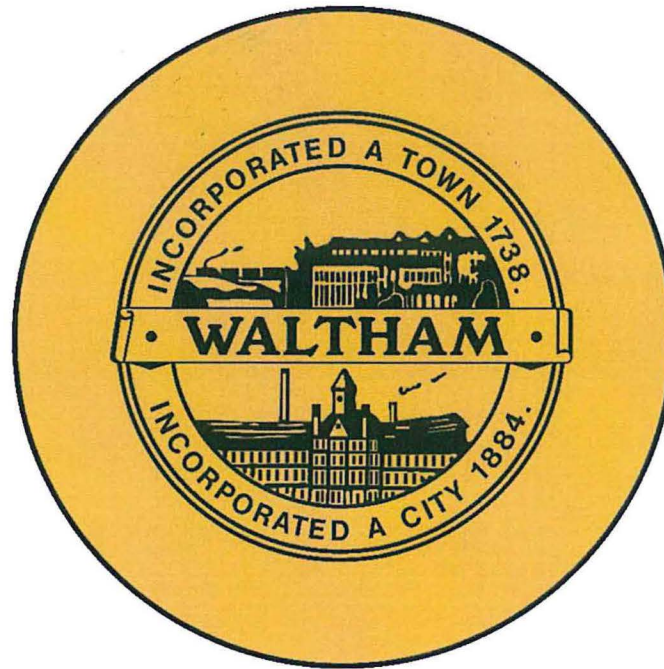


***Money Magazine Named the  
City of Waltham  
The Best Place to Live in Massachusetts  
January 2018***



**Fiscal Year 2019 Budget**

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
<b>Assessors</b>	583,015.67	566,628.38	605,732.00	449,818.44	539,239.00	580,807.00	(25,725.00)	580,007.00	580,007.00
Personnel	456,656.39	459,762.86	495,612.00	365,788.99	429,119.00	469,887.00	(25,725.00)	469,887.00	469,887.00
General	126,359.28	106,865.52	110,120.00	84,029.45	110,120.00	110,920.00	-	110,120.00	110,120.00
Equip/Unusual									
Special									
<b>Auditors</b>	73,264,338.46	76,710,006.37	82,182,804.00	75,459,855.65	82,016,760.52	82,281,003.00	(2,062,958.00)	80,119,846.00	80,119,846.00
<b>-City Auditor</b>	607,434.50	571,084.04	2,046,573.00	447,714.09	2,041,073.00	789,854.00	(1,267,876.00)	778,697.00	778,697.00
Personnel	604,395.40	567,655.26	591,773.00	437,713.87	586,273.00	630,054.00	27,124.00	618,897.00	618,897.00
General	3,039.10	3,428.78	4,800.00	1,675.22	4,800.00	4,800.00	-	4,800.00	4,800.00
Equip/Unusual	-	-	1,450,000.00	8,325.00	1,450,000.00	155,000.00	(1,295,000.00)	155,000.00	155,000.00
Special									
<b>-Interest &amp; Certification</b>	2,503,215.30	2,328,160.68	2,549,000.00	1,899,293.40	2,513,205.00	2,345,000.00	(204,000.00)	2,345,000.00	2,345,000.00
Personnel									
General	2,503,215.30	2,328,160.68	2,549,000.00	1,899,293.40	2,513,205.00	2,345,000.00	(204,000.00)	2,345,000.00	2,345,000.00
Equip/Unusual									
Special									
<b>-Redemption of Bonds</b>	7,439,238.00	7,197,238.00	8,502,000.00	5,877,238.00	8,501,238.00	8,252,000.00	(250,000.00)	8,252,000.00	8,252,000.00
Personnel									
General	7,439,238.00	7,197,238.00	8,502,000.00	5,877,238.00	8,501,238.00	8,252,000.00	(250,000.00)	8,252,000.00	8,252,000.00
Equip/Unusual									
Special									
<b>-Contributory &amp; Non-Cont. Retirement</b>	15,814,198.32	16,280,773.52	16,782,231.00	16,781,631.00	16,782,184.52	17,350,149.00	567,918.00	17,350,149.00	17,350,149.00
Personnel									
General	15,814,198.32	16,280,773.52	16,782,231.00	16,781,631.00	16,782,184.52	17,350,149.00	567,918.00	17,350,149.00	17,350,149.00
Equip/Unusual									
Special									
<b>-Hospital &amp; Medical Insurance &amp; OME</b>	43,839,058.07	47,638,294.55	48,811,000.00	48,100,183.98	48,703,000.00	50,016,000.00	(945,000.00)	47,866,000.00	47,866,000.00
Personnel									
General	43,839,058.07	47,638,294.55	48,811,000.00	48,100,183.98	48,703,000.00	50,016,000.00	(945,000.00)	47,866,000.00	47,866,000.00
Equip/Unusual									
Special									
<b>-Group Life Ins &amp; Social Security</b>	109,486.16	108,358.56	118,000.00	72,608.50	104,000.00	115,000.00	(3,000.00)	115,000.00	115,000.00
Personnel									
General	109,486.16	108,358.56	118,000.00	72,608.50	104,000.00	115,000.00	(3,000.00)	115,000.00	115,000.00
Equip/Unusual									
Special									

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
<b>-Redemption of Bonds (Sewer/Water)</b>	2,321,458.00	1,988,674.27	2,694,000.00	1,738,414.72	2,692,060.00	2,699,000.00	5,000.00	2,699,000.00	2,699,000.00
Personnel									
General	2,321,458.00	1,988,674.27	2,694,000.00	1,738,414.72	2,692,060.00	2,699,000.00	5,000.00	2,699,000.00	2,699,000.00
Equip/Unusual									
Special									
<b>-Interest &amp; Certification (Sewer/Water)</b>	630,250.11	597,422.75	680,000.00	542,771.96	680,000.00	714,000.00	34,000.00	714,000.00	714,000.00
Personnel									
General	630,250.11	597,422.75	680,000.00	542,771.96	680,000.00	714,000.00	34,000.00	714,000.00	714,000.00
Equip/Unusual									
Special									
<b>Building</b>	3,204,158.00	3,162,552.97	3,187,086.00	2,504,374.94	3,218,286.00	3,406,963.00	270,156.00	3,457,242.00	3,457,242.00
<b>-General</b>	2,278,916.96	2,165,567.55	2,111,386.00	1,642,070.53	2,142,586.00	2,331,263.00	270,156.00	2,381,542.00	2,381,542.00
Personnel	1,835,288.27	1,682,725.39	1,719,386.00	1,327,444.96	1,721,386.00	1,900,363.00	239,756.00	1,959,142.00	1,959,142.00
General	443,628.69	482,842.16	392,000.00	309,511.57	416,500.00	422,400.00	30,400.00	422,400.00	422,400.00
Equip/Unusual	-	-	-	5,114.00	4,700.00	8,500.00	-	-	-
Special									
<b>-Utilities</b>	925,241.04	996,985.42	1,075,700.00	862,304.41	1,075,700.00	1,075,700.00	-	1,075,700.00	1,075,700.00
General	925,241.04	996,985.42	1,075,700.00	862,304.41	1,075,700.00	1,075,700.00	-	1,075,700.00	1,075,700.00
<b>City Clerk/Voter Registration</b>	837,705.12	765,749.87	813,191.00	576,743.24	739,510.57	815,579.00	(9,112.00)	804,079.00	804,079.00
<b>-City Clerk</b>	491,371.71	447,947.73	440,514.00	332,329.56	412,449.71	443,625.00	1,611.00	442,125.00	442,125.00
Personnel	393,471.21	349,984.25	351,214.00	263,896.99	310,579.01	342,600.00	(8,614.00)	342,600.00	342,600.00
General	97,900.50	97,963.48	89,300.00	67,387.73	100,825.86	98,925.00	8,125.00	97,425.00	97,425.00
Equip/Unusual									
Special									
Other Charges	-	-	-	1,044.84	1,044.84	2,100.00	2,100.00	2,100.00	2,100.00
<b>-Voter Registration</b>	346,333.41	317,802.14	372,677.00	244,413.68	327,060.86	371,954.00	(10,723.00)	361,954.00	361,954.00
Personnel	229,848.48	185,461.11	200,227.00	153,263.37	198,731.00	211,504.00	11,277.00	211,504.00	211,504.00
General	116,484.93	132,341.03	172,450.00	91,150.31	128,329.86	160,450.00	(22,000.00)	150,450.00	150,450.00
Equip/Unusual									
Special									
<b>City Council</b>	399,348.77	362,325.25	389,195.00	272,289.14	376,594.68	686,192.00	(4,003.00)	385,192.00	385,192.00
Personnel	292,984.00	296,941.03	302,095.00	224,493.14	298,604.68	304,400.00	2,305.00	304,400.00	304,400.00
General	67,866.17	61,524.22	69,800.00	46,296.00	69,800.00	70,542.00	742.00	70,542.00	70,542.00
Equip/Unusual	38,498.60	3,860.00	17,300.00	1,500.00	8,190.00	311,250.00	(7,050.00)	10,250.00	10,250.00
Special									
<b>Conservation Commission</b>	45,401.47	40,848.14	47,016.00	29,474.19	41,713.00	49,816.00	2,500.00	49,516.00	49,516.00
Personnel	43,817.90	39,744.82	45,116.00	27,967.88	39,716.00	47,123.00	2,007.00	47,123.00	47,123.00
General	1,583.57	1,103.32	1,900.00	1,506.31	1,997.00	2,693.00	493.00	2,393.00	2,393.00
Equip/Unusual									
Special									

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
Consolidated Public Works	11,956,678.27	12,731,851.41	13,308,536.00	10,016,442.86	14,874,744.94	14,151,548.00	462,156.00	13,770,692.00	13,770,692.00
-CPW Administration	5,887,257.55	5,488,257.78	6,336,836.00	4,310,078.99	6,270,999.94	6,714,803.00	417,111.00	6,753,947.00	6,753,947.00
Personnel	4,543,448.13	4,227,230.86	4,718,036.00	3,413,438.38	4,675,583.94	5,021,183.00	350,191.00	5,068,227.00	5,068,227.00
General	1,125,970.76	1,029,277.16	1,138,800.00	731,483.18	1,124,416.00	1,213,620.00	66,920.00	1,205,720.00	1,205,720.00
Equip/Unusual	217,838.66	231,749.76	480,000.00	165,157.43	471,000.00	480,000.00	-	480,000.00	480,000.00
Special									
-Snow & Ice	2,100,697.09	2,873,854.55	1,896,700.00	2,251,071.86	3,515,745.00	2,316,745.00	45.00	1,896,745.00	1,896,745.00
Personnel	204,639.31	321,250.33	137,000.00	398,607.28	401,000.00	212,000.00	-	137,000.00	137,000.00
General	1,896,057.78	2,552,604.22	1,759,700.00	1,852,464.58	3,114,745.00	2,104,745.00	45.00	1,759,745.00	1,759,745.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	3,968,723.63	4,369,739.08	5,075,000.00	3,455,292.01	5,088,000.00	5,120,000.00	45,000.00	5,120,000.00	5,120,000.00
General									
Equip/Unusual	3,968,723.63	4,369,739.08	5,075,000.00	3,455,292.01	5,088,000.00	5,120,000.00	45,000.00	5,120,000.00	5,120,000.00
Special									
Board of Survey & Planning	17,784.70	18,975.58	22,100.00	11,685.44	18,100.00	22,100.00	(200.00)	21,900.00	21,900.00
Personnel	13,100.00	14,100.00	17,000.00	7,851.89	13,000.00	17,000.00	-	17,000.00	17,000.00
General	4,684.70	4,875.58	5,100.00	3,833.55	5,100.00	5,100.00	(200.00)	4,900.00	4,900.00
Equip/Unusual									
Special									
Cemetery Commission	2,800.00	1,900.00	3,000.00	1,400.00	2,400.00	3,000.00	-	3,000.00	3,000.00
Personnel	2,800.00	1,900.00	3,000.00	1,400.00	2,400.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
CPW Water Admin	-	-	-	-	-	321,992.00	316,892.00	316,892.00	316,892.00
Personnel	-	-	-	-	-	319,892.00	314,892.00	314,892.00	314,892.00
General	-	-	-	-	-	2,100.00	2,000.00	2,000.00	2,000.00
Equip/Unusual									
Special									
Water Ops & Maint	9,887,432.72	10,383,448.62	10,339,716.00	7,318,518.06	10,379,623.07	11,105,567.00	532,854.00	10,872,570.00	10,872,570.00
Personnel-Operations & Maint	576,779.79	447,253.69	599,767.00	434,733.18	647,448.07	837,880.00	60,916.00	660,683.00	660,683.00
Personnel-Meter Read & Install	142,313.85	144,723.52	152,049.00	106,182.37	152,049.00	167,457.00	15,408.00	167,457.00	167,457.00
General	352,962.76	266,091.92	293,600.00	262,770.90	293,600.00	416,400.00	87,000.00	380,600.00	380,600.00
Equip/Unusual	8,815,376.32	9,525,379.49	9,294,300.00	6,514,831.61	9,286,526.00	9,683,830.00	369,530.00	9,663,830.00	9,663,830.00
Special									
Sewer Ops & Maint	13,952,555.29	14,166,579.38	14,938,770.00	10,207,917.81	14,709,621.32	15,432,277.00	384,820.00	15,323,590.00	15,323,590.00
Personnel	690,183.00	571,291.27	697,571.00	417,102.64	553,052.32	792,068.00	28,310.00	725,881.00	725,881.00
General	402,121.27	373,953.34	418,300.00	220,407.99	419,300.00	456,500.00	(4,300.00)	414,000.00	414,000.00
Equip/Unusual	12,860,251.02	13,221,334.77	13,822,899.00	9,570,407.18	13,737,269.00	14,183,709.00	360,810.00	14,183,709.00	14,183,709.00
Special									

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
<b>Council on Aging / Meals on Wheels</b>	662,105.15	655,560.39	679,876.00	521,854.28	680,076.00	779,208.00	102,232.00	782,108.00	782,108.00
Personnel	478,993.78	453,330.38	481,289.00	387,704.61	481,489.00	546,085.00	67,796.00	549,085.00	549,085.00
General	183,111.37	202,230.01	198,587.00	134,149.67	198,587.00	233,123.00	34,436.00	233,023.00	233,023.00
Equip/Unusual									
Special									
<b>Disabilities Service Commission</b>	6,500.00	6,100.00	7,200.00	3,800.00	7,200.00	7,200.00	-	7,200.00	7,200.00
Personnel	6,300.00	6,100.00	7,000.00	3,800.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	200.00	-	200.00	-	200.00	200.00	-	200.00	200.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
<b>Emergency Management</b>	90,876.51	82,668.71	87,507.00	59,987.37	87,507.00	138,500.00	2,578.00	90,085.00	90,085.00
Personnel	80,854.27	74,950.23	77,407.00	57,256.46	77,407.00	126,900.00	1,578.00	78,985.00	78,985.00
General	2,699.32	2,816.10	3,400.00	693.52	3,400.00	3,600.00	(300.00)	3,100.00	3,100.00
Equip/Unusual	6,923.67	4,502.38	6,300.00	2,037.39	6,300.00	7,600.00	1,300.00	7,600.00	7,600.00
Special	399.25	400.00	400.00	-	400.00	400.00	-	400.00	400.00
<b>Engineering</b>	446,040.49	431,652.79	502,780.00	348,171.46	450,716.00	738,090.00	37,290.00	540,070.00	540,070.00
Personnel	437,549.10	424,993.67	493,480.00	342,289.22	441,416.00	686,890.00	35,490.00	528,970.00	528,970.00
General	8,491.39	6,659.12	9,300.00	5,882.24	9,300.00	16,100.00	1,800.00	11,100.00	11,100.00
Equip/Unusual	-	-	-	-	-	35,100.00	-	-	-
Special									
<b>Water Admin (Engineering)</b>	820,094.43	841,356.74	904,519.00	627,269.82	862,840.46	738,697.00	(264,695.00)	639,824.00	639,824.00
<b>-Water &amp; Sewer Billing &amp; Compliance</b>	216,085.95	212,554.48	230,750.00	159,401.20	230,750.00	241,198.00	8,748.00	239,498.00	239,498.00
Personnel	173,109.96	167,432.64	177,650.00	132,421.71	177,650.00	183,698.00	6,048.00	183,698.00	183,698.00
General	42,975.99	45,121.84	53,100.00	26,979.49	53,100.00	57,500.00	2,700.00	55,800.00	55,800.00
Equip/Unusual									
Special									
<b>-Engineering Water Administration</b>	604,008.48	628,802.26	673,769.00	467,868.62	632,090.46	497,499.00	(273,443.00)	400,326.00	400,326.00
Personnel	578,117.30	607,811.48	638,769.00	452,105.85	602,090.46	463,099.00	(272,743.00)	366,026.00	366,026.00
General	3,187.35	3,471.42	5,000.00	3,152.37	5,000.00	4,400.00	(700.00)	4,300.00	4,300.00
Equip/Unusual	22,703.83	17,519.36	30,000.00	12,610.40	25,000.00	30,000.00	-	30,000.00	30,000.00
Special									
<b>Fire</b>	17,002,095.95	15,971,412.52	15,992,375.00	13,406,671.00	16,279,964.06	18,167,877.00	1,275,059.00	17,267,434.00	17,267,434.00
Personnel	16,367,562.31	15,285,408.55	15,273,543.00	12,811,362.97	15,385,533.60	17,211,265.00	1,121,187.00	16,394,730.00	16,394,730.00
General	410,813.25	453,382.71	482,907.00	324,507.18	595,942.46	624,208.00	67,893.00	550,800.00	550,800.00
Equip/Unusual	76,723.66	76,033.51	69,500.00	48,625.60	72,211.00	73,000.00	3,500.00	73,000.00	73,000.00
Special	146,996.73	156,587.75	166,425.00	222,175.25	226,277.00	259,404.00	82,479.00	248,904.00	248,904.00
<b>Fire Auxiliary</b>	4,152.83	4,191.03	12,500.00	2,500.00	12,500.00	12,500.00	-	12,500.00	12,500.00
General	3,107.63	2,273.40	9,000.00	2,500.00	9,000.00	9,000.00	-	9,000.00	9,000.00
Equip/Unusual									
Special	1,045.20	1,917.63	3,500.00	-	3,500.00	3,500.00	-	3,500.00	3,500.00

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
Health	827,042.09	745,749.89	823,090.00	635,399.65	823,064.00	966,632.00	147,742.00	970,832.00	970,832.00
Personnel	785,550.15	703,199.21	776,994.00	593,308.49	776,994.00	816,823.00	39,829.00	816,823.00	816,823.00
General	40,643.15	42,550.68	45,496.00	41,726.76	45,470.00	49,209.00	7,913.00	53,409.00	53,409.00
Equip/Unusual	848.79	-	600.00	364.40	600.00	100,600.00	100,000.00	100,600.00	100,600.00
Special									
Historical Commission	30,808.67	41,463.59	52,074.00	30,157.73	49,619.21	54,511.00	(25,794.00)	26,280.00	26,280.00
Personnel	17,918.15	31,910.16	35,694.00	25,417.94	35,694.00	37,631.00	(28,694.00)	7,000.00	7,000.00
General	2,350.17	2,010.87	4,380.00	1,525.79	3,125.21	4,380.00	2,400.00	6,780.00	6,780.00
Equip/Unusual	10,540.35	7,542.56	12,000.00	3,214.00	10,800.00	12,500.00	500.00	12,500.00	12,500.00
Special									
Human Resources	822,964.13	624,312.76	908,063.00	636,759.09	909,434.91	925,402.00	17,139.00	925,202.00	925,202.00
-General/Work Study/Unemploy	365,848.73	350,432.17	388,063.00	288,504.64	389,434.91	405,402.00	17,139.00	405,202.00	405,202.00
Personnel	317,464.14	303,860.23	323,613.00	248,188.31	323,613.00	330,752.00	7,139.00	330,752.00	330,752.00
General	32,864.09	21,278.44	36,450.00	14,681.92	36,200.00	36,650.00	-	36,450.00	36,450.00
Equip/Unusual	15,520.50	25,293.50	28,000.00	25,634.41	29,621.91	38,000.00	10,000.00	38,000.00	38,000.00
Special									
-Workers Comp	457,115.40	273,880.59	520,000.00	348,254.45	520,000.00	520,000.00	-	520,000.00	520,000.00
Personnel									
General	457,115.40	273,880.59	520,000.00	348,254.45	520,000.00	520,000.00	-	520,000.00	520,000.00
Equip/Unusual									
Special									
Information Technology	1,836,573.00	1,541,271.87	1,722,910.00	1,324,450.11	1,684,954.52	1,800,064.00	77,154.00	1,800,064.00	1,800,064.00
-Information Technology	1,598,091.45	1,307,794.01	1,504,372.00	1,140,988.25	1,466,416.52	1,581,526.00	77,154.00	1,581,526.00	1,581,526.00
Personnel	1,274,105.22	965,486.50	1,134,733.00	841,658.35	1,094,921.00	1,204,701.00	69,968.00	1,204,701.00	1,204,701.00
General	313,987.30	316,412.01	339,639.00	282,161.20	341,495.52	346,825.00	7,186.00	346,825.00	346,825.00
Equip/Unusual	9,998.93	25,895.50	30,000.00	17,168.70	30,000.00	30,000.00	-	30,000.00	30,000.00
Special									
-Central Telephone	238,481.55	233,477.86	218,538.00	183,461.86	218,538.00	218,538.00	-	218,538.00	218,538.00
Personnel	25,303.01	25,541.11	28,538.00	19,347.72	28,538.00	28,538.00	-	28,538.00	28,538.00
General	182,406.91	205,006.75	190,000.00	164,114.14	190,000.00	190,000.00	-	190,000.00	190,000.00
Equip/Unusual	30,771.63	2,930.00	-	-	-	-	-	-	-
Special									
Law	1,215,282.38	998,711.09	1,098,328.00	754,856.91	1,098,328.00	1,208,786.00	70,388.00	1,168,716.00	1,168,716.00
Personnel	994,094.12	917,129.83	945,328.00	708,820.08	945,328.00	1,027,536.00	43,988.00	989,316.00	989,316.00
General	81,381.39	79,577.16	94,500.00	44,136.83	94,500.00	108,750.00	12,400.00	106,900.00	106,900.00
Equip/Unusual	139,806.87	2,004.10	58,500.00	1,900.00	58,500.00	72,500.00	14,000.00	72,500.00	72,500.00
Special									
Library	2,572,670.15	2,505,558.11	2,826,532.00	1,865,637.70	2,564,191.43	2,929,122.00	57,269.00	2,883,801.00	2,883,801.00
Personnel	2,166,115.65	2,106,854.38	2,387,328.00	1,523,217.05	2,123,334.72	2,451,423.00	20,774.00	2,408,102.00	2,408,102.00
General	345,966.77	337,031.81	367,875.00	275,622.14	367,875.00	402,349.00	34,474.00	402,349.00	402,349.00
Equip/Unusual	60,587.73	61,671.92	71,329.00	65,145.80	71,329.00	73,350.00	2,021.00	73,350.00	73,350.00
Special									
Other Charges	-	-	-	1,652.71	1,652.71	2,000.00	-	-	-



	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
Mayor	681,877.10	671,678.92	724,824.00	621,876.22	788,117.00	701,116.00	(23,708.00)	701,116.00	701,116.00
-Mayor	671,877.10	661,678.92	714,824.00	612,376.22	778,117.00	690,666.00	(24,158.00)	690,666.00	690,666.00
Personnel	320,005.48	284,498.48	312,074.00	217,884.17	312,074.00	279,166.00	(32,908.00)	279,166.00	279,166.00
General	23,596.79	23,013.41	24,750.00	19,631.42	25,043.00	25,050.00	300.00	25,050.00	25,050.00
Equip/Unusual	328,274.83	354,167.03	378,000.00	374,860.63	441,000.00	386,450.00	8,450.00	386,450.00	386,450.00
Special									
-Celebration of Holidays	10,000.00	10,000.00	10,000.00	9,500.00	10,000.00	10,450.00	450.00	10,450.00	10,450.00
Personnel									
General	10,000.00	10,000.00	10,000.00	9,500.00	10,000.00	10,450.00	450.00	10,450.00	10,450.00
Equip/Unusual									
Special									
Planning	674,447.56	804,130.33	867,365.00	680,959.38	746,972.86	1,026,509.00	159,144.00	1,026,509.00	1,026,509.00
-City Planner	222,469.86	369,265.79	376,827.00	317,002.17	300,549.19	309,692.00	(67,135.00)	309,692.00	309,692.00
Personnel	204,252.21	254,558.31	264,227.00	201,686.98	192,718.95	296,892.00	32,665.00	296,892.00	296,892.00
General	2,649.65	4,366.94	2,600.00	2,115.57	2,600.24	2,800.00	200.00	2,800.00	2,800.00
Equip/Unusual	15,568.00	110,340.54	110,000.00	113,199.62	105,230.00	10,000.00	(100,000.00)	10,000.00	10,000.00
Special									
-Housing	277,487.99	287,473.51	335,620.00	230,972.22	291,511.94	559,580.00	223,960.00	559,580.00	559,580.00
Personnel	276,039.62	285,921.25	334,070.00	229,431.54	289,961.94	358,030.00	23,960.00	358,030.00	358,030.00
General	1,448.37	1,552.26	1,550.00	1,540.68	1,550.00	101,550.00	100,000.00	101,550.00	101,550.00
Equip/Unusual	-	-	-	-	-	100,000.00	100,000.00	100,000.00	100,000.00
Special									
-Paine Estate	174,489.71	147,391.03	154,918.00	132,984.99	154,911.73	157,237.00	2,319.00	157,237.00	157,237.00
Personnel	142,474.68	115,220.78	116,168.00	110,560.77	116,168.00	122,487.00	6,319.00	122,487.00	122,487.00
General	32,015.03	32,170.25	34,750.00	18,430.49	34,750.00	34,750.00	-	34,750.00	34,750.00
Equip/Unusual	-	-	4,000.00	3,993.73	3,993.73	-	(4,000.00)	-	-
Special									
Police	21,666,455.59	18,037,418.56	18,888,357.00	14,608,431.31	22,776,949.66	20,116,270.00	1,026,162.00	19,914,519.00	19,914,519.00
-Police & Animal Control	20,005,728.85	16,276,998.42	16,977,355.00	13,191,601.91	21,064,422.83	18,236,219.00	937,047.00	17,914,402.00	17,914,402.00
Personnel	19,419,802.48	15,655,602.22	16,265,530.00	12,726,135.41	20,288,283.18	17,485,109.00	906,762.00	17,172,292.00	17,172,292.00
General	254,617.36	259,713.01	311,400.00	192,206.55	317,939.63	311,400.00	(9,000.00)	302,400.00	302,400.00
Equip/Unusual	134,411.99	162,838.92	187,600.00	77,373.29	229,910.38	201,835.00	14,235.00	201,835.00	201,835.00
Special	196,897.02	198,844.27	212,825.00	195,886.66	228,289.64	237,875.00	25,050.00	237,875.00	237,875.00
-Dispatch	1,660,726.74	1,760,420.14	1,911,002.00	1,416,829.40	1,712,526.83	1,880,051.00	89,115.00	2,000,117.00	2,000,117.00
Personnel	1,621,660.80	1,721,601.61	1,859,061.00	1,380,091.42	1,658,308.83	1,827,710.00	85,715.00	1,944,776.00	1,944,776.00
General	30,265.94	30,018.53	39,941.00	26,067.28	41,818.00	39,941.00	-	39,941.00	39,941.00
Equip/Unusual									
Special	8,800.00	8,800.00	12,000.00	10,670.70	12,400.00	12,400.00	3,400.00	15,400.00	15,400.00

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
<b>Purchasing</b>	494,034.35	510,517.92	561,467.00	467,986.53	530,187.45	568,370.00	7,203.00	568,670.00	568,670.00
Personnel	254,907.22	241,764.61	252,267.00	187,597.22	245,607.93	243,600.00	(8,367.00)	243,900.00	243,900.00
General	5,598.97	5,567.61	5,200.00	2,974.79	4,000.00	4,770.00	(430.00)	4,770.00	4,770.00
Equip/Unusual									
Special	233,528.16	263,185.70	304,000.00	277,414.52	280,579.52	320,000.00	16,000.00	320,000.00	320,000.00
<b>Recreation/Veteran's Rink</b>	1,836,400.25	1,698,652.89	1,974,078.00	1,071,750.84	1,659,656.00	1,778,842.00	(195,236.00)	1,778,842.00	1,778,842.00
<b>-General Support</b>	851,445.68	762,074.11	902,841.00	602,677.68	843,917.00	949,440.00	46,599.00	949,440.00	949,440.00
Personnel	800,502.16	715,374.82	843,966.00	561,363.87	784,942.00	888,815.00	44,849.00	888,815.00	888,815.00
General	18,828.50	15,687.70	16,875.00	11,300.67	16,975.00	18,625.00	1,750.00	18,625.00	18,625.00
Equip/Unusual	32,115.02	31,011.59	42,000.00	30,013.14	42,000.00	42,000.00	-	42,000.00	42,000.00
Special									
<b>-Playgrounds</b>	402,592.73	345,278.37	446,000.00	63,061.61	196,000.00	196,000.00	(250,000.00)	196,000.00	196,000.00
Personnel	58,634.00	51,566.00	66,500.00	46,266.00	66,500.00	66,500.00	-	66,500.00	66,500.00
General	341,415.50	291,207.99	376,000.00	14,606.98	126,000.00	126,000.00	(250,000.00)	126,000.00	126,000.00
Equip/Unusual	2,543.23	2,504.38	3,500.00	2,188.63	3,500.00	3,500.00	-	3,500.00	3,500.00
Special									
<b>-Summer Fun</b>	78,695.61	78,557.69	86,300.00	63,800.33	86,357.00	86,800.00	500.00	86,800.00	86,800.00
Personnel	67,300.00	66,467.00	74,000.00	59,638.00	74,000.00	74,000.00	-	74,000.00	74,000.00
General	11,395.61	12,090.69	12,300.00	4,162.33	12,357.00	12,800.00	500.00	12,800.00	12,800.00
Equip/Unusual									
Special									
<b>-Support of Rec Act.</b>	95,741.86	95,664.78	117,500.00	44,691.08	117,500.00	117,500.00	-	117,500.00	117,500.00
Personnel									
General	86,761.58	86,593.70	107,000.00	41,771.89	107,000.00	107,000.00	-	107,000.00	107,000.00
Equip/Unusual	8,980.28	9,071.08	10,500.00	2,919.19	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
<b>-Vet Rink</b>	407,924.37	417,077.94	421,437.00	297,520.14	415,882.00	429,102.00	7,665.00	429,102.00	429,102.00
Personnel	167,406.60	156,891.21	142,537.00	121,495.86	137,982.00	149,377.00	6,840.00	149,377.00	149,377.00
General	212,228.43	232,215.61	245,900.00	147,320.04	245,900.00	246,725.00	825.00	246,725.00	246,725.00
Equip/Unusual	19,389.34	19,071.12	21,000.00	17,704.24	21,000.00	21,000.00	-	21,000.00	21,000.00
Special	8,900.00	8,900.00	12,000.00	11,000.00	11,000.00	12,000.00	-	12,000.00	12,000.00
<b>Transportation</b>	875,272.92	835,974.29	905,180.00	623,082.29	909,505.00	985,619.00	67,316.00	972,496.00	972,496.00
<b>-Traffic Engineering</b>	506,235.31	476,095.11	521,895.00	336,560.98	527,849.00	575,701.00	45,806.00	567,701.00	567,701.00
Personnel	420,365.47	366,944.79	409,395.00	305,538.72	415,349.00	430,935.00	16,540.00	425,935.00	425,935.00
General	57,849.97	46,183.82	62,500.00	31,022.26	62,500.00	66,766.00	4,266.00	66,766.00	66,766.00
Equip/Unusual	28,019.87	62,966.50	50,000.00	-	50,000.00	78,000.00	25,000.00	75,000.00	75,000.00
Special									
<b>-Parking Management</b>	369,037.61	359,879.18	383,285.00	286,521.31	381,656.00	409,918.00	21,510.00	404,795.00	404,795.00
Personnel	209,720.73	190,519.33	202,420.00	149,562.23	200,791.00	209,665.00	7,245.00	209,665.00	209,665.00
General	97,557.16	104,379.48	115,545.00	72,009.67	115,545.00	134,933.00	19,388.00	134,933.00	134,933.00
Equip/Unusual	60,000.00	63,000.00	63,320.00	63,320.00	63,320.00	63,320.00	(5,123.00)	58,197.00	58,197.00
Special	1,759.72	1,980.37	2,000.00	1,629.41	2,000.00	2,000.00	-	2,000.00	2,000.00



	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
Treasurer & Collector	1,325,768.55	1,225,430.95	1,284,714.00	879,194.63	1,223,468.00	1,302,577.00	(12,028.00)	1,272,686.00	1,272,686.00
-Treas & Collector / Paymaster	1,321,768.55	1,221,930.95	1,280,714.00	876,643.87	1,220,068.00	1,298,577.00	(12,028.00)	1,268,686.00	1,268,686.00
Personnel	1,019,710.33	925,138.91	968,114.00	679,386.77	907,468.00	979,977.00	(18,028.00)	950,086.00	950,086.00
General	302,058.22	296,792.04	312,600.00	197,257.10	312,600.00	318,600.00	6,000.00	318,600.00	318,600.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
-Trust Funds	4,000.00	3,500.00	4,000.00	2,550.76	3,400.00	4,000.00	-	4,000.00	4,000.00
Personnel	4,000.00	3,500.00	4,000.00	2,550.76	3,400.00	4,000.00	-	4,000.00	4,000.00
General									
Equip/Unusual									
Special									
Veterans/License Commission	359,311.18	320,506.06	401,921.00	247,658.27	368,821.00	407,558.00	5,637.00	407,558.00	407,558.00
-Veterans	339,765.32	301,452.54	382,446.00	233,815.55	350,546.00	388,083.00	5,637.00	388,083.00	388,083.00
Personnel	202,940.60	185,484.61	190,121.00	142,721.17	190,121.00	195,408.00	5,287.00	195,408.00	195,408.00
General	136,824.72	115,967.93	192,325.00	91,094.38	160,425.00	192,675.00	350.00	192,675.00	192,675.00
Equip/Unusual									
Special									
-License Commission	19,545.86	19,053.52	19,475.00	13,842.72	18,275.00	19,475.00	-	19,475.00	19,475.00
Personnel	15,600.00	15,600.00	15,600.00	11,703.78	15,600.00	15,600.00	-	15,600.00	15,600.00
General	3,945.86	3,453.52	3,875.00	2,138.94	2,675.00	3,875.00	-	3,875.00	3,875.00
Equip/Unusual									
Special									
Wires	1,502,251.62	1,460,688.77	1,560,122.00	1,170,722.72	2,442,106.02	1,713,719.00	153,597.00	1,713,719.00	1,713,719.00
-General	1,027,855.53	973,297.61	1,030,122.00	770,949.05	1,912,106.02	1,183,719.00	153,597.00	1,183,719.00	1,183,719.00
Personnel	772,197.95	705,491.17	736,622.00	575,502.62	1,590,656.02	841,729.00	105,107.00	841,729.00	841,729.00
General	249,265.91	263,368.37	286,000.00	190,564.86	293,950.00	314,490.00	28,490.00	314,490.00	314,490.00
Equip/Unusual	6,391.67	4,438.07	7,500.00	4,881.57	27,500.00	27,500.00	20,000.00	27,500.00	27,500.00
Special									
-Street Lighting	474,396.09	487,391.16	530,000.00	399,773.67	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	474,396.09	487,391.16	530,000.00	399,773.67	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	38,060.90	50,482.48	57,000.00	24,244.52	57,000.00	57,000.00	-	57,000.00	57,000.00
Personnel	17,700.00	22,900.00	23,000.00	9,900.00	23,000.00	23,000.00	-	23,000.00	23,000.00
General	20,360.90	27,582.48	34,000.00	14,344.52	34,000.00	34,000.00	-	34,000.00	34,000.00
Equip/Unusual									
Special									
Grand Total	169,942,304.27	168,976,356.63	178,679,928.00	147,461,941.60	183,929,771.68	185,981,013.00	2,551,829.00	181,231,757.00	181,231,757.00
Schools	76,710,965.37	78,095,538.57	83,240,464.00	58,687,745.78	-	88,280,805.00	4,352,841.00	87,593,305.00	87,593,305.00
Total with Schools	246,653,269.64	247,071,895.20	261,920,392.00	206,149,687.38	183,929,771.68	274,261,818.00	6,904,670.00	268,825,062.00	268,825,062.00

## 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 2016	FY 2017
Pension-Contributory/FICA	147,669	148,688
Pension Administration	13,725	13,754
Medical & Life Insurance	139,028	151,474
Heat, Light, Water	13,059	13,277
Building Repair & Maintenance	24,798	14,047
Building Insurance	699	817
Motor Vehicle Insurance	318	322
Motor Vehicle Maint & Repair	5,320	4,624
Total	<u>\$344,616</u>	<u>\$347,003</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Real Estate Parcels Assessed	15,585	15,635	15,700
Personal Prop Parcels Assessed	1,598	1,692	1,710
Field Inspections	1,000	1,000	1,000
Real Estate, Personal Property, Abatements & Exemptions	516	525	560
Motor Vehicle Excise Tax Processed	58,265	58,400	58,500
Motor Vehicle Excise Abatements	2,450	2,500	2,550
Appellate Tax Board Cases - Properties	38	42	50

**ASSESSOR**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019						
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Recommendation	Mayor's	Council Approval
1.	Chairperson, Assessors	19-5 (L9)			1	139,645	122,237.05	130,000.00	1	131,673	1	131,673	131,673	
2.	Assessor	16-1			1	112,536	84,348.55	84,402.00	1	88,980	1	88,980	88,980	
3.	*Assessor (PT 19 hrs)	16-1			0.5	48,714	17,302.90	20,000.00	0.5	48,619	0.5	48,619	48,619	
4.	*Assistant Assessor	13-6 (L10)			1	92,650	69,550.95	92,650.00	1	95,925	1	95,925	95,925	
5.	*Administrative Assistant	10-6 (L9)			1	74,067	55,515.54	74,067.00	1	76,690	1	76,690	76,690	
6.	Part Time / Temporary					28,000	16,834.00	28,000.00		28,000		28,000	28,000	
Subtotal			4.5	459,762.86	4.5	495,612	365,788.99	429,119.00	4.5	469,887		4.5	469,887	469,887

**Summary of Changes**

Adjustments to FY 2018 Positions

Explanation

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

5,803

Chairperson, Assessors 19-5 (L9)

(7,972)

Internal promotion - replaced at lower step/longevity

Assessor 16-1

(23,556)

New employee to be hired at lower step

New Positions

Subtotal

0	0	0	0	0

Grand Total

4.5	459,762.86	4.5	495,612	365,788.99	429,119.00	4.5	469,887	4.5	469,887	469,887
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**ASSESSOR**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-141-5100</b>									
5111 Salaries - Full Time	447,246.39	408,401.58	418,898.00	331,652.09	381,119.00	393,268.00	(25,630.00)	393,268.00	393,268.00
5121 Salaries - Part Time	9,410.00	51,361.28	76,714.00	34,136.90	48,000.00	76,619.00	(95.00)	76,619.00	76,619.00
<b>General Expenses 001-141-5200</b>									
5248 Computer Equipment License	16,340.00	17,040.00	17,790.00	17,790.00	17,790.00	18,590.00	800.00	18,590.00	18,590.00
5310 Valuation Services	101,515.77	81,789.73	80,000.00	60,291.52	80,000.00	80,000.00	0.00	80,000.00	80,000.00
5312 Training	1,434.66		2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5342 Postage	3,099.72	4,648.68	5,500.00	2,825.50	5,500.00	5,500.00	(800.00)	4,700.00	4,700.00
5343 Printing	3,405.85	2,776.61	4,000.00	2,447.05	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5420 Office Supplies	338.28	460.50	500.00	400.38	500.00	500.00	0.00	500.00	500.00
5730 Dues	225.00	150.00	330.00	275.00	330.00	330.00	0.00	330.00	330.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	Yearly increase	800.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	456,656.39	459,762.86	495,612.00	365,788.99	429,119.00	469,887.00	(25,725.00)	469,887.00	469,887.00
General Expenses	126,359.28	106,865.52	110,120.00	84,029.45	110,120.00	110,920.00	0.00	110,120.00	110,120.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>583,015.67</b>	<b>566,628.38</b>	<b>605,732.00</b>	<b>449,818.44</b>	<b>539,239.00</b>	<b>580,807.00</b>	<b>(25,725.00)</b>	<b>580,007.00</b>	<b>580,007.00</b>

## 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:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	249,926	250,322
Pension Administration	23,594	23,644
Medical & Life Insurance	210,352	242,610
Heat, Light, Water	13,059	13,277
Building Repair & Maintenance	24,798	14,047
Building Insurance	699	817
<b>Total</b>	<b>\$522,428</b>	<b>\$544,717</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Fund Accounts Controlled	60	60	60
Accts/Pay invoices processed	39,500	40,000	41,000
Payrolls processed/verified	166	168	168
Original PO's reviewed/certified	850	860	860
Vendor contracts reviewed/certified	98	120	130
CAFR award received	Pending	Expected	Expected
CBA's negotiated (9 unions)	4	4	1
Union grievances/arbitrations	10	10	10
Acctg Systems Updated/Maintained:			
General Ledger	1	1	1
Accounts/Payable	1	1	1
Payroll	1	1	1
Miscellaneous Billing	1	1	1
Auditor's Webpage	1	1	1
Financial Transparency		1	1

**AUDITOR**

**PERSONNEL**

			FY 2017			FY 2018			FY 2019				
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*City Auditor	21-6 (L11)	1		1	156,316	117,344.02	156,316.00	1	160,615	1	160,615	160,615
2.	*Asst City Auditor	17-6 (L11)	1		1	123,234	92,510.23	123,234.00	1	126,623	1	126,623	126,623
3.	*Business Manager	15-6 (L8)	1		1	104,553	78,486.05	104,553.00	1	107,429	1	107,429	107,429
4.	*Accountant	11-6	1		1	71,523	53,342.32	71,523.00			1	75,876	75,876
5.	*Administrative Assistant	10-6 (L9)	1		1	74,638	56,029.48	74,638.00	1	76,690	1	76,690	76,690
6.	Principal Office Assistant	8-3	1		1	51,009	38,272.02	51,009.00					
7.	Students / Part Time / Temporary					10,500	1,729.75	5,000.00		10,500		10,500	10,500
Subtotal			6	567,655.26	6	591,773	437,713.87	586,273.00	4	481,857	5	557,733	557,733

**Summary of Changes**

**Adjustments to FY 2018 Positions**

Step Raises/Longevity/Compensation Ordinance included in \* position salary 16,969

Office Coordinator 9-3 7,155

Senior Accountant 13-5 12,510

**Explanation**

Promote Prin Office Asst (GR8-3) to Office Coordinator (GR9-3). Additional responsibilities to be assigned (clerical duties for Med B, OBRA, payroll, and FSA).

Additional responsibilities consistent with Sr. Accountant duties to be assigned.

**New Positions/Stipends**

Financial Advisor (Building, Water & Sewer, CIP, CH 90 and CPA) Additional advisory responsibilities beyond existing job description

Financial Advisor (Public Works, Public Safety, Payrolls) Additional advisory responsibilities beyond existing job description

**Subtotal**

**Grand Total**

1	58,164	1	58,164	58,164
1	84,033		0	0
	3,000		3,000	3,000
	3,000		0	0
<b>2</b>	<b>148,197</b>	<b>1</b>	<b>61,164</b>	<b>61,164</b>

<b>6</b>	<b>567,655.26</b>	<b>6</b>	<b>591,773</b>	<b>437,713.87</b>	<b>586,273.00</b>	<b>6</b>	<b>630,054</b>	<b>6</b>	<b>618,897</b>	<b>618,897</b>
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AUDITOR

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-135-5100</b>									
5111 Salaries - Full Time	591,135.82	560,471.76	581,273.00	435,984.12	581,273.00	613,554.00	24,124.00	605,397.00	605,397.00
5121 Salaries - Part Time	13,259.58	7,183.50	10,500.00	1,729.75	5,000.00	16,500.00	3,000.00	13,500.00	13,500.00
<b>General Expenses 001-135-5200</b>									
5192 Mileage	84.00	106.57	100.00	84.00	100.00	100.00	0.00	100.00	100.00
5242 Office Equipment Repair/Maint			650.00	390.00	650.00	650.00	0.00	650.00	650.00
5312 Collective Bargaining/ Training		575.00	600.00	230.00	600.00	600.00	0.00	600.00	600.00
5342 Postage	250.66	369.00	200.00		300.00	300.00	100.00	300.00	300.00
5343 Printing			100.00		0.00	0.00	(100.00)	0.00	0.00
5420 Office Supplies	2,614.44	2,228.21	3,000.00	821.22	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5730 Dues-Mandatory	90.00	150.00	150.00	150.00	150.00	150.00	0.00	150.00	150.00
<b>Equipment &amp; Unusual 001-135-5400</b>									
5111 Contingency/Collective Bargaining - City			1,450,000.00	8,325.00	1,450,000.00	155,000.00	(1,295,000.00)	155,000.00	155,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Increase in usage experience	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	604,395.40	567,655.26	591,773.00	437,713.87	586,273.00	630,054.00	27,124.00	618,897.00	618,897.00
General Expenses	3,039.10	3,428.78	4,800.00	1,675.22	4,800.00	4,800.00	0.00	4,800.00	4,800.00
Equipment & Unusual	0.00	0.00	1,450,000.00	8,325.00	1,450,000.00	155,000.00	(1,295,000.00)	155,000.00	155,000.00
<b>Total Operating Budget</b>	<b>607,434.50</b>	<b>571,084.04</b>	<b>2,046,573.00</b>	<b>447,714.09</b>	<b>2,041,073.00</b>	<b>789,854.00</b>	<b>(1,267,876.00)</b>	<b>778,697.00</b>	<b>778,697.00</b>

**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 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
BANS Issued		\$4,500,000	
Interest Rate		3.0%	
Bonds Issued	\$18,749,000		\$5,500,000
Interest Rate	4.0%		5.0%
Maximum Borrowing Term	20 years		20 years
Moody's Rating	AA+	AA+	AA+
Standard & Poors	AA1	AA1	AA1

**AUDITOR - INTEREST & CERTIFICATION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Debt Requirements 001-750-5200</b>									
5911 Certification Charges	21,347.30	12,958.41	5,000.00	4,800.00	4,800.00	5,000.00	0.00	5,000.00	5,000.00
5915 Debt Inside Interest	2,359,408.00	2,063,659.08	2,524,000.00	1,894,493.40	2,508,405.00	2,185,000.00	(339,000.00)	2,185,000.00	2,185,000.00
5925 Interest on Bond Anticipation Notes	122,460.00	251,543.19				135,000.00	135,000.00	135,000.00	135,000.00
5930 Interest on Tax Refunds			20,000.00		0.00	20,000.00	0.00	20,000.00	20,000.00

**Department Explanation for Requested Increases**

**Item**

5925 Interest on Bond Anticipation Notes

**Reason**

Proposed one-year BANS issue of \$4.5M to be issued in June 2018.

**Department Cost for Requested Increase**

135,000.00

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

General Expenses	2,503,215.30	2,328,160.68	2,549,000.00	1,899,293.40	2,513,205.00	2,345,000.00	(204,000.00)	2,345,000.00	2,345,000.00
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**Equipment & Unusual**

<b>Total Operating Budget</b>	<u>2,503,215.30</u>	<u>2,328,160.68</u>	<u>2,549,000.00</u>	<u>1,899,293.40</u>	<u>2,513,205.00</u>	<u>2,345,000.00</u>	<u>(204,000.00)</u>	<u>2,345,000.00</u>	<u>2,345,000.00</u>
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### AUDITOR - REDEMPTION OF BONDS

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

[illegible]

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Building	\$1,487,000	\$1,269,000	\$1,061,000
Building - School Construction	\$30,957,654	\$27,666,416	\$24,372,178
City Yard Project	\$386,000	\$335,000	\$284,000
Design / Engineering	\$215,000	\$104,000	\$88,000
Equipment	\$3,081,000	\$2,059,000	\$1,144,000
Land Acquisition	\$9,530,000	\$8,495,000	\$7,460,000
Land Development	\$6,427,000	\$5,577,000	\$4,728,000
Removal Solid Waste Facility	\$466,000	\$418,000	\$370,000
Recreation Facilities	\$510,000	\$435,000	\$360,000
Revaluation	\$244,200	\$210,000	\$175,000
Signals	\$874,800	\$725,000	\$605,000
Streets	\$14,637,000	\$13,045,000	\$11,465,000
Technology	\$99,000	\$75,000	\$50,000
<b>Total Outstanding Bonds</b>	<b>\$68,914,654</b>	<b>\$60,413,416</b>	<b>\$52,162,178</b>
Bonds Retired In 5 Years	10.07%	11.99%	12.11%
Bonds Retired In 10 Years	58.73%	84.32%	83.15%
Bonds Retired In 15 Years	97.12%	96.32%	96.77%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

**AUDITOR - REDEMPTION OF BONDS**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	7,439,238.00	7,197,238.00	8,502,000.00	5,877,238.00	8,501,238.00	8,252,000.00	(250,000.00)	8,252,000.00	8,252,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for  
Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel									
General Expenses	7,439,238.00	7,197,238.00	8,502,000.00	5,877,238.00	8,501,238.00	8,252,000.00	(250,000.00)	8,252,000.00	8,252,000.00
Equipment & Unusual									
Total Operating Budget	<u>7,439,238.00</u>	<u>7,197,238.00</u>	<u>8,502,000.00</u>	<u>5,877,238.00</u>	<u>8,501,238.00</u>	<u>8,252,000.00</u>	<u>(250,000.00)</u>	<u>8,252,000.00</u>	<u>8,252,000.00</u>

# AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

## STATEMENT OF OBJECTIVES:

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

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

## DESCRIPTION OF OUTPUT STATEMENT:

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

Non-Contributory: Pensions for all retired employees, who were employed prior to July 1, 1939 are funded under this element. As of FY14, the City is liable only for 38C payments.

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
<b>Non-Contributory</b>			
Retirees	0	0	0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
<b>Contributory</b>			
Active Participants	910	915	920
Retirees	661	671	675
Disabled Retirees	105	105	105
Surviving Spouses	130	135	135
Actuarial Valuation Date	1/1/2017		
Actuarial Liability	\$387,803,152		
Actuarial Assets	\$223,584,317		
Unfunded Actuarial Liability	\$164,218,835	\$164,108,595	\$161,125,851
Funded Ratio	57.7%	57.7%	59.7%
Scheduled year to be fully funded	2032	2032	2032



**AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses</b>									
<b>Contributory Retirement 001-911-5200</b>									
5170 Pension - Contributory	15,813,645.00	16,280,220.00	16,781,631.00	16,781,631.00	16,781,631.00	17,349,549.00	567,918.00	17,349,549.00	17,349,549.00
<b>Non-Contributory Retirement 001-918-5200</b>									
5170 Pension - Non-Contributory	553.32	553.52	600.00		553.52	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

Item

5170 Pension - Contributory

Reason

PERAC mandate - actuarial funding schedule required payment

Department Cost for Requested Increase

567,918.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	15,814,198.32	16,280,773.52	16,782,231.00	16,781,631.00	16,782,184.52	17,350,149.00	567,918.00	17,350,149.00	17,350,149.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>15,814,198.32</u>	<u>16,280,773.52</u>	<u>16,782,231.00</u>	<u>16,781,631.00</u>	<u>16,782,184.52</u>	<u>17,350,149.00</u>	<u>567,918.00</u>	<u>17,350,149.00</u>	<u>17,350,149.00</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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Employees / Retirees			
BC/BS - Family	37	30	22
BC/BS - Individual	116	101	91
BC/BS - Individual C/O	461	418	377
BC/BS PPO - Family	256	245	242
BC/BS PPO - Individual	151	151	150
BC/BS Medex-Ind	760	832	878
Tufts HMO - Fam	589	585	598
Tufts HMO - Ind	347	252	259
Tufts Med Comp - Ind	65	65	97
Tufts Med Pref - Ind	35	35	35
Harvard HMO - Fam	233	248	259
Harvard HMO - Ind	154	150	175
Harvard Enhance - Ind	60	71	77
Delta Dental - Fam	843	864	899
Delta Dental - Ind	422	435	464
Medicare Part B	1,450	1,450	1,450
* FY2019 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.			

