

City of Waltham



Fiscal Year 2020 Budget

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	566,628.38	550,214.15	580,007.00	354,573.71	492,800.68	653,126.00	73,119.00	653,126.00	653,126.00
Personnel	459,762.86	445,287.51	469,887.00	265,795.68	386,180.68	537,006.00	67,119.00	537,006.00	537,006.00
General	106,865.52	104,926.64	110,120.00	88,778.03	106,620.00	116,120.00	6,000.00	116,120.00	116,120.00
Equip/Unusual									
Special									
Auditors	76,710,006.37	80,644,165.29	80,119,846.00	74,569,515.69	80,270,822.52	86,302,509.00	3,009,913.00	83,129,759.00	83,129,759.00
-City Auditor	571,084.04	595,255.97	778,697.00	459,150.01	619,997.00	1,976,520.00	1,197,823.00	1,976,520.00	1,976,520.00
Personnel	567,655.26	584,165.88	618,897.00	455,664.44	610,397.00	621,125.00	2,228.00	621,125.00	621,125.00
General	3,428.78	2,765.09	4,800.00	3,436.88	4,600.00	5,395.00	595.00	5,395.00	5,395.00
Equip/Unusual	-	8,325.00	155,000.00	48.69	5,000.00	1,350,000.00	1,195,000.00	1,350,000.00	1,350,000.00
Special									
-Interest & Certification	2,328,160.68	2,514,204.66	2,345,000.00	1,653,287.48	2,671,125.00	2,640,000.00	295,000.00	2,640,000.00	2,640,000.00
Personnel									
General	2,328,160.68	2,514,204.66	2,345,000.00	1,653,287.48	2,671,125.00	2,640,000.00	295,000.00	2,640,000.00	2,640,000.00
Equip/Unusual									
Special									
-Redemption of Bonds	7,197,238.00	8,501,238.00	8,252,000.00	5,626,238.00	8,252,000.00	8,700,000.00	448,000.00	8,700,000.00	8,700,000.00
Personnel									
General	7,197,238.00	8,501,238.00	8,252,000.00	5,626,238.00	8,252,000.00	8,700,000.00	448,000.00	8,700,000.00	8,700,000.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	16,280,773.52	16,782,184.52	17,350,149.00	17,349,549.00	17,350,102.52	17,899,239.00	549,090.00	17,899,239.00	17,899,239.00
Personnel									
General	16,280,773.52	16,782,184.52	17,350,149.00	17,349,549.00	17,350,102.52	17,899,239.00	549,090.00	17,899,239.00	17,899,239.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	47,638,294.55	48,787,251.27	47,866,000.00	47,175,947.51	47,865,650.00	50,911,000.00	-	47,866,000.00	47,866,000.00
Personnel									
General	47,638,294.55	48,787,251.27	47,866,000.00	47,175,947.51	47,865,650.00	50,911,000.00	-	47,866,000.00	47,866,000.00
Equip/Unusual									
Special									
-Group Life Ins & Social Security	108,358.56	101,554.19	115,000.00	81,279.73	120,000.00	142,750.00	(100,000.00)	15,000.00	15,000.00
Personnel									
General	108,358.56	101,554.19	115,000.00	81,279.73	120,000.00	142,750.00	(100,000.00)	15,000.00	15,000.00
Equip/Unusual									
Special									
-Redemption of Bonds (Sewer/Water)	1,988,674.27	2,692,059.72	2,699,000.00	1,734,908.15	2,699,000.00	3,319,000.00	620,000.00	3,319,000.00	3,319,000.00
Personnel									
General	1,988,674.27	2,692,059.72	2,699,000.00	1,734,908.15	2,699,000.00	3,319,000.00	620,000.00	3,319,000.00	3,319,000.00
Equip/Unusual									
Special									

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Interest & Certification (Sewer/Water)	597,422.75	670,416.96	714,000.00	489,155.81	692,948.00	714,000.00	-	714,000.00	714,000.00
Personnel									
General	597,422.75	670,416.96	714,000.00	489,155.81	692,948.00	714,000.00	-	714,000.00	714,000.00
Equip/Unusual									
Special									
Building	3,162,552.97	3,379,382.59	3,457,242.00	2,739,778.73	3,912,372.60	3,999,831.00	336,716.00	3,793,958.00	3,793,958.00
-General	2,165,567.55	2,181,317.38	2,381,542.00	1,842,147.25	2,582,372.60	2,674,131.00	211,716.00	2,593,258.00	2,593,258.00
Personnel	1,682,725.39	1,756,739.74	1,959,142.00	1,405,278.30	1,872,020.02	2,092,731.00	81,216.00	2,040,358.00	2,040,358.00
General	482,842.16	416,563.19	422,400.00	436,735.85	680,719.20	568,900.00	130,500.00	552,900.00	552,900.00
Equip/Unusual	-	8,014.45	-	133.10	29,633.38	12,500.00	-	-	-
Special									
-Utilities	996,985.42	1,198,065.21	1,075,700.00	897,631.48	1,330,000.00	1,325,700.00	125,000.00	1,200,700.00	1,200,700.00
General	996,985.42	1,198,065.21	1,075,700.00	897,631.48	1,330,000.00	1,325,700.00	125,000.00	1,200,700.00	1,200,700.00
City Clerk/Voter Registration	765,749.87	726,184.13	804,079.00	603,531.16	807,265.61	921,255.00	59,570.00	863,649.00	863,649.00
-City Clerk	447,947.73	402,348.41	442,125.00	320,134.52	444,425.00	493,644.00	28,644.00	470,769.00	470,769.00
Personnel	349,984.25	323,673.53	342,600.00	257,078.46	353,556.00	367,244.00	24,644.00	367,244.00	367,244.00
General	97,963.48	76,705.04	97,425.00	61,026.06	89,019.00	124,300.00	4,000.00	101,425.00	101,425.00
Equip/Unusual									
Special									
Other Charges	-	1,969.84	2,100.00	2,030.00	1,850.00	2,100.00	-	2,100.00	2,100.00
-Voter Registration	317,802.14	323,835.72	361,954.00	283,396.64	362,840.61	427,611.00	30,926.00	392,880.00	392,880.00
Personnel	185,461.11	203,558.18	211,504.00	145,345.13	209,041.00	241,011.00	(224.00)	211,280.00	211,280.00
General	132,341.03	120,277.54	150,450.00	138,051.51	153,799.61	186,600.00	31,150.00	181,600.00	181,600.00
Equip/Unusual									
Special									
City Council	362,325.25	361,513.62	385,192.00	274,404.44	383,650.00	394,544.00	9,352.00	394,544.00	394,544.00
Personnel	296,941.03	295,747.71	304,400.00	222,684.66	304,400.00	312,294.00	7,894.00	312,294.00	312,294.00
General	61,524.22	64,265.91	70,542.00	51,719.78	69,000.00	72,000.00	1,458.00	72,000.00	72,000.00
Equip/Unusual	3,860.00	1,500.00	10,250.00	-	10,250.00	10,250.00	-	10,250.00	10,250.00
Special									
Conservation Commission	40,848.14	41,798.63	49,516.00	27,141.52	39,563.56	131,367.00	(3,754.00)	45,762.00	45,762.00
Personnel	39,744.82	39,819.74	47,123.00	25,558.35	37,671.40	123,598.00	(3,525.00)	43,598.00	43,598.00
General	1,103.32	1,978.89	2,393.00	1,583.17	1,892.16	7,769.00	(229.00)	2,164.00	2,164.00
Equip/Unusual									
Special									
Consolidated Public Works	12,731,851.41	14,436,303.80	13,770,692.00	9,811,383.75	14,278,764.00	15,101,720.00	326,344.00	14,097,036.00	14,097,036.00
-CPW Administration	5,488,257.78	5,867,200.34	6,753,947.00	4,383,437.43	6,457,019.00	6,924,775.00	6,144.00	6,760,091.00	6,760,091.00
Personnel	4,227,230.86	4,524,768.22	5,068,227.00	3,359,457.26	4,760,699.00	5,207,505.00	(15,406.00)	5,052,821.00	5,052,821.00
General	1,029,277.16	1,073,130.42	1,205,720.00	817,653.11	1,226,320.00	1,187,270.00	(28,450.00)	1,177,270.00	1,177,270.00
Equip/Unusual	231,749.76	269,301.70	480,000.00	206,327.06	470,000.00	530,000.00	50,000.00	530,000.00	530,000.00
Special									

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Snow & Ice	2,873,854.55	3,452,361.78	1,896,745.00	1,815,145.78	2,601,745.00	2,671,945.00	200.00	1,896,945.00	1,896,945.00
Personnel	321,250.33	398,607.28	137,000.00	308,593.46	326,000.00	312,000.00	-	137,000.00	137,000.00
General	2,552,604.22	3,053,754.50	1,759,745.00	1,506,552.32	2,275,745.00	2,359,945.00	200.00	1,759,945.00	1,759,945.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	4,369,739.08	5,116,741.68	5,120,000.00	3,612,800.54	5,220,000.00	5,505,000.00	320,000.00	5,440,000.00	5,440,000.00
General									
Equip/Unusual	4,369,739.08	5,116,741.68	5,120,000.00	3,612,800.54	5,220,000.00	5,505,000.00	320,000.00	5,440,000.00	5,440,000.00
Special									
Board of Survey & Planning	18,975.58	17,470.75	21,900.00	12,523.53	19,900.00	21,900.00	-	21,900.00	21,900.00
Personnel	14,100.00	12,399.78	17,000.00	10,143.67	15,000.00	17,000.00	-	17,000.00	17,000.00
General	4,875.58	5,070.97	4,900.00	2,379.86	4,900.00	4,900.00	-	4,900.00	4,900.00
Equip/Unusual									
Special									
Cemetery Commission	1,900.00	2,600.00	3,000.00	1,700.00	2,900.00	3,000.00	-	3,000.00	3,000.00
Personnel	1,900.00	2,600.00	3,000.00	1,700.00	2,900.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
CPW Water Admin	-	-	316,892.00	183,002.32	263,899.51	245,128.00	(71,764.00)	245,128.00	245,128.00
Personnel	-	-	314,892.00	183,002.32	262,899.51	243,128.00	(71,764.00)	243,128.00	243,128.00
General	-	-	2,000.00	-	1,000.00	2,000.00	-	2,000.00	2,000.00
Equip/Unusual									
Special									
Water Ops & Maint	10,383,448.62	10,280,989.65	10,872,570.00	7,456,878.83	10,718,581.05	11,210,423.00	271,853.00	11,144,423.00	11,144,423.00
Personnel-Operations & Maint	447,253.69	532,694.29	660,683.00	426,606.69	583,631.50	687,565.00	(8,118.00)	652,565.00	652,565.00
Personnel-Meter Read & Install	144,723.52	148,436.84	167,457.00	122,716.93	162,619.84	182,259.00	14,802.00	182,259.00	182,259.00
General	266,091.92	311,249.56	380,600.00	215,150.90	380,600.00	411,900.00	300.00	380,900.00	380,900.00
Equip/Unusual	9,525,379.49	9,288,608.96	9,663,830.00	6,692,404.31	9,591,729.71	9,928,699.00	264,869.00	9,928,699.00	9,928,699.00
Special									
Sewer Ops & Maint	14,166,579.38	14,658,522.47	15,323,590.00	10,468,043.93	15,069,326.54	15,569,082.00	209,492.00	15,533,082.00	15,533,082.00
Personnel	571,291.27	617,551.21	725,881.00	396,687.06	561,857.94	756,191.00	30,310.00	756,191.00	756,191.00
General	373,953.34	368,623.61	414,000.00	267,451.82	414,000.00	452,700.00	2,700.00	416,700.00	416,700.00
Equip/Unusual	13,221,334.77	13,672,347.65	14,183,709.00	9,803,905.05	14,093,468.60	14,360,191.00	176,482.00	14,360,191.00	14,360,191.00
Special									
Council on Aging / Meals on Wheels	655,560.39	682,906.51	782,108.00	588,413.38	746,941.00	869,714.00	87,606.00	869,714.00	869,714.00
Personnel	453,330.38	480,737.41	549,085.00	400,864.76	513,918.00	557,655.00	8,570.00	557,655.00	557,655.00
General	202,230.01	202,169.10	233,023.00	187,548.62	233,023.00	312,059.00	79,036.00	312,059.00	312,059.00
Equip/Unusual									
Special									

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Disabilities Service Commission	6,100.00	5,700.00	7,200.00	4,200.00	7,200.00	7,200.00	-	7,200.00	7,200.00
Personnel	6,100.00	5,700.00	7,000.00	4,200.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	-	-	200.00	-	200.00	200.00	-	200.00	200.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
Emergency Management	82,668.71	85,543.92	90,085.00	59,554.52	90,085.00	138,000.00	-	90,085.00	90,085.00
Personnel	74,950.23	76,323.69	78,985.00	58,363.14	78,985.00	126,900.00	-	78,985.00	78,985.00
General	2,816.10	3,981.84	3,100.00	127.38	3,100.00	4,300.00	1,200.00	4,300.00	4,300.00
Equip/Unusual	4,502.38	4,838.39	7,600.00	1,064.00	7,600.00	6,400.00	(1,200.00)	6,400.00	6,400.00
Special	400.00	400.00	400.00	-	400.00	400.00	-	400.00	400.00
Engineering	431,652.79	460,008.56	540,070.00	338,109.38	486,078.00	689,560.00	36,137.00	576,207.00	576,207.00
Personnel	424,993.67	450,390.45	528,970.00	334,636.71	474,978.00	639,660.00	28,337.00	557,307.00	557,307.00
General	6,659.12	9,618.11	11,100.00	3,472.67	11,100.00	49,900.00	7,800.00	18,900.00	18,900.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
Water Admin (Engineering)	841,356.74	848,084.24	639,824.00	433,923.37	603,491.38	800,922.00	78,585.00	718,409.00	718,409.00
-Water & Sewer Billing & Compliance	212,554.48	218,632.39	239,498.00	173,481.89	239,498.00	245,608.00	6,110.00	245,608.00	245,608.00
Personnel	167,432.64	176,512.40	183,698.00	136,123.99	183,698.00	184,908.00	1,210.00	184,908.00	184,908.00
General	45,121.84	42,119.99	55,800.00	37,357.90	55,800.00	60,700.00	4,900.00	60,700.00	60,700.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
-Engineering Water Administration	628,802.26	629,451.85	400,326.00	260,441.48	363,993.38	555,314.00	72,475.00	472,801.00	472,801.00
Personnel	607,811.48	607,417.35	366,026.00	248,453.33	341,693.38	521,014.00	82,475.00	448,501.00	448,501.00
General	3,471.42	5,166.35	4,300.00	2,433.30	4,300.00	4,300.00	-	4,300.00	4,300.00
Equip/Unusual	17,519.36	16,868.15	30,000.00	9,554.85	18,000.00	30,000.00	(10,000.00)	20,000.00	20,000.00
Special	-	-	-	-	-	-	-	-	-
Fire	15,971,412.52	17,333,284.12	17,267,434.00	13,413,072.58	18,100,566.33	18,588,688.00	464,035.00	17,731,469.00	17,731,469.00
Personnel	15,285,408.55	16,489,952.81	16,394,730.00	12,856,787.50	16,993,569.00	17,598,099.00	372,860.00	16,767,590.00	16,767,590.00
General	453,382.71	552,956.81	550,800.00	314,558.99	719,846.62	618,285.00	48,125.00	598,925.00	598,925.00
Equip/Unusual	76,033.51	54,773.80	73,000.00	27,689.88	96,777.00	115,000.00	42,000.00	115,000.00	115,000.00
Special	156,587.75	235,600.70	248,904.00	214,036.21	290,373.71	257,304.00	1,050.00	249,954.00	249,954.00
Fire Auxiliary	4,191.03	3,499.10	12,500.00	1,388.50	20,648.50	12,500.00	-	12,500.00	12,500.00
General	2,273.40	3,499.10	9,000.00	-	13,885.00	9,000.00	-	9,000.00	9,000.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	1,917.63	-	3,500.00	1,388.50	6,763.50	3,500.00	-	3,500.00	3,500.00
Health	745,749.89	935,488.85	970,832.00	622,350.14	955,202.80	972,635.00	1,803.00	972,635.00	972,635.00
Personnel	703,199.21	791,121.48	816,823.00	567,592.69	794,493.80	798,416.00	(18,407.00)	798,416.00	798,416.00
General	42,550.68	44,002.97	53,409.00	54,370.55	60,109.00	73,619.00	20,210.00	73,619.00	73,619.00
Equip/Unusual	-	100,364.40	100,600.00	386.90	100,600.00	100,600.00	-	100,600.00	100,600.00
Special	-	-	-	-	-	-	-	-	-

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Historical Commission	41,463.59	42,011.99	26,280.00	14,150.59	22,405.73	27,330.00	(600.00)	25,680.00	25,680.00
Personnel	31,910.16	34,990.40	7,000.00	5,000.73	7,500.73	7,000.00	-	7,000.00	7,000.00
General	2,010.87	3,245.09	6,780.00	1,549.86	4,905.00	6,830.00	(600.00)	6,180.00	6,180.00
Equip/Unusual	7,542.56	3,776.50	12,500.00	7,600.00	10,000.00	13,500.00	-	12,500.00	12,500.00
Special									
Human Resources	624,312.76	800,301.52	925,202.00	667,756.22	925,202.00	1,025,254.00	87,704.00	1,012,906.00	1,012,906.00
-General/Work Study/Unemploy	350,432.17	382,332.92	405,202.00	308,123.57	405,202.00	505,254.00	87,704.00	492,906.00	492,906.00
Personnel	303,860.23	317,890.16	330,752.00	262,424.81	330,752.00	426,604.00	87,704.00	418,456.00	418,456.00
General	21,278.44	33,781.35	36,450.00	21,156.76	36,450.00	37,650.00	-	36,450.00	36,450.00
Equip/Unusual	25,293.50	30,661.41	38,000.00	24,542.00	38,000.00	41,000.00	-	38,000.00	38,000.00
Special									
-Workers Comp	273,880.59	417,968.60	520,000.00	359,632.65	520,000.00	520,000.00	-	520,000.00	520,000.00
Personnel									
General	273,880.59	417,968.60	520,000.00	359,632.65	520,000.00	520,000.00	-	520,000.00	520,000.00
Equip/Unusual									
Special									
Information Technology	1,541,271.87	1,701,438.51	1,800,064.00	1,321,618.41	1,726,529.40	1,823,767.00	(87,810.00)	1,712,254.00	1,712,254.00
-Information Technology	1,307,794.01	1,469,247.26	1,581,526.00	1,153,408.84	1,507,991.40	1,605,229.00	(87,810.00)	1,493,716.00	1,493,716.00
Personnel	965,486.50	1,131,992.23	1,204,701.00	837,496.68	1,126,723.23	1,172,998.00	(96,716.00)	1,107,985.00	1,107,985.00
General	316,412.01	320,086.33	346,825.00	300,891.26	351,268.17	352,231.00	8,906.00	355,731.00	355,731.00
Equip/Unusual	25,895.50	17,168.70	30,000.00	15,020.90	30,000.00	80,000.00	-	30,000.00	30,000.00
Special									
-Central Telephone	233,477.86	232,191.25	218,538.00	168,209.57	218,538.00	218,538.00	-	218,538.00	218,538.00
Personnel	25,541.11	25,796.96	28,538.00	19,659.78	28,538.00	28,538.00	-	28,538.00	28,538.00
General	205,006.75	206,394.29	190,000.00	148,549.79	190,000.00	190,000.00	-	190,000.00	190,000.00
Equip/Unusual	2,930.00	-	-	-	-	-	-	-	-
Special									
Law	998,711.09	1,016,094.84	1,168,716.00	837,008.55	1,131,457.26	1,389,419.00	166,915.00	1,335,631.00	1,320,631.00
Personnel	917,129.83	945,328.00	989,316.00	718,792.41	937,557.26	1,096,269.00	61,665.00	1,050,981.00	1,050,981.00
General	79,577.16	68,244.84	106,900.00	58,369.43	113,400.00	170,650.00	62,750.00	169,650.00	169,650.00
Equip/Unusual	2,004.10	2,522.00	72,500.00	59,846.71	80,500.00	122,500.00	42,500.00	115,000.00	100,000.00
Special									
Library	2,505,558.11	2,515,635.44	2,883,801.00	2,076,059.12	2,791,562.54	3,093,652.00	169,269.00	3,053,070.00	3,053,070.00
Personnel	2,106,854.38	2,039,630.68	2,408,102.00	1,740,300.35	2,318,172.87	2,579,584.00	135,150.00	2,543,252.00	2,543,252.00
General	337,031.81	403,675.72	402,349.00	272,637.96	400,199.00	433,245.00	26,646.00	428,995.00	428,995.00
Equip/Unusual	61,671.92	70,329.04	73,350.00	63,120.81	73,190.67	77,823.00	4,473.00	77,823.00	77,823.00
Special									
Other Charges	-	2,000.00	-	-	-	3,000.00	3,000.00	3,000.00	3,000.00
Mayor	671,678.92	700,022.20	701,116.00	538,867.05	714,747.28	768,841.00	67,725.00	768,841.00	768,841.00
-Mayor	661,678.92	690,522.20	690,666.00	528,917.05	704,297.28	757,841.00	67,175.00	757,841.00	757,841.00
Personnel	284,498.48	282,197.97	279,166.00	209,746.16	279,166.00	341,566.00	62,400.00	341,566.00	341,566.00
General	23,013.41	22,564.30	25,050.00	20,169.85	25,042.14	25,550.00	500.00	25,550.00	25,550.00
Equip/Unusual	354,167.03	385,759.93	386,450.00	299,001.04	400,089.14	390,725.00	4,275.00	390,725.00	390,725.00
Special									

