                     | 2,983,430.00                          | 1,896,975.00                                  | 0.00              | 1,396,945.00                  | 0.00             |
| Equipment & Unusual                                   |  |                     |               |                                  |                                       |   |                   |                               |                  |
| CPW Administration                                    | 384,811.36   | 274,807.49          | 530,000.00    | 240,363.21                       | 456,334.00                            | 555,000.00                                    | 25,000.00         | 555,000.00                    | 0.00             |
| Solid Waste   | 5,345,000.30   | 5,512,021.76        | 5,590,000.00  | 3,858,761.80                     | 6,553,000.00                          | 6,934,000.00                                  | 1,010,000.00      | 6,600,000.00                  | 0.00             |
| Total Operating Budget                                | 13,991,704.12  | 12,831,477.90       | 13,013,296.00 | 9,973,154.21                     | 15,346,203.29                         | 15,938,545.00                                 | 1,688,755.00      | 14,702,051.00                 | 0.00             |

BOARD OF SURVEY & PLANNING

**STATEMENT OF OBJECTIVES:**

Oversees subdivision of land and issues certain special permits.

**DESCRIPTION OF OUTPUT STATEMENT:**

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

| There are no indirect costs directly associated with this element. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
| Total  | \$0            | \$0            |

| Output Measure | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------|-------------------|----------------------|----------------------|
| Meetings       | 9                 | 15                   | 20                   |

**BOARD OF SURVEY & PLANNING**

**PERSONNEL**

| Bargaining<br>Unit | Position | FY 2022<br>Grade-Step |
|--------------------|----------|-----------------------|
| 1.                 | Members  |                       |
| 2.                 | Clerk    |                       |
| Subtotal           |          |                       |

| FY 2020                     |          | FY 2021      |              |                |           | FY 2022            |        |                        |                  |   |
|-----------------------------|----------|--------------|--------------|----------------|-----------|--------------------|--------|------------------------|------------------|---|
| Actual<br>#<br>Expenditures | #        | July - March |              | Estimated      |           |                    |        |                        |                  |   |
|                             |          |              | Actual       | Expenditures   |           |                    |        |                        |                  |   |
|                             |          | Budget       | Expenditures | Thru 6/30/2021 | #         | Department Request | #      | Mayor's Recommendation | Council Approval |   |
|                             |          |              |              |                |           |                    |        |                        |                  |   |
|                             | 7        | 14,000       | 5,600.00     | 8,600.00       | 7         | 14,000             | 7      | 14,000                 |                  |   |
|                             | 1        | 3,000        | 2,219.02     | 3,000.00       | 1         | 3,000              | 1      | 3,000                  |                  |   |
| 8                           | 7,300.00 | 8            | 17,000       | 7,819.02       | 11,600.00 | 8                  | 17,000 | 8                      | 17,000           | 0 |

*Summary of Changes*

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Explanation

|   |   |  |   |   |
|---|---|--|---|---|
|   |   |  |   |   |
|   |   |  |   |   |
| 0 | 0 |  | 0 | 0 |

New Positions

Subtotal

Grand Total

|   |          |   |        |          |           |   |        |   |        |   |
|---|----------|---|--------|----------|-----------|---|--------|---|--------|---|
| 8 | 7,300.00 | 8 | 17,000 | 7,819.02 | 11,600.00 | 8 | 17,000 | 8 | 17,000 | 0 |
|---|----------|---|--------|----------|-----------|---|--------|---|--------|---|

**BOARD OF SURVEY & PLANNING**

**EXPENDITURES**

|                                      | FY 2019             | FY 2020             | FY 2021   |                                    |              | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|-----------|------------------------------------|--------------|--------------------|-------------------|------------------------|------------------|
|                                      |                     |                     |           | July - March                       | Estimated    |                    |                   |                        |                  |
| Classification                       | Actual Expenditures | Actual Expenditures | Budget    | Actual Expenditures Thru 6/30/2021 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-174-5100</b>        |                     |                     |           |                                    |              |                    |                   |                        |                  |
| 5121 Salaries - Part Time            | 3,000.00            | 3,000.00            | 3,000.00  | 2,219.02                           | 3,000.00     | 3,000.00           | 0.00              | 3,000.00               | 0.00             |
| 5194 Boards & Commissions            | 12,100.00           | 4,300.00            | 14,000.00 | 5,600.00                           | 8,600.00     | 14,000.00          | 0.00              | 14,000.00              | 0.00             |
|                                      |                     |                     |           |                                    |              |                    |                   |                        |                  |
| <b>General Expenses 001-174-5200</b> |                     |                     |           |                                    |              |                    |                   |                        |                  |
| 5308 Stenographer                    | 2,700.00            | 1,050.00            | 4,700.00  | 1,200.00                           | 1,800.00     | 4,900.00           | 0.00              | 4,700.00               |                  |
| 5312 Training                        |                     |                     |           |                                    |              |                    |                   |                        |                  |
| 5341 Advertising                     | 1,572.43            | 268.62              |           | 979.98                             | 1,500.00     |                    |                   |                        |                  |
| 5342 Postage                         |                     | 440.00              |           | 440.00                             | 700.00       |                    |                   |                        |                  |
| 5420 Office Supplies                 | 297.08              | 88.50               |           | 634.29                             | 700.00       |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                   | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |
|-------------------------------|---|---|
| General Expenses 001-174-5200 | This is the same amount requested in FY21, when we thought it would be a normal year. | 200.00  |

**COST SUMMARY BY CLASSIFICATION**

|                               |                  |                 |                  |                  |                  |                  |             |                  |             |
|-------------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|-------------|------------------|-------------|
| Personnel                     | 15,100.00        | 7,300.00        | 17,000.00        | 7,819.02         | 11,600.00        | 17,000.00        | 0.00        | 17,000.00        | 0.00        |
| General Expenses              | 4,569.51         | 1,847.12        | 4,700.00         | 3,254.27         | 4,700.00         | 4,900.00         | 0.00        | 4,700.00         | 0.00        |
| Equipment & Unusual           |                  |                 |                  |                  |                  |                  |             |                  |             |
| <b>Total Operating Budget</b> | <b>19,669.51</b> | <b>9,147.12</b> | <b>21,700.00</b> | <b>11,073.29</b> | <b>16,300.00</b> | <b>21,900.00</b> | <b>0.00</b> | <b>21,700.00</b> | <b>0.00</b> |

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. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
| <b>Total</b>   | <b>\$0</b>     | <b>\$0</b>     |

| Output Measure        | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------------|-------------------|----------------------|----------------------|
| Total Burials         | 226               | 200                  | 200                  |
| New Lots sold         | 35                | 30                   | 30                   |
| Single Graves sold    | 24                | 20                   | 20                   |
| Single Graves welfare | 2                 | 2                    | 2                    |
| Urn Garden plots sold | 1                 | 1                    | 1                    |
| Veterans Graves       | 8                 | 8                    | 10                   |
| Niches sold           | 3                 | 3                    | 3                    |
| Acres Maintained      | 94                | 94                   | 94                   |

**CEMETERY COMMISSION**

**PERSONNEL**

| FY 2020 |                     | FY 2021 |              |              |                                       | FY 2022 |                    |   |                        |                  |   |
|---------|---------------------|---------|--------------|--------------|---------------------------------------|---------|--------------------|---|------------------------|------------------|---|
| #       | Actual Expenditures | #       | July - March |              | Estimated Expenditures Thru 6/30/2021 | #       | Department Request | # | Mayor's Recommendation | Council Approval |   |
|         |                     |         | Budget       | Expenditures |                                       |         |                    |   |                        |                  |   |
|         |                     | 3       | 3,000        | 1,100.00     | 2,300.00                              | 3       | 3,000              | 3 | 3,000                  |                  |   |
| 3       | 1,800.00            | 3       | 3,000        | 1,100.00     | 2,300.00                              | 3       | 3,000              |   | 3                      | 3,000            | 0 |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Explanation

New Positions

Subtotal

|   |   |  |   |   |
|---|---|--|---|---|
|   |   |  |   |   |
| 0 | 0 |  | 0 | 0 |

Grand Total

|   |          |   |       |          |          |   |       |  |   |       |  |   |
|---|----------|---|-------|----------|----------|---|-------|--|---|-------|--|---|
| 3 | 1,800.00 | 3 | 3,000 | 1,100.00 | 2,300.00 | 3 | 3,000 |  | 3 | 3,000 |  | 0 |
|---|----------|---|-------|----------|----------|---|-------|--|---|-------|--|---|



**CEMETERY COMMISSION**

**EXPENDITURES**

| Classification                | FY 2019                | FY 2020                | FY 2021  |  |   | FY 2022               |                      |                           |                     |
|-------------------------------|------------------------|------------------------|----------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                               | Actual<br>Expenditures | Actual<br>Expenditures | Budget   | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-491-5100</b> |                        |                        |          |  |   |                       |                      |                           |                     |
| 5194 Boards & Commissions     | 2,800.00               | 1,800.00               | 3,000.00 | 1,100.00                               | 2,300.00                                    | 3,000.00              | 0.00                 | 3,000.00                  | 0.00                |

**COST SUMMARY BY CLASSIFICATION**

|                                |                 |                 |                 |                 |                 |                 |             |                 |             |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-----------------|-------------|
| <b>Personnel</b>               | 2,800.00        | 1,800.00        | 3,000.00        | 1,100.00        | 2,300.00        | 3,000.00        | 0.00        | 3,000.00        | 0.00        |
| <b>General Expenses</b>        |                 |                 |                 |                 |                 |                 |             |                 |             |
| <b>Equipment &amp; Unusual</b> |                 |                 |                 |                 |                 |                 |             |                 |             |
| <b>Total Operating Budget</b>  | <u>2,800.00</u> | <u>1,800.00</u> | <u>3,000.00</u> | <u>1,100.00</u> | <u>2,300.00</u> | <u>3,000.00</u> | <u>0.00</u> | <u>3,000.00</u> | <u>0.00</u> |

**CONSOLIDATED PUBLIC WORKS  
WATER ADMINISTRATION**

**STATEMENT OF OBJECTIVES:**

The mission of CPW Water Administration is: To Furnish high quality drinking water in the most efficient and economical manner, employing well qualified staff, keeping well-informed of technology and advances in water supply and system management, utilizing that which is most cost effective and protective of public health and welfare; to promote and develop resources to efficiently operate and maintain its facilities and infrastructure, planning for future water needs; to effectively administer and organize the daily operation of the other sections within the Water and Sewer Department to ensure compliance with Mass DEP, EPA and local regulations, as well as industry standards; to keep abreast of newly promulgated drinking water regulations and maintain compliance with said regulations; to inspect the work of contractors doing repairs/installations on private property connected to the City's water and sewer system; to collect all water samples as required by law and submit them to the MWRA for analysis, and to identify and prioritize the repair, replacement and improvement of parts of the distribution system; to protect the water through water sampling for bacteria once each week, and for lead and copper annually throughout the year as necessary and at Public Schools, in accordance with DEP and EPA requirements. CPW Water Admin also maintains the FOG (Fats, Oils and Grease Program) and strives for FOG education and enforcement of the FOG ordinances. CPW Admin also oversees the testing of backflow (cross connection) devices within the City and the surveying of properties for backflow devices as required by the DEP.

**DESCRIPTION OF OUTPUT STATEMENT:**

**Maintenance and Operations:** Update water and sewer system activities on a weekly basis, respond to customers' requests for service in an orderly and efficient manner.

**Cross Connection Program:** CPW Admin Staff provide the most efficient and consistent public service with available resources to maintain compliance with the Safe Drinking Water Act. Our Cross Connection Program is transitioning to paperless technology by use of electronic tablets and forms. A key to compliance is cross-connection control and backflow prevention.

**Fats, Oils and Grease Program:** CPW Admin staff conduct FOG (Fats, Oils & Grease) inspections at all commercial properties required to have grease traps to prevent their release to the sewer system, reducing the amount of sewer stoppages caused by the buildup of FOG in the sewer system.

|   |                    |                    |
|---|--------------------|--------------------|
| 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: |                    |                    |
| <b>Indirect Costs</b>   | <b>FY 2019</b>     | <b>FY 2020</b>     |
| Pension-Contributory/FICA   | 371,521            | 333,804            |
| Pension Administration  | 37,861             | 31,923             |
| Medical & Life Insurance  | 593,101            | 498,480            |
| Heat, Light, Water  | 27,156             | 26,868             |
| Building Repair & Maintenance   | 61,218             | 48,054             |
| Building Insurance  | 681                | 606                |
| Motor Vehicle Insurance   | 3,562              | 2,755              |
| Motor Vehicle Maint & Repair  | 103,515            | 88,552             |
| Workers Compensation  |                    | 23,412             |
| Other Dept Allocations  | 662,084            | 662,012            |
| <b>Total</b>  | <b>\$1,860,699</b> | <b>\$1,716,466</b> |

| <b>Output Measure</b>                           | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|---|---------------------------|------------------------------|------------------------------|
| Sampling of Water System -<br>Number of Samples | 864                       | 864                          | 864                          |
| Lead and Copper Samples                         | 17                        | 17                           | 17                           |
| Cross Connection Devices Citywide               | 1,930                     | 1,933                        | 1,940                        |
| Cross Connection Devices Tested                 | 2,807                     | 2,800                        | 2,900                        |
| Facilities w/Grease Devices Citywide            | 245                       | 252                          | 260                          |
| Total # of Grease Devices Citywide              | 390                       | 395                          | 400                          |
| Sanitary Grease Trap Inspections                | 744                       | 353                          | 750                          |
| Water/Sewer/Drain & ROW Inspections             | 2,700                     | 2,900                        | 2,900                        |

## PERSONNEL

| FY 2020 |                     | FY 2021 |                                  |                                       | FY 2022    |                    |         |                        |                  |         |         |   |
|---------|---------------------|---------|----------------------------------|---------------------------------------|------------|--------------------|---------|------------------------|------------------|---------|---------|---|
| #       | Actual Expenditures | #       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #          | Department Request | #       | Mayor's Recommendation | Council Approval |         |         |   |
|         | Budget              |         | Expenditures                     |                                       |            |                    |         |                        |                  |         |         |   |
|         | 1                   |         | 106,900                          | 84,409.58                             |            | 113,443.00         |         | 1                      | 113,443          | 1       | 113,443 |   |
|         | 1                   |         | 101,406                          | 79,699.39                             |            | 107,612.00         |         | 1                      | 111,742          | 1       | 111,742 |   |
|         | 0.5                 |         | 53,715                           | 42,413.43                             |            | 57,002.00          |         | 0.5                    | 57,002           | 0.5     | 57,002  |   |
|         | 1                   |         | 74,792                           | 49,371.43                             |            | 50,906.19          |         | 1                      | 77,918           | 1       | 77,918  |   |
|         | 1                   |         | 94,321                           | 74,476.69                             |            | 100,093.00         |         | 1                      | 100,866          | 1       | 100,866 |   |
|         | 0.5                 |         | 43,343                           | 34,161.45                             |            | 45,995.00          |         | 0.5                    | 47,738           | 0.5     | 47,738  |   |
| 2.5     | 216,683.43          | 5       | 474,477                          | 364,531.97                            | 475,051.19 | 5                  | 508,709 |                        | 5                | 508,709 |         | 0 |

Adjustments to FY 2021 Positions

34,232

|   |   |   |   |   |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|

## Subtotal

2

CONSOLIDATED PUBLIC WORKS  
WATER ADMINISTRATION

EXPENDITURES

| Classification                       | FY 2019                | FY 2020                | FY 2021    |  |   | FY 2022               |                      |                           |                     |
|--------------------------------------|------------------------|------------------------|------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                                      | Actual<br>Expenditures | Actual<br>Expenditures | Budget     | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 610-455-5100</b>        |                        |                        |            |  |   |                       |                      |                           |                     |
| 5111 Salaries - Full Time            | 238,484.49             | 216,683.43             | 474,477.00 | 364,531.97                             | 475,051.19                                  | 508,709.00            | 34,232.00            | 508,709.00                | 0.00                |
| 5131 Overtime                        |                        | 1,188.75               | 10,000.00  | 3,793.13                               | 7,500.00                                    | 10,000.00             | 0.00                 | 10,000.00                 |                     |
| <hr/>                                |                        |                        |            |  |   |                       |                      |                           |                     |
| <b>General Expenses 610-455-5200</b> |                        |                        | 4,300.00   |  |   | 4,300.00              | 0.00                 | 4,300.00                  |                     |
| 5312 Training                        |                        |                        |            | 100.00                                 | 1,500.00                                    |                       |                      |                           |                     |
| 5581 Clothing, Gloves, Shoes         |                        | 300.00                 |            | 1,200.00                               | 1,900.00                                    |                       |                      |                           |                     |
| 5733 Licenses                        |                        |                        |            | 100.00                                 | 900.00                                      |                       |                      |                           |                     |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for<br/>Requested Increase</u> |
|-------------|---------------|---|
|-------------|---------------|---|

COST SUMMARY BY CLASSIFICATION

|                               |                   |                   |                   |                   |                   |                   |                  |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 238,484.49        | 217,872.18        | 484,477.00        | 368,325.10        | 482,551.19        | 518,709.00        | 34,232.00        | 518,709.00        | 0.00        |
| General Expenses              | 0.00              | 300.00            | 4,300.00          | 1,400.00          | 4,300.00          | 4,300.00          | 0.00             | 4,300.00          | 0.00        |
| Equipment & Unusual           |                   |                   |                   |                   |                   |                   |                  |                   |             |
| <b>Total Operating Budget</b> | <b>238,484.49</b> | <b>218,172.18</b> | <b>488,777.00</b> | <b>369,725.10</b> | <b>486,851.19</b> | <b>523,009.00</b> | <b>34,232.00</b> | <b>523,009.00</b> | <b>0.00</b> |

## WATER OPERATIONS & MAINTENANCE

### STATEMENT OF OBJECTIVES:

Water Operations and Maintenance is charged with operating, maintaining and repairing the water distribution system including fire hydrants, valves and piping, replacing or repairing water services found to be leaking or deficient, providing proper maintenance and inspection of the City's storage facilities at Cedarwood Standpipe (Brandeis) and Prospect Hill Water Tanks, as well as the Cedarwood water booster pump station. Water O&M installs, replaces, and upgrades water meters within the City, and reads all residential meters (quarterly) and commercial meters (monthly) for billing purposes. Water O&M provides markouts of the water infrastructure for contractors, utility companies and other municipal departments that are excavating within the City. Water O&M also responds to emergency water main breaks, water leaks, broken and frozen water meters, and general customer calls 24 hours per day and 7 days per week.

### DESCRIPTION OF OUTPUT STATEMENT:

**Maintenance & Operations:** To maintain and protect the water system through the repair of leaks and maintenance of valves, and hydrants, and ensure adequate operating pressure 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. |                |                |
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
| <b>Total</b>   | <b>\$0</b>     | <b>\$0</b>     |

| <b>Output Measure</b>        | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|------------------------------|---------------------------|------------------------------|------------------------------|
| Water Main Repairs           | 19                        | 30                           | 20                           |
| Water Service Repairs/Relays | 152                       | 138                          | 150                          |
| Valve Repairs                | 7                         | 10                           | 10                           |
| Hydrant Replacement          | 28                        | 18                           | 25                           |
| Hydrant Repairs              | 47                        | 50                           | 50                           |
| Leak Detection (Miles)       | 310                       | 310                          | 340                          |
| Water Overtime - # of Calls  | 485                       | 548                          | 500                          |
| Water Overtime - Man-hours   | 3,517                     | 3,752                        | 3,600                        |

**WATER OPERATIONS & MAINTENANCE**

**PERSONNEL**

|                              |  |                    | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |    |                    |   |                        |                  |
|------------------------------|--|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|----|--------------------|---|------------------------|------------------|
| Bargaining Unit              | Position                                   | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #  | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. LAB                       | Working Foreman II                         | 11-5               |         |                     | 1       |         | 1,253.61                         | 17,550.00                             |    |                    |   |                        |                  |
| 2. LAB                       | *Working Foreman I                         | 10-4               |         |                     | 1       | 55,511  | 44,465.58                        | 51,536.40                             | 1  | 61,108             | 1 | 61,108                 |                  |
| 3. LAB                       | Working Foreman I Nights                   | 10-6 (L8)          |         |                     | 1       |         | 5,543.42                         | 26,442.00                             |    |                    |   |                        |                  |
| 4. LAB                       | *Working Foreman I-Cross Connect Inspector | 10-6               |         |                     | 1       | 64,394  | 50,829.46                        | 66,983.00                             | 1  | 68,319             | 1 | 68,319                 |                  |
| 5. LAB                       | *S M E O                                   | 9-6                |         |                     | 1       | 61,492  | 48,582.70                        | 63,976.32                             | 1  | 65,250             | 1 | 65,250                 |                  |
| 6. LAB                       | *H M E O                                   | 8-6                |         |                     | 1       | 58,694  | 46,451.65                        | 61,074.00                             | 1  | 62,285             | 1 | 62,285                 |                  |
| 7. LAB                       | *M E O                                     | 7-6 (L8)           |         |                     | 1       | 56,084  | 42,350.21                        | 58,338.72                             | 1  | 62,080             | 1 | 62,080                 |                  |
| 8. LAB                       | *Highway Maintenance                       | 6-4                |         |                     | 1       | 46,722  | 36,792.63                        | 48,608.96                             | 1  | 51,459             | 1 | 51,459                 |                  |
| 9. LAB                       | *Laborer Nights                            | 6-4                |         |                     | 1       | 50,329  | 37,099.09                        | 51,189.28                             | 1  | 52,227             | 1 | 55,360                 |                  |
| Meter Read, Repair & Install |  |                    |         |                     |         |         |                                  |                                       |    |                    |   |                        |                  |
| 10. LAB                      | *Senior Water Service Inspector            | 9-6 (L8)           |         |                     | 1       | 66,411  | 52,388.24                        | 69,094.43                             | 1  | 70,470             | 1 | 70,470                 |                  |
| 11. LAB                      | *M E O                                     | 7-6                |         |                     | 1       | 56,084  | 44,889.50                        | 58,338.72                             | 1  | 59,508             | 1 | 59,508                 |                  |
| 12. LAB                      | *M E O                                     | 7-5                |         |                     | 1       | 50,870  | 40,405.96                        | 54,898.08                             | 1  | 55,989             | 1 | 55,989                 |                  |
| Subtotal                     |  |                    | 12      | 489,584.00          | 12      | 566,591 | 451,052.05                       | 628,029.91                            | 10 | 608,695            |   | 611,828                | 0                |





**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

| Classification   | FY 2019             | FY 2020             | FY 2021    |                            |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|------------|----------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel</b>                                       |                     |                     |            |                            |                                       |                    |                   |                        |                  |
| <b>Water Maintenance &amp; Operations 610-452-5100</b> |                     |                     |            |                            |                                       |                    |                   |                        |                  |
| 5112 Wages - Full Time                                 | 302,423.43          | 337,935.82          | 393,226.00 | 313,368.35                 | 445,698.68                            | 564,228.00         | 178,562.00        | 571,788.00             | 0.00             |
| 5131 Overtime  | 193,977.89          | 183,066.29          | 110,000.00 | 140,836.95                 | 197,000.00                            | 180,000.00         | 70,000.00         | 180,000.00             |                  |
| 5135 Standby   | 36,349.07           | 38,254.01           | 40,000.00  | 29,956.35                  | 30,000.00                             | 40,000.00          | 0.00              | 40,000.00              |                  |
| 5195 Buyback Sick Time                                 | 3,814.30            |                     | 6,000.00   |                            | 0.00                                  | 6,000.00           | 0.00              | 6,000.00               |                  |
| <b>Meter Read, Repair &amp; Install 610-454-5100</b>   |                     |                     |            |                            |                                       |                    |                   |                        |                  |
| 5112 Wages - Full Time                                 | 158,799.15          | 151,648.18          | 173,365.00 | 137,683.70                 | 182,331.23                            | 185,967.00         | 12,602.00         | 185,967.00             | 0.00             |
| <b>General Expenses</b>                                |                     |                     |            |                            |                                       |                    |                   |                        |                  |
| <b>Water Maintenance &amp; Operations 610-452-5200</b> |                     |                     | 361,900.00 |                            |                                       | 398,550.00         | 36,650.00         | 398,550.00             |                  |
| 5192 Mileage   | 117.52              | 328.18              |            | 98.78                      | 100.00                                |                    |                   |                        |                  |
| 5211 Heat  | 9,210.73            | 8,236.32            |            | 3,741.44                   | 5,600.00                              |                    |                   |                        |                  |
| 5213 Light   | 74,736.94           | 71,071.49           |            | 46,005.03                  | 70,000.00                             |                    |                   |                        |                  |
| 5231 Water   | 197.52              | 197.52              |            | 148.14                     | 200.00                                |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint                            | 18,410.89           | 13,231.58           |            | 10,002.09                  | 36,000.00                             |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint                     | 1,942.26            | 521.22              |            | 488.34                     | 750.00                                |                    |                   |                        |                  |
| 5245 Building/Grounds Maint                            | 2,445.40            | 11,210.00           |            | 1,277.00                   | 2,000.00                              |                    |                   |                        |                  |
| 5246 Communication Equip Repair/Maint                  |                     | 2,746.94            |            | 1,539.39                   | 2,500.00                              |                    |                   |                        |                  |
| 5248 Computer Software/License                         |                     | 3,213.00            |            | 6,494.00                   | 7,500.00                              |                    |                   |                        |                  |
| 5261 Water/Sewer Infrastructure                        | 2,620.00            | 32,725.00           |            | 11,246.04                  | 32,000.00                             |                    |                   |                        |                  |
| 5276 Truck/ Equipment Rental                           | 3,680.00            | 23,906.94           |            | 1,000.00                   | 1,000.00                              |                    |                   |                        |                  |
| 5303 Engineer Services /Consultants                    | 11,760.00           |                     |            | 19,900.00                  | 10,000.00                             |                    |                   |                        |                  |
| 5307 Public Safety Service                             | 802.95              | 528.00              |            |                            | 8,000.00                              |                    |                   |                        |                  |
| 5312 Training  | 7,426.00            | 5,754.00            |            | 2,240.00                   | 4,800.00                              |                    |                   |                        |                  |
| 5342 Postage   | 459.00              | 11.50               |            | 235.54                     | 350.00                                |                    |                   |                        |                  |
| 5343 Printing  | 3,032.89            | 1,687.00            |            | 785.55                     | 1,400.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                                   | 5,038.15            | 3,367.46            |            | 1,179.17                   | 1,500.00                              |                    |                   |                        |                  |
| 5431 Paint Supplies                                    | 916.80              | 5,605.32            |            | 92.79                      | 4,000.00                              |                    |                   |                        |                  |
| 5452 Custodial Supplies                                | 1,645.72            | 699.99              |            | 704.00                     | 1,200.00                              |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies                           | 54.65               | 6,007.65            |            | 61.59                      | 4,500.00                              |                    |                   |                        |                  |
| 5470 Public Safety Supplies                            | 2,699.65            | 1,291.25            |            | 1,682.37                   | 2,500.00                              |                    |                   |                        |                  |
| 5538 Street/Sidewalk Materials                         | 83,157.54           | 69,761.42           |            | 45,556.15                  | 66,000.00                             |                    |                   |                        |                  |
| 5539 Castings & Pipes                                  | 83,536.49           | 83,137.86           |            | 49,022.51                  | 75,000.00                             |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes                           | 11,604.26           | 11,355.72           |            | 9,749.41                   | 9,500.00                              |                    |                   |                        |                  |
| 5587 Tools   | 12,049.89           | 24,188.48           |            | 12,859.95                  | 14,000.00                             |                    |                   |                        |                  |
| 5730 Dues  | 500.00              | 575.00              |            | 500.00                     | 500.00                                |                    |                   |                        |                  |
| 5733 Licenses/Stipends                                 | 2,369.44            | 5,613.18            |            | 878.65                     | 1,000.00                              |                    |                   |                        |                  |

**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

| Classification   | FY 2019             | FY 2020             | FY 2021       |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|---------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget        | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Equipment &amp; Unusual</b>                         |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| <b>Water Maintenance &amp; Operations 610-452-5400</b> |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| 5303 Eng -Water Survey                                 | 17,850.00           | 32,550.00           | 40,000.00     | 16,625.00                        | 40,000.00                             | 45,000.00          | 5,000.00          | 45,000.00              |                  |
| 5394-45 Disposal of Trench Tailings                    | 71,955.00           | 85,000.00           | 85,000.00     | 33,780.75                        | 75,000.00                             | 100,000.00         | 15,000.00         | 100,000.00             |                  |
| 5394-49 Service Repairs                                | 40,769.58           | 46,390.00           | 40,000.00     | 3,000.00                         | 40,000.00                             | 40,000.00          | 0.00              | 40,000.00              |                  |
| 5690 State Assessment - MWRA                           | 9,311,252.00        | 9,619,353.17        | 10,046,663.00 | 7,032,664.10                     | 10,046,663.00                         | 10,383,579.00      | 336,916.00        | 10,383,579.00          |                  |
| 5692 State Assessment - DEP                            | 21,447.71           | 19,971.18           | 25,000.00     | 22,731.53                        | 22,371.00                             | 30,000.00          | 5,000.00          | 30,000.00              |                  |
| 5876 Hydrants  | 64,043.08           | 71,007.59           | 65,000.00     | 41,285.74                        | 65,000.00                             | 75,000.00          | 10,000.00         | 75,000.00              |                  |
| Repair/Replacement Pump Station Equipment              |                     |                     |               |                                  |                                       | 50,000.00          | 50,000.00         | 50,000.00              |                  |
| <b>Meter Read, Repair &amp; Install 610-454-5400</b>   |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| 5543 Meters & Parts                                    | 50,339.34           | 16,534.69           | 50,000.00     | 38,505.63                        | 50,000.00                             | 50,000.00          | 0.00              | 50,000.00              |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                                  | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |
|--|--|---|-------------------------------|
| 5131 Overtime                                | Increase to cover overrun of Water Operations Overtime   | 70,000.00                                     | 70,000.00                     |
| <b><u>General Expenses 610-452-5200:</u></b> |  |   |                               |
| 5246 Communication Equip Repair/Maint        | Adjust to cover internet connection expense for security at Cedarwood PS and for Cross Connection Device | 1,500.00                                      | 1,500.00                      |
| 5248 Computer Software/License               | Cross Connection Program Service Charges (increase with # of Devices Surveyed and Tested)                | 5,850.00                                      | 5,850.00                      |
| 5261 Water/Sewer Infrastructure              | Adjust to cover required Water Tank Cleaning/Inspections   | 15,000.00                                     | 15,000.00                     |
| 5431 Paint Supplies                          | Increase for special Fire Hydrant paint  | 2,000.00                                      | 2,000.00                      |
| 5460 Groundskeeping Supplies                 | Adjust for purchase of dechlorination powder and tablets/sanitizing supplies for water system            | 6,500.00                                      | 6,500.00                      |
| 5581 Clothing, Gloves, Shoes                 | Adjust to cover the City's requirement of clothing to be provided per impact bargaining agreement        | 3,300.00                                      | 3,300.00                      |
| 5733 Licenses and Stipends                   | Adjust for impact bargaining clauses for higher stipends for various licenses                            | 2,500.00                                      | 2,500.00                      |

**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

| Classification   | FY 2019   | FY 2020             | FY 2021 |                                  |                                       | FY 2022  |                                      |                        |                  |
|--|---|---------------------|---------|----------------------------------|---------------------------------------|--|--------------------------------------|------------------------|------------------|
|  | Actual Expenditures   | Actual Expenditures | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request                                   | Mayor's Incr/Decr                    | Mayor's Recommendation | Council Approval |
| <b><u>Department Explanation for Requested Increases</u></b> |   |                     |         |                                  |                                       |  |                                      |                        |                  |
| <b><u>Item</u></b>   | <b><u>Reason</u></b>  |                     |         |                                  |                                       | <b><u>Department Cost for Requested Increase</u></b> | <b><u>Mayor's Recommendation</u></b> |                        |                  |
| 5303 Eng -Water Survey                                       | Increase to cover two full city wide surveys for leak detection (170 miles x 2 surveys)   |                     |         |                                  |                                       | 5,000.00   | 5,000.00                             |                        |                  |
| 5394-45 Disposal of Trench Tailings                          | Increase to cover additional trench removals due to more work completed by city crews   |                     |         |                                  |                                       | 15,000.00  | 15,000.00                            |                        |                  |
| 5690 State Assessment - MWRA                                 | Preliminary MWRA Water Assment 4.7% increase over FY2020; Final FY2021 Rates will be released June 2021   |                     |         |                                  |                                       | 336,916.00   | 336,916.00                           |                        |                  |
| 5692 State Assessment - DEP                                  | MassDEP has increased the rate that this charge is based upon from \$8.50/MG to \$9.50/MG   |                     |         |                                  |                                       | 5,000.00   | 5,000.00                             |                        |                  |
| 5876 Hydrants  | Increase will allow us to purchase more fire hydrants and repair kits to address those out of service   |                     |         |                                  |                                       | 10,000.00  | 10,000.00                            |                        |                  |
| Repair/Replacement Pump Station Equipment                    | Special Account for replacement of equipment at the Water Booster Pump Station and/or the Water Tanks; replacement of valves and pumps can be costly and so we would like to have a designated account for such expenditures. |                     |         |                                  |                                       | 50,000.00  | 50,000.00                            |                        |                  |

**COST SUMMARY BY CLASSIFICATION**

|                               |                      |                      |                      |                     |                      |                      |                   |                      |             |
|-------------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|-------------------|----------------------|-------------|
| Personnel                     | 695,363.84           | 710,904.30           | 722,591.00           | 621,845.35          | 855,029.91           | 976,195.00           | 261,164.00        | 983,755.00           | 0.00        |
| General Expenses              | 340,414.69           | 386,972.02           | 361,900.00           | 227,487.93          | 361,900.00           | 398,550.00           | 36,650.00         | 398,550.00           | 0.00        |
| Equipment & Unusual           | 9,577,656.71         | 9,890,806.63         | 10,351,663.00        | 7,188,592.75        | 10,339,034.00        | 10,773,579.00        | 421,916.00        | 10,773,579.00        | 0.00        |
| <b>Total Operating Budget</b> | <b>10,613,435.24</b> | <b>10,988,682.95</b> | <b>11,436,154.00</b> | <b>8,037,926.03</b> | <b>11,555,963.91</b> | <b>12,148,324.00</b> | <b>719,730.00</b> | <b>12,155,884.00</b> | <b>0.00</b> |

## SEWER OPERATIONS & MAINTENANCE

### STATEMENT OF OBJECTIVES:

Sewer Operations and Maintenance is responsible for maintaining, repairing and operating the City's wastewater collection system, which includes the sewer mains and manholes, the six sewer pump stations located within the City, and miscellaneous system appurtenances. Sewer O&M Department also maintains and repairs the City's drainage system, cleans of roughly 1/3 of the catch basins in the city annually, provides markouts of the sewer/drain infrastructure for contractors, utility companies and municipal departments excavating within the City; Sewer O&M is responsible for maintenance work related to the City's compliance with the Administrative Consent Order from Mass DEP relative to SSO's (Sanitary Sewer Overflows) and with the Administrative Order from the EPA relative to illicit discharges in the drain system; Sewer O&M also responds to sewer stoppages and other emergency service calls 24 hours per day, 7 days per week.

### DESCRIPTION OF OUTPUT STATEMENT:

Continue to replace failed sewer lines and repair broken sewer manholes as necessary. Maintain compliance with DEP-ACO and EPA-Administrative Order, and MWRA regulations while striving to eliminate Sanitary System Overflows.

|   |                    |                    |
|---|--------------------|--------------------|
| 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: |                    |                    |
| <b>Indirect Costs</b>   | <b>FY 2019</b>     | <b>FY 2020</b>     |
| Pension-Contributory/FICA   | 182,450            | 177,290            |
| Pension Administration  | 18,931             | 17,189             |
| Medical & Life Insurance  | 221,992            | 268,264            |
| Heat, Light, Water  | 27,156             | 26,868             |
| Building Repair & Maintenance   | 49,790             | 39,823             |
| Building Insurance  | 1,835              | 1,635              |
| Motor Vehicle Insurance   | 2,003              | 1,550              |
| Motor Vehicle Maint & Repair  | 58,227             | 49,811             |
| Workers Compensation  |                    | 608                |
| Other Dept Allocations  | 1,451,212          | 1,388,676          |
| <b>Total</b>  | <b>\$2,013,596</b> | <b>\$1,971,714</b> |

|                                    |                |                  |                  |
|------------------------------------|----------------|------------------|------------------|
|                                    | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
| <b>Output Measure</b>              | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Sewer Stoppages Main               | 64             | 52               | 50               |
| Sewer Stoppages Laterals/Svc Lines | 183            | 139              | 120              |
| Sewer Main Repairs                 | 3              | 8                | 5                |
| Sewer Lateral Repairs/Relays       | 45             | 47               | 50               |
| Drain Mains Repaired               | 4              | 5                | 5                |
| Sanitary Sewer Overflows - #       | 6              | 7                | 6                |
| Sewer Overtime - # of Calls        | 235            | 230              | 230              |
| Sewer Overtime - Man-hours         | 1,625          | 1,632            | 1,600            |

**SEWER OPERATIONS & MAINTENANCE**

**PERSONNEL**

|                 |                              |                    | FY 2020 |                     | FY 2021 |                                  | FY 2022                               |            |                    |         |                        |                  |   |
|-----------------|------------------------------|--------------------|---------|---------------------|---------|----------------------------------|---------------------------------------|------------|--------------------|---------|------------------------|------------------|---|
| Bargaining Unit | Position                     | FY 2022 Grade-Step | #       | Actual Expenditures | #       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #          | Department Request | #       | Mayor's Recommendation | Council Approval |   |
| 1. LAB          | *Working Foreman I           | 10-6 (L10)         |         |                     | 1       | 70,833                           | 55,912.41                             | 73,681.34  | 1                  | 75,151  | 1                      | 75,151           |   |
| 2. LAB          | *Working Foreman I           | 10-6               |         |                     | 1       | 64,394                           | 23,080.27                             | 39,761.87  | 1                  | 68,319  | 1                      | 68,319           |   |
| 3. LAB          | Working Foreman I/Video Insp | 10-1               |         |                     | 1       |                                  |                                       |            |                    |         |                        |                  |   |
| 4. LAB          | *S M E O                     | 9-6 (L11)          |         |                     | 1       | 68,256                           | 53,890.37                             | 71,013.77  | 1                  | 72,428  | 1                      | 72,428           |   |
| 5. LAB          | *S M E O                     | 9-6 (L8)           |         |                     | 1       | 66,411                           | 52,069.48                             | 63,976.32  | 1                  | 70,470  | 1                      | 70,470           |   |
| 6. LAB          | S M E O                      | 9-1                |         |                     | 1       | 68,256                           | 3,547.51                              | 8,083.20   | 1                  | 53,808  | 1                      | 53,808           |   |
| 7. LAB          | S M E O Nights               | 9-1                |         |                     | 1       | 70,396                           | 48,444.29                             | 55,653.72  | 1                  | 53,808  | 1                      | 57,036           |   |
| 8. LAB          | *Pump Station Operator       | 9-6 (L11)          |         |                     | 1       | 68,256                           | 53,882.22                             | 71,013.72  | 1                  | 72,428  | 1                      | 72,428           |   |
| 9. LAB          | *H M E O Nights              | 8-6                |         |                     | 1       | 62,215                           | 47,268.19                             | 61,074.00  | 1                  | 62,285  | 1                      | 66,022           |   |
| 10. LAB         | Laborer                      | 6-3                |         |                     | 1       |                                  | 16,722.19                             | 28,128.55  |                    |         |                        |                  |   |
| Subtotal        |                              |                    | 10      | 501,506.96          | 10      | 539,017                          | 354,816.93                            | 472,386.49 | 8                  | 528,697 | 8                      | 535,662          | 0 |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

**Explanation**

|   |                              |        |          |   |  |   |        |  |   |        |  |  |
|---|------------------------------|--------|----------|---|--|---|--------|--|---|--------|--|--|
| Step Raises/Longevity/Contract Settlement included in * position salary |                              | 24,453 |          |   |  |   |        |  |   |        |  |  |
| LAB   | Working Foreman I/Video Insp | 10-1   | 56,418   | Requesting to fund 'on hold' position<br>Mayor: Position is posted.   |  | 1 | 56,418 |  | 1 | 56,418 |  |  |
| LAB   | S M E O                      | 9-1    | (14,448) | New employee to be hired at lower step/longevity  |  |   |        |  |   |        |  |  |
| LAB   | S M E O Nights               | 9-1    | (13,360) | New employee to be hired at lower step/longevity and designate as day shift position by removing 6% evening shift differential<br>Mayor: Keep position as nights. |  |   |        |  |   |        |  |  |
| LAB   | *H M E O Nights              | 8-6    |          | Designate as day shift position by removing 6% evening shift differential<br>Mayor: Keep position as nights.  |  |   |        |  |   |        |  |  |
| LAB   | Laborer                      | 6-3    | 50,530   | Requesting to fund 'on hold' position<br>Mayor: Position filled in FY21.  |  | 1 | 50,530 |  | 1 | 50,530 |  |  |

**SEWER OPERATIONS & MAINTENANCE**

**PERSONNEL**

Bargaining Unit      Position      FY 2022 Grade-Step

| FY 2020 |              | FY 2021 |              |                             | FY 2022 |                    |   |                        |                  |
|---------|--------------|---------|--------------|-----------------------------|---------|--------------------|---|------------------------|------------------|
| Actual  |              |         | July - March | Estimated                   |         |                    |   |                        |                  |
| #       | Expenditures | #       | Budget       | Expenditures Thru 6/30/2021 | #       | Department Request | # | Mayor's Recommendation | Council Approval |

**Summary of Changes**

**New Positions**

LAB    Working Foreman I      10-1  
LAB    S M E O      9-1  
LAB    H M E O      8-1  
LAB    M E O      7-1

**Explanation**

To comply with ACO - CMOM recommendations. A new sewer crew is needed to perform necessary maintenance and operations work on the sewer infrastructure; therefore we are requesting a fully manned four person crew consisting of a working foreman, special motor equipment operator, heavy motor equipment operator and a motor equipment operator.

|   |         |   |         |   |
|---|---------|---|---------|---|
| 1 | 56,418  | 1 | 56,418  |   |
| 1 | 53,808  | 1 | 53,808  |   |
| 1 | 51,219  | 1 | 51,219  |   |
| 1 | 49,026  | 1 | 49,026  |   |
| 6 | 317,419 | 6 | 317,419 | 0 |

Subtotal

Grand Total

|    |            |    |         |            |            |    |         |    |         |   |
|----|------------|----|---------|------------|------------|----|---------|----|---------|---|
| 10 | 501,506.96 | 10 | 539,017 | 354,816.93 | 472,386.49 | 14 | 846,116 | 14 | 853,081 | 0 |
|----|------------|----|---------|------------|------------|----|---------|----|---------|---|

## SEWER OPERATIONS &amp; MAINTENANCE

## EXPENDITURES

| Classification                              | FY 2019             | FY 2020             | FY 2021       |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|---------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget        | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 600-440-5100</b>               |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| 5112 Wages - Full Time                      | 474,371.61          | 501,506.96          | 539,017.00    | 354,816.93                       | 472,386.49                            | 846,116.00         | 314,064.00        | 853,081.00             | 0.00             |
| 5131 Overtime                               | 60,648.94           | 78,971.01           | 60,000.00     | 61,702.73                        | 77,000.00                             | 70,000.00          | 10,000.00         | 70,000.00              |                  |
| 5135 Standby                                | 36,237.42           | 38,254.01           | 40,000.00     | 30,490.42                        | 41,000.00                             | 40,000.00          | 0.00              | 40,000.00              |                  |
| 5195 Buyback Sick Time                      | 7,232.55            | 15,389.10           | 10,000.00     | 34,088.43                        | 26,027.96                             | 10,000.00          | 0.00              | 10,000.00              |                  |
| <b>General Expenses 600-440-5200</b>        |                     |                     | 395,900.00    |                                  |                                       | 421,100.00         | 25,200.00         | 421,100.00             |                  |
| 5211 Heat                                   | 4,243.24            | 6,786.85            |               | 1,434.52                         | 2,200.00                              |                    |                   |                        |                  |
| 5213 Light                                  | 50,420.23           | 45,875.36           |               | 18,606.80                        | 25,000.00                             |                    |                   |                        |                  |
| 5231 Water                                  | 991.94              | 1,433.65            |               | 2,225.15                         | 3,400.00                              |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint                 | 70,380.40           | 50,250.79           |               | 72,974.65                        | 90,000.00                             |                    |                   |                        |                  |
| 5244 Motor Equipment Repair/Maint           | 26,919.81           | 68,929.72           |               | 55,570.06                        | 65,000.00                             |                    |                   |                        |                  |
| 5245 Building/Grounds Maint                 | 9,412.20            |                     |               | 376.00                           | 600.00                                |                    |                   |                        |                  |
| 5248 Computer Software/License              |                     | 2,945.99            |               | 1,578.00                         | 2,800.00                              |                    |                   |                        |                  |
| 5261 W/S Infrastructure Repair/Maint        | 33,345.49           | 58,550.11           |               | 15,932.50                        | 67,000.00                             |                    |                   |                        |                  |
| 5276 Truck/ Equipment Rental                | 720.00              |                     |               |                                  | 500.00                                |                    |                   |                        |                  |
| 5303 Engineering Services/ Consulting       | 23,920.50           | 954.00              |               |                                  | 500.00                                |                    |                   |                        |                  |
| 5307 Public Safety Service                  | 12,293.00           | 3,484.00            |               |                                  | 5,500.00                              |                    |                   |                        |                  |
| 5312 Training                               | 5,164.00            | 2,733.00            |               | 2,583.00                         | 4,200.00                              |                    |                   |                        |                  |
| 5340 Communication                          | 9,920.46            | 3,728.66            |               | 5,800.95                         | 8,500.00                              |                    |                   |                        |                  |
| 5431 Paint Supplies                         | 376.66              | 998.18              |               |                                  | 700.00                                |                    |                   |                        |                  |
| 5450 Custodial Supplies                     | 60,781.69           | 54,643.25           |               | 28,763.78                        | 47,000.00                             |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies                |                     | 3,384.00            |               |                                  | 500.00                                |                    |                   |                        |                  |
| 5500 Medical Supplies                       | 817.48              | 677.30              |               | 196.90                           | 300.00                                |                    |                   |                        |                  |
| 5510 Education Supplies                     |                     | 161.00              |               |                                  | 100.00                                |                    |                   |                        |                  |
| 5538 Street/Sidewalk Materials              | 44,043.93           | 34,224.18           |               | 22,438.10                        | 38,000.00                             |                    |                   |                        |                  |
| 5539 Castings & Pipes                       | 13,575.23           | 17,256.93           |               | 12,183.76                        | 15,000.00                             |                    |                   |                        |                  |
| 5542 Water/Sewer Materials                  | 557.00              |                     |               |                                  | 100.00                                |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes                | 7,557.04            | 10,451.33           |               | 9,412.11                         | 8,500.00                              |                    |                   |                        |                  |
| 5587 Tools                                  | 12,252.92           | 9,894.82            |               | 5,061.58                         | 10,500.00                             |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 600-440-5400</b> |                     |                     |               |                                  |                                       |                    |                   |                        |                  |
| 5394-41 Catch Basin Cleaning                | 8,858.19            | 46,223.96           | 45,000.00     | 11,983.94                        | 45,000.00                             | 45,000.00          | 0.00              | 45,000.00              |                  |
| 5394-43 Contaminated Soils                  | 8,060.00            | 6,185.00            | 25,000.00     | 10,000.00                        | 25,000.00                             | 25,000.00          | 0.00              | 25,000.00              |                  |
| 5394-45 Disposal of Trench Tailings         | 71,955.00           | 102,575.00          | 85,000.00     | 63,300.82                        | 85,000.00                             | 100,000.00         | 15,000.00         | 100,000.00             |                  |
| 5394-49 Service Repairs                     | 131,831.67          | 68,994.33           | 95,000.00     | 29,175.00                        | 95,000.00                             | 95,000.00          | 0.00              | 95,000.00              |                  |
| 5690 State Assessment - MWRA                | 13,800,824.00       | 13,938,768.50       | 13,972,854.00 | 9,780,997.80                     | 13,972,854.00                         | 14,397,848.00      | 424,994.00        | 14,397,848.00          |                  |
| 5740 Insurance                              | 5,605.60            | 5,605.60            | 7,500.00      |                                  | 5,900.00                              | 7,500.00           | 0.00              | 7,500.00               |                  |
| 5877 Safety Equipment                       | 14,851.60           | 3,741.34            | 15,000.00     |                                  | 15,000.00                             | 15,000.00          | 0.00              | 15,000.00              |                  |
| Repair/Replacement Pump Station Equipment   |                     |                     |               |                                  |                                       | 100,000.00         | 100,000.00        | 100,000.00             |                  |

**SEWER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

| Classification  | FY 2019  | FY 2020             | FY 2021       |                                  | FY 2022                               |   |                               |                        |                  |
|---|--|---------------------|---------------|----------------------------------|---------------------------------------|---|-------------------------------|------------------------|------------------|
|   | Actual Expenditures  | Actual Expenditures | Budget        | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request                            | Mayor's Incr/Decr             | Mayor's Recommendation | Council Approval |
| <u>Department Explanation for Requested Increases</u> |  |                     |               |                                  |                                       |   |                               |                        |                  |
| <u>Item</u>   | <u>Reason</u>  |                     |               |                                  |                                       | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |                        |                  |
| 5131 Overtime   | Increase to cover overrun of Sewer Operations Overtime   |                     |               |                                  |                                       | 10,000.00                                     | 10,000.00                     |                        |                  |
| <u>General Expenses 600-440-5200:</u>                 |  |                     |               |                                  |                                       |   |                               |                        |                  |
| 5213 Light  | Increase of utility expenses at the pump stations  |                     |               |                                  |                                       | 2,300.00                                      | 2,300.00                      |                        |                  |
| 5244 Motor Equipment Repair/Maint                     | Cover expense of repair of specialized equipment such as vactor truck, backhoe, and sewer jet  |                     |               |                                  |                                       | 9,000.00                                      | 9,000.00                      |                        |                  |
| 5312 Training   | Training for laborers  |                     |               |                                  |                                       | 3,000.00                                      | 3,000.00                      |                        |                  |
| 5581 Clothing, Gloves, Shoes                          | Impact bargaining clothing reimbursements for additional crew  |                     |               |                                  |                                       | 3,000.00                                      | 3,000.00                      |                        |                  |
| 5733 Licenses/Stipends                                | Adjust for impact bargaining clauses for higher stipends for various licenses  |                     |               |                                  |                                       | 7,900.00                                      | 7,900.00                      |                        |                  |
| 5394-45 Disposal of Trench Tailings                   | More trench debris being removed due to more frequent (and deeper) work done by city crews especially sewer excavations  |                     |               |                                  |                                       | 15,000.00                                     | 15,000.00                     |                        |                  |
| 5690 State Assessment - MWRA                          | Increase based on FY2022 Preliminary Rates from MWRA released January 2021. Final Assessments will be done in late May or early June; Increased 3.0% from 2021   |                     |               |                                  |                                       | 424,994.00                                    | 424,994.00                    |                        |                  |
| Repair/Replacement Pump Station Equipment             | Special Account for replacement of equipment at the Sewer Pump Stations; equipment such as sewer grinders, pumps and other specialized equipment is very costly and so we would like to have a designated account for such expenditures. |                     |               |                                  |                                       | 100,000.00                                    | 100,000.00                    |                        |                  |
| COST SUMMARY BY CLASSIFICATION                        |  |                     |               |                                  |                                       |   |                               |                        |                  |
| Personnel   | 578,490.52   | 634,121.08          | 649,017.00    | 481,098.51                       | 616,414.45                            | 966,116.00                                    | 324,064.00                    | 973,081.00             | 0.00             |
| General Expenses                                      | 387,693.22   | 377,363.12          | 395,900.00    | 255,137.86                       | 395,900.00                            | 421,100.00                                    | 25,200.00                     | 421,100.00             | 0.00             |
| Equipment & Unusual                                   | 14,041,986.06  | 14,172,093.73       | 14,245,354.00 | 9,895,457.56                     | 14,243,754.00                         | 14,785,348.00                                 | 539,994.00                    | 14,785,348.00          | 0.00             |
| Total Operating Budget                                | 15,008,169.80  | 15,183,577.93       | 15,290,271.00 | 10,631,693.93                    | 15,256,068.45                         | 16,172,564.00                                 | 889,258.00                    | 16,179,529.00          | 0.00             |



# 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, resources to 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. To be inclusive and welcoming to all seniors regardless of race, ethnicity, religion, and sexual orientation.

