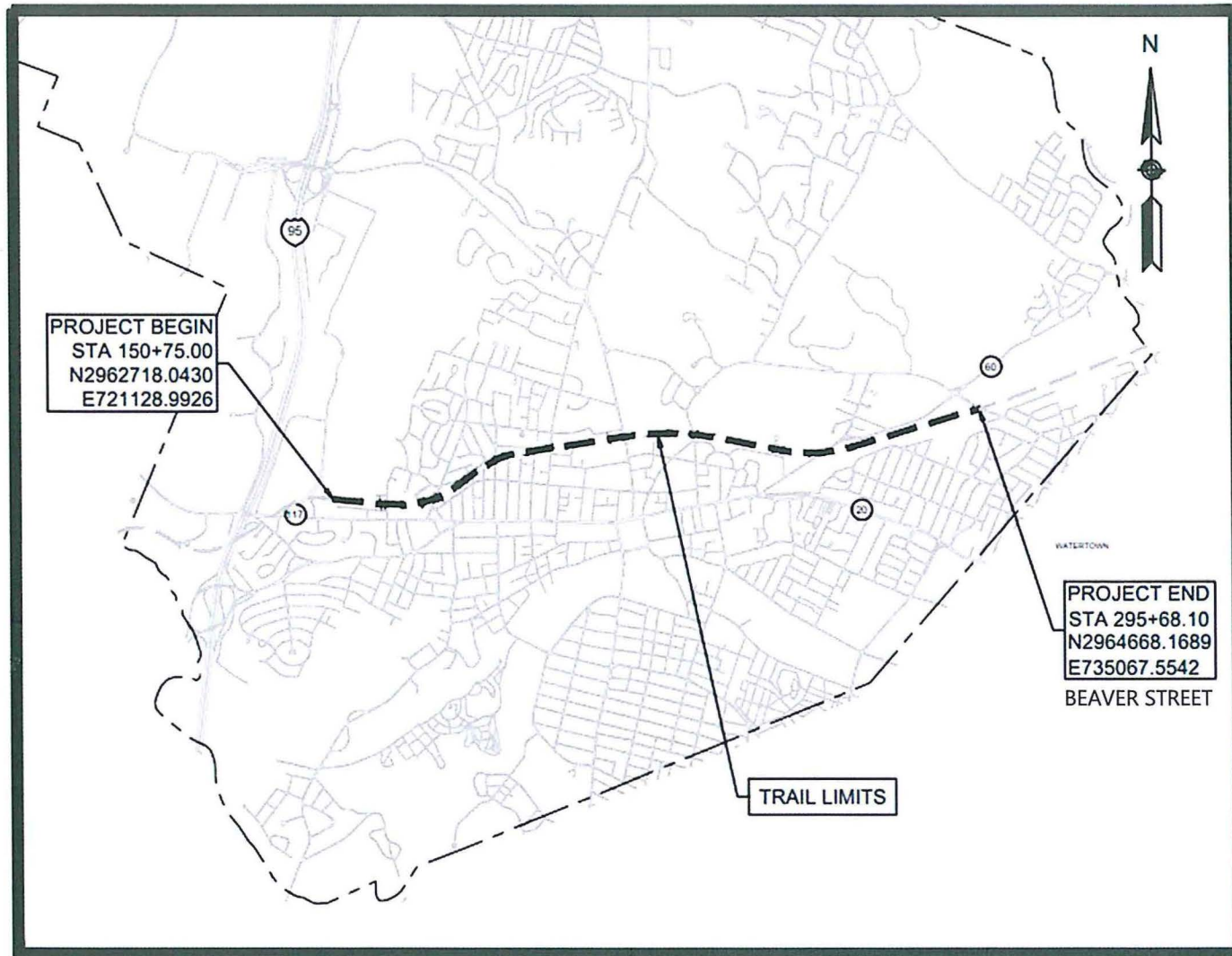


CITY OF WALTHAM

Fiscal Year 2023 Budget



Waltham Wayside Rail Trail

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	623,392.16	682,242.96	724,441.00	529,376.90	712,526.00	722,705.00	(1,747.00)	722,694.00	722,694.00
Personnel	516,839.49	564,183.79	586,671.00	418,054.75	575,145.00	584,924.00	(1,747.00)	584,924.00	584,924.00
General	106,552.67	118,059.17	137,770.00	111,322.15	137,381.00	137,781.00	-	137,770.00	137,770.00
Equip/Unusual									
Special									
Auditors	81,086,971.88	83,826,259.14	94,700,586.00	86,127,496.21	94,751,817.20	105,611,057.00	7,410,471.00	102,111,057.00	102,111,057.00
-City Auditor	620,544.45	666,735.74	680,126.00	480,402.75	623,356.20	2,349,425.00	1,669,299.00	2,349,425.00	2,349,425.00
Personnel	615,796.75	647,821.91	658,026.00	460,646.11	601,521.20	627,325.00	(30,701.00)	627,325.00	627,325.00
General	4,715.13	4,063.83	7,100.00	4,906.64	6,835.00	7,100.00	-	7,100.00	7,100.00
Equip/Unusual	32.57	14,850.00	15,000.00	14,850.00	15,000.00	1,715,000.00	1,700,000.00	1,715,000.00	1,715,000.00
Special									
-Interest & Certification	2,343,584.16	3,697,498.42	9,398,500.00	6,395,733.93	9,399,590.00	7,315,000.00	(2,083,500.00)	7,315,000.00	7,315,000.00
Personnel									
General	2,343,584.16	3,697,498.42	9,398,500.00	6,395,733.93	9,399,590.00	7,315,000.00	(2,083,500.00)	7,315,000.00	7,315,000.00
Equip/Unusual									
Special									
-Redemption of Bonds	8,766,043.90	9,595,406.90	10,232,000.00	6,826,237.90	10,231,238.00	11,193,000.00	961,000.00	11,193,000.00	11,193,000.00
Personnel									
General	8,766,043.90	9,595,406.90	10,232,000.00	6,826,237.90	10,231,238.00	11,193,000.00	961,000.00	11,193,000.00	11,193,000.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	17,864,266.00	18,460,074.00	19,209,960.00	19,209,960.00	19,209,960.00	20,406,632.00	1,196,672.00	20,406,632.00	20,406,632.00
Personnel									
General	17,864,266.00	18,460,074.00	19,209,960.00	19,209,960.00	19,209,960.00	20,406,632.00	1,196,672.00	20,406,632.00	20,406,632.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	47,884,545.57	47,905,807.14	51,866,000.00	51,076,184.65	51,977,115.00	61,104,000.00	5,738,000.00	57,604,000.00	57,604,000.00
Personnel									
General	47,884,545.57	47,905,807.14	51,866,000.00	51,076,184.65	51,977,115.00	61,104,000.00	5,738,000.00	57,604,000.00	57,604,000.00
Equip/Unusual									
Special									
-Social Security	10,967.83	5,321.80	6,000.00	2,433.79	6,000.00	6,000.00	-	6,000.00	6,000.00
Personnel									
General	10,967.83	5,321.80	6,000.00	2,433.79	6,000.00	6,000.00	-	6,000.00	6,000.00
Equip/Unusual									
Special									
-Redemption of Bonds (Sewer/Water)	2,987,239.95	2,882,354.16	2,765,000.00	1,678,755.84	2,762,638.00	2,752,000.00	(13,000.00)	2,752,000.00	2,752,000.00
Personnel									
General	2,987,239.95	2,882,354.16	2,765,000.00	1,678,755.84	2,762,638.00	2,752,000.00	(13,000.00)	2,752,000.00	2,752,000.00
Equip/Unusual									
Special									

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Interest & Certification (Sewer/Water)</i>	609,780.02	613,060.98	543,000.00	457,787.35	541,920.00	485,000.00	(58,000.00)	485,000.00	485,000.00
Personnel									
General	609,780.02	613,060.98	543,000.00	457,787.35	541,920.00	485,000.00	(58,000.00)	485,000.00	485,000.00
Equip/Unusual									
Special									
Building	3,249,790.13	3,177,935.95	3,744,362.00	2,394,627.56	3,512,988.27	3,897,831.00	(2,711,503.00)	1,032,859.00	1,032,859.00
<i>-Inspection</i>	2,213,358.68	2,252,941.03	2,543,662.00	1,758,024.82	2,507,230.27	2,697,131.00	(1,510,803.00)	1,032,859.00	1,032,859.00
Personnel	1,747,281.76	1,719,506.88	1,990,762.00	1,261,607.24	1,736,548.27	2,094,231.00	(967,903.00)	1,022,859.00	1,022,859.00
General	459,476.92	533,434.15	552,900.00	496,417.58	770,682.00	602,900.00	(542,900.00)	10,000.00	10,000.00
Equip/Unusual	6,600.00	-	-	-	-	-	-	-	-
Special									
<i>-Utilities</i>	1,036,431.45	924,994.92	1,200,700.00	636,602.74	1,005,758.00	1,200,700.00	(1,200,700.00)	-	-
General	1,036,431.45	924,994.92	1,200,700.00	636,602.74	1,005,758.00	1,200,700.00	(1,200,700.00)	-	-
Building Maintenance	-	-	-	-	-	-	2,798,772.00	2,798,772.00	2,798,772.00
<i>-Maintenance</i>	-	-	-	-	-	-	1,598,072.00	1,598,072.00	1,598,072.00
Personnel	-	-	-	-	-	-	1,005,172.00	1,005,172.00	1,005,172.00
General	-	-	-	-	-	-	592,900.00	592,900.00	592,900.00
Equip/Unusual									
Special									
<i>-Utilities</i>	-	-	-	-	-	-	1,200,700.00	1,200,700.00	1,200,700.00
General	-	-	-	-	-	-	1,200,700.00	1,200,700.00	1,200,700.00
City Clerk/Voter Registration	778,203.42	821,179.97	880,363.00	598,968.52	800,682.47	963,440.00	(506.00)	879,857.00	879,857.00
<i>-City Clerk</i>	450,077.79	489,761.45	512,641.00	363,359.37	490,066.00	511,624.00	(21,792.00)	490,849.00	490,849.00
Personnel	366,728.73	402,515.74	412,716.00	308,820.66	412,716.00	387,924.00	(24,792.00)	387,924.00	387,924.00
General	83,105.10	87,245.71	99,925.00	54,538.71	77,350.00	113,700.00	3,000.00	102,925.00	102,925.00
Equip/Unusual	-	-	-	-	-	7,000.00	-	-	-
Special									
Other Charges	243.96	-	-	-	-	3,000.00	-	-	-
<i>-Voter Registration</i>	328,125.63	331,418.52	367,722.00	235,609.15	310,616.47	451,816.00	21,286.00	389,008.00	389,008.00
Personnel	166,609.95	202,113.44	218,022.00	149,063.23	218,112.00	214,308.00	(3,714.00)	214,308.00	214,308.00
General	161,515.68	129,305.08	149,700.00	86,545.92	92,504.47	211,308.00	25,000.00	174,700.00	174,700.00
Equip/Unusual	-	-	-	-	-	26,200.00	-	-	-
Special									
City Council	373,406.74	379,279.61	395,257.00	285,842.74	392,342.00	401,666.00	6,409.00	401,666.00	401,666.00
Personnel	312,294.00	319,539.71	323,892.00	241,621.26	323,892.00	330,301.00	6,409.00	330,301.00	330,301.00
General	61,112.74	59,739.90	71,115.00	43,971.48	68,200.00	71,115.00	-	71,115.00	71,115.00
Equip/Unusual	-	-	250.00	250.00	250.00	250.00	-	250.00	250.00
Special									

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Conservation Commission	41,656.25	45,379.52	86,677.00	28,332.24	43,001.12	121,656.00	2,479.00	89,156.00	89,156.00
Personnel	38,740.50	38,546.43	84,577.00	26,797.78	40,901.12	87,056.00	2,479.00	87,056.00	87,056.00
General	1,674.23	1,333.09	2,100.00	1,534.46	2,100.00	2,100.00	-	2,100.00	2,100.00
Equip/Unusual	1,241.52	5,500.00	-	-	-	32,500.00	-	-	-
Special									
Consolidated Public Works	12,831,477.90	14,081,219.78	14,702,051.00	10,114,505.79	15,127,026.99	16,929,553.00	348,487.00	15,050,538.00	15,050,538.00
-CPW Administration	5,711,132.94	5,732,430.30	6,705,106.00	4,301,262.37	6,200,536.99	7,392,553.00	208,487.00	6,913,593.00	6,913,593.00
Personnel	4,347,444.99	4,346,827.30	4,951,706.00	3,177,988.51	4,452,136.99	5,306,953.00	108,487.00	5,060,193.00	5,060,193.00
General	1,088,880.46	997,248.08	1,198,400.00	851,785.46	1,198,400.00	1,521,600.00	100,000.00	1,298,400.00	1,298,400.00
Equip/Unusual	274,807.49	388,354.92	555,000.00	271,488.40	550,000.00	564,000.00	-	555,000.00	555,000.00
Special									
-Snow & Ice	1,608,323.20	2,569,069.99	1,396,945.00	2,291,009.71	2,867,490.00	2,812,000.00	15,000.00	1,411,945.00	1,411,945.00
Personnel	184,110.28	356,385.76	137,000.00	372,139.97	382,000.00	312,000.00	-	137,000.00	137,000.00
General	1,424,212.92	2,212,684.23	1,259,945.00	1,918,869.74	2,485,490.00	2,500,000.00	15,000.00	1,274,945.00	1,274,945.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	5,512,021.76	5,779,719.49	6,600,000.00	3,522,233.71	6,059,000.00	6,725,000.00	125,000.00	6,725,000.00	6,725,000.00
General									
Equip/Unusual	5,512,021.76	5,779,719.49	6,600,000.00	3,522,233.71	6,059,000.00	6,725,000.00	125,000.00	6,725,000.00	6,725,000.00
Special									
Board of Survey & Planning	9,147.12	15,989.37	21,700.00	11,261.17	18,800.00	25,700.00	4,000.00	25,700.00	25,700.00
Personnel	7,300.00	11,400.00	17,000.00	9,110.80	14,100.00	17,000.00	-	17,000.00	17,000.00
General	1,847.12	4,589.37	4,700.00	2,150.37	4,700.00	8,700.00	4,000.00	8,700.00	8,700.00
Equip/Unusual									
Special									
Cemetery Commission	1,800.00	2,300.00	3,000.00	1,100.00	1,700.00	3,000.00	-	3,000.00	3,000.00
Personnel	1,800.00	2,300.00	3,000.00	1,100.00	1,700.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
CPW Water Admin	218,172.18	477,039.38	523,009.00	320,785.31	468,303.94	608,503.00	33,275.00	556,284.00	556,284.00
Personnel	217,872.18	473,654.87	518,709.00	318,402.50	464,003.94	603,503.00	32,775.00	551,484.00	551,484.00
General	300.00	3,384.51	4,300.00	2,382.81	4,300.00	5,000.00	500.00	4,800.00	4,800.00
Equip/Unusual									
Special									
Water Ops & Maint	10,988,682.95	11,404,625.00	12,155,884.00	8,196,217.79	11,925,204.51	12,925,017.00	751,233.00	12,907,117.00	12,907,117.00
Personnel-Operations & Maint	559,256.12	598,277.34	797,788.00	470,128.79	710,853.67	804,697.00	(3,091.00)	794,697.00	794,697.00
Personnel-Meter Read & Install	151,648.18	139,718.20	185,967.00	81,434.57	112,859.84	164,660.00	(21,307.00)	164,660.00	164,660.00
General	386,972.02	369,156.94	398,550.00	272,643.02	398,550.00	481,450.00	75,000.00	473,550.00	473,550.00
Equip/Unusual	9,890,806.63	10,297,472.52	10,773,579.00	7,372,011.41	10,702,941.00	11,474,210.00	700,631.00	11,474,210.00	11,474,210.00
Special									

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Sewer Ops & Maint	15,183,577.93	15,229,249.33	16,179,529.00	10,915,729.38	15,945,214.16	16,856,947.00	617,418.00	16,796,947.00	16,796,947.00
Personnel	634,121.08	728,815.46	973,081.00	578,382.29	862,301.50	1,024,104.00	51,023.00	1,024,104.00	1,024,104.00
General	377,363.12	344,473.86	421,100.00	217,261.75	481,100.00	531,100.00	50,000.00	471,100.00	471,100.00
Equip/Unusual	14,172,093.73	14,155,960.01	14,785,348.00	10,120,085.34	14,601,812.66	15,301,743.00	516,395.00	15,301,743.00	15,301,743.00
Special									
Council on Aging / Meals on Wheels	670,067.63	512,513.85	969,460.00	458,347.12	772,859.00	977,793.00	8,333.00	977,793.00	977,793.00
Personnel	437,732.23	432,585.94	581,685.00	348,435.19	481,639.00	593,117.00	11,432.00	593,117.00	593,117.00
General	232,335.40	79,927.91	387,775.00	109,911.93	291,220.00	384,676.00	(3,099.00)	384,676.00	384,676.00
Equip/Unusual									
Special									
Disabilities Service Commission	5,000.00	7,400.00	7,190.00	4,800.00	7,190.00	7,190.00	-	7,190.00	7,190.00
Personnel	5,000.00	7,400.00	7,000.00	4,800.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	-	-	190.00	-	190.00	190.00	-	190.00	190.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
Emergency Management	84,575.46	90,350.01	94,896.00	91,768.07	126,077.49	96,196.00	1,300.00	96,196.00	96,196.00
Personnel	78,428.84	81,044.00	82,596.00	60,551.97	82,596.00	82,596.00	-	82,596.00	82,596.00
General	2,324.12	4,528.51	4,100.00	2,111.17	4,771.49	5,400.00	1,300.00	5,400.00	5,400.00
Equip/Unusual	3,422.50	4,377.50	7,800.00	29,104.93	38,310.00	7,800.00	-	7,800.00	7,800.00
Special	400.00	400.00	400.00	-	400.00	400.00	-	400.00	400.00
Engineering	477,575.06	480,019.94	551,727.00	376,981.92	544,827.00	682,441.00	31,789.00	583,516.00	583,516.00
Personnel	457,879.40	462,336.89	490,277.00	349,966.90	483,377.00	598,491.00	14,739.00	505,016.00	505,016.00
General	19,695.66	17,683.05	61,450.00	27,015.02	61,450.00	79,250.00	17,050.00	78,500.00	78,500.00
Equip/Unusual	-	-	-	-	-	4,700.00	-	-	-
Special									
Water Admin (Engineering)	676,950.81	474,895.84	629,021.00	421,319.82	616,915.61	822,511.00	183,590.00	812,611.00	812,611.00
<i>-Water & Sewer Billing & Compliance</i>	235,684.94	254,347.71	259,158.00	177,401.56	246,616.21	255,085.00	(6,573.00)	252,585.00	252,585.00
Personnel	183,353.36	196,935.86	198,658.00	140,944.20	186,116.21	179,585.00	(19,073.00)	179,585.00	179,585.00
General	52,331.58	57,411.85	60,500.00	36,457.36	60,500.00	73,000.00	12,500.00	73,000.00	73,000.00
Equip/Unusual	-	-	-	-	-	2,500.00	-		
Special									
<i>-Engineering Water Administration</i>	441,265.87	220,548.13	369,863.00	243,918.26	370,299.40	567,426.00	190,163.00	560,026.00	560,026.00
Personnel	434,498.15	220,247.93	334,113.00	214,494.45	312,821.40	513,676.00	179,563.00	513,676.00	513,676.00
General	1,871.33	300.20	35,750.00	7,695.81	35,750.00	46,350.00	10,600.00	46,350.00	46,350.00
Equip/Unusual	4,896.39	-	-	21,728.00	21,728.00	7,400.00	-	-	-
Special									
Fire	17,123,055.14	18,425,673.29	18,575,648.00	14,663,218.75	19,044,853.51	20,200,616.00	514,160.00	19,089,808.00	19,089,808.00
Personnel	16,265,698.45	17,640,865.85	17,651,950.00	14,201,501.30	18,139,005.51	19,114,197.00	474,620.00	18,126,570.00	18,126,570.00
General	527,244.36	487,932.46	571,960.00	208,336.51	571,960.00	623,925.00	2,040.00	574,000.00	574,000.00
Equip/Unusual	103,757.33	80,118.39	89,000.00	77,310.78	89,000.00	89,000.00	-	89,000.00	89,000.00
Special	226,355.00	216,756.59	262,738.00	176,070.16	244,888.00	373,494.00	37,500.00	300,238.00	300,238.00

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Fire Auxiliary	13,375.00	11,005.73	12,000.00	986.83	12,000.00	12,000.00	-	12,000.00	12,000.00
General	9,875.00	7,505.73	8,500.00	986.83	8,500.00	8,500.00	-	8,500.00	8,500.00
Equip/Unusual									
Special	3,500.00	3,500.00	3,500.00	-	3,500.00	3,500.00	-	3,500.00	3,500.00
Health	869,458.78	913,507.53	942,619.00	661,165.21	933,643.00	948,781.00	6,162.00	948,781.00	948,781.00
Personnel	702,952.12	760,017.32	764,762.00	541,238.84	757,010.00	770,998.00	6,236.00	770,998.00	770,998.00
General	66,040.53	70,411.66	77,857.00	56,687.25	76,633.00	77,783.00	(74.00)	77,783.00	77,783.00
Equip/Unusual	100,466.13	83,078.55	100,000.00	63,239.12	100,000.00	100,000.00	-	100,000.00	100,000.00
Special									
Historical Commission	21,591.09	15,302.64	23,400.00	8,928.50	18,905.00	23,400.00	-	23,400.00	23,400.00
Personnel	6,100.00	6,300.00	7,000.00	3,300.00	5,200.00	7,000.00	-	7,000.00	7,000.00
General	3,141.09	2,777.64	5,900.00	1,221.50	3,205.00	5,900.00	-	5,900.00	5,900.00
Equip/Unusual	12,350.00	6,225.00	10,500.00	4,407.00	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
Human Resources	868,137.35	988,715.05	763,410.00	604,334.05	875,278.00	924,314.00	60,904.00	824,314.00	824,314.00
-General/Work Study/Unemploy	334,474.57	346,862.69	413,410.00	254,548.33	375,278.00	424,314.00	10,904.00	424,314.00	424,314.00
Personnel	295,399.20	255,693.15	342,510.00	215,353.78	302,878.00	356,414.00	13,904.00	356,414.00	356,414.00
General	19,119.37	82,024.54	32,900.00	1,812.55	29,900.00	29,900.00	(3,000.00)	29,900.00	29,900.00
Equip/Unusual	19,956.00	9,145.00	38,000.00	37,382.00	42,500.00	38,000.00	-	38,000.00	38,000.00
Special									
-Workers Comp	533,662.78	641,852.36	350,000.00	349,785.72	500,000.00	500,000.00	50,000.00	400,000.00	400,000.00
Personnel									
General	533,662.78	641,852.36	350,000.00	349,785.72	500,000.00	500,000.00	50,000.00	400,000.00	400,000.00
Equip/Unusual									
Special									
Information Technology	1,827,226.54	1,792,023.67	1,885,213.00	1,467,251.40	1,889,372.33	2,131,241.00	31,028.00	1,916,241.00	1,916,241.00
-Information Technology	1,613,399.61	1,570,262.84	1,671,675.00	1,297,541.81	1,675,834.33	1,917,703.00	31,028.00	1,702,703.00	1,702,703.00
Personnel	1,091,957.92	1,174,999.83	1,188,833.00	865,144.08	1,178,465.00	1,208,197.00	19,364.00	1,208,197.00	1,208,197.00
General	359,293.09	339,282.75	452,842.00	361,580.13	426,551.73	609,506.00	11,664.00	464,506.00	464,506.00
Equip/Unusual	162,148.60	55,980.26	30,000.00	70,817.60	70,817.60	100,000.00	-	30,000.00	30,000.00
Special									
-Central Telephone	213,826.93	221,760.83	213,538.00	169,709.59	213,538.00	213,538.00	-	213,538.00	213,538.00
Personnel	22,884.40	26,005.00	28,538.00	19,035.66	28,538.00	28,538.00	-	28,538.00	28,538.00
General	190,942.53	195,755.83	185,000.00	150,673.93	185,000.00	185,000.00	-	185,000.00	185,000.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
Law	1,065,416.50	1,290,928.93	1,303,719.00	862,500.11	1,449,219.00	1,394,102.00	39,383.00	1,343,102.00	1,343,102.00
Personnel	873,857.23	1,020,134.06	1,034,069.00	756,611.08	1,034,069.00	1,038,452.00	4,383.00	1,038,452.00	1,038,452.00
General	89,197.47	77,721.57	169,650.00	84,793.30	304,650.00	191,650.00	-	169,650.00	169,650.00
Equip/Unusual	102,361.80	193,073.30	100,000.00	21,095.73	110,500.00	164,000.00	35,000.00	135,000.00	135,000.00
Special									

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Library	2,820,382.66	2,667,330.85	3,141,000.00	2,023,748.81	2,822,124.92	3,425,204.00	19,106.00	3,160,106.00	3,160,106.00
Personnel	2,317,023.41	2,191,374.63	2,632,990.00	1,613,964.21	2,249,540.48	2,828,493.00	(18,389.00)	2,614,601.00	2,614,601.00
General	417,223.87	410,294.09	426,685.00	302,758.87	465,986.50	514,891.00	37,000.00	463,685.00	463,685.00
Equip/Unusual	85,528.29	65,662.13	81,325.00	107,025.73	106,597.94	81,820.00	495.00	81,820.00	81,820.00
Special									
Other Charges	607.09	-	-	-	-	-	-	-	-
Mayor	692,371.74	646,506.99	742,619.00	555,650.79	748,854.00	704,277.00	(38,342.00)	704,277.00	704,277.00
-Mayor	681,921.74	646,506.99	731,619.00	545,150.79	731,354.00	681,777.00	(49,842.00)	681,777.00	681,777.00
Personnel	282,042.69	301,137.87	316,279.00	231,895.17	316,279.00	325,437.00	9,158.00	325,437.00	325,437.00
General	24,224.95	24,151.04	24,615.00	19,555.27	24,350.00	24,615.00	-	24,615.00	24,615.00
Equip/Unusual	375,654.10	321,218.08	390,725.00	293,700.35	390,725.00	331,725.00	(59,000.00)	331,725.00	331,725.00
Special									
-Celebration of Holidays	10,450.00	-	11,000.00	10,500.00	17,500.00	22,500.00	11,500.00	22,500.00	22,500.00
Personnel									
General	10,450.00	-	11,000.00	10,500.00	17,500.00	22,500.00	11,500.00	22,500.00	22,500.00
Equip/Unusual									
Special									
Planning	935,790.32	958,725.97	1,055,091.00	771,417.97	963,290.37	1,043,401.00	(3,238.00)	1,051,853.00	1,051,853.00
-City Planner	275,915.79	257,878.80	332,091.00	258,226.89	297,304.00	346,124.00	14,033.00	346,124.00	346,124.00
Personnel	238,475.89	249,016.34	319,291.00	233,759.93	271,654.00	333,324.00	14,033.00	333,324.00	333,324.00
General	2,782.71	1,988.63	2,800.00	1,616.96	2,800.00	2,800.00	-	2,800.00	2,800.00
Equip/Unusual	34,657.19	6,873.83	10,000.00	22,850.00	22,850.00	10,000.00	-	10,000.00	10,000.00
Special									
-Housing	515,331.69	547,356.59	574,565.00	407,863.83	517,551.37	548,608.00	(17,505.00)	557,060.00	557,060.00
Personnel	337,014.84	376,152.39	386,065.00	254,353.28	321,316.17	348,608.00	(29,005.00)	357,060.00	357,060.00
General	76,205.31	88,870.08	88,500.00	56,872.77	75,497.42	100,000.00	11,500.00	100,000.00	100,000.00
Equip/Unusual	102,111.54	82,334.12	100,000.00	96,637.78	120,737.78	100,000.00	-	100,000.00	100,000.00
Special									
-Paine Estate	144,542.84	153,490.58	148,435.00	105,327.25	148,435.00	148,669.00	234.00	148,669.00	148,669.00
Personnel	127,063.55	136,362.96	121,135.00	88,866.01	121,135.00	121,369.00	234.00	121,369.00	121,369.00
General	17,479.29	17,127.62	27,300.00	16,461.24	27,300.00	27,300.00	-	27,300.00	27,300.00
Equip/Unusual									
Special									
Police	19,358,150.82	19,804,430.60	20,675,633.00	15,739,749.04	20,789,588.00	21,577,481.00	397,471.00	21,073,104.00	21,073,104.00
-Police & Animal Control	17,560,836.99	18,128,783.91	18,748,441.00	13,998,998.91	18,723,225.00	19,333,207.00	194,931.00	18,943,372.00	18,943,372.00
Personnel	16,992,722.76	17,460,971.68	17,980,749.00	13,483,516.58	18,028,721.00	18,554,115.00	183,531.00	18,164,280.00	18,164,280.00
General	252,845.57	278,237.51	303,250.00	190,244.97	303,250.00	303,250.00	-	303,250.00	303,250.00
Equip/Unusual	101,338.48	187,239.46	212,267.00	123,072.53	161,173.00	223,667.00	11,400.00	223,667.00	223,667.00
Special	213,930.18	202,335.26	252,175.00	202,164.83	230,081.00	252,175.00	-	252,175.00	252,175.00

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Dispatch	1,797,313.83	1,675,646.69	1,927,192.00	1,740,750.13	2,066,363.00	2,244,274.00	202,540.00	2,129,732.00	2,129,732.00
Personnel	1,756,766.72	1,640,634.22	1,879,742.00	1,705,870.54	2,023,388.00	2,196,824.00	202,540.00	2,082,282.00	2,082,282.00
General	28,289.86	24,412.47	32,050.00	23,955.00	32,050.00	32,050.00	-	32,050.00	32,050.00
Equip/Unusual									
Special	12,257.25	10,600.00	15,400.00	10,924.59	10,925.00	15,400.00	-	15,400.00	15,400.00
Purchasing	535,727.51	623,801.32	677,126.00	543,725.79	674,841.00	759,846.00	82,720.00	759,846.00	759,846.00
Personnel	248,704.77	233,079.03	233,426.00	161,820.41	233,426.00	239,146.00	5,720.00	239,146.00	239,146.00
General	6,543.18	5,227.61	13,700.00	7,996.70	11,415.00	13,700.00	-	13,700.00	13,700.00
Equip/Unusual									
Special	280,479.56	385,494.68	430,000.00	373,908.68	430,000.00	507,000.00	77,000.00	507,000.00	507,000.00
Recreation/Veteran's Rink	1,638,569.65	1,664,928.66	2,011,716.00	1,330,149.62	1,949,549.00	2,358,273.00	346,557.00	2,358,273.00	2,358,273.00
-General Support	990,306.85	1,047,179.67	1,145,323.00	798,102.41	1,137,798.00	1,397,332.00	252,009.00	1,397,332.00	1,397,332.00
Personnel	941,132.46	1,015,374.58	1,079,448.00	761,965.63	1,076,448.00	1,295,332.00	215,884.00	1,295,332.00	1,295,332.00
General	16,627.12	11,806.98	18,875.00	10,897.66	17,350.00	30,000.00	11,125.00	30,000.00	30,000.00
Equip/Unusual	32,547.27	19,998.11	47,000.00	25,239.12	44,000.00	72,000.00	25,000.00	72,000.00	72,000.00
Special									
-Playgrounds	161,141.93	150,103.39	227,700.00	157,370.19	220,500.00	263,200.00	35,500.00	263,200.00	263,200.00
Personnel	63,962.50	38,749.50	78,000.00	56,793.50	75,500.00	78,000.00	-	78,000.00	78,000.00
General	94,570.96	107,800.53	144,700.00	97,230.49	140,000.00	177,700.00	33,000.00	177,700.00	177,700.00
Equip/Unusual	2,608.47	3,553.36	5,000.00	3,346.20	5,000.00	7,500.00	2,500.00	7,500.00	7,500.00
Special									
-Summer Fun	65,330.15	41,467.34	88,200.00	27,988.00	62,400.00	88,200.00	-	88,200.00	88,200.00
Personnel	58,636.00	32,714.00	76,000.00	26,573.00	50,800.00	76,000.00	-	76,000.00	76,000.00
General	6,694.15	8,753.34	12,200.00	1,415.00	11,600.00	12,200.00	-	12,200.00	12,200.00
Equip/Unusual									
Special									
-Support of Rec Act.	70,230.96	93,407.36	132,200.00	46,358.50	127,100.00	187,200.00	55,000.00	187,200.00	187,200.00
Personnel									
General	64,497.64	90,046.19	121,700.00	41,486.03	117,000.00	176,700.00	55,000.00	176,700.00	176,700.00
Equip/Unusual	5,733.32	3,361.17	10,500.00	4,872.47	10,100.00	10,500.00	-	10,500.00	10,500.00
Special									
-Vet Rink	351,559.76	332,770.90	418,293.00	300,330.52	401,751.00	422,341.00	4,048.00	422,341.00	422,341.00
Personnel	144,542.47	160,648.63	168,493.00	141,515.08	168,493.00	172,541.00	4,048.00	172,541.00	172,541.00
General	177,928.87	149,188.41	216,800.00	140,855.24	203,200.00	216,800.00	-	216,800.00	216,800.00
Equip/Unusual	19,088.42	11,778.86	21,000.00	6,902.20	19,000.00	21,000.00	-	21,000.00	21,000.00
Special	10,000.00	11,155.00	12,000.00	11,058.00	11,058.00	12,000.00	-	12,000.00	12,000.00
Transportation	862,104.00	911,868.44	1,028,820.00	721,098.34	975,547.80	1,327,663.00	17,126.00	1,045,946.00	1,045,946.00
-Traffic Engineering	527,050.62	540,296.89	621,889.00	424,248.61	579,345.75	892,694.00	(8,411.00)	613,478.00	613,478.00
Personnel	396,303.79	419,829.79	455,589.00	312,839.26	411,752.27	447,178.00	(8,411.00)	447,178.00	447,178.00
General	35,299.48	50,701.45	66,300.00	40,584.50	67,593.48	78,516.00	-	66,300.00	66,300.00
Equip/Unusual	95,447.35	69,765.65	100,000.00	70,824.85	100,000.00	367,000.00	-	100,000.00	100,000.00
Special									

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Parking Management</i>	335,053.38	371,571.55	406,931.00	296,849.73	396,202.05	434,969.00	25,537.00	432,468.00	432,468.00
Personnel	160,338.71	191,309.59	195,642.00	135,729.12	183,626.05	207,505.00	12,278.00	207,920.00	207,920.00
General	139,838.41	115,448.01	148,700.00	102,996.60	149,987.00	164,875.00	16,175.00	164,875.00	164,875.00
Equip/Unusual	32,981.00	62,888.00	60,589.00	57,029.00	60,589.00	60,589.00	(2,916.00)	57,673.00	57,673.00
Special	1,895.26	1,925.95	2,000.00	1,095.01	2,000.00	2,000.00	-	2,000.00	2,000.00
<i>Treasurer & Collector</i>	1,294,938.73	1,221,234.76	1,364,475.00	872,673.15	1,363,475.00	1,373,396.00	43,921.00	1,408,396.00	1,408,396.00
<i>-Treas & Collector/Life Insurance</i>	1,292,338.73	1,218,434.76	1,360,475.00	870,936.09	1,360,475.00	1,369,396.00	43,921.00	1,404,396.00	1,404,396.00
Personnel	920,858.70	846,215.70	909,325.00	629,645.24	909,325.00	918,246.00	8,921.00	918,246.00	918,246.00
General	368,585.07	372,019.06	446,150.00	239,990.85	446,150.00	446,150.00	-	446,150.00	446,150.00
Equip/Unusual	2,894.96	200.00	5,000.00	1,300.00	5,000.00	5,000.00	35,000.00	40,000.00	40,000.00
Special									
<i>-Trust Funds</i>	2,600.00	2,800.00	4,000.00	1,737.06	3,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	2,600.00	2,800.00	4,000.00	1,737.06	3,000.00	4,000.00	-	4,000.00	4,000.00
General									
Equip/Unusual									
Special									
<i>Veterans/License Commission</i>	361,317.80	342,970.76	402,054.00	274,656.60	370,082.30	402,054.00	-	402,054.00	402,054.00
<i>-Veterans</i>	343,075.14	324,312.88	382,754.00	260,310.57	350,932.87	382,754.00	-	382,754.00	382,754.00
Personnel	196,053.00	207,895.08	208,054.00	153,332.68	208,054.00	208,054.00	-	208,054.00	208,054.00
General	147,022.14	116,417.80	174,700.00	106,977.89	142,878.87	174,700.00	-	174,700.00	174,700.00
Equip/Unusual									
Special									
<i>-License Commission</i>	18,242.66	18,657.88	19,300.00	14,346.03	19,149.43	19,300.00	-	19,300.00	19,300.00
Personnel	15,600.00	15,600.00	15,600.00	11,621.60	15,600.00	15,600.00	-	15,600.00	15,600.00
General	2,642.66	3,057.88	3,700.00	2,724.43	3,549.43	3,700.00	-	3,700.00	3,700.00
Equip/Unusual									
Special									
<i>Wires</i>	1,542,195.43	1,408,828.49	1,688,167.00	1,414,483.46	1,753,673.28	1,704,775.00	16,608.00	1,704,775.00	1,704,775.00
<i>-General</i>	1,203,586.27	1,150,690.52	1,258,167.00	911,294.60	1,251,673.28	1,274,775.00	16,608.00	1,274,775.00	1,274,775.00
Personnel	850,829.11	891,003.14	907,567.00	668,862.47	903,395.04	914,175.00	6,608.00	914,175.00	914,175.00
General	326,718.11	256,598.14	343,100.00	236,472.89	341,819.00	353,100.00	10,000.00	353,100.00	353,100.00
Equip/Unusual	26,039.05	3,089.24	7,500.00	5,959.24	6,459.24	7,500.00	-	7,500.00	7,500.00
Special									
<i>-Street Lighting</i>	338,609.16	258,137.97	430,000.00	503,188.86	502,000.00	430,000.00	-	430,000.00	430,000.00
Personnel									
General	338,609.16	258,137.97	430,000.00	503,188.86	502,000.00	430,000.00	-	430,000.00	430,000.00
Equip/Unusual									
Special									
<i>Zoning Board Of Appeals</i>	48,774.14	48,914.93	60,200.00	27,625.59	60,200.00	69,000.00	6,500.00	66,700.00	66,700.00
Personnel	23,600.00	19,300.00	25,500.00	9,900.00	25,500.00	25,500.00	-	25,500.00	25,500.00
General	25,174.14	29,614.93	34,700.00	17,725.59	34,700.00	43,500.00	6,500.00	41,200.00	41,200.00
Equip/Unusual									
Special									

	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Grand Total	179,179,030.82	185,444,578.26	202,722,063.00	163,420,824.55	202,461,972.27	222,033,030.00	11,023,866.00	213,745,929.00	210,947,157.00
Schools	87,786,176.00	89,577,108.81	94,080,441.00	56,213,980.47	-	100,978,135.00	4,704,022.00	98,784,463.00	98,784,463.00
Total with Schools	266,965,206.82	275,021,687.07	296,802,504.00	219,634,805.02	202,461,972.27	323,011,165.00	15,727,888.00	312,530,392.00	309,731,620.00

ASSESSOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	140,567	141,566
Pension Administration	13,486	12,903
Medical & Life Insurance	157,516	170,954
Heat, Light, Water	11,498	12,508
Building Repair & Maintenance	9,442	14,379
Building Insurance	565	986
Motor Vehicle Insurance	172	236
Motor Vehicle Maint & Repair	5,535	4,925
Total	<u>\$338,781</u>	<u>\$358,457</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Real Estate Parcels Assessed	15,974	15,975	15,980
Personal Prop Parcels Assessed	1,575	1,575	1,580
Cyclic Inspections	1,200	1,500	2,000
Real Estate & Personal Property Abatements	128	94	85
Real Estate & Personal Property Exemptions	549	550	555
Motor Vehicle Excise Tax Processed	56,877	57,200	57,400
Motor Vehicle Excise Abatements	1,684	1,690	1,700
Appellate Tax Board Cases - Properties	8	12	15
Abutters Plan Certifications	153	165	175
Non-Profit Filings	66	65	62

ASSESSOR

PERSONNEL

			FY 2021	FY 2022				FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Chairperson, Assessors	19-6 (L8)	1		1	137,178	101,098.27	137,178.00	1	139,007	1	139,007	139,007
2.	Assessor	16-6 (L10)	1		1	124,787	93,334.02	124,787.00	1	124,787	1	124,787	124,787
3.	Assessor	16-1	1		1	123,653	91,130.67	123,653.00	1	93,506	1	93,506	93,506
4.	*Assistant Assessor	13-6 (L10)	1		1	100,387	73,542.67	100,387.00	1	101,179	1	101,179	101,179
5.	Administrative Assistant	10	1		1	71,640	52,703.12	71,640.00					
6.	Part Time / Temporary					29,026	6,246.00	17,500.00		50,000		50,000	50,000
Subtotal			5	564,183.79	5	586,671	418,054.75	575,145.00	4	508,479		508,479	508,479

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation
Ordinance included in * position salary 2,621

Assessor 16-1 (30,147) Internal promotion - replaced at lower step/longevity

Administrative Assistant 10 (71,640) Not requested - see new position request below

Part Time / Temporary 20,974 Pick up work from vacant Administrative Assistant position

New Positions

Assistant Assessor	13-1	It is my recommendation that the Administrative Assistant's position remain vacant and we hire an Assistant Assessor who has a significant education and experience in accounting or a finance related field. Due to the likelihood of additional retirements occurring in the coming year or two, it would significantly strengthen the readiness of the office to have a person in an Assistant Assessor's position. That new Assistant Assessor could learn from the experienced personnel, and pursue training, if necessary to be prepared to pick up the load of exiting personnel.	1	76,445	1	76,445	76,445
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Subtotal	1	76,445	1	76,445	76,445
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Grand Total	5	564,183.79	5	586,671	418,054.75	575,145.00	5	584,924	5	584,924	584,924
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ASSESSOR

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	498,371.49	545,769.79	557,645.00	411,808.75	557,645.00	534,924.00	(22,721.00)	534,924.00	534,924.00
5121 Salaries - Part Time	18,468.00	18,414.00	29,026.00	6,246.00	17,500.00	50,000.00	20,974.00	50,000.00	50,000.00
General Expenses 001-141-5200			137,770.00			137,781.00	0.00	137,770.00	137,770.00
5248 Computer Equipment License	19,490.00	20,290.00		21,090.00	21,090.00				
5310 Valuation Services	73,915.00	89,190.00		81,025.00	104,750.00				
5312 Training	3,535.75	2,754.01		1,860.00	2,850.00				
5342 Postage	4,737.09	1,217.71		3,676.02	3,676.00				
5343 Printing	3,350.17	3,126.64		2,262.96	3,800.00				
5420 Office Supplies	262.87	329.02		545.67	475.00				
5730 Dues	1,261.79	1,151.79		862.50	740.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
General Expenses 001-141-5200	Increase in the cost for the Patriot license fee	11.00

COST SUMMARY BY CLASSIFICATION

Personnel	516,839.49	564,183.79	586,671.00	418,054.75	575,145.00	584,924.00	(1,747.00)	584,924.00	584,924.00
General Expenses	106,552.67	118,059.17	137,770.00	111,322.15	137,381.00	137,781.00	0.00	137,770.00	137,770.00
Equipment & Unusual									
Total Operating Budget	623,392.16	682,242.96	724,441.00	529,376.90	712,526.00	722,705.00	(1,747.00)	722,694.00	722,694.00

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 the City's principal negotiator for collective bargaining with the City's nine collective bargaining units. The City Auditor serves as the clerk of the Finance Committee and the Committee of the Whole.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	211,845	212,962
Pension Administration	21,136	20,410
Medical & Life Insurance	216,398	185,714
Heat, Light, Water	11,498	12,508
Building Repair & Maintenance	9,442	14,379
Building Insurance	1,367	1,636
Total	\$471,686	\$447,609

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Fund Accounts Controlled	73	75	75
Accts/Pay invoices processed	37,800	38,000	38,000
Payrolls processed/verified	143	154	160
Original PO's reviewed/certified	900	900	900
Vendor contracts reviewed/certified	105	110	110
CAFR award received	Received	Expected	Expected
CBA's negotiated (9 unions)	9	N/A	9
Union grievances/arbitrations	9	4	5
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

Bargaining Unit Position FY 2023 Grade-Step			FY 2021		FY 2022			FY 2023						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	City Auditor	21-6 (L11)			1	170,445	125,615.70	170,445.00	1	170,445	1	170,445	170,445	
2.	Asst City Auditor	17-6 (L9)			1	134,374	110,919.82	145,002.82	1	129,030	1	129,030	129,030	
3.	Business Manager	15			1	114,883	69,139.83	69,139.83						
4.	Senior Accountant	13			1	76,945	38,997.46	58,054.55						
5.	Administrative Assistant	10-6 (L10)			1	82,132	60,530.00	82,132.00	1	82,132	1	82,132	82,132	
6.	Office Coordinator	9-6			1	69,247	51,034.38	69,247.00						
7.	MSBA Pro-Pay Administrator					5,000	3,684.92	5,000.00		5,000		5,000	5,000	
8.	Financial Advisor (Building, Water & Sewer, CIP, CH 90 and CPA)					3,000		0.00		3,000		3,000	3,000	
9.	Students / Part Time / Temporary					2,000	724.00	2,500.00		15,000		15,000	15,000	
Subtotal			6	647,821.91	6	658,026	460,646.11	601,521.20	3	404,607		3	404,607	404,607

Summary of Changes

Adjustments to FY 2022 Positions

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

Explanation

Asst City Auditor	17-6 (L9)	(5,344)	Internal promotion - replaced at lower step/longevity
Business Manager	15	(114,883)	Not requested - see request for new position
Accounting Manager	14-2	4,661	Promote Senior Accountant to Accounting Manager effective 1/1/2023
Administrative Assistant	10-6	5,418	Promote Office Coordinator to Administrative Assistant effective 7/1/2022
Students / Part Time / Temporary		13,000	Additional funds for accounting student interns

New Positions

Accountant	11-1		Staffing reorganization for retirement of former employee
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1	81,606	1	81,606	81,606
1	74,665	1	74,665	74,665
1	66,447	1	66,447	66,447
3	222,718	3	222,718	222,718

Subtotal

Grand Total

6	647,821.91	6	658,026	460,646.11	601,521.20	6	627,325	6	627,325	627,325
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AUDITOR

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	615,796.75	644,027.90	648,026.00	456,237.19	594,021.20	604,325.00	(43,701.00)	604,325.00	604,325.00
5121 Salaries - Part Time		3,794.01	10,000.00	4,408.92	7,500.00	23,000.00	13,000.00	23,000.00	23,000.00
General Expenses 001-135-5200			7,100.00			7,100.00	0.00	7,100.00	7,100.00
5192 Mileage	88.00				100.00				
5242 Office Equipment Repair/Maint	390.00	390.00		390.00	390.00				
5290 Shredding Services				705.00	900.00				
5312 Collective Bargaining/ Training	425.00	85.00		1,400.00	1,800.00				
5342 Postage	25.50	477.15			100.00				
5420 Office Supplies	3,041.63	2,456.68		1,756.64	2,800.00				
5730 Dues-Mandatory	745.00	655.00		655.00	745.00				
Equipment & Unusual 001-135-5400									
5111 Contingency/Collective Bargaining - City	32.57					1,700,000.00	1,700,000.00	1,700,000.00	1,700,000.00
5248 Financial Transparency Annual License		14,850.00	15,000.00	14,850.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5111 Contingency/Collective Bargaining - City	Contingency for collective bargaining contracts and non-union employee salary increases	1,700,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	615,796.75	647,821.91	658,026.00	460,646.11	601,521.20	627,325.00	(30,701.00)	627,325.00	627,325.00
General Expenses	4,715.13	4,063.83	7,100.00	4,906.64	6,835.00	7,100.00	0.00	7,100.00	7,100.00
Equipment & Unusual	32.57	14,850.00	15,000.00	14,850.00	15,000.00	1,715,000.00	1,700,000.00	1,715,000.00	1,715,000.00
Total Operating Budget	620,544.45	666,735.74	680,126.00	480,402.75	623,356.20	2,349,425.00	1,669,299.00	2,349,425.00	2,349,425.00

AUDITOR - INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of interest expense on both long term and short term debt obligations. 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.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
BANS Issued		\$14,295,000	
Interest Rate		3.0%	
Bonds Issued	\$150,000,000		
Interest Rate	2.3%		
Maximum Borrowing Term	30 years		
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	2,500.00	3,417.99	2,500.00		2,500.00	5,000.00	2,500.00	5,000.00	5,000.00
5915 Debt Inside Interest	2,341,084.16	3,694,080.43	9,396,000.00	6,394,428.16	9,395,784.00	6,945,000.00	(2,451,000.00)	6,945,000.00	6,945,000.00
5925 Interest on Bond Anticipation Notes						360,000.00	360,000.00	360,000.00	360,000.00
5930 Interest on Tax Refunds				1,305.77	1,306.00	5,000.00	5,000.00	5,000.00	5,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5911 Certification Charges	Projected increase for required continuing disclosure annual filing	2,500.00
5925 Interest on Bond Anticipation Notes	Interest on proposed short term borrowing in June 2022	360,000.00
5930 Interest on Tax Refunds	Interest on settlements of ATB cases	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,343,584.16	3,697,498.42	9,398,500.00	6,395,733.93	9,399,590.00	7,315,000.00	(2,083,500.00)	7,315,000.00	7,315,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,343,584.16</u>	<u>3,697,498.42</u>	<u>9,398,500.00</u>	<u>6,395,733.93</u>	<u>9,399,590.00</u>	<u>7,315,000.00</u>	<u>(2,083,500.00)</u>	<u>7,315,000.00</u>	<u>7,315,000.00</u>

AUDITOR - REDEMPTION OF BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	6/30/2021 Actual	6/30/2022 Estimated	6/30/2023 Projected
Building	\$10,514,000	\$10,174,000	\$9,885,000
Building - School Construction	161,808,703	157,956,466	152,067,228
City Yard Project	212,000	176,000	140,000
Design / Engineering	56,000	40,000	26,000
Equipment	1,800,000	960,000	480,000
Land Acquisition	33,285,000	31,435,000	30,120,000
Land Development	8,225,000	7,221,000	6,280,000
Removal Solid Waste Facility	274,000	226,000	178,000
Revaluation	110,000	80,000	50,000
Streets	12,010,000	10,005,000	8,005,000
Technology	25,000	5,000	-
Traffic & Signals	635,000	445,000	300,000
Total Outstanding Bonds	\$228,954,703	\$218,723,466	\$207,531,228
Bonds Retired In 5 Years	22%	23%	23%
Bonds Retired In 10 Years	39%	39%	39%
Bonds Retired In 15 Years	52%	53%	54%
Bonds Retired In 20 Years	66%	67%	69%
Bonds Retired In 30 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	8,766,043.90	9,595,406.90	10,232,000.00	6,826,237.90	10,231,238.00	11,193,000.00	961,000.00	11,193,000.00	11,193,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Inside Limit	Net increase in required principal payments on outstanding debt	961,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	8,766,043.90	9,595,406.90	10,232,000.00	6,826,237.90	10,231,238.00	11,193,000.00	961,000.00	11,193,000.00	11,193,000.00
Equipment & Unusual									
Total Operating Budget	<u>8,766,043.90</u>	<u>9,595,406.90</u>	<u>10,232,000.00</u>	<u>6,826,237.90</u>	<u>10,231,238.00</u>	<u>11,193,000.00</u>	<u>961,000.00</u>	<u>11,193,000.00</u>	<u>11,193,000.00</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 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Contributory			
Active Participants	926	928	930
Retirees	580	594	595
Disabled Retirees	94	93	95
Surviving Spouses	122	119	120
Actuarial Valuation Date	1/1/2021	1/1/2021	1/1/2023
Actuarial Liability	\$470,113,885	\$470,113,885	TBD
Actuarial Assets	\$289,156,061	\$289,156,061	TBD
Unfunded Actuarial Liability	\$180,957,824	\$180,957,824	TBD
Funded Ratio	61.5%	61.5%	
Scheduled year to be fully funded	2032	2032	2032

AUDITOR - CONTRIBUTORY RETIREMENT

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	17,864,266.00	18,460,074.00	19,209,960.00	19,209,960.00	19,209,960.00	20,406,632.00	1,196,672.00	20,406,632.00	20,406,632.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Pension - Contributory	Required amount from PERAC approved funding schedule.	1,196,672.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	17,864,266.00	18,460,074.00	19,209,960.00	19,209,960.00	19,209,960.00	20,406,632.00	1,196,672.00	20,406,632.00	20,406,632.00
Equipment & Unusual									
Total Operating Budget	<u>17,864,266.00</u>	<u>18,460,074.00</u>	<u>19,209,960.00</u>	<u>19,209,960.00</u>	<u>19,209,960.00</u>	<u>20,406,632.00</u>	<u>1,196,672.00</u>	<u>20,406,632.00</u>	<u>20,406,632.00</u>

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Employees / Retirees			
BC/BS - Family	17	15	10
BC/BS - Individual	78	64	69
BC/BS - Individual C/O	296	259	234
BC/BS PPO - Family	231	225	232
BC/BS PPO - Individual	151	140	124
BC/BS Medex - Ind	995	1,052	1,067
Tufts HMO - Fam	617	625	623
Tufts HMO - Ind	266	259	283
Tufts Med Comp - Ind	99	103	115
Tufts Med Pref - Ind	31	31	32
Harvard HMO - Fam	261	271	285
Harvard HMO - Ind	175	186	189
Harvard Enhance - Ind	71	65	71
Delta Dental - Fam	918	936	947
Delta Dental - Ind	473	473	496
Medicare Part B	1,515	1,487	1,493
* FY2023 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.			