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Annual Total Cost			
BC/BS - Family	\$38,054	\$39,526	\$40,005
BC/BS - Individual	\$16,406	\$16,977	\$17,244
BC/BS - Individual C/O	\$8,051	\$8,353	\$8,451
BC/BS PPO - Family	\$30,401	\$31,581	\$31,937
BC/BS PPO - Individual	\$13,107	\$13,612	\$13,766
BC/BS Medex - Individual	\$5,613	\$5,954	\$6,300
Tufts HMO - Family	\$27,710	\$28,010	\$26,959
Tufts HMO - Individual	\$10,298	\$10,366	\$9,974
Tufts Med Comp - Ind	\$5,928	\$6,576	\$7,188
Tufts Med Pref - Ind	\$3,204	\$3,552	\$3,768
Harvard HMO - Family	\$23,046	\$25,599	\$24,649
Harvard HMO - Individual	\$8,219	\$10,240	\$9,860
Harvard Enhance - Ind	\$6,871	\$7,592	\$8,240
Delta Dental - Fam	\$1,184	\$1,212	\$1,189
Delta Dental - Ind	\$439	\$449	\$441
Medicare B - Base Rate	\$1,260	\$1,608	\$1,608
OPEB - Employee contributions	\$299,400	\$475,000	\$400,000
Medicare Part D Recoveries	\$744,825	\$750,000	\$750,000
Stop Loss Recoveries	\$1,173,954	\$356,000	

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

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses</b>									
<b>Medical Insurance 001-914-5200</b>									
5171 Blue Cross/Blue Shield	13,600,000.00	14,200,000.00	13,500,000.00	13,500,000.00	13,500,000.00	13,600,000.00	(750,000.00)	12,750,000.00	12,750,000.00
5172 Tufts	15,800,000.00	18,200,000.00	17,200,000.00	17,200,000.00	17,200,000.00	17,455,000.00	(395,000.00)	16,805,000.00	16,805,000.00
5173 Harvard	5,650,000.00	5,880,000.00	7,505,000.00	7,505,000.00	7,505,000.00	7,805,000.00	(350,000.00)	7,155,000.00	7,155,000.00
5175 Delta Dental	1,065,000.00	1,200,000.00	1,250,000.00	1,250,000.00	1,250,000.00	1,300,000.00	50,000.00	1,300,000.00	1,300,000.00
5174 Medicare B Reimbursement	2,002,014.70	2,202,452.95	2,200,000.00	2,203,670.90	2,207,000.00	2,225,000.00	25,000.00	2,225,000.00	2,225,000.00
5185 FICA - Medicare	1,644,402.64	1,637,297.40	1,750,000.00	1,255,032.85	1,700,000.00	1,750,000.00	0.00	1,750,000.00	1,750,000.00
5186 Stop Loss	739,656.00	789,351.36	875,000.00	674,434.23	810,000.00	850,000.00	(25,000.00)	850,000.00	850,000.00
5187 Audits / Consulting		9,800.00	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	16,399.43	17,592.00	20,000.00	12,046.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5189 Wellness Programs	345.32	1,800.84	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5179 Section 9A1/2 Reimbursements	21,239.98								
<b>Optional Medicare Extension (OME) 001-916-5200</b>									
5170 Optional Medicare Extension (OME)	3,300,000.00	3,500,000.00	4,500,000.00	4,500,000.00	4,500,000.00	5,000,000.00	500,000.00	5,000,000.00	5,000,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5171 Blue Cross/Blue Shield	Increase based upon FY2019 carrier renewal	100,000.00
5172 Tufts	Increase based upon FY2019 carrier renewal	255,000.00
5173 Harvard	Increase based upon FY2019 carrier renewal	300,000.00
5175 Delta Dental	Increase based upon FY2019 carrier renewal	50,000.00
5174 Medicare B Reimbursement	Increase in base Medicare B rate for reimbursement	25,000.00
5170 Optional Medicare Extension (OME)	Increase based upon FY2019 carrier renewal and enrollment increase from prior year	500,000.00

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

<b>General Expenses</b>	43,839,058.07	47,638,294.55	48,811,000.00	48,100,183.98	48,703,000.00	50,016,000.00	(945,000.00)	47,866,000.00	47,866,000.00
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**Equipment & Unusual**

<b>Total Operating Budget</b>	<u>43,839,058.07</u>	<u>47,638,294.55</u>	<u>48,811,000.00</u>	<u>48,100,183.98</u>	<u>48,703,000.00</u>	<u>50,016,000.00</u>	<u>(945,000.00)</u>	<u>47,866,000.00</u>	<u>47,866,000.00</u>
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# AUDITOR - OTHER EMPLOYEE BENEFITS

## STATEMENT OF OBJECTIVES:

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

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

## DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Social Security	24	19	18

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Life Insurance			
Employees	984	1,005	1,010
Retirees	887	877	880
Coverage Amounts			
Employees - Basic Life	\$15,000	\$15,000	\$15,000
Employees - Accidental Death	\$30,000	\$30,000	\$30,000
Retirees - Basic Life	\$5,000	\$5,000	\$5,000
Retirees - Accidental Death	\$10,000	\$10,000	\$10,000
Annual City Contribution			
Employees - Basic Life	\$67	\$67	\$71
Retirees - Basic Life	\$22	\$22	\$23

**AUDITOR - OTHER EMPLOYEE BENEFITS**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses</b>									
<b>Group Life Insurance 001-915-5200</b>									
5170 Group Life Insurance	83,166.75	84,001.10	88,000.00	64,452.15	87,000.00	95,000.00	7,000.00	95,000.00	95,000.00
<b>Social Security 001-917-5200</b>									
5170 Social Security	26,319.41	24,357.46	30,000.00	8,156.35	17,000.00	20,000.00	(10,000.00)	20,000.00	20,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>
5170 Group Life Insurance	Expected increase in active employees on the plan and expected rate increase for January 1.

**Department Cost for Requested Increase**  
7,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	109,486.16	108,358.56	118,000.00	72,608.50	104,000.00	115,000.00	(3,000.00)	115,000.00	115,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>109,486.16</u>	<u>108,358.56</u>	<u>118,000.00</u>	<u>72,608.50</u>	<u>104,000.00</u>	<u>115,000.00</u>	<u>(3,000.00)</u>	<u>115,000.00</u>	<u>115,000.00</u>

# AUDITOR - REDEMPTION OF WATER & SEWER BONDS

## STATEMENT OF OBJECTIVES:

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

## DESCRIPTION OF OUTPUT STATEMENT:

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

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Sewer Equipment	\$120,000	\$60,000	\$0
Sewer Improvements (City)	\$12,695,500	\$11,559,200	\$10,416,900
Sewer Improvement (MWRA)	\$871,620	\$679,205	\$486,790
Sewer Improvements (MWPAT)	\$228,461	\$216,368	\$204,012
Sewer Improvements (SRF)	\$1,774,778	\$1,516,760	\$1,253,511
<b>Total Outstanding Bonds</b>	<b>\$15,690,359</b>	<b>\$14,031,533</b>	<b>\$12,361,213</b>
Bonds Retired In 10 Years	54.88%	56.69%	54.33%
Bonds Retired In 15 Years	92.89%	100.00%	100.00%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Water Improvements	\$4,168,500	\$3,822,400	\$3,482,300
Water Improvements (MWRA) 12/10	\$686,607	\$514,955	\$343,304
Water Improvements (MWRA) 6/13	\$1,293,870	\$1,078,225	\$862,580
Water Improvements (MWRA) 9/14	\$382,696	\$334,859	\$287,022
Water Improvements (MWRA) 5/17	2,520,000.00	\$2,268,000	\$2,016,000
<b>Total Outstanding Bonds</b>	<b>\$9,051,673</b>	<b>\$8,018,439</b>	<b>\$6,991,206</b>
Bonds Retired In 10 Years	65.53%	71.38%	61.99%
Bonds Retired In 15 Years	93.29%	98.00%	100.00%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%



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

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Debt Requirements</b>									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,560,224.20	1,227,440.47	1,660,000.00	1,232,825.92	1,658,826.00	1,671,000.00	11,000.00	1,671,000.00	1,671,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	761,233.80	761,233.80	1,034,000.00	505,588.80	1,033,234.00	1,028,000.00	(6,000.00)	1,028,000.00	1,028,000.00

Department Explanation for Requested Increases

Item

5910 Serial Bond Sewer

Reason

Net increase in principal payments resulting from June 2017 bond issue of \$4,011,000.

Department Cost for Requested Increase

11,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
General Expenses	2,321,458.00	1,988,674.27	2,694,000.00	1,738,414.72	2,692,060.00	2,699,000.00	5,000.00	2,699,000.00	2,699,000.00
<b>Equipment &amp; Unusual</b>									
Total Operating Budget	<u>2,321,458.00</u>	<u>1,988,674.27</u>	<u>2,694,000.00</u>	<u>1,738,414.72</u>	<u>2,692,060.00</u>	<u>2,699,000.00</u>	<u>5,000.00</u>	<u>2,699,000.00</u>	<u>2,699,000.00</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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
<b>SEWER</b>			
BANS Issued		\$2,500,000	
Interest Rate		3.0%	
Bonds Issued	\$4,011,000		\$5,400,000
Interest Rate	4.00%		5.0%
Maximum Borrowing Term	10 years		10 years
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
<b>WATER</b>			
BANS Issued		\$1,000,000	
Interest Rate		3.0%	
Bonds Issued	\$440,000		\$1,000,000
Interest Rate	4.0%		5.0%
Maximum Borrowing Term	10 years		10 years
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

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

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Debt Requirements</b>									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	6,981.04	1,544.00	5,000.00	2,802.27	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5925 Interest on Bond Anticipation Notes	26,640.00	49,980.00				75,000.00	75,000.00	75,000.00	75,000.00
5915 Debt Interest Sewer	432,066.60	393,862.20	514,000.00	397,007.35	514,000.00	458,000.00	(56,000.00)	458,000.00	458,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	61.69	501.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5925 Interest on Bond Anticipation Notes	900.00	892.50				30,000.00	30,000.00	30,000.00	30,000.00
5915 Debt Interest Water	163,600.78	150,643.05	156,000.00	142,962.34	156,000.00	141,000.00	(15,000.00)	141,000.00	141,000.00

Department Explanation for Requested Increases

Item

5925 Interest on Bond Anticipation Notes (Sewer)  
5925 Interest on Bond Anticipation Notes (Water)

Reason

Proposed one-year BANS issue of \$2.5M to be issued in June 2018.  
Proposed one-year BANS issue of \$1.0M to be issued in June 2018.

Department Cost for

Requested Increase

75,000.00  
30,000.00

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

General Expenses	630,250.11	597,422.75	680,000.00	542,771.96	680,000.00	714,000.00	34,000.00	714,000.00	714,000.00
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**Equipment & Unusual**

Total Operating Budget	<u>630,250.11</u>	<u>597,422.75</u>	<u>680,000.00</u>	<u>542,771.96</u>	<u>680,000.00</u>	<u>714,000.00</u>	<u>34,000.00</u>	<u>714,000.00</u>	<u>714,000.00</u>
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## BUILDING

### STATEMENT OF OBJECTIVES:

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

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

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

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

**Multi Residence Inspection:** Develop a citywide database of all multi family properties.

**Nuisance Property Enforcement:** To acquire a part time Inspector to track all nuisance property complaints and provide support to all 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 2016	FY 2017
Pension-Contributory/FICA	488,490	484,038
Pension Administration	44,267	44,168
Medical & Life Insurance	742,547	769,078
Heat, Light, Water	160,315	181,790
Building Repair & Maintenance	279,299	415,149
Building Insurance	2,796	3,267
Motor Vehicle Insurance	1,910	2,252
Motor Vehicle Maint & Repair	31,917	32,370
Total	<u>\$1,751,541</u>	<u>\$1,932,112</u>

### OUTPUT MEASURES

GENERAL SUPPORT, MAINTENANCE & REPAIR			
The Building department issues and records all building, plumbing, heating, gas and sign permits and certificates of occupancy and zoning complaints. The maintenance element directly supports all elements housed in public buildings through proper maintenance and custodial care of those buildings. The efficiency of all departments of municipal government is improved when the required physical plant of each department is kept in proper repair.			
Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Revenue	\$5,007,119	\$4,500,000	\$6,000,000
Buildings Maintained and Repaired	58	58	56

CODE ENFORCEMENT			
Physical inspection or review of construction and use activities provides the means to eliminate unsafe construction practices, unsanitary or dangerous conditions in the City's dwellings and illegal use or exploitation of real property. Provide inspection and enforcement of nuisance properties.			
Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Sign Permits	116	75	100
Plumbing Permits	1,041	900	1,000
Gas Permits	626	550	700
Building Permits	2,219	1,800	2,400
Building Inspections	15,365	11,500	17,000
Plumbing & Gas Inspections	5,526	4,300	6,000
Trench Permits	91	70	100

**BUILDING**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Insp of Bldg/Superintendent	19-5	1		1	113,836	84,647.91	113,836.00	1	121,589	1	121,589	121,589
2.	*Director of Maintenance	15-6 (L11)	1		1	106,731	79,939.56	106,731.00	1	110,413	1	110,413	110,413
3.	SPMG *Sr Building Inspector	13-6 (L11)	1		1	90,020	72,850.18	90,020.00	1	96,941	1	96,941	96,941
4.	SPMG *Sr Building Inspector	13-6 (L10)	1		1	88,398	71,537.60	88,398.00	1	95,340	1	95,340	95,340
5.	SPMG *Sr Building Inspector	13-6 (L10)	1		1	88,398	71,537.61	88,398.00	1	95,267	1	95,267	95,267
6.	SPMG *Sr Building Inspector	13-6 (L10)	1		1	88,398	71,537.59	88,398.00	1	95,340	1	95,340	95,340
7.	SPMG *Sr Building Inspector	13-6	1		1	76,696	61,568.33	76,696.00	1	85,734	1	85,734	85,734
8	SPMG *Sr Plumbing & Gas Inspector	13-6	1		1	75,981	60,860.07	75,981.00	1	84,933	1	84,933	84,933
9.	SPMG *Foreman	13-6 (L11)	1		1	86,455	69,708.06	86,455.00	1	96,645	1	96,645	96,645
10.	SPMG *Inspectors Admin Asst	11-6 (L9)	1		1	77,162	62,443.11	77,162.00	1	83,095	1	83,095	83,095
11.	*Administrative Assistant	10-6 (L9)	1		1	74,638	56,029.47	74,638.00	1	76,690	1	76,690	76,690
12.	Office Coordinator	9-3	0.5			32,877	20,959.77	32,877.00	0.5	35,101	1	58,164	58,164
13.	Sub Inspectors - Building (\$11K) & Plumbing (\$21K)					32,000	4,550.00	32,000.00		32,000		32,000	32,000
14.	LAB *Working Foreman II	11-6	1		1	62,748	50,202.97	62,748.00	1	68,278	1	68,278	68,278
15.	LAB *Painter	10-6 (L9)	1		1	65,091	52,363.45	65,091.00	1	70,189	1	70,189	70,189
16.	LAB *Carpenter	10-5	1		1	53,933	38,119.62	53,933.00	1	60,254	1	60,254	60,254
17.	LAB *Bldg Maint Person	7-6 (L11)	1		1	57,803	46,564.31	57,803.00	1	62,253	1	62,253	62,253
18.	LAB *Bldg Maint Person	7-6 (L10)	1		1	56,761	45,725.05	56,761.00	1	61,606	1	61,606	61,606
19.	LAB *Bldg Maint Person Nights	7-6 (L10)	1		1	60,167	48,468.79	60,167.00	1	64,938	1	64,938	64,938
20.	LAB *Bldg Maint Person	7-6 (L9)	1		1	56,761	45,716.93	56,761.00	1	61,131	1	61,131	61,131
21.	LAB *Bldg Maint Person	7-6 (L8)	1		1	56,241	45,305.72	56,241.00	1	60,570	1	60,570	60,570
22.	LAB *Bldg Maint Person	7-6	1		1	52,075	41,949.68	52,075.00	1	56,084	1	56,084	56,084
23.	LAB *Bldg Maint Person Nights	7-6	1		1	53,249	42,380.64	53,249.00	1	59,449	1	59,449	59,449
24.	LAB *Bldg Maint Person	7-6	1		1	49,123	39,278.51	49,123.00	1	55,296	1	55,296	55,296
25.	LAB *Bldg Maint Person Nights	7-2	1		1	45,844	24,850.49	45,844.00	1	49,634	1	49,634	49,634
26.	Compliance Officer					3,000	2,251.89	3,000.00		3,000		3,000	3,000
Subtotal			23.5	1,649,544.97	23.5	1,704,386	1,311,347.31	1,704,386.00	23.5	1,841,770	24.0	1,864,833	1,864,833

## PERSONNEL

**FY 2019  
Grade-Step**

FY 2017		FY 2018				FY 2019				
Actual		July - March		Estimated						
#	Expenditures	#	Budget	Expenditures	Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval

Adjustments to FY 2018 Positions

135,160

**Explanation**

9-3

25,287

[illegible]

## Part time student intern (summer &amp; breaks)

Help for on-call, miscellaneous duties such as permit entry, typing of official records, counter service, public records request and cross train with Building Maintenance.

12-1

The primary purpose of this new primary part time position is to pursue all complaints and violations of the property nuisance ordinance enacted in June 2017. The new position will be dedicated to the enforcement and compliance of nuisance properties, access issues and fence issues. Funded for 11 months.

9-1

Qualified person to maintain HVAC systems in City buildings and computerized maintenance schedule. Funded for 10 months.

**Subtotal**

Grand Total

23.5	1,649,544.97	23.5	1,704,386	1,311,347.31	1,704,386.00	24.0	1,885,363		25.5	1,944,142	1,944,142
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**BUILDING**

EXPENDITURES									
	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-192-5100</b>									
5111 Salaries - Full Time	1,022,700.27	943,929.65	966,713.00	762,659.49	966,713.00	1,041,987.00	133,438.00	1,100,151.00	1,100,151.00
5112 Wages - Full Time	741,911.31	663,713.85	669,796.00	520,926.16	669,796.00	729,682.00	98,734.00	768,530.00	768,530.00
5121 Salaries - Part Time	40,722.05	41,901.47	67,877.00	27,761.66	67,877.00	113,694.00	7,584.00	75,461.00	75,461.00
5131 Overtime	26,632.63	5,249.80	10,000.00	5,910.05	7,000.00	10,000.00	0.00	10,000.00	10,000.00
5195 Buyback Sick Time	3,322.01	27,930.62	5,000.00	10,187.60	10,000.00	5,000.00	0.00	5,000.00	5,000.00
<b>General Expenses 001-192-5200</b>									
5192 Mileage	1,001.16	845.53	300.00	617.29	700.00	600.00	300.00	600.00	600.00
5241 Equipment Repair/Maint	10,455.91	1,167.30	2,100.00	530.91	1,000.00	2,100.00	0.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	2,959.97	2,854.35	2,500.00	3,489.66	5,500.00	2,500.00	0.00	2,500.00	2,500.00
5245 Maint/Repair of Buildings/Elevator	102,433.56	43,784.33	40,000.00	31,251.52	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5247 Alarms / Intrusion	1,329.90	1,363.50	1,600.00	689.40	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5272 Office Equipment Rental	1,961.19	1,076.19							
5276 Equipment Rental	3,067.42	4,466.89	2,500.00	1,928.44	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5291 Custodial Services	1,320.00	266.71	1,400.00		0.00	1,400.00	0.00	1,400.00	1,400.00
5305 Legal Services	650.00								
5307 Public Safety Service	2,206.47	180.00	500.00	385.00	500.00	500.00	0.00	500.00	500.00
5312 Training	2,989.72	1,854.21	500.00	2,525.45	2,000.00	2,500.00	2,000.00	2,500.00	2,500.00
5342 Postage	2,552.75	1,900.87	1,700.00	1,119.97	1,700.00	1,700.00	0.00	1,700.00	1,700.00
5343 Printing	1,908.30	284.80	2,000.00	354.90	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5382 Pest Control	12,855.00	13,519.98	4,500.00	15,628.97	16,000.00	4,500.00	0.00	4,500.00	4,500.00
5420 Office Supplies	6,023.41	6,852.11	6,000.00	2,192.97	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5430 Building Supplies	18,042.20	17,063.06	6,000.00	14,389.97	18,000.00	6,000.00	0.00	6,000.00	6,000.00
5431 Paint Supplies	1,416.39	1,762.41	1,000.00	1,540.38	2,000.00	1,000.00	0.00	1,000.00	1,000.00
5450 Custodial Supplies	26,488.83	20,295.52	27,000.00	24,312.59	28,000.00	27,000.00	0.00	27,000.00	27,000.00
5470 Public Safety Supplies	424.95	383.00	1,000.00	237.62	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	472.48	706.30	1,000.00	1,043.36	1,100.00	1,000.00	0.00	1,000.00	1,000.00
5536 Lumber	1,201.08		1,500.00		0.00	1,500.00	0.00	1,500.00	1,500.00
5581 Clothing, Gloves, Shoes	10,257.37	9,798.78	10,900.00	9,887.83	10,900.00	15,000.00	4,100.00	15,000.00	15,000.00
5588 Signs & Flags	555.60	667.28	1,000.00		0.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues	240.00	375.00							
5731 Conference Expense	40.00								
5733 Licenses	843.00	250.00	1,000.00	659.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5781 Holiday	691.79	637.07	1,000.00	1,085.95	0.00	0.00	(1,000.00)	0.00	0.00

**BUILDING**

EXPENDITURES	FY 2016		FY 2017		FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-192-5200</b>											
5245 Repair to All Buildings					225,000.00		225,000.00	250,000.00	25,000.00	250,000.00	250,000.00
-41 City Hall	15,821.16	15,354.54				13,088.29					
-42 Government Center	25,711.72	21,195.11				33,335.87					
-43 Municipal Center	52,954.95	95,422.14				46,697.94					
-45 Cutter St Voting Booth	166.23										
-47 Veterans Building											
-50 Lake St Sub Station											
-51 Carter St. Police Sub Station	605.47	546.15				145.50					
-52 92 Felton Street	5,276.11	213.25				402.60					
-53 14 Church Street	4,067.32	4,737.93				5,843.33					
-54 Emergency Management	10,912.48	3,389.70				1,498.65					
-55 Lake St. Fire Station	3,343.07	11,637.06				2,566.26					
-56 Moody St. Fire Station	9,733.94	15,590.12				5,643.55					
-57 Prospect St. Fire Station	6,393.90	18,504.11				8,788.70					
-58 Willow St. Fire Station	1,456.07	10,047.45				1,365.70					
-59 Trapelo Rd. Fire Station	4,222.10	709.03				3,815.50					
-61 25 Lexington Street	9,197.64	13,611.53				11,739.59					
-63 Main St Library	16,589.77	26,573.31				22,108.91					
-64 Wellington House	49.16					2,523.31					
-66 Paine Estate	7,275.13	6,486.44				2,025.00					
-67 Banks School (property sold)	2,109.93	12,164.23				242.04					
-68 Senior Center	6,346.20	27,507.33				7,244.90					
-69 Met State	532.60					212.10					
-71 Leary Field Recreation Building	800.69	2,166.64				1,527.27					
-72 Vet's Fieldhouse	1,986.81	1,134.22				794.69					
-73 Recreation Building Prospect Hill Park	4,477.07	4,060.48				1,069.11					
-74 Cacciatore Field						690.11					
-75 Lazazzero Field		463.70				229.83					
-76 Prospect Hill											
-77 Cornelia Warren		678.18				187.25					
-78 Bright School	87.25	114.25				649.45					
-79 South Middle School	10,459.37	17,868.13				3,314.87					
-81 Pumping Station	8,110.39	6,031.21				3,577.18					
-82 Public Parking Garages (Moody St & Common St)	1,962.00										
-83 Cemetery	1,669.00	2,738.57				3,434.69					
-84 Nipper Maher	87.52	224.38				2,612.50					
-85 Fitch	133.23	135.00				400.00					
-86 509 Moody St	4,085.66	3,903.05				1,754.93					
-87 Veteran's Rink	337.49	6,170.07				1,446.43					
-88 Fernald Property	12,278.81	20,722.49			50,000.00	4,664.34	50,000.00	50,000.00	0.00	50,000.00	50,000.00
-89 380 Lexington Street		387.17									

**BUILDING**

EXPENDITURES	FY 2016		FY 2017		FY 2018		FY 2019		
	Actual	Actual	Actual	Actual	July - March	Estimated	Department	Mayor's	Mayor's
Classification	Expenditures	Expenditures	Budget	Expenditures	Expenditures	Thru 6/30/18	Request	Incr/Decr	Recommendation
Equipment & Unusual 001-192-5400									
5850 Bldg Code Enforcement Equipment				5,114.00		4,700.00	4,500.00	0.00	0.00
Snow Equipment							4,000.00	0.00	0.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Account history	300.00
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs)	2,000.00
5581 Clothing, Gloves, Shoes	Increase due to CBA - Uniformity of work shirt and job related safety apparel	4,100.00
5245 Repair to Buildings	The conditions of the buildings under the direction and control of the building department are in need of extensive repair and upgrade, especially the fire stations and living quarters. The intent of the increase is to aggressively improve conditions in the buildings and get ahead of any further deterioration and decline of the buildings in our care.	25,000.00
5850 Bldg Code Enforcement Equipment	Increase due to training opportunities for inspectors to become certified commissioners	4,500.00
Snow Equipment	We are in need of two snow blowers. (Mayor: Process through CIP)	4,000.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	1,835,288.27	1,682,725.39	1,719,386.00	1,327,444.96	1,721,386.00	1,900,363.00	239,756.00	1,959,142.00	1,959,142.00
General Expenses	443,628.69	482,842.16	392,000.00	309,511.57	416,500.00	422,400.00	30,400.00	422,400.00	422,400.00
Equipment & Unusual	0.00	0.00	0.00	5,114.00	4,700.00	8,500.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<b>2,278,916.96</b>	<b>2,165,567.55</b>	<b>2,111,386.00</b>	<b>1,642,070.53</b>	<b>2,142,586.00</b>	<b>2,331,263.00</b>	<b>270,156.00</b>	<b>2,381,542.00</b>	<b>2,381,542.00</b>

## BUILDING UTILITIES

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>Total</b>	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of buildings	58	58	56

**BUILDING UTILITIES**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-193-5200</b>			1,075,700.00		1,075,700.00	1,075,700.00	0.00	1,075,700.00	1,075,700.00
-41 City Hall	87,062.65	88,514.17		70,137.98					
-42 Government Center	90,316.72	97,012.77		73,888.80					
-43 Municipal Center	224,048.74	259,344.03		183,264.55					
-45 Cutter St Voting Booth	2,102.57	3,294.81		2,501.62					
-47 Veterans Building	3,479.00	4,373.65		3,183.91					
-50 Lake St Sub Station	59.00	208.63		385.13					
-51 Carter St. Police Sub Station	7,975.11	7,476.67		5,334.31					
-52 92 Felton Street	4,162.75	4,065.05		1,911.59					
-53 14 Church Street	27,023.90	22,918.96		25,327.39					
-54 Emergency Management	33,092.07	27,526.91		20,408.25					
-55 Lake St. Fire Station	14,105.98	13,874.06		9,174.52					
-56 Moody St. Fire Station	33,167.60	33,859.63		25,597.64					
-57 Prospect St. Fire Station	12,141.01	11,012.60		7,777.60					
-58 Willow St. Fire Station	10,895.48	11,514.13		8,581.02					
-59 Trapelo Rd. Fire Station	12,945.42	14,284.37		9,425.10					
-61 25 Lexington Street	16,581.99	15,382.88		11,841.42					
-63 Main St Library	120,306.15	137,377.43		93,115.63					
-64 Wellington House	3,166.12	3,655.24		3,179.54					
-65 Teen Center (transfer to School Dept 3/2018)	430.22	488.89		372.98					
-66 Paine Estate	19,861.72	16,440.39		16,124.38					
-67 Banks School (property sold)	26,762.11	7,406.50		45.57					
-68 Senior Center	52,204.17	49,313.62		38,105.58					
-71 Leary Field Recreation Building	7,449.55	8,091.26		5,613.42					
-72 Vet's Fieldhouse	14.75								
-73 Recreation Building Prospect Hill Park	5,104.04	4,717.07		4,851.61					
-79 South Middle	77,796.48	90,836.40		58,070.69					
-81 Pumping Station									
-83 Cemetery	6,594.14	5,316.00		6,273.35					
-85 Fitch	2,644.19	2,377.22		1,802.53					
-86 509 Moody St	23,747.41	9,211.58		6,426.61					
-88 Fernald Property		46,466.14		169,180.83					
-89 380 Lexington Street		624.36		400.86					

**BUILDING UTILITIES**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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	925,241.04	996,985.42	1,075,700.00	862,304.41	1,075,700.00	1,075,700.00	0.00	1,075,700.00	1,075,700.00
Equipment & Unusual									
Total Operating Budget	<u>925,241.04</u>	<u>996,985.42</u>	<u>1,075,700.00</u>	<u>862,304.41</u>	<u>1,075,700.00</u>	<u>1,075,700.00</u>	<u>0.00</u>	<u>1,075,700.00</u>	<u>1,075,700.00</u>

## CITY CLERK

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs for Clerk/Voter Registration</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	74,417	91,168
Pension Administration	6,261	7,954
Medical & Life Insurance	229,207	220,893
Heat, Light, Water	14,288	16,520
Building Repair & Maintenance	19,181	10,061
Building Insurance	1,709	1,997
<b>Total</b>	<b>\$345,063</b>	<b>\$348,593</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Births Recorded	788	800	825
Deaths Recorded	614	600	600
Marriage Licenses	516	510	515
Licenses - Dog	1,500	1,500	1,500
Marriage Intentions	552	550	560
Customers Served at Counter	20,000	20,000	20,000
<b>City Clerk Receipts</b>	<b>\$134,000</b>	<b>\$145,000</b>	<b>\$150,000</b>

**CITY CLERK**

**PERSONNEL**

	Bargaining Unit Position	FY 2019 Grade-Step
1.	City Clerk	18-1
2.	*Assistant City Clerk	16-3
3.	SPMG *Executive Assistant	12-5
4.	SPMG *Administrative Assistant	10-5 (L9)
<b>Subtotal</b>		

FY 2017		FY 2018				FY 2019								
Actual # Expenditures	#	July - March		Estimated	#	Department		#	Mayor's	Council				
		Budget	Actual	Expenditures		Request	Recommendation				Approval			
				Thru 6/30/18										
		1	130,551	90,354.64		83,916.01	1				100,328	1	100,328	100,328
		1	86,880	67,111.01		92,880.00	1				92,783	1	92,783	92,783
		1	68,333	53,934.06		68,333.00	1				76,366	1	76,366	76,366
1	65,450	52,497.28	65,450.00	1	73,123	1	73,123	73,123						
4	349,984.25	4	351,214	263,896.99	310,579.01	4	342,600		4	342,600	342,600			

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity/Compensation 21,609  
Ordinance/Contract Settlement included in \*  
position salary

Explanation

City Clerk 18-1 (30,223) New employee to be hired at lower step/longevity

New Positions

Subtotal

0	0		0	0	0					0

Grand Total

<b>4</b>	<b>349,984.25</b>	<b>4</b>	<b>351,214</b>	<b>263,896.99</b>	<b>310,579.01</b>	<b>4</b>	<b>342,600</b>	<b>4</b>	<b>342,600</b>	<b>342,600</b>
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## CITY CLERK

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-161-5100</b>									
5111 Salaries - Full Time	393,471.21	349,984.25	351,214.00	263,896.99	310,579.01	342,600.00	(8,614.00)	342,600.00	342,600.00
<b>General Expenses 001-161-5200</b>									
5192 Mileage			100.00		100.00	100.00	0.00	100.00	100.00
5242 Office Equipment Repair/Maint	4,644.81	1,384.00	4,000.00	270.00	2,042.04	4,000.00	(1,500.00)	2,500.00	2,500.00
5248 Computer Software/License		2,900.00	3,000.00	1,500.00	2,000.00	3,000.00	0.00	3,000.00	3,000.00
5272 Office Equipment Rental	3,824.18	4,032.61	4,000.00	2,057.99	4,115.98	4,000.00	0.00	4,000.00	4,000.00
5312 Training					125.00	2,125.00	2,125.00	2,125.00	2,125.00
5341 Advertising	13,165.74	10,614.60	7,500.00	4,770.90	9,000.00	10,000.00	2,500.00	10,000.00	10,000.00
5342 Postage	5,000.00	10,000.00	5,000.00	16,000.00	16,000.00	10,000.00	5,000.00	10,000.00	10,000.00
5343 Printing	17,844.66	10,458.90	7,000.00	9,192.84	9,192.84	7,000.00	0.00	7,000.00	7,000.00
5420 Office Supplies	10,741.36	9,251.16	8,000.00	2,010.81	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5730 Dues & Subscriptions	370.00	60.00	500.00		250.00	500.00	0.00	500.00	500.00
5731 Conference Expense		125.00							
5740 Insurance & Surety Bonds	200.00	100.00	200.00		0.00	200.00	0.00	200.00	200.00
<b>Bright School 001-161-5200-xxxx-78</b>									
- 78 Bright School Utilities	* 17,351.18	23,713.06	25,000.00	16,758.90	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5245 Building/Grounds Maint	24,758.57	25,324.15	25,000.00	14,826.29	25,000.00	25,000.00	0.00	25,000.00	25,000.00
<b>Other Charges 001-161-5700</b>									
5720 Out of State Travel				1,044.84	1,044.84	2,100.00	2,100.00	2,100.00	2,100.00

\* Transfer from Building Dept per Council Order #31246

## CITY CLERK

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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>			
5312 Training							2,125.00		
5341 Advertising							2,500.00		
5342 Postage							5,000.00		
5720 Out of State Travel							2,100.00		

## COST SUMMARY BY CLASSIFICATION

Personnel	393,471.21	349,984.25	351,214.00	263,896.99	310,579.01	342,600.00	(8,614.00)	342,600.00	342,600.00
General Expenses	97,900.50	97,963.48	89,300.00	67,387.73	100,825.86	98,925.00	8,125.00	97,425.00	97,425.00
Equipment & Unusual									
Other Charges	0.00	0.00	0.00	1,044.84	1,044.84	2,100.00	2,100.00	2,100.00	2,100.00
<b>Total Operating Budget</b>	<b>491,371.71</b>	<b>447,947.73</b>	<b>440,514.00</b>	<b>332,329.56</b>	<b>412,449.71</b>	<b>443,625.00</b>	<b>1,611.00</b>	<b>442,125.00</b>	<b>442,125.00</b>

## VOTER REGISTRATION & ELECTION

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Registered Voters	34,073	35,000	35,000
Elections Conducted	3	2	2
Precincts	18	18	18
People in Annual Census List	22,214	22,780	22,800
Voting Machines	19	19	19

**VOTER REGISTRATION & ELECTION**

**PERSONNEL**

Bargaining Unit	Position	FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019						
			Actual # Expenditures		July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department # Request		Mayor's Recommendation	Council Approval				
1.	Registration Clerk			2,500	1,301.27	1,253.33	2,500		0	**				
2.	Voting Machine Custodian			500	260.26	250.67	500		0	**				
3.	Registrars		3	3,000	2,250.00	3,000.00	3	3,000	3	3,000				
4.	SPMG *Administrative Assistant	10-6 (L11)	1	72,520	58,598.92	72,520.00	1	78,686	1	78,686				
5.	*Assistant Registrar	9-6 (L8)	1	68,586	51,486.95	68,586.00	1	70,473	1	70,473				
6.	*Assistant Registrar	9-3	1	53,121	39,365.97	53,121.00	1	56,345	1	56,345				
Subtotal			6	185,461.11	6	200,227	153,263.37	198,731.00	6	211,504		6	208,504	208,504

**Summary of Changes**

Adjustments to FY 2018 Positions

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

11,277

Explanation

\*\* Registration Clerk

City Council deliberation - ordinance change pending

1,000 1,000

\*\* Voting Machine Custodian

City Council deliberation - ordinance change pending

500 500

\*\* Registrar of Voters

Statutory compensation - MGL, Ch 41, Sec 19G

1,500 1,500

New Positions

Subtotal

0	0		0	3,000	3,000					

Grand Total

6	185,461.11	6	200,227	153,263.37	198,731.00	6	211,504	6	211,504	211,504
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**VOTER REGISTRATION & ELECTION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-163-5100</b>									
5111 Salaries - Full Time	224,598.48	178,711.11	194,227.00	149,451.84	194,227.00	205,504.00	11,277.00	205,504.00	205,504.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,561.53	1,504.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	2,250.00	3,750.00	3,000.00	2,250.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
<b>General Expenses 001-163-5200</b>									
5192 Mileage		169.21	250.00		169.21	250.00	0.00	250.00	250.00
5241 Equipment Repair/Maint	9,744.50	7,345.50	15,000.00	2,107.62	5,000.00	15,000.00	0.00	15,000.00	15,000.00
5272 Office Equipment Rental				2,057.99					
5307 Public Safety Service	2,736.00		8,000.00	880.00	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5330 Transport Services			200.00		0.00	200.00	0.00	200.00	200.00
5341 Advertising			5,000.00		0.00	5,000.00	0.00	5,000.00	5,000.00
5342 Postage	35,245.30	30,887.76	15,000.00	28,257.33	28,257.33	15,000.00	0.00	15,000.00	15,000.00
5343 Printing		5,132.50	15,000.00	5,770.58	7,000.00	15,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	54,328.43	80,887.94	90,000.00	45,999.28	60,000.00	90,000.00	(10,000.00)	80,000.00	80,000.00
5420 Office Supplies	1,849.66	5,798.80	5,000.00	2,645.01	4,000.00	5,000.00	0.00	5,000.00	5,000.00
5425 Software License	1,476.55	966.00	5,000.00		2,500.00	5,000.00	0.00	5,000.00	5,000.00
5490 Election Workers Appreciation	1,656.00	1,153.32	1,500.00	960.00	1,153.32	1,500.00	0.00	1,500.00	1,500.00
5585 Inaugural Expenses	9,448.49		12,000.00	2,472.50	12,000.00	0.00	(12,000.00)	0.00	0.00
5730 Dues			500.00		250.00	500.00	0.00	500.00	500.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
Early Voting	Stipend \$125/day for office staff working extra time during early voting. This would be funded within 5381 Contract Labor. Compensation Ordinance Change	

**COST SUMMARY BY CLASSIFICATION**

Personnel	229,848.48	185,461.11	200,227.00	153,263.37	198,731.00	211,504.00	11,277.00	211,504.00	211,504.00
General Expenses	116,484.93	132,341.03	172,450.00	91,150.31	128,329.86	160,450.00	(22,000.00)	150,450.00	150,450.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>346,333.41</b>	<b>317,802.14</b>	<b>372,677.00</b>	<b>244,413.68</b>	<b>327,060.86</b>	<b>371,954.00</b>	<b>(10,723.00)</b>	<b>361,954.00</b>	<b>361,954.00</b>

# CITY COUNCIL

## STATEMENT OF OBJECTIVES:

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

## DESCRIPTION OF OUTPUT STATEMENT:

The fifteen City Councilors serve as the City's legislative body. They enact legislation which helps determine city policies and programs and they evaluate and approve all appropriations and taxation. 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:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	69,378	65,405
Pension Administration	6,227	5,871
Medical & Life Insurance	201,673	208,172
Heat, Light, Water	13,059	13,277
Building Repair & Maintenance	24,798	14,047
Building Insurance	699	817
<b>Total</b>	<b>\$315,834</b>	<b>\$307,589</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
City Council Meetings	21	21	21
Committee Meetings	105	105	105
Public Hearings	26	28	28
Communications	180	170	170
Resolutions	170	170	170
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	20	20	20
Charter Amendments			0
Council Rule Changes			0
General Ordinance Amendments			3
Zoning:			
Zoning Text Amendments			2
Zoning Map Amendments			1
Overlay Zoning:			
Overlay Zoning Text Amendments			0
Overlay Zoning Map Amendments			0
Special Permits			8
Grants of Location			16
Lodging House Licenses			44
2nd Hand Licenses			15
Fuel Storage Licenses			10

**CITY COUNCIL**

**PERSONNEL**

Bargaining Unit	Position	FY 2019 Grade-Step	FY 2017	FY 2018			FY 2019			
			Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	# Recommendation Mayor's Council Approval
1.	*Council President			1	18,273	13,672.02	18,273.00	1	18,627	1 18,627 18,627
2.	*City Councilor			14	248,822	186,157.86	248,822.00	14	253,773	14 253,773 253,773
3.	Clerk-Council			1	7,000	3,643.93	3,509.68	1	4,000	1 4,000 4,000
4.	Clerk-Committees (Ord/Rules, Pub Wks/Pub Safety, Lic/Franchise)			1	7,000	5,254.93	7,000.00	1	7,000	1 7,000 7,000
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,254.93	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	5,254.54	7,000.00	1	7,000	1 7,000 7,000
7.	Clerk-Community Development & Other			1	7,000	5,254.93	7,000.00	1	7,000	1 7,000 7,000
<b>Subtotal</b>			<b>20 296,941.03</b>	<b>20</b>	<b>302,095</b>	<b>224,493.14</b>	<b>298,604.68</b>	<b>20</b>	<b>304,400</b>	<b>20 304,400 304,400</b>

**Summary of Changes**

Adjustments to FY 2018 Positions

Cost of Living Adjustment included in \* position 5,305

Clerk-Council (3,000)

Explanation

Decreased to reflect State Statute

New Positions

Subtotal

0	0	0	0	0

Grand Total

20	296,941.03	20	302,095	224,493.14	298,604.68	20	304,400	20	304,400	304,400
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## CITY COUNCIL

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-111-5100</b>									
5111 Salaries - Full Time	292,984.00	296,941.03	302,095.00	224,493.14	298,604.68	304,400.00	2,305.00	304,400.00	304,400.00
<b>General Expenses 001-111-5200</b>									
5191 Council Monthly Expense	54,300.00	54,300.00	54,300.00	40,725.00	54,300.00	54,300.00	0.00	54,300.00	54,300.00
5242 Office Equipment Repair/Maint				2,042.00	2,042.00	2,042.00	2,042.00	2,042.00	2,042.00
5341 Advertising	3,156.75	1,620.57	4,000.00		1,758.00	4,000.00	0.00	4,000.00	4,000.00
5343 Printing	5,107.86	1,455.00	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5383 Photographs	1,472.73		1,500.00		1,500.00	0.00	(1,500.00)	0.00	0.00
5420 Office Supplies	798.48	650.23	3,000.00	340.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5490 Food Supplies		542.32							
5731 Conference Expense	3,030.35	2,956.10	3,000.00	3,189.00	3,200.00	3,200.00	200.00	3,200.00	3,200.00
<b>Equipment &amp; Unusual 001-111-5400</b>									
5300 Consultant - Comprehensive Zoning Review	32,679.60	3,000.00	7,000.00	1,500.00	7,000.00	7,000.00	(7,000.00) **	0.00	0.00
5315 Legal Assistance		860.00	10,000.00		1,000.00	10,000.00	0.00	10,000.00	10,000.00
5863 Chairs	5,819.00								
5591 Ritcey Award			300.00		190.00	250.00	(50.00)	250.00	250.00
Fernald Master Plan Study Consultant						250,000.00	0.00	0.00	0.00
Recording of Committee Meetings						44,000.00	0.00	0.00	0.00

Note: Mayor as Issuing Authority of cable TV will provide for Council needs with Clerk's Office & WCAC

\*\*Existing funds of \$7,000 should be carried forward with new PO

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Change in budget allocation from Clerk's department	2,042.00
5731 Conference Expense	Increase in conference fee and/or participation	200.00
Fernald Master Plan Study Consultant	Consultant services to conduct a master plan study for the Fernald property	250,000.00
Recording of Committee Meetings	To cover the cost for taping certain committee meetings	44,000.00

## COST SUMMARY BY CLASSIFICATION

Personnel	292,984.00	296,941.03	302,095.00	224,493.14	298,604.68	304,400.00	2,305.00	304,400.00	304,400.00
General Expenses	67,866.17	61,524.22	69,800.00	46,296.00	69,800.00	70,542.00	742.00	70,542.00	70,542.00
Equipment & Unusual	38,498.60	3,860.00	17,300.00	1,500.00	8,190.00	311,250.00	(7,050.00)	10,250.00	10,250.00
<b>Total Operating Budget</b>	<b>399,348.77</b>	<b>362,325.25</b>	<b>389,195.00</b>	<b>272,289.14</b>	<b>376,594.68</b>	<b>686,192.00</b>	<b>(4,003.00)</b>	<b>385,192.00</b>	<b>385,192.00</b>



## CONSERVATION COMMISSION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	23,562	23,513
Pension Administration	2,197	2,202
Medical & Life Insurance	13,589	15,079
Heat, Light, Water	2,165	2,593
Building Repair & Maintenance	5,533	5,820
Building Insurance	87	102
<b>Total</b>	<b>\$47,133</b>	<b>\$49,309</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Meetings	22	22	22
Filings	30	25	30
Notice of Intent (NOI)	13	10	15
Req for Determination of Applicability	17	15	15
Abbr Notice of Resource Area Delineation	1	1	1
Site Visits (estimated at 4 per project)	50	50	50
Inquiries at window/day	5	5	5
Telephone inquiries/day	5	5	5
Investigated number of complaints	35	35	35
Violation notices issued	0	2	2

**CONSERVATION COMMISSION**

**PERSONNEL**

	Bargaining Unit    Position	FY 2019 Grade-Step
1.	Members	
2.	*Principal Office Asst (PT 19 hrs)	8-5
	<b>Subtotal</b>	

FY 2017		FY 2018				FY 2019					
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval		
			Actual Expenditures	Expenditures Thru 6/30/18				Recommendation			
	7	15,400	6,300.00	10,000.00	7	15,400	7	15,400	15,400		
	0.5	29,716	21,667.88	29,716.00	0.5	31,723	0.5	31,723	31,723		
7.5	39,744.82	7.5	45,116	27,967.88	39,716.00	7.5	47,123		7.5	47,123	47,123

**Summary of Changes**

Adjustments to FY 2018 Positions

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

2,007

Explanation

0	0	0	0	0

New Positions

**Subtotal**

**Grand Total**

<b>7.5</b>	<b>39,744.82</b>	<b>7.5</b>	<b>45,116</b>	<b>27,967.88</b>	<b>39,716.00</b>	<b>7.5</b>	<b>47,123</b>	<b>7.5</b>	<b>47,123</b>	<b>47,123</b>
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**CONSERVATION COMMISSION**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-171-5100</b>									
5121 Salaries - Part Time	28,617.90	27,344.82	29,716.00	21,667.88	29,716.00	31,723.00	2,007.00	31,723.00	31,723.00
5194 Boards & Commissions	15,200.00	12,400.00	15,400.00	6,300.00	10,000.00	15,400.00	0.00	15,400.00	15,400.00
<b>General Expenses 001-171-5200</b>									
5192 Mileage			50.00		0.00	50.00	0.00	50.00	50.00
5242 Office Equipment Repair/Maint	301.07								
5272 Office Equipment Rental		415.00	0.00	585.00	780.00	780.00	780.00	780.00	780.00
5308 Stenographer			400.00		0.00	400.00	(200.00)	200.00	200.00
5312 Training	15.00								
5341 Advertising		129.83	100.00		65.00	100.00	0.00	100.00	100.00
5342 Postage	416.72	290.90	400.00	149.00	300.00	400.00	(100.00)	300.00	300.00
5343 Printing	46.00	18.98	100.00		0.00	100.00	0.00	100.00	100.00
5420 Office Supplies	274.78	248.61	300.00	220.31	300.00	300.00	0.00	300.00	300.00
5730 Dues	530.00		550.00	552.00	552.00	563.00	13.00	563.00	563.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5272 Office Equipment Rental	Printer/copier lease	780.00
5730 Dues	MACC dues are increasing	13.00

*Mayor: Conservation Commission has been advised at every budget meeting to come up with a written plan for the filing fee funds (current balance \$82,500). Use of money requires purchase order initiated by department and signed by Mayor.*

**COST SUMMARY BY CLASSIFICATION**

Personnel	43,817.90	39,744.82	45,116.00	27,967.88	39,716.00	47,123.00	2,007.00	47,123.00	47,123.00
General Expenses	1,583.57	1,103.32	1,900.00	1,506.31	1,997.00	2,693.00	493.00	2,393.00	2,393.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>45,401.47</b>	<b>40,848.14</b>	<b>47,016.00</b>	<b>29,474.19</b>	<b>41,713.00</b>	<b>49,816.00</b>	<b>2,500.00</b>	<b>49,516.00</b>	<b>49,516.00</b>

## 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 225 registered vehicles and 50 unregistered pieces of equipment. CPW will oversee and enhance the City's trash and recycling programs.

### DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	1,579,789	1,573,902
Pension Administration	145,542	145,556
Medical & Life Insurance	2,313,381	2,544,578
Heat, Light, Water	89,836	104,177
Building Repair & Maintenance	240,895	241,942
Building Insurance	6,195	7,237
Motor Vehicle Insurance	28,968	31,210
Motor Vehicle Maint & Repair	484,076	448,560
Workers Compensation	282,492	185,649
<b>Total</b>	<b>\$5,171,174</b>	<b>\$5,282,811</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Number of Work Orders Logged	4,040	4,500	4,500
Miles of streets cleaned	165	165	165
Number of vehicles used	3	3	3
Number of times cleaned	5	5	5
Trees planted	50	75	100
Snow fall in inches	65	80	44
Registered vehicles maintained	225	225	230
Non registered equipment maintained	50	50	50
Street Opening Permit Revenue	\$87,000	\$90,000	\$85,000

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	CPW Director	21-6	1	133,665	1	133,665	100,340.37	133,665.00	1	137,340	1	144,698	144,698
2.	*Assistant CPW Director	18-6 (L10)	1	129,563	1	129,563	97,032.87	129,563.00	1	133,938	1	133,938	133,938
3.	*Asst Supt Street	14-6 (L10)	1	99,784	1	99,784	74,906.51	99,784.00	1	102,529	1	102,529	102,529
4.	*Asst Supt Street	14-6 (L10)	1	98,253	1	98,253	73,281.77	98,253.00	1	101,985	1	101,985	101,985
5.	*Asst Supt Parks/Forestry/Cem	14-6 (L9)	1	97,941	1	97,941	72,397.25	97,941.00	1	101,597	1	101,597	101,597
6.	*Asst Superintendent (sidewalk)	14-3	1	76,516	1	76,516	56,998.03	76,516.00	1	81,709	1	81,709	81,709
7.	SPMG *Foreman - Public Vehicles	13-6 (L11)	1	90,020	1	90,020	72,850.15	98,656.16	1	96,941	1	96,941	96,941
8.	SPMG Foreman - Street	13-2 (L9)	1	90,020	1	90,020	21,101.60	60,000.00	1	82,020	1	82,020	82,020
9.	SPMG *Foreman - Forestry	13-4	1	71,638	1	71,638	57,665.35	77,432.84	1	80,068	1	80,068	80,068
10.	SPMG *Sr Engineering Aide (311)	13-6 (L9)	1	87,857	1	87,857	70,930.23	95,989.00	1	95,194	1	95,194	95,194
11.	SPMG *Sr Code Enforce Inspector	13-6 (L9)	1	87,722	1	87,722	70,881.33	95,989.00	1	95,194	1	95,194	95,194
12.	SPMG *Recycling Coordinator	12-6 (L10)	1	83,765	1	83,765	67,784.27	91,793.00	1	90,206	1	90,206	90,206
13.	SPMG *Code Enforcement Inspector	12-1	0.5	31,634				9,000.00	0.5	34,066	0.5	37,472	37,472
14.	*Administrative Assistant	10-6 (L9)	1	74,638	1	74,638	57,145.13	74,638.00	1	76,690	1	76,690	76,690
15.	*Administrative Assistant	10-6 (L8)	1	73,953	1	73,953	55,515.53	73,953.00	1	75,987	1	75,987	75,987
16.	*Administrative Assistant	10-6	1	64,240	1	64,240	47,603.19	64,240.00	1	68,591	1	68,591	68,591
17.	Office Coordinator	9-6 (L11)	1	70,492				70,492.00					
Subtotal			16	1,353,845.70	16.5	1,461,701	1,049,350.81	1,447,905.00	15.5	1,454,055	15.5	1,464,819	1,464,819

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

**Bargaining Unit Position**      **FY 2019 Grade-Step**

FY 2017		FY 2018				FY 2019			
Actual		July - March		Estimated	Department		Mayor's		Council
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/18	#	Request	#	Recommendation	Approval

**Summary of Changes**

**Adjustments to FY 2018 Positions**

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in \* position salary      70,577

CPW Director      21-6      11,033

Foreman - Street      13-2 (L9)      (8,000)

Administrative Assistant      10-6 (L11)      7,605

**Explanation**

Grade change from 20 to 21 for CPW/Engineering reorganization

Internal promotion - replaced at lower step/longevity

Work performed by the Office Coordinator meets the job description and requirements of an Administrative Assistant, Grade 10. This person runs the cemetery office, fills out weekly payroll for the cemetery division and greets and talks to grieving families. This person also tracks, files and keeps notes on all graves. The information this person is in charge of is some of the most important and most sensitive in the City. This employee also acts as the secretary of the cemetery commission, taking notes during meetings and writing up meeting minutes.