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	10,000.00	9,500.00	10,450.00	9,950.00	10,450.00	11,000.00	550.00	11,000.00	11,000.00
Personnel									
General	10,000.00	9,500.00	10,450.00	9,950.00	10,450.00	11,000.00	550.00	11,000.00	11,000.00
Equip/Unusual									
Special									
Planning	804,130.33	1,197,032.27	1,026,509.00	755,117.46	1,031,515.26	1,107,960.00	85,999.00	1,112,508.00	1,062,508.00
<i>-City Planner</i>	369,265.79	375,048.54	309,692.00	236,182.07	314,218.37	388,845.00	79,353.00	389,045.00	339,045.00
Personnel	254,558.31	259,074.49	296,892.00	229,324.95	296,892.00	326,045.00	29,153.00	326,045.00	326,045.00
General	4,366.94	2,774.43	2,800.00	1,857.12	2,326.37	2,800.00	200.00	3,000.00	3,000.00
Equip/Unusual	110,340.54	113,199.62	10,000.00	5,000.00	15,000.00	60,000.00	50,000.00	60,000.00	10,000.00
Special									
<i>-Housing</i>	287,473.51	670,377.15	559,580.00	388,460.62	559,580.00	561,570.00	1,990.00	561,570.00	561,570.00
Personnel	285,921.25	288,568.47	358,030.00	259,067.75	358,030.00	360,020.00	1,990.00	360,020.00	360,020.00
General	1,552.26	1,540.68	101,550.00	47,255.10	101,550.00	101,550.00	-	101,550.00	101,550.00
Equip/Unusual	-	380,268.00	100,000.00	82,137.77	100,000.00	100,000.00	-	100,000.00	100,000.00
Special									
<i>-Paine Estate</i>	147,391.03	151,606.58	157,237.00	130,474.77	157,716.89	157,545.00	4,656.00	161,893.00	161,893.00
Personnel	115,220.78	120,409.11	122,487.00	112,217.30	122,487.00	122,695.00	4,656.00	127,143.00	127,143.00
General	32,170.25	27,203.74	34,750.00	18,257.47	35,229.89	34,850.00	-	34,750.00	34,750.00
Equip/Unusual	-	3,993.73	-	-	-	-	-	-	-
Special									
Police	18,037,418.56	18,859,534.70	19,914,519.00	15,025,752.31	20,504,660.71	20,443,603.00	356,182.00	20,270,701.00	20,270,701.00
<i>-Police & Animal Control</i>	16,276,998.42	17,007,331.24	17,914,402.00	13,519,864.20	18,571,806.71	18,426,775.00	339,471.00	18,253,873.00	18,253,873.00
Personnel	15,655,602.22	16,399,287.44	17,172,292.00	13,059,250.69	17,789,191.00	17,627,132.00	291,938.00	17,464,230.00	17,464,230.00
General	259,713.01	250,166.43	302,400.00	206,151.47	323,800.00	323,100.00	11,700.00	314,100.00	314,100.00
Equip/Unusual	162,838.92	156,434.43	201,835.00	55,332.10	225,834.71	224,368.00	21,533.00	223,368.00	223,368.00
Special	198,844.27	201,442.94	237,875.00	199,129.94	232,981.00	252,175.00	14,300.00	252,175.00	252,175.00
<i>-Dispatch</i>	1,760,420.14	1,852,203.46	2,000,117.00	1,505,888.11	1,932,854.00	2,016,828.00	16,711.00	2,016,828.00	2,016,828.00
Personnel	1,721,601.61	1,801,707.82	1,944,776.00	1,467,533.23	1,883,309.00	1,961,487.00	16,711.00	1,961,487.00	1,961,487.00
General	30,018.53	35,324.98	39,941.00	26,106.68	36,845.00	39,941.00	-	39,941.00	39,941.00
Equip/Unusual									
Special	8,800.00	15,170.66	15,400.00	12,248.20	12,700.00	15,400.00	-	15,400.00	15,400.00
Purchasing	510,517.92	560,696.80	568,670.00	467,285.70	630,041.99	702,682.00	91,312.00	659,982.00	659,982.00
Personnel	241,764.61	251,700.28	243,900.00	179,172.39	243,900.00	299,207.00	12,857.00	256,757.00	256,757.00
General	5,567.61	4,519.68	4,770.00	3,442.31	5,093.99	12,175.00	7,155.00	11,925.00	11,925.00
Equip/Unusual									
Special	263,185.70	304,476.84	320,000.00	284,671.00	381,048.00	391,300.00	71,300.00	391,300.00	391,300.00
Recreation/Veteran's Rink	1,698,652.89	1,516,909.53	1,778,842.00	1,205,317.83	1,745,162.00	1,877,732.00	92,890.00	1,871,732.00	1,871,732.00
<i>-General Support</i>	762,074.11	834,206.19	949,440.00	682,430.44	949,760.00	1,049,960.00	100,020.00	1,049,460.00	1,049,460.00
Personnel	715,374.82	778,094.74	888,815.00	637,547.42	888,815.00	982,335.00	93,520.00	982,335.00	982,335.00
General	15,687.70	15,020.53	18,625.00	13,717.05	18,945.00	20,625.00	1,500.00	20,125.00	20,125.00
Equip/Unusual	31,011.59	41,090.92	42,000.00	31,165.97	42,000.00	47,000.00	5,000.00	47,000.00	47,000.00
Special									

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Playgrounds	345,278.37	139,648.26	196,000.00	133,739.02	171,000.00	198,500.00	2,500.00	198,500.00	198,500.00
Personnel	51,566.00	54,372.00	66,500.00	46,350.00	66,500.00	69,000.00	2,500.00	69,000.00	69,000.00
General	291,207.99	82,020.55	126,000.00	85,569.94	101,000.00	126,000.00	-	126,000.00	126,000.00
Equip/Unusual	2,504.38	3,255.71	3,500.00	1,819.08	3,500.00	3,500.00	-	3,500.00	3,500.00
Special									
-Summer Fun	78,557.69	83,043.39	86,800.00	68,727.79	86,800.00	90,300.00	3,500.00	90,300.00	90,300.00
Personnel	66,467.00	70,855.00	74,000.00	59,900.00	74,000.00	77,500.00	3,500.00	77,500.00	77,500.00
General	12,090.69	12,188.39	12,800.00	8,827.79	12,800.00	12,800.00	-	12,800.00	12,800.00
Equip/Unusual									
Special									
-Support of Rec Act.	95,664.78	94,570.38	117,500.00	49,600.16	117,500.00	117,500.00	-	117,500.00	117,500.00
Personnel									
General	86,593.70	85,086.88	107,000.00	47,248.45	107,000.00	107,000.00	-	107,000.00	107,000.00
Equip/Unusual	9,071.08	9,483.50	10,500.00	2,351.71	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
-Vet Rink	417,077.94	365,441.31	429,102.00	270,820.42	420,102.00	421,472.00	(13,130.00)	415,972.00	415,972.00
Personnel	156,891.21	134,996.84	149,377.00	123,377.79	148,377.00	151,747.00	2,370.00	151,747.00	151,747.00
General	232,215.61	200,095.26	246,725.00	127,443.73	238,725.00	236,725.00	(15,500.00)	231,225.00	231,225.00
Equip/Unusual	19,071.12	19,349.21	21,000.00	8,748.90	21,000.00	21,000.00	-	21,000.00	21,000.00
Special	8,900.00	11,000.00	12,000.00	11,250.00	12,000.00	12,000.00	-	12,000.00	12,000.00
Transportation	835,974.29	904,127.65	972,496.00	637,076.24	926,071.00	967,264.00	(12,742.00)	959,754.00	959,754.00
-Traffic Engineering	476,095.11	531,612.28	567,701.00	339,781.18	546,837.00	581,839.00	6,628.00	574,329.00	574,329.00
Personnel	366,944.79	408,404.79	425,935.00	294,495.47	400,863.00	432,063.00	3,628.00	429,563.00	429,563.00
General	46,183.82	52,808.61	66,766.00	42,944.08	70,974.00	74,776.00	3,000.00	69,766.00	69,766.00
Equip/Unusual	62,966.50	70,398.88	75,000.00	2,341.63	75,000.00	75,000.00	-	75,000.00	75,000.00
Special									
-Parking Management	359,879.18	372,515.37	404,795.00	297,295.06	379,234.00	385,425.00	(19,370.00)	385,425.00	385,425.00
Personnel	190,519.33	193,361.58	209,665.00	136,270.06	184,104.00	182,641.00	(27,024.00)	182,641.00	182,641.00
General	104,379.48	113,944.16	134,933.00	101,551.37	134,933.00	156,483.00	21,550.00	156,483.00	156,483.00
Equip/Unusual	63,000.00	63,320.00	58,197.00	58,197.00	58,197.00	44,301.00	(13,896.00)	44,301.00	44,301.00
Special	1,980.37	1,889.63	2,000.00	1,276.63	2,000.00	2,000.00	-	2,000.00	2,000.00
Treasurer & Collector	1,225,430.95	1,209,599.52	1,272,686.00	900,337.17	1,269,686.00	1,320,724.00	155,788.00	1,428,474.00	1,428,474.00
-Treas & Collector/Paymaster/ Group Life	1,221,930.95	1,206,299.42	1,268,686.00	897,789.15	1,265,686.00	1,316,724.00	155,788.00	1,424,474.00	1,424,474.00
Personnel	925,138.91	906,668.33	950,086.00	706,963.02	947,086.00	954,124.00	4,038.00	954,124.00	954,124.00
General	296,792.04	299,631.09	318,600.00	190,826.13	318,600.00	335,100.00	144,250.00	462,850.00	462,850.00
Equip/Unusual	-	-	-	-	-	27,500.00	7,500.00	7,500.00	7,500.00
Special									
-Trust Funds	3,500.00	3,300.10	4,000.00	2,548.02	4,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	3,500.00	3,300.10	4,000.00	2,548.02	4,000.00	4,000.00	-	4,000.00	4,000.00
General									
Equip/Unusual									
Special									

	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Veterans/License Commission	320,506.06	330,754.57	407,558.00	257,950.38	357,558.00	408,203.00	645.00	408,203.00	408,203.00
-Veterans	301,452.54	311,753.22	388,083.00	244,238.44	338,083.00	388,728.00	645.00	388,728.00	388,728.00
Personnel	185,484.61	190,121.00	195,408.00	146,110.45	195,408.00	196,053.00	645.00	196,053.00	196,053.00
General	115,967.93	121,632.22	192,675.00	98,127.99	142,675.00	192,675.00	-	192,675.00	192,675.00
Equip/Unusual									
Special									
-License Commission	19,053.52	19,001.35	19,475.00	13,711.94	19,475.00	19,475.00	-	19,475.00	19,475.00
Personnel	15,600.00	15,599.85	15,600.00	11,687.34	15,600.00	15,600.00	-	15,600.00	15,600.00
General	3,453.52	3,401.50	3,875.00	2,024.60	3,875.00	3,875.00	-	3,875.00	3,875.00
Equip/Unusual									
Special									
Wires	1,460,688.77	1,616,696.75	1,713,719.00	1,132,634.46	1,674,211.49	1,730,564.00	14,645.00	1,728,364.00	1,728,364.00
-General	973,297.61	1,083,271.70	1,183,719.00	811,917.35	1,144,211.49	1,200,564.00	14,645.00	1,198,364.00	1,198,364.00
Personnel	705,491.17	758,789.55	841,729.00	588,404.06	802,221.49	847,574.00	5,845.00	847,574.00	847,574.00
General	263,368.37	296,320.92	314,490.00	221,752.96	314,490.00	325,490.00	8,800.00	323,290.00	323,290.00
Equip/Unusual	4,438.07	28,161.23	27,500.00	1,760.33	27,500.00	27,500.00	-	27,500.00	27,500.00
Special									
-Street Lighting	487,391.16	533,425.05	530,000.00	320,717.11	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	487,391.16	533,425.05	530,000.00	320,717.11	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	50,482.48	45,930.70	57,000.00	35,417.25	57,000.00	62,000.00	5,000.00	62,000.00	62,000.00
Personnel	22,900.00	17,100.00	23,000.00	15,300.00	23,000.00	25,500.00	2,500.00	25,500.00	25,500.00
General	27,582.48	28,830.70	34,000.00	20,117.25	34,000.00	36,500.00	2,500.00	36,500.00	36,500.00
Equip/Unusual									
Special									
Grand Total	168,976,356.63	178,470,447.37	181,231,757.00	147,835,838.22	182,777,869.74	193,382,099.00	6,081,929.00	187,313,686.00	187,248,686.00
Schools	78,095,538.57	87,360,686.32	87,593,305.00	55,164,083.64	87,593,305.00	91,550,620.00	3,205,326.00	90,798,631.00	90,798,631.00
Total with Schools	247,071,895.20	265,831,133.69	268,825,062.00	202,999,921.86	270,371,174.74	284,932,719.00	9,287,255.00	278,112,317.00	278,047,317.00

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 2017	FY 2018
Pension-Contributory/FICA	148,688	236,544
Pension Administration	13,754	19,956
Medical & Life Insurance	151,474	157,063
Heat, Light, Water	13,277	13,631
Building Repair & Maintenance	14,047	26,596
Building Insurance	817	1,195
Motor Vehicle Insurance	322	173
Motor Vehicle Maint & Repair	4,624	4,717
Total	\$347,003	\$459,875

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Real Estate Parcels Assessed	15,823	15,825	15,830
Personal Prop Parcels Assessed	1,568	1,575	1,580
Field Inspections	180	750	1,000
Real Estate, Personal Property, Abatements & Exemptions	545	550	555
Motor Vehicle Excise Tax Processed	56,658	57,000	58,000
Motor Vehicle Excise Abatements	2,402	2,500	2,550
Appellate Tax Board Cases - Properties	41	40	45
Abutters Plan Certifications	185	185	185

ASSESSOR

PERSONNEL

			FY 2018		FY 2019				FY 2020				
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Chairperson, Assessors	19-6			1	131,673	97,434.87	130,870.67	1	129,266	1	129,266	129,266
2.	Assessor	16-6 (L9)			1	88,980	9,001.92	39,116.00	1	116,659	1	116,659	116,659
3.	Assessor	16-5 (L10)					54,268.46	81,626.00	1	112,053	1	112,053	112,053
4.	Assessor (PT 19 hrs)	16			0.5	48,619		0.00					
5.	Assistant Assessor	13-4 (L9)			1	95,925	66,190.17	87,448.00	1	87,298	1	87,298	87,298
6.	Administrative Assistant	10-3			1	76,690	19,120.01	19,120.01	1	62,704	1	62,704	62,704
7.	Part Time / Temporary					28,000	19,780.25	28,000.00		29,026		29,026	29,026
Subtotal			4.5	445,287.51	4.5	469,887	265,795.68	386,180.68	5	537,006	5	537,006	537,006

Summary of Changes

Adjustments to FY 2019 Positions

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

Explanation

Chairperson, Assessors	19-6	(2,407)	Employee replaced at lower step/longevity
Assessor	16-6 (L9)	27,679	Board voted new Chairperson - replaced with higher step/longevity
Assessor	16-5 (L10)	112,053	PT position converted to FT
Assessor (PT 19 hrs)	16	(48,619)	Not requested - replaced with FT Assessor
Assistant Assessor	13-4 (L9)	(8,627)	Internal promotion - replaced at lower step/longevity
Administrative Assistant	10-3	(13,986)	New employee to be hired at lower step/longevity
Part Time / Temporary		1,026	Increase in rate and hours

New Positions

Subtotal

Grand Total

4.5	445,287.51	4.5	469,887	265,795.68	386,180.68	5	537,006	5	537,006	537,006
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ASSESSOR

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	408,401.58	404,781.11	393,268.00	246,015.43	358,180.68	507,980.00	114,712.00	507,980.00	507,980.00
5121 Salaries - Part Time	51,361.28	40,506.40	76,619.00	19,780.25	28,000.00	29,026.00	(47,593.00)	29,026.00	29,026.00
<hr/>									
General Expenses 001-141-5200									
5248 Computer Equipment License	17,040.00	17,790.00	18,590.00	18,590.00	18,590.00	19,490.00	900.00	19,490.00	19,490.00
5310 Valuation Services	81,789.73	79,561.52	80,000.00	64,151.48	80,000.00	84,000.00	4,000.00	84,000.00	84,000.00
5312 Training			2,000.00	200.00		3,000.00	1,000.00	3,000.00	3,000.00
5342 Postage	4,648.68	2,825.50	4,700.00	3,070.25	4,000.00	4,700.00	0.00	4,700.00	4,700.00
5343 Printing	2,776.61	3,931.05	4,000.00	2,286.00	3,200.00	4,000.00	0.00	4,000.00	4,000.00
5420 Office Supplies	460.50	543.57	500.00	270.30	500.00	500.00	0.00	500.00	500.00
5730 Dues	150.00	275.00	330.00	210.00	330.00	430.00	100.00	430.00	430.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	Patriot software increased \$900.	900.00
5310 Valuation Services	ATB-hearing expert witness \$220/hr. Quoted \$4,000 for commercial building. Subscription to CoStar increased \$228.	4,000.00
5312 Training	Mass Assessor's Assoc.- certification and continuing education requirements for three assessors and assistant assessor.	1,000.00
5730 Dues	Mass Assessor's Assoc.- dues for three assessors.	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	459,762.86	445,287.51	469,887.00	265,795.68	386,180.68	537,006.00	67,119.00	537,006.00	537,006.00
General Expenses	106,865.52	104,926.64	110,120.00	88,778.03	106,620.00	116,120.00	6,000.00	116,120.00	116,120.00
Equipment & Unusual									
Total Operating Budget	566,628.38	550,214.15	580,007.00	354,573.71	492,800.68	653,126.00	73,119.00	653,126.00	653,126.00

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	250,322	250,441
Pension Administration	23,644	21,268
Medical & Life Insurance	242,610	246,875
Heat, Light, Water	13,277	13,631
Building Repair & Maintenance	14,047	26,596
Building Insurance	817	1,195
Total	\$544,717	\$560,006

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Fund Accounts Controlled	60	60	60
Accts/Pay invoices processed	35,360	35,880	36,400
Payrolls processed/verified	164	166	168
Original PO's reviewed/certified	914	925	950
Vendor contracts reviewed/certified	120	130	140
CAFR award received	Pending	Expected	Expected
CBA's negotiated (9 unions)	4	0	9
Union grievances/arbitrations	7	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	1

AUDITOR

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	City Auditor	21-6 (L11)	1		1	160,615	120,131.32	160,615.00	1	160,615	1	160,615	160,615
2.	Asst City Auditor	17-6 (L11)	1		1	126,623	94,707.22	126,623.00	1	126,623	1	126,623	126,623
3.	Business Manager	15-6 (L8)	1		1	107,429	80,350.88	107,429.00	1	107,429	1	107,429	107,429
4.	Accountant	11-6	1		1	75,876	56,751.24	75,876.00					
5.	Administrative Assistant	10-6 (L9)	1		1	76,690	57,360.03	76,690.00	1	76,690	1	76,690	76,690
6.	*Office Coordinator	9-4	1		1	58,164	43,503.75	58,164.00	1	60,435	1	60,435	60,435
7.	Financial Advisor (Building, Water & Sewer, CIP, CH 90 and CPA)						3,000	0.00		3,000		3,000	3,000
8.	Students / Part Time / Temporary						10,500	2,860.00		2,300		2,300	2,300
Subtotal			6	584,165.88	6	618,897	455,664.44	610,397.00	5	537,092	5	537,092	537,092

Summary of Changes

Adjustments to FY 2019 Positions

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

2,271

Explanation

Senior Accountant 13-5

8,157

Promote Accountant (GR11-6) to Sr Accountant (GR13-5). Additional responsibilities consistent with Sr. Accountant duties to be assigned.

Students / Part Time / Temporary

(8,200)

Reduce to offset increase for Senior Accountant request

1	84,033	1	84,033	84,033
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New Positions

Subtotal

1	84,033	1	84,033	84,033
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Grand Total

6	584,165.88	6	618,897	455,664.44	610,397.00	6	621,125	6	621,125	621,125
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AUDITOR

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	560,471.76	581,055.63	605,397.00	452,804.44	605,397.00	615,825.00	10,428.00	615,825.00	615,825.00
5121 Salaries - Part Time	7,183.50	3,110.25	13,500.00	2,860.00	5,000.00	5,300.00	(8,200.00)	5,300.00	5,300.00
General Expenses 001-135-5200									
5192 Mileage	106.57	84.00	100.00	167.84	200.00	200.00	100.00	200.00	200.00
5242 Office Equipment Repair/Maint		390.00	650.00	390.00	500.00	500.00	(150.00)	500.00	500.00
5312 Collective Bargaining/ Training	575.00	230.00	600.00	448.30	600.00	600.00	0.00	600.00	600.00
5342 Postage	369.00	147.00	300.00		150.00	150.00	(150.00)	150.00	150.00
5420 Office Supplies	2,228.21	1,764.09	3,000.00	2,280.74	3,000.00	3,200.00	200.00	3,200.00	3,200.00
5730 Dues-Mandatory	150.00	150.00	150.00	150.00	150.00	745.00	595.00	745.00	745.00
Equipment & Unusual 001-135-5400									
5111 Contingency/Collective Bargaining - City		8,325.00	155,000.00	48.69	5,000.00	1,350,000.00	1,195,000.00	1,350,000.00	1,350,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Expected increase in usage experience	100.00
5420 Office Supplies	Expected increase in usage experience	200.00
5730 Dues-Mandatory	Increase for membership in GFOA / corresponding reduction in Mayor's independent audit account	595.00
5111 Contingency/Collective Bargaining - City	Contingency for collective bargaining contracts and non-union employee salary increases	1,195,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	567,655.26	584,165.88	618,897.00	455,664.44	610,397.00	621,125.00	2,228.00	621,125.00	621,125.00
General Expenses	3,428.78	2,765.09	4,800.00	3,436.88	4,600.00	5,395.00	595.00	5,395.00	5,395.00
Equipment & Unusual	0.00	8,325.00	155,000.00	48.69	5,000.00	1,350,000.00	1,195,000.00	1,350,000.00	1,350,000.00
Total Operating Budget	<u>571,084.04</u>	<u>595,255.97</u>	<u>778,697.00</u>	<u>459,150.01</u>	<u>619,997.00</u>	<u>1,976,520.00</u>	<u>1,197,823.00</u>	<u>1,976,520.00</u>	<u>1,976,520.00</u>

AUDITOR - INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
BANS Issued	\$2,648,285	\$18,000,000	\$15,937,000
Interest Rate	3.0%	3.0%	3.0%
Bonds Issued		\$21,357,500	
Interest Rate		4.0%	
Maximum Borrowing Term		30 years	
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES	FY 2017	FY 2018	FY 2019		FY 2020				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	12,958.41	5,800.00	5,000.00		2,500.00	5,000.00	0.00	5,000.00	5,000.00
5915 Debt Inside Interest	2,063,659.08	2,508,404.66	2,185,000.00	1,653,287.48	2,184,395.00	2,375,000.00	190,000.00	2,375,000.00	2,375,000.00
5925 Interest on Bond Anticipation Notes	251,543.19		135,000.00		484,230.00	240,000.00	105,000.00	240,000.00	240,000.00
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

5915 Debt Inside Interest

5925 Interest on Bond Anticipation Notes

Reason

Increase in net interest payments - new bond issue of \$21.4M

Increase in interest payments - BANS issue of \$16.0M

Department Cost for

Requested Increase

190,000.00

105,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,328,160.68	2,514,204.66	2,345,000.00	1,653,287.48	2,671,125.00	2,640,000.00	295,000.00	2,640,000.00	2,640,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,328,160.68</u>	<u>2,514,204.66</u>	<u>2,345,000.00</u>	<u>1,653,287.48</u>	<u>2,671,125.00</u>	<u>2,640,000.00</u>	<u>295,000.00</u>	<u>2,640,000.00</u>	<u>2,640,000.00</u>

AUDITOR - REDEMPTION OF BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Building	\$1,269,000	\$1,061,000	\$860,000
Building - School Construction	\$27,666,416	\$24,372,178	\$21,092,941
City Yard Project	\$335,000	\$284,000	\$248,000
Design / Engineering	\$104,000	\$88,000	\$72,000
Equipment	\$2,059,000	\$2,716,500	\$1,894,500
Land Acquisition	\$8,495,000	\$25,460,000	\$23,835,000
Land Development	\$5,577,000	\$4,728,000	\$3,904,000
Removal Solid Waste Facility	\$418,000	\$370,000	\$322,000
Recreation Facilities	\$435,000	\$1,020,000	\$843,000
Revaluation	\$210,000	\$175,000	\$140,000
Signals	\$725,000	\$605,000	\$495,000
Streets	\$13,045,000	\$12,590,000	\$10,800,000
Technology	\$75,000	\$50,000	\$30,000
Total Outstanding Bonds	\$60,413,416	\$73,519,678	\$64,536,441
 Bonds Retired In 5 Years	 60%	 54%	 57%
Bonds Retired In 10 Years	94%	81%	80%
Bonds Retired In 15 Years	99%	87%	87%
Bonds Retired In 20 Years	100%	92%	92%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	7,197,238.00	8,501,238.00	8,252,000.00	5,626,238.00	8,252,000.00	8,700,000.00	448,000.00	8,700,000.00	8,700,000.00

Department Explanation for Requested Increases

Item

5910 Serial Bond Inside Limit

Reason

Increase in net principal payments - new bond issue of \$21.4M

Department Cost for Requested Increase

448,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	7,197,238.00	8,501,238.00	8,252,000.00	5,626,238.00	8,252,000.00	8,700,000.00	448,000.00	8,700,000.00	8,700,000.00
Equipment & Unusual									
Total Operating Budget	<u>7,197,238.00</u>	<u>8,501,238.00</u>	<u>8,252,000.00</u>	<u>5,626,238.00</u>	<u>8,252,000.00</u>	<u>8,700,000.00</u>	<u>448,000.00</u>	<u>8,700,000.00</u>	<u>8,700,000.00</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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Non-Contributory			
Retirees	0	0	0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Contributory			
Active Participants	921	950	970
Retirees	531	541	545
Disabled Retirees	93	93	95
Surviving Spouses	127	124	125
Actuarial Valuation Date	1/1/2017		
Actuarial Liability	\$387,803,152		
Actuarial Assets	\$223,584,317		
Unfunded Actuarial Liability	\$164,218,835	\$161,125,851	\$157,308,266
Funded Ratio	57.7%	59.7%	62.0%
Scheduled year to be fully funded	2032	2032	2032

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	16,280,220.00	16,781,631.00	17,349,549.00	17,349,549.00	17,349,549.00	17,898,639.00	549,090.00	17,898,639.00	17,898,639.00
Non-Contributory Retirement 001-918-5200									
5170 Pension - Non-Contributory	553.52	553.52	600.00		553.52	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Pension - Contributory	PERAC mandate - actuarial funding schedule required payment	549,090.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	16,280,773.52	16,782,184.52	17,350,149.00	17,349,549.00	17,350,102.52	17,899,239.00	549,090.00	17,899,239.00	17,899,239.00
Equipment & Unusual									
Total Operating Budget	<u>16,280,773.52</u>	<u>16,782,184.52</u>	<u>17,350,149.00</u>	<u>17,349,549.00</u>	<u>17,350,102.52</u>	<u>17,899,239.00</u>	<u>549,090.00</u>	<u>17,899,239.00</u>	<u>17,899,239.00</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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Employees / Retirees			
BC/BS - Family	30	22	19
BC/BS - Individual	101	91	86
BC/BS - Individual C/O	418	377	330
BC/BS PPO - Family	245	242	239
BC/BS PPO - Individual	151	150	153
BC/BS Medex-Ind	832	878	937
Tufts HMO - Fam	585	598	604
Tufts HMO - Ind	252	259	260
Tufts Med Comp - Ind	65	97	93
Tufts Med Pref - Ind	35	35	32
Harvard HMO - Fam	248	259	253
Harvard HMO - Ind	150	175	188
Harvard Enhance - Ind	71	77	73
Delta Dental - Fam	864	899	893
Delta Dental - Ind	435	464	475
Medicare Part B	1,450	1,460	1,460
* FY2020 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.			