## 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 program is self-sustaining. Seniors pay for their own meals or they are paid for by Springwell.

|   |                  |                  |
|---|------------------|------------------|
| 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 80,316           | 79,859           |
| Pension Administration  | 7,853            | 7,415            |
| Medical & Life Insurance  | 176,626          | 151,636          |
| Heat, Light, Water  | 61,129           | 51,914           |
| Building Repair & Maintenance   | 54,378           | 235,929          |
| Building Insurance  | 3,296            | 2,937            |
| Motor Vehicle Insurance   | 668              | 517              |
| Motor Vehicle Maint & Repair  | 19,409           | 16,604           |
| Workers Compensation  |                  | 27,993           |
| <b>Total</b>  | <b>\$403,675</b> | <b>\$574,804</b> |

| <b>Output Measure</b>         | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|-------------------------------|---------------------------|------------------------------|------------------------------|
| Total Number of Participants  | 3,597                     | 800                          | 1,000                        |
| Male / Female / Minority      | 1118/2479/464             | 250/450/100                  | 325/575/100                  |
| # of Participants             |                           |                              |                              |
| Service Programs:             | 1,578                     | 2,300                        | 500                          |
| Minority Outreach             | 153                       | 20                           | 20                           |
| Offsite Outreach              | 58                        | 0                            | 20                           |
| Connections for Healthy Aging | 210                       | 50                           | 50                           |
| Social/Recreation Programs:   | 1,487                     | 50                           | 50                           |
| Fitness Programs:             | 693                       | 350                          | 450                          |
| Transportation:               | 3,062                     | 0                            | 1,000                        |
| Meals Served Daily            | 149                       | 120                          | 150                          |
| Recipients Served Annually    | 264                       | 150                          | 200                          |
| Meals Served Annually         | 27,333                    | 14,000                       | 18,000                       |
| Total Revenue Meals on Wheels | \$177,959                 | \$88,500                     | \$90,000                     |
| Total Revenue Programs        | \$126,077                 | \$0                          | \$50,000                     |

|                         |                         |
|-------------------------|-------------------------|
| City Funding: \$969,460 | State Funding: \$37,500 |
|-------------------------|-------------------------|

**COUNCIL ON AGING**

**PERSONNEL**

|                 |                                       |                    | FY 2020 |                     | FY 2021 |         |   | FY 2022                |    |                    |    |                        |                  |
|-----------------|---------------------------------------|--------------------|---------|---------------------|---------|---------|---|------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position                              | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | #  | Department Request | #  | Mayor's Recommendation | Council Approval |
| 1.              | Council on Aging Board                |                    |         |                     | 9       | 9,000   |   | 0.00                   | 9  | 9,000              | 9  | 9,000                  |                  |
| 2.              | *Council on Aging Director            | 16-6 (L8)          |         |                     | 1       | 115,452 | 91,162.34                                       | 120,070.00             | 1  | 122,518            | 1  | 122,518                |                  |
| 3.              | *Administrative Assistant             | 10-6 (L11)         |         |                     | 1       | 78,097  | 61,666.74                                       | 81,220.00              | 1  | 82,878             | 1  | 82,878                 |                  |
| 4.              | *Meals Coordinator                    | 9-6 (L8)           |         |                     | 1       | 70,473  | 55,646.36                                       | 73,291.00              | 1  | 74,787             | 1  | 74,787                 |                  |
| 5.              | Office Coordinator                    | 9-1                |         |                     | 1       |         |   |                        |    |                    |    |                        |                  |
| 6.              | Office Coordinator/Outreach Worker PT | 9-1                |         |                     | 0.5     | 29,731  |   | 0.00                   |    |                    |    |                        |                  |
| 7. LAB          | Bus Operator                          | 8-6 (L8)           |         |                     | 1       | 63,389  | 485.74  | 485.74                 | 1  | 51,219             | 1  | 51,219                 |                  |
| 8.              | *Associate Office Assistant           | 7-6 (L8)           |         |                     | 1       | 62,314  | 49,147.09                                       | 64,806.00              | 1  | 66,128             | 1  | 66,128                 |                  |
| 9.              | *Associate Office Assistant           | 7-6 (L8)           |         |                     | 1       | 61,929  | 48,321.98                                       | 64,406.00              | 1  | 66,128             | 1  | 66,128                 |                  |
| 10.             | Bus Operator PT                       | 7                  |         |                     |         | 80,080  | 13,787.60                                       | 30,000.00              |    | 80,080             |    | 80,080                 |                  |
| Subtotal        |                                       |                    | 16      | 474,685.77          | 16.5    | 570,465 | 320,217.85                                      | 434,278.74             | 15 | 552,738            | 15 | 552,738                | 0                |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in \* position salary

24,174

**Explanation**

Office Coordinator/Outreach Worker PT

9-1

(29,731)

Not requested

LAB Bus Operator

8-1

(12,170)

Retired employee to be replaced by new person

**New Positions**

Social Worker/Outreach Worker

11-1

New position to provide social work and outreach services. This position will replace the Office Coordinator.

|          |               |          |               |          |
|----------|---------------|----------|---------------|----------|
| 1        | 66,447        | 1        | 66,447        |          |
| <b>1</b> | <b>66,447</b> | <b>1</b> | <b>66,447</b> | <b>0</b> |

**Subtotal**

**Grand Total**

|           |                   |             |                |                   |                   |           |                |           |                |          |
|-----------|-------------------|-------------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------|
| <b>16</b> | <b>474,685.77</b> | <b>16.5</b> | <b>570,465</b> | <b>320,217.85</b> | <b>434,278.74</b> | <b>16</b> | <b>619,185</b> | <b>16</b> | <b>619,185</b> | <b>0</b> |
|-----------|-------------------|-------------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------|

**COUNCIL ON AGING**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021     |   |                        | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|-------------|---|------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget      | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-541-5100</b>        |                     |                     |             |   |                        |                    |                   |                        |                  |
| 5111 Salaries - Full Time            | 445,833.25          | 434,607.25          | 388,265.00  | 305,944.51                                      | 403,793.00             | 478,886.00         | 90,621.00         | 478,886.00             | 0.00             |
| 5112 Wages - Full Time               | 63,146.21           | 24,287.00           | 63,389.00   | 485.74  | 485.74                 | 51,219.00          | (12,170.00)       | 51,219.00              | 0.00             |
| 5121 Salaries - Part Time            |                     |                     | 29,731.00   | 0.00  | 0.00                   | 0.00               | (29,731.00)       | 0.00                   | 0.00             |
| 5122 Wages - Part Time               | 18,037.61           | 11,391.52           | 80,080.00   | 13,787.60                                       | 30,000.00              | 80,080.00          | 0.00              | 80,080.00              | 0.00             |
| 5131 Overtime                        | 91.08               | 546.46              | 800.00      | 10.93   | 10.93                  | 0.00               | (800.00)          | 0.00                   |                  |
| 5194 Boards & Commissions            | 5,500.00            | 4,400.00            | 9,000.00    | 0.00  | 0.00                   | 9,000.00           | 0.00              | 9,000.00               | 0.00             |
| Receipt offset - Grant               | (37,500.00)         | (37,500.00)         | (67,231.00) |   | (37,500.00)            | (37,500.00)        | 29,731.00         | (37,500.00)            |                  |
| <b>General Expenses 001-541-5200</b> |                     |                     | 386,600.00  |   |                        | 387,775.00         | 1,175.00          | 387,775.00             |                  |
| 5192 Mileage                         | 575.90              | 714.89              |             | 106.09  | 300.00                 |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint   | 990.00              | 990.00              |             |   |                        |                    |                   |                        |                  |
| 5248 Computer Software/License       |                     |                     |             | 990.00  | 990.00                 |                    |                   |                        |                  |
| 5312 Training                        | 192.00              | 208.00              |             | 64.00   | 64.00                  |                    |                   |                        |                  |
| 5342 Postage                         | 550.00              | 550.00              |             | 550.00  | 550.00                 |                    |                   |                        |                  |
| 5343 Printing                        | 164.00              | 230.00              |             |   | 230.00                 |                    |                   |                        |                  |
| 5381 Contract Labor /Instruction     | 2,000.00            | 2,000.00            |             |   | 2,000.00               |                    |                   |                        |                  |
| 5420 Office Supplies                 | 1,945.91            | 1,986.74            |             | 405.89  | 1,200.00               |                    |                   |                        |                  |
| 5490 Food Supplies                   | 247,482.13          | 224,708.17          |             | 37,910.00                                       | 280,000.00             |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes         | 947.12              | 947.60              |             |   | 0.00                   |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                   | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> |
|-------------------------------|--|---|
| General Expenses 001-541-5200 | Food Supplies: The cost of frozen meals is slightly higher than those cooked onsite. | 1,175.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                               |                   |                   |                   |                   |                   |                   |                  |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 495,108.15        | 437,732.23        | 504,034.00        | 320,228.78        | 396,789.67        | 581,685.00        | 77,651.00        | 581,685.00        | 0.00        |
| General Expenses              | 254,847.06        | 232,335.40        | 386,600.00        | 40,025.98         | 285,334.00        | 387,775.00        | 1,175.00         | 387,775.00        | 0.00        |
| Equipment & Unusual           |                   |                   |                   |                   |                   |                   |                  |                   |             |
| <b>Total Operating Budget</b> | <b>749,955.21</b> | <b>670,067.63</b> | <b>890,634.00</b> | <b>360,254.76</b> | <b>682,123.67</b> | <b>969,460.00</b> | <b>78,826.00</b> | <b>969,460.00</b> | <b>0.00</b> |

## 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 2019 | FY 2020 |
|  |         |         |
|  |         |         |
|  |         |         |
| Total  | \$0     | \$0     |

| Output Measure              | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------------------|-------------------|----------------------|----------------------|
| ADA Transition Plan (1)     |                   | \$2,500              | \$3,000              |
| WHS Scholarships (5 each)   | \$2,500           | \$2,500              | \$2,500              |
| WHS Special Needs Equipment |                   | \$1,000              | \$1,000              |
| WSEPAC Special Education    |                   | \$1,000              | \$1,000              |

**DISABILITIES SERVICES COMMISSION**

**PERSONNEL**

| Bargaining<br>Unit | Position      | FY 2022<br>Grade-Step |
|--------------------|---------------|-----------------------|
| 1.                 | Board Members |                       |
| Subtotal           |               |                       |

| FY 2020                     |          | FY 2021 |              |                |          | FY 2022               |       |                |                     |       |   |
|-----------------------------|----------|---------|--------------|----------------|----------|-----------------------|-------|----------------|---------------------|-------|---|
| Actual<br>#<br>Expenditures | #        | Budget  | July - March | Estimated      | #        | Department<br>Request | #     | Mayor's        | Council<br>Approval |       |   |
|                             |          |         | Actual       | Expenditures   |          |                       |       | Recommendation |                     |       |   |
|                             |          |         | Expenditures | Thru 6/30/2021 |          |                       |       |                |                     |       |   |
|                             | 7        | 7,000   | 5,400.00     | 7,000.00       | 7        | 7,000                 | 7     | 7,000          |                     |       |   |
| 7                           | 5,000.00 | 7       | 7,000        | 5,400.00       | 7,000.00 | 7                     | 7,000 |                | 7                   | 7,000 | 0 |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Explanation

|   |   |  |   |   |   |  |   |   |   |
|---|---|--|---|---|---|--|---|---|---|
|   |   |  |   |   |   |  |   |   |   |
|   |   |  |   |   |   |  |   |   |   |
| 0 | 0 |  | 0 | 0 | 0 |  | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|   |          |   |       |          |          |   |       |   |       |   |
|---|----------|---|-------|----------|----------|---|-------|---|-------|---|
| 7 | 5,000.00 | 7 | 7,000 | 5,400.00 | 7,000.00 | 7 | 7,000 | 7 | 7,000 | 0 |
|---|----------|---|-------|----------|----------|---|-------|---|-------|---|

**DISABILITIES SERVICES COMMISSION**

**EXPENDITURES**

| Classification                              | FY 2019                | FY 2020                | FY 2021  |   |                           | FY 2022               |                      |                           |                     |
|---|------------------------|------------------------|----------|---|---------------------------|-----------------------|----------------------|---------------------------|---------------------|
|   | Actual<br>Expenditures | Actual<br>Expenditures | Budget   | July - March<br>Actual<br>Expenditures Thru 6/30/2021 | Estimated<br>Expenditures | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-560-5100</b>               |                        |                        |          |   |                           |                       |                      |                           |                     |
| 5194 Boards & Commissions                   | 7,000.00               | 5,000.00               | 7,000.00 | 5,400.00  | 7,000.00                  | 7,000.00              | 0.00                 | 7,000.00                  | 0.00                |
| <hr/>                                       |                        |                        |          |   |                           |                       |                      |                           |                     |
| <b>General Expenses 001-560-5200</b>        |                        |                        |          |   |                           |                       |                      |                           |                     |
| 5420 Office Supplies                        |                        |                        | 190.00   |   | 190.00                    | 200.00                | 0.00                 | 190.00                    |                     |
| <hr/>                                       |                        |                        |          |   |                           |                       |                      |                           |                     |
| <b>Equipment &amp; Unusual 001-560-5400</b> |                        |                        |          |   |                           |                       |                      |                           |                     |

Department Explanation for Requested Increases

| <u>Item</u>          | <u>Reason</u> | <u>Department Cost for<br/>Requested Increase</u> |
|----------------------|---------------|---|
| 5420 Office Supplies |               | 10.00   |

**COST SUMMARY BY CLASSIFICATION**

|                                |                 |                 |                 |                 |                 |                 |             |                 |             |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-----------------|-------------|
| <b>Personnel</b>               | 7,000.00        | 5,000.00        | 7,000.00        | 5,400.00        | 7,000.00        | 7,000.00        | 0.00        | 7,000.00        | 0.00        |
| <b>General Expenses</b>        | 0.00            | 0.00            | 190.00          | 0.00            | 190.00          | 200.00          | 0.00        | 190.00          | 0.00        |
| <b>Equipment &amp; Unusual</b> | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00            | 0.00        | 0.00            | 0.00        |
| <b>Total Operating Budget</b>  | <u>7,000.00</u> | <u>5,000.00</u> | <u>7,190.00</u> | <u>5,400.00</u> | <u>7,190.00</u> | <u>7,200.00</u> | <u>0.00</u> | <u>7,190.00</u> | <u>0.00</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: |                 |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>  | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 7,643           | 7,643            |
| Pension Administration  | 703             | 664              |
| Medical & Life Insurance  | 11,687          | 13,144           |
| Heat, Light, Water  | 23,969          | 27,774           |
| Building Repair & Maintenance   | 27,309          | 39,768           |
| Building Insurance  | 1,329           | 1,184            |
| Motor Vehicle Insurance   | 445             | 517              |
| Motor Vehicle Maint & Repair  | 12,939          | 16,604           |
| <b>Total</b>  | <b>\$86,024</b> | <b>\$107,298</b> |

|                              |                           |                              |                              |
|------------------------------|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>        | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| District Coordinators        | 1                         | 1                            | 2                            |
| Total Grants Received        | \$21,860                  | \$28,487                     | \$25,600                     |
| FEMA Reimbursement-Disasters | \$43,647                  |                              | \$715,769                    |
| Total Receipts               | \$65,507                  | \$28,487                     | \$741,369                    |

**EMERGENCY MANAGEMENT**

**PERSONNEL**

|                 |                                       |                    | FY 2020 |                     | FY 2021 |        |              | FY 2022                     |   |                    |   |                        |                  |
|-----------------|---------------------------------------|--------------------|---------|---------------------|---------|--------|--------------|-----------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position                              | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget | July - March | Estimated                   | # | Department Request | # | Mayor's Recommendation | Council Approval |
|                 |                                       |                    |         |                     |         |        | Expenditures | Expenditures Thru 6/30/2021 |   |                    |   |                        |                  |
| 1.              | *Environmental Specialist (PT 19 hrs) | 16-6               | 1       |                     | 1       | 58,985 | 45,747.53    | 58,985.00                   | 1 | 62,596             | 1 | 62,596                 |                  |
| 2.              | Director of Emergency Mgmt PT         |                    | 1       |                     | 1       | 10,000 | 7,397.23     | 10,000.00                   | 1 | 10,000             | 1 | 10,000                 |                  |
| 3.              | Environmental Committee Chairperson   |                    |         |                     |         | 10,000 | 7,397.23     | 10,000.00                   |   | 10,000             |   | 10,000                 |                  |
| Subtotal        |                                       |                    | 2       | 78,428.84           | 2       | 78,985 | 60,541.99    | 78,985.00                   | 2 | 82,596             | 2 | 82,596                 | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance included in \* position salary

3,611

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|

New Positions

Subtotal

Grand Total

|   |           |   |        |           |           |   |        |  |   |        |   |
|---|-----------|---|--------|-----------|-----------|---|--------|--|---|--------|---|
| 2 | 78,428.84 | 2 | 78,985 | 60,541.99 | 78,985.00 | 2 | 82,596 |  | 2 | 82,596 | 0 |
|---|-----------|---|--------|-----------|-----------|---|--------|--|---|--------|---|



**EMERGENCY MANAGEMENT**

**EXPENDITURES**

|  | FY 2019             | FY 2020             | FY 2021   |   |                        | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|-----------|---|------------------------|--------------------|-------------------|------------------------|------------------|
| Classification                           | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-291-5100                   |                     |                     |           |   |                        |                    |                   |                        |                  |
| 5111 Salaries - Full Time                |                     |                     |           |   |                        |                    |                   |                        |                  |
| 5121 Salaries - Part Time                | 77,872.39           | 78,428.84           | 78,985.00 | 60,541.99                                       | 78,985.00              | 82,596.00          | 3,611.00          | 82,596.00              | 0.00             |
|  |                     |                     |           |   |                        |                    |                   |                        |                  |
| General Expenses 001-291-5200            |                     |                     | 4,100.00  |   |                        | 4,100.00           | 0.00              | 4,100.00               |                  |
| 5192 Mileage                             |                     | 362.25              |           |   | 200.00                 |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint              | 230.80              | 245.95              |           |   | 1,200.00               |                    |                   |                        |                  |
| 5312 Training                            | 151.45              | 112.92              |           |   | 350.00                 |                    |                   |                        |                  |
| 5313 Training (Environmental)            | 262.07              |                     |           |   | 350.00                 |                    |                   |                        |                  |
| 5420 Office Supplies                     | 230.59              |                     |           | 95.74   | 300.00                 |                    |                   |                        |                  |
| 5421 Office Supplies (Environmental)     | 277.49              |                     |           |   | 300.00                 |                    |                   |                        |                  |
| 5470 Public Safety Supplies              | 1,813.11            | 1,603.00            |           |   | 1,400.00               |                    |                   |                        |                  |
|  |                     |                     |           |   |                        |                    |                   |                        |                  |
| Equipment & Unusual 001-291-5400         |                     |                     |           |   |                        |                    |                   |                        |                  |
| 5300 Environmental Mitigation/Assessment |                     |                     | 2,500.00  |   | 2,500.00               | 2,500.00           | 0.00              | 2,500.00               |                  |
| 5310 Environmental Services              | 1,500.00            | 1,122.50            | 1,600.00  | 999.00  | 1,500.00               | 1,600.00           | 0.00              | 1,600.00               |                  |
| 5384 Fuel Tank Testing                   | 3,600.00            | 2,300.00            | 2,300.00  |   | 2,300.00               | 3,700.00           | 1,400.00          | 3,700.00               |                  |
|  |                     |                     |           |   |                        |                    |                   |                        |                  |
| Special Items 001-291-5500               |                     |                     |           |   |                        |                    |                   |                        |                  |
| 5190 Uniform                             | 400.00              | 400.00              | 400.00    | 72.00   | 400.00                 | 400.00             | 0.00              | 400.00                 |                  |

Fire Auxiliaries per City Ordinance are under Fire Chief , therefore associated Fire auxiliary expenses are in Fire dept budget.

## EMERGENCY MANAGEMENT

## EXPENDITURES

|                | FY 2019             | FY 2020             | FY 2021      |                                    | FY 2022            |                   |                        |                  |
|----------------|---------------------|---------------------|--------------|------------------------------------|--------------------|-------------------|------------------------|------------------|
|                |                     |                     | July - March | Estimated                          |                    |                   |                        |                  |
| Classification | Actual Expenditures | Actual Expenditures | Budget       | Actual Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |

**Department Explanation for Requested Increases**

| <u>Item</u>            | <u>Reason</u>   | <u>Requested Increase</u> |
|------------------------|---|---------------------------|
| 5384 Fuel Tank Testing | State required 3rd party test done every three years is required this year. Price per vendor quote. | 1,400.00                  |

### COST SUMMARY BY CLASSIFICATION

|                        |           |           |           |           |           |           |          |           |      |
|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------|------|
| Personnel              | 77,872.39 | 78,428.84 | 78,985.00 | 60,541.99 | 78,985.00 | 82,596.00 | 3,611.00 | 82,596.00 | 0.00 |
| General Expenses       | 2,965.51  | 2,324.12  | 4,100.00  | 95.74     | 4,100.00  | 4,100.00  | 0.00     | 4,100.00  | 0.00 |
| Equipment & Unusual    | 5,100.00  | 3,422.50  | 6,400.00  | 999.00    | 6,300.00  | 7,800.00  | 1,400.00 | 7,800.00  | 0.00 |
| Special Items          | 400.00    | 400.00    | 400.00    | 72.00     | 400.00    | 400.00    | 0.00     | 400.00    | 0.00 |
| Total Operating Budget | 86,337.90 | 84,575.46 | 89,885.00 | 61,708.73 | 89,785.00 | 94,896.00 | 5,011.00 | 94,896.00 | 0.00 |

## ENGINEERING

### STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, and construct water, sewer and drain improvements in accordance with State and Federal guidelines, to continue the effective processing of permit applications, and to provide support services to all departments and engineering advice to the Director of Public Works, the Mayor's Office and to City Council. In addition, assure compliance with City regulatory requirements related to Illicit Detection and Elimination, Stormwater MS4, Sewer Infiltration and Inflow and the Sewer Bank, and the FOG program.

### DESCRIPTION OF OUTPUT STATEMENT:

To implement the Department's Capital Improvement Program, provide construction oversight on all public projects, and to maintain the integrity of the Water-Sewer-Drain systems by analyzing and planning for future CIP requirements. In addition, develop projects to meet required regulatory requirements and planning.

|   |                  |                  |
|---|------------------|------------------|
| 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 278,610          | 246,975          |
| Pension Administration  | 29,391           | 24,513           |
| Medical & Life Insurance  | 219,912          | 175,352          |
| Heat, Light, Water  | 9,339            | 9,313            |
| Building Repair & Maintenance   | 19,323           | 36,773           |
| Building Insurance  | 575              | 512              |
| Motor Vehicle Insurance   | 223              | 344              |
| Motor Vehicle Maint & Repair  | 6,470            | 11,069           |
| <b>Total</b>  | <b>\$563,843</b> | <b>\$504,851</b> |

| <b>Output Measure</b>                     | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b>        | <b>FY 2022<br/>Projected</b> |
|---|---------------------------|-------------------------------------|------------------------------|
| CIP - Project Administration              | 13                        | 14                                  | 14                           |
| Plans/Project Submittals                  | 101                       | 70                                  | 75                           |
| Compliance reports                        | 8                         | 8                                   | 8                            |
| CIP - Inspectional Services               | 9                         | 8                                   | 9                            |
| Construction Inspections*                 | 2,700                     | See CPW Water Admin for FY21 & FY22 |                              |
| Project/Redevelopment, Major Developments | 9                         | 10                                  | 10                           |
| Permit Applications                       | 358                       | 340                                 | 350                          |

\*Construction Inspections for water/sewer/drain work was moved to CPW Water Administration in FY2021.

## ENGINEERING

## PERSONNEL

PERSONNEL

|                 |                                  |                    | FY 2020 |                     | FY 2021 |         |   | FY 2022                |     |                    |     |                        |                  |   |
|-----------------|----------------------------------|--------------------|---------|---------------------|---------|---------|---|------------------------|-----|--------------------|-----|------------------------|------------------|---|
| Bargaining Unit | Position                         | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | #   | Department Request | #   | Mayor's Recommendation | Council Approval |   |
| 1.              | *City Engineer                   | 20-2               |         |                     | 1       | 114,252 | 87,911.14                                       | 131,998.25             | 1   | 124,407            | 1   | 124,407                |                  |   |
| 2.              | SPMG Assistant City Engineer     | 16-1               |         |                     | 1       |         |   |                        | 1   | 93,475             | 1   |                        |                  |   |
| 3.              | SPMG *Jr. Civil Engineer         | 14-6               |         |                     | 1       | 92,449  | 72,701.35                                       | 98,712.00              | 1   | 98,712             | 1   | 98,712                 |                  |   |
| 4.              | SPMG *Gen Construction Inspector | 13-6 (L10)         |         |                     | 1       | 95,194  | 75,166.21                                       | 101,020.00             | 1   | 101,406            | 1   | 101,406                |                  |   |
| 5.              | *Administrative Assistant        | 10-6 (L10)         |         |                     | 1       | 77,394  | 61,104.10                                       | 82,132.00              | 1   | 82,132             | 1   | 82,132                 |                  |   |
| 6.              | Co-op Student                    |                    |         |                     |         | 14,560  | 3,808.00  | 11,760.00              |     | 29,400             |     | 29,400                 |                  |   |
| 7.              | Part Time                        |                    |         |                     | 0.5     | 51,720  | 38,187.76                                       | 51,720.00              | 0.5 | 51,720             | 0.5 | 51,720                 |                  |   |
| Subtotal        |                                  |                    | 5.5     | 454,586.37          | 5.5     | 445,569 | 338,878.56                                      | 477,342.25             | 5.5 | 581,252            |     | 5.5                    | 487,777          | 0 |

### Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance/ Contract Settlement included in \*  
position salary

27,368

**Explanation**

SPMG Assistant City Engineer 16-1

93,475

Requesting to fund 'on hold' position

Co-op Student

14,840

Engineering Department should be hiring a co-op student for each semester and so we are budgeting for a full time student. Co-op students are an efficient way to provide support to the Engineering Office. We would like to increase the hourly rate to compete with private engineering firms who are also hiring from the pool of student applicants.  
(See request above)

### New Positions

Subtotal

|                    |            |                   |            |                |                   |                   |            |                |            |                |          |
|--------------------|------------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|------------|----------------|----------|
| <b>Grand Total</b> | <b>5.5</b> | <b>454,586.37</b> | <b>5.5</b> | <b>445,569</b> | <b>338,878.56</b> | <b>477,342.25</b> | <b>5.5</b> | <b>581,252</b> | <b>5.5</b> | <b>487,777</b> | <b>0</b> |
|--------------------|------------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|------------|----------------|----------|

**ENGINEERING**

**EXPENDITURES**

| Classification                              | FY 2019      | FY 2020      | FY 2021      |              |                | FY 2022            |                   |                        |                  |
|---|--------------|--------------|--------------|--------------|----------------|--------------------|-------------------|------------------------|------------------|
|   | Actual       | Actual       | July - March | Actual       | Estimated      | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
|   | Expenditures | Expenditures | Budget       | Expenditures | Thru 6/30/2021 |                    |                   |                        |                  |
| <b>Personnel 001-410-5100</b>               |              |              |              |              |                |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 394,927.88   | 398,120.15   | 379,289.00   | 296,882.80   | 413,862.25     | 500,132.00         | 27,368.00         | 406,657.00             | 0.00             |
| 5121 Salaries - Part Time                   | 53,604.96    | 56,466.22    | 66,280.00    | 41,995.76    | 63,480.00      | 81,120.00          | 14,840.00         | 81,120.00              | 0.00             |
| 5131 Overtime                               | 886.75       | 3,293.03     | 2,500.00     | 65.86        | 1,200.00       | 2,500.00           | 0.00              | 2,500.00               |                  |
| <hr/>                                       |              |              |              |              |                |                    |                   |                        |                  |
| <b>General Expenses 001-410-5200</b>        |              |              | 27,000.00    |              |                | 97,200.00          | 34,450.00         | 61,450.00              |                  |
| 5192 Mileage                                |              | 22.50        |              |              | 200.00         |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint          | 1,555.47     | 1,835.40     |              | 2,308.26     | 3,500.00       |                    |                   |                        |                  |
| 5303 Engineer Services /Consultants         |              | 5,437.50     |              | 912.50       | 6,500.00       |                    |                   |                        |                  |
| 5312 Training                               | 137.00       | 3,438.00     |              | 6,650.00     | 8,500.00       |                    |                   |                        |                  |
| 5340 Communication                          |              | 2,145.91     |              | 1,240.98     | 2,500.00       |                    |                   |                        |                  |
| 5341 Advertising                            | 116.83       | 160.72       |              |              | 250.00         |                    |                   |                        |                  |
| 5342 Postage                                | 463.38       | 426.70       |              | 348.22       | 250.00         |                    |                   |                        |                  |
| 5343 Printing                               | 66.00        | 583.00       |              | 69.00        | 150.00         |                    |                   |                        |                  |
| 5420 Office Supplies                        | 5,096.34     | 4,703.48     |              | 2,277.26     | 3,500.00       |                    |                   |                        |                  |
| 5500 Medical Supplies                       |              | 52.43        |              |              | 150.00         |                    |                   |                        |                  |
| 5581 Clothing, Gloves                       | 1,502.06     | 890.02       |              | 600.00       | 1,000.00       |                    |                   |                        |                  |
| 5730 Dues                                   | 327.00       |              |              |              | 500.00         |                    |                   |                        |                  |
| <hr/>                                       |              |              |              |              |                |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-410-5400</b> |              |              |              |              |                |                    |                   |                        |                  |
| Surveying Equipment                         |              |              |              |              |                | 25,000.00          | 0.00              | 0.00                   |                  |

**ENGINEERING**

**EXPENDITURES**

|                | FY 2019                | FY 2020                | FY 2021 |                                     |   | FY 2022               |                      |                           |                     |
|----------------|------------------------|------------------------|---------|-------------------------------------|---|-----------------------|----------------------|---------------------------|---------------------|
| Classification | Actual<br>Expenditures | Actual<br>Expenditures | Budget  | July - March<br>Actual Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |

Department Explanation for Requested Increases

| <u>Item</u>                         | <u>Reason</u>  | <u>Department Cost for<br/>Requested Increase</u> | <u>Mayor's<br/>Recommendation</u>  |
|-------------------------------------|--|---|--|
| 5303 Engineer Services /Consultants | Increase to cover hiring surveyors to perform property surveys and easement plans for projects and betterments. We have an estimated 14 surveys averaging \$6,500 each. The \$6,500 cost will be less than the average cost because the Engineering Department will plan to utilize our current Jr. Civil Engineer to perform the work on the surveys under the tutelage of the hired PLS so that he can obtain work credits toward his LSP License. | 67,500.00   | 33,750.00  |
|                                     |  |   | <i>Mayor: Split funding for Consultants<br/>with Engineering Water Admin</i> |
| 5420 Office Supplies                | Expect that office work to increase post-COVID which will increase the need for supplies back to 2019 levels.  | 2,000.00  | 0.00   |
| 5730 Dues                           | Increase to cover the cost of dues for American Public Works Association, Water Environment Federation and American Water Works memberships.   | 700.00  | 700.00   |
| Surveying Equipment                 | To cover the purchase of a Robotic Total Station and related surveying equipment for in-house survey work.   | 25,000.00   | In process   |

**COST SUMMARY BY CLASSIFICATION**

|                               |                   |                   |                   |                   |                   |                   |                  |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 449,419.59        | 457,879.40        | 448,069.00        | 338,944.42        | 478,542.25        | 583,752.00        | 42,208.00        | 490,277.00        | 0.00        |
| General Expenses              | 9,264.08          | 19,695.66         | 27,000.00         | 14,406.22         | 27,000.00         | 97,200.00         | 34,450.00        | 61,450.00         | 0.00        |
| Equipment & Unusual           | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 25,000.00         | 0.00             | 0.00              | 0.00        |
| <b>Total Operating Budget</b> | <b>458,683.67</b> | <b>477,575.06</b> | <b>475,069.00</b> | <b>353,350.64</b> | <b>505,542.25</b> | <b>705,952.00</b> | <b>76,658.00</b> | <b>551,727.00</b> | <b>0.00</b> |

## WATER & SEWER BILLING & COMPLIANCE

**STATEMENT OF OBJECTIVES:**

The mission of Water & Sewer Billing and Compliance is to bill and collect fees for all water and sewer usage within the City; to practice a high level of customer service and conduct an informational and educational program regarding water usage, leaks and proper use of the sanitary sewer system through mailings and direct customer contact via phone and in person at the water billing office. Billing and Compliance is also responsible for the meter upgrade program which aims to replace first all commercial and later all residential meters with a new AMR (Automatic Meter Reading) program.

DESCRIPTION OF OUTPUT STATEMENT:

To deliver prompt and accurate billings for water and sewer usage, along with a fair and consistent resolution of complaints and customer service requests.

| There are no indirect costs directly associated with this element. |         |         |
|--|---------|---------|
| Indirect Costs   | FY 2019 | FY 2020 |
|  |         |         |
| Total  | \$0     | \$0     |

| Output Measure                    | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------------------------|-------------------|----------------------|----------------------|
| Number of times billed/year:      |                   |                      |                      |
| Residential                       | 4                 | 4                    | 4                    |
| Commercial                        | 12                | 12                   | 12                   |
| Billion Gallons Per Year          | 2.2885            | 2.4899               | 2.5000               |
| Number of Accounts                | 14,282            | 14,300               | 14,400               |
| Number of Bills Sent out annually | 59,996            | 60,000               | 60,050               |

**WATER & SEWER BILLING & COMPLIANCE**

**PERSONNEL**

|                 |                 |                                 | FY 2020            |            |                     |            | FY 2021        |                                  |                                       |            | FY 2022            |            |                        |                  |
|-----------------|-----------------|---------------------------------|--------------------|------------|---------------------|------------|----------------|----------------------------------|---------------------------------------|------------|--------------------|------------|------------------------|------------------|
|                 | Bargaining Unit | Position                        | FY 2022 Grade-Step | #          | Actual Expenditures | #          | Budget         | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #          | Department Request | #          | Mayor's Recommendation | Council Approval |
|                 |                 |                                 |                    |            |                     |            |                |                                  |                                       |            |                    |            |                        |                  |
| 1.              |                 | *Administrative Assistant       | 10-6 (L10)         |            |                     | 1          | 76,690         | 60,555.49                        | 81,385.00                             | 1          | 81,945             | 1          | 81,945                 |                  |
| 2.              |                 | *Administrative Assistant       | 10-6 (L9)          |            |                     | 1          | 75,987         | 60,000.03                        | 80,638.00                             | 1          | 80,949             | 1          | 80,949                 |                  |
| 3.              |                 | *Principal Off Asst (PT 19 hrs) | 8-6                |            |                     | 0.5        | 33,490         | 26,130.32                        | 35,188.00                             | 0.5        | 35,764             | 0.5        | 35,764                 |                  |
| <b>Subtotal</b> |                 |                                 |                    | <b>2.5</b> | <b>183,353.36</b>   | <b>2.5</b> | <b>186,167</b> | <b>146,685.84</b>                | <b>197,211.00</b>                     | <b>2.5</b> | <b>198,658</b>     | <b>2.5</b> | <b>198,658</b>         | <b>0</b>         |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

12,491

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|     |            |     |         |            |            |     |         |     |         |   |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---|
| 2.5 | 183,353.36 | 2.5 | 186,167 | 146,685.84 | 197,211.00 | 2.5 | 198,658 | 2.5 | 198,658 | 0 |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---|



**WATER & SEWER BILLING & COMPLIANCE**

**EXPENDITURES**

| Classification                        | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                       | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 610-451-5100</b>         |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time             | 152,382.76          | 152,676.87          | 152,677.00 | 120,555.52                       | 162,023.00                            | 162,894.00         | 10,217.00         | 162,894.00             | 0.00             |
| 5121 Salaries - Part Time             | 29,744.50           | 30,676.49           | 33,490.00  | 26,130.32                        | 35,188.00                             | 35,764.00          | 2,274.00          | 35,764.00              | 0.00             |
| <hr/>                                 |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 610-451-5200</b>  |                     |                     | 57,700.00  |                                  |                                       | 60,500.00          | 2,800.00          | 60,500.00              |                  |
| 5242 Office Equipment Repair/Maint    | 1,125.00            | 1,269.49            |            | 761.92                           | 1,250.00                              |                    |                   |                        |                  |
| 5246 Communication Equip Repair/Maint | 8,400.00            | 4,326.00            |            |                                  | 4,500.00                              |                    |                   |                        |                  |
| 5248 Computer Software/License        | 5,415.95            | 5,526.95            |            | 1,715.95                         | 5,700.00                              |                    |                   |                        |                  |
| 5342 Postage                          | 36,047.93           | 32,484.70           |            | 24,956.59                        | 38,000.00                             |                    |                   |                        |                  |
| 5343 Printing                         | 7,917.60            | 7,150.80            |            | 4,526.97                         | 7,500.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                  | 2,188.71            | 1,573.64            |            | 289.66                           | 750.00                                |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                           | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |
|---------------------------------------|---|---|
| 5246 Communication Equip Repair/Maint | 5% increase to cover cost for annual Automatic Meter Reading (AMR) program Maintenance Contract   | 750.00  |
| 5248 Computer Software/License        | 5% increase to cover increase of software maintenance for AMR & Meter Equipment support contracts | 750.00  |
| 5343 Printing                         | Increase to cover additional public education flyers that are included in Water Bill Mailings     | 1,300.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                  |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| <b>Personnel</b>               | 182,127.26        | 183,353.36        | 186,167.00        | 146,685.84        | 197,211.00        | 198,658.00        | 12,491.00        | 198,658.00        | 0.00        |
| <b>General Expenses</b>        | 61,095.19         | 52,331.58         | 57,700.00         | 32,251.09         | 57,700.00         | 60,500.00         | 2,800.00         | 60,500.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                  |                   |             |
| <b>Total Operating Budget</b>  | <u>243,222.45</u> | <u>235,684.94</u> | <u>243,867.00</u> | <u>178,936.93</u> | <u>254,911.00</u> | <u>259,158.00</u> | <u>15,291.00</u> | <u>259,158.00</u> | <u>0.00</u> |

**ENGINEERING  
WATER ADMINISTRATION**

**STATEMENT OF OBJECTIVES:**

The mission of Water Administration Department is to provide support to the Engineering Department and the Water, Sewer and Drain Division of CPW through Operating Budget Management and tracking of invoice processing, oversight of the bid process and contracts for supplies and services fundamental to the daily functions of both departments, and providing inspectional services of new and repaired water, sewer and drain/stormwater utilities throughout the City; the Engineering Water Administration employees also provide contract management of Engineering CIP projects, oversight and management of the Engineering Capital Improvement Plan Budget, and CIP contract requisition review and pay application processing; Daily oversight of department functions and design of utility projects is also provided by employees of the Engineering Water Admin Dept.

**DESCRIPTION OF OUTPUT STATEMENT:**

To provide efficient and expeditious management of Capital Improvement Program projects, conduct construction inspections in a consistent and professional manner, as well as to provide the utmost customer service in the course of carrying out all general responsibilities.

|   |                    |                    |
|---|--------------------|--------------------|
| 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: |                    |                    |
| <b>Indirect Costs</b>   | <b>FY 2019</b>     | <b>FY 2020</b>     |
| Pension-Contributory/FICA   | 371,521            | 333,804            |
| Pension Administration  | 37,861             | 31,923             |
| Medical & Life Insurance  | 593,101            | 498,480            |
| Heat, Light, Water  | 27,156             | 26,868             |
| Building Repair & Maintenance   | 61,218             | 48,054             |
| Building Insurance  | 681                | 606                |
| Motor Vehicle Insurance   | 3,562              | 2,755              |
| Motor Vehicle Maint & Repair  | 103,515            | 88,552             |
| Workers Compensation  |                    | 23,412             |
| Other Dept Allocations  | 662,084            | 662,012            |
| <b>Total</b>  | <b>\$1,860,699</b> | <b>\$1,716,466</b> |

|                           |                           |                              |                              |
|---------------------------|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>     | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| Purchase Orders Managed   | 138                       | 165                          | 150                          |
| Accounts Payable Invoices | 1,453                     | 1,500                        | 1,550                        |
| Procurement Bids Managed  | 21                        | 21                           | 25                           |

**ENGINEERING  
WATER ADMINISTRATION**

**PERSONNEL**

|                 |                                  |                    | FY 2020 |                     | FY 2021 |         | FY 2022                          |                                       |     |                    |     |                        |                  |
|-----------------|----------------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|-----|--------------------|-----|------------------------|------------------|
| Bargaining Unit | Position                         | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #   | Department Request | #   | Mayor's Recommendation | Council Approval |
| 1.              | *Business Manager                | 15-6 (L8)          | 0.5     |                     | 0.5     | 53,715  | 42,413.45                        | 57,002.00                             | 0.5 | 57,002             | 0.5 | 57,002                 |                  |
| 2.              | SPMG *Code Enforcement Inspector | 12-5 (L11)         | 1       |                     | 1       | 82,450  | 64,400.89                        | 84,552.00                             | 1   | 90,802             | 1   | 90,802                 |                  |
| 3.              | *Principal Office Assistant      | 8-6 (L8)           | 1       |                     | 1       | 65,963  | 52,051.90                        | 70,000.00                             | 1   | 70,000             | 1   | 70,000                 |                  |
| 4.              | Co-op Student                    |                    |         |                     |         | 14,560  |                                  | 4,480.00                              |     | 29,400             |     | 29,400                 |                  |
| Subtotal        |                                  |                    | 5       | 429,578.40          | 2.5     | 216,688 | 158,866.24                       | 216,034.00                            | 2.5 | 247,204            | 2.5 | 247,204                | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in \* position salary

15,676

Co-op Student

14,840

Explanation

Engineering Water Admin Department should be hiring a co-op student for each semester and so we are budgeting for a full time student. Co-op students are an efficient way to provide support to the Engineering Water Admin Office. We would like to increase the hourly rate to compete with private engineering firms who are also hiring from the pool of student applicants. (See request above)

New Positions

SPMG Jr. Civil Engineer 14-1

In order to provide adequate staffing to address future workload requirements, an additional Civil Engineer staff member is being requested. This person would assist in a number of different areas including with design development and CADD, the MS4 Stormwater Program, the IDDE Program, Site Inspections, record requests, site surveys, and coordination with Water & Sewer and CPW.

|          |               |          |               |          |
|----------|---------------|----------|---------------|----------|
| 1        | 81,909        | 1        | 81,909        | 0        |
| <b>1</b> | <b>81,909</b> | <b>1</b> | <b>81,909</b> | <b>0</b> |

**Subtotal**

**Grand Total**

|          |                   |            |                |                   |                   |            |                |            |                |          |
|----------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|------------|----------------|----------|
| <b>5</b> | <b>429,578.40</b> | <b>2.5</b> | <b>216,688</b> | <b>158,866.24</b> | <b>216,034.00</b> | <b>3.5</b> | <b>329,113</b> | <b>3.5</b> | <b>329,113</b> | <b>0</b> |
|----------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|------------|----------------|----------|

**ENGINEERING  
WATER ADMINISTRATION**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 610-450-5100</b>               |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 337,737.42          | 429,578.40          | 202,128.00 | 158,866.24                       | 211,554.00                            | 299,713.00         | 97,585.00         | 299,713.00             | 0.00             |
| 5121 Salaries - Part Time                   |                     |                     | 14,560.00  | 0.00                             | 4,480.00                              | 29,400.00          | 14,840.00         | 29,400.00              | 0.00             |
| 5131 Overtime                               | 2,118.22            | 4,919.75            | 5,000.00   | 696.96                           | 2,500.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |
| <hr/>                                       |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 610-450-5200</b>        |                     |                     | 1,700.00   |                                  |                                       | 2,000.00           | 34,050.00         | 35,750.00              |                  |
| 5312 Training                               | 2,708.05            | 594.00              |            |                                  | 1,000.00                              |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes                | 1,084.99            | 900.00              |            | 300.00                           | 500.00                                |                    |                   |                        |                  |
| 5733 Licenses                               |                     | 377.33              |            | 0.20                             | 200.00                                |                    |                   |                        |                  |
| <hr/>                                       |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 610-450-5400</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 6478 Water Meter Network Upgrade            | 14,075.57           | 4,896.39            | 15,000.00  |                                  | 0.00                                  | 0.00               | (15,000.00)       | 0.00                   |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                         | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |
|-------------------------------------|---|---|-------------------------------|
| 5581 Clothing, Gloves, Shoes        | Adjust to cover the City's requirement of clothing to be provided per impact bargaining agreement | 300.00  | 300.00                        |
| 5303 Engineer Services /Consultants | Mayor: Split funding for Consultants with Engineering   |   | 33,750.00                     |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                   |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|
| <b>Personnel</b>               | 339,855.64        | 434,498.15        | 221,688.00        | 159,563.20        | 218,534.00        | 334,113.00        | 112,425.00        | 334,113.00        | 0.00        |
| <b>General Expenses</b>        | 3,793.04          | 1,871.33          | 1,700.00          | 300.20            | 1,700.00          | 2,000.00          | 34,050.00         | 35,750.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> | 14,075.57         | 4,896.39          | 15,000.00         | 0.00              | 0.00              | 0.00              | (15,000.00)       | 0.00              | 0.00        |
| <b>Total Operating Budget</b>  | <u>357,724.25</u> | <u>441,265.87</u> | <u>238,388.00</u> | <u>159,863.40</u> | <u>220,234.00</u> | <u>336,113.00</u> | <u>131,475.00</u> | <u>369,863.00</u> | <u>0.00</u> |

## FIRE

### STATEMENT OF OBJECTIVES:

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

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

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

### INDIRECT COSTS

|   |                     |                     |
|---|---------------------|---------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: |                     |                     |
| <b>Indirect Costs</b>   | <b>FY 2019</b>      | <b>FY 2020</b>      |
| Pension-Contributory/FICA   | 6,128,732           | 6,315,910           |
| Pension Administration  | 636,699             | 620,106             |
| Medical & Life Insurance  | 6,450,196           | 6,240,203           |
| Heat, Light, Water  | 146,336             | 132,338             |
| Building Repair & Maintenance   | 547,703             | 238,729             |
| Building Insurance  | 8,690               | 7,742               |
| Motor Vehicle Insurance   | 4,452               | 3,788               |
| Motor Vehicle Maint & Repair  | 129,393             | 121,759             |
| <b>Total</b>  | <b>\$14,052,201</b> | <b>\$13,680,575</b> |

### 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.

|  | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
|--|----------------|------------------|------------------|
| <b>Output Measure</b>                        | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Other permits                                | 697            | 1,100            | 1,200            |
| Smoke alarm/carbon monoxide inspections      | 664            | 950              | 1,045            |
| Oil burner permits and inspections           | 92             | 200              | 220              |
| Propane permits installation/inspections     | 76             | 200              | 225              |
| Schools - Nursing Homes - Day care           | 40             | 150              | 165              |
| Lodging house/hotels/theaters                | 108            | 160              | 176              |
| Building construction inspections            | 350            | 500              | 800              |
| Facilities inspection/state license renewals | 37             | 60               | 66               |
| Fire drills                                  | 23             | 65               | 72               |
| Drawings and plans reviewed                  | 354            | 450              | 450              |
| Liquor establishment inspections             | 90             | 100              | 110              |
| Hydrant inspections                          | 1,349          | 1,360            | 1,400            |
| Tent plan reviews                            | 33             | 100              | 120              |
| Other inspections                            | 470            | 600              | 800              |

### 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. 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.

|                                | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
|--------------------------------|----------------|------------------|------------------|
| <b>Output Measure</b>          | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Number of Personnel            | 160            | 152              | 166              |
| Vehicles & Apparatus           | 23             | 22               | 22               |
| Number of Buildings Maintained | 6              | 6                | 6                |

#### FIRE FIGHTING & TRAINING

The Fire Fighting unit consists of four Deputy Chiefs, ten Captains, thirty Lieutenants, and one hundred sixteen 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.

|   | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
|---|----------------|------------------|------------------|
| <b>Output Measure</b>                         | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Underground tank removals                     | 4              | 10               | 15               |
| Total calls                                   | 7,379          | 10,000           | 11,000           |
| Total company responses                       | 10,676         | 15,000           | 16,500           |
| Total building fires                          | 27             | 50               | 55               |
| Other fires and electrical                    | 166            | 250              | 275              |
| Medical, rescue and pedestrian accidents      | 3,973          | 5,000            | 5,500            |
| Other hazards, service calls and false alarms | 3,088          | 4,200            | 4,620            |
| Electrical problems                           | 123            | 200              | 220              |

**FIRE**

**PERSONNEL**

|                 |                                |                       | FY 2020               | FY 2021  |                                  |                                       | FY 2022              |                  |         |                  |
|-----------------|--------------------------------|-----------------------|-----------------------|----------|----------------------------------|---------------------------------------|----------------------|------------------|---------|------------------|
| Bargaining Unit | Position                       | FY 2022 Grade-Step    | # Actual Expenditures | # Budget | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # Department Request | # Recommendation | Mayor's | Council Approval |
| 1.              | *Fire Chief                    | 22-5 (L8.25) (CC 7.5) |                       | 1        | 191,420                          | 161,354.49                            | 200,467.52           | 1                | 215,534 | 215,534          |
| 2.              | FIRE *Deputy Chief             | (L8.25) (CC 7.5)      |                       | 1        | 141,084                          | 122,549.08                            | 149,978.16           | 1                | 152,953 | 152,953          |
| 3.              | FIRE *Deputy Chief             | (L8.25) (CC 7.5)      |                       | 1        | 139,868                          | 121,292.90                            | 148,746.50           | 1                | 151,721 | 151,721          |
| 4.              | FIRE *Deputy Chief             | (L8.25) (CC 7.5)      |                       | 1        | 139,868                          | 123,266.43                            | 148,746.50           | 1                | 151,721 | 151,721          |
| 5.              | FIRE *Deputy Chief             | (L7.25) (CC 7.5)      |                       | 1        | 138,474                          | 120,262.54                            | 136,668.14           | 1                | 150,228 | 150,228          |
| 6.              | FIRE *Deputy Chief - Fire Prev | (L8.25) (CC 7.5)      |                       | 1        | 151,057                          | 129,559.98                            | 160,649.69           | 1                | 163,862 | 163,862          |
| 7.              | FIRE *Deputy Chief - Fire Prev | (L7.25) (CC 7.5)      |                       | 1        | 149,552                          | 128,136.33                            | 157,300.10           | 1                | 162,249 | 162,249          |
| 8.              | FIRE *Captain                  | (L8.25) (CC 12.5)     |                       | 1        | 118,952                          | 104,141.40                            | 150,792.25           | 1                | 135,516 | 135,516          |
| 9.              | FIRE *Captain                  | (L8.25) (CC 7.5)      |                       | 1        | 118,952                          | 103,237.61                            | 126,499.32           | 1                | 129,028 | 129,028          |
| 10.             | FIRE *Captain                  | (L8.25) (CC 7.5)      |                       | 1        | 118,952                          | 103,080.38                            | 126,499.32           | 1                | 129,028 | 129,028          |
| 11.             | FIRE *Captain                  | (L8.25) (CC 7.5)      |                       | 1        | 118,952                          | 102,770.27                            | 126,499.32           | 1                | 129,028 | 129,028          |
| 12.             | FIRE *Captain                  | (L8.25) (CC 1.5)      |                       | 1        | 111,896                          | 95,613.85                             | 118,922.91           | 1                | 121,300 | 121,300          |
| 13.             | FIRE *Captain                  | (L7.25) (CC 7.5)      |                       | 1        | 117,766                          | 100,776.37                            | 125,254.24           | 1                | 127,758 | 127,758          |
| 14.             | FIRE *Captain                  | (L5) (CC 7.5)         |                       | 1        | 116,581                          | 99,509.15                             | 122,452.82           | 1                | 124,901 | 124,901          |
| 15.             | FIRE *Captain                  | (L5) (CC 7.5)         |                       | 1        | 116,581                          | 99,239.46                             | 122,452.82           | 1                | 124,901 | 124,901          |
| 16.             | FIRE *Captain                  | (L4) (CC 12.5)        |                       | 1        | 120,983                          | 104,818.41                            | 127,076.32           | 1                | 129,617 | 129,617          |
| 17.             | FIRE *Captain                  | (L4)                  |                       | 1        | 113,655                          | 119,461.26                            | 108,118.51           | 1                | 114,691 | 114,691          |
| 18.             | FIRE *Captain Training/Admin   | (L7.25) (CC 7.5)      |                       | 1        | 128,845                          | 111,601.43                            | 137,040.21           | 1                | 139,779 | 139,779          |
| 19.             | FIRE *Lieutenant               | (L8.25) (CC 10)       |                       | 1        | 102,685                          | 89,533.51                             | 109,237.66           | 1                | 112,553 | 112,553          |
| 20.             | FIRE *Lieutenant               | (L8.25) (CC 7.5)      |                       | 1        | 101,226                          | 88,361.28                             | 107,644.20           | 1                | 109,797 | 109,797          |
| 21.             | FIRE *Lieutenant               | (L8.25) (CC 7.5)      |                       | 1        | 101,226                          | 88,566.32                             | 107,644.20           | 1                | 109,797 | 109,797          |
| 22.             | FIRE *Lieutenant               | (L8.25) (CC 7.5)      |                       | 1        | 101,226                          | 87,473.04                             | 107,644.20           | 1                | 109,797 | 109,797          |
| 23.             | FIRE *Lieutenant               | (L8.25) (CC 7.5)      |                       | 1        | 101,226                          | 88,578.75                             | 107,644.20           | 1                | 109,797 | 109,797          |
| 24.             | FIRE *Lieutenant               | (L8.25) (CC 7.5)      |                       | 1        | 100,218                          | 86,363.96                             | 106,584.65           | 1                | 109,797 | 109,797          |
| 25.             | FIRE *Lieutenant               | (L8.25) (CC 7.5)      |                       | 1        | 100,218                          | 87,097.70                             | 106,584.65           | 1                | 109,797 | 109,797          |
| 26.             | FIRE *Lieutenant               | (L8.25) (CC 5)        |                       | 1        | 98,719                           | 84,841.64                             | 104,951.58           | 1                | 107,051 | 107,051          |
| 27.             | FIRE *Lieutenant               | (L8.25) (CC 5)        |                       | 1        | 98,719                           | 85,465.97                             | 104,951.58           | 1                | 107,051 | 107,051          |
| 28.             | FIRE *Lieutenant               | (L8.25)               |                       | 1        | 93,727                           | 78,719.97                             | 99,593.37            | 1                | 101,585 | 101,585          |
| 29.             | FIRE *Lieutenant               | (L7.25) (CC 7.5)      |                       | 1        | 100,218                          | 86,297.54                             | 106,584.65           | 1                | 108,717 | 108,717          |
| 30.             | FIRE *Lieutenant               | (L7.25) (CC 7.5)      |                       | 1        | 100,218                          | 87,932.80                             | 106,584.65           | 1                | 108,717 | 108,717          |
| 31.             | FIRE *Lieutenant               | (L7.25) (CC 7.5)      |                       | 1        | 100,218                          | 87,410.86                             | 106,584.65           | 1                | 108,717 | 108,717          |
| 32.             | FIRE *Lieutenant               | (L7.25) (CC 7.5)      |                       | 1        | 100,218                          | 85,627.09                             | 106,584.65           | 1                | 108,717 | 108,717          |
| 33.             | FIRE *Lieutenant               | (L7.25) (CC 7.5)      |                       | 1        | 100,218                          | 87,226.47                             | 106,584.65           | 1                | 108,717 | 108,717          |
| 34.             | FIRE *Lieutenant               | (L7.25)               |                       | 1        | 92,851                           | 78,183.97                             | 98,673.34            | 1                | 100,647 | 100,647          |
| 35.             | FIRE *Lieutenant               | (L7.25)               |                       | 1        | 91,975                           | 76,813.24                             | 96,603.27            | 1                | 100,647 | 100,647          |
| 36.             | FIRE *Lieutenant               | (L5) (CC 12.5)        |                       | 1        | 104,057                          | 89,264.64                             | 109,293.22           | 1                | 111,479 | 111,479          |
| 37.             | FIRE *Lieutenant               | (L5) (CC 7.5)         |                       | 1        | 99,209                           | 85,597.65                             | 104,200.86           | 1                | 106,285 | 106,285          |
| 38.             | FIRE *Lieutenant               | (L5) (CC 7.5)         |                       | 1        | 99,209                           | 86,023.11                             | 104,200.86           | 1                | 106,285 | 106,285          |
| 39.             | FIRE *Lieutenant               | (L5) (CC 7.5)         |                       | 1        | 98,200                           | 83,116.68                             | 103,141.29           | 1                | 106,285 | 106,285          |
| 40.             | FIRE *Lieutenant               | (L5)                  |                       | 1        | 91,975                           | 76,153.30                             | 96,603.27            | 1                | 98,535  | 98,535           |
| 41.             | FIRE *Lieutenant               | (L4) (CC 12.5)        |                       | 1        | 102,954                          | 92,386.07                             | 108,135.21           | 1                | 110,298 | 110,298          |
| 42.             | FIRE *Lieutenant               | (L4) (CC 7.5)         |                       | 1        | 94,165                           | 78,034.78                             | 98,903.39            | 1                | 105,204 | 105,204          |
| 43.             | FIRE *Lieutenant               | (L4) (CC 7.5)         |                       | 1        | 94,165                           | 79,255.20                             | 98,903.39            | 1                | 105,204 | 105,204          |
| 44.             | FIRE *Lieutenant               | (L4)                  |                       | 1        | 87,596                           | 72,090.09                             | 92,003.11            | 1                | 97,597  | 97,597           |

**FIRE**

**PERSONNEL**

| Bargaining Unit | Position                | FY 2022 Grade-Step | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |   |                    |   |                        |                  |
|-----------------|-------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|---|--------------------|---|------------------------|------------------|
|                 |                         |                    | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 45. FIRE        | *Lieutenant             | (L4)               |         |                     | 1       | 87,596  | 71,455.66                        | 92,003.11                             | 1 | 97,597             | 1 | 97,597                 |                  |
| 46. FIRE        | *Lieutenant             | (CC 7.5)           |         |                     | 1       | 94,165  | 79,666.40                        | 98,903.39                             | 1 | 100,881            | 1 | 100,881                |                  |
| 47. FIRE        | *Lieutenant             |                    |         |                     | 1       | 87,596  | 72,503.26                        | 92,003.11                             | 1 | 93,843             | 1 | 93,843                 |                  |
| 48. FIRE        | *Lieutenant             |                    |         |                     | 1       | 87,596  | 78,296.78                        | 92,003.11                             | 1 | 93,843             | 1 | 93,843                 |                  |
| 49. FIRE        | *Lieutenant - Fire Prev | (L8.25) (CC 7.5)   |         |                     | 1       | 110,179 | 95,751.56                        | 117,166.61                            | 1 | 121,938            | 1 | 121,938                |                  |
| 50. FIRE        | *Lieutenant - Fire Prev | (L8.25) (CC 12.5)  |         |                     | 1       | 114,654 | 103,755.47                       | 128,057.55                            | 1 | 130,619            | 1 | 130,619                |                  |
| 51. FIRE        | *Lieutenant - Fire Prev | (L5)               |         |                     | 1       | 104,176 | 85,434.36                        | 109,421.25                            | 1 | 111,610            | 1 | 111,610                |                  |
| 52. FIRE        | *Lieutenant - Fire Prev | (L4) (CC 7.5)      |         |                     | 1       | 111,227 | 94,078.53                        | 116,826.82                            | 1 | 119,164            | 1 | 119,164                |                  |
| 53. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 73,684.32                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 54. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 74,134.32                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 55. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 73,811.82                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 56. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 75,306.50                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 57. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 75,201.68                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 58. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 74,981.93                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 59. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 75,364.95                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 60. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 75,780.88                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 61. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 86,205  | 69,324.36                        | 91,666.48                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 62. FIRE        | *Fire Fighter           | (L8.25) (CC 7.5)   |         |                     | 1       | 85,346  | 74,047.97                        | 90,764.22                             | 1 | 93,499             | 1 | 93,499                 |                  |
| 63. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 67,807.03                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 64. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 67,219.22                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 65. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 67,219.22                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 66. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 68,196.48                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 67. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 67,444.60                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 68. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 67,227.57                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 69. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 68,964.09                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 70. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 41,767.21                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 71. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 68,364.58                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 72. FIRE        | *Fire Fighter           | (L8.25)            |         |                     | 1       | 79,819  | 67,777.23                        | 84,810.65                             | 1 | 86,506             | 1 | 86,506                 |                  |
| 73. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 74,330.03                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 74. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 73,759.51                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 75. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 72,849.54                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 76. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 74,353.66                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 77. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 74,277.18                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 78. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 73,202.24                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 79. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 73,629.98                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 80. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 73,488.76                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 81. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 73,893.07                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 82. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 73,783.17                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 83. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 85,346  | 75,017.42                        | 90,764.22                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 84. FIRE        | *Fire Fighter           | (L7.25) (CC 7.5)   |         |                     | 1       | 84,487  | 70,865.07                        | 88,734.21                             | 1 | 92,579             | 1 | 92,579                 |                  |
| 85. FIRE        | *Fire Fighter           | (L7.25)            |         |                     | 1       | 79,073  | 66,809.97                        | 84,027.18                             | 1 | 85,707             | 1 | 85,707                 |                  |
| 86. FIRE        | *Fire Fighter           | (L7.25)            |         |                     | 1       | 79,073  | 66,977.65                        | 84,027.18                             | 1 | 85,707             | 1 | 85,707                 |                  |
| 87. FIRE        | *Fire Fighter           | (L7.25)            |         |                     | 1       | 79,073  | 66,212.33                        | 84,027.18                             | 1 | 85,707             | 1 | 85,707                 |                  |
| 88. FIRE        | *Fire Fighter           | (L7.25)            |         |                     | 1       | 78,327  | 65,423.94                        | 82,264.37                             | 1 | 85,707             | 1 | 85,707                 |                  |
| 89. FIRE        | *Fire Fighter           | (L7.25)            |         |                     | 1       | 78,327  | 65,803.88                        | 82,264.37                             | 1 | 85,707             | 1 | 85,707                 |                  |
| 90. FIRE        | *Fire Fighter           | (L7.25)            |         |                     | 1       | 78,327  | 64,685.18                        | 82,264.37                             | 1 | 85,707             | 1 | 85,707                 |                  |