**New Positions**

Constituency Serv Admin      10-6 (L9)      Transfer from Mayor's Office

**Subtotal**

**Grand Total**

1	78,097			1	78,097		78,097		78,097
1	78,097			2	154,377		154,377		154,377

16	1,353,845.70	16.5	1,461,701	1,049,350.81	1,447,905.00	16.5	1,532,152	17.5	1,619,196	1,619,196
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**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

Bargaining Unit Position	FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019			
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	# Recommendation Mayor's Approval Council
1. MECH *Working Foreman II	11-6 (L11)			1	73,888	55,203.33	73,888.00	1	75,904	75,904
2. MECH *Working Foreman II	11-6 (L11)			1	73,888	55,203.33	73,888.00	1	75,904	75,904
3. LAB *Working Foreman I	10-6 (L9)			1	65,182	52,497.89	68,314.81	1	70,189	70,189
4. LAB *Working Foreman I	10-6 (L8)			1	64,584	51,847.70	67,688.07	1	69,545	69,545
5. LAB *Working Foreman I	10-6 (L8)			1	64,584	51,923.12	67,688.07	1	69,545	69,545
6. LAB *Working Foreman I	10-6 (L8)			1	59,800	48,132.16	62,674.14	1	69,151	69,151
7. LAB *Working Foreman I	10-6			1	59,800	46,046.39	62,674.14	1	64,394	64,394
8. MECH *Motor Equipment Repair Pers	10-6 (L11)			1	69,577	51,982.72	69,577.00	1	71,477	71,477
9. MECH *Motor Equipment Repair Pers	10-6 (L11)			1	68,950	51,514.35	68,950.00	1	71,379	71,379
10. MECH *Motor Equipment Repair Pers	10-3			1	53,683	32,498.44	49,000.00	1	56,789	56,789
11. MECH *Auto Body / Metal Worker	10-6 (L11)			1	69,577	51,982.72	69,577.00	1	71,477	71,477
12. MECH *Welder	10-4 (L11)			1	60,957	45,299.85	60,957.00	1	65,085	65,085
13. LAB *WF I /Tree Surgeon	10-6 (L10)			1	65,780	31,862.78	65,780.00	1	70,833	70,833
14. LAB *Tree Surgeon	10-4			1	53,033	42,436.81	55,581.90	1	59,181	59,181
15. LAB *S M E O - Open Space - Grass	9-5			1	52,128	22,859.53	54,633.40	1	58,230	58,230
16. LAB *S M E O	9-6 (L11)			1	63,365	51,047.73	66,410.48	1	68,256	68,256
17. LAB *S M E O	9-6 (L11)			1	63,365	50,793.23	66,410.48	1	68,256	68,256
18. LAB *S M E O	9-6 (L11)			1	62,795	50,587.78	65,813.08	1	68,209	68,209
19. LAB *S M E O	9-6 (L10)			1	62,795	50,587.78	65,813.08	1	67,641	67,641
20. LAB *S M E O	9-6 (L10)			1	62,224	50,127.82	65,214.64	1	67,311	67,311
21. LAB S M E O	9-6			1	63,365	46,282.00	66,410.48	1	60,640	60,640
22. LAB *S M E O	9-6			1	57,086	45,984.92	59,829.70	1	61,492	61,492
23. LAB *S M E O	9-6			1	57,086	46,603.72	59,829.70	1	61,492	61,492
24. LAB *S M E O	9-6			1	57,086	46,010.69	59,829.70	1	61,492	61,492
25. LAB *S M E O (sidewalk)	9-6			1	53,615	42,801.53	56,191.87	1	60,215	60,215
26. LAB *H M E O	8-6 (L11)			1	60,491	48,262.99	63,398.35	1	65,150	65,150
27. LAB *H M E O	8-6 (L10)			1	59,946	48,378.58	62,827.15	1	64,563	64,563
28. LAB *H M E O	8-6 (L8)			1	58,857	47,211.94	61,685.81	1	63,389	63,389
29. LAB *H M E O	8-6 (L8)			1	58,857	47,185.56	61,685.81	1	63,389	63,389
30. LAB *H M E O	8-6			1	54,497	43,917.74	57,116.26	1	58,694	58,694
31. LAB *H M E O	8-6			1	51,767	41,489.51	54,255.05	1	58,481	58,481
32. LAB *H M E O	8-6			1	48,969	40,191.52	51,322.57	1	56,566	56,566
33. LAB *H M E O (sidewalk)	8-6			1	54,497	43,974.83	57,116.26	1	58,694	58,694

## PERSONNEL

### Summary of Changes

**Explanation**

0
0
0
0

**Subtotal**Grand Total



**CONSOLIDATED PUBLIC WORKS**

EXPENDITURES	FY 2016		FY 2017		FY 2018		FY 2019			
	Actual	Actual	Actual	Actual	July - March	Estimated	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Expenditures	Expenditures	Request	Incr/Decr	Recommendation	Approval
<b>Personnel 001-420-5100</b>										
5111 Salaries - Full Time	1,405,572.86	1,353,845.70	1,461,701.00	1,049,350.81	1,447,905.00	1,532,152.00	157,495.00		1,619,196.00	1,619,196.00
5112 Wages - Full Time	2,738,530.98	2,492,539.73	2,884,835.00	2,054,199.96	2,821,178.94	3,077,531.00	192,696.00		3,077,531.00	3,077,531.00
5122 Wages - Part Time	74,510.99	91,028.49	135,000.00	46,704.00	120,000.00	135,000.00	0.00		135,000.00	135,000.00
5131 Overtime	278,754.02	241,127.81	200,000.00	196,614.72	240,000.00	240,000.00	0.00		200,000.00	200,000.00
5135 Standby	12,330.93	11,274.62	11,500.00	8,953.84	11,500.00	11,500.00	0.00		11,500.00	11,500.00
5195 Buyback Sick Time	33,748.35	37,414.51	50,000.00	57,615.05	60,000.00	50,000.00	0.00		50,000.00	50,000.00
Offset Receipt - Cemetery Perpetual Care			(25,000.00)		(25,000.00)	(25,000.00)	0.00		(25,000.00)	(25,000.00)
<hr/>										
<b>General Expenses</b>										
<b>CPW Administration 001-420-5200</b>										
5192 Mileage	369.56	150.89	400.00	218.80	400.00	400.00	0.00		400.00	400.00
5193 Tool Allowance	3,300.00	3,900.00	4,200.00	4,200.00	4,200.00	4,200.00	0.00		4,200.00	4,200.00
5213 Light	277.41	380.86	400.00	283.79	400.00	400.00	0.00		400.00	400.00
5231 Water Usage	454.65	652.17	1,000.00	322.14	700.00	1,000.00	(300.00)		700.00	700.00
5241 Equipment Repair/Maint	2,411.00	5,827.30	5,000.00	7,690.67	11,000.00	6,000.00	1,000.00		6,000.00	6,000.00
5242 Office Equipment Repair/Maint		3,016.85	2,200.00	2,209.65	2,200.00	2,200.00	0.00		2,200.00	2,200.00
5244 Motor Equipment Repair/Maint	334,203.54	201,608.27	200,000.00	106,890.07	200,000.00	200,000.00	0.00		200,000.00	200,000.00
5245 Building/Grounds Maint	4,413.01	1,541.81	5,000.00	3,578.37	5,000.00	5,000.00	0.00		5,000.00	5,000.00
5247 Alarms / Intrusion	468.00	516.00	500.00	516.00	516.00	520.00	20.00		520.00	520.00
5255 Vehicle Washing	189.00	657.00	600.00	514.00	800.00	700.00	0.00		600.00	600.00
5271 Uniform Rental	2,431.30	2,663.84	3,500.00	2,185.52	3,000.00	3,000.00	(500.00)		3,000.00	3,000.00
5276 Truck/Equipment Rental	13,348.50	30,176.69	30,000.00	10,757.50	25,000.00	30,000.00	(5,000.00)		25,000.00	25,000.00
5291 Custodial Services	8,612.59	16,014.11	10,000.00	1,251.25	10,000.00	10,000.00	0.00		10,000.00	10,000.00
5312 Training	2,405.35	3,349.22	4,000.00	3,232.50	10,000.00	14,000.00	10,000.00		14,000.00	14,000.00
5341 Advertising	1,443.55	60.58	1,500.00	203.38	1,000.00	1,500.00	(500.00)		1,000.00	1,000.00
5342 Postage	1,931.01	815.00	1,500.00	300.31	1,000.00	1,500.00	0.00		1,500.00	1,500.00
5411 Batteries	3,492.73	10,809.47	10,000.00	10,606.56	12,000.00	11,000.00	0.00		10,000.00	10,000.00
5420 Office Supplies	4,210.03	3,423.58	5,500.00	2,693.00	5,500.00	5,500.00	(1,000.00)		4,500.00	4,500.00
5425 Software License	10,323.88	5,100.00	14,000.00	17,599.01	17,600.00	17,600.00	3,600.00		17,600.00	17,600.00
5460 Groundskeeping Supplies/Trees	53,832.96	79,916.21	75,000.00	47,046.06	75,000.00	75,000.00	0.00		75,000.00	75,000.00
5470 Public Safety Supplies	877.76	4,844.80	8,000.00	6,704.70	8,000.00	8,000.00	0.00		8,000.00	8,000.00
5480 Vehicle Supplies	209,143.37	243,904.78	250,000.00	185,704.30	250,000.00	250,000.00	0.00		250,000.00	250,000.00
5485 Vehicle Fuel & Oil	341,440.93	269,864.13	375,000.00	242,679.39	350,000.00	425,000.00	50,000.00		425,000.00	425,000.00
5510 Education Supplies	860.36									
5533 Street Cleaning Supplies	6,772.00	5,748.00	7,500.00	5,090.00	7,500.00	7,500.00	0.00		7,500.00	7,500.00
5536 Lumber	518.44	1,842.24	1,000.00	1,280.18	1,000.00	1,000.00	0.00		1,000.00	1,000.00
5538 Street/Sidewalk Materials	23,003.87	40,324.06	27,000.00	10,625.41	27,000.00	27,000.00	0.00		27,000.00	27,000.00
5539 Castings & Pipes	24,336.21	20,557.59	22,000.00		20,000.00	22,000.00	0.00		22,000.00	22,000.00
5541 Welding Supplies	19,132.41	15,021.69	13,000.00	8,927.28	16,000.00	13,000.00	0.00		13,000.00	13,000.00
5581 Clothing, Gloves, Shoes	30,493.78	32,362.14	41,000.00	33,455.11	39,000.00	50,000.00	9,000.00		50,000.00	50,000.00
5587 Tools	18,977.56	21,838.88	18,000.00	11,519.27	18,000.00	18,000.00	0.00		18,000.00	18,000.00
5733 Licenses	2,296.00	2,389.00	2,000.00	3,198.96	2,600.00	2,600.00	600.00		2,600.00	2,600.00
	<b>1,125,970.76</b>	<b>1,029,277.16</b>	<b>1,138,800.00</b>	<b>731,483.18</b>	<b>1,124,416.00</b>	<b>1,213,620.00</b>	<b>66,920.00</b>		<b>1,205,720.00</b>	<b>1,205,720.00</b>

**CONSOLIDATED PUBLIC WORKS**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Snow &amp; Ice 001-421-5200</b>									
5245 Buildings/Grounds Maint	26,493.00	54.00	5,000.00	6,891.00	12,000.00	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	1,128,546.00	1,662,767.10	1,200,000.00	1,281,069.36	2,310,000.00	1,345,000.00	0.00	1,200,000.00	1,200,000.00
5387 Weather Service	3,225.00	3,245.00	3,200.00	3,245.00	3,245.00	3,245.00	45.00	3,245.00	3,245.00
5460 Groundskeeping Supplies	1,006.15		1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5531 Salt & Sand	705,170.94	843,878.23	500,000.00	537,727.72	718,000.00	700,000.00	0.00	500,000.00	500,000.00
5532 Plows, Blades & Parts	31,616.69	42,659.89	50,000.00	23,531.50	70,000.00	50,000.00	0.00	50,000.00	50,000.00
5121 Management	6,000.00	12,000.00	12,000.00	16,000.00	16,000.00	12,000.00	0.00	12,000.00	12,000.00
5131 Overtime	198,639.31	309,250.33	125,000.00	382,607.28	385,000.00	200,000.00	0.00	125,000.00	125,000.00
	<u>2,100,697.09</u>	<u>2,873,854.55</u>	<u>1,896,700.00</u>	<u>2,251,071.86</u>	<u>3,515,745.00</u>	<u>2,316,745.00</u>	<u>45.00</u>	<u>1,896,745.00</u>	<u>1,896,745.00</u>
<hr/>									
<b>Equipment &amp; Unusual</b>									
<b>CPW Administration 001-420-5400</b>									
5249 Rec Facilities Repair/Maint	34,671.00	36,039.00	55,000.00	23,976.00	50,000.00	55,000.00	0.00	55,000.00	55,000.00
5310 Environmental Services	3,267.50	4,790.00	10,000.00	12,572.22	15,000.00	10,000.00	0.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	22,526.00	16,240.00	30,000.00	7,210.00	21,000.00	30,000.00	0.00	30,000.00	30,000.00
5394-46 Drain System	288.00								
5394-47 Paving Projects	125,891.16	124,605.76	200,000.00	95,698.21	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5394-48 Pond Management	31,195.00	50,075.00	35,000.00	6,610.00	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5394-50 Concrete Projects			100,000.00	17,650.00	100,000.00	100,000.00	0.00	100,000.00	100,000.00
6710 ADA Ramps			50,000.00	1,441.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00
	<u>217,838.66</u>	<u>231,749.76</u>	<u>480,000.00</u>	<u>165,157.43</u>	<u>471,000.00</u>	<u>480,000.00</u>	<u>0.00</u>	<u>480,000.00</u>	<u>480,000.00</u>
<b>Solid Waste 001-422-5400</b>									
5295 Household Hazard Waste	97,385.96	69,773.64	55,000.00	17,483.67	55,000.00	55,000.00	0.00	55,000.00	55,000.00
5296 Trash Disposal	1,120,881.02	1,140,846.14	1,225,000.00	874,021.09	1,200,000.00	1,225,000.00	0.00	1,225,000.00	1,225,000.00
5297 Trash/Recycle Collection	2,527,544.40	2,937,934.33	3,540,000.00	2,361,459.98	3,540,000.00	3,540,000.00	0.00	3,540,000.00	3,540,000.00
5298 Yard Waste / Leaves	205,388.30	209,529.68	230,000.00	193,075.90	275,000.00	275,000.00	45,000.00	275,000.00	275,000.00
5299 DPW Yard Clean Up	17,523.95	11,655.29	25,000.00	9,251.37	18,000.00	25,000.00	0.00	25,000.00	25,000.00
	<u>3,968,723.63</u>	<u>4,369,739.08</u>	<u>5,075,000.00</u>	<u>3,455,292.01</u>	<u>5,088,000.00</u>	<u>5,120,000.00</u>	<u>45,000.00</u>	<u>5,120,000.00</u>	<u>5,120,000.00</u>

**CONSOLIDATED PUBLIC WORKS**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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							40,000.00		
5241 Equipment Repair/Maint							1,000.00		
5247 Alarms / Intrusion							20.00		
5255 Vehicle Washing							100.00		
5312 Training							10,000.00		
5411 Batteries							1,000.00		
5425 Software License							3,600.00		
5485 Vehicle Fuel & Oil							50,000.00		
5581 Clothing, Gloves, Shoes							9,000.00		
5733 Licenses							600.00		
5276 Truck / Equipment Rental							145,000.00		
5387 Weather Service							45.00		
5531 Salt & Sand							200,000.00		
5131 Overtime							75,000.00		
5298 Yard Waste / Leaves							45,000.00		
<b>COST SUMMARY BY CLASSIFICATION</b>									
Personnel	4,543,448.13	4,227,230.86	4,718,036.00	3,413,438.38	4,675,583.94	5,021,183.00	350,191.00	5,068,227.00	5,068,227.00
General Expenses									
CPW Administration	1,125,970.76	1,029,277.16	1,138,800.00	731,483.18	1,124,416.00	1,213,620.00	66,920.00	1,205,720.00	1,205,720.00
Snow & Ice	2,100,697.09	2,873,854.55	1,896,700.00	2,251,071.86	3,515,745.00	2,316,745.00	45.00	1,896,745.00	1,896,745.00
Equipment & Unusual									
CPW Administration	217,838.66	231,749.76	480,000.00	165,157.43	471,000.00	480,000.00	0.00	480,000.00	480,000.00
Solid Waste	3,968,723.63	4,369,739.08	5,075,000.00	3,455,292.01	5,088,000.00	5,120,000.00	45,000.00	5,120,000.00	5,120,000.00
<b>Total Operating Budget</b>	<b>11,956,678.27</b>	<b>12,731,851.41</b>	<b>13,308,536.00</b>	<b>10,016,442.86</b>	<b>14,874,744.94</b>	<b>14,151,548.00</b>	<b>462,156.00</b>	<b>13,770,692.00</b>	<b>13,770,692.00</b>

**BOARD OF SURVEY & PLANNING**

**STATEMENT OF OBJECTIVES:**

Oversees subdivision of land and issues certain special permits.

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Meetings	20	15	15

**BOARD OF SURVEY & PLANNING**

**PERSONNEL**

Bargaining Unit      Position      FY 2019 Grade-Step

1.      Members

2.      Clerk

Subtotal

FY 2017		FY 2018				FY 2019						
#	Actual Expenditures	#	July - March Actual Expenditures		Estimated Expenditures Thru 6/30/18	Department Request		Mayor's Recommendation		Council Approval		
			Budget	Expenditures								
			7	14,000		5,600.00	10,000.00	7	14,000	7	14,000	14,000
			1	3,000		2,251.89	3,000.00	1	3,000	1	3,000	3,000
8	14,100.00	8	17,000	7,851.89	13,000.00	8	17,000		8	17,000	17,000	

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	14,100.00	8	17,000	7,851.89	13,000.00	8	17,000	8	17,000	17,000
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**BOARD OF SURVEY & PLANNING**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-174-5100</b>									
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	2,251.89	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	10,100.00	11,100.00	14,000.00	5,600.00	10,000.00	14,000.00	0.00	14,000.00	14,000.00
<b>General Expenses 001-174-5200</b>									
5308 Stenographer	2,400.00	2,550.00	2,500.00	1,500.00	2,100.00	2,500.00	0.00	2,500.00	2,500.00
5312 Training	711.87		700.00	57.98	300.00	700.00	(200.00)	500.00	500.00
5341 Advertising	1,008.28	1,479.92	1,300.00	1,202.98	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5342 Postage	343.00	488.00	300.00	644.29	900.00	300.00	0.00	300.00	300.00
5420 Office Supplies	221.55	357.66	300.00	428.30	500.00	300.00	0.00	300.00	300.00

**Department Explanation for Requested Increases**

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel	13,100.00	14,100.00	17,000.00	7,851.89	13,000.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	4,684.70	4,875.58	5,100.00	3,833.55	5,100.00	5,100.00	(200.00)	4,900.00	4,900.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>17,784.70</b>	<b>18,975.58</b>	<b>22,100.00</b>	<b>11,685.44</b>	<b>18,100.00</b>	<b>22,100.00</b>	<b>(200.00)</b>	<b>21,900.00</b>	<b>21,900.00</b>

# CEMETERY COMMISSION

## STATEMENT OF OBJECTIVES:

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

## DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total Burials	203	210	210
New Lots sold	26	40	40
Single Graves sold	15	15	15
Single Graves welfare	2	5	5
Urn Garden plots sold	7	5	5
Veterans Graves	3	10	10
Acres Maintained	94	94	102

**CEMETERY COMMISSION**

**PERSONNEL**

	Bargaining Unit	Position	FY 2019 Grade-Step
1.		Commissioners	
		<b>Total</b>	

FY 2017		FY 2018				FY 2019				
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual	Expenditures						
				Thru 6/30/18						
	3	3,000	1,400.00	2,400.00	3	3,000	3	3,000	3,000	
3	1,900.00	3	3,000	1,400.00	2,400.00	3	3,000	3	3,000	

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

3	1,900.00	3	3,000	1,400.00	2,400.00	3	3,000	3	3,000	3,000
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**CEMETERY COMMISSION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	2,800.00	1,900.00	3,000.00	1,400.00	2,400.00	3,000.00	0.00	3,000.00	3,000.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	2,800.00	1,900.00	3,000.00	1,400.00	2,400.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>2,800.00</b>	<b>1,900.00</b>	<b>3,000.00</b>	<b>1,400.00</b>	<b>2,400.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>3,000.00</b>

**CONSOLIDATED PUBLIC WORKS  
WATER ADMINISTRATION**

**STATEMENT OF OBJECTIVES:**

The mission of 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. Keeping abreast of newly promulgated drinking water regulations and maintaining compliance with said regulations. Inspections of contractors doing work on private property connected to the City's water system. Collecting all water samples as required by law and submitting them to the MWRA for analysis. And to identify and prioritize the repair, replacement and improvement of parts of the distribution system.

**DESCRIPTION OF OUTPUT STATEMENT:**

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	415,284	380,521
Pension Administration	37,628	34,622
Medical & Life Insurance	579,002	596,848
Heat, Light, Water	28,151	33,715
Building Repair & Maintenance	71,935	75,658
Building Insurance	414	483
Motor Vehicle Insurance	3,502	3,861
Motor Vehicle Maint & Repair	58,515	55,492
Workers Compensation	24,877	
Other Dept Allocations	652,543	642,757
<b>Total</b>	<b>\$1,871,851</b>	<b>\$1,823,957</b>

	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
<b>Output Measure</b>			
Department Reorganization			

**CONSOLIDATED PUBLIC WORKS  
WATER ADMINISTRATION**

**PERSONNEL**

Bargaining Unit	Position	FY 2019 Grade-Step
1.	Water/Sewer Superintendent	16-6
2.	Business Manager	15-6 (L8)
3.	SPMG Foreman	13-6
4.	Principal Office Assistant	8-6
<b>Subtotal</b>		

FY 2017		FY 2018				FY 2019					
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request		Mayor's Recommendation		Council Approval	
						#		#			
						1	104,871	1	104,871	104,871	
						0.5	53,715	0.5	53,715	53,715	
						1	87,334	1	87,334	87,334	
						1	58,972	1	58,972	58,972	
						0	0.00	0	0	0.00	0.00

**Summary of Changes**

Adjustments to FY 2018 Positions

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

Explanation

Water/Sewer Superintendent	16-6	104,871	Position transferred from Engineering Water Admin
Business Manager	15-6 (L8)	53,715	Position funding split between Engineering Water Admin and CPW Water Admin
SPMG Foreman	13-6	87,334	Position transferred from Engineering Water Admin
Principal Office Assistant	8-6	58,972	Position transferred from Engineering Water Admin

New Positions

**Subtotal**

<b>0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0</b>
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**Grand Total**

<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>3.5</b>	<b>304,892</b>	<b>3.5</b>	<b>304,892</b>	<b>304,892</b>
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CONSOLIDATED PUBLIC WORKS  
WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 610-455-5100</b>									
5111 Salaries - Full Time			0.00	0.00	0.00	304,892.00	304,892.00	304,892.00	304,892.00
5131 Overtime						15,000.00	10,000.00	10,000.00	10,000.00
<hr/>									
<b>General Expenses 610-455-5200</b>									
5312 Training						1,500.00	1,400.00	1,400.00	1,400.00
5581 Clothing, Gloves, Shoes						600.00	600.00	600.00	600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Cover training for new regulations and programs	1,500.00
5581 Clothing, Gloves, Shoes	Increase due to CBA - Job related safety apparel	600.00

COST SUMMARY BY CLASSIFICATION

Personnel	0.00	0.00	0.00	0.00	0.00	319,892.00	314,892.00	314,892.00	314,892.00
General Expenses	0.00	0.00	0.00	0.00	0.00	2,100.00	2,000.00	2,000.00	2,000.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>321,992.00</b>	<b>316,892.00</b>	<b>316,892.00</b>	<b>316,892.00</b>

## WATER OPERATIONS & MAINTENANCE

### STATEMENT OF OBJECTIVES:

Water Operations and Maintenance is charged with operating, maintaining and repairing the water distribution system including fire hydrants, valves and piping; Replacing or repairing water services found to be leaking or deficient. Testing of backflow devices within the City and surveys of properties for backflow devices as required by the DEP. Proper maintenance and inspection of the City's storage facilities at Cedarwood and Prospect Hill as well as the Cedarwood booster pump station. The installation, replacement, and upgrading of water meters within the City. Reading of all residential meters quarterly and commercial meters monthly for billing. Final reading of meters before all real estate sales. Markouts of the water utilities for contractors, other utilities and City Departments excavating within the City. Water Ops & Maint. is also responsible for responding to emergency water main breaks, water leaks, broken and frozen water meters, and customer problems calls 24/7.

### DESCRIPTION OF OUTPUT STATEMENT:

**Maintenance & Operations:** Protect the water through water sampling for bacteria once each week, and for lead and copper annually throughout the year as necessary at Public Schools, in accordance with DEP and EPA requirements. Maintain the water system through the repair of leaks and maintenance of valves, services, and hydrants. 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.

**Cross Connection Program:** 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.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Water Main Repairs	25	25	25
Water Service Repairs/Relays	124	150	150
Valve Repairs	3	10	10
Hydrant Replacement	15	15	15
Hydrant Repairs	50	50	50
Leak Detection (Miles)	170	170	340
Water Overtime - # of Calls	388	512	500
Water Overtime - Man-hours	3,384	3,786	3,750

**WATER OPERATIONS & MAINTENANCE**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	*Working Foreman II	11-6 (L10)			1	69,097	54,274.49	69,097.00	1	74,739	1	74,739	74,739
2. LAB	*Working Foreman I	10-6 (L11)			1	66,378	53,467.59	66,378.00	1	71,477	1	71,477	71,477
3. LAB	*Working Foreman I Nights	10-2			1	55,123		9,188.00	1	58,497	1	58,497	58,497
4. LAB	Cross Connect Inspector	9-6			1	54,367	43,537.65	54,367.00					
5. LAB	*S M E O	9-5			1	52,270	23,107.24	52,270.00	1	58,391	1	58,391	58,391
6. LAB	*H M E O	8-6			1	54,497	31,776.12	54,497.00	1	58,268	1	58,268	58,268
7. LAB	*M E O	7-6			1	52,075	42,819.45	52,075.00	1	56,084	1	56,084	56,084
8. LAB	Highway Maintenance	6-2			1	48,848	12,562.65	36,387.00	1	44,933	1	44,933	44,933
9. LAB	*Laborer Nights	6-2			1	46,112	11,781.92	24,529.00	1	47,900	1	47,900	47,900
Meter Read, Repair & Install													
10. LAB	*Senior Water Service Inspector	9-6			1	57,086	43,903.01	57,086.00	1	61,492	1	61,492	61,492
11. LAB	*M E O	7-6 (L8)			1	52,075	41,980.70	52,075.00	1	58,508	1	58,508	58,508
12. LAB	*M E O	7-2			1	42,888	20,298.66	42,888.00	1	47,457	1	47,457	47,457
Subtotal			12	416,994.97	12	650,816	379,509.48	570,837.00	11	637,746		637,746	637,746

**WATER OPERATIONS & MAINTENANCE**

**PERSONNEL**

Bargaining Unit      Position      FY 2019 Grade-Step

FY 2017		FY 2018				FY 2019			
Actual		July - March		Estimated		Department		Mayor's	
#	Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/18	#	Request	#	Council Approval

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity/Contract Settlement included in * position salary				45,212											
LAB	Working Foreman II-X Conn Program	11-5	10,883	Adjust Grade 9 Cross Conn Inspector position to 11-5 (Working Foreman II) to account for the employee's increased responsibilities & duties of maintaining/managing the cross connection program; Currently the X Conn Inspector surveys, tests and manages the database of the cross connection program. This position previously had administrative oversight by the eliminated position of the In-house Senior Code Enforcement Insp.; The Cross Connection Inspector is maintaining the program solely: testing, surveying, scheduling appts for tests & re-tests, issuing notices of test failures and determining the presence of new devices at existing location, as well as new locations throughout the City and also coordinates the billing of x conn testing charges in conjunction with Billing Staff.	1	65,250				0	0				
LAB	Working Foreman I-X Conn	10-6	10,027	Mayor: Subject to Collective Bargaining, Promote Cross Conn Inspector to Grade 10			1	64,394	64,394						
LAB	Highway Maintenance	6-2	(3,915)	New employee to be hired at lower step											
<u>New Positions</u>															
LAB	H M E O	8-2		To establish a new "Gate Valve & Hydrant Maintenance Program" crew devoted to maintaining and repairing water facilities in field	1	50,154				0	0				
LAB	M E O	7-1		For staffing of the "Gate Valve & Hydrant Maintenance" crew	1	46,187				0	0				
Subtotal					3	161,591		1	64,394	64,394					
Grand Total					12	416,994.97	12	650,816	379,509.48	570,837.00	14	799,337	12	702,140	702,140

**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel</b>									
<b>Water Maintenance &amp; Operations 610-452-5100</b>									
5112 Wages - Full Time	364,639.31	272,271.45	498,767.00	273,327.11	418,788.00	631,880.00	35,916.00	534,683.00	534,683.00
5131 Overtime	170,490.27	145,134.81	55,000.00	131,199.23	188,205.00	160,000.00	25,000.00	80,000.00	80,000.00
5135 Standby	36,642.76	25,862.84	40,000.00	28,045.37	38,500.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	5,007.45	3,984.59	6,000.00	2,161.47	1,955.07	6,000.00	0.00	6,000.00	6,000.00
<b>Meter Read, Repair &amp; Install 610-454-5100</b>									
5112 Wages - Full Time	142,313.85	144,723.52	152,049.00	106,182.37	152,049.00	167,457.00	15,408.00	167,457.00	167,457.00
<b>General Expenses</b>									
<b>Water Maintenance &amp; Operations 610-452-5200</b>									
5192 Mileage	1,312.78	577.83	800.00	44.80	75.00	800.00	0.00	800.00	800.00
5211 Heat	6,751.52	6,101.41	15,000.00	5,740.37	8,100.00	15,000.00	0.00	15,000.00	15,000.00
5213 Light	22,718.21	39,037.34	25,000.00	47,507.50	56,205.00	58,000.00	33,000.00	58,000.00	58,000.00
5231 Water			200.00	193.09	240.00	300.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	10,830.93	12,298.80	20,000.00	8,540.02	10,500.00	20,000.00	0.00	20,000.00	20,000.00
5242 Office Equipment Repair/Maint	1,194.50	1,863.31	800.00	390.60	391.00	1,000.00	0.00	800.00	800.00
5245 Building/Grounds Maint	486.75	347.08	1,000.00	4,303.00	4,402.00	20,000.00	19,000.00	20,000.00	20,000.00
5261 Water/Sewer Infrastructure	6,644.00	13,342.00	8,000.00	14,871.48	15,847.00	8,000.00	0.00	8,000.00	8,000.00
5276 Truck/ Equipment Rental		1,990.00		14,899.00	14,395.00	10,000.00	5,000.00	5,000.00	5,000.00
5303 Engineer Services /Consultants	103,487.99	39,118.00	30,000.00	12,445.00	13,295.00	30,000.00	0.00	30,000.00	30,000.00
5307 Public Safety Service			3,500.00		250.00	3,500.00	0.00	3,500.00	3,500.00
5312 Training	6,008.00	2,634.00	7,000.00	1,214.00	2,000.00	9,500.00	0.00	7,000.00	7,000.00
5342 Postage	68.02	429.96	300.00	63.63	100.00	300.00	0.00	300.00	300.00
5343 Printing	1,258.50	1,323.30	2,500.00	1,035.00	1,000.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	3,274.19	2,589.88	3,500.00	1,802.39	1,500.00	3,500.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	3,236.80	1,892.00	3,000.00	671.57	750.00	3,000.00	0.00	3,000.00	3,000.00
5452 Custodial Supplies	954.36	4,342.22	2,500.00		500.00	2,500.00	0.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	52.65		2,000.00	53.49	150.00	2,000.00	0.00	2,000.00	2,000.00
5470 Public Safety Supplies	1,950.00		3,000.00	1,150.00	1,000.00	10,000.00	2,000.00	5,000.00	5,000.00
5538 Street/Sidewalk Materials	65,868.44	43,273.94	45,000.00	53,093.98	60,500.00	80,000.00	15,000.00	60,000.00	60,000.00
5539 Castings & Pipes	92,526.74	65,644.84	85,000.00	64,930.61	80,000.00	95,000.00	10,000.00	95,000.00	95,000.00
5581 Clothing, Gloves, Shoes	11,227.43	9,298.09	13,000.00	10,553.86	9,300.00	14,000.00	1,000.00	14,000.00	14,000.00
5587 Tools	10,518.95	17,608.92	15,000.00	14,769.54	8,500.00	20,000.00	2,000.00	17,000.00	17,000.00
5730 Dues	1,225.00	825.00	1,000.00	500.00	500.00	1,000.00	0.00	1,000.00	1,000.00
5733 Licenses/Stipends	1,367.00	1,554.00	6,500.00	3,997.97	4,100.00	6,500.00	0.00	6,500.00	6,500.00



**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual</b>									
<b>Water Maintenance &amp; Operations 610-452-5400</b>									
5303 Eng -Water Survey	16,170.00	15,708.00	25,000.00	16,570.00	25,000.00	50,000.00	5,000.00	30,000.00	30,000.00
5394-45 Disposal of Trench Tailings	29,532.75	29,212.50	35,000.00	36,254.75	70,000.00	85,000.00	50,000.00	85,000.00	85,000.00
5394-49 Service Repairs	42,168.26	10,553.38	30,000.00	24,564.04	25,000.00	30,000.00	0.00	30,000.00	30,000.00
5690 State Assessment - MWRA	8,631,171.00	9,384,159.00	9,074,300.00	6,326,975.90	9,038,537.00	9,378,830.00	304,530.00	9,378,830.00	9,378,830.00
5692 State Assessment - DEP	21,177.07	21,033.28	25,000.00	22,988.59	22,989.00	25,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	49,224.11	44,714.88	65,000.00	64,279.02	65,000.00	65,000.00	0.00	65,000.00	65,000.00
<b>Meter Read, Repair &amp; Install 610-454-5400</b>									
5543 Meters & Parts	25,933.13	19,998.45	40,000.00	23,199.31	40,000.00	50,000.00	10,000.00	50,000.00	50,000.00

**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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>	
5131 Overtime	To account for Run Rate of Water Overtime year to date	105,000.00	
5213 Light	Electricity costs have increased mainly at Cedarwood Water Pump Station (Adjust from Sewer Light Acct)	33,000.00	
5231 Water	Water/Sewer costs at newly metered Water facilities have increased (Run Rate)	100.00	
5242 Office Equipment Repair/Maint	Maintenance Contract Costs of Kyocera Copier/Scanner (shared with Water Billing) and KIP Large Format Machine	200.00	
5245 Building/Grounds Maint	To fund on-going and necessary repairs and maintenance to the Cedarwood Water Booster Pump Station and PRV's; Shore up or replace security fencing at Water Tanks and Water Booster Pump Station	19,000.00	
5276 Truck/ Equipment Rental	Rental of equipment for water repairs	10,000.00	
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs).	2,500.00	
5470 Public Safety Supplies	To purchase vertical manhole markers which will mark the location of manholes in woods & other difficult terrain; snow & overgrowth often obscure the location of manholes/utilities & so the markers will assist significantly with determining locations when these must be found; this account also funds the purchase of traffic cones and barrels for street work safety	7,000.00	
5538 Street/Sidewalk Materials	Run Rate - increased charges for cold patch, dense grade aggregate and crushed stone	35,000.00	
5539 Castings & Pipes	Run Rate/increased market pricing for 100% Lead free components and increased quantities required for repairs & projects	10,000.00	
5581 Clothing, Gloves, Shoes	Increase due to CBA - Uniformity of work shirt and job related safety apparel.	1,000.00	
5587 Tools	To fund the purchase of misc tools for the water repair crew used in the execution of their daily duties; once used, the tools require disinfection with chlorine bleach which causes corrosion of the metal, requiring frequent replacement	5,000.00	
5303 Eng -Water Survey	Fund two leak detection surveys per fiscal year, thereby identifying main and service leaks, resulting in savings from less wasted water	25,000.00	(Dept head just processed 1 survey PO for \$23,705 in April 2018)
5394-45 Disposal of Trench Tailings	The cost for removal services has doubled from previous three year contract; run rate & market costs for landfill services	50,000.00	
5690 State Assessment - MWRA	To cover the preliminary MWRA water assessment set in January 2018 for FY2019 (Increase of 3.8% over FY2018)	304,530.00	
5543 Meters & Parts	To cover cost of replacing old & inefficient (majority of meters were replaced in 1994 - 24 years ago) water meters with new meters which will accurately measure & then charge accordingly for usage, thereby reducing the City's unaccounted for water figure	10,000.00	

**COST SUMMARY BY CLASSIFICATION**

Personnel	719,093.64	591,977.21	751,816.00	540,915.55	799,497.07	1,005,337.00	76,324.00	828,140.00	828,140.00
General Expenses	352,962.76	266,091.92	293,600.00	262,770.90	293,600.00	416,400.00	87,000.00	380,600.00	380,600.00
Equipment & Unusual	8,815,376.32	9,525,379.49	9,294,300.00	6,514,831.61	9,286,526.00	9,683,830.00	369,530.00	9,663,830.00	9,663,830.00
<b>Total Operating Budget</b>	<b>9,887,432.72</b>	<b>10,383,448.62</b>	<b>10,339,716.00</b>	<b>7,318,518.06</b>	<b>10,379,623.07</b>	<b>11,105,567.00</b>	<b>532,854.00</b>	<b>10,872,570.00</b>	<b>10,872,570.00</b>

## SEWER OPERATIONS & MAINTENANCE

### STATEMENT OF OBJECTIVES:

Sewer Operations and Maintenance is responsible for maintaining, repairing and operating the City's wastewater collection system, which includes the sewer mains and manholes, the six sewer pump stations located within the City, and miscellaneous system appurtenances. Maintenance and repair of the City's drainage system, and cleaning of roughly 1/3 of the catch basins in the city annually. Markouts of the sewer utilities for contractors, other utilities and City Departments excavating within the City. 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 Administrative Order from the EPA relative to illicit discharge. Sewer Ops staff also 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. Response to sewer stoppages and other emergency service calls 24/7.

### 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, maintain FOG education and enforcement and MWRA regulations while striving to eliminate Sanitary System Overflows.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	203,557	186,240
Pension Administration	18,814	17,311
Medical & Life Insurance	280,756	245,601
Heat, Light, Water	15,158	18,154
Building Repair & Maintenance	123,483	77,524
Building Insurance	1,115	1,303
Motor Vehicle Insurance	3,502	3,539
Motor Vehicle Maint & Repair	58,515	50,868
Other Dept Allocations	1,415,193	1,353,836
<b>Total</b>	<b>\$2,120,093</b>	<b>\$1,954,376</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Sewer Stoppages Main	81	75	75
Sewer Stoppages Laterals/Svc Lines	261	190	200
Sewer Main Repairs	4	5	5
Sewer Lateral Repairs/Relays	34	50	50
Catch Basin Cleaned	2,300	2,300	2,300
Number of Catch Basins (city owned)	5,400	5,400	5,400
Number of Catch Basins Total	7,400	7,410	7,420
Drain Mains Repaired	6	5	5
Sanitary Grease Locations Citywide	229	234	237
Sanitary Grease Traps Citywide	321	330	340
Sanitary Grease Traps Inspections	323	350	350
Sewer Overtime - # of Calls	253	273	280
Sewer Overtime - Man-hours	1,497	1,629	1,650
Sanitary Sewer Overflows - #	13	10	10
Sewer Manhole Repairs	5	10	10

**SEWER OPERATIONS & MAINTENANCE**

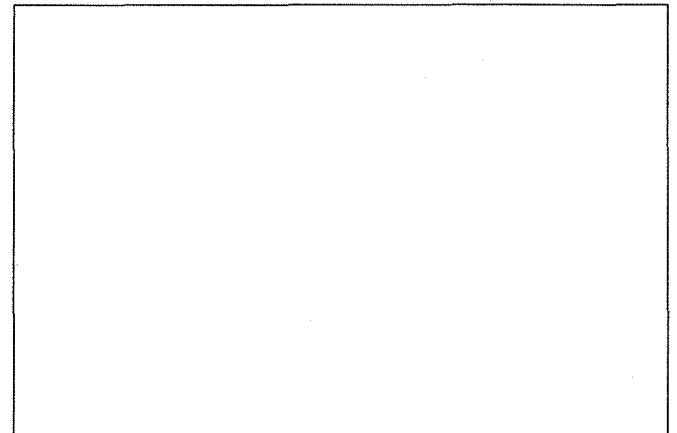
**PERSONNEL**

Bargaining Unit	Position	FY 2019 Grade-Step	FY 2017	FY 2018			FY 2019			
			# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	# Department Request	# Recommendation	Mayor's	Council Approval
1. LAB	Working Foreman I	10-2		1 65,780		10,963.00	1 55,186	1 55,186	55,186	55,186
2. LAB	Working Foreman I	10-2		1 59,800		9,967.00	1 55,186	1 55,186	55,186	55,186
3. LAB	Working Foreman I/Video Insp	10-6		1 49,381	31,652.96	37,292.10	1 64,394	1 64,394	64,394	64,394
4. LAB	*S M E O	9-6 (L11)		1 63,365	44,709.46	63,365.00	1 68,256	1 68,256	68,256	68,256
5. LAB	S M E O	9-6 (L11)			19,231.07	37,381.76	1 68,256	1 68,256	68,256	68,256
6. LAB	*S M E O	9-6 (L10)		1 62,224	51,843.95	62,224.00	1 67,452	1 67,452	67,452	67,452
7. LAB	S M E O Nights	9-2		1 60,511	16,689.67	16,445.60	1 55,664	1 55,664	55,664	55,664
8. LAB	*Pump Station Operator	9-6 (L11)		1 63,365	51,047.68	63,365.00	1 68,256	1 68,256	68,256	68,256
9. LAB	H M E O Nights	8-4		1 57,767	37,320.33	48,089.00	1 57,147	1 57,147	57,147	57,147
10. LAB	M E O	7-6 (L11)		1 57,803	29,042.95	29,042.95				
11. LAB	*Laborer	7-6		1 52,075	41,995.49	52,075.00	1 56,084	1 56,084	56,084	56,084
<b>Subtotal</b>			<b>10 484,054.40</b>	<b>10 592,071</b>	<b>323,533.56</b>	<b>430,210.41</b>	<b>10 615,881</b>	<b>10 615,881</b>	<b>615,881</b>	<b>615,881</b>

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity/Contract Settlement included in * position salary		19,019	
LAB	Working Foreman I	10-2	(10,594) New employee to be hired at lower step
LAB	Working Foreman I	10-2	(4,614) New employee to be hired at lower step
LAB	Working Foreman I/Video Insp	10-6	15,013 Internal promotion - replaced at higher step
LAB	S M E O	9-6 (L11)	10,453 In FY2018, this employee was promoted from MEO (Gr 7-6 L11) to an SMEO (Gr 9-6 L11)
LAB	S M E O Nights	9-2	(4,847) New employee to be hired at lower step
LAB	H M E O Nights	8-4	(620) Internal promotion - replaced at lower step



**SEWER OPERATIONS & MAINTENANCE**

**PERSONNEL**

**Bargaining  
Unit Position**

**FY 2019  
Grade-Step**

FY 2017		FY 2018			FY 2019			
Actual		July - March		Estimated	Department		Mayor's	Council
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/18	#	Request	# Recommendation	Approval

**New Positions**

LAB M E O

7-1

To fully staff the Catch Basin/Stormwater Crew (currently is 2 SMEO's) to assist the two person crew in cleaning out catch basins and other stormwater related duties which will enhance proper street drainage, especially during weather events with heavy precipitation

1	46,187		0	0
1	46,187		0	0

**Subtotal**

**Grand Total**

10	484,054.40	10	592,071	323,533.56	430,210.41	11	662,068	10	615,881	615,881
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**SEWER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 600-440-5100</b>									
5112 Wages - Full Time	575,852.63	484,054.40	592,071.00	323,533.56	430,210.41	662,068.00	23,810.00	615,881.00	615,881.00
5131 Overtime	75,320.91	58,324.37	60,000.00	57,129.50	78,149.00	80,000.00	0.00	60,000.00	60,000.00
5135 Standby	34,824.38	25,811.96	40,000.00	26,918.67	35,172.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	4,185.08	3,100.54	5,500.00	9,520.91	9,520.91	10,000.00	4,500.00	10,000.00	10,000.00
<b>General Expenses 600-440-5200</b>									
5211 Heat	3,086.84	2,216.18	2,500.00	1,393.97	2,076.00	2,500.00	0.00	2,500.00	2,500.00
5213 Light	72,135.53	69,286.94	90,000.00	24,785.74	35,525.00	50,000.00	(54,000.00)	36,000.00	36,000.00
5231 Water			800.00	2,992.21	4,488.00	5,000.00	4,200.00	5,000.00	5,000.00
5241 Equipment Repair/Maint	57,912.90	51,139.14	70,000.00	16,803.24	42,213.00	70,000.00	0.00	70,000.00	70,000.00
5244 Motor Equipment Repair/Maint	52,407.56	58,388.80	50,000.00	33,590.16	51,750.00	50,000.00	0.00	50,000.00	50,000.00
5245 Building/Grounds Maint	2,141.25	4,004.53	5,000.00		10,515.00	22,500.00	5,000.00	10,000.00	10,000.00
5261 W/S Infrastructure Repair/Maint	11,663.84	11,782.16	25,000.00	3,981.06	53,006.00	40,000.00	10,000.00	35,000.00	35,000.00
5276 Truck/ Equipment Rental	34,078.30	34,548.81	20,000.00	20,385.25	33,243.00	20,000.00	0.00	20,000.00	20,000.00
5303 Engineering Services/ Consulting	35,402.50	7,282.50	10,000.00	9,232.50	17,500.00	15,000.00	(5,000.00)	5,000.00	5,000.00
5307 Public Safety Service	1,161.60	5,631.27	3,500.00		5,700.00	3,500.00	0.00	3,500.00	3,500.00
5312 Training				280.00	728.00	3,000.00	3,000.00	3,000.00	3,000.00
5340 Communication	7,294.64	8,079.91	22,000.00	5,965.53	8,947.00	22,000.00	0.00	22,000.00	22,000.00
5431 Paint Supplies	860.20	825.00	1,000.00	1,570.34	2,421.00	2,500.00	500.00	1,500.00	1,500.00
5450 Custodial Supplies	50,563.77	59,086.76	30,000.00	38,157.02	53,000.00	50,000.00	20,000.00	50,000.00	50,000.00
5460 Groundskeeping Supplies	620.00	5,285.00	4,000.00		3,500.00	4,000.00	0.00	4,000.00	4,000.00
5500 Medical Supplies	944.41	2,286.21	2,000.00	459.93	690.00	2,000.00	0.00	2,000.00	2,000.00
5510 Education Supplies	1,600.90		500.00		400.00	500.00	0.00	500.00	500.00
5538 Street/Sidewalk Materials	36,718.15	21,516.32	40,000.00	22,574.29	36,500.00	40,000.00	0.00	40,000.00	40,000.00
5539 Castings & Pipes	11,522.27	5,383.94	15,000.00	18,212.70	27,318.00	20,000.00	5,000.00	20,000.00	20,000.00
5542 Water/Sewer Materials	827.00		2,000.00		1,500.00	2,000.00	0.00	2,000.00	2,000.00
5581 Clothing, Gloves, Shoes	7,406.88	7,713.98	10,000.00	5,345.71	12,000.00	12,000.00	2,000.00	12,000.00	12,000.00
5587 Tools	13,772.73	19,495.89	15,000.00	14,678.34	16,280.00	20,000.00	5,000.00	20,000.00	20,000.00
<b>Equipment &amp; Unusual 600-440-5400</b>									
5394-41 Catch Basin Cleaning	41,585.18	34,528.17	45,000.00	15,204.18	35,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	4,423.55	2,712.50	10,000.00	2,457.92	10,000.00	25,000.00	15,000.00	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	29,532.75	29,212.50	35,000.00	36,254.75	63,000.00	85,000.00	50,000.00	85,000.00	85,000.00
5394-49 Service Repairs	96,267.60	26,614.00	95,000.00	41,728.88	94,000.00	95,000.00	0.00	95,000.00	95,000.00
5690 State Assessment - MWRA	12,680,425.00	13,122,122.00	13,622,399.00	9,465,164.80	13,521,664.00	13,911,209.00	288,810.00	13,911,209.00	13,911,209.00
5740 Insurance	5,605.60	5,605.60	7,500.00		5,605.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	2,411.34	540.00	8,000.00	9,596.65	8,000.00	15,000.00	7,000.00	15,000.00	15,000.00

**SEWER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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>
5131 Overtime	Run Rate for Sewer Overtime	20,000.00
5195 Buyback Sick Time	Run Rate for Sick Time Buyback	4,500.00
5231 Water	Funding for water-sewer charges at the Sewer Ops facilities (cleaning of wet wells/other maint costs related to water use)	4,200.00
5245 Building/Grounds Maint	To fund on-going repairs and necessary upkeep at Sewer Pump Station facilities, as well as the installation of aeration units at Second Ave/Trapelo Rd/Woerd Ave Sewer Pump Stations to reduce the buildup of sewage on wet wells	17,500.00
5261 W/S Infrastructure Repair/Maint	To continue Root Treatment program for sewer mains clogged with tree roots to avoid main sewer backups and potential sewer overflows	15,000.00
5303 Engineering Services/ Consulting	To provide assistance w/FOG program application support and other outsourced services such as asbestos testing on old sewer pipes, and also when necessary, the hiring of asbestos removal contractors which require special handling procedures	5,000.00
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs).	2,000.00
5431 Paint Supplies	Run Rate on paint supplies used for utility markouts and the painting of sewer pump station facilities	1,500.00
5450 Custodial Supplies	To fund the purchases of various bacterial treatments/products for sewer pump stations to reduce FOG/sewage buildup in grinders and wet wells, improving the efficiency of the digester units and reducing frequency of sewer overflows	20,000.00
5539 Castings & Pipes	To adequately fund the purchase of PVC sewer piping, Fernco's and other sewer pipe related items	5,000.00
5581 Clothing, Gloves, Shoes	Increase due to CBA - Uniformity of work shirt and job related safety apparel.	2,000.00
5587 Tools	To fund tools required by the sewer crew to execute their daily duties; disinfection of tools with chlorine bleach hastens corrosion/breakdown of the metals so more frequent replacement is required	5,000.00
5394-43 Contaminated Soils	To fund the lease/rental of a bladder lined dumpster to handle the septage materials from the sewer vector, as well as contaminated soils from digs; this type of waste must be removed by specialized waste removal contractors such as Clean Harbors	15,000.00
5394-45 Disposal of Trench Tailings	The cost for removal services has doubled from previous three year contract; run rate & market costs for landfill services	50,000.00
5690 State Assessment - MWRA	To cover the preliminary MWRA water assessment set in January 2018 for FY2019 (Increase of 2.9% over FY2018)	288,810.00
5877 Safety Equipment	In order to comply with trench safety and OSHA regulations, additional safety equipment will be acquired in FY2019	7,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	690,183.00	571,291.27	697,571.00	417,102.64	553,052.32	792,068.00	28,310.00	725,881.00	725,881.00
<b>General Expenses</b>	402,121.27	373,953.34	418,300.00	220,407.99	419,300.00	456,500.00	(4,300.00)	414,000.00	414,000.00
<b>Equipment &amp; Unusual</b>	12,860,251.02	13,221,334.77	13,822,899.00	9,570,407.18	13,737,269.00	14,183,709.00	360,810.00	14,183,709.00	14,183,709.00
<b>Total Operating Budget</b>	<u>13,952,555.29</u>	<u>14,166,579.38</u>	<u>14,938,770.00</u>	<u>10,207,917.81</u>	<u>14,709,621.32</u>	<u>15,432,277.00</u>	<u>384,820.00</u>	<u>15,323,590.00</u>	<u>15,323,590.00</u>

# 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.

## DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	78,005	77,539
Pension Administration	6,770	6,784
Medical & Life Insurance	162,399	179,091
Heat, Light, Water	52,204	49,314
Building Repair & Maintenance	66,314	167,769
Building Insurance	2,003	2,341
Motor Vehicle Insurance	637	322
Motor Vehicle Maint & Repair	10,639	4,624
<b>Total</b>	<b>\$378,971</b>	<b>\$487,784</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Total Number of Participants	3,171	3,173	3,175
Male / Female / Minority	959/2212/171	959/2214/180	960/2215/182
# of Participants			
Service Programs:	2,231	2,231	2,231
Minority Outreach		40	50
Offsite Outreach		20	30
Connections for Healthy Aging		110	125
Social/Recreation Programs:	1,410	1,410	1,410
Fitness Programs:	442	442	442
Transportation:	550	550	550
# of 1 way rides	3,928	3,928	3,928
Parking spaces	35	35	84
Meals Served Daily	120	125	130
Recipients Served Annually	220	220	220
Meals Served Annually	29,442	29,962	30,514
Total Revenue Meals on Wheels	\$194,317	\$197,749	\$203,492
Total Revenue Programs	\$107,014	\$107,014	\$107,014

City Funding: \$782,108

State Funding: \$37,500



**COUNCIL ON AGING**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	Actual Expenditures		July - March Actual Expenditures		Estimated Expenditures Thru 6/30/18	Department Request		Mayor's Recommendation		Council Approval	
			#		#	Budget		#		#			
1.	Council on Aging Board				9	9,000	4,500.00	9,000.00	9	9,000	9	9,000	9,000
2.	*Council on Aging Director	16-6 (L8)			1	111,669	83,527.65	111,669.00	1	115,452	1	115,452	115,452
3.	*Administrative Assistant	10-6 (L11)			1	76,007	57,057.35	76,007.00	1	78,097	1	78,097	78,097
4.	*Meals Coordinator	9-6 (L8)			1	63,506	47,672.88	63,506.00	1	66,558	1	66,558	66,558
5.	*Office Coordinator	9-6 (L9)			1	68,851	50,188.30	68,851.00	1	71,126	1	71,126	71,126
6. LAB	Bus Operator	8-6 (L8)			1	53,048	42,579.58	53,048.00	1	63,389	1	63,389	63,389
7.	*Associate Office Assistant	7-6			1	56,154	42,154.12	56,154.00	1	57,698	1	57,698	57,698
8.	*Associate Office Assistant	7-6			1	56,154	42,154.12	56,154.00	1	57,698	1	57,698	57,698
9.	Bus Operator PT	7				23,800	17,176.24	23,800.00		63,767		63,767	63,767
Subtotal			16	490,082.16	16	518,189	387,010.24	518,189.00	16	582,785		582,785	582,785

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity/Compensation 14,288  
Ordinance/ Contract Settlement included in \* position salary

LAB Bus Operator 8-6 (L8) 10,341 Increase due to CBA - Bus Operator - licenses & duties (GR7 to GR8)  
Bus Operator PT 7 39,967 Additional part-time funding needed for second van

New Positions/Stipend

Outreach Worker Stipends Outreach over and above their normal duties. 3 @ \$1,000 each. 3,000 3,000.00

Subtotal

Grand Total

<u>Explanation</u>									
					0	0	0	3,000	3,000
					16	490,082.16	16	518,189	387,010.24
					16	582,785	16	585,785	585,785

**COUNCIL ON AGING**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-541-5100</b>									
5111 Salaries - Full Time	433,199.95	412,324.20	432,341.00	322,754.42	432,341.00	446,629.00	14,288.00	446,629.00	446,629.00
5112 Wages - Full Time	58,243.88	51,875.20	53,048.00	42,579.58	53,048.00	63,389.00	10,341.00	63,389.00	63,389.00
5121 Salaries - Part Time							3,000.00	3,000.00	3,000.00
5122 Wages - Part Time	17,350.29	19,082.76	23,800.00	17,176.24	23,800.00	63,767.00	39,967.00	63,767.00	63,767.00
5131 Overtime	299.66	748.22	600.00	694.37	800.00	800.00	200.00	800.00	800.00
5194 Boards & Commissions	7,400.00	6,800.00	9,000.00	4,500.00	9,000.00	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)	(37,500.00)	0.00	(37,500.00)	(37,500.00)
<b>General Expenses 001-541-5200</b>									
5192 Mileage	559.92	490.28	700.00	466.33	700.00	700.00	(100.00)	600.00	600.00
5242 Office Equipment Repair/Maint	1,518.00	1,518.00	1,590.00	1,518.00	1,590.00	1,590.00	0.00	1,590.00	1,590.00
5312 Training				40.00		208.00	208.00	208.00	208.00
5342 Postage	550.00	550.00	550.00	550.00	550.00	550.00	0.00	550.00	550.00
5343 Printing	112.50	57.50	125.00	112.19	125.00	125.00	0.00	125.00	125.00
5381 Contract Labor /Instruction	2,000.00	2,151.00	2,000.00	1,848.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5420 Office Supplies	1,913.02	2,062.83	2,000.00	1,540.42	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5490 Food Supplies	175,707.93	194,650.40	190,872.00	127,324.73	190,872.00	225,000.00	34,128.00	225,000.00	225,000.00
5581 Clothing, Gloves, Shoes	750.00	750.00	750.00	750.00	750.00	950.00	200.00	950.00	950.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>
5131 Overtime	Increased hours for bus driver on COA day trips
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs).
5490 Food Supplies	The Meals on Wheels numbers are increasing each year. The program pays for itself.
5581 Clothing, Gloves, Shoes	Increase due to CBA - Uniformity of work shirt and other apparel.