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Annual Total Cost			
BC/BS - Family	\$39,526	\$40,005	\$43,062
BC/BS - Individual	\$16,977	\$17,244	\$18,561
BC/BS - Individual C/O	\$8,353	\$8,451	\$9,069
BC/BS PPO - Family	\$31,581	\$31,937	\$34,380
BC/BS PPO - Individual	\$13,612	\$13,766	\$14,819
BC/BS Medex - Individual	\$5,954	\$6,300	\$6,360
Tufts HMO - Family	\$28,010	\$26,959	\$26,385
Tufts HMO - Individual	\$10,366	\$9,974	\$9,805
Tufts Med Comp - Ind	\$6,576	\$7,188	\$7,188
Tufts Med Pref - Ind	\$3,552	\$3,768	\$4,128
Harvard HMO - Family	\$25,599	\$24,649	\$23,619
Harvard HMO - Individual	\$10,240	\$9,860	\$9,448
Harvard Enhance - Ind	\$7,592	\$8,240	\$8,950
Delta Dental - Fam	\$1,212	\$1,189	\$1,312
Delta Dental - Ind	\$449	\$441	\$535
Medicare B - Base Rate	\$1,608	\$1,626	\$1,642
OPEB - Contributions - Employees	\$469,309	\$425,000	\$425,000
OPEB - Contributions - City	\$454,312	\$455,000	\$455,000
OPEB - Trust Fund	\$10,952,876	\$11,832,876	\$12,712,876
OPEB - Unfunded Liability	\$595,692,054		
Medicare Part D Recoveries	\$748,216	\$750,000	\$750,000
Stop Loss Recoveries	\$355,967	\$300,000	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Medical Insurance 001-914-5200									
5171 Blue Cross/Blue Shield	14,200,000.00	13,500,000.00	12,750,000.00	12,750,000.00	12,750,000.00	14,000,000.00	310,000.00	13,060,000.00	13,060,000.00
5172 Tufts	18,200,000.00	17,200,000.00	16,805,000.00	16,805,000.00	16,805,000.00	17,230,000.00	(505,000.00)	16,300,000.00	16,300,000.00
5173 Harvard	5,880,000.00	7,505,000.00	7,155,000.00	7,155,000.00	7,155,000.00	7,500,000.00	(210,000.00)	6,945,000.00	6,945,000.00
5175 Delta Dental	1,200,000.00	1,250,000.00	1,300,000.00	1,300,000.00	1,300,000.00	1,450,000.00	(70,000.00)	1,230,000.00	1,230,000.00
5174 Medicare B Reimbursement	2,202,452.95	2,203,670.90	2,225,000.00	2,226,881.90	2,227,000.00	2,600,000.00	375,000.00	2,600,000.00	2,600,000.00
5185 FICA - Medicare	1,637,297.40	1,800,422.09	1,750,000.00	1,267,384.71	1,822,000.00	1,850,000.00	100,000.00	1,850,000.00	1,850,000.00
5186 Stop Loss	789,351.36	808,091.65	850,000.00	646,212.90	776,000.00	850,000.00	0.00	850,000.00	850,000.00
5187 Audits / Consulting	9,800.00	2,719.37	10,000.00	10,900.00	11,650.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	17,592.00	16,422.00	20,000.00	14,568.00	18,000.00	20,000.00	0.00	20,000.00	20,000.00
5189 Wellness Programs	1,800.84	925.26	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	3,500,000.00	4,500,000.00	5,000,000.00	5,000,000.00	5,000,000.00	5,400,000.00	0.00	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 FY2020 carrier renewal	1,250,000.00
5172 Tufts	Increase based upon FY2020 carrier renewal	425,000.00
5173 Harvard	Increase based upon FY2020 carrier renewal	345,000.00
5175 Delta Dental	Increase based upon FY2020 carrier renewal	150,000.00
5174 Medicare B Reimbursement	Increase in base Medicare B rate for reimbursement during CY2019 and expected for CY2020	375,000.00
5185 FICA - Medicare	Increase in eligible employees & salaries	100,000.00
5170 Optional Medicare Extension (OME)	Increase based upon FY2020 carrier renewal and enrollment increase from prior year	400,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	47,638,294.55	48,787,251.27	47,866,000.00	47,175,947.51	47,865,650.00	50,911,000.00	0.00	47,866,000.00	47,866,000.00
Equipment & Unusual									
Total Operating Budget	<u>47,638,294.55</u>	<u>48,787,251.27</u>	<u>47,866,000.00</u>	<u>47,175,947.51</u>	<u>47,865,650.00</u>	<u>50,911,000.00</u>	<u>0.00</u>	<u>47,866,000.00</u>	<u>47,866,000.00</u>

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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Social Security	19	16	15

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Life Insurance			
Employees	1,002	1,025	1,050
Retirees	882	870	875
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	\$81	\$95
Retirees - Basic Life	\$22	\$27	\$32

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES	FY 2017	FY 2018	FY 2019		FY 2020				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	84,001.10	86,006.50	95,000.00	74,319.19	105,000.00	127,750.00	(95,000.00) *	0.00	0.00
Social Security 001-917-5200									
5170 Social Security	24,357.46	15,547.69	20,000.00	6,960.54	15,000.00	15,000.00	(5,000.00)	15,000.00	15,000.00
<i>*transfer to Treasurer's budget who actually administers it</i>									

Department Explanation for Requested Increases

Item

5170 Group Life Insurance

Reason

Increase due to new rates as of January 1, 2019

Department Cost for Requested Increase

32,750.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	108,358.56	101,554.19	115,000.00	81,279.73	120,000.00	142,750.00	(100,000.00)	15,000.00	15,000.00
Equipment & Unusual									
Total Operating Budget	<u>108,358.56</u>	<u>101,554.19</u>	<u>115,000.00</u>	<u>81,279.73</u>	<u>120,000.00</u>	<u>142,750.00</u>	<u>(100,000.00)</u>	<u>15,000.00</u>	<u>15,000.00</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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Sewer Equipment	\$60,000		
Sewer Improvements	\$11,559,200	\$13,031,094	\$11,631,794
Sewer Improvements (MWRA)	\$679,205	\$486,790	\$294,375
Sewer Improvements (MWPAT)	\$216,368	\$204,012	\$191,388
Sewer Improvements (SRF)	\$1,516,760	\$1,253,511	\$1,117,458
Sewer Improvements (MWRA)		\$3,849,500	\$3,464,550
Total Outstanding Bonds	<u>\$14,031,533</u>	<u>\$18,824,907</u>	<u>\$16,699,565</u>
Bonds Retired In 10 Years	57%	54%	65%
Bonds Retired In 15 Years	100%	100%	100%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Water Improvements	\$3,822,400	\$3,898,300	\$3,686,852
Water Improvements (MWRA) 2010	\$514,955	\$343,304	\$0
Water Improvements (MWRA) 2013	\$1,078,225	\$862,580	\$646,935
Water Improvements (MWRA) 2014	\$334,859	\$287,022	\$239,185
Water Improvements (MWRA) 2017	\$2,268,000	\$2,016,000	\$1,764,000
Water Improvements (MWRA) 2018		\$1,201,831	\$1,081,648
Total Outstanding Bonds	<u>\$8,018,439</u>	<u>\$8,609,037</u>	<u>\$7,418,620</u>
Bonds Retired In 10 Years	71%	62%	72%
Bonds Retired In 15 Years	98%	100%	100%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,227,440.47	1,658,825.92	1,671,000.00	1,235,319.35	1,671,000.00	2,131,000.00	460,000.00	2,131,000.00	2,131,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	761,233.80	1,033,233.80	1,028,000.00	499,588.80	1,028,000.00	1,188,000.00	160,000.00	1,188,000.00	1,188,000.00

Department Explanation for Requested Increases

Item

5910 Serial Bond Sewer
5910 Serial Bond Water

Reason

Increase in net principal payments - MWRA loan \$3.9M & new bond issue \$2.6M
Increase in net principal payments - MWRA loan \$1.2M & new bond issue \$416K

Department Cost for Requested Increase

460,000.00
160,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,988,674.27	2,692,059.72	2,699,000.00	1,734,908.15	2,699,000.00	3,319,000.00	620,000.00	3,319,000.00	3,319,000.00
Equipment & Unusual									
Total Operating Budget	<u>1,988,674.27</u>	<u>2,692,059.72</u>	<u>2,699,000.00</u>	<u>1,734,908.15</u>	<u>2,699,000.00</u>	<u>3,319,000.00</u>	<u>620,000.00</u>	<u>3,319,000.00</u>	<u>3,319,000.00</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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
SEWER			
BANS	\$2,614,194		\$2,800,000
Interest Rate	3.0%		3.0%
Bonds Issued 06/19 (MWRA)		\$3,849,500	
Interest Rate		0.0%	
Maximum Borrowing Term		10 years	
Bonds Issued 06/19		\$2,614,194	
Interest Rate		4.0%	
Maximum Borrowing Term		10 years	
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
WATER			
BANS Issued 6/18	\$416,000		\$500,000
Interest Rate	3.0%		3.00%
Bonds Issued 12/2018 (MWRA)		\$1,201,831	
Interest Rate		0.00%	
Maximum Borrowing Term		10 years	
Bonds Issued 6/2019		\$416,000	
Interest Rate		4.0%	
Maximum Borrowing Term		10 years	
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	1,544.00	3,302.27	5,000.00	2,392.99	2,500.00	3,000.00	(2,000.00)	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes	49,980.00		75,000.00		78,210.00	45,000.00	(30,000.00)	45,000.00	45,000.00
5915 Debt Interest Sewer	393,862.20	511,627.35	458,000.00	355,131.04	456,931.00	510,000.00	52,000.00	510,000.00	510,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	501.00	500.00	5,000.00	2,100.00	2,500.00	3,000.00	(2,000.00)	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes	892.50		30,000.00		12,450.00	10,000.00	(20,000.00)	10,000.00	10,000.00
5915 Debt Interest Water	150,643.05	154,987.34	141,000.00	129,531.78	140,357.00	143,000.00	2,000.00	143,000.00	143,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5915 Debt Interest Sewer	Increase in net principal payments - new bond issue \$2.6M	52,000.00
5915 Debt Interest Water	Increase in net principal payments - new bond issue \$416K	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	597,422.75	670,416.96	714,000.00	489,155.81	692,948.00	714,000.00	0.00	714,000.00	714,000.00
Equipment & Unusual									
Total Operating Budget	<u>597,422.75</u>	<u>670,416.96</u>	<u>714,000.00</u>	<u>489,155.81</u>	<u>692,948.00</u>	<u>714,000.00</u>	<u>0.00</u>	<u>714,000.00</u>	<u>714,000.00</u>

BUILDING

STATEMENT OF OBJECTIVES:

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

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

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

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

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

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

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

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

INDIRECT COSTS

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

Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	484,038	504,579
Pension Administration	44,168	41,402
Medical & Life Insurance	769,078	737,379
Heat, Light, Water	181,790	368,854
Building Repair & Maintenance	415,149	385,151
Building Insurance	3,267	4,778
Motor Vehicle Insurance	2,252	1,208
Motor Vehicle Maint & Repair	32,370	33,020
Workers Compensation		3,392
Total	<u>\$1,932,112</u>	<u>\$2,079,763</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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Revenue	\$5,647,213	\$5,485,000	\$6,000,000
Buildings Maintained and Repaired	58	56	56

CODE ENFORCEMENT

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

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Sign Permits	70	100	140
Plumbing Permits	900	1,000	900
Gas Permits	550	1,311	700
Building Permits	1,800	2,400	1,700
Building Inspections	11,500	17,000	15,500
Plumbing & Gas Inspections	4,300	6,000	3,200
Trench Permits	70	100	150
Multi-Family Inspections		113	130
Code Enforcement Cases		79	150

BUILDING

PERSONNEL

PERSONNEL			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Insp of Bldg/Superintendent	19-6			1	121,589	90,067.29	121,589.00	1	126,397	1	126,397	126,397
2.	Director of Maintenance	15-6 (L11)			1	110,413	82,582.89	110,413.00	1	110,413	1	110,413	110,413
3.	SPMG Sr Building Inspector	13-6 (L11)			1	96,941	72,506.47	96,941.00	1	96,941	1	96,941	96,941
4.	SPMG *Sr Building Inspector	13-6 (L10)			1	95,340	71,199.95	95,340.00	1	96,067	1	96,067	96,067
5.	SPMG *Sr Building Inspector	13-6 (L10)			1	95,267	71,199.96	95,267.00	1	96,067	1	96,067	96,067
6.	SPMG *Sr Building Inspector	13-6 (L10)			1	95,340	71,199.95	95,340.00	1	96,067	1	96,067	96,067
7.	SPMG *Sr Building Inspector	13-6			1	85,734	63,663.57	85,734.00	1	87,334	1	87,334	87,334
8.	SPMG *Sr Plumbing & Gas Inspector	13-6			1	84,933	62,926.89	84,933.00	1	87,334	1	87,334	87,334
9.	SPMG *Foreman	13-6 (L11)			1	96,645	72,097.63	96,645.00	1	96,941	1	96,941	96,941
10.	SPMG Code Enforcement Insp (PT 19 hrs)	12-2			0.5	34,461	12,767.58	20,777.05					
11.	SPMG Inspectors Admin Asst	11-6 (L9)			1	83,095	62,150.79	83,095.00			1	83,095	83,095
12.	Administrative Assistant	10-6 (L9)			1	76,690	57,360.03	76,690.00	1	76,690	1	76,690	76,690
13.	Office Coordinator	9-4			1	58,164	41,097.07	58,164.00					
14.	Sub Inspectors - Building (\$11K) & Plumbing (\$21K)					32,000	17,100.00	17,500.00		32,000		32,000	32,000
15.	LAB *Working Foreman II	11-6			1	68,278	51,012.00	68,278.00	1	68,539	1	68,539	68,539
16.	LAB *Painter	10-6 (L9)			1	70,189	52,440.18	70,189.00	1	70,458	1	70,458	70,458
17.	LAB *Carpenter	10-6			1	60,254	40,833.04	60,254.00	1	62,989	1	62,989	62,989
18.	LAB Bldg Maint Craftsperson	9-1			1	38,848			1	38,848	1	50,891	50,891
19.	LAB *Bldg Maint Person	7-6 (L11)			1	62,253	46,510.69	62,253.00	1	62,491	1	62,491	62,491
20.	LAB *Bldg Maint Person	7-6 (L10)			1	61,606	45,952.14	61,606.00	1	61,928	1	61,928	61,928
21.	LAB *Bldg Maint Person Nights	7-6 (L10)			1	64,938	48,413.04	64,938.00	1	65,644	1	65,644	65,644
22.	LAB *Bldg Maint Person	7-6 (L9)			1	61,131	45,672.90	61,131.00	1	61,365	1	61,365	61,365
23.	LAB *Bldg Maint Person	7-6 (L8)			1	60,570	45,253.67	60,570.00	1	60,802	1	60,802	60,802
24.	LAB *Bldg Maint Person	7-6			1	56,084	41,901.60	56,084.00	1	56,299	1	56,299	56,299
25.	LAB *Bldg Maint Person Nights	7-6			1	59,449	44,415.54	59,449.00	1	59,676	1	59,676	59,676
26.	LAB *Bldg Maint Person	7-6			1	55,296	40,966.80	55,296.00	1	56,299	1	56,299	56,299
27.	LAB Bldg Maint Person Nights	7-2			1	49,634			1	49,634	1	49,634	49,634
28.	Compliance Officer					3,000	2,243.67	3,000.00		3,000		3,000	3,000
29.	Part time student intern (summer & breaks)					6,000	10,129.26	7,249.83		10,000		10,000	10,000
Subtotal			23.5	1,738,202.75	25.5	1,944,142	1,363,664.60	1,828,725.88	23	1,790,223	24	1,885,361	1,885,361

BUILDING

PERSONNEL

Bargaining Unit Position **FY 2020 Grade-Step**

FY 2018		FY 2019				FY 2020				
Actual		July - March		Estimated	Department		Mayor's		Council	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/19	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary 17,801

SPMG Code Enforcement Inspector 12-2 35,379

SPMG Inspectors Admin Asst 10-6 (L9) (5,827)

Administrative Assistant 10-4 6,993

LAB Bldg Maint Craftsperson 9-1 12,043

Part time student intern (summer & breaks) 4,000

Explanation

Convert PT positon to FT. The increase in hours will be spent organizing, contacting and pursuing all violations of multi-family properties that are not in compliance. It allows for the incumbent candidate to be qualified and study to become a Massachusetts Certified Local Inspector. This will result in an increase of life safety enforcement of multi-unit properties.

Change grade from 11 to 10. Sign inspections are not usually performed unless requested. Permit approvals are done mostly by building inspectors and this position grade is no longer needed to be combined with the Inspectors Administrative Assistant. Therefore, the position should be returned to a grade 10.

Promote Office Coordinator (grade 9) to Administrative Assistant (grade 10). The responsibilities of the position require specialized skills with accounting and directing responsibilities. Such administrative duties by other departments within the City are at a grade 10. This position should be adjusted to administrative assistant to be consistent with other departments.

Funded for 12 months

The increase will continue to support the ongoing clerical part time staff in the office.

1	69,840	1	69,840	69,840
1	77,268		0	0
1	65,157	1	65,157	65,157

BUILDING

PERSONNEL

Bargaining Unit Position **FY 2020 Grade-Step**

FY 2018		FY 2019				FY 2020			
Actual		July - March		Estimated	Department		Mayor's		Council
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/19	#	Request	#	Recommendation	Approval

Summary of Changes

New Positions/Stipends

SPMG Sr Plumbing & Gas Inspector PT 13-1

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

0.5 40,011 0 0

LAB Bldg Maint Person (PT 19 hrs) 7-1

Request a part time custodian at the 911 Building, weekends only, to provide additional maintenance for a 24 hour building.

0.5 23,232 0 0

Bilingual Speaking Office Stipend

The building department would like to compensate the bilingual speaking office staff for their attributes in assisting the non-English speaking persons who are looking for assistance in the building department with applying for permits, processing payments, and general information.