**FIRE**

**PERSONNEL**

| Bargaining<br>Unit Position | FY 2022<br>Grade-Step | FY 2020 |                        |   | FY 2021 |  |   | FY 2022 |                       |                           |
|-----------------------------|-----------------------|---------|------------------------|---|---------|--|---|---------|-----------------------|---------------------------|
|                             |                       | #       | Actual<br>Expenditures | # | Budget  | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | #       | Department<br>Request | Mayor's<br>Recommendation |
| 91. FIRE *Fire Fighter      | (L5) (CC 12.5)        | 1       |                        | 1 | 88,616  | 76,207.13                              | 93,070.67                                   | 1       | 94,932                | 94,932                    |
| 92. FIRE *Fire Fighter      | (L5) (CC 12.5)        | 1       |                        | 1 | 87,677  | 74,721.36                              | 92,084.67                                   | 1       | 94,932                | 94,932                    |
| 93. FIRE *Fire Fighter      | (L5) (CC 10)          | 1       |                        | 1 | 86,549  | 74,707.86                              | 90,900.17                                   | 1       | 92,717                | 92,717                    |
| 94. FIRE *Fire Fighter      | (L5) (CC 7.5)         | 1       |                        | 1 | 84,487  | 71,196.85                              | 88,734.21                                   | 1       | 90,508                | 90,508                    |
| 95. FIRE *Fire Fighter      | (L5) (CC 7.5)         | 1       |                        | 1 | 84,487  | 71,866.54                              | 88,734.21                                   | 1       | 90,508                | 90,508                    |
| 96. FIRE *Fire Fighter      | (L5) (CC 7.5)         | 1       |                        | 1 | 84,487  | 71,995.59                              | 88,734.21                                   | 1       | 90,508                | 90,508                    |
| 97. FIRE *Fire Fighter      | (L5) (CC 7.5)         | 1       |                        | 1 | 84,487  | 71,884.17                              | 88,734.21                                   | 1       | 90,508                | 90,508                    |
| 98. FIRE *Fire Fighter      | (L5) (CC 7.5)         | 1       |                        | 1 | 84,487  | 71,569.13                              | 88,734.21                                   | 1       | 90,508                | 90,508                    |
| 99. FIRE *Fire Fighter      | (L5) (CC 7.5)         | 1       |                        | 1 | 84,487  | 72,333.98                              | 88,734.21                                   | 1       | 90,508                | 90,508                    |
| 100. FIRE *Fire Fighter     | (L5) (CC 7.5)         | 1       |                        | 1 | 83,628  | 71,202.25                              | 87,831.96                                   | 1       | 90,508                | 90,508                    |
| 101. FIRE *Fire Fighter     | (L5) (CC 7.5)         | 1       |                        | 1 | 83,628  | 70,611.46                              | 87,831.96                                   | 1       | 90,508                | 90,508                    |
| 102. FIRE *Fire Fighter     | (L5)                  | 1       |                        | 1 | 78,327  | 65,413.35                              | 82,264.37                                   | 1       | 83,909                | 83,909                    |
| 103. FIRE *Fire Fighter     | (L5)                  | 1       |                        | 1 | 78,327  | 64,861.95                              | 82,264.37                                   | 1       | 83,909                | 83,909                    |
| 104. FIRE *Fire Fighter     | (L5)                  | 1       |                        | 1 | 78,327  | 64,851.39                              | 82,264.37                                   | 1       | 83,909                | 83,909                    |
| 105. FIRE *Fire Fighter     | (L5)                  | 1       |                        | 1 | 78,327  | 64,867.25                              | 82,264.37                                   | 1       | 83,909                | 83,909                    |
| 106. FIRE *Fire Fighter     | (L5)                  | 1       |                        | 1 | 78,327  | 64,851.41                              | 82,264.37                                   | 1       | 83,909                | 83,909                    |
| 107. FIRE *Fire Fighter     | (L5)                  | 1       |                        | 1 | 78,327  | 64,471.47                              | 82,264.37                                   | 1       | 83,909                | 83,909                    |
| 108. FIRE *Fire Fighter     | (L4) (CC 10)          | 1       |                        | 1 | 80,192  | 68,713.94                              | 86,181.70                                   | 1       | 91,755                | 91,755                    |
| 109. FIRE *Fire Fighter     | (L4) (CC 7.5)         | 1       |                        | 1 | 80,192  | 66,650.21                              | 84,223.03                                   | 1       | 89,588                | 89,588                    |
| 110. FIRE *Fire Fighter     | (L4) (CC 7.5)         | 1       |                        | 1 | 80,192  | 66,970.51                              | 84,223.03                                   | 1       | 89,588                | 89,588                    |
| 111. FIRE *Fire Fighter     | (L4) (CC 7.5)         | 1       |                        | 1 | 80,192  | 67,577.64                              | 84,223.03                                   | 1       | 89,588                | 89,588                    |
| 112. FIRE *Fire Fighter     | (L4) (CC 7.5)         | 1       |                        | 1 | 80,192  | 67,051.91                              | 84,223.03                                   | 1       | 89,588                | 89,588                    |
| 113. FIRE *Fire Fighter     | (L4)                  | 1       |                        | 1 | 74,597  | 61,212.69                              | 78,347.02                                   | 1       | 83,110                | 83,110                    |
| 114. FIRE *Fire Fighter     | (CC 12.5)             | 1       |                        | 1 | 83,922  | 71,553.83                              | 88,140.37                                   | 1       | 89,903                | 89,903                    |
| 115. FIRE *Fire Fighter     | (CC 12.5)             | 1       |                        | 1 | 83,922  | 71,513.07                              | 88,140.37                                   | 1       | 89,903                | 89,903                    |
| 116. FIRE *Fire Fighter     | (CC 12.5)             | 1       |                        | 1 | 83,922  | 72,031.23                              | 88,140.37                                   | 1       | 89,903                | 89,903                    |
| 117. FIRE *Fire Fighter     | (CC 12.5)             | 1       |                        | 1 | 74,597  | 71,272.27                              | 88,140.37                                   | 1       | 89,903                | 89,903                    |
| 118. FIRE *Fire Fighter     | (CC 12.5)             | 1       |                        | 1 | 80,192  | 70,493.31                              | 88,140.37                                   | 1       | 89,903                | 89,903                    |
| 119. FIRE *Fire Fighter     | (CC 10)               | 1       |                        | 1 | 82,057  | 69,609.53                              | 86,181.70                                   | 1       | 87,905                | 87,905                    |
| 120. FIRE *Fire Fighter     | (CC 10)               | 1       |                        | 1 | 82,057  | 69,979.76                              | 86,181.70                                   | 1       | 87,905                | 87,905                    |
| 121. FIRE *Fire Fighter     | (CC 10)               | 1       |                        | 1 | 82,057  | 68,595.98                              | 86,181.70                                   | 1       | 87,905                | 87,905                    |
| 122. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 66,734.46                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 123. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,671.36                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 124. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,235.19                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 125. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,827.37                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 126. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,560.41                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 127. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,157.20                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 128. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 68,038.83                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 129. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,190.00                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 130. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,471.72                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 131. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 69,293.81                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 132. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 67,753.46                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 133. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 80,192  | 68,051.49                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 134. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 74,597  | 66,960.27                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 135. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 74,597  | 67,384.83                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 136. FIRE *Fire Fighter     | (CC 7.5)              | 1       |                        | 1 | 74,597  | 67,248.74                              | 84,223.03                                   | 1       | 85,907                | 85,907                    |
| 137. FIRE *Fire Fighter     |                       | 1       |                        | 1 | 74,597  | 61,207.70                              | 78,347.02                                   | 1       | 79,913                | 79,913                    |



FIRE

PERSONNEL

|                 |                           |                    | FY 2020 |                     | FY 2021 |            |                                  | FY 2022                               |     |                    |     |                        |                  |
|-----------------|---------------------------|--------------------|---------|---------------------|---------|------------|----------------------------------|---------------------------------------|-----|--------------------|-----|------------------------|------------------|
| Bargaining Unit | Position                  | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #   | Department Request | #   | Mayor's Recommendation | Council Approval |
| 138. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,926.39                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 139. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,391.11                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 140. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,850.89                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 141. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,569.53                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 142. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,687.57                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 143. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,752.96                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 144. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,029.26                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 145. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,494.05                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 146. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,855.92                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 147. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,850.92                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 148. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,569.53                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 149. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,212.72                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 150. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,408.57                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 151. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,632.94                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 152. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 61,003.59                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 153. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,988.31                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 154. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,495.01                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 155. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,145.99                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 156. FIRE       | *Fire Fighter             |                    | 1       |                     | 1       | 74,597     | 60,679.21                        | 78,347.02                             | 1   | 79,913             | 1   | 79,913                 |                  |
| 157. FIRE       | *Fire Fighter             | (CC 7.5)           | 1       |                     | 1       | 74,597     | 62,241.41                        | 62,241.41                             | 1   | 85,907             | 1   | 85,907                 |                  |
| 158. FIRE       | *Fire Fighter             | (CC 7.5)           | 1       |                     | 1       | 86,205     | 94,161.79                        | 94,161.79                             | 1   | 85,907             | 1   | 85,907                 |                  |
| 159. FIRE       | *Fire Fighter             | (CC 7.5)           | 1       |                     | 1       | 82,366     | 72,762.70                        | 72,762.70                             | 1   | 85,907             | 1   | 85,907                 |                  |
| 160. FIRE       | *Fire Fighter             | (CC 7.5)           | 1       |                     | 1       | 79,819     | 93,112.95                        | 93,112.95                             | 1   | 85,907             | 1   | 85,907                 |                  |
| 161. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    |     |                        |                  |
| 162. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    |     |                        |                  |
| 163. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 164. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 165. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 166. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 167. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 168. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 169. FIRE       | Fire Fighter              | (CC 7.5)           | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 170.            | Public Safety Contingency |                    |         |                     |         | 100,000    |                                  | 42,953.50                             |     |                    |     |                        |                  |
| 171.            | *Executive Assistant      | 12-6 (L11)         | 1       |                     | 1       | 87,689     | 68,949.15                        | 90,933.42                             | 1   | 96,398             | 1   | 96,398                 |                  |
| 172.            | *Administrative Assistant | 10-3 (L9)          | 1       |                     | 1       | 65,365     | 51,221.84                        | 68,433.47                             | 1   | 72,076             | 1   | 72,076                 |                  |
| 173.            | *Principal Office Assist  | 8-6 (L8)           | 1       |                     | 1       | 65,963     | 52,085.29                        | 68,627.52                             | 1   | 70,000             | 1   | 70,000                 |                  |
| 174.            | Radio Liaison             |                    |         |                     |         |            |                                  |                                       |     |                    |     |                        |                  |
| 175.            | Part Time / Temporary     |                    |         |                     |         | 1,500      |                                  | 1,500.00                              |     | 1,500              |     | 1,500                  |                  |
| Subtotal        |                           |                    | 172     | 15,344,430.52       | 172     | 14,718,941 | 12,479,722.99                    | 15,499,889.98                         | 163 | 15,854,636         | 170 | 15,854,636             |                  |

**FIRE**

**PERSONNEL**

**Bargaining Unit Position**      **FY 2022 Grade-Step**

| FY 2020 |              | FY 2021      |        |              |                | FY 2022    |         |         |                  |
|---------|--------------|--------------|--------|--------------|----------------|------------|---------|---------|------------------|
| Actual  |              | July - March |        | Estimated    |                |            |         |         |                  |
| Actual  |              | Actual       |        | Expenditures |                | Department |         | Mayor's |                  |
| #       | Expenditures | #            | Budget | Expenditures | Thru 6/30/2021 | #          | Request | #       | Recommendation   |
|         |              |              |        |              |                |            |         |         | Council Approval |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

|   |              |          |           |  |     |               |     |            |               |               |     |            |     |            |   |
|---|--------------|----------|-----------|--|-----|---------------|-----|------------|---------------|---------------|-----|------------|-----|------------|---|
| Step Raises/Longevity/Contract Settlement/<br>Compensation Ordinance included in * position<br>salary |              |          | 1,235,695 |  |     |               |     |            |               |               |     |            |     |            |   |
| FIRE  | Captain      |          |           | Increase due to realigning (2) Fire Lieutenants to (2) Fire Captains<br>(see attached) |     | 83,344        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Captain      |          |           | Replace (1) Lieutenant with (1) Captain in Fire Preventions<br>(see attached)          |     | 48,673        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 85,907    | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     | 1          | 85,907        |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 85,907    | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     | 1          | 85,907        |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) | 0         | Hire the position that was put on hold in FY2021                                       | 1   | 85,907        |     |            | 0             |               |     |            |     |            |   |
| Public Safety Contingency   |              |          | (100,000) | Not requested  |     |               |     |            |               |               |     |            |     |            |   |
| <u>New Positions</u>  |              |          |           |  |     |               |     |            |               |               |     |            |     |            |   |
| FIRE  | Fire Fighter | (CC 7.5) |           | 5 Fire fighters to fully staff trucks according to N.F.P.A. guidelines                 | 5   | 429,535       |     |            | 0             |               |     |            |     |            |   |
| Subtotal  |              |          |           |  | 14  | 1,334,715     |     | 2          | 171,814       | 0             |     |            |     |            |   |
| Grand Total   |              |          |           |  | 172 | 15,344,430.52 | 172 | 14,718,941 | 12,479,722.99 | 15,499,889.98 | 177 | 17,189,351 | 172 | 16,026,450 | 0 |

**FIRE**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-220-5100</b>        |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time            | 5,170,562.79        | 5,108,325.07        | 5,037,980.00 | 4,076,808.92                     | 5,180,426.12                          | 5,476,285.00       | 361,471.00        | 5,399,451.00           | 0.00             |
| 5112 Wages - Full Time               | 7,692,985.40        | 8,027,763.24        | 7,704,999.00 | 6,169,796.57                     | 7,939,305.95                          | 9,327,677.00       | 656,575.00        | 8,361,574.00           | 0.00             |
| 5122 Temporary Help                  |                     |                     | 1,500.00     | 0.00                             | 1,500.00                              | 1,500.00           | 0.00              | 1,500.00               | 0.00             |
| 5131 Overtime                        | 1,487,605.27        | 1,043,417.88        | 1,100,000.00 | 1,538,946.39                     | 1,493,142.88                          | 1,300,000.00       | 100,000.00        | 1,200,000.00           |                  |
| 5132 Overtime (Training)             | 13,201.93           | 4,692.99            | 25,000.00    | 4,866.20                         | 25,000.00                             | 25,000.00          | 0.00              | 25,000.00              |                  |
| 5139 Temporary Promotions - FT       | 5,000.00            | 28,122.03           | 15,000.00    | 12,090.90                        | 20,000.00                             | 15,000.00          | 0.00              | 15,000.00              |                  |
| 5141 Longevity                       | 554,684.64          | 596,107.38          | 534,904.00   | 669,133.01                       | 669,133.01                            | 680,914.00         | 146,010.00        | 680,914.00             |                  |
| 5142 College Credits                 | 763,400.39          | 814,649.40          | 836,037.00   | 842,552.70                       | 842,552.70                            | 1,003,849.00       | 95,884.00         | 931,921.00             |                  |
| 5143 Holiday                         | 785,368.67          | 797,585.43          | 828,521.00   | 709,340.89                       | 866,972.20                            | 924,126.00         | 115,569.00        | 944,090.00             |                  |
| 5144 Out of Grade                    | 38,160.68           | 50,663.27           | 60,000.00    | 25,021.71                        | 60,000.00                             | 60,000.00          | 0.00              | 60,000.00              |                  |
| 5145 LEPC Chairperson Stipend        | 32,500.00           | 32,500.00           | 32,500.00    | 24,040.81                        | 32,500.00                             | 32,500.00          | 0.00              | 32,500.00              |                  |
| 5149 Radio Liaison Stipend           |                     |                     | 0.00         | 0.00                             | 0.00                                  | 0.00               | 0.00              | 0.00                   | 0.00             |
| Receipt offset - Grant               | (10,264.32)         | (238,128.24)        |              | (180,158.20)                     | (15,000.00)                           |                    |                   |                        |                  |
| <b>General Expenses 001-220-5200</b> |                     |                     | 549,000.00   |                                  |                                       | 621,885.00         | 22,960.00         | 571,960.00             |                  |
| 5146 Emergency Medical Technician    | 138,864.96          | 140,200.20          |              |                                  | 157,000.00                            |                    |                   |                        |                  |
| 5192 Mileage                         |                     |                     |              | 74.50                            | 54.30                                 |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint          | 21,378.13           | 24,406.79           |              | 18,595.70                        | 25,000.00                             |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint   | 1,279.97            | 106.90              |              |                                  | 2,000.00                              |                    |                   |                        |                  |
| 5244 Motor Equipment Repair/Maint    | 160,238.97          | 238,959.81          |              | 119,987.62                       | 195,000.00                            |                    |                   |                        |                  |
| 5291 Maintenance of SCBA             | 45,696.21           | 27,247.65           |              | 1,199.61                         | 40,000.00                             |                    |                   |                        |                  |
| 5306 Medical Services                | 178,343.36          | 52,379.57           |              | 10,844.69                        | 100,000.00                            |                    |                   |                        |                  |
| 5312 Training                        | 31,119.55           | 1,845.75            |              | 13,099.90                        | 24,000.00                             |                    |                   |                        |                  |
| 5313 Training - JLMC                 | 25,792.45           | 18,868.97           |              | 4,976.52                         | 24,000.00                             |                    |                   |                        |                  |
| 5342 Postage                         | 1,400.08            | 519.02              |              |                                  | 750.00                                |                    |                   |                        |                  |
| 5343 Printing                        | 1,062.19            | 957.09              |              | 514.00                           | 1,000.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                 | 5,580.87            | 2,152.10            |              | 1,643.67                         | 4,000.00                              |                    |                   |                        |                  |
| 5430 Building Supplies               | 3,614.54            | 1,827.07            |              | 2,771.04                         | 5,000.00                              |                    |                   |                        |                  |
| 5450 Custodial Supplies              | 3,448.13            | 3,478.95            |              | 769.79                           | 3,700.00                              |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies         | 527.59              | 978.52              |              | 125.00                           | 600.00                                |                    |                   |                        |                  |
| 5470 Public Safety Supplies          | 8,704.07            | 6,023.82            |              | 288.00                           | 10,000.00                             |                    |                   |                        |                  |
| 5500 Medical Supplies                | 7,006.67            | 4,160.63            |              | 1,800.00                         | 6,000.00                              |                    |                   |                        |                  |
| 5510 Education Supplies              | 1,244.00            | 149.00              |              |                                  | 1,000.00                              |                    |                   |                        |                  |
| 5587 Tools                           |                     | 282.52              |              |                                  | 300.00                                |                    |                   |                        |                  |
| 5730 Dues                            | 920.00              | 200.00              |              | 500.00                           | 500.00                                |                    |                   |                        |                  |
| 5730 Dues - Metro Fire               | 2,500.00            | 2,500.00            |              | 2,500.00                         | 2,500.00                              |                    |                   |                        |                  |
| 5730 Dues - NFPA Internet Access     | 1,575.00            |                     |              | 1,575.00                         | 1,575.00                              |                    |                   |                        |                  |

**FIRE**

**EXPENDITURES**

| Classification                                       | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Equipment &amp; Unusual 001-220-5400</b>          |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5245 Tower Repair & Maint                            | 6,179.47            | 4,034.31            | 5,000.00   | 4,269.65                         | 5,000.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |
| 5278 Building Rental (Moody St Fire Station project) | 10,500.00           | 42,000.00           | 31,500.00  | 31,500.00                        | 31,500.00                             | 0.00               | (31,500.00)       | 0.00                   |                  |
| 5471 Patches & Badges                                | 823.00              | 889.00              | 1,000.00   | 777.50                           | 1,000.00                              | 1,000.00           | 0.00              | 1,000.00               |                  |
| 5850 Safety Equipment                                | 34,996.10           | 34,898.02           | 45,000.00  | 29,012.80                        | 45,000.00                             | 45,000.00          | 0.00              | 45,000.00              |                  |
| 5854 Hoses, Cable, Wire                              | 21,000.00           | 20,976.00           | 21,000.00  |                                  | 21,000.00                             | 21,000.00          | 0.00              | 21,000.00              |                  |
| 5873 Helmets & Shields                               |                     | 960.00              | 1,000.00   |                                  | 1,000.00                              | 1,000.00           | 0.00              | 1,000.00               |                  |
| Computer Software Program                            |                     |                     |            |                                  |                                       | 16,000.00          | 16,000.00         | 16,000.00              |                  |
| <b>Special Items 001-220-5500</b>                    |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5190 Uniform Allowance 1 @ 1,100                     | 1,100.00            | 1,100.00            | 1,100.00   | 1,100.00                         | 1,100.00                              | 1,100.00           | 0.00              | 1,100.00               |                  |
| 5190 Uniform Allowance 161 @ 1,050                   | 159,600.00          | 168,000.00          | 169,050.00 | 159,600.00                       | 159,600.00                            | 169,050.00         | 0.00              | 169,050.00             |                  |
| 5190 Uniform Allowance 7 @ 1,100                     | 6,600.00            | 7,700.00            | 7,700.00   | 7,700.00                         | 7,700.00                              | 7,700.00           | 0.00              | 7,700.00               |                  |
| 5190 Uniform Allowance 8 @ 9,486                     | 60,562.25           | 47,907.00           | 45,110.00  | 23,289.50                        | 45,110.00                             | 132,804.00         | 30,778.00         | 75,888.00              |                  |
| 5190 Promotional Uniforms                            |                     |                     | 5,000.00   |                                  | 5,000.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |
| 5196 Uniforms-Special Positions                      | 2,992.41            | 1,648.00            | 4,000.00   | 1,976.96                         | 4,000.00                              | 4,000.00           | 0.00              | 4,000.00               |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                       | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |
|-----------------------------------|--|---|-------------------------------|
| 5131 Overtime                     | This increase is due to not being able to bank personal and vacation days and because of the 9 Fire Fighter positions on hold. | 200,000.00                                    | 100,000.00                    |
| 5141 Longevity                    | Members reaching new longevity milestones. Retirement payouts, not currently funded.   | 146,010.00                                    | 146,010.00                    |
| 5142 College Credits              | Due to the rates going up per contract. New hires starting the job with enough C.C. to receive C.C. incentive.                 | 167,812.00                                    | 95,884.00                     |
| 5143 Holiday                      | This is necessary due to the salary increase on 7/21, along with an increase in Fire Personnel in FY-22.                       | 95,605.00                                     | 115,569.00                    |
| General Expenses 001-220-5200     | To restore the 5% cut to operating accounts  | 49,925.00                                     | 0.00                          |
| 5241 Equipment Repair/Maint       | Year 4 Gear Cleaning (see attached)  | 22,960.00                                     | 22,960.00                     |
| Computer Software Program         | Scheduling Software (see attached)   | 16,000.00                                     | 16,000.00                     |
| 5190 Uniform Allowance 14 @ 9,486 | Hire 9 positions on hold from FY21 and 5 new positions (see attached)  | 87,694.00                                     | 30,778.00                     |

**COST SUMMARY BY CLASSIFICATION**

|                                |                      |                      |                      |                      |                      |                      |                     |                      |             |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|-------------|
| <b>Personnel</b>               | 16,533,205.45        | 16,265,698.45        | 16,176,441.00        | 13,892,439.90        | 17,115,532.86        | 18,846,851.00        | 1,475,509.00        | 17,651,950.00        | 0.00        |
| <b>General Expenses</b>        | 640,296.74           | 527,244.36           | 549,000.00           | 181,265.04           | 603,979.30           | 621,885.00           | 22,960.00           | 571,960.00           | 0.00        |
| <b>Equipment &amp; Unusual</b> | 73,498.57            | 103,757.33           | 104,500.00           | 65,559.95            | 104,500.00           | 89,000.00            | (15,500.00)         | 89,000.00            | 0.00        |
| <b>Special Items</b>           | 230,854.66           | 226,355.00           | 231,960.00           | 193,666.46           | 222,510.00           | 319,654.00           | 30,778.00           | 262,738.00           | 0.00        |
| <b>Total Operating Budget</b>  | <u>17,477,855.42</u> | <u>17,123,055.14</u> | <u>17,061,901.00</u> | <u>14,332,931.35</u> | <u>18,046,522.16</u> | <u>19,877,390.00</u> | <u>1,513,747.00</u> | <u>18,575,648.00</u> | <u>0.00</u> |

**FIRE AUXILIARY**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021  |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget   | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>General Expenses 001-292-5200</b> |                     |                     | 8,500.00 |                                  |                                       | 8,500.00           | 0.00              | 8,500.00               |                  |
| 5241 Equipment Repairs/Maint         | 7,616.09            | 3,995.00            |          | 650.00                           | 3,995.00                              |                    |                   |                        |                  |
| 5312 Training                        |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| 5470 Public Safety Supplies          | 1,848.65            | 5,880.00            |          |                                  | 5,880.00                              |                    |                   |                        |                  |
| <b>Special Items 001-292-5500</b>    |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| 5190 Uniform                         | 5,878.50            | 3,500.00            | 3,500.00 |                                  | 3,500.00                              | 3,500.00           | 0.00              | 3,500.00               |                  |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

|                                |                  |                  |                  |               |                  |                  |             |                  |             |
|--------------------------------|------------------|------------------|------------------|---------------|------------------|------------------|-------------|------------------|-------------|
| <b>Personnel</b>               |                  |                  |                  |               |                  |                  |             |                  |             |
| <b>General Expenses</b>        | 9,464.74         | 9,875.00         | 8,500.00         | 650.00        | 9,875.00         | 8,500.00         | 0.00        | 8,500.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> |                  |                  |                  |               |                  |                  |             |                  |             |
| <b>Special Items</b>           | 5,878.50         | 3,500.00         | 3,500.00         | 0.00          | 3,500.00         | 3,500.00         | 0.00        | 3,500.00         | 0.00        |
| <b>Total Operating Budget</b>  | <u>15,343.24</u> | <u>13,375.00</u> | <u>12,000.00</u> | <u>650.00</u> | <u>13,375.00</u> | <u>12,000.00</u> | <u>0.00</u> | <u>12,000.00</u> | <u>0.00</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.

### 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 2019          | FY 2020          |
| Pension-Contributory/FICA   | 275,102          | 258,093          |
| Pension Administration  | 28,636           | 25,276           |
| Medical & Life Insurance  | 197,161          | 190,412          |
| Heat, Light, Water  | 4,669            | 4,656            |
| Building Repair & Maintenance   | 9,661            | 18,386           |
| Building Insurance  | 287              | 256              |
| Motor Vehicle Insurance   | 1,113            | 1,033            |
| Motor Vehicle Maint & Repair  | 32,349           | 33,208           |
| Total   | <u>\$548,978</u> | <u>\$531,320</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 nurse, 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. 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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Total permits issued   | 936               | 1,240                | 1,240                |
| Burial permits issued  | 294               | 245                  | 245                  |
| Food service estab permits   | 291               | 295                  | 295                  |
| Retail food permits  | 86                | 88                   | 90                   |
| Swimming pool permits  | 47                | 50                   | 50                   |
| Tobacco permits  | 64                | 64                   | 64                   |
| Day camp permits   | 3                 | 26                   | 26                   |
| DNA research permits   | 37                | 41                   | 41                   |
| Mobile food permits  | 9                 | 28                   | 28                   |
| Transportation of grease & garbage   | 31                | 32                   | 32                   |
| Contagious follow-up   | 346               | 568                  | 571                  |
| Tuberculosis follow-up   | 108               | 300                  | 304                  |
| Catch basin larva control  | 3,400             | 3,400                | 3,400                |
| B.T.I. treated acres   | 25                | 25                   | 25                   |
| Aerosol application/acres  | 5                 | 5                    | 5                    |
| Funeral Home permits   | 3                 | 3                    | 3                    |
| Temporary caterers permits   | 71                | 300                  | 330                  |
| Rat complaints   | 220               | 240                  | 260                  |
| Demolition Sign-offs   | 32                | 38                   | 45                   |
| COVID-19 follow-up   | 3,256             | 1,500                | 500                  |

## 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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Food establishment inspections  | 251               | 1,164                | 1,168                |
| Housing inspections   | 200               | 220                  | 240                  |
| Swimming pool inspections   | 16                | 47                   | 47                   |
| Housing complaints  | 200               | 220                  | 240                  |
| Trash complaints  | 185               | 190                  | 195                  |
| Food complaints   | 18                | 40                   | 40                   |
| Rodent & pest complaints  | 220               | 240                  | 260                  |
| No heat complaints  | 28                | 32                   | 32                   |
| Day camp inspections  | 3                 | 25                   | 25                   |
| Conferences owner or operator   | 5                 | 25                   | 28                   |

| INSPECTION OF WEIGHTS & MEASURE     |                   |                      |                      |
|-------------------------------------|-------------------|----------------------|----------------------|
| Output Measure                      | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Total devices inspected             | 2,780             | 2,800                | 2,800                |
| Gas pumps sealed                    | 351               | 351                  | 351                  |
| Scanners inspected                  | 2,700             | 3,000                | 3,000                |
| Weights tested & sealed             | 64                | 64                   | 64                   |
| Taxi meters sealed                  | 0                 | 43                   | 43                   |
| Package testing                     | 968               | 1,200                | 1,200                |
| Scales inspected                    | 716               | 720                  | 720                  |
| Scales sealed                       | 288               | 300                  | 300                  |
| Adjustments                         | 139               | 140                  | 140                  |
| Sealing fees                        | \$13,258          | \$14,000             | \$14,000             |
| Violator fines                      | \$100             | \$300                | \$300                |
| Annual loss restored for consumers  | \$255,583         | \$260,000            | \$260,000            |
| Annual loss restored for businesses | \$215,674         | \$220,000            | \$220,000            |

**HEALTH**

**PERSONNEL**

|                 |   |                    | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |    |                    |      |                        |                  |
|-----------------|---|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|----|--------------------|------|------------------------|------------------|
| Bargaining Unit | Position                                    | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #  | Department Request | #    | Mayor's Recommendation | Council Approval |
| 1.              | Commissioners                               |                    | 5       |                     | 5       | 5,000   | 2,800.00                         | 5,000.00                              | 5  | 5,000              | 5    | 5,000                  |                  |
| 2.              | *Dir of Public Health                       | 18-6 (L11)         | 1       |                     | 1       | 134,299 | 105,347.18                       | 139,670.96                            | 1  | 143,429            | 1    | 143,429                |                  |
| 3.              | *Asst Dir of Public Health                  | 15-6 (L9)          | 1       |                     | 1       | 108,423 | 85,612.14                        | 112,759.92                            | 1  | 115,059            | 1    | 115,059                |                  |
| 4.              | *Inspector, Wgts & Meas                     | 13-6 (L11)         | 1       |                     | 1       | 96,944  | 76,547.96                        | 100,821.76                            | 1  | 102,878            | 1    | 102,878                |                  |
| 5.              | SPMG *Sr Code Enforce Insp                  | 13-6 (L10)         | 1       |                     | 1       | 96,067  | 75,758.71                        | 99,909.68                             | 1  | 101,947            | 1    | 101,947                |                  |
| 6.              | SPMG *Sr Code Enforce Insp                  | 13-6               | 1       |                     | 1       | 82,850  | 64,771.00                        | 86,164.00                             | 1  | 91,264             | 1    | 91,264                 |                  |
| 7.              | SPMG *Sr Code Enforce Insp                  | 13-3               | 1       |                     | 1       | 74,792  | 58,462.26                        | 77,783.68                             | 1  | 82,371             | 1    | 82,371                 |                  |
| 8.              | *Public Health Nurse, RN                    | 13-6               | 1       |                     | 1       | 83,238  | 65,528.31                        | 86,567.52                             | 1  | 91,806             | 1    | 91,806                 |                  |
| 9.              | Social Worker/Certified Addiction Counselor | 13-1               | 1       |                     |         |         |                                  |                                       |    |                    |      |                        |                  |
| 10.             | Principal Off Asst (PT 19 hrs)              | 8-1                | 0.5     |                     | 0.5     | 38,912  | 28,711.44                        | 40,468.48                             |    |                    | 0.5  | 31,008                 |                  |
| Subtotal        |   |                    | 13.5    | 702,952.12          | 13.5    | 720,525 | 563,539.00                       | 749,146.00                            | 12 | 733,754            | 12.5 | 764,762                | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance/Contract Settlement included in \*  
position salary

52,141

Explanation

Principal Off Asst (PT 19 hrs) 8-1

(7,904)

New employee to be hired at lower step

New Positions

Administrative Assistant 10-1

Requesting part time to full time position because of COVID-19

|          |               |  |          |          |          |
|----------|---------------|--|----------|----------|----------|
| 1        | 61,635        |  | 0        | 0        | 0        |
| <b>1</b> | <b>61,635</b> |  | <b>0</b> | <b>0</b> | <b>0</b> |

**Subtotal**

**Grand Total**

|             |                   |             |                |                   |                   |           |                |  |             |                |          |
|-------------|-------------------|-------------|----------------|-------------------|-------------------|-----------|----------------|--|-------------|----------------|----------|
| <b>13.5</b> | <b>702,952.12</b> | <b>13.5</b> | <b>720,525</b> | <b>563,539.00</b> | <b>749,146.00</b> | <b>13</b> | <b>795,389</b> |  | <b>12.5</b> | <b>764,762</b> | <b>0</b> |
|-------------|-------------------|-------------|----------------|-------------------|-------------------|-----------|----------------|--|-------------|----------------|----------|



**HEALTH**

**EXPENDITURES**

| Classification   | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-510-5100</b>                                |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                                    | 608,600.46          | 564,896.33          | 579,669.00 | 455,479.60                       | 602,855.76                            | 687,511.00         | 46,207.00         | 625,876.00             | 0.00             |
| 5121 Salaries - Part Time                                    | 36,916.66           | 37,026.11           | 38,912.00  | 28,711.44                        | 40,468.48                             | 0.00               | (7,904.00)        | 31,008.00              | 0.00             |
| 5194 Boards & Commissions                                    | 4,400.00            | 4,100.00            | 5,000.00   | 2,800.00                         | 5,000.00                              | 5,000.00           | 0.00              | 5,000.00               | 0.00             |
| <b>Personnel: Weights &amp; Measures 001-244-5100</b>        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                                    | 96,070.61           | 96,929.68           | 96,944.00  | 76,547.96                        | 100,821.76                            | 102,878.00         | 5,934.00          | 102,878.00             | 0.00             |
| <b>General Expenses 001-510-5200</b>                         |                     |                     | 68,500.00  |                                  |                                       | 76,432.00          | 7,932.00          | 76,432.00              |                  |
| 5192 Mileage   | 386.90              |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint                           | 744.00              | 744.00              |            | 744.00                           | 744.00                                |                    |                   |                        |                  |
| 5305 Legal Services/Constable                                | 391.05              | 575.25              |            | 424.40                           | 600.00                                |                    |                   |                        |                  |
| 5306 Medical Services  | 1,727.05            | 1,036.28            |            | 329.00                           | 1,800.00                              |                    |                   |                        |                  |
| 5342 Postage   | 1,497.30            | 1,422.80            |            | 1,428.30                         | 1,500.00                              |                    |                   |                        |                  |
| 5343 Printing  | 998.00              | 726.50              |            |                                  | 1,000.00                              |                    |                   |                        |                  |
| 5382 Pest Control (Rat Prevention)                           | 12,020.00           | 20,730.00           |            | 18,888.00                        | 26,000.00                             |                    |                   |                        |                  |
| 5386 Public Safety /Mosquito Control                         | 37,215.00           | 37,688.00           |            | 37,688.00                        | 37,688.00                             |                    |                   |                        |                  |
| 5420 Office Supplies   | 1,322.75            | 913.10              |            | 425.83                           | 1,500.00                              |                    |                   |                        |                  |
| 5510 Education Supplies                                      | 325.00              |                     |            |                                  | 400.00                                |                    |                   |                        |                  |
| 5581 Clothing, Gloves & Shoes                                | 900.00              | 900.00              |            | 900.00                           | 900.00                                |                    |                   |                        |                  |
| 5587 Tools   | 77.36               |                     |            |                                  | 300.00                                |                    |                   |                        |                  |
| 5730 Dues  | 120.00              | 150.00              |            | 150.00                           | 150.00                                |                    |                   |                        |                  |
| <b>General Expenses: Weights &amp; Measures 001-244-5200</b> |                     |                     | 1,425.00   |                                  |                                       | 1,425.00           | 0.00              | 1,425.00               |                  |
| 5312 Education/Certification                                 | 160.00              | 110.00              |            |                                  | 300.00                                |                    |                   |                        |                  |
| 5470 Sealing Supplies  | 848.56              | 805.11              |            | 679.99                           | 900.00                                |                    |                   |                        |                  |
| 5587 Tools   | 255.90              | 239.49              |            | 267.38                           | 300.00                                |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-510-5400</b>                  |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5306 Medical & Behavioral Services                           | 100,000.00          | 100,000.00          | 100,000.00 | 58,115.98                        | 100,000.00                            | 0.00               | 0.00              | ** 100,000.00          |                  |
| 5395-72 Medical Waste Pickup                                 | 386.90              | 466.13              | 600.00     | 441.29                           | 600.00                                | 0.00               | (600.00)          | 0.00                   |                  |

\*\* Pending bid

HEALTH

EXPENDITURES

| Classification | FY 2019                | FY 2020                | FY 2021 |  |   | FY 2022               |                      |                           |                     |
|----------------|------------------------|------------------------|---------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                | Actual<br>Expenditures | Actual<br>Expenditures | Budget  | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |

Department Explanation for Requested Increases

Item

General Expenses 001-510-5200

Reason

Pest control increase for outdoor dining and construction

Department Cost for

Requested Increase

7,932.00

COST SUMMARY BY CLASSIFICATION

|                        |                   |                   |                   |                   |                   |                   |                  |                   |             |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel              | 745,987.73        | 702,952.12        | 720,525.00        | 563,539.00        | 749,146.00        | 795,389.00        | 44,237.00        | 764,762.00        | 0.00        |
| General Expenses       | 58,988.87         | 66,040.53         | 69,925.00         | 61,924.90         | 74,082.00         | 77,857.00         | 7,932.00         | 77,857.00         | 0.00        |
| Equipment & Unusual    | 100,386.90        | 100,466.13        | 100,600.00        | 58,557.27         | 100,600.00        | 0.00              | (600.00)         | 100,000.00        | 0.00        |
| Total Operating Budget | <u>905,363.50</u> | <u>869,458.78</u> | <u>891,050.00</u> | <u>684,021.17</u> | <u>923,828.00</u> | <u>873,246.00</u> | <u>51,569.00</u> | <u>942,619.00</u> | <u>0.00</u> |

## HISTORICAL COMMISSION

**STATEMENT OF OBJECTIVES:**

To oversee the obligations of the Waltham Historical Commission pursuant to the City Ordinances, obligations, and Massachusetts General Laws relating to the operation of Local Historic Commissions.

**DESCRIPTION OF OUTPUT STATEMENT:**

Manage and maintain the historical assets of the City of Waltham, including but not limited to city interface with state and federal boards, bodies and commissions related to the transfer of the Walter Fernald property, oversight of section 106 properties, maintenance and implementation of the demolition delay bylaw, review of historical CPA applications, inventory of historic assets, maintenance and restoration of the William Wellington House and historical oversight of the Robert Treat Paine Estate. Special outreach programs and accomplishments from Jan. 2020 to March 2021: Grant from Mass Historical Commission and CPC for \$30,000 historical surveys of three areas in city, including two on Southside; presentation to League of Women Voters of Waltham on role of historical commission; tour for Waltham Land Trust of historic resources on part of MCRT; distributed historical tour book and brochures to members of City Council; Report on historic colonial walls on AstraZeneca land on website; helped Waltham Land Trust with brochure on historic sites along Charles River.

| There are no indirect costs directly associated with this element. |            |            |
|--|------------|------------|
| Indirect Costs   | FY 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure                           | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|--|-------------------|----------------------|----------------------|
| Monthly Meetings                         | 10                | 10                   | 10                   |
| Demolition Reviews                       | 20                | 25                   | 25                   |
| Demolition Delays Hearings               | 10                | 12                   | 12                   |
| Demolition Delays Issued                 | 4                 | 6                    | 6                    |
| Developmental Prospectus Review          | 10                | 10                   | 12                   |
| Federal Section 106 Review               | 0                 | 1                    | 1                    |
| CPA Reviews, Proposals,<br>& Inspections | 2                 | 10                   | 10                   |
| Estimated Site Visits                    | 4                 | 1                    | 4                    |
| Educational and Outreach Prgms           | 2                 | 3                    | 3                    |
| Estimated Inquiries                      | 20                | 23                   | 25                   |
| Educational and Outreach Events          |                   | 2                    | 2                    |

# HISTORICAL COMMISSION

## PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

1. Board Members

| FY 2020                  |          | FY 2021 |                        |                             |          | FY 2022               |       |                |                     |   |
|--------------------------|----------|---------|------------------------|-----------------------------|----------|-----------------------|-------|----------------|---------------------|---|
| Actual<br># Expenditures | #        | Budget  | July - March           | Estimated                   | #        | Department<br>Request | #     | Mayor's        | Council<br>Approval |   |
|                          |          |         | Actual<br>Expenditures | Expenditures Thru 6/30/2021 |          |                       |       | Recommendation |                     |   |
|                          | 7        | 7,000   | 3,900.00               | 3,600.00                    | 7        | 7,000                 | 7     | 7,000          |                     |   |
| 7                        | 6,100.00 | 7       | 7,000                  | 3,900.00                    | 3,600.00 | 7                     | 7,000 | 7              | 7,000               | 0 |

## Summary of Changes

### Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

### Explanation

|   |   |  |   |   |   |  |  |  |  |  |
|---|---|--|---|---|---|--|--|--|--|--|
|   |   |  |   |   |   |  |  |  |  |  |
| 0 | 0 |  | 0 | 0 | 0 |  |  |  |  |  |

### New Positions

Subtotal

Grand Total

|   |          |   |       |          |          |   |       |   |       |   |
|---|----------|---|-------|----------|----------|---|-------|---|-------|---|
| 7 | 6,100.00 | 7 | 7,000 | 3,900.00 | 3,600.00 | 7 | 7,000 | 7 | 7,000 | 0 |
|---|----------|---|-------|----------|----------|---|-------|---|-------|---|

**HISTORICAL COMMISSION**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021  |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget   | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-691-5100</b>               |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| 5121 Salaries - Part Time                   |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| 5194 Boards & Commissions                   | 6,000.00            | 6,100.00            | 7,000.00 | 3,900.00                         | 3,600.00                              | 7,000.00           | 0.00              | 7,000.00               | 0.00             |
| <b>General Expenses 001-691-5200</b>        |                     |                     | 5,900.00 |                                  |                                       | 5,900.00           | 0.00              | 5,900.00               |                  |
| 5192 Mileage                                | 139.50              | 11.78               |          |                                  |                                       |                    |                   |                        |                  |
| 5245 Building/Grounds Maint                 |                     | 63.00               |          | 50.00                            | 65.00                                 |                    |                   |                        |                  |
| 5272 Office Equipment Rental                | 585.00              | 629.08              |          |                                  |                                       |                    |                   |                        |                  |
| 5308 Stenographer                           | 1,350.00            | 1,500.00            |          | 791.16                           | 1,500.00                              |                    |                   |                        |                  |
| 5342 Postage                                |                     |                     |          |                                  | 150.00                                |                    |                   |                        |                  |
| 5343 Printing                               | 515.92              | 851.46              |          |                                  | 400.00                                |                    |                   |                        |                  |
| 5420 Office Supplies                        | 174.88              | 85.77               |          | 143.51                           | 1,000.00                              |                    |                   |                        |                  |
| 5450 Custodial Supplies                     | 878.00              |                     |          | 825.00                           | 1,000.00                              |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-691-5400</b> |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| 5430 Paine Building Furnishings             | 7,300.00            | 9,750.00            | 6,500.00 | 1,440.00                         | 6,500.00                              | 6,500.00           | 0.00              | 6,500.00               |                  |
| 6266 Landscape Maintenance-Paine Estate     | 3,000.00            | 2,600.00            | 4,000.00 | 1,985.00                         | 4,000.00                              | 5,000.00           | 0.00              | 4,000.00               |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                             | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> |
|---|--|---|
| 6266 Landscape Maintenance-Paine Estate | Additional funding would ensure this National Historic Landmark and critical open space for the City of Waltham is receiving the proper care and specialized maintenance it requires to safeguard the historic appeal of the landscaping and ensure its continued and safe availability to the public. | 1,000.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                                |                  |                  |                  |                 |                  |                  |             |                  |             |
|--------------------------------|------------------|------------------|------------------|-----------------|------------------|------------------|-------------|------------------|-------------|
| <b>Personnel</b>               | 6,000.00         | 6,100.00         | 7,000.00         | 3,900.00        | 3,600.00         | 7,000.00         | 0.00        | 7,000.00         | 0.00        |
| <b>General Expenses</b>        | 3,643.30         | 3,141.09         | 5,900.00         | 1,809.67        | 4,115.00         | 5,900.00         | 0.00        | 5,900.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> | 10,300.00        | 12,350.00        | 10,500.00        | 3,425.00        | 10,500.00        | 11,500.00        | 0.00        | 10,500.00        | 0.00        |
| <b>Total Operating Budget</b>  | <b>19,943.30</b> | <b>21,591.09</b> | <b>23,400.00</b> | <b>9,134.67</b> | <b>18,215.00</b> | <b>24,400.00</b> | <b>0.00</b> | <b>23,400.00</b> | <b>0.00</b> |

## HUMAN RESOURCES

### STATEMENT OF OBJECTIVES:

It shall be the function of the department to plan, administer and direct all phases of the personnel function, recruitment and hiring process, including wage and salary administration, position classification, SummerWorks Youth Employment Program, sick and vacation leave, accident prevention and safety programs, physical and psychological examination programs, to maintain personnel transactions and management training programs, 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. Administration of the unemployment insurance benefit for municipal and school departments in accordance with Massachusetts general laws. Handle labor relations and personnel issues.

### 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 Human Resources department. Coordinate EAP services for employees. Recruitment process for all City positions; both civil service and non-civil service. Conduct qualifying exams for Emergency Telecommunication Operators, Emergency Communication Dispatcher Supervisors, Police Cadet and Clerical positions. Conduct 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 62,432           | 92,343           |
| Pension Administration  | 6,243            | 8,996            |
| Medical & Life Insurance  | 92,228           | 80,385           |
| Heat, Light, Water  | 9,339            | 9,313            |
| Building Repair & Maintenance   | 19,323           | 36,773           |
| Building Insurance  | 575              | 512              |
| <b>Total</b>  | <b>\$190,140</b> | <b>\$228,322</b> |

|                               | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
|-------------------------------|----------------|------------------|------------------|
| <b>Output Measure</b>         | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Total Applicants              | 517            | 400              | 560              |
| Department Requisitions       | 107            | 125              | 125              |
| Preplacement Physicals        | 25             | 15               | 30               |
| CORI Checks completed         | 110            | 50               | 125              |
| # Persons Employed            | 78             | 20               | 80               |
| # Persons Promoted            | 25             | 17               | 25               |
| # Departments Affected        | 18             | 18               | 18               |
| Qualifying Exams given        | 2              | 0                | 3                |
| EAP Program Providers         | 1              | 1                | 1                |
| EAP Program Utilization       | 55             | 60               | 60               |
| Summer Works Applications     | 98             | 20               | 100              |
| # Summer Works Students Hired | 60             | 10               | 50               |
| # Work Study Students         | 0              | 0                | 1                |
| Departments Affected          | 0              | 0                | 1                |
| Participating Colleges        | 0              | 0                | 1                |
| Insurance Claims Appealed     | 0              | 0                | 1                |

**HUMAN RESOURCES**

**PERSONNEL**

|                 |                                    |                    | FY 2020 |                     | FY 2021    |         |                                  |                                       | FY 2022    |                    |         |   |                        |                  |   |
|-----------------|------------------------------------|--------------------|---------|---------------------|------------|---------|----------------------------------|---------------------------------------|------------|--------------------|---------|---|------------------------|------------------|---|
| Bargaining Unit | Position                           | FY 2022 Grade-Step |         | Actual Expenditures | #          | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #          | Department Request |         | # | Mayor's Recommendation | Council Approval |   |
| 1.              | Human Resources Director           | 17-6 (L8)          |         |                     | 1          | 123,201 | 97,232.55                        | 123,201.00                            |            |                    |         | 1 | 130,743                |                  |   |
| 2.              | Assistant Human Resources Director | 14-1               | on hold |                     | 1          |         |                                  |                                       |            |                    |         | 1 |                        |                  |   |
| 3.              | *Personnel Technician              | 10-6 (L10)         |         |                     | 1          | 76,925  | 60,555.50                        | 76,925.00                             | 1          | 82,132             |         | 1 | 82,132                 |                  |   |
| 4.              | *Administrative Assistant          | 10-1               |         |                     | 1          | 58,080  | 25,005.66                        | 58,080.00                             | 1          | 61,635             |         | 1 | 61,635                 |                  |   |
| 5.              | Workers Comp Agent Stipend         |                    |         |                     |            | 6,000   | 4,438.41                         | 6,000.00                              |            | 6,000              |         |   | 6,000                  |                  |   |
| 6.              | Youth Employment Program           |                    |         |                     |            | 62,000  |                                  | 30,000.00                             |            | 62,000             |         |   | 62,000                 |                  |   |
| Subtotal        |                                    |                    |         | 4                   | 295,399.20 | 4       | 326,206                          | 187,232.12                            | 294,206.00 | 2                  | 211,767 |   | 4                      | 342,510          | 0 |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity/Compensation Ordinance included in \* position salary 16,304

Human Resources Director 19-6 (L8) 24,951

Assistant Human Resources Director 14-1 81,564

**Explanation**

Grade change from 17 to 19. Position is comparable to other department head positions within the City. Position responsibilities have increased. Benefits job duties to be assigned to department.

Requesting to fund 'on hold' position  
*Mayor: Will review when ordinance is passed.*

**New Positions**

Administrative Assistant Perm PT 10-1 PT Office Support 19 hours/wk

**Subtotal**

**Grand Total**

|            |                |          |          |          |
|------------|----------------|----------|----------|----------|
| 1          | 148,152        |          | 0        |          |
| 1          | 81,564         |          | 0        |          |
| 0.5        | 34,000         |          | 0        |          |
| <b>2.5</b> | <b>263,716</b> | <b>0</b> | <b>0</b> | <b>0</b> |

|          |                   |          |                |                   |                   |            |                |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|------------|----------------|----------|----------------|----------|
| <b>4</b> | <b>295,399.20</b> | <b>4</b> | <b>326,206</b> | <b>187,232.12</b> | <b>294,206.00</b> | <b>4.5</b> | <b>475,483</b> | <b>4</b> | <b>342,510</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|------------|----------------|----------|----------------|----------|

**HUMAN RESOURCES**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-152-5100</b>               |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 266,751.93          | 235,308.68          | 258,206.00 | 182,793.71                       | 258,206.00                            | 373,483.00         | 16,304.00         | 274,510.00             | 0.00             |
| 5121 Salaries - Part Time                   | 62,870.25           | 60,090.52           | 68,000.00  | 4,438.41                         | 36,000.00                             | 102,000.00         | 0.00              | 68,000.00              | 0.00             |
| <b>General Expenses 001-152-5200</b>        |                     |                     | 9,900.00   |                                  |                                       | 9,900.00           | 0.00              | 9,900.00               |                  |
| 5242 Office Equipment Repair/Maint          | 913.79              | 799.76              |            | 122.88                           | 1,200.00                              |                    |                   |                        |                  |
| 5312 Training                               | 290.00              |                     |            | 670.00                           | 1,000.00                              |                    |                   |                        |                  |
| 5341 Advertising                            | 1,509.29            | 2,369.47            |            | 375.00                           | 2,000.00                              |                    |                   |                        |                  |
| 5342 Postage                                | 1,274.82            | 97.75               |            | 1,046.45                         | 1,200.00                              |                    |                   |                        |                  |
| 5343 Printing                               |                     |                     |            |                                  | 250.00                                |                    |                   |                        |                  |
| 5420 Office Supplies                        | 940.32              | 1,432.74            |            |                                  | 1,800.00                              |                    |                   |                        |                  |
| 5730 Dues                                   | 275.00              | 325.00              |            | 325.00                           | 325.00                                |                    |                   |                        |                  |
| <b>General Expenses 001-153-5200</b>        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5125 Work-study                             | 1,551.00            |                     | 3,000.00   |                                  | 0.00                                  | 3,000.00           | 0.00              | 3,000.00               |                  |
| <b>General Expenses 001-913-5200</b>        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5170 Unemployment Compensation              | 10,500.35           | 14,094.65           | 20,000.00  | 335,563.58                       | 200,000.00                            | 100,000.00         | 0.00              | ** 20,000.00           |                  |
| <b>Equipment &amp; Unusual 001-152-5400</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5306 Pre-emp Physical/Psychological, EAP    | 33,240.00           | 18,159.00           | 32,000.00  | 4,050.00                         | 10,000.00                             | 32,000.00          | 0.00              | 32,000.00              |                  |
| 5311 Civil Service Exams                    |                     | 1,797.00            | 3,000.00   |                                  | 0.00                                  | 3,000.00           | 0.00              | 3,000.00               |                  |
| 5312 Training / Employment / Diversity      | 175.00              |                     | 3,000.00   | 50.00                            | 50.00                                 | 3,000.00           | 0.00              | 3,000.00               |                  |

*\*\*In flux by the State. Three reimbursements paid by the State to the City. Additional months are under review by the State.*



HUMAN RESOURCES

EXPENDITURES

| Classification  | FY 2019                | FY 2020                | FY 2021                                       |                                     |   | FY 2022               |                      |                           |                     |
|---|------------------------|------------------------|---|-------------------------------------|---|-----------------------|----------------------|---------------------------|---------------------|
|   | Actual<br>Expenditures | Actual<br>Expenditures | Budget  | July - March<br>Actual Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <u>Department Explanation for Requested Increases</u> |                        |                        |   |                                     |   |                       |                      |                           |                     |
| <u>Item</u>   | <u>Reason</u>          |                        | <u>Department Cost for Requested Increase</u> |                                     |   |                       |                      |                           |                     |
| 5170 Unemployment Compensation                        | COVID                  |                        | 80,000.00                                     |                                     |   |                       |                      |                           |                     |

COST SUMMARY BY CLASSIFICATION

|                        |                   |                   |                   |                   |                   |                   |                  |                   |             |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel              | 329,622.18        | 295,399.20        | 326,206.00        | 187,232.12        | 294,206.00        | 475,483.00        | 16,304.00        | 342,510.00        | 0.00        |
| General Expenses       | 17,254.57         | 19,119.37         | 32,900.00         | 338,102.91        | 207,775.00        | 112,900.00        | 0.00             | 32,900.00         | 0.00        |
| Equipment & Unusual    | 33,415.00         | 19,956.00         | 38,000.00         | 4,100.00          | 10,050.00         | 38,000.00         | 0.00             | 38,000.00         | 0.00        |
| Total Operating Budget | <u>380,291.75</u> | <u>334,474.57</u> | <u>397,106.00</u> | <u>529,435.03</u> | <u>512,031.00</u> | <u>626,383.00</u> | <u>16,304.00</u> | <u>413,410.00</u> | <u>0.00</u> |

## WORKERS COMPENSATION

**STATEMENT OF OBJECTIVES:**

This element administers in accordance with MGL 152 The Workers Compensation Program; investigating, managing and resolving related injuries for all City/School 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, process all invoices and prepare cases for the industrial accident board.

| There are no indirect costs directly associated with this element. |            |            |
|--|------------|------------|
| Indirect Costs   | FY 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure                       | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|--------------------------------------|-------------------|----------------------|----------------------|
| Number of Injuries                   | 51                | 50                   | 70                   |
| Number on Payroll                    | 11                | 13                   | 13                   |
| Retirees                             | 4                 | 5                    | 4                    |
| W/C Total Invoices (City & School)   | \$ 600,000.00     | \$ 700,000.00        | \$ 600,000.00        |
| W/C Total Invoices Paid (City & Sch) | \$ 243,888.54     | \$ 350,000.00        | \$ 275,000.00        |
| W/C Savings on Bills                 | \$ 356,111.46     | \$ 350,000.00        | \$ 325,000.00        |

**WORKERS COMPENSATION**

**EXPENDITURES**

|                                  | FY 2019             | FY 2020             | FY 2021    |                                  | FY 2022                               |                    |                   |                        |                  |
|----------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
| Classification                   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-912-5200    |                     |                     | 390,000.00 |                                  |                                       | 570,000.00         | (40,000.00)       | 350,000.00             |                  |
| 5170 Worker's Compensation       | 286,629.16          | 344,758.92          |            | 297,404.14                       | 350,000.00                            |                    |                   |                        |                  |
| 5305 Legal Services (IAB Orders) | 19,885.06           | 4,892.99            |            | 2,000.00                         | 8,000.00                              |                    |                   |                        |                  |
| 5306 Medical Services            | 159,776.47          | 149,010.56          |            | 188,003.85                       | 220,000.00                            |                    |                   |                        |                  |
| 5760 Claims & Settlements        |                     | 35,000.31           |            | 22,577.25                        | 30,000.00                             |                    |                   |                        |                  |

Department Explanation for Requested Increases

Item

General Expenses 001-912-5200

Reason

Increase in wage costs, increase in attorney & DIA fees, increase in medical procedures and costs, and requesting funds to settle old claims.