**Department Cost for Requested Increase**

200.00
208.00
34,128.00
200.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	478,993.78	453,330.38	481,289.00	387,704.61	481,489.00	546,085.00	67,796.00	549,085.00	549,085.00
<b>General Expenses</b>	183,111.37	202,230.01	198,587.00	134,149.67	198,587.00	233,123.00	34,436.00	233,023.00	233,023.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>662,105.15</u>	<u>655,560.39</u>	<u>679,876.00</u>	<u>521,854.28</u>	<u>680,076.00</u>	<u>779,208.00</u>	<u>102,232.00</u>	<u>782,108.00</u>	<u>782,108.00</u>

## DISABILITIES SERVICES COMMISSION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
ADA Transition Plan (1)	\$15,000	\$7,500	\$7,500
WHS Scholarships (5 each)	\$2,500	\$2,500	\$2,500
WSEPAC Special Education	\$1,000	\$1,000	\$1,000

**DISABILITIES SERVICES COMMISSION**

**PERSONNEL**

	Bargaining Unit    Position	FY 2019 Grade-Step
1.	Board Members	
	<b>Subtotal</b>	

FY 2017		FY 2018				FY 2019				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/18					
		7	7,000	3,800.00	7,000.00	7	7,000	7	7,000	7,000
		7	7,000	3,800.00	7,000.00	7	7,000	7	7,000	7,000

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0			0		0		0	0

New Positions

**Subtotal**

**Grand Total**

7	6,100.00	7	7,000	3,800.00	7,000.00	7	7,000	7	7,000	7,000
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**DISABILITIES SERVICES COMMISSION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	6,300.00	6,100.00	7,000.00	3,800.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<hr/>									
General Expenses 001-560-5200									
5420 Office Supplies	200.00		200.00		200.00	200.00	0.00	200.00	200.00
<hr/>									
Equipment & Unusual 001-560-5400									

Department Explanation for Requested Increases

Item

Reason

Department Cost for  
Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel	6,300.00	6,100.00	7,000.00	3,800.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	200.00	0.00	200.00	0.00	200.00	200.00	0.00	200.00	200.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<b>6,500.00</b>	<b>6,100.00</b>	<b>7,200.00</b>	<b>3,800.00</b>	<b>7,200.00</b>	<b>7,200.00</b>	<b>0.00</b>	<b>7,200.00</b>	<b>7,200.00</b>

## EMERGENCY MANAGEMENT

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	7,694	1,085
Pension Administration	624	
Medical & Life Insurance	33,029	10,406
Heat, Light, Water	33,092	27,527
Building Repair & Maintenance	114,029	20,674
Building Insurance	808	944
Motor Vehicle Insurance	26,598	1,609
Motor Vehicle Maint & Repair	1,592	23,122
<b>Total</b>	<b>\$217,466</b>	<b>\$85,367</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
District Coordinators	1	1	2
Total Grants Received	\$24,023	\$26,610	\$24,460
FEMA Reimbursement-Disasters	\$711,132	\$0	\$0
Total Receipts	\$735,155	\$26,610	\$24,460

**EMERGENCY MANAGEMENT**

**PERSONNEL**

	Bargaining Unit Position	FY 2019 Grade-Step
1.	*Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
<b>Subtotal</b>		

FY 2017		FY 2018			FY 2019						
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval		
			Actual	Expenditures							
			Expenditures	Thru 6/30/18							
	1	57,407	42,242.83	57,407.00			1	58,985	58,985		
	1	10,000	7,506.82	10,000.00	1	10,000	1	10,000	10,000		
		10,000	7,506.81	10,000.00		10,000		10,000	10,000		
2	74,950.23	2	77,407	57,256.46	77,407.00	1	20,000		2	78,985	78,985

**Summary of Changes**

Adjustments to FY 2018 Positions

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

1,578

Environmental Specialist FT 16-6

49,493

Explanation

Present actual and anticipated workloads associated with upcoming construction and environmental cleanup projects require a FT position. PT is totally inadequate.

1	106,900		0	0
<b>1</b>	<b>106,900</b>	<b>0</b>	<b>0</b>	<b>0</b>

New Positions

**Subtotal**

**Grand Total**

<b>2</b>	<b>74,950.23</b>	<b>2</b>	<b>77,407</b>	<b>57,256.46</b>	<b>77,407.00</b>	<b>2</b>	<b>126,900</b>	<b>2</b>	<b>78,985</b>	<b>78,985</b>
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**EMERGENCY MANAGEMENT**

EXPENDITURES	FY 2016	FY 2017	FY 2018		FY 2019				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-291-5100</b>									
5111 Salaries - Full Time						106,900.00	0.00	0.00	0.00
5121 Salaries - Part Time	80,854.27	74,950.23	77,407.00	57,256.46	77,407.00	20,000.00	1,578.00	78,985.00	78,985.00
<b>General Expenses 001-291-5200</b>									
5241 Equipment Repair/Maint		399.99	1,000.00		1,000.00	1,100.00	(300.00)	700.00	700.00
5312 Training	166.64	300.00	300.00	109.93	300.00	300.00	0.00	300.00	300.00
5313 Training (Environmental)		296.01	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	443.18		400.00	478.00	400.00	400.00	0.00	400.00	400.00
5421 Office Supplies (Environmental)		181.37	400.00		400.00	400.00	0.00	400.00	400.00
5470 Public Safety Supplies	2,089.50	1,638.73	1,000.00	105.59	1,000.00	1,100.00	0.00	1,000.00	1,000.00
<b>Equipment &amp; Unusual 001-291-5400</b>									
5300 Environmental Mitigation/Assessment		994.88	2,500.00	871.87	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5310 Environmental Services	3,533.67	1,317.50	1,500.00	1,165.52	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5384 Fuel Tank Testing	3,390.00	2,190.00	2,300.00		2,300.00	3,600.00	1,300.00	3,600.00	3,600.00
<b>Special Items 001-291-5500</b>									
5190 Uniform	399.25	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.

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5241 Equipment Repair/Maint	Price increase for goods and services	100.00
5470 Public Safety Supplies	Price increase for goods and services	100.00
5384 Fuel Tank Testing	State required 3rd party test required this year. Price per vendor quote.	1,300.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	80,854.27	74,950.23	77,407.00	57,256.46	77,407.00	126,900.00	1,578.00	78,985.00	78,985.00
General Expenses	2,699.32	2,816.10	3,400.00	693.52	3,400.00	3,600.00	(300.00)	3,100.00	3,100.00
Equipment & Unusual	6,923.67	4,502.38	6,300.00	2,037.39	6,300.00	7,600.00	1,300.00	7,600.00	7,600.00
Special Items	399.25	400.00	400.00	0.00	400.00	400.00	0.00	400.00	400.00
<b>Total Operating Budget</b>	<b>90,876.51</b>	<b>82,668.71</b>	<b>87,507.00</b>	<b>59,987.37</b>	<b>87,507.00</b>	<b>138,500.00</b>	<b>2,578.00</b>	<b>90,085.00</b>	<b>90,085.00</b>



## 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 efficient processing of permit applications, and to maintain the Sewer Bank. This year we are focusing on compliance with the EPA's new Stormwater Discharge Permit.

### DESCRIPTION OF OUTPUT STATEMENT:

To implement the Department's Capital Improvement Program, provide construction oversight on all public projects, and to maintain the integrity of the Water-Sewer-Drain systems by requiring consistent construction inspections and submission of as-built plans. This year we will work with other City Departments to address the new EPA Stormwater Permit Requirements.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	236,762	242,958
Pension Administration	22,078	22,750
Medical & Life Insurance	195,482	201,200
Heat, Light, Water	8,662	10,374
Building Repair & Maintenance	22,134	23,279
Building Insurance	262	306
Motor Vehicle Insurance	318	322
Motor Vehicle Maint & Repair	5,320	4,624
<b>Total</b>	<b>\$491,018</b>	<b>\$505,813</b>

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
CIP - Project Administration	10	11	12
Plans/Project Submittals	143	145	150
Compliance reports	9	9	10
Construction Inspections	1,940	1,954	1,970
Project/Redevelopment, Major Developments	7	7	9
Permit Applications	394	400	415

# ENGINEERING

## PERSONNEL

Bargaining Unit	Position	FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019			
			Actual #	Expenditures	Budget #	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request #	Request	Mayor's Recommendation #	Council Approval
1.	*City Engineer	20-6			1	133,665	100,340.37	133,665.00	1	137,340	137,340
2.	SPMG *Jr. Civil Engineer	14-4			1	76,741	61,852.24	76,741.00	1	85,783	85,783
3.	SPMG Jr. Civil Engineer	14-1			1	59,477		9,913.00	1	64,321	0
4.	SPMG *Gen Construction Insp	13-6 (L9)			1	88,398	71,525.96	88,398.00	1	95,194	95,194
5.	*Administrative Assistant	10-6 (L9)			1	74,639	56,029.47	74,639.00		1	76,690
6.	Co-op Student					14,560	12,712.00	14,560.00	14,560		14,560
7.	Part Time				0.5	41,000	38,683.71	41,000.00	0.5	41,000	41,000
Subtotal			5.5	423,156.61	5.5	488,480	341,143.75	438,916.00	4.5	438,198	450,567

## Summary of Changes

### Adjustments to FY 2018 Positions

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in \* position salary 21,564

SPMG Inspectors Admin Asst 11-6 (L9) 8,456

SPMG Jr. Civil Engineer 14-1 (59,477)

### Explanation

Amend the Administrative Assistant position Grade 10, Step 6 (L9) to an Inspector's Administrative Assistant, Grade 11, Step 6 (L9) to reflect duties performed; the workload complexity, coupled with the dependability and reliability of the employee merit this recognition and increase.

Amend job requirement to carry no Professional Land Surveyor (PLS) Credential because this requirement is not commensurate with the pay grade of Jr. Civil Engineer; Position has been vacant for 2 years with no applicants due to this requirement.

Mayor combined requests into new Asst City Engineer position

1	83,095	0	0
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**ENGINEERING**

**PERSONNEL**

**Bargaining  
Unit Position**

**FY 2019  
Grade-Step**

FY 2017		FY 2018				FY 2019			
Actual		July - March		Estimated		Department		Mayor's	Council
# Expenditures	#	Budget	Expenditures	Thru 6/30/18	#	Request	#	Recommendation	Approval

**New Positions**

SPMG Assistant City Engineer

16-1

Add to staff an Assistant City Engineer (16-1) with a requirement of Professional Land Surveyor License to provide necessary department work on surveys and CIP/Stormwater Mgmt Work.  
*Mayor: Must have a Professional Land Surveyor License to be hired. Funded for 10 months.*

1	88,084	1	73,403	73,403
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SPMG Sr Code Enforcement Inspector

13-1

Staff inspector position dedicated to the enforcement of the EPA MS4 Permit, set to be implemented in July 2018; this employee would be chiefly responsible for conducting site inspections for sediment and erosion controls as part of the enforcement of the MS4; This additional inspector will also supplement protection of the City's utilities by providing proper oversight of water/sewer/drain utility installations & other related City Ordinance enforcement; Capital projects require oversight - having add'l staff inspectors will reduce the cost of or eliminate the need to hire outside firms; Add'l staffing will also provide proper enforcement of Consent Decrees & other Federal, State and local mandates; record-keeping will be done in timely manner & communications will improve with this staffing enhancement.

1	72,513		0	0
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**Subtotal**

3	243,692		1	73,403	73,403
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**Grand Total**

5.5	423,156.61	5.5	488,480	341,143.75	438,916.00	7.5	681,890	5.5	523,970	523,970
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**ENGINEERING**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-410-5100</b>									
5111 Salaries - Full Time	380,592.49	364,977.55	432,920.00	289,748.04	383,356.00	626,330.00	35,490.00	468,410.00	468,410.00
5121 Salaries - Part Time	53,760.14	58,179.06	55,560.00	51,395.71	55,560.00	55,560.00	0.00	55,560.00	55,560.00
5131 Overtime	3,196.47	1,837.06	5,000.00	1,145.47	2,500.00	5,000.00	0.00	5,000.00	5,000.00
<b>General Expenses 001-410-5200</b>									
5242 Office Equipment Repair/Maint	2,160.00	2,577.22	3,000.00	711.05	1,900.00	3,000.00	0.00	3,000.00	3,000.00
5303 Engineer Services /Consultants		25.17		2,700.00	4,050.00	5,000.00	0.00	0.00	0.00
5312 Training		650.00	1,000.00	185.00	250.00	1,000.00	0.00	1,000.00	1,000.00
5341 Advertising		56.25	100.00		0.00	100.00	0.00	100.00	100.00
5342 Postage	686.07	568.78	500.00	218.02	335.00	500.00	0.00	500.00	500.00
5343 Printing	302.50	57.50	400.00		150.00	400.00	0.00	400.00	400.00
5420 Office Supplies	4,076.08	2,222.95	3,200.00	1,796.53	1,800.00	3,200.00	0.00	3,200.00	3,200.00
5581 Clothing, Gloves	491.74	189.25	600.00	221.64	600.00	2,400.00	1,800.00	2,400.00	2,400.00
5730 Dues	655.00	312.00	500.00	50.00	215.00	500.00	0.00	500.00	500.00
5731 Conference Expense	120.00								
<b>Equipment &amp; Unusual 001-410-5400</b>									
Technology Equipment - Printer/Scanner						25,000.00	0.00	0.00	0.00
GPS - Survey Unit						10,100.00	0.00	0.00	0.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>	
5303 Engineer Services /Consultants	Run rate for assistance with surveys and easement plans	5,000.00	
5581 Clothing, Gloves	Increase due to CBA - Job related safety apparel	1,800.00	
Technology Equipment - Printer/Scanner	Replace two separate devices (plotter and scanner/copier) with one high tech, energy efficient Large Format style plotter/printer/scanner/copier for Engineering drawings/plans/projects to allow more productive workflow performance with a single footprint.	25,000.00	Mayor: Process in FY18
GPS - Survey Unit	This tool is a Hand Held GPS Data Collector for the mapping of new pipes and structures when installed. Also used to locate valves, pipes, and manholes in emergencies.	10,100.00	Mayor: Process in FY18

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	437,549.10	424,993.67	493,480.00	342,289.22	441,416.00	686,890.00	35,490.00	528,970.00	528,970.00
<b>General Expenses</b>	8,491.39	6,659.12	9,300.00	5,882.24	9,300.00	16,100.00	1,800.00	11,100.00	11,100.00
<b>Equipment &amp; Unusual</b>	0.00	0.00	0.00	0.00	0.00	35,100.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<u>446,040.49</u>	<u>431,652.79</u>	<u>502,780.00</u>	<u>348,171.46</u>	<u>450,716.00</u>	<u>738,090.00</u>	<u>37,290.00</u>	<u>540,070.00</u>	<u>540,070.00</u>

## 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 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.4110	2.4260	2.4000
Number of Accounts	14,214	14,250	14,300
Number of Bills Sent out annually	59,920	59,260	60,000

## PERSONNEL

[illegible]

**WATER & SEWER BILLING & COMPLIANCE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 610-451-5100</b>									
5111 Salaries - Full Time	152,172.66	141,408.18	148,591.00	111,544.99	148,591.00	152,677.00	4,086.00	152,677.00	152,677.00
5121 Salaries - Part Time	20,937.30	26,024.46	29,059.00	20,876.72	29,059.00	31,021.00	1,962.00	31,021.00	31,021.00
<b>General Expenses 610-451-5200</b>									
5242 Office Equipment Repair/Maint	1,570.34	1,665.98	300.00	176.24	600.00	1,000.00	700.00	1,000.00	1,000.00
5248 Computer Software/License		3,700.00	5,500.00	1,715.95	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5342 Postage	32,697.57	33,797.04	40,000.00	23,943.74	39,000.00	42,000.00	2,000.00	42,000.00	42,000.00
5343 Printing	6,760.66	5,878.00	6,000.00	1,090.00	6,500.00	7,500.00	0.00	6,000.00	6,000.00
5420 Office Supplies	1,947.42	80.82	1,300.00	53.56	1,500.00	1,500.00	0.00	1,300.00	1,300.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Increase to cover cost of maintenance contract on Kyocera Copier/Scanner	700.00
5342 Postage	Increase to account for increase in postage rates as of January 21, 2018	2,000.00
5343 Printing	To cover cost of the printing of Water Bills/Envelopes/Public Info Brochures/Rate Charts	1,500.00
5420 Office Supplies	Run Rate - Additional supplies for staff	200.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	173,109.96	167,432.64	177,650.00	132,421.71	177,650.00	183,698.00	6,048.00	183,698.00	183,698.00
<b>General Expenses</b>	42,975.99	45,121.84	53,100.00	26,979.49	53,100.00	57,500.00	2,700.00	55,800.00	55,800.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>216,085.95</u>	<u>212,554.48</u>	<u>230,750.00</u>	<u>159,401.20</u>	<u>230,750.00</u>	<u>241,198.00</u>	<u>8,748.00</u>	<u>239,498.00</u>	<u>239,498.00</u>

**ENGINEERING  
WATER ADMINISTRATION**

**STATEMENT OF OBJECTIVES:**

The mission of 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. Keeping abreast of newly promulgated drinking water regulations and maintaining compliance with said regulations. Inspections of contractors doing work on private property connected to the City's water system. Collecting all water samples as required by law and submitting them to the MWRA for analysis. And to identify and prioritize the repair, replacement and improvement of parts of the distribution system.

**DESCRIPTION OF OUTPUT STATEMENT:**

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	415,284	380,521
Pension Administration	37,628	34,622
Medical & Life Insurance	579,002	596,848
Heat, Light, Water	28,151	33,715
Building Repair & Maintenance	71,935	75,658
Building Insurance	414	483
Motor Vehicle Insurance	3,502	3,861
Motor Vehicle Maint & Repair	58,515	55,492
Workers Compensation	24,877	
Other Dept Allocations	652,543	642,757
<b>Total</b>	<b>\$1,871,851</b>	<b>\$1,823,957</b>

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Sampling of Water System- #samples	864	864	864
Lead & Copper Samples	17	17	17
Cross Connection Devices City Wide	1,957	1,975	2,000
Cross Connection Devices Tested	3,370	3,400	3,425



**ENGINEERING  
WATER ADMINISTRATION**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019						
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	SPMG *Assistant City Engineer	16-3			1	84,135	67,342.62	84,135.00	1	94,065	1	94,065	94,065	
2.	Water/Sewer Superintendent	16-6			1	98,193	73,159.50	98,193.00						
3.	Business Manager	15-6 (L8)			1	99,423	95,586.99	99,423.00	0.5	53,715	0.5	53,715	53,715	
4.	SPMG Foreman	13-6			1	80,108	64,457.05	80,108.00						
5.	SPMG *Sr Code Enforcement Inspector	13-6 (L8)			1	87,587	49,704.02	89,330.46	1	94,321	1	94,321	94,321	
6.	SPMG *Code Enforcement Inspector	12-4 (L10)			1	72,891	58,250.98	72,891.00	1	81,453	1	81,453	81,453	
7.	SPMG *Code Enforcement Inspector	12-1			0.5	31,634		5,272.00	0.5	37,472	0.5	37,472	37,472	
8.	Principal Office Assistant	8-6			1	55,238	41,332.10	55,238.00						
9.	Co-op Student					14,560		10,000.00		14,560		0	0	
Subtotal			7	605,807.89	7.5	623,769	449,833.26	594,590.46	4	375,586		4	361,026	361,026

## PERSONNEL

<b>Bargaining</b>	<b>FY 2019</b>
<b>Unit Position</b>	<b>Grade-Step</b>

### Adjustments to FY 2018 Positions

**Explanation**

## SPMG Senior Engineering Aide 13-1

New Position to maintain ties, as-builts, and other mapping and data of the city's water, sewer and drain systems in GIS database; Maintains electronic records of compliance documentation and testing as required by DEP and EPA; Provide support and analysis of data using Division's GIS, including the preparation, entry, analysis, and plotting of data & production of maps, drawings, tabular and statistical reports.

**Subtotal**Grand Total

**ENGINEERING  
WATER ADMINISTRATION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 610-450-5100</b>									
5111 Salaries - Full Time	563,662.23	605,807.89	609,209.00	449,833.26	584,590.46	433,539.00	(248,183.00)	361,026.00	361,026.00
5121 Salaries - Part Time			14,560.00	0.00	10,000.00	14,560.00	(14,560.00)	0.00	0.00
5131 Overtime	14,455.07	2,003.59	15,000.00	2,272.59	7,500.00	15,000.00	(10,000.00)	5,000.00	5,000.00
<b>General Expenses 610-450-5200</b>									
5312 Training	2,084.69	3,154.25	3,800.00	2,051.00	3,800.00	2,500.00	(1,400.00)	2,400.00	2,400.00
5581 Clothing, Gloves, Shoes	1,102.66	317.17	1,200.00	1,101.37	1,200.00	1,900.00	700.00	1,900.00	1,900.00
<b>Equipment &amp; Unusual 610-450-5400</b>									
6478 Water Meter Network Upgrade	22,703.83	17,519.36	30,000.00	12,610.40	25,000.00	30,000.00	0.00	30,000.00	30,000.00

**Department Explanation for Requested Increases**

**Item**

5581 Clothing, Gloves, Shoes

**Reason**

Increase due to CBA - Job related safety apparel

**Department Cost for  
Requested Increase**

700.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	578,117.30	607,811.48	638,769.00	452,105.85	602,090.46	463,099.00	(272,743.00)	366,026.00	366,026.00
<b>General Expenses</b>	3,187.35	3,471.42	5,000.00	3,152.37	5,000.00	4,400.00	(700.00)	4,300.00	4,300.00
<b>Equipment &amp; Unusual</b>	22,703.83	17,519.36	30,000.00	12,610.40	25,000.00	30,000.00	0.00	30,000.00	30,000.00
<b>Total Operating Budget</b>	<u>604,008.48</u>	<u>628,802.26</u>	<u>673,769.00</u>	<u>467,868.62</u>	<u>632,090.46</u>	<u>497,499.00</u>	<u>(273,443.00)</u>	<u>400,326.00</u>	<u>400,326.00</u>

## FIRE

### STATEMENT OF OBJECTIVES:

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

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

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

### INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	5,688,849	5,831,901
Pension Administration	524,072	540,252
Medical & Life Insurance	6,237,813	6,431,685
Heat, Light, Water	115,738	123,446
Building Repair & Maintenance	345,795	431,820
Building Insurance	5,281	6,170
Motor Vehicle Insurance	9,232	9,974
Motor Vehicle Maint & Repair	154,266	143,354
<b>Total</b>	<b>\$13,081,046</b>	<b>\$13,518,602</b>

### FIRE PREVENTION & INVESTIGATION

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

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Other permits	1,032	1,075	1,125
Smoke alarm/carbon monoxide inspections	880	1,000	1,050
Oil burner permits and inspections	77	100	120
Propane permits installation/inspections	91	110	118
Schools - Nursing Homes - Day care	140	145	150
Lodging house/hotels/theaters	144	160	170
Building construction inspections	535	550	575
Facilities inspection/state license renewals	48	55	63
Fire drills	38	45	50
Drawings and plans reviewed	481	510	525
Liquor establishment inspections	90	98	105
Hydrant inspections	1,306	1,357	1,357
Tent plan reviews	66	70	72

### OUTPUT MEASURES

#### GENERAL SUPPORT

The overall direction of the department is administered by the Fire Chief along with his administrative staff whose functions are of a department-wide supportive or administrative nature. Included among these are management of personnel and fiscal matters, communications, maintenance of equipment and buildings, maintaining of fire records, training safety, and a number of small scale activities which are not readily assignable to other program elements within this department. The Fire Department is responsible for the ordinary maintenance of its own buildings and grounds. These buildings are occupied on a twenty-four hour basis and act as a living quarters for the men of the department who are on duty at any given time.

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Personnel	170	170	179
Vehicles & Apparatus	22	21	21
Number of Buildings Maintained		6	6

#### FIRE FIGHTING & TRAINING

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

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Underground tank removals	11	15	18
Total calls	8,680	9,500	10,000
Total company responses	14,292	14,592	15,000
Total building fires	36	32	30
Other fires and electrical	353	373	402
Medical, rescue and pedestrian accidents	4,973	5,200	5,350
Other hazards, service calls and false alarms	3,318	3,500	3,750

**FIRE**

**PERSONNEL**

			FY 2017	FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Fire Chief	22-2 (L7) (CC 7.5)		1	192,849	149,648.51	192,849.00	1	177,741	1	177,741	177,741
2.	FIRE *Deputy Chief	(L7) (CC 7.5)		1	129,883	111,655.27	129,883.00	1	139,868	1	139,868	139,868
3.	FIRE *Deputy Chief	(L7) (CC 7.5)		1	129,883	111,820.64	129,883.00	1	141,084	1	141,084	141,084
4.	FIRE *Deputy Chief	(L6) (CC 7.5)		1	128,589	111,701.88	128,589.00	1	138,474	1	138,474	138,474
5.	FIRE *Deputy Chief	(L6) (CC 7.5)		1	128,589	109,406.78	128,589.00	1	138,474	1	138,474	138,474
6.	FIRE *Deputy Chief - Fire Prev	(L6) (CC 7.5)		1	138,877	118,599.61	138,877.00	1	147,337	1	147,337	147,337
7.	FIRE Deputy Chief - Fire Prev	(L5) (CC 7.5)		1	147,136	208,342.10	147,136.00	1	145,854	1	145,854	145,854
8.	FIRE *Captain	(L7) (CC 7.5)		1	109,360	99,187.61	109,360.00	1	118,952	1	118,952	118,952
9.	FIRE *Captain	(L7) (CC 7.5)		1	109,360	93,893.64	109,360.00	1	118,952	1	118,952	118,952
10.	FIRE *Captain	(L7) (CC 7.5)		1	110,460	96,172.53	110,460.00	1	118,952	1	118,952	118,952
11.	FIRE *Captain	(L7) (CC 3)		1	105,828	91,499.54	105,828.00	1	113,655	1	113,655	113,655
12.	FIRE *Captain	(L7) (CC 1.5)		1	103,909	86,708.37	103,909.00	1	111,896	1	111,896	111,896
13.	FIRE *Captain	(L6) (CC 7.5)		1	109,360	94,098.48	109,360.00	1	117,766	1	117,766	117,766
14.	FIRE *Captain	(L5) (CC 7.5)		1	108,259	91,835.38	108,259.00	1	116,581	1	116,581	116,581
15.	FIRE *Captain	(L5) (CC 7.5)		1	108,259	91,504.11	108,259.00	1	116,581	1	116,581	116,581
16.	FIRE *Captain	(L4) (CC 7.5)		1	107,158	92,362.18	107,158.00	1	115,396	1	115,396	115,396
17.	FIRE *Captain	(CC 12.5)		1	107,535	94,005.97	107,535.00	1	115,801	1	115,801	115,801
18.	FIRE *Captain Training/Admin	(L5) (CC 7.5)		1	116,406	98,830.29	116,406.00	1	125,355	1	125,355	125,355
19.	FIRE *Lieutenant	(L7) (CC 7.5)		1	94,000	80,551.09	94,000.00	1	101,226	1	101,226	101,226
20.	FIRE *Lieutenant	(L7) (CC 7.5)		1	93,064	79,927.49	93,064.00	1	101,226	1	101,226	101,226
21.	FIRE *Lieutenant	(L7) (CC 7.5)		1	93,064	79,859.54	93,064.00	1	101,226	1	101,226	101,226
22.	FIRE *Lieutenant	(L7) (CC 7.5)		1	93,064	80,123.72	93,064.00	1	101,226	1	101,226	101,226
23.	FIRE *Lieutenant	(L7) (CC 5)		1	91,672	77,788.01	91,672.00	1	98,719	1	98,719	98,719
24.	FIRE *Lieutenant	(L7) (CC 5)		1	91,672	77,964.09	91,672.00	1	98,719	1	98,719	98,719
25.	FIRE *Lieutenant	(L7) (CC 5)		1	91,672	77,739.82	91,672.00	1	98,719	1	98,719	98,719
26.	FIRE *Lieutenant	(L7)		1	87,036	72,997.21	87,036.00	1	93,727	1	93,727	93,727
27.	FIRE *Lieutenant	(L7)		1	87,036	72,581.74	87,036.00	1	93,727	1	93,727	93,727
28.	FIRE *Lieutenant	(L6) (CC 7.5)		1	93,064	80,078.28	93,064.00	1	100,218	1	100,218	100,218
29.	FIRE *Lieutenant	(L6) (CC 7.5)		1	93,064	80,467.65	93,064.00	1	100,218	1	100,218	100,218
30.	FIRE *Lieutenant	(L6) (CC 7.5)		1	92,127	78,028.29	92,127.00	1	100,218	1	100,218	100,218
31.	FIRE *Lieutenant	(L6) (CC 7.5)		1	93,064	79,686.99	93,064.00	1	100,218	1	100,218	100,218
32.	FIRE *Lieutenant	(L6) (CC 7.5)		1	93,064	79,090.96	93,064.00	1	100,218	1	100,218	100,218
33.	FIRE *Lieutenant	(L6) (CC 7.5)		1	92,127	77,696.91	92,127.00	1	100,218	1	100,218	100,218
34.	FIRE *Lieutenant	(L5) (CC 7.5)		1	92,127	80,163.91	92,127.00	1	99,209	1	99,209	99,209
35.	FIRE *Lieutenant	(L5) (CC 7.5)		1	91,190	77,474.73	91,190.00	1	99,209	1	99,209	99,209
36.	FIRE *Lieutenant	(L5) (CC 7.5)		1	92,127	77,845.42	92,127.00	1	99,209	1	99,209	99,209
37.	FIRE *Lieutenant	(L5) (CC 7.5)		1	92,127	78,802.11	92,127.00	1	99,209	1	99,209	99,209
38.	FIRE *Lieutenant	(L5) (CC 7.5)		1	92,127	78,594.29	92,127.00	1	99,209	1	99,209	99,209
39.	FIRE *Lieutenant	(L5) (CC 7.5)		1	91,190	78,275.19	91,190.00	1	99,209	1	99,209	99,209
40.	FIRE *Lieutenant	(L5)		1	85,410	71,047.16	85,410.00	1	91,975	1	91,975	91,975
41.	FIRE *Lieutenant	(L4) (CC 12.5)		1	95,606	83,591.60	95,606.00	1	102,955	1	102,955	102,955
42.	FIRE *Lieutenant	(L4) (CC 7.5)		1	91,190	77,568.49	91,190.00	1	98,200	1	98,200	98,200

**FIRE**

**PERSONNEL**

			FY 2017	FY 2018			FY 2019				
Bargaining Unit	Position	FY 2019 Grade-Step	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	Mayor's Recommendation	Council Approval
43. FIRE	*Lieutenant	(L4) (CC 7.5)		1	91,190	77,374.57	91,190.00	1	98,200	98,200	98,200
44. FIRE	*Lieutenant	(L4)		1	84,596	69,576.94	84,596.00	1	91,099	91,099	91,099
45. FIRE	*Lieutenant	(CC 7.5)		1	91,672	104,095.05	91,672.00	1	94,165	94,165	94,165
46. FIRE	Lieutenant			1	93,064	86,907.60	93,064.00	1	87,596	87,596	87,596
47. FIRE	*Lieutenant			1	81,343	67,284.98	81,343.00	1	87,596	87,596	87,596
48. FIRE	*Lieutenant			1	81,343	68,526.59	81,343.00	1	87,596	87,596	87,596
49. FIRE	*Lieutenant - Fire Prev	(L6) (CC 7.5)		1	105,410	89,327.40	105,410.00	1	113,512	113,512	113,512
50. FIRE	*Lieutenant - Fire Prev	(L4)		1	93,949	77,342.17	93,949.00	1	101,170	101,170	101,170
51. FIRE	*Lieutenant - Fire Prev	(CC 7.5)		1	97,111	81,810.93	97,111.00	1	104,575	104,575	104,575
52. FIRE	*Fire Fighter	(L7) (CC 10)		1	82,040	71,946.95	82,040.00	1	88,346	88,346	88,346
53. FIRE	*Fire Fighter	(L7) (CC 7.5)		1	80,052	67,937.85	80,052.00	1	86,205	86,205	86,205
54. FIRE	*Fire Fighter	(L7) (CC 7.5)		1	80,052	68,828.56	80,052.00	1	86,205	86,205	86,205
55. FIRE	*Fire Fighter	(L7) ( CC 7.5)		1	80,052	68,199.42	80,052.00	1	86,205	86,205	86,205
56. FIRE	*Fire Fighter	(L7) (CC 7.5)		1	79,254	67,678.94	79,254.00	1	86,205	86,205	86,205
57. FIRE	*Fire Fighter	(L7) (CC 7.5)		1	80,052	69,869.45	80,052.00	1	86,205	86,205	86,205
58. FIRE	*Fire Fighter	(L7) (CC 7.5)		1	80,052	68,497.99	80,052.00	1	86,205	86,205	86,205
59. FIRE	*Fire Fighter	(L7) (CC 7.5)		1	79,254	68,198.10	79,254.00	1	86,205	86,205	86,205
60. FIRE	*Fire Fighter	(L7) (CC 3)		1	76,487	64,948.98	76,487.00	1	82,366	82,366	82,366
61. FIRE	*Fire Fighter	(L7) (CC 3)		1	76,487	64,539.45	76,487.00	1	82,366	82,366	82,366
62. FIRE	*Fire Fighter	(L7) (CC 1.5)		1	75,303	62,360.02	75,303.00	1	81,091	81,091	81,091
63. FIRE	*Fire Fighter	(L7)		1	74,121	62,172.03	74,121.00	1	79,819	79,819	79,819
64. FIRE	*Fire Fighter	(L7)		1	74,121	61,633.76	74,121.00	1	79,819	79,819	79,819
65. FIRE	*Fire Fighter	(L7)		1	74,121	62,883.50	74,121.00	1	79,819	79,819	79,819
66. FIRE	*Fire Fighter	(L7)		1	73,428	61,251.28	73,428.00	1	79,819	79,819	79,819
67. FIRE	*Fire Fighter	(L7)		1	74,121	61,987.58	74,121.00	1	79,819	79,819	79,819
68. FIRE	*Fire Fighter	(L7)		1	74,121	62,160.72	74,121.00	1	79,819	79,819	79,819
69. FIRE	*Fire Fighter	(L7)		1	74,121	62,875.90	74,121.00	1	79,819	79,819	79,819
70. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	79,254	67,932.97	79,254.00	1	85,346	85,346	85,346
71. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	79,254	66,976.86	79,254.00	1	85,346	85,346	85,346
72. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	78,456	67,321.98	78,456.00	1	85,346	85,346	85,346
73. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	78,456	66,503.42	78,456.00	1	85,346	85,346	85,346
74. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	79,254	68,399.03	79,254.00	1	85,346	85,346	85,346
75. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	79,254	67,965.00	79,254.00	1	85,346	85,346	85,346
76. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	79,254	66,422.60	79,254.00	1	85,346	85,346	85,346
77. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	79,254	67,628.55	79,254.00	1	85,346	85,346	85,346
78. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	78,456	66,587.32	78,456.00	1	85,346	85,346	85,346
79. FIRE	*Fire Fighter	(L6) (CC 7.5)		1	78,456	66,886.80	78,456.00	1	85,346	85,346	85,346
80. FIRE	*Fire Fighter	(L6)		1	73,428	60,893.31	73,428.00	1	79,073	79,073	79,073
81. FIRE	*Fire Fighter	(L6)		1	73,428	60,721.79	73,428.00	1	79,073	79,073	79,073
82. FIRE	*Fire Fighter	(L6)		1	73,428	61,224.50	73,428.00	1	79,073	79,073	79,073
83. FIRE	*Fire Fighter	(L6)		1	73,428	60,120.13	73,428.00	1	79,073	79,073	79,073
84. FIRE	*Fire Fighter	(L6)		1	73,428	60,725.20	73,428.00	1	79,073	79,073	79,073
85. FIRE	*Fire Fighter	(L6)		1	73,428	61,446.40	73,428.00	1	79,073	79,073	79,073
86. FIRE	*Fire Fighter	(L6)		1	73,428	62,146.35	73,428.00	1	79,073	79,073	79,073

**FIRE**

**PERSONNEL**

			FY 2017	FY 2018			FY 2019			
Bargaining Unit	Position	FY 2019 Grade-Step	Actual Expenditures	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Recommendation	Council Approval		
#	#	#	#	#	#	#	#	#		
87. FIRE	*Fire Fighter	(L6)		1	73,428	60,900.85	73,428.00	1	79,073	79,073
88. FIRE	*Fire Fighter	(L6)		1	73,428	60,655.00	73,428.00	1	79,073	79,073
89. FIRE	*Fire Fighter	(L5) (CC 12.5)		1	81,419	69,803.33	81,419.00	1	88,616	88,616
90. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	77,659	66,674.71	77,659.00	1	84,487	84,487
91. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	66,735.89	78,456.00	1	84,487	84,487
92. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	77,659	67,047.84	77,659.00	1	84,487	84,487
93. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	66,513.93	78,456.00	1	84,487	84,487
94. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	65,840.38	78,456.00	1	84,487	84,487
95. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	77,659	65,822.78	77,659.00	1	84,487	84,487
96. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	57,311.23	78,456.00	1	84,487	84,487
97. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	66,885.37	78,456.00	1	84,487	84,487
98. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	66,428.35	78,456.00	1	84,487	84,487
99. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	66,585.91	78,456.00	1	84,487	84,487
100. FIRE	*Fire Fighter	(L5) (CC 7.5)		1	78,456	67,526.85	78,456.00	1	84,487	84,487
101. FIRE	*Fire Fighter	(L5)		1	72,043	60,115.20	72,043.00	1	78,327	78,327
102. FIRE	*Fire Fighter	(L5)		1	72,043	59,599.30	72,043.00	1	78,327	78,327
103. FIRE	*Fire Fighter	(L5)		1	72,736	59,986.79	72,736.00	1	78,327	78,327
104. FIRE	*Fire Fighter	(L5)		1	72,736	60,330.20	72,736.00	1	78,327	78,327
105. FIRE	*Fire Fighter	(L5)		1	72,043	59,946.88	72,043.00	1	78,327	78,327
106. FIRE	*Fire Fighter	(L5)		1	72,736	60,333.91	72,736.00	1	78,327	78,327
107. FIRE	*Fire Fighter	(L5)		1	72,736	60,160.26	72,736.00	1	78,327	78,327
108. FIRE	*Fire Fighter	(L5)		1	72,736	60,511.19	72,736.00	1	78,327	78,327
109. FIRE	*Fire Fighter	(L5)		1	72,043	59,262.03	72,043.00	1	78,327	78,327
110. FIRE	*Fire Fighter	(L5)		1	72,736	60,938.44	72,736.00	1	78,327	78,327
111. FIRE	*Fire Fighter	(L4) (CC 12.5)		1	81,419	70,108.13	81,419.00	1	87,677	87,677
112. FIRE	*Fire Fighter	(L4) (CC 10)		1	79,537	68,644.99	79,537.00	1	85,651	85,651
113. FIRE	*Fire Fighter	(L4) (CC 7.5)		1	77,659	66,448.27	77,659.00	1	83,628	83,628
114. FIRE	*Fire Fighter	(L4) (CC 7.5)		1	77,659	67,034.78	77,659.00	1	83,628	83,628
115. FIRE	*Fire Fighter	(L4) (CC 7.5)		1	77,659	65,620.62	77,659.00	1	83,628	83,628
116. FIRE	*Fire Fighter	(L4) (CC 7.5)		1	77,659	66,758.99	77,659.00	1	83,628	83,628
117. FIRE	*Fire Fighter	(L4)		1	72,043	60,283.33	72,043.00	1	77,581	77,581
118. FIRE	*Fire Fighter	(L4)		1	72,043	59,943.20	72,043.00	1	77,581	77,581
119. FIRE	*Fire Fighter	(L4)		1	72,043	59,251.70	72,043.00	1	77,581	77,581
120. FIRE	*Fire Fighter	(CC 12.5)		1	77,931	67,433.11	77,931.00	1	83,922	83,922
121. FIRE	*Fire Fighter	(CC 12.5)		1	77,931	66,928.37	77,931.00	1	83,922	83,922
122. FIRE	*Fire Fighter	(CC 12.5)		1	77,931	68,023.57	77,931.00	1	83,922	83,922
123. FIRE	*Fire Fighter	(CC 10)		1	74,468	64,541.62	74,468.00	1	82,057	82,057
124. FIRE	*Fire Fighter	(CC 10)		1	74,468	64,953.06	74,468.00	1	82,057	82,057
125. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,812.55	74,468.00	1	80,192	80,192
126. FIRE	*Fire Fighter	(CC 7.5)		1	69,272	62,340.57	69,272.00	1	80,192	80,192
127. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	63,166.36	74,468.00	1	80,192	80,192
128. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,632.36	74,468.00	1	80,192	80,192
129. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,850.97	74,468.00	1	80,192	80,192
130. FIRE	*Fire Fighter	(CC 7.5)		1	69,272	62,240.54	69,272.00	1	80,192	80,192
131. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	65,245.77	74,468.00	1	80,192	80,192

FIRE

PERSONNEL

Bargaining Unit Position			FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019			
				#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#
132. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,337.63	74,468.00	1	80,192	1	80,192	80,192
133. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,167.06	74,468.00	1	80,192	1	80,192	80,192
134. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,520.98	74,468.00	1	80,192	1	80,192	80,192
135. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	61,703.67	74,468.00	1	80,192	1	80,192	80,192
136. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	63,219.18	74,468.00	1	80,192	1	80,192	80,192
137. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,094.97	74,468.00	1	80,192	1	80,192	80,192
138. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	62,719.00	74,468.00	1	80,192	1	80,192	80,192
139. FIRE	*Fire Fighter			1	74,468	54,616.77	74,468.00	1	74,597	1	74,597	74,597
140. FIRE	*Fire Fighter			1	69,272	57,145.23	69,272.00	1	74,597	1	74,597	74,597
141. FIRE	*Fire Fighter			1	74,468	54,824.88	74,468.00	1	74,597	1	74,597	74,597
142. FIRE	*Fire Fighter			1	74,468	54,019.77	74,468.00	1	74,597	1	74,597	74,597
143. FIRE	*Fire Fighter			1	74,468	54,824.91	74,468.00	1	74,597	1	74,597	74,597
144. FIRE	*Fire Fighter			1	69,272	57,310.59	69,272.00	1	74,597	1	74,597	74,597
145. FIRE	*Fire Fighter			1	69,272	57,659.48	69,272.00	1	74,597	1	74,597	74,597
146. FIRE	*Fire Fighter			1	69,272	57,482.98	69,272.00	1	74,597	1	74,597	74,597
147. FIRE	*Fire Fighter			1	69,272	56,979.93	69,272.00	1	74,597	1	74,597	74,597
148. FIRE	*Fire Fighter			1	74,468	55,056.24	74,468.00	1	74,597	1	74,597	74,597
149. FIRE	*Fire Fighter			1	74,468	55,681.98	74,468.00	1	74,597	1	74,597	74,597
150. FIRE	*Fire Fighter			1	69,272	56,476.85	69,272.00	1	74,597	1	74,597	74,597
151. FIRE	*Fire Fighter			1	69,272	57,152.33	69,272.00	1	74,597	1	74,597	74,597
152. FIRE	*Fire Fighter			1	69,272	56,480.38	69,272.00	1	74,597	1	74,597	74,597
153. FIRE	*Fire Fighter			1	69,272	56,652.80	69,272.00	1	74,597	1	74,597	74,597
154. FIRE	*Fire Fighter			1	69,272	56,649.24	69,272.00	1	74,597	1	74,597	74,597
155. FIRE	*Fire Fighter			1	74,468	51,363.01	74,468.00	1	74,597	1	74,597	74,597
156. FIRE	*Fire Fighter			1	74,468	57,482.99	74,468.00	1	74,597	1	74,597	74,597
157. FIRE	*Fire Fighter			1	69,272	56,818.14	69,272.00	1	74,597	1	74,597	74,597
158. FIRE	*Fire Fighter			1	69,272	57,317.67	69,272.00	1	74,597	1	74,597	74,597
159. FIRE	*Fire Fighter			1	74,468	54,180.17	74,468.00	1	74,597	1	74,597	74,597
160. FIRE	*Fire Fighter			1	74,468	54,667.09	74,468.00	1	74,597	1	74,597	74,597
161. FIRE	*Fire Fighter			1	69,272	56,983.43	69,272.00	1	74,597	1	74,597	74,597
162. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	52,108.91	74,468.00	1	80,192	1	80,192	80,192
163. FIRE	*Fire Fighter	(CC 7.5)		1	73,428	44,025.45	73,428.00	1	80,192	1	80,192	80,192
164. FIRE	*Fire Fighter	(CC 7.5)		1	72,043	1,362.67	72,043.00	1	80,192	1	80,192	80,192
165. FIRE	*Fire Fighter	(CC 7.5)		1	69,272	43,141.81	69,272.00	1	80,192	1	80,192	80,192
166. FIRE	*Fire Fighter	(CC 7.5)		1	74,468	1,553.88	1,553.88	1	80,192	1	80,192	80,192
167. FIRE	*Fire Fighter	(CC 7.5)		1	74,468		0.00	1	80,192	1	80,192	80,192



**FIRE**

**PERSONNEL**

Bargaining Unit Position	FY 2019 Grade-Step	FY 2017				FY 2018				FY 2019			
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval	
168. *Executive Assistant	12-6 (L11)			1	88,406	66,365.15	88,406.00	1	90,838	1	90,838	90,838	
169. *Administrative Assistant	10-5 (L11)			1	70,388	52,839.64	70,388.00	1	75,155	1	75,155	75,155	
170. *Principal Office Assist	8-6			1	59,442	44,622.15	59,442.00	1	61,077	1	61,077	61,077	
171. Part Time / Temporary					1,500		1,500.00		1,500		1,500	1,500	
<b>Subtotal</b>		<b>170</b>	<b>13,940,453.43</b>	<b>170</b>	<b>14,123,042</b>	<b>11,733,125</b>	<b>13,975,660</b>	<b>170</b>	<b>15,129,736</b>	<b>170</b>	<b>15,129,736</b>	<b>15,129,736</b>	

**Summary of Changes**

**Adjustments to FY 2018 Positions**

Step Raises/Longevity/Contract Settlement/  
Compensation Ordinance included in \* position  
salary 870,195

Fire Chief 22-2 (L7) (CC 7.5) (15,108)  
FIRE Deputy Chief - Fire Prev (L5) (CC 7.5) (1,282)  
FIRE Lieutenant (5,468)

**Explanation**

Internal promotion - replaced at lower step  
Internal promotion - replaced at lower longevity  
Internal promotion - replaced at lower longevity

**New Positions**

FIRE Fire Fighter (CC 7.5) 8 Firefighters to fully staff trucks according to N.F.P.A. Guidelines

FIRE Lieutenant - Fire Prev (CC 7.5) New position requested to oversee expanding Medical calls and requirements.  
*Recommended by Dr. Tils*

8	641,536		0	0
1	102,493	1	102,493	102,493
<b>9</b>	<b>744,029</b>	<b>1</b>	<b>102,493</b>	<b>102,493</b>