2,000 0 0

Subtotal

4 277,508 2 134,997 134,997

Grand Total

23.5	1,738,202.75	25.5	1,944,142	1,363,664.60	1,828,725.88	27	2,067,731	26	2,020,358	2,020,358
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BUILDING

EXPENDITURES	FY 2017		FY 2018		FY 2019		FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March		Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual	Actual					
Personnel 001-192-5100										
5111 Salaries - Full Time	943,929.65	1,013,283.57	1,100,151.00	818,052.49	1,100,151.00	1,182,516.00	88,192.00		1,188,343.00	1,188,343.00
5112 Wages - Full Time	663,713.85	684,534.07	768,530.00	503,371.60	680,048.00	774,972.00	18,485.00		787,015.00	787,015.00
5121 Salaries - Part Time	41,901.47	40,385.11	75,461.00	42,240.51	48,526.88	87,011.00	(30,461.00)		45,000.00	45,000.00
5122 Wages - Part Time						23,232.00	0.00		0.00	0.00
5131 Overtime	5,249.80	8,349.39	10,000.00	30,798.58	32,479.02	20,000.00	5,000.00		15,000.00	15,000.00
5195 Buyback Sick Time	27,930.62	10,187.60	5,000.00	10,815.12	10,815.12	5,000.00	0.00		5,000.00	5,000.00
General Expenses 001-192-5200										
5192 Mileage	845.53	908.79	600.00	604.52	600.00	600.00	0.00		600.00	600.00
5241 Equipment Repair/Maint	1,167.30	530.91	2,100.00	1,259.98	2,059.98	2,100.00	0.00		2,100.00	2,100.00
5242 Office Equipment Repair/Maint	2,854.35	5,647.04	2,500.00	85.00	400.00	2,500.00	0.00		2,500.00	2,500.00
5245 Maint/Repair of Buildings/Elevator	43,784.33	44,393.82	40,000.00	37,590.22	70,000.00	65,000.00	10,000.00		50,000.00	50,000.00
5247 Alarms / Intrusion	1,363.50	991.20	1,600.00	459.60	1,400.00	1,600.00	0.00		1,600.00	1,600.00
5272 Office Equipment Rental	1,076.19									
5276 Equipment Rental	4,466.89	2,233.32	2,500.00	2,460.43	6,000.00	2,500.00	0.00		2,500.00	2,500.00
5291 Custodial Services	266.71		1,400.00		1,400.00	1,400.00	0.00		1,400.00	1,400.00
5307 Public Safety Service	180.00	543.00	500.00	2,017.80	600.00	500.00	0.00		500.00	500.00
5312 Training	1,854.21	3,771.69	2,500.00	3,890.25	2,800.00	2,500.00	0.00		2,500.00	2,500.00
5342 Postage	1,900.87	1,521.22	1,700.00	1,413.86	1,700.00	1,700.00	0.00		1,700.00	1,700.00
5343 Printing	284.80	886.90	2,000.00	1,051.00	1,300.00	2,000.00	0.00		2,000.00	2,000.00
5382 Pest Control	13,519.98	17,309.97	4,500.00	13,797.00	14,000.00	15,000.00	10,500.00		15,000.00	15,000.00
5420 Office Supplies	6,852.11	3,163.59	6,000.00	3,870.89	5,200.00	7,000.00	0.00		6,000.00	6,000.00
5430 Building Supplies	17,063.06	20,276.18	6,000.00	15,653.78	15,000.00	15,000.00	9,000.00		15,000.00	15,000.00
5431 Paint Supplies	1,762.41	2,373.63	1,000.00	1,221.84	1,000.00	1,000.00	0.00		1,000.00	1,000.00
5450 Custodial Supplies	20,295.52	26,115.03	27,000.00	23,088.16	29,000.00	27,000.00	0.00		27,000.00	27,000.00
5470 Public Safety Supplies	383.00	237.62	1,000.00	1,000.00	1,000.00	1,000.00	0.00		1,000.00	1,000.00
5510 Education Supplies	706.30	1,043.36	1,000.00		1,000.00	1,000.00	0.00		1,000.00	1,000.00
5536 Lumber			1,500.00	117.44	700.00	1,500.00	0.00		1,500.00	1,500.00
5581 Clothing, Gloves, Shoes	9,798.78	11,034.66	15,000.00	12,223.35	12,500.00	15,000.00	0.00		15,000.00	15,000.00
5588 Signs & Flags	667.28	698.01	1,000.00	1,675.08	1,250.00	1,000.00	0.00		1,000.00	1,000.00
5730 Dues	375.00									
5733 Licenses	250.00	904.00	1,000.00	200.00	800.00	1,000.00	0.00		1,000.00	1,000.00
5781 Holiday	637.07	1,085.95		757.76	1,000.00	1,000.00	1,000.00		1,000.00	1,000.00

BUILDING									
EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200									
5245 Repair to All Buildings			250,000.00		504,009.22	350,000.00	100,000.00	350,000.00	350,000.00
-41 City Hall	15,354.54	22,228.93		17,387.20					
-42 Government Center	21,195.11	37,623.22		31,962.62					
-43 Municipal Center	95,422.14	56,224.80		54,623.25					
-45 Cutter St Voting Booth									
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	546.15	356.82		4,083.38					
-52 92 Felton Street	213.25	402.60		37,814.88					
-53 14 Church Street	4,737.93	14,846.77		13,226.43					
-54 Emergency Management	3,389.70	1,498.65		1,098.24					
-55 Lake St. Fire Station	11,637.06	2,566.26		2,339.11					
-56 Moody St. Fire Station	15,590.12	7,341.54		4,935.12					
-57 Prospect St. Fire Station	18,504.11	10,880.96		53,528.30					
-58 Willow St. Fire Station	10,047.45	2,425.93		1,578.46					
-59 Trapelo Rd. Fire Station	709.03	4,250.20		5,013.74					
-61 25 Lexington Street	13,611.53	22,661.11		14,530.62					
-63 Main St Library	26,573.31	25,133.88		15,773.14					
-64 Wellington House		8,201.39							
-66 Paine Estate	6,486.44	2,185.00		6,291.30					
-67 Banks School (property sold)	12,164.23	242.04		446.13					
-68 Senior Center	27,507.33	12,597.18		7,673.18					
-69 Met State		212.10							
-71 Leary Field Recreation Building	2,166.64	1,898.27		1,697.46					
-72 Vet's Fieldhouse	1,134.22	1,293.29		546.24					
-73 Recreation Building Prospect Hill Park	4,060.48	2,158.61		10,013.41					
-74 Cacciatore Field		845.30							
-75 Lazazzero Field	463.70	229.83							
-76 Prospect Hill									
-77 Cornelia Warren	678.18	725.84		832.09					
-78 Bright School	114.25	649.45		1,414.38					
-79 South Middle School	17,868.13	9,490.15		10,167.29					
-81 Pumping Station	6,031.21	5,120.55		2,490.12					
-82 Public Parking Garages (Moody St & Common St)									
-83 Cemetery	2,738.57	4,461.90		5,636.58					
-84 Nipper Maher	224.38	2,612.50		477.25					
-85 Fitch	135.00	549.00							
-86 509 Moody St	3,903.05	1,979.96		280.30					
-87 Veteran's Rink	6,170.07	1,804.93		1,488.31					
-88 Fernald Property	20,722.49	5,194.34	50,000.00	4,779.41	6,000.00	50,000.00	0.00	50,000.00	50,000.00
-89 380 Lexington Street	387.17			169.95					
-90 Arrigo Farms									
TOTAL - BUILDING REPAIR ACCOUNTS	350,486.97	270,893.30	300,000.00	312,297.89	510,009.22	400,000.00	100,000.00	400,000.00	400,000.00

BUILDING

EXPENDITURES	FY 2017		FY 2018		FY 2019		FY 2020			
	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
Equipment & Unusual 001-192-5400										
5850 Bldg Code Enforcement Equipment		8,014.45		133.10	29,633.38		10,000.00	0.00	0.00	0.00
Bldg Maintenance Equipment							2,500.00	0.00	0.00	0.00
Office Equipment										

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	We are requesting additional funds to support our ongoing efforts to provide staff to city buildings outside of normal business hours to ensure the safety and integrity of our buildings.	10,000.00
5245 Maint/Repair of Buildings/Elevator	The conditions of the buildings under the direction and control of the building department are in need of extensive repair & upgrade. The additional funds will continue to support the maintenance of each city building within our care, and facilitate upgrades and improvements that are needed.	25,000.00
5382 Pest Control	We are requesting additional funds to contain and control the pest problem in City buildings. Also, as buildings are going up and coming down, it increases the pest problem and the need to pre-bait. We are seeking additional funds to continue to provide safe and healthy working environments to all, as well as provide the patrons a clean city to live.	10,500.00
5420 Office Supplies	Seeking additional funds to our office supply budget to support the needs of a growing office.	1,000.00
5430 Building Supplies	We are seeking additional funds to allow us to continue to provide each city building and city offices with the necessary building supplies needed. This money helps fund small office projects, office renovations, building upkeep and aesthetics, while supporting each department's functionality overall.	9,000.00
5781 Holiday	To continue purchasing the holiday wreaths for City buildings.	1,000.00
5245 Repair to All Buildings	The repair to buildings account has been trending upward and increases in funding for building repairs have been needed. Therefore, an increase of \$100,000 will be appropriate for the expected cost of repairs in FY 2020.	100,000.00
Bldg Maintenance Equipment	The maintenance dept would like to purchase equipment to support our custodial staff with the cleaning of buildings. Equipment includes a floor buffer and some new vacuums.	10,000.00
Office Equipment	The request for funds will be put towards the purchase of new office chairs for the building & maintenance departments.	2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,682,725.39	1,756,739.74	1,959,142.00	1,405,278.30	1,872,020.02	2,092,731.00	81,216.00	2,040,358.00	2,040,358.00
General Expenses	482,842.16	416,563.19	422,400.00	436,735.85	680,719.20	568,900.00	130,500.00	552,900.00	552,900.00
Equipment & Unusual	0.00	8,014.45	0.00	133.10	29,633.38	12,500.00	0.00	0.00	0.00
Total Operating Budget	2,165,567.55	2,181,317.38	2,381,542.00	1,842,147.25	2,582,372.60	2,674,131.00	211,716.00	2,593,258.00	2,593,258.00

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of buildings	58	56	56

BUILDING UTILITIES

EXPENDITURES	FY 2017		FY 2018		FY 2019		FY 2020			
	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
General Expenses 001-193-5200			1,075,700.00			1,330,000.00	1,325,700.00	125,000.00	1,200,700.00	1,200,700.00
-41 City Hall	88,514.17	90,875.61			64,888.26					
-42 Government Center	97,012.77	100,237.65			68,521.35					
-43 Municipal Center	259,344.03	260,176.27			200,670.75					
-45 Cutter St Voting Booth	3,294.81	3,844.19			2,493.47					
-47 Veterans Building	4,373.65	5,074.66			3,494.22					
-50 Lake St Sub Station	208.63	410.72			278.46					
-51 Carter St. Police Sub Station	7,476.67	7,718.68			5,303.51					
-52 92 Felton Street	4,065.05	2,028.29			1,944.69					
-53 14 Church Street	22,918.96	32,736.00			34,537.61					
-54 Emergency Management	27,526.91	26,840.50			18,476.92					
-55 Lake St. Fire Station	13,874.06	12,880.35			9,094.98					
-56 Moody St. Fire Station	33,859.63	35,902.02			27,469.04					
-57 Prospect St. Fire Station	11,012.60	10,835.43			8,953.11					
-58 Willow St. Fire Station	11,514.13	11,919.81			8,981.74					
-59 Trapelo Rd. Fire Station	14,284.37	13,344.86			10,431.34					
-61 25 Lexington Street	15,382.88	15,076.31			22,649.29					
-63 Main St Library	137,377.43	133,292.10			103,852.53					
-64 Wellington House	3,655.24	5,232.96			4,432.18					
-65 Teen Center (transfer to School Dept 3/2018)	488.89	542.09			581.67					
-66 Paine Estate	16,440.39	20,555.12			22,342.00					
-67 Banks School (property sold)	7,406.50	45.57								
-68 Senior Center	49,313.62	50,848.61			45,854.02					
-71 Leary Field Recreation Building	8,091.26	8,273.62			5,949.86					
-72 Vet's Fieldhouse										
-73 Recreation Building Prospect Hill Park	4,717.07	5,840.56			5,764.64					
-77 Cornelia Warren Building					24.00					
-79 South Middle	90,836.40	87,193.27			78,444.55					
-81 Pumping Station										
-83 Cemetery	5,316.00	9,625.87			11,283.10					
-85 Fitch	2,377.22	2,651.48			910.61					
-86 509 Moody St	9,211.58	9,815.69			1,753.17					
-88 Fernald Property	46,466.14	233,820.47			128,015.74					
-89 380 Lexington Street	624.36	426.45			234.67					

BUILDING UTILITIES

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

Item

001-193-5200 Utilities - All Locations

Reason

The building utilities account has been trending upward and increases in funding for building utilities have been needed. Therefore, an increase of \$250,000 will be appropriate for the expected cost of utilities in FY 2020.

Department Cost for Requested Increase

250,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	996,985.42	1,198,065.21	1,075,700.00	897,631.48	1,330,000.00	1,325,700.00	125,000.00	1,200,700.00	1,200,700.00
Equipment & Unusual									
Total Operating Budget	<u>996,985.42</u>	<u>1,198,065.21</u>	<u>1,075,700.00</u>	<u>897,631.48</u>	<u>1,330,000.00</u>	<u>1,325,700.00</u>	<u>125,000.00</u>	<u>1,200,700.00</u>	<u>1,200,700.00</u>

CITY CLERK

STATEMENT OF OBJECTIVES:

To directly serve the general public and 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:		
Indirect Costs for Clerk/Voter Registration	FY 2017	FY 2018
Pension-Contributory/FICA	91,168	156,212
Pension Administration	7,954	12,833
Medical & Life Insurance	220,893	249,277
Heat, Light, Water	16,520	18,007
Building Repair & Maintenance	10,061	22,911
Building Insurance	1,997	2,920
Total	\$348,593	\$462,160

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Births Recorded	772	797	810
Deaths Recorded	453	475	500
Marriage Licenses	482	537	547
Licenses - Dog	1,444	1,500	1,500
Marriage Intentions	509	525	540
Customers Served at Counter	25,000	25,000	25,000
City Clerk Receipts	\$127,734	\$136,000	\$145,000

CITY CLERK

PERSONNEL

ENCLOSURE

Bargaining Unit	Position	FY 2020 Grade-Step	FY 2018		FY 2019			FY 2020						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*City Clerk	18-2 (L11)			1	100,328	76,886.99	111,364.00	1	115,755	1	115,755	115,755	
2.	*Assistant City Clerk	16-4			1	92,783	69,000.21	92,703.00	1	96,127	1	96,127	96,127	
3.	SPMG *Executive Assistant	12-6			1	76,366	56,938.07	76,366.00	1	79,257	1	79,257	79,257	
4.	SPMG *Administrative Assistant	10-6 (L10)			1	73,123	54,253.19	73,123.00	1	76,105	1	76,105	76,105	
Subtotal			4	323,673.53	4	342,600	257,078.46	353,556.00	4	367,244		4	367,244	367,244

Summary of Changes

Adjustments to FY 2019 Positions

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

24,644

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

4	323,673.53	4	342,600	257,078.46	353,556.00	4	367,244		4	367,244	367,244
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CITY CLERK

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	349,984.25	323,673.53	342,600.00	257,078.46	353,556.00	367,244.00	24,644.00	367,244.00	367,244.00
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General Expenses 001-161-5200									
5192 Mileage		88.30	100.00	219.00	219.00	200.00	100.00	200.00	200.00
5242 Office Equipment Repair/Maint	1,384.00	1,247.28	2,500.00	650.00	1,000.00	1,500.00	(1,000.00)	1,500.00	1,500.00
5248 Computer Software/License	2,900.00	1,500.00	3,000.00	4,195.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5272 Office Equipment Rental	4,032.61	2,523.56	4,000.00	4,552.58	6,000.00	6,000.00	0.00	4,000.00	4,000.00
5312 Training			2,125.00		0.00	2,000.00	(1,000.00)	1,125.00	1,125.00
5341 Advertising	10,614.60	8,739.02	10,000.00	8,155.31	13,700.00	14,000.00	4,000.00	14,000.00	14,000.00
5342 Postage	10,000.00	11,000.00	10,000.00	13,000.00	14,000.00	14,000.00	4,000.00	14,000.00	14,000.00
5343 Printing	10,458.90	9,192.84	7,000.00	6,292.69	13,000.00	13,000.00	3,000.00	10,000.00	10,000.00
5381 Contract Labor						15,000.00	0.00	0.00	0.00
5420 Office Supplies	9,251.16	2,304.31	8,000.00	235.32	9,000.00	10,000.00	0.00	8,000.00	8,000.00
5581 Clothing				200.00	200.00	200.00	200.00	200.00	200.00
5730 Dues & Subscriptions	60.00	200.00	500.00	350.00	200.00	200.00	(300.00)	200.00	200.00
5731 Conference Expense	125.00								
5740 Insurance & Surety Bonds	100.00		200.00	200.00	200.00	200.00	0.00	200.00	200.00
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities	* 23,713.06	22,126.42	25,000.00	19,587.58	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5245 Building/Grounds Maint	25,324.15	17,783.31	25,000.00	3,388.58	3,500.00	20,000.00	(5,000.00)	20,000.00	20,000.00
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Other Charges 001-161-5700									
5720 Out of State Travel		1,969.84	2,100.00	2,030.00	1,850.00	2,100.00	0.00	2,100.00	2,100.00

* Transfer from Building Dept per Council Order #31246

EXPENDITURES

COST SUMMARY BY CLASSIFICATION

4

VOTER REGISTRATION & ELECTION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Registered Voters	35,051	33,381	36,000
Elections Conducted	2	4	3
Precincts	18	18	18
People in Annual Census List	60,632	60,632	60,632
Voting Machines	20	20	20

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit Position		FY 2020 Grade-Step	FY 2018		FY 2019			FY 2020					
			Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Registration Clerk				1,000	690.35	1,000.00		1,000		1,000	1,000	
2.	Voting Machine Custodian				500	345.18	500.00		500		500	500	
3.	Registrar of Voters				1,500	1,035.55	1,500.00		1,500		1,500	1,500	
4.	Registrars			3	3,000	2,500.00	3,000.00	3	3,000	3	3,000	3,000	
5.	SPMG Administrative Assistant	10-6 (L11)		1	78,686	58,852.56	78,686.00	1	78,686	1	78,686	78,686	
6.	*Assistant Registrar	9-6 (L9)		1	70,473	52,932.09	70,473.00	1	70,963	1	70,963	70,963	
7.	Assistant Registrar	9-2		1	56,345	28,989.40	53,882.00	1	55,631	1	55,631	55,631	
Subtotal			6	203,558.18	6	211,504	145,345.13	209,041.00	6	211,280	6	211,280	211,280

Summary of Changes

Adjustments to FY 2019 Positions

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

490

Explanation

Assistant Registrar

9-2

(714)

New employee hired at lower step

New Positions

Assistant Registrar (PT 19 hrs)

9-1

To assist with census, voter registration, elections and customer service.

0.5	29,731		0	0
0.5	29,731		0	0

Subtotal

Grand Total

6	203,558.18	6	211,504	145,345.13	209,041.00	6.5	241,011		6	211,280	211,280
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	178,711.11	198,996.65	205,504.00	140,774.05	203,041.00	205,280.00	(224.00)	205,280.00	205,280.00
5121 Salaries - Part Time	3,000.00	1,561.53	3,000.00	2,071.08	3,000.00	32,731.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	3,750.00	3,000.00	3,000.00	2,500.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200									
5192 Mileage	169.21		250.00		0.00	0.00	(250.00)	0.00	0.00
5241 Equipment Repair/Maint	7,345.50	2,107.62	15,000.00	1,662.00	1,700.00	5,000.00	(12,000.00)	3,000.00	3,000.00
5272 Office Equipment Rental		2,057.99							
5307 Public Safety Service		880.00	8,000.00	5,297.00	5,297.00	12,000.00	4,000.00	12,000.00	12,000.00
5330 Transport Services			200.00		0.00	0.00	(200.00)	0.00	0.00
5341 Advertising			5,000.00	181.74	181.74	2,000.00	(4,000.00)	1,000.00	1,000.00
5342 Postage	30,887.76	35,072.55	15,000.00	26,168.86	37,500.00	37,000.00	22,000.00	37,000.00	37,000.00
5343 Printing	5,132.50	13,904.65	15,000.00	12,527.04	17,000.00	17,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	80,887.94	55,256.78	80,000.00	86,102.63	86,008.63	100,000.00	20,000.00	100,000.00	100,000.00
5420 Office Supplies	5,798.80	3,970.58	5,000.00	4,956.24	4,956.24	5,000.00	0.00	5,000.00	5,000.00
5425 Software License	966.00		5,000.00		0.00	0.00	(5,000.00)	0.00	0.00
5490 Election Workers Appreciation	1,153.32	960.00	1,500.00	1,056.00	1,056.00	1,500.00	0.00	1,500.00	1,500.00
5581 Clothing				100.00	100.00	100.00	100.00	100.00	100.00
5585 Inaugural Expenses		6,067.37				7,000.00	7,000.00	7,000.00	7,000.00
5730 Dues			500.00		0.00	0.00	(500.00)	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5307 Public Safety Service	Cost increase due to request for more security when voting takes place while school is in session
5342 Postage	Increased cost of mailing out annual census forms
5343 Printing	Increased cost of printing census forms
5381 Contract Labor	Increased cost associated with early voting and staffing for elections (partial State reimbursement)
5581 Clothing	Union benefit
5585 Inaugural Expenses	This is an inauguration year

Department Cost for Requested Increase

4,000.00
22,000.00
2,000.00
20,000.00
100.00
7,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	185,461.11	203,558.18	211,504.00	145,345.13	209,041.00	241,011.00	(224.00)	211,280.00	211,280.00
General Expenses	132,341.03	120,277.54	150,450.00	138,051.51	153,799.61	186,600.00	31,150.00	181,600.00	181,600.00
Equipment & Unusual									
Total Operating Budget	317,802.14	323,835.72	361,954.00	283,396.64	362,840.61	427,611.00	30,926.00	392,880.00	392,880.00

CITY COUNCIL

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

The fifteen City Councillors serve as the City's legislative body. They enact legislation which helps determine city policies and programs and they evaluate and approve all appropriations and taxation. They are the Special Permit granting authority.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element.		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	65,405	69,702
Pension Administration	5,871	5,637
Medical & Life Insurance	208,172	171,403
Heat, Light, Water	13,277	13,631
Building Repair & Maintenance	14,047	26,596
Building Insurance	817	1,195
Total	\$307,589	\$288,164

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
City Council Meetings	21	21	21
Committee Meetings	153	153	153
Public Hearings	28	30	30
Communications	198	200	200
Resolutions	94	100	100
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	16	8	8
Charter Amendments	0	0	0
Council Rule Changes	0	0	0
General Ordinance Amendments	8	10	8
Zoning:			
Zoning Text Amendments	5	11	10
Zoning Map Amendments	0	0	1
Overlay Zoning:			
Overlay Zoning Text Amendments	0	1	1
Overlay Zoning Map Amendments	0	0	0
Special Permits	9	10	10
Grants of Location	5	10	10
Lodging House Licenses	30	30	30
2nd Hand Licenses	6	8	10
Fuel Storage Licenses	6	10	10

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step	FY 2018		FY 2019			FY 2020					
			Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*Council President			1	18,627	13,913.76	18,627.00	1	19,153	1	19,153	19,153	
2.	*City Councillor			14	253,773	185,066.73	253,773.00	14	261,141	14	261,141	261,141	
3.	Clerk-Council			1	4,000	2,761.56	4,000.00	1	4,000	1	4,000	4,000	
4.	Clerk-Committees (Ord/Rules, Pub Wks/Pub Safety, Lic/Franchise)			1	7,000	5,235.75	7,000.00	1	7,000	1	7,000	7,000	
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,235.75	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	5,235.36	7,000.00	1	7,000	1	7,000	7,000	
7.	Clerk-Community Development & Other			1	7,000	5,235.75	7,000.00	1	7,000	1	7,000	7,000	
Subtotal			20	295,747.71	20	304,400	222,684.66	304,400.00	20	312,294	20	312,294	312,294

Summary of Changes

Adjustments to FY 2019 Positions

Cost of Living Adjustment included in * position

7,894

Explanation

New Positions

CITY COUNCIL

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	296,941.03	295,747.71	304,400.00	222,684.66	304,400.00	312,294.00	7,894.00	312,294.00	312,294.00
General Expenses 001-111-5200									
5191 Council Monthly Expense	54,300.00	53,700.00	54,300.00	39,825.00	54,300.00	54,300.00	0.00	54,300.00	54,300.00
5242 Office Equipment Repair/Maint		3,069.64	2,042.00	1,540.92	3,000.00	3,000.00	958.00	3,000.00	3,000.00
5341 Advertising	1,620.57	1,683.33	4,000.00	5,319.82	4,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5343 Printing	1,455.00		4,000.00		1,500.00	2,000.00	(2,000.00)	2,000.00	2,000.00
5383 Photographs						1,500.00	1,500.00	1,500.00	1,500.00
5420 Office Supplies	650.23	2,623.94	3,000.00	2,044.04	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5490 Food Supplies	542.32								
5731 Conference Expense	2,956.10	3,189.00	3,200.00	2,990.00	3,200.00	3,200.00	0.00	3,200.00	3,200.00
Equipment & Unusual 001-111-5400									
5300 Consultant - Comprehensive Zoning Review	3,000.00	1,500.00							
5315 Legal Assistance	860.00		10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5591 Ritcey Award			250.00		250.00	250.00	0.00	250.00	250.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Costs for repair and maintenance of office equipment have been trending up.	958.00
5341 Advertising	Increased cost and number of legal ads required.	1,000.00
5383 Photographs	January 2020 Inauguration Event	1,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	296,941.03	295,747.71	304,400.00	222,684.66	304,400.00	312,294.00	7,894.00	312,294.00	312,294.00
General Expenses	61,524.22	64,265.91	70,542.00	51,719.78	69,000.00	72,000.00	1,458.00	72,000.00	72,000.00
Equipment & Unusual	3,860.00	1,500.00	10,250.00	0.00	10,250.00	10,250.00	0.00	10,250.00	10,250.00
Total Operating Budget	<u>362,325.25</u>	<u>361,513.62</u>	<u>385,192.00</u>	<u>274,404.44</u>	<u>383,650.00</u>	<u>394,544.00</u>	<u>9,352.00</u>	<u>394,544.00</u>	<u>394,544.00</u>

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	23,513	23,890
Pension Administration	2,202	2,014
Medical & Life Insurance	15,079	5,875
Heat, Light, Water	2,593	1,002
Building Repair & Maintenance	5,820	3,001
Building Insurance	102	60
Total	\$49,309	\$35,842

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Meetings	22	22	22
Notice of Intent (NOI)	11	12	12
Req for Determination of Applicability	14	12	14
Abbr Notice of Resource Area Delineation	0	1	1
Site Visits	55	52	250
Inquiries in office/day	5	5	5
Telephone inquiries/day	5	5	5
Potential violation letters issued	13	9	36
Formal enforcement orders issued	3	1	6

CONSERVATION COMMISSION

PERSONNEL

			FY 2018	FY 2019			FY 2020			
Bargaining Unit	Position	FY 2020 Grade-Step	Actual # Expenditures	July - March Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department # Request	Mayor's # Recommendation	Council Approval	
1.	Members			7	15,400	7,300.00	11,200.00	7	15,400	15,400
2.	Principal Office Asst (PT 19 hrs)	8-2		0.5	31,723	18,258.35	26,471.40	0.5	28,198	28,198
Subtotal			7.5	39,819.74	7.5	47,123	25,558.35	37,671.40	7.5	43,598

Summary of Changes

Adjustments to FY 2019 Positions

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

Explanation

Principal Office Asst (PT 19 hrs) 8-2

(3,525) New employee to be hired at lower step

New Positions

Conservation Agent / Administrator

Enable the department to more effectively fulfill its mission; most eastern MA cities and towns have this position.