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Annual Total Cost			
BC/BS - Family	\$46,355	\$51,243	\$55,391
BC/BS - Individual	\$19,980	\$22,087	\$23,875
BC/BS - Individual C/O	\$9,739	\$10,723	\$11,553
BC/BS PPO - Family	\$37,019	\$40,918	\$44,168
BC/BS PPO - Individual	\$15,956	\$17,637	\$19,035
BC/BS Medex - Individual	\$7,087	\$7,261	\$6,953
Tufts HMO - Family	\$27,686	\$27,991	\$30,264
Tufts HMO - Individual	\$10,289	\$10,402	\$11,247
Tufts Med Comp - Ind	\$7,368	\$8,208	\$8,544
Tufts Med Pref - Ind	\$3,984	\$4,152	\$4,452
Harvard HMO - Family	\$25,730	\$25,139	\$28,538
Harvard HMO - Individual	\$10,292	\$10,056	\$11,415
Harvard Enhance - Ind	\$9,998	\$12,832	\$13,440
Delta Dental - Fam	\$1,254	\$1,247	\$1,262
Delta Dental - Ind	\$513	\$511	\$516
Medicare Part B Reimburse - Base	\$1,735	\$1,782	\$2,041
OPEB - Contributions - Employees	\$420,700	\$425,000	\$425,000
OPEB - Contributions - City	\$801,900	\$675,000	\$675,000
OPEB - Trust Fund	\$14,265,792	\$15,365,000	\$16,465,000
OPEB - Unfunded Liability	\$744,540,439	\$770,952,361	TBD
Medicare Part D Recoveries	\$712,325	\$725,000	\$725,000
Stop Loss Recoveries	\$117,283	\$400,000	\$300,000

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Medical Insurance 001-914-5200			43,005,000.00	43,005,000.00	43,005,000.00	51,073,000.00	4,768,000.00	47,773,000.00	47,773,000.00
5171 Blue Cross/Blue Shield	13,060,000.00	13,010,000.00							
5172 Tufts	16,300,000.00	16,250,000.00							
5173 Harvard	6,945,000.00	6,915,000.00							
5175 Delta Dental	1,230,000.00	1,230,000.00							
5174 Medicare B Reimbursement	2,602,822.85	2,603,769.80		1,660.25	3,000.00				
5185 FICA - Medicare	1,888,000.72	1,984,520.70	2,000,000.00	1,406,636.80	2,150,000.00	2,300,000.00	300,000.00	2,300,000.00	2,300,000.00
5186 Stop Loss	840,024.00	884,984.64	930,000.00	750,928.60	901,115.00	1,000,000.00	70,000.00	1,000,000.00	1,000,000.00
5187 Audits / Consulting	750.00	10,900.00	10,000.00	1,000.00	1,000.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	17,813.00	16,632.00	20,000.00	10,959.00	17,000.00	20,000.00	0.00	20,000.00	20,000.00
5189 Wellness Programs	135.00		1,000.00		0.00	1,000.00	0.00	1,000.00	1,000.00
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	5,000,000.00	5,000,000.00	5,900,000.00	5,900,000.00	5,900,000.00	6,700,000.00	600,000.00	6,500,000.00	6,500,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
Medical Insurance 5171-5174	Increase based upon FY2023 carrier renewal	8,068,000.00
5185 FICA - Medicare	Increase in employee compensation	500,000.00
5186 Stop Loss	Expected increase from pending renewal quotation	70,000.00
5170 Optional Medicare Extension (OME)	Increase based upon FY2023 carrier renewal	800,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	47,884,545.57	47,905,807.14	51,866,000.00	51,076,184.65	51,977,115.00	61,104,000.00	5,738,000.00	57,604,000.00	57,604,000.00
Equipment & Unusual									
Total Operating Budget	<u>47,884,545.57</u>	<u>47,905,807.14</u>	<u>51,866,000.00</u>	<u>51,076,184.65</u>	<u>51,977,115.00</u>	<u>61,104,000.00</u>	<u>5,738,000.00</u>	<u>57,604,000.00</u>	<u>57,604,000.00</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 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Social Security	5	5	5

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Social Security 001-917-5200									
5170 Social Security	10,967.83	5,321.80	6,000.00	2,433.79	6,000.00	6,000.00	0.00	6,000.00	6,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	10,967.83	5,321.80	6,000.00	2,433.79	6,000.00	6,000.00	0.00	6,000.00	6,000.00
Equipment & Unusual									
Total Operating Budget	<u>10,967.83</u>	<u>5,321.80</u>	<u>6,000.00</u>	<u>2,433.79</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>0.00</u>	<u>6,000.00</u>	<u>6,000.00</u>

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

Output Measure	6/30/2021 Actual	6/30/2022 Estimated	6/30/2023 Projected
Sewer Improvements	\$10,023,300	\$9,581,223	\$8,153,232
Sewer Improvements (MWRA)	\$235,500	\$176,625	\$117,750
Sewer Improvements (MWPAT)	\$178,490	\$165,311	\$151,846
Sewer Improvements (SRF)	\$978,663	\$837,073	\$692,629
Sewer Improvements (MWRA)	\$1,766,815	\$673,663	\$577,425
Total Outstanding Bonds	\$13,182,768	\$11,433,895	\$9,692,882
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	6/30/2021 Actual	6/30/2022 Estimated	6/30/2023 Projected
Water Improvements	\$3,643,390	\$3,181,645	\$2,724,900
Water Improvements (MWRA) 2013	\$264,000	\$132,000	\$0
Water Improvements (MWRA) 2014	\$191,348	\$143,511	\$95,674
Water Improvements (MWRA) 2017	\$1,512,000	\$1,260,000	\$1,008,000
Water Improvements (MWRA) 2018	\$961,465	\$841,282	\$721,099
Total Outstanding Bonds	\$6,572,203	\$5,558,438	\$4,549,673
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 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,804,323.05	1,676,856.26	1,750,000.00	1,022,735.74	1,748,873.00	1,742,000.00	(8,000.00)	1,742,000.00	1,742,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	1,182,916.90	1,205,497.90	1,015,000.00	656,020.10	1,013,765.00	1,010,000.00	(5,000.00)	1,010,000.00	1,010,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,987,239.95	2,882,354.16	2,765,000.00	1,678,755.84	2,762,638.00	2,752,000.00	(13,000.00)	2,752,000.00	2,752,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,987,239.95</u>	<u>2,882,354.16</u>	<u>2,765,000.00</u>	<u>1,678,755.84</u>	<u>2,762,638.00</u>	<u>2,752,000.00</u>	<u>(13,000.00)</u>	<u>2,752,000.00</u>	<u>2,752,000.00</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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
SEWER			
Bonds Issued 3/11/2021	\$996,915		
Interest Rate	0.0%		
Maximum Borrowing Term	10 years		
BANS Issued		\$710,000	
Interest Rate		3.0%	
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
WATER			
Bonds Issued			
Interest Rate			
Maximum Borrowing Term			
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	4,874.79	3,000.00	3,000.00	1,619.66	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes						20,000.00	20,000.00	20,000.00	20,000.00
5915 Debt Interest Sewer	469,071.64	462,249.06	406,000.00	345,224.41	405,320.00	345,000.00	(61,000.00)	345,000.00	345,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges			3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes									
5915 Debt Interest Water	135,833.59	147,811.92	131,000.00	110,943.28	130,600.00	114,000.00	(17,000.00)	114,000.00	114,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5925 Interest on Bond Anticipation Notes (Sewer)	Interest on proposed short term borrowing in June 2022	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	609,780.02	613,060.98	543,000.00	457,787.35	541,920.00	485,000.00	(58,000.00)	485,000.00	485,000.00
Equipment & Unusual									
Total Operating Budget	<u>609,780.02</u>	<u>613,060.98</u>	<u>543,000.00</u>	<u>457,787.35</u>	<u>541,920.00</u>	<u>485,000.00</u>	<u>(58,000.00)</u>	<u>485,000.00</u>	<u>485,000.00</u>

BUILDING INSPECTION

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 2020	FY 2021
Pension-Contributory/FICA	498,364	643,218
Pension Administration	48,293	60,280
Medical & Life Insurance	698,618	746,421
Heat, Light, Water	245,898	205,153
Building Repair & Maintenance	604,985	347,283
Building Insurance	4,098	2,393
Motor Vehicle Insurance	1,378	1,886
Motor Vehicle Maint & Repair	44,276	39,400
Workers Compensation	11,509	55,265
Total	\$2,157,419	\$2,101,299

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Revenue	\$10,534,951	\$10,000,000	\$10,000,000

CODE ENFORCEMENT			
Physical inspection or review of construction and use activities provides the means to eliminate unsafe construction practices, unsanitary or dangerous conditions in the City's dwellings and illegal use or exploitation of real property. Provide inspection and enforcement of nuisance properties.			
Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Sign Permits	90	100	100
Plumbing Permits	997	1,000	1,000
Gas Permits	601	750	750
Building Permits	2,134	2,200	2,200
Building Inspections	8,314	9,000	9,000
Plumbing & Gas Inspections	3,290	3,500	3,500
Trench Permits	47	50	50
Multi-Family Inspections	317	150	150
Code Enforcement Cases	279	200	200

BUILDING INSPECTION

PERSONNEL

			FY 2021		FY 2022			FY 2023							
Bargaining Unit	Position	FY 2023 Grade-Step		Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Insp of Bldg/Superintendent	19-6			1	137,178	101,098.26	137,178.00	1	137,178	1	137,178	137,178		
2.	Director of Maintenance	15-1	**		1	117,170		20,082.00	1	87,882					
3.	SPMG Sr Building Inspector	13-6 (L10)			1	101,947	75,133.62	101,947.00	1	101,947	1	101,947	101,947		
4.	SPMG Sr Building Inspector	13-6 (L10)			1	101,947	76,849.70	101,947.00	1	101,947	1	101,947	101,947		
5.	SPMG Sr Building Inspector	13-6			1	92,679	68,303.29	92,679.00	1	92,679	1	92,679	92,679		
6.	SPMG *Sr Building Inspector	13-3			1	78,160	57,090.23	78,160.00	1	81,112	1	81,112	81,112		
7.	SPMG Sr Building Inspector	13-1			1										
8.	SPMG Sr Plumbing & Gas Inspector	13-6			1	92,679	68,303.32	92,679.00	1	92,679	1	92,679	92,679		
9.	SPMG Foreman	13-1	**		1	76,951			1	76,951					
10.	SPMG *Code Enforcement Inspector	12-5			1	79,805	58,329.23	79,805.00	1	82,823	1	82,823	82,823		
11.	SPMG Inspectors Admin Asst	11-6 (L10)			1	88,990	65,515.78	88,990.00	1	88,990	1	88,990	88,990		
12.	***Administrative Assistant	10-6	**		1	74,665	55,026.99	74,665.00	1	74,665	0.5	37,333	37,333		
13.	*Administrative Assistant	10-4			1	64,873	47,224.86	64,873.00	1	67,410	1	67,410	67,410		
14.	Sub Inspectors - Building (\$11K) & Plumbing (\$21K)					32,000	9,900.00	10,500.00		32,000		32,000	32,000		
15.	LAB *Working Foreman II	11-6 (L8)	**		1	72,454	53,299.20	72,454.00	1	76,473					
16.	LAB *Painter	10-6 (L10)	**		1	74,468	54,781.11	74,468.00	1	75,047					
17.	LAB Carpenter	10-6	**		1	68,319	38,740.48	68,319.00	1	68,319					
18.	LAB Bldg Maint Craftsperson Nights	9-6 (L6)	**		1	90,134	48,468.36	63,318.36	1	70,458					
19.	LAB Bldg Maint Craftsperson	9-6	**		1	86,564	46,017.00	63,521.00	1	65,250					
20.	LAB Bldg Maint Person Nights	7-6 (L10)	**		1	69,386	51,042.83	69,386.00	1	69,386					
21.	LAB *Bldg Maint Person	7-6 (L10)	**		1	65,094	47,738.64	65,094.00	1	65,459					
22.	LAB *Bldg Maint Person	7-6 (L8)	**		1	62,809	45,490.56	64,269.00	1	64,269					
23.	LAB *Bldg Maint Person Nights	7-4	**		1	55,300	40,427.20	55,300.00	1	57,379					
24.	LAB *Bldg Maint Person	7-3	**		1	49,705	36,152.64	49,705.00	1	51,556					
25.	LAB Bldg Maint Person	7-1	**		1	65,459	26,083.20	11,270.40	1	49,705					
26.	LAB Bldg Maint Person	7-1	**		1	49,026		11,270.40	1	49,705					
27.	Compliance Officer					3,000	2,210.80	3,000.00		3,000		3,000	3,000		
28.	Part time student intern (summer & breaks)					10,000	4,912.00	7,300.00		10,000		10,000	10,000		
Subtotal				26	1,653,265.71	25	1,960,762	1,178,139.30	1,622,180.16	24	1,894,269		9.5	929,098	929,098

** Positions transferred to Building Maintenance Department

BUILDING INSPECTION

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step

FY 2021		FY 2022				FY 2023			
Actual			July - March	Estimated		Department		Mayor's	Council
#	Expenditures	#	Budget Expenditures	Expenditures Thru 6/30/2022	#	Request	#	Recommendation	Approval

***Administrative Assistant:
 .5 Building Inspection
 .5 Building Maintenance
 Stenographer for Historical Commission

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation 8,507
 Ordinance/ Contract Settlement included in * position salary

Department Reorganization (1,040,171) Positions transferred to Building Maintenance Department

SPMG Sr Building Inspector 13-1

The request of a Senior Inspectors position to be funded (that was on hold since 2020) is necessary to ensure that inspections are being done timely and thoroughly. The Building Department requires on-site representation (paid for the owners) for projects larger than 100,000 square feet, however, there is approximately 2 million square feet of new life sciences and multi-residential building construction that is currently under permit and an additional 2 million square feet of lab renovation that requires an additional commercial inspector. As of today, permit revenue is 8.7 million dollars since July 1, 2021.
 Mayor - Funded for 8 months

1	76,951	1	51,301	51,301
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New Positions

SPMG Sr Plumbing & Gas Inspector PT 13-1
Non-Benefited Position

The Building Department has paid two different part-time on-call plumbing inspectors over the past two years and because of the increase in construction overall, it is difficult to coordinator and schedule many different inspectors. Major construction projects in the City require another part time plumbing inspector.

0.5	42,460	0.5	42,460	42,460
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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	0
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Subtotal

2.0	150,962		1.5	93,761	93,761
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Grand Total

26	1,653,265.71	25	1,960,762	1,178,139.30	1,622,180.16	26.0	2,045,231		11.0	1,022,859	1,022,859
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BUILDING INSPECTION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-192-5100									
5111 Salaries - Full Time	995,439.07	1,025,947.07	1,107,044.00	672,875.28	933,005.00	1,163,214.00	(171,645.00)	935,399.00	935,399.00
5112 Wages - Full Time	673,733.08	604,175.94	808,718.00	488,241.22	668,375.16	763,006.00	(808,718.00)	0.00	0.00
5121 Salaries - Part Time	38,978.13	23,142.70	45,000.00	17,022.80	20,800.00	119,011.00	42,460.00	87,460.00	87,460.00
5131 Overtime	27,821.70	54,255.00	25,000.00	54,267.76	58,650.00	37,000.00	(25,000.00)	0.00	0.00
5195 Buyback Sick Time	11,309.78	11,986.17	5,000.00	29,200.18	55,718.11	12,000.00	(5,000.00)	0.00	0.00
General Expenses 001-192-5200			152,900.00			152,900.00	(142,900.00)	10,000.00	10,000.00
5192 Mileage	501.02			150.40	200.00				
5241 Equipment Repair/Maint	3,763.18	2,222.29		1,649.61	3,000.00				
5242 Office Equipment Repair/Maint	528.68	516.98		433.77	625.00				
5245 Maint/Repair of Buildings/Elevator	44,798.16	28,547.08		24,443.97	32,000.00				
5247 Alarms / Intrusion	1,215.84	904.56		743.76	900.00				
5272 Office Equipment Rental	41.78			700.00	1,000.00				
5276 Truck / Equipment Rental	3,601.18	8,366.60		7,235.00	11,500.00				
5305 Legal Services		50.00							
5307 Public Safety Service	1,505.00	3,110.00		5,385.87	5,500.00				
5312 Training	4,415.55	2,038.00		3,646.00	4,000.00				
5342 Postage	2,048.38	5,700.10		1,671.30	2,000.00				
5343 Printing	1,346.83	786.00		728.91	1,000.00				
5382 Pest Control	15,778.00	14,017.00		7,878.00	15,000.00				
5420 Office Supplies	6,753.18	2,804.14		2,012.63	5,500.00				
5430 Building Supplies	23,396.50	13,141.84		16,002.74	18,500.00				
5431 Paint Supplies	3,745.31	2,481.77		1,984.88	3,000.00				
5450 Custodial Supplies	19,850.86	23,956.13		18,308.83	27,000.00				
5470 Public Safety Supplies		129.00			1,000.00				
5510 Education Supplies	536.30	639.70							
5581 Clothing, Gloves, Shoes	13,804.16	11,126.81		9,400.00	9,600.00				
5588 Signs & Flags	1,159.11	1,120.23		1,923.76	2,000.00				
5730 Dues	370.00	335.00		140.00	300.00				
5733 Licenses	623.00	500.00		972.00	1,000.00				
5781 Holiday	1,086.00	719.65		838.12	950.00				

** Transfer to Building Maintenance Department

BUILDING INSPECTION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	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	(350,000.00)	**	0.00
-41 City Hall	8,810.80	17,454.47		34,750.78	75,700.00				
-42 Government Center	51,469.94	41,187.39		58,344.72	60,000.00				
-43 Municipal Center	51,738.84	91,351.55		41,126.01	77,000.00				
-45 Cutter St Voting Booth				477.46	300.00				
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	96.81	874.31		13,784.40	14,000.00				
-52 92 Felton Street	749.28	50.00							
-53 14 Church Street	16,780.31	21,918.09		12,160.63	13,000.00				
-54 Emergency Management	5,566.25	8,305.82		6,829.98	8,000.00				
-55 Lake St. Fire Station	4,190.68	2,857.19		3,648.87	3,650.00				
-56 Moody St. Fire Station	1,369.88	5,210.26			500.00				
-57 Prospect St. Fire Station	4,644.60	1,861.32		3,578.26	2,000.00				
-58 Willow St. Fire Station	9,554.86	8,916.78		232.50	600.00				
-59 Trapelo Rd. Fire Station	3,306.54	8,378.08		638.48	2,000.00				
-61 25 Lexington Street	5,404.56	6,327.48		9,089.95	9,100.00				
-63 Main St Library	37,141.43	19,975.45		37,492.23	40,000.00				
-64 Wellington House	2,247.64			1,606.11	2,000.00				
-66 Paine Estate	2,727.70	23,189.84		2,100.32	3,000.00				
-67 Banks School (property sold)									
-68 Senior Center	33,022.45	67,561.04		10,901.93	25,000.00				
-69 Met State									
-71 Leary Field Recreation Building	40.00	1,446.29		3,794.51	3,800.00				
-72 Vet's Fieldhouse	447.48	889.57		755.80	800.00				
-73 Recreation Building Prospect Hill Park	616.59	1,909.18		2,345.41	14,500.00				
-74 Cacciatore Field									
-75 Lazazzero Field									
-76 Prospect Hill									
-77 Cornelia Warren	124.95	2,179.15		389.42	700.00				
-78 Bright School	654.50	800.00		400.00	800.00				
-79 South Middle School	14,788.31	26,534.05		10,160.04	15,000.00				
-81 Pumping Station	1,952.20	2,587.07		2,781.74	3,000.00				
-82 Public Parking Garages (Moody St & Common St)		10,527.03		3,160.00	5,000.00				
-83 Cemetery	2,014.92	19,003.12		534.98	600.00				
-84 Nipper Maher									
-85 Fitch				6,692.75	8,000.00				
-86 509 Moody St									
-87 Veteran's Rink	318.00	2,527.47		283.75	300.00				
-88 Fernald Property	46,163.87	16,399.27	50,000.00	122,107.00	236,757.00	100,000.00	(50,000.00)	**	0.00
-89 380 Lexington Street									
-90 Arrigo Farms	571.33								
-92 554 Lexington St - Stigmatines	2,094.18								
TOTAL - BUILDING REPAIR ACCOUNTS	308,608.90	410,221.27	400,000.00	390,168.03	625,107.00	450,000.00	(400,000.00)	0.00	0.00

** Transfer to Building Maintenance Department

BUILDING INSPECTION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-192-5400									
5303 HazMat Survey Arrigo Farm Bldg	6,600.00								

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	1,747,281.76	1,719,506.88	1,990,762.00	1,261,607.24	1,736,548.27	2,094,231.00	(967,903.00)	1,022,859.00	1,022,859.00
General Expenses	459,476.92	533,434.15	552,900.00	496,417.58	770,682.00	602,900.00	(542,900.00)	10,000.00	10,000.00
Equipment & Unusual	6,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>2,213,358.68</u>	<u>2,252,941.03</u>	<u>2,543,662.00</u>	<u>1,758,024.82</u>	<u>2,507,230.27</u>	<u>2,697,131.00</u>	<u>(1,510,803.00)</u>	<u>1,032,859.00</u>	<u>1,032,859.00</u>

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of buildings	59	54	54

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200			1,200,700.00			1,200,700.00	(1,200,700.00)	**	0.00
-41 City Hall	69,653.84	83,387.54		49,999.95	81,000.00				
-42 Government Center	93,125.28	82,407.05		41,026.57	89,000.00				
-43 Municipal Center	268,679.90	233,733.34		172,853.04	255,000.00				
-45 Cutter St Voting Booth	4,534.38	3,276.44		2,574.76	3,200.00				
-47 Veterans Building	5,562.35	2,625.15		2,092.12	2,650.00				
-50 Lake St Sub Station	391.31	230.31		76.77	220.00				
-51 Carter St. Police Sub Station	6,938.31	6,531.23		6,168.17	6,900.00				
-52 92 Felton Street	2,855.25	2,442.63		2,230.89	1,500.00				
-53 14 Church Street	31,251.28	28,685.95		21,488.21	30,000.00				
-54 Emergency Management	27,773.89	22,393.02		14,223.61	21,000.00				
-55 Lake St. Fire Station	13,087.09	12,434.33		7,867.00	12,800.00				
-56 Moody St. Fire Station	24,913.96	37,758.52		33,977.36	45,000.00				
-57 Prospect St. Fire Station	15,993.94	14,822.34		6,545.80	14,500.00				
-58 Willow St. Fire Station	11,214.37	10,911.09		6,324.02	10,500.00				
-59 Trapelo Rd. Fire Station	13,392.30	13,636.85		7,667.21	13,600.00				
-61 25 Lexington Street	22,476.78	33,013.11		21,801.06	31,000.00				
-63 Main St Library	117,298.97	100,057.79		74,680.51	135,000.00				
-64 Wellington House	5,412.74	5,484.11		2,961.25	5,400.00				
-65 Teen Center (transfer to School Dept 3/2018)	547.94	515.55		334.51	500.00				
-66 Paine Estate	25,216.17	19,279.33		15,796.49	19,000.00				
-67 Banks School (property sold)									
-68 Senior Center	51,914.32	32,855.24		23,961.84	37,500.00				
-71 Leary Field Recreation Building	7,802.46	6,864.34		3,915.98	7,100.00				
-72 Vet's Fieldhouse									
-73 Recreation Building Prospect Hill Park	5,590.34	6,581.02		2,865.15	5,000.00				
-77 Cornelia Warren Building	96.00	88.00		48.00	88.00				
-79 South Middle	124,674.39	130,291.47		96,746.51	137,000.00				
-81 Pumping Station									
-83 Cemetery	11,603.52	9,037.51		8,428.44	9,100.00				
-85 Fitch	56.03	811.16		2,006.87	5,200.00				
-86 509 Moody St									
-88 Fernald Property	73,368.88	24,840.50		7,940.65	27,000.00				
-89 380 Lexington Street	93.65								
-92 554 Lexington St - Stigmatines	911.81								

** Transfer to Building Maintenance Department

BUILDING UTILITIES

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>		<u>Reason</u>							

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,036,431.45	924,994.92	1,200,700.00	636,602.74	1,005,758.00	1,200,700.00	(1,200,700.00)	0.00	0.00
Equipment & Unusual									
Total Operating Budget	<u>1,036,431.45</u>	<u>924,994.92</u>	<u>1,200,700.00</u>	<u>636,602.74</u>	<u>1,005,758.00</u>	<u>1,200,700.00</u>	<u>(1,200,700.00)</u>	<u>0.00</u>	<u>0.00</u>

BUILDING MAINTENANCE

STATEMENT OF OBJECTIVES:

INDIRECT COSTS

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

BUILDING MAINTENANCE

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Director of Maintenance/Clerk of Works	15-1
2.	SPMG Foreman	13-1
3.	***Administrative Assistant	10-6
4.	LAB Working Foreman II	11-6 (L8)
5.	LAB Painter	10-6 (L10)
6.	LAB Carpenter	10-6
7.	LAB Bldg Maint Craftsperson Nights	9-6 (L8)
8.	LAB Bldg Maint Craftsperson	9-6
9.	LAB Bldg Maint Person Nights	7-6 (L10)
10.	LAB Bldg Maint Person	7-6 (L10)
11.	LAB Bldg Maint Person	7-6 (L8)
12.	LAB Bldg Maint Person Nights	7-4
13.	LAB Bldg Maint Person	7-3
14.	LAB Bldg Maint Person	7-1
15.	LAB Bldg Maint Person	7-1

FY 2021		FY 2022			FY 2023					
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
								1	87,882	87,882
								1	76,951	76,951
								0.5	37,333	37,333
								1	76,473	76,473
								1	75,047	75,047
								1	68,319	68,319
								1	70,458	70,458
								1	65,250	65,250
								1	69,386	69,386
								1	65,459	65,459
								1	64,269	64,269
								1	57,379	57,379
								1	51,556	51,556
								1	49,705	49,705
								1	49,705	49,705
						0	0	14.5	965,172	965,172

***Administrative Assistant:

.5 Building Inspection
.5 Building Maintenance
Stenographer for Historical Commission

PERSONNEL

FY 2023
Grade-Step

Adjustments to FY 2022 Positions

Explanation

Subtotal

0	0.00	0	0	0.00	0.00	0	0		14.5	965,172	965,172
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0	0	0	0	0
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BUILDING MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023			
	Actual	Actual	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures Thru 6/30/2022				
Personnel 001-192-5100								
5111 Salaries - Full Time						202,166.00	202,166.00	202,166.00
5112 Wages - Full Time						763,006.00	763,006.00	763,006.00
5131 Overtime						30,000.00	30,000.00	30,000.00
5195 Buyback Sick Time						10,000.00	10,000.00	10,000.00
General Expenses 001-192-5200						142,900.00	142,900.00	142,900.00
5192 Mileage								
5241 Equipment Repair/Maint								
5242 Office Equipment Repair/Maint								
5245 Maint/Repair of Buildings/Elevator								
5247 Alarms / Intrusion								
5272 Office Equipment Rental								
5276 Truck / Equipment Rental								
5291 Custodial Services								
5305 Legal Services								
5307 Public Safety Service								
5312 Training								
5342 Postage								
5343 Printing								
5382 Pest Control								
5420 Office Supplies								
5430 Building Supplies								
5431 Paint Supplies								
5450 Custodial Supplies								
5470 Public Safety Supplies								
5510 Education Supplies								
5536 Lumber								
5581 Clothing, Gloves, Shoes								
5588 Signs & Flags								
5730 Dues								
5733 Licenses								
5781 Holiday								

BUILDING MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	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	350,000.00
-41 City Hall									
-42 Government Center									
-43 Municipal Center									
-45 Cutter St Voting Booth									
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station									
-52 92 Felton Street									
-53 14 Church Street									
-54 Emergency Management									
-55 Lake St. Fire Station									
-56 Moody St. Fire Station									
-57 Prospect St. Fire Station									
-58 Willow St. Fire Station									
-59 Trapelo Rd. Fire Station									
-61 25 Lexington Street									
-63 Main St Library									
-64 Wellington House									
-66 Paine Estate									
-67 Banks School (property sold)									
-68 Senior Center									
-69 Met State									
-71 Leary Field Recreation Building									
-72 Vet's Fieldhouse									
-73 Recreation Building Prospect Hill Park									
-74 Cacciatore Field									
-75 Lazazzero Field									
-76 Prospect Hill									
-77 Cornelia Warren									
-78 Bright School									
-79 South Middle School									
-81 Pumping Station									
-82 Public Parking Garages (Moody St & Common St)									
-83 Cemetery									
-84 Nipper Maher									
-85 Fitch									
-86 509 Moody St									
-87 Veteran's Rink									
-88 Fernald Property							100,000.00	100,000.00	100,000.00
-89 380 Lexington Street									
-90 Arrigo Farms									
-92 554 Lexington St - Stigmatines									
TOTAL - BUILDING REPAIR ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00	450,000.00	450,000.00	450,000.00

BUILDING MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>								<u>Department Cost for Requested Increase</u>	
5131 Overtime								12,000.00	
5195 Buyback Sick Time								7,000.00	
5245 Repair to All Buildings -88 Fernald Property								50,000.00	

COST SUMMARY BY CLASSIFICATION

Personnel	0.00	0.00	0.00	0.00	0.00	0.00	1,005,172.00	1,005,172.00	1,005,172.00
General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	592,900.00	592,900.00	592,900.00
Equipment & Unusual									
Total Operating Budget	0.00	0.00	0.00	0.00	0.00	0.00	1,598,072.00	1,598,072.00	1,598,072.00

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 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of buildings	59	54	54

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200							1,200,700.00	1,200,700.00	1,200,700.00
-41 City Hall									
-42 Government Center									
-43 Municipal Center									
-45 Cutter St Voting Booth									
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station									
-52 92 Felton Street									
-53 14 Church Street									
-54 Emergency Management									
-55 Lake St. Fire Station									
-56 Moody St. Fire Station									
-57 Prospect St. Fire Station									
-58 Willow St. Fire Station									
-59 Trapelo Rd. Fire Station									
-61 25 Lexington Street									
-63 Main St Library									
-64 Wellington House									
-65 Teen Center (transfer to School Dept 3/2018)									
-66 Paine Estate									
-67 Banks School (property sold)									
-68 Senior Center									
-71 Leary Field Recreation Building									
-72 Vet's Fieldhouse									
-73 Recreation Building Prospect Hill Park									
-77 Cornelia Warren Building									
-79 South Middle									
-81 Pumping Station									
-83 Cemetery									
-85 Fitch									
-86 509 Moody St									
-88 Fernald Property									
-89 380 Lexington Street									
-92 554 Lexington St - Stigmatines									

BUILDING UTILITIES

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	0.00	0.00	0.00	0.00	0.00	0.00	1,200,700.00	1,200,700.00	1,200,700.00
Equipment & Unusual									
Total Operating Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200,700.00</u>	<u>1,200,700.00</u>	<u>1,200,700.00</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:		
Indirect Costs for Clerk/Voter Registration	FY 2020	FY 2021
Pension-Contributory/FICA	122,327	136,320
Pension Administration	11,650	12,413
Medical & Life Insurance	241,970	230,736
Heat, Light, Water	17,762	14,240
Building Repair & Maintenance	10,971	13,980
Building Insurance	2,847	6,111
Total	\$407,527	\$413,800

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Births Recorded	677	600	625
Deaths Recorded	514	450	400
Marriage Licenses	476	400	425
Licenses - Dog	1,133	1,240	1,300
Marriage Intentions	514	450	500
 City Clerk Receipts	 \$130,730	 \$125,000	 \$130,000

CITY CLERK

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	City Clerk	18-6
2.	Assistant City Clerk	16-3
3.	SPMG Executive Assistant	12-4
4.	SPMG Administrative Assistant	10-6 (L10)
Subtotal		

FY 2021		FY 2022			FY 2023						
Actual # Expenditures	#	July - March		Estimated	Department		Mayor's		Council		
		Budget	Actual	Expenditures	#	Request	#	Recommendation	Approval		
			Expenditures	Thru 6/30/2022							
		1	132,730	114,219.78	132,730.00	1	126,759	1	126,759	126,759	
		1	110,213	77,564.68	110,213.00	1	99,101	1	99,101	99,101	
		1	87,024	56,051.61	87,024.00	1	79,315	1	79,315	79,315	
1	82,749	60,984.59	82,749.00	1	82,749	1	82,749	82,749			
4	402,515.74	4	412,716	308,820.66	412,716.00	4	387,924		4	387,924	387,924

Summary of Changes

Adjustments to FY 2022 Positions

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

Explanation

City Clerk	18-6	(5,971)	Internal promotion - replaced at lower step/longevity
Assistant City Clerk	16-3	(11,112)	Internal promotion - replaced at lower step
SPMG Executive Assistant	12-4	(7,709)	Internal promotion - replaced at lower step

New Positions

Subtotal

Grand Total

0	0		0		0		0		0	

4	402,515.74	4	412,716	308,820.66	412,716.00	4	387,924	4	387,924	387,924
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CITY CLERK

EXPENDITURES

	FY 2020	FY 2021	FY 2022		FY 2023				
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	366,728.73	402,515.74	412,716.00	308,820.66	412,716.00	387,924.00	(24,792.00)	387,924.00	387,924.00
General Expenses 001-161-5200			99,925.00			113,700.00	3,000.00	102,925.00	102,925.00
5192 Mileage	111.48			34.86	50.00				
5241 Equipment Repair/Maint				1,195.00	2,000.00				
5242 Office Equipment Repair/Maint		2,081.70							
5248 Computer Software/License	3,000.00	3,079.65		16,320.00	17,000.00				
5272 Office Equipment Rental	3,404.36	5,418.54		3,980.97	5,000.00				
5312 Training	1,026.68	235.00		1,203.75	1,000.00				
5341 Advertising	7,120.65	6,353.48		3,002.15	5,000.00				
5342 Postage	10,416.52	7,060.30			4,000.00				
5343 Printing	14,263.05	2,846.99		7,134.00	5,000.00				
5378 Transaction Fees	361.32	379.80		135.68	200.00				
5381 Contract Labor		11,363.75		27.40	500.00				
5420 Office Supplies	8,739.86	3,944.90		3,342.94	9,000.00				
5581 Clothing	200.00	200.00		200.00	200.00				
5730 Dues & Subscriptions	845.00	275.00		150.00	200.00				
5740 Insurance & Surety Bonds		200.00		200.00	200.00				
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities	*	27,300.70	25,527.67	12,637.90	18,000.00				
5245 Building/Grounds Maint		6,315.48	18,278.93	4,974.06	10,000.00				
Equipment & Unusual 001-161-5400									
Copy Machine and Scanner						7,000.00	0.00	0.00	0.00
Other Charges 001-161-5700									
5720 Out of State Travel	243.96					3,000.00	0.00	0.00	0.00

* Transfer from Building Dept per Council Order #31246

CITY CLERK

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>							<u>Department Cost for Requested Increase</u>		
General Expenses 001-161-5200							13,775.00		
Copy Machine and Scanner							7,000.00	Mayor: In process	
5720 Out of State Travel							3,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	366,728.73	402,515.74	412,716.00	308,820.66	412,716.00	387,924.00	(24,792.00)	387,924.00	387,924.00
General Expenses	83,105.10	87,245.71	99,925.00	54,538.71	77,350.00	113,700.00	3,000.00	102,925.00	102,925.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00
Other Charges	243.96	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00
Total Operating Budget	<u>450,077.79</u>	<u>489,761.45</u>	<u>512,641.00</u>	<u>363,359.37</u>	<u>490,066.00</u>	<u>511,624.00</u>	<u>(21,792.00)</u>	<u>490,849.00</u>	<u>490,849.00</u>

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 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Registered Voters	34,618	35,065	35,500
Elections Conducted	1	2	2
Precincts	18	24	24
People in Annual Census List	42,143	44,000	45,000
Voting Machines	24	24	28

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit Position		FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023				
			Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Registration Clerk				1,000	734.20	1,000.00		1,000		1,000	1,000
2.	Voting Machine Custodian				500	366.69	500.00		500		500	500
3.	Registrar of Voters				1,500	1,101.70	1,500.00		1,500		1,500	1,500
4.	Registrars			3	3,000	2,250.00	3,000.00	3	3,000	3	3,000	3,000
5.	SPMG Administrative Assistant	10-6 (L9)		1	81,996	60,430.04	81,996.00	1	81,996	1	81,996	81,996
6.	SPMG Administrative Assistant	10-1		1	69,460	40,198.12	69,460.00	1	63,383	1	63,383	63,383
7.	*Assistant Registrar	9-4		1	60,566	43,982.48	60,656.00	1	62,929	1	62,929	62,929
Subtotal			6	202,113.44	6	218,022	149,063.23	218,112.00	6	214,308	6	214,308

Summary of Changes

Adjustments to FY 2022 Positions

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

2,363

Explanation

SPMG Administrative Assistant 10-1

(6,077)

New employee to be hired at lower step

New Positions

Subtotal

Grand Total	6	202,113.44	6	218,022	149,063.23	218,112.00	6	214,308	6	214,308	214,308
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	160,609.95	196,113.44	212,022.00	144,610.64	212,112.00	208,308.00	(3,714.00)	208,308.00	208,308.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	2,202.59	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	3,000.00	3,000.00	3,000.00	2,250.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200			149,700.00			211,308.00	25,000.00	174,700.00	174,700.00
5241 Equipment Repair/Maint	2,457.00	3,047.45		6,200.00	6,200.00				
5307 Public Safety Service	11,182.95	2,740.17							
5330 Transport Services	168.70								
5342 Postage	39,125.86	41,859.42		28,414.29	30,000.00				
5343 Printing	5,428.40	16,452.49		11,862.89	15,000.00				
5381 Contract Labor	93,096.09	55,109.91		34,504.47	35,704.47				
5420 Office Supplies	820.94	7,937.15		1,164.27	1,200.00				
5490 Election Workers Appreciation	2,107.28	602.49							
5581 Clothing	200.00	200.00		200.00	200.00				
5585 Inaugural Expenses	6,928.46	1,356.00		4,200.00	4,200.00				
Equipment & Unusual 001-163-5400									
Election Equipment/Poll Pads						26,200.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>	
5330 Transport Services	Ramp at Fitzgerald School for 2 elections, extra police at schools for primary and prelim.	11,000.00	
5381 Contract Labor	6 new sub precincts with multiple elections	49,608.00	
5490 Election Workers Appreciation	Appreciation for poll workers	1,000.00	
Election Equipment/Poll Pads	Poll pads are more efficient than printed poll books	26,200.00	Mayor: In process

COST SUMMARY BY CLASSIFICATION

Personnel	166,609.95	202,113.44	218,022.00	149,063.23	218,112.00	214,308.00	(3,714.00)	214,308.00	214,308.00
General Expenses	161,515.68	129,305.08	149,700.00	86,545.92	92,504.47	211,308.00	25,000.00	174,700.00	174,700.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	26,200.00	0.00	0.00	0.00
Total Operating Budget	<u>328,125.63</u>	<u>331,418.52</u>	<u>367,722.00</u>	<u>235,609.15</u>	<u>310,616.47</u>	<u>451,816.00</u>	<u>21,286.00</u>	<u>389,008.00</u>	<u>389,008.00</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 2020	FY 2021
Pension-Contributory/FICA	71,383	74,461
Pension Administration	6,790	6,784
Medical & Life Insurance	91,024	109,838
Heat, Light, Water	11,498	12,508
Building Repair & Maintenance	9,442	14,379
Building Insurance	1,367	1,636
Total	\$191,504	\$219,606

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
City Council Meetings	22	25	24
Committee Meetings	140	145	140
Public Hearings	43	30	40
Communications	150	125	135
Resolutions	28	20	25
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	5	7	5
Charter Amendments	0	0	0
Council Rule Changes	0	0	0
General Ordinance Amendments	2	8	4
Zoning:			
Zoning Text Amendments	4	1	2
Zoning Map Amendments	0	1	0
Overlay Zoning:			
Overlay Zoning Text Amendments	0	1	1
Overlay Zoning Map Amendments	0	1	1
Special Permits	5	4	5
Grants of Location	14	4	10
Lodging House Licenses	30	30	30
2nd Hand Licenses	15	15	15
Fuel Storage Licenses	8	4	4
Original Approved Budget	\$277,873,104	\$296,802,504	
Supplemental Appropriations:			
Unreserved Fund Balance	\$8,430,094	\$2,280,030	
Retained Earnings (W/S)	\$2,263,800	\$3,520,400	
Stabilization Fund	\$785,890	\$1,971,738	
Loan Order Approvals	\$6,975,000	\$15,732,120	
CPA Funding Approvals	\$5,068,461	\$6,485,000	

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step	Actual # Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 5/30/2022	Department #	Request	#	Mayor's Recommendation	Council Approval	
1.	*Council President			1	19,926	14,917.26	19,926.00	1	20,353	1	20,353	20,353	
2.	*City Councillor			14	271,966	203,591.64	271,966.00	14	277,948	14	277,948	277,948	
3.	Clerk-Council			1	4,000	3,147.87	4,000.00	1	4,000	1	4,000	4,000	
4.	Clerk-Committees (Ord/Rules, Pub Wks/Pub Safety, Lic/Franchise)			1	7,000	5,159.03	7,000.00	1	7,000	1	7,000	7,000	
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,159.03	7,000.00	1	7,000	1	7,000	7,000	
6.	Clerk-LT Debt & Capital Planning, Veterans' Services, Fernald Use & other Ad-Hoc Comm			1	7,000	5,158.65	7,000.00	1	7,000	1	7,000	7,000	
7.	Clerk-Community Development & Other			1	7,000	4,487.78	7,000.00	1	7,000	1	7,000	7,000	
Subtotal			20	319,539.71	20	323,892	241,621.26	323,892.00	20	330,301	20	330,301	330,301

Summary of Changes

Adjustments to FY 2022 Positions

Cost of Living Adjustment included in * position

6,409

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

20	319,539.71	20	323,892	241,621.26	323,892.00	20	330,301		20	330,301	330,301
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CITY COUNCIL

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	312,294.00	319,539.71	323,892.00	241,621.26	323,892.00	330,301.00	6,409.00	330,301.00	330,301.00
General Expenses 001-111-5200			71,115.00			71,115.00	0.00	71,115.00	71,115.00
5191 Council Monthly Expense	54,300.00	54,300.00		40,650.00	54,300.00				
5242 Office Equipment Repair/Maint	2,361.89	2,079.77			2,500.00				
5272 Office Equipment Rental				396.88	400.00				
5341 Advertising	1,300.85	733.74		218.88	5,000.00				
5343 Printing	90.00				500.00				
5383 Photographs					2,000.00				
5420 Office Supplies	105.00	1,473.39		2,705.72	3,500.00				
5731 Conference Expense	2,955.00	1,153.00							
Equipment & Unusual 001-111-5400									
5591 Ritcey Award			250.00	250.00	250.00	250.00	0.00	250.00	250.00

Note: Monitors for City Council Chambers funded under the allotment for PEG items for the City Council (Order# 35494)

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	312,294.00	319,539.71	323,892.00	241,621.26	323,892.00	330,301.00	6,409.00	330,301.00	330,301.00
General Expenses	61,112.74	59,739.90	71,115.00	43,971.48	68,200.00	71,115.00	0.00	71,115.00	71,115.00
Equipment & Unusual	0.00	0.00	250.00	250.00	250.00	250.00	0.00	250.00	250.00
Total Operating Budget	373,406.74	379,279.61	395,257.00	285,842.74	392,342.00	401,666.00	6,409.00	401,666.00	401,666.00

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	25,413	25,118
Pension Administration	2,536	2,426
Medical & Life Insurance	6,590	6,590
Heat, Light, Water	931	824
Building Repair & Maintenance	3,677	2,262
Building Insurance	51	69
Total	\$39,198	\$37,289

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Meetings	22	22	24
Notice of Intent (NOI)	12	12	12
Req for Determination of Applicability (RDA)	10	20	20
Abbr Notice of Resource Area Delineation (ANRAD)	1	1	1
Req for Cert of Compliance (RCOC)	12	12	60
Site Visits	24	24	100
Inquiries in office/day	5	5	5
Telephone inquiries/day	5	5	5
Potential violation letters issued	3	6	3
Formal enforcement orders issued	2	3	2
Letters to abutters encroaching on conservation land	1	10	10

CONSERVATION COMMISSION

PERSONNEL

		FY 2023	FY 2021			FY 2022			FY 2023		
Bargaining Unit	Position	Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	Council Approval
1.	Members		7		15,400	5,500.00	7,000.00		7	16,800	16,800
2.	SPMG *Code Enforcement Inspector (PT 19 hrs)	12-2	0.5		39,249		9,812.25		0.5	40,519	40,519
3.	Principal Office Assistant (PT 19 hrs)	8-2	0.5		29,928	21,297.78	24,088.87		0.5	29,737	29,737
Subtotal			7.5	38,546.43	8.0	84,577	26,797.78	40,901.12	8.0	87,056	87,056

Summary of Changes

Adjustments to FY 2022 Positions

Explanation

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

1,270

Members

1,400

Increase number of meetings from 22 to 24 per year to better serve the public by extending normal meeting schedule through the summer. Increase member salary proportionally.