**Subtotal**

**Grand Total**

<b>170</b>	<b>13,940,453.43</b>	<b>170</b>	<b>14,123,042</b>	<b>11,733,124.99</b>	<b>13,975,659.88</b>	<b>179</b>	<b>15,873,765</b>	<b>171</b>	<b>15,232,229</b>	<b>15,232,229</b>
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**FIRE**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual	Actual		July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-220-5100									
5111 Salaries - Full Time	5,109,719.91	4,799,095.66	4,535,858.00	3,800,292.86	4,516,801.36	4,914,523.00	386,072.00	4,921,930.00	4,921,930.00
5112 Wages - Full Time	7,942,594.64	7,150,993.93	7,680,067.00	5,963,982.62	7,551,740.52	8,811,567.00	564,758.00	8,244,825.00	8,244,825.00
5122 Temporary Help			1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	1,119,765.66	1,256,703.58	800,000.00	998,151.23	1,059,373.72	1,050,000.00	100,000.00	900,000.00	900,000.00
5132 Overtime (Training)	4,696.62	7,093.71	8,000.00	8,000.00	8,000.00	30,000.00	12,000.00	20,000.00	20,000.00
5139 Temporary Promotions - FT	4,549.50	5,000.00	5,000.00		20,000.00	20,000.00	0.00	5,000.00	5,000.00
5141 Longevity	586,806.63	549,367.08	550,000.00	556,857.20	550,000.00	575,000.00	25,000.00	575,000.00	575,000.00
5142 College Credits	717,071.62	718,207.34	750,000.00	751,627.98	750,000.00	802,400.00	7,600.00	757,600.00	757,600.00
5143 Holiday	795,321.63	722,789.42	830,618.00	660,364.33	830,618.00	893,775.00	25,757.00	856,375.00	856,375.00
5144 Out of Grade	71,182.36	55,570.50	80,000.00	49,775.12	65,000.00	80,000.00	0.00	80,000.00	80,000.00
5145 LEPC Chairperson Stipend	32,499.99	32,500.01	32,500.00	24,397.35	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Receipt offset - Grant	(16,646.25)	(11,912.68)		(2,085.72)					
General Expenses 001-220-5200									
5146 Emergency Medical Technician	140,647.49	129,057.00	145,207.00	2,867.00	154,198.55	166,408.00	11,793.00	157,000.00	157,000.00
5241 Equipment Repair/Maint	21,295.29	29,963.19	25,000.00	21,160.95	35,000.00	77,000.00	0.00	25,000.00	25,000.00
5242 Office Equipment Repair/Maint	396.00	667.00	1,000.00	1,683.00	2,000.00	1,500.00	500.00	1,500.00	1,500.00
5244 Motor Equipment Repair/Maint	72,508.00	158,365.72	155,000.00	161,001.79	199,849.02	195,000.00	40,000.00	195,000.00	195,000.00
5291 Maintenance of SCBA	27,350.35	8,009.20	22,000.00	18,798.30	41,744.55	30,000.00	8,000.00	30,000.00	30,000.00
5306 Medical Services	74,992.75	73,972.59	60,000.00	59,477.46	75,000.00	75,000.00	5,000.00	65,000.00	65,000.00
5312 Training	13,036.95	9,941.19	20,000.00	12,025.14	26,394.98	20,000.00	0.00	20,000.00	20,000.00
5313 Training - JLMC	24,000.00	20,790.90	24,000.00	24,000.00	24,000.00	24,000.00	0.00	24,000.00	24,000.00
5342 Postage	245.00	71.65	500.00	97.50	500.00	500.00	0.00	500.00	500.00
5343 Printing	1,152.53	1,199.75	1,000.00	681.85	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	3,205.44	2,637.89	3,000.00	1,428.49	3,500.00	3,500.00	500.00	3,500.00	3,500.00
5430 Building Supplies	4,269.52	2,048.72	3,000.00	3,831.07	4,117.11	3,000.00	0.00	3,000.00	3,000.00
5450 Custodial Supplies	4,249.49	4,108.36	2,600.00	3,246.56	4,500.00	3,700.00	1,100.00	3,700.00	3,700.00
5460 Groundskeeping Supplies	494.55	339.16	600.00	220.88	600.00	600.00	0.00	600.00	600.00
5470 Public Safety Supplies	15,359.57	6,599.51	10,000.00	5,513.07	11,846.85	10,000.00	0.00	10,000.00	10,000.00
5500 Medical Supplies	3,605.32	2,754.88	4,000.00	3,710.64	4,846.40	7,000.00	1,000.00	5,000.00	5,000.00
5510 Education Supplies	425.00	30.00	700.00	1,837.50	2,045.00	700.00	0.00	700.00	700.00
5587 Tools	600.00	198.00	300.00	25.98	300.00	300.00	0.00	300.00	300.00
5730 Dues	480.00	128.00		400.00	400.00				
5730 Dues - Metro Fire	2,500.00	2,500.00	3,500.00	2,500.00	2,600.00	3,500.00	0.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access			1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00

**FIRE**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-220-5400</b>									
5245 Tower Repair & Maint	5,800.00	1,726.56	5,000.00	2,869.68	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5471 Patches & Badges	1,208.00	775.00	800.00	777.00	800.00	1,000.00	200.00	1,000.00	1,000.00
5850 Safety Equipment	27,182.66	52,651.95	41,700.00	24,141.92	44,411.00	45,000.00	3,300.00	45,000.00	45,000.00
5854 Hoses, Cable, Wire	41,436.00	20,880.00	21,000.00	20,837.00	21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields	1,097.00		1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
<b>Special Items 001-220-5500</b>									
5190 Uniform Allowance 1 @ 1,100	775.00	775.00	775.00	1,425.00	1,425.00	1,100.00	325.00	1,100.00	1,100.00
5190 Uniform Allowance 160 @ 1,050	114,550.00	112,375.00	116,000.00	205,775.00	205,775.00	178,500.00	52,000.00	168,000.00	168,000.00
5190 Uniform Allowance 7 @ 1,100	4,650.00	4,650.00	4,650.00	8,550.00	8,550.00	7,700.00	3,050.00	7,700.00	7,700.00
5190 Uniform Allowance 8 @ 7,700	27,021.73	34,539.25	36,000.00	4,134.75	1,527.00	63,104.00	27,104.00	63,104.00	63,104.00
5190 Promotional Uniforms			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5196 Uniforms-Special Positions		4,248.50	4,000.00	2,290.50	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>
5131 Overtime	Requested increase to maintain minimum staffing without putting any fire trucks out of service	250,000.00
5132 Overtime (Training)	Each year would like to send officers to training programs to be certified as Officer1, Off. 2 and Chief Management	22,000.00
5139 Temporary Promotions - FT	We are required by Civil Service to make these promotions. With each Temp. promotion we will be increasing that person's salary by a minimum of 10%. Currently we have (5) officers out long-term, and (1) retired Fire Chief, that alone, creates (4) temporary promotions. This money not included in the salary budget.	15,000.00
5141 Longevity	Projected increases in members longevity, along with retirement payouts, not currently funded. Also based on rate increases 7/1/18.	25,000.00
5142 College Credits	Projected increase is necessary due to new members starting the job with enough college credits to receive C.C. Incentive. Also to cover the rate increase in FY-19.	52,400.00
5143 Holiday	This is necessary due to the salary increase on 7/1/18, along with an increase in Fire Personnel in FY-19.	63,157.00
5146 Emergency Medical Technician	Increased cost of EMT course to \$2,000. per person required by contract to allow up to (5) per F.F.'s per yr. Each year we also have a minimum of (5) add'l EMT's to be paid the stipend, currently at \$1,372 per person.	21,201.00

FIRE

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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>								
5241 Equipment Repair/Maint	I am requesting this increase to cover the required Gear Cleaning and Inspection, per N.F.P.A. standard.					52,000.00			
5242 Office Equipment Repair/Maint	This increase is necessary to cover annual contract for our printers/fax/scanners (Chief's office/Fire Prevention)					500.00			
5244 Motor Equipment Repair/Maint	Increased repair cost, also includes cost for required maintenance on (13) trucks, twice annually.					40,000.00			
5291 Maintenance of SCBA	Increased cost of repairs, also cost of over due Hydro testing of S.C.B.A's as required by D.O.T.					8,000.00			
5306 Medical Services	Necessary to pay for contractual medical treatment of on the job injuries - current budgeted amount is inadequate. Will need to request more funds for this year.					15,000.00			
5420 Office Supplies	Cost increase of office supplies for F.P., Chief's office, stations, printer supplies (toners), Ink (etc.)					500.00			
5450 Custodial Supplies	Needed to purchase necessary supplies for each station that aren't purchased by the building department.					1,100.00			
5500 Medical Supplies	Needed to purchase medical Licenses, required by MA state law to administer controlled substances, including Epi pens. Also to replace Defib batteries city wide.					3,000.00			
5471 Patches & Badges	Necessary increase to purchase for new officers and Firefighters.					200.00			
5850 Safety Equipment	Needed to cover cost increases and to purchase necessary safety equipment.					3,300.00			
5190 Uniform Allowance 1 @ 1,100	The Chief's uniform allowance has increased to \$1,100 for FY-19.					325.00			
5190 Uniform Allowance 160 @ 1,050	The uniform allowance increased to \$1,050 per Firefighter for FY-19.					62,500.00			
5190 Uniform Allowance 7 @ 1,100	Increase in clothing allowance for Fire Prevention, includes amount needed for (1) add'l position if added to Fire Prevention.					3,050.00			
5190 Uniform Allowance 8 @ 7,700	We are in the process of hiring (8) firefighters. It will cost \$7,888 per F.F. to purchase their necessary gear.					27,104.00			
<b>COST SUMMARY BY CLASSIFICATION</b>									
Personnel	16,367,562.31	15,285,408.55	15,273,543.00	12,811,362.97	15,385,533.60	17,211,265.00	1,121,187.00	16,394,730.00	16,394,730.00
General Expenses	410,813.25	453,382.71	482,907.00	324,507.18	595,942.46	624,208.00	67,893.00	550,800.00	550,800.00
Equipment & Unusual	76,723.66	76,033.51	69,500.00	48,625.60	72,211.00	73,000.00	3,500.00	73,000.00	73,000.00
Special Items	146,996.73	156,587.75	166,425.00	222,175.25	226,277.00	259,404.00	82,479.00	248,904.00	248,904.00
Total Operating Budget	17,002,095.95	15,971,412.52	15,992,375.00	13,406,671.00	16,279,964.06	18,167,877.00	1,275,059.00	17,267,434.00	17,267,434.00

**FIRE AUXILIARY**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-292-5200</b>									
5241 Equipment Repairs/Maint	1,035.00	1,023.40	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training	1,600.00	1,250.00	3,000.00	2,500.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5470 Public Safety Supplies	472.63		1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
<b>Special Items 001-292-5500</b>									
5190 Uniform	1,045.20	1,917.63	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**

<b>Personnel</b>									
<b>General Expenses</b>	3,107.63	2,273.40	9,000.00	2,500.00	9,000.00	9,000.00	0.00	9,000.00	9,000.00
<b>Equipment &amp; Unusual</b>									
<b>Special Items</b>	1,045.20	1,917.63	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
<b>Total Operating Budget</b>	<u>4,152.83</u>	<u>4,191.03</u>	<u>12,500.00</u>	<u>2,500.00</u>	<u>12,500.00</u>	<u>12,500.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>12,500.00</u>

## HEALTH

### STATEMENT OF OBJECTIVES:

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

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

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

To test all commercial devices used and seal, not seal, or condemn these devices. Annual and timely re-inspection of weighing and measuring devices is essential.

*The Social Worker/Addiction Counselor:* Provides Waltham residents with social service outreach, intervention and education and assists individuals in need by providing referrals, education and support. An example of outreach provided to the community at large is our monthly Metro-Boston Project Outreach Drop-In Resource Night.

### 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 2016	FY 2017
Pension-Contributory/FICA	174,181	205,097
Pension Administration	15,789	18,908
Medical & Life Insurance	177,055	205,526
Heat, Light, Water	9,032	9,701
Building Repair & Maintenance	26,868	12,927
Building Insurance	349	408
Motor Vehicle Insurance	1,591	1,609
Motor Vehicle Maint & Repair	26,598	23,121
<b>Total</b>	<b>\$431,463</b>	<b>\$477,297</b>

### 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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total Permits issued	975	975	975
Burial permits issued	237	240	240
Food service estab permits	291	295	295
Retail food permits	84	85	85
Swimming pool permits	76	80	80
Tobacco permits	71	71	71
Day camp permits	21	23	23
DNA research permits	22	25	25
Mobile food permits	20	25	25
Transportation of grease & garbage	31	32	32
Contagious follow-up	479	500	500
Tuberculosis follow-up	611	650	650
Catch basin larva control	3,400	3,400	3,400
B.T.I. treated acres	25	25	25
Aerosol application/acres	5	5	5
Funeral Home permits	3	3	3
Temporary caterers permits	172	170	170
Rat complaints	366	377	392
Demolition Sign-offs	39	44	53

# 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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Food establishment inspections	851	850	850
Housing inspections	542	500	500
Swimming pool inspections	76	76	76
Housing complaints	542	500	500
Trash complaints	432	425	425
Food complaints	28	28	28
Rodent & pest complaints	371	371	371
No heat complaints	43	45	45
Day camp inspections	28	28	28
Conferences owner or operator	223	225	225

### INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total devices inspected	2,364	2,500	2,500
Gas pumps sealed	352	352	352
Scanners inspected	3,271	3,300	3,300
Weights tested & sealed	124	125	125
Taxi meters sealed	62	62	62
Package testing	1,194	1,500	1,500
Scales inspected & sealed	726	750	750
Adjustments	148	125	125
Sealing fees	\$16,306	\$16,300	\$16,300
Violator fines	\$1,735	\$1,000	\$1,000
Annual loss restored for consumers			
Annual loss restored for businesses			

**HEALTH**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Commissioners		5		5	5,000	2,400.00	5,000.00	5	5,000	5	5,000	5,000
2.	*Dir of Public Health	18-6 (L11)	1		1	131,538	98,744.12	131,538.00	1	135,156	1	135,156	135,156
3.	*Asst Dir of Public Health	15-6 (L11)	1		1	107,457	80,666.38	107,457.00	1	110,413	1	110,413	110,413
4.	*Inspector, Wgts & Meas	13-6 (L10)	1		1	93,500	70,189.01	93,500.00	1	96,071	1	96,071	96,071
5.	SPMG *Sr Code Enforce Insp	13-6 (L9)	1		1	88,398	71,537.60	88,398.00	1	95,194	1	95,194	95,194
6.	SPMG *Sr Code Enforce Insp	13-6 (L9)	1		1	87,587	70,881.33	87,587.00	1	95,121	1	95,121	95,121
7.	SPMG *Sr Code Enforce Insp	13-3	1		1	68,818	54,446.36	68,818.00	1	76,909	1	76,909	76,909
8.	*Public Health Nurse, RN	13-6	1		1	85,000	63,808.34	85,000.00	1	87,337	1	87,337	87,337
9.	*Social Worker/Certified Addiction Counselor	13-3	1		1	72,170	53,831.15	72,170.00	1	77,064	1	77,064	77,064
10.	*Principal Off Asst (PT 19 hrs)	8-6 (L9)	0.5		0.5	37,526	26,804.20	37,526.00	0.5	38,558	0.5	38,558	38,558
Subtotal			13.5	703,199.21	13.5	776,994	593,308.49	776,994.00	13.5	816,823		816,823	816,823

**Summary of Changes**

Adjustments to FY 2018 Positions

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

39,829

Explanation

Requesting to isolate this position under a new department number

New Positions

Subtotal

0	0	0	0	0

Grand Total

13.5	703,199.21	13.5	776,994	593,308.49	776,994.00	13.5	816,823		13.5	816,823	816,823
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**HEALTH**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-510-5100</b>									
5111 Salaries - Full Time	745,597.94	664,489.17	734,468.00	564,104.29	734,468.00	677,194.00	(57,274.00)	677,194.00	677,194.00
5121 Salaries - Part Time	35,452.21	34,510.04	37,526.00	26,804.20	37,526.00	38,558.00	1,032.00	38,558.00	38,558.00
5194 Boards & Commissions	4,500.00	4,200.00	5,000.00	2,400.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
<b>Personnel: Weights &amp; Measures 001-244-5100</b>									
5111 Salaries - Full Time						96,071.00	96,071.00	96,071.00	96,071.00
<b>General Expenses 001-510-5200</b>									
5192 Mileage	18.92	67.31	1,000.00		800.00	1,000.00	(500.00)	500.00	500.00
5242 Office Equipment Repair/Maint	186.00	744.00	750.00	744.00	744.00	744.00	(6.00)	744.00	744.00
5305 Legal Services/Constable	362.94	425.00	600.00	460.00	600.00	600.00	0.00	600.00	600.00
5306 Medical Services	983.67	1,800.00	1,800.00	1,093.03	1,800.00	1,800.00	0.00	1,800.00	1,800.00
5342 Postage	1,863.70	1,840.90	1,500.00	1,200.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5343 Printing	826.06	306.59	1,000.00	306.59	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5382 Pest Control (Rat Prevention)							5,000.00	5,000.00	5,000.00
5386 Public Safety /Mosquito Control	33,800.00	34,706.00	35,746.00	35,746.00	35,746.00	37,215.00	1,469.00	37,215.00	37,215.00
5420 Office Supplies	1,456.87	1,465.73	1,500.00	997.15	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	280.00	385.00	400.00	195.00	400.00	400.00	0.00	400.00	400.00
5581 Clothing, Gloves & Shoes	114.99	60.15	600.00	204.99	600.00	1,200.00	600.00	1,200.00	1,200.00
5587 Tools	600.00	600.00	600.00	600.00	600.00	600.00	(300.00)	300.00	300.00
5730 Dues	150.00	150.00		180.00	180.00	150.00	150.00	150.00	150.00
<b>General Expenses: Weights &amp; Measures 001-244-5200</b>									
5312 Education/Certification						300.00	300.00	300.00	300.00
5587 Tools						300.00	300.00	300.00	300.00
5470 Sealing Supplies						900.00	900.00	900.00	900.00
<b>Equipment &amp; Unusual 001-510-5400</b>									
5306 Medical & Behavioral Services						100,000.00	100,000.00	100,000.00	100,000.00
5395-72 Medical Waste Pickup	848.79		600.00	364.40	600.00	600.00	0.00	600.00	600.00

## EXPENDITURES

### COST SUMMARY BY CLASSIFICATION

<b>Personnel</b>	785,550.15	703,199.21	776,994.00	593,308.49	776,994.00	816,823.00	39,829.00	816,823.00	816,823.00
<b>General Expenses</b>	40,643.15	42,550.68	45,496.00	41,726.76	45,470.00	49,209.00	7,913.00	53,409.00	53,409.00
<b>Equipment &amp; Unusual</b>	848.79	0.00	600.00	364.40	600.00	100,600.00	100,000.00	100,600.00	100,600.00
<b>Total Operating Budget</b>	<b>827,042.09</b>	<b>745,749.89</b>	<b>823,090.00</b>	<b>635,399.65</b>	<b>823,064.00</b>	<b>966,632.00</b>	<b>147,742.00</b>	<b>970,832.00</b>	<b>970,832.00</b>

## HISTORICAL COMMISSION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

Manage and maintain the historical assets of the City of Waltham, including but not limited to city interface with state and federal boards, bodies and commissions related to the transfer of the Walter Fernald property, oversight of section 106 properties, maintenance and implementation of the demolition delay bylaw, review of historical CPA applications, inventory of historic assets, maintenance and restoration of the William Wellington House and historical oversight of the Robert Treat Paine Estate.

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Monthly Meetings	11	10	10
Demolition Reviews	23	25	25
Demolition Delays Issued	4	5	5
Developmental Prospectus Review	8	10	10
Federal Section 106 Review	5	5	5
CPA Reviews	2	3	3
Estimated Site Visits	7	5	5
Educational and Outreach Prgms	3	3	4
Estimated Inquiries	25	25	25

# HISTORICAL COMMISSION

## PERSONNEL

			FY 2017	FY 2018			FY 2019			
Bargaining Unit	Position	FY 2019 Grade-Step	Actual #	Actual Expenditures	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request #	Request	Mayor's Recommendation #	Council Approval
1.	Board Members						7	7,000	7	7,000
2.	Principal Office Asst (PT 19 hrs)	8-4					0.5	30,631		
Subtotal			7.5	31,910.16	7.5	35,694	25,417.94	35,694.00	7.5	37,631
									7	7,000

## Summary of Changes

### Adjustments to FY 2018 Positions

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

Principal Office Asst (PT 19 hrs) 8-4

### Explanation

(28,694) Combined two existing part time positions (located in Building and Historical Commission) to one full time.

0	0		0	0		0				

### New Positions

Subtotal

Grand Total

7.5	31,910.16	7.5	35,694	25,417.94	35,694.00	7.5	37,631		7	7,000	7,000
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**HISTORICAL COMMISSION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-691-5100</b>									
5121 Salaries - Part Time	11,418.15	26,510.16	28,694.00	20,917.94	28,694.00	30,631.00	(28,694.00)	0.00	0.00
5194 Boards & Commissions	6,500.00	5,400.00	7,000.00	4,500.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<b>General Expenses 001-691-5200</b>									
5192 Mileage			100.00		0.00	100.00	0.00	100.00	100.00
5245 Building/Grounds Maint		208.09		209.70	209.70		300.00	300.00	300.00
5272 Office Equipment Rental		220.00	780.00	391.96	390.00	780.00	0.00	780.00	780.00
5308 Stenographer							2,400.00	2,400.00	2,400.00
5342 Postage	98.00		50.00		50.00	50.00	0.00	50.00	50.00
5343 Printing	89.00	518.00	1,000.00	771.36	975.51	1,000.00	(100.00)	900.00	900.00
5420 Office Supplies	1,128.12	524.78	1,300.00	152.77	500.00	1,300.00	(200.00)	1,100.00	1,100.00
5430 Building Supplies			200.00		100.00	200.00	0.00	200.00	200.00
5450 Custodial Supplies	1,035.05	540.00	950.00		900.00	950.00	0.00	950.00	950.00
<b>Equipment &amp; Unusual 001-691-5400</b>									
5430 Paine Building Furnishings	7,185.35	5,622.56	6,000.00		5,500.00	6,500.00	500.00	6,500.00	6,500.00
5433 Wellington House Building Furnishings			2,500.00		2,000.00	2,500.00	0.00	2,500.00	2,500.00
5590 Office Equipment / Support			500.00	195.00	300.00	500.00	0.00	500.00	500.00
6266 Landscape Maintenance-Paine Estate	3,355.00	1,920.00	3,000.00	3,019.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

**Department Explanation for Requested Increases**

**Item**

5430 Paine Building Furnishings

**Reason**

The commission is requesting an additional \$500.00 be allocated into the Paine Building Furnishings account for additional funding to support the historical collection that is under the care, custody and control of the City of Waltham. The additional \$500.00 will be spent on the upkeep, restoring and preservation of the collection.

**Department Cost for Requested Increase**

500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	17,918.15	31,910.16	35,694.00	25,417.94	35,694.00	37,631.00	(28,694.00)	7,000.00	7,000.00
<b>General Expenses</b>	2,350.17	2,010.87	4,380.00	1,525.79	3,125.21	4,380.00	2,400.00	6,780.00	6,780.00
<b>Equipment &amp; Unusual</b>	10,540.35	7,542.56	12,000.00	3,214.00	10,800.00	12,500.00	500.00	12,500.00	12,500.00
<b>Total Operating Budget</b>	<u>30,808.67</u>	<u>41,463.59</u>	<u>52,074.00</u>	<u>30,157.73</u>	<u>49,619.21</u>	<u>54,511.00</u>	<u>(25,794.00)</u>	<u>26,280.00</u>	<u>26,280.00</u>

## HUMAN RESOURCES

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

Work Study students are placed in numerous departments in both part-time and full-time throughout the year. The City and School department unemployment insurance is on a self-insured basis. Claims are processed, paid or denied by the Human Resources department. Coordinate EAP services for employees. Recruitment process for all City positions; both civil service and non-civil service. Conduct qualifying exams for Emergency Telecommunication Operators, Emergency Communication Dispatcher Supervisors, Police Cadet and Clerical positions. Conduct CORI checks on all new employees.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	58,699	58,356
Pension Administration	5,193	5,204
Medical & Life Insurance	88,355	95,607
Heat, Light, Water	13,392	18,913
Building Repair & Maintenance	26,867	12,927
Building Insurance	349	408
<b>Total</b>	<b>\$192,855</b>	<b>\$191,415</b>

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Total Applicants	660	670	700
Department Requisitions	143	145	135
Preplacement Physicals	44	45	45
CORI Checks completed	191	180	185
# Persons Employed	110	100	100
# Persons Promoted	42	30	30
# Departments Affected	21	21	21
Qualifying Exams given	2	1	1
EAP Program Providers	1	1	1
EAP Program Utilization	32	40	45
Summer Works Applications	73	75	80
# Summer Works Students Hired	45	55	55
# Work Study Students	2	2	2
Departments Affected	2	2	2
Participating Colleges	1	1	1
Insurance Claims Appealed	2	3	3

# HUMAN RESOURCES

## PERSONNEL

Bargaining Unit	Position	FY 2019 Grade-Step
1.	*Human Resources Director	17-6
2.	*Personnel Technician	10-6 (L9)
3.	*Administrative Assistant	10-6 (L8)
4.	Workers Comp Agent Stipend	
5.	Youth Employment Program	
Subtotal		

FY 2017		FY 2018			FY 2019					
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
			Actual Expenditures	Expenditures Thru 6/30/18						
	1	111,022	83,342.58	111,022.00	1	114,075	1	114,075	114,075	
	1	74,638	56,029.47	74,638.00	1	76,690	1	76,690	76,690	
	1	73,953	55,515.54	73,953.00	1	75,987	1	75,987	75,987	
		6,000	4,504.17	6,000.00		6,000		6,000	6,000	
		58,000	48,796.55	58,000.00		58,000		58,000	58,000	
3	303,860.23	3	323,613	248,188.31	323,613.00	3	330,752	3	330,752	330,752

## Summary of Changes

### Adjustments to FY 2018 Positions

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

7,139

### Explanation

0	0	0	0	0	0	0	0	0	0	0

### New Positions

Subtotal

Grand Total

3	303,860.23	3	323,613	248,188.31	323,613.00	3	330,752	3	330,752	330,752
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**HUMAN RESOURCES**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-152-5100</b>									
5111 Salaries - Full Time	270,244.15	251,899.23	259,613.00	194,887.59	259,613.00	266,752.00	7,139.00	266,752.00	266,752.00
5121 Salaries - Part Time	47,219.99	51,961.00	64,000.00	53,300.72	64,000.00	64,000.00	0.00	64,000.00	64,000.00
<b>General Expenses 001-152-5200</b>									
5242 Office Equipment Repair/Maint	453.78	253.19	1,000.00	231.82	1,000.00	1,000.00	(200.00)	800.00	800.00
5312 Training		541.00	3,000.00	185.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5341 Advertising	2,445.40	1,260.00	4,500.00	270.00	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5342 Postage	399.85	368.30	400.00	560.60	600.00	600.00	200.00	600.00	600.00
5343 Printing	259.70	222.72	250.00			250.00	0.00	250.00	250.00
5420 Office Supplies	987.43	366.95	700.00	254.36	700.00	700.00	0.00	700.00	700.00
5730 Dues	475.00	485.00	600.00	275.00	400.00	600.00	0.00	600.00	600.00
<b>General Expenses 001-153-5200</b>									
5125 Work-study	5,290.00	4,036.00	6,000.00	5,428.50	6,000.00	6,000.00	0.00	6,000.00	6,000.00
<b>General Expenses 001-913-5200</b>									
5170 Unemployment Compensation	22,552.93	13,745.28	20,000.00	7,476.64	20,000.00	20,000.00	0.00	20,000.00	20,000.00
<b>Equipment &amp; Unusual 001-152-5400</b>									
5306 Pre-emp Physical/Psychological, EAP	14,819.50	23,708.50	25,000.00	24,012.50	25,000.00	35,000.00	10,000.00	35,000.00	35,000.00
5311 Civil Service Exams				1,621.91	1,621.91				
5312 Training / Employment / Diversity	701.00	1,585.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00



HUMAN RESOURCES

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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>			
5342 Postage							200.00		
5306 Pre-emp Physical/Psychological, EAP							10,000.00		
<u>Reason</u>									
Additional stamped envelopes									
Account history, additional fit for duty exams & drug testing									

COST SUMMARY BY CLASSIFICATION

Personnel	317,464.14	303,860.23	323,613.00	248,188.31	323,613.00	330,752.00	7,139.00	330,752.00	330,752.00
General Expenses	32,864.09	21,278.44	36,450.00	14,681.92	36,200.00	36,650.00	0.00	36,450.00	36,450.00
Equipment & Unusual	15,520.50	25,293.50	28,000.00	25,634.41	29,621.91	38,000.00	10,000.00	38,000.00	38,000.00
Total Operating Budget	<u>365,848.73</u>	<u>350,432.17</u>	<u>388,063.00</u>	<u>288,504.64</u>	<u>389,434.91</u>	<u>405,402.00</u>	<u>17,139.00</u>	<u>405,202.00</u>	<u>405,202.00</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.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of Injuries	109	110	105
Number on Payroll	7	8	8
Retirees	3	2	2
W/C Total Invoices (City & School)	\$ 349,931.14	\$ 450,000.00	\$ 400,000.00
W/C Total Invoices Paid (City & Sch)	\$ 124,782.81	\$ 200,000.00	\$ 185,000.00
W/C Savings on Bills	\$ 225,148.33	\$ 250,000.00	\$ 215,000.00

**WORKERS COMPENSATION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-912-5200</b>									
5170 Worker's Compensation	196,703.42	195,511.91	250,000.00	188,112.61	250,000.00	250,000.00	0.00	250,000.00	250,000.00
5305 Legal Services (IAB Orders)	10,255.94	6,094.26	10,000.00	7,100.65	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	225,156.04	60,536.36	200,000.00	38,920.68	145,000.00	150,000.00	(50,000.00)	150,000.00	150,000.00
5760 Claims & Settlements	25,000.00	11,738.06	60,000.00	114,120.51	115,000.00	110,000.00	50,000.00	110,000.00	110,000.00

**Department Explanation for Requested Increases**

**Item**

5306 Medical Services  
5760 Claims & Settlements

**Reason**

Level fund Workers Comp account (decrease invoices and increase settlements)  
Settle claims

**Department Cost for  
Requested Increase**

(50,000.00)  
50,000.00

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

<b>General Expenses</b>	457,115.40	273,880.59	520,000.00	348,254.45	520,000.00	520,000.00	0.00	520,000.00	520,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>457,115.40</u>	<u>273,880.59</u>	<u>520,000.00</u>	<u>348,254.45</u>	<u>520,000.00</u>	<u>520,000.00</u>	<u>0.00</u>	<u>520,000.00</u>	<u>520,000.00</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:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	149,543	176,798
Pension Administration	13,005	15,757
Medical & Life Insurance	308,072	317,556
Heat, Light, Water	18,063	19,403
Building Repair & Maintenance	53,734	25,854
Building Insurance	1,928	2,253
Motor Vehicle Insurance	318	322
Motor Vehicle Maint & Repair	5,320	4,624
<b>Total</b>	<b>\$549,983</b>	<b>\$562,567</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Number of Systems Operating	32	32	32
Networked Personal Computers	450	450	450

**INFORMATION TECHNOLOGY**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*IT Director	19-6 (L10)			1	137,129	102,940.56	137,129.00	1	141,008	1	141,008	141,008
2.	*Asst Director IT	16-6 (L10)			1	114,443	85,910.74	114,443.00	1	117,590	1	117,590	117,590
3.	*GIS Administrator	16-6 (L9)			1	112,362	84,348.55	112,362.00	1	115,987	1	115,987	115,987
4.	*Server/Desktop Sys Mgr	15-2			1	79,812	21,122.83	40,000.00	1	83,888	1	83,888	83,888
5.	SPMG *Sr App Analyst / Programmer	13-6 (L11)			1	90,020	72,850.16	90,020.00	1	96,941	1	96,941	96,941
6.	SPMG *Sr App Analyst / Programmer	13-6 (L9)			1	88,398	71,481.07	88,398.00	1	95,194	1	95,194	95,194
7.	SPMG *Server/Desktop Support Spec	12-6 (L10)			1	77,296	62,298.81	77,296.00	1	86,524	1	86,524	86,524
8.	SPMG *Server/Desktop Support Spec	12-6 (L9)			1	83,004	67,171.96	83,004.00	1	89,385	1	89,385	89,385
9.	SPMG *Server/Desktop Support Spec	12-6 (L9)			1	83,004	67,161.35	83,004.00	1	89,385	1	89,385	89,385
10.	SPMG *Server/Desktop Support Spec	12-6 (L9)			1	82,623	66,656.32	82,623.00	1	89,385	1	89,385	89,385
11.	SPMG *Server/Desktop Support Spec	12-3			1	63,664	49,827.11	63,664.00	1	70,916	1	70,916	70,916
12.	*Social Media Coordinator	10-5			1	62,418	46,598.64	62,418.00	1	66,645	1	66,645	66,645
13.	*Office Coordinator (PT 19 hrs)	9-6			0.5	34,712	25,362.25	34,712.00	0.5	36,005	0.5	36,005	36,005
14.	Temporary					14,848	10,440.00	14,848.00		14,848		14,848	14,848
Subtotal			12.5	955,502.50	12.5	1,123,733	834,170.35	1,083,921.00	12.5	1,193,701		1,193,701	1,193,701

INFORMATION TECHNOLOGY

PERSONNEL

Bargaining Unit Position FY 2019 Grade-Step

FY 2017		FY 2018			FY 2019				
Actual		July - March		Estimated	Department		Mayor's		Council
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/18	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2018 Positions  
Step Raises/Longevity/Compensation 69,968  
Ordinance/Contract Settlement included in \*  
position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

12.5	955,502.50	12.5	1,123,733	834,170.35	1,083,921.00	12.5	1,193,701	12.5	1,193,701	1,193,701
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**INFORMATION TECHNOLOGY**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
Classification	Actual Expenditures	Actual Expenditures	Budget	July -March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-155-5100</b>									
5111 Salaries - Full Time	1,215,595.51	909,260.15	1,074,173.00	798,368.10	1,034,361.00	1,142,848.00	68,675.00	1,142,848.00	1,142,848.00
5121 Salaries - Part Time	33,690.67	31,882.35	34,712.00	25,362.25	34,712.00	36,005.00	1,293.00	36,005.00	36,005.00
5122 Temporary Help	14,464.00	14,360.00	14,848.00	10,440.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	10,355.04	9,984.00	11,000.00	7,488.00	11,000.00	11,000.00	0.00	11,000.00	11,000.00
<hr/>									
<b>General Expenses 001-155-5200</b>									
5192 Mileage	398.44	308.77	350.00	64.41	350.00	350.00	0.00	350.00	350.00
5241 Equipment Repair/Maint	134.93	148.42	750.00	171.63	750.00	750.00	(250.00)	500.00	500.00
5243 Computer Equip Repair/Maint	55,739.42	65,234.29	82,900.00	39,848.91	82,900.00	82,900.00	0.00	82,900.00	82,900.00
5248 Computer Software/License	188,727.18	197,938.73	192,814.00	207,838.74	194,670.52	200,000.00	8,736.00	201,550.00	201,550.00
5309 Technology Services		1,912.50		637.50					
5312 Training	5,295.00	5,475.00	11,000.00	583.98	11,000.00	11,000.00	0.00	11,000.00	11,000.00
5340 Communication Line	13,475.05	10,757.63	15,000.00	8,312.53	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	139.57	59.19	200.00	62.10	200.00	200.00	0.00	200.00	200.00
5343 Printing	1,298.00		1,500.00	246.03	1,500.00	1,500.00	(500.00)	1,000.00	1,000.00
5420 Office Supplies	2,514.37	1,856.24	4,300.00	2,151.19	4,300.00	4,300.00	(800.00)	3,500.00	3,500.00
5424 Computer Supplies	45,368.52	32,421.24	30,000.00	21,890.18	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5510 Education Supplies	896.82	300.00	750.00	180.00	750.00	750.00	0.00	750.00	750.00
5581 Clothing, Gloves & Shoes				174.00					
5730 Dues			75.00		75.00	75.00	0.00	75.00	75.00
<hr/>									
<b>Equipment &amp; Unusual 001-155-5400</b>									
6565 Computer Equipment/Software	9,998.93	25,895.50	30,000.00	17,168.70	30,000.00	30,000.00	0.00	30,000.00	30,000.00

**INFORMATION TECHNOLOGY**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5248 Computer Software/License	3% increase

*Department Cost for  
Requested Increase*  
7,186.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	1,274,106.22	965,486.50	1,134,733.00	841,658.35	1,094,921.00	1,204,701.00	69,968.00	1,204,701.00	1,204,701.00
General Expenses	313,987.30	316,412.01	339,639.00	282,161.20	341,495.52	346,825.00	7,186.00	346,825.00	346,825.00
Equipment & Unusual	9,998.93	25,895.50	30,000.00	17,168.70	30,000.00	30,000.00	0.00	30,000.00	30,000.00
<b>Total Operating Budget</b>	<b>1,598,091.45</b>	<b>1,307,794.01</b>	<b>1,504,372.00</b>	<b>1,140,988.25</b>	<b>1,466,416.52</b>	<b>1,581,526.00</b>	<b>77,154.00</b>	<b>1,581,526.00</b>	<b>1,581,526.00</b>



### CENTRAL TELEPHONE SERVICE

**STATEMENT OF OBJECTIVES:**

To provide telephone service for all departments of city government.

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2016	FY 2017
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected

**CENTRAL TELEPHONE SERVICE**

**PERSONNEL**

			FY 2017	FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Telephone Operators (6 available)				28,538	19,347.72	28,538.00		28,538		28,538	28,538
Subtotal			25,541.11		28,538	19,347.72	28,538.00		28,538		28,538	28,538

Summary of Changes

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

New Positions

Subtotal

Grand Total

Explanation

0		0	0
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25,541.11	28,538	19,347.72	28,538.00	28,538		28,538	28,538
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**CENTRAL TELEPHONE SERVICE**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-156-5100</b>									
5121 Salaries - Part Time	25,303.01	25,541.11	28,538.00	19,347.72	28,538.00	28,538.00	0.00	28,538.00	28,538.00
<b>General Expenses 001-156-5200</b>									
5128 Substitute Telephone Operator	5,105.29	752.07							
5241 Equipment Repair/Maint	43,044.80	58,396.04	50,000.00	43,159.76	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	134,256.82	145,858.64	140,000.00	120,954.38	140,000.00	140,000.00	0.00	140,000.00	140,000.00
<b>Equipment &amp; Unusual 001-156-5400</b>									
6422 911 Interface System	30,771.63	2,930.00							

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	25,303.01	25,541.11	28,538.00	19,347.72	28,538.00	28,538.00	0.00	28,538.00	28,538.00
<b>General Expenses</b>	182,406.91	205,006.75	190,000.00	164,114.14	190,000.00	190,000.00	0.00	190,000.00	190,000.00
<b>Equipment &amp; Unusual</b>	30,771.63	2,930.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<u>238,481.55</u>	<u>233,477.86</u>	<u>218,538.00</u>	<u>183,461.86</u>	<u>218,538.00</u>	<u>218,538.00</u>	<u>0.00</u>	<u>218,538.00</u>	<u>218,538.00</u>

## LAW

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

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

*Real Estate Acquisition and Sales* - with the advent of Community Preservation Act and its Funding there has been a dramatic increase in real estate and CPA matters we have been asked to negotiate and oversee with regard to purchase acquisition of real estate by the City. In addition the Banks School Condo development has catalyzed our involvement in the advertising, RFP process for Sales, and negotiations regarding Purchase & Sales Agreements and "Closing" such condo sales. Ongoing review and advice relating to the City's acquisition of the "Fernald" site's 200 acres similarly involves our review and evaluation when requested.

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 2016	FY 2017
Pension-Contributory/FICA	106,653	105,835
Pension Administration	9,257	9,276
Medical & Life Insurance	204,269	227,548
Heat, Light, Water	13,548	14,552
Building Repair & Maintenance	40,301	19,391
Building Insurance	524	612
<b>Total</b>	<b>\$374,552</b>	<b>\$377,214</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Amount Paid for Personal Inj claims	\$638	\$1,500	\$100,000
Amount Paid in Property/Judgments	\$35,750	\$30,000	\$50,000
Request for Opinions	249	277	300
a. Review of Special Permits	12	8	15
Basic Small Street Defect Claims	51	56	50
Contracts	91	81	100
Cases (Appeals, Worker's Comp, Labor Arbitration	42	79	86
Issues, Collections, I&I Agreements, Disciplinary			
Actions, Wrongful Death Action, Zoning)			
ATB	9	12	50
Claimants Demands for Damages-Totals:	134	82	200
Water & Sewer Claims:	\$11,731	\$14,972	\$50,000
Property Damage:	\$32,501	\$1,989	\$50,000
Personal Injury:	\$30,000	\$30,000	\$100,000
Street Defects:	\$20,828	\$30,000	\$50,000

## LAW

## PERSONNEL

			FY 2017		FY 2018		FY 2019						
Bargaining Unit	Position	FY 2019 Grade-Step		Actual Expenditures	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	*City Solicitor	21-6 (L11)	1	156,316	117,344.02	156,316.00	1	160,615	1	160,615	160,615		
2.	First Asst City Solicitor			1,500	1,126.03	1,500.00		1,500		1,500	1,500		
3.	*Asst City Solicitor	18-6 (L11)	1	131,538	98,726.96	131,538.00			1	135,156	135,156		
4.	*Asst City Solicitor	18-6 (L10)	1	129,168	96,964.69	129,168.00			1	132,924	132,924		
5.	*Asst City Solicitor	18-6 (L8)	1	127,983	96,075.36	127,983.00			1	131,503	131,503		
6.	*Asst City Solicitor	18-6 (L8)	1	127,983	96,075.36	127,983.00			1	131,503	131,503		
7.	*Asst City Solicitor	18-6	1	114,749	85,576.85	114,749.00			1	121,762	121,762		
8.	*Legal Secretary	10-6 (L10)	1	74,638	56,029.48	74,638.00			1	76,866	76,866		
9.	*Legal Secretary	10-6 (L8)	1	73,953	55,515.53	73,953.00			1	75,987	75,987		
10.	Part Time / Temporary			7,500	5,385.80	7,500.00		7,500		7,500	7,500		
Subtotal			8	917,129.83	8	945,328	708,820.08	945,328.00	1	169,615	8	975,316	975,316

## LAW

## PERSONNEL

FY 2017		FY 2018				FY 2019				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures	Thru 6/30/18	#	Request	#	Recommendation	Approval

Bargaining Unit Position FY 2019 Grade-Step

## Summary of Changes

Adjustments to FY 2018 PositionsExplanation

Step Raises/Longevity/Compensation Ordinance included in \* position salary 29,988

Asst City Solicitor 19-6 (L11) 11,947

Change grade from 18 to 19

1 143,485 0 0

Asst City Solicitor 19-6 (L10) 11,947

Change grade from 18 to 19

1 141,115 0 0

Asst City Solicitor 19-6 (L8) 11,624

Change grade from 18 to 19

1 139,607 0 0

Asst City Solicitor 19-6 (L8) 11,624

Change grade from 18 to 19

1 139,607 0 0

Asst City Solicitor 19-6 14,517

Change grade from 18 to 19

1 129,266 0 0

Legal Secretary/Office Manager 11-6 (L10) 8,257

Promote Legal Secretary (grade 10) to Office Manager (grade 11)

1 82,895 0 0

Legal Secretary/Office Manager 11-6 (L8) 7,993

Promote Legal Secretary (grade 10) to Office Manager (grade 11)

1 81,946 0 0

New Positions/Stipend

Legal Advisor beyond 8:30 - 4:30 as assigned

Stipend for City attorneys in an advisory capacity for after hours work - City Council, School Committee, boards meetings, neighborhood meetings, and requested by City Council or Mayor and assigned by City Solicitor. Compensation Ordinance Change

14,000 14,000

Subtotal

7 857,921 0 14,000 14,000

Grand Total

8 917,129.83 8 945,328 708,820.08 945,328.00 8 1,027,536 8 989,316 989,316

## LAW

EXPENDITURES	FY 2016		FY 2017		FY 2018		FY 2019			
	Actual	Actual	Actual	Actual	July - March	Estimated	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Expenditures	Expenditures	Budget	Thru 6/30/18	Request	Incr/Decr	Recommendation	Approval
<b>Personnel 001-151-5100</b>										
5111 Salaries - Full Time	989,624.62	910,598.13	937,828.00	703,434.28	937,828.00	1,020,036.00	29,988.00	967,816.00	967,816.00	
5121 Salaries - Part Time	4,469.50	6,531.70	7,500.00	5,385.80	7,500.00	7,500.00	14,000.00	21,500.00	21,500.00	
<b>General Expenses 001-151-5200</b>										
5192 Mileage	1,201.96	2,270.79	2,000.00	374.90	2,000.00	2,500.00	0.00	2,000.00	2,000.00	
5242 Office Equipment Repair/Maint	1,465.41	1,004.84	2,500.00	494.37	2,500.00	3,500.00	500.00	3,000.00	3,000.00	
5305 Arbitration Costs	22,170.21	9,927.42	20,000.00	5,018.57	20,000.00	25,000.00	5,000.00	25,000.00	25,000.00	
5308 Stenographer		1,349.25	4,000.00		4,000.00	5,000.00	1,000.00	5,000.00	5,000.00	
5312 Training	1,285.50	525.00	2,000.00	35.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00	
5342 Postage	314.20	373.81	750.00	159.60	750.00	750.00	(100.00)	650.00	650.00	
5420 Office Supplies	2,348.32	1,310.29	2,000.00	1,814.64	2,000.00	3,000.00	1,000.00	3,000.00	3,000.00	
5424 Computer Supplies	824.97		750.00		750.00	1,500.00	0.00	750.00	750.00	
5520 Educational Materials	340.50	80.00	500.00		500.00	500.00	0.00	500.00	500.00	
5730 Licenses & Law Library	51,430.32	62,735.76	60,000.00	36,239.75	60,000.00	65,000.00	5,000.00	65,000.00	65,000.00	
<b>Equipment &amp; Unusual 001-151-5400</b>										
5305 Title Searches for Foreclosures*	2,396.55	1,366.60	7,500.00	400.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00	
5316 Federal Court Cases	233.55		11,000.00		11,000.00	15,000.00	4,000.00	15,000.00	15,000.00	
5760 Judgments, Claims & Settlements	137,176.77	637.50	40,000.00	1,500.00	40,000.00	50,000.00	10,000.00	50,000.00	50,000.00	

\*5305 - Transfer from Treasurer to Law for title searches

## LAW

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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>		
5192 Mileage							500.00		
5242 Office Equipment Repair/Maint							1,000.00		
5305 Arbitration Costs							5,000.00		
5308 Stenographer							1,000.00		
5420 Office Supplies							1,000.00		
5424 Computer Supplies							750.00		
5730 Licenses & Law Library							5,000.00		
5316 Federal Court Cases							4,000.00		
5760 Judgments, Claims & Settlements							10,000.00		

## COST SUMMARY BY CLASSIFICATION

Personnel	994,094.12	917,129.83	945,328.00	708,820.08	945,328.00	1,027,536.00	43,988.00	989,316.00	989,316.00
General Expenses	81,381.39	79,577.16	94,500.00	44,136.83	94,500.00	108,750.00	12,400.00	106,900.00	106,900.00
Equipment & Unusual	139,806.87	2,004.10	58,500.00	1,900.00	58,500.00	72,500.00	14,000.00	72,500.00	72,500.00
Total Operating Budget	<u>1,215,282.38</u>	<u>998,711.09</u>	<u>1,098,328.00</u>	<u>754,856.91</u>	<u>1,098,328.00</u>	<u>1,208,786.00</u>	<u>70,388.00</u>	<u>1,168,716.00</u>	<u>1,168,716.00</u>



## LIBRARY

### STATEMENT OF OBJECTIVES:

We believe the Waltham Public Library is one of the finest public libraries in the United States. We pride ourselves on our collections, technology and most importantly, our superior customer service. Merriam-Webster describes the library as "a place where books, magazines, and other materials are available for people to use or borrow." This is true, but the Waltham Public Library is more than just the materials we house. We build community. We are a social hub, a meeting spot, a place for music, performance, and art. Our library is more than a place - it is a tutor, a coach, a job finder, a job creator, a technology expert. Libraries improve the economic, physical, and mental health of their community; the whole city benefits when people use our library.

**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:

2017 was an outstanding year at the Waltham Public Library. Thanks to the generosity of the City of Waltham and the support of our Friends of Waltham Public Library, our biggest improvement this year is we no longer charge a rental fee for DVDs. As of July 1, 2017, everything is free at the Waltham Public Library. This has given us a competitive edge with other libraries and lessened the economic divide in the service and materials we offer the community.

DVD circulation in particular is up 12% this year.

Our second greatest accomplishment was submitting our Long Range Plan (2018-2023) to the Massachusetts Board of Library Commissioners, who called it "an outstanding plan...a pleasure to read. Highly innovative and a model for others."

The Teen Room officially moved to the Ground Floor to create one united Youth Services floor. We also significantly rearranged collections to better fit the community we serve today. This resulted in quieter study areas, two new meeting rooms, brighter, more engaging spaces for new materials, and stronger staffing solutions.

Circulation is trending upward and FY2017 is up 5% from FY2016.

In May of 2017, the Library debuted The Waltham Public Library at Stonehurst: the Robert Treat Paine Estate, a circulating collection of niche items available to all visitors of Waltham's historic estate. This collection of materials invokes the spirit of Robert Treat Paine and his stunning home, and reflect the interests of visitors to the estate and surrounding grounds. One of the last projects we debuted in 2017 is Play, Imagine, Experience at the Waltham Public Library (P.I.E.) our new museum-inspired installation on the Ground Floor. Children and their caretakers are able to drop by anytime the Library is open for interactive play, with STEAM activity prompts that engage the senses and strengthen imagination. At our latest installation, Under the Sea, over 380 people came the first day!

Over 15,000 people came to the Waltham Public Library in FY17 to attend a Library-sponsored program: an author talk, musical performance, storytime, or any one of the almost 1,000 events we held at the library.