Mayor: While working on compensation ordinance and job description, contract vendor to be hired in interim.

1	80,000	0	0
1	80,000	0	0

Subtotal

Grand Total

7.5	39,819.74	7.5	47,123	25,558.35	37,671.40	8.5	123,598	7.5	43,598	43,598
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5111 Salaries - Full Time						80,000.00	0.00	0.00	0.00
5121 Salaries - Part Time	27,344.82	29,119.74	31,723.00	18,258.35	26,471.40	28,198.00	(3,525.00)	28,198.00	28,198.00
5194 Boards & Commissions	12,400.00	10,700.00	15,400.00	7,300.00	11,200.00	15,400.00	0.00	15,400.00	15,400.00
General Expenses 001-171-5200									
5192 Mileage			50.00		0.00	725.00	(50.00)	0.00	0.00
5272 Office Equipment Rental	415.00	780.00	780.00	585.00	780.00	780.00	0.00	780.00	780.00
5308 Stenographer			200.00		0.00	0.00	(200.00)	0.00	0.00
5341 Advertising	129.83		100.00	62.75	125.50	130.00	30.00	130.00	130.00
5342 Postage	290.90	293.00	300.00	313.20	358.40	360.00	60.00	360.00	360.00
5343 Printing	18.98		100.00		0.00	20.00	(80.00)	20.00	20.00
5420 Office Supplies	248.61	353.89	300.00	59.22	65.26	300.00	0.00	300.00	300.00
5730 Dues		552.00	563.00	563.00	563.00	574.00	11.00	574.00	574.00
Field Equipment for Invasive Removal						910.00	0.00	0.00	0.00
Native Wildflower Seeds						500.00	0.00	0.00	0.00
Storer Conservation Land - Wisteria						3,470.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Mileage reimbursement for new staff member making daily site visits; if position is not created, reduce to zero	675.00
5341 Advertising	Increased to match this year's expenditure.	30.00
5342 Postage	Increased to match this year's expenditure.	60.00
5730 Dues	MACC announced a slight increase in annual dues.	11.00
Field Equipment for Invasive Removal	Members regularly volunteer removing invasive plants from city conservation land; need loppers and hand saws.	910.00 *
Native Wildflower Seeds	Members would like to plant native wildflowers to beautify and restore neglected ecosystems.	500.00 *
Storer Conservation Land - Wisteria	Hire a specialist to treat invasive wisteria cut by city staff and prevent its regrowth. Reduce FY20 wisteria budget by \$1,800 if FY19 unused personnel funds can be re-allocated and spent in FY19.	3,470.00 *

*Mayor: Processed in FY2019

COST SUMMARY BY CLASSIFICATION

Personnel	39,744.82	39,819.74	47,123.00	25,558.35	37,671.40	123,598.00	(3,525.00)	43,598.00	43,598.00
General Expenses	1,103.32	1,978.89	2,393.00	1,583.17	1,892.16	7,769.00	(229.00)	2,164.00	2,164.00
Equipment & Unusual									
Total Operating Budget	<u>40,848.14</u>	<u>41,798.63</u>	<u>49,516.00</u>	<u>27,141.52</u>	<u>39,563.56</u>	<u>131,367.00</u>	<u>(3,754.00)</u>	<u>45,762.00</u>	<u>45,762.00</u>

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

The objectives of the Consolidated Public Works Department (CPW) are to respond to requests from our citizens in a timely manner, record requests in our 311 system, generate work orders, and complete the work. CPW will maintain and improve the City's public streets and sidewalks, and perform snow removal on 165 centerline miles of road, school parking lots, municipal parking lots, municipal building parking lots, and cemeteries. CPW will maintain all City islands, City trees, public shade trees, and right of way trees. CPW will plant new trees, flowers, and shrubbery to enhance the quality of life and the unique character and aesthetic environment of Waltham. We will maintain and improve the City's 23 parks, 2 cemeteries, Waltham Common, Prospect Hill Park, and other open space areas. We will maintain, repair, and provide fuel to all Police, Fire, School, and City vehicles which includes 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:

Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	1,573,902	1,625,348
Pension Administration	145,556	134,736
Medical & Life Insurance	2,544,578	2,542,033
Heat, Light, Water	104,177	108,962
Building Repair & Maintenance	241,942	222,062
Building Insurance	7,237	10,585
Motor Vehicle Insurance	31,210	16,046
Motor Vehicle Maint & Repair	448,560	438,695
Workers Compensation	185,649	209,465
Total	\$5,282,811	\$5,307,932

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of Work Orders Logged	4,500	4,550	4,800
Miles of streets cleaned	165	165	165
Number of vehicles used	3	3	3
Number of times cleaned	5	7	7
Trees planted	50	58	100
Snow fall in inches	79	48	45
Registered vehicles maintained	225	225	230
Non registered equipment maintained	50	50	50
Street Opening Permit Revenue	\$87,400	\$60,000	\$90,000

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	CPW Director	21-6	1	144,698	1	144,698	102,722.88	137,340.00	1	144,698	1	144,698	144,698
2.	Assistant CPW Director	18-6 (L10)	1	133,938	1	133,938	100,178.60	133,938.00			1	133,938	133,938
3.	*Asst Supt Street	14-6 (L11)	1	102,529	1	102,529	76,686.09	102,529.00	1	103,383	1	103,383	103,383
4.	*Asst Supt Street	14-6 (L10)	1	101,985	1	101,985	76,096.05	101,985.00	1	102,529	1	102,529	102,529
5.	*Asst Supt Parks/Forestry/Cem	14-6 (L10)	1	101,597	1	101,597	75,988.77	101,597.00	1	101,830	1	101,830	101,830
6.	*Asst Superintendent (sidewalk)	14-4	1	81,709	1	81,709	60,647.49	81,709.00	1	84,921	1	84,921	84,921
7.	SPMG Foreman - Public Vehicles	13-6 (L11)	1	96,941	1	96,941	72,506.47	96,941.00	1	96,941	1	96,941	96,941
8.	SPMG *Foreman - Street	13-3 (L9)	1	82,020	1	82,020	59,116.93	82,020.00	1	82,538	1	82,538	82,538
9.	SPMG *Foreman - Forestry	13-5	1	80,068	1	80,068	59,602.44	80,068.00	1	83,107	1	83,107	83,107
10.	SPMG Sr Engineering Aide (311)	13-6 (L9)	1	95,194	1	95,194	71,199.96	95,194.00	1	95,194	1	95,194	95,194
11.	SPMG Sr Code Enforce Inspector	13-6 (L9)	1	95,194	1	95,194	71,199.94	95,194.00	1	95,194	1	95,194	95,194
12.	SPMG Recycling Coordinator	12-6 (L8)	1	90,206	1	90,206	57,274.70	88,565.00	1	88,565	1	88,565	88,565
13.	SPMG *Code Enforcement Inspector	12-3 (L11)	0.5	37,472	0.5	37,472	28,027.16	37,472.00	0.5	39,452	0.5	39,452	39,452
14.	Administrative Assistant	10-6 (L11)	1	78,097	1	78,097	58,412.58	78,097.00	1	78,097	1	78,097	78,097
15.	*Administrative Assistant	10-6 (L10)	1	76,690	1	76,690	57,360.02	76,690.00	1	77,042	1	77,042	77,042
16.	*Administrative Assistant	10-6	1	68,591	1	68,591	50,661.46	68,591.00	1	70,358	1	70,358	70,358
17.	Administrative Assistant	10-2	1	75,987	1	75,987	22,537.02	33,880.00	1	59,401	1	59,401	59,401
18.	Constituency Serv Admin	10-6 (L9)	1	76,280				19,000.00	1	76,690	0.5	38,345	38,345
Subtotal			16.5	1,414,336.05	17.5	1,619,196	1,100,218.56	1,510,810.00	16.5	1,479,940	17	1,575,533	1,575,533

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position **FY 2020 Grade-Step**

FY 2018		FY 2019				FY 2020			

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation 12,499
Ordinance/ Contract Settlement included in *
position salary

Assistant CPW Director 19-6 (L10) 8,255

Explanation

In March 2019 the City Council approved the Mayor's request to move Water & Sewer Operations from Engineering to CPW. With this change the duties and responsibilities of the Asst. CPW Director also changed. The job responsibilities of the Asst. Director are to assist the CPW Director and provide for the overall management, direction and control of the City's CPW functions. With the addition of water and sewer to CPW our function has changed along with the number of employees we manage. The Asst. Director is my right hand person and is often delegated duties that the Director is not available to do. As the job description states "The Assistant Consolidated Public Works Director will be prepared to assume the duties of Consolidated Public Works Director in his/her absence." This does not just mean when the Director is out for multiple days in a row, it is for day to day situations when the Director is unavailable. There are times when decisions need to be made in a timely manner and the Director is not available, the Assistant Director needs to be willing and able to make those decisions for all divisions of CPW.

Mayor: Water & Sewer has a Superintendent position.

SPMG Recycling Coordinator 12-6 (L8) (1,641)

Administrative Assistant 10-2 (16,586)

Constituency Serv Admin 10-6 (L9) (37,935)

New Positions

SPMG Assistant City Engineer 16-1

The purpose of this position is to perform professional, administrative, and supervisory civil engineering work relating to the design, construction, and maintenance of CPW projects. Responsible for all Chapter 90 paper work and submittals, paving cost estimates, creating bid documents, construction administration and oversight. The requirements of this position are a Bachelors Degree in Civil engineering; more than 5 years of civil engineering experience; experience with Chapter 90 program; experience with asphalt paving projects. Oversee and update the City's pavement management system.

Mayor: City Engineer remains at Grade 20, therefore will assist with these engineering functions. These may need to be supplemented by contract vendor. After reorganization is in effect, we will determine what additional needs there may be.

Subtotal

Grand Total

1	142,193		0	0
1	88,084		0	0
2	230,277		0	0

16.5	1,414,336.05	17.5	1,619,196	1,100,218.56	1,510,810.00	18.5	1,710,217	17	1,575,533	1,575,533
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

		FY 2018				FY 2019				FY 2020			
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1. MECH	*Working Foreman II	11-6 (L11)	1		1	75,904	56,709.90	75,904.00	1	76,195	1	76,195	76,195
2. MECH	*Working Foreman II	11-6 (L11)	1		1	75,904	56,709.90	75,904.00	1	76,195	1	76,195	76,195
3. LAB	*Working Foreman I	10-6 (L9)	1		1	70,189	52,440.17	70,189.00	1	70,458	1	70,458	70,458
4. LAB	*Working Foreman I	10-6 (L8)	1		1	69,545	2,664.58	19,000.00	1	69,812	1	69,812	69,812
5. LAB	*Working Foreman I	10-6 (L8)	1		1	69,545	51,959.31	69,545.00	1	69,812	1	69,812	69,812
6. LAB	*Working Foreman I	10-6 (L8)	1		1	69,151	51,564.55	69,151.00	1	69,812	1	69,812	69,812
7. LAB	*Working Foreman I	10-6	1		1	64,394	48,110.40	64,394.00	1	64,641	1	64,641	64,641
8. MECH	*Motor Equipment Repair Pers	10-6 (L11)	1		1	71,477	53,402.70	71,477.00	1	71,751	1	71,751	71,751
9. MECH	*Motor Equipment Repair Pers	10-6 (L11)	1		1	71,379	53,279.29	71,379.00	1	71,751	1	71,751	71,751
10. MECH	*Motor Equipment Repair Pers	10-4	1		1	56,789	42,265.60	56,789.00	1	59,109	1	59,109	59,109
11. MECH	*Auto Body / Metal Worker	10-6 (L11)	1		1	71,477	53,402.70	71,477.00	1	71,751	1	71,751	71,751
12. MECH	*Welder	10-5 (L11)	1		1	65,085	48,257.85	65,085.00	1	68,352	1	68,352	68,352
13. LAB	*WF I /Tree Surgeon	10-6 (L10)	1		1	70,833	36,366.53	70,833.00	1	71,258	1	71,258	71,258
14. LAB	*Tree Surgeon	10-5	1		1	59,181	43,983.20	59,181.00	1	61,756	1	61,756	61,756
15. LAB	*S M E O - Open Space - Grass	9-6	1		1	58,230		9,700.00	1	60,853	1	60,853	60,853
16. LAB	*S M E O	9-6 (L11)	1		1	68,256	50,995.64	68,256.00	1	68,517	1	68,517	68,517
17. LAB	*S M E O	9-6 (L11)	1		1	68,256	51,279.10	68,256.00	1	68,517	1	68,517	68,517
18. LAB	*S M E O	9-6 (L10)	1		1	67,311	50,147.45	67,311.00	1	67,900	1	67,900	67,900
19. LAB	*S M E O	9-6 (L8)	1		1	61,492	45,916.47	61,492.00	1	65,158	1	65,158	65,158
20. LAB	*S M E O	9-6	1		1	60,640	45,052.56	60,640.00	1	61,727	1	61,727	61,727
21. LAB	*S M E O	9-6	1		1	61,492	45,942.00	61,492.00	1	61,727	1	61,727	61,727
22. LAB	*S M E O	9-6	1		1	61,492	47,726.76	61,492.00	1	61,727	1	61,727	61,727
23. LAB	S M E O	9-5	1		1	68,209	38,009.33	68,209.00	1	57,970	1	57,970	57,970
24. LAB	S M E O	9-4	1		1	67,641	24,068.17	56,362.00	1	56,362	1	56,362	56,362
25. LAB	*S M E O (sidewalk)	9-6	1		1	60,215	44,633.91	60,215.00	1	61,727	1	61,727	61,727
26. LAB	*H M E O	8-6 (L11)	1		1	65,150	48,675.22	65,150.00	1	65,400	1	65,400	65,400
27. LAB	*H M E O	8-6 (L8)	1		1	63,389	10,200.54	63,389.00	1	63,632	1	63,632	63,632
28. LAB	*H M E O	8-6 (L8)	1		1	63,389	41,287.91	63,389.00	1	63,632	1	63,632	63,632
29. LAB	*H M E O	8-6	1		1	58,694	43,851.60	58,694.00	1	58,919	1	58,919	58,919
30. LAB	*H M E O	8-6	1		1	58,481	43,436.64	58,481.00	1	58,919	1	58,919	58,919
31. LAB	*H M E O	8-6	1		1	56,566	41,776.80	56,566.00	1	58,919	1	58,919	58,919
32. LAB	H M E O	8-6	1		1	64,563	26,214.46	40,000.00	1	57,642	1	57,642	57,642
33. LAB	H M E O (sidewalk)	8-4	1		1	58,694	16,244.36	34,000.00	1	52,941	1	52,941	52,941

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/19	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval
34. LAB	*M E O	7-6 (L11)			1	62,253	46,510.73	62,253.00	1	62,491	1	62,491	62,491
35. LAB	M E O	7-6 (L11)			1	49,154	38,169.43	49,154.00	1	62,491	1	62,491	62,491
36. LAB	*M E O	7-5			1	51,433	38,359.36	51,433.00	1	53,572	1	53,572	53,572
37. LAB	*M E O	7-3			1	47,457	35,410.72	47,457.00	1	49,490	1	49,490	49,490
38. LAB	M E O	7-3			1	49,154	32,291.09	49,154.00	1	48,908	1	48,908	48,908
39. LAB	M E O	7-3			1	50,870	32,654.32	50,870.00	1	48,762	1	48,762	48,762
40. LAB	M E O	7-3			1	46,825	26,066.28	46,825.00	1	48,762	1	48,762	48,762
41. LAB	M E O	7-3			1	46,825	31,157.60	46,825.00	1	48,616	1	48,616	48,616
42. LAB	*Highway Maintenance	7-6 (L11)			1	62,253	46,510.79	62,253.00	1	62,491	1	62,491	62,491
43. LAB	*Highway Maintenance	7-6 (L11)			1	62,253	46,510.81	62,253.00	1	62,491	1	62,491	62,491
44. LAB	*Highway Maintenance	6-2			1	44,805	18,824.44	22,200.00	1	45,109	1	45,109	45,109
45. LAB	*Laborer	7-6 (L10)			1	61,692	47,434.45	61,692.00	1	61,928	1	61,928	61,928
46. LAB	*Laborer	7-6 (L10)			1	61,692	46,091.76	61,692.00	1	61,928	1	61,928	61,928
47. LAB	*Laborer	6-2			1	45,573	19,513.20	19,900.00	1	45,749	1	45,749	45,749
48. LAB	*Laborer	6-2			1	44,933	28,857.88	44,933.00	1	45,109	1	45,109	45,109
49. LAB	*Laborer	6-2			1	44,933	29,694.00	44,933.00	1	45,109	1	45,109	45,109
50. LAB	*Laborer / Gardener	6-4			1	47,480	35,289.92	47,480.00	1	49,531	1	49,531	49,531
51. LAB	*Laborer / Gardener	6-2			1	44,933	27,997.20	44,933.00	1	45,109	1	45,109	45,109
52.	Part Time					35,000	13,338.00	15,000.00		35,000		35,000	35,000
53.	Temporary / Seasonal - Summer					60,000	22,368.00	45,000.00		60,000		60,000	60,000
54.	Part Time / Seasonal - Parks & Playgrounds					40,000	11,502.00	25,000.00		40,000		40,000	40,000
Subtotal			51	2,763,874.81	51	3,212,531	2,041,127.58	2,954,642.00	51	3,227,488		3,227,488	3,227,488

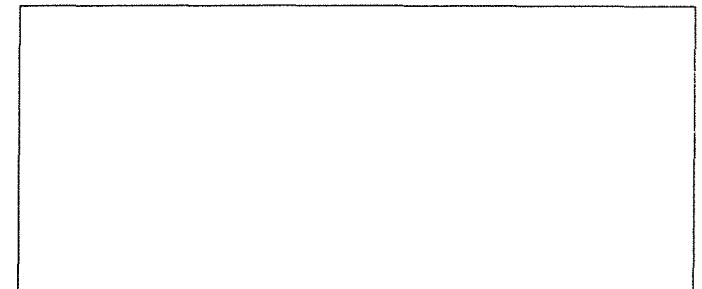
Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 34,438

LAB	S M E O	9-5	(10,239)	Internal promotion - replaced at lower step/longevity
LAB	S M E O	9-4	(11,279)	Internal promotion - replaced at lower step/longevity
LAB	H M E O	8-6	(6,921)	Internal promotion - replaced at lower step/longevity
LAB	H M E O (sidewalk)	8-4	(5,753)	Internal promotion - replaced at lower step

Explanation



CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2020 Grade-Step

FY 2018		FY 2019				FY 2020				
Actual		July - March		Estimated	Department		Mayor's		Council	
#	Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/19	#	Request	#	Recommendation	Approval

Summary of Changes

LAB	M E O	7-6 (L11)	13,337	Employee replaced at higher step/longevity
LAB	M E O	7-3	(246)	Internal promotion - replaced at lower step
LAB	M E O	7-3	(2,108)	Internal promotion - replaced at lower step
LAB	M E O	7-3	1,937	Internal promotion - replaced at higher step
LAB	M E O	7-3	1,791	Internal promotion - replaced at higher step

New Positions

Convert SMEO to Working Foreman I

The Working Foreman will oversee the street and sidewalk sweeping crews, the litter crew, and the weekend Main and Moody litter person. This Working Foreman will be responsible for posting streets, towing cars, keeping the crew on schedule, checking completed routes, and running a street sweeper. This person will also order stock, track inventory, and make sure vehicles are serviced and running properly. They will also identify problem areas of litter and will be in a sweeper when not performing other duties and when others are out. When not sweeping, the person will be available to perform other duties and will assist with snow removal during the winter.