Department Cost for Requested Increase

180,000.00

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

|                  |            |            |            |            |            |            |             |            |      |
|------------------|------------|------------|------------|------------|------------|------------|-------------|------------|------|
| General Expenses | 466,290.69 | 533,662.78 | 390,000.00 | 509,985.24 | 608,000.00 | 570,000.00 | (40,000.00) | 350,000.00 | 0.00 |
|------------------|------------|------------|------------|------------|------------|------------|-------------|------------|------|

**Equipment & Unusual**

|                               |                   |                   |                   |                   |                   |                   |                    |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------|
| <b>Total Operating Budget</b> | <b>466,290.69</b> | <b>533,662.78</b> | <b>390,000.00</b> | <b>509,985.24</b> | <b>608,000.00</b> | <b>570,000.00</b> | <b>(40,000.00)</b> | <b>350,000.00</b> | <b>0.00</b> |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------|

## 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. IT implemented a new security, data protection and layered network environment to continue to enhance our city's data protection. We migrated our business continuity methods from Marathon to Microsoft Hyper-V (Virtual Server Environment). The department completed a network security and data protection scheme. IT updated the current GIS website 'Maps Online'. This update enhanced the GIS user interface and mobile application and enhanced Map and Markup abilities. IT launched a new responsive design 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 244,657          | 244,737          |
| Pension Administration  | 24,718           | 23,340           |
| Medical & Life Insurance  | 299,464          | 328,417          |
| Heat, Light, Water  | 6,845            | 5,619            |
| Building Repair & Maintenance   | 23,024           | 9,653            |
| Building Insurance  | 793              | 707              |
| <b>Total</b>  | <b>\$599,501</b> | <b>\$612,473</b> |

| <b>Output Measure</b>           | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|---------------------------------|---------------------------|------------------------------|------------------------------|
| Number of Systems Operating     |                           |                              | 32                           |
| Networked Personal Computers    |                           |                              | 530                          |
| Helpdesk Tickets                |                           | 2,631                        | 2,800                        |
| Laptop Deployed                 | 0                         | 80                           | 80                           |
| Desktops Deployed               |                           | 289                          | 50                           |
| Social Media Followers/Reach    |                           |                              |                              |
| Facebook Followers              |                           | 10,000                       |                              |
| Facebook Reach                  |                           | 25,000                       |                              |
| Twitter Followers               |                           | 7,000                        |                              |
| Twitter Reach                   |                           | 59,000                       |                              |
| Instagram Followers             |                           | 4,000                        |                              |
| Website citizen inquiries       |                           | 365                          |                              |
| Social Media (Directs only)     |                           | 260                          |                              |
| Department Assistance/Questions |                           | 520                          |                              |
| YouTube Subscribers             |                           | 334                          |                              |

**INFORMATION TECHNOLOGY**

**PERSONNEL**

|                 |  |                    | FY 2020 |                     | FY 2021 |           |                                  | FY 2022                               |      |                    |     |                        |                  |   |
|-----------------|--|--------------------|---------|---------------------|---------|-----------|----------------------------------|---------------------------------------|------|--------------------|-----|------------------------|------------------|---|
| Bargaining Unit | Position                                       | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #    | Department Request | #   | Mayor's Recommendation | Council Approval |   |
| 1.              | *IT Director                                   | 19-6 (L10)         |         |                     | 1       | 142,193   | 112,276.77                       | 147,880.72                            | 1    | 150,896            | 1   | 150,896                |                  |   |
| 2.              | *Asst Director IT                              | 16-6 (L11)         |         |                     | 1       | 117,590   | 92,850.46                        | 122,293.60                            | 1    | 125,638            | 1   | 125,638                |                  |   |
| 3.              | *GIS Administrator                             | 16-6 (L9)          |         |                     | 1       | 116,521   | 92,006.39                        | 121,181.84                            | 1    | 123,653            | 1   | 123,653                |                  |   |
| 4.              | *Server/Desktop Sys Mgr                        | 15-5               |         |                     | 1       | 90,619    | 70,819.05                        | 94,243.76                             | 1    | 99,952             | 1   | 99,952                 |                  |   |
| 5.              | SPMG *Sr App Analyst / Programmer              | 13-6 (L10)         |         |                     | 1       | 95,776    | 75,497.26                        | 99,607.04                             | 1    | 101,947            | 1   | 101,947                |                  |   |
| 6.              | SPMG Sr App Analyst / Programmer (contingency) | 13-1               |         |                     |         |           |                                  |                                       |      |                    |     |                        |                  |   |
| 7.              | SPMG *Server/Desktop Support Spec              | 12-6 (L10)         |         |                     | 1       | 90,206    | 71,227.28                        | 93,814.24                             | 1    | 95,726             | 1   | 95,726                 |                  |   |
| 8.              | SPMG *Server/Desktop Support Spec              | 12-6 (L10)         |         |                     | 1       | 90,206    | 71,185.16                        | 93,814.24                             | 1    | 95,726             | 1   | 95,726                 |                  |   |
| 9.              | SPMG *Server/Desktop Support Spec              | 12-6 (L9)          |         |                     | 1       | 89,385    | 70,579.84                        | 92,960.40                             | 1    | 94,856             | 1   | 94,856                 |                  |   |
| 10.             | SPMG *Server/Desktop Support Spec              | 12-6               |         |                     | 1       | 76,366    | 60,055.81                        | 79,420.64                             | 1    | 84,107             | 1   | 84,107                 |                  |   |
| 11.             | SPMG *Server/Desktop Support Spec              | 12-3               |         |                     | 1       | 70,480    | 55,388.71                        | 73,299.20                             | 1    | 77,610             | 1   | 77,610                 |                  |   |
| 12.             | *Social Media Coordinator                      | 10-6               |         |                     | 1       | 70,358    | 55,533.42                        | 73,172.32                             | 1    | 74,665             | 1   | 74,665                 |                  |   |
| 13.             | *Office Coordinator (PT 19 hrs)                | 9-6                |         |                     | 0.5     | 36,005    | 27,910.23                        | 37,445.20                             | 0.5  | 38,209             | 0.5 | 38,209                 |                  |   |
| 14.             | Temporary                                      |                    |         |                     |         | 14,848    | 10,656.00                        | 14,848.00                             |      | 14,848             |     | 14,848                 |                  |   |
| Subtotal        |  |                    | 11.5    | 1,081,973.92        | 11.5    | 1,100,553 | 865,986.38                       | 1,143,981.20                          | 11.5 | 1,177,833          |     | 11.5                   | 1,177,833        | 0 |

INFORMATION TECHNOLOGY

PERSONNEL

Bargaining Unit      Position      FY 2022 Grade-Step

| FY 2020      |  | FY 2021             |        |                |  | FY 2022            |  |                 |                         |
|--------------|--|---------------------|--------|----------------|--|--------------------|--|-----------------|-------------------------|
| Actual       |  | July - March        |        | Estimated      |  |                    |  |                 |                         |
| Expenditures |  | Actual Expenditures |        | Thru 6/30/2021 |  | Department Request |  | Mayor's Council |                         |
| #            |  | #                   | Budget | Expenditures   |  | #                  |  | #               | Recommendation Approval |

Summary of Changes

Adjustments to FY 2021 Positions  
Step Raises/Longevity/Compensation      77,280  
Ordinance/Contract Settlement included in \*  
position salary

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|      |              |      |           |            |              |      |           |      |           |   |
|------|--------------|------|-----------|------------|--------------|------|-----------|------|-----------|---|
| 11.5 | 1,081,973.92 | 11.5 | 1,100,553 | 865,986.38 | 1,143,981.20 | 11.5 | 1,177,833 | 11.5 | 1,177,833 | 0 |
|------|--------------|------|-----------|------------|--------------|------|-----------|------|-----------|---|

**INFORMATION TECHNOLOGY**

**EXPENDITURES**

| Classification                              | FY 2019                | FY 2020                | FY 2021      |  |   | FY 2022               |                      |                           |                     |
|---|------------------------|------------------------|--------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|   | Actual<br>Expenditures | Actual<br>Expenditures | Budget       | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-155-5100</b>               |                        |                        |              |  |   |                       |                      |                           |                     |
| 5111 Salaries - Full Time                   | 1,035,367.62           | 1,031,919.39           | 1,049,700.00 | 827,420.15                             | 1,091,688.00                                | 1,124,776.00          | 75,076.00            | 1,124,776.00              | 0.00                |
| 5121 Salaries - Part Time                   | 35,326.20              | 35,862.53              | 36,005.00    | 27,910.23                              | 37,445.20                                   | 38,209.00             | 2,204.00             | 38,209.00                 | 0.00                |
| 5122 Temporary Help                         | 14,496.00              | 14,192.00              | 14,848.00    | 10,656.00                              | 14,848.00                                   | 14,848.00             | 0.00                 | 14,848.00                 | 0.00                |
| 5131 Overtime - Callbacks                   | 9,984.00               | 9,984.00               | 11,000.00    | 7,488.00                               | 11,000.00                                   | 11,000.00             | 0.00                 | 11,000.00                 |                     |
| <hr/>                                       |                        |                        |              |  |   |                       |                      |                           |                     |
| <b>General Expenses 001-155-5200</b>        |                        |                        | 355,731.00   |  |   | 452,842.00            | 97,111.00            | 452,842.00                |                     |
| 5192 Mileage                                | 404.51                 |                        |              |  |   |                       |                      |                           |                     |
| 5241 Equipment Repair/Maint                 | 2,592.02               | 5,044.32               |              | 402.00                                 | 3,000.00                                    |                       |                      |                           |                     |
| 5243 Computer Equip Repair/Maint            | 64,690.73              | 72,441.05              |              | 40,748.31                              | 75,000.00                                   |                       |                      |                           |                     |
| 5248 Computer Software/License              | 217,249.87             | 235,449.48             |              | 261,422.88                             | 265,351.00                                  |                       |                      |                           |                     |
| 5312 Training                               | 5,000.00               | 5,191.88               |              |  | 5,000.00                                    |                       |                      |                           |                     |
| 5340 Communication Line                     | 10,544.62              | 8,868.73               |              | 5,344.00                               | 10,000.00                                   |                       |                      |                           |                     |
| 5342 Postage                                | 110.00                 |                        |              |  |   |                       |                      |                           |                     |
| 5420 Office Supplies                        | 2,673.49               | 2,275.57               |              | 1,160.29                               | 3,000.00                                    |                       |                      |                           |                     |
| 5424 Computer Supplies                      | 26,808.88              | 29,322.06              |              | 21,076.03                              | 32,000.00                                   |                       |                      |                           |                     |
| 5510 Education Supplies                     | 318.00                 |                        |              |  |   |                       |                      |                           |                     |
| 5581 Clothing, Gloves & Shoes               | 600.00                 | 600.00                 |              | 600.00                                 | 600.00                                      |                       |                      |                           |                     |
| 5730 Dues                                   |                        | 100.00                 |              |  | 100.00                                      |                       |                      |                           |                     |
| <hr/>                                       |                        |                        |              |  |   |                       |                      |                           |                     |
| <b>Equipment &amp; Unusual 001-155-5400</b> |                        |                        |              |  |   |                       |                      |                           |                     |
| 6525 Backup Disaster Recovery System        |                        | 36,100.00              |              |  |   |                       |                      |                           |                     |
| 6565 Computer Equipment/Software            | 38,034.80              | 27,093.60              | 30,000.00    | 6,477.75                               | 30,000.00                                   | 30,000.00             | 0.00                 | 30,000.00                 |                     |
| 6572 Email Upgrade                          |                        | 98,955.00              |              | 28,000.00                              | 31,045.00                                   |                       |                      |                           |                     |

**INFORMATION TECHNOLOGY**

**EXPENDITURES**

| Classification   | FY 2019                                | FY 2020                | FY 2021 |                                     |   | FY 2022  |                      |  |                     |
|--|--|------------------------|---------|-------------------------------------|---|--|----------------------|--|---------------------|
|  | Actual<br>Expenditures                 | Actual<br>Expenditures | Budget  | July - March<br>Actual Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request                                    | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation                | Council<br>Approval |
| <b><u>Department Explanation for Requested Increases</u></b> |  |                        |         |                                     |   |  |                      |  |                     |
| <b><u>Item</u></b>   | <b><u>Reason</u></b>                   |                        |         |                                     |   | <b><u>Department Cost for<br/>Requested Increase</u></b> |                      | <b><u>Mayor's<br/>Recommendation</u></b> |                     |
| General Expenses 001-155-5200                                |  |                        |         |                                     |   | 37,321.00  |                      | 37,321.00                                |                     |
| 5243 Computer Equip Repair/Maint                             | History trend                          |                        |         |                                     |   |  |                      |  |                     |
| 5248 Computer Software/License                               | Increases/adds to licenses/maintenance |                        |         |                                     |   |  |                      |  |                     |
| 5424 Computer Supplies                                       | History trend                          |                        |         |                                     |   |  |                      |  |                     |
| New - WIFI Maintenance                                       | WIFI                                   |                        |         |                                     |   | 39,790.00  |                      | 39,790.00                                |                     |
| New - Remote Security Measures                               | COVID                                  |                        |         |                                     |   | 20,000.00  |                      | 20,000.00                                |                     |
| Dual Authentication for remote users                         |  |                        |         |                                     |   |  |                      |  |                     |

**COST SUMMARY BY CLASSIFICATION**

|                               |                     |                     |                     |                     |                     |                     |                   |                     |             |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|-------------|
| Personnel                     | 1,095,173.82        | 1,091,957.92        | 1,111,553.00        | 873,474.38          | 1,154,981.20        | 1,188,833.00        | 77,280.00         | 1,188,833.00        | 0.00        |
| General Expenses              | 330,992.12          | 359,293.09          | 355,731.00          | 330,753.51          | 394,051.00          | 452,842.00          | 97,111.00         | 452,842.00          | 0.00        |
| Equipment & Unusual           | 38,034.80           | 162,148.60          | 30,000.00           | 34,477.75           | 61,045.00           | 30,000.00           | 0.00              | 30,000.00           | 0.00        |
| <b>Total Operating Budget</b> | <b>1,464,200.74</b> | <b>1,613,399.61</b> | <b>1,497,284.00</b> | <b>1,238,705.64</b> | <b>1,610,077.20</b> | <b>1,671,675.00</b> | <b>174,391.00</b> | <b>1,671,675.00</b> | <b>0.00</b> |



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 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------|-------------------|----------------------|----------------------|
|                |                   |                      |                      |

**CENTRAL TELEPHONE SERVICE**

**PERSONNEL**

| Bargaining<br>Unit | Position                          | FY 2022<br>Grade-Step |
|--------------------|-----------------------------------|-----------------------|
| 1.                 | Telephone Operators (7 available) |                       |
| Subtotal           |                                   |                       |

| FY 2020 |                     | FY 2021 |              |                                    | FY 2022 |                    |   |                        |                  |
|---------|---------------------|---------|--------------|------------------------------------|---------|--------------------|---|------------------------|------------------|
| #       | Actual Expenditures | #       | July - March | Estimated                          | #       | Department Request | # | Mayor's Recommendation | Council Approval |
|         |                     |         | Budget       | Actual Expenditures Thru 6/30/2021 |         |                    |   |                        |                  |
|         |                     |         | 28,538       | 19,139.68                          |         | 28,538             |   | 28,538                 |                  |
|         | 22,884.40           |         | 28,538       | 19,139.68                          |         | 28,538             |   | 28,538                 | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Explanation

|   |   |   |
|---|---|---|
|   |   |   |
| 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|           |        |           |           |        |        |   |
|-----------|--------|-----------|-----------|--------|--------|---|
| 22,884.40 | 28,538 | 19,139.68 | 28,538.00 | 28,538 | 28,538 | 0 |
|-----------|--------|-----------|-----------|--------|--------|---|

**CENTRAL TELEPHONE SERVICE**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-156-5100</b>               |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5121 Salaries - Part Time                   | 26,109.02           | 22,884.40           | 28,538.00  | 19,139.68                        | 28,538.00                             | 28,538.00          | 0.00              | 28,538.00              | 0.00             |
| <b>General Expenses 001-156-5200</b>        |                     |                     | 180,000.00 |                                  |                                       | 185,000.00         | 5,000.00          | 185,000.00             |                  |
| 5241 Equipment Repair/Maint                 | 33,772.41           | 34,245.11           |            | 37,257.56                        | 38,000.00                             |                    |                   |                        |                  |
| 5340 Communication                          | 157,901.19          | 156,697.42          |            | 102,730.50                       | 150,000.00                            |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-156-5400</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 6422 911 Interface System                   |                     |                     |            |                                  |                                       | 35,000.00          | 0.00              | 0.00                   |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                   | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |              |
|-------------------------------|---|---|--------------|
| General Expenses 001-156-5200 | Phone circuit traffic increases   | 5,000.00                                      |              |
| 6422 911 Interface System     | Interface system upgrade. System is not being supported after September 2021. | 35,000.00                                     | (In process) |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                 |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------|
| <b>Personnel</b>               | 26,109.02         | 22,884.40         | 28,538.00         | 19,139.68         | 28,538.00         | 28,538.00         | 0.00            | 28,538.00         | 0.00        |
| <b>General Expenses</b>        | 191,673.60        | 190,942.53        | 180,000.00        | 139,988.06        | 188,000.00        | 185,000.00        | 5,000.00        | 185,000.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> | 0.00              | 0.00              | 0.00              | 0.00              | 0.00              | 35,000.00         | 0.00            | 0.00              | 0.00        |
| <b>Total Operating Budget</b>  | <u>217,782.62</u> | <u>213,826.93</u> | <u>208,538.00</u> | <u>159,127.74</u> | <u>216,538.00</u> | <u>248,538.00</u> | <u>5,000.00</u> | <u>213,538.00</u> | <u>0.00</u> |

## LAW

### STATEMENT OF OBJECTIVES:

To provide the review, analysis, advisory and administrative support and supervision necessary to support a full range of legal services for the Mayor, City Council, all City Departments, and Boards & Commissions.

### DESCRIPTION OF OUTPUT STATEMENT:

The City Solicitor is responsible for furnishing legal advice to the Mayor, City Council and all branches of city government, for representing the City in all matters of litigation, for reviewing and approving all contracts and disputes arising from such contracts, bonds and other instruments, for legal processing of any violations of city ordinances, and for drafting and codifying all city ordinances. The Law Department defends on lawsuits in Federal Court, Massachusetts Superior Court and Land Courts.

*Collections & Tax Titles Proceedings* - Often the City Treasurer is unable to collect real estate or personal property taxes from the property owner, and then those delinquent accounts are sent to us to begin collection proceedings and enforcement thereof. Most often that requires us to file and proceed in the Massachusetts Land Court for a Tax Title Taking, ultimately seeking to enforce our tax lien by a "foreclosure" type process and decree from the Land Court. We have collected well into "six figures" in such cases most years.

*Real Estate Acquisition and Sales* - Although the acquisition of the former Stigmatines property has been completed, the Law Department continues to work on issues relating to the construction of the new high school at that site. The Law Department is also working on the acquisition of the former UMass Field Station and various other properties around the City, including acquisitions relating to a proposed widening of Rte. 117.

|   |                  |                  |
|---|------------------|------------------|
| 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 90,841           | 91,185           |
| Pension Administration  | 8,929            | 8,431            |
| Medical & Life Insurance  | 190,299          | 220,290          |
| Heat, Light, Water  | 18,677           | 18,625           |
| Building Repair & Maintenance   | 38,645           | 73,546           |
| Building Insurance  | 1,150            | 1,024            |
| <b>Total</b>  | <b>\$348,541</b> | <b>\$413,101</b> |

| <b>Output Measure</b>  | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|--|---------------------------|------------------------------|------------------------------|
| Amount Paid for Personal Inj claims                                    | \$0                       | \$50,000                     | \$75,000                     |
| Amount Paid in Property/Judgments                                      | \$74,744                  | \$100,000                    | \$150,000                    |
| Request for Opinions   | 237                       | 275                          | 350                          |
| a. Review of Special Permits   | 6                         | 15                           | 25                           |
| Basic Small Street Defect Claims                                       | 18                        | 100                          | 125                          |
| Contracts  | 71                        | 150                          | 200                          |
| Cases (Appeals, Worker's Comp, Labor Arbitration                       | 20                        | 50                           | 100                          |
| Issues, Collections, I&I Agreements, Disciplinary                      |                           |                              |                              |
| Actions, Wrongful Death Action, Zoning)                                |                           |                              |                              |
| ATB - Assisted Assessor's Office (they would have the total collected) |                           |                              |                              |
| Claimants Demands for Damages-Totals:                                  |                           |                              |                              |
| Water & Sewer Claims:  | \$90,763                  | \$100,000                    | \$100,000                    |
| Property Damage:   | \$15,231                  | \$20,000                     | \$50,000                     |
| Personal Injury:   | \$0                       | \$30,000                     | \$30,000                     |
| Street Defects:  | \$12,937                  | \$30,000                     | \$50,000                     |

## LAW

## PERSONNEL

|                 |                                 |                    | FY 2020 |                     | FY 2021 |         |   | FY 2022                |   |                    |   |                        |                  |
|-----------------|---------------------------------|--------------------|---------|---------------------|---------|---------|---|------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position                        | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1.              | *City Solicitor                 | 21-6 (L11)         | 1       |                     | 1       | 160,615 | 126,823.21                                      | 167,039.60             | 1 | 170,445            | 1 | 170,445                |                  |
| 2.              | First Asst City Solicitor       |                    |         |                     |         | 1,500   | 1,109.58  | 1,500.00               |   | 1,500              |   | 1,500                  |                  |
| 3.              | *Asst City Solicitor            | 18-6 (L11)         | 1       |                     | 1       | 135,156 | 106,720.69                                      | 140,562.24             | 1 | 143,429            | 1 | 143,429                |                  |
| 4.              | *Asst City Solicitor            | 18-6 (L10)         | 1       |                     | 1       | 133,938 | 105,759.22                                      | 139,295.52             | 1 | 142,137            | 1 | 142,137                |                  |
| 5.              | *Asst City Solicitor            | 18-6 (L9)          | 1       |                     | 1       | 132,721 | 104,785.25                                      | 138,029.84             | 1 | 140,844            | 1 | 140,844                |                  |
| 6.              | *Asst City Solicitor            | 18-6 (L9)          | 1       |                     | 1       | 132,721 | 104,780.13                                      | 138,029.84             | 1 | 140,844            | 1 | 140,844                |                  |
| 7.              | *Asst City Solicitor            | 18-3               | 1       |                     | 1       | 101,647 | 77,368.15                                       | 105,712.88             | 1 | 111,031            | 1 | 111,031                |                  |
| 8.              | Staff Attorney                  | 15-1               | 1       |                     |         |         |   |                        |   |                    |   |                        |                  |
| 9.              | *Legal Secretary/Office Manager | 11-6 (L10)         | 1       |                     | 1       | 83,464  | 65,903.82                                       | 86,802.56              | 1 | 88,572             | 1 | 88,572                 |                  |
| 10.             | *Legal Secretary/Office Manager | 11-6 (L9)          | 1       |                     | 1       | 82,705  | 65,299.30                                       | 86,013.20              | 1 | 87,767             | 1 | 87,767                 |                  |
| 11.             | Part Time / Temporary           |                    |         |                     |         | 7,500   | 791.00  | 7,500.00               |   | 7,500              |   | 7,500                  |                  |
| Subtotal        |                                 |                    | 9       | 873,857.23          | 9       | 971,967 | 759,340.35                                      | 1,010,485.68           | 8 | 1,034,069          | 8 | 1,034,069              | 0                |

## Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

62,102

ExplanationNew Positions

Subtotal

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

Grand Total

|   |            |   |         |            |              |   |           |   |           |   |
|---|------------|---|---------|------------|--------------|---|-----------|---|-----------|---|
| 9 | 873,857.23 | 9 | 971,967 | 759,340.35 | 1,010,485.68 | 8 | 1,034,069 | 8 | 1,034,069 | 0 |
|---|------------|---|---------|------------|--------------|---|-----------|---|-----------|---|

## LAW

## EXPENDITURES

| Classification                              | FY 2019             | FY 2020             | FY 2021    |   |                        | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|---|------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-151-5100</b>               |                     |                     |            |   |                        |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 927,689.81          | 868,768.23          | 964,467.00 | 758,549.35                                      | 1,002,985.68           | 1,026,569.00       | 62,102.00         | 1,026,569.00           | 0.00             |
| 5121 Salaries - Part Time                   | 6,055.00            | 5,089.00            | 7,500.00   | 791.00  | 7,500.00               | 7,500.00           | 0.00              | 7,500.00               | 0.00             |
| <hr/>                                       |                     |                     |            |   |                        |                    |                   |                        |                  |
| <b>General Expenses 001-151-5200</b>        |                     |                     | 161,200.00 |   |                        | 169,650.00         | 8,450.00          | 169,650.00             |                  |
| 5192 Mileage                                | 1,211.32            | 997.71              |            | 114.96  | 2,000.00               |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint          | 2,890.17            | 7,539.89            |            | 5,230.82  | 6,500.00               |                    |                   |                        |                  |
| 5305 Arbitration Costs                      | 3,631.15            | 7,195.13            |            | 2,298.87  | 50,000.00              |                    |                   |                        |                  |
| 5308 Stenographer                           | 2,748.05            | 639.25              |            |   | 5,000.00               |                    |                   |                        |                  |
| 5310 Appraisal Services                     | 6,500.00            |                     |            | 155.00  | 15,000.00              |                    |                   |                        |                  |
| 5312 Training                               | 280.00              | 80.00               |            | 189.00  | 2,000.00               |                    |                   |                        |                  |
| 5342 Postage                                | 25.50               | 65.99               |            | 192.41  | 650.00                 |                    |                   |                        |                  |
| 5420 Office Supplies                        | 2,147.52            | 2,590.79            |            |   | 3,000.00               |                    |                   |                        |                  |
| 5424 Computer Supplies                      |                     |                     |            |   | 5,000.00               |                    |                   |                        |                  |
| 5520 Educational Materials                  |                     | 149.00              |            |   | 500.00                 |                    |                   |                        |                  |
| 5730 Licenses & Law Library                 | 58,187.30           | 69,939.71           |            | 45,189.76                                       | 80,000.00              |                    |                   |                        |                  |
| <hr/>                                       |                     |                     |            |   |                        |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-151-5400</b> |                     |                     |            |   |                        |                    |                   |                        |                  |
| 5305 Title Searches for Foreclosures        | 2,425.00            | 850.00              |            |   |                        |                    |                   |                        |                  |
| 5310 Appraisal Services                     |                     | 20,732.00           |            | 14,193.00                                       | 14,193.00              |                    |                   |                        |                  |
| 5315-02 Legal Issues                        |                     |                     |            | 150,000.00                                      | 150,000.00             |                    |                   |                        |                  |
| 5316 Federal Court Cases                    |                     |                     |            |   |                        |                    |                   |                        |                  |
| 5760 Judgments, Claims & Settlements        | 64,021.71           | 80,779.80           | 100,000.00 | 26,565.30                                       | 100,000.00             | 100,000.00         | 0.00              | 100,000.00             |                  |

## LAW

## EXPENDITURES

|   | FY 2019             | FY 2020  | FY 2021      |                                    | FY 2022 |   |                   |                        |                  |
|---|---------------------|--|--------------|------------------------------------|---------|---|-------------------|------------------------|------------------|
|   |                     |  | July - March | Estimated                          |         |   |                   |                        |                  |
| Classification  | Actual Expenditures | Actual Expenditures                                      | Budget       | Actual Expenditures Thru 6/30/2021 |         | Department Request                            | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <u>Department Explanation for Requested Increases</u> |                     |  |              |                                    |         |   |                   |                        |                  |
| <u>Item</u>   |                     | <u>Reason</u>  |              |                                    |         | <u>Department Cost for Requested Increase</u> |                   |                        |                  |
| General Expenses 001-151-5200                         |                     | Increase costs for UMass Field Station - ongoing matters |              |                                    |         | 8,450.00                                      |                   |                        |                  |

## COST SUMMARY BY CLASSIFICATION

|                        |                     |                     |                     |                     |                     |                     |                  |                     |             |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|---------------------|-------------|
| Personnel              | 933,744.81          | 873,857.23          | 971,967.00          | 759,340.35          | 1,010,485.68        | 1,034,069.00        | 62,102.00        | 1,034,069.00        | 0.00        |
| General Expenses       | 77,621.01           | 89,197.47           | 161,200.00          | 53,370.82           | 169,650.00          | 169,650.00          | 8,450.00         | 169,650.00          | 0.00        |
| Equipment & Unusual    | 66,446.71           | 102,361.80          | 100,000.00          | 190,758.30          | 264,193.00          | 100,000.00          | 0.00             | 100,000.00          | 0.00        |
| Total Operating Budget | <u>1,077,812.53</u> | <u>1,065,416.50</u> | <u>1,233,167.00</u> | <u>1,003,469.47</u> | <u>1,444,328.68</u> | <u>1,303,719.00</u> | <u>70,552.00</u> | <u>1,303,719.00</u> | <u>0.00</u> |

## LIBRARY

### STATEMENT OF OBJECTIVES:

Welcome to the Waltham Public Library. We're glad you're here! Bienvenidos a la Biblioteca Pública de Waltham. Nos alegra que estén aquí!

The Waltham Public Library wants to be the best public library in the world; it's what sets us apart. Our goal is to meet people where they are, both in the library and in the community, and work from there to treat all people with respect and offer outstanding service. Waltham Public Library staff are committed to creating a physically and mentally safe environment, for both patrons and colleagues.

Throughout the past five years, thanks to the City of Waltham, our amazing patrons, and the support of the Friends of Waltham Public Library, the Library has invested in growing and strengthening the library team and our services, to be as nimble, forward thinking, and efficient as possible. While no one was truly prepared for the pandemic, I believe the Waltham Public Library rose to the challenge.

We called patrons at home to check in on them and say hello. We reached out to multiple organizations working with high-risk individuals to see how we could help. We immediately moved all programming to virtual platforms, learning and evolving as we went. Our YouTube channel is bustling with programs that you can watch at your convenience. We built a new website from scratch, completely in-house, making our 24/7 offerings easier to navigate (and more attractive). Library staff learned as much as possible about new programs for rental assistance and housing, for safety guidelines, and COVID-19 updates. We organized meetings around nap times, and welcomed toddlers and pets who made cameos on Zoom from time to time. We restructured our materials budget to buy as much e-content as possible, and make it accessible to everyone. We talked about accessibility and equity, then took actionable steps in both areas.

The Waltham Public Library is so much more than a building filled with books, and our work this past year reflects that. We continued to build community; we found creative ways to come together to share our stories and more importantly listen to each other's stories.

It is with sincere gratitude that I acknowledge the support of Mayor McCarthy, the City of Waltham, the Library Board of Trustees, the Friends of the Waltham Public Library, and YOU, our amazing community. And a million thank yous are owed for the patience and support you have extended to us during this challenging time.

Our primary goal for this budget request is a fully staffed Library, with full service hours.

**Vision:** The Waltham Public Library will be a fully-funded community hub, fostering a healthy democratic society by providing a wealth of current informational, educational, and recreational resources free of charge to all members of the community.

**Mission:** The Waltham Public Library provides the city's multi-ethnic, economically diverse population with popular informational, recreational, and educational library resources and services. The Library staff selects materials in a variety of formats to meet known and anticipated demand, strives to make the community aware of library services and materials, and endeavors to make those resources accessible to all with friendliness and efficiency.

### DESCRIPTION OF OUTPUT STATEMENT:

YOUR Library is consistently one of the top 15 circulating Minuteman Network libraries and in the top 7 for e-materials. On average, each full-time employee handles 17,000 items each year (and we're happy to do so!) With current safety precautions in place, WPL averages 25 visitors an hour, and 15 pick ups. Even with lockdown, our FY20 statistics were impressive. With so many unknowns, this year we included a summary of FY19 numbers for comparison, in lieu of projecting FY21/22 numbers.

|   |                    |                    |
|---|--------------------|--------------------|
| 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: |                    |                    |
| <b>Indirect Costs</b>   | <b>FY 2019</b>     | <b>FY 2020</b>     |
| Pension-Contributory/FICA   | 427,810            | 420,228            |
| Pension Administration  | 41,931             | 39,007             |
| Medical & Life Insurance  | 525,746            | 493,517            |
| Heat, Light, Water  | 137,139            | 117,299            |
| Building Repair & Maintenance   | 242,324            | 265,358            |
| Building Insurance  | 7,924              | 7,059              |
| <b>Total</b>  | <b>\$1,382,874</b> | <b>\$1,342,468</b> |

| <b>Output Measure</b>            | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|----------------------------------|---------------------------|------------------------------|------------------------------|
| Number of Registered Borrowers   | 30,351                    |                              |                              |
| Physical Items Circulated        | 225,209                   |                              |                              |
| Digital Items Circulated         | 167,112                   |                              |                              |
| Inter Library Loans IN           | 41,005                    |                              |                              |
| Inter Library Loans OUT          | 42,224                    |                              |                              |
| Added Books & Other Materials    | 14,055                    |                              |                              |
| Overdrive Advantage Mats Added   | 1,359                     |                              |                              |
| Added Overdrive titles (all MLN) | 16,007                    |                              |                              |
| Number of Visits to building     | 150,826                   |                              |                              |
| Number of Programs               | 874                       |                              |                              |
| Program Attendance               | 22,368                    |                              |                              |
| Study Room Use                   | 3,331                     |                              |                              |
| Meeting Room Use                 | 1,094                     |                              |                              |
| Internet desktop sessions        | 46,332                    |                              |                              |
| Wireless Sessions                | 54,750                    |                              |                              |
| Reference desk transactions      | 27,830                    |                              |                              |
| Saturdays open to the public     | 41                        |                              |                              |
| Sundays open to the public       | 41                        |                              |                              |
| Evening hours open to the public | 551                       |                              |                              |
| Average hourly visits            | 63                        |                              |                              |



**LIBRARY**

**PERSONNEL**

|                 |                                   |                    | FY 2020 |                     | FY 2021 |            |                                  | FY 2022                               |     |                    |     |                        |                  |
|-----------------|-----------------------------------|--------------------|---------|---------------------|---------|------------|----------------------------------|---------------------------------------|-----|--------------------|-----|------------------------|------------------|
| Bargaining Unit | Position                          | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #   | Department Request | #   | Mayor's Recommendation | Council Approval |
| 1.              | Library Trustees                  |                    | 6       | 6,000               |         | 3,000.00   | 6,000.00                         |                                       | 7   | 7,000              | 6   | 6,000                  |                  |
| 2.              | *Library Director                 | 19-6               | 1       | 129,266             |         | 102,056.01 | 134,436.64                       |                                       | 1   | 137,178            | 1   | 137,178                |                  |
| 3.              | *Asst Library Director            | 15-6 (L11)         | 1       | 110,081             |         | 86,806.48  | 114,484.24                       |                                       |     |                    | 1   | 117,170                |                  |
| 4. LIBR         | *Library Dept Head                | 13-6 (L11)         | 1       | 100,182             |         | 75,955.27  | 102,011.60                       |                                       | 1   | 102,189            | 1   | 102,189                |                  |
| 5. LIBR         | *Library Dept Head                | 13-6 (L10)         | 1       | 98,377              |         | 74,909.35  | 100,549.60                       |                                       | 1   | 100,987            | 1   | 100,987                |                  |
| 6. LIBR         | *Library Dept Head                | 13-6 (L9)          | 1       | 97,730              |         | 74,118.68  | 99,687.04                        |                                       | 1   | 100,047            | 1   | 100,047                |                  |
| 7. LIBR         | *Library Dept Head                | 13-6               | 1       | 86,667              |         | 65,834.27  | 87,133.66                        |                                       | 1   | 91,784             | 1   | 91,784                 |                  |
| 8. LIBR         | *Library Dept Head                | 13-5               | 1       | 82,059              |         | 61,173.54  | 82,085.04                        |                                       | 1   | 86,904             | 1   | 86,904                 |                  |
| 9. LIBR         | *Library Dept Head                | 13-4               | 1       | 80,402              |         | 60,648.83  | 81,130.26                        |                                       | 1   | 85,155             | 1   | 85,155                 |                  |
| 10. LIBR        | *Librarian I                      | 12-6 (L9)          | 1       | 92,390              |         | 69,810.01  | 93,625.66                        |                                       | 1   | 94,442             | 1   | 94,442                 |                  |
| 11. LIBR        | *Librarian I                      | 12-6               | 1       | 80,431              |         | 61,852.15  | 80,945.50                        |                                       | 1   | 85,183             | 1   | 85,183                 |                  |
| 12. LIBR        | *Librarian I                      | 12-4               | 1       | 75,290              |         | 56,438.17  | 75,156.80                        |                                       | 1   | 79,707             | 1   | 79,707                 |                  |
| 13. LIBR        | Librarian I - Teen Specialist     | 12-1               | 1       |                     |         |            |                                  |                                       |     |                    | 1   |                        |                  |
| 14. LIBR        | *Librarian I - Literacy Librarian | 12-3               | 1       | 72,735              |         | 54,551.43  | 72,766.54                        |                                       | 1   | 77,015             | 1   | 77,015                 |                  |
| 15.             | *Administrative Assistant         | 10-5               | 1       | 65,157              |         | 51,351.14  | 67,763.28                        |                                       | 1   | 71,851             | 1   | 71,851                 |                  |
| 16. LIBR        | *Library Assistant I              | 9-6 (L11)          | 1       | 75,522              |         | 45,731.75  | 61,370.76                        |                                       | 1   | 77,022             | 1   | 77,022                 |                  |
| 17. LIBR        | *Library Assistant I              | 9-6 (L11)          | 1       | 75,522              |         | 57,333.64  | 77,051.24                        |                                       | 1   | 77,022             | 1   | 77,022                 |                  |
| 18. LIBR        | *Library Assistant I              | 9-6 (L9)           | 1       | 73,480              |         | 55,921.60  | 74,901.90                        |                                       | 1   | 75,209             | 1   | 75,209                 |                  |
| 19. LIBR        | *Library Assistant I              | 9-5                | 1       | 63,169              |         | 48,313.35  | 65,020.58                        |                                       | 1   | 66,858             | 1   | 66,858                 |                  |
| 20. LIBR        | *Library Assistant I - Children's | 9-4                | 1       | 60,550              |         | 47,829.79  | 63,829.42                        |                                       | 1   | 64,074             | 1   | 64,074                 |                  |
| 21. LIBR        | *Library Assistant I              | 9-4                | 1       | 59,374              |         | 44,584.36  | 59,866.16                        |                                       | 1   | 62,830             | 1   | 62,830                 |                  |
| 22. LIBR        | Library Assistant I               | 9-1                | 1       | 74,841              |         | 1,552.71   | 14,026.21                        |                                       | 1   | 58,706             | 1   | 58,706                 |                  |
| 23. LIBR        | Library Assistant I               | 9-1                | 1       |                     |         |            |                                  |                                       |     |                    |     |                        |                  |
| 24. LAB         | *Working Foreman I                | 10-6 (L11)         | 1       | 71,477              |         | 56,420.77  | 75,808.44                        |                                       | 1   | 75,834             | 1   | 75,834                 |                  |
| 25. LAB         | *Building Maint Person Nights     | 7-6                | 1       | 59,449              |         | 44,360.30  | 59,663.00                        |                                       | 1   | 63,078             | 1   | 63,078                 |                  |
| 26. LAB         | *Bldg Custodian Jr (PT 19 hrs)    | 7-6                | 0.5     | 26,655              |         | 20,780.62  | 27,956.46                        |                                       | 0.5 | 28,287             | 0.5 | 28,287                 |                  |
| 27. LIBR        | *Librarian II - Archivist         | 11-5               | 0.5     | 40,758              |         | 28,657.53  | 38,557.88                        |                                       | 0.5 | 43,153             | 0.5 | 43,153                 |                  |
| 28. LIBR        | *Librarian II                     | 10-6               | 0.5     | 41,179              |         | 30,339.82  | 40,271.40                        |                                       | 0.5 | 42,737             | 0.5 | 42,737                 |                  |
| 29. LIBR        | *Librarian II                     | 10-6               | 0.5     | 39,797              |         | 27,768.56  | 36,750.30                        |                                       | 0.5 | 42,125             | 0.5 | 42,125                 |                  |

**LIBRARY**

**PERSONNEL**

|                 |                                    |                    | FY 2020 |                     | FY 2021 |           |   | FY 2022                |      |                    |      |                        |                  |
|-----------------|------------------------------------|--------------------|---------|---------------------|---------|-----------|---|------------------------|------|--------------------|------|------------------------|------------------|
| Bargaining Unit | Position                           | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget    | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | #    | Department Request | #    | Mayor's Recommendation | Council Approval |
| 30. LIBR        | *Library Assistant II - Specialist | 7-5                |         |                     | 0.5     | 32,162    | 23,926.08                                       | 31,313.80              | 0.5  | 34,031             | 0.5  | 34,031                 |                  |
| 31. LIBR        | *Library Assistant II - Specialist | 7-5                |         |                     | 0.5     | 32,162    | 22,847.59                                       | 30,635.92              | 0.5  | 34,031             | 0.5  | 34,031                 |                  |
| 32. LIBR        | *Library Assistant II - Specialist | 7-5                |         |                     | 0.5     | 31,888    | 22,492.54                                       | 30,021.82              | 0.5  | 33,739             | 0.5  | 33,739                 |                  |
| 33. LIBR        | *Library Assistant II - Specialist | 7-4                |         |                     | 0.5     | 30,476    | 22,580.63                                       | 30,272.16              | 0.5  | 32,245             | 0.5  | 32,245                 |                  |
| 34. LIBR        | *Library Assistant II - Specialist | 7-4                |         |                     | 0.5     | 30,476    | 22,610.65                                       | 30,235.94              | 0.5  | 32,245             | 0.5  | 32,245                 |                  |
| 35. LIBR        | *Library Assistant II - Specialist | 7-4                |         |                     | 0.5     | 30,123    | 23,321.10                                       | 30,146.26              | 0.5  | 31,876             | 0.5  | 31,876                 |                  |
| 36. LIBR        | Library Assistant II - Specialist  | 7-1                |         |                     | 0.5     | 38,249    | 1,176.07  | 7,550.90               | 0.5  | 29,810             | 0.5  | 29,810                 |                  |
| 37. LIBR        | Library Assistant II - Specialist  | 7-1                |         |                     | 0.5     |           |   |                        |      |                    |      |                        |                  |
|                 |                                    |                    |         |                     |         |           |   |                        |      |                    |      |                        |                  |
| 38. LIBR        | *Library Assistant II              | 6-6 (L10)          |         |                     | 0.5     | 35,893    | 25,926.54                                       | 35,078.36              | 0.5  | 36,613             | 0.5  | 36,613                 |                  |
| 39. LIBR        | *Library Assistant II              | 6-5                |         |                     | 0.5     | 30,110    | 21,171.01                                       | 28,116.74              | 0.5  | 31,860             | 0.5  | 31,860                 |                  |
| 40. LIBR        | *Library Assistant II              | 6-4                |         |                     | 0.5     | 29,287    | 21,002.45                                       | 28,230.22              | 0.5  | 30,981             | 0.5  | 30,981                 |                  |
| 41. LIBR        | Library Assistant II               | 6-1                |         |                     | 0.5     | 29,040    | 12,900.63                                       | 25,801.26              | 0.5  | 28,240             | 0.5  | 28,240                 |                  |
| 42. LIBR        | Library Assistant II               | 6-1                | on hold |                     | 0.5     |           |   |                        |      |                    | 0.5  |                        |                  |
|                 |                                    |                    |         |                     |         |           |   |                        |      |                    |      |                        |                  |
| 43.             | Librarian II - Substitutes         |                    |         |                     |         | 18,560    | 285.11  | 4,800.00               |      | 18,560             |      | 18,560                 |                  |
| 44.             | Library Assistant II - Substitutes |                    |         |                     |         | 37,000    | 1,933.87  | 9,000.00               |      | 37,000             |      | 37,000                 |                  |
|                 |                                    |                    |         |                     |         |           |   |                        |      |                    |      |                        |                  |
| 45.             | Pages                              |                    |         |                     |         | 35,000    |   | 8,750.00               |      | 46,800             |      | 46,800                 |                  |
|                 |                                    |                    |         |                     |         |           |   |                        |      |                    |      |                        |                  |
| 46.             | Weekend Staff                      |                    |         |                     |         | 45,437    |   | 11,400.00              |      | 52,733             |      | 52,733                 |                  |
|                 |                                    |                    |         |                     |         |           |   |                        |      |                    |      |                        |                  |
| 47.             | Building Maint Person PT - Subs    | 7                  |         |                     |         | 6,000     | 712.77  | 1,200.00               |      | 6,000              |      | 6,000                  |                  |
|                 |                                    |                    |         |                     |         |           |   |                        |      |                    |      |                        |                  |
| Subtotal        |                                    |                    | 38.5    | 2,305,720.00        | 38.5    | 2,430,403 | 1,630,987.17                                    | 2,235,402.99           | 35.5 | 2,413,141          | 37.0 | 2,529,311              | 0                |

*on hold*

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance/Contract Settlement included in \*  
position salary 105,186

Library Trustees 1,000

Asst Library Director 16-6 (L11) 15,841

Explanation

*Mayor: Vacancy exists*

The Board of Trustees has expressed a desire to formally expand the Board to include a paid teen representative who will represent the youth voice in discussion and decisions. While more steps need to be taken to create this position, this increase covers the additional stipend.

WPL respectfully requests a grade increase for the Assistant Library Director position to Grade 16, commensurate with most City Departments having Directors at Grade 19 and ADs at Grade 16. Position requires a MS, assists in managing a building and staff 7 days a week year round. Library serves a multi-ethnic, economically diverse populations of all ages and managing these dichotomies requires a very specific skillset, thoughtful consideration, planning and expertise that should be recognized as other ADs in the City, particularly since the Library AD is the only AD to require a MS.

1 125,922 0

**LIBRARY**

**PERSONNEL**

| FY 2020 |              | FY 2021      |        |              |                | FY 2022    |         |         |                |         |          |
|---------|--------------|--------------|--------|--------------|----------------|------------|---------|---------|----------------|---------|----------|
| Actual  |              | July - March |        | Estimated    |                | Department |         | Mayor's |                | Council |          |
| #       | Expenditures | #            | Budget | Expenditures | Thru 6/30/2021 | #          | Request | #       | Recommendation | #       | Approval |

**Summary of Changes**

|                      |                                   |      |          |   |      |              |      |           |              |              |      |           |  |      |           |   |
|----------------------|-----------------------------------|------|----------|---|------|--------------|------|-----------|--------------|--------------|------|-----------|--|------|-----------|---|
| LIBR                 | Librarian I - Teen Specialist     | 12-1 | 71,880   | WPL respectfully request to reinstate funding for all positions on hold. Before the pandemic, we saw a 22.4% increase in circulation and approx 80 people an hour. We currently serve 25 patrons/hour using contactless pick up and we're not open to full capacity. If not fully staffed, we will have to significantly increase our use of subs in order to complete essential circ functions. Of the four positions on hold, the FT Lib Assist (9-1) is one of two vacant positions in the Tech Services Dept, representing 50% of the workforce who process tens of thousands of materials each year. The Lib Assist II (7-1) is in the Children's Room, one of the busiest departments in the library. In Dec 2020, the Children's Dept circulated almost 12,000 items. Being fully staffed will also help us avoid the need to apply for a State Aid waiver, helping us secure our eligibility for approx \$80k in annual state aid assistance. | 1    | 71,880       |      |           | 0            |              |      |           |  |      |           |   |
| LIBR                 | Library Assistant I               | 9-1  | 57,867   |   | 1    | 57,867       | 1    |           | 57,867       |              |      |           |  |      |           |   |
| LIBR                 | Library Assistant II - Specialist | 7-1  | 29,412   |   | 0.5  | 29,412       | 0.5  |           | 29,412       |              |      |           |  |      |           |   |
| LIBR                 | Library Assistant II              | 6-1  | 27,862   |   | 0.5  | 27,862       |      |           | 0            |              |      |           |  |      |           |   |
| LIBR                 | Library Assistant I               | 9-1  | (16,135) | New employee to be hired at lower step/longevity  |      |              |      |           |              |              |      |           |  |      |           |   |
| LIBR                 | Library Assistant II - Specialist | 7-1  | (8,439)  | New employee to be hired at lower step/longevity  |      |              |      |           |              |              |      |           |  |      |           |   |
| LIBR                 | Library Assistant II              | 6-1  | (800)    | New employee to be hired at lower step/longevity  |      |              |      |           |              |              |      |           |  |      |           |   |
|                      | Pages                             |      | 11,800   | WPL respectfully requests increasing the hourly rate for the Pages to \$15.00. Pages play a vital role in maintaining our collection in a precise and efficient manner so staff and patrons can easily access materials. They also assist with a number of clerical tasks as needed, and regularly engage and guide patrons to staff. Neighboring MLN Libraries pay teens significantly more than Waltham, for the same tasks, at a minimum of \$13.50/hour. Rec Dept Teen employees currently make \$14/hour. WPL is committed to recruiting more library workers from the community, introducing them to the opportunities the field of librarianship brings, but must be able to offer (See request above)   |      |              |      |           |              |              |      |           |  |      |           |   |
|                      | Weekend Staff                     |      | 7,296    | Actual cost for staff hours needed to operate weekends; reflects required Sunday funds included in staff salary lines and contract requirements. Nominal increase from typical yearly expenditure. (See request above)  |      |              |      |           |              |              |      |           |  |      |           |   |
| <u>New Positions</u> |                                   |      |          |   |      |              |      |           |              |              |      |           |  |      |           |   |
| Subtotal             |                                   |      |          |   | 4.0  | 312,943      |      | 1.5       | 87,279       | 0            |      |           |  |      |           |   |
| Grand Total          |                                   |      |          |   | 38.5 | 2,305,720.00 | 38.5 | 2,430,403 | 1,630,987.17 | 2,235,402.99 | 39.5 | 2,726,084 |  | 38.5 | 2,616,590 | 0 |

## LIBRARY

## EXPENDITURES

| Classification   | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-610-5100</b>                                    |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time  | 1,535,430.93        | 1,600,991.16        | 1,653,225.00 | 1,196,772.53                     | 1,607,842.13                          | 1,849,832.00       | 115,975.00        | 1,769,200.00           | 0.00             |
| 5112 Wages - Full Time   | 129,338.80          | 130,564.00          | 130,926.00   | 100,781.07                       | 135,471.44                            | 138,912.00         | 7,986.00          | 138,912.00             | 0.00             |
| 5121 Salaries - Part Time  | 894.55              |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5122 Wages - Part Time   | 624,903.57          | 571,564.84          | 640,252.00   | 330,433.57                       | 486,089.42                            | 730,340.00         | 62,226.00         | 702,478.00             | 0.00             |
| 5131 Overtime  | 13,038.73           | 7,195.52            | 8,000.00     | 4,446.84                         | 7,429.30                              | 15,000.00          | 4,000.00          | 12,000.00              |                  |
| 5194 Boards & Commissions  | 4,500.00            | 2,600.00            | 6,000.00     | 3,000.00                         | 6,000.00                              | 7,000.00           | 0.00              | 6,000.00               | 0.00             |
| 5195 Buyback Sick Time   | 4,107.89            | 4,107.89            | 4,200.00     | 4,355.22                         | 4,356.00                              | 4,400.00           | 200.00            | 4,400.00               |                  |
| <b>General Expenses 001-610-5200</b>                             |                     |                     | 407,600.00   |                                  |                                       | 487,585.00         | 19,085.00         | 426,685.00             |                  |
| 5192 Mileage   | 573.65              | 326.69              |              |                                  | 250.00                                |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint                                      | 472.00              | 570.07              |              | 1,296.08                         | 1,500.00                              |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint                               |                     |                     |              |                                  | 250.00                                |                    |                   |                        |                  |
| 5248 Computer Software/License                                   | 7,561.92            | 4,533.40            |              | 5,372.78                         | 7,000.00                              |                    |                   |                        |                  |
| 5272 Office Equipment Rental                                     | 751.56              | 3,334.76            |              | 2,570.33                         | 3,500.00                              |                    |                   |                        |                  |
| 5291 Custodial Services  | 13,271.30           | 8,940.48            |              | 10,267.24                        | 12,000.00                             |                    |                   |                        |                  |
| 5312 Training/Professional Development                           | 4,125.44            | 1,141.00            |              | 796.96                           | 1,000.00                              |                    |                   |                        |                  |
| 5340 Communication Line  |                     | 2,717.40            |              | 2,023.60                         | 3,100.00                              |                    |                   |                        |                  |
| 5342 Postage   | 2,049.18            | 1,800.00            |              |                                  | 1,000.00                              |                    |                   |                        |                  |
| 5343 Printing  | 994.31              | 639.75              |              |                                  | 500.00                                |                    |                   |                        |                  |
| 5420 Office Supplies   | 3,455.84            | 2,190.43            |              | 1,820.58                         | 3,000.00                              |                    |                   |                        |                  |
| 5430 Building Supplies   | 553.93              | 2,119.88            |              | 1,375.70                         | 2,000.00                              |                    |                   |                        |                  |
| 5450 Custodial Supplies  | 6,090.91            | 4,306.33            |              | 1,686.42                         | 9,000.00                              |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies                                     | 3,107.99            | 1,381.60            |              | 1,108.96                         | 1,500.00                              |                    |                   |                        |                  |
| 5510 Education Supplies  | 344,805.39          | 359,999.96          |              | 183,389.38                       | 360,000.00                            |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes                                     | 2,409.27            | 2,709.39            |              | 2,303.53                         | 2,500.00                              |                    |                   |                        |                  |
| 5583 Library Supplies  | 34,255.33           | 20,312.73           |              | 9,682.73                         | 25,000.00                             |                    |                   |                        |                  |
| 5730 Dues  | 1,952.00            | 200.00              |              | 445.00                           | 1,500.00                              |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-610-5400</b>                      |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5396 Minuteman Network   | 55,440.67           | 58,723.00           | 61,578.00    | 60,168.00                        | 60,168.00                             | 62,325.00          | 747.00            | 62,325.00              |                  |
| 5399 Hold Sorting  | 1,000.00            | 1,000.00            | 1,000.00     | 750.00                           | 750.00                                | 1,000.00           | 0.00              | 1,000.00               |                  |
| 6540 Computers   | 9,978.67            | 25,805.29           | 18,000.00    | 35.98                            | 18,000.00                             | 18,000.00          | 0.00              | 18,000.00              |                  |
| <b>Other Charges 001-610-5700</b>                                |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5720 Out of State Travel<br>(1 conference annually for 2 people) |                     | 607.09              |              |                                  |                                       | 3,000.00           | 0.00              | 0.00                   |                  |