This is almost twice as many people and almost double the programs than in FY16 alone.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	328,739	344,101
Pension Administration	27,031	28,895
Medical & Life Insurance	481,397	554,621
Heat, Light, Water	120,306	137,377
Building Repair & Maintenance	173,353	162,072
Building Insurance	4,815	5,627
<b>Total</b>	<b>\$1,135,641</b>	<b>\$1,232,693</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Number of Registered Borrowers	26,807	27,000	27,500
Physical Items Circulated	384,126	390,000	395,000
Digital Items Circulated	32,279	33,000	34,000
Inter Library Loans IN	46,560	46,000	46,000
Inter Library Loans OUT	48,483	45,000	45,000
Added Books & Other Materials	16,027	16,000	17,000
Overdrive Advantage Mats Added	2,444	2,500	2,600
Added Overdrive titles	293	300	320
(Consortium)	12,827	12,000	12,000
Added Audio Visual Items	2,151	2,200	2,500
Number of Visits to building	297,681	298,000	300,000
Number of Programs	882	900	950
Program Attendance	15,402	16,000	16,500
Study Room Use	4,309	4,400	4,500
Meeting Room Use	1,157	1,100	1,100
Internet desktop sessions	51,976	50,000	50,000
Wireless Sessions	59,400	59,000	60,000
Reference desk transactions	36,000	36,500	37,000
Saturdays open to the public	51	51	51
Sundays open to the public	48	51	51
Evening hours open to the public	832	820	832

**LIBRARY**

**PERSONNEL**

			FY 2017	FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Library Trustees				6	6,000	2,900.00	6,000.00	6	6,000	6	6,000
2.	*Library Director	18-6			1	117,001	87,131.84	117,001.00			1	121,762
3.	*Asst Library Director	15-6 (L10)			1	106,489	79,939.50	106,489.00	1	109,418	1	109,418
4. LIBR	Library Dept Head	13-6 (L11)			1	89,323	67,065.52	89,323.00	1	89,323	1	89,323
5. LIBR	Library Dept Head	13-6 (L9)			1	87,713	66,085.27	87,713.00	1	87,713	1	87,713
6. LIBR	*Library Dept Head	13-6 (L9)			1	82,409	61,992.45	82,409.00	1	85,559	1	85,559
7. LIBR	Library Dept Head	13-1			1	86,909	22,030.96	38,159.00	1	67,587	1	67,587
8. LIBR	Library Dept Head	13-1			1	71,033	31,195.80	31,195.00	1	67,587	1	67,587
9. LIBR	Librarian I	12-6 (L8)			1	83,843	50,330.95	83,843.00	1	81,577	1	81,577
10. LIBR	Librarian I	12-6 (L8)			1	81,577	61,330.22	81,577.00	1	81,577	1	81,577
11. LIBR	*Librarian I	12-3			1	63,870	46,903.41	63,870.00	1	66,290	1	66,290
12. LIBR	*Librarian I - Teen Specialist	12-4			1	66,495	49,649.62	66,495.00	1	69,020	1	69,020
13. LIBR	*Librarian I - Literacy Librarian	12-2			1	62,683		5,224.00	1	62,881	1	62,881
14.	Administrative Assistant	10-6			1	76,007	57,057.37	76,007.00	1	70,358	1	70,358
15. LIBR	Library Assistant I	9-6 (L11)			1	67,328	43,266.64	67,328.00	1	67,328	1	67,328
16. LIBR	Library Assistant I	9-6 (L10)			1	66,722	50,730.36	66,722.00	1	66,722	1	66,722
17. LIBR	*Library Assistant I	9-6 (L10)			1	66,115	50,077.67	66,115.00	1	66,216	1	66,216
18. LIBR	Library Assistant I	9-6 (L8)			1	65,508	50,623.32	65,508.00	1	65,508	1	65,508
19. LIBR	*Library Assistant I	9-2			1	50,455	31,378.55	50,455.00	1	52,180	1	52,180
20. LIBR	*Library Assistant I	9-2			1	50,455	21,162.09	33,877.00	1	51,867	1	51,867
21. LIBR	Library Assistant I	9-1			1	67,328	27,269.84	35,983.00	1	51,082	1	51,082
22. LAB	*Working Foreman I	10-6 (L11)			1	65,966	52,985.90	65,966.00	1	71,477	1	71,477
23. LAB	*Building Maint Person Nights	7-6			1	55,199	43,454.74	55,199.00	1	59,449	1	59,449
24. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-6			0.5	23,434	18,133.13	23,434.00	0.5	25,920	0.5	25,920
25. LIBR	Librarian II - Archivist	11-2			0.5	42,215		6,069.00	0.5	32,566	0.5	32,566
26. LIBR	*Librarian II	10-4			0.5	31,620	22,797.02	31,620.00	0.5	32,813	0.5	32,813
27. LIBR	*Librarian II	10-3			0.5	30,570	21,489.94	30,570.00	0.5	31,717	0.5	31,717

**LIBRARY**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
28. LIBR	Library Assistant II - Specialist	7-6 (L10)			0.5	32,699	24,605.65	32,699.00	0.5	32,699	0.5	32,699	32,699
29. LIBR	Library Assistant II - Specialist	7-6 (L9)			0.5	32,402	17,431.75	32,402.00	0.5	32,402	0.5	32,402	32,402
30. LIBR	Library Assistant II - Specialist	7-2			0.5	26,635	11,323.68	26,635.00	0.5	25,449	0.5	25,449	25,449
31. LIBR	*Library Assistant II - Specialist	7-2			0.5	25,068	17,471.18	25,068.00	0.5	25,679	0.5	25,679	25,679
32. LIBR	*Library Assistant II - Specialist	7-2			0.5	25,068	18,073.64	25,068.00	0.5	25,679	0.5	25,679	25,679
33. LIBR	Library Assistant II - Specialist	7-2			0.5	32,699	10,370.82	21,799.00	0.5	25,373	0.5	25,373	25,373
34. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,915	11,532.71	18,686.00	0.5	25,449	0.5	25,449	25,449
35. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,915	9,928.20	18,686.00	0.5	25,449	0.5	25,449	25,449
36. LIBR	Library Assistant II - Specialist	7-2			0.5	32,402	15,396.56	29,702.00	0.5	24,838	0.5	24,838	24,838
37. LIBR	Library Assistant II - Specialist	7-2			0.5	26,635	18,592.60	24,415.00	0.5	24,838	0.5	24,838	24,838
38. LIBR	Library Assistant II - Specialist	7			0.5	25,068	15,012.20	12,479.43					
39. LIBR	Library Assistant II	6-6 (L10)			0.5	30,960	23,252.72	30,960.00	0.5	30,960	0.5	30,960	30,960
40. LIBR	Library Assistant II	6-6 (L9)			0.5	30,679	14,852.02	30,679.00	0.5	30,679	0.5	30,679	30,679
41. LIBR	Library Assistant II	6-2			0.5	25,009	9,323.99	16,672.66	0.5	24,044	0.5	24,044	24,044
42. LIBR	Library Assistant II	6-2			0.5	30,960	25,887.41	15,503.25			0.5	23,544	23,544
43. LIBR	Library Assistant II	6-2			0.5	30,397		2,533.00	0.5	23,544	0.5	23,544	23,544
44.	Librarian II - Substitutes					12,000	15,890.91	24,000.00		18,750		18,750	18,750
45.	Library Assistant II - Substitutes					18,000	45,805.90	70,000.00		56,250		56,250	56,250
46. LIBR	Adult Pages					37,600	11,747.61	14,000.00		22,424		22,424	22,424
47.	Pages					19,400	24,104.63	33,000.00		35,000		35,000	35,000
48.	*Weekend Staff					68,000	51,809.05	68,000.00		68,400		68,400	68,400
49.	Building Maint Person PT - Subs	7				5,000	4,060.31	6,200.00		6,000		6,000	6,000
Subtotal			36.5	2,098,379.90	38	2,380,778	1,513,455.65	2,113,338.34	36	2,203,641		2,348,947	2,348,947

**LIBRARY**

**PERSONNEL**

Bargaining Unit      Position      FY 2019 Grade-Step

FY 2017		FY 2018				FY 2019				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Actual Expenditures	Thru 6/30/18	#	Request	#	Recommendation	Approval

**Summary of Changes**

Adjustments to FY 2018 Positions

Explanation

Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in \* position salary      36,498

Library Director      20-6      20,339

WPL respectfully requests upgrading the paygrade of the Library Director to Grade 20. Director is currently at Grade 18 of the City of Waltham's pay scale. For purposes of this salary study, the Police, Fire & School Departments were not used for comparison, nor was longevity or the Auditing Dept. The Library Director manages the second highest number of staff and the second highest departmental budget in the City behind only Consolidated Public Works (CPW) at Grade 20. The Library Director position requires a Master's Degree and state certification (closest to the requirement for the Planning Director, also Grade 20 or IT Director at Grade 19). Also, the Library is one of only a few City Department Heads that manages a building and staff seven days a week year round, other than CPW and not including any "on call" staff. Currently, the Library Director position is paid at the same level as the Assistant Head of CPW. The Library serves an average of 100 patrons per hour open, providing information, materials and programming for a multi-ethnic, economically diverse population of infants, children, teens, students and adults. Managing these dichotomies requires a very specific skillset, thoughtful consideration, planning and expertise and should be recognized at the Grade 20 pay scale.

1      137,340      0      0

LIBR Library Dept Head      13-1      (19,322)

New employee hired at lower step

LIBR Library Dept Head      13-1      (3,446)

New employee to be hired at lower step

LIBR Librarian I      12-6 (L8)      (2,266)

Internal transfer

Administrative Assistant      10-6      (5,649)

New employee to be hired at lower step

LIBR Library Assistant I      9-1      (16,246)

New employee hired at lower step

LIBR Librarian II - Archivist      11-1      (9,649)

New employee hired at lower step

LIBR Library Assistant II - Specialist      7-2      (1,186)

New employee hired at lower step

LIBR Library Assistant II - Specialist      7-2      (7,326)

New employee hired at lower step

**LIBRARY**

**PERSONNEL**

		FY 2017	FY 2018			FY 2019			
Bargaining Unit	Position			July - March	Estimated	Department		Mayor's	Council
	FY 2019 Grade-Step	Actual # Expenditures	Budget #	Actual Expenditures	Thru 6/30/18	Request	#	Recommendation	Approval

**Summary of Changes**

LIBR	Library Assistant II - Specialist	7-2	(7,564)	New employee to be hired at lower step
LIBR	Library Assistant II - Specialist	7-2	(1,797)	New employee to be hired at lower step
LIBR	Library Assistant II - Specialist	7	(25,068)	Position not requested - see new request below
LIBR	Library Assistant II	6-2	(965)	New employee hired at lower step
LIBR	Library Assistant II	6-2	(7,416)	New employee to be hired at lower step
LIBR	Library Assistant II	6-2	(6,853)	New employee to be hired at lower step
	Librarian II - Substitutes		6,750	We need approximately 3,800 hours to cover vacation, sick, and desk coverage. The request is being based on 2,500 hours.
	Library Assistant II - Substitutes		38,250	
	Adult Pages		(15,176)	Funding reallocated between Adult Pages & Pages
	Pages		15,600	
	Building Maint Person PT - Subs	7	1,000	To cover for custodian vacations and rate increase

**New Positions**

LIBR	Library Assistant I - Children's	9-1		For each position, the Library would like to replace a part-time with a full-time 9 position. After careful consideration, having the FT staff in place of a PT staff in each of these busy departments makes the most sense for the Library staffing needs, including nights and weekends. The Children's Room in particular is growing at a rapid pace. Statistics show an ongoing increase in circulation up from FY16 to 17 7.1%. Their 10 weekly programs average 44 people at a time, and the last three special events had over 350 people each. Adult circulation continues to grow in Waltham, up 3.8% in adults, and the Circ staff could use another FT person to help maintain quality levels of service.
LIBR	Library Assistant I - Circulation	9-1		

1	50,455	1	50,455	50,455
1	50,455		0	0
3	238,250	1	50,455	50,455

**Subtotal**

**Grand Total**

36.5	2,098,379.90	38	2,380,778	1,513,455.65	2,113,338.34	39	2,441,891	38.5	2,399,402	2,399,402
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**LIBRARY**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual	Actual	July - March	Estimated					
Classification	Expenditures	Expenditures	Budget	Actual	Expenditures	Department	Mayor's	Mayor's	Council
				Expenditures	Thru 6/30/18	Request	Incr/Decr	Recommendation	Approval
<b>Personnel 001-610-5100</b>									
5111 Salaries - Full Time	1,234,870.45	1,262,001.94	1,509,263.00	955,221.38	1,315,293.00	1,598,043.00	22,747.00	1,532,010.00	1,532,010.00
5112 Wages - Full Time	113,254.14	118,724.03	121,165.00	96,440.64	121,165.00	130,926.00	9,761.00	130,926.00	130,926.00
5121 Salaries - Part Time	24,590.56	41,055.65							
5122 Wages - Part Time	782,095.76	673,098.28	744,350.00	458,893.63	670,880.34	706,922.00	(13,884.00)	730,466.00	730,466.00
5131 Overtime	2,428.32	4,694.00	2,750.00	5,715.02	5,950.00	5,332.00	1,750.00	4,500.00	4,500.00
5194 Boards & Commissions	5,600.00	3,500.00	6,000.00	2,900.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	3,276.42	3,780.48	3,800.00	4,046.38	4,046.38	4,200.00	400.00	4,200.00	4,200.00
<b>General Expenses 001-610-5200</b>									
5192 Mileage	966.80	591.10	1,000.00	235.15	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	2,044.21	796.96	2,500.00	1,029.80	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5242 Office Equipment Repair/Maint	323.00		1,500.00	1,409.67	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5248 Computer Software/License	3,157.83	4,423.84	7,000.00	4,338.52	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5272 Office Equipment Rental	606.60	1,011.00	1,000.00	606.60	1,000.00	7,000.00	6,000.00	7,000.00	7,000.00
5291 Custodial Services	9,322.70	7,057.70	9,500.00	7,452.79	9,500.00	9,500.00	0.00	9,500.00	9,500.00
5312 Training/Professional Development	3,533.97	4,078.78	5,000.00	3,340.00	5,000.00	3,000.00	(2,000.00)	3,000.00	3,000.00
5342 Postage		503.50	500.00		500.00	500.00	0.00	500.00	500.00
5343 Printing	527.59	671.40	500.00	461.00	500.00	750.00	250.00	750.00	750.00
5420 Office Supplies	3,076.92	3,640.51	3,000.00	2,182.57	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5430 Building Supplies	2,055.68	924.13	1,000.00	568.44	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5450 Custodial Supplies	5,097.85	7,245.61	9,500.00	2,886.31	9,500.00	9,500.00	0.00	9,500.00	9,500.00
5460 Groundskeeping Supplies	1,938.29	2,056.76	2,500.00	1,553.53	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5510 Education Supplies	289,174.51	281,019.60	290,000.00	230,423.10	290,000.00	315,000.00	25,000.00	315,000.00	315,000.00
5581 Clothing, Gloves, Shoes	1,514.00	1,875.00	1,875.00	1,875.00	1,875.00	3,099.00	1,224.00	3,099.00	3,099.00
5583 Library Supplies	21,580.60	20,617.92	27,800.00	17,191.66	27,800.00	30,800.00	3,000.00	30,800.00	30,800.00
5730 Dues	1,046.22	518.00	3,700.00	68.00	3,700.00	3,700.00	0.00	3,700.00	3,700.00
<b>Equipment &amp; Unusual 001-610-5400</b>									
5396 Minuteman Network	50,599.79	51,679.50	54,579.00	54,579.00	54,579.00	55,500.00	921.00	55,500.00	55,500.00
6540 Computers	9,987.94	9,992.42	16,750.00	10,566.80	16,750.00	16,750.00	0.00	16,750.00	16,750.00
5399 Hold Sorting						1,100.00	1,100.00	1,100.00	1,100.00
<b>Other Charges 001-610-5700</b>									
5720 Out of State Travel				1,652.71	1,652.71	2,000.00	0.00	0.00	0.00

**LIBRARY**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b><u>Department Explanation for Requested Increases</u></b>									
<u>Item</u>		<u>Reason</u>					<u>Department Cost for Requested Increase</u>		
5131 Overtime		This is an average over the last two years.					2,582.00		
5195 Buyback Sick Time		Contractual per Laborer's CBA					400.00		
5272 Office Equipment Rental		Two new copiers, one for public, one for staff. See full rational and quotes for full summary. It's worth noting the new public copier is estimated to bring in \$3,965.52 a year in copy fees, which would bring this cost down to only \$3,000 a year.					6,000.00		
5343 Printing		As you can see from our statistics, the increase in programming requires more publicity. This is a small increment to continue to expand outreach in the community.					250.00		
5420 Office Supplies		Primarily, the increase is for the projected cost of paper for new copier, which we would get back in copier costs from the public. This would be the first year so we suggest planning for increases, and reevaluating costs to operate vs. income in for FY20 to adjust as necessary.					1,000.00		
5510 Education Supplies		This is the required increase to remain certified for State Aid, to participate in Minuteman Network shared eCollections approx. \$25k, minus approx. \$20,000 we will supplement from State Aid.					25,000.00		
5581 Clothing, Gloves, Shoes		Increase due to CBA - Uniformity of work shirt and job related safety apparel					1,224.00		
5583 Library Supplies		I have asked for a \$3,000 increase in Library Supplies. This request is what we estimate needing for (based on current use data) as an increase for toner use with new copiers.					3,000.00		
5396 Minuteman Network		Minuteman Library Network uses a set formula to determine the cost for each member library to continue to be an active member of Minuteman, which provides Waltham card holders access to other member libraries and their collections, interlibrary loan and many valued databases.					921.00		
Hold Sorting		Currently the Library gets delivery of library items for patron holds through Mass Library Systems - we take in and give other libraries about 45,000 items to and from per year (so almost 100,000 via Waltham annually). MLS is the company sorting them. Effective July 1 we will need to pay for the sorting - it's about \$1100.					1,100.00		
5720 Out of State Travel		Reallocating funds from the Training account to properly account for expense in Out of State Travel.					2,000.00		
<b>COST SUMMARY BY CLASSIFICATION</b>									
Personnel	2,166,115.65	2,106,854.38	2,387,328.00	1,523,217.05	2,123,334.72	2,451,423.00	20,774.00	2,408,102.00	2,408,102.00
General Expenses	345,966.77	337,031.81	367,875.00	275,622.14	367,875.00	402,349.00	34,474.00	402,349.00	402,349.00
Equipment & Unusual	60,587.73	61,671.92	71,329.00	65,145.80	71,329.00	73,350.00	2,021.00	73,350.00	73,350.00
Other Charges	0.00	0.00	0.00	1,652.71	1,652.71	2,000.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<b>2,572,670.15</b>	<b>2,505,558.11</b>	<b>2,826,532.00</b>	<b>1,865,637.70</b>	<b>2,564,191.43</b>	<b>2,929,122.00</b>	<b>57,269.00</b>	<b>2,883,801.00</b>	<b>2,883,801.00</b>

## 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 2016	FY 2017
Pension-Contributory/FICA	61,331	93,757
Pension Administration	5,431	8,584
Medical & Life Insurance ***	84,173	103,971
Heat, Light, Water	8,706	8,851
Building Repair & Maintenance	16,532	9,365
Building Insurance	466	545
<b>Total</b>	<b>\$176,639</b>	<b>\$225,073</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
E-mails	21,600	21,600	21,600
Phone Calls	13,000	13,000	13,000

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



MAYOR

PERSONNEL

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Mayor		1	132,059	1	132,059	98,891.10	132,059.00	1	134,691	1	134,691	134,691
2.	Executive Assistant	12-1	1	68,279	1	68,279	51,189.74	68,279.00	1	67,513	1	67,513	67,513
3.	Constituency Serv Admin	10-1	1	73,953	1	73,953	55,515.53	73,953.00	1	58,080	1	58,080	58,080
4.	Constituency Serv Admin PT	10-6	0.5	37,783	0.5	37,783	12,287.80	37,783.00	0.5	18,882	0.5	18,882	18,882
Subtotal			3.5	284,498.48	3.5	312,074	217,884.17	312,074.00	3.5	279,166		279,166	279,166

Summary of Changes

Adjustments to FY 2018 Positions

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

2,632

Explanation

Executive Assistant

12-1

(766)

New employee to be hired at lower step

Constituency Serv Admin

10-1

(15,873)

New employee to be hired at lower step

Constituency Serv Admin PT

10-6

(18,901)

Reduction to hours of work

New Positions

Subtotal

0	0	0	0	0

Grand Total

3.5	284,498.48	3.5	312,074	217,884.17	312,074.00	3.5	279,166		3.5	279,166	279,166
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## MAYOR

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-121-5100</b>									
5111 Salaries - Full Time	311,424.33	265,373.10	274,291.00	205,596.37	274,291.00	260,284.00	(14,007.00)	260,284.00	260,284.00
5121 Salaries - Part Time	8,581.15	19,125.38	37,783.00	12,287.80	37,783.00	18,882.00	(18,901.00)	18,882.00	18,882.00
<b>General Expenses 001-121-5200</b>									
5192 Mileage Allowance	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
5242 Office Equipment Repair/Maint	570.00		1,000.00		646.00	800.00	(200.00)	800.00	800.00
5342 Postage	674.85	296.00	500.00		500.00	500.00	0.00	500.00	500.00
5343 Printing & Binding	947.00	684.01	1,000.00		1,000.00	800.00	(200.00)	800.00	800.00
5420 Office Supplies	2,215.94	2,519.40	3,000.00	1,245.95	3,000.00	2,800.00	(200.00)	2,800.00	2,800.00
5730 MMA Membership for Council & Mayor	12,889.00	13,214.00	12,900.00	13,547.00	13,547.00	13,800.00	900.00	13,800.00	13,800.00
5731 Mayor Expense	3,300.00	3,300.00	3,350.00	2,588.47	3,350.00	3,350.00	0.00	3,350.00	3,350.00
<b>Equipment &amp; Unusual 001-121-5400</b>									
5178 OPEB Trust	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5301 Audit	67,450.00	77,450.00	81,000.00	47,450.00	81,000.00	91,450.00	10,450.00	91,450.00	91,450.00
5303 Appraisal of Land	1,450.00	100.00							
5303-02 Appraisal - 101 R Elm Street		4,200.00							
5303-03 Appraisal - Air Rights 230-234		9,200.00							
5360 Box Art	149.84		2,000.00			0.00	(2,000.00)	0.00	0.00
5386 Fernald Security			25,000.00	85,505.50	90,000.00	25,000.00	0.00	25,000.00	25,000.00
5391 Senior Volunteer Program	26,359.04	23,329.94	35,000.00	17,666.59	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5790 Waltham Day / Special Events	32,865.95	19,887.09	35,000.00	24,238.54	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5791 Tourism Events (Steampunk/Riv)		20,000.00							

Department Explanation for Requested Increases

Item  
5730 MMA Membership for Council & Mayor  
5301 Audit

Reason  
Increase in membership fee  
Fee increase (Contractual services rebid for 3 years)

Department Cost for Requested Increase  
900.00  
10,450.00

## COST SUMMARY BY CLASSIFICATION

Personnel	320,005.48	284,498.48	312,074.00	217,884.17	312,074.00	279,166.00	(32,908.00)	279,166.00	279,166.00
General Expenses	23,596.79	23,013.41	24,750.00	19,631.42	25,043.00	25,050.00	300.00	25,050.00	25,050.00
Equipment & Unusual	328,274.83	354,167.03	378,000.00	374,860.63	441,000.00	386,450.00	8,450.00	386,450.00	386,450.00
<b>Total Operating Budget</b>	<b>671,877.10</b>	<b>661,678.92</b>	<b>714,824.00</b>	<b>612,376.22</b>	<b>778,117.00</b>	<b>690,666.00</b>	<b>(24,158.00)</b>	<b>690,666.00</b>	<b>690,666.00</b>

## CELEBRATION OF HOLIDAYS

**STATEMENT OF OBJECTIVES:**

To conduct a suitable city celebration of the noteworthy holidays.

**DESCRIPTION OF OUTPUT STATEMENT:**

On holidays each year the Mayor's Office coordinates the public celebration, these celebrations involve other departments and benefit young and old.

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200 5795 July 4th	10,000.00	10,000.00	10,000.00	9,500.00	10,000.00	10,450.00	450.00	10,450.00	10,450.00

Department Explanation for Requested Increases

Item  
5795 July 4th

Reason

Department Cost for Requested Increase  
450.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	10,000.00	10,000.00	10,000.00	9,500.00	10,000.00	10,450.00	450.00	10,450.00	10,450.00
Equipment & Unusual									
Total Operating Budget	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>9,500.00</u>	<u>10,000.00</u>	<u>10,450.00</u>	<u>450.00</u>	<u>10,450.00</u>	<u>10,450.00</u>

## PLANNING

### STATEMENT OF OBJECTIVES:

The Planning Department seeks to improve the quality of life in the City of Waltham by: providing professional input into the decision making processes; providing support to low and moderate income residents by administering the federal Community Development Block Grant Program; improving housing opportunities; offering 0% deferred payment loans for home improvement; preparing plans to identify and guide appropriate development; coordinating the construction of public improvement projects; aggressively pursuing federal and state grants to supplement the City's tax base; and undertaking economic development initiatives to support the business community; strengthen the tax base and expand employment opportunities.

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	76,956	77,261
Pension Administration	6,835	6,911
Medical & Life Insurance	93,661	103,424
Heat, Light, Water	9,032	9,701
Building Repair & Maintenance	69,560	36,732
Building Insurance	349	408
Motor Vehicle Insurance	318	322
Motor Vehicle Maint & Repair	5,320	4,624
<b>Total</b>	<b>\$262,031</b>	<b>\$239,383</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Administration of CDBG Budget	\$989,904	\$970,408	\$970,408
Peter Gilmore Playground Design	\$2,100,000		
Gilmore Construction / Complete			
Dana Court Spray Park	\$72,164	\$89,000	
Energy Efficient Boiler Library/Complete	\$93,100		
Green Communities Designation	\$281,080	\$200,000	\$200,000
HVAC South CCC / Construction Phase		\$1,420,000	
Fernald Abatement	\$946,854		
Woerd Ave Cap / Restoration		\$69,000	\$4,290,000
Memorial Donation Benches	\$15,000	\$15,000	\$15,000
Waltham Wayside Trail Design	\$409,310		\$5,000,000

City Funding: \$309,692

Federal Funding: \$125,267

**PLANNING**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019						
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Recommendation	Mayor's	Council Approval
1.	*Planning Director	20-6 (L8)	1		1	138,862	103,923.24	138,862.00	1	148,327	1		148,327	148,327
2.	*Asst Dir of Planning	15-6 (L8)	1		1	90,490	58,524.11	90,490.00	1	107,429	1		107,429	107,429
3.	Principal Planner	14-1	1		1	97,365	25,856.95	25,856.95	1	76,859	1		76,859	76,859
4.	Administrative Assistant	10-4	0.5			30,226	22,550.25	30,226.00	1	64,544	1		64,544	64,544
5.	Fair Housing Officer					3,000	2,251.89	3,000.00						
6.	Part Time / Temporary (Trolley Driver)					25,000	13,067.77	25,000.00		25,000			25,000	25,000
Subtotal			3.5	327,005.60	3.5	384,943	226,174.21	313,434.95	4	422,159		4	422,159	422,159

**Summary of Changes**

Adjustments to FY 2018 Positions

Explanation

Step Raises/Longevity/Compensation Ordinance included in * position salary	26,404	
Principal Planner 14-2	(20,506)	New employee to be hired at lower step
Administrative Assistant 10-4	34,318	Admin Asst. position funded in Planning full time, previously funded part time in Housing. Additional duties based upon duties associated with City Council Special Permits and Zoning.
Fair Housing Officer	(3,000)	Fair Housing Stipend transferred from Planning to Housing

New Positions

Subtotal

0	0	0	0	0
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Grand Total

3.5	327,005.60	3.5	384,943	226,174.21	313,434.95	4	422,159	4	422,159	422,159
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**PLANNING**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-175-5100</b>									
5111 Salaries - Full Time	331,217.15	305,668.35	356,943.00	210,854.55	285,434.95	397,159.00	40,216.00	397,159.00	397,159.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	2,251.89	3,000.00	0.00	(3,000.00)	0.00	0.00
5122 Wages - Part Time	12,855.51	18,337.25	25,000.00	13,067.77	25,000.00	25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(142,820.45)	(72,447.29)	(120,716.00)	(24,487.23)	(120,716.00)	(125,267.00)	(4,551.00)	(125,267.00)	(125,267.00)
<b>General Expenses 001-175-5200</b>									
5192 Mileage	18.63	164.05	500.00	198.08	198.08	200.00	(300.00)	200.00	200.00
5242 Office Equipment Repair/Maint	1,044.92		500.00		240.00	450.00	(50.00)	450.00	450.00
5312 Training	520.00	610.00							
5341 Advertising	86.35	69.24	100.00		0.00	0.00	(100.00)	0.00	0.00
5342 Postage	32.29	259.69	100.00	253.53	200.00	200.00	100.00	200.00	200.00
5420 Office Supplies	916.46	1,246.77	745.00	446.80	745.00	800.00	55.00	800.00	800.00
5581 Clothing		147.99							
5586 Trolley Signs				495.16	495.16	400.00	400.00	400.00	400.00
5710 Travel Expenses		1,720.19							
5730 Dues	31.00	49.01	655.00	722.00	722.00	750.00	95.00	750.00	750.00
5731 Conference Expense		100.00							
<b>Equipment &amp; Unusual 001-175-5400</b>									
5355 Tourism Brochures	2,000.00			1,046.42					
5356 "Waltham Assets"	3,568.00	4,515.54		10,230.00	10,230.00				
5358 Cultural Grants	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5389 Warming Center		95,825.00	100,000.00	91,923.20	85,000.00	0.00	(100,000.00)	0.00	0.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Increase based on 2018 spending	100.00
5420 Office Supplies	Increase based on 2018 spending	55.00
5586 Trolley Signs	Added trolley expense this year for signage	400.00
5730 Dues	Planning association membership increase	95.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	204,252.21	254,558.31	264,227.00	201,686.98	192,718.95	296,892.00	32,665.00	296,892.00	296,892.00
<b>General Expenses</b>	2,649.65	4,366.94	2,600.00	2,115.57	2,600.24	2,800.00	200.00	2,800.00	2,800.00
<b>Equipment &amp; Unusual</b>	15,568.00	110,340.54	110,000.00	113,199.62	105,230.00	10,000.00	(100,000.00)	10,000.00	10,000.00
<b>Total Operating Budget</b>	<b>222,469.86</b>	<b>369,265.79</b>	<b>376,827.00</b>	<b>317,002.17</b>	<b>300,549.19</b>	<b>309,692.00</b>	<b>(67,135.00)</b>	<b>309,692.00</b>	<b>309,692.00</b>

## 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:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	43,857	43,671
Pension Administration	3,755	3,763
Medical & Life Insurance	67,796	74,077
Heat, Light, Water	4,516	4,851
Building Repair & Maintenance	13,434	6,464
Building Insurance	803	938
<b>Total</b>	<b>\$134,161</b>	<b>\$133,764</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
De-lead Loans / Grants	\$0	\$15,000	\$15,000
CDBG Rehabilitation Loans	\$50,258	\$60,000	\$60,000
HOME Program WHA Loans	\$441,000	\$518,000	\$150,000
HOME Program Brookline Repayment	\$20,297	\$0	\$0
HOME Program TBRA Program	\$250,000	\$250,000	\$250,000
Municipal Housing Trust DPA	\$150,000	\$0	\$0
Fernald Cardinal Cottages	\$100,000	\$0	\$0
Emergency Warming Center (average of 20 persons served per evening)	\$100,000	\$100,000	\$100,000
Total CDBG applied to deferred Loans	\$50,258	\$60,000	\$60,000
Total HOME Program Grants	\$691,000	\$400,000	\$400,000
Total CDBG Emergency Asst Grants	\$7,000	\$10,000	\$10,000
Total Municipal Housing Trust	\$150,000	\$0	\$0
Property Management: 509 Moody St. - residential and commercial units			

City Funding: \$559,580

Federal Funding: \$14,789



# HOUSING

## PERSONNEL

Bargaining Unit	Position	FY 2019 Grade-Step
1.	*Housing Supervisor	16-6 (L11)
2.	*Asst Housing Supervisor	14-6 (L10)
3.	*Housing Specialist (PT 19 hrs)	12-4
4.	Asst Finance Rehab Advisor	11-6
5.	*Administrative Assistant	10-4
6.	Fair Housing Officer	
Subtotal		

FY 2017		FY 2018				FY 2019									
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council					
				Actual	Expenditures				Recommendation	Approval					
				Expenditures	Thru 6/30/18										
				1	114,443				85,910.74	114,443.00	1	118,125	1	118,125	118,125
				1	99,784				74,906.51	99,784.00	1	102,529	1	102,529	102,529
				0.5	38,413				28,057.47	38,413.00	0.5	41,017	0.5	41,017	41,017
				1	80,491				23,066.84	36,997.94	1	75,876	1	75,876	75,876
				0.5	30,226				22,550.26	30,226.00	0.5	32,272	0.5	32,272	32,272
												3,000		3,000	3,000
4	340,035.71	4	363,357	234,491.82	319,863.94	4	372,819		4	372,819	372,819				

## Summary of Changes

### Adjustments to FY 2018 Positions

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

11,077

Asst Finance Rehab Advisor 11-6

(4,615)

Fair Housing Officer

3,000

### Explanation

New employee replaced at lower step/longevity

Fair Housing stipend transferred from Planning

### New Positions

Subtotal

0	0	0	0	0
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Grand Total

4	340,035.71	4	363,357	234,491.82	319,863.94	4	372,819	4	372,819	372,819
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**HOUSING**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-183-5100</b>									
5111 Salaries - Full Time	328,417.82	304,678.48	324,944.00	206,434.35	281,450.94	328,802.00	3,858.00	328,802.00	328,802.00
5121 Salaries - Part Time	16,924.46	35,357.23	38,413.00	28,057.47	38,413.00	44,017.00	5,604.00	44,017.00	44,017.00
Offset Receipt - CDBG / HOME Program	(17,557.45)	(13,940.06)	(14,174.00)		(14,789.00)	(14,789.00)	(615.00)	(14,789.00)	(14,789.00)
Offset Receipt - CDBG Program Administration	(51,745.21)	(40,174.40)	(15,113.00)	(5,060.28)	(15,113.00)	0.00	15,113.00	0.00	0.00
<b>General Expenses 001-183-5200</b>									
5242 Office Equipment Repair/Maint	96.26	194.26	200.00	573.09	573.09	300.00	100.00	300.00	300.00
5342 Postage	467.70	394.61	500.00	292.99	292.99	300.00	(200.00)	300.00	300.00
5420 Office Supplies	834.41	888.39	750.00	616.24	583.92	850.00	100.00	850.00	850.00
5731 Conference Expense	50.00	75.00	100.00	58.36	100.00	100.00	0.00	100.00	100.00
<b>Hardy Residences 001-183-5200-xxxx-62</b>									
- 62 Hardy Residences Utilities - Expenses from City administration of bldg. offset by rents						25,000.00	25,000.00	25,000.00	25,000.00
5245 Hardy Residences Building/Grounds Maint						75,000.00	75,000.00	75,000.00	75,000.00
<b>Equipment &amp; Unusual 001-183-5400</b>									
5389 Warming Center						100,000.00	100,000.00	100,000.00	100,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Re-allocation of account based on 2018 spending.	100.00
5420 Office Supplies	Re-allocation of account based on 2018 spending.	100.00
Hardy Residences Utilities	Expenses previously paid through management company now paid through Housing Office	25,000.00
5245 Hardy Residences Building/Grounds Maint	Expenses previously paid through management company now paid through Housing Office	75,000.00
5389 Warming Center	Budget item transferred from Planning	100,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	276,039.62	285,921.25	334,070.00	229,431.54	289,961.94	358,030.00	23,960.00	358,030.00	358,030.00
<b>General Expenses</b>	1,448.37	1,552.26	1,550.00	1,540.68	1,550.00	101,550.00	100,000.00	101,550.00	101,550.00
<b>Equipment &amp; Unusual</b>	0.00	0.00	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00	100,000.00
<b>Total Operating Budget</b>	<b>277,487.99</b>	<b>287,473.51</b>	<b>335,620.00</b>	<b>230,972.22</b>	<b>291,511.94</b>	<b>559,580.00</b>	<b>223,960.00</b>	<b>559,580.00</b>	<b>559,580.00</b>

## PAINE ESTATE

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	2,220	1,948
Medical & Life Insurance	23,668	26,570
Heat, Light, Water	19,862	16,440
Building Repair & Maintenance	81,319	39,561
Building Insurance	4,274	4,994
<b>Total</b>	<b>\$131,343</b>	<b>\$89,513</b>

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Private events	37	37	37
City events	9	9	9
School Programs	17	17	17
Public Programs	9	9	9
<b>Total Income</b>	<b>\$85,735</b>	<b>\$86,000</b>	<b>\$86,000</b>

**PAINE ESTATE**

**PERSONNEL**

Bargaining Unit	Position	FY 2019 Grade-Step
1.	*Paine Estate Curator	13-6 (L9)
3.	SPMG *Events Coordinator	8-6 (L10)
Subtotal		

FY 2017		FY 2018				FY 2019					
#	Actual Expenditures	#	July - March		Estimated	#	Department Request	Mayor's		Council Approval	
			Budget	Expenditures	Thru 6/30/18			#	Recommendation		
	1	79,414	59,397.42	79,414.00	1	81,598	1	81,598	81,598		
	1	63,226	51,163.35	63,226.00	1	68,088	1	68,088	68,088		
2	140,477.18	2	142,640	110,560.77	142,640.00	2	149,686		2	149,686	149,686

**Summary of Changes**

Adjustments to FY 2018 Positions

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

7,046

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	140,477.18	2	142,640	110,560.77	142,640.00	2	149,686	2	149,686	149,686
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**PAINE ESTATE**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-670-5100</b>									
5111 Salaries - Full Time	165,440.68	140,477.18	142,640.00	110,560.77	142,640.00	149,686.00	7,046.00	149,686.00	149,686.00
Offset Receipt - Gift	(22,966.00)	(25,256.40)	(26,472.00)		(26,472.00)	(27,199.00)	(727.00)	(27,199.00)	(27,199.00)
<b>General Expenses 001-670-5200</b>									
5291 Custodial Services	10,010.86	8,317.07	10,500.00	5,573.34	10,500.00	10,500.00	1,500.00	12,000.00	12,000.00
5307 Public Safety Service	18,212.00	18,698.00	20,000.00	10,738.00	20,000.00	20,000.00	(1,500.00)	18,500.00	18,500.00
5330 Transport Services	360.00								
5342 Postage	98.00	141.00	150.00	147.00	150.00	150.00	100.00	250.00	250.00
5343 Printing		699.25	1,000.00		1,000.00	1,000.00	(500.00)	500.00	500.00
5382 Pest Control	960.00	880.00	1,100.00	605.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5420 Office Supplies	979.57	668.45	500.00	997.02	1,000.00	500.00	400.00	900.00	900.00
5430 Building Supplies	1,394.60	2,766.48	1,500.00	370.13	1,000.00	1,500.00	0.00	1,500.00	1,500.00
<b>Equipment &amp; Unusual 001-670-5400</b>									
5868 Event Equipment - Chairs			4,000.00	3,993.73	3,993.73	0.00	(4,000.00)	0.00	0.00

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**

<b>Personnel</b>	142,474.68	115,220.78	116,168.00	110,560.77	116,168.00	122,487.00	6,319.00	122,487.00	122,487.00
<b>General Expenses</b>	32,015.03	32,170.25	34,750.00	18,430.49	34,750.00	34,750.00	0.00	34,750.00	34,750.00
<b>Equipment &amp; Unusual</b>	0.00	0.00	4,000.00	3,993.73	3,993.73	0.00	(4,000.00)	0.00	0.00
<b>Total Operating Budget</b>	<u>174,489.71</u>	<u>147,391.03</u>	<u>154,918.00</u>	<u>132,984.99</u>	<u>154,911.73</u>	<u>157,237.00</u>	<u>2,319.00</u>	<u>157,237.00</u>	<u>157,237.00</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 2016	FY 2017
Pension-Contributory/FICA	5,120,408	5,364,913
Pension Administration	462,143	490,715
Medical & Life Insurance	5,948,688	6,494,474
Heat, Light, Water	66,334	76,586
Building Repair & Maintenance	199,796	150,128
Building Insurance	3,171	3,705
Motor Vehicle Insurance	20,373	20,914
Motor Vehicle Maint & Repair	340,450	300,581
<b>Total</b>	<b>\$12,161,363</b>	<b>\$12,902,016</b>

### 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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total Training <i>Hours</i> in Service	4,480	4,800	4,920
Total Training <i>Hours</i> Specialized	2,476	2,583	3,280
Total Training <i>Hours</i> Firearms	1,248	1,248	1,248
Total Training <i>Hours</i> Firearms - Special	2,616	2,616	2,616
Total Evidence Received	1,333	1,373	1,400
Background Investigations	36	51	52

### 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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Taxi Inspections	144	150	160
Accidents Reported	2,033	2,110	2,200
Accidents Investigated	1,262	1,355	1,400
Taxi License	126	130	140
Taxi Registrations	72	75	80
F.I.D. Cards Issued	13	10	15
License to Carry Firearms Issued	279	172	180

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 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Arrests	689	659	700
Incapacitated Persons	321	282	270
Traffic Citations Issued	11,288	10,429	11,500
OUI Arrests	58	44	50
Parking Tags Issued	2,244	1,934	2,400
Frequency Checks	8,981	9,735	9,900
Incident Reports Prepared	7,538	8,376	9,200

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

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

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Report Review	7,582	7,700	7,702
Criminal Investigations	1,472	1,485	1,487
Crime Scene Photographs	5,438	5,570	5,585
Aggravated Assault Investigations	86	86	86
Simple Assault Investigations	228	230	232
Sex Offender Registration	36	36	36
Sex Offender Auditing	72	72	72
Missing Person Investigations	296	298	297
Juvenile Investigations	120	118	119
Domestic Violence Investigations	715	716	715
Property Crime	620	618	618
Incidents @ Liquor License Establishments	1,375	1,377	1,376
Drug Investigations	51	49	48
Prosecution Events	2,704	2,710	2,708

ANIMAL CONTROL

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

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total Calls Answered	755	784	800
Dogs Impounded	29	52	50
Dogs Returned to owner	27	50	50
Dogs Adopted	2	2	2
Dogs Euthanized	0	0	0
Citations Issued	20	14	20
Coyote Calls	13	6	15
Raccoon Calls	44	32	35
Deer Calls	13	8	10
Cat Calls	34	46	50
Dog Calls	406	464	465
Other / Injured / Problem Wildlife Calls	199	226	245

City Funding: \$17,914,402

Federal Funding: \$25,000

POLICE

PERSONNEL

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Police Chief	22-6 (L10.5) (CC 25)	1		1	222,388	172,699.98	222,388.00	1	228,503	1	228,503	228,503
2.	*Deputy Police Chief	18-6 (L10.5) (CC 25)	1		1	181,612	139,406.04	181,612.00	1	186,606	1	186,606	186,606
3.	PSUP *Police Captain	(L10.5) (CC 25)	1		1	151,400	118,263.13	151,400.00	1	155,564	1	155,564	155,564
4.	PSUP *Police Captain	(L10.5) (CC 25)	1		1	151,400	117,573.51	151,400.00	1	155,564	1	155,564	155,564
5.	PSUP *Police Captain	(L10.5) (CC 25)	1		1	151,400	118,263.17	151,400.00	1	155,564	1	155,564	155,564
6.	PSUP *Police Captain	(L9.5) (CC 25)	1		1	150,030	116,215.87	150,030.00	1	154,157	1	154,157	154,157
7.	PSUP *Police Lieutenant	(L10.5) (CC 25)	1		1	129,878	100,859.05	129,878.00	1	133,447	1	133,447	133,447
8.	PSUP *Police Lieutenant	(L10.5) (CC 25)	1		1	128,702	99,694.47	128,702.00	1	133,447	1	133,447	133,447
9.	PSUP *Police Lieutenant	(L10.5) (CC 20)	1		1	123,554	90,641.22	123,554.00	1	128,110	1	128,110	128,110
10.	PSUP *Police Lieutenant	(L9.5) (CC 25)	1		1	128,702	97,349.37	128,702.00	1	132,240	1	132,240	132,240
11.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)	1		1	137,738	108,531.82	137,738.00	1	141,526	1	141,526	141,526
12.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)	1		1	137,738	107,904.40	137,738.00	1	141,526	1	141,526	141,526
13.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)	1		1	137,738	107,904.39	137,738.00	1	141,526	1	141,526	141,526
14.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)	1		1	137,738	106,963.27	137,738.00	1	141,526	1	141,526	141,526
15.	PSUP *Police Lieutenant Night	(L10.5) (CC 10)	1		1	121,209	95,508.21	121,209.00	1	124,543	1	124,543	124,543
16.	PSUP *Police Lieutenant Night	(L9.5) (CC 25)	1		1	136,491	99,335.73	136,491.00	1	140,245	1	140,245	140,245
17.	PSUP *Police Sergeant	(L10.5) (CC 25)	1		1	110,885	86,363.27	110,885.00	1	113,933	1	113,933	113,933
18.	PSUP *Police Sergeant	(L10.5) (CC 25)	1		1	110,885	86,868.39	110,885.00	1	113,933	1	113,933	113,933
19.	PSUP *Police Sergeant	(L10.5) (CC 25)	1		1	109,882	86,117.45	109,882.00	1	113,933	1	113,933	113,933
20.	PSUP *Police Sergeant	(L10.5) (CC 20)	1		1	106,450	83,393.35	106,450.00	1	109,377	1	109,377	109,377
21.	PSUP *Police Sergeant	(L9.5) (CC 25)	1		1	109,882	85,366.67	109,882.00	1	112,902	1	112,902	112,902
22.	PSUP *Police Sergeant	(L9.5) (CC 25)	1		1	109,882	85,116.37	109,882.00	1	112,902	1	112,902	112,902
23.	PSUP *Police Sergeant	(L8.5) (CC 25)	1		1	108,878	84,369.99	108,878.00	1	111,871	1	111,871	111,871
24.	PSUP *Police Sergeant Night	(L10.5) (CC 25)	1		1	117,547	92,354.52	117,547.00	1	120,778	1	120,778	120,778
25.	PSUP *Police Sergeant Night	(L10.5) (CC 25)	1		1	117,547	92,074.68	117,547.00	1	120,778	1	120,778	120,778
26.	PSUP *Police Sergeant Night	(L10.5) (CC 25)	1		1	117,547	91,819.05	117,547.00	1	120,778	1	120,778	120,778
27.	PSUP *Police Sergeant Night	(L9.5) (CC 25)	1		1	116,483	90,309.16	116,483.00	1	119,685	1	119,685	119,685
28.	PSUP *Police Sergeant Night	(L9.5) (CC 25)	1		1	116,483	86,242.80	116,483.00	1	119,685	1	119,685	119,685
29.	PSUP *Police Sergeant Night	(L9.5) (CC 25)	1		1	116,483	85,454.17	116,483.00	1	119,685	1	119,685	119,685
30.	PSUP *Police Sergeant Night	(L9.5) (CC 25)	1		1	115,419	89,701.21	115,419.00	1	119,685	1	119,685	119,685
31.	PSUP *Police Sergeant Night	(L9.5) (CC 20)	1		1	111,824	84,073.42	111,824.00	1	114,898	1	114,898	114,898
32.	PSUP *Police Sergeant Night	(L8.5) (CC 20)	1		1	112,845	85,860.76	112,845.00	1	113,848	1	113,848	113,848
33.	PSUP *Police Sergeant Night	(L7.5) (CC 25)	1		1	115,419	59,291.88	115,419.00	1	117,499	1	117,499	117,499



## POLICE

## PERSONNEL

Bargaining Unit    Position			FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019					
				#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
34.	PPAT	*Police Officer	(L10.5) (CC 25)	1	97,010	1	97,010	74,451.82	97,010.00	1	99,679	1	99,679	99,679
35.	PPAT	*Police Officer	(L10.5) (CC 25)	1	97,010	1	97,010	75,777.50	97,010.00	1	99,679	1	99,679	99,679
36.	PPAT	*Police Officer	(L10.5) (CC 25)	1	96,132	1	96,132	74,684.62	96,132.00	1	99,679	1	99,679	99,679
37.	PPAT	*Police Officer	(L10.5) (CC 25)	1	96,132	1	96,132	74,684.63	96,132.00	1	99,679	1	99,679	99,679
38.	PPAT	*Police Officer	(L10.5) (CC 25)	1	96,132	1	96,132	74,903.58	96,132.00	1	99,679	1	99,679	99,679
39.	PPAT	*Police Officer	(L10.5) (CC 20)	1	93,130	1	93,130	72,321.91	93,130.00	1	95,691	1	95,691	95,691
40.	PPAT	*Police Officer	(L10.5) (CC 10)	1	85,369	1	85,369	67,656.37	85,369.00	1	87,717	1	87,717	87,717
41.	PPAT	*Police Officer	(L10.5) (CC 10)	1	85,369	1	85,369	66,489.79	85,369.00	1	87,717	1	87,717	87,717
42.	PPAT	*Police Officer	(L10.5)	1	77,608	1	77,608	60,621.91	77,608.00	1	79,743	1	79,743	79,743
43.	PPAT	*Police Officer	(L9.5) (CC 25)	1	96,132	1	96,132	74,465.69	96,132.00	1	98,777	1	98,777	98,777
44.	PPAT	*Police Officer	(L9.5) (CC 25)	1	90,969	1	90,969	71,262.55	93,440.00	1	98,777	1	98,777	98,777
45.	PPAT	*Police Officer	(L9.5) (CC 25)	1	90,969	1	90,969	71,087.35	90,969.00	1	93,471	1	93,471	93,471
46.	PPAT	*Police Officer	(L9.5) (CC 25)	1	90,969	1	90,969	70,880.17	90,969.00	1	93,471	1	93,471	93,471
47.	PPAT	*Police Officer	(L9.5) (CC 25)	1	90,138	1	90,138	66,768.43	90,138.00	1	93,471	1	93,471	93,471
48.	PPAT	*Police Officer	(L9.5) (CC 25)	1	90,138	1	90,138	68,205.50	90,138.00	1	93,471	1	93,471	93,471
49.	PPAT	*Police Officer	(L9.5) (CC 20)	1	92,287	1	92,287	71,486.77	92,287.00	1	94,826	1	94,826	94,826
50.	PPAT	*Police Officer	(L9.5) (CC 20)	1	87,329	1	87,329	67,845.93	87,329.00	1	89,732	1	89,732	89,732
51.	PPAT	*Police Officer	(L9.5) (CC 20)	1	87,329	1	87,329	64,066.82	87,329.00	1	89,732	1	89,732	89,732
52.	PPAT	*Police Officer	(L9.5) (CC 20)	1	87,329	1	87,329	65,459.10	87,329.00	1	89,732	1	89,732	89,732
53.	PPAT	*Police Officer	(L9.5) (CC 20)	1	87,329	1	87,329	64,066.81	87,329.00	1	89,732	1	89,732	89,732
54.	PPAT	*Police Officer	(L9.5) (CC 20)	1	87,329	1	87,329	68,690.09	89,365.00	1	94,826	1	94,826	94,826
55.	PPAT	*Police Officer	(L9.5) (CC 20)	1	87,329	1	87,329	68,044.81	87,329.00	1	89,732	1	89,732	89,732
56.	PPAT	Police Officer	(L9.5) (CC 20)	1	92,700	1	92,700	67,356.50	92,700.00	1	89,732	1	89,732	89,732
57.	PPAT	*Police Officer	(L9.5) (CC 10)	1	80,052	1	80,052	62,893.26	81,972.00	1	86,923	1	86,923	86,923
58.	PPAT	*Police Officer	(L9.5)	1	76,906	1	76,906	59,922.78	76,906.00	1	79,021	1	79,021	79,021
59.	PPAT	*Police Officer	(L9.5)	1	72,775	1	72,775	56,372.38	72,775.00	1	74,777	1	74,777	74,777
60.	PPAT	*Police Officer	(L9.5)	1	72,775	1	72,775	56,372.40	72,775.00	1	74,777	1	74,777	74,777
61.	PPAT	*Police Officer	(L8.5) (CC 25)	1	90,138	1	90,138	70,463.78	90,138.00	1	92,617	1	92,617	92,617
62.	PPAT	*Police Officer	(L8.5) (CC 20)	1	86,532	1	86,532	63,309.22	86,532.00	1	88,913	1	88,913	88,913
63.	PPAT	*Police Officer	(L8.5) (CC 20)	1	86,532	1	86,532	63,309.19	86,532.00	1	88,913	1	88,913	88,913
64.	PPAT	Police Officer	(L8.5) (CC 10)	1	84,199	1	84,199	61,342.06	84,199.00	1	81,503	1	81,503	81,503
65.	PPAT	*Police Officer	(L8.5)	1	72,110	1	72,110	56,515.33	72,110.00	1	74,094	1	74,094	74,094
66.	PPAT	*Police Officer	(L8.5)	1	72,110	1	72,110	55,698.70	72,110.00	1	74,094	1	74,094	74,094
67.	PPAT	*Police Officer	(L8.5)	1	72,110	1	72,110	56,186.85	72,110.00	1	74,094	1	74,094	74,094
68.	PPAT	Police Officer	(L8.5)	1	76,544	1	76,544	58,364.42	76,544.00	1	74,094	1	74,094	74,094
69.	PPAT	Police Officer	(L8.5)	1	76,544	1	76,544	55,765.44	76,544.00	1	74,094	1	74,094	74,094
70.	PPAT	*Police Officer Night	(L10.5) (CC 25)	1	102,655	1	102,655	79,952.97	102,655.00	1	105,479	1	105,479	105,479
71.	PPAT	*Police Officer Night	(L10.5) (CC 25)	1	102,655	1	102,655	79,251.56	102,655.00	1	105,479	1	105,479	105,479
72.	PPAT	*Police Officer Night	(L10.5) (CC 25)	1	102,655	1	102,655	80,186.78	102,655.00	1	105,479	1	105,479	105,479
73.	PPAT	*Police Officer Night	(L10.5) (CC 20)	1	98,549	1	98,549	76,530.66	98,549.00	1	101,260	1	101,260	101,260
74.	PPAT	*Police Officer Night	(L10.5) (CC 20)	1	98,549	1	98,549	76,530.67	98,549.00	1	101,260	1	101,260	101,260
75.	PPAT	*Police Officer Night	(L10.5) (CC 10)	1	90,337	1	90,337	70,152.81	90,337.00	1	92,823	1	92,823	92,823
76.	PPAT	*Police Officer Night	(L9.5) (CC 25)	1	101,726	1	101,726	79,262.00	101,726.00	1	104,525	1	104,525	104,525
77.	PPAT	*Police Officer Night	(L9.5) (CC 25)	1	96,562	1	96,562	75,434.27	96,562.00	1	99,219	1	99,219	99,219
78.	PPAT	*Police Officer Night	(L9.5) (CC 25)	1	95,680	1	95,680	70,345.82	95,680.00	1	104,525	1	104,525	104,525