	3,300		3,300	3,300
0	3,300	0	3,300	3,300

Subtotal

Grand Total

51	2,763,874.81	51	3,212,531	2,041,127.58	2,954,642.00	51	3,230,788	51	3,230,788	3,230,788
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CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,353,845.70	1,414,336.05	1,619,196.00	1,100,218.56	1,510,810.00	1,710,217.00	(43,663.00)	1,575,533.00	1,575,533.00
5112 Wages - Full Time	2,492,539.73	2,696,278.77	3,077,531.00	1,993,919.58	2,869,642.00	3,095,788.00	18,257.00	3,095,788.00	3,095,788.00
5122 Wages - Part Time	91,028.49	67,596.04	135,000.00	47,208.00	85,000.00	135,000.00	0.00	135,000.00	135,000.00
5131 Overtime	241,127.81	277,491.01	200,000.00	196,919.12	260,000.00	240,000.00	20,000.00	220,000.00	220,000.00
5135 Standby	11,274.62	11,451.30	11,500.00	7,333.48	11,500.00	11,500.00	0.00	11,500.00	11,500.00
5195 Buyback Sick Time	37,414.51	57,615.05	50,000.00	13,858.52	48,747.00	40,000.00	(10,000.00)	40,000.00	40,000.00
Offset Receipt - Cemetery Perpetual Care			(25,000.00)		(25,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)
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General Expenses									
CPW Administration 001-420-5200									
5192 Mileage	150.89	273.10	400.00	66.25	400.00	400.00	0.00	400.00	400.00
5193 Tool Allowance	3,900.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	0.00	4,200.00	4,200.00
5213 Light	380.86	343.52	400.00	813.84	700.00	400.00	0.00	400.00	400.00
5231 Water Usage	652.17	484.45	700.00	440.50	700.00	700.00	0.00	700.00	700.00
5241 Equipment Repair/Maint	5,827.30	7,710.16	6,000.00	12,301.49	16,000.00	7,500.00	1,500.00	7,500.00	7,500.00
5242 Office Equipment Repair/Maint	3,016.85	2,222.71	2,200.00	2,833.00	3,200.00	3,000.00	800.00	3,000.00	3,000.00
5244 Motor Equipment Repair/Maint	201,608.27	145,904.53	200,000.00	86,040.28	184,000.00	200,000.00	(10,000.00)	190,000.00	190,000.00
5245 Building/Grounds Maint	1,541.81	5,898.59	5,000.00	5,694.96	7,000.00	6,000.00	1,000.00	6,000.00	6,000.00
5247 Alarms / Intrusion	516.00	516.00	520.00	516.00	520.00	520.00	0.00	520.00	520.00
5255 Vehicle Washing	657.00	761.50	600.00	112.50	600.00	600.00	0.00	600.00	600.00
5271 Uniform Rental	2,663.84	3,179.34	3,000.00	2,487.27	5,550.00	4,000.00	1,000.00	4,000.00	4,000.00
5276 Truck/Equipment Rental	30,176.69	17,324.24	25,000.00	14,147.10	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5291 Custodial Services	16,014.11	8,616.25	10,000.00	1,741.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5312 Training	3,349.22	5,914.00	14,000.00	7,906.99	14,000.00	14,000.00	0.00	14,000.00	14,000.00
5341 Advertising	60.58	203.38	1,000.00	404.61	750.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	815.00	854.72	1,500.00	634.90	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5411 Batteries	10,809.47	13,415.20	10,000.00	8,450.66	12,000.00	12,000.00	2,000.00	12,000.00	12,000.00
5420 Office Supplies	3,423.58	3,921.88	4,500.00	3,754.18	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5425 Software License	5,100.00	26,099.01	17,600.00	7,800.00	17,600.00	17,600.00	0.00	17,600.00	17,600.00
5460 Groundskeeping Supplies/Trees	79,916.21	90,954.87	75,000.00	56,934.89	70,000.00	75,000.00	0.00	75,000.00	75,000.00
5470 Public Safety Supplies	4,844.80	9,434.66	8,000.00	3,715.57	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5480 Vehicle Supplies	243,904.78	259,390.42	250,000.00	195,451.16	258,000.00	260,000.00	10,000.00	260,000.00	260,000.00
5485 Vehicle Fuel & Oil	269,864.13	347,497.09	425,000.00	310,714.46	438,000.00	390,000.00	(35,000.00)	390,000.00	390,000.00
5533 Street Cleaning Supplies	5,748.00	9,873.00	7,500.00	3,020.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5536 Lumber	1,842.24	1,280.18	1,000.00	1,043.51	1,200.00	1,250.00	250.00	1,250.00	1,250.00
5538 Street/Sidewalk Materials	40,324.06	23,112.66	27,000.00	14,724.82	27,000.00	27,000.00	0.00	27,000.00	27,000.00
5539 Castings & Pipes	20,557.59	17,786.74	22,000.00	2,208.72	20,000.00	22,000.00	0.00	22,000.00	22,000.00
5541 Welding Supplies	15,021.69	11,800.78	13,000.00	13,680.32	18,000.00	13,000.00	0.00	13,000.00	13,000.00
5581 Clothing, Gloves, Shoes	32,362.14	34,205.11	50,000.00	40,935.29	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5587 Tools	21,838.88	15,810.37	18,000.00	12,587.79	18,000.00	18,000.00	0.00	18,000.00	18,000.00
5733 Licenses	2,389.00	4,141.96	2,600.00	2,291.05	2,400.00	2,600.00	0.00	2,600.00	2,600.00
	1,029,277.16	1,073,130.42	1,205,720.00	817,653.11	1,226,320.00	1,187,270.00	(28,450.00)	1,177,270.00	1,177,270.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Snow & Ice 001-421-5200									
5245 Buildings/Grounds Maint (snow damages)	54.00	14,424.23	5,000.00	600.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	1,662,767.10	2,283,785.05	1,200,000.00	1,038,696.37	1,602,000.00	1,600,000.00	0.00	1,200,000.00	1,200,000.00
5387 Weather Service	3,245.00	3,245.00	3,245.00	3,445.00	3,445.00	3,445.00	200.00	3,445.00	3,445.00
5460 Groundskeeping Supplies		899.70	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5531 Salt & Sand	843,878.23	717,087.60	500,000.00	405,493.43	596,000.00	700,000.00	0.00	500,000.00	500,000.00
5532 Plows, Blades & Parts	42,659.89	34,312.92	50,000.00	58,317.52	67,800.00	50,000.00	0.00	50,000.00	50,000.00
5121 Management	12,000.00	16,000.00	12,000.00	12,000.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5131 Overtime	309,250.33	382,607.28	125,000.00	296,593.46	314,000.00	300,000.00	0.00	125,000.00	125,000.00
	2,873,854.55	3,452,361.78	1,896,745.00	1,815,145.78	2,601,745.00	2,671,945.00	200.00	1,896,945.00	1,896,945.00

Equipment & Unusual

CPW Administration 001-420-5400

5249 Rec Facilities Repair/Maint	36,039.00	23,976.00	55,000.00	45,102.00	55,000.00	65,000.00	10,000.00	65,000.00	65,000.00
5310 Environmental Services	4,790.00	12,572.22	10,000.00	6,200.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	16,240.00	28,110.00	30,000.00	22,800.00	70,000.00	70,000.00	40,000.00	70,000.00	70,000.00
5394-47 Paving Projects	124,605.76	148,242.48	200,000.00	96,617.13	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5394-48 Pond Management	50,075.00	30,460.00	35,000.00	6,045.00	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5394-50 Concrete Projects		24,500.00	100,000.00	18,562.93	50,000.00	100,000.00	0.00	100,000.00	100,000.00
6710 ADA Ramps		1,441.00	50,000.00	11,000.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00
	231,749.76	269,301.70	480,000.00	206,327.06	470,000.00	530,000.00	50,000.00	530,000.00	530,000.00

Solid Waste 001-422-5400

5295 Household Hazard Waste	69,773.64	27,749.29	55,000.00	21,671.28	40,000.00	55,000.00	(15,000.00)	40,000.00	40,000.00
5296 Trash Disposal	1,140,846.14	1,262,761.35	1,225,000.00	770,825.25	1,120,000.00	1,225,000.00	0.00	1,225,000.00	1,225,000.00
5297 Trash/Recycle Collection	2,937,934.33	3,551,280.59	3,540,000.00	2,490,949.86	3,640,000.00	3,800,000.00	260,000.00	3,800,000.00	3,800,000.00
5298 Yard Waste / Leaves	209,529.68	254,543.90	275,000.00	323,025.15	400,000.00	390,000.00	75,000.00	350,000.00	350,000.00
5299 DPW Yard Clean Up	11,655.29	20,406.55	25,000.00	6,329.00	20,000.00	35,000.00	0.00	25,000.00	25,000.00
	4,369,739.08	5,116,741.68	5,120,000.00	3,612,800.54	5,220,000.00	5,505,000.00	320,000.00	5,440,000.00	5,440,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase funding due to account history. Many CPW overtime hours are for events out of our control, including weekend funerals, events on the common, road races, July 4th, and leaf vacuuming.	40,000.00
5241 Equipment Repair/Maint	Increase funding due to account history.	1,500.00
5242 Office Equipment Repair/Maint	Increase funding due to account history. The copy machine had a number of issues over the last year. The issues may be attributed to the paper we were required to use, but this funding is necessary as the copy machine is another year older.	800.00
5245 Building/Grounds Maint	Increase funding due to account history.	1,000.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

	FY 2017	FY 2018		FY 2019		FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases (continued)</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5271 Uniform Rental	CPW contracted with a new uniform vendor in FY19. The overall cost has increased but the uniforms are higher quality and the service from the vendor is better.					1,000.00			
5411 Batteries	Increase funding due to account history.					2,000.00			
5480 Vehicle Supplies	Increase funding due to account history.					10,000.00			
5536 Lumber	Increase funding due to account history. With the addition of a sidewalk crew we are using more lumber to make sidewalk forms for pouring concrete sidewalks.					250.00			
5276 Truck / Equipment Rental	Increase funding due to agreed upon 3% increase in contractor costs in FY19 and CPI increase in FY20. Funding required was calculated using an average snowfall of 49 inches and a cost of \$33,000 per inch for rental equipment.					400,000.00			
5387 Weather Service	Increase funding due to vendor cost increase.					200.00			
5531 Salt & Sand	Over the last 6 years the average amount expended on salt and sand is \$738,000. The increased funding will bring us closer to the average spent each year.					200,000.00			
5131 Overtime	Over the last 6 years the average amount expended on snow OT is \$316,000. The increased funding will bring us closer to the average spent each year.					175,000.00			
5249 Rec Facilities Repair/Maint	Increase funding to cover the increase in cost for the contract landscaping and to add newly completed parks to our irrigation contractors opening and closing contract.					10,000.00			
5394-44 Disposal Street Sweepings	The increase is due to our street sweeping program working better than ever. Our crew starts earlier in spring and continues later into fall than we ever did before. These additional weeks of sweeping along with newer machines means we are collecting more debris, so we need to dispose of more sweepings.					40,000.00			
5297 Trash/Recycle Collection	Hauling increase is due to the annual CPI increase and the significant increase in recycling disposal cost that we are helping to cover the cost of. The City has agreed to split the cost of recycling disposal with the hauler at a rate of 50% of the cost not to exceed \$50 per ton.					260,000.00			
5298 Yard Waste / Leaves	Increase funding to cover the yearly CPI increase and increase in loads removed from City Yard and curbside.					115,000.00			
5299 DPW Yard Clean Up	Increase funding to cover additional cleanup effort that will be required to make room for the rail trail. Adjustments to entrance gates are needed, along with the disposal of different construction materials currently being stored on the rail trail.					10,000.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	4,227,230.86	4,524,768.22	5,068,227.00	3,359,457.26	4,760,699.00	5,207,505.00	(15,406.00)	5,052,821.00	5,052,821.00
General Expenses									
CPW Administration	1,029,277.16	1,073,130.42	1,205,720.00	817,653.11	1,226,320.00	1,187,270.00	(28,450.00)	1,177,270.00	1,177,270.00
Snow & Ice	2,873,854.55	3,452,361.78	1,896,745.00	1,815,145.78	2,601,745.00	2,671,945.00	200.00	1,896,945.00	1,896,945.00
Equipment & Unusual									
CPW Administration	231,749.76	269,301.70	480,000.00	206,327.06	470,000.00	530,000.00	50,000.00	530,000.00	530,000.00
Solid Waste	4,369,739.08	5,116,741.68	5,120,000.00	3,612,800.54	5,220,000.00	5,505,000.00	320,000.00	5,440,000.00	5,440,000.00
Total Operating Budget	12,731,851.41	14,436,303.80	13,770,692.00	9,811,383.75	14,278,764.00	15,101,720.00	326,344.00	14,097,036.00	14,097,036.00

BOARD OF SURVEY & PLANNING

STATEMENT OF OBJECTIVES:

Oversees subdivision of land and issues certain special permits.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Meetings	17	20	15

BOARD OF SURVEY & PLANNING

PERSONNEL

		FY 2018		FY 2019			FY 2020						
Bargaining Unit	Position	FY 2020 Grade-Step	Actual #	Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Members				7	14,000	7,900.00	12,000.00	7	14,000	7	14,000	14,000
2.	Clerk				1	3,000	2,243.67	3,000.00	1	3,000	1	3,000	3,000
Subtotal			8	12,399.78	8	17,000	10,143.67	15,000.00	8	17,000	8	17,000	17,000

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

8	12,399.78	8	17,000	10,143.67	15,000.00	8	17,000		8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	3,000.00	2,999.78	3,000.00	2,243.67	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	11,100.00	9,400.00	14,000.00	7,900.00	12,000.00	14,000.00	0.00	14,000.00	14,000.00
<hr/>									
General Expenses 001-174-5200									
5308 Stenographer	2,550.00	2,400.00	2,500.00	1,800.00	3,000.00	2,500.00	0.00	2,500.00	2,500.00
5312 Training		57.98	500.00		0.00	500.00	0.00	500.00	500.00
5341 Advertising	1,479.92	1,825.70	1,300.00	579.86	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5342 Postage	488.00	497.29	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	357.66	290.00	300.00		300.00	300.00	0.00	300.00	300.00

Department Explanation for Requested Increases

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

Personnel	14,100.00	12,399.78	17,000.00	10,143.67	15,000.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	4,875.58	5,070.97	4,900.00	2,379.86	4,900.00	4,900.00	0.00	4,900.00	4,900.00
Equipment & Unusual									
Total Operating Budget	18,975.58	17,470.75	21,900.00	12,523.53	19,900.00	21,900.00	0.00	21,900.00	21,900.00

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

To properly maintain Grove Hill and Mt. Feake Cemeteries. Plan future expansions with assurance that lots and graves will be available. To provide services to the public. To maintain records of sales, services and burials. To oversee the 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 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total Burials	203	205	205
New Lots sold	26	60	65
Single Graves sold	15	25	30
Single Graves welfare	2	2	2
Urn Garden plots sold	7	10	10
Veterans Graves	3	5	5
Acres Maintained	86	94	94

CEMETERY COMMISSION

PERSONNEL

	Bargaining Unit Position	FY 2020 Grade-Step
1.	Commissioners	
	Total	

FY 2018		FY 2019				FY 2020				
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual Expenditures	Expenditures Thru 6/30/19						
	3	3,000	1,700.00	2,900.00	3	3,000	3	3,000	3,000	
3	2,600.00	3	3,000	1,700.00	2,900.00	3	3,000	3	3,000	

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	2,600.00	3	3,000	1,700.00	2,900.00	3	3,000	3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	1,900.00	2,600.00	3,000.00	1,700.00	2,900.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,900.00	2,600.00	3,000.00	1,700.00	2,900.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	1,900.00	2,600.00	3,000.00	1,700.00	2,900.00	3,000.00	0.00	3,000.00	3,000.00

**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.		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	380,521	385,545
Pension Administration	34,622	31,388
Medical & Life Insurance	596,848	583,258
Heat, Light, Water	33,715	26,018
Building Repair & Maintenance	75,658	58,301
Building Insurance	483	707
Motor Vehicle Insurance	3,861	2,991
Motor Vehicle Maint & Repair	55,492	81,764
Workers Compensation		1,428
Other Dept Allocations	<u>642,757</u>	<u>650,804</u>
Total	<u>\$1,823,957</u>	<u>\$1,822,204</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Department Reorganization			

PERSONNEL

0	0.00	3.5	304,892	183,002.32	260,399.51	2.5	233,128		2.5	233,128	233,128
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CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-455-5100									
5111 Salaries - Full Time			304,892.00	183,002.32	260,399.51	233,128.00	(71,764.00)	233,128.00	233,128.00
5131 Overtime			10,000.00		2,500.00	10,000.00	0.00	10,000.00	10,000.00
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General Expenses 610-455-5200									
5312 Training			1,400.00		700.00	1,400.00	0.00	1,400.00	1,400.00
5581 Clothing, Gloves, Shoes			600.00		300.00	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

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

Personnel	0.00	0.00	314,892.00	183,002.32	262,899.51	243,128.00	(71,764.00)	243,128.00	243,128.00
General Expenses	0.00	0.00	2,000.00	0.00	1,000.00	2,000.00	0.00	2,000.00	2,000.00
Equipment & Unusual									
Total Operating Budget	0.00	0.00	316,892.00	183,002.32	263,899.51	245,128.00	(71,764.00)	245,128.00	245,128.00

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Water Operations and Maintenance is charged with operating, maintaining and repairing the water distribution system including fire hydrants, valves and piping; Replacing or repairing water services found to be leaking or deficient. 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 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Water Main Repairs	29	20	25
Water Service Repairs/Relays	175	150	175
Valve Repairs	5	5	5
Hydrant Replacement	17	10	5
Hydrant Repairs	40	50	50
Leak Detection (Miles)	170	300	340
Water Overtime - # of Calls	605	515	600
Water Overtime - Man-hours	3,699	3,855	3,800

WATER OPERATIONS & MAINTENANCE

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step	FY 2018		FY 2019			FY 2020						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. LAB	Working Foreman II	11-1			1	74,739		18,684.75	1	56,508	1	56,508	56,508	
2. LAB	Working Foreman I	10-3			1	71,477	49,294.80	46,735.00	1	57,472	1	57,472	57,472	
3. LAB	Working Foreman I Nights	10-1			1	58,497		14,624.00	1	56,566	1	56,566	56,566	
4. LAB	*Working Foreman I-Cross Connect Inspector	10-6			1	64,394	48,142.32	64,394.00	1	64,641	1	64,641	64,641	
5. LAB	S M E O	9-2			1	58,391	22,863.78	39,285.33	1	52,158	1	52,158	52,158	
6. LAB	*H M E O	8-6			1	58,268	43,952.88	58,268.00	1	58,919	1	58,919	58,919	
7. LAB	*M E O	7-6			1	56,084	42,264.72	56,084.00	1	56,299	1	56,299	56,299	
8. LAB	*Highway Maintenance	6-2			1	44,933	22,409.80	33,439.00	1	45,237	1	45,237	45,237	
9. LAB	*Laborer Nights	6-2			1	47,900	25,282.32	38,203.12	1	48,765	1	48,765	48,765	
Meter Read, Repair & Install														
10. LAB	*Senior Water Service Inspector	9-6 (L8)			1	61,492	43,873.59	57,936.80	1	65,158	1	65,158	65,158	
11. LAB	*M E O	7-6 (L8)			1	58,508	42,818.20	58,508.00	1	60,802	1	60,802	60,802	
12. LAB	M E O	7-6			1	47,457	36,025.14	46,175.04	1	56,299	1	56,299	56,299	
Subtotal			12	443,502.61	12	702,140	376,927.55	532,337.04	12	678,824		12	678,824	678,824

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position FY 2020 Grade-Step

FY 2018		FY 2019				FY 2020			
Actual		July - March		Estimated				Mayor's	
#	Expenditures	#	Budget	Expenditures	Expenditures	#	Department	#	Council
				Thru 6/30/19	Thru 6/30/19		Request	Recommendation	Approval

Summary of Changes

Adjustments to FY 2019 Positions

Explanation

Step Raises/Longevity/Contract Settlement included in * position salary	8,242				
LAB Working Foreman II	11-1	(18,231)		New employee to be hired at lower step/longevity	
LAB Working Foreman I	10-6	(14,005)		New employee to be hired at lower step/longevity	
LAB Working Foreman I Nights	10-1	(1,931)		New employee to be hired at lower step	
LAB S M E O	9-2	(6,233)		Internal promotion - replaced at lower step	
LAB M E O	7-6	8,842		Employee replaced at higher step	

New Positions

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	272,271.45	295,065.77	534,683.00	254,210.62	369,717.20	496,565.00	(38,118.00)	496,565.00	496,565.00
5131 Overtime	145,134.81	172,176.26	80,000.00	141,485.05	175,000.00	145,000.00	30,000.00	110,000.00	110,000.00
5135 Standby	25,862.84	36,679.64	40,000.00	27,096.72	35,100.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	3,984.59	28,772.62	6,000.00	3,814.30	3,814.30	6,000.00	0.00	6,000.00	6,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	144,723.52	148,436.84	167,457.00	122,716.93	162,619.84	182,259.00	14,802.00	182,259.00	182,259.00
<hr/>									
General Expenses									
Water Maintenance & Operations 610-452-5200									
5192 Mileage	577.83	455.82	800.00	117.52	180.00	800.00	0.00	800.00	800.00
5211 Heat	6,101.41	7,495.63	15,000.00	7,705.54	12,500.00	15,000.00	0.00	15,000.00	15,000.00
5213 Light	39,037.34	64,033.20	58,000.00	57,283.33	75,000.00	70,000.00	12,000.00	70,000.00	70,000.00
5231 Water		242.47	200.00	148.14	275.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	12,298.80	10,923.61	20,000.00	14,173.83	19,100.00	20,000.00	0.00	20,000.00	20,000.00
5242 Office Equipment Repair/Maint	1,863.31	390.60	800.00	1,210.84	1,320.00	1,300.00	500.00	1,300.00	1,300.00
5245 Building/Grounds Maint	347.08	4,303.00	20,000.00	1,843.85	18,500.00	20,000.00	(10,000.00)	10,000.00	10,000.00
5246 Communication Equip Repair/Maint						1,800.00	1,800.00	1,800.00	1,800.00
5248 Computer Software/License						2,000.00	2,000.00	2,000.00	2,000.00
5261 Water/Sewer Infrastructure	13,342.00	16,821.48	8,000.00	2,620.00	4,500.00	8,000.00	0.00	8,000.00	8,000.00
5276 Truck/ Equipment Rental	1,990.00	16,553.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5303 Engineer Services /Consultants	39,118.00	12,445.00	30,000.00	4,410.00	18,500.00	30,000.00	(10,000.00)	20,000.00	20,000.00
5307 Public Safety Service			3,500.00		2,750.00	3,500.00	0.00	3,500.00	3,500.00
5312 Training	2,634.00	1,694.00	7,000.00	5,770.00	7,300.00	7,000.00	0.00	7,000.00	7,000.00
5342 Postage	429.96	63.63	300.00	459.00	475.00	300.00	0.00	300.00	300.00
5343 Printing	1,323.30	1,035.00	2,500.00	2,218.89	3,600.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	2,589.88	2,154.25	3,500.00	2,284.76	3,900.00	3,500.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	1,892.00	671.57	3,000.00	450.00	3,500.00	3,000.00	(1,000.00)	2,000.00	2,000.00
5452 Custodial Supplies	4,342.22		2,500.00	946.72	2,600.00	2,500.00	0.00	2,500.00	2,500.00
5460 Groundskeeping Supplies		53.49	2,000.00	54.65	2,000.00	2,000.00	(1,000.00)	1,000.00	1,000.00
5470 Public Safety Supplies		1,150.00	5,000.00		1,500.00	5,000.00	(3,000.00)	2,000.00	2,000.00
5538 Street/Sidewalk Materials	43,273.94	60,806.81	60,000.00	51,770.87	82,000.00	75,000.00	10,000.00	70,000.00	70,000.00
5539 Castings & Pipes	65,644.84	78,626.40	95,000.00	42,718.45	85,000.00	95,000.00	0.00	95,000.00	95,000.00
5581 Clothing, Gloves, Shoes	9,298.09	10,553.86	14,000.00	9,871.37	13,700.00	14,000.00	(1,000.00)	13,000.00	13,000.00
5587 Tools	17,608.92	15,848.77	17,000.00	6,525.23	11,400.00	17,000.00	0.00	17,000.00	17,000.00
5730 Dues	825.00	500.00	1,000.00	500.00	500.00	1,000.00	0.00	1,000.00	1,000.00
5733 Licenses/Stipends	1,554.00	4,427.97	6,500.00	2,067.91	5,500.00	6,500.00	0.00	6,500.00	6,500.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	15,708.00	16,570.00	30,000.00	17,850.00	30,000.00	40,000.00	10,000.00	40,000.00	40,000.00
5394-45 Disposal of Trench Tailings	29,212.50	60,404.25	85,000.00	45,630.00	75,000.00	85,000.00	0.00	85,000.00	85,000.00
5394-49 Service Repairs	10,553.38	17,187.04	30,000.00	40,769.58	39,000.00	40,000.00	10,000.00	40,000.00	40,000.00
5690 State Assessment - MWRA	9,384,159.00	9,038,537.00	9,378,830.00	6,517,876.40	9,311,252.00	9,623,699.00	244,869.00	9,623,699.00	9,623,699.00
5692 State Assessment - DEP	21,033.28	22,988.59	25,000.00	21,447.71	21,477.71	25,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	44,714.88	100,994.23	65,000.00	13,140.08	65,000.00	65,000.00	0.00	65,000.00	65,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	19,998.45	31,927.85	50,000.00	35,690.54	50,000.00	50,000.00	0.00	50,000.00	50,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase Water OT per the historical expenditures and current run rate of the expense	65,000.00
5213 Light	Increase the electricity expense to cover the higher costs of running the water booster pump station	12,000.00
5242 Office Equipment Repair/Maint	Provide for the monthly maintenance service contract on the large format printer/scanner (approx \$105/mo)	500.00
5246 Communication Equip Repair/Maint	This new expense will cover the internet service connection that has been installed at the Cedarwood Water Booster Pump Station for the security surveillance and burglar alarm systems. The systems are designed to provide site access via the internet and a smartphone application.	1,800.00
5248 Computer Software/License	This account will align the expense of the Cross Connection software support program to the proper category for the backflow application user (3) with data storage and applications support.	2,000.00
5538 Street/Sidewalk Materials	Increase to cover the costs of cold patch, crusher run, crushed stone, sand and flowable fill for digs and trench repairs	15,000.00
5303 Eng -Water Survey	Increase to fund two System Wide Leak Detection surveys per fiscal year to identify main and service leaks throughout the water infrastructure system, resulting in cost savings with less wasted water	10,000.00
5394-49 Service Repairs	To assist with frequency and complexity of water main repairs	10,000.00
5690 State Assessment - MWRA	MWRA has set preliminary FY2020 water assessment - 3.4% increase over FY2019; final assessment will be set in June 2020 by MWRA's Board of Directors	244,869.00