**LIBRARY**

**EXPENDITURES**

| Classification  | FY 2019   | FY 2020             | FY 2021 |   | FY 2022                |   |                               |                        |                  |
|---|---|---------------------|---------|---|------------------------|---|-------------------------------|------------------------|------------------|
|   | Actual Expenditures   | Actual Expenditures | Budget  | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request                            | Mayor's Incr/Decr             | Mayor's Recommendation | Council Approval |
| <u>Department Explanation for Requested Increases</u> |   |                     |         |   |                        |   |                               |                        |                  |
| <u>Item</u>   | <u>Reason</u>   |                     |         |   |                        | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |                        |                  |
| 5131 Overtime   | In FY19 we spent \$13k on OT. In FY21, we're on track for \$7,500, but that doesn't include two staff who would typically earn OT in nonpandemic time. Even filling all vacant positions, they won't be filled in time to not need OT help. |                     |         |   |                        | 7,000.00                                      | 4,000.00                      |                        |                  |
| 5195 Buyback Sick Time                                | Increase due to CBA requirements.   |                     |         |   |                        | 200.00  | 200.00                        |                        |                  |
| <u>General Expenses 001-610-5200:</u>                 |   |                     |         |   |                        | 79,985.00                                     | 19,085.00                     |                        |                  |
| 5192 Mileage  | Slightly higher than average due to anticipated in-person meetings and more at-home deliveries for patrons due to pandemic/health concerns.   |                     |         |   |                        |   |                               |                        |                  |
| 5241 Equipment Repair/Maint                           | Typically facilities or building related. We don't use this account unless something needs repair or maintenance.   |                     |         |   |                        |   |                               |                        |                  |
| 5242 Office Equipment Repair/Maint                    | Typically technology related repairs. We don't use this account unless something needs repair or maintenance.   |                     |         |   |                        |   |                               |                        |                  |
| 5248 Computer Software/License                        | Annual costs for software renewals for computer security and maintenance, including public desktops management and archival software. These prices reflect a discount for a three year renewal option (lessening the request for FY23/24).  |                     |         |   |                        |   |                               |                        |                  |
| 5272 Office Equipment Rental                          | Contract price for Pitney Bowes and CIT/Copier.   |                     |         |   |                        |   |                               |                        |                  |
| 5291 Custodial Services                               | Ongoing maintenance for restroom sanitation & health services. Amount reflects average costs for service when reopen to public.   |                     |         |   |                        |   |                               |                        |                  |
| 5312 Training/Professional Development                | Increase covers typical instate conference expenses and required training budget for Teamster/Laborer CBA.  |                     |         |   |                        |   |                               |                        |                  |
| 5340 Communication Line                               | This is a new account for an existing expense for our wireless internet and public payphone.  |                     |         |   |                        |   |                               |                        |                  |
| 5342 Postage  | Request reflects typical expenditures in a year; correlates primarily to ILL material requests for patrons, currently less than average due to pandemic.  |                     |         |   |                        |   |                               |                        |                  |
| 5343 Printing   | Increase reflects need when reopen to public.   |                     |         |   |                        |   |                               |                        |                  |
| 5420 Office Supplies                                  | Increase reflects need when reopen to public (higher use).  |                     |         |   |                        |   |                               |                        |                  |
| 5430 Building Supplies                                | Amount reflects anticipated use, balanced by any surplus materials from this year.  |                     |         |   |                        |   |                               |                        |                  |
| 5450 Custodial Supplies                               | Amount reflects anticipated use, balanced by any surplus materials from this year.  |                     |         |   |                        |   |                               |                        |                  |
| 5460 Groundskeeping Supplies                          | Request reflects typical expenditures in a year. Average spending is \$3k.  |                     |         |   |                        |   |                               |                        |                  |
| 5510 Education Supplies                               | Amount required to remain certified for State Aid, to participate in Minuteman Network shared eCollections (approx. \$35k) minus approx \$25k we will supplement from Library's State Aid account.  |                     |         |   |                        |   |                               |                        |                  |

**LIBRARY**

**EXPENDITURES**

| Classification  | FY 2019  | FY 2020             | FY 2021      |   |                        | FY 2022                                       |                   |                               |                  |
|---|--|---------------------|--------------|---|------------------------|---|-------------------|-------------------------------|------------------|
|   | Actual Expenditures  | Actual Expenditures | Budget       | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request                            | Mayor's Incr/Decr | Mayor's Recommendation        | Council Approval |
| <u>Department Explanation for Requested Increases</u> |  |                     |              |   |                        |   |                   |                               |                  |
| <u>Item</u>   | <u>Reason</u>  |                     |              |   |                        | <u>Department Cost for Requested Increase</u> |                   | <u>Mayor's Recommendation</u> |                  |
| 5581 Clothing, Gloves, Shoes                          | Increase due to CBA requirements.  |                     |              |   |                        |   |                   |                               |                  |
| 5583 Library Supplies                                 | Increase for anticipated toner use by patrons. We continue to offer wireless printing during the pandemic.   |                     |              |   |                        |   |                   |                               |                  |
| 5730 Dues   | Actual cost for degree holding staff to hold professional memberships in state and national organizations is \$7,000; membership provides a variety of resources and training/conference discounts.                      |                     |              |   |                        |   |                   |                               |                  |
| 5396 Minuteman Network                                | Minuteman uses a set formula to determine cost for each member library. Waltham card holders have access to 40 other MLN libraries and their collections, incl. ematerials, interlibrary loan and many valued databases. |                     |              |   |                        | 747.00  |                   | 747.00                        |                  |
| 5720 Out of State Travel                              | Estimated amount for two professional staff to attend the national American Library Association conference, typically held out of state.   |                     |              |   |                        | 3,000.00                                      |                   | 0.00                          |                  |
|   |  |                     |              |   |                        |   |                   |                               |                  |
| COST SUMMARY BY CLASSIFICATION                        |  |                     |              |   |                        |   |                   |                               |                  |
| Personnel   | 2,312,214.47   | 2,317,023.41        | 2,442,603.00 | 1,639,789.23                                    | 2,247,188.29           | 2,745,484.00                                  | 190,387.00        | 2,632,990.00                  | 0.00             |
| General Expenses                                      | 426,430.02   | 417,223.87          | 407,600.00   | 224,139.29                                      | 434,600.00             | 487,585.00                                    | 19,085.00         | 426,685.00                    | 0.00             |
| Equipment & Unusual                                   | 66,419.34  | 85,528.29           | 80,578.00    | 60,953.98                                       | 78,918.00              | 81,325.00                                     | 747.00            | 81,325.00                     | 0.00             |
| Other Charges   | 0.00   | 607.09              | 0.00         | 0.00  | 0.00                   | 3,000.00                                      | 0.00              | 0.00                          | 0.00             |
| Total Operating Budget                                | 2,805,063.83   | 2,820,382.66        | 2,930,781.00 | 1,924,882.50                                    | 2,760,706.29           | 3,317,394.00                                  | 210,219.00        | 3,141,000.00                  | 0.00             |

## 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 93,823           | 93,632           |
| Pension Administration  | 9,653            | 9,115            |
| Medical & Life Insurance ***  | 80,356           | 49,964           |
| Heat, Light, Water  | 8,512            | 7,665            |
| Building Repair & Maintenance   | 14,904           | 6,295            |
| Building Insurance  | 1,151            | 1,025            |
| <b>Total</b>  | <b>\$208,399</b> | <b>\$167,696</b> |

|                       |                |                  |                  |
|-----------------------|----------------|------------------|------------------|
|                       | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
| <b>Output Measure</b> | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| E-mails               | 21,600         | 22,350           | 23,100           |
| Phone Calls           | 13,000         | 14,000           | 15,000           |

\*\*\*No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

|                 |                            |                    | FY 2020 |                     | FY 2021 |         |   | FY 2022                |     |                    |     |                        |                  |
|-----------------|----------------------------|--------------------|---------|---------------------|---------|---------|---|------------------------|-----|--------------------|-----|------------------------|------------------|
| Bargaining Unit | Position                   | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | #   | Department Request | #   | Mayor's Recommendation | Council Approval |
|                 |                            |                    |         |                     |         |         |   |                        |     |                    |     |                        |                  |
| 1.              | *Mayor                     |                    | 1       |                     | 1       | 142,192 | 104,821.80                                      | 142,192.00             | 1   | 144,348            | 1   | 144,348                |                  |
| 2.              | Executive Assistant        | 12-2               | 1       |                     | 1       |         | 20,331.73                                       | 38,000.00              |     |                    |     |                        |                  |
| 3.              | Constituency Serv Admin PT | 10-6               | 1       |                     | 1       | 76,690  | 42,147.23                                       | 48,000.00              | 0.5 | 39,030             | 0.5 | 39,030                 |                  |
| 4.              | Constituency Serv Admin PT | 10-6               | 0.5     |                     | 0.5     | 18,882  | 22,852.29                                       | 30,000.00              | 0.5 | 32,525             | 0.5 | 32,525                 |                  |
| 5.              | Part Time                  |                    |         |                     |         | 38,775  | 35,214.06                                       | 42,000.00              |     | 27,094             |     | 27,094                 |                  |
| Subtotal        |                            |                    | 3.5     | 282,042.69          | 3.5     | 276,539 | 225,367.11                                      | 300,192.00             | 2   | 242,997            | 2   | 242,997                | 0                |

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance included in \* position salary

2,156

Explanation

Executive Assistant 12-2

73,282

Requesting to fund 'on hold' position  
Mayor: Position filled in FY21

1 73,282

1 73,282

Constituency Serv Admin PT 10-6

(37,660)

Convert from FT to PT and to reflect staff duties

Constituency Serv Admin PT 10-6  
Part Time

13,643  
(11,681)

To reflect staff duties

New Positions

Subtotal

1 73,282

1 73,282

0

Grand Total

|     |            |     |         |            |            |   |         |   |         |   |
|-----|------------|-----|---------|------------|------------|---|---------|---|---------|---|
| 3.5 | 282,042.69 | 3.5 | 276,539 | 225,367.11 | 300,192.00 | 3 | 316,279 | 3 | 316,279 | 0 |
|-----|------------|-----|---------|------------|------------|---|---------|---|---------|---|



## MAYOR

## EXPENDITURES

| Classification                              | FY 2019                | FY 2020                | FY 2021    |  |   | FY 2022               |                      |                           |                     |
|---|------------------------|------------------------|------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|   | Actual<br>Expenditures | Actual<br>Expenditures | Budget     | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-121-5100</b>               |                        |                        |            |  |   |                       |                      |                           |                     |
| 5111 Salaries - Full Time                   | 262,901.54             | 229,439.93             | 218,882.00 | 167,300.76                             | 228,192.00                                  | 217,630.00            | (1,252.00)           | 217,630.00                | 0.00                |
| 5121 Salaries - Part Time                   | 15,342.96              | 52,602.76              | 57,657.00  | 58,066.35                              | 72,000.00                                   | 98,649.00             | 40,992.00            | 98,649.00                 | 0.00                |
| <b>General Expenses 001-121-5200</b>        |                        |                        | 24,615.00  |  |   | 24,615.00             | 0.00                 | 24,615.00                 |                     |
| 5192 Mileage Allowance                      | 3,000.00               | 3,000.00               |            | 2,250.00                               | 3,000.00                                    |                       |                      |                           |                     |
| 5242 Office Equipment Repair/Maint          |                        | 119.99                 |            | 186.10                                 | 500.00                                      |                       |                      |                           |                     |
| 5342 Postage                                | 63.40                  | 345.60                 |            | 98.75                                  | 400.00                                      |                       |                      |                           |                     |
| 5343 Printing & Binding                     | 534.12                 | 1,111.62               |            |  |   |                       |                      |                           |                     |
| 5420 Office Supplies                        | 1,843.07               | 2,157.74               |            | 1,793.22                               | 2,400.00                                    |                       |                      |                           |                     |
| 5490 Food Supplies                          | 132.14                 |                        |            |  |   |                       |                      |                           |                     |
| 5730 MMA Membership for Council & Mayor     | 13,810.00              | 14,190.00              |            | 14,025.00                              | 14,025.00                                   |                       |                      |                           |                     |
| 5731 Mayor Expense                          | 3,300.00               | 3,300.00               |            | 2,475.00                               | 3,300.00                                    |                       |                      |                           |                     |
| <b>Equipment &amp; Unusual 001-121-5400</b> |                        |                        |            |  |   |                       |                      |                           |                     |
| 5178 OPEB Trust                             | 200,000.00             | 200,000.00             | 200,000.00 | 200,000.00                             | 200,000.00                                  | 200,000.00            | 0.00                 | 200,000.00                |                     |
| 5301 Audit                                  | 86,450.00              | 78,610.00              | 95,725.00  | 86,610.00                              | 95,725.00                                   | 95,725.00             | 0.00                 | 95,725.00                 |                     |
| 5303-04 Appraisal - 1273 Main St            |                        | 4,500.00               |            |  |   |                       |                      |                           |                     |
| 5303-05 Environmental - Appraisal UMass     | 21,764.64              | 53,854.64              |            |  |   |                       |                      |                           |                     |
| 5303-06 Appraisal - 1335 Main St            |                        | 4,500.00               |            |  |   |                       |                      |                           |                     |
| 5310-01 Environmental - Library Parking     |                        |                        |            | 12,700.00                              | 12,700.00                                   |                       |                      |                           |                     |
| 5386 Fernald Security                       |                        |                        | 25,000.00  |  | 25,000.00                                   | 25,000.00             | 0.00                 | 25,000.00                 |                     |
| 5391 Senior Volunteer Program               | 18,253.64              | 16,614.43              | 35,000.00  |  | 35,000.00                                   | 35,000.00             | 0.00                 | 35,000.00                 |                     |
| 5790 Waltham Day / Special Events           | 24,497.68              | 17,575.03              | 35,000.00  | 12,452.14                              | 35,000.00                                   | 35,000.00             | 0.00                 | 35,000.00                 |                     |

Department Explanation for Requested IncreasesItemReasonDepartment Cost for  
Requested Increase

## COST SUMMARY BY CLASSIFICATION

|                               |                   |                   |                   |                   |                   |                   |                  |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 278,244.50        | 282,042.69        | 276,539.00        | 225,367.11        | 300,192.00        | 316,279.00        | 39,740.00        | 316,279.00        | 0.00        |
| General Expenses              | 22,682.73         | 24,224.95         | 24,615.00         | 20,828.07         | 23,625.00         | 24,615.00         | 0.00             | 24,615.00         | 0.00        |
| Equipment & Unusual           | 350,965.96        | 375,654.10        | 390,725.00        | 311,762.14        | 403,425.00        | 390,725.00        | 0.00             | 390,725.00        | 0.00        |
| <b>Total Operating Budget</b> | <b>651,893.19</b> | <b>681,921.74</b> | <b>691,879.00</b> | <b>557,957.32</b> | <b>727,242.00</b> | <b>731,619.00</b> | <b>39,740.00</b> | <b>731,619.00</b> | <b>0.00</b> |

## CELEBRATION OF HOLIDAYS

**STATEMENT OF OBJECTIVES:**

To conduct a suitable city celebration of the noteworthy holidays.

**DESCRIPTION OF OUTPUT STATEMENT:**

On holidays each year the Mayor's 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. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
| Total  | \$0            | \$0            |

| Output Measure | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------|-------------------|----------------------|----------------------|
|                |                   |                      |                      |

**CELEBRATION OF HOLIDAYS**

**EXPENDITURES**

| Classification                | FY 2019                | FY 2020                | FY 2021   |  |   | FY 2022               |                      |                           |                     |
|-------------------------------|------------------------|------------------------|-----------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                               | Actual<br>Expenditures | Actual<br>Expenditures | Budget    | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| General Expenses 001-692-5200 |                        |                        |           |  |   |                       |                      |                           |                     |
| 5795 July 4th                 | 9,950.00               | 10,450.00              | 11,000.00 |  | 11,000.00                                   | 11,000.00             | 0.00                 | 11,000.00                 |                     |

Department Explanation for Requested Increases

Item

Reason

Department Cost for  
Requested Increase

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

|                               |                 |                  |                  |             |                  |                  |             |                  |             |
|-------------------------------|-----------------|------------------|------------------|-------------|------------------|------------------|-------------|------------------|-------------|
| General Expenses              | 9,950.00        | 10,450.00        | 11,000.00        | 0.00        | 11,000.00        | 11,000.00        | 0.00        | 11,000.00        | 0.00        |
| Equipment & Unusual           |                 |                  |                  |             |                  |                  |             |                  |             |
| <b>Total Operating Budget</b> | <b>9,950.00</b> | <b>10,450.00</b> | <b>11,000.00</b> | <b>0.00</b> | <b>11,000.00</b> | <b>11,000.00</b> | <b>0.00</b> | <b>11,000.00</b> | <b>0.00</b> |

## 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; offering 0% deferred payment loans for home improvement; 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 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 78,840           | 76,746           |
| Pension Administration  | 7,771            | 7,338            |
| Medical & Life Insurance  | 108,191          | 105,407          |
| Heat, Light, Water  | 14,827           | 13,038           |
| Building Repair & Maintenance   | 28,725           | 51,482           |
| Building Insurance  | 1,092            | 973              |
| Motor Vehicle Insurance   | 445              | 344              |
| Motor Vehicle Maint & Repair  | 12,939           | 11,069           |
| <b>Total</b>  | <b>\$252,830</b> | <b>\$266,397</b> |

| <b>Output Measure</b>            | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|----------------------------------|---------------------------|------------------------------|------------------------------|
| Administration of CDBG Budget    | \$965,544                 | \$964,181                    | \$964,181                    |
| Waltham Wayside Trail            | \$0                       | \$3,500,000                  | \$3,500,000                  |
| Woerd Ave Cap / Restoration      | \$210,000                 | \$1,992,500                  | \$1,992,500                  |
| Thompson Playground              | \$22,250                  | \$211,050                    | \$0                          |
| McDonald Playground              | \$22,250                  | \$211,050                    | \$0                          |
| Muni Vulnerabilities Prep Grants | \$217,000                 | \$0                          | \$200,000                    |
| Green Communities Grants         | \$250,000                 | \$0                          | \$250,000                    |
| Energy Project Rebates to City   | \$181,298                 | \$50,000                     | \$50,000                     |
| MassTrail Grant                  | \$300,000                 | \$0                          | \$300,000                    |
| MA Office on Disability Grant    | \$75,000                  | \$0                          | \$75,000                     |
| CARES Act Social Services        | \$189,327                 | \$0                          | \$0                          |
| CARES Act Small Business         | \$189,327                 | \$0                          | \$0                          |

City Funding: \$332,091

Federal Funding: \$134,806

**PLANNING**

**PERSONNEL**

|                 |  |                    | FY 2020 |              | FY 2021      |            |              | FY 2022        |   |         |   |                  |                |
|-----------------|--|--------------------|---------|--------------|--------------|------------|--------------|----------------|---|---------|---|------------------|----------------|
| Bargaining Unit | Position                                       | FY 2022 Grade-Step | Actual  |              | July - March |            | Estimated    | Department     |   | Mayor's |   | Council Approval |                |
|                 |  |                    | #       | Expenditures | #            | Budget     | Expenditures | Thru 6/30/2021 | # | Request | # |                  | Recommendation |
| 1.              | *Planning Director                             | 20-6 (L9)          | 1       | 149,701      | 118,125.05   | 155,689.04 | 1            | 158,864        | 1 | 158,864 |   |                  |                |
| 2.              | *Asst Dir of Planning                          | 15-6 (L8)          | 1       | 107,429      | 84,826.86    | 111,726.16 | 1            | 114,004        | 1 | 114,004 |   |                  |                |
| 3.              | Assistant Planning Director/<br>Sustainability | 15-1               | 1       |              |              |            |              |                |   |         |   |                  |                |
| 4.              | Principal Planner PT                           | 14                 | 0.5     | 42,409       | 25,807.65    | 42,409.00  |              |                |   |         |   |                  |                |
| 5.              | *Administrative Assistant                      | 10-6               | 1       | 69,695       | 54,631.53    | 72,482.80  | 1            | 74,665         | 1 | 74,665  |   |                  |                |
| 6.              | Part Time / Temporary (Trolley Driver)         |                    |         | 25,000       | 273.07       | 0.00       |              | 25,000         |   | 25,000  |   |                  |                |
| Subtotal        |  |                    | 4       | 310,146.34   | 4.5          | 394,234    | 283,664.16   | 382,307.00     | 3 | 372,533 | 3 | 372,533          | 0              |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance included in \* position salary

20,708

Principal Planner 14-1

39,155

Explanation

Restore part time Principal Planner to full time. Includes CDBG duties.

|          |               |          |               |          |
|----------|---------------|----------|---------------|----------|
| 1        | 81,564        | 1        | 81,564        |          |
| <b>1</b> | <b>81,564</b> | <b>1</b> | <b>81,564</b> | <b>0</b> |

**Subtotal**

**Grand Total**

|          |                   |            |                |                   |                   |          |                |          |                |          |
|----------|-------------------|------------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|
| <b>4</b> | <b>310,146.34</b> | <b>4.5</b> | <b>394,234</b> | <b>283,664.16</b> | <b>382,307.00</b> | <b>4</b> | <b>454,097</b> | <b>4</b> | <b>454,097</b> | <b>0</b> |
|----------|-------------------|------------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|

**PLANNING**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-175-5100</b>               |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 317,722.40          | 294,716.71          | 326,825.00   | 257,583.44                       | 339,898.00                            | 429,097.00         | 102,272.00        | 429,097.00             | 0.00             |
| 5121 Salaries - Part Time                   |                     | 1,776.00            | 42,409.00    | 25,807.65                        | 42,409.00                             | 0.00               | (42,409.00)       | 0.00                   | 0.00             |
| 5122 Wages - Part Time                      | 18,245.54           | 13,653.63           | 25,000.00    | 273.07                           | 0.00                                  | 25,000.00          | 0.00              | 25,000.00              | 0.00             |
| Offset Receipt - CDBG / HOME Program        | (44,776.80)         | (71,670.45)         | (134,954.00) | (59,908.54)                      | (134,954.00)                          | (134,806.00)       | 148.00            | (134,806.00)           |                  |
| <b>General Expenses 001-175-5200</b>        |                     |                     | 2,800.00     |                                  |                                       | 2,800.00           | 0.00              | 2,800.00               |                  |
| 5192 Mileage                                | 221.37              | 19.70               |              |                                  |                                       |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint          | 450.00              | 450.00              |              |                                  | 450.00                                |                    |                   |                        |                  |
| 5312 Training                               |                     | 161.00              |              |                                  | 330.00                                |                    |                   |                        |                  |
| 5342 Postage                                | 55.00               | 106.69              |              |                                  | 170.00                                |                    |                   |                        |                  |
| 5420 Office Supplies                        | 865.04              | 1,307.32            |              | 536.55                           | 850.00                                |                    |                   |                        |                  |
| 5730 Dues                                   | 1,210.00            | 738.00              |              | 741.00                           | 1,000.00                              |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-175-5400</b> |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5355 Tourism Brochures                      | 472.82              | 1,323.86            |              | 4,398.83                         | 4,825.00                              |                    |                   |                        |                  |
| 5356 "Waltham Assets"                       |                     |                     |              | 2,475.00                         | 5,325.00                              |                    |                   |                        |                  |
| 5358 Cultural Grants                        |                     | 20,000.00           | 10,000.00    |                                  | 10,000.00                             | 10,000.00          | 0.00              | 10,000.00              |                  |
| 5389 Triage Center                          | 5,000.00            |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5730 WTMA Dues                              |                     | 13,333.33           |              |                                  |                                       |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---------------|---|
|-------------|---------------|---|

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                  |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| <b>Personnel</b>               | 291,191.14        | 238,475.89        | 259,280.00        | 223,755.62        | 247,353.00        | 319,291.00        | 60,011.00        | 319,291.00        | 0.00        |
| <b>General Expenses</b>        | 2,801.41          | 2,782.71          | 2,800.00          | 1,277.55          | 2,800.00          | 2,800.00          | 0.00             | 2,800.00          | 0.00        |
| <b>Equipment &amp; Unusual</b> | 5,472.82          | 34,657.19         | 10,000.00         | 6,873.83          | 20,150.00         | 10,000.00         | 0.00             | 10,000.00         | 0.00        |
| <b>Total Operating Budget</b>  | <u>299,465.37</u> | <u>275,915.79</u> | <u>272,080.00</u> | <u>231,907.00</u> | <u>270,303.00</u> | <u>332,091.00</u> | <u>60,011.00</u> | <u>332,091.00</u> | <u>0.00</u> |

## HOUSING

### STATEMENT OF OBJECTIVES:

The objective of the Housing department is to provide information to the Mayor, City Council, Planning Director, citizens, businessmen, Municipal Housing Trust Fund 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 affordable housing opportunities. 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 2019          | FY 2020          |
| Pension-Contributory/FICA   | 66,395           | 66,569           |
| Pension Administration  | 6,654            | 6,283            |
| Medical & Life Insurance  | 84,446           | 91,714           |
| Heat, Light, Water  | 4,669            | 4,656            |
| Building Repair & Maintenance   | 9,661            | 18,386           |
| Building Insurance  | 1,669            | 1,487            |
| <b>Total</b>  | <b>\$173,494</b> | <b>\$189,095</b> |

| Output Measure                       | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|--------------------------------------|-------------------|----------------------|----------------------|
| CPA Emergency Assistance             | \$1,270,000       | \$0                  | \$0                  |
| CARES Emergency Rental Assist        | \$189,000         | \$615,000            | \$15,000             |
| CDBG Rehabilitation Loans            | \$47,698          | \$60,000             | \$60,000             |
| HOME Program WHA Loans               | \$0               | \$400,000            | \$0                  |
| CPC Leland Home                      | \$172,460         | \$0                  | \$0                  |
| HOME Program TBRA Program            | \$358,723         | \$400,000            | \$400,000            |
| Municipal Housing Trust DPA/EA       | \$100,000         | \$100,000            | \$100,000            |
| Prop Mgmt. 51 Lake St - Hardy Res.   | \$100,000         | \$100,000            | \$100,000            |
| Emergency Triage Center              | \$100,000         | \$100,000            | \$100,000            |
| Hardy Residences Capital Improvement | \$345,288         | \$0                  | \$0                  |
| CPC WHA Dana Court                   | \$344,000         | \$0                  | \$0                  |
| CDBG WHA Chesterbrook Roads          | \$0               | \$350,000            | \$350,000            |
| Homeless Tent Grant                  | \$0               | \$67,000             | \$0                  |

City Funding: \$574,565

Federal Funding: \$17,000

# HOUSING

## PERSONNEL

|          | Bargaining<br>Unit Position     | FY 2022<br>Grade-Step |
|----------|---------------------------------|-----------------------|
| 1.       | *Housing Supervisor             | 16-6 (L11)            |
| 2.       | *Asst Housing Supervisor        | 14-6 (L11)            |
| 3.       | *Housing Specialist (PT 19 hrs) | 12-6                  |
| 4.       | *Asst Finance Rehab Advisor     | 11-6                  |
| 5.       | *Administrative Assistant       | 10-3                  |
| 6.       | Fair Housing Officer            |                       |
| Subtotal |                                 |                       |

| FY 2020 |                     | FY 2021 |         |                     | FY 2022                     |   |                    |   |                        |                  |           |            |     |         |     |         |
|---------|---------------------|---------|---------|---------------------|-----------------------------|---|--------------------|---|------------------------|------------------|-----------|------------|-----|---------|-----|---------|
| #       | Actual Expenditures | #       | Budget  | July - March        | Estimated                   | # | Department Request | # | Mayor's Recommendation | Council Approval |           |            |     |         |     |         |
|         |                     |         |         | Actual Expenditures | Expenditures Thru 6/30/2021 |   |                    |   |                        |                  |           |            |     |         |     |         |
|         |                     |         |         | 1                   | 118,659                     |   |                    |   |                        |                  | 93,694.54 | 123,405.36 | 1   | 125,922 | 1   | 125,922 |
|         |                     |         |         | 1                   | 103,461                     |   |                    |   |                        |                  | 81,684.26 | 107,599.44 | 1   | 109,793 | 1   | 109,793 |
|         |                     |         |         | 0.5                 | 44,302                      |   |                    |   |                        |                  | 34,192.57 | 46,074.08  | 0.5 | 47,919  | 0.5 | 47,919  |
|         |                     |         |         | 1                   | 75,876                      |   |                    |   |                        |                  | 59,912.80 | 78,911.04  | 1   | 80,520  | 1   | 80,520  |
|         |                     |         |         | 0.5                 | 32,568                      |   |                    |   |                        |                  | 24,632.90 | 33,870.72  | 0.5 | 35,911  | 0.5 | 35,911  |
|         |                     |         |         |                     | 3,000                       |   |                    |   |                        |                  | 2,219.02  | 3,000.00   |     | 3,000   |     | 3,000   |
| 4       | 354,199.04          | 4       | 377,866 | 296,336.09          | 392,860.64                  | 4 | 403,065            |   | 4                      | 403,065          | 0         |            |     |         |     |         |

## Summary of Changes

### Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

25,199

### Explanation

|   |   |  |   |   |   |   |  |   |   |
|---|---|--|---|---|---|---|--|---|---|
|   |   |  |   |   |   |   |  |   |   |
| 0 | 0 |  | 0 | 0 | 0 | 0 |  | 0 | 0 |

### New Positions

Subtotal

Grand Total

|   |            |   |         |            |            |   |         |   |         |   |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---|
| 4 | 354,199.04 | 4 | 377,866 | 296,336.09 | 392,860.64 | 4 | 403,065 | 4 | 403,065 | 0 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---|



**HOUSING**

**EXPENDITURES**

| Classification  | FY 2019             | FY 2020             | FY 2021     |                                  |                                       | FY 2022            |                   |                                  |                  |
|---|---------------------|---------------------|-------------|----------------------------------|---------------------------------------|--------------------|-------------------|----------------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget      | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation Incr/Decr | Council Approval |
| <b>Personnel 001-183-5100</b>                                     |                     |                     |             |                                  |                                       |                    |                   |                                  |                  |
| 5111 Salaries - Full Time   | 296,518.90          | 297,520.85          | 297,996.00  | 235,291.60                       | 309,915.84                            | 316,235.00         | 18,239.00         | 316,235.00                       | 0.00             |
| 5121 Salaries - Part Time   | 49,741.66           | 56,678.19           | 79,870.00   | 61,044.49                        | 82,944.80                             | 86,830.00          | 6,960.00          | 86,830.00                        | 0.00             |
| Offset Receipt - CDBG / HOME Program                              |                     | (17,184.20)         | (16,000.00) |                                  | (22,652.00)                           | (17,000.00)        | (1,000.00)        | (17,000.00)                      |                  |
| <hr/>   |                     |                     |             |                                  |                                       |                    |                   |                                  |                  |
| <b>General Expenses 001-183-5200</b>                              |                     |                     | 86,500.00   |                                  |                                       | 88,500.00          | 2,000.00          | 88,500.00                        |                  |
| 5242 Office Equipment Repair/Maint                                | 209.46              |                     |             |                                  |                                       |                    |                   |                                  |                  |
| 5342 Postage  | 521.40              | 693.35              |             | 920.60                           | 1,000.00                              |                    |                   |                                  |                  |
| 5420 Office Supplies  | 818.15              | 839.41              |             | 581.80                           | 600.00                                |                    |                   |                                  |                  |
| <b>Hardy Residences 001-183-5200-xxxx-62</b>                      |                     |                     |             |                                  |                                       |                    |                   |                                  |                  |
| - 62 Hardy Residences Utilities                                   | 24,741.96           | 28,499.64           |             | 19,306.27                        | 27,000.00                             |                    |                   |                                  |                  |
| 5245 Hardy Residences Building/Grounds Maint                      | 57,743.23           | 46,172.91           |             | 51,977.50                        | 60,000.00                             |                    |                   |                                  |                  |
| <i>Expenses from City administration of bldg. offset by rents</i> |                     |                     |             |                                  |                                       |                    |                   |                                  |                  |
| <hr/>   |                     |                     |             |                                  |                                       |                    |                   |                                  |                  |
| <b>Equipment &amp; Unusual 001-183-5400</b>                       |                     |                     |             |                                  |                                       |                    |                   |                                  |                  |
| 5389 Triage Center  | 85,740.45           | 100,000.00          | 100,000.00  | 36,000.00                        | 100,000.00                            | 100,000.00         | 0.00              | 100,000.00                       |                  |
| 5390 COVID-19 Emergency Fund                                      |                     | 2,111.54            |             | 3,818.44                         | 270,000.00                            |                    |                   |                                  |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                   | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |
|-------------------------------|---|---|
| General Expenses 001-183-5200 | Increase for general maintenance costs at the Hardy Residences due to multiple apartment turnovers and extra cleaning due to COVID. | 2,000.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                  |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| <b>Personnel</b>               | 346,260.56        | 337,014.84        | 361,866.00        | 296,336.09        | 370,208.64        | 386,065.00        | 24,199.00        | 386,065.00        | 0.00        |
| <b>General Expenses</b>        | 84,034.20         | 76,205.31         | 86,500.00         | 72,786.17         | 88,600.00         | 88,500.00         | 2,000.00         | 88,500.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> | 85,740.45         | 102,111.54        | 100,000.00        | 39,818.44         | 370,000.00        | 100,000.00        | 0.00             | 100,000.00        | 0.00        |
| <b>Total Operating Budget</b>  | <u>516,035.21</u> | <u>515,331.69</u> | <u>548,366.00</u> | <u>408,940.70</u> | <u>828,808.64</u> | <u>574,565.00</u> | <u>26,199.00</u> | <u>574,565.00</u> | <u>0.00</u> |

## PAINE ESTATE

### STATEMENT OF OBJECTIVES:

Stonehurst, the Robert Treat Paine Estate is a National Historic Landmark, a natural and cultural treasure, and a vital part of the Waltham community enjoyed by thousands each year. Our mission is to "provoke thought and provide historical perspective on timeless social and environmental issues by ensuring that diverse audiences enjoy, appreciate and draw inspiration from Stonehurst, the Robert Treat Paine Estate and the legacy of those who created and lived there." Its creators were staunch advocates for social justice, affordable housing, education, public parks and national parks as essential components of a healthy democracy.

### DESCRIPTION OF OUTPUT STATEMENT:

Encourage public enjoyment and appreciation of this American treasure for current and future generations by serving as a venue for civic events, private events and meetings; by fostering community partnerships; by offering mission-related educational materials, tours, exhibits and programs; and by preserving, protecting and restoring its distinctive historical character.

|   |                  |                 |
|---|------------------|-----------------|
| 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: |                  |                 |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>  |
| Pension-Contributory/FICA   |                  | 2,130           |
| Medical & Life Insurance  | 35,250           | 34,823          |
| Heat, Light, Water  | 29,066           | 25,216          |
| Building Repair & Maintenance   | 42,925           | 19,488          |
| Building Insurance  | 7,033            | 6,266           |
| <b>Total</b>  | <b>\$114,274</b> | <b>\$87,923</b> |

|                       |                 |                  |                  |
|-----------------------|-----------------|------------------|------------------|
|                       | <b>FY 2020</b>  | <b>FY 2021</b>   | <b>FY 2022</b>   |
| <b>Output Measure</b> | <b>Actual</b>   | <b>Estimated</b> | <b>Projected</b> |
| Private events        | 20              | 10               | 25               |
| City events           | 3               | 0                | 4                |
| School Programs       | 6               | 6                | 10               |
| Public Programs       | 3               | 4                | 6                |
| <b>Total Income</b>   | <b>\$39,375</b> | <b>\$0</b>       | <b>\$50,000</b>  |

**PAINÉ ESTATE**

**PERSONNEL**

| Bargaining<br>Unit | Position                 | FY 2022<br>Grade-Step |
|--------------------|--------------------------|-----------------------|
| 1.                 | Paine Estate Curator     | 13-6 (L10)            |
| 2.                 | SPMG *Events Coordinator | 8-6 (L11)             |
| <b>Subtotal</b>    |                          |                       |

| FY 2020 |                     | FY 2021 |         |                     |                | FY 2022 |                    |   |                        |                  |
|---------|---------------------|---------|---------|---------------------|----------------|---------|--------------------|---|------------------------|------------------|
| #       | Actual Expenditures | #       | Budget  | July - March        | Estimated      | #       | Department Request | # | Mayor's Recommendation | Council Approval |
|         |                     |         |         | Actual Expenditures | Thru 6/30/2021 |         |                    |   |                        |                  |
|         |                     | 1       | 82,346  | 64,729.62           | 85,639.84      | 1       | 87,387             |   |                        |                  |
|         |                     | 1       | 72,536  | 57,122.70           | 75,437.44      | 1       | 77,442             | 1 | 77,442                 |                  |
| 2       | 154,366.55          | 2       | 154,882 | 121,852.32          | 161,077.28     | 2       | 164,829            |   | 1 77,442               | 0                |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance/ Contract Settlement included in \*  
position salary

4,906

Explanation

Paine Estate Curator PT 13-6 (L10)

(38,653)

15 hours/week for City work only

New Positions

**Subtotal**

|          |          |  |            |               |  |          |  |  |  |  |
|----------|----------|--|------------|---------------|--|----------|--|--|--|--|
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
|          |          |  |            |               |  |          |  |  |  |  |
| <b>0</b> | <b>0</b> |  | <b>0.5</b> | <b>43,693</b> |  | <b>0</b> |  |  |  |  |

**Grand Total**

|          |                   |          |                |                   |                   |          |                |            |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|------------|----------------|----------|
| <b>2</b> | <b>154,366.55</b> | <b>2</b> | <b>154,882</b> | <b>121,852.32</b> | <b>161,077.28</b> | <b>2</b> | <b>164,829</b> | <b>1.5</b> | <b>121,135</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|------------|----------------|----------|

**PAINE ESTATE**

**EXPENDITURES**

| Classification                       | FY 2019                | FY 2020                | FY 2021     |  |   | FY 2022               |                      |                           |                     |
|--------------------------------------|------------------------|------------------------|-------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                                      | Actual<br>Expenditures | Actual<br>Expenditures | Budget      | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-670-5100</b>        |                        |                        |             |  |   |                       |                      |                           |                     |
| 5111 Salaries - Full Time            | 149,685.64             | 154,366.55             | 154,882.00  | 121,852.32                             | 161,077.28                                  | 164,829.00            | (77,440.00)          | 77,442.00                 | 0.00                |
| 5121 Salaries - Part Time            |                        |                        |             |  |   |                       | 43,693.00            | 43,693.00                 | 0.00                |
| Offset Receipt - Gift                | (27,199.00)            | (27,303.00)            | (27,374.00) |  | (27,374.00)                                 | (29,129.00)           | 27,374.00            | 0.00                      |                     |
| <hr/>                                |                        |                        |             |  |   |                       |                      |                           |                     |
| <b>General Expenses 001-670-5200</b> |                        |                        | 19,300.00   |  |   | 34,750.00             | 8,000.00             | 27,300.00                 |                     |
| 5291 Custodial Services              | 8,764.88               | 8,278.00               |             | 5,938.50                               | 8,300.00                                    |                       |                      |                           |                     |
| 5307 Public Safety Service           | 12,234.00              | 6,652.00               |             |  | 3,400.00                                    |                       |                      |                           |                     |
| 5330 Transport Services              |                        | 484.00                 |             |  |   |                       |                      |                           |                     |
| 5342 Postage                         | 200.00                 | 165.00                 |             |  | 200.00                                      |                       |                      |                           |                     |
| 5343 Printing                        | 979.89                 | 134.25                 |             | 1,135.92                               | 1,600.00                                    |                       |                      |                           |                     |
| 5382 Pest Control                    | 1,040.00               | 720.00                 |             | 560.00                                 | 1,000.00                                    |                       |                      |                           |                     |
| 5420 Office Supplies                 | 2,494.29               | 706.12                 |             | 339.13                                 | 700.00                                      |                       |                      |                           |                     |
| 5430 Building Supplies               | 1,457.76               | 239.92                 |             | 3,425.00                               | 4,000.00                                    |                       |                      |                           |                     |
| 5581 Clothing                        | 100.00                 | 100.00                 |             | 100.00                                 | 100.00                                      |                       |                      |                           |                     |

**Department Explanation for Requested Increases**

| <u>Item</u>                | <u>Reason</u>   | <u>Department Cost for<br/>Requested Increase</u> |
|----------------------------|---|---|
| 5291 Custodial Services    | With events & programs resuming in FY2022 the budget will need to be restored to prepandemic levels in order to ensure public health (through custodial services) and public safety (through public safety services). | 15,450.00   |
| 5307 Public Safety Service |   |   |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                 |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------|
| <b>Personnel</b>               | 122,486.64        | 127,063.55        | 127,508.00        | 121,852.32        | 133,703.28        | 135,700.00        | (6,373.00)      | 121,135.00        | 0.00        |
| <b>General Expenses</b>        | 27,270.82         | 17,479.29         | 19,300.00         | 11,498.55         | 19,300.00         | 34,750.00         | 8,000.00        | 27,300.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                 |                   |             |
| <b>Total Operating Budget</b>  | <u>149,757.46</u> | <u>144,542.84</u> | <u>146,808.00</u> | <u>133,350.87</u> | <u>153,003.28</u> | <u>170,450.00</u> | <u>1,627.00</u> | <u>148,435.00</u> | <u>0.00</u> |

## POLICE

### STATEMENT OF OBJECTIVES:

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

**Community Services:** The objectives of the Community Services Division include providing diversified programs reaching out to the citizens of the community. The programs include GREAT, TRIAD, City United, the Waltham Police Athletic League, Housing Liaison Program and Citizens Academy. 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 2019             | FY 2020             |
| Pension-Contributory/FICA   | 5,911,675           | 5,982,717           |
| Pension Administration  | 606,892             | 580,700             |
| Medical & Life Insurance  | 6,437,547           | 6,321,144           |
| Heat, Light, Water  | 78,762              | 77,355              |
| Building Repair & Maintenance   | 368,434             | 98,457              |
| Building Insurance  | 5,218               | 4,648               |
| Motor Vehicle Insurance   | 14,692              | 11,537              |
| Motor Vehicle Maint & Repair  | 426,998             | 370,812             |
| Total   | <u>\$13,850,218</u> | <u>\$13,447,370</u> |

### 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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Total Training <i>Hours</i> in Service  | 5,120             | 5,760                | 5,760                |
| Total Training <i>Hours</i> Specialized   | 1,600             | 7,500                | 8,200                |
| Total Training <i>Hours</i> Firearms  | 1,820             | 2,828                | 2,828                |
| Total Training <i>Hours</i> Firearms - Special  | 96                | 1,476                | 1,668                |
| Total Evidence Received   | 938               | 812                  | 875                  |
| Background Investigations   | 30                | 20                   | 50                   |

### 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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Taxi Inspections   | 0 due to COVID    | 60                   | 60                   |
| Accidents Reported   | 2,069             | 1,216                | 2,500                |
| Accidents Investigated   | 1,323             | 746                  | 1,300                |
| Taxi License   | 51                | 51                   | 42                   |
| Taxi Registrations   | 48                | 30                   | 30                   |
| F.I.D. Cards Issued  | 22                | 18                   | 13                   |
| License to Carry Firearms Issued   | 300               | 450                  | 405                  |

| 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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
| Arrests   | 512               | 378                  | 567                  |
| Incapacitated Persons   | 157               | 68                   | 213                  |
| Traffic Citations Issued  | 6,924             | 1,228                | 8,679                |
| OUI Arrests   | 48                | 48                   | 55                   |
| Parking Tags Issued   | 1,468             | 933                  | 1,859                |
| Frequency Checks  | 13,707            | 11,816               | 12,461               |
| Incident Reports Prepared   | 7,556             | 6,094                | 7,767                |

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

The output statement represents an overview of responsibilities and activities conducted by the Detective Division. **Report Review** reflects the number of reports reviewed by a detective supervisor to determine follow up need. **Criminal Investigations** represent the number of cases requiring formal follow up by an investigator. **Crime Scene Photographs** represent the number of digital photographs taken by members of the police department in an effort to facilitate the processing of a crime scene. **Aggravated Assault Investigations** represent the number of investigations involving rape, robbery, assaults involving a weapon, and murder. **Simple Assault Investigations** represent investigations of an assault, or an A&B where no weapon is involved. **Sex Offender Registration & Auditing** represent the number of sex offenders registering annually and the number of audits conducted to verify the information reported. **Missing Person Investigations** represent the number of investigations into locating missing adults and children. **Juvenile Investigations** represent the number of investigations involving juveniles as victims of crime. **Domestic Violence Investigations** represent the number of investigations of domestic violence and restraining order violations the police department responded to and investigated. **Property Crime** represents the number of investigations involving property such as burglary, motor vehicle breaks, larceny, and arson. **Incidents at Liquor License establishments** represent ALL calls for service at establishments holding a liquor license. Each incident is reviewed to determine if a follow up investigation is warranted or referral to the Waltham License Commission. **Drug Investigations** represent the number of major drug investigations conducted by the Southern Middlesex County Drug Task Force. **Prosecution Events** represent the number of arraignments for persons placed under arrest or arraigned as a result of a summons. Additionally, the number of Magistrate Hearings, Show Cause Hearings, Pre-Trial Conference matters, Probable Cause Hearing, Dangerousness Hearings, Election & Compliance Hearings, Bench Trials, and Jury Trials.

| Output Measure                    | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------------------------|-------------------|----------------------|----------------------|
| Report Review                     | 7,588             | 8,105                | 8,110                |
| Criminal Investigations           | 1,749             | 2,150                | 2,175                |
| Crime Scene Photographs           | 6,454             | 6,810                | 6,850                |
| Aggravated Assault Investigations | 86                | 103                  | 103                  |
| Simple Assault Investigations     | 216               | 285                  | 288                  |
| Sex Offender Registration         | 31                | 31                   | 31                   |
| Sex Offender Auditing             | 42                | 40                   | 41                   |
| Missing Person Investigations     | 367               | 370                  | 375                  |
| Juvenile Investigations           | 36                | 45                   | 48                   |
| Domestic Violence Investigations  | 634               | 850                  | 865                  |
| Property Crime                    | 434               | 555                  | 560                  |
| Incidents @ Liquor Venues         | 1,086             | 1,250                | 1,275                |
| Drug Investigations               | 66                | 67                   | 67                   |
| Prosecution Events                | 3,112             | 3,350                | 3,375                |

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 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------------|-------------------|----------------------|----------------------|
| Total Calls Answered   | 614               | 700                  | 760                  |
| Dogs Impounded         | 53                | 65                   | 65                   |
| Dogs Returned to owner | 51                | 55                   | 60                   |
| Dogs Adopted           | 2                 | 3                    | 2                    |
| Dogs Euthanized        | 0                 | 0                    | 0                    |
| Citations Issued       | 28                | 28                   | 25                   |
| Coyote Calls           | 25                | 30                   | 35                   |
| Raccoon Calls          | 43                | 50                   | 50                   |
| Deer/Wildlife Calls    | 163               | 175                  | 185                  |
| Cat Calls              | 22                | 30                   | 35                   |
| Dog Calls              | 322               | 375                  | 400                  |
| Other Animal Calls     | 39                | 40                   | 40                   |

City Funding: \$18,748,441

Federal Funding: \$50,000

POLICE

PERSONNEL

| Bargaining Unit | Position                      | FY 2022 Grade-Step   | FY 2020 |                     | FY 2021 |         | FY 2022                          |                                       |   |                    |   |                        |
|-----------------|-------------------------------|----------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|---|--------------------|---|------------------------|
|                 |                               |                      | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # | Department Request | # | Mayor's Recommendation |
| 1.              | Police Chief                  | 22-4 (L10.5) (CC 25) |         |                     | 1       | 228,503 | 245,302.54                       | 275,070.00                            | 1 | 225,869            | 1 | 225,869                |
| 2.              | *Deputy Police Chief          | 18-6 (L10.5) (CC 25) |         |                     | 1       | 186,606 | 139,993.19                       | 197,795.00                            | 1 | 198,029            | 1 | 198,029                |
| 3.              | PSUP *Police Captain          | (L10.5) (CC 25)      |         |                     | 1       | 155,564 | 127,304.12                       | 171,328.00                            | 1 | 165,084            | 1 | 165,084                |
| 4.              | PSUP *Police Captain          | (L10.5) (CC 25)      |         |                     | 1       | 155,564 | 127,275.86                       | 171,300.00                            | 1 | 165,084            | 1 | 165,084                |
| 5.              | PSUP *Police Captain          | (L10.5) (CC 25)      |         |                     | 1       | 155,564 | 156,866.85                       | 171,314.00                            | 1 | 165,084            | 1 | 165,084                |
| 6.              | PSUP *Police Captain          | (L10.5) (CC 25)      |         |                     | 1       | 155,564 | 127,262.05                       | 171,286.00                            | 1 | 165,084            | 1 | 165,084                |
| 7.              | PSUP *Police Lieutenant       | (L10.5) (CC 25)      |         |                     | 1       | 133,447 | 109,189.14                       | 146,954.00                            | 1 | 141,616            | 1 | 141,616                |
| 8.              | PSUP *Police Lieutenant       | (L10.5) (CC 25)      |         |                     | 1       | 133,447 | 109,183.03                       | 146,948.00                            | 1 | 141,616            | 1 | 141,616                |
| 9.              | PSUP *Police Lieutenant       | (L10.5) (CC 25)      |         |                     | 1       | 133,447 | 103,334.76                       | 142,997.00                            | 1 | 141,616            | 1 | 141,616                |
| 10.             | PSUP *Police Lieutenant       | (L10.5) (CC 20)      |         |                     | 1       | 128,110 | 104,687.59                       | 140,942.00                            | 1 | 135,951            | 1 | 135,951                |
| 11.             | PSUP *Police Lieutenant Night | (L10.5) (CC 25)      |         |                     | 1       | 141,526 | 117,499.91                       | 157,216.00                            | 1 | 150,187            | 1 | 150,187                |
| 12.             | PSUP *Police Lieutenant Night | (L10.5) (CC 25)      |         |                     | 1       | 141,526 | 115,790.96                       | 156,191.00                            | 1 | 150,187            | 1 | 150,187                |
| 13.             | PSUP *Police Lieutenant Night | (L10.5) (CC 10)      |         |                     | 1       | 124,543 | 102,213.80                       | 155,842.00                            | 1 | 132,166            | 1 | 132,166                |
| 14.             | PSUP *Police Lieutenant Night | (L9.5) (CC 25)       |         |                     | 1       | 140,245 | 116,125.70                       | 137,460.00                            | 1 | 148,828            | 1 | 148,828                |
| 15.             | PSUP *Police Lieutenant Night | (L9.5) (CC 25)       |         |                     | 1       | 138,964 | 113,137.43                       | 155,197.00                            | 1 | 148,828            | 1 | 148,828                |
| 16.             | PSUP *Police Lieutenant Night | (L9.5) (CC 25)       |         |                     | 1       | 141,526 | 106,449.78                       | 152,552.00                            | 1 | 148,828            | 1 | 148,828                |
| 17.             | PSUP *Police Sergeant         | (L10.5) (CC 25)      |         |                     | 1       | 113,935 | 93,196.05                        | 125,439.00                            | 1 | 120,907            | 1 | 120,907                |
| 18.             | PSUP *Police Sergeant         | (L10.5) (CC 25)      |         |                     | 1       | 113,935 | 94,016.27                        | 125,989.00                            | 1 | 120,907            | 1 | 120,907                |
| 19.             | PSUP *Police Sergeant         | (L10.5) (CC 20)      |         |                     | 1       | 108,372 | 88,976.01                        | 119,943.00                            | 1 | 116,071            | 1 | 116,071                |
| 20.             | PSUP *Police Sergeant         | (L9.5) (CC 20)       |         |                     | 1       | 108,372 | 88,719.18                        | 119,171.00                            | 1 | 115,020            | 1 | 115,020                |
| 21.             | PSUP *Police Sergeant         | (L8.5) (CC 25)       |         |                     | 1       | 111,873 | 89,378.72                        | 121,639.00                            | 1 | 118,719            | 1 | 118,719                |
| 22.             | PSUP *Police Sergeant         | (L8.5) (CC 10)       |         |                     | 1       | 98,448  | 80,094.30                        | 107,550.00                            | 1 | 104,471            | 1 | 104,471                |
| 23.             | PSUP Police Sergeant          | (CC 25)              |         |                     | 1       | 112,902 | 86,003.93                        | 138,375.00                            | 1 | 109,419            | 1 | 109,419                |
| 24.             | PSUP *Police Sergeant Night   | (L10.5) (CC 25)      |         |                     | 1       | 120,778 | 99,983.20                        | 133,877.00                            | 1 | 128,171            | 1 | 128,171                |
| 25.             | PSUP *Police Sergeant Night   | (L10.5) (CC 25)      |         |                     | 1       | 120,778 | 99,119.14                        | 133,299.00                            | 1 | 128,171            | 1 | 128,171                |
| 26.             | PSUP *Police Sergeant Night   | (L10.5) (CC 25)      |         |                     | 1       | 119,685 | 98,251.33                        | 132,447.00                            | 1 | 128,171            | 1 | 128,171                |
| 27.             | PSUP *Police Sergeant Night   | (L10.5) (CC 25)      |         |                     | 1       | 119,685 | 97,100.62                        | 132,430.00                            | 1 | 128,171            | 1 | 128,171                |
| 28.             | PSUP *Police Sergeant Night   | (L9.5) (CC 25)       |         |                     | 1       | 119,685 | 98,818.54                        | 132,161.00                            | 1 | 127,011            | 1 | 127,011                |
| 29.             | PSUP *Police Sergeant Night   | (L9.5) (CC 25)       |         |                     | 1       | 119,685 | 93,010.51                        | 128,339.00                            | 1 | 127,011            | 1 | 127,011                |
| 30.             | PSUP *Police Sergeant Night   | (L9.5) (CC 25)       |         |                     | 1       | 119,685 | 94,583.59                        | 126,188.00                            | 1 | 127,011            | 1 | 127,011                |
| 31.             | PSUP *Police Sergeant Night   | (L8.5) (CC 25)       |         |                     | 1       | 118,593 | 98,288.86                        | 130,801.00                            | 1 | 125,851            | 1 | 125,851                |
| 32.             | PSUP *Police Sergeant Night   | (L8.5) (CC 25)       |         |                     | 1       | 118,593 | 97,201.23                        | 130,275.00                            | 1 | 125,851            | 1 | 125,851                |
| 33.             | PSUP *Police Sergeant Night   | (L8.5) (CC 20)       |         |                     | 1       | 113,833 | 87,709.52                        | 121,080.00                            | 1 | 120,817            | 1 | 120,817                |