Principal Office Assistant (PT 19 hrs)

8-2

(191)

Employee replaced at lower step

New Positions

Subtotal

0.0	0	0.0	0	0
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Grand Total

7.5	38,546.43	8.0	84,577	26,797.78	40,901.12	8.0	87,056	8.0	87,056	87,056
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5121 Salaries - Part Time	27,640.50	26,746.43	69,177.00	21,297.78	33,901.12	70,256.00	1,079.00	70,256.00	70,256.00
5194 Boards & Commissions	11,100.00	11,800.00	15,400.00	5,500.00	7,000.00	16,800.00	1,400.00	16,800.00	16,800.00
General Expenses 001-171-5200			2,100.00		2,100.00	2,100.00	0.00	2,100.00	2,100.00
5272 Office Equipment Rental	483.49	370.00		370.00					
5342 Postage	360.25	201.80		239.00					
5420 Office Supplies	256.49	176.29		340.46					
5730 Dues	574.00	585.00		585.00					
Equipment & Unusual 001-171-5400									
5245 Conservation Maint/Supplies	1,241.52	5,500.00							
Hardy Pond Watershed Map (consultant)						5,000.00	0.00	0.00	0.00
Seminole Conservation Area Vegetation Restoration						27,500.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>	
Hardy Pond Watershed Map (consultant)	Requested by community to have a consultant import the corrected Hardy Pond Watershed map into the Massachusetts Watershed-Based Plans Tool. This will allow the city to apply for Section 319 grants for stormwater improvement, enable more effective administration of the wetlands protection act, and make watershed planning more publicly accessible.	5,000.00	Mayor: Use filing fees for funding - Conservation Commission is a regulatory board. Project to be administered by Engineering.
Seminole Conservation Area Vegetation Restoration	Complete the eco-restoration of 0.75 acres cleared and excavated to compensate for Graverson Playground fill placement in the flood zone, plus immediate surroundings. Budget is based on \$12,500 for invasive plant management, and purchasing native plantings including 65 small restoration-size trees, 200 shrubs, 200 plants, and 14 lbs of seed mix to be planted by volunteers organized by the Commission.	27,500.00	Mayor: Use filing fees for funding - Conservation Commission is a regulatory board. Project to be administered by Recreation.

COST SUMMARY BY CLASSIFICATION

Personnel	38,740.50	38,546.43	84,577.00	26,797.78	40,901.12	87,056.00	2,479.00	87,056.00	87,056.00
General Expenses	1,674.23	1,333.09	2,100.00	1,534.46	2,100.00	2,100.00	0.00	2,100.00	2,100.00
Equipment & Unusual	1,241.52	5,500.00	0.00	0.00	0.00	32,500.00	0.00	0.00	0.00
Total Operating Budget	<u>41,656.25</u>	<u>45,379.52</u>	<u>86,677.00</u>	<u>28,332.24</u>	<u>43,001.12</u>	<u>121,656.00</u>	<u>2,479.00</u>	<u>89,156.00</u>	<u>89,156.00</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 210 registered vehicles and 55 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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	1,577,067	1,759,297
Pension Administration	154,905	165,224
Medical & Life Insurance	2,041,575	2,231,864
Heat, Light, Water	113,540	97,797
Building Repair & Maintenance	144,951	357,687
Building Insurance	9,080	14,741
Motor Vehicle Insurance	10,503	13,912
Motor Vehicle Maint & Repair	337,606	290,574
Workers Compensation	227,646	297,841
Total	<u>\$4,616,873</u>	<u>\$5,228,937</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Work Orders Logged	5,000	5,000	5,000
Miles of streets cleaned	165	165	165
Number of vehicles used	5	5	5
Number of times cleaned	5	5	5
Trees planted	20	50	100
Snow fall in inches	56.2	55.0	50.0
Registered vehicles maintained	210	225	225
Non registered equipment maintained	55	55	55
Street Opening Permit Revenue	\$52,685	\$60,000	\$60,000

CONSOLIDATED PUBLIC WORKS

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	CPW Director	21-6 (L8)			1	165,838	122,220.53	165,838.00	1	165,838	1	165,838	165,838
2.	*Assistant CPW Director	18-5 (L11)			1	142,137	104,752.82	142,137.00	1	142,567	1	142,567	142,567
3.	Asst Supt Street	14-6 (L11)			1	109,793	80,916.42	109,793.00	1	109,793	1	109,793	109,793
4.	Asst Supt Street	14-6 (L10)			1	108,804	80,187.36	108,804.00	1	108,804	1	108,804	108,804
5.	Asst Supt Parks/Forestry/Cem	14-6 (L10)			1	108,804	80,187.36	108,804.00	1	108,804	1	108,804	108,804
6.	*Asst Supt (sidewalk)	14-6			1	97,352	71,185.63	97,352.00	1	98,913	1	98,913	98,913
7.	SPMG *Foreman - Public Vehicles	13-5 (L11)			1	92,281	67,795.69	92,281.00	1	95,779	1	95,779	95,779
8.	SPMG *Foreman - Street	13-6 (L10)			1	95,215	69,731.33	95,215.00	1	98,833	1	98,833	98,833
9.	SPMG Foreman - Forestry	13-6			1	92,679	68,303.33	92,679.00	1	92,679	1	92,679	92,679
10.	SPMG *Sr Engineering Aide (311)	13-6 (L10)			1	101,020	74,450.36	101,020.00	1	101,329	1	101,329	101,329
11.	SPMG *Sr Code Enforce Inspector	13-6 (L10)			1	101,020	74,450.36	101,020.00	1	101,175	1	101,175	101,175
12.	SPMG *Recycling Coordinator	12-6 (L9)			1	94,276	69,282.97	94,276.00	1	94,856	1	94,856	94,856
13.	SPMG *Sr Code Enforce Inspector	13-5 (L11)			0.5	47,738	35,182.47	47,738.00	0.5	49,552	0.5	49,552	49,552
14.	Administrative Assistant	10-6 (L10)			1	82,132	60,530.01	82,132.00	1	82,132	1	82,132	82,132
15.	Administrative Assistant	10-6			1	74,665	55,027.03	74,665.00	1	74,665	1	74,665	74,665
16.	*Administrative Assistant	10-5			1	68,060	49,749.48	68,060.00	1	70,724	1	70,724	70,724
17.	*Administrative Assistant	10-3			1	62,436	45,461.00	62,436.00	1	64,873	1	64,873	64,873
Subtotal			16.5	1,629,917.67	16.5	1,644,250	1,209,414.15	1,644,250.00	16.5	1,661,316		1,661,316	1,661,316

Summary of Changes

Adjustments to FY 2022 Positions

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

17,066

Explanation

New Positions

Subtotal

0.0	0		0.0	0		0							

Grand Total

16.5	1,629,917.67	16.5	1,644,250	1,209,414.15	1,644,250.00	16.5	1,661,316		16.5	1,661,316	1,661,316
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position	FY 2023 Grade-Step	FY 2021	FY 2022			FY 2023			
		# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	# Department Request	# Recommendation	Mayor's	Council Approval
1. MECH Working Foreman II	11-6 (L11)		1	80,540	20,056.40	40,270.00	1	80,540	80,540
2. MECH Working Foreman II	11-6		1	72,558	53,393.40	72,558.00	1	72,558	72,558
3. LAB Working Foreman I	10-6 (L11)		1	75,834	55,931.55	75,834.00	1	75,834	75,834
4. LAB *Working Foreman I	10-6 (L10)		1	74,890	55,107.00	74,890.00	1	75,151	75,151
5. LAB *Working Foreman I	10-6 (L9)		1	73,892	54,349.08	73,892.00	1	74,468	74,468
6. LAB *Working Foreman I	10-6 (L8)		1	71,272	51,210.04	71,272.00	1	73,785	73,785
7. LAB *Working Foreman I	10-6 (L8)		1	70,853	51,017.00	70,853.00	1	73,785	73,785
8. LAB Working Foreman I	10-2		1	75,834	18,053.60	42,000.00	1	57,895	57,895
9. MECH Motor Equipment Repair Pers	10-6 (L11)		1	75,858	55,948.58	75,858.00	1	75,858	75,858
10. MECH Motor Equipment Repair Pers	10-6 (L8)		1	75,858	30,908.40	52,000.00	1	73,097	73,097
11. MECH *Motor Equipment Repair Pers	10-1		1	56,439		10,000.00	1	58,063	58,063
12. MECH Auto Body / Metal Worker	10-6 (L11)		1	75,858	55,803.26	75,858.00	1	75,858	75,858
13. MECH Welder	10-6 (L11)		1	75,858	37,666.15	40,000.00	1	75,858	75,858
14. LAB WF I /Tree Surgeon	10-6 (L11)		1	75,834	55,895.20	75,834.00	1	75,834	75,834
15. LAB Tree Surgeon	10-6		1	68,319	50,257.92	68,319.00	1	68,319	68,319
16. LAB S M E O - Open Space - Grass	9-6		1	65,250	48,000.00	65,250.00	1	65,250	65,250
17. LAB S M E O	9-6 (L11)		1	72,428	53,015.57	72,428.00	1	72,428	72,428
18. LAB S M E O	9-6 (L10)		1	71,775	52,800.00	71,775.00	1	71,775	71,775
19. LAB S M E O	9-6 (L8)		1	70,470	52,427.16	70,470.00	1	70,470	70,470
20. LAB *S M E O	9-6 (L8)		1	68,070	49,025.00	68,070.00	1	70,470	70,470
21. LAB *S M E O	9-6		1	64,573	47,265.65	64,573.00	1	65,250	65,250
22. LAB S M E O	9-6		1	65,250	3,750.00	30,000.00	1	65,250	65,250
23. LAB *S M E O	9-6		1	61,960	45,567.44	61,960.00	1	64,799	64,799
24. LAB S M E O	9-2		1	65,250	22,625.01	30,000.00	1	55,729	55,729
25. LAB S M E O (sidewalk)	9-2		1	65,250	9,277.20	32,625.00	1	54,846	54,846
26. LAB *H M E O	8-6 (L9)		1	67,268	49,529.35	67,268.00	1	67,891	67,891
27. LAB H M E O	8-6		1	62,285	37,632.04	61,000.00	1	62,285	62,285
29. LAB *H M E O	8-2		1	51,219	7,849.60	25,610.00	1	52,302	52,302
28. LAB H M E O	8-2		1	60,706	40,702.63	35,100.00	1	53,223	53,223
30. LAB H M E O	8-1		1	69,136	30,050.15	42,860.00	1	51,219	51,219
31. LAB H M E O	8-1		1	62,285	33,454.35	42,000.00	1	51,219	51,219
32. LAB H M E O	8-1		1						
33. LAB H M E O (sidewalk)	8-1		1						

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2021	FY 2022				FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
34. LAB	M E O	7-6 (L11)			1	66,054	48,640.24	66,054.00	1	66,054	1	66,054	66,054
35. LAB	M E O	7-6 (L11)			1	66,054	48,717.90	66,054.00	1	66,054	1	66,054	66,054
36. LAB	*M E O	7-6			1	55,362	40,287.60	55,362.00	1	57,622	1	57,622	57,622
37. LAB	M E O	7-3			1	53,685	36,214.64	53,685.00	1	52,170	1	52,170	52,170
38. LAB	M E O	7-3			1	51,863	32,744.33	51,863.00	1	51,863	1	51,863	51,863
39. LAB	*M E O	7-2			1	49,027	6,574.40	20,450.00	1	49,839	1	49,839	49,839
40. LAB	M E O	7-1			1								
41. LAB	M E O	7-1			1								
42. LAB	Highway Maintenance	7-6 (L11)			1	66,054	48,717.90	66,054.00	1	66,054	1	66,054	66,054
43. LAB	*Highway Maintenance	6-2			1	47,001	14,406.40	26,300.00	1	48,096	1	48,096	48,096
44. LAB	Highway Maintenance	6-2			1	47,688	24,670.96	35,500.00	1	47,688	1	47,688	47,688
45. LAB	Laborer	7-6 (L11)			1	66,054	48,591.36	66,054.00	1	66,054	1	66,054	66,054
46. LAB	*Laborer	6-2			1	47,688	20,979.32	33,000.00	1	47,824	1	47,824	47,824
47. LAB	*Laborer	6-2			1	47,001	3,601.60	17,000.00	1	47,824	1	47,824	47,824
48. LAB	Laborer	6-1			1								
49. LAB	Laborer	6-1			1								
50. LAB	*Laborer / Gardener	6-2			1	47,552	19,913.12	32,000.00	1	48,368	1	48,368	48,368
51. LAB	*Laborer / Gardener	6-2			1	47,001	4,321.92	17,000.00	1	47,824	1	47,824	47,824
52.	Part Time					35,000	11,286.00	15,000.00		35,000		35,000	35,000
53.	Temporary / Seasonal - Summer					60,000	14,454.00	32,000.00		60,000		60,000	60,000
54.	Part Time / Seasonal - Parks & Playgrounds					40,000	4,338.00	15,000.00		40,000		40,000	40,000
Subtotal			51	2,342,006.24	51	3,035,956	1,657,028.42	2,428,803.00	45	2,979,643		2,979,643	2,979,643

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step

FY 2021		FY 2022			FY 2023				
Actual		July - March			Estimated	Department	Mayor's		Council
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/2022	#		Request	#	

Summary of Changes

Adjustments to FY 2022 Positions

Explanation

Step Raises/Longevity/Contract Settlement included in * position salary			22,293																
LAB	Working Foreman I	10-2	(17,939)	Internal promotion - replaced at lower step/longevity															
MECH	Motor Equipment Repair Pers	10-6 (L8)	(2,761)	Internal promotion - replaced at lower step/longevity															
LAB	S M E O	9-2	(9,521)	New employee to be hired at lower step															
LAB	S M E O (sidewalk)	9-2	(10,404)	New employee hired at lower step															
LAB	H M E O	8-2	(7,483)	New employee to be hired at lower step															
LAB	H M E O	8-1	(17,917)	New employee to be hired at lower step															
LAB	H M E O	8-1	(11,066)	New employee to be hired at lower step															
LAB	M E O	7-3	(1,515)	Internal promotion - replaced at lower step															
LAB	H M E O	8-1		Requesting to fund 'on hold' position	1	51,219		1	51,219			51,219							
LAB	H M E O (sidewalk)	8-1		Requesting to fund 'on hold' position	1	51,219			0			0							
LAB	M E O	7-1		Requesting to fund 'on hold' position	1	49,027			0			0							
LAB	M E O	7-1		Requesting to fund 'on hold' position	1	49,027			0			0							
LAB	Laborer	6-1		Requesting to fund 'on hold' position	1	47,001		1	47,001			47,001							
LAB	Laborer	6-1		Requesting to fund 'on hold' position	1	47,001			0			0							
<u>New Positions</u>																			
LAB	M E O	7-1		New employee to work at the Fernald site, once the new recreation space has been constructed. They will perform field maintenance, cutting, trimming, and litter pick up. They will also perform similar duties at other open space areas. Funding for FY23 is for 4 months due to the timing of the completion of the project. <i>Mayor: Funded for 6 months to complement Recreation position</i>	1	17,000		1	24,514			24,514							
Subtotal					7	311,494		3	122,734			122,734							
Grand Total					51	2,342,006.24		51	3,035,956		1,657,028.42	2,428,803.00	52	3,291,137		48	3,102,377		3,102,377

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,527,769.05	1,629,917.67	1,644,250.00	1,209,414.15	1,644,250.00	1,661,316.00	17,066.00	1,661,316.00	1,661,316.00
5112 Wages - Full Time	2,380,655.12	2,320,244.24	2,900,956.00	1,626,950.42	2,366,803.00	3,156,137.00	66,421.00	2,967,377.00	2,967,377.00
5122 Wages - Part Time	52,056.50	21,762.00	135,000.00	30,078.00	62,000.00	135,000.00	0.00	135,000.00	135,000.00
5131 Overtime	351,456.99	281,969.73	245,000.00	260,280.63	350,000.00	300,000.00	20,000.00	265,000.00	265,000.00
5135 Standby	9,179.80	13,034.75	11,500.00	8,681.32	11,500.00	11,500.00	0.00	11,500.00	11,500.00
5195 Buyback Sick Time	26,327.53	79,898.91	40,000.00	42,583.99	42,583.99	68,000.00	5,000.00	45,000.00	45,000.00
Offset Receipt - Cemetery Perpetual Care			(25,000.00)		(25,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)
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General Expenses									
CPW Administration 001-420-5200			1,198,400.00			1,521,600.00	100,000.00	1,298,400.00	1,298,400.00
5192 Mileage	114.30	83.40		24.20	100.00				
5193 Tool Allowance	3,600.00	4,800.00		3,500.00	3,500.00				
5213 Light	755.59	966.67		642.27	800.00				
5231 Water Usage	18,706.39	33,553.44		1,375.27	2,100.00				
5241 Equipment Repair/Maint	8,141.07	14,475.00		5,567.12	12,000.00				
5242 Office Equipment Repair/Maint	2,231.80	445.00		4,548.00	7,000.00				
5244 Motor Equipment Repair/Maint	109,242.22	112,409.59		111,037.42	136,236.00				
5245 Building/Grounds Maint	8,941.32	19,763.45		14,603.90	18,000.00				
5247 Alarms / Intrusion	516.00	3,465.10		516.00	1,000.00				
5255 Vehicle Washing	139.50	754.65		748.80	800.00				
5271 Uniform Rental	2,881.31	3,510.25		2,638.49	3,564.00				
5276 Truck/Equipment Rental	24,577.02	22,385.34		54,177.64	76,100.00				
5291 Custodial Services	6,889.25	9,413.25		3,783.57	4,800.00				
5312 Training	9,130.50	6,638.31		3,832.75	6,000.00				
5341 Advertising	1,188.42	2,514.64		1,139.18	3,000.00				
5342 Postage	613.70	1,389.21		884.76	1,000.00				
5411 Batteries	8,511.46	8,006.28		8,591.90	9,500.00				
5420 Office Supplies	5,232.63	3,902.97		4,308.82	5,000.00				
5425 Software License	20,600.00	28,841.00		15,600.00	15,600.00				
5460 Groundskeeping Supplies/Trees	83,286.35	69,971.04		36,418.04	70,000.00				
5470 Public Safety Supplies	16,448.14	8,148.19		2,114.60	5,000.00				
5480 Vehicle Supplies	260,328.66	206,389.56		189,316.12	240,000.00				
5485 Vehicle Fuel & Oil	354,334.74	320,312.56		243,771.01	400,000.00				
5510 Education Supplies	286.00								
5533 Street Cleaning Supplies	7,070.00	7,264.99		7,453.00	8,000.00				
5536 Lumber	2,641.86	3,859.40		457.18	2,000.00				
5538 Street/Sidewalk Materials	13,256.98	22,057.76		74,389.68	80,000.00				
5539 Castings & Pipes	26,824.88	13,859.98		528.20	18,000.00				
5541 Welding Supplies	27,064.44	16,848.19		9,589.00	15,000.00				
5581 Clothing, Gloves, Shoes	45,033.29	31,129.37		30,647.43	30,000.00				
5587 Tools	16,561.33	14,439.78		14,665.49	19,000.00				
5730 Dues	50.00	260.00		250.00	300.00				
5733 Licenses	3,681.31	5,389.71		4,665.62	5,000.00				
	<u>1,088,880.46</u>	<u>997,248.08</u>	<u>1,198,400.00</u>	<u>851,785.46</u>	<u>1,198,400.00</u>	<u>1,521,600.00</u>	<u>100,000.00</u>	<u>1,298,400.00</u>	<u>1,298,400.00</u>

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Snow & Ice 001-421-5200			1,259,945.00			2,500,000.00	15,000.00	1,274,945.00	1,274,945.00
5245 Buildings/Grounds Maint (snow damages)	360.00			2,595.00	7,000.00				
5276 Truck / Equipment Rental	882,681.78	1,662,977.62		1,425,255.36	1,650,000.00				
5387 Weather Service	3,475.00	3,490.00		3,490.00	3,490.00				
5531 Salt & Sand	466,754.29	508,639.33		439,172.66	750,000.00				
5532 Plows, Blades & Parts	70,941.85	37,577.28		48,356.72	75,000.00				
5121 Management	8,000.00	8,000.00	12,000.00	8,000.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5131 Overtime	176,110.28	348,385.76	125,000.00	364,139.97	370,000.00	300,000.00	0.00	125,000.00	125,000.00
	1,608,323.20	2,569,069.99	1,396,945.00	2,291,009.71	2,867,490.00	2,812,000.00	15,000.00	1,411,945.00	1,411,945.00
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Equipment & Unusual									
CPW Administration 001-420-5400									
5249 Rec Facilities Repair/Maint	44,652.85	69,194.55	110,000.00	53,892.00	110,000.00	110,000.00	0.00	110,000.00	110,000.00
5310 Environmental Services	10,870.00	12,437.00	10,000.00	4,223.00	10,000.00	15,000.00	0.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	23,915.00	20,116.50	50,000.00	8,977.50	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5394-47 Paving Projects	130,882.13	124,150.28	200,000.00	134,230.78	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5394-48 Pond Management	15,160.00	25,155.00	35,000.00	11,770.00	30,000.00	39,000.00	0.00	35,000.00	35,000.00
5394-50 Concrete Projects	24,615.51	76,654.59	100,000.00	58,395.12	100,000.00	100,000.00	0.00	100,000.00	100,000.00
6710 ADA Ramps	24,712.00	60,647.00	50,000.00		50,000.00	50,000.00	0.00	50,000.00	50,000.00
7210 Drainage Improvement - Hemlock									
	274,807.49	388,354.92	555,000.00	271,488.40	550,000.00	564,000.00	0.00	555,000.00	555,000.00
Solid Waste 001-422-5400									
5295 Household Hazard Waste	26,152.17	41,493.03	50,000.00	26,020.25	45,000.00	50,000.00	0.00	50,000.00	50,000.00
5296 Trash Disposal	1,184,768.72	1,650,628.00	1,725,000.00	1,143,524.12	1,754,000.00	1,850,000.00	125,000.00	1,850,000.00	1,850,000.00
5297 Trash/Recycle Collection	3,853,943.45	3,876,109.23	4,300,000.00	2,213,622.11	3,845,000.00	4,300,000.00	0.00	4,300,000.00	4,300,000.00
5298 Yard Waste / Leaves	427,503.15	205,796.35	500,000.00	131,366.80	400,000.00	500,000.00	0.00	500,000.00	500,000.00
5299 DPW Yard Clean Up	19,654.27	5,692.88	25,000.00	7,700.43	15,000.00	25,000.00	0.00	25,000.00	25,000.00
	5,512,021.76	5,779,719.49	6,600,000.00	3,522,233.71	6,059,000.00	6,725,000.00	125,000.00	6,725,000.00	6,725,000.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2020	FY 2021	Budget	FY 2022	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Actual Expenditures	Actual Expenditures		July - March Actual Expenditures					
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5131 Overtime	Increase funding due to account history. Many CPW overtime hours are for events out of our control, including weekend funerals, food distribution clean up, events on the common, parades, road races, July 4th, leaf vacuuming, and extreme weather events.					55,000.00			
5195 Buyback Sick Time	Increase to account for two employee retirements and sick time buyback for 4 employees.					28,000.00			
CPW Admin General Expenses 001-420-5200	Some of the major increases include unleaded and diesel fuel rate increases of 40% to 50%, Truck/Equipment Rental increase for renting vehicles to replace surplus vehicles while we wait for new vehicles to be built and delivered, funding for annual cost of new time clock system, increased cost of materials, Building/Grounds Maint due to additional work required at newly renovated fields and the new recreation area at the Fernald, Software License for annual cost of new software purchased last year for PVD, and Licenses due to union contract. Increased advertising budget for \$6,000. The News Tribune is now online only and the cost to advertise in the Boston Globe is 3 times as much.					323,200.00			
Snow & Ice General Expenses 001-421-5200	Increase of \$15,000 for new online weather program that will provide real time weather data which will improve our decision making throughout a storm. Program will provide us with enhanced data on the timing and intensity of storms. This program will save the City money. The weather program can be used year round so that we have better data during wind and rain events. The remainder of the increase is based on the our average costs from 2013 to 2022.					1,240,055.00			
<u>CPW Admin Equip & Unusual 001-420-5400</u>									
5310 Environmental Services	Increase the amount of spraying performed by outside vendor to control vegetation along rights-of-way as part of our Vegetation Management Plan.					5,000.00 Mayor: In process			
5394-48 Pond Management	Increase to perform an assessment of Hardy Pond to assess the current state of the pond and provide recommendations for managing this resource into the future.					4,000.00 Mayor: In process			
<u>Solid Waste 001-422-5400</u>									
5296 Trash Disposal	Contractual per ton increase					125,000.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	4,347,444.99	4,346,827.30	4,951,706.00	3,177,988.51	4,452,136.99	5,306,953.00	108,487.00	5,060,193.00	5,060,193.00
General Expenses									
CPW Administration	1,088,880.46	997,248.08	1,198,400.00	851,785.46	1,198,400.00	1,521,600.00	100,000.00	1,298,400.00	1,298,400.00
Snow & Ice	1,608,323.20	2,569,069.99	1,396,945.00	2,291,009.71	2,867,490.00	2,812,000.00	15,000.00	1,411,945.00	1,411,945.00
Equipment & Unusual									
CPW Administration	274,807.49	388,354.92	555,000.00	271,488.40	550,000.00	564,000.00	0.00	555,000.00	555,000.00
Solid Waste	5,512,021.76	5,779,719.49	6,600,000.00	3,522,233.71	6,059,000.00	6,725,000.00	125,000.00	6,725,000.00	6,725,000.00
Total Operating Budget	12,831,477.90	14,081,219.78	14,702,051.00	10,114,505.79	15,127,026.99	16,929,553.00	348,487.00	15,050,538.00	15,050,538.00

BOARD OF SURVEY & PLANNING

STATEMENT OF OBJECTIVES:

Oversees subdivision of land and issues certain special permits.

DESCRIPTION OF OUTPUT STATEMENT:

The Board of Survey and Planning (BOSP) adopts rules and regulations for the filing for subdivision plans and establishes standards and specifications for subdivision roadways. The 7 member board has authority over the planning and design of streets, including the alignment and grade and also the drainage of the contiguous areas. BOSP guides, controls and approves subdivision plans. The BOSP makes recommendations to City Council regarding Zoning.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Meetings	16	15	16
Special Permits	6	4	4
ANR Plans	4	4	4
Zoning Amendments	6	4	4
Preliminary Subdivisions	1	2	2
Utility/Road Extension Plans	2	2	1

BOARD OF SURVEY & PLANNING

PERSONNEL

	Bargaining Unit	Position	FY 2023 Grade-Step
1.		Members	
2.		Clerk	
Subtotal			

FY 2021		FY 2022			FY 2023					
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2022	Department Request		Mayor's Recommendation		Council Approval
			Budget	Actual Expenditures						
		7	14,000	6,900.00	11,100.00	7	14,000	7	14,000	14,000
		1	3,000	2,210.80	3,000.00	1	3,000	1	3,000	3,000
8	11,400.00	8	17,000	9,110.80	14,100.00	8	17,000		8	17,000

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	11,400.00	8	17,000	9,110.80	14,100.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	2,210.80	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	4,300.00	8,400.00	14,000.00	6,900.00	11,100.00	14,000.00	0.00	14,000.00	14,000.00
General Expenses 001-174-5200			4,700.00			8,700.00	4,000.00	8,700.00	8,700.00
5308 Stenographer	1,050.00	1,800.00		1,200.00	1,800.00				
5312 Training									
5341 Advertising	268.62	2,457.42		937.72	2,000.00				
5342 Postage	440.00	220.00		12.65	440.00				
5420 Office Supplies	88.50	111.95			460.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
General Expenses 001-174-5200	The News Tribune is now online only and the cost to advertise in the Boston Globe is 3 times as much.	4,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	7,300.00	11,400.00	17,000.00	9,110.80	14,100.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	1,847.12	4,589.37	4,700.00	2,150.37	4,700.00	8,700.00	4,000.00	8,700.00	8,700.00
Equipment & Unusual									
Total Operating Budget	9,147.12	15,989.37	21,700.00	11,261.17	18,800.00	25,700.00	4,000.00	25,700.00	25,700.00

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total Burials	226	200	200
New Lots sold	46	35	35
Single Graves sold	32	25	25
Single Graves welfare	2	2	2
Urn Garden plots sold	4	2	2
Veterans Graves	3	8	8
Niches sold	7	5	5
Acres Maintained	94	94	94

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Commissioners	
Total		

FY 2021		FY 2022				FY 2023				
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2022	Department Request		Mayor's Recommendation		Council Approval
			Budget	Actual Expenditures		#		#		
		3	3,000	1,100.00	1,700.00	3	3,000	3	3,000	3,000
3	2,300.00	3	3,000	1,100.00	1,700.00	3	3,000	3	3,000	3,000

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	2,300.00	3	3,000	1,100.00	1,700.00	3	3,000	3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual	Actual	July - March	Estimated		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures Thru 6/30/2022	Expenditures				
Personnel 001-491-5100									
5194 Boards & Commissions	1,800.00	2,300.00	3,000.00	1,100.00	1,700.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,800.00	2,300.00	3,000.00	1,100.00	1,700.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	1,800.00	2,300.00	3,000.00	1,100.00	1,700.00	3,000.00	0.00	3,000.00	3,000.00

**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 the 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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	333,804	377,660
Pension Administration	31,923	34,407
Medical & Life Insurance	498,480	537,788
Heat, Light, Water	26,868	23,373
Building Repair & Maintenance	48,054	65,222
Building Insurance	606	726
Motor Vehicle Insurance	2,755	4,244
Motor Vehicle Maint & Repair	88,552	88,649
Workers Compensation	23,412	1,712
Other Dept Allocations	662,012	675,043
Total	\$1,716,466	\$1,808,824

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Sampling of Water System -			
Number of Samples	864	864	864
Lead and Copper Samples	17	17	17
Cross Connection Devices Citywide	2,020	2,030	2,040
Cross Connection Devices Tested	3,012	3,068	3,075
Facilities w/Grease Devices Citywide	190	191	200
Total # of Grease Devices Citywide	316	317	325
Sanitary Grease Trap Inspections	646	650	675
Water/Sewer/Drain & ROW Inspections	2,800	2,900	3,000

**CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION**

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	July - March Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Water/Sewer Superintendent	16-6			1	113,443	83,605.96	113,443.00	1	113,443	1	113,443	113,443
2.	SPMG *Assistant City Engineer	16-6			1	111,742	82,046.35	111,742.00	1	112,784	1	112,784	112,784
3.	*Business Manager	15-6 (L9)			0.5	57,002	42,009.73	57,002.00	0.5	57,222	0.5	57,222	57,222
4.	SPMG Foreman	13-1			1	77,918		25,712.94	1	77,918	1	77,918	77,918
5.	SPMG *Sr Code Enforcement Inspector	13-6 (L9)			1	100,866	74,229.51	100,866.00	1	101,020	1	101,020	101,020
6.	SPMG *Sr Code Enforcement Inspector	13-5 (L11)			0.5	47,738	35,182.47	47,738.00	0.5	49,552	0.5	49,552	49,552
Subtotal			5	469,861.74	5	508,709	317,074.02	456,503.94	5	511,939		511,939	511,939

Summary of Changes

Adjustments to FY 2022 Positions

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

3,230

Explanation

New Positions

Sewer Assistant Superintendent 14-1

The Corrective Action Plan of the CMOM strongly recommends the addition of an administrative staff person dedicated full-time to the management of the sewer collection system. The tasks would include updating sewer records, record plans, operations and maintenance tasks, tracking of system repairs and other maintenance activities and general management of the sewer crews.

1	81,564		0	0
			0.5	29,545
Subtotal	1	81,564	0.5	29,545

Principal Off Asst (PT 19 hrs) 8-1

Mayor: Clerical position for administrative duties

Subtotal

Grand Total

5	469,861.74	5	508,709	317,074.02	456,503.94	6	593,503	5.5	541,484	541,484
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CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-455-5100									
5111 Salaries - Full Time	216,683.43	469,861.74	508,709.00	317,074.02	456,503.94	593,503.00	3,230.00	511,939.00	511,939.00
5121 Salaries - Part Time							29,545.00	29,545.00	29,545.00
5131 Overtime	1,188.75	3,793.13	10,000.00	1,328.48	7,500.00	10,000.00	0.00	10,000.00	10,000.00
General Expenses 610-455-5200			4,300.00			5,000.00	500.00	4,800.00	4,800.00
5312 Training		1,155.00		937.00	2,800.00				
5581 Clothing, Gloves, Shoes	300.00	2,028.10		646.86	700.00				
5730 Dues				500.00	500.00				
5733 Licenses		201.41		298.95	300.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Increase to cover required training for various employees	500.00
5733 Licenses	Increase for additional licenses held by managers & supervisors	200.00

COST SUMMARY BY CLASSIFICATION

Personnel	217,872.18	473,654.87	518,709.00	318,402.50	464,003.94	603,503.00	32,775.00	551,484.00	551,484.00
General Expenses	300.00	3,384.51	4,300.00	2,382.81	4,300.00	5,000.00	500.00	4,800.00	4,800.00
Equipment & Unusual									
Total Operating Budget	218,172.18	477,039.38	523,009.00	320,785.31	468,303.94	608,503.00	33,275.00	556,284.00	556,284.00

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.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Water Main Repairs	43	36	35
Water Service Repairs/Relays	205	200	200
Valve Repairs	15	10	15
Hydrant Replacement	21	11	20
Hydrant Repairs	55	40	45
Leak Detection (Miles)	170	340	340
Water Overtime - # of Calls	548	557	550
Water Overtime - Man-hours	3,738	3,105	3,400

WATER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	*Working Foreman II	11-6			1	67,715	49,144.01	67,715.00	1	70,482	1	70,482	70,482
2. LAB	Working Foreman I	10-1			1	61,108		20,165.64	1	57,242	1	57,242	57,242
3. LAB	Working Foreman I Nights	10-6 (L8)			1	78,212	54,278.40	78,212.00	1	78,212	1	78,212	78,212
4. LAB	Working Foreman I-Cross Connect Inspector	10-6			1	68,319	50,388.80	68,319.00	1	68,319	1	68,319	68,319
5. LAB	S M E O	9-6			1	65,250	48,000.02	65,250.00	1	65,250	1	65,250	65,250
6. LAB	H M E O	8-6			1	62,285	39,526.80	53,456.00	1	62,285	1	62,285	62,285
7. LAB	M E O	7-6			1	62,080	39,419.68	51,540.00	1	58,670	1	58,670	58,670
8. LAB	Highway Maintenance	6-1			1	51,459	18,006.04	30,870.79	1	47,688	1	47,688	47,688
9. LAB	Laborer Nights	6-2			1	55,360	18,156.80	31,996.80	1	50,549	1	50,549	50,549
Meter Read, Repair & Install													
10. LAB	Senior Water Service Inspector	9-6			1	70,470	51,840.01	66,608.00	1	65,250	1	65,250	65,250
11. LAB	M E O	7-2			1	59,508	21,836.32	27,223.68	1	49,705	1	49,705	49,705
12. LAB	M E O	7-1			1	55,989	7,758.24	19,028.16	1	49,705	1	49,705	49,705
Subtotal			12	528,835.77	12	757,755	398,355.12	580,385.07	12	723,357		723,357	723,357

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step

FY 2021		FY 2022				FY 2023				
Actual			July - March	Estimated		Department		Mayor's	Council	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/2022	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Contract Settlement included in * position salary		2,767			
LAB	Working Foreman I	10-1	(3,866)	New employee to be hired at lower step	
LAB	M E O	7-6	(3,410)	Internal promotion - replaced at lower step	
LAB	Highway Maintenance	6-1	(3,771)	New employee to be hired at lower step	
LAB	Laborer Nights	6-2	(4,811)	New employee hired at lower step	
LAB	Senior Water Service Inspector	9-6	(5,220)	Internal promotion - to be replaced at lower step	
LAB	M E O	7-2	(9,803)	New employee hired at lower step	
LAB	M E O	7-1	(6,284)	New employee to be hired at lower step	

Explanation

0	0	0	0	0

Subtotal

Grand Total

12	528,835.77	12	757,755	398,355.12	580,385.07	12	723,357	12	723,357	723,357
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WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	337,935.82	389,117.57	571,788.00	316,920.55	467,525.23	558,697.00	(13,091.00)	558,697.00	558,697.00
5131 Overtime	183,066.29	168,746.18	180,000.00	123,052.96	180,000.00	200,000.00	10,000.00	190,000.00	190,000.00
5135 Standby	38,254.01	40,413.59	40,000.00	30,155.28	40,100.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time			6,000.00		23,228.44	6,000.00	0.00	6,000.00	6,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	151,648.18	139,718.20	185,967.00	81,434.57	112,859.84	164,660.00	(21,307.00)	164,660.00	164,660.00
General Expenses									
Water Maintenance & Operations 610-452-5200			398,550.00			481,450.00	75,000.00	473,550.00	473,550.00
5192 Mileage	328.18	133.50		236.96	300.00				
5211 Heat	8,236.32	4,643.04		4,028.38	4,700.00				
5213 Light	71,071.49	67,916.79		58,950.77	73,000.00				
5231 Water	197.52	891.11		166.59	250.00				
5241 Equipment Repair/Maint	13,231.58	32,130.32		5,389.87	9,500.00				
5242 Office Equipment Repair/Maint	521.22	1,008.34		1,055.60	1,400.00				
5245 Building/Grounds Maint	11,210.00	458.00		28.08	50.00				
5246 Communication Equip Repair/Maint	2,746.94	2,217.23		1,924.82	2,650.00				
5248 Computer Software/License	3,213.00	6,494.00		13,850.43	14,000.00				
5261 Water/Sewer Infrastructure	32,725.00	11,246.04		11,339.94	22,000.00				
5276 Truck/ Equipment Rental	23,906.94	1,000.00		10,500.00	21,000.00				
5303 Engineer Services /Consultants		23,400.00		3,500.00	4,400.00				
5307 Public Safety Service	528.00				3,900.00				
5312 Training	5,754.00	4,294.00		4,457.00	4,750.00				
5342 Postage	11.50	235.54			200.00				
5343 Printing	1,687.00	785.55		384.00	3,500.00				
5420 Office Supplies	3,367.46	1,412.58		1,742.30	2,000.00				
5425 Software License				2,750.00	2,750.00				
5431 Paint Supplies	5,605.32	3,590.46		478.08	900.00				
5452 Custodial Supplies	699.99	1,408.00		783.14	1,200.00				
5460 Groundskeeping Supplies	6,007.65	61.59		62.55	500.00				
5470 Public Safety Supplies	1,291.25	3,065.02			500.00				
5538 Street/Sidewalk Materials	69,761.42	79,063.81		58,520.09	82,000.00				
5539 Castings & Pipes	83,137.86	93,590.62		55,912.61	104,000.00				
5581 Clothing, Gloves, Shoes	11,355.72	10,250.44		10,493.82	10,000.00				
5587 Tools	24,188.48	17,912.31		14,359.60	17,000.00				
5730 Dues	575.00	794.00		3,974.00	4,100.00				
5733 Licenses/Stipends	5,613.18	1,154.65		7,754.39	8,000.00				

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	32,550.00	17,165.00	45,000.00	14,195.00	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-45 Disposal of Trench Tailings	85,000.00	71,712.41	100,000.00	52,708.17	100,000.00	105,000.00	5,000.00	105,000.00	105,000.00
5394-49 Service Repairs	46,390.00	25,589.69	40,000.00	3,576.80	37,500.00	40,000.00	0.00	40,000.00	40,000.00
5690 State Assessment - MWRA	9,619,353.17	10,046,663.00	10,383,579.00	7,236,842.20	10,338,346.00	11,044,210.00	660,631.00	11,044,210.00	11,044,210.00
5692 State Assessment - DEP	19,971.18	22,731.53	30,000.00	22,094.14	22,095.00	30,000.00	0.00	30,000.00	30,000.00
5876 Hydrants	71,007.59	65,000.00	75,000.00	26,319.52	75,000.00	100,000.00	25,000.00	100,000.00	100,000.00
5879 Repair/Replacement Pump Station Equipment			50,000.00		35,000.00	50,000.00	0.00	50,000.00	50,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	16,534.69	48,610.89	50,000.00	16,275.58	50,000.00	60,000.00	10,000.00	60,000.00	60,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	To cover increased overtime expenses for off hours emergency repairs and issues	20,000.00
<u>General Expenses 610-452-5200:</u>		
5211 Heat	To cover the increased cost of heating oil for the Cedarwood Pump Station	3,800.00
5213 Light	To cover the increased cost of electricity at the water pump station & PRV's	17,000.00
5241 Equipment Repair/Maint	Increase to cover higher repair costs for maintenance of pump station equipment	2,500.00
5246 Communication Equip Repair/Maint	Cover internet services for tablets and security monitoring subscription at Pump Station/Tanks	600.00
5248 Computer Software/License	ArGIS licenses for field workers access to online records/forms, Bluebeam CAD software program, AutoCAD annual fee & backflow program application	5,650.00
5261 Water/Sewer Infrastructure	Increase in hydrant repair services	8,000.00
5312 Training	Additional employees have been hired who will require training classes and hours	900.00
5343 Printing	Higher printing costs for forms/door hangers/flyers for public education	1,000.00
5425 Software License	Add new account to cover IWORQ Software Tracking/Reporting System Annual Renewal Expense	2,750.00
5431 Paint Supplies	Increased cost of special fire hydrant paint	2,000.00
5538 Street/Sidewalk Materials	Crushed Stone/Dense Grade Crush Run/Sand transportation cost increases	6,000.00
5539 Castings & Pipes	Increase to account for higher costs of castings and pipes	25,000.00
5581 Clothing, Gloves, Shoes	Add'l employees hired- need vests/gloves and union contracted uniform allowances	3,000.00
5587 Tools	Increased cost of tools for water dig crew	3,000.00
5730 Dues	Annual membership of American Water Works Assn & NE Water Works Assn	500.00
5733 Licenses/Stipends	Add'l employees require various licenses for their position & stipends per union contract	1,200.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>	<u>Reason</u>								
Equipment & Unusual:									
<u>Water Maintenance & Operations 610-452-5400</u>									
5394-45 Disposal of Trench Tailings	Increased cost of trucking to haul out excavated materials					5,000.00			
5690 State Assessment - MWRA	Cover the 6.8% increase in the Water Assessment from MWRA (preliminary rates)					660,631.00			
5876 Hydrants	Increased cost of hydrants and transportation					25,000.00			
<u>Meter Read, Repair & Install 610-454-5400</u>									
5543 Meters & Parts	Increased cost of meters and meter parts					10,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	710,904.30	737,995.54	983,755.00	551,563.36	823,713.51	969,357.00	(24,398.00)	959,357.00	959,357.00
General Expenses	386,972.02	369,156.94	398,550.00	272,643.02	398,550.00	481,450.00	75,000.00	473,550.00	473,550.00
Equipment & Unusual	9,890,806.63	10,297,472.52	10,773,579.00	7,372,011.41	10,702,941.00	11,474,210.00	700,631.00	11,474,210.00	11,474,210.00
Total Operating Budget	10,988,682.95	11,404,625.00	12,155,884.00	8,196,217.79	11,925,204.51	12,925,017.00	751,233.00	12,907,117.00	12,907,117.00

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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	177,290	198,077
Pension Administration	17,189	18,527
Medical & Life Insurance	268,264	222,277
Heat, Light, Water	26,868	23,373
Building Repair & Maintenance	39,823	49,328
Building Insurance	1,635	1,957
Motor Vehicle Insurance	1,550	1,886
Motor Vehicle Maint & Repair	43,811	39,400
Workers Compensation	608	98,910
Other Dept Allocations	<u>1,388,676</u>	<u>1,438,509</u>
Total	<u>\$1,971,714</u>	<u>\$2,092,244</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Sewer Stoppages Main	101	82	75
Sewer Stoppages Laterals/Svc Lines	166	112	100
Sewer Main Repairs	4	3	3
Sewer Lateral Repairs/Relays	62	52	55
Drain Mains Repaired	3	2	2
Sanitary Sewer Overflows - #	12	8	10
Sewer Overtime - # of Calls	298	363	340
Sewer Overtime - Man-hours	2,130	1,850	1,750