COST SUMMARY BY CLASSIFICATION

Personnel	591,977.21	681,131.13	828,140.00	549,323.62	746,251.34	869,824.00	6,684.00	834,824.00	834,824.00
General Expenses	266,091.92	311,249.56	380,600.00	215,150.90	380,600.00	411,900.00	300.00	380,900.00	380,900.00
Equipment & Unusual	9,525,379.49	9,288,608.96	9,663,830.00	6,692,404.31	9,591,729.71	9,928,699.00	264,869.00	9,928,699.00	9,928,699.00
Total Operating Budget	10,383,448.62	10,280,989.65	10,872,570.00	7,456,878.83	10,718,581.05	11,210,423.00	271,853.00	11,144,423.00	11,144,423.00

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Sewer Operations and Maintenance is responsible for maintaining, repairing and operating the City's wastewater collection system, which includes the sewer mains and manholes, the six sewer pump stations located within the City, and miscellaneous system appurtenances. 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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	186,240	186,757
Pension Administration	17,311	15,694
Medical & Life Insurance	245,601	287,170
Heat, Light, Water	18,154	26,018
Building Repair & Maintenance	77,524	72,236
Building Insurance	1,303	1,906
Motor Vehicle Insurance	3,539	1,495
Motor Vehicle Maint & Repair	50,868	40,882
Workers Compensation		20,008
Other Dept Allocations	1,353,836	1,432,581
Total	\$1,954,376	\$2,084,747

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Sewer Stoppages Main	111	75	100
Sewer Stoppages Laterals/Svc Lines	201	160	175
Sewer Main Repairs	4	3	5
Sewer Lateral Repairs/Relays	59	40	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	7,400	7,400
Drain Mains Repaired	4	5	5
Sanitary Grease Locations Citywide	230	231	235
Sanitary Grease Traps Citywide	318	320	325
Sanitary Grease Traps Inspections	648	600	650
Sewer Overtime - # of Calls	248	182	225
Sewer Overtime - Man-hours	1,700	1,220	1,300
Sanitary Sewer Overflows - #	7	7	6
Sewer Manhole Repairs	6	5	5

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Working Foreman I	10-6			1	55,186	43,734.00	55,186.00	1	64,641	1	64,641	64,641
2. LAB	Working Foreman I	10-6 (L10)			1	55,186	1,551.60	19,070.50	1	71,105	1	71,105	71,105
3. LAB	Working Foreman I/Video Insp	10-1			1	64,394		16,098.50	1	53,364	1	53,364	53,364
4. LAB	*S M E O	9-6 (L11)			1	68,256		17,064.00	1	68,517	1	68,517	68,517
5. LAB	*S M E O	9-6 (L11)			1	68,256	50,995.64	68,256.00	1	68,517	1	68,517	68,517
6. LAB	S M E O	9-6 (L8)			1	67,452	50,944.66	58,877.39	1	66,665	1	66,665	66,665
7. LAB	S M E O Nights	9-6 (L8)			1	55,664	41,230.02	51,383.00	1	69,067	1	69,067	69,067
8. LAB	*Pump Station Operator	9-6 (L11)			1	68,256	50,995.62	68,259.00	1	68,517	1	68,517	68,517
9. LAB	*H M E O Nights	8-5			1	57,147	41,477.58	57,147.00	1	59,499	1	59,499	59,499
10. LAB	*Laborer	7-6			1	56,084	42,714.86	56,084.00	1	56,299	1	56,299	56,299
Subtotal			10	492,970.74	10	615,881	323,643.98	467,425.39	10	646,191		646,191	646,191

Summary of Changes

Adjustments to FY 2019 Positions

	Step Raises/Longevity/Contract Settlement included in * position salary		3,350
LAB	Working Foreman I	10-6	9,455
LAB	Working Foreman I	10-6 (L10)	15,919
LAB	Working Foreman I/Video Insp	10-1	(11,030)
LAB	S M E O	9-6 (L8)	(787)
LAB	S M E O Nights	9-6 (L8)	13,403

Explanation

Internal promotion - replaced at higher step
Internal promotion - replaced at higher step/longevity
New employee to be hired at lower step
Employee to be replaced at lower step/longevity
Employee replaced at higher step/longevity

New Positions

0	0	0	0	0

Subtotal

Grand Total

10	492,970.74	10	615,881	323,643.98	467,425.39	10	646,191	10	646,191	646,191
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual		July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual	Expenditures	Department	Mayor's	Mayor's	Council
					Thru 6/30/19	Request	Incr/Decr	Recommendation	Approval
Personnel 600-440-5100									
5112 Wages - Full Time	484,054.40	492,970.74	615,881.00	323,643.98	467,425.39	646,191.00	30,310.00	646,191.00	646,191.00
5131 Overtime	58,324.37	79,509.62	60,000.00	38,825.46	52,000.00	60,000.00	0.00	60,000.00	60,000.00
5135 Standby	25,811.96	35,549.94	40,000.00	26,985.07	35,200.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	3,100.54	9,520.91	10,000.00	7,232.55	7,232.55	10,000.00	0.00	10,000.00	10,000.00
General Expenses 600-440-5200									
5211 Heat	2,216.18	3,003.79	2,500.00	3,313.86	3,900.00	4,000.00	1,500.00	4,000.00	4,000.00
5213 Light	69,286.94	37,240.90	36,000.00	34,851.47	46,000.00	47,500.00	11,500.00	47,500.00	47,500.00
5231 Water		3,103.10	5,000.00	712.25	1,500.00	5,000.00	0.00	5,000.00	5,000.00
5241 Equipment Repair/Maint	51,139.14	35,722.81	70,000.00	57,303.12	71,500.00	75,000.00	0.00	70,000.00	70,000.00
5244 Motor Equipment Repair/Maint	58,388.80	39,207.14	50,000.00	17,491.90	26,500.00	50,000.00	(5,000.00)	45,000.00	45,000.00
5245 Building/Grounds Maint	4,004.53	774.00	10,000.00		14,000.00	12,000.00	(5,000.00)	5,000.00	5,000.00
5248 Computer Software/License						1,700.00	1,700.00	1,700.00	1,700.00
5261 W/S Infrastructure Repair/Maint	11,782.16	24,255.65	35,000.00	25,419.26	62,500.00	50,000.00	15,000.00	50,000.00	50,000.00
5276 Truck/ Equipment Rental	34,548.81	24,643.25	20,000.00	720.00	5,000.00	7,500.00	(12,500.00)	7,500.00	7,500.00
5303 Engineering Services/ Consulting	7,282.50	24,081.38	5,000.00	17,403.00	17,500.00	5,000.00	0.00	5,000.00	5,000.00
5307 Public Safety Service	5,631.27	600.00	3,500.00	10,721.00	14,500.00	7,500.00	0.00	3,500.00	3,500.00
5312 Training		1,700.00	3,000.00	1,180.00	5,500.00	3,500.00	500.00	3,500.00	3,500.00
5340 Communication	8,079.91	11,123.01	22,000.00	3,615.71	7,500.00	22,000.00	(12,000.00)	10,000.00	10,000.00
5431 Paint Supplies	825.00	1,614.64	1,500.00	255.79	700.00	1,500.00	0.00	1,500.00	1,500.00
5450 Custodial Supplies	59,086.76	60,466.34	50,000.00	39,666.05	55,200.00	60,000.00	10,000.00	60,000.00	60,000.00
5460 Groundskeeping Supplies	5,285.00		4,000.00		500.00	4,000.00	0.00	4,000.00	4,000.00
5500 Medical Supplies	2,286.21	772.81	2,000.00	476.05	1,000.00	2,000.00	0.00	2,000.00	2,000.00
5510 Education Supplies			500.00		100.00	500.00	0.00	500.00	500.00
5538 Street/Sidewalk Materials	21,516.32	36,458.83	40,000.00	27,117.73	42,000.00	40,000.00	0.00	40,000.00	40,000.00
5539 Castings & Pipes	5,383.94	27,759.72	20,000.00	10,049.13	12,500.00	20,000.00	0.00	20,000.00	20,000.00
5542 Water/Sewer Materials			2,000.00		400.00	2,000.00	(1,000.00)	1,000.00	1,000.00
5581 Clothing, Gloves, Shoes	7,713.98	6,963.40	12,000.00	6,670.63	9,500.00	12,000.00	(2,000.00)	10,000.00	10,000.00
5587 Tools	19,495.89	29,132.84	20,000.00	10,484.87	16,200.00	20,000.00	0.00	20,000.00	20,000.00
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	34,528.17	25,700.81	45,000.00	5,033.78	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	2,712.50	5,337.34	25,000.00	810.00	23,500.00	25,000.00	0.00	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	29,212.50	60,404.25	85,000.00	45,630.00	72,500.00	85,000.00	0.00	85,000.00	85,000.00
5394-49 Service Repairs	26,614.00	44,039.00	95,000.00	85,883.87	132,538.00	95,000.00	0.00	95,000.00	95,000.00
5690 State Assessment - MWRA	13,122,122.00	13,521,664.00	13,911,209.00	9,660,576.80	13,800,824.00	14,087,691.00	176,482.00	14,087,691.00	14,087,691.00
5740 Insurance	5,605.60	5,605.60	7,500.00	5,605.60	5,606.60	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	540.00	9,596.65	15,000.00	365.00	13,500.00	15,000.00	0.00	15,000.00	15,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	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>
5211 Heat	To cover increased cost of heating oil, natural gas, and propane for sewer pump station operations and generators	1,500.00
5213 Light	Increase the electricity expense to cover the higher costs of running the sewer pump stations	11,500.00
5241 Equipment Repair/Maint	To cover the repair and maintenance of various sewer system infrastructure (pumps/valves/wet well equipment)	5,000.00
5245 Building/Grounds Maint	Fund on going repairs and necessary upkeep at the sewer facilities	2,000.00
5248 Computer Software/License	This account will align the expense of the FOG (Fat, Oil and Grease) Inspection software support program to the proper category for the three users with data storage and applications support.	1,700.00
5261 W/S Infrastructure Repair/Maint	Increased cost for root control in drains, sewer main clearing and drainage ditch maintenance	15,000.00
5307 Public Safety Service	Cost of Police details for hired contractors doing repairs, camera work, root control maintenance	4,000.00
5312 Training	Additional training needed for software upgrades related to FOG program	500.00
5450 Custodial Supplies	Bacterial Treatments/products for sewer pump stations to reduce FOG/sewage buildup in grinders and wet wells, improving the efficiency of the digester units & reducing the frequency of sewer outflows	10,000.00
5690 State Assessment - MWRA	MWRA has set preliminary FY2020 sewer assessment - 2.1% increase over FY2019; final assessment will be set in June 2020 by MWRA's Board of Directors	176,482.00

COST SUMMARY BY CLASSIFICATION

Personnel	571,291.27	617,551.21	725,881.00	396,687.06	561,857.94	756,191.00	30,310.00	756,191.00	756,191.00
General Expenses	373,953.34	368,623.61	414,000.00	267,451.82	414,000.00	452,700.00	2,700.00	416,700.00	416,700.00
Equipment & Unusual	13,221,334.77	13,672,347.65	14,183,709.00	9,803,905.05	14,093,468.60	14,360,191.00	176,482.00	14,360,191.00	14,360,191.00
Total Operating Budget	<u>14,166,579.38</u>	<u>14,658,522.47</u>	<u>15,323,590.00</u>	<u>10,468,043.93</u>	<u>15,069,326.54</u>	<u>15,569,082.00</u>	<u>209,492.00</u>	<u>15,533,082.00</u>	<u>15,533,082.00</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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	77,539	77,928
Pension Administration	6,784	6,102
Medical & Life Insurance	179,091	183,827
Heat, Light, Water	49,314	50,849
Building Repair & Maintenance	167,769	100,480
Building Insurance	2,341	3,423
Motor Vehicle Insurance	322	345
Motor Vehicle Maint & Repair	4,624	9,434
Total	\$487,784	\$432,388

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total Number of Participants	3,398	3,400	3,402
Male / Female / Minority	1017/2381/261	1018/2382/262	1019/2383/263
# of Participants			
Service Programs:	2,156	2,157	2,158
Minority Outreach	70	72	74
Offsite Outreach	73	74	75
Connections for Healthy Aging	174	175	176
Social/Recreation Programs:	1,669	1,670	1,671
Fitness Programs:	632	633	634
Transportation:			
# of 1 way rides	3,665	3,666	3,667
Parking spaces	79	79	79
Meals Served Daily	123	130	160
Recipients Served Annually	185	185	185
Meals Served Annually	29,872	33,800	41,600
Total Revenue Meals on Wheels	\$197,155	\$223,800	\$304,216
Total Revenue Programs	\$91,867	\$91,900	\$91,950

City Funding: \$869,714

State Funding: \$37,500

PERSONNEL

Summary of Changes

Explanation

0	0	0	0	0
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Subtotal

2

COUNCIL ON AGING

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
			July - March	Actual	Estimated				
Classification	Actual Expenditures	Actual Expenditures	Budget	Expenditures	Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	412,324.20	430,808.85	446,629.00	332,591.56	446,629.00	452,467.00	5,838.00	452,467.00	452,467.00
5112 Wages - Full Time	51,875.20	57,577.22	63,389.00	47,359.66	63,389.00	63,632.00	243.00	63,632.00	63,632.00
5121 Salaries - Part Time			3,000.00	0.00	3,000.00	0.00	(3,000.00)	0.00	0.00
5122 Wages - Part Time	19,082.76	22,438.64	63,767.00	17,568.00	30,000.00	69,256.00	5,489.00	69,256.00	69,256.00
5131 Overtime	748.22	912.70	800.00	45.54	400.00	800.00	0.00	800.00	800.00
5194 Boards & Commissions	6,800.00	6,500.00	9,000.00	3,300.00	8,000.00	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)
General Expenses 001-541-5200									
5192 Mileage	490.28	699.56	600.00	468.31	600.00	600.00	0.00	600.00	600.00
5242 Office Equipment Repair/Maint	1,518.00	1,518.00	1,590.00	990.00	1,590.00	990.00	(600.00)	990.00	990.00
5312 Training		88.00	208.00	144.00	208.00	208.00	0.00	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	57.50	112.19	125.00	164.00	125.00	245.00	120.00	245.00	245.00
5381 Contract Labor /Instruction	2,151.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5420 Office Supplies	2,062.83	2,098.09	2,000.00	1,479.64	2,000.00	2,300.00	300.00	2,300.00	2,300.00
5490 Food Supplies	194,650.40	194,353.26	225,000.00	180,805.55	225,000.00	304,216.00	79,216.00	304,216.00	304,216.00
5581 Clothing, Gloves, Shoes	750.00	750.00	950.00	947.12	950.00	950.00	0.00	950.00	950.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5343 Printing	To print waiver forms for AARP Tax Program	120.00
5420 Office Supplies	Increase in meals/labels	300.00
5490 Food Supplies	Increase in Meals on Wheels served - self sustaining	79,216.00

COST SUMMARY BY CLASSIFICATION

Personnel	453,330.38	480,737.41	549,085.00	400,864.76	513,918.00	557,655.00	8,570.00	557,655.00	557,655.00
General Expenses	202,230.01	202,169.10	233,023.00	187,548.62	233,023.00	312,059.00	79,036.00	312,059.00	312,059.00
Equipment & Unusual									
Total Operating Budget	655,560.39	682,906.51	782,108.00	588,413.38	746,941.00	869,714.00	87,606.00	869,714.00	869,714.00

DISABILITIES SERVICES COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
ADA Transition Plan (1)	\$0	\$10,000	\$10,000
WHS Scholarships (5 each)	\$2,500	\$2,500	\$2,500
WSEPAC Special Education	\$0	\$1,000	\$1,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step
1.	Board Members	
	Subtotal	

FY 2018		FY 2019				FY 2020			
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval
			Actual	Expenditures				Recommendation	
			Expenditures	Thru 6/30/19					
	7	7,000	4,200.00	7,000.00	7	7,000	7	7,000	7,000
7	5,700.00	7	7,000	4,200.00	7,000.00	7	7,000	7	7,000

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0	0				

New Positions

Subtotal

Grand Total

7	5,700.00	7	7,000	4,200.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	6,100.00	5,700.00	7,000.00	4,200.00	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	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	6,100.00	5,700.00	7,000.00	4,200.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	0.00	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
Total Operating Budget	6,100.00	5,700.00	7,200.00	4,200.00	7,200.00	7,200.00	0.00	7,200.00	7,200.00

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	1,085	7,621
Pension Administration		562
Medical & Life Insurance	10,406	11,037
Heat, Light, Water	27,527	26,841
Building Repair & Maintenance	20,674	11,954
Building Insurance	944	1,381
Motor Vehicle Insurance	1,609	863
Motor Vehicle Maint & Repair	23,122	23,586
Total	\$85,367	\$83,845

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
District Coordinators	1	1	2
Total Grants Received	\$24,022	\$27,609	\$21,860
FEMA Reimbursement-Disasters	\$9,558	\$0	\$655,667
Total Receipts	\$33,580	\$27,609	\$677,527

EMERGENCY MANAGEMENT

PERSONNEL

Bargaining Unit Position	FY 2020 Grade-Step	FY 2018			FY 2019			FY 2020		
		Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	#	Mayor's Recommendation	Council Approval
1. Environmental Specialist (PT 19 hrs)	16-6		1	58,985	43,404.30	58,985.00		1	58,985	58,985
2. Director of Emergency Mgmt PT			1	10,000	7,479.42	10,000.00	1 10,000	1	10,000	10,000
3. Environmental Committee Chairperson				10,000	7,479.42	10,000.00	10,000		10,000	10,000
Subtotal		2 76,323.69	2	78,985	58,363.14	78,985.00	1 20,000	2	78,985	78,985

Summary of Changes

Adjustments to FY 2019 Positions

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

Environmental Specialist FT 16-6 47,915

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
1	106,900		0	0

New Positions

Subtotal

Grand Total

2	76,323.69	2	78,985	58,363.14	78,985.00	2	126,900	2	78,985	78,985
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EMERGENCY MANAGEMENT

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-291-5100									
5111 Salaries - Full Time						106,900.00	0.00	0.00	0.00
5121 Salaries - Part Time	74,950.23	76,323.69	78,985.00	58,363.14	78,985.00	20,000.00	0.00	78,985.00	78,985.00
<hr/>									
General Expenses 001-291-5200									
5192 Mileage					100.00	200.00	200.00	200.00	200.00
5241 Equipment Repair/Maint	399.99	987.50	700.00		700.00	1,200.00	500.00	1,200.00	1,200.00
5312 Training	300.00	150.24	300.00	107.48	300.00	350.00	50.00	350.00	350.00
5313 Training (Environmental)	296.01	237.94	300.00		300.00	350.00	50.00	350.00	350.00
5420 Office Supplies		978.89	400.00	19.90	350.00	400.00	0.00	400.00	400.00
5421 Office Supplies (Environmental)	181.37	102.03	400.00		350.00	400.00	0.00	400.00	400.00
5470 Public Safety Supplies	1,638.73	1,525.24	1,000.00		1,000.00	1,400.00	400.00	1,400.00	1,400.00
<hr/>									
Equipment & Unusual 001-291-5400									
5300 Environmental Mitigation/Assessment	994.88	871.87	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5310 Environmental Services	1,317.50	1,666.52	1,500.00	1,064.00	1,500.00	1,600.00	100.00	1,600.00	1,600.00
5384 Fuel Tank Testing	2,190.00	2,300.00	3,600.00		3,600.00	2,300.00	(1,300.00)	2,300.00	2,300.00
<hr/>									
Special Items 001-291-5500									
5190 Uniform	400.00	400.00	400.00		400.00	400.00	0.00	400.00	400.00

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

EMERGENCY MANAGEMENT

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

Item

5192 Mileage
 5241 Equipment Repair/Maint
 5312 Training
 5313 Training (Environmental)
 5470 Public Safety Supplies
 5310 Environmental Services

Reason

Total expense budget is level funded. Individual accounts have been adjusted to reflect department needs due to increased cost of goods and services

Department Cost for Requested Increase

200.00
 500.00
 50.00
 50.00
 400.00
 100.00

COST SUMMARY BY CLASSIFICATION

Personnel	74,950.23	76,323.69	78,985.00	58,363.14	78,985.00	126,900.00	0.00	78,985.00	78,985.00
General Expenses	2,816.10	3,981.84	3,100.00	127.38	3,100.00	4,300.00	1,200.00	4,300.00	4,300.00
Equipment & Unusual	4,502.38	4,838.39	7,600.00	1,064.00	7,600.00	6,400.00	(1,200.00)	6,400.00	6,400.00
Special Items	400.00	400.00	400.00	0.00	400.00	400.00	0.00	400.00	400.00
Total Operating Budget	82,668.71	85,543.92	90,085.00	59,554.52	90,085.00	138,000.00	0.00	90,085.00	90,085.00

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, and construct Water, Sewer and Drain improvements in accordance with State and Federal guidelines, to continue the 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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	242,958	246,850
Pension Administration	22,750	20,765
Medical & Life Insurance	201,200	214,750
Heat, Light, Water	10,374	10,024
Building Repair & Maintenance	23,279	30,010
Building Insurance	306	597
Motor Vehicle Insurance	322	173
Motor Vehicle Maint & Repair	4,624	4,717
Total	<u>\$505,813</u>	<u>\$527,886</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
CIP - Project Administration	10	11	12
Plans/Project Submittals	117	120	125
Compliance reports	9	10	12
Construction Inspections	1,987	2,000	2,000
Project/Redevelopment, Major Developments	8	9	10
Permit Applications	382	390	400

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step	FY 2018			FY 2019			FY 2020		
			#	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	#	Mayor's Recommendation	Council Approval
1.	*City Engineer	20-6 (L8)	1		137,340	102,722.88	137,340.00	1	146,496	146,496	146,496
2.	SPMG Assistant City Engineer	16-1	1		73,403		22,021.00	1	88,084	80,744	80,744
3.	SPMG *Jr. Civil Engineer	14-5	1		85,783	63,948.72	85,873.00	1	89,051	89,051	89,051
4.	SPMG Gen Construction Insp	13-6 (L9)	1		95,194	71,199.94	95,194.00	1	95,194	95,194	95,194
5.	*Administrative Assistant	10-6 (L10)	1		76,690	57,360.03	76,690.00	1	77,042	77,042	77,042
6.	Co-op Student				14,560		3,640.00			14,560	14,560
7.	Part Time		0.5		41,000	38,518.39	51,720.00	0.5	51,720	51,720	51,720
Subtotal			5.5	449,244.98	523,970	333,749.96	472,478.00	5.5	562,147	554,807	554,807

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary 12,776

SPMG Assistant City Engineer 16-1 7,341

Part Time 10,720

Explanation

Funded for 11 months

The Part Time (retired) Assistant City Engineer works an estimated 18 hours per week due to the workload of permit applications, Board of Survey submissions & City Council Requests. The funding for this part time position has been increased from 14 hrs/wk to 18 hrs/wk.