## POLICE

## PERSONNEL

Bargaining Unit    Position			FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019					
				#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval	
79.	PPAT	*Police Officer Night	(L9.5) (CC 10)			1	84,975	65,242.44	84,975.00	1	87,313	1	87,313	87,313
80.	PPAT	*Police Officer Night	(L9.5) (CC 10)			1	84,975	62,339.36	84,975.00	1	87,313	1	87,313	87,313
81.	PPAT	*Police Officer Night	(L9.5)			1	77,250	61,735.67	80,771.00	1	83,620	1	83,620	83,620
82.	PPAT	*Police Officer Night	(L8.5) (CC 25)			1	95,680	73,924.72	95,680.00	1	98,312	1	98,312	98,312
83.	PPAT	*Police Officer Night	(L8.5) (CC 25)			1	95,680	72,960.86	95,680.00	1	103,570	1	103,570	103,570
84.	PPAT	*Police Officer Night	(L8.5) (CC 25)			1	95,680	73,472.81	95,680.00	1	98,312	1	98,312	98,312
85.	PPAT	*Police Officer Night	(L8.5) (CC 25)			1	94,798	69,164.55	94,798.00	1	98,312	1	98,312	98,312
86.	PPAT	*Police Officer Night	(L8.5) (CC 25)			1	94,798	73,054.91	94,798.00	1	98,312	1	98,312	98,312
87.	PPAT	*Police Officer Night	(L8.5) (CC 25)			1	94,798	73,266.84	94,798.00	1	98,312	1	98,312	98,312
88.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	91,853	67,202.14	91,853.00	1	94,380	1	94,380	94,380
89.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	91,853	67,620.54	91,853.00	1	94,380	1	94,380	94,380
90.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	91,853	67,202.15	91,853.00	1	94,380	1	94,380	94,380
91.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	91,853	67,532.03	91,853.00	1	99,427	1	99,427	99,427
92.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	91,007	69,714.41	91,007.00	1	94,380	1	94,380	94,380
93.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	91,007	68,804.48	91,007.00	1	99,427	1	99,427	99,427
94.	PPAT	*Police Officer Night	(L8.5)			1	76,544	56,002.02	76,544.00	1	78,650	1	78,650	78,650
95.	PPAT	*Police Officer Night	(L8.5)			1	76,544	56,002.02	76,544.00	1	78,650	1	78,650	78,650
96.	PPAT	*Police Officer Night	(L8.5)			1	76,544	56,002.02	76,544.00	1	78,650	1	78,650	78,650
97.	PPAT	*Police Officer Night	(L7.5) (CC 25)			1	89,307	66,274.78	89,307.00	1	97,406	1	97,406	97,406
98.	PPAT	*Police Officer Night	(L7.5) (CC 25)			1	94,798	73,482.74	94,798.00	1	97,406	1	97,406	97,406
99.	PPAT	*Police Officer Night	(L7.5) (CC 25)			1	88,185	62,882.08	88,185.00	1	97,406	1	97,406	97,406
100.	PPAT	*Police Officer Night	(L7.5) (CC 25)			1	89,307	68,702.50	89,307.00	1	102,616	1	102,616	102,616
101.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	85,734	63,623.70	85,734.00	1	93,510	1	93,510	93,510
102.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	91,007	66,397.93	91,007.00	1	93,510	1	93,510	93,510
103.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	84,657	60,366.88	84,657.00	1	93,510	1	93,510	93,510
104.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	84,657	60,366.82	84,657.00	1	93,510	1	93,510	93,510
105.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	83,423	62,385.12	83,423.00	1	93,510	1	93,510	93,510
106.	PPAT	*Police Officer Night	(L7.5) (CC 10)			1	83,423	62,269.73	83,423.00	1	85,718	1	85,718	85,718
107.	PPAT	*Police Officer Night	(L7.5) (CC 10)			1	83,423	63,067.48	83,423.00	1	98,511	1	98,511	98,511
108.	PPAT	*Police Officer Night	(L7.5)			1	75,839	58,613.76	75,839.00	1	77,925	1	77,925	77,925
109.	PPAT	*Police Officer Night	(L7.5)			1	71,445	56,314.28	71,445.00	1	77,925	1	77,925	77,925
110.	PPAT	*Police Officer Night	(CC 20)			1	84,657	60,366.80	84,657.00	1	86,986	1	86,986	86,986
111.	PPAT	*Police Officer Night	(CC 20)			1	84,657	62,101.88	84,657.00	1	86,986	1	86,986	86,986
112.	PPAT	*Police Officer Night	(CC 20)			1	84,657	59,812.87	84,657.00	1	86,986	1	86,986	86,986
113.	PPAT	*Police Officer Night	(CC 20)			1	84,657	61,523.48	84,657.00	1	86,986	1	86,986	86,986
114.	PPAT	*Police Officer Night	(CC 20)			1	84,657	60,366.80	84,657.00	1	86,986	1	86,986	86,986
115.	PPAT	*Police Officer Night	(CC 20)			1	84,657	61,033.76	84,657.00	1	86,986	1	86,986	86,986
116.	PPAT	*Police Officer Night	(CC 20)			1	84,657	65,323.48	84,657.00	1	91,638	1	91,638	91,638
117.	PPAT	*Police Officer Night	(CC 20)			1	84,657	56,345.76	84,657.00	1	91,638	1	91,638	91,638
118.	PPAT	*Police Officer Night	(CC 20)			1	84,657	65,072.18	84,657.00	1	86,986	1	86,986	86,986
119.	PPAT	*Police Officer Night	(CC 20)			1	84,657	66,202.24	84,657.00	1	86,986	1	86,986	86,986
120.	PPAT	*Police Officer Night	(CC 20)			1	84,657	49,002.54	84,657.00	1	86,986	1	86,986	86,986
121.	PPAT	*Police Officer Night	(CC 20)			1	84,657	66,449.14	84,657.00	1	86,986	1	86,986	86,986
122.	PPAT	*Police Officer Night				1	70,548	53,840.24	70,548.00	1	72,489	1	72,489	72,489
123.	PPAT	*Police Officer Night				1	70,548	51,269.84	70,548.00	1	72,489	1	72,489	72,489

POLICE

PERSONNEL

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
124. PPAT	*Police Officer Night		1	70,548	1	70,548	50,787.89	70,548.00	1	72,489	1	72,489	72,489
125. PPAT	*Police Officer Night		1	70,548	1	70,548	53,840.24	70,548.00	1	72,489	1	72,489	72,489
126. PPAT	*Police Officer Night		1	70,548	1	70,548	50,627.24	70,548.00	1	72,489	1	72,489	72,489
127. PPAT	*Police Officer Night		1	70,548	1	70,548	50,305.94	70,548.00	1	72,489	1	72,489	72,489
128. PPAT	*Police Officer Night		1	70,548	1	70,548	51,751.79	70,548.00	1	72,489	1	72,489	72,489
129. PPAT	*Police Officer Night	(CC 25)	1	70,548	1	70,548	29,660.12	43,487.00	1	90,610	1	90,610	90,610
130. PPAT	*Police Officer Night	(CC 20)	1	84,657	1	84,657	42,666.52	70,274.06	1	86,986	1	86,986	86,986
131. PPAT	*Police Officer Night	(CC 20)	1	86,532	1	86,532	30,648.66	86,532.00	1	86,986	1	86,986	86,986
132. PPAT	*Police Officer Night	(CC 20)	1	84,657	1	84,657	30,648.66	84,657.00	1	86,986	1	86,986	86,986
133. PPAT	*Police Officer Night	(CC 20)	1	77,608	1	77,608	43,324.03	57,147.00	1	86,986	1	86,986	86,986
134. PPAT	*Police Officer Night	(CC 20)	1	77,250	1	77,250	19,991.91	33,819.00	1	86,986	1	86,986	86,986
135. PPAT	*Police Officer Night	(CC 20)	1	70,548	1	70,548	10,111.31	27,586.00	1	86,986	1	86,986	86,986
136. PPAT	Police Officer Night	(CC 20)	1	95,680	1	95,680	34,199.97	48,296.00	1	86,986	1	86,986	86,986
137. PPAT	Police Officer Night	(CC 20)	1	94,798	1	94,798	24,326.28	42,383.00	1	86,986	1	86,986	86,986
138. PPAT	*Police Officer Night	(CC 20)	1	77,608	1	77,608	69,747.29	70,817.67	1	86,986	1	86,986	86,986
139. PPAT	*Police Officer Night	(CC 20)	1	86,532	1	86,532	74,361.55	75,577.01	1	86,986	1	86,986	86,986
140. PPAT	Police Officer Night	(CC 20)	1	97,010	1	97,010	97,366.49	98,704.46	1	86,986	1	86,986	86,986
141. PPAT	Police Officer Night	(CC 20)	1	93,130	1	93,130	86,445.23	87,729.69	1	86,986	1	86,986	86,986
142. PPAT	*Police Officer Maint	(L10.5) (CC 10)	1	85,369	1	85,369	66,295.35	85,369.00	1	87,717	1	87,717	87,717
143. PPAT	*Police Officer Safety	(L10.5) (CC 10)	1	85,369	1	85,369	66,684.22	85,369.00	1	87,717	1	87,717	87,717
144. PPAT	*Police Officer SRO	(L9.5) (CC 25)	1	90,969	1	90,969	70,465.79	90,969.00	1	93,471	1	93,471	93,471
145. PPAT	*Police Officer SRO	(L8.5) (CC 25)	1	90,138	1	90,138	69,642.56	90,138.00	1	92,617	1	92,617	92,617
146. PPAT	*Police Officer SRO	(L8.5) (CC 25)	1	90,138	1	90,138	65,947.20	90,138.00	1	92,617	1	92,617	92,617
147. PPAT	*Police Officer SRO	(L8.5) (CC 20)	1	86,532	1	86,532	66,856.73	86,532.00	1	88,913	1	88,913	88,913
148.	*Cadet Program		1	49,527	1	49,527	36,887.97	49,527.00	1	52,865	1	52,865	52,865
149.	*Cadet Program		1	48,746	1	48,746	36,240.87	48,746.00	1	52,031	1	52,031	52,031
150.	*Cadet Program		1	48,746	1	48,746	36,426.03	48,746.00	1	52,031	1	52,031	52,031
151.	*Cadet Program		1	49,527	1	49,527	18,269.73	49,527.00	1	48,681	1	48,681	48,681
152.	*Cadet Program		1	45,987	1	45,987	27,012.06	29,416.00	1	45,489	1	45,489	45,489
153. TRAF	School Traffic Supervisor		43	353,934	43	353,934	268,758.99	353,934.00	43	375,872	43	375,872	375,872
154.	*Business Manager	15-6 (L11)	1	107,457	1	107,457	80,666.38	107,457.00	1	110,413	1	110,413	110,413
155. SPMG	*Animal Control Officer	11-6 (L9)	1	77,162	1	77,162	62,391.91	77,162.00	1	83,286	1	83,286	83,286
156.	*Administrative Assistant	10-6 (L11)	1	76,007	1	76,007	57,057.37	76,007.00	1	78,097	1	78,097	78,097
157.	*Office Coordinator	9-6 (L10)	1	69,222	1	69,222	51,963.71	69,222.00	1	71,778	1	71,778	71,778
158.	*Principal Office Assistant	8-6 (L9)	1	64,792	1	64,792	48,638.13	64,792.00	1	66,574	1	66,574	66,574
159.	*Principal Office Assistant	8-5	1	55,417	1	55,417	41,332.12	55,417.00	1	59,164	1	59,164	59,164

POLICE

PERSONNEL

Bargaining Unit      Position      FY 2019 Grade-Step			FY 2017		FY 2018			FY 2019						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval	
160.	*Proj Coord - Community Policing				1	28,645	21,503.13	28,645.00	1	29,432	1	29,432	29,432	
161.	Animal Inspector					1,500	1,126.14	1,500.00		1,500		1,500	1,500	
162.	School Safety Officer					3,105	2,330.96	3,105.00		3,105		3,105	3,105	
163.	Part Time					42,290	20,025.63	26,371.00		43,040		28,220	28,220	
Subtotal			202	14,482,377.85	202	15,202,676	11,249,369.65	14,910,585.89	202	15,756,546		202	15,741,726	15,741,726

Summary of Changes

Adjustments to FY 2018 Positions

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

413,160

Explanation

Per contractual obligation for Longevity Increases there'll be 14 police officers; 1 ACO; 1 assoc off asst; & 2 STSs; for Longevity Eligible there'll be for 1 police officer & 5 STSs; for Step Raises there'll be 17 police officers + 8 new police officers; 1 prin off asst; & 5 police cadets; and for College Incentive Increases there'll be 17 police officers + 8 new police officers.

Part Time

(14,070)

Reduction in funding. New FT Associate Office Assistant recommended.

New Positions

PPAT Police Officer SRO

This would increase the School Resource Officers from 4 to 11 so there would be one in each school, plus one floater  
St Pol Ofc for 6 mos (@ 52,412) = \$26,206 + Pol Ofc St1 Day w-20% Coll for 6 mos. w-5 Hol = \$37,974 TOTAL = \$64,180 ea.  
Mayor: 7 positions funded for 9 months.

Principal Office Assistant

8-1

FT Principal Office Assistant in the Chief's office - administrative requirements are continually expanding, which deeply affects the productiveness of the office and the department as a whole.

Associate Office Assistant

7-1

Mayor: Request funded as Associate Office Assistant

TRAF School Traffic Supervisor

2 new posts will be added due to bus routes being eliminated for Fitzgerald School

Subtotal

Grand Total

202	14,482,377.85	202	15,202,676	11,249,369.65	14,910,585.89	213	16,337,406		212	16,124,589	16,124,589
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8	513,440	7	318,220	318,220
1	50,450		0	0
		1	47,673	47,673
2	16,970	2	16,970	16,970
11	580,860	10	382,863	382,863

POLICE

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-210-5100</b>									
5111 Salaries - Full Time	4,556,782.73	3,612,543.92	3,763,925.00	2,731,894.77	4,983,094.00	3,921,700.00	140,178.00	3,904,103.00	3,904,103.00
5112 Wages - Full Time	9,298,873.93	7,298,120.52	7,529,044.00	5,468,247.45	9,568,952.89	8,327,131.00	602,867.00	8,131,911.00	8,131,911.00
5121 Salaries - Part Time	312,221.61	338,788.38	358,539.00	272,216.09	358,539.00	397,447.00	38,908.00	397,447.00	397,447.00
5131 Overtime	1,952,260.47	1,270,870.59	1,000,000.00	1,464,765.76	1,785,225.85	1,100,000.00	0.00	1,000,000.00	1,000,000.00
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	1,165,367.06	969,173.07	976,636.00	988,843.90	988,843.90	972,076.00	(4,560.00)	972,076.00	972,076.00
5142 College Credits	1,685,169.13	1,780,696.63	1,893,886.00	1,376,757.42	1,893,886.00	1,970,650.00	76,764.00	1,970,650.00	1,970,650.00
5143 Holiday	630,489.58	483,055.33	718,500.00	411,410.02	687,741.54	757,155.00	38,655.00	757,155.00	757,155.00
5148 STS-CPR Stipend				12,000.00	12,000.00	13,950.00	13,950.00	13,950.00	13,950.00
Receipt Offset - Grant	(181,362.03)	(97,646.22)	(25,000.00)		(40,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)
<b>General Expenses 001-210-5200</b>									
5241 Equipment Repair/Maint	4,864.18	4,495.50	5,000.00		3,000.00	3,000.00	(2,000.00)	3,000.00	3,000.00
5242 Office Equipment Repair/Maint	3,144.95	3,025.60	3,000.00	3,733.40	4,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	30,808.80	32,014.75	36,000.00	30,916.00	36,000.00	36,000.00	0.00	36,000.00	36,000.00
5255 Vehicle Washing	4,459.50	5,103.00	6,000.00	2,844.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5291 Custodial Services	5,755.91	4,793.55	7,000.00	4,531.90	7,800.00	8,000.00	1,000.00	8,000.00	8,000.00
5306 Medical Services	80,241.32	79,663.56	119,000.00	58,915.38	105,000.00	105,000.00	(19,000.00)	100,000.00	100,000.00
5312 Training	26,096.31	30,264.32	30,000.00	27,385.01	45,000.00	40,000.00	10,000.00	40,000.00	40,000.00
5340 Communication	48,769.58	52,325.91	49,000.00	42,756.91	52,644.71	49,000.00	0.00	49,000.00	49,000.00
5342 Postage	1,313.95	2,015.69	2,000.00	66.43	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5343 Printing	4,295.80	3,334.73	3,500.00	1,591.25	4,800.00	5,000.00	1,000.00	4,500.00	4,500.00
5386 Accreditation	2,546.89	2,442.48	2,500.00	1,805.16	3,156.13	3,000.00	500.00	3,000.00	3,000.00
5420 Office Supplies	7,296.96	4,035.95	9,000.00	3,908.96	9,435.65	9,000.00	(1,000.00)	8,000.00	8,000.00
5424 Computer Supplies	10,126.00	10,506.48	9,500.00	3,907.37	9,500.00	9,500.00	0.00	9,500.00	9,500.00
5430 Building Supplies	2,401.90	4,254.02	6,000.00	1,138.65	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5470 Public Safety Supplies	9,512.46	9,592.34	12,500.00	3,030.83	10,000.00	12,500.00	(2,500.00)	10,000.00	10,000.00
5490 Food Supplies	2,326.79	3,293.57	3,000.00	1,645.11	4,500.00	4,500.00	1,500.00	4,500.00	4,500.00
5500 Medical Supplies	3,330.01	274.28	1,000.00	417.10	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	1,367.80	3,377.85	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	770.47	725.25	750.00	497.95	950.00	750.00	0.00	750.00	750.00
5582 Photo Supplies	1,404.88		500.00	253.14	753.14	500.00	0.00	500.00	500.00
5587 Tools	255.40	778.18	500.00		500.00	500.00	0.00	500.00	500.00
5730 Dues	2,425.00	2,659.00	3,400.00	2,800.00	3,900.00	4,150.00	750.00	4,150.00	4,150.00
5733 Licenses Taxi / Medallions	1,102.50	737.00	1,250.00	62.00	1,000.00	1,000.00	(250.00)	1,000.00	1,000.00

**POLICE**

**EXPENDITURES**

		FY 2016	FY 2017	FY 2018		FY 2019				
		Actual	Actual	July - March	Estimated					
Classification		Expenditures	Expenditures	Budget	Actual Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval	
Equipment & Unusual 001-210-5400										
5306	Boarding / Care of Animals	1,668.78	2,673.48	5,000.00	1,010.27	5,123.25	5,000.00	0.00	5,000.00	5,000.00
5312	Training Academy Fee	6,199.98	6,199.98	6,200.00	5,236.70	5,166.70	7,435.00	1,235.00	7,435.00	7,435.00
5315	Legal Issues	37,125.00	38,375.00	39,900.00	2,399.00	39,900.00	41,900.00	2,000.00	41,900.00	41,900.00
5392-21	COP	2,377.71	1,489.32	3,000.00	1,034.32	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22	SRO / GREAT	3,892.87	3,475.99	4,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5392-23	Domestic Violence			500.00		500.00	500.00	0.00	500.00	500.00
5392-24	K-9 Unit	1,744.06	623.88	3,000.00		0.00	3,000.00	0.00	3,000.00	3,000.00
5392-25	NEMLEC	10,690.32	8,779.70	12,500.00	10,951.74	16,214.51	14,500.00	2,000.00	14,500.00	14,500.00
5392-26	Recreational - PAL	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5392-27	PAL-Summer Youth Program	3,000.00	2,791.86	3,000.00	2,279.71	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5850	Safety Equipment	1,743.62	5,975.84	4,000.00	3,660.36	4,263.62	6,000.00	2,000.00	6,000.00	6,000.00
5852	Firearm Range Service		27,296.20	25,500.00		25,500.00	29,500.00	4,000.00	29,500.00	29,500.00
5853	Firearms/ Ammunition	55,959.60	56,474.17	65,000.00	32,364.00	97,364.00	65,000.00	0.00	65,000.00	65,000.00
5856	Photography Equipment	999.90		1,000.00	3,000.00	3,000.00	1,000.00	0.00	1,000.00	1,000.00
5871	Bicycle Equipment		2,000.00	2,000.00	959.89	4,000.00	3,000.00	1,000.00	3,000.00	3,000.00
5872	Cruiser Equipment	3,240.65	3,683.50	7,000.00	4,477.30	9,878.30	7,000.00	0.00	7,000.00	7,000.00
5875	Mobile Radios & Equipment	2,769.50		3,000.00	3,000.00	6,000.00	3,000.00	0.00	3,000.00	3,000.00
Special Items 001-210-5500										
5190	Uniform Allowance 146 @ 1,150 / 1 @ 2,300	158,000.00	170,200.00	170,200.00	173,400.00	175,200.00	179,400.00	9,200.00	179,400.00	179,400.00
5190	Uniform Allowance (Repair/Replace)	4,822.65	1,966.94				8,750.00	8,750.00	8,750.00	8,750.00
5196	Uniforms-Special Positions	13,477.53	7,045.80	17,500.00	4,054.89	19,214.64	17,500.00	0.00	17,500.00	17,500.00
5197	Uniform Allowance Civilians	1,364.00	2,833.87	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198	Uniform Allowance STS 45 @ 425	12,375.00	12,000.00	16,125.00	12,375.00	24,875.00	19,125.00	3,000.00	19,125.00	19,125.00
5198	Uniform Allowance - STS / new hires	4,471.79	2,315.59	4,000.00	5,197.88	4,000.00	5,600.00	1,600.00	5,600.00	5,600.00
5471	Patches & Badges	2,386.05	2,482.07	2,500.00	858.89	2,500.00	5,000.00	2,500.00	5,000.00	5,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increases due to contractual obligation.	100,000.00
5142 College Credits	Increases due to contractual obligation.	76,764.00
5143 Holiday	Increases due to contractual obligation.	38,655.00
5148 STS-CPR Stipend	Increases due to contractual obligation & the need to budget for all members.	13,950.00
5242 Office Equipment Repair/Maint	There has been an increase in maintenance renewals and there are newly acquired overage charges for our copy machine usage.	1,000.00
5291 Custodial Services	This reflects an increased need for bio-hazardous management - needle boxes, contaminated cruiser & prisoner cell sanitizing.	1,000.00
5312 Training	Recertification that officers have been paying out of pocket, such as ACTAR; plus there'll be more active shooting training & training required for the new 8 SROs.	10,000.00

POLICE

EXPENDITURES

Classification	FY 2016	FY 2017	Budget	FY 2018	Estimated Expenditures Thru 6/30/18	Department Request	FY 2019		
	Actual Expenditures	Actual Expenditures		July - March Actual Expenditures			Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b><u>Department Explanation for Requested Increases</u></b>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5343 Printing	There have been price increases for forms that we are required to use such as Dom Viol Rights, trip cards, detail cards; & w-new personnel & promotions there will be a need for new business cards.					1,500.00			
5386 Accreditation	The MA Police Accreditation fee structure has changed and will increase from \$1,250 to \$2,400. Note: over 13 yrs it has only increased from \$1,000 to \$1,250.					500.00			
5490 Food Supplies	We anticipate an increase in the cost of prisoner meals; & we will be hosting more training/conferences where food will be required & we receive complimentary or reduced fee training.					1,500.00			
5730 Dues	The cost of annual dues and memberships has increased for NOTA, MCOPA, SROs.					750.00			
5312 Training Academy Fee	Increase due to CBA - the number of officers eligible to be reimbursed fluctuates annually.					1,235.00			
5315 Legal Issues	Increase due to CBA - we anticipate that the number of police officers will increase during this fiscal year.					2,000.00			
5392-25 NEMLEC	Dues are increasing, and there is a need to replace uniform items & equipment for new officers, & motor unit members replacing those who have left.					2,000.00			
5392-26 Recreational - PAL	There are more youth involved in the PAL programs; costs are increasing; and there is no fundraiser being held this year.					1,000.00			
5392-27 PAL-Summer Youth Program	There are more youth involved in the PAL programs; costs are increasing; and there is no fundraiser being held this year.					1,000.00			
5850 Safety Equipment	Upon review of the spending history this account requires an increase for unforeseen equipment replacement.					2,000.00			
5852 Firearm Range Service	We anticipate an increase of approximately 15% during this fiscal budget.					4,000.00			
5871 Bicycle Equipment	There has been an increase in the cost of tune-ups & repairs, particularly as it relates to electric bicycles.					1,000.00			
5190 Uniform Allowance 146 @ 1,150 / 1 @ 2,300	This increase for uniform allowance is due to a contractual increase; plus our request to add 8 new SROs at a cost of \$1,150 ea.					17,950.00			
5198 Uniform Allowance STS 45 @ 425 / new hires	45 @ \$425 per CBA; plus \$5,600 for new hires					4,600.00			
5471 Patches & Badges	Increase due to necessary items for new hires; also we must replenish the police patch supply, which is done every few years.					2,500.00			
<b>COST SUMMARY BY CLASSIFICATION</b>									
Personnel	19,419,802.48	15,655,602.22	16,265,530.00	12,726,135.41	20,288,283.18	17,485,109.00	906,762.00	17,172,292.00	17,172,292.00
General Expenses	254,617.36	259,713.01	311,400.00	192,206.55	317,939.63	311,400.00	(9,000.00)	302,400.00	302,400.00
Equipment & Unusual	134,411.99	162,838.92	187,600.00	77,373.29	229,910.38	201,835.00	14,235.00	201,835.00	201,835.00
Special Items	196,897.02	198,844.27	212,825.00	195,886.66	228,289.64	237,875.00	25,050.00	237,875.00	237,875.00
Total Operating Budget	20,005,728.85	16,276,998.42	16,977,355.00	13,191,601.91	21,064,422.83	18,236,219.00	937,047.00	17,914,402.00	17,914,402.00

## DISPATCH

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Calls For Service	33,258	34,500	34,750
Police - CAD entries	47,164	50,000	50,500
Fire	8,716	9,200	9,350
Medical	7,712	7,950	8,000
EMD Quality Control Reviews	1,540	1,625	1,650
Police Quality Controls	520	600	625
<div> <div>City Funding: \$2,000,117</div> <div>State Funding: \$100,000</div> </div>			



## DISPATCH

## PERSONNEL

Bargaining Unit Position	FY 2019 Grade-Step	FY 2017	FY 2018			FY 2019			
		# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	# Department Request	# Recommendation	Mayor's	Council Approval
1. SPMG Chief Emerg Tele Disp	14-5 (L11)		1 95,705	66,349.99	95,705.00	1 99,391	1 99,391	99,391	99,391
2. FAOP *ETD Supervisor	(L6)		1 78,338	59,679.31	78,338.00	1 76,887	1 82,799	82,799	82,799
3. FAOP *ETD Supervisor Night	(L6)		1 82,095	64,219.90	82,095.00	1 82,095	1 88,406	88,406	88,406
4. FAOP *ETD Supervisor Night	(L5)		1 83,644	66,228.26	83,644.00	1 81,320	1 87,572	87,572	87,572
5. FAOP *Sr Fire Alarm Operator Nigh	(L7)		1 82,869	63,960.49	82,869.00	1 82,869	1 89,240	89,240	89,240
6. FAOP *Emerg Tel Dispatcher	6 (L7)		1 65,539	50,299.27	65,539.00	1 66,158	1 71,244	71,244	71,244
7. FAOP *Emerg Tel Dispatcher	6 (L5)		1 64,921	50,245.88	64,921.00	1 64,921	1 69,913	69,913	69,913
8. FAOP *Emerg Tel Dispatcher	6		1 61,111	47,984.20	61,111.00	1 61,829	1 66,583	66,583	66,583
9. FAOP *Emerg Tel Dispatcher	5		1 59,815	44,383.67	59,815.00	1 58,081	1 62,555	62,555	62,555
10. FAOP *Emerg Tel Dispatcher Night	6 (L6)		1 69,952	55,148.95	69,952.00	1 69,952	1 75,331	75,331	75,331
11. FAOP *Emerg Tel Dispatcher Night	6 (L6)		1 69,308	53,827.03	69,308.00	1 69,952	1 75,331	75,331	75,331
12. FAOP *Emerg Tel Dispatcher Night	6 (L5)		1 69,292	54,985.26	69,292.00	1 69,292	1 74,620	74,620	74,620
13. FAOP *Emerg Tel Dispatcher Night	6 (L5)		1 69,292	53,903.65	69,292.00	1 69,292	1 74,620	74,620	74,620
14. FAOP *Emerg Tel Dispatcher Night	6		1 65,993	51,575.51	65,993.00	1 65,993	1 71,067	71,067	71,067
15. FAOP *Emerg Tel Dispatcher Night	6		1 65,993	50,425.55	65,993.00	1 65,993	1 71,067	71,067	71,067
16. FAOP *Emerg Tel Dispatcher Night	4		1 69,292	42,871.42	69,292.00	1 59,645	1 64,230	64,230	64,230
17. FAOP *Emerg Tel Dispatcher Night	4		1 56,210	40,235.75	56,210.00	1 59,645	1 64,230	64,230	64,230
18. FAOP *Emerg Tel Dispatcher Night	4		1 56,210	42,738.20	57,113.93	1 59,645	1 64,230	64,230	64,230
19. FAOP *Emerg Tel Dispatcher Night	3		1 66,776	48,942.64	63,318.37	1 58,948	1 63,473	63,473	63,473
20. FAOP *Emerg Tel Dispatcher Night	3		1 66,776	28,615.25	42,165.02	1 58,948	1 63,473	63,473	63,473
21. FAOP *Emerg Tel Dispatcher Night	3		1 65,993	17,497.81	31,608.26	1 58,245	1 62,729	62,729	62,729
22. FAOP *Emerg Tel Dispatcher Night	3		1 69,952	19,960.75	33,047.01	1 58,245	1 62,729	62,729	62,729
23. FAOP *Emerg Tel Dispatcher Night	3		1 69,292	9,462.08	21,722.38	1 58,245	1 62,729	62,729	62,729
24. FAOP *Emerg Tel Dispatcher Night	3		1 69,292	15,023.38	29,192.33	1 58,245	1 62,729	62,729	62,729
<b>Subtotal</b>		<b>22.5 1,558,810.88</b>	<b>24 1,673,660</b>	<b>1,098,564.20</b>	<b>1,487,536.30</b>	<b>24 1,613,836</b>	<b>24 1,730,291</b>	<b>1,730,291</b>	<b>1,730,291</b>

## DISPATCH

## PERSONNEL

Bargaining Unit Position FY 2019 Grade-Step

FY 2017		FY 2018				FY 2019				
Actual		July - March		Estimated	Department		Mayor's		Council	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/18	#	Request	#	Recommendation	Approval

## Summary of Changes

Adjustments to FY 2018 Positions

Step Raises/Longevity/Contract Settlement included in \* position salary 69,378

Explanation

Per contractual obligation there'll be Step Raises for 11 ETDs; plus Longevity Increase for 1 ETD.

SPMG Chief Emerg Tele Disp 14-5 (L11) 3,686

To change the Chief ETD's steps so there is an 18% rank differential between Day Supervisor and Chief ETD effective July 1st.  
(Recommended)

New Positions

FAOP Emerg Tel Dispatcher Night

To provide optimal staffing levels due to dispatching protocols.  
ETD St1N for 6 mos. = 26,231 + 6 Hol = 1,505 St1 total = \$27,736 ETD St2N  
for 6 mos. = 27,174 + 5 Hol = 1,299.30 St2 total = \$28,474 TOTAL: \$56,210

1	56,210	1	56,210	56,210
1	56,210	1	56,210	56,210

Subtotal

Grand Total

22.5	1,558,810.88	24	1,673,660	1,098,564.20	1,487,536.30	25	1,670,046	25	1,786,501	1,786,501
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## DISPATCH

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-215-5100</b>									
5112 Wages - Full Time	1,400,495.74	1,402,636.39	1,531,468.00	991,743.15	1,366,507.53	1,556,329.00	129,274.00	1,660,742.00	1,660,742.00
5131 Overtime - Callbacks Nt	246,072.91	323,730.91	250,000.00	275,363.03	284,900.00	225,000.00	(25,000.00)	225,000.00	225,000.00
5141 Longevity	48,706.75	72,993.04	63,148.00	42,886.31	42,886.31	38,216.00	(21,993.00)	41,155.00	41,155.00
5143 Holiday	81,581.52	83,181.45	89,670.00	63,934.74	78,142.46	83,390.00	3,434.00	93,104.00	93,104.00
5144 Out of Grade / FTO	8,470.54	8,471.76	24,775.00	6,164.19	10,872.53	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(163,666.66)	(169,411.94)	(100,000.00)		(125,000.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
<b>General Expenses 001-215-5200</b>									
5242 Office Equipment Repair/Maint	500.00		2,000.00	504.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5312 Training E-911	7,040.00	1,919.40	13,696.00	3,492.00	13,696.00	13,696.00	0.00	13,696.00	13,696.00
5340 Communication	19,995.00	25,194.95	20,195.00	20,194.95	20,195.00	20,195.00	0.00	20,195.00	20,195.00
5342 Postage	61.00	50.00	50.00		50.00	50.00	0.00	50.00	50.00
5420 Office Supplies	688.15	1,193.32	1,000.00	1,154.38	1,400.00	1,400.00	400.00	1,400.00	1,400.00
5424 Computer Supplies	920.00	823.78	1,400.00	88.00	1,000.00	1,000.00	(400.00)	1,000.00	1,000.00
5430 Building Supplies	840.71	837.08	1,000.00	399.95	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5470 Public Safety Supplies			300.00	234.00	2,177.00	300.00	0.00	300.00	300.00
5730 Dues	221.08		300.00		300.00	300.00	0.00	300.00	300.00
<b>Special Items 001-215-5500</b>									
5190 Uniform Allowance/Clothing Maint @ 500 /ea	8,800.00	8,800.00	12,000.00	8,400.00	8,400.00	10,000.00	400.00	12,400.00	12,400.00
5190 Uniform Allowance/Clothing Maint (Repair/Replace)				2,270.70	4,000.00	2,400.00	3,000.00	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Upon review of spending history this acct requires an increase where another acct is being decreased.	400.00
5190 Uniform Allowance/Clothing Maint @ 400 /ea	23 ETDs @ \$400 ea; up to \$400 reimbursable for Chief ETD; 1 new ETD position; & \$2,400 for replacement/new hires.	400.00

## COST SUMMARY BY CLASSIFICATION

<b>Personnel</b>	1,621,660.80	1,721,601.61	1,859,061.00	1,380,091.42	1,658,308.83	1,827,710.00	85,715.00	1,944,776.00	1,944,776.00
<b>General Expenses</b>	30,265.94	30,018.53	39,941.00	26,067.28	41,818.00	39,941.00	0.00	39,941.00	39,941.00
<b>Equipment &amp; Unusual</b>									
<b>Special Items</b>	8,800.00	8,800.00	12,000.00	10,670.70	12,400.00	12,400.00	3,400.00	15,400.00	15,400.00
<b>Total Operating Budget</b>	<u>1,660,726.74</u>	<u>1,760,420.14</u>	<u>1,911,002.00</u>	<u>1,416,829.40</u>	<u>1,712,526.83</u>	<u>1,880,051.00</u>	<u>89,115.00</u>	<u>2,000,117.00</u>	<u>2,000,117.00</u>

## PURCHASING

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	46,141	27,514
Pension Administration	4,076	2,319
Medical & Life Insurance	66,595	71,158
Heat, Light, Water	8,706	8,851
Building Repair & Maintenance	16,532	9,365
Building Insurance	466	545
<b>Total</b>	<b>\$142,516</b>	<b>\$119,752</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Contracts Bid	61	81	80
Number of PO's w/ values of \$1,000+	2,672	2,700	3,000
Number of PO's w/ values of \$999.00 or less	2,383	2,400	2,400

**PURCHASING**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019			
Bargaining Unit	Position	FY 2019 Grade-Step	Actual	July - March		Estimated	Department Request		Mayor's Recommendation		Council Approval
			#	Budget	Actual Expenditures	Expenditures Thru 6/30/18					
1.	*Purchasing Agent	16-6	1	104,039	78,100.57	104,324.12	1	106,900	1	106,900	106,900
2.	*Administrative Assistant	10-5	1	62,021	46,177.47	61,193.10	1	66,220	1	66,220	66,220
3.	Administrative Assistant	10-1	1	76,007	57,057.36	71,254.71	1	58,080	1	58,080	58,080
4.	Insurance & Claims Admin			2,700	2,026.82	2,700.00		2,700		2,700	2,700
5.	Part Time			7,500	4,235.00	6,136.00		7,000		7,000	7,000
Subtotal			3	241,764.61	3	252,267	187,597.22	245,607.93	3	240,900	240,900

**Summary of Changes**

**Adjustments to FY 2018 Positions**

Step Raises/Longevity/Compensation 7,060  
Ordinance included in \* position salary

Administrative Assistant 10-1 (17,927)

Part Time (500)

**Explanation**

New employee to be hired at lower step

Reduction in funding

**New Positions/Stipend**

Energy Coordinator

Organizing, submitting and overseeing energy related programs and incentives, producing grants and savings to the City. Electric car Chargers, Green Communities, LED replacement, solar energy, electric and gas rates, electricity aggregation, MVP grant and program (Municipal Vulnerability Preparedness), Steam Trap grant coordination, Ice Bear technology

Part Time

**Subtotal**

**Grand Total**

2,700	3,000	3,000
0	2,700	0
0	3,000	3,000

3	241,764.61	3	252,267	187,597.22	245,607.93	3	243,600	3	243,900	243,900
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**PURCHASING**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	July - March Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-138-5100</b>									
5111 Salaries - Full Time	252,207.22	233,866.39	242,067.00	181,335.40	236,771.93	231,200.00	(10,867.00)	231,200.00	231,200.00
5121 Salaries - Part Time	2,700.00	7,898.22	10,200.00	6,261.82	8,836.00	12,400.00	2,500.00	12,700.00	12,700.00
<b>General Expenses 001-138-5200</b>									
5192 Mileage	105.60	203.56	250.00	84.00	150.00	200.00	(50.00)	200.00	200.00
5242 Office Equipment Repair/Maint	901.81	385.94	350.00	190.00	500.00	500.00	150.00	500.00	500.00
5312 Training	1,120.00	546.50	500.00	619.00	600.00	600.00	100.00	600.00	600.00
5341 Advertising	395.95	482.49	500.00	69.24	200.00	270.00	(230.00)	270.00	270.00
5342 Postage	700.62	673.24	650.00	398.19	600.00	600.00	(50.00)	600.00	600.00
5343 Printing	74.95	38.22	200.00		50.00	50.00	(150.00)	50.00	50.00
5420 Office Supplies	2,125.04	2,737.66	2,250.00	1,439.36	1,600.00	2,250.00	0.00	2,250.00	2,250.00
5730 Dues	175.00	500.00	500.00	175.00	300.00	300.00	(200.00)	300.00	300.00
<b>Special Items 001-138-5500</b>									
5741 Auto Insurance	81,811.00	85,908.78	89,000.00	44,534.00	50,000.00	70,000.00	(19,000.00)	70,000.00	70,000.00
5742 Building Insurance	151,717.16	177,276.92	215,000.00	232,880.52	230,579.52	250,000.00	35,000.00	250,000.00	250,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Increase offset by decrease in other operating accounts	150.00
5312 Training	Increase offset by decrease in other operating accounts	100.00
5742 Building Insurance	Anticipated more building insurance for City projects	35,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	254,907.22	241,764.61	252,267.00	187,597.22	245,607.93	243,600.00	(8,367.00)	243,900.00	243,900.00
<b>General Expenses</b>	5,598.97	5,567.61	5,200.00	2,974.79	4,000.00	4,770.00	(430.00)	4,770.00	4,770.00
<b>Equipment &amp; Unusual</b>									
<b>Special Items</b>	233,528.16	263,185.70	304,000.00	277,414.52	280,579.52	320,000.00	16,000.00	320,000.00	320,000.00
<b>Total Operating Budget</b>	<u>494,034.35</u>	<u>510,517.92</u>	<u>561,467.00</u>	<u>467,986.53</u>	<u>530,187.45</u>	<u>568,370.00</u>	<u>7,203.00</u>	<u>568,670.00</u>	<u>568,670.00</u>

## RECREATION

### STATEMENT OF OBJECTIVES:

To continue to organize, promote and develop a comprehensive cultural and recreational program that strives to accommodate and attract as many residents as possible which includes all ages, backgrounds, capabilities and interests. The opportunity to participate in various year round leisure time activities and to accomplish the above objectives through the administration, supervision and scheduling of all parks and recreation facilities. To provide recreational programs at the least possible cost per participant for activities and to promote public use of all facilities. The Department's main office is located in the Community and Cultural Center on Moody Street. The expanded space, resources and location lend to increased services, programs and diversity of population served. The opportunities at W.C.C. have allowed for the year-round middle school programs and increased adult offerings. Volunteer organizations have helped support the increasing interest in preserving, protecting, and enjoyment of the "open green space" and natural woodlands under the Department's jurisdiction for passive recreation choices. Looking ahead with an emphasis on programming and meeting the needs of all residents. The newly created after chill high school program has been a success in its first year. This is a program that is geared toward high school aged students that offers fund and entertaining opportunities in a safe environment. Full time staff and part time support staff work to create an abundance of opportunities and are focused on creating new programs that meet the community's ever changing needs.

### DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	79,852	158,581
Pension Administration	6,513	14,130
Medical & Life Insurance	223,629	235,239
Heat, Light, Water	5,119	4,717
Building Repair & Maintenance	67,544	31,683
Building Insurance	9,222	10,776
Motor Vehicle Insurance	1,273	1,609
Motor Vehicle Maint & Repair	21,278	23,122
<b>Total</b>	<b>\$414,430</b>	<b>\$479,857</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Total # of Rec Activities	659	664	684
Total Attend / Participants	218,005	219,202	219,288
Pre Revenue Cost/Participant	\$6.47	\$7.08	\$7.25
Total Revenue	\$458,094	\$459,671	\$459,789
Cost/Participant	\$4.38	\$4.99	\$5.15

**RECREATION**

**PERSONNEL**

			FY 2017		FY 2018			FY 2019					
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Recreation Board		10	11,000		11,000	8,598.78	11,000.00	10	11,000	10	11,000	11,000
2.	*Director of Recreation	18-4 (L10)	1	112,447		112,447	83,615.31	112,447.00	1	120,840	1	120,840	120,840
3.	*Asst Director Recreation	14-6 (L9)	1	87,277		87,277	73,954.92	87,277.00	1	101,597	1	101,597	101,597
4.	*Asst. Superintendent of Recreation	14-2	1	74,802		74,802	45,905.92	64,550.00	1	79,626	1	79,626	79,626
5.	Rec Super / Spec Needs	12-2	1	86,813		86,813	21,659.88	38,041.00	1	69,055	1	69,055	69,055
6.	*Rec Super / Teen Center	12-6	1	79,645		79,645	59,788.37	79,645.00	1	81,836	1	81,836	81,836
7.	*Recreation Supervisor	12-6	1	76,151		76,151	56,964.51	76,151.00	1	81,320	1	81,320	81,320
8.	*Recreation Supervisor	12-5	1	73,043		73,043	54,652.96	73,043.00	1	77,997	1	77,997	77,997
9.	*Administrative Assistant	10-6	1	68,475		68,475	51,403.18	68,475.00	1	70,358	1	70,358	70,358
10.	*Office Coordinator (PT 19 hrs)	9-6	0.5	35,041		35,041	21,122.13	35,041.00	0.5	36,005	0.5	36,005	36,005
11. LAB	Bldg Maint Person	7-6	1	55,004		55,004	41,648.70	55,004.00					
12.	Recreation Board Clerk					1,000	300.00	1,000.00		1,000		1,000	1,000
13.	Temporary / Seasonal					25,000	22,607.90	25,000.00		35,000		35,000	35,000
Subtotal			18.5	664,973.86	19.5	785,698	542,222.56	726,674.00	18.5	765,634		765,634	765,634



**RECREATION**

**PERSONNEL**

Bargaining Unit Position      FY 2019 Grade-Step

FY 2017		FY 2018				FY 2019				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures	Thru 6/30/18	#	Request	#	Recommendation	Approval

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary	42,698
Rec Super / Spec Needs      12-2	(17,758)
LAB Bldg Maint Craftsperson      9-6	6,488
Temporary / Seasonal	10,000

Explanation

New employee replaced at lower step

Promote Bldg Maint Person (7-6) to Bldg Maint Craftsperson (9-6). This increase in grade is due to the work that is being performed at The Waltham Community and Cultural Center located at 510 Moody Street that includes cleaning, painting, repairing equipment and General carpentry.

Cover Costs of increased nightly presence at Waltham Recreation Dept. Increase will allow a supervisory presence on weeknights/weekends at parks

1	61,492	1	61,492	61,492
1	61,492	1	61,492	61,492

New Positions

Subtotal

Grand Total

18.5	664,973.86	19.5	785,698	542,222.56	726,674.00	19.5	827,126	19.5	827,126	827,126
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**RECREATION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-630-5100</b>									
5111 Salaries - Full Time	635,931.04	564,235.93	658,653.00	447,945.05	599,629.00	682,629.00	23,976.00	682,629.00	682,629.00
5112 Wages - Full Time	53,651.33	49,674.41	55,004.00	41,648.70	55,004.00	61,492.00	6,488.00	61,492.00	61,492.00
5121 Salaries - Part Time	35,500.57	26,801.28	36,041.00	21,422.13	36,041.00	37,005.00	964.00	37,005.00	37,005.00
5122 Wages - Part Time	11,749.50	16,443.00	25,000.00	22,607.90	25,000.00	35,000.00	10,000.00	35,000.00	35,000.00
5131 Overtime	968.17	1,936.76	3,000.00	1,077.25	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	7,900.00	7,819.24	11,000.00	8,598.78	11,000.00	11,000.00	0.00	11,000.00	11,000.00
Offset from Rink for Off-Season Work	54,801.55	48,464.20	55,268.00	18,064.06	55,268.00	58,689.00	3,421.00	58,689.00	58,689.00
<b>General Expenses 001-630-5200</b>									
5192 Mileage	1,295.21	250.00	750.00		750.00	750.00	0.00	750.00	750.00
5213 Light	2,254.63								
5247 Alarms / Intrusion	4,403.30	3,275.04	3,200.00	2,364.69	3,200.00	3,200.00	0.00	3,200.00	3,200.00
5272 Office Equipment Rental	1,188.00	1,811.00	1,700.00	1,396.61	1,700.00	1,700.00	0.00	1,700.00	1,700.00
5312 Training				40.00	100.00	750.00	750.00	750.00	750.00
5342 Postage	317.63	280.30	300.00		300.00	300.00	0.00	300.00	300.00
5343 Printing	5,000.00	5,192.50	5,000.00	4,674.00	5,000.00	6,000.00	1,000.00	6,000.00	6,000.00
5420 Office Supplies	2,277.83	2,478.11	3,400.00	1,650.37	3,400.00	3,400.00	0.00	3,400.00	3,400.00
5460 Groundskeeping Supplies	866.90	450.75	525.00		525.00	525.00	0.00	525.00	525.00
5581 Clothing, Gloves, Shoes	725.00	1,500.00	1,500.00	750.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5730 Dues	500.00	450.00	500.00	425.00	500.00	500.00	0.00	500.00	500.00
<b>Equipment &amp; Unusual 001-630-5400</b>									
5300 Chill Zone Program (Middle & High School Programs)	32,115.02	31,011.59	42,000.00	30,013.14	42,000.00	42,000.00	0.00	42,000.00	42,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs)
5343 Printing	To cover cost of increased printing prices for promotional materials and marketing of programs

<u>Department Cost for Requested Increase</u>
750.00
1,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	800,502.16	715,374.82	843,966.00	561,363.87	784,942.00	888,815.00	44,849.00	888,815.00	888,815.00
<b>General Expenses</b>	18,828.50	15,687.70	16,875.00	11,300.67	16,975.00	18,625.00	1,750.00	18,625.00	18,625.00
<b>Equipment &amp; Unusual</b>	32,115.02	31,011.59	42,000.00	30,013.14	42,000.00	42,000.00	0.00	42,000.00	42,000.00
<b>Total Operating Budget</b>	<b>851,445.68</b>	<b>762,074.11</b>	<b>902,841.00</b>	<b>602,677.68</b>	<b>843,917.00</b>	<b>949,440.00</b>	<b>46,599.00</b>	<b>949,440.00</b>	<b>949,440.00</b>

### 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. During the summer season, recreational program instructors are hired to provide the Kaleidoscope program. The Kaleidoscope Program continues to be held at the Fitzgerald Elementary School and Msgr. McCabe playground, Monday through Fridays. Weekly enrollment numbers are (48) per week. Having the combination of indoor school facilities with newly renovated outdoor facilities provides top quality resources for program offering. Water Park facility attendants are hired to supervise the larger, heavily populated water spray park facilities. Smaller sites are unsupervised, but open the same hours each day. Hours of operations have been expanded to seven days a week and week night evenings. The traditional (8) week season has also been extended both prior and beyond the summer season to Labor Day when weather conditions permit. In 2018, (7) water spray parks will be open with (2) smaller spray areas offered at Thompson Playground and Nipper Maher Park. Graverson Playground is currently under construction and a new spray park will be built at that location operational for summer 2019.

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Kaleidoscope Attendance	1,799	1,789	1,800
Spray Park Attendance	7,262	8,420	8,673
Total Attendance	9,061	10,209	10,473
Cost/Participant	\$38.11	\$20.00	\$19.00
Revenue	\$45,761	\$46,148	\$46,500

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit      Position      FY 2019 Grade-Step

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

Subtotal

FY 2017		FY 2018				FY 2019						
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council		
				Actual	Expenditures						Recommendation	Approval
				Expenditures	Thru 6/30/18							
		17	59,500	41,334.00	59,500.00	17	59,500	17	59,500	59,500		
		1	7,000	4,932.00	7,000.00	1	7,000	1	7,000	7,000		
18	51,566.00	18	66,500	46,266.00	66,500.00	18	66,500		18	66,500	66,500	

Summary of Changes

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

18	51,566.00	18	66,500	46,266.00	66,500.00	18	66,500	18	66,500	66,500
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**KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-631-5100</b>									
5122 Temporary Help / PT Wage	58,634.00	51,566.00	66,500.00	46,266.00	66,500.00	66,500.00	0.00	66,500.00	66,500.00
<b>General Expenses 001-631-5200</b>									
5231 Water	314,585.02	270,826.70	350,000.00	1,770.96	100,000.00	100,000.00	(250,000.00)	100,000.00	100,000.00
5312 First Aid Training	1,304.58	619.95	500.00		500.00	500.00	0.00	500.00	500.00
5381 Transportation of Persons	2,535.00	2,185.00	3,500.00	1,825.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5460 Groundskeeping Supplies	2,696.76	2,913.35	3,000.00	78.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5500 First Aid Supplies	1,116.71		1,000.00	863.50	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	19,177.43	14,662.99	18,000.00	10,069.52	18,000.00	18,000.00	0.00	18,000.00	18,000.00
<b>Equipment &amp; Unusual 001-631-5400</b>									
5276 Rental of Equipment / Spray Parks / Other Locations	2,543.23	2,504.38	3,500.00	2,188.63	3,500.00	3,500.00	0.00	3,500.00	3,500.00

**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**

<b>Personnel</b>	58,634.00	51,566.00	66,500.00	46,266.00	66,500.00	66,500.00	0.00	66,500.00	66,500.00
<b>General Expenses</b>	341,415.50	291,207.99	376,000.00	14,606.98	126,000.00	126,000.00	(250,000.00)	126,000.00	126,000.00
<b>Equipment &amp; Unusual</b>	2,543.23	2,504.38	3,500.00	2,188.63	3,500.00	3,500.00	0.00	3,500.00	3,500.00
<b>Total Operating Budget</b>	<u>402,592.73</u>	<u>345,278.37</u>	<u>446,000.00</u>	<u>63,061.61</u>	<u>196,000.00</u>	<u>196,000.00</u>	<u>(250,000.00)</u>	<u>196,000.00</u>	<u>196,000.00</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 kindergarteners with a 1/2 day program and extended day options and elementary age boys and girls with a full day of activities. To provide middle school age youths with summer fun activities combined with volunteer job experiences as staff assistants. The children attending these programs represent the diversity of the Waltham Community. Minimal registration fees charged make it possible for all to attend.

## DESCRIPTION OF OUTPUT STATEMENT:

All day summer programs at Prospect Hill for an eight week summer season. To continue the opportunity for youngsters to learn more about and experience the outdoors, swimming, sporting activities, crafts and games. Our Pre-K program is for children entering kindergarten in September. The Summer Fun Program is for boys and girls in grades 1-6. Our LEAP (Leadership, Experience, Adventure Program) is one of our major summer programs for middle school age youths in grades 7, 8 and 9. Limited space and resources restrict the number of weeks each child can attend these programs. Additional summer programs are offered, but operate totally on a self-supporting basis. These recreational activities include Art, Sports, Drama, and Dance. In 2018 a continued focus on programs that meet the needs of all participants will be offered. This element provides affordable summer recreation for children ages 5-15.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of Summer Fun Programs	3	3	3
Total Attendance	3,501	3,600	3,650
Cost/Participant	\$23.00	\$24.00	\$24.00
Revenue	\$86,750	\$92,723	\$93,000

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

**PERSONNEL**

	Bargaining Unit	Position	FY 2019 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 2017		FY 2018				FY 2019											
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
				Actual Expenditures	Expenditures Thru 6/30/18												
				15	51,500						43,014.00	51,500.00	15	51,500	15	51,500	51,500
				2	9,500						8,896.00	9,500.00	2	9,500	2	9,500	9,500
				1	7,000						3,864.00	7,000.00	1	7,000	1	7,000	7,000
				1	6,000						3,864.00	6,000.00	1	6,000	1	6,000	6,000
19	66,467.00	19	74,000	59,638.00	74,000.00	19	74,000		19	74,000	74,000						

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

19	66,467.00	19	74,000	59,638.00	74,000.00	19	74,000		74,000	74,000
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**SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-632-5100</b>									
5122 Temporary Help / PT Wage	67,300.00	66,467.00	74,000.00	59,638.00	74,000.00	74,000.00	0.00	74,000.00	74,000.00
<b>General Expenses 001-632-5200</b>									
5312 First Aid Training	927.65	916.00	800.00	400.00	800.00	800.00	0.00	800.00	800.00
5381 Contract Labor	956.00	1,262.00	1,000.00	1,057.00	1,057.00	1,500.00	500.00	1,500.00	1,500.00
5584 Recreational	9,511.96	9,912.69	10,500.00	2,705.33	10,500.00	10,500.00	0.00	10,500.00	10,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

5381 Contract Labor

To cover the cost associated with upkeep of Prospect Hill Pool/Chemicals (Formerly CPW Funded)

500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	67,300.00	66,467.00	74,000.00	59,638.00	74,000.00	74,000.00	0.00	74,000.00	74,000.00
<b>General Expenses</b>	11,395.61	12,090.69	12,300.00	4,162.33	12,357.00	12,800.00	500.00	12,800.00	12,800.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>78,695.61</u>	<u>78,557.69</u>	<u>86,300.00</u>	<u>63,800.33</u>	<u>86,357.00</u>	<u>86,800.00</u>	<u>500.00</u>	<u>86,800.00</u>	<u>86,800.00</u>



## SUPPORT OF RECREATIONAL ACTIVITIES

**STATEMENT OF OBJECTIVES:**

To support the (15) fifteen sport/volunteer organizations in the City with operating expenses. To cover electrical costs of youth league concession stand buildings and the lighting of: baseball, softball, and football fields, basketball courts, and tennis courts, from May-November. To provide free recreational youth programs sponsored by the Waltham Police Athletic League (PAL), which include winter basketball program held at W.C.C., summer street hockey program held at the Veterans Rink on Totten Pond Road and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house. Element also provides assistance to the new volunteer PHP Stewardship Program.