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2021	FY 2022				FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Working Foreman I	10-6 (L10)			1	75,151	55,283.75	75,151.00	1	75,151	1	75,151	75,151
2. LAB	Working Foreman I	10-6			1	68,319	50,257.92	68,319.00	1	68,319	1	68,319	68,319
3. LAB	*Working Foreman I	10-1			1	56,418		14,105.00	1	57,242	1	57,242	57,242
4. LAB	*Working Foreman I/Video insp	10-1			1	56,418		14,015.00	1	57,242	1	57,242	57,242
5. LAB	S M E O	9-6			1	72,428	53,280.00	68,117.00	1	65,250	1	65,250	65,250
6. LAB	S M E O	9-6 (L8)			1	70,470	51,975.01	70,470.00	1	70,470	1	70,470	70,470
7. LAB	S M E O	9-6			1	53,808	37,001.60	53,996.80	1	65,024	1	65,024	65,024
8. LAB	S M E O	9-6			1	53,808	20,000.00	36,375.00	1	65,250	1	65,250	65,250
9. LAB	S M E O Nights	9-6			1	57,036	48,035.28	64,386.76	1	69,165	1	69,165	69,165
10. LAB	Pump Station Operator	9-6 (L11)			1	72,428	53,436.15	72,428.00	1	72,428	1	72,428	72,428
11. LAB	*H M E O	8-5			1	51,219	33,094.72	47,276.64	1	59,178	1	59,178	59,178
12. LAB	H M E O Nights	8-6			1	66,022	36,750.66	54,250.06	1	66,022	1	66,022	66,022
13. LAB	*M E O	7-5			1	49,026	22,598.24	36,464.04	1	55,675	1	55,675	55,675
14. LAB	Laborer	6-2			1	50,530	11,735.68	24,161.20	1	47,688	1	47,688	47,688
Subtotal			10	570,982.31	14	853,081	473,449.01	699,515.50	14	894,104	14	834,104	894,104

PERSONNEL

FY 2021		FY 2022				FY 2023			
Actual		July - March		Estimated					
#	Expenditures	#	Budget	Expenditures	Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation

Adjustments to FY 2022 Positions

Explanation

0	0	0	0	0
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Grand Total

10	570,982.31	14	853,031	473,449.01	699,515.50	14	894,104	14	894,104	894,104
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	501,506.96	570,982.31	853,081.00	473,449.01	699,515.50	894,104.00	41,023.00	894,104.00	894,104.00
5131 Overtime	78,971.01	82,797.01	70,000.00	66,454.00	86,500.00	80,000.00	10,000.00	80,000.00	80,000.00
5135 Standby	38,254.01	40,947.71	40,000.00	30,154.28	40,211.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	15,389.10	34,088.43	10,000.00	8,325.00	36,075.00	10,000.00	0.00	10,000.00	10,000.00
General Expenses 600-440-5200			421,100.00			531,100.00	50,000.00	471,100.00	471,100.00
5211 Heat	6,786.85	2,204.11		3,611.18	6,500.00				
5213 Light	45,875.36	33,761.76		40,328.80	50,000.00				
5231 Water	1,433.65	2,368.36		2,597.16	3,500.00				
5241 Equipment Repair/Maint	50,250.79	80,022.55		25,159.49	47,500.00				
5244 Motor Equipment Repair/Maint	68,929.72	68,608.28		24,804.10	45,000.00				
5245 Building/Grounds Maint		376.00		1,085.54	2,500.00				
5248 Computer Software/License	2,945.99	2,015.50		11,177.00	15,000.00				
5261 W/S Infrastructure Repair/Maint	58,550.11	29,589.53		7,865.50	93,000.00				
5276 Truck/ Equipment Rental					28,000.00				
5303 Engineering Services/ Consulting	954.00			460.00	1,000.00				
5307 Public Safety Service	3,484.00	2,320.00			11,000.00				
5312 Training	2,733.00	3,031.00		1,896.00	4,000.00				
5340 Communication	3,728.66	6,160.86		5,444.62	9,500.00				
5425 Software License				2,750.00	2,750.00				
5431 Paint Supplies	998.18	63.55		230.86	1,500.00				
5450 Custodial Supplies	54,643.25	36,840.64		25,245.05	55,000.00				
5460 Groundskeeping Supplies	3,384.00	3,443.00		53.97	750.00				
5500 Medical Supplies	677.30	328.02		458.08	1,000.00				
5510 Education Supplies	161.00				100.00				
5538 Street/Sidewalk Materials	34,224.18	36,325.77		27,783.59	45,000.00				
5539 Castings & Pipes	17,256.93	19,548.34		8,595.70	17,500.00				
5542 Water/Sewer Materials					500.00				
5581 Clothing, Gloves, Shoes	10,451.33	8,827.22		8,212.26	12,000.00				
5587 Tools	9,894.82	8,639.37		9,322.22	15,000.00				
5733 Licenses				10,180.63	13,500.00				
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	46,223.96	23,002.89	45,000.00	9,380.92	35,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	6,185.00	11,480.00	25,000.00	6,922.50	22,000.00	25,000.00	0.00	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	102,575.00	101,232.57	100,000.00	52,708.27	100,000.00	105,000.00	5,000.00	105,000.00	105,000.00
5394-49 Service Repairs	68,994.33	39,341.55	95,000.00	27,945.31	75,000.00	95,000.00	0.00	95,000.00	95,000.00
5690 State Assessment - MWRA	13,938,768.50	13,972,854.00	14,397,848.00	10,009,944.00	14,299,920.00	14,909,243.00	511,395.00	14,909,243.00	14,909,243.00
5740 Insurance	5,605.60	7,500.00	7,500.00		5,892.66	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	3,741.34	549.00	15,000.00	13,184.34	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5879 Repair/Replacement Pump Station Equipment			100,000.00		49,000.00	100,000.00	0.00	100,000.00	100,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023			
				July - March	Estimated			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Sewer Overtime has been trending higher for the past three fiscal years and over expending the budgeted OT funding allotment	10,000.00
<u>General Expenses 600-440-5200</u>		
5211 Heat	Increase to cover higher heating oil and natural gas costs at pump stations	10,000.00
5213 Light	Increase to cover higher electricity costs at pump stations	7,500.00
5241 Equipment Repair/Maint	Increase to cover higher repair costs for maintenance of pump station equipment	9,000.00
5244 Motor Equipment Repair/Maint	Increase to cover labor repair expenses and higher replacement parts costs	6,500.00
5261 W/S Infrastructure Repair/Maint	Increases of root control services/sewer pumping/CCTV & cleaning service contracts	16,000.00
5276 Truck/ Equipment Rental	Higher costs of vehicle/equipment rentals	10,000.00
5312 Training	Additional employees have been hired who will require training classes & hours	1,800.00
5340 Communication	Increased costs of wifi for tablets and Mission systems at Sewer Pump Station internet	3,200.00
5450 Custodial Supplies	Increased costs of Disinfecting supplies and bacterial treatments and other necessary sanitary items	18,000.00
5538 Street/Sidewalk Materials	Crushed Stone/Dense Grade/Sand transportation costs increases	10,000.00
5539 Castings & Pipes	PVC pipe and other sewer castings and pipe supplies have increased in cost	9,200.00
5581 Clothing, Gloves, Shoes	Additional employees have been hired - need vests/gloves & union contracted uniform allowance	2,000.00
5587 Tools	Increased cost of tools for sewer crew	4,000.00
5733 Licenses	Additional employees require various licenses for positions	2,800.00
<u>Equipment & Unusual 600-440-5400</u>		
5394-45 Disposal of Trench Tailings	Increased cost of trucking to haul out excavated materials	5,000.00
5690 State Assessment - MWRA	Cover the 4.3% increase in the Sewer Assessment from MWRA (preliminary rates)	511,395.00

COST SUMMARY BY CLASSIFICATION

Personnel	634,121.08	728,815.46	973,081.00	578,382.29	862,301.50	1,024,104.00	51,023.00	1,024,104.00	1,024,104.00
General Expenses	377,363.12	344,473.86	421,100.00	217,261.75	481,100.00	531,100.00	50,000.00	471,100.00	471,100.00
Equipment & Unusual	14,172,093.73	14,155,960.01	14,785,348.00	10,120,085.34	14,601,812.66	15,301,743.00	516,395.00	15,301,743.00	15,301,743.00
Total Operating Budget	15,183,577.93	15,229,249.33	16,179,529.00	10,915,729.38	15,945,214.16	16,856,947.00	617,418.00	16,796,947.00	16,796,947.00

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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	79,859	96,592
Pension Administration	7,415	8,814
Medical & Life Insurance	151,636	160,789
Heat, Light, Water	51,914	32,855
Building Repair & Maintenance	235,929	371,046
Building Insurance	2,937	4,122
Motor Vehicle Insurance	517	707
Motor Vehicle Maint & Repair	16,604	14,775
Workers Compensation	27,993	63,273
Total	\$574,804	\$752,973

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total Number of Participants	2,508	2,550	2,600
Male / Female / Minority	706/1742/60	707/1782/61	708/1825/67
# of Participants			
Service Programs:	2,129	2,175	2,250
Minority Outreach	0	0	10
Offsite Outreach	0	0	15
Connections for Healthy Aging	64	65	65
Social/Recreation Programs:	97	100	120
Fitness Programs:	231	240	250
Transportation:	0	725	1,200
Meals Served Daily	60	80	85
Recipients Served Annually	105	110	115
Meals Served Annually	13,201	13,300	13,400
Total Revenue Meals on Wheels	\$50,164	\$52,000	\$53,000
Total Revenue Programs	\$11,665	\$11,800	\$12,000

City Funding: \$977,793	State Funding: \$37,500
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COUNCIL ON AGING

PERSONNEL

		FY 2021	FY 2022			FY 2023				
Bargaining Unit	Position	FY 2023 Grade-Step			July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request		Mayor's Recommendation	Council Approval
#	Actual Expenditures	#	Budget	Expenditures			#		#	
1.	Council on Aging Board		9	9,000	2,700.00	5,000.00	9	9,000	9	9,000
2.	*Council on Aging Director	16-6 (L9)	1	122,518	90,294.46	122,518.00	1	123,558	1	123,558
3.	*Social Worker/Outreach Worker	11-2	1	66,447	24,721.99	51,000.00	1	68,180	1	68,180
4.	Administrative Assistant	10-6 (L11)	1	82,878	61,080.30	82,878.00	1	82,878	1	82,878
5.	Meals Coordinator	9-6 (L8)	1	74,787	55,116.87	74,787.00	1	74,787	1	74,787
6. LAB	Bus Operator	8-1	1	51,219		5,000.00	1	51,219	1	51,219
7.	Associate Office Assistant	7-6 (L8)	1	66,128	48,735.87	66,128.00				
8.	Associate Office Assistant	7-6 (L8)	1	66,128	48,735.87	66,128.00	1	66,128	1	66,128
9.	Bus Operator PT	7		80,080	17,049.83	45,700.00		80,080		80,080
Subtotal			16.5	432,575.01	16	619,185	348,435.19	519,139.00	15	555,830
									15	555,830
										555,830

Summary of Changes

Adjustments to FY 2022 Positions

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

2,773

Explanation

Office Coordinator 9-6 (L8)

8,659

Change from Grade 7 to 9 due to increased responsibilities

1	74,787	1	74,787	74,787
1	74,787	1	74,787	74,787

New Positions

Subtotal

Grand Total

16.5	432,575.01	16	619,185	348,435.19	519,139.00	16	630,617	16	630,617	630,617
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COUNCIL ON AGING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	434,607.25	412,255.06	478,886.00	328,685.36	463,439.00	490,318.00	11,432.00	490,318.00	490,318.00
5112 Wages - Full Time	24,287.00	485.74	51,219.00	0.00	5,000.00	51,219.00	0.00	51,219.00	51,219.00
5122 Wages - Part Time	11,391.52	19,834.21	80,080.00	17,049.83	45,700.00	80,080.00	0.00	80,080.00	80,080.00
5131 Overtime	546.46	10.93							
5194 Boards & Commissions	4,400.00		9,000.00	2,700.00	5,000.00	9,000.00	0.00	9,000.00	9,000.00
Receipt offset - Grant	(37,500.00)		(37,500.00)		(37,500.00)	(37,500.00)	0.00	(37,500.00)	(37,500.00)
General Expenses 001-541-5200			387,775.00			384,676.00	(3,099.00)	384,676.00	384,676.00
5192 Mileage	714.89	106.09		16.07	150.00				
5242 Office Equipment Repair/Maint	990.00	321.62			300.00				
5248 Computer Software/License		990.00		990.00	990.00				
5312 Training	208.00	64.00							
5342 Postage	550.00	550.00		550.00	550.00				
5343 Printing	230.00			69.00	230.00				
5381 Contract Labor / Instruction	2,000.00			1,801.00	2,000.00				
5420 Office Supplies	1,986.74	875.72		805.76	2,000.00				
5490 Food Supplies	224,708.17	77,020.48		105,680.10	285,000.00				
5581 Clothing, Gloves, Shoes	947.60								

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	437,732.23	432,585.94	581,685.00	348,435.19	481,639.00	593,117.00	11,432.00	593,117.00	593,117.00
General Expenses	232,335.40	79,927.91	387,775.00	109,911.93	291,220.00	384,676.00	(3,099.00)	384,676.00	384,676.00
Equipment & Unusual									
Total Operating Budget	670,067.63	512,513.85	969,460.00	458,347.12	772,859.00	977,793.00	8,333.00	977,793.00	977,793.00

DISABILITIES SERVICES COMMISSION

STATEMENT OF OBJECTIVES:

To address all disability issues and concerns within the City of Waltham and promote opportunities for citizens of all abilities. To receive and respond to various requests of disabled citizens by directing them to different organizations that may provide beneficial resources. To maintain a working relationship with City Officials in conjunction with meeting all regulatory requirements.

DESCRIPTION OF OUTPUT STATEMENT:

The Waltham Disability Services Commission is the first commission in the United States, awarded a police grant that focused on parking fines as a source of revenue for funding future improvements for the disabled community in Waltham. The current Waltham program serves as a model and has been replicated and implemented across the United States. The Commission strives to make Waltham more accessible for all disabled residents. We would like to take this opportunity to share with you some of the accomplishments the DSC has been able to bring to the City of Waltham and its disabled individuals. One aim is to continue to monitor the mandates issued by the Federal ADA Transition Plan. The plan is also required by the State and Waltham is moving forward in this area. Another area is offering knowledge and information in order to assist the disabled and City employees to be aware of accessibility issues and enhancements within our City. During the coming year the Disability Services Commission will continue to explore ways to advance Waltham in the accessibility of its buildings and public areas throughout the City.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
ADA Transition Plan (1)	\$0	\$2,000	\$2,000
WHS Scholarships (5 each)	\$2,500	\$2,500	\$2,500
WHS Special Needs Equipment	\$0	\$2,000	\$1,500
WSEPAC Special Education	\$1,000	\$1,000	\$1,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Board Members	
Subtotal		

FY 2021		FY 2022				FY 2023				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council
				Actual Expenditures	Expenditures Thru 6/30/2022				Recommendation	Approval
		7	7,000	4,800.00	7,000.00	7	7,000	7	7,000	7,000
7	7,400.00	7	7,000	4,800.00	7,000.00	7	7,000	7	7,000	7,000

Summary of Changes

Adjustments to FY 2022 Positions
Step Raises/Longevity included in * position salary

Explanation

New Positions

00000

Subtotal

Grand Total

7	7,400.00	7	7,000	4,800.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	5,000.00	7,400.00	7,000.00	4,800.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<hr/>									
General Expenses 001-560-5200									
5420 Office Supplies			190.00		190.00	190.00	0.00	190.00	190.00
<hr/>									
Equipment & Unusual 001-560-5400									

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	5,000.00	7,400.00	7,000.00	4,800.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	0.00	0.00	190.00	0.00	190.00	190.00	0.00	190.00	190.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	5,000.00	7,400.00	7,190.00	4,800.00	7,190.00	7,190.00	0.00	7,190.00	7,190.00

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

1. Provide guidance and supervision to city departments in the event of a natural or man-made disaster for the purpose of minimizing and repairing injury and damage resulting from same.
2. Coordinate all resources of the City to avert or combat the effects of a disaster so that the City can survive and recover from the ravages thereof.
3. Provide guidance and supervision when deemed necessary by the department heads for the purpose of providing auxiliary manpower and equipment service for special events or emergency activities.
4. Act as a coordinator and liaison with Red Cross offices for the purpose of providing a centralized focus on human welfare needs in the event of a natural or man made disaster.
5. Administer a matching fund program by screening and purchasing surplus property for the purpose of assisting the City in providing emergency resources.
6. Through the Environmental Committee, ensure continuous environmental compliance by City departments, continuous improvement in the management of the City's environmental issues
increase environmental awareness by City employees, residents and business owners, reduce the environmental impacts of City operations and services and increase opportunities for pollution prevention.

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	7,643	7,722
Pension Administration	664	635
Medical & Life Insurance	13,144	13,144
Heat, Light, Water	27,774	22,393
Building Repair & Maintenance	39,768	45,616
Building Insurance	1,184	1,417
Motor Vehicle Insurance	517	472
Motor Vehicle Maint & Repair	16,604	9,850
Total	\$107,298	\$101,249

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
District Coordinators	1	1	2
Total Grants Received	\$25,600	\$25,600	\$25,600
FEMA Reimbursement-Disasters			\$190,000
Total Receipts	\$25,600	\$25,600	\$215,600

EMERGENCY MANAGEMENT

PERSONNEL

Bargaining Unit Position		FY 2023 Grade-Step
1.	Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
Subtotal		

FY 2021		FY 2022				FY 2023											
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Budget	Actual Expenditures													
			1	62,596							45,812.31	62,596.00	1	62,596	1	62,596	62,596
			1	10,000							7,369.83	10,000.00	1	10,000	1	10,000	10,000
				10,000							7,369.83	10,000.00		10,000		10,000	10,000
2	81,044.00	2	82,596	60,551.97	82,596.00	2	82,596		2	82,596	82,596						

Summary of Changes

Adjustments to FY 2022 Positions

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

Explanation

0	0	0	0	0
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New Positions

SubtotalGrand Total

2	81,044.00	2	82,596	60,551.97	82,596.00	2	82,596	2	82,596	82,596
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EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-291-5100									
5111 Salaries - Full Time									
5121 Salaries - Part Time	78,428.84	81,044.00	82,596.00	60,551.97	82,596.00	82,596.00	0.00	82,596.00	82,596.00
General Expenses 001-291-5200			4,100.00			5,400.00	1,300.00	5,400.00	5,400.00
5192 Mileage	362.25	68.88			100.00				
5241 Equipment Repair/Maint	245.95	404.99		1,439.68	1,800.00				
5312 Training	112.92				100.00				
5313 Training (Environmental)					100.00				
5420 Office Supplies		543.06			100.00				
5421 Office Supplies (Environmental)		60.26			100.00				
5470 Public Safety Supplies	1,603.00	3,451.32		671.49	2,471.49				
EOC/Media Room Equipment Repair									
Equipment & Unusual 001-291-5400									
5300 Environmental Mitigation/Assessment			2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5310 Environmental Services	1,122.50	2,077.50	1,600.00	25,404.93	32,110.00	1,600.00	0.00	1,600.00	1,600.00
5384 Fuel Tank Testing	2,300.00	2,300.00	3,700.00	3,700.00	3,700.00	2,300.00	(1,400.00)	2,300.00	2,300.00
5850 Safety Equipment						1,400.00	1,400.00	1,400.00	1,400.00
Special Items 001-291-5500									
5190 Uniform	400.00	400.00	400.00		400.00	400.00	0.00	400.00	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 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
EOC/Media Room Equipment Repair	Estimated Equipment Maintenance Costs - 2 months	1,300.00
5850 Safety Equipment	Re-allocate 5400 funds to allow for purchase of long term public safety equipment such as pumps, generators, etc. In the past such items were charged to 5200-5470.	1,400.00

COST SUMMARY BY CLASSIFICATION

Personnel	78,428.84	81,044.00	82,596.00	60,551.97	82,596.00	82,596.00	0.00	82,596.00	82,596.00
General Expenses	2,324.12	4,528.51	4,100.00	2,111.17	4,771.49	5,400.00	1,300.00	5,400.00	5,400.00
Equipment & Unusual	3,422.50	4,377.50	7,800.00	29,104.93	38,310.00	7,800.00	0.00	7,800.00	7,800.00
Special Items	400.00	400.00	400.00	0.00	400.00	400.00	0.00	400.00	400.00
Total Operating Budget	84,575.46	90,350.01	94,896.00	91,768.07	126,077.49	96,196.00	1,300.00	96,196.00	96,196.00

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 review and processing of permit applications, and to provide support services to all departments and engineering advice to the Director of Public Works, Legal, 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, the Sewer Bank, and the FOG program.

DESCRIPTION OF OUTPUT STATEMENT:

To implement the Department's Capital Improvement Program, provide construction engineering and 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, plan and develop projects to meet required regulatory requirements and review of permits and development submittals.

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 2020	FY 2021
Pension-Contributory/FICA	246,975	266,598
Pension Administration	24,513	25,350
Medical & Life Insurance	175,352	228,139
Heat, Light, Water	9,313	8,241
Building Repair & Maintenance	36,773	22,620
Building Insurance	512	472
Motor Vehicle Insurance	344	685
Motor Vehicle Maint & Repair	11,069	9,850
Total	\$504,851	\$561,955

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Project Design Administration	14	18	9
Projects Designed	2	7	7
Engineering Services During Construction	5	15	15
Compliance Reports	8	8	8
Major Development Applications	9	10	10
Permit Applications	365	350	350
Plans/Project Submittals	82	80	80
Requests for Information - (Records Request, Legal Requests, Resident Issues, Betterments, Grant of Locations)	127	130	130
Stormwater BMP Compliance	0	120	250

ENGINEERING

PERSONNEL

Bargaining Unit Position	FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023			
		Actual # Expenditures		# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department # Request		# Mayor's Recommendation	Council Approval
1. *City Engineer	20-3			1	124,407	92,690.37	1	129,322	1	129,322
2. SPMG Assistant City Engineer	16-1			1						
3. SPMG Jr. Civil Engineer	14-6			1	98,712	72,749.53	1	98,712	1	98,712
4. SPMG *Gen Construction Inspector	13-6 (L10)			1	101,406	74,539.24	1	101,947	1	101,947
5. Administrative Assistant	10-6 (L10)			1	82,132	60,530.00	1	82,132	1	82,132
6. Co-op Student					29,400	11,270.00		36,400		36,400
7. Part Time				0.5	51,720	38,187.76	0.5	54,003	0.5	54,003
Subtotal		5.5	462,108.22	5.5	487,777	349,966.90	4.5	502,516	4.5	502,516

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation
Ordinance/ Contract Settlement included in *
position salary 5,456

SPMG Assistant City Engineer 16-1

Co-op Student 7,000

Part Time 2,283

Explanation

Requesting to fund 'on hold' position

Increase hourly rate to \$20.00 for co-op students to compete with Private
Engineering Firms for pool of student applicants (2 students x 26 weeks x
35 hr/wk x \$20.00 = \$36,400.00)

Increase hourly rate for retired part time Assistant City Engineer

1	93,475	0	0
1	93,475	0	0

New Positions

Subtotal

Grand Total

5.5	462,108.22	5.5	487,777	349,966.90	483,377.00	5.5	595,991	4.5	502,516	502,516
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ENGINEERING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/2022				
Personnel 001-410-5100									
5111 Salaries - Full Time	398,120.15	399,441.95	406,657.00	300,509.14	406,657.00	505,588.00	5,456.00	412,113.00	412,113.00
5121 Salaries - Part Time	56,466.22	62,666.27	81,120.00	49,457.76	76,720.00	90,403.00	9,283.00	90,403.00	90,403.00
5131 Overtime	3,293.03	228.67	2,500.00		0.00	2,500.00	0.00	2,500.00	2,500.00
General Expenses 001-410-5200			61,450.00			79,250.00	17,050.00	78,500.00	78,500.00
5192 Mileage	22.50				50.00				
5242 Office Equipment Repair/Maint	1,835.40	3,442.09		1,767.26	2,500.00				
5248 Computer Software/License				3,822.00	3,900.00				
5303 Engineer Services /Consultants	5,437.50	912.50		14,745.00	40,500.00				
5312 Training	3,438.00	7,136.00			2,400.00				
5340 Communication	2,145.91	1,720.86		1,412.04	2,500.00				
5341 Advertising	160.72	109.44		238.78	500.00				
5342 Postage	426.70	426.22		275.72	750.00				
5343 Printing	583.00	69.00		1,833.70	3,600.00				
5387 Weather Service									
5420 Office Supplies	4,703.48	2,556.31		1,943.86	3,400.00				
5500 Medical Supplies	52.43				50.00				
5581 Clothing, Gloves	890.02	1,010.63		976.66	1,000.00				
5730 Dues		300.00			300.00				
5733 Licenses									
Equipment & Unusual 001-410-5400									
5860 Technology Equipment						3,200.00	0.00	0.00	0.00
5863 Office Furniture						1,500.00	0.00	0.00	0.00

ENGINEERING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>	
General Expenses 001-410-5200			
5248 Computer Software/License	To cover annual renewal of Bluebeam CAD software	700.00	
5343 Printing	Printing costs for MS4 public information flyers	700.00	
5387 Weather Service	Weather Program Data Collector - for calculating precipitation impacts on stormwater - split cost between CPW & Engineering 50/50	15,000.00	
5581 Clothing, Gloves	Increase for uniform allowance per middle managers contract	750.00	
5730 Dues	Increase dues for P.E. membership, APWA, & NEWWA	400.00	
5733 Licenses	Cover required license of City Engineer	250.00	
Equipment & Unusual 001-410-5400			
5860 Technology Equipment	New Computer Equipment for Assistant City Engineer to enable AutoCAD work and other complex design/review programs	3,200.00	<i>Mayor: In process</i>
5863 Office Furniture	Engineering table & stools for meetings and plan reviews	1,500.00	<i>Mayor: In process</i>

COST SUMMARY BY CLASSIFICATION

Personnel	457,879.40	462,336.89	490,277.00	349,966.90	483,377.00	598,491.00	14,739.00	505,016.00	505,016.00
General Expenses	19,695.66	17,683.05	61,450.00	27,015.02	61,450.00	79,250.00	17,050.00	78,500.00	78,500.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	4,700.00	0.00	0.00	0.00
Total Operating Budget	477,575.06	480,019.94	551,727.00	376,981.92	544,827.00	682,441.00	31,789.00	583,516.00	583,516.00

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 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of times billed/year:			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.4850	2.4500	2.5000
Number of Accounts	14,309	14,350	14,400
Number of Bills Sent out annually	60,278	60,350	60,400

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

Bargaining Unit Position		FY 2023 Grade-Step
1.	*Administrative Assistant	10-6 (L9)
2.	Administrative Assistant	10-2
3.	Principal Off Asst (PT 19 hrs)	8-6
Subtotal		

FY 2021		FY 2022				FY 2023					
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request		#	Mayor's Recommendation	Council Approval
		1	80,949	59,512.44	80,949.00	1	81,385		1	81,385	81,385
		1	81,945	56,109.38	69,403.21	1	62,436		1	62,436	62,436
		0.5	35,764	25,322.38	35,764.00	0.5	35,764		0.5	35,764	35,764
2.5	196,935.86	2.5	198,658	140,944.20	186,116.21	2.5	179,585		2.5	179,585	179,585

Summary of Changes

Adjustments to FY 2022 Positions

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

436

Explanation

Administrative Assistant 10-2

(19,509)

New employee to be hired at lower step/longevity

New Positions

Subtotal

0	0	0	0	0
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Grand Total

2.5	196,935.86	2.5	198,658	140,944.20	186,116.21	2.5	179,585	2.5	179,585	179,585
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	152,676.87	161,898.98	162,894.00	115,621.82	150,352.21	143,821.00	(19,073.00)	143,821.00	143,821.00
5121 Salaries - Part Time	30,676.49	35,036.88	35,764.00	25,322.38	35,764.00	35,764.00	0.00	35,764.00	35,764.00
General Expenses 610-451-5200			60,500.00			73,000.00	12,500.00	73,000.00	73,000.00
5242 Office Equipment Repair/Maint	1,269.49	1,331.01		482.98	750.00				
5246 Communication Equip Repair/Maint	4,326.00	4,351.98			4,400.00				
5248 Computer Software/License	5,526.95	5,549.82		2,500.00	6,400.00				
5342 Postage	32,484.70	33,916.62		26,847.75	38,000.00				
5343 Printing	7,150.80	11,638.48		6,210.00	10,500.00				
5420 Office Supplies	1,573.64	623.94		416.63	450.00				
Equipment & Unusual 610-451-5400									
5863 Office Furniture						2,500.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>	
General Expenses 610-451-5200			
5246 Communication Equip Repair/Maint	To cover increased cost of Sensus Support Program through EJ Prescott & Mueller MCM Support Program	2,500.00	
5342 Postage	To cover increased cost of postage and mailing services for inclusion of additional inserts with water & sewer bills	5,000.00	
5343 Printing	Cover increased printing costs and additional expense of public educational brochures in Spanish & English with water & sewer bills	5,000.00	
Equipment & Unusual 610-451-5400			
5863 Office Furniture	To cover the cost of purchasing a new desk for the water billing staff to replace the existing cubicle that is broken/decrepit	2,500.00	Mayor: In process

COST SUMMARY BY CLASSIFICATION

Personnel	183,353.36	196,935.86	198,658.00	140,944.20	186,116.21	179,585.00	(19,073.00)	179,585.00	179,585.00
General Expenses	52,331.58	57,411.85	60,500.00	36,457.36	60,500.00	73,000.00	12,500.00	73,000.00	73,000.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00
Total Operating Budget	<u>235,684.94</u>	<u>254,347.71</u>	<u>259,158.00</u>	<u>177,401.56</u>	<u>246,616.21</u>	<u>255,085.00</u>	<u>(6,573.00)</u>	<u>252,585.00</u>	<u>252,585.00</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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	333,804	377,660
Pension Administration	31,923	34,407
Medical & Life Insurance	498,480	537,788
Heat, Light, Water	26,868	23,373
Building Repair & Maintenance	48,054	65,222
Building Insurance	606	726
Motor Vehicle Insurance	2,755	4,244
Motor Vehicle Maint & Repair	88,552	88,649
Workers Compensation	23,412	1,712
Other Dept Allocations	662,012	675,043
Total	\$1,716,466	\$1,808,824

	FY 2021	FY 2022	FY 2023
Output Measure	Actual	Estimated	Projected
Purchase Orders Managed	208	200	210
Accounts Payable Invoices	1,251	1,300	1,350
Procurement Bids Managed	25	30	30

**ENGINEERING
WATER ADMINISTRATION**

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Business Manager	15-6 (L9)			0.5	57,002	42,009.74	57,002.00	0.5	57,222	0.5	57,222	57,222
2.	SPMG *Jr. Civil Engineer	14-2			1	81,909	43,984.08	64,517.40	1	84,494	1	84,494	84,494
3.	SPMG *Code Enforcement Inspector	12-6 (L11)			1	90,802	66,229.91	90,802.00	1	94,242	1	94,242	94,242
4.	Principal Office Assistant	8-6 (L8)			1	70,000	51,320.71	70,000.00	1	70,000	1	70,000	70,000
5.	Co-op Student					29,400	5,127.50	23,000.00		36,400		36,400	36,400
Subtotal			2.5	219,550.97	3.5	329,113	208,671.94	305,321.40	3.5	342,358		342,358	342,358

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation
Ordinance/Contract Settlement included in *
position salary 6,245

Co-op Student 7,000

Explanation

Increase hourly rate to \$20.00 for co-op students to compete with Private
Engineering Firms for pool of student applicants (2 students x 26 weeks x 35
hr/wk x \$20.00 = \$36,400.00)

New Positions

SPMG Jr. Civil Engineer	14-1	Junior Engineer position to share and help manage permitting review and coordination with the retired Ass't City Engineer, liaison and coordination with development inspections, help with water master planning, assist with meter program.	1	81,909	1	81,909	81,909
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SPMG Jr. Civil Engineer	14-1	In order to provide adequate staffing to address future workload requirements, an additional Junior 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	81,909
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Subtotal	2	163,818	2	163,818	163,818
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Grand Total	2.5	219,550.97	3.5	329,113	208,671.94	3.5	506,176	5.5	506,176	506,176
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**ENGINEERING
WATER ADMINISTRATION**

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	429,578.40	217,310.97	299,713.00	203,544.44	282,321.40	469,776.00	170,063.00	469,776.00	469,776.00
5121 Salaries - Part Time		2,240.00	29,400.00	5,127.50	23,000.00	36,400.00	7,000.00	36,400.00	36,400.00
5131 Overtime	4,919.75	696.96	5,000.00	5,822.51	7,500.00	7,500.00	2,500.00	7,500.00	7,500.00
General Expenses 610-450-5200			35,750.00			46,350.00	10,600.00	46,350.00	46,350.00
5303 Engineer Services /Consultants				6,650.00	30,000.00				
5312 Training	594.00			745.81	3,500.00				
5581 Clothing, Gloves, Shoes	900.00	300.00		300.00	1,500.00				
5733 Licenses	377.33	0.20			750.00				
Equipment & Unusual 610-450-5400									
5860 Technology Equipment						7,400.00	0.00	0.00	0.00
6471 Survey Equipment				21,728.00	21,728.00				
6478 Water Meter Network Upgrade	4,896.39								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	To cover overtime expenses for eligible union employees	2,500.00
General Expenses 610-450-5200		
5581 Clothing, Gloves, Shoes	Clothing/Uniform Allowance for new Middle Manager Union Positions	600.00
5730 Dues	Fracta Asset Management Tool Subscription	10,000.00
Equipment & Unusual 610-450-5400		
5860 Technology Equipment	New Computer Equipment for 2 Junior Civil Engineers to enable AutoCAD work and other complex design/review programs (2 at \$3,700 each)	7,400.00 <i>Mayor: In process</i>

COST SUMMARY BY CLASSIFICATION

Personnel	434,498.15	220,247.93	334,113.00	214,494.45	312,821.40	513,676.00	179,563.00	513,676.00	513,676.00
General Expenses	1,871.33	300.20	35,750.00	7,695.81	35,750.00	46,350.00	10,600.00	46,350.00	46,350.00
Equipment & Unusual	4,896.39	0.00	0.00	21,728.00	21,728.00	7,400.00	0.00	0.00	0.00
Total Operating Budget	<u>441,265.87</u>	<u>220,548.13</u>	<u>369,863.00</u>	<u>243,918.26</u>	<u>370,299.40</u>	<u>567,426.00</u>	<u>190,163.00</u>	<u>560,026.00</u>	<u>560,026.00</u>

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	6,315,910	6,594,105
Pension Administration	620,106	616,788
Medical & Life Insurance	6,240,203	6,555,732
Heat, Light, Water	132,338	136,310
Building Repair & Maintenance	238,729	249,853
Building Insurance	7,742	9,355
Motor Vehicle Insurance	3,788	5,423
Motor Vehicle Maint & Repair	121,759	113,274
Total	\$13,680,575	\$14,280,840

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.

	FY 2021	FY 2022	FY 2023
Output Measure	Actual	Estimated	Projected
Other permits	813	900	1,000
Smoke alarm/carbon monoxide inspections	992	1,100	1,210
Oil burner permits and inspections	172	200	220
Propane permits installation/inspections	111	125	150
Schools - Nursing Homes - Day care	124	130	135
Lodging house/hotels/theaters	148	150	155
Building construction inspections	429	500	700
Facilities inspection/state license renewals	90	100	110
Fire drills	21	25	28
Drawings and plans reviewed	347	400	450
Liquor establishment inspections	75	75	75
Hydrant inspections	1,390	1,400	1,450
Tent plan reviews	63	70	75
Other inspections	59	75	100

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 employees of the department who are on duty at any given time.

	FY 2021	FY 2022	FY 2023
Output Measure	Actual	Estimated	Projected
Number of Personnel	160	162	174
Vehicles & Apparatus	22	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.

	FY 2021	FY 2022	FY 2023
Output Measure	Actual	Estimated	Projected
Underground tank removals	6	9	12
Total calls	8,037	8,841	9,726
Total company responses	13,692	15,061	16,567
Total building fires	21	23	25
Other fires and electrical	225	248	273
Medical, rescue and pedestrian accidents	4,549	5,004	5,504
Other hazards, service calls and false alarms	3,140	3,454	3,799
Electrical problems	102	110	121

FIRE

PERSONNEL

Bargaining Unit Position			FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.		*Fire Chief	22-6 (L8.25) (CC 7.5)			1	215,534	167,232.22	217,153.12	1	225,171	1	225,171	225,171
2.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	152,953	121,340.35	152,952.77	1	153,646	1	153,646	153,646
3.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	151,721	120,220.28	151,721.10	1	152,408	1	152,408	152,408
4.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	151,721	121,946.68	151,721.10	1	152,408	1	152,408	152,408
5.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	150,228	118,530.17	150,227.82	1	152,408	1	152,408	152,408
6.	FIRE	*Deputy Chief - Training	(L8.25) (CC 7.5)			1	163,862	129,844.25	163,862.12	1	164,604	1	164,604	164,604
7.	FIRE	*Deputy Chief - Fire Prev	(L7.25) (CC 7.5)			1	162,249	128,269.97	162,249.28	1	162,985	1	162,985	162,985
8.	FIRE	*Captain	(L8.25) (CC 12.5)			1	135,516	108,068.23	135,515.38	1	136,127	1	136,127	136,127
9.	FIRE	*Captain	(L8.25) (CC 7.5)			1	129,028	103,056.11	129,027.99	1	129,612	1	129,612	129,612
10.	FIRE	*Captain	(L8.25) (CC 7.5)			1	129,028	103,247.76	129,027.99	1	129,612	1	129,612	129,612
11.	FIRE	*Captain	(L8.25) (CC 7.5)			1	129,028	103,996.00	129,027.99	1	129,612	1	129,612	129,612
12.	FIRE	*Captain	(L7.25) (CC 7.5)			1	127,758	99,174.45	127,758.00	1	128,337	1	128,337	128,337
13.	FIRE	*Captain	(L5) (CC 7.5)			1	124,901	98,222.10	124,900.54	1	125,467	1	125,467	125,467
14.	FIRE	*Captain	(L5) (CC 7.5)			1	124,901	99,657.40	124,900.54	1	125,467	1	125,467	125,467
15.	FIRE	*Captain	(L4) (CC 12.5)			1	129,617	111,273.06	129,616.54	1	130,204	1	130,204	130,204
16.	FIRE	*Captain	(L4) (CC 7.5)			1	114,691	96,956.00	123,630.66	1	124,192	1	124,192	124,192
17.	FIRE	Captain	(L4) (CC 7.5)			1	121,300	124,672.59	156,645.23	1	124,192	1	124,192	124,192
18.	FIRE	*Captain - Training	(L7.25) (CC 7.5)			1	139,779	110,518.80	139,779.45	1	142,828	1	142,828	142,828
19.	FIRE	*Lieutenant	(L8.25) (CC 10)			1	112,553	91,210.15	112,552.81	1	113,062	1	113,062	113,062
20.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,797	88,842.85	109,797.22	1	110,295	1	110,295	110,295
21.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,797	87,475.22	109,797.22	1	110,295	1	110,295	110,295
22.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,797	88,438.81	109,797.22	1	110,295	1	110,295	110,295
23.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,797	87,460.57	109,797.22	1	110,295	1	110,295	110,295
24.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,797	88,192.34	109,797.22	1	110,295	1	110,295	110,295
25.	FIRE	*Lieutenant	(L8.25) (CC 5)			1	107,051	84,193.68	107,050.71	1	107,536	1	107,536	107,536
26.	FIRE	*Lieutenant	(L8.25)			1	101,585	77,676.26	101,585.37	1	102,048	1	102,048	102,048
27.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	108,717	86,604.68	108,716.53	1	109,209	1	109,209	109,209
28.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	108,717	85,525.40	108,716.53	1	109,209	1	109,209	109,209
29.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	108,717	87,478.22	108,716.53	1	109,209	1	109,209	109,209
30.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	108,717	85,220.69	108,716.53	1	109,209	1	109,209	109,209
31.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	108,717	85,889.25	108,716.53	1	109,209	1	109,209	109,209
32.	FIRE	*Lieutenant	(L7.25)			1	100,647	77,658.74	100,646.93	1	101,105	1	101,105	101,105
33.	FIRE	*Lieutenant	(L7.25)			1	100,647	76,732.49	100,646.93	1	101,105	1	101,105	101,105
34.	FIRE	*Lieutenant	(L5) (CC 12.5)			1	111,479	88,571.33	111,479.11	1	111,984	1	111,984	111,984
35.	FIRE	*Lieutenant	(L5) (CC 7.5)			1	106,285	84,263.13	106,284.99	1	106,767	1	106,767	106,767
36.	FIRE	*Lieutenant	(L5) (CC 7.5)			1	106,285	83,838.74	106,284.99	1	106,767	1	106,767	106,767
37.	FIRE	*Lieutenant	(L5) (CC 7.5)			1	106,285	82,783.53	106,284.99	1	106,767	1	106,767	106,767
38.	FIRE	*Lieutenant	(L5)			1	98,535	74,416.27	98,535.45	1	98,984	1	98,984	98,984
39.	FIRE	*Lieutenant	(L4) (CC 12.5)			1	110,298	89,969.35	110,298.06	1	110,798	1	110,798	110,798
40.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	105,204	80,681.91	105,204.32	1	105,682	1	105,682	105,682
41.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	105,204	82,345.69	105,204.32	1	105,682	1	105,682	105,682
42.	FIRE	Lieutenant	(L4) (CC 7.5)			1	109,797	143,842.57	164,633.64	1	105,682	1	105,682	105,682
43.	FIRE	*Lieutenant	(L4)			1	97,597	73,244.94	97,597.02	1	98,042	1	98,042	98,042
44.	FIRE	*Lieutenant	(L4)			1	97,597	74,133.90	97,597.02	1	98,042	1	98,042	98,042

FIRE

PERSONNEL

Bargaining Unit		FY 2023		Actual Expenditures		Actual Expenditures		Estimated Expenditures		Department Request		Mayor's Recommendation		Council Approval	
	Position	Grade-Step	#		Budget	Expenditures	Thru 6/30/2022	#		#					
45.	FIRE *Lieutenant	(CC 7.5)		1	100,881	73,723.61	100,881.49	1	101,341	1	101,341	101,341	101,341		
46.	FIRE *Lieutenant	(CC 7.5)		1	93,843	79,767.03	100,881.49	1	101,341	1	101,341	101,341	101,341		
47.	FIRE Lieutenant	(CC 7.5)		1	107,051	77,220.44	100,881.49	1	101,341	1	101,341	101,341	101,341		
48.	FIRE *Lieutenant			1	93,843	70,610.95	93,843.29	1	94,271	1	94,271	94,271	94,271		
49.	FIRE *Lieutenant - Training	(L8.25) (CC 7.5)		1	121,938	96,086.02	121,938.24	1	122,491	1	122,491	122,491	122,491		
50.	FIRE *Lieutenant - Fire Prev	(L5)		1	111,610	84,036.38	111,609.86	1	112,118	1	112,118	112,118	112,118		
51.	FIRE *Lieutenant - Fire Prev	(L4) (CC 7.5)		1	119,164	93,571.81	119,163.55	1	119,705	1	119,705	119,705	119,705		
52.	FIRE Lieutenant - Fire Prev	(CC 12.5)		1	130,619	88,671.36	114,913.35	1	115,437	1	115,437	115,437	115,437		
53.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	73,079.76	93,499.22	1	93,923	1	93,923	93,923	93,923		
54.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	74,982.98	93,499.22	1	93,923	1	93,923	93,923	93,923		
55.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	74,806.33	93,499.22	1	93,923	1	93,923	93,923	93,923		
56.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	74,692.92	93,499.22	1	93,923	1	93,923	93,923	93,923		
57.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	75,727.48	93,499.22	1	93,923	1	93,923	93,923	93,923		
58.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	74,745.97	93,499.22	1	93,923	1	93,923	93,923	93,923		
59.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	66,319.05	93,499.22	1	93,923	1	93,923	93,923	93,923		
60.	FIRE *Fire Fighter	(L8.25) (CC 7.5)		1	93,499	74,065.88	93,499.22	1	93,923	1	93,923	93,923	93,923		
61.	FIRE *Fire Fighter	(L8.25)		1	86,506	66,541.09	86,506.31	1	86,900	1	86,900	86,900	86,900		
62.	FIRE *Fire Fighter	(L8.25)		1	86,506	65,950.15	86,506.31	1	86,900	1	86,900	86,900	86,900		
63.	FIRE *Fire Fighter	(L8.25)		1	86,506	65,753.14	86,506.31	1	86,900	1	86,900	86,900	86,900		
64.	FIRE *Fire Fighter	(L8.25)		1	86,506	66,541.05	86,506.31	1	86,900	1	86,900	86,900	86,900		
65.	FIRE *Fire Fighter	(L8.25)		1	86,506	66,147.08	86,506.31	1	86,900	1	86,900	86,900	86,900		
66.	FIRE *Fire Fighter	(L8.25)		1	86,506	59,399.00	86,506.31	1	86,900	1	86,900	86,900	86,900		
67.	FIRE *Fire Fighter	(L8.25)		1	86,506	67,132.05	86,506.31	1	86,900	1	86,900	86,900	86,900		
68.	FIRE *Fire Fighter	(L8.25)		1	86,506	65,753.19	86,506.31	1	86,900	1	86,900	86,900	86,900		
69.	FIRE *Fire Fighter	(L8.25)		1	85,707	65,351.68	85,707.18	1	86,900	1	86,900	86,900	86,900		
70.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	72,835.56	92,578.99	1	92,999	1	92,999	92,999	92,999		
71.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	72,684.49	92,578.99	1	92,999	1	92,999	92,999	92,999		
72.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	72,795.02	92,578.99	1	92,999	1	92,999	92,999	92,999		
73.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	74,211.52	92,578.99	1	92,999	1	92,999	92,999	92,999		
74.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	73,837.45	92,578.99	1	92,999	1	92,999	92,999	92,999		
75.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	72,015.02	92,578.99	1	92,999	1	92,999	92,999	92,999		
76.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	73,740.46	92,578.99	1	92,999	1	92,999	92,999	92,999		
77.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	72,582.01	92,578.99	1	92,999	1	92,999	92,999	92,999		
78.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	73,242.89	92,578.99	1	92,999	1	92,999	92,999	92,999		
79.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	72,469.92	92,578.99	1	92,999	1	92,999	92,999	92,999		
80.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	75,815.42	92,578.99	1	92,999	1	92,999	92,999	92,999		
81.	FIRE *Fire Fighter	(L7.25) (CC 7.5)		1	92,579	71,584.87	92,578.99	1	92,999	1	92,999	92,999	92,999		
82.	FIRE *Fire Fighter	(L7.25)		1	85,707	65,937.20	85,707.18	1	86,098	1	86,098	86,098	86,098		
83.	FIRE *Fire Fighter	(L7.25)		1	85,707	65,546.84	85,707.18	1	86,098	1	86,098	86,098	86,098		
84.	FIRE *Fire Fighter	(L7.25)		1	85,707	65,534.63	85,707.18	1	86,098	1	86,098	86,098	86,098		
85.	FIRE *Fire Fighter	(L7.25)		1	85,707	66,311.16	85,707.18	1	86,098	1	86,098	86,098	86,098		
86.	FIRE *Fire Fighter	(L7.25)		1	85,707	65,538.68	85,707.18	1	86,098	1	86,098	86,098	86,098		
87.	FIRE *Fire Fighter	(L5) (CC 12.5)		1	94,932	76,257.46	94,931.52	1	95,361	1	95,361	95,361	95,361		
88.	FIRE *Fire Fighter	(L5) (CC 12.5)		1	94,932	75,574.43	94,931.52	1	95,361	1	95,361	95,361	95,361		
89.	FIRE *Fire Fighter	(L5) (CC 10)		1	92,717	74,749.32	92,717.49	1	93,138	1	93,138	93,138	93,138		
90.	FIRE *Fire Fighter	(L5) (CC 7.5)		1	90,508	71,038.80	90,508.30	1	90,919	1	90,919	90,919	90,919		