## POLICE

## PERSONNEL

| Bargaining Unit    Position |                      | FY 2022 Grade-Step | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |   |                    |   |                        |                  |
|-----------------------------|----------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|---|--------------------|---|------------------------|------------------|
|                             |                      |                    | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 34.                         | PPAT *Police Officer | (L10.5) (CC 25)    |         |                     | 1       | 99,679  | 81,806.74                        | 110,015.00                            | 1 | 105,778            | 1 | 105,778                |                  |
| 35.                         | PPAT *Police Officer | (L10.5) (CC 25)    |         |                     | 1       | 99,679  | 81,552.31                        | 109,761.00                            | 1 | 105,778            | 1 | 105,778                |                  |
| 36.                         | PPAT *Police Officer | (L10.5) (CC 25)    |         |                     | 1       | 99,679  | 81,762.94                        | 109,964.00                            | 1 | 105,778            | 1 | 105,778                |                  |
| 37.                         | PPAT *Police Officer | (L10.5) (CC 25)    |         |                     | 1       | 101,576 | 81,570.41                        | 109,779.00                            | 1 | 106,807            | 1 | 106,807                |                  |
| 38.                         | PPAT *Police Officer | (L10.5) (CC 25)    |         |                     | 1       | 101,576 | 81,968.07                        | 109,941.00                            | 1 | 106,807            | 1 | 106,807                |                  |
| 39.                         | PPAT *Police Officer | (L10.5) (CC 25)    |         |                     | 1       | 98,777  | 81,534.94                        | 109,744.00                            | 1 | 105,778            | 1 | 105,778                |                  |
| 40.                         | PPAT *Police Officer | (L10.5) (CC 20)    |         |                     | 1       | 95,691  | 78,290.10                        | 105,371.00                            | 1 | 101,547            | 1 | 101,547                |                  |
| 41.                         | PPAT *Police Officer | (L10.5) (CC 20)    |         |                     | 1       | 95,691  | 78,290.10                        | 105,371.00                            | 1 | 101,547            | 1 | 101,547                |                  |
| 42.                         | PPAT *Police Officer | (L10.5) (CC 10)    |         |                     | 1       | 87,717  | 72,617.06                        | 97,440.00                             | 1 | 93,085             | 1 | 93,085                 |                  |
| 43.                         | PPAT *Police Officer | (L10.5) (CC 10)    |         |                     | 1       | 87,717  | 71,769.77                        | 96,593.00                             | 1 | 93,085             | 1 | 93,085                 |                  |
| 44.                         | PPAT *Police Officer | (L10.5)            |         |                     | 1       | 74,776  | 60,056.01                        | 83,501.00                             | 1 | 84,622             | 1 | 84,622                 |                  |
| 45.                         | PPAT *Police Officer | (L9.5) (CC 25)     |         |                     | 1       | 93,471  | 76,257.70                        | 102,520.00                            | 1 | 99,192             | 1 | 99,192                 |                  |
| 46.                         | PPAT *Police Officer | (L9.5) (CC 25)     |         |                     | 1       | 93,471  | 75,363.24                        | 101,625.00                            | 1 | 99,192             | 1 | 99,192                 |                  |
| 47.                         | PPAT *Police Officer | (L9.5) (CC 25)     |         |                     | 1       | 93,471  | 76,969.98                        | 103,010.00                            | 1 | 99,192             | 1 | 99,192                 |                  |
| 48.                         | PPAT *Police Officer | (L9.5) (CC 20)     |         |                     | 1       | 89,732  | 73,223.80                        | 98,435.00                             | 1 | 100,628            | 1 | 100,628                |                  |
| 49.                         | PPAT *Police Officer | (L9.5) (CC 20)     |         |                     | 1       | 89,732  | 72,737.39                        | 97,736.00                             | 1 | 95,224             | 1 | 95,224                 |                  |
| 50.                         | PPAT *Police Officer | (L9.5) (CC 20)     |         |                     | 1       | 89,720  | 72,765.92                        | 97,977.00                             | 1 | 95,224             | 1 | 95,224                 |                  |
| 51.                         | PPAT *Police Officer | (L9.5) (CC 10)     |         |                     | 1       | 82,243  | 63,594.77                        | 87,874.00                             | 1 | 87,289             | 1 | 87,289                 |                  |
| 52.                         | PPAT Police Officer  | (L9.5)             |         |                     | 1       | 89,732  | 71,726.88                        | 99,849.00                             | 1 | 79,353             | 1 | 79,353                 |                  |
| 53.                         | PPAT *Police Officer | (L8.5) (CC 25)     |         |                     | 1       | 92,617  | 75,394.41                        | 101,224.00                            | 1 | 98,286             | 1 | 98,286                 |                  |
| 54.                         | PPAT *Police Officer | (L8.5) (CC 25)     |         |                     | 1       | 94,556  | 72,676.93                        | 98,075.00                             | 1 | 98,286             | 1 | 98,286                 |                  |
| 55.                         | PPAT *Police Officer | (L8.5) (CC 20)     |         |                     | 1       | 88,081  | 67,655.92                        | 93,291.00                             | 1 | 94,354             | 1 | 94,354                 |                  |
| 56.                         | PPAT *Police Officer | (L8.5) (CC 10)     |         |                     | 1       | 81,492  | 66,714.81                        | 89,253.00                             | 1 | 86,491             | 1 | 86,491                 |                  |
| 57.                         | PPAT *Police Officer | (L8.5) (CC 10)     |         |                     | 1       | 80,752  | 62,038.69                        | 85,537.00                             | 1 | 86,491             | 1 | 86,491                 |                  |
| 58.                         | PPAT *Police Officer | (L8.5)             |         |                     | 1       | 74,094  | 60,302.14                        | 80,966.00                             | 1 | 78,628             | 1 | 78,628                 |                  |
| 59.                         | PPAT Police Officer  | (L8.5)             |         |                     | 1       | 83,118  | 60,513.75                        | 81,178.00                             | 1 | 79,678             | 1 | 79,678                 |                  |
| 60.                         | PPAT *Police Officer | (L8.5)             |         |                     | 1       | 74,094  | 61,014.52                        | 81,503.00                             | 1 | 78,628             | 1 | 78,628                 |                  |
| 61.                         | PPAT *Police Officer | (L8.5)             |         |                     | 1       | 74,094  | 61,919.82                        | 82,584.00                             | 1 | 78,628             | 1 | 78,628                 |                  |
| 62.                         | PPAT *Police Officer | (L8.5)             |         |                     | 1       | 73,401  | 59,938.98                        | 80,258.00                             | 1 | 78,628             | 1 | 78,628                 |                  |
| 63.                         | PPAT *Police Officer | (L7.5) (CC 25)     |         |                     | 1       | 96,632  | 55,402.35                        | 108,076.00                            | 1 | 98,430             | 1 | 98,430                 |                  |
| 64.                         | PPAT *Police Officer | (L7.5) (CC 20)     |         |                     | 1       | 93,510  | 71,625.18                        | 99,028.00                             | 1 | 93,485             | 1 | 93,485                 |                  |
| 65.                         | PPAT *Police Officer | (L7.5)             |         |                     | 1       | 70,367  | 54,896.95                        | 72,463.00                             | 1 | 78,954             | 1 | 78,954                 |                  |
| 66.                         | PPAT *Police Officer | (L7.5)             |         |                     | 1       | 68,289  | 51,226.89                        | 69,925.00                             | 1 | 77,904             | 1 | 77,904                 |                  |
| 67.                         | PPAT *Police Officer |                    |         |                     | 1       | 68,289  | 54,323.47                        | 74,171.00                             | 1 | 72,468             | 1 | 72,468                 |                  |
| 68.                         | PPAT *Police Officer |                    |         |                     | 1       | 70,367  | 56,000.77                        | 73,567.00                             | 1 | 73,518             | 1 | 73,518                 |                  |
| 69.                         | PPAT Police Officer  |                    |         |                     | 1       | 86,986  | 52,649.20                        | 70,168.00                             | 1 | 72,071             | 1 | 72,071                 |                  |
| 70.                         | PPAT Police Officer  |                    |         |                     | 1       | 86,986  | 53,483.83                        | 70,217.00                             | 1 | 72,071             | 1 | 72,071                 |                  |
| 71.                         | PPAT Police Officer  |                    |         |                     | 1       | 86,986  | 54,148.53                        | 70,712.00                             | 1 | 72,071             | 1 | 72,071                 |                  |
| 72.                         | PPAT Police Officer  | (CC 20)            |         |                     | 1       | 95,691  | 79,156.57                        | 106,010.00                            | 1 | 86,963             | 1 | 86,963                 |                  |
| 73.                         | PPAT Police Officer  | (CC 20)            |         |                     | 1       | 99,679  | 89,801.49                        | 109,761.00                            | 1 | 86,963             | 1 | 86,963                 |                  |
| 74.                         | PPAT Police Officer  | (CC 20)            |         |                     | 1       | 89,720  | 78,295.06                        | 95,794.00                             | 1 | 86,963             | 1 | 86,963                 |                  |



## POLICE

## PERSONNEL

|                 |                            | FY 2020            | FY 2021 |                     |   | FY 2022 |                                  |                                       |   |                    |   |                        |                  |
|-----------------|----------------------------|--------------------|---------|---------------------|---|---------|----------------------------------|---------------------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position                   | FY 2022 Grade-Step | #       | Actual Expenditures | # | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 75.             | PPAT *Police Officer Night | (L10.5) (CC 25)    | 1       |                     | 1 | 105,479 | 87,056.96                        | 116,656.00                            | 1 | 111,934            | 1 | 111,934                |                  |
| 76.             | PPAT *Police Officer Night | (L10.5) (CC 25)    | 1       |                     | 1 | 105,479 | 86,307.19                        | 116,157.00                            | 1 | 111,934            | 1 | 111,934                |                  |
| 77.             | PPAT *Police Officer Night | (L10.5) (CC 25)    | 1       |                     | 1 | 105,479 | 86,311.94                        | 116,162.00                            | 1 | 111,934            | 1 | 111,934                |                  |
| 78.             | PPAT *Police Officer Night | (L10.5) (CC 25)    | 1       |                     | 1 | 105,479 | 86,542.87                        | 116,393.00                            | 1 | 111,934            | 1 | 111,934                |                  |
| 79.             | PPAT *Police Officer Night | (L10.5) (CC 20)    | 1       |                     | 1 | 100,198 | 97,428.55                        | 100,119.00                            | 1 | 109,512            | 1 | 109,512                |                  |
| 80.             | PPAT Police Officer Night  | (L10.5) (CC 20)    | 1       |                     | 1 | 79,364  | 60,431.75                        | 82,345.00                             | 1 | 102,002            | 1 | 102,002                |                  |
| 81.             | PPAT *Police Officer Night | (L10.5) (CC 10)    | 1       |                     | 1 | 92,823  | 75,942.17                        | 102,211.00                            | 1 | 98,503             | 1 | 98,503                 |                  |
| 82.             | PPAT *Police Officer Night | (L10.5) (CC 10)    | 1       |                     | 1 | 92,823  | 75,929.46                        | 102,198.00                            | 1 | 98,503             | 1 | 98,503                 |                  |
| 83.             | PPAT *Police Officer Night | (L10.5) (CC 10)    | 1       |                     | 1 | 91,969  | 75,293.81                        | 101,356.00                            | 1 | 98,503             | 1 | 98,503                 |                  |
| 84.             | PPAT *Police Officer Night | (L10.5) (CC 10)    | 1       |                     | 1 | 89,815  | 67,438.04                        | 93,626.00                             | 1 | 94,552             | 1 | 94,552                 |                  |
| 85.             | PPAT *Police Officer Night | (L10.5)            | 1       |                     | 1 | 84,372  | 67,042.52                        | 90,922.00                             | 1 | 89,547             | 1 | 89,547                 |                  |
| 86.             | PPAT *Police Officer Night | (L10.5)            | 1       |                     | 1 | 84,372  | 69,023.05                        | 92,902.00                             | 1 | 89,547             | 1 | 89,547                 |                  |
| 87.             | PPAT *Police Officer Night | (L9.5) (CC 25)     | 1       |                     | 1 | 99,219  | 80,969.67                        | 108,847.00                            | 1 | 105,291            | 1 | 105,291                |                  |
| 88.             | PPAT *Police Officer Night | (L9.5) (CC 20)     | 1       |                     | 1 | 95,236  | 73,568.53                        | 101,685.00                            | 1 | 101,079            | 1 | 101,079                |                  |
| 89.             | PPAT *Police Officer Night | (L9.5) (CC 20)     | 1       |                     | 1 | 97,085  | 73,933.23                        | 102,050.00                            | 1 | 102,129            | 1 | 102,129                |                  |
| 90.             | PPAT *Police Officer Night | (L9.5)             | 1       |                     | 1 | 78,650  | 63,745.27                        | 85,680.00                             | 1 | 84,233             | 1 | 84,233                 |                  |
| 91.             | PPAT *Police Officer Night | (L8.5) (CC 25)     | 1       |                     | 1 | 98,312  | 80,012.87                        | 107,432.00                            | 1 | 104,330            | 1 | 104,330                |                  |
| 92.             | PPAT *Police Officer Night | (L8.5) (CC 25)     | 1       |                     | 1 | 98,312  | 80,012.86                        | 107,432.00                            | 1 | 104,330            | 1 | 104,330                |                  |
| 93.             | PPAT *Police Officer Night | (L8.5) (CC 20)     | 1       |                     | 1 | 97,085  | 72,773.81                        | 100,437.00                            | 1 | 101,206            | 1 | 101,206                |                  |
| 94.             | PPAT *Police Officer Night | (L8.5) (CC 20)     | 1       |                     | 1 | 97,085  | 77,728.16                        | 103,826.00                            | 1 | 101,206            | 1 | 101,206                |                  |
| 95.             | PPAT *Police Officer Night | (L8.5) (CC 20)     | 1       |                     | 1 | 94,380  | 76,812.22                        | 103,134.00                            | 1 | 100,156            | 1 | 100,156                |                  |
| 96.             | PPAT *Police Officer Night | (L8.5)             | 1       |                     | 1 | 78,650  | 63,496.15                        | 85,431.00                             | 1 | 83,464             | 1 | 83,464                 |                  |
| 97.             | PPAT *Police Officer Night | (L8.5)             | 1       |                     | 1 | 80,903  | 64,200.23                        | 86,135.00                             | 1 | 84,514             | 1 | 84,514                 |                  |
| 98.             | PPAT *Police Officer Night | (L7.5) (CC 20)     | 1       |                     | 1 | 93,510  | 71,816.18                        | 99,028.00                             | 1 | 99,233             | 1 | 99,233                 |                  |
| 99.             | PPAT *Police Officer Night | (L7.5) (CC 20)     | 1       |                     | 1 | 86,986  | 67,745.37                        | 91,563.00                             | 1 | 99,233             | 1 | 99,233                 |                  |
| 100.            | PPAT *Police Officer Night | (L7.5)             | 1       |                     | 1 | 74,565  | 54,377.34                        | 74,225.00                             | 1 | 83,744             | 1 | 83,744                 |                  |
| 101.            | PPAT *Police Officer Night | (CC 25)            | 1       |                     | 1 | 93,206  | 74,391.78                        | 97,914.00                             | 1 | 97,206             | 1 | 97,206                 |                  |
| 102.            | PPAT *Police Officer Night | (CC 25)            | 1       |                     | 1 | 90,610  | 68,615.27                        | 93,426.00                             | 1 | 96,156             | 1 | 96,156                 |                  |
| 103.            | PPAT *Police Officer Night | (CC 25)            | 1       |                     | 1 | 90,610  | 72,749.27                        | 96,057.00                             | 1 | 96,156             | 1 | 96,156                 |                  |
| 104.            | PPAT *Police Officer Night | (CC 25)            | 1       |                     | 1 | 89,478  | 68,784.05                        | 93,595.00                             | 1 | 97,206             | 1 | 97,206                 |                  |
| 105.            | PPAT *Police Officer Night | (CC 25)            | 1       |                     | 1 | 86,986  | 70,301.51                        | 93,643.00                             | 1 | 96,156             | 1 | 96,156                 |                  |
| 106.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 90,610  | 67,531.83                        | 94,060.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 107.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 89,478  | 66,298.88                        | 90,116.00                             | 1 | 93,563             | 1 | 93,563                 |                  |
| 108.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 89,478  | 66,522.25                        | 90,340.00                             | 1 | 93,563             | 1 | 93,563                 |                  |
| 109.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 65,244.76                        | 89,062.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 110.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 89,478  | 66,069.07                        | 89,062.00                             | 1 | 93,563             | 1 | 93,563                 |                  |
| 111.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 66,069.07                        | 89,887.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 112.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 68,965.04                        | 91,546.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 113.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 69,450.61                        | 92,032.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 114.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 67,572.04                        | 90,153.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 115.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 66,912.34                        | 90,730.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 116.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 69,155.71                        | 92,149.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 117.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 69,617.55                        | 91,786.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 118.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 70,184.26                        | 92,353.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 119.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 69,399.74                        | 91,775.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 120.            | PPAT *Police Officer Night | (CC 20)            | 1       |                     | 1 | 86,986  | 65,398.74                        | 88,984.00                             | 1 | 92,310             | 1 | 92,310                 |                  |

## POLICE

## PERSONNEL

|                 |                           |                    | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |   |                    |   |                        |                  |
|-----------------|---------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position                  | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 121. PPAT       | *Police Officer Night     | (CC 20)            |         |                     | 1       | 86,986  | 63,246.37                        | 86,831.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 122. PPAT       | *Police Officer Night     | (CC 20)            |         |                     | 1       | 86,986  | 65,151.05                        | 87,732.00                             | 1 | 92,310             | 1 | 92,310                 |                  |
| 123. PPAT       | *Police Officer Night     | (CC 20)            |         |                     | 1       | 86,986  | 60,274.06                        | 82,927.00                             | 1 | 91,801             | 1 | 91,801                 |                  |
| 124. PPAT       | *Police Officer Night     | (CC 10)            |         |                     | 1       | 79,727  | 63,796.36                        | 84,495.00                             | 1 | 84,617             | 1 | 84,617                 |                  |
| 125. PPAT       | Police Officer Night      | (CC 10)            |         |                     | 1       | 72,489  | 59,935.01                        | 81,768.00                             | 1 | 84,617             | 1 | 84,617                 |                  |
| 126. PPAT       | Police Officer Night      |                    |         |                     | 1       | 79,736  | 54,445.00                        | 74,293.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 127. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,478  | 55,744.63                        | 74,218.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 128. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 55,927.95                        | 73,656.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 129. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 56,576.97                        | 76,081.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 130. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 58,722.90                        | 77,197.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 131. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 56,664.63                        | 75,482.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 132. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 54,153.62                        | 74,001.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 133. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 57,238.26                        | 76,399.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 134. PPAT       | *Police Officer Night     |                    |         |                     | 1       | 72,489  | 57,079.47                        | 76,583.00                             | 1 | 76,925             | 1 | 76,925                 |                  |
| 135. PPAT       | Police Officer Night      |                    |         |                     | 1       | 86,986  | 54,977.96                        | 73,112.00                             | 1 | 76,501             | 1 | 76,501                 |                  |
| 136. PPAT       | Police Officer Night      | (CC 20)            |         |                     | 1       |         |                                  |                                       |   |                    |   |                        |                  |
| 137. PPAT       | Police Officer Night      | (CC 20)            |         |                     | 1       |         |                                  |                                       |   |                    |   |                        |                  |
| 138. PPAT       | Police Officer Night      | (CC 20)            | on hold |                     | 1       |         |                                  |                                       |   |                    | 1 |                        |                  |
| 139. PPAT       | Police Officer Night      | (CC 20)            | on hold |                     | 1       |         |                                  |                                       |   |                    | 1 |                        |                  |
| 140. PPAT       | Police Officer Night      | (CC 20)            | on hold |                     | 1       |         |                                  |                                       |   |                    | 1 |                        |                  |
| 141. PPAT       | Police Officer Night      | (CC 20)            | on hold |                     | 1       |         |                                  |                                       |   |                    | 1 |                        |                  |
| 142.            | Public Safety Contingency |                    |         |                     |         | 100,000 |                                  | 45,250.00                             |   |                    |   |                        |                  |
| 143. PPAT       | *Police Officer Maint     | (L10.5) (CC 10)    |         |                     | 1       | 87,717  | 71,765.76                        | 96,589.00                             | 1 | 93,085             | 1 | 93,085                 |                  |
| 144. PPAT       | *Police Officer Safety    | (L10.5) (CC 10)    |         |                     | 1       | 87,717  | 71,773.73                        | 96,589.00                             | 1 | 93,085             | 1 | 93,085                 |                  |
| 145. PPAT       | *Police Officer SRO       | (L10.5) (CC 25)    |         |                     | 1       | 99,679  | 81,719.73                        | 109,928.00                            | 1 | 105,778            | 1 | 105,778                |                  |
| 146. PPAT       | *Police Officer SRO       | (L10.5) (CC 25)    |         |                     | 1       | 93,471  | 77,642.76                        | 104,349.00                            | 1 | 100,098            | 1 | 100,098                |                  |
| 147. PPAT       | *Police Officer SRO       | (L10.5) (CC 20)    |         |                     | 1       | 89,732  | 73,778.51                        | 99,417.00                             | 1 | 96,094             | 1 | 96,094                 |                  |
| 148. PPAT       | *Police Officer SRO       | (L9.5) (CC 25)     |         |                     | 1       | 93,471  | 74,874.16                        | 102,022.00                            | 1 | 99,192             | 1 | 99,192                 |                  |
| 149. PPAT       | *Police Officer SRO       | (L9.5) (CC 20)     |         |                     | 1       | 89,732  | 73,207.62                        | 98,419.00                             | 1 | 95,224             | 1 | 95,224                 |                  |
| 150. PPAT       | *Police Officer SRO       | (L8.5) (CC 25)     |         |                     | 1       | 92,617  | 72,451.79                        | 99,599.00                             | 1 | 98,286             | 1 | 98,286                 |                  |
| 151. PPAT       | *Police Officer SRO       | (L8.5) (CC 25)     |         |                     | 1       | 92,617  | 71,334.68                        | 98,482.00                             | 1 | 98,286             | 1 | 98,286                 |                  |
| 152. PPAT       | *Police Officer SRO       | (L8.5) (CC 25)     |         |                     | 1       | 92,617  | 71,334.76                        | 98,482.00                             | 1 | 98,286             | 1 | 98,286                 |                  |
| 153. PPAT       | *Police Officer SRO       | (L8.5) (CC 25)     |         |                     | 1       | 91,751  | 74,480.48                        | 99,879.00                             | 1 | 98,286             | 1 | 98,286                 |                  |
| 154. PPAT       | *Police Officer SRO       | (L8.5) (CC 20)     |         |                     | 1       | 88,913  | 68,500.67                        | 94,562.00                             | 1 | 94,354             | 1 | 94,354                 |                  |
| 155. PPAT       | *Police Officer SRO       | (L8.5)             |         |                     | 1       | 74,094  | 61,020.49                        | 81,684.00                             | 1 | 78,628             | 1 | 78,628                 |                  |
| 156.            | *Cadet Program            |                    |         |                     | 1       | 57,058  | 44,632.23                        | 57,498.00                             | 1 | 61,316             | 1 | 61,316                 |                  |
| 157.            | *Cadet Program            |                    |         |                     | 1       | 52,031  | 39,321.64                        | 50,002.00                             | 1 | 54,115             | 1 | 54,115                 |                  |
| 158.            | *Cadet Program            |                    |         |                     | 1       | 48,835  | 38,174.37                        | 49,332.00                             | 1 | 53,834             | 1 | 53,834                 |                  |
| 159.            | Cadet Program             |                    |         |                     | 1       |         |                                  |                                       |   |                    |   |                        |                  |
| 160.            | Cadet Program             |                    | on hold |                     | 1       |         |                                  |                                       |   |                    | 1 |                        |                  |

POLICE

PERSONNEL

| PERSONNEL       |                                  |                    | FY 2020 |                     | FY 2021 |            |                                  | FY 2022                               |     |                    |    |                        |                  |
|-----------------|----------------------------------|--------------------|---------|---------------------|---------|------------|----------------------------------|---------------------------------------|-----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position                         | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #   | Department Request | #  | Mayor's Recommendation | Council Approval |
| 161. TRAF       | School Traffic Supervisor        |                    |         |                     | 43      | 376,252    | 244,237.25                       | 356,622.00                            | 43  | 376,062            | 43 | 376,062                |                  |
| 162.            | *Business Manager                | 15-3 (L11)         |         |                     | 1       | 92,817     | 74,053.53                        | 93,882.00                             | 1   | 102,372            | 1  | 102,372                |                  |
| 163. SPMG       | *Animal Control Officer          | 11-6 (L10)         |         |                     | 1       | 83,858     | 66,214.88                        | 88,086.00                             | 1   | 88,990             | 1  | 88,990                 |                  |
| 164.            | Administrative Assistant         | 10-3               |         |                     | 1       |            | 48,166.11                        | 61,048.00                             |     |                    |    |                        |                  |
| 165.            | *Office Coordinator              | 9-6 (L10)          |         |                     | 1       | 71,778     | 56,676.89                        | 72,540.00                             | 1   | 76,172             | 1  | 76,172                 |                  |
| 166.            | *Office Coordinator              | 9-6 (L10)          |         |                     | 1       | 71,778     | 56,671.43                        | 72,540.00                             | 1   | 76,172             | 1  | 76,172                 |                  |
| 167.            | *Principal Office Assistant      | 8-6                |         |                     | 1       | 61,077     | 48,226.95                        | 61,725.00                             | 1   | 64,815             | 1  | 64,815                 |                  |
| 168.            | *Associate Office Assistant      | 7-1                |         |                     | 1       | 50,807     |                                  | 0.00                                  |     |                    | 1  | 51,246                 |                  |
| 169.            | *Proj Coord - Community Policing |                    |         |                     | 1       | 29,432     | 20,111.34                        | 29,432.00                             | 1   | 31,747             | 1  | 31,747                 |                  |
| 170.            | Animal Inspector                 |                    |         |                     |         | 1,500      | 1,109.70                         | 1,500.00                              |     | 1,500              |    | 1,500                  |                  |
| 171.            | School Safety Officer            |                    |         |                     |         | 3,105      | 2,290.85                         | 3,105.00                              |     | 3,105              |    | 3,105                  |                  |
| 172.            | *Part Time                       |                    |         |                     |         | 29,432     | 21,951.04                        | 29,432.00                             |     | 31,747             |    | 31,747                 |                  |
| Subtotal        |                                  |                    | 210     | 15,099,387.40       | 210     | 15,585,009 | 12,323,937.66                    | 16,593,054.00                         | 200 | 16,230,624         |    | 16,281,870             | 0                |

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

|   |                      |          |  |  |
|---|----------------------|----------|--|--|
| Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary |                      | 888,537  |  |  |
| Police Chief  | 22-4 (L10.5) (CC 25) | (2,634)  | Internal promotion                                     |  |
| PSUP Police Sergeant  | (CC 25)              | (3,483)  | Internal promotion                                     |  |
| PPAT Police Officer   |                      | (58,564) | Changes in shifts, college credits, and field training |  |
| PPAT Police Officer   | (CC 20)              | (8,728)  | New employee to be hired at lower step/longevity       |  |
| PPAT Police Officer   | (CC 20)              | (12,716) | New employee to be hired at lower step/longevity       |  |
| PPAT Police Officer   | (CC 20)              | (2,757)  | New employee to be hired at lower step/longevity       |  |
| PPAT Police Officer Night   |                      | 21,470   | Changes in shifts, college credits, and field training |  |

POLICE

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

| FY 2020 |              | FY 2021      |        |              |                | FY 2022    |         |         |                  |
|---------|--------------|--------------|--------|--------------|----------------|------------|---------|---------|------------------|
| Actual  |              | July - March |        | Estimated    |                |            |         |         |                  |
| Actual  |              | Actual       |        | Expenditures |                | Department |         | Mayor's |                  |
| #       | Expenditures | #            | Budget | Expenditures | Thru 6/30/2021 | #          | Request | #       | Recommendation   |
|         |              |              |        |              |                |            |         |         | Council Approval |

Summary of Changes

|                           |                            |         |           |  |  |     |               |     |            |               |
|---------------------------|----------------------------|---------|-----------|--|--|-----|---------------|-----|------------|---------------|
| PPAT                      | Police Officer Night       | (CC 20) | 88,785    | Requesting to fund 'on hold' position  |  | 1   | 88,785        | 1   | 88,785     |               |
| PPAT                      | Police Officer Night       | (CC 20) | 88,785    | Requesting to fund 'on hold' position  |  | 1   | 88,785        | 1   | 88,785     |               |
| PPAT                      | Police Officer Night       | (CC 20) | 88,785    | Requesting to fund 'on hold' position  |  | 1   | 88,785        |     | 0          |               |
| PPAT                      | Police Officer Night       | (CC 20) | 88,785    | Requesting to fund 'on hold' position  |  | 1   | 88,785        |     | 0          |               |
| PPAT                      | Police Officer Night       | (CC 20) | 88,785    | Requesting to fund 'on hold' position  |  | 1   | 88,785        |     | 0          |               |
| PPAT                      | Police Officer Night       | (CC 20) | 88,785    | Requesting to fund 'on hold' position  |  | 1   | 88,785        |     | 0          |               |
| Public Safety Contingency |                            |         | (100,000) | Not requested  |  |     |               |     |            |               |
| Cadet Program             |                            |         | 50,679    | Requesting to fund 'on hold' position  |  | 1   | 50,679        | 1   | 50,679     |               |
| Cadet Program             |                            |         | 50,679    | Requesting to fund 'on hold' position  |  | 1   | 50,679        |     | 0          |               |
| TRAF                      | School Traffic Supervisor  |         | (190)     | New employees to be hired without longevity  |  |     |               |     |            |               |
|                           | Administrative Assistant   | 10-3    | 64,873    | Requesting to fund 'on hold' position  |  | 1   | 64,873        | 1   | 64,873     |               |
|                           | Principal Office Assistant | 8-1     | 2,731     | Requesting to convert clerical position from Grade 7 to Grade 8. Administrative requirements are continually expanding in the Chief's Office, which deeply effects the productiveness of the office and the department as a whole. |  | 1   | 53,538        |     | 0          |               |
| <b>New Positions</b>      |                            |         |           |  |  |     |               |     |            |               |
|                           | Cadet Program              |         |           | Assist in the diversity recruitment of Waltham residents into the law enforcement field  |  | 2   | 101,358       | 0.5 | 27,511     |               |
|                           |                            |         |           | Mayor: Fund 2 PT Cadets 19 hours/week  |  |     |               | 0.5 | 27,511     |               |
| Subtotal                  |                            |         |           |  |  | 12  | 853,837       | 5   | 348,144    | 0             |
| Grand Total               |                            |         |           |  |  | 210 | 15,099,387.40 | 210 | 15,685,009 | 12,323,937.66 |
|                           |                            |         |           |  |  |     | 16,593,054.00 | 212 | 17,084,461 | 211           |
|                           |                            |         |           |  |  |     |               |     | 16,630,014 | 0             |

## POLICE

## EXPENDITURES

| Classification   | FY 2019                | FY 2020                | FY 2021      |  |   | FY 2022               |                      |                           |                     |
|--|------------------------|------------------------|--------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|  | Actual<br>Expenditures | Actual<br>Expenditures | Budget       | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| <b>Personnel 001-210-5100</b>                                      |                        |                        |              |  |   |                       |                      |                           |                     |
| 5111 Salaries - Full Time  | 3,828,568.70           | 3,769,884.88           | 3,748,229.00 | 3,153,070.77                           | 4,248,397.90                                | 4,201,704.65          | 395,056.00           | 4,143,285.00              | 0.00                |
| 5112 Wages - Full Time   | 7,676,233.86           | 7,678,016.43           | 7,931,189.00 | 6,489,254.06                           | 8,479,103.10                                | 8,626,348.35          | 415,953.00           | 8,347,142.00              | 0.00                |
| 5121 Salaries - Part Time  | 367,763.61             | 341,950.14             | 380,857.00   | 247,637.80                             | 361,227.00                                  | 380,667.00            | (190.00)             | 380,667.00                | 0.00                |
| 5131 Overtime  | 1,730,391.22           | 2,044,507.99           | 1,050,000.00 | 1,222,330.53                           | 1,425,000.00                                | 1,350,000.00          | 150,000.00           | 1,200,000.00              |                     |
| 5132 Overtime (Preventive Training for potential liability issues) |                        |                        | 50,000.00    |  | 50,000.00                                   | 50,000.00             | 0.00                 | 50,000.00                 |                     |
| 5141 Longevity   | 1,031,494.90           | 940,537.02             | 896,927.00   | 1,004,377.85                           | 1,004,583.00                                | 1,004,000.00          | 64,268.00            | 961,195.00                |                     |
| 5142 College Credits   | 1,921,662.99           | 1,834,000.00           | 1,917,374.00 | 940,297.60                             | 1,917,374.00                                | 2,084,576.00          | 110,978.00           | 2,028,352.00              |                     |
| 5143 Holiday   | 530,681.69             | 534,998.93             | 754,194.00   | 489,299.58                             | 582,369.00                                  | 855,000.00            | 153,014.00           | 907,208.00                |                     |
| 5148 STS-CPR Stipend   | 8,700.00               | 9,600.00               | 13,330.00    |  | 10,500.00                                   | 12,900.00             | (430.00)             | 12,900.00                 |                     |
| Receipt Offset - Grant   | (81,524.07)            | (160,772.63)           | (50,000.00)  | (88,465.11)                            | (50,000.00)                                 | (50,000.00)           | 0.00                 | (50,000.00)               |                     |
| <b>General Expenses 001-210-5200</b>                               |                        |                        | 278,400.00   |  |   | 303,250.00            | 24,850.00            | 303,250.00                |                     |
| 5241 Equipment Repair/Maint  | 4,980.26               | 1,691.11               |              | 3,210.00                               | 4,000.00                                    |                       |                      |                           |                     |
| 5242 Office Equipment Repair/Maint                                 | 6,077.33               | 4,208.62               |              | 5,407.70                               | 6,000.00                                    |                       |                      |                           |                     |
| 5243 Computer Equip Repair/Maint                                   | 31,751.90              | 34,138.00              |              | 35,074.00                              | 35,074.00                                   |                       |                      |                           |                     |
| 5244 Motor Equipment Repair/Maint - Motorcycles                    |                        | 1,671.64               |              | 1,753.17                               | 1,800.00                                    |                       |                      |                           |                     |
| 5245 Building/Grounds Maint  | 2,460.20               | 3,433.35               |              | 1,144.90                               | 1,500.00                                    |                       |                      |                           |                     |
| 5255 Vehicle Washing   | 2,290.50               | 1,057.50               |              | 4,018.95                               | 4,500.00                                    |                       |                      |                           |                     |
| 5291 Custodial Services  | 5,576.50               | 6,846.70               |              | 5,039.90                               | 7,500.00                                    |                       |                      |                           |                     |
| 5306 Medical Services  | 92,276.28              | 48,118.82              |              | 64,970.94                              | 75,000.00                                   |                       |                      |                           |                     |
| 5312 Training  | 36,668.14              | 50,687.59              |              | 18,016.05                              | 25,000.00                                   |                       |                      |                           |                     |
| 5340 Communication   | 55,451.68              | 58,000.36              |              | 50,584.24                              | 55,000.00                                   |                       |                      |                           |                     |
| 5342 Postage   | 1,893.60               | 971.40                 |              | 26.75                                  | 30.00                                       |                       |                      |                           |                     |
| 5343 Printing  | 4,319.98               | 3,181.50               |              | 1,723.28                               | 1,800.00                                    |                       |                      |                           |                     |
| 5386 Accreditation   | 2,400.00               | 2,400.00               |              | 2,914.08                               | 3,500.00                                    |                       |                      |                           |                     |
| 5420 Office Supplies   | 7,115.31               | 12,089.70              |              | 5,763.48                               | 7,000.00                                    |                       |                      |                           |                     |
| 5424 Computer Supplies   | 7,066.12               | 8,899.39               |              | 4,620.88                               | 6,000.00                                    |                       |                      |                           |                     |
| 5430 Building Supplies   | 3,255.66               | 654.70                 |              | 49.43                                  | 50.00                                       |                       |                      |                           |                     |
| 5470 Public Safety Supplies  | 7,123.22               | 5,429.41               |              | 2,845.70                               | 5,500.00                                    |                       |                      |                           |                     |
| 5490 Food Supplies   | 3,297.06               | 2,478.21               |              | 1,751.85                               | 2,500.00                                    |                       |                      |                           |                     |
| 5500 Medical Supplies  | 3,320.92               | 837.09                 |              | 2,114.39                               | 2,500.00                                    |                       |                      |                           |                     |
| 5510 Education Supplies  | 2,956.97               | 918.14                 |              |  | 0.00  |                       |                      |                           |                     |
| 5581 Clothing, Glove, Shoes  | 637.85                 | 712.86                 |              | 606.26                                 | 800.00                                      |                       |                      |                           |                     |
| 5582 Photo Supplies  | 419.50                 | 499.52                 |              |  | 0.00  |                       |                      |                           |                     |
| 5587 Tools   | 536.07                 | 84.96                  |              | 462.05                                 | 463.00                                      |                       |                      |                           |                     |
| 5730 Dues  | 3,095.00               | 3,800.00               |              | 5,672.69                               | 6,000.00                                    |                       |                      |                           |                     |
| 5733 Licenses Taxi / Medallions                                    | 35.00                  | 35.00                  |              | 35.00                                  | 35.00                                       |                       |                      |                           |                     |

## POLICE

## EXPENDITURES

| Classification                                 | FY 2019             |                     | FY 2020    |                                  | FY 2021                               |                    | FY 2022           |                        |                  |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Equipment &amp; Unusual 001-210-5400</b>    |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5306 Boarding / Care of Animals                | 1,185.71            | 773.04              | 4,000.00   | 941.66                           | 1,000.00                              | 4,000.00           | 0.00              | 4,000.00               |                  |
| 5312 Training Academy Fee                      | 7,434.71            | 9,468.00            | 11,400.00  | 11,394.54                        | 11,395.00                             | 13,567.00          | 2,167.00          | 13,567.00              |                  |
| 5315 Legal Issues                              | 34,024.00           | 35,798.00           | 46,200.00  | 44,124.00                        | 44,124.00                             | 46,200.00          | 0.00              | 46,200.00              |                  |
| 5392-21 COP                                    | 2,144.03            | 1,919.04            | 3,000.00   |                                  | 0.00                                  | 3,000.00           | 0.00              | 3,000.00               |                  |
| 5392-22 SRO / GREAT                            | 1,482.97            | 5,417.79            | 20,000.00  |                                  | 0.00                                  | 20,000.00          | 0.00              | 20,000.00              |                  |
| 5392-23 Domestic Violence                      |                     |                     | 1,000.00   | 519.74                           | 1,000.00                              | 1,000.00           | 0.00              | 1,000.00               |                  |
| 5392-24 K-9 Unit                               |                     | 2,771.48            | 4,500.00   | 1,711.21                         | 2,000.00                              | 4,500.00           | 0.00              | 4,500.00               |                  |
| 5392-25 NEMLEC                                 | 12,356.02           | 15,989.40           | 14,500.00  | 8,292.70                         | 9,000.00                              | 14,500.00          | 0.00              | 14,500.00              |                  |
| 5392-26 Recreational - PAL                     | 4,000.00            | 2,783.00            | 5,000.00   |                                  | 0.00                                  | 5,000.00           | 0.00              | 5,000.00               |                  |
| 5392-27 PAL-Summer Youth Program               | 3,500.00            | 1,201.50            | 5,000.00   |                                  | 0.00                                  | 5,000.00           | 0.00              | 5,000.00               |                  |
| 5850 Safety Equipment                          | 3,070.11            | 3,521.24            | 6,000.00   | 3,156.86                         | 5,000.00                              | 7,000.00           | 1,000.00          | 7,000.00               |                  |
| 5852 Firearm Range Service                     | 23,600.95           | 12,982.00           | 27,000.00  | 13,082.00                        | 14,416.00                             | 27,000.00          | 0.00              | 27,000.00              |                  |
| 5853 Firearms/ Ammunition                      | 91,524.15           | 1,025.95            | 55,000.00  | 19,949.00                        | 19,949.00                             | 45,000.00          | (10,000.00)       | 45,000.00              |                  |
| 5856 Photography Equipment                     | 998.70              | 199.90              | 1,000.00   |                                  | 0.00                                  | 1,000.00           | 0.00              | 1,000.00               |                  |
| 5871 Bicycle Equipment                         | 75.96               | 937.86              | 3,500.00   |                                  | 1,700.00                              | 3,500.00           | 0.00              | 3,500.00               |                  |
| 5872 Cruiser Equipment                         | 5,301.30            | 5,281.03            | 7,000.00   | 5,977.50                         | 6,000.00                              | 7,000.00           | 0.00              | 7,000.00               |                  |
| 5875 Mobile Radios & Equipment                 | 204.67              | 1,269.25            | 5,000.00   | 540.00                           | 1,000.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |
| <b>Special Items 001-210-5500</b>              |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5190 Uniform Allowance 154 @ 1,150 / 1 @ 2,300 | 165,600.00          | 172,500.00          | 179,400.00 | 171,350.00                       | 171,350.00                            | 179,400.00         | 0.00              | 179,400.00             |                  |
| 5190 Uniform Allowance (Repair/Replace)        | 13,556.37           | 11,830.01           | 23,000.00  | 279.80                           | 280.00                                | 23,000.00          | 0.00              | 23,000.00              |                  |
| 5196 Uniforms-Special Positions                | 22,161.40           | 6,274.53            | 17,500.00  | 8,445.07                         | 8,500.00                              | 17,500.00          | 0.00              | 17,500.00              |                  |
| 5197 Uniform Allowance Civilians               | 1,589.77            | 2,322.64            | 2,500.00   |                                  | 2,500.00                              | 2,500.00           | 0.00              | 2,500.00               |                  |
| 5198 Uniform Allowance STS 43 @ 425            | 14,025.00           | 14,450.00           | 18,275.00  | 12,750.00                        | 12,750.00                             | 18,275.00          | 0.00              | 18,275.00              |                  |
| 5198 Uniform Allowance - STS / new hires       | 2,852.40            |                     | 4,000.00   | 3,498.60                         | 6,000.00                              | 4,000.00           | 0.00              | 4,000.00               |                  |
| 5471 Patches & Badges                          | 5,929.59            | 6,553.00            | 7,500.00   | 38.00                            | 2,600.00                              | 7,500.00           | 0.00              | 7,500.00               |                  |

POLICE

EXPENDITURES

| Classification | FY 2019                | FY 2020                | FY 2021 |  |   | FY 2022               |                      |                           |                     |
|----------------|------------------------|------------------------|---------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                | Actual<br>Expenditures | Actual<br>Expenditures | Budget  | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |

Department Explanation for Requested Increases

| <u>Item</u>                   | <u>Reason</u>   | <u>Department Cost for<br/>Requested Increase</u> | <u>Mayor's<br/>Recommendation</u> |
|-------------------------------|---|---|-----------------------------------|
| 5131 Overtime                 | Increase due to projection based on this year's (FY21) experience after CBA 2% increase.  | 300,000.00  | 150,000.00                        |
| 5141 Longevity                | Increase due to projection based on this year's (FY21) experience after CBA 2% increase; plus there will be 6 Police Officers newly eligible to receive Longevity and 13 who will increase their percentages; plus 3 STSs newly eligible. | 107,073.00  | 64,268.00                         |
| 5142 College Credits          | Increase due to projection based on this year's (FY21) experience after CBA increase.   | 167,202.00  | 110,978.00                        |
| 5143 Holiday                  | Increase due to projection based on this year's (FY21) experience after CBA increase.   | 100,806.00  | 153,014.00                        |
| General Expenses 001-210-5200 | Increase in new police reform training and increase in biohazard cleaning of cells and cruisers.  | 24,850.00   | 24,850.00                         |
| 5312 Training Academy Fee     | 13 Police Officers will begin their 1/3rd of contractual reimbursement.   | 2,167.00  | 2,167.00                          |
| 5850 Safety Equipment         | Upon review of spending history, this account requires an increase where other accts are being decreased.   | 1,000.00  | 1,000.00                          |

COST SUMMARY BY CLASSIFICATION

|                               |                      |                      |                      |                      |                      |                      |                     |                      |             |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|-------------|
| Personnel                     | 17,013,972.90        | 16,992,722.76        | 16,692,100.00        | 13,457,803.08        | 18,028,554.00        | 18,515,196.00        | 1,288,649.00        | 17,980,749.00        | 0.00        |
| General Expenses              | 285,005.05           | 252,845.57           | 278,400.00           | 217,805.69           | 251,552.00           | 303,250.00           | 24,850.00           | 303,250.00           | 0.00        |
| Equipment & Unusual           | 190,903.28           | 101,338.48           | 219,100.00           | 109,689.21           | 116,584.00           | 212,267.00           | (6,833.00)          | 212,267.00           | 0.00        |
| Special Items                 | 225,714.53           | 213,930.18           | 252,175.00           | 196,361.47           | 203,980.00           | 252,175.00           | 0.00                | 252,175.00           | 0.00        |
| <b>Total Operating Budget</b> | <b>17,715,595.76</b> | <b>17,560,836.99</b> | <b>17,441,775.00</b> | <b>13,981,659.45</b> | <b>18,600,670.00</b> | <b>19,282,888.00</b> | <b>1,306,666.00</b> | <b>18,748,441.00</b> | <b>0.00</b> |

## 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. |                |                |
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
| <b>Total</b>   | <b>\$0</b>     | <b>\$0</b>     |

| <b>Output Measure</b>                     | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|---|---------------------------|------------------------------|------------------------------|
| Calls For Service                         | 34,807                    | 34,100                       | 36,200                       |
| Police - CAD entries                      | 48,514                    | *42,500                      | 49,925                       |
| Fire                                      | 8,068                     | *7,950                       | 9,100                        |
| Medical                                   | 8,409                     | 7,650                        | 8,475                        |
| EMD Quality Control Reviews               | 1,435                     | 1,510                        | 1,600                        |
| Police Quality Controls                   | 450                       | 530                          | 500                          |
| 911 Calls Received                        | 13,825                    | 15,775                       | 15,250                       |
| R911 Messages Sent                        | 17                        | 19                           | 20                           |
| *March 2020 - June 2021 COVID-19 Response |                           |                              |                              |
| City Funding: \$1,927,192                 |                           | State Funding: \$100,000     |                              |



## DISPATCH

## PERSONNEL

|                          |                                   |                    | FY 2020 |                     | FY 2021 |           |                                  | FY 2022                               |    |                    |    |                        |                  |
|--------------------------|-----------------------------------|--------------------|---------|---------------------|---------|-----------|----------------------------------|---------------------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit Position |                                   | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #  | Department Request | #  | Mayor's Recommendation | Council Approval |
| 1.                       | SPMG *Chief Emerg Tele Disp       | 14-6 (L11)         |         |                     | 1       | 105,925   | 83,430.35                        | 111,030.00                            | 1  | 112,244            | 1  | 112,244                |                  |
| 2.                       | FAOP ETD Supervisor               | (L7)               |         |                     | 1       | 83,579    | 64,790.96                        | 83,579.00                             | 1  | 83,579             | 1  | 83,579                 |                  |
| 3.                       | FAOP ETD Supervisor Night         | (L7)               |         |                     | 1       | 89,240    | 68,011.89                        | 89,240.00                             | 1  | 89,240             | 1  | 89,240                 |                  |
| 4.                       | FAOP *ETD Supervisor Night        | (L6)               |         |                     | 1       | 87,572    | 66,757.83                        | 88,406.00                             | 1  | 88,406             | 1  | 88,406                 |                  |
| 5.                       | FAOP Sr Fire Alarm Operator Night | (L8)               |         |                     | 1       | 90,074    | 69,652.98                        | 90,074.00                             | 1  | 90,074             | 1  | 90,074                 |                  |
| 6.                       | FAOP Emerg Tel Dispatcher         | 6 (L5)             |         |                     | 1       | 69,913    | 52,974.09                        | 71,206.00                             | 1  | 69,913             | 1  | 69,913                 |                  |
| 7.                       | FAOP *Emerg Tel Dispatcher        | 6                  |         |                     | 1       | 64,624    | 48,068.02                        | 65,267.00                             | 1  | 66,583             | 1  | 66,583                 |                  |
| 8.                       | FAOP *Emerg Tel Dispatcher        | 6                  |         |                     | 1       | 64,624    | 47,921.78                        | 65,121.00                             | 1  | 66,583             | 1  | 66,583                 |                  |
| 9.                       | FAOP Emerg Tel Dispatcher         | 6                  |         |                     | 1       | 67,352    | 47,116.85                        | 62,945.00                             | 1  | 65,413             | 1  | 65,413                 |                  |
| 10.                      | FAOP *Emerg Tel Dispatcher        | 6                  |         |                     | 1       | 63,112    | 46,905.09                        | 63,118.00                             | 1  | 65,413             | 1  | 65,413                 |                  |
| 11.                      | FAOP *Emerg Tel Dispatcher Night  | 6 (L7)             |         |                     | 1       | 75,331    | 57,932.85                        | 78,277.00                             | 1  | 76,040             | 1  | 76,040                 |                  |
| 12.                      | FAOP Emerg Tel Dispatcher Night   | 6 (L6)             |         |                     | 1       | 75,331    | 57,246.73                        | 77,591.00                             | 1  | 75,331             | 1  | 75,331                 |                  |
| 13.                      | FAOP *Emerg Tel Dispatcher Night  | 6 (L6)             |         |                     | 1       | 74,620    | 56,540.94                        | 76,000.00                             | 1  | 75,331             | 1  | 75,331                 |                  |
| 14.                      | FAOP *Emerg Tel Dispatcher Night  | 6                  |         |                     | 1       | 71,067    | 53,011.93                        | 70,744.00                             | 1  | 71,102             | 1  | 71,102                 |                  |
| 15.                      | FAOP Emerg Tel Dispatcher Night   | 6                  |         |                     | 1       | 71,067    | 53,497.44                        | 71,067.00                             | 1  | 71,067             | 1  | 71,067                 |                  |
| 16.                      | FAOP Emerg Tel Dispatcher Night   | 6                  |         |                     | 1       | 71,067    | 53,335.55                        | 70,905.00                             | 1  | 71,067             | 1  | 71,067                 |                  |
| 17.                      | FAOP *Emerg Tel Dispatcher Night  | 6                  |         |                     | 1       | 68,170    | 51,189.63                        | 68,140.00                             | 1  | 70,650             | 1  | 70,650                 |                  |
| 18.                      | FAOP *Emerg Tel Dispatcher Night  | 6                  |         |                     | 1       | 68,170    | 51,490.93                        | 68,441.00                             | 1  | 70,650             | 1  | 70,650                 |                  |
| 19.                      | FAOP *Emerg Tel Dispatcher Night  | 6                  |         |                     | 1       | 67,352    | 50,348.40                        | 67,359.00                             | 1  | 69,813             | 1  | 69,813                 |                  |
| 20.                      | FAOP *Emerg Tel Dispatcher Night  | 6                  |         |                     | 1       | 67,352    | 50,055.23                        | 63,189.00                             | 1  | 69,813             | 1  | 69,813                 |                  |
| 21.                      | FAOP *Emerg Tel Dispatcher Night  | 5                  |         |                     | 1       | 65,585    | 48,756.02                        | 67,208.00                             | 1  | 67,960             | 1  | 67,960                 |                  |
| 22.                      | FAOP *Emerg Tel Dispatcher Night  | 4                  |         |                     | 1       | 63,108    | 47,015.67                        | 65,262.00                             | 1  | 65,304             | 1  | 65,304                 |                  |
| 23.                      | FAOP Emerg Tel Dispatcher Night   | 1                  |         |                     | 1       |           |                                  |                                       |    |                    |    |                        |                  |
| 24.                      | FAOP Emerg Tel Dispatcher Night   | 1                  |         | on hold             | 1       |           |                                  |                                       |    |                    | 1  |                        |                  |
| 25.                      | FAOP Emerg Tel Dispatcher Night   | 1                  |         | on hold             | 1       |           |                                  |                                       |    |                    | 1  |                        |                  |
| Subtotal                 |                                   |                    | 25      | 1,731,439.21        | 25      | 1,624,235 | 1,226,051.16                     | 1,634,169.00                          | 22 | 1,651,576          | 24 | 1,651,576              | 0                |

on hold  
on hold

## DISPATCH

## PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

| FY 2020 |              | FY 2021      |        |              |                | FY 2022    |         |         |                |
|---------|--------------|--------------|--------|--------------|----------------|------------|---------|---------|----------------|
| Actual  |              | July - March |        | Estimated    |                |            |         |         |                |
| Actual  |              | Actual       |        | Expenditures |                | Department |         | Mayor's |                |
| #       | Expenditures | #            | Budget | Expenditures | Thru 6/30/2021 | #          | Request | #       | Recommendation |
|         |              |              |        |              |                |            |         |         | Council        |
|         |              |              |        |              |                |            |         |         | Approval       |

## Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Contract Settlement included in \* position salary

39,627

Explanation

FAOP Emerg Tel Dispatcher 6 (1,939) Employee switched from night to day shift

FAOP Emerg Tel Dispatcher Night 1 60,544 Requesting to fund 'on hold' position

FAOP Emerg Tel Dispatcher Night 1 60,544 Requesting to fund 'on hold' position

FAOP Emerg Tel Dispatcher Night 1 60,544 Requesting to fund 'on hold' position

|   |         |   |        |
|---|---------|---|--------|
| 1 | 60,544  | 1 | 60,544 |
| 1 | 60,544  |   | 0      |
| 1 | 60,544  |   | 0      |
| 3 | 181,632 | 1 | 60,544 |

Subtotal

Grand Total

|    |              |    |           |              |              |    |           |    |           |   |
|----|--------------|----|-----------|--------------|--------------|----|-----------|----|-----------|---|
| 25 | 1,731,439.21 | 25 | 1,624,235 | 1,226,051.16 | 1,634,169.00 | 25 | 1,833,208 | 25 | 1,712,120 | 0 |
|----|--------------|----|-----------|--------------|--------------|----|-----------|----|-----------|---|

## DISPATCH

## EXPENDITURES

| Classification   | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-215-5100</b>                          |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5112 Wages - Full Time                                 | 1,623,276.42        | 1,593,758.16        | 1,499,544.00 | 1,118,045.85                     | 1,508,785.00                          | 1,709,170.00       | 94,604.00         | 1,594,148.00           | 0.00             |
| 5131 Overtime - Callbacks Nt                           | 157,837.77          | 284,330.24          | 225,000.00   | 134,160.22                       | 187,180.00                            | 225,000.00         | 0.00              | 225,000.00             |                  |
| 5141 Longevity   | 41,152.94           | 45,580.22           | 39,052.00    | 35,676.82                        | 35,677.00                             | 37,820.00          | (1,232.00)        | 37,820.00              |                  |
| 5143 Holiday   | 94,685.68           | 92,100.83           | 85,639.00    | 72,328.49                        | 89,707.00                             | 96,565.00          | 12,360.00         | 97,999.00              |                  |
| 5144 Out of Grade / FTO                                | 13,649.37           | 12,781.66           | 24,775.00    | 9,582.37                         | 11,422.00                             | 24,775.00          | 0.00              | 24,775.00              |                  |
| Receipt Offset - Grant                                 | (159,250.46)        | (271,784.39)        | (100,000.00) |                                  | (100,000.00)                          | (100,000.00)       | 0.00              | (100,000.00)           |                  |
| <b>General Expenses 001-215-5200</b>                   |                     |                     | 37,900.00    |                                  |                                       | 32,050.00          | (5,850.00)        | 32,050.00              |                  |
| 5242 Office Equipment Repair/Maint                     | 1,643.54            | 180.00              |              | 576.00                           | 600.00                                |                    |                   |                        |                  |
| 5312 Training E-911                                    | 7,082.05            | 4,320.75            |              | 136.00                           | 150.00                                |                    |                   |                        |                  |
| 5340 Communication                                     | 20,194.95           | 20,194.95           |              | 20,544.78                        | 20,545.00                             |                    |                   |                        |                  |
| 5342 Postage   | 50.00               |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5420 Office Supplies                                   | 1,101.01            | 1,134.53            |              | 671.85                           | 800.00                                |                    |                   |                        |                  |
| 5424 Computer Supplies                                 | 526.90              | 1,994.76            |              | 194.40                           | 400.00                                |                    |                   |                        |                  |
| 5430 Building Supplies                                 | 660.96              | 339.87              |              | 247.81                           | 458.00                                |                    |                   |                        |                  |
| 5470 Public Safety Supplies                            | 234.00              |                     |              | 250.00                           | 250.00                                |                    |                   |                        |                  |
| 5730 Dues  | 125.00              | 125.00              |              |                                  |                                       |                    |                   |                        |                  |
| <b>Special Items 001-215-5500</b>                      |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5190 Uniform Allowance/Clothing Maint @ 500 /ea        | 11,600.00           | 11,600.00           | 12,400.00    | 10,600.00                        | 10,600.00                             | 12,400.00          | 0.00              | 12,400.00              |                  |
| 5190 Uniform Allowance/Clothing Maint (Repair/Replace) | 648.20              | 657.25              | 3,000.00     |                                  | 0.00                                  | 3,000.00           | 0.00              | 3,000.00               |                  |

Department Explanation for Requested Increases

| <u>Item</u>  | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> |
|--------------|--|---|
| 5143 Holiday | There are employees receiving step and longevity increases during FY22 which cause the Holiday to increase and this includes the cost to fund the holiday for the three ETD's that were on hold last year. | 10,926.00                                     |

## COST SUMMARY BY CLASSIFICATION

|                                |                     |                     |                     |                     |                     |                     |                  |                     |             |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|---------------------|-------------|
| <b>Personnel</b>               | 1,771,351.72        | 1,756,766.72        | 1,774,010.00        | 1,369,793.75        | 1,732,771.00        | 1,993,330.00        | 105,732.00       | 1,879,742.00        | 0.00        |
| <b>General Expenses</b>        | 31,618.41           | 28,289.86           | 37,900.00           | 22,620.84           | 23,203.00           | 32,050.00           | (5,850.00)       | 32,050.00           | 0.00        |
| <b>Equipment &amp; Unusual</b> |                     |                     |                     |                     |                     |                     |                  |                     |             |
| <b>Special Items</b>           | 12,248.20           | 12,257.25           | 15,400.00           | 10,600.00           | 10,600.00           | 15,400.00           | 0.00             | 15,400.00           | 0.00        |
| <b>Total Operating Budget</b>  | <u>1,815,218.33</u> | <u>1,797,313.83</u> | <u>1,827,310.00</u> | <u>1,403,014.59</u> | <u>1,766,574.00</u> | <u>2,040,780.00</u> | <u>99,882.00</u> | <u>1,927,192.00</u> | <u>0.00</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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 68,063           | 68,213           |
| Pension Administration  | 6,984            | 6,594            |
| Medical & Life Insurance  | 67,925           | 68,405           |
| Heat, Light, Water  | 8,512            | 7,665            |
| Building Repair & Maintenance   | 14,904           | 6,295            |
| Building Insurance  | 767              | 683              |
| <b>Total</b>  | <b>\$167,155</b> | <b>\$157,855</b> |

|  |                           |                              |                              |
|--|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>                        | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| Contracts Bid                                | 80                        | 80                           | 80                           |
| Number of PO's w/ values of \$1,000+         | 1,972                     | 2,500                        | 2,500                        |
| Number of PO's w/ values of \$999.00 or less | 1,489                     | 2,000                        | 2,000                        |

**PURCHASING**

**PERSONNEL**

| FY 2020                  |            | FY 2021                             |                             |                        |            | FY 2022               |         |                           |                     |           |   |
|--------------------------|------------|-------------------------------------|-----------------------------|------------------------|------------|-----------------------|---------|---------------------------|---------------------|-----------|---|
| Actual<br># Expenditures | #          | July - March<br>Actual Expenditures |                             |                        | #          | Department<br>Request | #       | Mayor's<br>Recommendation | Council<br>Approval |           |   |
|                          |            | Budget                              | Expenditures Thru 6/30/2021 | Estimated Expenditures |            |                       |         |                           |                     |           |   |
|                          |            | 1                                   | 112,601                     | 71,816.51              |            |                       |         |                           |                     | 91,616.51 |   |
|                          |            | 1                                   | 70,358                      | 55,524.29              |            |                       |         |                           |                     | 73,172.32 |   |
|                          |            | 1                                   | 62,704                      | 49,455.04              |            |                       |         |                           |                     | 51,957.28 |   |
|                          |            |                                     | 2,700                       | 1,696.55               |            |                       |         |                           |                     | 2,250.00  |   |
|                          |            |                                     | 3,000                       |                        |            |                       |         |                           |                     | 0.00      |   |
|                          |            |                                     | 15,000                      | 8,932.00               |            |                       |         |                           |                     | 15,000.00 |   |
|                          |            |                                     |                             |                        |            |                       |         |                           |                     |           |   |
| 3                        | 248,704.77 | 3                                   | 266,363                     | 187,424.39             | 233,996.11 | 2                     | 171,791 |                           | 2                   | 171,791   | 0 |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity/Compensation Ordinance included in \* position salary 4,307