Youth sport organizations subsidized with funding:

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

**DESCRIPTION OF OUTPUT STATEMENT:**

Assists youth sport organizations with support and financial appropriation towards operational expenses. Element covers costs to operate outdoor night lighting of basketball and tennis courts, baseball, softball and football fields. Funding levels have stayed constant for several years with the exception of utility costs. A new addition to this element includes funding to assist volunteers with expenses to help towards PHP Steward needs.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2016	FY 2017
Total	\$0	\$0

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Total Leagues	14	14	14
Total Teams	289	289	289
Total Games/Practices	2,545	2,545	2,545
Total Diff Participants	4,683	4,683	4,683
Cost/Participant	\$25.00	\$25.00	\$25.00

**SUPPORT OF RECREATIONAL ACTIVITIES**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-633-5200</b>									
5213 Light	39,744.77	44,303.95	50,000.00	32,155.89	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5381 Contract Labor		773.80	2,000.00	155.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5584 Recreational	47,016.81	41,515.95	55,000.00	9,461.00	55,000.00	55,000.00	0.00	55,000.00	55,000.00
<b>Equipment &amp; Unusual 001-633-5400</b>									
5397 Summer Youth Programs-PAL	8,563.46	8,000.00	8,000.00	2,674.85	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.	416.82	1,071.08	2,500.00	244.34	2,500.00	2,500.00	0.00	2,500.00	2,500.00

**Department Explanation for Requested Increases**

**Item**

**Reason**

**Department Cost for  
Requested Increase**

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	86,761.58	86,593.70	107,000.00	41,771.89	107,000.00	107,000.00	0.00	107,000.00	107,000.00
<b>Equipment &amp; Unusual</b>	8,980.28	9,071.08	10,500.00	2,919.19	10,500.00	10,500.00	0.00	10,500.00	10,500.00
<b>Total Operating Budget</b>	<u>95,741.86</u>	<u>95,664.78</u>	<u>117,500.00</u>	<u>44,691.08</u>	<u>117,500.00</u>	<u>117,500.00</u>	<u>0.00</u>	<u>117,500.00</u>	<u>117,500.00</u>

# VETERAN'S MEMORIAL ICE SKATING RINK

## STATEMENT OF OBJECTIVES:

To continue to provide indoor ice skating for general public and provide necessary ice rental time for youth hockey programs at an affordable price. To expand upon programs and services to meet the needs of the community, while offering surrounding communities the opportunity to also enjoy the recreational benefits of this winter activity. To provide a facility built for winter indoor recreational activities which is clean, safe and enjoyed by many. These winter recreational activities promote and encourage vigorous exercise and relaxing skating during an extended winter season. The twelfth year of operations began September 2016 and will close on April 2017.

## DESCRIPTION OF OUTPUT STATEMENT:

The indoor Veteran's Memorial Ice Rink is managed and operated by the Recreation Department to provide a facility within the City of Waltham to accommodate Waltham Youth Hockey, high school and middle school hockey teams, public ice skating, ice skating lessons and department sponsored programs including: stick and puck for adults. The rink also provides available ice time for non-profit groups, and private groups wishing to rent the ice. Ice rental fees for the 2017-2018 season were \$200 per hour for non-profit groups and \$220 per hour for private groups. All fees must be approved by the State of Massachusetts. The availability of skate rentals and skate sharpening services offer visitors amenities as well as items such as tape, skate laces and mouth guards available for purchase.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	2,804	12,218
Medical & Life Insurance	54,802	48,586
Building Repair & Maintenance	3,527	37,632
Building Insurance	2,725	3,185
Other Dept Allocations	18,628	17,510
<b>Total</b>	<b>\$82,486</b>	<b>\$119,131</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Total Number of Ice Rental Hours	1,989	1,906	1,990
Total Number of Public Skating Hrs	162	168	170
Total Number of In-House Prgm Hrs	108	96	110
Total Number of Non-Profit Groups	8	8	8
Total Number of Private Groups	7	8	8
Total Attendance	62,448	59,291	63,000
Total Revenue	\$431,711	\$412,410	\$435,000

**VETERAN'S MEMORIAL ICE SKATING RINK**

**PERSONNEL**

Bargaining Unit	Position	FY 2019 Grade-Step
1. LAB	*Rec Facilities Supervisor I Night	9-6
2. LAB	*Rec Facilities Supervisor I Night	9-2
3. LAB	*Rec Facilities Supervisor I Night	9-2
4.	Temporary / Seasonal	
Subtotal		

FY 2017		FY 2018				FY 2019					
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council	
				Actual	Expenditures				Recommendation	Approval	
				Expenditures	Thru 6/30/18						
		1	60,511	47,477.34	60,511.00	1	65,181	1	65,181	65,181	
		1	55,407	35,912.74	47,259.00	1	55,664	1	55,664	55,664	
		1	49,887	34,257.48	53,480.00	1	55,221	1	55,221	55,221	
			28,000	19,817.00	28,000.00		28,000		28,000	28,000	
3	201,367.51	3	193,805	137,464.56	189,250.00	3	204,066		3	204,066	204,066

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity/Contract Settlement included in \* position salary 10,261

Explanation

0	0		0		0		0		0	

New Positions

Subtotal

Grand Total

3	201,367.51	3	193,805	137,464.56	189,250.00	3	204,066	3	204,066	204,066
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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 including swimming pool and outdoor grounds, as well as the Veterans Memorial Athletic Complex on Forest St and other assignments

**VETERAN'S MEMORIAL ICE SKATING RINK**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 640-630-5100</b>									
5112 Wages - Full Time	189,890.34	159,868.39	165,805.00	117,647.56	161,250.00	176,066.00	10,261.00	176,066.00	176,066.00
5121 Salaries - Part Time	5,000.00	3,715.12							
5122 Temporary Help / Seasonal	24,524.00	37,784.00	28,000.00	19,817.00	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5131 Overtime	2,793.81	3,987.90	4,000.00	2,095.36	4,000.00	4,000.00	0.00	4,000.00	4,000.00
Offset to Recreation for Off-Season Work	(54,801.55)	(48,464.20)	(55,268.00)	(18,064.06)	(55,268.00)	(58,689.00)	(3,421.00)	(58,689.00)	(58,689.00)
<b>General Expenses 640-630-5200</b>									
5211 Heat	13,412.53	12,356.63	13,000.00	7,972.79	13,000.00	13,000.00	0.00	13,000.00	13,000.00
5213 Lights	136,874.54	155,350.35	160,000.00	107,744.50	160,000.00	160,000.00	0.00	160,000.00	160,000.00
5231 Water	26,071.52	23,437.83	22,000.00	18,718.90	22,000.00	22,000.00	0.00	22,000.00	22,000.00
5241 Equipment Repair/Maint/Compressor	3,285.05	15,803.08	15,000.00	1,882.06	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5244 Motor Equipment Repair/Maint	12,246.54	6,629.80	13,000.00	2,587.77	13,000.00	13,000.00	0.00	13,000.00	13,000.00
5245 Building/Grounds Maint	11,211.96	8,568.78	10,000.00	3,138.77	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5247 Alarms / Intrusion	1,307.45	1,539.45	1,500.00	977.64	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training	415.00	450.00	450.00	120.00	450.00	1,100.00	650.00	1,100.00	1,100.00
5430 Building Supplies	4,467.34	3,990.37	5,000.00	902.61	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5460 Groundskeeping Supplies		1,057.32	3,000.00	1,475.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	2,936.50	3,032.00	2,825.00	1,800.00	2,825.00	3,000.00	175.00	3,000.00	3,000.00
5730 Dues			125.00		125.00	125.00	0.00	125.00	125.00
<b>Equipment &amp; Unusual 640-630-5400</b>									
5241 Contractual Services-Refrigeration Service	14,976.05	14,754.00	16,000.00	14,724.32	16,000.00	16,000.00	0.00	16,000.00	16,000.00
5691 State Assessment	4,413.29	4,317.12	5,000.00	2,979.92	5,000.00	5,000.00	0.00	5,000.00	5,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Incr/Decr	Department Request	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	8,900.00	8,900.00	12,000.00	11,000.00	11,000.00	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>
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs)	650.00
5581 Clothing, Gloves, Shoes	Increase due to CBA - Uniformity of work shirt and job related safety apparel	175.00

COST SUMMARY BY CLASSIFICATION

Personnel	167,406.60	156,891.21	142,537.00	121,495.86	137,982.00	149,377.00	6,840.00	149,377.00	149,377.00
General Expenses	212,228.43	232,215.61	245,900.00	147,320.04	245,900.00	246,725.00	825.00	246,725.00	246,725.00
Equipment & Unusual	19,389.34	19,071.12	21,000.00	17,704.24	21,000.00	21,000.00	0.00	21,000.00	21,000.00
Special Items	8,900.00	8,900.00	12,000.00	11,000.00	11,000.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	<u>407,924.37</u>	<u>417,077.94</u>	<u>421,437.00</u>	<u>297,520.14</u>	<u>415,882.00</u>	<u>429,102.00</u>	<u>7,665.00</u>	<u>429,102.00</u>	<u>429,102.00</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 2016	FY 2017
Pension-Contributory/FICA	2,597,465	2,769,610
Pension Administration	167,406	178,413
Medical & Life Insurance	23,965,286	25,815,249
Building Insurance	96,947	113,280
Motor Vehicle Maint & Repair	50,962	42,721
Motor Vehicle Insurance	4,138	3,861
Total	<u>\$26,882,204</u>	<u>\$28,923,134</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected

	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual	Actual	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>COST SUMMARY BY CLASSIFICATION</b>									
Personnel									
General Expenses									
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>76,710,965.37</b>	<b>78,095,538.57</b>	<b>83,240,464.00</b>	<b>58,687,745.78</b>	<b>0.00</b>	<b>88,280,805.00</b>	<b>4,352,841.00</b>	<b>87,593,305.00</b>	<b>87,593,305.00</b>

Mayor's Recommendation reflects a reduction for \$250,000 in Circuit Breaker funding, a technology request of \$337,500, and HR personnel of \$100,000.

## 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; River/Farwell/Seyon; Traffic & Safety Neighborhood Studies; Transportation Master Plan and Lexington St. Traffic Calming project.

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 2016	FY 2017
Pension-Contributory/FICA	17,315	16,861
Pension Administration	3,770	3,778
Medical & Life Insurance	89,922	108,234
Heat, Light, Water	4,516	4,851
Building Repair & Maintenance	13,434	6,464
Building Insurance	175	204
Motor Vehicle Insurance	637	644
Motor Vehicle Maint & Repair	10,639	9,249
Workers' Compensation	61,634	52,943
Total	<u>\$202,042</u>	<u>\$203,228</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Aluminum Sign Recycling (income)	\$520.00	\$500.00	\$500.00
Gallons of White Paint Used	840	850	850
Gallons of Yellow Paint Used	360	400	400
Signs Installed	435	400	350
Signs Removed	245	200	150



**TRAFFIC ENGINEERING**

**PERSONNEL**

			FY 2017	FY 2018			FY 2019			
Bargaining Unit	Position	FY 2019 Grade-Step	Actual # Expenditures	July - March Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request #	Mayor's Recommendation #	Council Approval	
1.	Clerk			1 2,500	1,876.90	2,500.00	1 2,500	1 2,500	2,500	
2.	*Traffic Engineer	19-6		1 125,806	94,440.75	125,806.00	1 129,266	1 129,266	129,266	
3.	*Asst to Traffic Engineer	13-6 (L11)		1 94,350	70,827.05	94,350.00	1 96,944	1 96,944	96,944	
4.	*Principal Office Asst (PT 19.5 hrs)	8-6		0.5 33,662	24,770.14	33,662.00	0.5 34,588	0.5 34,588	34,588	
5. LAB	*Painter - Traffic	9-6 (L9)		1 62,224	49,461.79	65,215.00	1 67,026	1 67,026	67,026	
6. LAB	*Painter - Traffic	9-6 (L8)		1 61,653	49,444.76	64,616.00	1 66,411	1 66,411	66,411	
7.	Temporary / Seasonal			19,200	8,452.50	19,200.00	19,200	19,200	19,200	
<b>Subtotal</b>			<b>5.5 351,491.38</b>	<b>5.5 399,395</b>	<b>299,273.89</b>	<b>405,349.00</b>	<b>5.5 415,935</b>	<b>5.5 415,935</b>	<b>415,935</b>	

**Summary of Changes**

**Adjustments to FY 2018 Positions**

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

16,540

**Explanation**

**New Positions**

0	0	0	0	0

**Subtotal**

**Grand Total**

<b>5.5</b>	<b>351,491.38</b>	<b>5.5</b>	<b>399,395</b>	<b>299,273.89</b>	<b>405,349.00</b>	<b>5.5</b>	<b>415,935</b>	<b>5.5</b>	<b>415,935</b>	<b>415,935</b>
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**TRAFFIC ENGINEERING**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual	Actual		July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-480-5100									
5111 Salaries - Full Time	234,522.63	214,786.74	220,156.00	165,267.80	220,156.00	226,210.00	6,054.00	226,210.00	226,210.00
5112 Wages - Full Time	123,849.07	84,353.21	123,877.00	98,906.55	129,831.00	133,437.00	9,560.00	133,437.00	133,437.00
5121 Salaries - Part Time	37,925.49	35,213.93	36,162.00	26,647.04	36,162.00	37,088.00	926.00	37,088.00	37,088.00
5122 Wages - Part Time	18,037.50	17,137.50	19,200.00	8,452.50	19,200.00	19,200.00	0.00	19,200.00	19,200.00
5131 Overtime	6,030.78	15,453.41	10,000.00	6,264.83	10,000.00	15,000.00	0.00	10,000.00	10,000.00
General Expenses 001-480-5200									
5242 Office Equipment Repair/Maint	1,607.25	756.00	1,000.00	821.28	821.00	1,000.00	0.00	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	2,369.33	3,186.09	3,000.00	3,087.58	3,100.00	4,000.00	1,000.00	4,000.00	4,000.00
5276 Truck/Equipment Rental	3,800.00	4,726.09	4,000.00	2,000.00	4,000.00	6,000.00	2,000.00	6,000.00	6,000.00
5312 Training				80.00	200.00	416.00	416.00	416.00	416.00
5342 Postage		1.47	50.00	49.00	50.00	100.00	50.00	100.00	100.00
5343 Printing	793.20	560.00	700.00	405.18	405.00	500.00	(200.00)	500.00	500.00
5420 Office Supplies	639.96	1,030.58	1,000.00	820.32	1,250.00	1,000.00	0.00	1,000.00	1,000.00
5431 Paint Supplies	22,571.10	15,836.12	25,000.00	4,448.93	24,400.00	25,000.00	0.00	25,000.00	25,000.00
5534 Traffic Signs	23,188.65	17,481.26	25,000.00	14,815.60	23,089.00	25,000.00	0.00	25,000.00	25,000.00
5541 Welding Supplies	327.89	143.73	350.00	107.30	300.00	350.00	0.00	350.00	350.00
5581 Clothing, Gloves	1,500.00	1,500.00	1,500.00	1,500.00	1,900.00	1,900.00	400.00	1,900.00	1,900.00
5587 Tools	152.59	607.48	400.00	2,607.07	2,705.00	1,000.00	600.00	1,000.00	1,000.00
5730 Dues	900.00	355.00	500.00	280.00	280.00	500.00	0.00	500.00	500.00

**TRAFFIC ENGINEERING**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Classification</b>									
Equipment & Unusual 001-480-5400									
5388 Thermoplastic Outsource	28,019.87	14,953.50	50,000.00	*	50,000.00	75,000.00	25,000.00	75,000.00	75,000.00
6710 ADA Ramps		48,013.00							
Computers						3,000.00	0.00	0.00	0.00
*payments being processed									

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Employees pay increased so more money is needed to continue overtime especially during paint season	5,000.00
5244 Motor Equipment Repair/Maint	Paint machines are getting a lot of wear and tear and getting older	1,000.00
5276 Truck/Equipment Rental	Rent large King Cab truck for extra crew since existing 2001 F350 keeps breaking down	2,000.00
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs)	416.00
5342 Postage	Increase in sending out letter for resident stickers	50.00
5581 Clothing, Gloves	Increase due to CBA - Uniformity of work shirt and job related safety apparel	400.00
5587 Tools	Needing better tools to complete the jobs, especially with signs and installation	600.00
5388 Thermoplastic Outsource	To complete more projects including crosswalks and additional crosswalks approved by Traffic Commission	25,000.00
Computers	Two computers need replacing per ITS for Principal Office Asst. and Asst. to Traffic Eng.	3,000.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	420,365.47	366,944.79	409,395.00	305,538.72	415,349.00	430,935.00	16,540.00	425,935.00	425,935.00
General Expenses	57,849.97	46,183.82	62,500.00	31,022.26	62,500.00	66,766.00	4,266.00	66,766.00	66,766.00
Equipment & Unusual	28,019.87	62,966.50	50,000.00	0.00	50,000.00	78,000.00	25,000.00	75,000.00	75,000.00
<b>Total Operating Budget</b>	<b>506,235.31</b>	<b>476,095.11</b>	<b>521,895.00</b>	<b>336,560.98</b>	<b>527,849.00</b>	<b>575,701.00</b>	<b>45,806.00</b>	<b>567,701.00</b>	<b>567,701.00</b>

## PARKING MANAGEMENT

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

Currently we have 714 parking spaces in six parking lots being enforced with seventeen (17) VenTek Pay-by-Space machines, and an additional 256 spaces in the Embassy Parking Facility being enforced with four (4) VenTek Pay & Display machines. We are looking into converting 19 parking spaces in the Church Street Lot from individual Duncan Parking Meters to one (1) VenTek Pay-By-Space machine within the year. This will leave 17 individual Duncan Parking Meters in the Carter Street Parking Lot. We hope to convert the Carter Street Lot and Embassy Parking Facility over to VenTek Pay-By-Space machines in the next two-three years. We have 307 on-street parking spaces on Main Street and 231 on-street parking spaces on Moody Street monitored without meters but by time limits. The meters are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2016	FY 2017
Pension-Contributory/FICA	42,246	41,969
Pension Administration	1,084	1,087
Medical & Life Insurance	80,108	88,835
Heat, Light, Water	4,516	4,851
Building Repair & Maintenance	13,434	6,464
Building Insurance	175	204
Motor Vehicle Insurance	318	322
Motor Vehicle Maint & Repair	5,320	4,624
<b>Total</b>	<b>\$147,201</b>	<b>\$148,356</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Meter Revenue	\$463,564	\$468,640	\$469,100
Monthly Stickers Revenue	\$34,335	\$30,000	\$30,000
Yearly Stickers Revenue	\$82,600	\$82,950	\$83,000
Senior Stickers Revenue	\$4,860	\$5,055	\$5,100
Credit Card Revenue	\$96,701	\$125,635	\$126,000
Bill & Coin Revenue	\$245,068	\$225,000	\$225,000
PCO Ticket issuance	10,403	11,000	11,000
PCO & Police Ticket Revenue	\$434,438	\$440,000	\$450,000

Budget offset by receipts from meters

**PARKING MANAGEMENT**

**PERSONNEL**

	Bargaining Unit	Position	FY 2019 Grade-Step
1.		Supervisor	
2.		*Parking Control Officer	7-6 (L11)
3.		*Parking Control Officer	7-6 (L10)
4.		*Parking Control Officer	7-6 (L9)
5.	LAB	*Meter Repair Person (PT 19.5 hrs)	7-5
6.		Part Time - Maintenance Attendant	
<b>Subtotal</b>			

FY 2017		FY 2018			FY 2019												
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Budget	Actual Expenditures													
			2,500	1,876.90							2,500.00						
			1	52,658							39,429.41	52,658.00	1	54,431	1	54,431	54,431
			1	52,302							39,213.67	52,302.00	1	53,940	1	53,940	53,940
			1	52,016							38,862.71	52,016.00	1	53,450	1	53,450	53,450
			0.5	23,634							18,481.90	24,770.00	0.5	26,034	0.5	26,034	26,034
			0.5	14,310							10,530.00	14,310.00	0.5	14,310	0.5	14,310	14,310
4	189,605.90	4	197,420	148,394.59	198,556.00	4	204,665		4	204,665	204,665						

**Summary of Changes**

**Adjustments to FY 2018 Positions**

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

7,245

**Explanation**

0	0	0	0	0

**New Positions**

Subtotal

Grand Total

<b>4</b>	<b>189,605.90</b>	<b>4</b>	<b>197,420</b>	<b>148,394.59</b>	<b>198,556.00</b>	<b>4</b>	<b>204,665</b>	<b>4</b>	<b>204,665</b>	<b>204,665</b>
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**PARKING MANAGEMENT**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 232-480-5100</b>									
5111 Salaries - Full Time	165,554.28	150,564.97	156,976.00	117,505.79	156,976.00	161,821.00	4,845.00	161,821.00	161,821.00
5121 Salaries - Part Time	2,499.99	2,500.00	2,500.00	1,876.90	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5122 Wages - Part Time	37,154.50	36,540.93	37,944.00	29,011.90	39,080.00	40,344.00	2,400.00	40,344.00	40,344.00
5131 Overtime	4,511.96	913.43	5,000.00	1,167.64	2,235.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(209,720.73)	(190,519.33)	(202,420.00)						
<b>General Expenses 232-480-5200</b>									
5213 Light	39,605.06	35,916.14	40,000.00	25,070.87	35,543.00	40,000.00	0.00	40,000.00	40,000.00
5241 Equipment Repair/Maint	12,592.98	16,440.08	17,000.00	7,800.00	14,100.00	17,000.00	0.00	17,000.00	17,000.00
5242 Office Equipment Repair/Maint	1,334.61	572.89	520.00	419.00	420.00	500.00	(20.00)	500.00	500.00
5245 Building/Grounds Maint	307.15	308.12	100.00	50.91	100.00	100.00	0.00	100.00	100.00
5312 Training				40.00	100.00	208.00	208.00	208.00	208.00
5343 Printing	4,061.77	4,059.17	4,000.00	3,916.54	3,920.00	5,000.00	1,000.00	5,000.00	5,000.00
5375 Coin Processing	2,397.56	3,183.67	3,500.00	1,425.24	2,500.00	2,500.00	(1,000.00)	2,500.00	2,500.00
5385 Banking / Financial - CC Fees	28,634.44	34,959.01	40,000.00	27,266.01	49,000.00	46,500.00	6,500.00	46,500.00	46,500.00
5411 Batteries	68.81		50.00	91.20	92.00	50.00	0.00	50.00	50.00
5543 Meters & Parts	4,684.38	5,071.00	6,500.00	5,554.90	5,700.00	10,000.00	3,500.00	10,000.00	10,000.00
5581 Clothing, Glove, Shoes	376.00	375.00	375.00	375.00	575.00	575.00	200.00	575.00	575.00
5740 Insurance Surety Bond	3,494.40	3,494.40	3,500.00		3,495.00	3,500.00	0.00	3,500.00	3,500.00
Transaction Fee PayByPhone						9,000.00	9,000.00	9,000.00	9,000.00
Offset Receipt - Meter Revenue	(97,557.16)	(104,379.48)	(115,545.00)						
<b>Equipment &amp; Unusual 232-480-5400</b>									
5176 Transfer to Medical Insurance Trust	60,000.00	63,000.00	63,320.00	63,320.00	63,320.00	63,320.00	(5,123.00)	58,197.00	58,197.00
Offset Receipt - Meter Revenue	(60,000.00)	(63,000.00)	(63,320.00)						

**PARKING MANAGEMENT**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Special Items 232-480-5500</b>									
5190 Uniform Allowance	1,759.72	1,980.37	2,000.00	1,629.41	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,759.72)	(1,980.37)	(2,000.00)						

**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 (OSHA and other worker safety programs)	208.00
5343 Printing	Resident Stickers and Visitor Hangtags	1,000.00
5385 Banking / Financial - CC Fees	Increase in credit card usage	6,500.00
5543 Meters & Parts	Increase in parts needed as pay stations age	3,500.00
5581 Clothing, Glove, Shoes	Increase due to CBA - Uniformity of work shirt and job related safety apparel	200.00
Transaction Fee PayByPhone	New since last year's budget	9,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	209,720.73	190,519.33	202,420.00	149,562.23	200,791.00	209,665.00	7,245.00	209,665.00	209,665.00
<b>General Expenses</b>	97,557.16	104,379.48	115,545.00	72,009.67	115,545.00	134,933.00	19,388.00	134,933.00	134,933.00
<b>Equipment &amp; Unusual</b>	60,000.00	63,000.00	63,320.00	63,320.00	63,320.00	63,320.00	(5,123.00)	58,197.00	58,197.00
<b>Special Items</b>	1,759.72	1,980.37	2,000.00	1,629.41	2,000.00	2,000.00	0.00	2,000.00	2,000.00
<b>Less Receipts</b>	(369,037.61)	(359,879.18)	(383,285.00)	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>286,521.31</u>	<u>381,656.00</u>	<u>409,918.00</u>	<u>21,510.00</u>	<u>404,795.00</u>	<u>404,795.00</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 2016	FY 2017
Pension-Contributory/FICA	158,657	177,668
Pension Administration	13,779	15,799
Medical & Life Insurance	274,283	286,446
Heat, Light, Water	17,413	17,703
Building Repair & Maintenance	33,064	18,730
Building Insurance	932	1,089
<b>Total</b>	<b>\$498,128</b>	<b>\$517,435</b>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Committed Bills:			
Real Estate	63,250	62,900	62,900
Personal Property	6,500	6,225	6,225
Water	66,371	66,375	66,375
Excise	58,500	58,525	58,525
Departmental	4,200	4,100	4,100
Parking Tickets	12,700	12,700	12,700
Municipal Liens	2,600	2,650	2,650
Collected Annually:			
Real Estate	\$159,167,846		
Tax Title	\$911,436		
Personal Property	\$14,436,561		
Water	\$39,657,508		
Excise	\$8,044,250		
Departmental	\$3,007,538		
Parking Tickets	\$444,682		
Municipal Liens	\$67,800		
Bank accounts balanced	110		
Average window transactions per day	250		
Average phone calls per day	150		
Number of Employees	1,812	1,820	1,820
Number of Payroll Checks	10,689	10,700	10,700
Number of Vendor Checks	12,868	12,900	12,900



**TREASURER & COLLECTOR**

**PERSONNEL**

			FY 2017		FY 2018		FY 2019						
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Treasurer & Collector	19-6 (L11)	1		1	139,645	104,829.26	139,645.00	1	143,485	1	143,485	143,485
2.	*Asst Treasurer & Collector	16-6 (L11)	1		1	115,483	86,691.66	115,483.00	1	118,659	1	118,659	118,659
3.	Dept Coll / AR Manager	14-6 (L11)	1		1	99,784	74,906.51	99,784.00					
4.	*Senior Accountant	13-6 (L10)	1		1	93,500	70,189.08	93,500.00	1	96,071	1	96,071	96,071
5.	*Junior Accountant	10-6	1		1	64,240	47,745.99	64,240.00	1	68,591	1	68,591	68,591
6.	*Administrative Assistant	10-6 (L9)	1		1	74,067	55,515.53	74,067.00	1	76,690	1	76,690	76,690
7.	*Principal Office Asst	8-6 (L11)	1		1	65,981	49,530.60	65,981.00	1	67,795	1	67,795	67,795
8.	*Associate Office Asst	7-6 (L8)	1		1	60,646	45,255.61	60,646.00	1	62,314	1	62,314	62,314
9.	Associate Office Asst	7-1	1		1	60,646							
Payroll													
10.	*Payroll Spvr / Benefits Coord	12-6 (L10)	1		1	87,477	65,584.67	87,477.00	1	90,020	1	90,020	90,020
11.	*Principal Office Asst	8-6	1		1	55,775	41,406.27	55,775.00	1	59,546	1	59,546	59,546
12.	*Associate Office Asst	7-3 (L9)	1		1	50,870	37,731.59	50,870.00	1	54,331	1	54,331	54,331
Subtotal			12	925,138.91	12	968,114	679,386.77	907,468.00	10	837,502	10	837,502	837,502

**TREASURER & COLLECTOR**

**PERSONNEL**

FY 2017		FY 2018				FY 2019				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures	Thru 6/30/18	#	Request	#	Recommendation	Approval

Bargaining Unit Position      FY 2019 Grade-Step

**Summary of Changes**

**Adjustments to FY 2018 Positions**

Step Raises/Longevity/Compensation Ordinance included in \* position salary      29,818

Dept Coll / AR Manager      15-6 (L11)      9,800

Associate Office Asst      7-1      (60,646)

**Explanation**

Grade change from 14 to 15. To compensate for additional responsibilities. Mayor: Grade 15 Business Manager currently in compensation ordinance.

Not requested

**New Positions**

Assistant Parking Clerk (PT)      10-1      To perform some of the parking duties previously performed by the Associate Office Assistant.

Parking Clerk Stipend      Assistant Treasurer / Hearing Officer

Subtotal

Grand Total

1	109,584	1	109,584	109,584
0.5	32,891	0	0	0
		3,000	3,000	
1.5	142,475	1	112,584	112,584

12	925,138.91	12	968,114	679,386.77	907,468.00	11.5	979,977	11	950,086	950,086
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**TREASURER & COLLECTOR**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-145-5100</b>									
5111 Salaries - Full Time	1,019,710.33	925,138.91	968,114.00	679,386.77	907,468.00	947,086.00	(21,028.00)	947,086.00	947,086.00
5121 Salaries - Part Time						32,891.00	3,000.00	3,000.00	3,000.00
<b>General Expenses 001-145-5200</b>									
5242 Office Equipment Repair/Maint	3,624.14	3,775.96	3,000.00	1,826.00	3,300.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	480.00	960.00	500.00			500.00	0.00	500.00	500.00
5304 Financial Services	6,000.00	6,000.00	6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
5305 Legal Services	17,260.31	14,758.82	22,000.00	956.98	14,000.00	15,000.00	(7,000.00)	15,000.00	15,000.00
5312 Training						5,000.00	5,000.00	5,000.00	5,000.00
5342 Postage	70,636.99	71,863.05	72,000.00	51,651.81	72,000.00	75,000.00	3,000.00	75,000.00	75,000.00
5343 Printing	20,939.48	11,448.97	19,000.00	13,318.96	22,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages	(40.00)	(18.56)	100.00		100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	173,037.84	177,864.91	180,000.00	121,067.30	185,000.00	185,000.00	5,000.00	185,000.00	185,000.00
5420 Office Supplies	5,757.30	5,614.21	5,500.00	5,396.05	6,000.00	5,500.00	0.00	5,500.00	5,500.00
5730 Dues & Subscriptions	140.00	260.00	300.00	140.00	300.00	300.00	0.00	300.00	300.00
5731 Conference Expense	522.16	564.68	200.00		200.00	200.00	0.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	3,700.00	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>
5312 Training	Staff would benefit from software / system training.	5,000.00
5342 Postage	Projecting that additional funds will be needed.	3,000.00
5385 Banking / Financial	Contractual increases.	5,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	1,019,710.33	925,138.91	968,114.00	679,386.77	907,468.00	979,977.00	(18,028.00)	950,086.00	950,086.00
<b>General Expenses</b>	302,058.22	296,792.04	312,600.00	197,257.10	312,600.00	318,600.00	6,000.00	318,600.00	318,600.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>1,321,768.55</u>	<u>1,221,930.95</u>	<u>1,280,714.00</u>	<u>876,643.87</u>	<u>1,220,068.00</u>	<u>1,298,577.00</u>	<u>(12,028.00)</u>	<u>1,268,686.00</u>	<u>1,268,686.00</u>

## ADMINISTRATION OF TRUST FUNDS

**STATEMENT OF OBJECTIVES:**

To provide responsible financial management for the City of Waltham trust funds. The investment objective seeks to preserve the value of the portfolio's principal while providing a consistent income stream to meet the annual trust 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 2016	FY 2017
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Number of Trust Funds	77	80	80
Library Income	\$2,835	\$2,900	\$2,900
Charity Income	\$2,806	\$2,900	\$2,900
Cemetery Income	\$55,097	\$56,000	\$56,000
Scholarship Income	\$84,322	\$85,000	\$85,000
Other Income	\$6,024	\$6,100	\$6,100
Library Book Value	\$91,875	\$92,000	\$92,000
Charity Book Value	\$90,997	\$91,000	\$91,000
Scholarship Book Value	\$2,519,801	\$2,520,000	\$2,520,000
Cemetery Book Value	\$1,792,879	\$1,795,000	\$1,795,000
Other Book Value	\$195,484	\$196,000	\$196,000
OPEB	\$10,029,355	\$10,100,000	\$10,100,000

**ADMINISTRATION OF TRUST FUNDS**

**PERSONNEL**

		FY 2017	FY 2018			FY 2019							
Bargaining Unit	Position	FY 2019 Grade-Step	#	Actual Expenditures	July - March		Estimated Expenditures Thru 6/30/18	#	Department Request	Mayor's		Council Approval	
					Budget	Actual Expenditures				#	Recommendation		
1.	Trust Fund Commissioner		3	3,000	1,800.00		2,400.00	3	3,000	3	3,000	3,000	
2.	Asst Clerk & Custodian		1	1,000	750.76		1,000.00	1	1,000	1	1,000	1,000	
Subtotal			4	3,500.00	4	4,000	2,550.76	3,400.00	4	4,000	4	4,000	4,000

**Summary of Changes**

Adjustments to FY 2018 Positions

Step Raises/Longevity included in \* position salary

Explanation

New Positions

0	0		0	0

Subtotal

Grand Total

4	3,500.00	4	4,000	2,550.76	3,400.00	4	4,000	4	4,000	4,000
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**ADMINISTRATION OF TRUST FUNDS**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	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	750.76	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	3,000.00	2,500.00	3,000.00	1,800.00	2,400.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for  
Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel	4,000.00	3,500.00	4,000.00	2,550.76	3,400.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>4,000.00</u>	<u>3,500.00</u>	<u>4,000.00</u>	<u>2,550.76</u>	<u>3,400.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>4,000.00</u>

## VETERANS BENEFITS & SERVICES

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	100,895	70,832
Pension Administration	9,377	6,541
Medical & Life Insurance	112,164	85,024
Heat, Light, Water	3,613	3,881
Building Repair & Maintenance	10,747	5,171
Building Insurance	140	163
<b>Total</b>	<b>\$236,936</b>	<b>\$171,612</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
Number of Cases Yearly	2,000	2,000	2,000
Yearly Cash Benefits	\$103,580	\$148,000	\$170,000

**VETERANS BENEFITS & SERVICES**

**PERSONNEL**

		FY 2017	FY 2018			FY 2019			
Bargaining Unit	Position	FY 2019 Grade-Step	Actual # Expenditures	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request #	Mayor's Recommendation #	Council Approval	
1.	** *Dir of Vets Service/License	16-6 (L11)				1	118,659	1	118,659
2.	*Administrative Assistant	10-6 (L10)				1	76,749	1	76,749
<b>Subtotal</b>			<b>2 185,484.61</b>	<b>2 190,121</b>	<b>142,721.17 190,121.00</b>	<b>2 195,408</b>		<b>2 195,408</b>	<b>195,408</b>

**Summary of Changes**

Adjustments to FY 2018 Positions

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

5,287

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

<b>2</b>	<b>185,484.61</b>	<b>2</b>	<b>190,121</b>	<b>142,721.17</b>	<b>190,121.00</b>	<b>2</b>	<b>195,408</b>	<b>2</b>	<b>195,408</b>	<b>195,408</b>
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\*\* State law requires full-time director due to City's population



**VETERANS BENEFITS & SERVICES**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-543-5100</b>									
5111 Salaries - Full Time	202,940.60	185,484.61	190,121.00	142,721.17	190,121.00	195,408.00	5,287.00	195,408.00	195,408.00
<b>General Expenses 001-543-5200</b>									
5192 Mileage Allowance	699.96	699.96	700.00	524.97	700.00	700.00	0.00	700.00	700.00
5242 Office Equipment Repair/Maint	427.00	419.08	450.00		450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	859.22	1,996.21	2,000.00	495.94	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5312 Training	577.96	431.92	600.00	328.84	700.00	700.00	100.00	700.00	700.00
5342 Postage	426.85	329.30	600.00		600.00	600.00	0.00	600.00	600.00
5343 Printing	268.40	216.00	300.00	158.25	300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	360.33	292.77	425.00		425.00	425.00	0.00	425.00	425.00
5510 Education Supplies	94.75								
5588 Flags & Bunting	4,263.90	4,458.20	4,500.00	4,104.00	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5770 Veterans Benefits	126,338.40	103,579.99	180,000.00	85,482.38	148,000.00	170,000.00	(10,000.00)	170,000.00	170,000.00
5781 Holiday Expenses (Memorial Day & Veteran's Day)	1,507.95	2,444.50	1,650.00		1,650.00	3,000.00	1,350.00	3,000.00	3,000.00
5793 Memorial Day	1,000.00	1,000.00	1,000.00		1,000.00	0.00	(1,000.00)	0.00	0.00
5794 Veteran's Day		100.00	100.00		100.00	0.00	(100.00)	0.00	0.00
Reservists' Recognition						10,000.00	10,000.00	10,000.00	10,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Increase by \$100 for increased costs	100.00
5781 Holiday Expenses (Memorial Day & Veteran's Day)	To combine Memorial Day (\$1,000) & Veteran's Day (\$100) expenses with Holiday Expense and increase Holiday Expense by \$250	1,350.00
Reservists' Recognition	To honor the Waltham Reserve citizens who are not eligible for VA Benefits	10,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	202,940.60	185,484.61	190,121.00	142,721.17	190,121.00	195,408.00	5,287.00	195,408.00	195,408.00
<b>General Expenses</b>	136,824.72	115,967.93	192,325.00	91,094.38	160,425.00	192,675.00	350.00	192,675.00	192,675.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>339,765.32</u>	<u>301,452.54</u>	<u>382,446.00</u>	<u>233,815.55</u>	<u>350,546.00</u>	<u>388,083.00</u>	<u>5,637.00</u>	<u>388,083.00</u>	<u>388,083.00</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 victualer licenses are granted at the discretion of the Licensing Board dependent on the public good. The Licensing Board also approves entertainment licenses and permits for coin operated amusement devices.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	151	139
Heat, Light, Water	903	970
Building Repair & Maintenance	2,687	1,293
Building Insurance	35	41
<b>Total</b>	<b>\$3,776</b>	<b>\$2,443</b>

	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Licenses	100	100	108
Common Victualer	140	147	147
Filing Fee	15	15	20
Amusement Device Permits	6	6	6
Entertainment	35	35	35
Special Permits	220	183	200
Revenue from Licenses & Permits	\$333,000	\$295,175	\$300,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2019 Grade-Step	FY 2017		FY 2018			FY 2019						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	License Commission				3	9,600	7,200.00	9,600.00	3	9,600		3	9,600	9,600
2.	Assistants to License Commission				2	6,000	4,503.78	6,000.00	2	6,000		2	6,000	6,000
Subtotal			5	15,600.00	5	15,600	11,703.78	15,600.00	5	15,600		5	15,600	15,600

Summary of Changes

Adjustments to FY 2018 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	11,703.78	15,600.00	5	15,600	5	15,600	15,600
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**LICENSE COMMISSION**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-165-5100</b>									
5121 Salaries - Part Time	6,000.00	6,000.00	6,000.00	4,503.78	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
<b>General Expenses 001-165-5200</b>									
5308 Stenographer	2,400.00	2,400.00	2,400.00	1,800.00	1,200.00	2,400.00	0.00	2,400.00	2,400.00
5342 Postage	140.45	493.21	500.00	51.85	500.00	500.00	0.00	500.00	500.00
5343 Printing	830.96	271.00	600.00	212.09	600.00	600.00	0.00	600.00	600.00
5420 Office Supplies	267.95	214.31	300.00		300.00	300.00	0.00	300.00	300.00
5510 Education Supplies	231.50								
5730 Dues	75.00	75.00	75.00	75.00	75.00	75.00	0.00	75.00	75.00

**Department Explanation for Requested Increases**

Item

Reason

**Department Cost for Requested Increase**

**COST SUMMARY BY CLASSIFICATION**

Personnel	15,600.00	15,600.00	15,600.00	11,703.78	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	3,945.86	3,453.52	3,875.00	2,138.94	2,675.00	3,875.00	0.00	3,875.00	3,875.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>19,545.86</b>	<b>19,053.52</b>	<b>19,475.00</b>	<b>13,842.72</b>	<b>18,275.00</b>	<b>19,475.00</b>	<b>0.00</b>	<b>19,475.00</b>	<b>19,475.00</b>

## 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.

### DESCRIPTION OF OUTPUT STATEMENT:

Administers all electrical system programs aimed at protection of person and property. Oversees all installation and maintenance operations and inspects electrical systems in public and private buildings. Serves as a central point for citizen inquiries and problems related to electrical systems. The Common Clock and the Carter Street Clock provide time to all travelers to and from the City. Efforts to better protect persons and property are reflected in the steadily increasing number of safety devices such as traffic lights, fire boxes, and radios. Also conducting commercial and residential electrical inspections to ensure public safety.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>
Pension-Contributory/FICA	193,270	192,358
Pension Administration	17,453	17,490
Medical & Life Insurance	316,808	348,018
Heat, Light, Water	27,024	22,919
Building Repair & Maintenance	42,501	28,897
Building Insurance	871	1,017
Motor Vehicle Insurance	2,865	2,896
Motor Vehicle Maint & Repair	47,876	41,619
<b>Total</b>	<b>\$648,668</b>	<b>\$655,214</b>

<b>Output Measure</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Projected</b>
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	12	12	12
Playgrounds	9	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	732	735	740
Traffic Lights	84	90	96

**WIRES**

**PERSONNEL**

Bargaining Unit Position	FY 2019 Grade-Step	FY 2017			FY 2018			FY 2019		
		Actual # Expenditures	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Recommendation	Council Approval			
1. *Inspector of Wires	17-6 (L11)		123,234	92,510.23	123,234.00	1	126,623	1	126,623	126,623
2. SPMG *S, E & C Supervisor/Foreman	14-6 (L10)		95,016	76,893.29	965,016.00	1	102,321	1	102,321	102,321
3. SPMG *Sr Wires Inspector	13-6		81,099	65,630.73	81,099.00	1	87,334	1	87,334	87,334
4. LAB *Electrician	11-6 (L10)		88,303	71,327.90	88,303.00	1	95,454	1	95,454	95,454
5. LAB *Electrician	11-6 (L10)		87,833	71,081.74	87,833.00	1	94,803	1	94,803	94,803
6. LAB *Electrician	11-5		74,849	60,317.60	74,849.00	1	83,150	1	83,150	83,150
7. *Administrative Assistant	10-6 (L11)		75,323	56,543.41	75,323.00	1	77,980	1	77,980	77,980
8. LAB *Signal Maintainer	9-6 (L11)		63,365	51,047.73	63,365.00	1	68,256	1	68,256	68,256
9. Part Time Help			16,000	0.00	0.00					
<b>Subtotal</b>		<b>8 676,025.61</b>	<b>8 705,022</b>	<b>545,352.63</b>	<b>1,559,022.00</b>	<b>8 735,921</b>		<b>8 735,921</b>		<b>735,921</b>

**Summary of Changes**

Adjustments to FY 2018 Positions

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

46,899

Explanation

Part Time Help

(16,000)

Not requested

New Positions

LAB Electrician

11-1

Replacement of street lights done inside now

1	73,908	1	73,908	73,908
<b>1</b>	<b>73,908</b>	<b>1</b>	<b>73,908</b>	<b>73,908</b>

**Subtotal**

**Grand Total**

<b>8 676,025.61</b>	<b>8 705,022</b>	<b>545,352.63</b>	<b>1,559,022.00</b>	<b>9 809,829</b>	<b>9 809,829</b>	<b>809,829</b>
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## WIRES

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual	Expenditures Thru 6/30/18				
<b>Personnel 001-245-5100</b>									
5111 Salaries - Full Time	390,957.79	364,497.54	374,672.00	291,577.66	1,244,672.00	394,258.00	19,586.00	394,258.00	394,258.00
5112 Wages - Full Time	341,595.27	311,528.07	314,350.00	253,774.97	314,350.00	415,571.00	101,221.00	415,571.00	415,571.00
5122 Wages - Part Time	5,908.00		16,000.00	0.00	0.00	0.00	(16,000.00)	0.00	0.00
5131 Overtime - Callbacks	30,678.36	26,309.43	28,000.00	26,515.97	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5195 Buyback Sick Time	3,058.53	3,156.13	3,600.00	3,634.02	3,634.02	3,900.00	300.00	3,900.00	3,900.00
<b>General Expenses 001-245-5200</b>									
5193 Tool Allowance	600.00	600.00	600.00	600.00	600.00	750.00	150.00	750.00	750.00
5212 Clocks - City & Common	878.13	795.67	1,000.00	41.33	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5213 Light	42,275.62	47,783.99	42,000.00	13,403.71	30,000.00	42,000.00	0.00	42,000.00	42,000.00
5241 Equipment Repair/Maint	7,694.35	10,312.41	11,000.00	5,875.11	9,000.00	11,000.00	0.00	11,000.00	11,000.00
5242 Office Equipment Repair/Maint	144.35	326.40	500.00	362.95	500.00	500.00	0.00	500.00	500.00
5246 Communication Equip Repair/Maint	37,966.81	46,948.37	70,000.00	44,654.77	50,000.00	70,000.00	0.00	70,000.00	70,000.00
5312 Training	673.50	1,841.25	2,000.00	360.00	2,000.00	3,040.00	1,040.00	3,040.00	3,040.00
5340 Communication	76,685.61	65,241.40	65,000.00	43,958.17	65,000.00	65,000.00	0.00	65,000.00	65,000.00
5342 Postage	136.84	108.10	150.00	89.34	150.00	150.00	0.00	150.00	150.00
5411 Batteries	5,940.92	5,373.17	7,000.00	1,179.73	5,000.00	7,000.00	0.00	7,000.00	7,000.00
5420 Office Supplies	687.32	1,031.03	1,000.00	560.22	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	40,672.81	38,398.91	40,000.00	23,642.47	55,000.00	55,000.00	15,000.00	55,000.00	55,000.00
5470 Public Safety Supplies	17,157.15	26,603.54	16,000.00	28,664.13	45,000.00	25,000.00	9,000.00	25,000.00	25,000.00
5510 Education Supplies	720.73	1,074.85	500.00		500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	3,529.61	3,176.88	3,250.00	3,672.93	3,700.00	6,550.00	3,300.00	6,550.00	6,550.00
5587 Tools	771.76	924.02	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5781 Holiday	12,730.40	12,828.38	24,000.00	23,500.00	23,500.00	24,000.00	0.00	24,000.00	24,000.00

**WIRES**

**EXPENDITURES**

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-245-5400</b>									
5590 Office Support / Equipment			500.00		500.00	500.00	0.00	500.00	500.00
5854 Hoses, Cable, Wire	6,391.67	4,438.07	7,000.00	4,881.57	7,000.00	7,000.00	0.00	7,000.00	7,000.00
6443 Electric Car Charging Stations					20,000.00	20,000.00	20,000.00	20,000.00	20,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5195 Buyback Sick Time	Increase due to CBA - Non use of sick time	300.00
5193 Tool Allowance	New employee	150.00
5312 Training	Increase due to CBA - Training (OSHA and other worker safety programs)	1,040.00
5435 Electrical Supplies	More maintenance required	15,000.00
5470 Public Safety Supplies	Performing more in house work	9,000.00
5581 Clothing, Gloves, Shoes	Increase due to CBA - Uniformity of work shirt and job related safety apparel	3,300.00
6443 Electric Car Charging Stations	City is becoming a green community and installing chargers in city parking lots.	20,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	772,197.95	705,491.17	736,622.00	575,502.62	1,590,656.02	841,729.00	105,107.00	841,729.00	841,729.00
<b>General Expenses</b>	249,265.91	263,368.37	286,000.00	190,564.86	293,950.00	314,490.00	28,490.00	314,490.00	314,490.00
<b>Equipment &amp; Unusual</b>	6,391.67	4,438.07	7,500.00	4,881.57	27,500.00	27,500.00	20,000.00	27,500.00	27,500.00
<b>Total Operating Budget</b>	<u>1,027,855.53</u>	<u>973,297.61</u>	<u>1,030,122.00</u>	<u>770,949.05</u>	<u>1,912,106.02</u>	<u>1,183,719.00</u>	<u>153,597.00</u>	<u>1,183,719.00</u>	<u>1,183,719.00</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 2016	FY 2017
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated	FY 2019 Projected
Lights	4,451	4,500	4,650

## STREET LIGHTING

## EXPENDITURES

Classification	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	474,396.09	487,391.16	530,000.00	399,773.67	530,000.00	530,000.00	0.00	530,000.00	530,000.00

Department Explanation for Requested IncreasesItemReasonDepartment Cost for Requested Increase

## COST SUMMARY BY CLASSIFICATION

## Personnel

General Expenses	474,396.09	487,391.16	530,000.00	399,773.67	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	<u>474,396.09</u>	<u>487,391.16</u>	<u>530,000.00</u>	<u>399,773.67</u>	<u>530,000.00</u>	<u>530,000.00</u>	<u>0.00</u>	<u>530,000.00</u>	<u>530,000.00</u>

## ZONING BOARD OF APPEALS

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2016	FY 2017
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2017 Actual	FY 2018 Estimated *to date 4/1/2018	FY 2019 Projected
Number of Meetings	40	*23/36	45
Cases Heard	59	*39/55	60
Granted	42	30	
Denied	5	2	
Withdrawn	6	3	
Pending	6	8	
Number of Cases Filed	44	*34	
Fees Received FY 2016	\$37,363.23		
Fees Received FY 2017	\$32,649.14		
Fees Received FY18 to date	\$21,809.64		
** 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 2019 Grade-Step**

1.      Members
2.      Chairperson

**Subtotal**

FY 2017		FY 2018				FY 2019				
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual	Expenditures						
			Expenditures	Thru 6/30/18						
	10	22,500	9,525.00	22,500.00	10	22,500	10	22,500	22,500	
		500	375.00	500.00		500		500	500	
10	22,900.00	10	23,000	9,900.00	23,000.00	10	23,000	10	23,000	

**Summary of Changes**

**Adjustments to FY 2018 Positions**

Step Raises/Longevity included in \* position salary

**Explanation**

0	0		0	0		0		0	

**New Positions**

**Subtotal**

**Grand Total**

<b>10</b>	<b>22,900.00</b>	<b>10</b>	<b>23,000</b>	<b>9,900.00</b>	<b>23,000.00</b>	<b>10</b>	<b>23,000</b>	<b>10</b>	<b>23,000</b>	<b>23,000</b>
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**ZONING BOARD OF APPEALS**

EXPENDITURES	FY 2016	FY 2017	FY 2018			FY 2019			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/18	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-176-5100</b>									
5194 Boards & Commissions	17,700.00	22,900.00	23,000.00	9,900.00	23,000.00	23,000.00	0.00	23,000.00	23,000.00
<b>General Expenses 001-176-5200</b>									
5308 Stenographer	10,120.00	11,463.75	15,000.00	3,870.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5341 Advertising	9,649.35	13,124.46	15,000.00	8,399.86	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	320.35	2,180.30	2,500.00	1,900.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	271.20	813.97	1,500.00	174.66	1,500.00	1,500.00	0.00	1,500.00	1,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel	17,700.00	22,900.00	23,000.00	9,900.00	23,000.00	23,000.00	0.00	23,000.00	23,000.00
General Expenses	20,360.90	27,582.48	34,000.00	14,344.52	34,000.00	34,000.00	0.00	34,000.00	34,000.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>38,060.90</b>	<b>50,482.48</b>	<b>57,000.00</b>	<b>24,244.52</b>	<b>57,000.00</b>	<b>57,000.00</b>	<b>0.00</b>	<b>57,000.00</b>	<b>57,000.00</b>