FIRE

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step	FY 2021			FY 2022			FY 2023				
			#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
91. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	70,217.17	90,508.30	1	90,919	1	90,919	90,919
92. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	72,002.59	90,508.30	1	90,919	1	90,919	90,919
93. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	71,983.79	90,508.30	1	90,919	1	90,919	90,919
94. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	71,116.12	90,508.30	1	90,919	1	90,919	90,919
95. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	71,029.10	90,508.30	1	90,919	1	90,919	90,919
96. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	71,862.00	90,508.30	1	90,919	1	90,919	90,919
97. FIRE	*Fire Fighter	(L5) (CC 7.5)	1		1	90,508	70,646.23	90,508.30	1	90,919	1	90,919	90,919
98. FIRE	*Fire Fighter	(L5)	1		1	83,909	63,944.31	83,909.12	1	84,291	1	84,291	84,291
99. FIRE	*Fire Fighter	(L5)	1		1	83,909	63,371.01	83,909.12	1	84,291	1	84,291	84,291
100. FIRE	*Fire Fighter	(L5)	1		1	83,909	63,753.20	83,909.12	1	84,291	1	84,291	84,291
101. FIRE	*Fire Fighter	(L5)	1		1	83,909	64,899.68	83,909.12	1	84,291	1	84,291	84,291
102. FIRE	*Fire Fighter	(L5)	1		1	83,909	63,179.95	83,909.12	1	84,291	1	84,291	84,291
103. FIRE	*Fire Fighter	(L4) (CC 12.5)	1		1	91,755	71,462.60	93,925.69	1	94,352	1	94,352	94,352
104. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	89,588	69,842.27	89,588.07	1	89,995	1	89,995	89,995
105. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	89,588	70,075.42	89,588.07	1	89,995	1	89,995	89,995
106. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	89,588	70,508.73	89,588.07	1	89,995	1	89,995	89,995
107. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	89,588	69,066.11	89,588.07	1	89,995	1	89,995	89,995
108. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	85,907	68,082.11	85,907.00	1	89,995	1	89,995	89,995
109. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	85,907	66,016.83	85,907.00	1	89,995	1	89,995	89,995
110. FIRE	*Fire Fighter	(L4) (CC 7.5)	1		1	79,913	67,503.04	85,907.00	1	89,995	1	89,995	89,995
111. FIRE	*Fire Fighter	(L4)	1		1	79,913	59,584.68	79,913.45	1	83,489	1	83,489	83,489
112. FIRE	*Fire Fighter	(L4)	1		1	79,913	59,235.28	79,913.45	1	83,489	1	83,489	83,489
113. FIRE	*Fire Fighter	(L4)	1		1	83,110	62,941.40	83,109.99	1	83,489	1	83,489	83,489
114. FIRE	*Fire Fighter	(CC 12.5)	1		1	89,903	72,086.94	89,902.59	1	90,312	1	90,312	90,312
115. FIRE	*Fire Fighter	(CC 12.5)	1		1	89,903	71,091.78	89,902.59	1	90,312	1	90,312	90,312
116. FIRE	*Fire Fighter	(CC 12.5)	1		1	89,903	77,563.25	89,902.59	1	90,312	1	90,312	90,312
117. FIRE	*Fire Fighter	(CC 12.5)	1		1	89,903	70,636.96	89,902.59	1	90,312	1	90,312	90,312
118. FIRE	*Fire Fighter	(CC 12.5)	1		1	85,907	72,656.82	89,902.59	1	90,312	1	90,312	90,312
119. FIRE	*Fire Fighter	(CC 12.5)	1		1	87,905	71,339.00	89,902.59	1	90,312	1	90,312	90,312
120. FIRE	*Fire Fighter	(CC 12.5)	1		1	79,913	71,459.30	89,902.59	1	90,312	1	90,312	90,312
121. FIRE	*Fire Fighter	(CC 12.5)	1		1	79,913	71,197.30	89,902.59	1	90,312	1	90,312	90,312
122. FIRE	*Fire Fighter	(CC 10)	1		1	87,905	69,175.98	87,904.85	1	88,305	1	88,305	88,305
123. FIRE	*Fire Fighter	(CC 10)	1		1	87,905	68,146.72	87,904.85	1	88,305	1	88,305	88,305
124. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	65,862.23	85,907.00	1	86,298	1	86,298	86,298
125. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	67,080.61	85,907.00	1	86,298	1	86,298	86,298
126. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	66,792.91	85,907.00	1	86,298	1	86,298	86,298
127. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	66,758.69	85,907.00	1	86,298	1	86,298	86,298
128. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	66,263.13	85,907.00	1	86,298	1	86,298	86,298
129. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	66,769.45	85,907.00	1	86,298	1	86,298	86,298
130. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	66,284.99	85,907.00	1	86,298	1	86,298	86,298
131. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	67,509.44	85,907.00	1	86,298	1	86,298	86,298
132. FIRE	*Fire Fighter	(CC 7.5)	1		1	79,913	67,293.14	85,907.00	1	86,298	1	86,298	86,298
133. FIRE	*Fire Fighter	(CC 7.5)	1		1	85,907	67,773.36	85,907.00	1	86,298	1	86,298	86,298
134. FIRE	*Fire Fighter	(CC 7.5)	1		1	79,913	66,593.96	85,907.00	1	86,298	1	86,298	86,298
135. FIRE	Fire Fighter	(CC 7.5)	1		1	93,499	34,116.21	55,205.53	1	86,298	1	86,298	86,298
136. FIRE	*Fire Fighter		1		1	79,913	59,766.66	79,913.45	1	80,278	1	80,278	80,278
137. FIRE	*Fire Fighter		1		1	79,913	60,494.60	79,913.45	1	80,278	1	80,278	80,278

FIRE

PERSONNEL

Bargaining Unit		FY 2023 Grade-Step	Actual Expenditures		July - March Actual Expenditures		Estimated Expenditures Thru 6/30/2022	Department Request		Mayor's Recommendation		Council Approval
	Position		#		#	Budget			#		#	
138. FIRE	Fire Fighter				1	85,907	21,847.56	44,245.89	1	80,278	1	80,278
139. FIRE	Fire Fighter				1	83,909	21,847.56	44,245.89	1	80,278	1	80,278
140. FIRE	Fire Fighter				1	85,907	60,954.06	85,907.00	1	80,278	1	80,278
141. FIRE	Fire Fighter				1	86,506	99,341.41	120,049.39	1	80,278	1	80,278
142. FIRE	Fire Fighter				1	86,506	43,567.83	65,779.19	1	80,278	1	80,278
143. FIRE	Fire Fighter				1	89,903	21,847.56	44,245.89	1	80,278	1	80,278
144. FIRE	*Fire Fighter				1	79,913	60,494.58	79,913.45	1	80,278	1	80,278
145. FIRE	*Fire Fighter				1	79,913	59,402.71	79,913.45	1	80,278	1	80,278
146. FIRE	*Fire Fighter				1	79,913	60,130.65	79,913.45	1	80,278	1	80,278
147. FIRE	*Fire Fighter				1	79,913	59,948.68	79,913.45	1	80,278	1	80,278
148. FIRE	*Fire Fighter				1	79,913	59,766.66	79,913.45	1	80,278	1	80,278
149. FIRE	*Fire Fighter				1	79,913	57,764.90	79,913.45	1	80,278	1	80,278
150. FIRE	*Fire Fighter				1	79,913	59,402.72	79,913.45	1	80,278	1	80,278
151. FIRE	*Fire Fighter				1	79,913	59,584.71	79,913.45	1	80,278	1	80,278
152. FIRE	*Fire Fighter				1	79,913	59,766.68	79,913.45	1	80,278	1	80,278
153. FIRE	*Fire Fighter				1	79,913	60,676.53	79,913.45	1	80,278	1	80,278
154. FIRE	*Fire Fighter				1	79,913	59,766.70	79,913.45	1	80,278	1	80,278
155. FIRE	Fire Fighter				1	85,907	61,804.09	68,547.46	1	80,278	1	80,278
156. FIRE	Fire Fighter				1	85,907	21,847.55	44,245.89	1	80,278	1	80,278
157. FIRE	Fire Fighter				1	85,907	21,847.55	44,245.89	1	80,278	1	80,278
158. FIRE	Fire Fighter				1	85,907	21,847.56	44,245.89	1	80,278	1	80,278
159. FIRE	Fire Fighter				1	85,907	21,847.56	44,245.89	1	80,278	1	80,278
160. FIRE	Fire Fighter				1	85,907	21,798.84	44,197.18	1	80,278	1	80,278
161. FIRE	Fire Fighter				1	85,907	21,847.56	44,245.89	1	80,278	1	80,278
162. FIRE	Fire Fighter	(CC 7.5)			1	93,499	107,614.17	107,846.99	1	86,298	1	86,298
163. FIRE	Fire Fighter	(CC 7.5)			1							
164. FIRE	Fire Fighter	(CC 7.5)			1							
165. FIRE	Fire Fighter	(CC 7.5)			1							
166. FIRE	Fire Fighter	(CC 7.5)			1							
167. FIRE	Fire Fighter	(CC 7.5)			1							
168. FIRE	Fire Fighter	(CC 7.5)			1							
169. FIRE	Fire Fighter	(CC 7.5)			1							
170.	Executive Assistant	12-6 (L11)			1	96,398	71,044.14	96,398.00	1	96,398	1	96,398
171.	*Administrative Assistant	10-4 (L10)			1	72,076	52,971.30	72,076.00	1	75,299	1	75,299
172.	*Principal Office Assist	8-6 (L9)			1	70,000	51,589.20	70,000.00	1	70,162	1	70,162
173.	Part Time / Temporary					1,500				1,500		1,500
Subtotal			172	16,215,357.13	172	16,026,450	12,207,904.75	15,751,505.51	165	16,073,878	165	16,073,878

PERSONNEL

Bargaining Unit	FY 2023
Position	Grade-Step

Adjustments to FY 2022 Positions

<u>Explanation</u>					
Includes funding for additional holiday					
Internal promotion - replaced at higher college credits					
Internal promotion - replaced at lower longevity					
Internal promotion - replaced at lower longevity					
Internal promotion - replaced at lower longevity					
New employee hired without longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee hired without college credits/longevity					
New employee to be hired without longevity					
Requesting to fund 'on hold' position	1	86,298	1	86,298	86,298
Requesting to fund 'on hold' position	1	86,298	1	86,298	86,298
Requesting to fund 'on hold' position	1	86,298	1	86,298	86,298
Requesting to fund 'on hold' position	1	86,298	1	86,298	86,298
Requesting to fund 'on hold' position	1	86,298		0	0
Requesting to fund 'on hold' position	1	86,298		0	0
Requesting to fund 'on hold' position	1	86,298		0	0

FIRE

PERSONNEL

Bargaining
Unit Position

FY 2023
Grade-Step

FY 2021		FY 2022			FY 2023					
Actual			July - March	Estimated						
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval	
<p>While the city continues to grow and recover from Covid-19, the new Captain position will allow the Fire Prevention Division to increase their scope of work while maintaining their level of professionalism with all aspects of Fire Prevention for the citizens of Waltham. The new position will allow us to stay ahead of the curve and properly handle the more than 2 million square feet of lab space under construction with more on the horizon. It is most needed now, more than ever, and request that this be the time to move forward with the new Captain position.</p>					1	133,541		0	0	
					4	345,192		0	0	
					12	1,082,819		4	345,192	345,192
172	16,215,357.13	172	16,026,450	12,207,904.75	15,751,505.51	177	17,156,697	169	16,419,070	16,419,070

FIRE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual Expenditures	Expenditures Thru 6/30/2022				
Personnel 001-220-5100									
5111 Salaries - Full Time	5,108,325.07	5,603,648.87	5,399,451.00	4,040,563.66	5,300,312.15	5,489,105.00	1,655.00	5,401,106.00	5,401,106.00
5112 Wages - Full Time	8,027,763.24	8,139,099.70	8,361,574.00	5,817,580.27	7,785,002.84	9,228,716.00	292,179.00	8,653,753.00	8,653,753.00
5122 Temporary Help			1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	1,043,417.88	2,145,285.83	1,200,000.00	2,005,683.88	2,300,000.00	1,600,000.00	150,000.00	1,350,000.00	1,350,000.00
5132 Overtime (Training)	4,692.99	4,866.20	25,000.00		25,000.00	25,000.00	0.00	25,000.00	25,000.00
5139 Temporary Promotions - FT	28,122.03	20,161.40	15,000.00	7,865.94	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5141 Longevity	596,107.38	696,340.11	680,914.00	683,835.07	696,705.97	664,111.00	(16,803.00)	664,111.00	664,111.00
5142 College Credits	814,649.40	876,091.33	931,921.00	969,883.09	975,576.34	1,009,899.00	35,779.00	967,700.00	967,700.00
5143 Holiday	797,585.43	900,177.12	944,090.00	688,176.72	993,908.21	988,366.00	11,810.00	955,900.00	955,900.00
5144 Out of Grade	50,663.27	32,875.85	60,000.00	5,785.30	60,000.00	60,000.00	0.00	60,000.00	60,000.00
5145 LEPC Chairperson Stipend	32,500.00	32,500.00	32,500.00	23,951.76	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Receipt offset - Grant	(238,128.24)	(810,180.56)		(41,824.39)	(45,000.00)				
General Expenses 001-220-5200			571,960.00			623,925.00	2,040.00	574,000.00	574,000.00
5146 Emergency Medical Technician	140,200.20	159,047.52			154,368.72				
5192 Mileage		91.75		79.70	300.00				
5241 Equipment Repair/Maint	24,406.79	40,334.24		15,209.88	67,585.00				
5242 Office Equipment Repair/Maint	106.90	653.82		1,950.00	2,000.00				
5244 Motor Equipment Repair/Maint	238,959.81	197,358.71		119,830.28	195,000.00				
5291 Maintenance of SCBA	27,247.65	1,816.07		3,398.32	25,000.00				
5306 Medical Services	52,379.57	20,463.46		20,970.37	40,303.36				
5312 Training	1,845.75	18,759.90		4,598.97	20,000.00				
5313 Training - JLMC	18,868.97	15,837.38		18,703.60	24,000.00				
5342 Postage	519.02	273.75		3.80	299.50				
5343 Printing	957.09	819.00		215.00	1,000.00				
5378 Transaction Fees		15.64		277.92	277.92				
5420 Office Supplies	2,152.10	3,197.80		2,742.75	4,000.00				
5430 Building Supplies	1,827.07	3,544.34		3,592.48	9,000.00				
5450 Custodial Supplies	3,478.95	5,112.47		5,363.37	10,000.00				
5460 Groundskeeping Supplies	978.52	887.38			1,000.00				
5470 Public Safety Supplies	6,023.82	6,611.77		2,418.49	7,000.00				
5500 Medical Supplies	4,160.63	6,972.48		3,578.44	5,000.00				
5510 Education Supplies	149.00	620.46		85.00	500.00				
5587 Tools	282.52	739.52		292.64	300.00				
5730 Dues	200.00	700.00		1,005.00	1,005.00				
5730 Dues - Metro Fire	2,500.00	2,500.00		2,500.00	2,500.00				
5730 Dues - NFPA Internet Access		1,575.00		1,520.50	1,520.50				

FIRE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	4,034.31	5,820.83	5,000.00	2,562.19	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5248 Computer Software Program			16,000.00	16,000.00	16,000.00	16,000.00	0.00	16,000.00	16,000.00
5278 Building Rental (Moody St Fire Station project)	42,000.00	31,500.00							
5471 Patches & Badges	889.00	777.50	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5850 Safety Equipment	34,898.02	41,040.06	45,000.00	37,756.59	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5854 Hoses, Cable, Wire	20,976.00		21,000.00	20,992.00	21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields	960.00	980.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Special Items 001-220-5500									
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	1,100.00
5190 Uniform Allowance 161 @ 1,050	168,000.00	159,600.00	169,050.00	151,200.00	151,200.00	169,050.00	0.00	169,050.00	169,050.00
5190 Uniform Allowance 7 @ 1,100	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	8,800.00	0.00	7,700.00	7,700.00
5190 Uniform Allowance 11 @ 10,308	47,907.00	44,546.50	75,888.00	15,949.16	75,888.00	185,544.00	37,500.00	113,388.00	113,388.00
5190 Promotional Uniforms			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5196 Uniforms-Special Positions	1,648.00	3,810.09	4,000.00	121.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00

FIRE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	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>			
5131 Overtime	This increase is due to not being able to bank personal and vacation days and because of the 7 Fire Fighter positions on Hold						400,000.00		
5142 College Credits	Increase due to the anticipation of hiring new Firefighters with college credits and projected retirement payouts						77,978.00		
5143 Holiday	Necessary for any salary increases, along with an increase in Fire personnel, and the addition of the 12th holiday						44,276.00		
General Expenses 001-220-5200	To restore the operating accounts prior to covid						49,925.00		
5241 Equipment Repair/Maint	The advanced cleaning and inspections, along with the department policies in place for cleaning, ensure that particulates and cancer-causing agents are removed from the gear before they are saturated and absorbed into the material						2,040.00		
5190 Uniform Allowance 8 @ 1,100	New Fire Captain in Fire Prevention						1,100.00		
5190 Uniform Allowance 18 @ 10,308	Increase due to anticipated new hires to replace retirees/on hold positions/N.F.P.A Guidelines in FY23						109,656.00		

COST SUMMARY BY CLASSIFICATION

Personnel	16,265,698.45	17,640,865.85	17,651,950.00	14,201,501.30	18,139,005.51	19,114,197.00	474,620.00	18,126,570.00	18,126,570.00
General Expenses	527,244.36	487,932.46	571,960.00	208,336.51	571,960.00	623,925.00	2,040.00	574,000.00	574,000.00
Equipment & Unusual	103,757.33	80,118.39	89,000.00	77,310.78	89,000.00	89,000.00	0.00	89,000.00	89,000.00
Special Items	226,355.00	216,756.59	262,738.00	176,070.16	244,888.00	373,494.00	37,500.00	300,238.00	300,238.00
Total Operating Budget	<u>17,123,055.14</u>	<u>18,425,673.29</u>	<u>18,575,648.00</u>	<u>14,663,218.75</u>	<u>19,044,853.51</u>	<u>20,200,616.00</u>	<u>514,160.00</u>	<u>19,089,808.00</u>	<u>19,089,808.00</u>

FIRE AUXILIARY

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-292-5200			8,500.00			8,500.00	0.00	8,500.00	8,500.00
5241 Equipment Repairs/Maint	3,995.00	3,852.30			3,852.30				
5312 Training									
5470 Public Safety Supplies	5,880.00	3,653.43		986.83	4,647.70				
Special Items 001-292-5500									
5190 Uniform	3,500.00	3,500.00	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	9,875.00	7,505.73	8,500.00	986.83	8,500.00	8,500.00	0.00	8,500.00	8,500.00
Equipment & Unusual									
Special Items	3,500.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	13,375.00	11,005.73	12,000.00	986.83	12,000.00	12,000.00	0.00	12,000.00	12,000.00

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 2020	FY 2021
Pension-Contributory/FICA	258,093	251,664
Pension Administration	25,276	23,259
Medical & Life Insurance	190,412	208,985
Heat, Light, Water	4,656	4,120
Building Repair & Maintenance	18,386	11,310
Building Insurance	256	754
Motor Vehicle Insurance	1,033	1,415
Motor Vehicle Maint & Repair	33,208	29,550
Total	\$531,320	\$531,057

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total permits issued	1,240	1,240	1,262
Burial permits issued	245	245	250
Food service estab permits	295	295	314
Retail food permits	88	90	92
Swimming pool permits	50	50	50
Tobacco permits	64	64	66
Day camp permits	26	26	26
DNA research permits	41	41	46
Mobile food permits	28	28	39
Transportation of grease & garbage	32	32	30
Contagious follow-up	568	571	575
Tuberculosis follow-up	300	304	314
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	4
Temporary caterers permits	300	330	345
Rat complaints	240	260	300
Demolition Sign-offs	38	45	50
COVID-19 follow-up	1,500	500	700

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Food establishment inspections	1,164	1,168	1,372
Housing inspections	220	240	248
Swimming pool inspections	47	47	63
Housing complaints	220	240	248
Trash complaints	190	195	200
Food complaints	40	40	45
Rodent & pest complaints	240	260	250
No heat complaints	32	32	30
Day camp inspections	25	25	25
Conferences owner or operator	25	28	28

INSPECTION OF WEIGHTS & MEASURE			
Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total devices inspected	2,987	2,800	2,900
Gas pumps sealed	340	351	350
Scanners inspected	2,806	3,000	2,800
Weights tested & sealed	64	64	64
Taxi meters sealed	16	43	16
Package testing	1,340	1,200	1,300
Scales inspected	815	720	815
Scales sealed	284	300	284
Adjustments	115	140	115
Sealing fees	\$13,383	\$14,000	\$14,000
Violator fines	\$670	\$300	\$500
Annual loss restored for consumers	\$315,692	\$260,000	\$300,000
Annual loss restored for businesses	\$763,955	\$220,000	\$600,000

HEALTH

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Commissioners	
2.	Dir of Public Health	18-6 (L11)
3.	Asst Dir of Public Health	15-6 (L9)
4.	Inspector, Wgts & Meas	13-6 (L11)
5.	SPMG Sr Code Enforce Insp	13-6 (L10)
6.	SPMG *Sr Code Enforce Insp	13-6
7.	SPMG *Sr Code Enforce Insp	13-4
8.	*Public Health Nurse, RN	13-6
9.	*Principal Off Asst (PT 19 hrs)	8-2
Subtotal		

FY 2021		FY 2022			FY 2023						
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval	
		5	5,000	3,600.00	5,000.00	5	5,000	5	5,000	5,000	
		1	143,429	105,705.09	143,429.00	1	143,429	1	143,429	143,429	
		1	115,059	84,797.25	115,059.00	1	115,059	1	115,059	115,059	
		1	102,878	75,819.96	102,878.00	1	102,878	1	102,878	102,878	
		1	101,947	75,133.62	101,947.00	1	101,947	1	101,947	101,947	
		1	91,264	54,400.23	91,264.00	1	92,679	1	92,679	92,679	
		1	82,371	60,438.21	82,371.00	1	85,492	1	85,492	85,492	
		1	91,806	67,201.20	91,806.00	1	92,683	1	92,683	92,683	
		0.5	31,008	14,143.28	23,256.00	0.5	31,831	0.5	31,831	31,831	
13.5	757,217.32	12.5	764,762	541,238.84	757,010.00	12.5	770,998		12.5	770,998	770,998

Summary of Changes

Adjustments to FY 2022 Positions

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

6,236

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

13.5	757,217.32	12.5	764,762	541,238.84	757,010.00	12.5	770,998	12.5	770,998	770,998
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HEALTH

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	564,896.33	613,365.79	625,876.00	447,675.60	625,876.00	631,289.00	5,413.00	631,289.00	631,289.00
5121 Salaries - Part Time	37,026.11	41,051.95	31,008.00	14,143.28	23,256.00	31,831.00	823.00	31,831.00	31,831.00
5194 Boards & Commissions	4,100.00	2,800.00	5,000.00	3,600.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Personnel: Weights & Measures 001-244-5100									
5111 Salaries - Full Time	96,929.68	102,799.58	102,878.00	75,819.96	102,878.00	102,878.00	0.00	102,878.00	102,878.00
General Expenses 001-510-5200			76,432.00			76,358.00	(74.00)	76,358.00	76,358.00
5242 Office Equipment Repair/Maint	744.00	744.00		594.00	594.00				
5305 Legal Services/Constable	575.25	534.95		758.39	800.00				
5306 Medical Services	1,036.28	1,208.00		369.68	1,208.00				
5312 Training				450.00	450.00				
5342 Postage	1,422.80	1,428.30		800.00	1,200.00				
5343 Printing	726.50	936.45			1,000.00				
5382 Pest Control (Rat Prevention)	20,730.00	24,488.00		13,550.00	30,000.00				
5386 Public Safety /Mosquito Control	37,688.00	37,688.00		37,688.00	37,688.00				
5420 Office Supplies	913.10	768.09		527.71	1,000.00				
5581 Clothing, Gloves & Shoes	900.00	900.00		900.00	900.00				
5587 Tools		218.00		141.22	218.00				
5730 Dues	150.00	150.00		60.00	150.00				
General Expenses: Weights & Measures 001-244-5200			1,425.00			1,425.00	0.00	1,425.00	1,425.00
5312 Education/Certification	110.00	180.49			175.00				
5470 Sealing Supplies	805.11	900.00			400.00				
5587 Tools	239.49	267.38		848.25	850.00				
Equipment & Unusual 001-510-5400									
5306 Medical & Behavioral Services	100,000.00	82,037.26	100,000.00	63,239.12	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5395-72 Medical Waste Pickup	466.13	1,041.29							

HEALTH

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	702,952.12	760,017.32	764,762.00	541,238.84	757,010.00	770,998.00	6,236.00	770,998.00	770,998.00
General Expenses	66,040.53	70,411.66	77,857.00	56,687.25	76,633.00	77,783.00	(74.00)	77,783.00	77,783.00
Equipment & Unusual	100,466.13	83,078.55	100,000.00	63,239.12	100,000.00	100,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	<u>869,458.78</u>	<u>913,507.53</u>	<u>942,619.00</u>	<u>661,165.21</u>	<u>933,643.00</u>	<u>948,781.00</u>	<u>6,162.00</u>	<u>948,781.00</u>	<u>948,781.00</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:

Preserve, protect, and promote the historical assets of the City of Waltham, including but not limited to: advising concerned parties on the Walter Fernald property, working with City Council on special permits, oversight of section 106 properties, maintenance and implementation of the demolition delay bylaw, review of historical CPA applications, maintaining an inventory of historic assets and educating new owners of houses in the inventory on the history of their properties, 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 2022: 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; reports on historic colonial walls on AstraZeneca land and history of Leland Home area on website; helped Waltham Land Trust with brochure on historic sites along Charles River; surveyed and worked with Planning Department to preserve historic resources along MCRT Wayside Trail; helped Waltham Historical Society begin a historic building plaque program.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Monthly Meetings	11	10	10
Demolition Reviews	30	35	38
Demolition Delays Hearings	13	15	16
Demolition Delays Issued	7	8	8
Developmental Prospectus Review	7	9	10
Federal Section 106 Review	0	1	1
CPA Reviews, Proposals, & Inspections	4	5	4
Estimated Site Visits	3	5	5
Educational and Outreach Prgms	2	1	1
Estimated Inquiries	15	28	30
Educational and Outreach Events	3	5	6

HISTORICAL COMMISSION

PERSONNEL

FY 2021		FY 2022				FY 2023				
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval	
			Expenditures	Expenditures				Recommendation		
			Thru 6/30/2022							
	7	7,000	3,300.00	5,200.00	7	7,000	7	7,000	7,000	
7	6,300.00	7	7,000	3,300.00	5,200.00	7	7,000	7	7,000	

Summary of Changes

Adjustments to FY 2022 Positions

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

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

7	6,300.00	7	7,000	3,300.00	5,200.00	7	7,000	7	7,000	7,000
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HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time									
5194 Boards & Commissions	6,100.00	6,300.00	7,000.00	3,300.00	5,200.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-691-5200			5,900.00			5,900.00	0.00	5,900.00	5,900.00
5192 Mileage	11.78								
5245 Building/Grounds Maint	63.00	50.00		75.92					
5272 Office Equipment Rental	629.08								
5308 Stenographer	1,500.00	1,500.00		1,145.58	1,650.00				
5342 Postage		55.00			55.00				
5343 Printing	851.46								
5420 Office Supplies	85.77	347.64			1,500.00				
5450 Custodial Supplies		825.00							
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	9,750.00	1,440.00	6,500.00	4,407.00	6,500.00	6,500.00	0.00	6,500.00	6,500.00
6266 Landscape Maintenance-Paine Estate	2,600.00	4,785.00	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	6,100.00	6,300.00	7,000.00	3,300.00	5,200.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	3,141.09	2,777.64	5,900.00	1,221.50	3,205.00	5,900.00	0.00	5,900.00	5,900.00
Equipment & Unusual	12,350.00	6,225.00	10,500.00	4,407.00	10,500.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	21,591.09	15,302.64	23,400.00	8,928.50	18,905.00	23,400.00	0.00	23,400.00	23,400.00

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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	92,343	91,915
Pension Administration	8,996	8,610
Medical & Life Insurance	80,385	82,895
Heat, Light, Water	9,313	8,241
Building Repair & Maintenance	36,773	22,620
Building Insurance	512	685
Total	\$228,322	\$214,966

	FY 2021	FY 2022	FY 2023
Output Measure	Actual	Estimated	Projected
Total Applicants	595	510	515
Department Requisitions	94	105	105
Preplacement Physicals	45	49	50
CORI Checks completed	190	240	250
# Persons Employed	62	100	100
# Persons Promoted	27	25	26
# Departments Affected	19	19	19
Qualifying Exams given	1	1	1
EAP Program Providers	1	1	1
EAP Program Utilization	62	60	60
Summer Works Applications	43	65	65
# Summer Works Students Hired	26	30	40
# Work Study Students	1	1	1
Departments Affected	1	1	1
Participating Colleges	1	1	1
Insurance Claims Appealed	4	5	5

HUMAN RESOURCES

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Human Resources Director	17-6 (L8)
2.	Assistant Human Resources Director	14-1
3.	Personnel Technician	10-6 (L10)
4.	Administrative Assistant	10-1
5.	Workers Comp Agent Stipend	
6.	Youth Employment Program	
Subtotal		

FY 2021		FY 2022				FY 2023				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/2022					
		1	130,743	96,355.80	130,743.00	1	130,743	1	130,743	130,743
		1								
		1	82,132	60,530.01	82,135.00					
		1	61,635	24,063.00	34,000.00	1	61,635	1	61,635	61,635
			6,000	4,421.97	6,000.00		6,000		6,000	6,000
			62,000	29,983.00	50,000.00		62,000		62,000	62,000
4	255,693.15	4	342,510	215,353.78	302,878.00	2	260,378	2	260,378	260,378

Summary of Changes

Adjustments to FY 2022 Positions

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

Administrative Assistant 10-1 (20,096)

Youth Employment Program

Explanation

Emp retiring title change from Personnel Tech to Admin Asst. No change to grade

Increase student salaries to min. wage of \$15 1/1/2023

1	62,036	1	62,036	62,036
0.5	34,000	0.5	34,000	34,000
1.5	96,036	1.5	96,036	96,036

New Positions

Administrative Assistant Perm PT 10-1

Part-time office support

Subtotal

Grand Total

4	255,693.15	4	342,510	215,353.78	302,878.00	3.5	356,414	3.5	356,414	356,414
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HUMAN RESOURCES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	235,308.68	245,605.65	274,510.00	180,948.81	246,878.00	254,414.00	(20,096.00)	254,414.00	254,414.00
5121 Salaries - Part Time	60,090.52	10,087.50	68,000.00	34,404.97	56,000.00	102,000.00	34,000.00	102,000.00	102,000.00
General Expenses 001-152-5200			9,900.00			9,900.00	0.00	9,900.00	9,900.00
5242 Office Equipment Repair/Maint	799.76	212.67		141.44	800.00				
5312 Training		670.00		1,125.00	2,000.00				
5341 Advertising	2,369.47	1,198.00		1,396.88	3,700.00				
5342 Postage	97.75	1,046.45		1,162.80	1,200.00				
5343 Printing					300.00				
5420 Office Supplies	1,432.74	351.56		1,553.59	1,500.00				
5730 Dues	325.00	325.00			400.00				
General Expenses 001-153-5200									
5125 Work-study			3,000.00		0.00	0.00	(3,000.00)	0.00	0.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	14,094.65	78,220.86	20,000.00	(3,567.16)	20,000.00	20,000.00	0.00	20,000.00	20,000.00
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	18,159.00	8,595.00	32,000.00	33,882.00	36,000.00	35,000.00	3,000.00	35,000.00	35,000.00
5311 Civil Service Exams	1,797.00	500.00	3,000.00	3,500.00	3,500.00	0.00	(3,000.00)	0.00	0.00
5312 Training / Employment / Diversity		50.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00

HUMAN RESOURCES

EXPENDITURES

	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual	Actual		July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Thru 6/30/2022	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>			
5306 Pre-emp Physical/Psychological, EAP		Increase in healthcare costs				3,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	295,399.20	255,693.15	342,510.00	215,353.78	302,978.00	356,414.00	13,904.00	356,414.00	356,414.00
General Expenses	19,119.37	82,024.54	32,900.00	1,812.55	29,900.00	29,900.00	(3,000.00)	29,900.00	29,900.00
Equipment & Unusual	19,956.00	9,145.00	38,000.00	37,382.00	42,500.00	38,000.00	0.00	38,000.00	38,000.00
Total Operating Budget	<u>334,474.57</u>	<u>346,862.69</u>	<u>413,410.00</u>	<u>254,548.33</u>	<u>375,278.00</u>	<u>424,314.00</u>	<u>10,904.00</u>	<u>424,314.00</u>	<u>424,314.00</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 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Injuries	45	70	70
Number on Payroll	13	13	12
Retirees	4	4	4
W/C Total Invoices (City & School)	\$ 600,000.00	\$ 650,000.00	\$ 650,000.00
W/C Total Invoices Paid (City & Sch)	\$ 327,487.71	\$ 400,000.00	\$ 375,000.00
W/C Savings on Bills	\$ 272,512.29	\$ 250,000.00	\$ 275,000.00

WORKERS COMPENSATION

EXPENDITURES

	FY 2020	FY 2021	FY 2022		FY 2023				
				July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022				
Classification	Actual Expenditures	Actual Expenditures	Budget	Expenditures		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200			350,000.00			500,000.00	50,000.00	400,000.00	400,000.00
5170 Worker's Compensation	344,758.92	374,095.19		190,530.68	300,000.00				
5305 Legal Services (IAB Orders)	4,892.99	1,258.01		2,032.94	5,000.00				
5306 Medical Services	149,010.56	243,921.91		157,222.10	195,000.00				
5760 Claims & Settlements	35,000.31	22,577.25							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
General Expenses 001-912-5200	Increase in medical fees	150,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	533,662.78	641,852.36	350,000.00	349,785.72	500,000.00	500,000.00	50,000.00	400,000.00	400,000.00
Equipment & Unusual									
Total Operating Budget	<u>533,662.78</u>	<u>641,852.36</u>	<u>350,000.00</u>	<u>349,785.72</u>	<u>500,000.00</u>	<u>500,000.00</u>	<u>50,000.00</u>	<u>400,000.00</u>	<u>400,000.00</u>

INFORMATION TECHNOLOGY

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

IT is responsible for the City's computer hardware and software needs. Presently, the City is greatly expanding its computer capabilities through the installation of a wide area network to most city buildings and offices. IT now provides tax collection and billing for real estate and personal property, excise tax collection, water billing and collection, city/school payroll and employee records, retirees' payroll, accounts payable, general ledger, purchasing records, police detail billing and collection, miscellaneous billing, interoffice e-mail, word processing and the City website. 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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	244,737	246,547
Pension Administration	23,340	22,331
Medical & Life Insurance	328,417	313,314
Heat, Light, Water	5,619	8,253
Building Repair & Maintenance	9,653	8,688
Building Insurance	707	1,232
Total	<u>\$612,473</u>	<u>\$600,365</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Systems Operating			32
Networked Personal Computers			530
Helpdesk Tickets	2,631	2,788	2,850
Laptop Deployed	80	85	85
Desktops Deployed	289	62	100
Social Media Followers/Reach			
Facebook Followers	12,000	13,000	13,500
Facebook Reach	35,000	40,000	45,000
Twitter Followers	7,505	8,000	8,500
Twitter Reach	70,000	75,000	80,000
Instagram Followers	4,562	4,800	5,000
Website citizen inquiries	358	380	520
Social Media (Directs only)	275	300	470
Department Assistance/Question	523	540	560
YouTube Subscribers	334	335	335

INFORMATION TECHNOLOGY

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	IT Director	19-6 (L10)			1	150,896	111,208.44	150,896.00	1	150,896	1	150,896	150,896
2.	*Asst Director IT	16-6 (L11)			1	125,638	92,497.43	125,638.00	1	125,922	1	125,922	125,922
3.	GIS Administrator	16-6 (L9)			1	123,653	91,130.67	123,653.00	1	123,653	1	123,653	123,653
4.	*Server/Desktop Sys Mgr	15-6			1	99,952	72,939.02	99,952.00	1	103,891	1	103,891	103,891
5.	SPMG Sr App Analyst / Programmer	13-6 (L10)			1	101,947	75,133.60	101,947.00	1	101,947	1	101,947	101,947
6.	SPMG Server/Desktop Support Spec	12-6 (L10)			1	95,726	70,549.09	95,726.00	1	95,726	1	95,726	95,726
7.	SPMG Server/Desktop Support Spec	12-6 (L10)			1	95,726	70,549.09	95,726.00	1	95,726	1	95,726	95,726
8.	SPMG *Server/Desktop Support Spec	12-6 (L10)			1	94,856	69,907.71	94,856.00	1	95,291	1	95,291	95,291
9.	SPMG *Server/Desktop Support Spec	12-6			1	84,107	61,790.61	84,107.00	1	87,024	1	87,024	87,024
10.	SPMG *Server/Desktop Support Spec	12-4			1	77,610	57,098.34	77,610.00	1	80,504	1	80,504	80,504
11.	Social Media Coordinator	10-6			1	74,665	55,027.03	74,665.00					
12.	Office Coordinator (PT 19 hrs)	9-6			0.5	38,209	27,585.05	38,209.00	0.5	38,209	0.5	38,209	38,209
13.	Temporary					14,848	2,240.00	4,480.00		14,848		14,848	14,848
Subtotal			11.5	1,165,015.83	11.5	1,177,833	857,656.08	1,167,465.00	10.5	1,113,637		1,113,637	1,113,637

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation
Ordinance/Contract Settlement included in *
position salary 10,469

Social Media Coordinator 12-5 8,895

Explanation

The responsibilities and scope of the position have grown exponentially. Also, I've compared to others.

1	83,560	1	83,560	83,560
1	83,560	1	83,560	83,560

New Positions

Subtotal

Grand Total

11.5	1,165,015.83	11.5	1,177,833	857,656.08	1,167,465.00	11.5	1,197,197	11.5	1,197,197	1,197,197
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INFORMATION TECHNOLOGY

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-155-5100									
5111 Salaries - Full Time	1,031,919.39	1,112,223.34	1,124,776.00	827,831.03	1,124,776.00	1,144,140.00	19,364.00	1,144,140.00	1,144,140.00
5121 Salaries - Part Time	35,862.53	37,656.49	38,209.00	27,585.05	38,209.00	38,209.00	0.00	38,209.00	38,209.00
5122 Temporary Help	14,192.00	15,136.00	14,848.00	2,240.00	4,480.00	14,848.00	0.00	14,848.00	14,848.00
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	11,000.00
General Expenses 001-155-5200			452,842.00			609,506.00	11,664.00	464,506.00	464,506.00
5241 Equipment Repair/Maint	5,044.32	402.00			5,044.32				
5243 Computer Equip Repair/Maint	72,441.05	44,022.11		18,617.74	72,441.05				
5248 Computer Software/License	235,449.48	261,540.00		317,031.68	303,000.00				
5312 Training	5,191.88				5,000.00				
5340 Communication Line	8,868.73	6,680.00			8,868.73				
5420 Office Supplies	2,275.57	1,960.74		1,199.40	2,275.57				
5424 Computer Supplies	29,322.06	24,077.90		24,131.31	29,322.06				
5581 Clothing, Gloves & Shoes	600.00	600.00		600.00	600.00				
5730 Dues	100.00								
Cyber Security Measures									
Equipment & Unusual 001-155-5400									
6525 Backup Disaster Recovery System	36,100.00	7,750.00		37,766.92	37,766.92				
6565 Computer Equipment/Software	27,093.60	19,244.12	30,000.00	31,070.73	31,070.73	100,000.00	0.00	30,000.00	30,000.00
6572 Email Upgrade	98,955.00	28,986.14		1,979.95	1,979.95				

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	Department Incr/Decr	Department Request	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 001-155-5200									
5248 Computer Software/License	4% increase in licensing					11,664.00			
Cyber Security Measures						145,000.00			
						Mayor: In process			
Equipment & Unusual 001-155-5400									
6565 Computer Equipment/Software	Applications Server Replacement					70,000.00			
						Mayor: In process			

COST SUMMARY BY CLASSIFICATION

Personnel	1,091,957.92	1,174,999.83	1,188,833.00	865,144.08	1,178,465.00	1,208,197.00	19,364.00	1,208,197.00	1,208,197.00
General Expenses	359,293.09	339,282.75	452,842.00	361,580.13	426,551.73	609,506.00	11,664.00	464,506.00	464,506.00
Equipment & Unusual	162,148.60	55,980.26	30,000.00	70,817.60	70,817.60	100,000.00	0.00	30,000.00	30,000.00
Total Operating Budget	<u>1,613,399.61</u>	<u>1,570,262.84</u>	<u>1,671,675.00</u>	<u>1,297,541.81</u>	<u>1,675,834.33</u>	<u>1,917,703.00</u>	<u>31,028.00</u>	<u>1,702,703.00</u>	<u>1,702,703.00</u>

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:

To provide telephone service for all departments of city government.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Telephone Operators (4 available)	
Subtotal		

FY 2021		FY 2022				FY 2023				
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2022	#	Department Request	Mayor's		Council Approval
			Budget	Expenditures				#	Recommendation	
			28,538	19,035.66	28,538.00		28,538	28,538	28,538	
26,005.00			28,538	19,035.66	28,538.00		28,538		28,538	

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0		0	0

New Positions

Subtotal

Grand Total

26,005.00	28,538	19,035.66	28,538.00	28,538	28,538	28,538
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EXPENDITURES

Department Explanation for Requested Increases

COST SUMMARY BY CLASSIFICATION

7

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 Law Department 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, bonds, and other legal instruments, for prosecuting violations of city ordinances, and for drafting and advising on all city ordinances. The Law Department defends and prosecutes lawsuits in Federal and State Courts and before all administrative agencies.

Collections & Tax Titles Proceedings - The Law Department handles cases before the Appellate Tax Board as requested by Assessor's.

Real Estate Acquisition and Sales - The Law Department is working on the acquisition of various properties.

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 2020	FY 2021
Pension-Contributory/FICA	91,185	93,291
Pension Administration	8,431	8,067
Medical & Life Insurance	220,290	240,130
Heat, Light, Water	18,625	16,481
Building Repair & Maintenance	73,546	45,240
Building Insurance	1,024	1,370
Total	\$413,101	\$404,579

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Amount Paid for Personal Inj claims	\$0	\$50,000	\$75,000
Amount Paid in Property/Judgments	\$3,981	\$100,000	\$100,000
Request for Opinions	240	275	350
a. Review of Special Permits	11	20	25
Basic Small Street Defect Claims	18	100	125
Contracts	108	150	200
Cases (Appeals, Worker's Comp, Labor Arbitration Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning)	31	50	100
Claimants Demands for Damages-Totals:			
Water & Sewer Claims:	\$90,763	\$100,000	\$100,000
Property Damage:	\$16,440	\$20,000	\$50,000
Personal Injury:	\$0	\$30,000	\$30,000
Street Defects:	\$12,937	\$30,000	\$50,000

LAW

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	City Solicitor	21-6 (L11)			1	170,445	125,615.70	170,445.00	1	170,445	1	170,445	170,445	
2.	First Asst City Solicitor					1,500	1,105.52	1,500.00		1,500		1,500	1,500	
3.	Asst City Solicitor	18-6 (L11)			1	143,429	105,704.33	143,429.00	1	143,429	1	143,429	143,429	
4.	Asst City Solicitor	18-6 (L10)			1	142,137	104,752.83	142,137.00	1	142,137	1	142,137	142,137	
5.	Asst City Solicitor	18-6 (L9)			1	140,844	103,800.58	140,844.00	1	140,844	1	140,844	140,844	
6.	Asst City Solicitor	18-6 (L9)			1	140,844	103,800.57	140,844.00	1	140,844	1	140,844	140,844	
7.	*Asst City Solicitor	18-4			1	111,031	81,872.27	111,031.00	1	115,414	1	115,414	115,414	
8.	Legal Secretary/Office Manager	11-6 (L10)			1	88,572	65,276.31	88,572.00	1	88,572	1	88,572	88,572	
9.	Legal Secretary/Office Manager	11-6 (L9)			1	87,767	64,682.97	87,767.00	1	87,767	1	87,767	87,767	
10.	Part Time / Temporary					7,500		7,500.00		7,500		7,500	7,500	
Subtotal			9	1,020,134.06	8	1,034,069	756,611.08	1,034,069.00	8	1,038,452		8	1,038,452	1,038,452

Summary of Changes

Adjustments to FY 2022 Positions

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

4,383

ExplanationNew Positions

Subtotal

0	0	0	0	0

Grand Total

9	1,020,134.06	8	1,034,069	756,611.08	1,034,069.00	8	1,038,452		1,038,452
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LAW

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		Estimated Expenditures Thru 6/30/2022	FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	868,768.23	1,019,343.06	1,026,569.00	756,611.08	1,026,569.00	1,030,952.00	4,383.00	1,030,952.00	1,030,952.00
5121 Salaries - Part Time	5,089.00	791.00	7,500.00	0.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
General Expenses 001-151-5200			169,650.00			191,650.00	0.00	169,650.00	169,650.00
5192 Mileage	997.71	170.74		51.44	2,000.00				
5242 Office Equipment Repair/Maint	7,539.89	5,410.82		4,145.00	6,500.00				
5305 Arbitration Costs	7,195.13	4,582.91		12,973.58	50,000.00				
5308 Stenographer	639.25	775.30		2,388.05	5,000.00				
5310 Appraisal Services		405.00			150,000.00				
5312 Training	80.00	189.00		140.00	2,000.00				
5342 Postage	65.99	213.03		58.10	650.00				
5420 Office Supplies	2,590.79	853.88		1,716.06	3,000.00				
5424 Computer Supplies					5,000.00				
5520 Educational Materials	149.00				500.00				
5730 Licenses & Law Library	69,939.71	65,120.89		63,321.07	80,000.00				
Equipment & Unusual 001-151-5400									
5305 Title Searches for Foreclosures	850.00								
5310 Appraisal Services	20,732.00	14,193.00			54,000.00	54,000.00	25,000.00	25,000.00	25,000.00
5315-02 Legal Issues		150,000.00							
5316 Federal Court Cases						10,000.00	10,000.00	10,000.00	10,000.00
5760 Judgments, Claims & Settlements	80,779.80	28,880.30	100,000.00	10,595.73	46,000.00	100,000.00	0.00	100,000.00	100,000.00
6110 Land Taking-Birch Rd				10,500.00	10,500.00				

LAW

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>								<u>Department Cost for Requested Increase</u>	
General Expenses 001-151-5200								22,000.00	
5310 Appraisal Services								54,000.00	
5316 Federal Court Cases								10,000.00	

COST SUMMARY BY CLASSIFICATION

Personnel	873,857.23	1,020,134.06	1,034,069.00	756,611.08	1,034,069.00	1,038,452.00	4,383.00	1,038,452.00	1,038,452.00
General Expenses	89,197.47	77,721.57	169,650.00	84,793.30	304,650.00	191,650.00	0.00	169,650.00	169,650.00
Equipment & Unusual	102,361.80	193,073.30	100,000.00	21,095.73	110,500.00	164,000.00	35,000.00	135,000.00	135,000.00
Total Operating Budget	<u>1,065,416.50</u>	<u>1,290,928.93</u>	<u>1,303,719.00</u>	<u>862,500.11</u>	<u>1,449,219.00</u>	<u>1,394,102.00</u>	<u>39,383.00</u>	<u>1,343,102.00</u>	<u>1,343,102.00</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 safe environment, for both patrons and colleagues.