Purchasing Agent 16-2 (18,175)

Administrative Assistant 10-1 (62,704)

Energy Coordinator (3,000)

Part Time (15,000)

**Explanation**

Internal promotion

Convert Administrative Assistant to Junior Accountant

Not requested

Not requested

**New Positions**

Junior Accountant 10-1 Convert Administrative Assistant to Junior Accountant

|          |               |          |               |          |
|----------|---------------|----------|---------------|----------|
| 1        | 61,635        | 1        | 61,635        |          |
| <b>1</b> | <b>61,635</b> | <b>1</b> | <b>61,635</b> | <b>0</b> |

**Subtotal**

**Grand Total**

|          |                   |          |                |                   |                   |          |                |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|
| <b>3</b> | <b>248,704.77</b> | <b>3</b> | <b>266,363</b> | <b>187,424.39</b> | <b>233,996.11</b> | <b>3</b> | <b>233,426</b> | <b>3</b> | <b>233,426</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|

## PURCHASING

## EXPENDITURES

| Classification                       | FY 2019                | FY 2020                | FY 2021    |              |                             | FY 2022               |                      |                           |                     |
|--------------------------------------|------------------------|------------------------|------------|--------------|-----------------------------|-----------------------|----------------------|---------------------------|---------------------|
|                                      | Actual<br>Expenditures | Actual<br>Expenditures | Budget     | July - March | Estimated                   | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
|                                      |                        |                        |            | Actual       | Expenditures Thru 6/30/2021 |                       |                      |                           |                     |
| <b>Personnel 001-138-5100</b>        |                        |                        |            |              |                             |                       |                      |                           |                     |
| 5111 Salaries - Full Time            | 230,057.22             | 236,038.77             | 245,663.00 | 176,795.84   | 216,746.11                  | 230,726.00            | (14,937.00)          | 230,726.00                | 0.00                |
| 5121 Salaries - Part Time            | 10,255.12              | 12,666.00              | 20,700.00  | 10,628.55    | 17,250.00                   | 2,700.00              | (18,000.00)          | 2,700.00                  | 0.00                |
| <hr/>                                |                        |                        |            |              |                             |                       |                      |                           |                     |
| <b>General Expenses 001-138-5200</b> |                        |                        | 5,700.00   |              |                             | 13,700.00             | 8,000.00             | 13,700.00                 |                     |
| 5192 Mileage                         | 272.41                 | 118.26                 |            |              |                             |                       |                      |                           |                     |
| 5242 Office Equipment Repair/Maint   |                        | 1,536.98               |            |              |                             |                       |                      |                           |                     |
| 5312 Training                        | 959.00                 | 75.00                  |            |              | 2,100.00                    |                       |                      |                           |                     |
| 5341 Advertising                     | 261.80                 |                        |            | 75.73        | 100.00                      |                       |                      |                           |                     |
| 5342 Postage                         | 1,201.80               | 2,900.83               |            | 479.15       | 1,500.00                    |                       |                      |                           |                     |
| 5343 Printing                        |                        | 66.32                  |            |              |                             |                       |                      |                           |                     |
| 5420 Office Supplies                 | 1,090.99               | 1,566.85               |            | 298.38       | 1,500.00                    |                       |                      |                           |                     |
| 5430 Bldg Supplies - Conference Room |                        | 53.94                  |            |              |                             |                       |                      |                           |                     |
| 5730 Dues                            | 175.00                 | 225.00                 |            |              |                             |                       |                      |                           |                     |
| <hr/>                                |                        |                        |            |              |                             |                       |                      |                           |                     |
| <b>Special Items 001-138-5500</b>    |                        |                        |            |              |                             |                       |                      |                           |                     |
| 5741 Auto Insurance                  | 48,749.38              | 38,742.78              | 55,000.00  | 53,049.00    | 55,000.00                   | 65,000.00             | 10,000.00            | 65,000.00                 |                     |
| 5742 Building Insurance              | 249,659.22             | 222,417.50             | 320,000.00 | 284,062.08   | 285,000.00                  | 325,000.00            | 5,000.00             | 325,000.00                |                     |
| 5743 Cyber Insurance                 | 9,798.00               | 15,055.28              | 15,055.00  |              | 20,000.00                   | 20,000.00             | 4,945.00             | 20,000.00                 |                     |
| 5744 General Liability Insurance     | 4,439.00               | 4,264.00               |            |              | 0.00                        | 20,000.00             | 20,000.00            | 20,000.00                 |                     |

PURCHASING

EXPENDITURES

| Classification  | FY 2019             | FY 2020  | FY 2021             |  | FY 2022                                       |                   |                               |                  |
|---|---------------------|--|---------------------|--|---|-------------------|-------------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures                                | July - March Budget | Estimated Actual Expenditures Thru 6/30/2021 | Department Request                            | Mayor's Incr/Decr | Mayor's Recommendation        | Council Approval |
| <u>Department Explanation for Requested Increases</u> |                     |  |                     |  |   |                   |                               |                  |
| <u>Item</u>   |                     | <u>Reason</u>                                      |                     |  | <u>Department Cost for Requested Increase</u> |                   | <u>Mayor's Recommendation</u> |                  |
| 5341 Advertising                                      |                     | Newspaper requirement for bid solicitation         |                     |  | 8,000.00                                      |                   | 8,000.00                      |                  |
| 5741 Auto Insurance                                   |                     | Increase in renewal quotation                      |                     |  | 10,000.00                                     |                   | 10,000.00                     |                  |
| 5742 Building Insurance                               |                     | Increase in renewal quotation                      |                     |  | 5,000.00                                      |                   | 5,000.00                      |                  |
| 5743 Cyber Insurance                                  |                     | Increase in renewal quotation                      |                     |  | 4,945.00                                      |                   | 4,945.00                      |                  |
| 5744 General Liability Insurance                      |                     | New policy for Recreation amusements & inflatables |                     |  | 20,000.00                                     |                   | 20,000.00                     |                  |

COST SUMMARY BY CLASSIFICATION

|                        |                   |                   |                   |                   |                   |                   |                  |                   |             |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel              | 240,312.34        | 248,704.77        | 266,363.00        | 187,424.39        | 233,996.11        | 233,426.00        | (32,937.00)      | 233,426.00        | 0.00        |
| General Expenses       | 3,961.00          | 6,543.18          | 5,700.00          | 853.26            | 5,200.00          | 13,700.00         | 8,000.00         | 13,700.00         | 0.00        |
| Equipment & Unusual    |                   |                   |                   |                   |                   |                   |                  |                   |             |
| Special Items          | 312,645.60        | 280,479.56        | 390,055.00        | 337,111.08        | 360,000.00        | 430,000.00        | 39,945.00        | 430,000.00        | 0.00        |
| Total Operating Budget | <u>556,918.94</u> | <u>535,727.51</u> | <u>662,118.00</u> | <u>525,388.73</u> | <u>599,196.11</u> | <u>677,126.00</u> | <u>15,008.00</u> | <u>677,126.00</u> | <u>0.00</u> |

## RECREATION

### STATEMENT OF OBJECTIVES:

Waltham Recreation Department plays a key role in the quality of life for its residents. The department offers (4) seasons of passive and active inclusive recreation and leisure services to a diverse population. Full and Part time staff are committed to offering programs and services to meet the ever changing needs of the community. These programs are designed to build self esteem and improve physical and mental health. The Recreation Department is located in the Waltham Community and Cultural Center and is overseen by a 9 member Parks-Recreation Board. The Cultural Center offers wonderful space for a wide range of affordably priced programs that include: preschool offerings, youth sports activities, community events, Chill Zone for middle and high school students and numerous adult opportunities. Works with volunteer groups and organizations to preserve and protect natural woodlands and open space. The Park Ranger position has had an impact on the community parks and open space. The Waltham Recreation Department and staff will continue to focus on meeting the needs of the communities through programs, services and facility management. Community events will continue to be offered on a seasonal basis for families which brings the community together regularly and enhances the pride for the City of Waltham! COVID-19 modifications will continue to be made to seasonal Recreation Department programs to accommodate all State of Massachusetts COVID-19 protocols and regulations. These accommodations will include social distancing, smaller enrollment numbers and wearing of face coverings. Additional seasonal staff are needed for contact tracing and disinfecting and enforcement of parks and facilities.

### DESCRIPTION OF OUTPUT STATEMENT:

This is the 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 152,170          | 155,755          |
| Pension Administration  | 14,826           | 13,999           |
| Medical & Life Insurance  | 232,292          | 264,847          |
| Heat, Light, Water  | 6,959            | 5,590            |
| Building Repair & Maintenance   | 74,659           | 7,602            |
| Building Insurance  | 15,176           | 13,520           |
| Motor Vehicle Insurance   | 1,113            | 1,033            |
| Motor Vehicle Maint & Repair  | 32,348           | 33,207           |
| <b>Total</b>  | <b>\$529,543</b> | <b>\$495,553</b> |

|                              |                           |                              |                              |
|------------------------------|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>        | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| Total # of Rec Activities    | 5,234                     | 3,210                        | 7,015                        |
| Total Attend / Participants  | 180,904                   | 106,128                      | 195,900                      |
| Pre Revenue Cost/Participant | \$7.00                    | \$13.00                      | \$8.00                       |
| Total Revenue                | \$283,483                 | \$210,823                    | \$320,600                    |
| Cost/Participant             | \$5.50                    | \$11.00                      | \$6.50                       |



**RECREATION**

**PERSONNEL**

|                 |                                     |                    | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |      |                    |     |                        |                  |   |
|-----------------|-------------------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|------|--------------------|-----|------------------------|------------------|---|
| Bargaining Unit | Position                            | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #    | Department Request | #   | Mayor's Recommendation | Council Approval |   |
| 1.              | Recreation Board                    |                    |         |                     | 10      | 11,000  | 7,379.60                         | 11,000.00                             | 10   | 11,000             | 10  | 11,000                 |                  |   |
| 2.              | *Director of Recreation             | 18-6 (L10)         |         |                     | 1       | 130,968 | 102,287.37                       | 136,206.72                            | 1    | 142,137            | 1   | 142,137                |                  |   |
| 3.              | *Asst Director Recreation           | 14-6 (L10)         |         |                     | 1       | 101,907 | 80,258.99                        | 105,983.28                            | 1    | 108,804            | 1   | 108,804                |                  |   |
| 4.              | *Asst. Superintendent of Recreation | 14-5               |         |                     | 1       | 86,009  | 67,613.64                        | 89,449.36                             | 1    | 94,867             | 1   | 94,867                 |                  |   |
| 5.              | *Park Ranger                        | 13-3               |         |                     | 1       | 74,390  | 58,013.66                        | 77,365.60                             | 1    | 82,041             | 1   | 82,041                 |                  |   |
| 6.              | *Rec Super / Teen Center            | 12-6 (L8)          |         |                     | 1       | 86,201  | 67,361.84                        | 89,649.04                             | 1    | 93,793             | 1   | 93,793                 |                  |   |
| 7.              | *Recreation Supervisor              | 12-6               |         |                     | 1       | 81,836  | 64,618.63                        | 85,109.44                             | 1    | 86,845             | 1   | 86,845                 |                  |   |
| 8.              | *Recreation Supervisor              | 12-6               |         |                     | 1       | 81,836  | 64,603.17                        | 85,109.44                             | 1    | 86,845             | 1   | 86,845                 |                  |   |
| 9.              | *Rec Super / Spec Needs             | 12-5               |         |                     | 1       | 74,574  | 58,456.89                        | 77,556.96                             | 1    | 82,245             | 1   | 82,245                 |                  |   |
| 10.             | *Administrative Assistant           | 10-6               |         |                     | 1       | 70,358  | 55,555.59                        | 73,172.32                             | 1    | 74,665             | 1   | 74,665                 |                  |   |
| 11.             | *Office Coordinator (PT 19 hrs)     | 9-6                |         |                     | 0.5     | 36,005  | 25,668.94                        | 37,445.20                             | 0.5  | 38,209             | 0.5 | 38,209                 |                  |   |
| 12. LAB         | *Bldg Maint Craftsperson            | 9-6                |         |                     | 1       | 61,492  | 48,542.51                        | 63,951.68                             | 1    | 65,250             | 1   | 65,250                 |                  |   |
| 13.             | Recreation Board Clerk              |                    |         |                     |         | 1,000   |                                  | 1,000.00                              |      | 1,000              |     | 1,000                  |                  |   |
| 14.             | Temporary / Seasonal                |                    |         |                     |         | 40,000  | 8,616.50                         | 15,000.00                             |      | 40,000             |     | 40,000                 |                  |   |
| Subtotal        |                                     |                    | 20.5    | 886,358.57          | 20.5    | 937,576 | 708,977.33                       | 947,999.04                            | 20.5 | 1,007,701          |     | 20.5                   | 1,007,701        | 0 |

RECREATION

PERSONNEL

Bargaining Unit Position  
FY 2022 Grade-Step

| FY 2020 |              | FY 2021      |        |                                    | FY 2022    |         |         |                |          |
|---------|--------------|--------------|--------|------------------------------------|------------|---------|---------|----------------|----------|
| Actual  |              | July - March |        | Estimated                          | Department |         | Mayor's |                | Council  |
| #       | Expenditures | #            | Budget | Actual Expenditures Thru 6/30/2021 | #          | Request | #       | Recommendation | Approval |

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance/  
Contract Settlement included in \* position salary

70,125

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

|      |            |      |         |            |            |      |           |      |           |   |
|------|------------|------|---------|------------|------------|------|-----------|------|-----------|---|
| 20.5 | 886,358.57 | 20.5 | 937,576 | 708,977.33 | 947,999.04 | 20.5 | 1,007,701 | 20.5 | 1,007,701 | 0 |
|------|------------|------|---------|------------|------------|------|-----------|------|-----------|---|

**RECREATION**

**EXPENDITURES**

| Classification   | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-630-5100</b>                              |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                                  | 682,142.97          | 752,227.19          | 788,079.00 | 618,769.78                       | 819,602.16                            | 852,242.00         | 64,163.00         | 852,242.00             | 0.00             |
| 5112 Wages - Full Time                                     | 61,307.25           | 61,727.21           | 61,492.00  | 48,542.51                        | 63,951.68                             | 65,250.00          | 3,758.00          | 65,250.00              | 0.00             |
| 5121 Salaries - Part Time                                  | 30,248.16           | 30,319.67           | 37,005.00  | 25,668.94                        | 38,445.20                             | 39,209.00          | 2,204.00          | 39,209.00              | 0.00             |
| 5122 Wages - Part Time                                     | 32,815.90           | 34,084.50           | 40,000.00  | 8,616.50                         | 15,000.00                             | 40,000.00          | 0.00              | 40,000.00              | 0.00             |
| 5131 Overtime  | 1,928.79            | 2,912.61            | 3,000.00   | 764.68                           | 2,500.00                              | 3,000.00           | 0.00              | 3,000.00               | 0.00             |
| 5194 Boards & Commissions                                  | 9,100.00            | 8,000.00            | 11,000.00  | 7,379.60                         | 11,000.00                             | 11,000.00          | 0.00              | 11,000.00              | 0.00             |
| Offset from Rink for Off-Season Work                       | 50,744.89           | 51,861.28           | 61,566.00  | 27,719.18                        | 61,566.00                             | 68,747.00          | 7,181.00          | 68,747.00              |                  |
| <hr/>  |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 001-630-5200</b>                       |                     |                     | 19,100.00  |                                  |                                       | 18,875.00          | (225.00)          | 18,875.00              |                  |
| 5192 Mileage   | 591.14              | 656.14              |            |                                  | 750.00                                |                    |                   |                        |                  |
| 5247 Alarms / Intrusion                                    | 2,834.48            | 2,908.76            |            | 2,354.02                         | 3,000.00                              |                    |                   |                        |                  |
| 5272 Office Equipment Rental                               | 1,188.00            | 1,188.00            |            | 1,188.00                         | 1,188.00                              |                    |                   |                        |                  |
| 5312 Training  | 192.00              | 208.00              |            | 128.00                           | 250.00                                |                    |                   |                        |                  |
| 5342 Postage   | 187.51              | 320.21              |            | 55.27                            | 300.00                                |                    |                   |                        |                  |
| 5343 Printing  | 6,280.00            | 6,948.33            |            |                                  | 3,000.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                                       | 3,010.49            | 2,356.19            |            | 677.69                           | 3,400.00                              |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies                               | 229.32              | 180.00              |            |                                  | 500.00                                |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes                               | 1,616.52            | 1,361.49            |            | 834.10                           | 1,500.00                              |                    |                   |                        |                  |
| 5730 Dues  | 520.00              | 500.00              |            | 625.00                           | 650.00                                |                    |                   |                        |                  |
| <hr/>  |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-630-5400</b>                |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5300 Chill Zone Program<br>(Middle & High School Programs) | 41,882.58           | 32,547.27           | 47,000.00  | 11,689.23                        | 25,000.00                             | 47,000.00          | 0.00              | 47,000.00              |                  |

Department Explanation for Requested Increases

| <u>Item</u>                    | <u>Reason</u> |            |              |            |              | <u>Department Cost for Requested Increase</u> |           |              |      |
|--------------------------------|---------------|------------|--------------|------------|--------------|---|-----------|--------------|------|
| COST SUMMARY BY CLASSIFICATION |               |            |              |            |              |   |           |              |      |
| Personnel                      | 868,287.96    | 941,132.46 | 1,002,142.00 | 737,461.19 | 1,012,065.04 | 1,079,448.00                                  | 77,306.00 | 1,079,448.00 | 0.00 |
| General Expenses               | 16,649.46     | 16,627.12  | 19,100.00    | 5,862.08   | 14,538.00    | 18,875.00                                     | (225.00)  | 18,875.00    | 0.00 |
| Equipment & Unusual            | 41,882.58     | 32,547.27  | 47,000.00    | 11,689.23  | 25,000.00    | 47,000.00                                     | 0.00      | 47,000.00    | 0.00 |
| Total Operating Budget         | 926,820.00    | 990,306.85 | 1,068,242.00 | 755,012.50 | 1,051,603.04 | 1,145,323.00                                  | 77,081.00 | 1,145,323.00 | 0.00 |

## KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

**STATEMENT OF OBJECTIVES:**

To provide outdoor opportunities which are designed to offer a wide range of year round recreational activities for all ages. To provide neighborhood and regional recreational areas with athletic facilities and 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. These playgrounds and recreation areas offer passive and active recreation to residents.

Kaleidoscope summer program held at Fitzgerald Elementary School and Monsignor McCabe Playground is offered for eight weeks during summer months. The combination of the school and playground make this a great location for summer programming. Summer staff is hired to work within the Kaleidoscope program offering summer fun and field trip opportunities. (49 Participants per week)

An entering Kindergarten component will be added in the summer of 2021 to provide additional resources for those younger residents.

The Recreation Department supervises twelve water play facilities throughout the city for summer months. Weather permitting the facilities are open seven days per week, supervised with part time seasonal employees during weekday hours and unsupervised on weeknights and weekends. Currently under construction are McDonald Playground and Thompson Playground spray parks. Additionally, a new spray park will be included in the Capital project ongoing at Prospect Hill Park (opening late summer 2021). A typical season is June until Labor Day but is weather dependent. All State of Massachusetts COVID-19 protocols and guidelines will be followed including social distancing, reduced enrollment numbers, and continued disinfecting and sanitation of parks and facilities.

| There are no indirect costs directly associated with this element. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
| <b>Total</b>   | <b>\$0</b>     | <b>\$0</b>     |

| Output Measure          | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-------------------------|-------------------|----------------------|----------------------|
| Kaleidoscope Attendance | 393               | 139                  | 280                  |
| Spray Park Attendance   | 8,673             | 5,000                | 9,000                |
| Total Attendance        | 9,066             | 5,139                | 9,280                |
| Revenue                 | \$47,197.00       | \$16,000.00          | \$33,000.00          |

| FY 2020 |                     | FY 2021 |        |                     |                             | FY 2022 |                    |   |                        |                  |           |           |    |        |    |        |
|---------|---------------------|---------|--------|---------------------|-----------------------------|---------|--------------------|---|------------------------|------------------|-----------|-----------|----|--------|----|--------|
| #       | Actual Expenditures | #       | Budget | July - March        | Estimated                   | #       | Department Request | # | Mayor's Recommendation | Council Approval |           |           |    |        |    |        |
|         |                     |         |        | Actual Expenditures | Expenditures Thru 6/30/2021 |         |                    |   |                        |                  |           |           |    |        |    |        |
|         |                     |         |        | 17                  | 62,000                      |         |                    |   |                        |                  | 32,738.50 | 40,000.00 | 17 | 71,000 | 17 | 71,000 |
|         |                     |         |        | 1                   | 7,000                       |         |                    |   |                        |                  | 2,457.00  | 3,000.00  | 1  | 7,000  | 1  | 7,000  |
| 18      | 63,962.50           | 18      | 69,000 | 35,195.50           | 43,000.00                   | 18      | 78,000             |   | 18                     | 78,000           | 0         |           |    |        |    |        |

|                      |                   |
|----------------------|-------------------|
| <b>Bargaining</b>    | <b>FY 2022</b>    |
| <b>Unit Position</b> | <b>Grade-Step</b> |

1. Program Instructors for Kaleidoscope and Water Spray Park Attendants
2. Kaleidoscope Asst. Program Director

Subtotal

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Program Instructors for  
Kaleidoscope and Water Spray  
Park Attendants

9,000

Explanation

Increase Program Instructor rate from \$13.00 to \$15.00 per hour

## New Positions

Subtotal

|             |    |           |    |        |           |           |    |        |    |        |   |
|-------------|----|-----------|----|--------|-----------|-----------|----|--------|----|--------|---|
| Grand Total | 18 | 63,962.50 | 18 | 69,000 | 35,195.50 | 43,000.00 | 18 | 78,000 | 18 | 78,000 | 0 |
|-------------|----|-----------|----|--------|-----------|-----------|----|--------|----|--------|---|

|   |   |  |   |   |
|---|---|--|---|---|
|   |   |  |   |   |
| 0 | 0 |  | 0 | 0 |

**KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)**

**EXPENDITURES**

| Classification   | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-631-5100</b>                            |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5122 Temporary Help / PT Wage                            | 56,232.00           | 63,962.50           | 69,000.00  | 35,195.50                        | 43,000.00                             | 78,000.00          | 9,000.00          | 78,000.00              | 0.00             |
| <b>General Expenses 001-631-5200</b>                     |                     |                     | 119,700.00 |                                  |                                       | 144,700.00         | 25,000.00         | 144,700.00             |                  |
| 5231 Water   | 70,785.94           | 76,158.01           |            | 90,516.87                        | 100,000.00                            |                    |                   |                        |                  |
| 5312 First Aid Training                                  | 480.00              | 190.00              |            |                                  | 500.00                                |                    |                   |                        |                  |
| 5381 Contract Labor                                      | 3,050.00            | 3,065.00            |            | 2,045.00                         | 3,500.00                              |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies                             | 3,744.06            | 2,658.21            |            | 1,253.56                         | 3,000.00                              |                    |                   |                        |                  |
| 5500 First Aid Supplies                                  | 824.57              | 1,110.02            |            | 72.99                            | 1,200.00                              |                    |                   |                        |                  |
| 5584 Recreational  | 20,508.11           | 11,389.72           |            | 800.00                           | 10,000.00                             |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-631-5400</b>              |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5276 Rental of Equipment / Spray Parks / Other Locations | 3,491.92            | 2,608.47            | 5,000.00   | 1,676.84                         | 5,000.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>                  | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> |
|------------------------------|--|---|
| 5231 Water                   | Cover the cost of additional Spray Park Facilities and irrigation of newly constructed Parks | 20,000.00                                     |
| 5460 Groundskeeping Supplies | Cover the cost of maintenance and repairs to Spray Park and Playground Facilities            | 5,000.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                               |                   |                   |                   |                   |                   |                   |                  |                   |             |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 56,232.00         | 63,962.50         | 69,000.00         | 35,195.50         | 43,000.00         | 78,000.00         | 9,000.00         | 78,000.00         | 0.00        |
| General Expenses              | 99,392.68         | 94,570.96         | 119,700.00        | 94,688.42         | 118,200.00        | 144,700.00        | 25,000.00        | 144,700.00        | 0.00        |
| Equipment & Unusual           | 3,491.92          | 2,608.47          | 5,000.00          | 1,676.84          | 5,000.00          | 5,000.00          | 0.00             | 5,000.00          | 0.00        |
| <b>Total Operating Budget</b> | <b>159,116.60</b> | <b>161,141.93</b> | <b>193,700.00</b> | <b>131,560.76</b> | <b>166,200.00</b> | <b>227,700.00</b> | <b>34,000.00</b> | <b>227,700.00</b> | <b>0.00</b> |

# SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

## 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. The children attending these programs represent the diversity of the Waltham Community. Minimal registration fees charged make it possible for all to attend. Prospect Hill Park is the perfect setting to introduce youth to the beauty and resources within.

## DESCRIPTION OF OUTPUT STATEMENT:

This all day summer program at Prospect Hill is offered for eight weeks. To continue the opportunity for youngsters to learn more about and experience the outdoors, water play, 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 programs for middle school age youths in grades 7, 8 and 9. Due to Capital Improvements ongoing at Prospect Hill Park, the Summer Fun Program will be relocated to Lowell Field for the summer of 2021. All State of Massachusetts COVID-19 protocols and guidelines will be followed including social distancing, reduced enrollment numbers, and continued disinfecting and sanitation of parks and facilities.

|  |         |         |
|--|---------|---------|
| There are no indirect costs directly associated with this element. |         |         |
| Indirect Costs   | FY 2019 | FY 2020 |
|  |         |         |
|  |         |         |
|  |         |         |
| Total  | \$0     | \$0     |

| Output Measure   | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------|-------------------|----------------------|----------------------|
| Summer Fun       | 580               | 169                  | 250                  |
| LEAP             | 86                | 0                    | 70                   |
| Pre-K            | 79                | 0                    | 0                    |
| Total Attendance | 745               | 169                  | 320                  |
| Revenue          | \$90,139          | \$16,749             | \$40,000             |

## PERSONNEL

### Summary of Changes

**Explanation**

|   |   |   |   |
|---|---|---|---|
| 0 | 0 | 0 | 0 |
|---|---|---|---|

## Subtotal

|                    |           |                  |           |               |                  |                  |           |               |           |               |          |
|--------------------|-----------|------------------|-----------|---------------|------------------|------------------|-----------|---------------|-----------|---------------|----------|
| <b>Grand Total</b> | <b>19</b> | <b>58,636.00</b> | <b>19</b> | <b>77,500</b> | <b>32,714.00</b> | <b>40,963.00</b> | <b>17</b> | <b>76,000</b> | <b>17</b> | <b>76,000</b> | <b>0</b> |
|--------------------|-----------|------------------|-----------|---------------|------------------|------------------|-----------|---------------|-----------|---------------|----------|



**SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021   |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-632-5100</b>        |                     |                     |           |                                  |                                       |                    |                   |                        |                  |
| 5122 Temporary Help / PT Wage        | 70,325.00           | 58,636.00           | 77,500.00 | 32,714.00                        | 40,963.00                             | 76,000.00          | (1,500.00)        | 76,000.00              | 0.00             |
| <b>General Expenses 001-632-5200</b> |                     |                     | 12,200.00 |                                  |                                       | 12,200.00          | 0.00              | 12,200.00              |                  |
| 5312 First Aid Training              | 1,318.16            |                     |           |                                  | 800.00                                |                    |                   |                        |                  |
| 5381 Contract Labor                  | 325.00              | 2,152.59            |           |                                  | 1,500.00                              |                    |                   |                        |                  |
| 5584 Recreational                    | 9,994.23            | 4,541.56            |           | 1,014.24                         | 8,000.00                              |                    |                   |                        |                  |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---------------|---|
|-------------|---------------|---|

**COST SUMMARY BY CLASSIFICATION**

|                                |                  |                  |                  |                  |                  |                  |                   |                  |             |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|-------------|
| <b>Personnel</b>               | 70,325.00        | 58,636.00        | 77,500.00        | 32,714.00        | 40,963.00        | 76,000.00        | (1,500.00)        | 76,000.00        | 0.00        |
| <b>General Expenses</b>        | 11,637.39        | 6,694.15         | 12,200.00        | 1,014.24         | 10,300.00        | 12,200.00        | 0.00              | 12,200.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                  |                  |                  |                  |                  |                  |                   |                  |             |
| <b>Total Operating Budget</b>  | <u>81,962.39</u> | <u>65,330.15</u> | <u>89,700.00</u> | <u>33,728.24</u> | <u>51,263.00</u> | <u>88,200.00</u> | <u>(1,500.00)</u> | <u>88,200.00</u> | <u>0.00</u> |

### SUPPORT OF RECREATIONAL ACTIVITIES

**STATEMENT OF OBJECTIVES:**

The Recreation Department provides financial assistance to (16) sixteen youth leagues that are organized and utilize City of Waltham parks and facilities. The section also supports utility costs for parks and facilities. It also provides free recreational youth programs sponsored by the Waltham Police Athletic League (PAL), which include winter basketball program held at W.C.C., summer street hockey program held at the Veterans Rink on Totten Pond Road and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house.

The Waltham Parks-Recreation Board meets with all youth organizations annually and the Waltham Recreation Department works closely with all volunteers to ensure the requirements of the department are being met by all youth organizations. The following is the list of volunteer groups that is supported by the Waltham Recreation Department.

Youth sport organizations subsidized with funding:

- |                                  |  |  |
|----------------------------------|--|--|
| 1. Waltham Youth Baseball League | 8. Waltham Boys Youth Basketball Association | 15. Prospect Hill Park - Stewardship Program |
| 2. Warrendale Little League      | 9. Waltham Girls Basketball Association      | 16. Waltham Youth Wrestling                  |
| 3. Babe Ruth Baseball League     | 10. Waltham Youth Hockey                     |  |
| 4. Girls Softball League         | 11. Prospect Hill Ski Team                   |  |
| 5. Waltham Track Club            | 12. Waltham Youth Lacrosse                   |  |
| 6. Waltham Soccer Association    | 13. Waltham Police Athletic League           |  |
| 7. Waltham Youth Football        | 14. Waltham Lou Tompkins Baseball            |  |

**DESCRIPTION OF OUTPUT STATEMENT:**

Assists youth sport organizations with support and financial appropriation towards operational expenses. All leagues complete financial documents that are reviewed by the Parks-Recreation Board annually. Elements cover costs to operate outdoor night lighting of basketball and tennis courts, baseball and softball fields. Funding levels have stayed constant for several years with the exception of utility costs. Due to newly renovated facilities, utility increases will be requested to accommodate for expanded usage. Funding is requested for routine maintenance of spray park facilities as well as basketball and tennis court resurfacing. All representatives from the youth group organizations have been informed of all up to date State of Massachusetts COVID-19 protocols and guidelines and must sign agreeing to all City of Waltham and State of Massachusetts rules prior to receiving permits for facilities and field use.

| There are no indirect costs directly associated with this element. |         |         |
|--|---------|---------|
| Indirect Costs   | FY 2019 | FY 2020 |
|  |         |         |
| Total  | \$0     | \$0     |

| Output Measure          | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-------------------------|-------------------|----------------------|----------------------|
| Total Leagues           | 16                | 16                   | 16                   |
| Total Teams             | 190               | 118                  | 295                  |
| Total Games/Practices   | 2,000             | 2,500                | 2,800                |
| Total Diff Participants | 2,692             | 1,638                | 4,100                |

**SUPPORT OF RECREATIONAL ACTIVITIES**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>General Expenses 001-633-5200</b>        |                     |                     | 101,700.00 |                                  |                                       | 121,700.00         | 20,000.00         | 121,700.00             |                  |
| 5213 Light                                  | 46,931.59           | 33,235.63           |            | 26,746.72                        | 35,000.00                             |                    |                   |                        |                  |
| 5245 Building/Grounds Maint                 | 865.98              |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5381 Contract Labor                         |                     | 2,000.00            |            |                                  | 2,000.00                              |                    |                   |                        |                  |
| 5584 Recreational                           | 50,477.60           | 29,262.01           |            | 18,001.96                        | 40,000.00                             |                    |                   |                        |                  |
| <hr/>                                       |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 001-633-5400</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5397 Summer Youth Programs-PAL              | 7,687.67            | 3,503.63            | 8,000.00   |                                  | 2,000.00                              | 8,000.00           | 0.00              | 8,000.00               |                  |
| 5398 Stewardship Program - P.H.P.           | 2,009.71            | 2,229.69            | 2,500.00   | 627.80                           | 1,800.00                              | 2,500.00           | 0.00              | 2,500.00               |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>         | <u>Reason</u>   | <u>Department Cost for Requested Increase</u> |
|---------------------|---|---|
| 5213 Light          | Cover cost of increased electric usage at newly improved facilities   | 15,000.00                                     |
| 5381 Contract Labor | Cover cost of maintenance and upkeep at Recreation Facilities. Annual maintenance and care of parks and tennis/basketball courts. | 5,000.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                  |                   |                  |                  |                   |                  |                   |             |
|--------------------------------|-------------------|------------------|-------------------|------------------|------------------|-------------------|------------------|-------------------|-------------|
| <b>Personnel</b>               |                   |                  |                   |                  |                  |                   |                  |                   |             |
| <b>General Expenses</b>        | 98,275.17         | 64,497.64        | 101,700.00        | 44,748.68        | 77,000.00        | 121,700.00        | 20,000.00        | 121,700.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> | 9,697.38          | 5,733.32         | 10,500.00         | 627.80           | 3,800.00         | 10,500.00         | 0.00             | 10,500.00         | 0.00        |
| <b>Total Operating Budget</b>  | <u>107,972.55</u> | <u>70,230.96</u> | <u>112,200.00</u> | <u>45,376.48</u> | <u>80,800.00</u> | <u>132,200.00</u> | <u>20,000.00</u> | <u>132,200.00</u> | <u>0.00</u> |

## VETERAN'S MEMORIAL ICE SKATING RINK

### STATEMENT OF OBJECTIVES:

The Veterans Memorial Ice Skating Rink was leased from the Department of Conservation and Recreation for a 20 year period beginning in September of 2005. The lease will continue through the 2025 season. Since taking over the rink the Waltham Recreation Department has overseen operations and improvements at the facility. The rink has been a great fit and allowed winter recreation to its residents through public skating, public hockey and recreation programming offered each rink season. In addition, Waltham Youth Hockey, Waltham High School and Middle School utilize the rink for all games and practices. The rink is also available to rent for private or non profit groups on a 50 minute period. The Recreation Department currently works with 15 different groups that rent the ice on a regular basis. Rink staff made up of full time and part time Recreation employees continue to strive to make the rink the cleanest and most customer friendly in the State of Massachusetts!

### 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 for the 2020-2021 season were \$200 per hour for non-profit groups and \$220 per hour for private groups. All fees must be approved by the State of Massachusetts. The availability of skate rentals and skate sharpening services offer visitors amenities as well as items such as tape, skate laces and mouth guards available for purchase. Due to COVID-19 Veteran's Memorial Skating Rink continues to follow State of Massachusetts protocols and guidelines. Rink staff follow a strict cleaning and sanitation protocol as well as monitor contact tracing for the building. The Rink staff continues to enforce social distancing and face covering mandates. For the 2021-2022 season, Veteran's Memorial Skating Rink staff look forward to offering quality experiences that resemble pre covid operations (Based on State Protocols).

|   |                  |                 |
|---|------------------|-----------------|
| 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: |                  |                 |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>  |
| Pension-Contributory/FICA   | 12,396           | 12,690          |
| Pension Administration  | 1,055            | 997             |
| Medical & Life Insurance  | 72,261           | 47,254          |
| Building Repair & Maintenance   | 8,886            | 2,272           |
| Building Insurance  | 4,485            | 3,996           |
| Workers' Compensation   |                  | 2,611           |
| Other Dept Allocations  | 16,748           | 15,212          |
| <b>Total</b>  | <b>\$115,831</b> | <b>\$85,032</b> |

| <b>Output Measure</b>              | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|------------------------------------|---------------------------|------------------------------|------------------------------|
| Total Number of Ice Rental Hours   | 1,771                     | 1,551                        | 1,775                        |
| Total Number of Public Skating Hrs | 218                       | 72                           | 220                          |
| Total Number of In-House Prgm Hrs  | 95                        | 89                           | 95                           |
| Total Number of Non-Profit Groups  | 6                         | 4                            | 6                            |
| Total Number of Private Groups     | 6                         | 8                            | 8                            |
| Total Attendance                   | 56,270                    | 46,244                       | 57,000                       |
| Total Revenue                      | \$394,610                 | \$333,039                    | \$395,000                    |

**VETERAN'S MEMORIAL ICE SKATING RINK**

**PERSONNEL**

|                 | Bargaining<br>Unit | Position                           | FY 2022<br>Grade-Step |
|-----------------|--------------------|------------------------------------|-----------------------|
| 1.              | LAB                | *Rec Facilities Supervisor I Night | 9-6 (L8)              |
| 2.              | LAB                | *Rec Facilities Supervisor I Night | 9-5                   |
| 3.              | LAB                | *Rec Facilities Supervisor I Night | 9-5                   |
| 4.              |                    | Temporary / Seasonal               |                       |
| <b>Subtotal</b> |                    |                                    |                       |

| FY 2020 |                     | FY 2021   |           |              |                | FY 2022 |                    |   |                        |                  |           |           |   |        |   |        |
|---------|---------------------|-----------|-----------|--------------|----------------|---------|--------------------|---|------------------------|------------------|-----------|-----------|---|--------|---|--------|
| #       | Actual Expenditures | #         | Budget    | July - March | Estimated      | #       | Department Request | # | Mayor's Recommendation | Council Approval |           |           |   |        |   |        |
|         |                     |           |           | Actual       | Expenditures   |         |                    |   |                        |                  |           |           |   |        |   |        |
|         |                     |           |           | Expenditures | Thru 6/30/2021 |         |                    |   |                        |                  |           |           |   |        |   |        |
|         |                     |           |           | 1            | 65,181         |         |                    |   |                        |                  | 52,332.79 | 67,788.24 | 1 | 74,698 | 1 | 74,698 |
|         |                     |           |           | 1            | 60,009         |         |                    |   |                        |                  | 45,326.68 | 62,409.36 | 1 | 66,046 | 1 | 66,046 |
|         |                     |           |           | 1            | 59,526         |         |                    |   |                        |                  | 44,393.76 | 61,907.04 | 1 | 65,496 | 1 | 65,496 |
|         | 28,000              | 18,351.00 | 22,000.00 |              | 28,000         |         | 28,000             |   |                        |                  |           |           |   |        |   |        |
| 3       | 193,688.59          | 3         | 212,716   | 160,404.23   | 214,104.64     | 3       | 234,240            |   | 3                      | 234,240          | 0         |           |   |        |   |        |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity/Contract Settlement included  
in \* position salary

21,524

**Explanation**

|          |          |  |          |          |          |  |          |          |          |
|----------|----------|--|----------|----------|----------|--|----------|----------|----------|
|          |          |  |          |          |          |  |          |          |          |
|          |          |  |          |          |          |  |          |          |          |
| <b>0</b> | <b>0</b> |  | <b>0</b> | <b>0</b> | <b>0</b> |  | <b>0</b> | <b>0</b> | <b>0</b> |

**New Positions**

**Subtotal**

**Grand Total**

|          |                   |          |                |                   |                   |          |                |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|
| <b>3</b> | <b>193,688.59</b> | <b>3</b> | <b>212,716</b> | <b>160,404.23</b> | <b>214,104.64</b> | <b>3</b> | <b>234,240</b> | <b>3</b> | <b>234,240</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|

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 and other assignments

**VETERAN'S MEMORIAL ICE SKATING RINK**

**EXPENDITURES**

| Classification                                  | FY 2019             | FY 2020             | FY 2021     |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|-------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget      | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 640-630-5100</b>                   |                     |                     |             |                                  |                                       |                    |                   |                        |                  |
| 5112 Wages - Full Time                          | 169,167.20          | 169,628.09          | 184,716.00  | 142,053.23                       | 192,104.64                            | 206,240.00         | 21,524.00         | 206,240.00             | 0.00             |
| 5122 Temporary Help / Seasonal                  | 25,660.50           | 24,060.50           | 28,000.00   | 18,351.00                        | 22,000.00                             | 28,000.00          | 0.00              | 28,000.00              | 0.00             |
| 5131 Overtime                                   | 3,283.81            | 2,715.16            | 3,000.00    | 2,050.73                         | 2,500.00                              | 3,000.00           | 0.00              | 3,000.00               |                  |
| Offset to Recreation for Off-Season Work        | (50,744.89)         | (51,861.28)         | (61,566.00) | (27,719.18)                      | (61,566.00)                           | (68,747.00)        | (7,181.00)        | (68,747.00)            |                  |
| <b>General Expenses 640-630-5200</b>            |                     |                     | 219,700.00  |                                  |                                       | 216,800.00         | (2,900.00)        | 216,800.00             |                  |
| 5211 Heat                                       | 11,350.47           | 10,929.36           |             | 7,203.37                         | 10,000.00                             |                    |                   |                        |                  |
| 5213 Lights                                     | 112,726.00          | 113,960.04          |             | 74,754.09                        | 90,000.00                             |                    |                   |                        |                  |
| 5231 Water                                      | 25,694.95           | 19,248.14           |             | 11,367.30                        | 12,000.00                             |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint/Compressor          | 9,196.50            | 12,937.24           |             | 1,956.26                         | 8,000.00                              |                    |                   |                        |                  |
| 5244 Motor Equipment Repair/Maint               | 4,551.47            | 3,488.66            |             | 4,011.85                         | 7,000.00                              |                    |                   |                        |                  |
| 5245 Building/Grounds Maint                     | 4,157.75            | 7,961.32            |             | 2,147.24                         | 8,500.00                              |                    |                   |                        |                  |
| 5247 Alarms / Intrusion                         | 951.43              | 977.64              |             | 662.35                           | 800.00                                |                    |                   |                        |                  |
| 5312 Training                                   | 576.00              | 715.25              |             | 384.00                           | 580.00                                |                    |                   |                        |                  |
| 5430 Building Supplies                          | 4,111.96            | 3,089.78            |             | 1,747.75                         | 5,000.00                              |                    |                   |                        |                  |
| 5460 Groundskeeping Supplies                    | 1,894.45            | 1,621.35            |             |                                  | 2,000.00                              |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes                    | 3,600.05            | 3,000.09            |             | 2,602.87                         | 2,650.00                              |                    |                   |                        |                  |
| 5730 Dues                                       |                     |                     |             |                                  | 125.00                                |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 640-630-5400</b>     |                     |                     |             |                                  |                                       |                    |                   |                        |                  |
| 5241 Contractual Services-Refrigeration Service | 10,269.20           | 15,684.32           | 16,000.00   | 2,940.00                         | 10,000.00                             | 16,000.00          | 0.00              | 16,000.00              |                  |
| 5691 State Assessment                           | 3,971.49            | 3,404.10            | 5,000.00    | 2,362.25                         | 4,200.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

| Classification             | FY 2019             | FY 2020             | FY 2021   |                                  |                                       | FY 2022            |                   |                        |                  |
|----------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                            | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Special Items 640-630-5500 |                     |                     |           |                                  |                                       |                    |                   |                        |                  |
| 5747 Liability Insurance   | 11,250.00           | 10,000.00           | 12,000.00 | 11,155.00                        | 11,155.00                             | 12,000.00          | 0.00              | 12,000.00              |                  |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

|                        |                   |                   |                   |                   |                   |                   |                  |                   |             |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel              | 147,366.62        | 144,542.47        | 154,150.00        | 134,735.78        | 155,038.64        | 168,493.00        | 14,343.00        | 168,493.00        | 0.00        |
| General Expenses       | 178,811.03        | 177,928.87        | 219,700.00        | 106,837.08        | 146,655.00        | 216,800.00        | (2,900.00)       | 216,800.00        | 0.00        |
| Equipment & Unusual    | 14,240.69         | 19,088.42         | 21,000.00         | 5,302.25          | 14,200.00         | 21,000.00         | 0.00             | 21,000.00         | 0.00        |
| Special Items          | 11,250.00         | 10,000.00         | 12,000.00         | 11,155.00         | 11,155.00         | 12,000.00         | 0.00             | 12,000.00         | 0.00        |
| Total Operating Budget | <u>351,668.34</u> | <u>351,559.76</u> | <u>406,850.00</u> | <u>258,030.11</u> | <u>327,048.64</u> | <u>418,293.00</u> | <u>11,443.00</u> | <u>418,293.00</u> | <u>0.00</u> |

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 2019             | FY 2020             |
| Pension-Contributory/FICA   | 2,981,252           | 3,077,140           |
| Pension Administration  | 210,874             | 204,471             |
| Medical & Life Insurance  | 26,534,405          | 26,418,458          |
| Building Insurance  | 159,533             | 142,125             |
| Motor Vehicle Maint & Repair  | 48,236              | 38,864              |
| Motor Vehicle Insurance   | 2,449               | 1,722               |
| Debt Service  | 4,228,965           | 4,233,019           |
| Total   | <u>\$34,165,714</u> | <u>\$34,115,799</u> |

| Output Measure | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------|-------------------|----------------------|----------------------|
|                |                   |                      |                      |

| COST SUMMARY BY CLASSIFICATION | FY 2019                | FY 2020                | FY 2021              |  |   | FY 2022               |                      |                           |                     |
|--------------------------------|------------------------|------------------------|----------------------|--|---|-----------------------|----------------------|---------------------------|---------------------|
|                                | Actual<br>Expenditures | Actual<br>Expenditures | Budget               | July - March<br>Actual<br>Expenditures | Estimated<br>Expenditures<br>Thru 6/30/2021 | Department<br>Request | Mayor's<br>Incr/Decr | Mayor's<br>Recommendation | Council<br>Approval |
| Personnel                      |                        |                        |                      |  |   |                       |                      |                           |                     |
| General Expenses               |                        |                        |                      |  |   |                       |                      |                           |                     |
| Equipment & Unusual            |                        |                        |                      |  |   |                       |                      |                           |                     |
| Total Operating Budget         | <u>87,375,692.87</u>   | <u>87,786,176.00</u>   | <u>92,098,631.00</u> | <u>54,915,781.35</u>                   | <u>0.00</u>                                 | <u>96,307,522.00</u>  | <u>1,981,810.00</u>  | <u>94,080,441.00</u>      | <u>0.00</u>         |



## 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.

Projects we are currently working on are Piety Corner, Beaver/Warren, Trapelo/Waverley Oaks, Citywide Speed Limit, Main/Barbara/Gore/Warren; Traffic & Safety Neighborhood Studies; and the Transportation Master Plan.

|   |                  |                  |
|---|------------------|------------------|
| 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 34,041           | 33,711           |
| Pension Administration  | 6,087            | 5,748            |
| Medical & Life Insurance  | 113,008          | 118,030          |
| Heat, Light, Water  | 3,735            | 3,725            |
| Building Repair & Maintenance   | 7,729            | 14,709           |
| Building Insurance  | 230              | 205              |
| Motor Vehicle Insurance   | 223              | 172              |
| Motor Vehicle Maint & Repair  | 6,470            | 5,535            |
| Workers' Compensation   | 12,301           | 14,068           |
| <b>Total</b>  | <b>\$183,824</b> | <b>\$195,903</b> |

| <b>Output Measure</b>                        | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|--|---------------------------|------------------------------|------------------------------|
| Aluminum Sign Recycling (income)             | \$296.75                  | \$400.00                     | \$400.00                     |
| Gallons of White Paint Used                  | 100                       | 230                          | 800                          |
| Gallons of Yellow Paint Used                 | 50                        | 85                           | 400                          |
| Signs Installed                              | 590                       | 650                          | 700                          |
| Traffic Commission Meetings                  | 11                        | 13                           | 10                           |
| Citywide Traffic Accidents (see chart below) |                           |                              |                              |

| <b>10 Year Citywide Traffic Accidents</b> |                       |              |
|---|-----------------------|--------------|
| <b>FY</b>                                 | <b># of Accidents</b> |              |
| 2012                                      | 2,169                 |              |
| 2013                                      | 2,292                 |              |
| 2014                                      | 2,324                 |              |
| 2015                                      | 2,427                 |              |
| 2016                                      | 2,474                 |              |
| 2017                                      | 3,712                 |              |
| 2018                                      | 2,600                 |              |
| 2019                                      | 2,527                 |              |
| 2020                                      | 2,069                 |              |
| 2021                                      | 1,761                 | Projected FY |

**TRAFFIC ENGINEERING**

**PERSONNEL**

|                 |                                      |                    | FY 2020               | FY 2021                          |                                       |                      | FY 2022                  |                   |            |                |          |
|-----------------|--------------------------------------|--------------------|-----------------------|----------------------------------|---------------------------------------|----------------------|--------------------------|-------------------|------------|----------------|----------|
| Bargaining Unit | Position                             | FY 2022 Grade-Step | Actual # Expenditures | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request # | Mayor's Recommendation # | Council Approval  |            |                |          |
| 1.              | Clerk                                |                    |                       | 1                                | 2,500                                 | 1,849.50             | 2,500.00                 | 1                 | 2,500      | 1              | 2,500    |
| 2.              | *Traffic Engineer                    | 19-6               |                       | 1                                | 129,266                               | 102,069.95           | 134,436.00               | 1                 | 137,178    | 1              | 137,178  |
| 3.              | *Asst to Traffic Engineer            | 13-6 (L11)         |                       | 1                                | 96,944                                | 76,548.25            | 100,821.00               | 1                 | 102,878    | 1              | 102,878  |
| 4.              | *Principal Office Asst (PT 19.5 hrs) | 8-6                |                       | 0.5                              | 34,588                                | 26,684.05            | 35,971.00                | 0.5               | 36,705     | 0.5            | 36,705   |
| 5. LAB          | *Painter - Traffic                   | 9-6 (L11)          |                       | 1                                | 67,641                                | 53,396.81            | 70,347.00                | 1                 | 71,878     | 1              | 71,878   |
| 6. LAB          | Painter - Traffic                    | 9-6                |                       | 1                                | 66,508                                | 13,004.25            | 31,826.00                | 1                 | 65,250     | 1              | 65,250   |
| 7.              | Temporary / Seasonal                 |                    |                       |                                  | 19,200                                | 10,320.00            | 10,320.00                |                   | 19,200     |                | 19,200   |
| <b>Subtotal</b> |                                      |                    | <b>5.5</b>            | <b>384,280.44</b>                | <b>5.5</b>                            | <b>416,647</b>       | <b>283,872.81</b>        | <b>386,221.00</b> | <b>5.5</b> | <b>435,589</b> | <b>0</b> |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity/Compensation Ordinance/  
Contract Settlement included in \* position salary

20,200

**Explanation**

LAB Painter - Traffic

9-6

(1,258)

Employee replaced at lower step/longevity

**New Positions**

**Subtotal**

|   |   |  |   |   |   |  |  |  |  |  |  |
|---|---|--|---|---|---|--|--|--|--|--|--|
|   |   |  |   |   |   |  |  |  |  |  |  |
| 0 | 0 |  | 0 | 0 | 0 |  |  |  |  |  |  |

**Grand Total**

|            |                   |            |                |                   |                   |            |                |  |            |                |          |
|------------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|--|------------|----------------|----------|
| <b>5.5</b> | <b>384,280.44</b> | <b>5.5</b> | <b>416,647</b> | <b>283,872.81</b> | <b>386,221.00</b> | <b>5.5</b> | <b>435,589</b> |  | <b>5.5</b> | <b>435,589</b> | <b>0</b> |
|------------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|--|------------|----------------|----------|

**TRAFFIC ENGINEERING**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-480-5100</b>        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time            | 226,210.35          | 226,209.96          | 226,210.00 | 178,618.20                       | 235,257.00                            | 240,056.00         | 13,846.00         | 240,056.00             | 0.00             |
| 5112 Wages - Full Time               | 111,167.89          | 113,955.05          | 134,149.00 | 66,401.06                        | 102,173.00                            | 137,128.00         | 2,979.00          | 137,128.00             | 0.00             |
| 5121 Salaries - Part Time            | 35,966.91           | 37,087.93           | 37,088.00  | 28,533.55                        | 38,471.00                             | 39,205.00          | 2,117.00          | 39,205.00              | 0.00             |
| 5122 Wages - Part Time               | 18,277.50           | 7,027.50            | 19,200.00  | 10,320.00                        | 10,320.00                             | 19,200.00          | 0.00              | 19,200.00              | 0.00             |
| 5131 Overtime                        | 22,778.63           | 12,023.35           | 12,500.00  | 11,657.22                        | 22,115.00                             | 20,000.00          | 7,500.00          | 20,000.00              |                  |
| <hr/>                                |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 001-480-5200</b> |                     |                     | 66,300.00  |                                  |                                       | 70,816.00          | 0.00              | 66,300.00              |                  |
| 5242 Office Equipment Repair/Maint   | 756.00              | 765.50              |            | 885.75                           | 886.00                                |                    |                   |                        |                  |
| 5244 Motor Equipment Repair/Maint    | 914.59              | 2,353.56            |            | 953.92                           | 1,000.00                              |                    |                   |                        |                  |
| 5276 Truck/Equipment Rental          | 15,412.00           | 2,000.00            |            |                                  | 2,500.00                              |                    |                   |                        |                  |
| 5312 Training                        | 356.00              | 416.00              |            | 168.00                           | 296.00                                |                    |                   |                        |                  |
| 5342 Postage                         | 185.35              |                     |            | 126.99                           | 127.00                                |                    |                   |                        |                  |
| 5343 Printing                        | 56.25               | 130.55              |            | 848.00                           | 1,700.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                 | 863.60              | 1,609.51            |            | 245.99                           | 1,000.00                              |                    |                   |                        |                  |
| 5431 Paint Supplies                  | 18,517.15           | 1,846.50            |            | 2,745.40                         | 6,000.00                              |                    |                   |                        |                  |
| 5534 Traffic Signs                   | 26,988.88           | 22,024.78           |            | 17,142.54                        | 25,000.00                             |                    |                   |                        |                  |
| 5541 Welding Supplies                | 323.48              | 1,045.61            |            | 258.13                           | 500.00                                |                    |                   |                        |                  |
| 5581 Clothing, Gloves                | 1,793.77            | 2,191.79            |            | 1,670.86                         | 1,520.00                              |                    |                   |                        |                  |
| 5587 Tools                           | 2,171.05            | 472.15              |            | 1,113.18                         | 1,200.00                              |                    |                   |                        |                  |
| 5730 Dues                            | 290.00              | 443.53              |            | 290.00                           | 500.00                                |                    |                   |                        |                  |

TRAFFIC ENGINEERING

EXPENDITURES

| Classification                   | FY 2019             | FY 2020             | FY 2021   |                                  |                                       | FY 2022            |                   |                        |                  |
|----------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                  | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual 001-480-5400 |                     |                     |           |                                  |                                       |                    |                   |                        |                  |
| 5388 Thermoplastic Outsource     | 48,446.41           | 95,447.35           | 75,000.00 | 69,765.65                        | 75,000.00                             | 100,000.00         | 25,000.00         | 100,000.00             |                  |

Department Explanation for Requested Increases

| <u>Item</u>                  | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> | <u>Mayor's Recommendation</u> |
|------------------------------|--|---|-------------------------------|
| 5131 Overtime                | Increase in the amount due to wage increases and more streets to catch up with painting. | 7,500.00                                      | 7,500.00                      |
| General Expenses             | This is the same amount we requested in FY21, when we thought it would be a normal year. | 4,516.00                                      | 0.00                          |
| 5388 Thermoplastic Outsource | Increase in the amount of streets to be done in thermoplastic.                           | 25,000.00                                     | 25,000.00                     |

COST SUMMARY BY CLASSIFICATION

|                        |                   |                   |                   |                   |                   |                   |                  |                   |             |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel              | 414,401.28        | 396,303.79        | 429,147.00        | 295,530.03        | 408,336.00        | 455,589.00        | 26,442.00        | 455,589.00        | 0.00        |
| General Expenses       | 68,628.12         | 35,299.48         | 66,300.00         | 26,448.76         | 42,229.00         | 70,816.00         | 0.00             | 66,300.00         | 0.00        |
| Equipment & Unusual    | 48,446.41         | 95,447.35         | 75,000.00         | 69,765.65         | 75,000.00         | 100,000.00        | 25,000.00        | 100,000.00        | 0.00        |
| Total Operating Budget | <u>531,475.81</u> | <u>527,050.62</u> | <u>570,447.00</u> | <u>391,744.44</u> | <u>525,565.00</u> | <u>626,405.00</u> | <u>51,442.00</u> | <u>621,889.00</u> | <u>0.00</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 and pay stations 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:

Currently we have 1,030 parking spaces in eight (8) parking lots being enforced with twenty-three (23) VenTek Pay-by-Space pay stations.