2021 was our first full year of living with COVID. Despite the many challenges and ever-changing conditions, Waltham rallied together - and did a lot of reading! Although foot traffic in the Library itself was down from pre-COVID years, our circulation boomed from 385K items in 2020 to 410K items in 2021. We quickly became the 11th highest circulating library in the Minuteman Library Network (MLN) once we opened our doors, while ranking 7th in digital circulation. As an active MLN member, your Waltham Public Library card gives you access to a physical collection of over 5.6 million items, and a digital collection of almost 1 million items. Together, Waltham borrowed approximately 100,000 items from MLN libraries during 2021 (easily saving our community millions of dollars).

The Waltham Public Library is so much more than a building filled with books. As we dipped our toes back into full service, one of the highlights of 2021 was the #LibraryLawn, a successful attempt to safely expand library programs and services outdoors to promote literacy, connectedness, and play. We successfully pivoted to having many of our regular programs outside, like bilingual library assistance and storytimes. Over the summer families joined us for a weekly dance party with bubbles and live music. Others came simply to chat and connect with their community.

We continue to be a vital community resource, partnering with local organizations and stakeholders within the larger Waltham community. From food equity, mental health, racial injustice, the digital divide, and beyond, WPL continues our commitment to equity of service. Our staff visited food pantries led by Healthy Waltham to provide take and make crafts and stories to children and families. We are collaborating with Boston College School of Social Work to host a clinically supervised social worker intern for mental health outreach. We launched A Year of Black History to shed light on the Black experience and remind us how important it is to know our history.

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 our amazing community. And a million thank yous are owed for

Our primary goal for this budget request is a fully staffed Library to serve the public.

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 circulating Minuteman Network libraries and always in the top 7 for e-materials. Now back to full pre-pandemic service hours, our output measures are rapidly increasing.

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 2020	FY 2021
Pension-Contributory/FICA	420,228	431,199
Pension Administration	39,007	38,861
Medical & Life Insurance	493,517	514,810
Heat, Light, Water	117,299	100,058
Building Repair & Maintenance	265,358	109,705
Building Insurance	7,059	8,448
Total	\$1,342,468	\$1,203,081

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Registered Borrowers	27,036	28,000	30,000
Physical Items Circulated	238,712	250,000	260,000
Digital Items Circulated	172,054	180,000	200,000
Inter Library Loans IN	98,990	50,000	50,000
Inter Library Loans OUT	69,885	50,000	50,000
Added Books & Other Materials	14,565	15,000	16,000
Overdrive Advantage Mats Added	1,381	1,500	1,750
Added Overdrive titles (all MLN)	36,206	38,000	42,000
Number of Visits to building	8,563	141,500	200,000
Number of Programs	796	900	1,000
Program Attendance	8,826	10,000	24,000
Study Room Use	0	684	4,200
Meeting Room Use	0	19	120
Internet desktop sessions	156	16,380	46,000
Wireless Sessions	15,600	58,584	65,000
Reference desk transactions	37,106	37,000	35,000
Saturdays open to the public	3	45	52
Sundays open to the public	0	45	52
Evening hours open to the public	18	832	550
Average hourly visits	38	50	90

LIBRARY

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step	FY 2021	FY 2022			FY 2023			
			# Actual Expenditures	# Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	# Department Request	# Recommendation	Mayor's	Council Approval
1.	Library Trustees			6	6,000	1,900.00	3,800.00	6	6,000	6,000
2.	Library Director	19-6		1	137,178	101,098.27	133,795.46	1	137,178	137,178
3.	Asst Library Director	15-6 (L11)		1	117,170	86,353.21	114,281.56	1	117,170	117,170
4. LIBR	*Library Dept Head	13-6 (L10)		1	100,987	74,748.59	98,835.04	1	101,269	101,269
5. LIBR	*Library Dept Head	13-6 (L9)		1	100,047	73,305.29	97,000.26	1	100,612	100,612
6. LIBR	*Library Dept Head	13-6		1	91,784	68,463.25	90,366.10	1	92,304	92,304
7. LIBR	Library Dept Head	13-6		1	102,189	55,517.89	64,514.88	1	91,523	91,523
8. LIBR	*Library Dept Head	13-5		1	85,155	63,971.82	84,980.38	1	88,399	88,399
9. LIBR	Library Dept Head	13-1		1	86,904	33,533.81	55,259.81	1	77,676	77,676
10. LIBR	Librarian I	12-6 (L9)		1	94,442	71,103.99	93,779.90	1	94,442	94,442
11. LIBR	*Librarian I	12-5		1	79,707	59,307.01	77,644.20	1	82,751	82,751
12. LIBR	Librarian I	12-2		1	85,183	22,240.11	43,535.86	1	86,644	86,644
13. LIBR	Librarian I - Teen Specialist	12-1		1						
14. LIBR	*Librarian I - Literacy Librarian	12-4		1	77,015	56,608.37	74,632.02	1	79,931	79,931
15.	*Administrative Assistant	10-6		1	71,851	52,889.69	69,952.16	1	74,665	74,665
16. LIBR	Library Assistant I	9-6 (L11)		1	77,022	60,591.32	80,196.56	1	77,022	77,022
17. LIBR	*Library Assistant I	9-6		1	66,858	49,030.23	64,666.62	1	69,379	69,379
18. LIBR	*Library Assistant I - Children's	9-5		1	64,074	50,869.30	67,212.88	1	66,485	66,485
19. LIBR	*Library Assistant I	9-5		1	62,830	47,003.30	62,019.40	1	65,182	65,182
20. LIBR	*Library Assistant I	9-4		1	57,867	25,491.29	38,896.99	1	63,062	63,062
21. LIBR	Library Assistant I	9-2		1	77,022	23,300.80	47,368.84	1	59,532	59,532
22. LIBR	*Library Assistant I	9-2		1	58,706	27,950.17	42,891.80	1	59,367	59,367
23. LIBR	Library Assistant I	9-1		1	75,209	37,714.12	56,516.37	1	58,706	58,706
24. LAB	Working Foreman I	10		1	75,834	14,273.47	33,231.97	1	65,480	65,480
25. LAB	Building Maint Person Nights	7-6		1	63,078	43,776.00	57,912.00	1	63,078	63,078
26. LAB	Bldg Custodian Jr (PT 19 hrs)	7-6		0.5	28,287	21,068.19	27,655.98	0.5	28,287	28,287
27. LIBR	*Librarian II - Archivist	11-6		0.5	43,153	17,716.04	29,230.58	0.5	44,793	44,793
28. LIBR	Librarian II	10-6		0.5	42,737	29,877.58	39,734.80	0.5	42,737	42,737
29. LIBR	*Librarian II	10-6		0.5	42,125	28,933.56	37,887.02	0.5	42,737	42,737

LIBRARY

PERSONNEL

			FY 2021	FY 2022			FY 2023			
Bargaining Unit	Position	FY 2023 Grade-Step	Actual # Expenditures	July - March Budget	Actual Expenditures Thru 6/30/2022	Estimated Expenditures	Department Request	Mayor's Recommendation	Council Approval	
30. LIBR	*Library Assistant II - Specialist	7-6		0.5 34,031	24,297.51	32,326.44	0.5 35,305	0.5 35,305	35,305	
31. LIBR	*Library Assistant II - Specialist	7-6		0.5 34,031	23,507.10	31,040.46	0.5 35,305	0.5 35,305	35,305	
32. LIBR	*Library Assistant II - Specialist	7-5		0.5 32,245	22,720.79	29,742.42	0.5 33,447	0.5 33,447	33,447	
33. LIBR	*Library Assistant II - Specialist	7-2		0.5 29,412	14,800.11	21,996.64	0.5 30,324	0.5 30,324	30,324	
34. LIBR	*Library Assistant II - Specialist	7-2		0.5 29,810	16,556.29	24,406.10	0.5 30,238	0.5 30,238	30,238	
35. LIBR	Library Assistant II - Specialist	7-2		0.5 32,245	12,277.11	12,105.92	0.5 30,238	0.5 30,238	30,238	
36. LIBR	Library Assistant II - Specialist	7-2		0.5 31,876	10,700.51	21,821.48	0.5 29,981	0.5 29,981	29,981	
37. LIBR	Library Assistant II - Specialist	7-1		0.5 33,739	8,432.97	25,302.47	0.5 29,810	0.5 29,810	29,810	
38. LIBR	*Library Assistant II	6-6 (L11)		0.5 36,613	25,944.64	33,738.42	0.5 36,656	0.5 36,656	36,656	
39. LIBR	*Library Assistant II	6-6		0.5 31,860	18,513.72	29,348.86	0.5 33,053	0.5 33,053	33,053	
40. LIBR	*Library Assistant II	6-5		0.5 30,981	22,704.30	30,185.88	0.5 32,129	0.5 32,129	32,129	
41. LIBR	*Library Assistant II	6-2		0.5 28,240	13,281.56	20,149.96	0.5 28,647	0.5 28,647	28,647	
42. LIBR	Library Assistant II	6-1		0.5						
43.	Librarian II - Substitutes			18,560	8,637.95	15,807.16	18,560	18,560	18,560	
44.	Library Assistant II - Substitutes			37,000	25,778.91	31,677.27	37,000	37,000	37,000	
45.	Pages			46,800	24,044.25	38,826.75	49,500	49,500	49,500	
46.	Weekend Staff			52,733	5,358.78	16,500.00	50,000	50,000	50,000	
47.	Building Maint Person PT - Subs	7		6,000	7,362.80	6,000.00	6,000	6,000	6,000	
Subtotal			38.5 2,182,279.46	38.5 2,616,590	1,583,555.97	2,208,775.67	37.0 2,582,604	36.0 2,505,089	2,505,089	

Summary of Changes

Adjustments to FY 2022 Positions

Explanation

Step Raises/Longevity/Compensation			36,658		
Ordinance/Contract Settlement included in * position salary					
LIBR	Library Dept Head	13-6	(10,666)	Internal promotion - replaced at lower step/longevity	
LIBR	Library Dept Head	13-1	(9,228)	New employee to be hired at lower step/longevity	
LIBR	Librarian I	12-2	(10,574)	Internal promotion - replaced at lower step/longevity	
LIBR	Library Assistant I	9-2	(17,490)	New employee hired at lower step/longevity	
LIBR	Library Assistant I	9-1	(16,503)	New employee to be hired at lower step/longevity	
LAB	Bldg Maint Craftsperson	9-6	(10,584)	Working Foreman I position changed to Bldg Maint Craftsperson	1 65,250 65,250
LIBR	Library Assistant II - Specialist	7-2	(2,007)	New employee hired at lower step/longevity	

LIBRARY

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step

FY 2021		FY 2022				FY 2023				
Actual		July - March Estimated				Department		Mayor's		Council
#	Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/2022	#	Request	#	Recommendation	Approval

Summary of Changes

LIBR	Library Assistant II - Specialist	7-2	(1,895)	New employee hired at lower step/longevity											
LIBR	Library Assistant II - Specialist	7-1	(3,929)	New employee to be hired at lower step/longevity											
LIBR	Librarian I - Teen Specialist	12-1		WPL respectfully request to reinstate funding for all positions on hold in order to safely and effectively staff the building. Before the pandemic, we saw a 22.4% increase in circulation and approx 80 people an hour. Now back to regular hours, we're seeing double the number of patrons each hour. If not fully staffed, we will have to significantly increase our use of subs in order to complete essential circ functions. Being fully staffed will also help us avoid the need to apply for a State Aid waiver, helping us secure our eligibility for approx \$90k in annual state aid assistance.	1	71,880			0		0				
LIBR	Library Assistant II	6-1			0.5	27,862		0.5	27,862		27,862		27,862		
	Librarian II - Substitutes Library Assistant II - Substitutes														
	Pages		2,700	Nominal increase to cover the cost of two summer youth interns through the high school at our regular page hourly rate. WPL is committed to recruiting more library workers from the community, introducing them to the opportunities the field of librarianship brings.											
	Weekend Staff		(2,733)	Actual cost for staff hours needed to operate weekends; reflects required Sunday funds included in staff salary lines and contract requirements. Lower amount anticipated with new hires at lower steps/weekends built into salary.											
LIBR	Library Assistant I	9-1	23,836	Upgrade to FT; Prog Coordinator books approx. 1000 programs each year, manages data collection and our meeting room booking process for the public which averages to about 100 bookings A FT position would allow for even more programming that the community wants and more time for grant research and publicity.	1	57,867			0		0				
<u>New Positions</u>															
LIBR	Librarian I	12-1		Professional position will provide public service desk coverage, reference, programming, and collection development/materials management in the Children's Room. Reflects ongoing need to have the Library filling the pre-formal schooling gap in terms of early literacy and an investment in youth. Post-COVID attendance and statistics/use are growing significantly, increasing from 50-100% in some categories, like ILL, youth circulation, daily attendance.	1	71,880			0		0				
Subtotal					3.5	229,489			1.5	93,112		93,112			
Grand Total					38.5	2,182,279.46	38.5	2,616,590	1,583,555.97	2,208,775.67	40.5	2,812,093	37.5	2,598,201	2,598,201

LIBRARY

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual	Expenditures Thru 6/30/2022				
Personnel 001-610-5100									
5111 Salaries - Full Time	1,600,991.16	1,606,032.12	1,769,200.00	1,141,091.83	1,558,347.09	1,944,926.00	(37,936.00)	1,731,264.00	1,731,264.00
5112 Wages - Full Time	130,564.00	135,363.34	138,912.00	58,049.47	91,143.97	128,558.00	(10,584.00)	128,328.00	128,328.00
5122 Wages - Part Time	571,564.84	436,984.00	702,478.00	382,514.67	555,484.61	732,609.00	30,131.00	732,609.00	732,609.00
5131 Overtime	7,195.52	4,739.95	12,000.00	1,643.43	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5194 Boards & Commissions	2,600.00	3,900.00	6,000.00	1,900.00	3,800.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	4,107.89	4,355.22	4,400.00	28,764.81	28,764.81	4,400.00	0.00	4,400.00	4,400.00
General Expenses 001-610-5200			426,685.00			514,891.00	37,000.00	463,685.00	463,685.00
5192 Mileage	326.69				200.00				
5241 Equipment Repair/Maint	570.07	1,766.40		359.00	1,000.00				
5242 Office Equipment Repair/Maint					1,000.00				
5248 Computer Software/License	4,533.40	7,515.03		6,249.69	7,500.00				
5272 Office Equipment Rental	3,334.76	3,761.50		2,821.15	3,761.50				
5291 Custodial Services	8,940.48	9,837.57		10,240.67	14,875.00				
5312 Training/Professional Development	1,141.00	1,612.96		740.00	1,250.00				
5340 Communication Line	2,717.40	3,182.35		2,281.55	3,100.00				
5342 Postage	1,800.00	900.00			900.00				
5343 Printing	639.75	685.00		20.00	750.00				
5420 Office Supplies	2,190.43	2,681.71		1,620.68	2,650.00				
5430 Building Supplies	2,119.88	1,815.32		25.75	1,500.00				
5450 Custodial Supplies	4,306.33	5,147.66		2,115.83	6,000.00				
5460 Groundskeeping Supplies	1,381.60	1,638.09		119.00	1,500.00				
5510 Education Supplies	359,999.96	348,001.38		260,280.52	390,000.00				
5581 Clothing, Gloves, Shoes	2,709.39	2,303.53		1,875.00	2,500.00				
5583 Library Supplies	20,312.73	18,063.59		13,935.03	26,000.00				
5730 Dues	200.00	1,382.00		75.00	1,500.00				
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	58,723.00	60,168.00	62,325.00	62,940.00	62,325.00	63,320.00	995.00	63,320.00	63,320.00
5399 Hold Sorting	1,000.00	750.00	1,000.00	1,250.00	1,000.00	500.00	(500.00)	500.00	500.00
6414 Office Equip/Furniture				12,272.94	12,272.94				
6540 Computers	25,805.29	4,744.13	18,000.00	30,562.79	31,000.00	18,000.00	0.00	18,000.00	18,000.00
Other Charges 001-610-5700									
5720 Out of State Travel (1 conference annually for 2 people)	607.09								

LIBRARY

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	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>			
5131 Overtime	In FY19 we spent \$13k on OT. In FY20, \$7.2; FY21, \$4.8l, but that doesn't include two staff who would typically earn OT in nonpandemic time. Vacant positions will cause increase in OT.					0.00			
<u>General Expenses 001-610-5200:</u>									
5192 Mileage	Back to full service post COVID; includes our homebound delivery program. More in person meetings and trainings.					800.00			
5241 Equipment Repair/Maint	Typically facilities or building related. We don't use this account unless something needs repair or maintenance.					0.00			
5242 Office Equipment Repair/Maint	Typically technology related repairs. We don't use this account unless something needs repair or maintenance.					0.00			
5248 Computer Software/License	Fixed annual costs for software renewals for computer security and maintenance, including public desktops management, security and archival software.					2,500.00			
5272 Office Equipment Rental	Contract price for Pitney Bowes and CIT/Copier.					1.00			
5291 Custodial Services	Ongoing maintenance for restroom sanitation & health services. Amount reflects average costs for service when reopen to public.					2,075.00			
5312 Training/Professional Development	Increase covers typical instate conference expenses and required training budget for Teamster/Laborer CBA.					3,270.00			
5340 Communication Line	Annual expense for our wireless internet and public payphone.					60.00			
5342 Postage	Request reflects typical expenditures in non-pandemic year; correlates primarily to ILL material requests for patrons. In past two years, 100% increase in usage of ILL service.					100.00			
5343 Printing	We are seeing record number of patrons in the building. Increase reflects need.					250.00			
5420 Office Supplies	Amount reflects anticipated use, balanced by any surplus materials from this year.					350.00			
5430 Building Supplies	Request reflects actual need/use in a year, not anticipated expend., since our budget was decreased. Note full hours/double the visits each hour. This year's spending does not include the building supplies covered by Covid funds, almost \$20k.					500.00			
5450 Custodial Supplies	Request reflects actual need/use in a year, not anticipated expend., since our budget was decreased. Note full hours/double the visits each hour.					2,500.00			
5460 Groundskeeping Supplies	Request reflects actual need/use in a year, not anticipated expend., since our budget was decreased. Note full hours/double the visits each hour.					0.00			

LIBRARY

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023			
			July - March	Estimated				
	Actual Expenditures	Actual Expenditures	Actual Expenditures	Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5510 Education Supplies	Our materials budget reflects the demand and need of residents: ability to access a relevant, vibrant collection in a variety of formats, including digital collections, hotspots and multiple languages. State requirements mandate an increase to receive State Aid income (approx. \$90k), and to participate in the Minuteman Network shared eCollections (approx. \$40k; saving us over \$1million). Seen 100% increase in interlibrary loans Waltham patrons wanting material. Compared to other MA libraries, our book budget trends below average, particularly cross referencing material expenditures per capital and equalized valuation of property (approx. \$5.57 per person). This nominal increase will rectify.	68,300.00
5581 Clothing, Gloves, Shoes	Increase due to CBA requirements.	0.00
5583 Library Supplies	Request reflects actual need and use in a year, not anticipated expenditures. Note full service hours and double the visits each hour and material usage/increases. This line items includes toner, receipt paper, library cards, and all processing materials for circulating items.	4,000.00
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.	3,500.00
5396 Minuteman Network	Minuteman has set formula to determine cost for each library. Waltham has access to 42 other MLN libraries and their collections, incl. ematerials, interlibrary loan and many valued databases. We have seen over 100% increase in interlibrary loans for materials Waltham patrons want.	995.00
5399 Hold Sorting	Mass Library System lowered the rate for FY23.	(500.00)
6540 Computers	No change requested.	0.00

COST SUMMARY BY CLASSIFICATION

Personnel	2,317,023.41	2,191,374.63	2,632,990.00	1,613,964.21	2,249,540.48	2,828,493.00	(18,389.00)	2,614,601.00	2,614,601.00
General Expenses	417,223.87	410,294.09	426,685.00	302,758.87	465,986.50	514,891.00	37,000.00	463,685.00	463,685.00
Equipment & Unusual	85,528.29	65,662.13	81,325.00	107,025.73	106,597.94	81,820.00	495.00	81,820.00	81,820.00
Other Charges	607.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	2,820,382.66	2,667,330.85	3,141,000.00	2,023,748.81	2,822,124.92	3,425,204.00	19,106.00	3,160,106.00	3,160,106.00

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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	93,632	89,956
Pension Administration	9,115	8,374
Medical & Life Insurance ***	49,964	38,501
Heat, Light, Water	7,665	8,339
Building Repair & Maintenance	6,295	9,586
Building Insurance	1,025	1,227
Total	\$167,696	\$155,983

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
E-mails	21,600	22,350	23,100
Phone Calls	13,000	14,000	15,000
<u>Ongoing Projects:</u>			
Waltham High School			
Wayside Rail Trail			
Leary Field			
Cornelia Warren Farm & Field Station			
Moody Street/Golf Carts/Parking			
Fernald			
Fitch			
Arrigo Farm			
City Hall			
92 Felton Street			

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step			FY 2021		FY 2022			FY 2023					
			Actual # Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Recommendation	Mayor's	Council Approval	
1.	*Mayor		1	144,348	106,157.83	144,348.00	1	147,525	1	147,525	147,525		
2.	*Executive Assistant	12-3	1	73,282	53,598.03	73,282.00	1	76,153	1	76,153	76,153		
3.	Constituency Serv Admin PT	10-6	0.5	39,030	30,213.81	39,030.00							
4.	Constituency Serv Admin PT	10-6	0.5	32,525	24,383.59	32,525.00							
5.	Part Time			27,094	17,541.91	27,094.00		27,094		27,094	27,094		
Subtotal			3.5	301,137.87	3	316,279	231,895.17	316,279.00	2	250,772	2	250,772	250,772

Summary of Changes

Adjustments to FY 2022 Positions

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

6,048

Explanation

Constituency Serv Admin 10-6

3,110

Convert (2) part time positions into (1) full time position

1	74,665	1	74,665	74,665
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New Positions

Subtotal

Grand Total

3.5	301,137.87	3	316,279	231,895.17	316,279.00	3	325,437		3	325,437	325,437
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MAYOR

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	229,439.93	215,324.80	256,660.00	159,755.86	217,630.00	298,343.00	41,683.00	298,343.00	298,343.00
5121 Salaries - Part Time	52,602.76	85,813.07	59,619.00	72,139.31	98,649.00	27,094.00	(32,525.00)	27,094.00	27,094.00
General Expenses 001-121-5200			24,615.00			24,615.00	0.00	24,615.00	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	618.10			500.00				
5342 Postage	345.60	178.35		190.04	250.00				
5343 Printing & Binding	1,111.62	289.76			500.00				
5420 Office Supplies	2,157.74	2,739.83		437.23	2,500.00				
5730 MMA Membership for Council & Mayor	14,190.00	14,025.00		14,203.00	14,300.00				
5731 Mayor Expense	3,300.00	3,300.00		2,475.00	3,300.00				
Equipment & Unusual 001-121-5400									
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	200,000.00
5301 Audit	78,610.00	89,610.00	95,725.00	67,022.50	95,725.00	96,725.00	1,000.00	96,725.00	96,725.00
5303-04 Appraisal - 1273 Main St	4,500.00								
5303-05 Environmental - Appraisal UMass	53,854.64								
5303-06 Appraisal - 1335 Main St	4,500.00								
5310-01 Environmental - Library Parking		12,700.00							
5386 Fernald Security			25,000.00	9,298.00	25,000.00	0.00	(25,000.00)	0.00	0.00
5391 Senior Volunteer Program	16,614.43		35,000.00	8,346.76	35,000.00	0.00	(35,000.00)	0.00	0.00
5790 Waltham Day / Special Events	17,575.03	18,908.08	35,000.00	9,033.09	35,000.00	35,000.00	0.00	35,000.00	35,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5301 Audit	Contractual increase

<u>Department Cost for Requested Increase</u>
1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	282,042.69	301,137.87	316,279.00	231,895.17	316,279.00	325,437.00	9,158.00	325,437.00	325,437.00
General Expenses	24,224.95	24,151.04	24,615.00	19,555.27	24,350.00	24,615.00	0.00	24,615.00	24,615.00
Equipment & Unusual	375,654.10	321,218.08	390,725.00	293,700.35	390,725.00	331,725.00	(59,000.00)	331,725.00	331,725.00
Total Operating Budget	<u>681,921.74</u>	<u>646,506.99</u>	<u>731,619.00</u>	<u>545,150.79</u>	<u>731,354.00</u>	<u>681,777.00</u>	<u>(49,842.00)</u>	<u>681,777.00</u>	<u>681,777.00</u>

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.		
	FY 2020	FY 2021
Indirect Costs		
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200 5795 July 4th	10,450.00		11,000.00	10,500.00	17,500.00	22,500.00	11,500.00	22,500.00	22,500.00

Department Explanation for Requested Increases

Item
5795 July 4th

Reason
Increase based on FY2022 contract

Department Cost for
Requested Increase
11,500.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	10,450.00	0.00	11,000.00	10,500.00	17,500.00	22,500.00	11,500.00	22,500.00	22,500.00
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Equipment & Unusual

Total Operating Budget	10,450.00	0.00	11,000.00	10,500.00	17,500.00	22,500.00	11,500.00	22,500.00	22,500.00
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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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	76,746	53,602
Pension Administration	7,338	4,688
Medical & Life Insurance	105,407	101,310
Heat, Light, Water	13,038	11,537
Building Repair & Maintenance	51,482	31,668
Building Insurance	973	1,287
Motor Vehicle Insurance	344	472
Motor Vehicle Maint & Repair	11,069	9,850
Total	\$266,397	\$214,414

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Administration of CDBG Budget	\$978,390	\$978,390	\$978,390
Woerd Ave Cap / Restoration	\$616,242	\$3,578,758	\$3,578,758
Elevator update Opps for Inclusion	\$228,104	\$228,104	\$0
CARES Act Social Services	\$57,582	\$67,164	\$0
CARES Act Small Business	\$65,000	\$0	\$0
Construction Waltham Wayside Trail	\$0	\$0	\$9,300,000
MassTrail Grant	\$0	\$204,375	\$0
Muni Vulnerabilities Prep Grants	\$322,500	\$39,500	\$100,000
Green Communities Grants	\$76,143	\$185,447	\$0
MA Office on Disability Grant	\$75,000	\$75,000	\$75,000
Energy Project Rebates to City	\$18,979	\$20,000	\$20,000

City Funding: \$346,124

Federal Funding: \$124,142

PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Planning Director	20-6 (L9)
2.	*Asst Dir of Planning	15-6 (L9)
3.	*Principal Planner	14-2
4.	Administrative Assistant	10-6
5.	Part Time / Temporary (Trolley Driver)	
Subtotal		

FY 2021		FY 2022				FY 2023										
Actual # Expenditures	#	Budget	July - Actual	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Expenditures	Expenditures Thru 6/30/2022												
			1	158,864						117,080.71	158,864.00	1	158,864	1	158,864	158,864
			1	114,004						84,019.46	114,004.00	1	114,971	1	114,971	114,971
			1	81,564						38,720.30	58,927.00	1	83,966	1	83,966	83,966
			1	74,665						55,027.02	74,665.00	1	74,665	1	74,665	74,665
				25,000							0.00		25,000		25,000	25,000
4.5	379,185.85	4	454,097	294,847.49	406,460.00	4	457,466		4	457,466	457,466					

Summary of Changes

Adjustments to FY 2022 Positions

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

3,369

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

5	379,185.85	4	454,097	294,847.49	406,460.00	4	457,466		4	457,466	457,466
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PLANNING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	294,716.71	346,263.63	429,097.00	294,847.49	406,460.00	432,466.00	3,369.00	432,466.00	432,466.00
5121 Salaries - Part Time	1,776.00	32,649.15							
5122 Wages - Part Time	13,653.63	273.07	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(71,670.45)	(130,169.51)	(134,806.00)	(61,087.56)	(134,806.00)	(124,142.00)	10,664.00	(124,142.00)	(124,142.00)
General Expenses 001-175-5200			2,800.00			2,800.00	0.00	2,800.00	2,800.00
5192 Mileage	19.70								
5242 Office Equipment Repair/Maint	450.00	450.00			450.00				
5312 Training	161.00			105.00	330.00				
5342 Postage	106.69	165.00		11.00	170.00				
5420 Office Supplies	1,307.32	632.63		769.96	1,000.00				
5730 Dues	738.00	741.00		731.00	850.00				
Equipment & Unusual 001-175-5400									
5355 Tourism Brochures	1,323.86	4,398.83							
5356 "Waltham Assets"		2,475.00		2,850.00	2,850.00				
5358 Cultural Grants	20,000.00		10,000.00	20,000.00	20,000.00	10,000.00	0.00	10,000.00	10,000.00
5389 Triage Center									
5730 WTMA Dues	13,333.33								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	238,475.89	249,016.34	319,291.00	233,759.93	271,654.00	333,324.00	14,033.00	333,324.00	333,324.00
General Expenses	2,782.71	1,988.63	2,800.00	1,616.96	2,800.00	2,800.00	0.00	2,800.00	2,800.00
Equipment & Unusual	34,657.19	6,873.83	10,000.00	22,850.00	22,850.00	10,000.00	0.00	10,000.00	10,000.00
Total Operating Budget	<u>275,915.79</u>	<u>257,878.80</u>	<u>332,091.00</u>	<u>258,226.89</u>	<u>297,304.00</u>	<u>346,124.00</u>	<u>14,033.00</u>	<u>346,124.00</u>	<u>346,124.00</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 2020	FY 2021
Pension-Contributory/FICA	66,569	71,312
Pension Administration	6,283	6,397
Medical & Life Insurance	91,714	86,379
Heat, Light, Water	4,656	4,120
Building Repair & Maintenance	18,386	11,310
Building Insurance	1,487	4,393
Total	\$189,095	\$183,911

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
92 Felton Street	\$0	\$400,000	\$0
CARES Emergency Rental Assist	\$811,477	\$120,000	\$0
CDBG Rehabilitation Loans	\$88,520	\$80,000	\$80,000
HOME Program WHA Loans	\$0	\$400,000	\$0
WHA Beaverbrook Apts.	\$0	\$400,000	\$0
HOME Program TBRA Program	\$195,050	\$195,050	\$195,050
Municipal Housing Trust	\$0	\$19,500	\$0
Prop Mgmt. 51 Lake St - Hardy Res.	\$87,000	\$100,000	\$100,000
Emergency Triage Center	\$100,000	\$100,000	\$100,000
Hardy Capital Improvements	\$0	\$0	\$50,000
Paine Estate Renovations	\$0	\$750,000	\$0
CDBG WHA Chesterbrook Roads	\$437,213	\$112,887	\$0
Hardy Rental Receipts	\$255,996	\$255,996	\$255,996

City Funding: \$557,060

Federal Funding: \$17,000

HOUSING

PERSONNEL

			FY 2021		FY 2022				FY 2023				
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Housing Supervisor	16-6 (L11)	1	125,922	1	125,922	92,802.70	125,922.00	1	125,922			
2.	Asst Housing Supervisor	14-6 (L11)	1	109,793	1	109,793	80,916.44	109,793.00	1	109,793	1	109,793	109,793
3.	Housing Specialist (PT 19 hrs)	12-1	0.5	47,919	0.5	47,919	2,659.05	2,659.05	0.5	40,048	0.5	40,048	40,048
4.	Asst Finance Rehab Advisor	11-6	1	80,520	1	80,520	59,342.17	80,520.00					
5.	Administrative Assistant	10-1	0.5	35,911	0.5	35,911	16,422.12	16,422.12		0		0	0
6.	Fair Housing Officer			3,000		3,000	2,210.80	3,000.00		3,000		3,000	3,000
Subtotal			4	398,804.49	4	403,065	254,353.28	338,316.17	2.5	278,763		152,841	152,841

Summary of Changes

Adjustments to FY 2022 Positions

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

Explanation

Director of Housing & Community Development Department	17-6 (L11)	8,452	Council Order #35503 - Compensation Ordinance Change approved 4/26/2022	1	134,374	134,374
Housing Specialist	12-6	6,325	Staff reduction of part time position with duties reassigned to Housing Specialist full time position - promote Asst Finance Rehab Advisor	1	86,845	86,845
Housing Specialist (PT 19 hrs)	12-1	(7,871)	New employee hired at lower step			
Administrative Assistant	10-1	(35,911)	Not requested			

New Positions

Subtotal						1	86,845		2	221,219	221,219	
Grand Total	4	398,804.49	4	403,065	254,353.28	338,316.17	3.5	365,608		3.5	374,060	374,060

HOUSING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	297,520.85	315,985.84	316,235.00	233,061.31	316,235.00	322,560.00	14,777.00	331,012.00	331,012.00
5121 Salaries - Part Time	56,678.19	82,818.65	86,830.00	21,291.97	22,081.17	43,048.00	(43,782.00)	43,048.00	43,048.00
Offset Receipt - CDBG / HOME Program	(17,184.20)	(22,652.10)	(17,000.00)		(17,000.00)	(17,000.00)	0.00	(17,000.00)	(17,000.00)
General Expenses 001-183-5200			88,500.00			100,000.00	11,500.00	100,000.00	100,000.00
5242 Office Equipment Repair/Maint									
5342 Postage	693.35	443.60		767.15	750.00				
5420 Office Supplies	839.41	711.59		510.24	750.00				
Hardy Residences 001-183-5200-xxxx-62									
- 62 Hardy Residences Utilities	28,499.64	26,092.39		18,217.58	23,997.42				
5245 Hardy Residences Building/Grounds Maint	46,172.91	61,622.50		37,377.80	50,000.00				
<i>Expenses from City administration of bldg. offset by rents</i>									
Equipment & Unusual 001-183-5400									
5389 Triage Center	100,000.00	48,000.00	100,000.00	75,900.00	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5390 COVID-19 Emergency Fund	2,111.54	34,334.12		20,737.78	20,737.78				

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 Hardy Residences is requested due to inflation costs - utilities, repairs/maintenance, and anticipated apartment turnovers	11,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	337,014.84	376,152.39	386,065.00	254,353.28	321,316.17	348,608.00	(29,005.00)	357,060.00	357,060.00
General Expenses	76,205.31	88,870.08	88,500.00	56,872.77	75,497.42	100,000.00	11,500.00	100,000.00	100,000.00
Equipment & Unusual	102,111.54	82,334.12	100,000.00	96,637.78	120,737.78	100,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	<u>515,331.69</u>	<u>547,356.59</u>	<u>574,565.00</u>	<u>407,863.83</u>	<u>517,551.37</u>	<u>548,608.00</u>	<u>(17,505.00)</u>	<u>557,060.00</u>	<u>557,060.00</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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	2,130	2,332
Medical & Life Insurance	34,823	10,096
Heat, Light, Water	25,216	19,279
Building Repair & Maintenance	19,488	127,359
Building Insurance	6,266	6,847
Total	\$87,923	\$165,913

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Private events	11	28	25
City events	2	3	5
School Programs	9	0	0
Remote Learning Web Pages	17	0	0
Public Programs	4	0	0
Total Income	\$3,380	\$50,000	\$50,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Paine Estate Curator (PT 15 hrs)	13-6 (L10)
2.	SPMG *Events Coordinator	8-6 (L11)
Subtotal		

FY 2021		FY 2022				FY 2023				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/2022					
		0.5	43,693	32,009.72	43,693.00	0.5	43,693	0.5	43,693	43,693
		1	77,442	56,856.29	77,442.00	1	77,676	1	77,676	77,676
2	163,736.96	1.5	121,135	88,866.01	121,135.00	1.5	121,369	1.5	121,369	121,369

Summary of Changes

Adjustments to FY 2022 Positions

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

234

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	163,736.96	1.5	121,135	88,866.01	121,135.00	1.5	121,369	1.5	121,369	121,369
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PAINE ESTATE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	154,366.55	163,736.96	77,442.00	56,856.29	77,442.00	77,676.00	234.00	77,676.00	77,676.00
5121 Salaries - Part Time			43,693.00	32,009.72	43,693.00	43,693.00	0.00	43,693.00	43,693.00
Offset Receipt - Gift	(27,303.00)	(27,374.00)							
General Expenses 001-670-5200			27,300.00			27,300.00	0.00	27,300.00	27,300.00
5291 Custodial Services	8,278.00	8,624.05		6,646.00	12,000.00				
5307 Public Safety Service	6,652.00	896.00		7,826.00	12,700.00				
5330 Transport Services	484.00								
5342 Postage	165.00								
5343 Printing	134.25	1,135.92							
5382 Pest Control	720.00	1,052.71		640.00	1,000.00				
5420 Office Supplies	706.12	627.64		259.58	500.00				
5430 Building Supplies	239.92	4,691.30		989.66	1,000.00				
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 Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	127,063.55	136,362.96	121,135.00	88,866.01	121,135.00	121,369.00	234.00	121,369.00	121,369.00
General Expenses	17,479.29	17,127.62	27,300.00	16,461.24	27,300.00	27,300.00	0.00	27,300.00	27,300.00
Equipment & Unusual									
Total Operating Budget	<u>144,542.84</u>	<u>153,490.58</u>	<u>148,435.00</u>	<u>105,327.25</u>	<u>148,435.00</u>	<u>148,669.00</u>	<u>234.00</u>	<u>148,669.00</u>	<u>148,669.00</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 2020	FY 2021
Pension-Contributory/FICA	5,982,717	6,559,469
Pension Administration	580,700	609,287
Medical & Life Insurance	6,321,144	6,317,071
Heat, Light, Water	77,355	67,638
Building Repair & Maintenance	98,457	130,502
Building Insurance	4,648	5,563
Motor Vehicle Insurance	11,537	16,033
Motor Vehicle Maint & Repair	370,812	334,897
Total	\$13,447,370	\$14,040,460

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total Training <i>Hours</i> in Service	3,252	3,252	3,252
Total Training <i>Hours</i> Specialized	4,717	5,800	6,000
Total Training <i>Hours</i> Firearms	1,858	1,852	1,852
Total Training <i>Hours</i> Firearms - Special	396	220	396
Total Evidence Received	797	999	1,000
Background Investigations	5	87	90

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Taxi Inspections	40	23	30
Accidents Reported	1,609	1,673	2,500
Accidents Investigated	1,128	1,194	1,500
Taxi License	33	34	35
Taxi Registrations	20	21	22
F.I.D. Cards Issued	23	15	25
License to Carry Firearms Issued	564	375	470

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 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Arrests	422	487	564
Incapacitated Persons	79	102	152
Traffic Citations Issued	2,002	2,324	4,946
OUI Arrests	56	49	57
Parking Tags Issued	1,094	1,215	1,462
Frequency Checks	12,567	10,563	11,705
Incident Reports Prepared	7,171	7,144	7,359

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION			
<p>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.</p>			
Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Report Review	7,289	8,000	8,000
Criminal Investigations	2,053	2,070	2,070
Crime Scene Photographs	6,454	6,810	6,850
Aggravated Assault Investigations	84	100	100
Simple Assault Investigations	183	200	200
Sex Offender Registration	44	50	50
Sex Offender Auditing	39	50	50
Missing Person Investigations	165	200	200
Juvenile Investigations	63	70	70
Domestic Violence Investigations	670	700	700
Property Crime	351	400	400
Incidents @ Liquor Venues	1,102	1,200	1,200
Drug Investigations	46	55	55
Prosecution Events	3,061	3,080	3,080

ANIMAL CONTROL			
<p>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.</p>			
Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total Calls Answered	606	550	650
Dogs Impounded	25	31	35
Dogs Returned to owner	24	30	34
Dogs Adopted	0	4	4
Dogs Euthanized	1	1	1
Citations Issued	15	10	25
Coyote Calls	19	10	20
Raccoon Calls	60	56	58
Deer/Wildlife Calls	188	157	174
Cat Calls	19	19	19
Dog Calls	306	291	325

City Funding: \$18,943,372

Federal Funding: \$50,000

POLICE

PERSONNEL

Bargaining Unit Position			FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023					
				#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.		*Police Chief	22-5 (L10.5) (CC 25)			1	225,869	170,760.21	226,901.00	1	235,632	1	235,632	235,632
2.		Deputy Police Chief	18-6 (L10.5) (CC 25)			1	198,029	123,033.38	198,932.00	1	198,932	1	198,932	198,932
3.	PSUP	Police Captain	(L10.5) (CC 25)			1	165,084	126,253.65	156,014.00	1	165,837	1	165,837	165,837
4.	PSUP	Police Captain	(L10.5) (CC 25)			1	165,084	126,629.66	165,837.00	1	165,837	1	165,837	165,837
5.	PSUP	Police Captain	(L10.5) (CC 25)			1	165,084	127,005.64	165,837.00	1	165,837	1	165,837	165,837
6.	PSUP	Police Captain	(L10.5) (CC 20)			1	165,084	122,902.86	165,837.00	1	159,203	1	159,203	159,203
7.	PSUP	Police Lieutenant	(L10.5) (CC 25)			1	141,616	102,499.17	142,262.00	1	142,262	1	142,262	142,262
8.	PSUP	Police Lieutenant	(L10.5) (CC 25)			1	148,828	107,270.04	146,092.00	1	142,262	1	142,262	142,262
9.	PSUP	Police Lieutenant	(L10.5) (CC 25)			1	135,951	102,177.56	141,212.00	1	142,262	1	142,262	142,262
10.	PSUP	Police Lieutenant	(L9.5) (CC 25)			1	148,828	111,515.41	140,975.00	1	140,975	1	140,975	140,975
11.	PSUP	Police Lieutenant	(L8.5) (CC 25)			1	141,616	149,703.52	165,000.00	1	139,687	1	139,687	139,687
12.	PSUP	Police Lieutenant Night	(L10.5) (CC 25)			1	150,187	114,859.81	150,872.00	1	150,872	1	150,872	150,872
13.	PSUP	Police Lieutenant Night	(L10.5) (CC 25)			1	150,187	140,135.20	178,749.00	1	150,872	1	150,872	150,872
14.	PSUP	Police Lieutenant Night	(L10.5) (CC 10)			1	132,166	102,581.68	132,768.00	1	132,768	1	132,768	132,768
15.	PSUP	Police Lieutenant Night	(L9.5) (CC 25)			1	148,828	114,868.88	149,507.00	1	149,507	1	149,507	149,507
16.	PSUP	*Police Lieutenant Night	(L9.5) (CC 20)			1	141,616	140,731.82	179,869.00	1	143,527	1	143,527	143,527
17.	PSUP	Police Sergeant	(L10.5) (CC 25)			1	120,907	92,467.91	121,458.00	1	121,458	1	121,458	121,458
18.	PSUP	Police Sergeant	(L9.5) (CC 25)			1	127,011	93,328.94	123,130.00	1	120,359	1	120,359	120,359
19.	PSUP	Police Sergeant	(L9.5) (CC 20)			1	115,020	86,942.62	115,545.00	1	115,545	1	115,545	115,545
20.	PSUP	Police Sergeant	(L8.5) (CC 10)			1	104,471	79,463.83	104,949.00	1	104,949	1	104,949	104,949
21.	PSUP	Police Sergeant	(CC 25)			1	109,419	82,328.69	109,915.00	1	109,915	1	109,915	109,915
22.	PSUP	Police Sergeant Night	(L10.5) (CC 25)			1	128,171	98,606.84	128,755.00	1	128,755	1	128,755	128,755
23.	PSUP	Police Sergeant Night	(L10.5) (CC 25)			1	128,171	95,395.74	128,755.00	1	128,755	1	128,755	128,755
24.	PSUP	Police Sergeant Night	(L10.5) (CC 25)			1	128,171	98,898.78	128,755.00	1	128,755	1	128,755	128,755
25.	PSUP	*Police Sergeant Night	(L10.5) (CC 25)			1	127,011	97,752.09	128,755.00	1	128,755	1	128,755	128,755
26.	PSUP	Police Sergeant Night	(L10.5) (CC 20)			1	116,071	90,398.90	123,604.00	1	123,604	1	123,604	123,604
27.	PSUP	Police Sergeant Night	(L10.5) (CC 20)			1	120,817	84,261.15	122,211.00	1	123,604	1	123,604	123,604
28.	PSUP	Police Sergeant Night	(L9.5) (CC 25)			1	127,011	91,666.67	127,590.00	1	127,590	1	127,590	127,590
29.	PSUP	*Police Sergeant Night	(L9.5) (CC 25)			1	125,851	96,297.57	127,590.00	1	127,590	1	127,590	127,590
30.	PSUP	Police Sergeant Night	(L9.5) (CC 20)			1	128,171	92,261.34	124,449.00	1	122,486	1	122,486	122,486
31.	PSUP	Police Sergeant Night	(L8.5) (CC 25)			1	125,851	96,297.57	126,424.00	1	126,424	1	126,424	126,424
32.	PSUP	Police Sergeant Night	(L8.5) (CC 25)			1	118,719	85,681.05	122,572.00	1	126,424	1	126,424	126,424
33.	PSUP	Police Sergeant Night	(CC 25)			1	120,907	78,269.00	116,519.00	1	116,519	1	116,519	116,519

POLICE

PERSONNEL

				FY 2021		FY 2022			FY 2023				
Bargaining Unit Position		FY 2023 Grade-Step		Actual Expenditures		July - March Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request		Mayor's Recommendation	Council Approval	
34.	PPAT Police Officer	(L10.5) (CC 25)			1	105,778	81,860.89	106,261.00	1	106,261	1	106,261	
35.	PPAT Police Officer	(L10.5) (CC 25)			1	105,778	80,897.21	106,261.00	1	106,261	1	106,261	
36.	PPAT Police Officer	(L10.5) (CC 25)			1	105,778	80,897.22	106,261.00	1	106,261	1	106,261	
37.	PPAT Police Officer	(L10.5) (CC 25)			1	106,807	82,101.81	106,261.00	1	106,261	1	106,261	
38.	PPAT Police Officer	(L10.5) (CC 25)			1	106,807	77,765.32	106,261.00	1	106,261	1	106,261	
39.	PPAT Police Officer	(L10.5) (CC 25)			1	105,778	80,897.22	106,261.00	1	106,261	1	106,261	
40.	PPAT Police Officer	(L10.5) (CC 20)			1	101,547	77,661.15	102,011.00	1	102,011	1	102,011	
41.	PPAT *Police Officer	(L10.5) (CC 20)			1	100,628	77,208.89	102,010.00	1	102,011	1	102,011	
42.	PPAT *Police Officer	(L10.5) (CC 20)			1	95,224	70,859.53	98,815.00	1	102,011	1	102,011	
43.	PPAT Police Officer	(L10.5) (CC 10)			1	93,085	71,189.37	93,510.00	1	93,510	1	93,510	
44.	PPAT Police Officer	(L10.5)			1	84,622	63,753.99	85,009.00	1	85,009	1	85,009	
45.	PPAT Police Officer	(L9.5) (CC 25)			1	99,192	74,093.16	102,246.00	1	105,299	1	105,299	
46.	PPAT Police Officer	(L9.5) (CC 25)			1	99,192	75,202.63	99,645.00	1	99,645	1	99,645	
47.	PPAT Police Officer	(L9.5) (CC 25)			1	99,192	77,333.10	101,737.00	1	105,299	1	105,299	
48.	PPAT *Police Officer	(L9.5) (CC 25)			1	98,286	74,756.79	99,644.00	1	99,645	1	99,645	
49.	PPAT Police Officer	(L9.5) (CC 10)			1	87,289	64,587.68	87,687.00	1	87,687	1	87,687	
50.	PPAT *Police Officer	(L9.5)			1	78,628	59,805.52	79,715.00	1	79,715	1	79,715	
51.	PPAT *Police Officer	(L9.5)			1	79,678	60,163.70	80,846.00	1	80,846	1	80,846	
52.	PPAT *Police Officer	(L9.5)			1	78,628	59,984.58	79,715.00	1	79,715	1	79,715	
53.	PPAT Police Officer	(L9.5)			1	83,464	60,163.68	79,715.00	1	79,715	1	79,715	
54.	PPAT Police Officer	(L9.5)			1	84,514	62,627.29	79,715.00	1	79,715	1	79,715	
55.	PPAT Police Officer	(L8.5) (CC 25)			1	98,286	74,974.49	98,735.00	1	98,735	1	98,735	
56.	PPAT Police Officer	(L8.5) (CC 10)			1	86,491	65,982.83	94,166.00	1	86,886	1	86,886	
57.	PPAT Police Officer	(L8.5) (CC 10)			1	86,491	62,240.02	86,886.00	1	86,886	1	86,886	
58.	PPAT Police Officer	(L8.5)			1	78,628	59,984.62	80,108.00	1	80,108	1	80,108	
59.	PPAT Police Officer	(L8.5)			1	78,628	60,153.79	78,987.00	1	78,987	1	78,987	
60.	PPAT Police Officer	(L7.5) (CC 25)			1	98,430	69,867.03	97,825.00	1	97,825	1	97,825	
61.	PPAT Police Officer	(L7.5) (CC 20)			1	93,485	66,399.77	93,912.00	1	93,912	1	93,912	
62.	PPAT Police Officer	(L7.5)			1	78,954	59,318.21	79,369.00	1	79,369	1	79,369	
63.	PPAT Police Officer	(L7.5)			1	77,904	55,893.68	78,259.00	1	78,259	1	78,259	
64.	PPAT Police Officer	(CC 20)			1	93,563	64,639.33	87,359.00	1	87,359	1	87,359	
65.	PPAT Police Officer				1	72,468	53,866.20	72,799.00	1	72,799	1	72,799	
66.	PPAT Police Officer				1	73,518	53,866.22	73,832.00	1	73,832	1	73,832	
67.	PPAT Police Officer Night	(L10.5) (CC 25)			1	111,934	86,114.63	141,003.00	1	112,445	1	112,445	
68.	PPAT Police Officer Night	(L10.5) (CC 25)			1	111,934	86,369.57	112,445.00	1	112,445	1	112,445	
69.	PPAT Police Officer Night	(L10.5) (CC 25)			1	111,934	86,114.64	112,445.00	1	112,445	1	112,445	
70.	PPAT *Police Officer Night	(L10.5) (CC 25)			1	105,291	80,546.67	106,738.00	1	106,738	1	106,738	
71.	PPAT Police Officer Night	(L10.5) (CC 20)			1	109,512	82,914.59	107,947.00	1	107,947	1	107,947	
72.	PPAT Police Officer Night	(L10.5) (CC 10)			1	98,503	75,332.56	98,953.00	1	98,953	1	98,953	
73.	PPAT Police Officer Night	(L10.5) (CC 10)			1	98,503	75,781.00	98,953.00	1	98,953	1	98,953	
74.	PPAT Police Officer Night	(L10.5) (CC 10)			1	98,503	75,413.55	98,953.00	1	98,953	1	98,953	
75.	PPAT Police Officer Night	(L10.5) (CC 10)			1	94,552	69,804.51	93,929.00	1	93,929	1	93,929	
76.	PPAT Police Officer Night	(L10.5)			1	89,547	66,852.33	89,955.00	1	89,955	1	89,955	
77.	PPAT Police Officer Night	(L10.5)			1	89,547	68,484.03	89,955.00	1	89,955	1	89,955	

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PERSONNEL

Bargaining Unit Position		FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
78.	PPAT *Police Officer Night	(L9.5) (CC 25)			1	104,330	79,354.02	105,772.00	1	105,772	1	105,772	105,772
79.	PPAT Police Officer Night	(L9.5) (CC 20)			1	101,079	72,950.56	101,541.00	1	101,541	1	101,541	101,541
80.	PPAT Police Officer Night	(L9.5) (CC 20)			1	101,206	74,126.71	101,541.00	1	101,541	1	101,541	101,541
81.	PPAT Police Officer Night	(L9.5)			1	84,233	61,172.39	84,617.00	1	84,617	1	84,617	84,617
82.	PPAT Police Officer Night	(L9.5)			1	79,353	58,082.26	84,617.00	1	84,617	1	84,617	84,617
83.	PPAT Police Officer Night	(L8.5) (CC 25)			1	104,330	79,591.62	104,806.00	1	104,806	1	104,806	104,806
84.	PPAT Police Officer Night	(L8.5) (CC 20)			1	101,206	77,320.28	100,613.00	1	100,613	1	100,613	100,613
85.	PPAT Police Officer Night	(L8.5) (CC 20)			1	100,156	76,179.70	100,613.00	1	100,613	1	100,613	100,613
86.	PPAT Police Officer Night	(L7.5) (CC 20)			1	99,233	71,196.86	99,686.00	1	99,686	1	99,686	99,686
87.	PPAT Police Officer Night	(L7.5) (CC 20)			1	99,233	72,037.67	99,686.00	1	99,686	1	99,686	99,686
88.	PPAT *Police Officer Night	(L7.5) (CC 20)			1	92,310	64,620.44	99,686.00	1	99,686	1	99,686	99,686
89.	PPAT *Police Officer Night	(L7.5) (CC 20)			1	93,563	65,040.86	99,686.00	1	99,686	1	99,686	99,686
90.	PPAT Police Officer Night	(L7.5)			1	83,744	59,330.74	83,071.00	1	83,071	1	83,071	83,071
91.	PPAT Police Officer Night	(CC 25)			1	96,156	67,313.11	96,594.00	1	96,594	1	96,594	96,594
92.	PPAT Police Officer Night	(CC 25)			1	96,156	71,911.30	97,886.00	1	97,886	1	97,886	97,886
93.	PPAT Police Officer Night	(CC 25)			1	97,206	67,313.12	97,886.00	1	97,886	1	97,886	97,886
94.	PPAT Police Officer Night	(CC 25)			1	96,156	72,130.27	96,594.00	1	96,594	1	96,594	96,594
95.	PPAT *Police Officer Night	(CC 25)			1	92,310	68,456.73	97,886.00	1	97,886	1	97,886	97,886
96.	PPAT *Police Officer Night	(CC 25)			1	92,310	71,942.61	96,594.00	1	96,594	1	96,594	96,594
97.	PPAT *Police Officer Night	(CC 25)			1	76,925	67,110.14	97,886.00	1	97,886	1	97,886	97,886
98.	PPAT *Police Officer Night	(CC 25)			1	92,310	68,129.98	96,594.00	1	96,594	1	96,594	96,594
99.	PPAT Police Officer Night	(CC 20)			1	93,563	64,620.45	92,730.00	1	92,730	1	92,730	92,730
100.	PPAT Police Officer Night	(CC 20)			1	92,310	65,881.67	92,730.00	1	92,730	1	92,730	92,730
101.	PPAT Police Officer Night	(CC 20)			1	92,310	68,824.54	92,730.00	1	92,730	1	92,730	92,730
102.	PPAT Police Officer Night	(CC 20)			1	92,310	67,353.09	93,970.00	1	93,970	1	93,970	93,970
103.	PPAT Police Officer Night	(CC 20)			1	92,310	65,461.21	92,730.00	1	92,730	1	92,730	92,730
104.	PPAT Police Officer Night	(CC 20)			1	92,310	65,461.25	92,730.00	1	92,730	1	92,730	92,730
105.	PPAT Police Officer Night	(CC 20)			1	92,310	67,563.32	92,730.00	1	92,730	1	92,730	92,730
106.	PPAT Police Officer Night	(CC 20)			1	92,310	66,932.70	92,730.00	1	92,730	1	92,730	92,730
107.	PPAT Police Officer Night	(CC 20)			1	92,310	66,083.96	92,730.00	1	92,730	1	92,730	92,730
108.	PPAT Police Officer Night	(CC 20)			1	92,310	65,755.54	92,730.00	1	92,730	1	92,730	92,730
109.	PPAT Police Officer Night	(CC 20)			1	91,801	67,430.68	92,730.00	1	92,730	1	92,730	92,730
110.	PPAT Police Officer Night	(CC 20)			1	88,785	22,400.49	45,261.00	1	90,032	1	90,032	90,032
111.	PPAT Police Officer Night	(CC 10)			1	84,617	61,547.46	86,139.00	1	86,139	1	86,139	86,139
112.	PPAT Police Officer Night	(CC 10)			1	84,617	59,235.22	85,003.00	1	85,003	1	85,003	85,003
113.	PPAT Police Officer Night	(CC 10)			1	76,925	22,400.49	43,420.00	1	82,529	1	82,529	82,529
114.	PPAT Police Officer Night				1	72,071	51,135.34	77,275.00	1	77,275	1	77,275	77,275
115.	PPAT Police Officer Night				1	72,071	51,975.35	77,275.00	1	77,275	1	77,275	77,275
116.	PPAT Police Officer Night				1	72,071	53,141.73	77,275.00	1	77,275	1	77,275	77,275
117.	PPAT Police Officer Night				1	76,925	55,602.08	77,275.00	1	77,275	1	77,275	77,275
118.	PPAT Police Officer Night				1	76,925	53,850.38	77,275.00	1	77,275	1	77,275	77,275
119.	PPAT Police Officer Night				1	76,925	55,777.25	77,275.00	1	77,275	1	77,275	77,275
120.	PPAT Police Officer Night				1	76,925	57,178.61	78,308.00	1	78,308	1	78,308	78,308
121.	PPAT Police Officer Night				1	76,925	55,251.74	77,275.00	1	77,275	1	77,275	77,275
122.	PPAT Police Officer Night				1	76,925	55,602.09	77,275.00	1	77,275	1	77,275	77,275

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PERSONNEL

Bargaining Unit Position			FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023			
				#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#
123. PPAT	Police Officer Night			1	76,925	58,229.63	77,275.00	1	77,275	1	77,275	77,275
124. PPAT	Police Officer Night			1	76,501	54,802.61	77,275.00	1	77,275	1	77,275	77,275
125. PPAT	Police Officer Night			1	88,785	22,400.49	41,580.00	1	75,029	1	75,029	75,029
126. PPAT	Police Officer Night	(CC 20)		1	86,963	22,400.49	45,261.00	1	80,587	1	80,587	80,587
127. PPAT	Police Officer Night	(CC 20)		1	94,354	56,808.94	61,209.00	1	80,587	1	80,587	80,587
128. PPAT	Police Officer Night	(CC 20)		1	86,963		13,905.00	1	80,587	1	80,587	80,587
129. PPAT	Police Officer Night	(CC 20)		1	86,963		13,905.00	1	80,587	1	80,587	80,587
130. PPAT	Police Officer Night	(CC 20)		1	111,934	96,524.39	105,000.00	1	80,587	1	80,587	80,587
131. PPAT	Police Officer Night	(CC 20)		1	102,002	60,554.33	111,275.00	1	80,587	1	80,587	80,587
132. PPAT	Police Officer Night	(CC 20)		1	102,129	62,860.85	110,268.00	1	80,587	1	80,587	80,587
133. PPAT	Police Officer Night	(CC 20)		1	93,085	75,148.05	76,455.00	1	80,587	1	80,587	80,587
134. PPAT	Police Officer Night	(CC 20)		1	92,310		13,905.00	1	80,587	1	80,587	80,587
135. PPAT	Police Officer Night	(CC 20)		1	95,224	74,991.38	77,587.00	1	80,587	1	80,587	80,587
136. PPAT	Police Officer Night	(CC 20)		1	101,547	84,706.13	87,087.00	1	80,587	1	80,587	80,587
137. PPAT	Police Officer Night	(CC 20)		1	97,206	24,834.63	38,740.00	1	80,587	1	80,587	80,587
138. PPAT	Police Officer Night	(CC 20)		1								
139. PPAT	Police Officer Night	(CC 20)		1								
140. PPAT	Police Officer Night	(CC 20)		1								
141. PPAT	Police Officer Night	(CC 20)		1								
142. PPAT	Police Officer Maint	(L10.5) (CC 10)		1	93,085	71,189.36	93,510.00	1	93,510	1	93,510	93,510
143. PPAT	Police Officer Safety	(L10.5) (CC 10)		1	93,085	71,189.32	93,510.00	1	93,510	1	93,510	93,510
144. PPAT	Police Officer SRO	(L10.5) (CC 25)		1	105,778	81,379.07	106,261.00	1	106,261	1	106,261	106,261
145. PPAT	Police Officer SRO	(L10.5) (CC 25)		1	100,098	76,779.97	100,555.00	1	100,555	1	100,555	100,555
146. PPAT	Police Officer SRO	(L10.5) (CC 20)		1	96,094	73,708.70	96,532.00	1	96,532	1	96,532	96,532
147. PPAT	Police Officer SRO	(L9.5) (CC 25)		1	99,192	74,298.96	99,645.00	1	99,645	1	99,645	99,645
148. PPAT	*Police Officer SRO	(L9.5) (CC 25)		1	98,286	70,727.50	99,645.00	1	99,645	1	99,645	99,645
149. PPAT	*Police Officer SRO	(L9.5) (CC 20)		1	95,224	72,628.14	95,659.00	1	98,374	1	98,374	98,374
150. PPAT	*Police Officer SRO	(L9.5)		1	78,628	60,163.69	79,715.00	1	79,715	1	79,715	79,715
151. PPAT	Police Officer SRO	(L8.5) (CC 25)		1	98,286	70,727.50	98,735.00	1	98,735	1	98,735	98,735
152. PPAT	Police Officer SRO	(L8.5) (CC 25)		1	98,286	74,748.55	98,735.00	1	98,735	1	98,735	98,735
153. PPAT	Police Officer SRO	(L8.5) (CC 20)		1	94,354	67,898.34	94,785.00	1	94,785	1	94,785	94,785
154. PPAT	Police Officer SRO	(L8.5) (CC 20)		1	98,286	70,406.00	94,785.00	1	94,785	1	94,785	94,785
155.	Cadet Program			1	61,316	11,002.92	23,905.00	1	48,736	1	48,736	48,736
156.	Cadet Program			1	54,115	29,524.76	41,025.00	1	51,660	1	51,660	51,660
157.	Cadet Program			1	53,834	17,593.93	29,547.00	1	51,333	1	51,333	51,333
158.	Cadet Program			1	50,679		12,670.00	1	47,810	1	47,810	47,810
159.	Cadet Program			1								
160.	Cadet Program PT 19 hrs			0.5	27,511		6,878.00	0.5	27,511	0.5	27,511	27,511
161.	Cadet Program PT 19 hrs			0.5	27,511		6,878.00	0.5	27,511	0.5	27,511	27,511

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			FY 2021		FY 2022			FY 2023						
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval	
162. TRAF	*School Traffic Supervisor		43		43	376,062	296,666.90	387,481.00	43	398,776	43	398,776	398,776	
163.	*Business Manager	15-4 (L11)	1		1	102,372	74,855.18	102,373.00	1	106,402	1	106,402	106,402	
164. SPMG	Animal Control Officer	11-6 (L10)	1		1	88,990	65,584.50	88,990.00	1	88,990	1	88,990	88,990	
165.	*Administrative Assistant	10-4	1		1	64,873	47,282.46	64,873.00	1	67,410	1	67,410	67,410	
166.	Office Coordinator	9-6 (L10)	1		1	76,172	56,137.61	76,172.00	1	76,172	1	76,172	76,172	
167.	Office Coordinator	9-6 (L10)	1		1	76,172	56,137.61	76,172.00	1	76,172	1	76,172	76,172	
168.	*Principal Office Assistant	8-6 (L8)	1		1	64,815	47,767.87	64,815.00	1	67,840	1	67,840	67,840	
169.	Associate Office Assistant	7-2	1		1	51,246	17,270.27	33,727.00						
170.	Proj Coord - Community Policing		1		1	31,747	18,778.94	31,234.00	1	30,160	1	30,160	30,160	
171.	Animal Inspector					1,500	1,105.59	1,500.00		1,500		1,500	1,500	
172.	School Safety Officer					3,105	2,288.42	3,105.00		3,105		3,105	3,105	
173.	Part Time					31,747	22,912.11	31,747.00		31,747		31,747	31,747	
Subtotal			210	16,044,021.63	211	16,630,014	11,884,766.28	16,178,086.00	205	16,524,414		205	16,524,414	16,524,414

Summary of Changes

Adjustments to FY 2022 Positions

Explanation

Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary	33,746	
Deputy Police Chief	903	Funding for additional holiday
PSUP Police Captain	(3,622)	Internal promotion and funding additional holiday
PSUP Police Lieutenant	(9,391)	Internal promotions and funding for additional holiday
PSUP Police Lieutenant Night	2,651	Funding for additional holiday
PSUP Police Sergeant	(4,602)	Changes in shifts and funding for additional holiday
PSUP Police Sergeant Night	10,856	Internal promotions, changes in shifts, and funding for additional holiday
PPAT Police Officer	4,744	Changes in shifts, field training, and funding for additional holiday

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Bargaining Unit Position FY 2023 Grade-Step

FY 2021		FY 2022			FY 2023		
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request
							Mayor's Recommendation
							Council Approval

Summary of Changes

PPAT	Police Officer Night		31,803	Changes in shifts, field training, college credits and funding for additional holiday							
PPAT	Police Officer Night	(CC 20)	(6,376)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(13,767)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(6,376)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(6,376)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(31,347)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(21,415)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(21,542)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(12,498)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(11,723)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(14,637)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(20,960)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Night	(CC 20)	(16,619)	New employee to be hired at lower step/longevity							
PPAT	Police Officer Maint		425	Funding for additional holiday							
PPAT	Police Officer Safety		425	Funding for additional holiday							
PPAT	Police Officer SRO		(341)	Change in shift and funding for additional holiday							
	Cadet Program		(12,580)	New employee hired at lower step							
	Cadet Program		(2,455)	New employee hired at lower step							
	Cadet Program		(2,501)	New employee to be hired at lower step							
	Cadet Program		(2,869)	New employee to be hired at lower step							
PPAT	Police Officer Night	(CC 20)		Requesting to fund 'on hold' position			1	69,578	1	69,578	69,578
PPAT	Police Officer Night	(CC 20)		Requesting to fund 'on hold' position			1	69,578	1	69,578	69,578
PPAT	Police Officer Night	(CC 20)		Requesting to fund 'on hold' position			1	69,578		0	0
PPAT	Police Officer Night	(CC 20)		Requesting to fund 'on hold' position			1	69,578		0	0
	Cadet Program			Requesting to fund 'on hold' position			1	50,679		0	0
	Principal Office Assistant	8-2	4,374	Requesting to convert clerical position from Grade 7 to Grade 8. Administrative requirements are continually expanding in the Chief's Office, which deeply affects the efficiency and productiveness of the office and the department as a whole.			1	55,620	1	55,620	55,620
<u>New Positions</u>											
	Social Worker/Certified Addiction Counselor	13-1		Jail Diversion Clinician - Requesting full-time Clinician for Mental Health calls			1	76,445	1	76,445	76,445
Subtotal							7	461,056	4	271,221	271,221

Grand Total

210	16,044,021.63	211	16,630,014	11,884,766.28	16,178,086.00	212	16,985,470	209	16,795,635	16,795,635
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POLICE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	3,769,884.88	3,912,419.61	4,143,285.00	3,036,647.33	4,190,117.60	4,265,272.00	71,308.00	4,214,593.00	4,214,593.00
5112 Wages - Full Time	7,678,016.43	8,239,918.60	8,347,142.00	6,097,070.00	8,200,087.40	8,532,002.00	45,704.00	8,392,846.00	8,392,846.00
5121 Salaries - Part Time	341,950.14	343,325.51	380,667.00	300,060.91	392,086.00	403,381.00	22,714.00	403,381.00	403,381.00
5131 Overtime	2,044,507.99	1,658,791.35	1,200,000.00	1,618,699.66	1,700,000.00	1,500,000.00	100,000.00	1,300,000.00	1,300,000.00
5132 Overtime (Preventive Training for potential liability issues)			50,000.00		50,000.00	50,000.00	0.00	50,000.00	50,000.00
5141 Longevity	940,537.02	1,013,363.89	961,195.00	1,013,567.53	1,013,567.00	905,000.00	(56,195.00)	905,000.00	905,000.00
5142 College Credits	1,834,000.00	1,917,374.00	2,028,352.00	989,163.43	1,922,387.00	2,028,352.00	0.00	2,028,352.00	2,028,352.00
5143 Holiday	534,998.93	617,620.02	907,208.00	448,257.08	597,676.00	907,208.00	0.00	907,208.00	907,208.00
5148 STS-CPR Stipend	9,600.00		12,900.00	12,800.00	12,800.00	12,900.00	0.00	12,900.00	12,900.00
Receipt Offset - Grant	(160,772.63)	(241,841.30)	(50,000.00)	(32,749.36)	(50,000.00)	(50,000.00)	0.00	(50,000.00)	(50,000.00)
General Expenses 001-210-5200			303,250.00			303,250.00	0.00	303,250.00	303,250.00
5241 Equipment Repair/Maint	1,691.11	3,210.00		3,368.93	4,000.00				
5242 Office Equipment Repair/Maint	4,208.62	6,618.10		8,427.91	8,500.00				
5243 Computer Equip Repair/Maint	34,138.00	35,074.00		36,034.00	37,000.00				
5244 Motor Equipment Repair/Maint - Motorcycles	1,671.64	1,753.17			1,000.00				
5245 Building/Grounds Maint	3,433.35	1,268.65		699.00	1,520.00				
5255 Vehicle Washing	1,057.50	6,148.35		2,158.65	4,500.00				
5291 Custodial Services	6,846.70	8,260.40		6,868.00	6,900.00				
5306 Medical Services	48,118.82	83,275.61		34,662.86	72,500.00				
5312 Training	50,687.59	27,121.27		14,831.50	69,100.00				
5340 Communication	58,000.36	65,629.89		49,481.09	50,000.00				
5342 Postage	971.40	38.17		1,823.87	1,900.00				
5343 Printing	3,181.50	2,438.28		3,196.92	3,200.00				
5386 Accreditation	2,400.00	3,889.79		3,014.83	3,500.00				
5420 Office Supplies	12,089.70	6,981.20		5,067.34	7,000.00				
5424 Computer Supplies	8,899.39	10,569.99		6,577.71	7,000.00				
5430 Building Supplies	654.70	49.43		645.16	1,000.00				
5470 Public Safety Supplies	5,429.41	3,825.35		7,159.37	8,000.00				
5490 Food Supplies	2,478.21	2,428.63		1,990.61	5,500.00				
5500 Medical Supplies	837.09	2,357.59		755.23	2,500.00				
5510 Education Supplies	918.14			820.00	1,000.00				
5581 Clothing, Glove, Shoes	712.86	636.62		100.00	800.00				
5582 Photo Supplies	499.52	493.28			500.00				
5587 Tools	84.96	462.05		36.99	470.00				
5730 Dues	3,800.00	5,672.69		2,485.00	5,820.00				
5733 Licenses Taxi / Medallions	35.00	35.00		40.00	40.00				

POLICE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400									
5306 Boarding / Care of Animals	773.04	1,475.37	4,000.00	1,196.44	1,200.00	4,000.00	0.00	4,000.00	4,000.00
5312 Training Academy Fee	9,468.00	11,394.54	13,567.00	13,566.70	13,567.00	23,467.00	9,900.00	23,467.00	23,467.00
5315 Legal Issues	35,798.00	44,124.00	46,200.00	43,448.00	43,448.00	46,200.00	0.00	46,200.00	46,200.00
5392-21 COP	1,919.04	629.00	3,000.00	1,755.82	2,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	5,417.79	8,622.37	20,000.00	10,602.35	11,000.00	20,000.00	0.00	20,000.00	20,000.00
5392-23 Domestic Violence		519.74	1,000.00	79.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5392-24 K-9 Unit	2,771.48	2,802.47	4,500.00	2,074.70	5,000.00	6,000.00	1,500.00	6,000.00	6,000.00
5392-25 NEMLEC	15,989.40	8,292.70	14,500.00	5,762.80	6,000.00	14,500.00	0.00	14,500.00	14,500.00
5392-26 Recreational - PAL	2,783.00	2,612.00	5,000.00	2,866.00	3,000.00	5,000.00	0.00	5,000.00	5,000.00
5392-27 PAL-Summer Youth Program	1,201.50	2,412.00	5,000.00	2,687.74	3,000.00	5,000.00	0.00	5,000.00	5,000.00
5850 Safety Equipment	3,521.24	4,526.05	7,000.00	2,584.35	5,000.00	7,000.00	0.00	7,000.00	7,000.00
5852 Firearm Range Service	12,982.00	25,666.00	27,000.00		26,000.00	27,000.00	0.00	27,000.00	27,000.00
5853 Firearms/ Ammunition	1,025.95	63,221.00	45,000.00	34,958.00	34,958.00	45,000.00	0.00	45,000.00	45,000.00
5856 Photography Equipment	199.90	990.90	1,000.00	223.00	300.00	1,000.00	0.00	1,000.00	1,000.00
5871 Bicycle Equipment	937.86	185.32	3,500.00		1,700.00	3,500.00	0.00	3,500.00	3,500.00
5872 Cruiser Equipment	5,281.03	6,146.00	7,000.00	1,267.63	2,000.00	7,000.00	0.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment	1,269.25	3,620.00	5,000.00		2,000.00	5,000.00	0.00	5,000.00	5,000.00
Special Items 001-210-5500									
5190 Uniform Allowance 154 @ 1,150 / 1 @ 2,300	172,500.00	171,350.00	179,400.00	161,900.00	169,050.00	179,400.00	0.00	179,400.00	179,400.00
5190 Uniform Allowance (Repair/Replace)	11,830.01	809.13	23,000.00	20,468.12	22,720.00	23,000.00	0.00	23,000.00	23,000.00
5196 Uniforms-Special Positions	6,274.53	11,147.44	17,500.00	3,698.66	13,810.00	17,500.00	0.00	17,500.00	17,500.00
5197 Uniform Allowance Civilians	2,322.64	442.91	2,500.00	680.99	1,815.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 43 @ 425	14,450.00	12,750.00	18,275.00	13,175.00	14,000.00	18,275.00	0.00	18,275.00	18,275.00
5198 Uniform Allowance - STS / new hires		5,298.81	4,000.00	1,715.53	1,716.00	4,000.00	0.00	4,000.00	4,000.00
5471 Patches & Badges	6,553.00	536.97	7,500.00	526.53	6,970.00	7,500.00	0.00	7,500.00	7,500.00

POLICE

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>									
5131 Overtime									
							300,000.00		
5312 Training Academy Fee							9,900.00		
5392-24 K-9 Unit							1,500.00		

COST SUMMARY BY CLASSIFICATION

Personnel	16,992,722.76	17,460,971.68	17,980,749.00	13,483,516.58	18,028,721.00	18,554,115.00	183,531.00	18,164,280.00	18,164,280.00
General Expenses	252,845.57	278,237.51	303,250.00	190,244.97	303,250.00	303,250.00	0.00	303,250.00	303,250.00
Equipment & Unusual	101,338.48	187,239.46	212,267.00	123,072.53	161,173.00	223,667.00	11,400.00	223,667.00	223,667.00
Special Items	213,930.18	202,335.26	252,175.00	202,164.83	230,081.00	252,175.00	0.00	252,175.00	252,175.00
Total Operating Budget	<u>17,560,836.99</u>	<u>18,128,783.91</u>	<u>18,748,441.00</u>	<u>13,998,998.91</u>	<u>18,723,225.00</u>	<u>19,333,207.00</u>	<u>194,931.00</u>	<u>18,943,372.00</u>	<u>18,943,372.00</u>

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Calls For Service	*31,236	*33,000	33,100
Police - CAD entries	44,561	45,100	45,250
Fire	*7,644	*7,750	7,850
Medical	*7,723	*7,875	7,970
EMD Quality Control Reviews	1,352	1,410	1,450
Police Quality Controls	480	520	520
911 Calls Received	12,686	12,900	13,150
R911 Messages Sent	20	15	21
MARCH 2020 TO MARCH 2022 COVID RESPONSES			

City Funding: \$2,129,732	State Funding: \$100,000
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DISPATCH

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step	FY 2021		FY 2022			FY 2023						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	SPMG *Chief Emerg Tele Disp	14-6 (L11)			1	112,244	83,003.87	112,407.00	1	112,407	1	112,407	112,407	
2.	FAOP *ETD Supervisor	(L7)			1	83,579	73,641.02	89,099.00	1	89,099	1	89,099	89,099	
3.	FAOP *ETD Supervisor Night	(L7)			1	89,240	78,524.65	95,134.00	1	97,055	1	97,055	97,055	
4.	FAOP *ETD Supervisor Night	(L6)			1	88,406	77,540.78	94,245.00	1	94,245	1	94,245	94,245	
5.	FAOP *Sr Fire Alarm Operator Night	(L8)			1	90,074	78,609.54	96,033.00	1	96,033	1	96,033	96,033	
6.	FAOP *Emerg Tel Dispatcher	6 (L6)			1	69,913	61,287.82	75,238.00	1	75,238	1	75,238	75,238	
7.	FAOP *Emerg Tel Dispatcher	6			1	66,583	56,919.22	70,980.00	1	70,980	1	70,980	70,980	
8.	FAOP *Emerg Tel Dispatcher	6			1	66,583	56,899.69	70,980.00	1	70,980	1	70,980	70,980	
9.	FAOP *Emerg Tel Dispatcher	6			1	65,413	56,266.87	69,526.00	1	70,980	1	70,980	70,980	
10.	FAOP *Emerg Tel Dispatcher	6			1	65,413	55,391.82	69,526.00	1	70,980	1	70,980	70,980	
11.	FAOP *Emerg Tel Dispatcher Night	6 (L6)			1	75,331	65,999.51	80,305.00	1	80,305	1	80,305	80,305	
12.	FAOP *Emerg Tel Dispatcher Night	6 (L6)			1	75,331	67,111.34	80,305.00	1	81,927	1	81,927	81,927	
13.	FAOP *Emerg Tel Dispatcher Night	6 (L5)			1	71,102	61,088.61	79,547.00	1	81,153	1	81,153	81,153	
14.	FAOP *Emerg Tel Dispatcher Night	6			1	71,067	61,950.66	75,759.00	1	77,289	1	77,289	77,289	
15.	FAOP *Emerg Tel Dispatcher Night	6			1	71,067	62,596.14	75,759.00	1	77,289	1	77,289	77,289	
16.	FAOP *Emerg Tel Dispatcher Night	6			1	70,650	60,543.70	75,759.00	1	75,759	1	75,759	75,759	
17.	FAOP *Emerg Tel Dispatcher Night	6			1	70,650	60,579.69	75,759.00	1	75,759	1	75,759	75,759	
18.	FAOP *Emerg Tel Dispatcher Night	6			1	69,813	59,589.55	75,759.00	1	75,759	1	75,759	75,759	
19.	FAOP *Emerg Tel Dispatcher Night	6			1	69,813	60,071.68	75,759.00	1	75,759	1	75,759	75,759	
20.	FAOP *Emerg Tel Dispatcher Night	6			1	67,960	57,866.70	73,089.00	1	75,091	1	75,091	75,091	
21.	FAOP *Emerg Tel Dispatcher Night	5			1	65,304	55,971.31	70,523.00	1	72,234	1	72,234	72,234	
22.	FAOP *Emerg Tel Dispatcher Night	3			1	60,544	31,592.08	63,973.00	1	67,466	1	67,466	67,466	
23.	FAOP Emerg Tel Dispatcher Night	1			1	76,040	72,643.82	64,924.00	1	65,318	1	65,318	65,318	
24.	FAOP Emerg Tel Dispatcher Night	1			1									
25.	FAOP Emerg Tel Dispatcher Night	1			1									
Subtotal			25	1,642,794.17	25	1,712,120	1,455,690.07	1,810,388.00	23	1,829,105		23	1,829,105	1,829,105

FY 2021		FY 2022			FY 2023		
Actual		July - March	Estimated		Department	Mayor's	Council
#	Expenditures	#	Budget Expenditures Thru 6/30/2022		#	Request Recommendation	Approval

Bargaining Unit	FY 2023
Position	Grade-Step

Adjustments to FY 2022 Positions

Step Raises/Longevity/Contract Settlement included in * position salary	123,720	Includes funding for additional holiday and field training								
FAOP Emerg Tel Dispatcher Night	1	(10,722)	New employee to be hired at lower step/longevity							
FAOP Emerg Tel Dispatcher Night	1		Requesting to fund 'on hold' position				1	64,542	1	64,542
FAOP Emerg Tel Dispatcher Night	1		Requesting to fund 'on hold' position				1	64,542		0
Subtotal							2	129,084	1	64,542
Grand Total							25	1,642,794.17	25	1,712,120
							1,455,690.07	1,810,388.00	25	1,958,189
									24	1,893,647
										1,893,647

New Positions

DISPATCH

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,593,758.16	1,513,946.74	1,594,148.00	1,322,477.00	1,648,886.00	1,818,049.00	159,359.00	1,753,507.00	1,753,507.00
5131 Overtime - Callbacks Nt	284,330.24	178,960.76	225,000.00	239,182.22	300,000.00	300,000.00	25,000.00	250,000.00	250,000.00
5141 Longevity	45,580.22	35,676.82	37,820.00	47,501.75	47,502.00	40,000.00	2,180.00	40,000.00	40,000.00
5143 Holiday	92,100.83	93,170.61	97,999.00	85,711.32	114,000.00	114,000.00	16,001.00	114,000.00	114,000.00
5144 Out of Grade / FTO	12,781.66	13,086.75	24,775.00	10,998.25	13,000.00	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(271,784.39)	(194,207.46)	(100,000.00)		(100,000.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
General Expenses 001-215-5200			32,050.00			32,050.00	0.00	32,050.00	32,050.00
5242 Office Equipment Repair/Maint	180.00	576.00		127.50	1,150.00				
5312 Training E-911	4,320.75	726.00		795.00	1,500.00				
5340 Communication	20,194.95	20,544.78		22,153.85	24,000.00				
5342 Postage					500.00				
5420 Office Supplies	1,134.53	817.24		221.42	1,000.00				
5424 Computer Supplies	1,994.76	826.63		401.26	1,100.00				
5430 Building Supplies	339.87	671.82		255.97	800.00				
5470 Public Safety Supplies		250.00			1,000.00				
5730 Dues	125.00				1,000.00				
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 500 /ea	11,600.00	10,600.00	12,400.00	10,600.00	10,600.00	12,400.00	0.00	12,400.00	12,400.00
5190 Uniform Allowance/Clothing Maint (Repair/Replace)	657.25		3,000.00	324.59	325.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks Nt	OT rates have increased due to settlement of contract and the resignation of 2 employees from FY21 & 2 additional resignations from FY22	75,000.00
5141 Longevity	Increase due to projection based on last years year's (FY22) CBA settlement; plus there will be 2 ETD's to receive an increase in Longevity %	2,180.00
5143 Holiday	There are employees receiving step and longevity increases during FY23 which causes the Holiday to increase. This also includes the cost to fund the 12th holiday and the holiday for the 2 ETD positions that were on hold last year.	16,001.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,756,766.72	1,640,634.22	1,879,742.00	1,705,870.54	2,023,388.00	2,196,824.00	202,540.00	2,082,282.00	2,082,282.00
General Expenses	28,289.86	24,412.47	32,050.00	23,955.00	32,050.00	32,050.00	0.00	32,050.00	32,050.00
Equipment & Unusual									
Special Items	12,257.25	10,600.00	15,400.00	10,924.59	10,925.00	15,400.00	0.00	15,400.00	15,400.00
Total Operating Budget	1,797,313.83	1,675,646.69	1,927,192.00	1,740,750.13	2,066,363.00	2,244,274.00	202,540.00	2,129,732.00	2,129,732.00

PURCHASING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	68,213	86,704
Pension Administration	6,594	8,122
Medical & Life Insurance	68,405	62,147
Heat, Light, Water	7,665	8,339
Building Repair & Maintenance	6,295	9,586
Building Insurance	683	818
Total	\$157,855	\$175,716

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Contracts Bid	50	80	80
Number of PO's w/ values of \$1,000+	900	1,000	1,000
Number of PO's w/ values of \$999.00 or less	1,489	1,400	1,400

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	*Purchasing Agent	16-3
2.	Administrative Assistant	10-6
3.	*Junior Accountant	10-2
4.	Insurance & Claims Admin	
Subtotal		

FY 2021		FY 2022				FY 2023						
#	Actual Expenditures	#	July - March Actual Expenditures		Estimated Expenditures Thru 6/30/2022	Department Request		Mayor's Recommendation		Council Approval		
			Budget	Expenditures								
			1	94,426		68,912.80	94,426.00	1	98,143	1	98,143	98,143
			1	74,665		55,027.03	74,665.00	1	74,665	1	74,665	74,665
			1	61,635		35,890.75	61,635.00	1	63,638	1	63,638	63,638
	2,700	1,989.83	2,700.00		2,700		2,700	2,700				
3	233,079.03	3	233,426	161,820.41	233,426.00	3	239,146		3	239,146	239,146	

Summary of Changes

Adjustments to FY 2022 Positions

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

5,720

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

3	233,079.03	3	233,426	161,820.41	233,426.00	3	239,146		3	239,146	239,146
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PURCHASING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	236,038.77	218,694.31	230,726.00	159,830.58	230,726.00	236,446.00	5,720.00	236,446.00	236,446.00
5121 Salaries - Part Time	12,666.00	14,384.72	2,700.00	1,989.83	2,700.00	2,700.00	0.00	2,700.00	2,700.00
General Expenses 001-138-5200			13,700.00			13,700.00	0.00	13,700.00	13,700.00
5192 Mileage	118.26				80.00				
5242 Office Equipment Repair/Maint	1,536.98			2,610.00	2,610.00				
5312 Training	75.00	1,937.59							
5341 Advertising		217.50		915.32	4,000.00				
5342 Postage	2,900.83	1,585.05		1,820.45	2,000.00				
5343 Printing	66.32								
5420 Office Supplies	1,566.85	1,487.47		2,425.93	2,500.00				
5430 Bldg Supplies - Conference Room	53.94								
5730 Dues	225.00			225.00	225.00				
Special Items 001-138-5500									
5741 Auto Insurance	38,742.78	53,049.00	65,000.00	65,000.00	65,000.00	67,000.00	2,000.00	67,000.00	67,000.00
5742 Building Insurance	222,417.50	312,587.68	325,000.00	289,285.72	325,000.00	360,000.00	35,000.00	360,000.00	360,000.00
5743 Cyber Insurance	15,055.28	19,858.00	20,000.00		20,000.00	55,000.00	35,000.00	55,000.00	55,000.00
5744 General Liability Insurance	4,264.00		20,000.00	19,622.96	20,000.00	25,000.00	5,000.00	25,000.00	25,000.00

PURCHASING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>		<u>Reason</u>							
5741 Auto Insurance		Estimated 2% increase					2,000.00		
5742 Building Insurance		New buildings added: 625 Moody St & Field Station, Increase to Fitch insurance					35,000.00		
5743 Cyber Insurance		High demand Cyber Security increasing cost for municipalities					35,000.00		
5744 General Liability Insurance		Recreation added 2 amusements					5,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	248,704.77	233,079.03	233,426.00	161,820.41	233,426.00	239,146.00	5,720.00	239,146.00	239,146.00
General Expenses	6,543.18	5,227.61	13,700.00	7,996.70	11,415.00	13,700.00	0.00	13,700.00	13,700.00
Equipment & Unusual									
Special Items	280,479.56	385,494.68	430,000.00	373,908.68	430,000.00	507,000.00	77,000.00	507,000.00	507,000.00
Total Operating Budget	<u>535,727.51</u>	<u>623,801.32</u>	<u>677,126.00</u>	<u>543,725.79</u>	<u>674,841.00</u>	<u>759,846.00</u>	<u>82,720.00</u>	<u>759,846.00</u>	<u>759,846.00</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!

New amenities will be unveiled at Prospect Hill Park that include two new amusements, gaga pit and archery course. These new attractions will fit well with the new improved facility. Future improvements include Lowell Field Playground and the Fernald Property which will add to the diverse recreational offerings available for residents to enjoy. New programs will be offered in the future at the Fitch School and Government Center Gymnasiums.

The health and safety of all participants and employees is paramount. Accommodations will continue to be made to meet all local and state mandates.

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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	155,755	153,554
Pension Administration	13,999	13,394
Medical & Life Insurance	264,847	242,418
Heat, Light, Water	5,590	6,581
Building Repair & Maintenance	7,602	15,371
Building Insurance	13,520	16,156
Motor Vehicle Insurance	1,033	1,415
Motor Vehicle Maint & Repair	33,207	29,550
Total	\$495,553	\$478,439

	FY 2021	FY 2022	FY 2023
Output Measure	Actual	Estimated	Projected
Total # of Rec Activities	3,244	6,046	6,059
Total Attend / Participants	104,537	222,789	239,493
Pre Revenue Cost/Participant	\$10.01	\$4.69	\$4.36
Total Revenue	\$212,767	\$315,524	\$383,000
Cost/Participant	\$7.98	\$3.29	\$2.76

RECREATION

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Recreation Board		10		10	11,000	6,074.12	11,000.00	10	11,000	10	11,000	11,000
2.	Director of Recreation	18-6 (L10)	1		1	142,137	104,752.83	142,137.00	1	142,137	1	142,137	142,137
3.	Asst Director Recreation	14-6 (L10)	1		1	108,804	80,187.36	108,804.00					
4.	*Asst. Superintendent of Recreation	14-6 (L8)	1		1	94,867	69,623.22	94,867.00	1	106,489	1	106,489	106,489
5.	*Park Ranger	13-4	1		1	82,041	60,114.57	82,041.00	1	85,262	1	85,262	85,262
6.	Rec Super / Teen Center	12-6 (L8)	1		1	93,793	69,123.77	93,793.00	1	93,793	1	93,793	93,793
7.	Recreation Supervisor	12-6	1		1	86,845	64,003.55	86,845.00	1	86,845	1	86,845	86,845
8.	Recreation Supervisor	12-6	1		1	86,845	64,003.56	86,845.00	1	86,845	1	86,845	86,845
9.	*Rec Super / Spec Needs	12-6	1		1	82,245	60,225.18	82,245.00	1	85,476	1	85,476	85,476
10.	*Administrative Assistant	10-6 (L8)	1		1	74,665	55,027.02	74,665.00	1	79,145	1	79,145	79,145
11.	Office Coordinator (PT 19 hrs)	9-6	0.5		0.5	38,209	24,281.67	38,209.00	0.5	38,209	0.5	38,209	38,209
12.	LAB *Bldg Maint Craftsperson	9-6 (L8)	1		1	65,250	48,000.00	65,250.00	1	70,070	1	70,070	70,070
13.	Recreation Board Clerk					1,000		1,000.00		1,000		1,000	1,000
14.	Temporary / Seasonal					40,000	19,237.50	37,000.00		50,000		50,000	50,000
Subtotal			20.5	944,195.49	20.5	1,007,701	724,654.35	1,004,701.00	19.5	936,271		936,271	936,271

RECREATION

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step

FY 2021		FY 2022				FY 2023				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures	Thru 6/30/2022	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation Ordinance/
Contract Settlement included in * position salary 27,374

Asst Director Recreation 15-6 (L10) 7,311

Temporary / Seasonal 10,000

Explanation

Grade increase based on new facilities requiring oversight and supervision

Cover costs of increased staffing at Prospect Hill Park new amusements and new locations at Fitch School and Government Center Gymnasiums.

Due to ongoing design and construction at Fernald Property, new positions below are being requested for partial funding. Six month funding for Recreation Supervisor and two Rec Facilities Supervisors and nine month funding for Assistant Superintendent of Recreation.

New Positions

Asst. Superintendent of Recreation 14-1

Recreation Supervisor 12-1

LAB Rec Facilities Supervisor I Night 9-1

Temporary / Seasonal

New position will oversee Fernald Property operations and will report directly to the Recreation Director.

New position will be based at Fernald Property and will focus on programs and services offered at the site.

Two positions will be based at Fernald Property and focus on day to day operations and facility upkeep.

Cover cost of part time personnel for facility supervision and staffing for programs and services offered at Fernald Property. (Six month funding)

1	116,115	1	116,115	116,115
1	61,173	1	61,173	61,173
1	35,823	1	35,823	35,823
2	57,180	2	57,180	57,180
	15,000		15,000	15,000
5	285,291	5	285,291	285,291

Subtotal

Grand Total

20.5	944,195.49	20.5	1,007,701	724,654.35	1,004,701.00	24.5	1,221,562	24.5	1,221,562	1,221,562
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RECREATION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	752,227.19	834,260.31	852,242.00	627,061.06	852,242.00	979,103.00	126,861.00	979,103.00	979,103.00
5112 Wages - Full Time	61,727.21	65,210.67	65,250.00	48,000.00	65,250.00	127,250.00	62,000.00	127,250.00	127,250.00
5121 Salaries - Part Time	30,319.67	34,890.01	39,209.00	24,281.67	39,209.00	39,209.00	0.00	39,209.00	39,209.00
5122 Wages - Part Time	34,084.50	9,834.50	40,000.00	19,237.50	37,000.00	65,000.00	25,000.00	65,000.00	65,000.00
5131 Overtime	2,912.61	2,274.92	3,000.00	2,734.56	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	8,000.00	10,400.00	11,000.00	6,074.12	11,000.00	11,000.00	0.00	11,000.00	11,000.00
Offset from Rink for Off-Season Work	51,861.28	58,504.17	68,747.00	34,576.72	68,747.00	70,770.00	2,023.00	70,770.00	70,770.00
General Expenses 001-630-5200			18,875.00			30,000.00	11,125.00	30,000.00	30,000.00
5192 Mileage	656.14	351.52		518.77	1,000.00				
5247 Alarms / Intrusion	2,908.76	2,924.71		2,383.47	3,000.00				
5272 Office Equipment Rental	1,188.00	1,188.00		1,188.00	1,500.00				
5312 Training	208.00	192.00		128.00	250.00				
5342 Postage	320.21	55.27		51.23	300.00				
5343 Printing	6,948.33	745.00		1,725.00	2,300.00				
5420 Office Supplies	2,356.19	3,937.88		3,078.19	4,000.00				
5460 Groundskeeping Supplies	180.00				2,000.00				
5581 Clothing, Gloves, Shoes	1,361.49	1,787.60		750.00	1,500.00				
5730 Dues	500.00	625.00		1,075.00	1,500.00				
Equipment & Unusual 001-630-5400									
5300 Chill Zone Program (Middle & High School Programs)	32,547.27	19,998.11	47,000.00	25,239.12	44,000.00	47,000.00	0.00	47,000.00	47,000.00
5386 Fernald Security						25,000.00	25,000.00	25,000.00	25,000.00

RECREATION

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Increase due to CBA - Training New Fernald Property Union Employees	625.00
5460 Groundskeeping Supplies	Increase due to Maintenance Supplies needed at Fernald Property	9,000.00
5581 Clothing, Gloves, Shoes	Increase due to CBA Clothing Allowance for Union Employees at Fernald Property	1,500.00
5386 Fernald Security	New request for security needs at Fernald Property	25,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	941,132.46	1,015,374.58	1,079,448.00	761,965.63	1,076,448.00	1,295,332.00	215,884.00	1,295,332.00	1,295,332.00
General Expenses	16,627.12	11,806.98	18,875.00	10,897.66	17,350.00	30,000.00	11,125.00	30,000.00	30,000.00
Equipment & Unusual	32,547.27	19,998.11	47,000.00	25,239.12	44,000.00	72,000.00	25,000.00	72,000.00	72,000.00
Total Operating Budget	<u>990,306.85</u>	<u>1,047,179.67</u>	<u>1,145,323.00</u>	<u>798,102.41</u>	<u>1,137,798.00</u>	<u>1,397,332.00</u>	<u>252,009.00</u>	<u>1,397,332.00</u>	<u>1,397,332.00</u>

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 seven 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 long lasting memories.