In five (5) of the eight (8) parking lots we now have thirteen (13) spaces designated as electric car charging stations, each for 2 hrs. maximum time limit. The charging is free, but they must pay to park for 2 hrs. We have 307 on-street parking spaces on Main Street and 231 on-street parking spaces on Moody Street monitored by time limits. The pay stations are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers. In the fall of 2020, 17 parking spaces in the Crescent St. Lot were converted to No Parking Loading Zone spaces from 7:00AM - 10:00AM. This will allow the businesses (Family Dollar and Mattress Firm) on Moody Street to unload there merchandise in the parking lot rather than on Moody Street.

| This element is self supporting through the parking meter fund.<br>The following costs can be directly attributed to this element: |                  |                  |
|--|------------------|------------------|
| Indirect Costs   | FY 2019          | FY 2020          |
| Pension-Contributory/FICA  | 58,854           | 58,579           |
| Pension Administration   | 3,042            | 2,872            |
| Medical & Life Insurance   | 90,781           | 118,098          |
| Heat, Light, Water   | 934              | 931              |
| Building Repair & Maintenance  | 1,932            | 3,677            |
| Building Insurance   | 57               | 51               |
| Motor Vehicle Insurance  | 223              | 172              |
| Motor Vehicle Maint & Repair   | 6,470            | 5,535            |
| Workers' Compensation  | 30,205           | 40,401           |
| Total  | <u>\$192,498</u> | <u>\$230,316</u> |

| Output Measure              | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|-----------------------------|-------------------|----------------------|----------------------|
| Meter Revenue               | \$105,316         | \$86,471             | \$95,000             |
| Monthly Stickers Revenue    | \$29,260          | \$27,110             | \$31,000             |
| Yearly Stickers Revenue     | \$79,835          | \$51,550             | \$90,000             |
| Senior Stickers Revenue     | \$5,145           | \$3,675              | \$5,200              |
| Resident Stickers Revenue   | \$540             | \$340                | \$600                |
| Credit Card Revenue         | \$138,406         | \$100,000            | \$150,000            |
| Bill & Coin Revenue         | \$105,317         | \$87,000             | \$200,000            |
| PayByPhone Transactions     | 34,458            | 33,669               | 43,000               |
| PCO Ticket issuance         | 5,500             | 9,700                | 13,000               |
| PCO & Police Ticket Revenue | \$251,399         | \$270,000            | \$300,000            |

Budget offset by receipts from meters

**PARKING MANAGEMENT**

**PERSONNEL**

|                        |                 |                           |
|------------------------|-----------------|---------------------------|
| <b>Bargaining Unit</b> | <b>Position</b> | <b>FY 2022 Grade-Step</b> |
|------------------------|-----------------|---------------------------|

- |        |                                    |           |
|--------|------------------------------------|-----------|
| 1.     | Supervisor                         |           |
| 2.     | *Parking Control Officer           | 7-6 (L10) |
| 3.     | *Parking Control Officer           | 7-6 (L10) |
| 4.     | *Parking Control Officer           | 7-3       |
| 5. LAB | *Meter Repair Person (PT 19.5 hrs) | 7-6       |

**Subtotal**

| FY 2020                  |            | FY 2021      |                     |                             |            | FY 2022               |         |                           |                     |           |   |
|--------------------------|------------|--------------|---------------------|-----------------------------|------------|-----------------------|---------|---------------------------|---------------------|-----------|---|
| Actual<br># Expenditures | #          | July - March |                     | Estimated                   | #          | Department<br>Request | #       | Mayor's<br>Recommendation | Council<br>Approval |           |   |
|                          |            | Budget       | Actual Expenditures | Expenditures Thru 6/30/2021 |            |                       |         |                           |                     |           |   |
|                          |            | 2,500        | 1,849.50            | 2,500.00                    |            |                       |         |                           |                     |           |   |
|                          |            | 1            | 53,940              | 41,984.18                   |            |                       |         |                           |                     | 56,097.00 |   |
|                          |            | 1            | 53,450              | 42,192.47                   |            |                       |         |                           |                     | 55,588.00 |   |
|                          |            | 1            | 40,631              | 30,828.12                   |            |                       |         |                           |                     | 42,256.00 |   |
|                          |            | 0.5          | 27,357              | 21,264.63                   |            |                       |         |                           |                     | 28,451.00 |   |
| 3.5                      | 156,904.78 | 3.5          | 177,878             | 138,118.90                  | 184,892.00 | 3.5                   | 190,642 |                           | 3.5                 | 190,642   | 0 |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation Ordinance/  
Contract Settlement included in \* position salary

12,764

Explanation

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

**Subtotal**

**Grand Total**

|     |            |     |         |            |            |     |         |  |         |   |
|-----|------------|-----|---------|------------|------------|-----|---------|--|---------|---|
| 3.5 | 156,904.78 | 3.5 | 177,878 | 138,118.90 | 184,892.00 | 3.5 | 190,642 |  | 190,642 | 0 |
|-----|------------|-----|---------|------------|------------|-----|---------|--|---------|---|

**PARKING MANAGEMENT**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021      |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|--------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget       | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 232-480-5100</b>               |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 137,322.30          | 127,358.56          | 148,021.00   | 115,004.77                       | 153,941.00                            | 159,111.00         | 11,090.00         | 159,111.00             | 0.00             |
| 5121 Salaries - Part Time                   | 2,500.00            | 2,500.00            | 2,500.00     | 1,849.50                         | 2,500.00                              | 2,500.00           | 0.00              | 2,500.00               | 0.00             |
| 5122 Wages - Part Time                      | 34,398.06           | 27,046.22           | 27,357.00    | 21,264.63                        | 28,451.00                             | 29,031.00          | 1,674.00          | 29,031.00              | 0.00             |
| 5131 Overtime                               | 3,358.72            | 3,433.93            | 5,000.00     | 2,882.23                         | 5,000.00                              | 5,000.00           | 0.00              | 5,000.00               |                  |
| Offset Receipt - Meter Revenue              | (177,579.08)        | (160,338.71)        | (182,878.00) |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 232-480-5200</b>        |                     |                     | 148,700.00   |                                  |                                       | 156,375.00         | 0.00              | 148,700.00             |                  |
| 5213 Light                                  | 33,308.53           | 41,125.10           |              | 27,116.47                        | 40,000.00                             |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint                 | 16,831.84           | 14,772.41           |              | 10,590.26                        | 17,000.00                             |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint          | 444.00              | 451.00              |              | 1,115.09                         | 1,165.00                              |                    |                   |                        |                  |
| 5245 Building/Grounds Maint                 | 309.66              | 99.25               |              | 1.00                             | 20.00                                 |                    |                   |                        |                  |
| 5312 Training                               | 63.20               |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5343 Printing                               | 3,606.00            | 4,572.57            |              | 4,078.00                         | 4,078.00                              |                    |                   |                        |                  |
| 5375 Coin Processing                        | 2,171.78            | 2,072.17            |              | 96.44                            | 96.44                                 |                    |                   |                        |                  |
| 5378 Transaction Fee PayByPhone             | 9,814.50            | 8,473.25            |              | 6,108.75                         | 9,000.00                              |                    |                   |                        |                  |
| 5385 Banking / Financial - CC Fees          | 52,529.01           | 48,825.45           |              | 29,935.59                        | 40,000.00                             |                    |                   |                        |                  |
| 5411 Batteries                              | 487.08              |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5543 Meters & Parts                         | 9,835.21            | 15,439.16           |              | 728.99                           | 5,525.00                              |                    |                   |                        |                  |
| 5581 Clothing, Glove, Shoes                 | 488.76              | 513.65              |              | 477.77                           | 520.00                                |                    |                   |                        |                  |
| 5740 Insurance Surety Bond                  | 3,494.40            | 3,494.40            |              |                                  | 3,500.00                              |                    |                   |                        |                  |
| Offset Receipt - Meter Revenue              | (133,383.97)        | (139,838.41)        | (148,700.00) |                                  |                                       |                    |                   |                        |                  |
| <b>Equipment &amp; Unusual 232-480-5400</b> |                     |                     |              |                                  |                                       |                    |                   |                        |                  |
| 5176 Transfer to Medical Insurance Trust    | 58,197.00           | 32,981.00           | 62,888.00    | 62,888.00                        | 62,888.00                             | 62,888.00          | (2,299.00)        | 60,589.00              |                  |
| Offset Receipt - Meter Revenue              | (58,197.00)         | (32,981.00)         | (62,888.00)  |                                  |                                       |                    |                   |                        |                  |

**PARKING MANAGEMENT**

**EXPENDITURES**

| Classification                    | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|-----------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                   | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Special Items 232-480-5500</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5190 Uniform Allowance            | 1,943.50            | 1,895.26            | 2,000.00   | 1,059.50                         | 2,000.00                              | 2,000.00           | 0.00              | 2,000.00               |                  |
| Offset Receipt - Meter Revenue    | (1,943.50)          | (1,895.26)          | (2,000.00) |                                  |                                       |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>      | <u>Reason</u>  | <u>Department Cost for Requested Increase</u> |
|------------------|--|---|
| General Expenses | This is the same amount we requested in FY21, when we thought it would be a normal year. | 7,675.00                                      |

**COST SUMMARY BY CLASSIFICATION**

|                               |              |              |              |                   |                   |                   |                  |                   |             |
|-------------------------------|--------------|--------------|--------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| Personnel                     | 177,579.08   | 160,338.71   | 182,878.00   | 141,001.13        | 189,892.00        | 195,642.00        | 12,764.00        | 195,642.00        | 0.00        |
| General Expenses              | 133,383.97   | 139,838.41   | 148,700.00   | 80,248.36         | 120,904.44        | 156,375.00        | 0.00             | 148,700.00        | 0.00        |
| Equipment & Unusual           | 58,197.00    | 32,981.00    | 62,888.00    | 62,888.00         | 62,888.00         | 62,888.00         | (2,299.00)       | 60,589.00         | 0.00        |
| Special Items                 | 1,943.50     | 1,895.26     | 2,000.00     | 1,059.50          | 2,000.00          | 2,000.00          | 0.00             | 2,000.00          | 0.00        |
| Less Receipts                 | (371,103.55) | (335,053.38) | (396,466.00) | 0.00              | 0.00              | 0.00              | 0.00             | 0.00              | 0.00        |
| <b>Total Operating Budget</b> | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b>  | <b>285,196.99</b> | <b>375,684.44</b> | <b>416,905.00</b> | <b>10,465.00</b> | <b>406,931.00</b> | <b>0.00</b> |



## 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 193,349          | 177,128          |
| Pension Administration  | 19,442           | 16,776           |
| Medical & Life Insurance  | 328,465          | 298,228          |
| Heat, Light, Water  | 17,024           | 15,331           |
| Building Repair & Maintenance   | 29,808           | 12,590           |
| Building Insurance  | 2,010            | 1,791            |
| <b>Total</b>  | <b>\$590,098</b> | <b>\$521,844</b> |

| <b>Output Measure</b>                  | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|--|---------------------------|------------------------------|------------------------------|
| <b>Committed Bills:</b>                |                           |                              |                              |
| Real Estate                            | 64,000                    | 65,000                       | 65,000                       |
| Personal Property                      | 6,300                     | 6,300                        | 6,300                        |
| Water                                  | 60,000                    | 60,000                       | 60,000                       |
| Excise                                 | 77,000                    | 78,000                       | 78,000                       |
| Departmental                           | 4,300                     | 4,350                        | 4,350                        |
| Parking Tickets                        | 6,841                     | 12,350                       | 12,350                       |
| Municipal Liens                        | 2,800                     | 2,900                        | 2,900                        |
| <b>Collected Annually:</b>             |                           |                              |                              |
| Real Estate                            | \$176,163,591             | \$180,000,000                | \$180,000,000                |
| Tax Title                              | \$449,165                 | \$500,000                    | \$500,000                    |
| Personal Property                      | \$14,364,386              | \$14,500,000                 | \$14,500,000                 |
| Water                                  | \$31,365,384              | \$32,000,000                 | \$32,000,000                 |
| Excise                                 | \$7,762,927               | \$8,000,000                  | \$8,000,000                  |
| Departmental                           | \$10,882,524              | \$11,000,000                 | \$11,000,000                 |
| Parking Tickets                        | \$251,399                 | \$450,000                    | \$450,000                    |
| Municipal Liens                        | \$53,600                  | \$54,000                     | \$54,000                     |
| <br>Bank accounts balanced             | 120                       | 120                          | 120                          |
| Average window transactions<br>per day | 200                       | 200                          | 200                          |
| Average phone calls per day            | 125                       | 125                          | 125                          |
| <br>Number of Employees                | 2,305                     | 2,300                        | 2,300                        |
| Number of Payroll Checks               | 4,097                     | 4,100                        | 4,100                        |
| Number of Vendor Checks                | 5,149                     | 5,200                        | 5,200                        |

**TREASURER & COLLECTOR**

**PERSONNEL**

|                 |                               |                    | FY 2020 |                     | FY 2021 |         |                                  | FY 2022                               |    |                    |    |                        |                  |
|-----------------|-------------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position                      | FY 2022 Grade-Step | #       | Actual Expenditures | #       | Budget  | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | #  | Department Request | #  | Mayor's Recommendation | Council Approval |
| 1.              | *Treasurer & Collector        | 19-6 (L11)         |         |                     | 1       | 143,485 | 113,297.72                       | 149,224.40                            | 1  | 152,268            | 1  | 152,268                |                  |
| 2.              | *Asst Treasurer & Collector   | 16-6 (L11)         |         |                     | 1       | 118,659 | 93,694.53                        | 123,405.36                            | 1  | 125,922            | 1  | 125,922                |                  |
| 3.              | *Business Manager             | 15-6 (L11)         |         |                     | 1       | 110,413 | 87,183.13                        | 114,829.52                            | 1  | 117,170            | 1  | 117,170                |                  |
| 4.              | *Senior Accountant            | 13-6 (L11)         |         |                     | 1       | 96,944  | 76,545.29                        | 100,821.76                            | 1  | 102,878            | 1  | 102,878                |                  |
| 5.              | *Junior Accountant            | 10-6               |         |                     | 1       | 70,358  | 55,555.59                        | 73,172.32                             | 1  | 74,665             | 1  | 74,665                 |                  |
| 6.              | *Administrative Assistant     | 10-6 (L9)          |         |                     | 1       | 76,690  | 60,555.50                        | 79,757.60                             | 1  | 81,385             | 1  | 81,385                 |                  |
| 7.              | *Principal Office Asst        | 8-6 (L8)           |         |                     | 1       | 67,795  | 38,128.63                        | 70,506.80                             | 1  | 70,000             | 1  | 70,000                 |                  |
| 8.              | Associate Office Asst         | 7-1                |         |                     | 1       | 62,314  | 30,559.39                        | 62,314.00                             | 1  |                    | 1  | 50,591                 |                  |
|                 |                               |                    |         |                     |         |         |                                  |                                       |    |                    |    |                        |                  |
| 9.              | Payroll Spvr / Benefits Coord | 12-2 (L9)          |         |                     | 1       | 90,020  | 67,025.65                        | 90,020.00                             | 1  | 80,387             | 1  | 80,387                 |                  |
| 10.             | Principal Office Asst         | 8-1                |         |                     | 1       | 62,868  | 18,925.57                        | 62,868.00                             | 1  | 54,059             | 1  | 54,059                 |                  |
| 11.             | Associate Office Asst         | 7-1                |         |                     | 1       |         |                                  |                                       |    |                    |    |                        |                  |
| Subtotal        |                               |                    | 11      | 920,858.70          | 11      | 899,546 | 641,471.00                       | 926,919.76                            | 10 | 858,734            | 10 | 909,325                | 0                |

*on hold*

**Summary of Changes**

**Adjustments to FY 2021 Positions**

**Explanation**

Step Raises/Longevity/Compensation Ordinance included in \* position salary

39,944

Associate Office Asst 7-1

(11,723)

New employee to be hired at lower step/longevity

Payroll Spvr / Benefits Coord 12-2 (L9)

(9,633)

Internal promotion - replaced at lower step/longevity

Principal Office Asst 8-1

(8,809)

New employee to be hired at lower step/longevity

**New Positions**

**Subtotal**

|   |   |   |   |   |
|---|---|---|---|---|
|   |   |   |   |   |
| 0 | 0 | 0 | 0 | 0 |

**Grand Total**

|           |                   |           |                |                   |                   |           |                |           |                |          |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------|
| <b>11</b> | <b>920,858.70</b> | <b>11</b> | <b>899,546</b> | <b>641,471.00</b> | <b>926,919.76</b> | <b>10</b> | <b>858,734</b> | <b>10</b> | <b>909,325</b> | <b>0</b> |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------|

**TREASURER & COLLECTOR**

**EXPENDITURES**

|   | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
| Classification                              | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-145-5100</b>               |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                   | 946,746.34          | 920,858.70          | 899,546.00 | 641,471.00                       | 926,919.76                            | 858,734.00         | 9,779.00          | 909,325.00             | 0.00             |
| <b>General Expenses 001-145-5200</b>        |                     |                     | 318,400.00 |                                  |                                       | 318,400.00         | 0.00              | 318,400.00             |                  |
| 5242 Office Equipment Repair/Maint          | 3,319.00            | 5,672.18            |            | 2,132.17                         | 3,000.00                              |                    |                   |                        |                  |
| 5247 Alarms / Intrusion                     | 739.00              |                     |            | 510.00                           | 510.00                                |                    |                   |                        |                  |
| 5304 Financial Services                     | 6,000.00            | 6,000.00            |            |                                  | 6,000.00                              |                    |                   |                        |                  |
| 5305 Legal Services                         | 16,939.83           | 6,507.57            |            | 1,908.43                         | 15,000.00                             |                    |                   |                        |                  |
| 5312 Training                               |                     | 700.00              |            |                                  | 4,990.00                              |                    |                   |                        |                  |
| 5342 Postage                                | 76,864.39           | 74,051.41           |            | 51,084.91                        | 83,000.00                             |                    |                   |                        |                  |
| 5343 Printing                               | 20,164.28           | 14,136.63           |            | 11,722.05                        | 19,000.00                             |                    |                   |                        |                  |
| 5345 Shortages                              | 195.00              | 100.00              |            |                                  | 100.00                                |                    |                   |                        |                  |
| 5385 Banking / Financial                    | 161,479.40          | 128,969.60          |            | 74,704.30                        | 174,300.00                            |                    |                   |                        |                  |
| 5420 Office Supplies                        | 10,332.65           | 6,300.82            |            | 5,134.38                         | 8,000.00                              |                    |                   |                        |                  |
| 5730 Dues & Subscriptions                   | 206.00              | 355.00              |            | 200.00                           | 300.00                                |                    |                   |                        |                  |
| 5731 Conference Expense                     | 347.98              |                     |            |                                  | 200.00                                |                    |                   |                        |                  |
| 5740 Insurance Premium                      | 3,700.00            | 3,700.00            |            | 2,900.00                         | 4,000.00                              |                    |                   |                        |                  |
| <b>Group Life Insurance 001-915-5200</b>    |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5170 Group Life Insurance                   | 104,947.68          | 122,091.86          | 127,750.00 | 90,375.57                        | 127,750.00                            | 127,750.00         | 0.00              | 127,750.00             |                  |
| <b>Equipment &amp; Unusual 001-145-5400</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5305 Legal Services                         |                     | 2,894.96            | 7,500.00   | 200.00                           | 5,000.00                              | 5,000.00           | (2,500.00)        | 5,000.00               |                  |

Department Explanation for Requested Increases

| <u>Item</u>                    | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |              |            |              |              |            |              |      |
|--------------------------------|---------------|---|--------------|------------|--------------|--------------|------------|--------------|------|
| COST SUMMARY BY CLASSIFICATION |               |   |              |            |              |              |            |              |      |
| Personnel                      | 946,746.34    | 920,858.70                                    | 899,546.00   | 641,471.00 | 926,919.76   | 858,734.00   | 9,779.00   | 909,325.00   | 0.00 |
| General Expenses               | 405,235.21    | 368,585.07                                    | 446,150.00   | 240,671.81 | 446,150.00   | 446,150.00   | 0.00       | 446,150.00   | 0.00 |
| Equipment & Unusual            | 0.00          | 2,894.96                                      | 7,500.00     | 200.00     | 5,000.00     | 5,000.00     | (2,500.00) | 5,000.00     | 0.00 |
| Total Operating Budget         | 1,351,981.55  | 1,292,338.73                                  | 1,353,196.00 | 882,342.81 | 1,378,069.76 | 1,309,884.00 | 7,279.00   | 1,360,475.00 | 0.00 |

## 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 2019    | FY 2020    |
|  |            |            |
| Total  | <u>\$0</u> | <u>\$0</u> |

| Output Measure         | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|------------------------|-------------------|----------------------|----------------------|
| Number of Trust Funds  | 77                | 78                   | 78                   |
| Library Income         | \$2,646           | \$2,683              | \$2,683              |
| Charity Income         | \$2,730           | \$2,702              | \$2,702              |
| Cemetery Income        | \$53,796          | \$53,191             | \$53,191             |
| Scholarship Income     | \$81,111          | \$80,432             | \$80,432             |
| Other Income           | \$6,269           | \$5,972              | \$5,972              |
| Library Book Value     | \$91,781          | \$91,777             | \$91,777             |
| Charity Book Value     | \$94,852          | \$92,557             | \$92,557             |
| Scholarship Book Value | \$2,683,986       | \$2,645,017          | \$2,645,017          |
| Cemetery Book Value    | \$1,883,887       | \$1,832,244          | \$1,832,244          |
| Other Book Value       | \$218,397         | \$204,996            | \$204,995            |
| OPEB                   | \$13,043,188      | \$11,341,807         | \$11,341,807         |

**ADMINISTRATION OF TRUST FUNDS**

**PERSONNEL**

**Bargaining Unit      Position      FY 2022 Grade-Step**

1. Trust Fund Commissioner
2. Asst Clerk & Custodian

**Subtotal**

| FY 2020 |                     | FY 2021 |              |                     |                                       | FY 2022 |                    |   |                        |                  |          |          |   |       |   |       |
|---------|---------------------|---------|--------------|---------------------|---------------------------------------|---------|--------------------|---|------------------------|------------------|----------|----------|---|-------|---|-------|
| #       | Actual Expenditures | #       | July - March |                     | Estimated Expenditures Thru 6/30/2021 | #       | Department Request | # | Mayor's Recommendation | Council Approval |          |          |   |       |   |       |
|         |                     |         | Budget       | Actual Expenditures |                                       |         |                    |   |                        |                  |          |          |   |       |   |       |
|         |                     |         | 3            | 3,000               |                                       |         |                    |   |                        |                  | 1,200.00 | 3,000.00 | 3 | 3,000 | 3 | 3,000 |
|         |                     |         | 1            | 1,000               |                                       |         |                    |   |                        |                  | 739.80   | 1,000.00 | 1 | 1,000 | 1 | 1,000 |
| 4       | 2,600.00            | 4       | 4,000        | 1,939.80            | 4,000.00                              | 4       | 4,000              |   | 4                      | 4,000            | 0        |          |   |       |   |       |

**Summary of Changes**

**Adjustments to FY 2021 Positions**

Step Raises/Longevity included in \* position salary

**Explanation**

**New Positions**

**Subtotal**

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
|          |          |          |          |          |
| <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**Grand Total**

|          |                 |          |              |                 |                 |          |              |          |              |          |
|----------|-----------------|----------|--------------|-----------------|-----------------|----------|--------------|----------|--------------|----------|
| <b>4</b> | <b>2,600.00</b> | <b>4</b> | <b>4,000</b> | <b>1,939.80</b> | <b>4,000.00</b> | <b>4</b> | <b>4,000</b> | <b>4</b> | <b>4,000</b> | <b>0</b> |
|----------|-----------------|----------|--------------|-----------------|-----------------|----------|--------------|----------|--------------|----------|

ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

| Classification            | FY 2019             | FY 2020             | FY 2021                |                     |                                       | FY 2022            |                   |                        |                  |
|---------------------------|---------------------|---------------------|------------------------|---------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                           | Actual Expenditures | Actual Expenditures | July - December Budget | Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-149-5100    |                     |                     |                        |                     |                                       |                    |                   |                        |                  |
| 5121 Salaries - Part Time | 1,000.00            | 1,000.00            | 1,000.00               | 739.80              | 1,000.00                              | 1,000.00           | 0.00              | 1,000.00               | 0.00             |
| 5194 Boards & Commissions | 3,000.00            | 1,600.00            | 3,000.00               | 1,200.00            | 3,000.00                              | 3,000.00           | 0.00              | 3,000.00               | 0.00             |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---------------|---|
|-------------|---------------|---|

COST SUMMARY BY CLASSIFICATION

|                        |                 |                 |                 |                 |                 |                 |             |                 |             |
|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-----------------|-------------|
| Personnel              | 4,000.00        | 2,600.00        | 4,000.00        | 1,939.80        | 4,000.00        | 4,000.00        | 0.00        | 4,000.00        | 0.00        |
| General Expenses       |                 |                 |                 |                 |                 |                 |             |                 |             |
| Equipment & Unusual    |                 |                 |                 |                 |                 |                 |             |                 |             |
| Total Operating Budget | <u>4,000.00</u> | <u>2,600.00</u> | <u>4,000.00</u> | <u>1,939.80</u> | <u>4,000.00</u> | <u>4,000.00</u> | <u>0.00</u> | <u>4,000.00</u> | <u>0.00</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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 63,445           | 63,440           |
| Pension Administration  | 6,538            | 6,174            |
| Medical & Life Insurance  | 52,802           | 54,457           |
| Heat, Light, Water  | 3,735            | 3,725            |
| Building Repair & Maintenance   | 7,729            | 14,709           |
| Building Insurance  | 230              | 205              |
| <b>Total</b>  | <b>\$134,479</b> | <b>\$142,710</b> |

|                        |                |                  |                  |
|------------------------|----------------|------------------|------------------|
|                        | <b>FY 2020</b> | <b>FY 2021</b>   | <b>FY 2022</b>   |
| <b>Output Measure</b>  | <b>Actual</b>  | <b>Estimated</b> | <b>Projected</b> |
| Number of Cases Yearly | 2,000          | 2,000            | 2,000            |
| Yearly Cash Benefits   | \$127,666      | \$100,000        | \$130,000        |

**VETERANS BENEFITS & SERVICES**

**PERSONNEL**

|                 | Bargaining<br>Unit | Position                     | FY 2022<br>Grade-Step |
|-----------------|--------------------|------------------------------|-----------------------|
| 1.              | **                 | *Dir of Vets Service/License | 16-6 (L11)            |
| 2.              |                    | *Administrative Assistant    | 10-6 (L10)            |
| <b>Subtotal</b> |                    |                              |                       |

| FY 2020 |                     | FY 2021 |              |              |  | FY 2022 |                    |   |                        |                  |           |            |   |         |   |         |
|---------|---------------------|---------|--------------|--------------|--|---------|--------------------|---|------------------------|------------------|-----------|------------|---|---------|---|---------|
| #       | Actual Expenditures | #       | July - March |              | Estimated Actual Expenditures Thru 6/30/2021 | #       | Department Request | # | Mayor's Recommendation | Council Approval |           |            |   |         |   |         |
|         |                     |         | Budget       | Expenditures |  |         |                    |   |                        |                  |           |            |   |         |   |         |
|         |                     |         | 1            | 118,659      |  |         |                    |   |                        |                  | 93,694.56 | 118,659.00 | 1 | 125,922 | 1 | 125,922 |
|         |                     |         | 1            | 77,394       |  |         |                    |   |                        |                  | 61,111.27 | 77,394.00  | 1 | 82,132  | 1 | 82,132  |
| 2       | 196,053.00          | 2       | 196,053      | 154,805.83   | 196,053.00                                   | 2       | 208,054            |   | 2                      | 208,054          | 0         |            |   |         |   |         |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance included in \* position salary

12,001

Explanation

|          |          |  |          |          |  |          |          |  |          |
|----------|----------|--|----------|----------|--|----------|----------|--|----------|
|          |          |  |          |          |  |          |          |  |          |
|          |          |  |          |          |  |          |          |  |          |
| <b>0</b> | <b>0</b> |  | <b>0</b> | <b>0</b> |  | <b>0</b> | <b>0</b> |  | <b>0</b> |

New Positions

**Subtotal**

**Grand Total**

|          |                   |          |                |                   |                   |          |                |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|
| <b>2</b> | <b>196,053.00</b> | <b>2</b> | <b>196,053</b> | <b>154,805.83</b> | <b>196,053.00</b> | <b>2</b> | <b>208,054</b> | <b>2</b> | <b>208,054</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|

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



**VETERANS BENEFITS & SERVICES**

**EXPENDITURES**

| Classification                                       | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|  | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-543-5100</b>                        |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time                            | 195,349.11          | 196,053.00          | 196,053.00 | 154,805.83                       | 196,053.00                            | 208,054.00         | 12,001.00         | 208,054.00             | 0.00             |
| <b>General Expenses 001-543-5200</b>                 |                     |                     | 174,700.00 |                                  |                                       | 174,700.00         | 0.00              | 174,700.00             |                  |
| 5192 Mileage Allowance                               | 699.96              | 701.03              |            | 524.97                           | 700.00                                |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint                   |                     |                     |            |                                  | 450.00                                |                    |                   |                        |                  |
| 5245 Maintenance Vets Square Signs                   | 1,566.17            | 671.47              |            |                                  | 2,000.00                              |                    |                   |                        |                  |
| 5312 Training  | 394.90              | 50.00               |            | 75.00                            | 700.00                                |                    |                   |                        |                  |
| 5342 Postage   | 531.40              |                     |            | 532.15                           | 600.00                                |                    |                   |                        |                  |
| 5343 Printing  | 126.00              |                     |            |                                  | 300.00                                |                    |                   |                        |                  |
| 5420 Office Supplies                                 | 715.88              | 147.81              |            | 272.85                           | 425.00                                |                    |                   |                        |                  |
| 5588 Flags & Bunting                                 | 4,788.82            | 7,506.19            |            | 5,145.93                         | 5,500.00                              |                    |                   |                        |                  |
| 5591 Reservists' Recognition                         | 9,000.00            | 7,600.00            |            | 5,000.00                         | 6,000.00                              |                    |                   |                        |                  |
| 5770 Veterans Benefits                               | 122,378.49          | 127,665.64          |            | 76,906.03                        | 130,000.00                            |                    |                   |                        |                  |
| 5781 Holiday Expenses (Memorial Day & Veteran's Day) | 2,960.00            | 2,680.00            |            | 250.00                           | 6,000.00                              |                    |                   |                        |                  |

Department Explanation for Requested Increases

|             |               |   |
|-------------|---------------|---|
| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---------------|---|

**COST SUMMARY BY CLASSIFICATION**

|                                |                   |                   |                   |                   |                   |                   |                  |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------|
| <b>Personnel</b>               | 195,349.11        | 196,053.00        | 196,053.00        | 154,805.83        | 196,053.00        | 208,054.00        | 12,001.00        | 208,054.00        | 0.00        |
| <b>General Expenses</b>        | 143,161.62        | 147,022.14        | 174,700.00        | 88,706.93         | 152,675.00        | 174,700.00        | 0.00             | 174,700.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                  |                   |             |
| <b>Total Operating Budget</b>  | <u>338,510.73</u> | <u>343,075.14</u> | <u>370,753.00</u> | <u>243,512.76</u> | <u>348,728.00</u> | <u>382,754.00</u> | <u>12,001.00</u> | <u>382,754.00</u> | <u>0.00</u> |

## LICENSE COMMISSION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

|   |                |                |
|---|----------------|----------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: |                |                |
| <b>Indirect Costs</b>   | <b>FY 2019</b> | <b>FY 2020</b> |
| Pension-Contributory/FICA   | 139            | 131            |
| Heat, Light, Water  | 934            | 931            |
| Building Repair & Maintenance   | 1,932          | 3,677          |
| Building Insurance  | 57             | 51             |
| <b>Total</b>  | <b>\$3,062</b> | <b>\$4,790</b> |

|                                 |                           |                              |                              |
|---------------------------------|---------------------------|------------------------------|------------------------------|
| <b>Output Measure</b>           | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
| Number of Licenses              | 101                       | 101                          | 101                          |
| Common Victualer                | 143                       | 144                          | 145                          |
| Filing Fee                      | 10                        | 6                            | 15                           |
| Amusement Device Permits        | 50                        | 50                           | 50                           |
| Entertainment                   | 40                        | 40                           | 40                           |
| Special Permits                 | 17                        | 3                            | 30                           |
| Revenue from Licenses & Permits | \$322,275                 | \$282,475                    | \$350,000                    |

**LICENSE COMMISSION**

**PERSONNEL**

Bargaining Unit      Position      FY 2022 Grade-Step

1. License Commission
2. Assistants to License Commission

Subtotal

| FY 2020                  |                                     | FY 2021 |              |           |   | FY 2022               |        |                           |                     |        |   |
|--------------------------|-------------------------------------|---------|--------------|-----------|---|-----------------------|--------|---------------------------|---------------------|--------|---|
| Actual<br># Expenditures | July - March<br>Actual Expenditures |         |              |           | Estimated<br>Expenditures<br>Thru 6/30/2021 | FY 2022               |        |                           |                     |        |   |
|                          | #                                   | Budget  | Expenditures | #         |   | Department<br>Request | #      | Mayor's<br>Recommendation | Council<br>Approval |        |   |
|                          |                                     |         |              |           |   |                       |        |                           |                     |        |   |
|                          |                                     |         |              |           |   |                       |        |                           |                     |        |   |
|                          | 3                                   | 9,600   | 7,200.00     | 9,600.00  | 3   | 9,600                 | 3      | 9,600                     |                     |        |   |
|                          | 2                                   | 6,000   | 4,438.04     | 6,000.00  | 2   | 6,000                 | 2      | 6,000                     |                     |        |   |
| 5                        | 15,600.00                           | 5       | 15,600       | 11,638.04 | 15,600.00                                   | 5                     | 15,600 |                           | 5                   | 15,600 | 0 |

*Summary of Changes*

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Explanation

|   |   |  |  |   |  |   |  |   |   |
|---|---|--|--|---|--|---|--|---|---|
|   |   |  |  |   |  |   |  |   |   |
|   |   |  |  |   |  |   |  |   |   |
| 0 | 0 |  |  | 0 |  | 0 |  | 0 | 0 |

New Positions

Subtotal

Grand Total

|   |           |   |        |           |           |   |        |   |        |   |
|---|-----------|---|--------|-----------|-----------|---|--------|---|--------|---|
| 5 | 15,600.00 | 5 | 15,600 | 11,638.04 | 15,600.00 | 5 | 15,600 | 5 | 15,600 | 0 |
|---|-----------|---|--------|-----------|-----------|---|--------|---|--------|---|

**LICENSE COMMISSION**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021  |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget   | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-165-5100</b>        |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| 5121 Salaries - Part Time            | 6,000.00            | 6,000.00            | 6,000.00 | 4,438.04                         | 6,000.00                              | 6,000.00           | 0.00              | 6,000.00               | 0.00             |
| 5194 Boards & Commissions            | 9,600.00            | 9,600.00            | 9,600.00 | 7,200.00                         | 9,600.00                              | 9,600.00           | 0.00              | 9,600.00               | 0.00             |
| <hr/>                                |                     |                     |          |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 001-165-5200</b> |                     |                     | 3,700.00 |                                  |                                       | 3,700.00           | 0.00              | 3,700.00               |                  |
| 5308 Stenographer                    | 2,400.00            | 2,400.00            |          | 1,800.00                         | 2,400.00                              |                    |                   |                        |                  |
| 5342 Postage                         | 464.75              |                     |          | 485.95                           | 500.00                                |                    |                   |                        |                  |
| 5343 Printing                        | 81.00               |                     |          |                                  | 600.00                                |                    |                   |                        |                  |
| 5420 Office Supplies                 | 229.25              | 167.66              |          |                                  | 300.00                                |                    |                   |                        |                  |
| 5730 Dues                            | 75.00               | 75.00               |          |                                  | 75.00                                 |                    |                   |                        |                  |

**Department Explanation for Requested Increases**

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---------------|---|
|-------------|---------------|---|

**COST SUMMARY BY CLASSIFICATION**

|                                |                  |                  |                  |                  |                  |                  |             |                  |             |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|-------------|
| <b>Personnel</b>               | 15,600.00        | 15,600.00        | 15,600.00        | 11,638.04        | 15,600.00        | 15,600.00        | 0.00        | 15,600.00        | 0.00        |
| <b>General Expenses</b>        | 3,250.00         | 2,642.66         | 3,700.00         | 2,285.95         | 3,875.00         | 3,700.00         | 0.00        | 3,700.00         | 0.00        |
| <b>Equipment &amp; Unusual</b> |                  |                  |                  |                  |                  |                  |             |                  |             |
| <b>Total Operating Budget</b>  | <u>18,850.00</u> | <u>18,242.66</u> | <u>19,300.00</u> | <u>13,923.99</u> | <u>19,475.00</u> | <u>19,300.00</u> | <u>0.00</u> | <u>19,300.00</u> | <u>0.00</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 Carter Street 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.

EV Car Chargers: To provide charging stations at all public parking lots for the public use.

The department receives traffic and street light repair requests via City website and phone calls directly and indirectly.

### 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 Common Clock and the Carter Street Clock provide 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. Also conducting commercial and residential electrical inspections to ensure public safety.

|   |                  |                  |
|---|------------------|------------------|
| 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: |                  |                  |
| <b>Indirect Costs</b>   | <b>FY 2019</b>   | <b>FY 2020</b>   |
| Pension-Contributory/FICA   | 158,813          | 159,105          |
| Pension Administration  | 15,875           | 14,990           |
| Medical & Life Insurance  | 297,664          | 324,841          |
| Heat, Light, Water  | 37,814           | 30,557           |
| Building Repair & Maintenance   | 101,939          | 106,370          |
| Building Insurance  | 1,433            | 1,276            |
| Motor Vehicle Insurance   | 1,558            | 1,205            |
| Motor Vehicle Maint & Repair  | 45,288           | 38,742           |
| <b>Total</b>  | <b>\$660,384</b> | <b>\$677,086</b> |

| <b>Output Measure</b>           | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Estimated</b> | <b>FY 2022<br/>Projected</b> |
|---------------------------------|---------------------------|------------------------------|------------------------------|
| City Clocks                     | 3                         | 3                            | 3                            |
| Public Buildings:               |                           |                              |                              |
| Fire Stations                   | 6                         | 6                            | 6                            |
| Pumping Stations                | 5                         | 5                            | 5                            |
| Other Buildings                 | 12                        | 12                           | 12                           |
| Playgrounds                     | 9                         | 9                            | 9                            |
| Parking Lots                    | 7                         | 7                            | 7                            |
| Common Lights                   | 35                        | 35                           | 35                           |
| Fire Boxes                      | 740                       | 745                          | 755                          |
| Traffic Lights                  | 96                        | 98                           | 104                          |
| Electric Car Charging Locations | 3                         | 5                            | 12                           |

**WIRES**

**PERSONNEL**

| Bargaining<br>Unit | Position                          | FY 2022<br>Grade-Step |
|--------------------|-----------------------------------|-----------------------|
| 1.                 | *Inspector of Wires               | 17-6 (L11)            |
| 2.                 | SPMG *S, E & C Supervisor/Foreman | 14-6 (L11)            |
| 3.                 | SPMG *Sr Wires Inspector          | 13-6                  |
| 4.                 | LAB *Electrician                  | 11-6 (L10)            |
| 5.                 | LAB *Electrician                  | 11-6 (L10)            |
| 6.                 | LAB *Electrician                  | 11-6                  |
| 7.                 | LAB *Electrician                  | 11-4                  |
| 8.                 | *Administrative Assistant         | 10-6 (L9)             |
| 9.                 | LAB *Signal Maintainer            | 9-6 (L11)             |
| <b>Subtotal</b>    |                                   |                       |

| FY 2020                  |            | FY 2021      |                        |                                |            | FY 2022               |         |                           |                     |            |   |
|--------------------------|------------|--------------|------------------------|--------------------------------|------------|-----------------------|---------|---------------------------|---------------------|------------|---|
| Actual<br># Expenditures | #          | July - March |                        | Estimated                      | #          | Department<br>Request | #       | Mayor's<br>Recommendation | Council<br>Approval |            |   |
|                          |            | Budget       | Actual<br>Expenditures | Expenditures<br>Thru 6/30/2021 |            |                       |         |                           |                     |            |   |
|                          |            | 1            | 126,623                | 99,983.21                      |            |                       |         |                           |                     | 131,688.00 |   |
|                          |            | 1            | 103,251                | 81,523.76                      |            |                       |         |                           |                     | 107,381.00 |   |
|                          |            | 1            | 87,334                 | 68,959.74                      |            |                       |         |                           |                     | 90,827.00  |   |
|                          |            | 1            | 95,454                 | 75,373.40                      |            |                       |         |                           |                     | 99,272.00  |   |
|                          |            | 1            | 95,454                 | 75,373.40                      |            |                       |         |                           |                     | 99,272.00  |   |
|                          |            | 1            | 86,776                 | 68,508.04                      |            |                       |         |                           |                     | 90,247.00  |   |
|                          |            | 1            | 77,171                 | 60,335.58                      |            |                       |         |                           |                     | 80,258.00  |   |
|                          |            | 1            | 78,097                 | 59,842.57                      |            |                       |         |                           |                     | 81,200.00  |   |
| 1                        | 68,256     | 53,845.49    | 70,986.00              |                                |            |                       |         |                           |                     |            |   |
| 9                        | 815,347.11 | 9            | 818,416                | 643,745.19                     | 851,131.00 | 9                     | 869,567 |                           | 9                   | 869,567    | 0 |

**Summary of Changes**

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation  
Ordinance/Contract Settlement included in \*  
position salary

51,151

Explanation

|          |          |          |          |          |
|----------|----------|----------|----------|----------|
|          |          |          |          |          |
| <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

New Positions

**Subtotal**

**Grand Total**

|          |                   |          |                |                   |                   |          |                |          |                |          |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|
| <b>9</b> | <b>815,347.11</b> | <b>9</b> | <b>818,416</b> | <b>643,745.19</b> | <b>851,131.00</b> | <b>9</b> | <b>869,567</b> | <b>9</b> | <b>869,567</b> | <b>0</b> |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------|

**WIRES**

**EXPENDITURES**

| Classification                        | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|---------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                       | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-245-5100</b>         |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5111 Salaries - Full Time             | 394,240.83          | 395,077.40          | 395,305.00 | 310,309.28                       | 411,096.00                            | 418,008.00         | 22,703.00         | 418,008.00             | 0.00             |
| 5112 Wages - Full Time                | 366,936.30          | 420,269.71          | 423,111.00 | 333,435.91                       | 440,035.00                            | 451,559.00         | 28,448.00         | 451,559.00             | 0.00             |
| 5122 Wages - Part Time                | 8,415.00            |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5131 Overtime - Callbacks             | 26,062.30           | 33,782.15           | 28,000.00  | 16,922.98                        | 28,000.00                             | 28,000.00          | 0.00              | 28,000.00              |                  |
| 5195 Buyback Sick Time                | 2,353.64            | 1,699.85            | 3,900.00   | 5,285.21                         | 5,300.00                              | 10,000.00          | 6,100.00          | 10,000.00              |                  |
| <hr/>                                 |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| <b>General Expenses 001-245-5200</b>  |                     |                     | 307,100.00 |                                  |                                       | 343,100.00         | 36,000.00         | 343,100.00             |                  |
| 5193 Tool Allowance                   | 600.00              | 750.00              |            | 750.00                           | 1,000.00                              |                    |                   |                        |                  |
| 5212 Clocks - City & Common           | 667.80              | 667.52              |            | 11.90                            | 600.00                                |                    |                   |                        |                  |
| 5213 Light                            | 49,597.80           | 49,547.18           |            | 33,279.25                        | 50,000.00                             |                    |                   |                        |                  |
| 5241 Equipment Repair/Maint           | 11,261.75           | 4,787.15            |            | 2,000.00                         | 5,000.00                              |                    |                   |                        |                  |
| 5242 Office Equipment Repair/Maint    | 382.32              | 344.57              |            | 326.48                           | 400.00                                |                    |                   |                        |                  |
| 5245 Electrical Repair/Maint          |                     | 4,200.00            |            |                                  |                                       |                    |                   |                        |                  |
| 5246 Communication Equip Repair/Maint | 41,673.56           | 57,288.72           |            | 12,182.30                        | 55,000.00                             |                    |                   |                        |                  |
| 5312 Training                         | 1,754.58            | 3,476.61            |            | 740.00                           | 2,000.00                              |                    |                   |                        |                  |
| 5340 Communication                    | 72,976.91           | 84,634.12           |            | 45,767.55                        | 85,000.00                             |                    |                   |                        |                  |
| 5342 Postage                          | 150.00              | 165.00              |            | 626.00                           | 630.00                                |                    |                   |                        |                  |
| 5343 Printing                         |                     |                     |            | 113.00                           | 150.00                                |                    |                   |                        |                  |
| 5411 Batteries                        | 5,173.60            | 11,856.06           |            | 262.94                           | 3,000.00                              |                    |                   |                        |                  |
| 5420 Office Supplies                  | 1,327.99            | 591.36              |            | 735.55                           | 1,500.00                              |                    |                   |                        |                  |
| 5435 Electrical Supplies              | 42,639.79           | 51,398.91           |            | 40,237.71                        | 50,000.00                             |                    |                   |                        |                  |
| 5470 Public Safety Supplies           | 45,980.89           | 21,743.78           |            | 17,795.21                        | 20,000.00                             |                    |                   |                        |                  |
| 5510 Education Supplies               | 400.00              |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5581 Clothing, Gloves, Shoes          | 4,526.37            | 5,616.76            |            | 4,890.56                         | 5,000.00                              |                    |                   |                        |                  |
| 5587 Tools                            | 1,635.33            | 577.13              |            | 600.73                           | 1,000.00                              |                    |                   |                        |                  |
| 5781 Holiday                          | 26,415.00           | 29,073.24           |            | 30,599.60                        | 31,000.00                             |                    |                   |                        |                  |

**WIRES**

**EXPENDITURES**

| Classification                              | FY 2019             | FY 2020             | FY 2021   |                                  |                                       | FY 2022            |                   |                        |                  |
|---|---------------------|---------------------|-----------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|   | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Equipment &amp; Unusual 001-245-5400</b> |                     |                     |           |                                  |                                       |                    |                   |                        |                  |
| 5590 Office Support / Equipment             |                     |                     | 500.00    |                                  | 500.00                                | 500.00             | 0.00              | 500.00                 |                  |
| 5854 Hoses, Cable, Wire                     | 5,378.10            | 6,456.25            | 7,000.00  | 1,269.74                         | 7,000.00                              | 7,000.00           | 0.00              | 7,000.00               |                  |
| 6443 Electric Car Charging Stations         | 19,000.00           | 19,582.80           | 20,000.00 | 18.00                            | 20,000.00                             | 0.00               | (20,000.00)       | 0.00                   |                  |

**Department Explanation for Requested Increases**

| <u>Item</u>            | <u>Reason</u>                                  | <u>Department Cost for Requested Increase</u> |
|------------------------|--|---|
| 5195 Buyback Sick Time | Due to union negotiated sick buyback agreement | 6,100.00                                      |
| 5340 Communication     | Due to union negotiated GPS monthly charges    | 36,000.00                                     |

**COST SUMMARY BY CLASSIFICATION**

|                               |                     |                     |                     |                   |                     |                     |                  |                     |             |
|-------------------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------------|---------------------|-------------|
| Personnel                     | 798,008.07          | 850,829.11          | 850,316.00          | 665,953.38        | 884,431.00          | 907,567.00          | 57,251.00        | 907,567.00          | 0.00        |
| General Expenses              | 307,163.69          | 326,718.11          | 307,100.00          | 190,918.78        | 311,280.00          | 343,100.00          | 36,000.00        | 343,100.00          | 0.00        |
| Equipment & Unusual           | 24,378.10           | 26,039.05           | 27,500.00           | 1,287.74          | 27,500.00           | 7,500.00            | (20,000.00)      | 7,500.00            | 0.00        |
| <b>Total Operating Budget</b> | <b>1,129,549.86</b> | <b>1,203,586.27</b> | <b>1,184,916.00</b> | <b>858,159.90</b> | <b>1,223,211.00</b> | <b>1,258,167.00</b> | <b>73,251.00</b> | <b>1,258,167.00</b> | <b>0.00</b> |



## STREET LIGHTING

**STATEMENT OF OBJECTIVES:**

1. To provide public lighting on all public streets 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. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
|  |                |                |
| <b>Total</b>   | <b>\$0</b>     | <b>\$0</b>     |

| Output Measure | FY 2020<br>Actual | FY 2021<br>Estimated | FY 2022<br>Projected |
|----------------|-------------------|----------------------|----------------------|
| Lights         | 4,700             | 4,750                | 4,780                |

**STREET LIGHTING**

**EXPENDITURES**

| Classification                       | FY 2019             | FY 2020             | FY 2021    |                                  |                                       | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget     | July - March Actual Expenditures | Estimated Expenditures Thru 6/30/2021 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>General Expenses 001-424-5200</b> |                     |                     |            |                                  |                                       |                    |                   |                        |                  |
| 5213 Light & Supplies                | 502,726.13          | 338,609.16          | 530,000.00 | 184,706.91                       | 430,000.00                            | 430,000.00         | (100,000.00)      | 430,000.00             |                  |

**Department Explanation for Requested Increases**

|                    |                      |  |
|--------------------|----------------------|--|
| <u><b>Item</b></u> | <u><b>Reason</b></u> | <u><b>Department Cost for Requested Increase</b></u> |
|--------------------|----------------------|--|

Note: Requested deduction due to energy savings and in house repairs.

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

|                                |                   |                   |                   |                   |                   |                   |                     |                   |             |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|-------------|
| <b>General Expenses</b>        | 502,726.13        | 338,609.16        | 530,000.00        | 184,706.91        | 430,000.00        | 430,000.00        | (100,000.00)        | 430,000.00        | 0.00        |
| <b>Equipment &amp; Unusual</b> |                   |                   |                   |                   |                   |                   |                     |                   |             |
| <b>Total Operating Budget</b>  | <u>502,726.13</u> | <u>338,609.16</u> | <u>530,000.00</u> | <u>184,706.91</u> | <u>430,000.00</u> | <u>430,000.00</u> | <u>(100,000.00)</u> | <u>430,000.00</u> | <u>0.00</u> |

## ZONING BOARD OF APPEALS

**STATEMENT OF OBJECTIVES:**

To authorize zoning variance whenever literal enforcement of the zoning ordinances 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 the "Zoning Ordinance of the City of Waltham".

**DESCRIPTION OF OUTPUT STATEMENT:**

The Zoning Board of Appeals, in accordance with general laws chapter 40A and the Zoning Ordinance of the City of Waltham, 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 ordinances.

| There are no indirect costs directly associated with this element. |                |                |
|--|----------------|----------------|
| <b>Indirect Costs</b>  | <b>FY 2019</b> | <b>FY 2020</b> |
|  |                |                |
| Total  | \$0            | \$0            |

| Output Measure                | FY 2020<br>Actual | FY 2021<br>Estimated<br>*to date | FY 2022<br>Projected<br>unknown at this time |
|-------------------------------|-------------------|----------------------------------|--|
| Number of Meetings            | 44                | 25                               | 45   |
| Cases Heard                   | 43                | 48                               | 50   |
| Granted                       | 30                | 37                               |  |
| Denied                        | 0                 | 2                                |  |
| Withdrawn                     | 2                 | 5                                |  |
| Pending                       | 11                | 3                                |  |
| Number of Cases Filed         | 45                | 34                               | 50   |
| Fees Received FY 2019         | \$54,446.52       |                                  |  |
| Fees Received FY 2020         | \$18,919.94       |                                  |  |
| Fees Received FY 2021 to date | \$17,290.84       |                                  |  |

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

**ZONING BOARD OF APPEALS**

**PERSONNEL**

|    | Bargaining<br>Unit | Position        | FY 2022<br>Grade-Step |
|----|--------------------|-----------------|-----------------------|
| 1. |                    | Members         |                       |
| 2. |                    | Chairperson     |                       |
|    |                    | <b>Subtotal</b> |                       |

| FY 2020                     |           | FY 2021      |                |              | FY 2022   |                       |        |                           |                     |   |
|-----------------------------|-----------|--------------|----------------|--------------|-----------|-----------------------|--------|---------------------------|---------------------|---|
| Actual<br>#<br>Expenditures | #         | July - March |                | Estimated    | #         | Department<br>Request | #      | Mayor's<br>Recommendation | Council<br>Approval |   |
|                             |           | Budget       | Actual         | Expenditures |           |                       |        |                           |                     |   |
|                             |           | Expenditures | Thru 6/30/2021 | Expenditures |           |                       |        |                           |                     |   |
|                             |           |              |                |              |           |                       |        |                           |                     |   |
|                             | 10        | 25,000       | 11,900.00      | 25,000.00    | 10        | 25,000                | 10     | 25,000                    |                     |   |
|                             |           | 500          | 500.00         | 500.00       |           | 500                   |        | 500                       |                     |   |
| 10                          | 23,600.00 | 10           | 25,500         | 12,400.00    | 25,500.00 | 10                    | 25,500 | 10                        | 25,500              | 0 |

*Summary of Changes*

Adjustments to FY 2021 Positions

Step Raises/Longevity included in \* position salary

Explanation

|          |          |  |          |          |  |          |          |  |          |
|----------|----------|--|----------|----------|--|----------|----------|--|----------|
|          |          |  |          |          |  |          |          |  |          |
|          |          |  |          |          |  |          |          |  |          |
| <b>0</b> | <b>0</b> |  | <b>0</b> | <b>0</b> |  | <b>0</b> | <b>0</b> |  | <b>0</b> |

New Positions

**Subtotal**

**Grand Total**

|           |                  |           |               |                  |                  |           |               |           |               |          |
|-----------|------------------|-----------|---------------|------------------|------------------|-----------|---------------|-----------|---------------|----------|
| <b>10</b> | <b>23,600.00</b> | <b>10</b> | <b>25,500</b> | <b>12,400.00</b> | <b>25,500.00</b> | <b>10</b> | <b>25,500</b> | <b>10</b> | <b>25,500</b> | <b>0</b> |
|-----------|------------------|-----------|---------------|------------------|------------------|-----------|---------------|-----------|---------------|----------|

ZONING BOARD OF APPEALS

EXPENDITURES

| Classification                       | FY 2019             | FY 2020             | FY 2021   |   |                        | FY 2022            |                   |                        |                  |
|--------------------------------------|---------------------|---------------------|-----------|---|------------------------|--------------------|-------------------|------------------------|------------------|
|                                      | Actual Expenditures | Actual Expenditures | Budget    | July - March Actual Expenditures Thru 6/30/2021 | Estimated Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <b>Personnel 001-176-5100</b>        |                     |                     |           |   |                        |                    |                   |                        |                  |
| 5194 Boards & Commissions            | 21,000.00           | 23,600.00           | 25,500.00 | 12,400.00                                       | 25,500.00              | 25,500.00          | 0.00              | 25,500.00              | 0.00             |
| <hr/>                                |                     |                     |           |   |                        |                    |                   |                        |                  |
| <b>General Expenses 001-176-5200</b> |                     |                     | 34,700.00 |   |                        | 34,700.00          | 0.00              | 34,700.00              |                  |
| 5308 Stenographer                    | 15,077.50           | 11,779.00           |           | 8,393.00  | 15,000.00              |                    |                   |                        |                  |
| 5341 Advertising                     | 13,572.96           | 10,464.76           |           | 13,224.94                                       | 15,000.00              |                    |                   |                        |                  |
| 5342 Postage                         | 2,245.45            | 2,573.70            |           |   | 3,200.00               |                    |                   |                        |                  |
| 5420 Office Supplies                 | 541.97              | 356.68              |           | 489.96  | 1,500.00               |                    |                   |                        |                  |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

|                               |                  |                  |                  |                  |                  |                  |             |                  |             |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|-------------|
| Personnel                     | 21,000.00        | 23,600.00        | 25,500.00        | 12,400.00        | 25,500.00        | 25,500.00        | 0.00        | 25,500.00        | 0.00        |
| General Expenses              | 31,437.88        | 25,174.14        | 34,700.00        | 22,107.90        | 34,700.00        | 34,700.00        | 0.00        | 34,700.00        | 0.00        |
| Equipment & Unusual           |                  |                  |                  |                  |                  |                  |             |                  |             |
| <b>Total Operating Budget</b> | <b>52,437.88</b> | <b>48,774.14</b> | <b>60,200.00</b> | <b>34,507.90</b> | <b>60,200.00</b> | <b>60,200.00</b> | <b>0.00</b> | <b>60,200.00</b> | <b>0.00</b> |