An entering Kindergarten component was added in the summer of 2021 to provide additional resources for those younger residents and it was received very well by the community.

The Recreation Department supervises thirteen 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. Spray Parks at McDonald and Thompson Playground will reopen this year after being closed last summer due to park improvement projects.

A new spray park will open at Prospect Hill this summer as well.

The health and safety of all participants and employees is paramount. Accommodations will continue to be made to meet all local and state mandates.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Kaleidoscope Attendance	139	210	294
Kaleidoscope Kindergarten	0	69	70
Spray Park Attendance	4,335	8,500	9,000
Total Attendance	4,474	8,779	9,364
Revenue	\$14,055	\$34,944	\$45,500

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2022	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Program Instructors for Kaleidoscope and Water Spray Park Attendants		17		17	71,000	52,221.50	70,000.00	17	71,000	17	71,000	71,000
2.	Kaleidoscope Asst. Program Director		1		1	7,000	4,572.00	5,500.00	1	7,000	1	7,000	7,000
Subtotal			18	38,749.50	18	78,000	56,793.50	75,500.00	18	78,000	18	78,000	78,000

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

18	38,749.50	18	78,000	56,793.50	75,500.00	18	78,000	18	78,000	78,000
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	63,962.50	38,749.50	78,000.00	56,793.50	75,500.00	78,000.00	0.00	78,000.00	78,000.00
General Expenses 001-631-5200			144,700.00			177,700.00	33,000.00	177,700.00	177,700.00
5231 Water	76,158.01	95,284.82		88,133.30	110,000.00				
5312 First Aid Training	190.00				1,000.00				
5381 Contract Labor	3,065.00	2,045.00		5,381.64	10,000.00				
5460 Groundskeeping Supplies	2,658.21	3,138.15		939.62	7,500.00				
5500 First Aid Supplies	1,110.02	2,114.94			1,500.00				
5584 Recreational	11,389.72	5,217.62		2,775.93	10,000.00				
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks / Other Locations	2,608.47	3,553.36	5,000.00	3,346.20	5,000.00	7,500.00	2,500.00	7,500.00	7,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5231 Water	Cover cost of additional water usage at Fernald property for irrigation and aquatics as well as other amenities. These funds will also cover cost of new spray parks at Prospect Hill Park, Thompson & McDonald Playground.	33,000.00
5276 Rental of Equipment / Spray Parks / Other Locations	Cover cost of additional portable restrooms at new spray parks and improved facilities.	2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	63,962.50	38,749.50	78,000.00	56,793.50	75,500.00	78,000.00	0.00	78,000.00	78,000.00
General Expenses	94,570.96	107,800.53	144,700.00	97,230.49	140,000.00	177,700.00	33,000.00	177,700.00	177,700.00
Equipment & Unusual	2,608.47	3,553.36	5,000.00	3,346.20	5,000.00	7,500.00	2,500.00	7,500.00	7,500.00
Total Operating Budget	<u>161,141.93</u>	<u>150,103.39</u>	<u>227,700.00</u>	<u>157,370.19</u>	<u>220,500.00</u>	<u>263,200.00</u>	<u>35,500.00</u>	<u>263,200.00</u>	<u>263,200.00</u>

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 children entering grades 1-6.

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. Newly improved, 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 seven weeks designed for youngsters to learn and experience the outdoors, water play, sporting activities, crafts and games and archery.

The Summer Fun Program is for boys and girls in grades 1-6. Our ELITE (Emerging Leaders in Training Experience) is for middle school youth entering grades 7, 8 and 9.

With the Capital Improvements completed at Prospect Hill Park, the Summer Fun Program will once again return to this amazing facility. In the summer of 2021 it was held at Lowell Field.

The health and safety of all participants and employees is paramount. Accommodations will continue to be made to meet all local and state mandates.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Summer Fun	169	204	350
LEAP	0	67	70
Pre-K	0	0	0
Total Attendance	169	271	420
Revenue	\$16,749	\$27,775	\$48,600

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Summer Fun Prog Instructors/Pre-K Instructors	
2.	Lifeguard / Swimming Instructors	
3.	Asst Program Director	
4.	Middle School Program Supervisor	
Subtotal		

FY 2021		FY 2022				FY 2023											
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
				Actual Expenditures	Expenditures Thru 6/30/2022												
				15	63,000						21,389.00	40,000.00	15	63,000	15	63,000	63,000
				1	7,000						3,825.00	5,500.00	1	7,000	1	7,000	7,000
				1	6,000						1,359.00	5,300.00	1	6,000	1	6,000	6,000
19	32,714.00	17	76,000	26,573.00	50,800.00	17	76,000		17	76,000	76,000						

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

19	32,714.00	17	76,000	26,573.00	50,800.00	17	76,000	17	76,000	76,000
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
				July - March	Estimated				
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	58,636.00	32,714.00	76,000.00	26,573.00	50,800.00	76,000.00	0.00	76,000.00	76,000.00
General Expenses 001-632-5200			12,200.00			12,200.00	0.00	12,200.00	12,200.00
5312 First Aid Training					1,000.00				
5381 Contract Labor	2,152.59			540.00	600.00				
5584 Recreational	4,541.56	8,753.34		875.00	10,000.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	58,636.00	32,714.00	76,000.00	26,573.00	50,800.00	76,000.00	0.00	76,000.00	76,000.00
General Expenses	6,694.15	8,753.34	12,200.00	1,415.00	11,600.00	12,200.00	0.00	12,200.00	12,200.00
Equipment & Unusual									
Total Operating Budget	65,330.15	41,467.34	88,200.00	27,988.00	62,400.00	88,200.00	0.00	88,200.00	88,200.00

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

The Recreation Department provides financial assistance to (15) fifteen 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 and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house. The Warrendale Baseball League has merged with Waltham Baseball to form one little league for the City. 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 | 6. Waltham Youth Football | 11. Waltham Youth Lacrosse |
| 2. Babe Ruth Baseball League | 7. Waltham Boys Youth Basketball Association | 12. Waltham Police Athletic League |
| 3. Girls Softball League | 8. Waltham Girls Basketball Association | 13. Waltham Lou Tompkins Baseball |
| 4. Waltham Track Club | 9. Waltham Youth Hockey | 14. Prospect Hill Park - Stewardship Program |
| 5. Waltham Soccer Association | 10. Prospect Hill Ski Team | 15. Waltham Youth Wrestling |

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, pickle ball 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. The health and safety of all participants and employees is paramount. Accommodations will continue to be made to meet all local and state mandates.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total Leagues	16	16	15
Total Teams	260	280	280
Total Games/Practices	3,044	3,300	3,450
Total Diff Participants	4,183	4,200	4,200

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200			121,700.00			176,700.00	55,000.00	176,700.00	176,700.00
5213 Light	33,235.63	38,394.68		34,566.23	50,000.00				
5245 Building/Grounds Maint					10,000.00				
5381 Contract Labor	2,000.00				2,000.00				
5584 Recreational	29,262.01	51,651.51		6,919.80	55,000.00				
Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	3,503.63	1,694.00	8,000.00	3,769.63	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.	2,229.69	1,667.17	2,500.00	1,102.84	2,100.00	2,500.00	0.00	2,500.00	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 lighting and electrical needs at Fernald Property. In addition, new amusements at Prospect Hill Park as well as spray parks recently built.	40,000.00
5245 Building/Grounds Maint	Cover cost of maintaining new properties including Fernald Property, Fitch and Govt Center Gyms.	15,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	64,497.64	90,046.19	121,700.00	41,486.03	117,000.00	176,700.00	55,000.00	176,700.00	176,700.00
Equipment & Unusual	5,733.32	3,361.17	10,500.00	4,872.47	10,100.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	<u>70,230.96</u>	<u>93,407.36</u>	<u>132,200.00</u>	<u>46,358.50</u>	<u>127,100.00</u>	<u>187,200.00</u>	<u>55,000.00</u>	<u>187,200.00</u>	<u>187,200.00</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 13 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 ice time for non-profit groups, and private groups wishing to rent the ice. Ice rental fees for the 2021-2022 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. Skate rentals and skate sharpening services are offered as well as items such as tape, skate laces and mouth guards available for purchase. A rate increase for the 2022-2023 season has been approved by the Parks-Recreation Board and will go into effect in September 2022. The new rates are \$210 for non-profit and \$230 for private groups. The health and safety of all participants and employees is paramount. Accommodations will continue to be made to meet all local and state mandates.

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 2020	FY 2021
Pension-Contributory/FICA	12,690	12,778
Pension Administration	997	953
Medical & Life Insurance	47,254	65,614
Building Repair & Maintenance	2,272	13,881
Building Insurance	3,996	4,518
Workers' Compensation	2,611	1,069
Other Dept Allocations	15,212	15,333
Total	\$85,032	\$114,146

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Total Number of Ice Rental Hours	1,551	1,902	1,920
Total Number of Public Skating Hrs	73	184	200
Total Number of In-House Prgm Hrs	89	74	90
Total Number of Non-Profit Groups	4	5	6
Total Number of Private Groups	6	8	8
Total Attendance	46,244	58,347	59,000
Total Revenue	\$335,017	\$387,139	\$390,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Rec Facilities Supervisor I Night	9-6 (L8)	1		1	74,698	52,534.62	74,698.00	1	74,698	1	74,698	74,698
2. LAB	*Rec Facilities Supervisor I Night	9-6	1		1	66,046	46,590.66	66,046.00	1	69,165	1	69,165	69,165
3. LAB	*Rec Facilities Supervisor I Night	9-6	1		1	65,496	46,657.04	65,496.00	1	68,448	1	68,448	68,448
4.	Temporary / Seasonal					28,000	27,705.00	28,000.00		28,000		28,000	28,000
Subtotal			3	217,102.07	3	234,240	173,487.32	234,240.00	3	240,311		240,311	240,311

Summary of Changes

Adjustments to FY 2022 Positions

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

6,071

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	217,102.07	3	234,240	173,487.32	234,240.00	3	240,311	3	240,311	240,311
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Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance 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 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 640-630-5100									
5112 Wages - Full Time	169,628.09	190,887.07	206,240.00	145,782.32	206,240.00	212,311.00	6,071.00	212,311.00	212,311.00
5122 Temporary Help / Seasonal	24,060.50	26,215.00	28,000.00	27,705.00	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5131 Overtime	2,715.16	2,050.73	3,000.00	2,604.48	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Offset to Recreation for Off-Season Work	(51,861.28)	(58,504.17)	(68,747.00)	(34,576.72)	(68,747.00)	(70,770.00)	(2,023.00)	(70,770.00)	(70,770.00)
General Expenses 640-630-5200			216,800.00			216,800.00	0.00	216,800.00	216,800.00
5211 Heat	10,929.36	10,010.70		8,227.43	12,000.00				
5213 Lights	113,960.04	102,236.06		98,857.86	120,000.00				
5231 Water	19,248.14	14,029.01		15,408.42	18,000.00				
5241 Equipment Repair/Maint/Compressor	12,937.24	3,893.51		4,807.80	14,000.00				
5244 Motor Equipment Repair/Maint	3,488.66	6,731.85		4,199.36	10,000.00				
5245 Building/Grounds Maint	7,961.32	4,524.78		4,055.43	10,000.00				
5247 Alarms / Intrusion	977.64	662.35		611.40	1,000.00				
5312 Training	715.25	576.00		524.00	1,200.00				
5430 Building Supplies	3,089.78	3,921.28		1,913.54	8,500.00				
5460 Groundskeeping Supplies	1,621.35				5,000.00				
5581 Clothing, Gloves, Shoes	3,000.09	2,602.87		2,250.00	3,000.00				
5730 Dues					500.00				
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	15,684.32	8,428.68	16,000.00	4,194.57	14,000.00	16,000.00	0.00	16,000.00	16,000.00
5691 State Assessment	3,404.10	3,350.18	5,000.00	2,707.63	5,000.00	5,000.00	0.00	5,000.00	5,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	10,000.00	11,155.00	12,000.00	11,058.00	11,058.00	12,000.00	0.00	12,000.00	12,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	144,542.47	160,648.63	168,493.00	141,515.08	168,493.00	172,541.00	4,048.00	172,541.00	172,541.00
General Expenses	177,928.87	149,188.41	216,800.00	140,855.24	203,200.00	216,800.00	0.00	216,800.00	216,800.00
Equipment & Unusual	19,088.42	11,778.86	21,000.00	6,902.20	19,000.00	21,000.00	0.00	21,000.00	21,000.00
Special Items	10,000.00	11,155.00	12,000.00	11,058.00	11,058.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	<u>351,559.76</u>	<u>332,770.90</u>	<u>418,293.00</u>	<u>300,330.52</u>	<u>401,751.00</u>	<u>422,341.00</u>	<u>4,048.00</u>	<u>422,341.00</u>	<u>422,341.00</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 2020	FY 2021
Pension-Contributory/FICA	3,077,140	3,183,768
Pension Administration	204,471	202,742
Medical & Life Insurance	26,418,458	26,815,391
Building Insurance	142,125	208,110
Motor Vehicle Maint & Repair	38,864	34,308
Motor Vehicle Insurance	1,722	2,358
Debt Service	<u>4,233,019</u>	<u>3,845,060</u>
Total	<u>\$34,115,799</u>	<u>\$34,291,737</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected

	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual	Actual	July - March	Estimated	Department	Mayor's	Mayor's	Council	
	Expenditures	Expenditures	Budget	Actual Expenditures Thru 6/30/2022	Request	Incr/Decr	Recommendation	Approval	
COST SUMMARY BY CLASSIFICATION									
Personnel									
General Expenses									
Equipment & Unusual									
Total Operating Budget	87,786,176.00	89,577,108.81	94,080,441.00	56,213,980.47	0.00	100,978,135.00	4,704,022.00	98,784,463.00	98,784,463.00

TRAFFIC ENGINEERING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	33,711	44,514
Pension Administration	5,748	5,499
Medical & Life Insurance	118,030	131,729
Heat, Light, Water	3,725	3,296
Building Repair & Maintenance	14,709	9,048
Building Insurance	205	274
Motor Vehicle Insurance	172	236
Motor Vehicle Maint & Repair	5,535	4,925
Workers' Compensation	14,068	67,520
Total	\$195,903	\$267,041

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Aluminum Sign Recycling (income)	\$438.30	\$725.60	\$800.00
Gallons of White Paint Used	345	520	800
Gallons of Yellow Paint Used	0	285	500
Signs Installed	299	450	700
Traffic Commission Meetings	13	11	10
Citywide Traffic Accidents (see chart below)			

10 Year Citywide Traffic Accidents		
FY	# of Accidents	
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	943	
2022	1,455	Projected FY

TRAFFIC ENGINEERING

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	Actual	July - March		Estimated	Department Request		Mayor's Recommendation		Council Approval		
			#	Expenditures	#	Budget						Expenditures	Thru 6/30/2022
1.	Clerk			1	2,500	1,842.65	2,500.00	1	2,500	1	2,500	2,500	
2.	*Traffic Engineer	19-6 (L8)		1	137,178	101,098.27	135,298.80	1	148,152	1	148,152	148,152	
3.	Asst to Traffic Engineer	13		1	102,878	66,349.50	64,415.47						
4.	Principal Office Asst (PT 19.5 hrs)	8-6		0.5	36,705	26,316.65	36,705.00	0.5	36,705	0.5	36,705	36,705	
5.	LAB *Painter - Traffic	9-6 (L11)		1	71,878	52,937.59	71,878.00	1	72,428	1	72,428	72,428	
6.	LAB Painter - Traffic	9-6		1	65,250	48,890.59	65,250.00	1	65,250	1	65,250	65,250	
7.	Temporary / Seasonal				19,200	6,105.00	15,705.00		19,200		19,200	19,200	
Subtotal			5.5	398,687.24	5.5	435,589	303,540.25	391,752.27	4.5	344,235	4.5	344,235	344,235

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity/Compensation Ordinance/
Contract Settlement included in * position salary 11,524

Asst to Traffic Engineer 13-1 (102,878)

Explanation

Replace Asst to Traffic Engineer (13-6 L11) with Junior Engineer (Traffic)
14-1

New Positions

SPMG Jr. Civil Engineer 14-1

Replace Asst to Traffic Engineer (13-6 L11) with Junior Engineer (Traffic)
14-1

1	82,943	1	82,943	82,943
Subtotal	1	82,943	1	82,943

Grand Total

5.5	398,687.24	5.5	435,589	303,540.25	391,752.27	5.5	427,178	5.5	427,178	427,178
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual Expenditures	Expenditures Thru 6/30/2022				
Personnel 001-480-5100									
5111 Salaries - Full Time	226,209.96	239,873.54	240,056.00	167,447.77	199,714.27	231,095.00	(8,961.00)	231,095.00	231,095.00
5112 Wages - Full Time	113,955.05	101,404.20	137,128.00	101,828.18	137,128.00	137,678.00	550.00	137,678.00	137,678.00
5121 Salaries - Part Time	37,087.93	38,689.50	39,205.00	28,159.30	39,205.00	39,205.00	0.00	39,205.00	39,205.00
5122 Wages - Part Time	7,027.50	18,720.00	19,200.00	6,105.00	15,705.00	19,200.00	0.00	19,200.00	19,200.00
5131 Overtime	12,023.35	21,142.55	20,000.00	9,299.01	20,000.00	20,000.00	0.00	20,000.00	20,000.00
General Expenses 001-480-5200			66,300.00			78,516.00	0.00	66,300.00	66,300.00
5242 Office Equipment Repair/Maint	765.50	885.75		349.95	444.00				
5244 Motor Equipment Repair/Maint	2,353.56	1,254.54			1,333.00				
5276 Truck/Equipment Rental	2,000.00	1,102.41			2,000.00				
5312 Training	416.00	296.00		1,756.00	1,788.00				
5342 Postage		126.99			100.00				
5343 Printing	130.55	848.00		725.51	726.00				
5420 Office Supplies	1,609.51	815.98		884.49	1,327.00				
5431 Paint Supplies	1,846.50	5,529.70		3,525.01	16,025.00				
5534 Traffic Signs	22,024.78	36,116.89		26,752.39	37,594.00				
5541 Welding Supplies	1,045.61	431.99		273.69	411.00				
5581 Clothing, Gloves	2,191.79	1,670.86		1,500.00	1,500.00				
5587 Tools	472.15	1,332.34		4,512.46	4,040.48				
5730 Dues	443.53	290.00		305.00	305.00				

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5388 Thermoplastic Outsource	95,447.35	69,765.65	100,000.00	70,824.85	100,000.00	367,000.00	0.00	100,000.00	100,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>	
General Expenses 001-480-5200	There is an increased need for sign replacement and additional pavement marking Anticipate rental of truck for full four months	12,216.00	
5388 Thermoplastic Outsource	Increase in the amount of streets to be done in thermoplastic, per Traffic Commission study	267,000.00	Mayor: In process

COST SUMMARY BY CLASSIFICATION

Personnel	396,303.79	419,829.79	455,589.00	312,839.26	411,752.27	447,178.00	(8,411.00)	447,178.00	447,178.00
General Expenses	35,299.48	50,701.45	66,300.00	40,584.50	67,593.48	78,516.00	0.00	66,300.00	66,300.00
Equipment & Unusual	95,447.35	69,765.65	100,000.00	70,824.85	100,000.00	367,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	<u>527,050.62</u>	<u>540,296.89</u>	<u>621,889.00</u>	<u>424,248.61</u>	<u>579,345.75</u>	<u>892,694.00</u>	<u>(8,411.00)</u>	<u>613,478.00</u>	<u>613,478.00</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.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	58,579	59,079
Pension Administration	2,872	3,666
Medical & Life Insurance	118,098	102,001
Heat, Light, Water	931	824
Building Repair & Maintenance	3,677	2,262
Building Insurance	51	69
Motor Vehicle Insurance	172	236
Motor Vehicle Maint & Repair	5,535	4,925
Workers' Compensation	40,401	56,262
Total	\$230,316	\$229,324

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Monthly Stickers Revenue	\$28,105	\$28,630	\$30,000
Yearly Stickers Revenue	\$53,900	\$57,050	\$60,000
Senior Stickers Revenue	\$3,155	\$3,940	\$4,000
Resident Stickers Revenue	\$230	\$10	\$0
Credit Card Revenue	\$119,584	\$170,396	\$180,000
Bill & Coin Revenue	\$100,715	\$116,377	\$120,000
PayByPhone Transactions	36,122	43,079	45,000
PCO Ticket issuance	10,723	7,800	10,000
PCO & Police Ticket Revenue	\$374,724	\$313,000	\$400,000

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Supervisor	
2.	*Parking Control Officer	7-6 (L10)
3.	*Parking Control Officer	7-4
4.	Parking Control Officer	7-1
5. LAB	Meter Repair Person (PT 19.5 hrs)	7-6
Subtotal		

FY 2021		FY 2022				FY 2023					
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council	
				Actual Expenditures	Expenditures Thru 6/30/2022				Recommendation	Approval	
			2,500	1,459.05	1,459.05		0		0	0	
		1	57,117	41,931.37	58,784.00			1	57,236	57,236	
		1	44,758	32,688.18	46,425.00			1	46,542	46,542	
		1	57,236	35,964.56	42,927.00			1	43,111	43,111	
		0.5	29,031	21,025.56	29,031.00	0.5	29,031	0.5	29,031	29,031	
3.5	186,266.11	3.5	190,642	133,068.72	178,626.05	0.5	29,031		3.5	175,920	175,920

Summary of Changes

Adjustments to FY 2022 Positions

Explanation

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

1,903

Supervisor

(2,500)

Remove stipend for Supervisor of Parking Division, since Junior Engineer position created

Parking Control Officer

7-1

(14,125)

New employee to be hired at lower step/longevity

Contingency

Mayor: Because appropriate process for Compensation Ordinance Amendment needs to be done.

27,000

27,000

Adjust compensation for PCO positions to be in line with Grade 7 Non-Union pay rates. Pay rates for PCOs should reflect the hourly rate equivalent for Grade 7 salary:

Parking Control Officer

7-6 (L10)

10,318

Adjust pay rate for PCO, Grade 7-6 (L10) to \$36.91/hr

1 67,435

Parking Control Officer

7-4

10,637

Adjust pay rate for PCO, Grade 7-4 to \$31.08/hr

1 55,395

Parking Control Officer

7-1

(6,592)

New employee to be hired at lower step/longevity and adjust pay rate for PCO, Grade 7-1 to \$27.72/hr

1 50,644

New Positions

Subtotal

3 173,474 0 27,000 27,000

Grand Total

3.5 186,266.11 3.5 190,642 133,068.72 178,626.05 3.5 202,505 3.5 202,920 202,920

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual	Expenditures Thru 6/30/2022				
Personnel 232-480-5100									
5111 Salaries - Full Time	127,358.56	155,189.61	159,111.00	110,584.11	148,136.00	173,474.00	14,778.00	173,889.00	173,889.00
5121 Salaries - Part Time	2,500.00	2,500.00	2,500.00	1,459.05	1,459.05	0.00	(2,500.00)	0.00	0.00
5122 Wages - Part Time	27,046.22	28,576.50	29,031.00	21,025.56	29,031.00	29,031.00	0.00	29,031.00	29,031.00
5131 Overtime	3,433.93	5,043.48	5,000.00	2,660.40	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(160,338.71)	(191,309.59)	(195,642.00)						
General Expenses 232-480-5200			148,700.00			164,875.00	16,175.00	164,875.00	164,875.00
5213 Light	41,125.10	33,495.61		31,438.57	48,651.00				
5241 Equipment Repair/Maint	14,772.41	13,590.26		12,306.23	13,302.00				
5242 Office Equipment Repair/Maint	451.00	1,159.61		1,062.00	1,062.00				
5245 Building/Grounds Maint	99.25	1.00		1.00	1.00				
5343 Printing	4,572.57	4,078.00		4,286.00	4,286.00				
5375 Coin Processing	2,072.17	96.44							
5378 Transaction Fee PayByPhone	8,473.25	9,522.00		8,009.25	10,810.00				
5385 Banking / Financial - CC Fees	48,825.45	46,547.82		35,510.20	52,660.00				
5543 Meters & Parts	15,439.16	2,805.39		10,008.35	15,195.00				
5581 Clothing, Glove, Shoes	513.65	477.77		375.00	520.00				
5740 Insurance Surety Bond	3,494.40	3,674.11			3,500.00				
Offset Receipt - Meter Revenue	(139,838.41)	(115,448.01)	(148,700.00)						
Equipment & Unusual 232-480-5400									
5176 Transfer to Medical Insurance Trust	32,981.00	62,888.00	60,589.00	57,029.00	60,589.00	60,589.00	(2,916.00)	57,673.00	57,673.00
Offset Receipt - Meter Revenue	(32,981.00)	(62,888.00)	(60,589.00)						

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,895.26	1,925.95	2,000.00	1,095.01	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,895.26)	(1,925.95)	(2,000.00)						

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
General Expenses 232-480-5200	Light expenses are fixed cost, increased credit card use, increase meter repair cost	16,175.00

COST SUMMARY BY CLASSIFICATION

Personnel	160,338.71	191,309.59	195,642.00	135,729.12	183,626.05	207,505.00	12,278.00	207,920.00	207,920.00
General Expenses	139,838.41	115,448.01	148,700.00	102,996.60	149,987.00	164,875.00	16,175.00	164,875.00	164,875.00
Equipment & Unusual	32,981.00	62,888.00	60,589.00	57,029.00	60,589.00	60,589.00	(2,916.00)	57,673.00	57,673.00
Special Items	1,895.26	1,925.95	2,000.00	1,095.01	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(335,053.38)	(371,571.55)	(406,931.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>296,849.73</u>	<u>396,202.05</u>	<u>434,969.00</u>	<u>25,537.00</u>	<u>432,468.00</u>	<u>432,468.00</u>

TREASURER & COLLECTOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	177,128	223,501
Pension Administration	16,776	20,599
Medical & Life Insurance	298,228	334,885
Heat, Light, Water	15,331	16,678
Building Repair & Maintenance	12,590	19,172
Building Insurance	1,791	1,636
Total	\$521,844	\$616,471

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Committed Bills:			
Real Estate	64,000	65,000	65,000
Personal Property	6,300	6,300	6,300
Water	60,000	60,000	60,000
Excise	70,000	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	900
Collected Annually:			
Real Estate	\$181,712,069	\$190,000,000	\$190,000,000
Tax Title	\$349,943	\$300,000	\$300,000
Personal Property	\$14,138,905	\$15,000,000	\$15,000,000
Water	\$30,072,955	\$31,000,000	\$31,000,000
Excise	\$7,954,504	\$8,000,000	\$8,000,000
Departmental	\$10,882,524	\$11,000,000	\$11,000,000
Parking Tickets	\$374,724	\$400,000	\$400,000
Municipal Liens	\$70,875	\$71,000	\$71,000
Bank accounts balanced	120	120	120
Average window transactions per day	200	200	200
Average phone calls per day	125	125	125
Number of Employees	2,424	2,400	2,400
Number of Payroll Checks	7,417	7,400	7,400
Number of Vendor Checks	10,833	11,000	11,000

TREASURER & COLLECTOR

PERSONNEL

			FY 2021		FY 2022			FY 2023				
Bargaining Unit	Position	FY 2023 Grade-Step		Actual Expenditures		July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022		Department Request		Mayor's Recommendation	Council Approval
#			#		#	Budget		#		#		
1.	Treasurer & Collector	19-6 (L11)	1		1	152,268	112,219.11	1	152,268	1	152,268	152,268
2.	Asst Treasurer & Collector	16-6 (L11)	1		1	125,922	92,802.69	1	125,922	1	125,922	125,922
3.	Business Manager	15-6 (L11)	1		1	117,170	86,353.22	1	117,170	1	117,170	117,170
4.	Senior Accountant	13-6 (L11)	1		1	102,878	75,819.96	1	102,878	1	102,878	102,878
5.	*Junior Accountant	10-6 (L8)	1		1	74,665	55,027.03	1	77,652	1	77,652	77,652
6.	*Administrative Assistant	10-6 (L10)	1		1	81,385	59,979.70	1	81,509	1	81,509	81,509
7.	*Principal Office Asst	8-6 (L8)	1		1	70,000	51,589.20	1	70,648	1	70,648	70,648
8.	Associate Office Asst	7-1	1			50,591		1	50,591	1	50,591	50,591
Payroll												
9.	*Payroll Spvr / Benefits Coord	12-3 (L10)	1		1	80,387	58,890.97	1	83,988	1	83,988	83,988
10.	*Principal Office Asst	8-2	1		1	54,059	36,963.36	1	55,620	1	55,620	55,620
Subtotal			11	846,215.70	10	909,325	629,645.24	909,325.00	10	918,246	10	918,246

Summary of Changes

Adjustments to FY 2022 Positions

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

8,921

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

11	846,215.70	10	909,325	629,645.24	909,325.00	10	918,246		10	918,246	918,246
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TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	920,858.70	846,215.70	909,325.00	629,645.24	909,325.00	918,246.00	8,921.00	918,246.00	918,246.00
General Expenses 001-145-5200			318,400.00			318,400.00	0.00	318,400.00	318,400.00
5242 Office Equipment Repair/Maint	5,672.18	4,047.16		1,977.22	6,000.00				
5247 Alarms / Intrusion		510.00		760.94	800.00				
5304 Financial Services	6,000.00	6,000.00			8,000.00				
5305 Legal Services	6,507.57	11,657.83		9,364.21	15,000.00				
5312 Training	700.00				10,000.00				
5342 Postage	74,051.41	78,722.22		48,286.83	85,000.00				
5343 Printing	14,136.63	24,674.00		5,551.37	26,000.00				
5345 Shortages	100.00			(100.00)	100.00				
5385 Banking / Financial	128,969.60	114,814.94		77,131.67	155,000.00				
5420 Office Supplies	6,300.82	7,245.72		4,257.49	8,000.00				
5730 Dues & Subscriptions	355.00	260.00		140.00	500.00				
5740 Insurance Premium	3,700.00	3,700.00		3,300.00	4,000.00				
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	122,091.86	120,387.19	127,750.00	89,321.12	127,750.00	127,750.00	0.00	127,750.00	127,750.00
Equipment & Unusual 001-145-5400									
5305 Legal Services	2,894.96	200.00	5,000.00	1,300.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5391 Senior Volunteer Program (transfer from Mayor)							35,000.00	35,000.00	35,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>							
COST SUMMARY BY CLASSIFICATION									
Personnel	920,858.70	846,215.70	909,325.00	629,645.24	909,325.00	918,246.00	8,921.00	918,246.00	918,246.00
General Expenses	368,585.07	372,019.06	446,150.00	239,990.85	446,150.00	446,150.00	0.00	446,150.00	446,150.00
Equipment & Unusual	2,894.96	200.00	5,000.00	1,300.00	5,000.00	5,000.00	35,000.00	40,000.00	40,000.00
Total Operating Budget	1,292,338.73	1,218,434.76	1,360,475.00	870,936.09	1,360,475.00	1,369,396.00	43,921.00	1,404,396.00	1,404,396.00

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 find 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 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Trust Funds	77	80	80
Library Income	\$2,646	\$2,700	\$2,700
Charity Income	\$2,730	\$2,800	\$2,800
Cemetery Income	\$53,796	\$54,000	\$54,000
Scholarship Income	\$81,111	\$82,000	\$82,000
Other Income	\$6,269	\$6,300	\$6,300
Library Book Value	\$91,781	\$92,000	\$92,000
Charity Book Value	\$94,852	\$95,000	\$95,000
Scholarship Book Value	\$2,683,986	\$2,700,000	\$2,700,000
Cemetery Book Value	\$1,883,887	\$1,900,000	\$1,900,000
Other Book Value	\$218,397	\$220,000	\$220,000
OPEB	\$13,043,188	\$14,000,000	\$14,000,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit Position FY 2023 Grade-Step

1. Trust Fund Commissioner
2. Asst Clerk & Custodian

Subtotal

FY 2021		FY 2022			FY 2023									
#	Actual Expenditures	#	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval					
			Budget	Actual Expenditures				Expenditures Thru 6/30/2022		Recommendation				
			3	3,000				1,000.00		2,000.00	3	3,000	3	3,000
			1	1,000				737.06		1,000.00	1	1,000	1	1,000
4	2,800.00	4	4,000	1,737.06	3,000.00	4	4,000		4	4,000	4,000			

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

4	2,800.00	4	4,000	1,737.06	3,000.00	4	4,000	4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru-6/30/2022	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	737.06	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	1,600.00	1,800.00	3,000.00	1,000.00	2,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
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COST SUMMARY BY CLASSIFICATION

Personnel	2,600.00	2,800.00	4,000.00	1,737.06	3,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	2,600.00	2,800.00	4,000.00	1,737.06	3,000.00	4,000.00	0.00	4,000.00	4,000.00

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	63,440	63,709
Pension Administration	6,174	5,907
Medical & Life Insurance	54,457	56,224
Heat, Light, Water	3,725	3,296
Building Repair & Maintenance	14,709	9,048
Building Insurance	205	274
Total	\$142,710	\$138,458

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Cases Yearly	2,000	2,000	2,000
Yearly Cash Benefits	\$116,418	\$122,584	\$130,000

VETERANS BENEFITS & SERVICES

PERSONNEL

	Bargaining Unit	Position	FY 2023 Grade-Step
1.	**	Dir of Vets Service/License	16-6 (L11)
2.		Administrative Assistant	10-6 (L10)
Subtotal			

FY 2021		FY 2022				FY 2023					
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
				Actual	Expenditures						
				Expenditures	Thru 6/30/2022						
		1	125,922	92,802.69	125,922.00	1	125,922	1	125,922	125,922	
		1	82,132	60,529.99	82,132.00	1	82,132	1	82,132	82,132	
2	207,895.08	2	208,054	153,332.68	208,054.00	2	208,054		2	208,054	208,054

Summary of Changes

Adjustments to FY 2022 Positions

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

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	207,895.08	2	208,054	153,332.68	208,054.00	2	208,054	2	208,054	208,054
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022		FY 2023				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	196,053.00	207,895.08	208,054.00	153,332.68	208,054.00	208,054.00	0.00	208,054.00	208,054.00
General Expenses 001-543-5200			174,700.00			174,700.00	0.00	174,700.00	174,700.00
5192 Mileage Allowance	701.03	699.96		524.97	700.00				
5242 Office Equipment Repair/Maint				300.00	300.00				
5245 Maintenance Vets Square Signs	671.47				1,500.00				
5312 Training	50.00	75.00		50.00	50.00				
5342 Postage		532.15		330.33	330.33				
5343 Printing		75.00							
5420 Office Supplies	147.81	591.81			425.00				
5588 Flags & Bunting	7,506.19	5,145.93		6,265.54	6,265.54				
5591 Reservists' Recognition	7,600.00	5,000.00		3,308.00	3,308.00				
5770 Veterans Benefits	127,665.64	101,287.95		96,199.05	125,000.00				
5781 Holiday Expenses (Memorial Day & Veteran's Day)	2,680.00	3,010.00			5,000.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	Increase mileage allowance	50.00
5588 Flags & Bunting	Flag price increases yearly, State reimburses 75%.	500.00

(Note: Increases are offset with decreases in other accounts)

COST SUMMARY BY CLASSIFICATION

Personnel	196,053.00	207,895.08	208,054.00	153,332.68	208,054.00	208,054.00	0.00	208,054.00	208,054.00
General Expenses	147,022.14	116,417.80	174,700.00	106,977.89	142,878.87	174,700.00	0.00	174,700.00	174,700.00
Equipment & Unusual									
Total Operating Budget	<u>343,075.14</u>	<u>324,312.88</u>	<u>382,754.00</u>	<u>260,310.57</u>	<u>350,932.87</u>	<u>382,754.00</u>	<u>0.00</u>	<u>382,754.00</u>	<u>382,754.00</u>

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	131	148
Heat, Light, Water	931	824
Building Repair & Maintenance	3,677	2,262
Building Insurance	51	69
Total	\$4,790	\$3,303

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Number of Licenses	101	101	105
Common Victualer	144	145	150
Filing Fee	6	10	10
Amusement Device Permits	50	46	46
Entertainment	50	36	36
Special Permits	42	50	50
Revenue from Licenses & Permits	\$282,475	\$291,975	\$300,000

LICENSE COMMISSION

PERSONNEL

			FY 2021		FY 2022			FY 2023					
Bargaining Unit	Position	FY 2023 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	License Commission		3		3	9,600	7,200.00	9,600.00	3	9,600	3	9,600	9,600
2.	Assistants to License Commission		2		2	6,000	4,421.60	6,000.00	2	6,000	2	6,000	6,000
Subtotal			5	15,600.00	5	15,600	11,621.60	15,600.00	5	15,600	5	15,600	15,600

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

5	15,600.00	5	15,600	11,621.60	15,600.00	5	15,600	5	15,600	15,600
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LICENSE COMMISSION

EXPENDITURES

	FY 2020	FY 2021	FY 2022			FY 2023			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	6,000.00	6,000.00	6,000.00	4,421.60	6,000.00	6,000.00	0.00	6,000.00	6,000.00
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	9,600.00
General Expenses 001-165-5200			3,700.00			3,700.00	0.00	3,700.00	3,700.00
5308 Stenographer	2,400.00	2,400.00		1,800.00	2,400.00				
5342 Postage		485.95		664.10	664.10				
5343 Printing		75.00			150.00				
5420 Office Supplies	167.66	96.93		260.33	260.33				
5730 Dues	75.00				75.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Increase in postage (offset with decrease in printing)	25.00

COST SUMMARY BY CLASSIFICATION

Personnel	15,600.00	15,600.00	15,600.00	11,621.60	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	2,642.66	3,057.88	3,700.00	2,724.43	3,549.43	3,700.00	0.00	3,700.00	3,700.00
Equipment & Unusual									
Total Operating Budget	<u>18,242.66</u>	<u>18,657.88</u>	<u>19,300.00</u>	<u>14,346.03</u>	<u>19,149.43</u>	<u>19,300.00</u>	<u>0.00</u>	<u>19,300.00</u>	<u>19,300.00</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:		
Indirect Costs	FY 2020	FY 2021
Pension-Contributory/FICA	159,105	198,236
Pension Administration	14,990	18,009
Medical & Life Insurance	324,841	257,923
Heat, Light, Water	30,557	30,837
Building Repair & Maintenance	106,370	91,495
Building Insurance	1,276	2,043
Motor Vehicle Insurance	1,205	1,650
Motor Vehicle Maint & Repair	38,742	34,475
Total	\$677,086	\$634,668

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
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	745	755	760
Traffic Lights	98	104	108
Electric Car Charging Locations	5	12	2

WIRES

PERSONNEL

Bargaining Unit	Position	FY 2023 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 (L8)
4.	LAB *Electrician	11-6 (L11)
5.	LAB Electrician	11-6 (L10)
6.	LAB Electrician	11-6
7.	LAB *Electrician	11-5
8.	Administrative Assistant	10-6 (L9)
9.	LAB Signal Maintainer	9-6 (L11)
Subtotal		

FY 2021		FY 2022				FY 2023				
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual Expenditures	Expenditures Thru 6/30/2022						
	1	134,374	99,032.52	134,374.00	1	134,374	1	134,374	134,374	
	1	109,570	80,751.93	109,570.00	1	109,570	1	109,570	109,570	
	1	92,679	68,303.33	92,679.00	1	100,093	1	100,093	100,093	
	1	101,297	74,652.36	101,297.00	1	101,834	1	101,834	101,834	
	1	101,297	74,652.34	101,297.00	1	101,297	1	101,297	101,297	
	1	92,088	67,865.66	92,088.00	1	92,088	1	92,088	92,088	
	1	84,449	61,644.16	84,449.00	1	87,106	1	87,106	87,106	
	1	81,385	59,979.70	81,385.00	1	81,385	1	81,385	81,385	
	1	72,428	53,280.00	72,428.00	1	72,428	1	72,428	72,428	
9	865,383.21	9	869,567	640,162.00	869,567.00	9	880,175	9	880,175	

Summary of Changes

Adjustments to FY 2022 Positions

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

10,608

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

9	865,383.21	9	869,567	640,162.00	869,567.00	9	880,175	9	880,175	880,175
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WIRES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual	Expenditures Thru 6/30/2022				
Personnel 001-245-5100									
5111 Salaries - Full Time	395,077.40	416,972.96	418,008.00	308,067.48	418,008.00	425,422.00	7,414.00	425,422.00	425,422.00
5112 Wages - Full Time	420,269.71	448,410.25	451,559.00	332,094.52	451,559.00	454,753.00	3,194.00	454,753.00	454,753.00
5131 Overtime - Callbacks	33,782.15	20,334.72	28,000.00	22,872.43	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5195 Buyback Sick Time	1,699.85	5,285.21	10,000.00	5,828.04	5,828.04	6,000.00	(4,000.00)	6,000.00	6,000.00
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General Expenses 001-245-5200			343,100.00			353,100.00	10,000.00	353,100.00	353,100.00
5192 Mileage				15.30	15.30				
5193 Tool Allowance	750.00	750.00		1,000.00	1,000.00				
5212 Clocks - City & Common	667.52	11.90		630.00	5,820.00				
5213 Light	49,547.18	51,589.10		36,464.88	50,000.00				
5241 Equipment Repair/Maint	4,787.15	2,000.00		33,770.67	41,172.00				
5242 Office Equipment Repair/Maint	344.57	326.48		398.54	399.00				
5245 Electrical Repair/Maint	4,200.00								
5246 Communication Equip Repair/Maint	57,288.72	13,792.10		24,890.06	44,628.55				
5312 Training	3,476.61	1,060.00		1,300.00	1,400.00				
5340 Communication	84,634.12	65,135.13		66,780.65	79,140.83				
5342 Postage	165.00	626.00		624.30	624.30				
5343 Printing		208.00		235.00	235.00				
5411 Batteries	11,856.06	262.94		351.49	3,000.00				
5420 Office Supplies	591.36	1,262.13		489.15	700.00				
5435 Electrical Supplies	51,398.91	52,489.45		30,389.07	55,000.00				
5470 Public Safety Supplies	21,743.78	30,713.90		6,854.92	25,000.00				
5581 Clothing, Gloves, Shoes	5,616.76	4,890.56		4,350.00	5,000.00				
5587 Tools	577.13	600.73		244.84	1,000.00				
5781 Holiday	29,073.24	30,879.72		27,684.02	27,684.02				

WIRES

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment			500.00		500.00	500.00	0.00	500.00	500.00
5854 Hoses, Cable, Wire	6,456.25	2,246.24	7,000.00	5,959.24	5,959.24	7,000.00	0.00	7,000.00	7,000.00
6443 Electric Car Charging Stations	19,582.80	843.00							

Department Explanation for Requested Increases

Item

5435 Electrical Supplies
5470 Public Safety Supplies

Reason

Cost of supplies have been increased due to COVID and buildings are getting older and require more maintenance.

Department Cost for Requested Increase

5,000.00
5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	850,829.11	891,003.14	907,567.00	668,862.47	903,395.04	914,175.00	6,608.00	914,175.00	914,175.00
General Expenses	326,718.11	256,598.14	343,100.00	236,472.89	341,819.00	353,100.00	10,000.00	353,100.00	353,100.00
Equipment & Unusual	26,039.05	3,089.24	7,500.00	5,959.24	6,459.24	7,500.00	0.00	7,500.00	7,500.00
Total Operating Budget	<u>1,203,586.27</u>	<u>1,150,690.52</u>	<u>1,258,167.00</u>	<u>911,294.60</u>	<u>1,251,673.28</u>	<u>1,274,775.00</u>	<u>16,608.00</u>	<u>1,274,775.00</u>	<u>1,274,775.00</u>

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.		
Indirect Costs	FY 2020	FY 2021
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Lights	4,750	4,780	5,010

STREET LIGHTING

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	338,609.16	258,137.97	430,000.00	503,188.86	502,000.00	430,000.00	0.00	430,000.00	430,000.00

Department Explanation for Requested IncreasesItemReasonDepartment Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	338,609.16	258,137.97	430,000.00	503,188.86	502,000.00	430,000.00	0.00	430,000.00	430,000.00
Equipment & Unusual									
Total Operating Budget	<u>338,609.16</u>	<u>258,137.97</u>	<u>430,000.00</u>	<u>503,188.86</u>	<u>502,000.00</u>	<u>430,000.00</u>	<u>0.00</u>	<u>430,000.00</u>	<u>430,000.00</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.		
Indirect Costs	FY 2020	FY 2021
Total	\$0	\$0

Output Measure	FY 2021 Actual	FY 2022 Estimated *to date 3/15/2022	FY 2023 Projected
Number of Meetings	35	21*	50
Cases Heard	67	41*	
Granted	58	38*	
Denied	2	0*	
Withdrawn	5	1*	
Pending	5	7*	
Number of Cases Filed	45	34*	50
Fees Received FY 2020	\$18,919.94		
Fees Received FY 2021	\$26,976.89		
Fees Received FY 2022 to date	\$25,271.00		
** ZBA adopted new rules and fees in March 2007. One of the rules adopted requires that Petitioners have all taxes and fees paid to date, prior to filing.			

ZONING BOARD OF APPEALS

PERSONNEL

Bargaining Unit	Position	FY 2023 Grade-Step
1.	Members	
2.	Chairperson	
Subtotal		

FY 2021		FY 2022				FY 2023				
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual	Expenditures						
			Expenditures	Thru 6/30/2022						
	10	25,000	9,900.00	25,000.00	10	25,000	10	25,000	25,000	
		500		500.00		500		500	500	
10	19,300.00	10	25,500	9,900.00	25,500.00	10	25,500	10	25,500	25,500

Summary of Changes

Adjustments to FY 2022 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

10	19,300.00	10	25,500	9,900.00	25,500.00	10	25,500	10	25,500	25,500
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2020	FY 2021	FY 2022			FY 2023			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2022	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	23,600.00	19,300.00	25,500.00	9,900.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
General Expenses 001-176-5200			34,700.00			43,500.00	6,500.00	41,200.00	41,200.00
5308 Stenographer	11,779.00	10,643.00		5,400.00	15,000.00				
5341 Advertising	10,464.76	17,786.56		9,557.09	15,000.00				
5342 Postage	2,573.70			2,579.60	3,200.00				
5420 Office Supplies	356.68	1,185.37		188.90	1,500.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5341 Advertising	Waltham News Tribune will only be online starting in May 2022 - will need to find alternative paper to publish in, under state statute notification requirements.	5,000.00
5342 Postage	Cannot find a new printer that is sturdy enough to print postcards so we will eventually have to go back to mailing full envelopes.	3,300.00
5420 Office Supplies		500.00

Note: Two 40B's have filed in the last few months - these require extra time and resources (potentially two more will be filing)

COST SUMMARY BY CLASSIFICATION

Personnel	23,600.00	19,300.00	25,500.00	9,900.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
General Expenses	25,174.14	29,614.93	34,700.00	17,725.59	34,700.00	43,500.00	6,500.00	41,200.00	41,200.00
Equipment & Unusual									
Total Operating Budget	48,774.14	48,914.93	60,200.00	27,625.59	60,200.00	69,000.00	6,500.00	66,700.00	66,700.00