New Positions

SPMG Sr Code Enforcement Inspector 13-1

Hire an inspector with construction experience to provide inspection of erosion controls and stormwater management systems in accordance with the EPA MS4 Stormwater Discharge Permit and to supplement our two inspectors when one is off and also to maintain demand for inspections from contractors.

1	72,513	0	0
1	72,513	0	0

Subtotal

Grand Total

5.5	449,244.98	5.5	523,970	333,749.96	472,478.00	6.5	634,660	5.5	554,807	554,807
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ENGINEERING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-410-5100									
5111 Salaries - Full Time	364,977.55	384,954.70	468,410.00	295,231.57	417,118.00	568,380.00	20,117.00	488,527.00	488,527.00
5121 Salaries - Part Time	58,179.06	64,290.28	55,560.00	38,518.39	55,360.00	66,280.00	10,720.00	66,280.00	66,280.00
5131 Overtime	1,837.06	1,145.47	5,000.00	886.75	2,500.00	5,000.00	(2,500.00)	2,500.00	2,500.00
General Expenses 001-410-5200									
5242 Office Equipment Repair/Maint	2,577.22	3,103.04	3,000.00	606.74	1,900.00	2,000.00	(1,000.00)	2,000.00	2,000.00
5303 Engineer Services /Consultants	25.17	2,700.00			1,100.00	40,000.00	10,000.00	10,000.00	10,000.00
5312 Training	650.00	325.00	1,000.00	25.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5341 Advertising	56.25	54.09	100.00		100.00	100.00	0.00	100.00	100.00
5342 Postage	568.78	372.02	500.00	217.52	500.00	500.00	0.00	500.00	500.00
5343 Printing	57.50	57.50	400.00		400.00	400.00	0.00	400.00	400.00
5420 Office Supplies	2,222.95	2,465.82	3,200.00	1,510.31	3,200.00	3,000.00	(200.00)	3,000.00	3,000.00
5581 Clothing, Gloves	189.25	221.64	2,400.00	1,113.10	2,400.00	2,400.00	(1,000.00)	1,400.00	1,400.00
5730 Dues	312.00	319.00	500.00		500.00	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>
5303 Engineer Services /Consultants	To fund consultants for survey work, easement plans and the filing of recordable documents at the Registry of Deeds and other such assistance until the such time that the position of Assistant City Engineer w/ Professional Land Surveyor credentials is filled. Estimated 8 plans at \$5,000 each.	40,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	424,993.67	450,390.45	528,970.00	334,636.71	474,978.00	639,660.00	28,337.00	557,307.00	557,307.00
General Expenses	6,659.12	9,618.11	11,100.00	3,472.67	11,100.00	49,900.00	7,800.00	18,900.00	18,900.00
Equipment & Unusual									
Total Operating Budget	431,652.79	460,008.56	540,070.00	338,109.38	486,078.00	689,560.00	36,137.00	576,207.00	576,207.00

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.4109	2.3771	2.4000
Number of Accounts	14,200	14,250	14,275
Number of Bills Sent out annually	59,195	59,550	60,000

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

PERSONNEL

			FY 2018		FY 2019			FY 2020						
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
							Actual Expenditures	Expenditures Thru 6/30/19						
1.	Administrative Assistant	10-6 (L9)			1	76,690	57,065.90	76,690.00	1	76,690	1	76,690	76,690	
2.	Administrative Assistant	10-6 (L8)			1	75,987	56,833.92	75,987.00	1	75,987	1	75,987	75,987	
3.	*Principal Off Asst (PT 19 hrs)	8-5			0.5	31,021	22,224.17	31,021.00	0.5	32,231	0.5	32,231	32,231	
Subtotal			2.5	176,512.40	2.5	183,698	136,123.99	183,698.00	2.5	184,908		2.5	184,908	184,908

Summary of Changes

Adjustments to FY 2019 Positions

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

1,210

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2.5	176,512.40	2.5	183,698	136,123.99	183,698.00	2.5	184,908	2.5	184,908	184,908
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	141,408.18	148,590.96	152,677.00	113,899.82	152,677.00	152,677.00	0.00	152,677.00	152,677.00
5121 Salaries - Part Time	26,024.46	27,921.44	31,021.00	22,224.17	31,021.00	32,231.00	1,210.00	32,231.00	32,231.00
General Expenses 610-451-5200									
5242 Office Equipment Repair/Maint	1,665.98	369.04	1,000.00	775.71	1,200.00	1,200.00	200.00	1,200.00	1,200.00
5246 Communication Equip Repair/Maint				4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00
5248 Computer Software/License	3,700.00	5,415.95	5,500.00	1,715.95	5,550.00	6,000.00	500.00	6,000.00	6,000.00
5342 Postage	33,797.04	33,145.30	42,000.00	25,009.74	37,850.00	42,000.00	0.00	42,000.00	42,000.00
5343 Printing	5,878.00	2,635.00	6,000.00	4,902.00	5,500.00	6,000.00	0.00	6,000.00	6,000.00
5420 Office Supplies	80.82	554.70	1,300.00	754.50	1,500.00	1,300.00	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 Overage Charges for Kyocera Copier/Printer/Scanner (Est \$300/quarter)	200.00
5246 Communication Equip Repair/Maint	Annual Warranty Expense for AMR Program Reading Transmitting Towers/Equipment *(New Expense) Added to provide a more appropriate account classification for this expense.	4,200.00
5248 Computer Software/License	Increase to cover a Sensus Support for Water Billing Reading System (Account also covers support for Meter Control Management (MCM) program for AMR)	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	167,432.64	176,512.40	183,698.00	136,123.99	183,698.00	184,908.00	1,210.00	184,908.00	184,908.00
General Expenses	45,121.84	42,119.99	55,800.00	37,357.90	55,800.00	60,700.00	4,900.00	60,700.00	60,700.00
Equipment & Unusual									
Total Operating Budget	212,554.48	218,632.39	239,498.00	173,481.89	239,498.00	245,608.00	6,110.00	245,608.00	245,608.00

**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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	380,521	385,545
Pension Administration	34,622	31,388
Medical & Life Insurance	596,848	583,258
Heat, Light, Water	33,715	26,018
Building Repair & Maintenance	75,658	58,301
Building Insurance	483	707
Motor Vehicle Insurance	3,861	2,991
Motor Vehicle Maint & Repair	55,492	81,764
Workers Compensation		1,428
Other Dept Allocations	642,757	650,804
Total	\$1,823,957	\$1,822,204

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Sampling of Water System- #samples	864	864	864
Lead & Copper Samples	17	17	17
Cross Connection Devices City Wide	1,911	1,920	1,930
Cross Connection Devices Tested	3,100	3,120	3,130

**ENGINEERING
WATER ADMINISTRATION**

PERSONNEL

Bargaining Unit Position	FY 2020 Grade-Step	FY 2018				FY 2019				FY 2020			
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. SPMG *Assistant City Engineer	16-4			1	94,065	70,110.58	94,065.00	1	97,664	1	97,664	97,664	
2. Business Manager	15-6 (L8)			0.5	53,715	40,175.46	53,715.00	0.5	53,715	0.5	53,715	53,715	
3. SPMG Sr Code Enforcement Inspector	13-6 (L8)			1	94,321	70,546.71	94,321.00	1	94,321	1	94,321	94,321	
4. SPMG Code Enforcement Inspector	12-3 (L11)			1	81,453	38,250.45	59,620.38	1	79,455	1	79,455	79,455	
5. SPMG *Code Enforcement Inspector	12-3 (L11)			0.5	37,472	28,027.15	37,472.00	0.5	39,452	0.5	39,452	39,452	
Subtotal		7.5	604,578.89	4	361,026	247,110.35	339,193.38	4	364,607	4	364,607	364,607	

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation 5,579
Ordinance/Contract Settlement included in *
position salary

Explanation

SPMG Code Enforcement Inspector 12-3 (L11) (1,998) Employee replaced at lower step

New Positions

SPMG Senior Engineering Aide	13-1							1	72,513		0	0	
Principal Office Assistant	8-6							1	64,334	1	64,334	64,334	
Co-op Student									14,560		14,560	14,560	
Subtotal								2	151,407	1	78,894	78,894	

Grand Total	7.5	604,578.89	4	361,026	247,110.35	339,193.38	6	516,014	5	443,501	443,501
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**ENGINEERING
WATER ADMINISTRATION**

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	605,807.89	604,578.89	361,026.00	247,110.35	339,193.38	501,454.00	67,915.00	428,941.00	428,941.00
5121 Salaries - Part Time						14,560.00	14,560.00	14,560.00	14,560.00
5131 Overtime	2,003.59	2,838.46	5,000.00	1,342.98	2,500.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 610-450-5200									
5312 Training	3,154.25	3,706.25	2,400.00	1,533.30	2,400.00	2,400.00	0.00	2,400.00	2,400.00
5581 Clothing, Gloves, Shoes	317.17	1,460.10	1,900.00	900.00	1,900.00	1,900.00	0.00	1,900.00	1,900.00
Equipment & Unusual 610-450-5400									
6478 Water Meter Network Upgrade	17,519.36	16,868.15	30,000.00	9,554.85	18,000.00	30,000.00	(10,000.00)	20,000.00	20,000.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel	607,811.48	607,417.35	366,026.00	248,453.33	341,693.38	521,014.00	82,475.00	448,501.00	448,501.00
General Expenses	3,471.42	5,166.35	4,300.00	2,433.30	4,300.00	4,300.00	0.00	4,300.00	4,300.00
Equipment & Unusual	17,519.36	16,868.15	30,000.00	9,554.85	18,000.00	30,000.00	(10,000.00)	20,000.00	20,000.00
Total Operating Budget	<u>628,802.26</u>	<u>629,451.85</u>	<u>400,326.00</u>	<u>260,441.48</u>	<u>363,993.38</u>	<u>555,314.00</u>	<u>72,475.00</u>	<u>472,801.00</u>	<u>472,801.00</u>

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	5,831,901	5,838,861
Pension Administration	540,252	485,109
Medical & Life Insurance	6,431,685	6,512,025
Heat, Light, Water	123,446	136,918
Building Repair & Maintenance	431,820	310,918
Building Insurance	6,170	9,024
Motor Vehicle Insurance	9,974	4,831
Motor Vehicle Maint & Repair	143,354	132,080
Total	\$13,518,602	\$13,429,766

FIRE PREVENTION & INVESTIGATION			
Fire Prevention activities include: Information classes for employees of hospitals and nursing homes, regular sessions at schools including fire drills, consultations with industrial operations in the City and issuance of permits. Fire inspection activities involve a regular program of inspections of schools, nursing homes, hospitals and a semi-annual inspection of industrial and mercantile buildings by (in service) fire companies. The Investigative activities include inspection of all fires to determine the cause and also investigation of all complaints relative to fire hazards.			
Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Other permits	967	1,000	1,030
Smoke alarm/carbon monoxide inspections	859	900	940
Oil burner permits and inspections	161	200	240
Propane permits installation/inspections	228	250	270
Schools - Nursing Homes - Day care	140	150	160
Lodging house/hotels/theaters	104	125	145
Building construction inspections	427	450	475
Facilities inspection/state license renewals	39	50	60
Fire drills	32	40	50
Drawings and plans reviewed	357	400	440
Liquor establishment inspections	82	100	120
Hydrant inspections	1,739	1,750	1,760
Tent plan reviews	54	60	65
Other inspections	351	400	450

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.			
Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of Personnel	164	170	170
Vehicles & Apparatus	19	21	21
Number of Buildings Maintained	6	6	6

FIRE FIGHTING & TRAINING			
The Fire Fighting unit consists of four Deputy Chiefs, ten Captains, thirty Lieutenants, and one hundred sixteen Fire Fighters. They are responsible for control and extinguishing all fires within the City. They receive continuous training to keep up to date with regular and new fire fighting techniques.			
Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Underground tank removals	10	10	10
Total calls	9,010	9,500	10,000
Total company responses	14,658	15,000	15,500
Total building fires	28	30	30
Other fires and electrical	121	125	125
Medical, rescue and pedestrian accidents	5,051	5,500	6,000
Other hazards, service calls and false alarms	3,140	3,300	3,400
Electrical problems	441	450	460

FIRE

PERSONNEL

PERSONNEL				FY 2018			FY 2019			FY 2020			
Bargaining Unit Position		FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Fire Chief	22-3 (L7) (CC 7.5)			1	177,741	137,194.81	177,741.00	1	182,918	1	182,918	182,918
2.	FIRE Deputy Chief	(L7) (CC 7.5)			1	141,084	113,226.01	141,084.00	1	141,084	1	141,084	141,084
3.	FIRE Deputy Chief	(L7) (CC 7.5)			1	139,868	112,719.95	139,868.00	1	139,868	1	139,868	139,868
4.	FIRE *Deputy Chief	(L7) (CC 7.5)			1	138,474	111,395.52	138,474.00	1	139,868	1	139,868	139,868
5.	FIRE Deputy Chief	(L6) (CC 7.5)			1	138,474	109,775.35	138,474.00	1	138,474	1	138,474	138,474
6.	FIRE Deputy Chief - Fire Prev	(L6) (CC 7.5)			1	147,337	116,159.44	147,337.00	1	147,337	1	147,337	147,337
7.	FIRE *Deputy Chief - Fire Prev	(L6) (CC 7.5)			1	145,854	113,277.79	145,854.00	1	147,337	1	147,337	147,337
8.	FIRE Captain	(L7) (CC 7.5)			1	118,952	95,393.85	118,952.00	1	118,952	1	118,952	118,952
9.	FIRE Captain	(L7) (CC 7.5)			1	118,952	95,277.85	118,952.00	1	118,952	1	118,952	118,952
10.	FIRE Captain	(L7) (CC 7.5)			1	118,952	96,231.05	118,952.00	1	118,952	1	118,952	118,952
11.	FIRE Captain	(L7) (CC 3)			1	113,655	90,230.38	113,655.00	1	113,655	1	113,655	113,655
12.	FIRE Captain	(L7) (CC 1.5)			1	111,896	87,042.29	111,896.00	1	111,896	1	111,896	111,896
13.	FIRE Captain	(L6) (CC 7.5)			1	117,766	93,888.39	117,766.00	1	117,766	1	117,766	117,766
14.	FIRE Captain	(L5) (CC 7.5)			1	116,581	90,336.63	116,581.00	1	116,581	1	116,581	116,581
15.	FIRE Captain	(L5) (CC 7.5)			1	116,581	90,989.33	116,581.00	1	116,581	1	116,581	116,581
16.	FIRE *Captain	(L5) (CC 7.5)			1	115,396	92,324.29	115,396.00	1	116,581	1	116,581	116,581
17.	FIRE *Captain	(L4) (CC 12.5)			1	115,801	93,577.34	115,801.00	1	120,983	1	120,983	120,983
18.	FIRE *Captain Training/Admin	(L6) (CC 7.5)			1	125,355	99,115.77	125,355.00	1	128,845	1	128,845	128,845
19.	FIRE Lieutenant	(L7) (CC 7.5)			1	101,226	80,355.77	101,226.00	1	101,226	1	101,226	101,226
20.	FIRE Lieutenant	(L7) (CC 7.5)			1	101,226	81,863.14	101,226.00	1	101,226	1	101,226	101,226
21.	FIRE Lieutenant	(L7) (CC 7.5)			1	101,226	87,114.85	101,226.00	1	101,226	1	101,226	101,226
22.	FIRE Lieutenant	(L7) (CC 7.5)			1	101,226	80,285.51	101,226.00	1	101,226	1	101,226	101,226
23.	FIRE Lieutenant	(L7) (CC 5)			1	98,719	78,256.44	98,719.00	1	98,719	1	98,719	98,719
24.	FIRE Lieutenant	(L7) (CC 5)			1	98,719	77,835.48	98,719.00	1	98,719	1	98,719	98,719
25.	FIRE Lieutenant	(L7)			1	93,727	72,753.78	93,727.00	1	93,727	1	93,727	93,727
26.	FIRE Lieutenant	(L7)			1	93,727	72,326.93	93,727.00	1	93,727	1	93,727	93,727
27.	FIRE Lieutenant	(L6) (CC 7.5)			1	100,218	79,987.13	100,218.00	1	100,218	1	100,218	100,218
28.	FIRE Lieutenant	(L6) (CC 7.5)			1	100,218	80,578.23	100,218.00	1	100,218	1	100,218	100,218
29.	FIRE Lieutenant	(L6) (CC 7.5)			1	100,218	79,169.85	100,218.00	1	100,218	1	100,218	100,218
30.	FIRE Lieutenant	(L6) (CC 7.5)			1	100,218	78,599.42	100,218.00	1	100,218	1	100,218	100,218
31.	FIRE Lieutenant	(L6) (CC 7.5)			1	100,218	78,847.42	100,218.00	1	100,218	1	100,218	100,218
32.	FIRE *Lieutenant	(L6) (CC 7.5)			1	99,209	79,633.43	99,209.00	1	100,218	1	100,218	100,218
33.	FIRE *Lieutenant	(L6) (CC 7.5)			1	99,209	78,499.77	99,209.00	1	100,218	1	100,218	100,218
34.	FIRE *Lieutenant	(L6) (CC 7.5)			1	99,209	78,208.18	99,209.00	1	100,218	1	100,218	100,218
35.	FIRE *Lieutenant	(L5) (CC 12.5)			1	102,955	82,818.50	102,955.00	1	104,057	1	104,057	104,057
36.	FIRE Lieutenant	(L5) (CC 7.5)			1	99,209	78,413.50	99,209.00	1	99,209	1	99,209	99,209
37.	FIRE *Lieutenant	(L5) (CC 7.5)			1	98,200	77,031.05	98,200.00	1	99,209	1	99,209	99,209
38.	FIRE Lieutenant	(L5)			1	91,975	70,164.06	91,975.00	1	91,975	1	91,975	91,975
39.	FIRE Lieutenant	(L5)			1	99,209	150,548.18	99,209.00	1	91,975	1	91,975	91,975
40.	FIRE *Lieutenant	(L5)			1	91,099	127,141.74	91,099.00	1	91,975	1	91,975	91,975
41.	FIRE Lieutenant	(L4) (CC 7.5)			1	98,200	77,164.54	98,200.00	1	98,200	1	98,200	98,200
42.	FIRE Lieutenant	(CC 7.5)			1	98,719	89,035.60	98,719.00	1	94,165	1	94,165	94,165

FIRE

PERSONNEL

				FY 2018		FY 2019			FY 2020				
Bargaining Unit Position		FY 2020 Grade-Step		Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
43.	FIRE Lieutenant	(CC 7.5)			1	94,165	73,866.96	94,165.00	1	94,165	1	94,165	94,165
44.	FIRE Lieutenant	(CC 7.5)			1	99,209	73,597.76	99,209.00	1	94,165	1	94,165	94,165
45.	FIRE Lieutenant				1	100,218	72,595.76	100,218.00	1	87,596	1	87,596	87,596
46.	FIRE Lieutenant				1	87,596	66,422.70	87,596.00	1	87,596	1	87,596	87,596
47.	FIRE Lieutenant				1	87,596	68,627.84	87,596.00	1	87,596	1	87,596	87,596
48.	FIRE Lieutenant				1	87,596	65,824.26	87,596.00	1	87,596	1	87,596	87,596
49.	FIRE *Lieutenant - Fire Prev	(L7) (CC 7.5)			1	102,493	79,988.16	102,493.00	1	110,179	1	110,179	110,179
50.	FIRE Lieutenant - Fire Prev	(L6) (CC 7.5)			1	113,512	88,689.21	113,512.00	1	113,512	1	113,512	113,512
51.	FIRE *Lieutenant - Fire Prev	(L5)			1	101,170	77,186.78	101,170.00	1	102,142	1	102,142	102,142
52.	FIRE *Lieutenant - Fire Prev	(L4) (CC 7.5)			1	104,575	81,560.25	104,575.00	1	111,227	1	111,227	111,227
53.	FIRE Fire Fighter	(L7) (CC 10)			1	88,346	72,199.87	88,346.00	1	88,346	1	88,346	88,346
54.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	68,420.74	86,205.00	1	86,205	1	86,205	86,205
55.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	67,825.89	86,205.00	1	86,205	1	86,205	86,205
56.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	67,743.17	86,205.00	1	86,205	1	86,205	86,205
57.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	68,697.16	86,205.00	1	86,205	1	86,205	86,205
58.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	69,424.35	86,205.00	1	86,205	1	86,205	86,205
59.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	68,457.18	86,205.00	1	86,205	1	86,205	86,205
60.	FIRE Fire Fighter	(L7) (CC 7.5)			1	86,205	68,418.48	86,205.00	1	86,205	1	86,205	86,205
61.	FIRE *Fire Fighter	(L7) (CC 7.5)			1	85,346	67,592.51	85,346.00	1	86,205	1	86,205	86,205
62.	FIRE *Fire Fighter	(L7) (CC 7.5)			1	85,346	68,674.93	85,346.00	1	86,205	1	86,205	86,205
63.	FIRE *Fire Fighter	(L7) (CC 7.5)			1	85,346	68,181.13	85,346.00	1	86,205	1	86,205	86,205
64.	FIRE Fire Fighter	(L7) (CC 3)			1	82,366	64,398.15	82,366.00	1	82,366	1	82,366	82,366
65.	FIRE Fire Fighter	(L7) (CC 1.5)			1	81,091	62,481.74	81,091.00	1	81,091	1	81,091	81,091
66.	FIRE Fire Fighter	(L7)			1	79,819	62,320.94	79,819.00	1	79,819	1	79,819	79,819
67.	FIRE Fire Fighter	(L7)			1	79,819	62,684.38	79,819.00	1	79,819	1	79,819	79,819
68.	FIRE Fire Fighter	(L7)			1	79,819	61,593.96	79,819.00	1	79,819	1	79,819	79,819
69.	FIRE Fire Fighter	(L7)			1	79,819	61,593.92	79,819.00	1	79,819	1	79,819	79,819
70.	FIRE Fire Fighter	(L7)			1	79,819	62,139.16	79,819.00	1	79,819	1	79,819	79,819
71.	FIRE Fire Fighter	(L7)			1	79,819	62,139.15	79,819.00	1	79,819	1	79,819	79,819
72.	FIRE *Fire Fighter	(L7)			1	79,073	61,031.44	79,073.00	1	79,819	1	79,819	79,819
73.	FIRE *Fire Fighter	(L7)			1	79,073	61,751.67	79,073.00	1	79,819	1	79,819	79,819
74.	FIRE *Fire Fighter	(L7)			1	79,073	60,491.28	79,073.00	1	79,819	1	79,819	79,819
75.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	67,192.72	85,346.00	1	85,346	1	85,346	85,346
76.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	67,763.53	85,346.00	1	85,346	1	85,346	85,346
77.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	67,723.21	85,346.00	1	85,346	1	85,346	85,346
78.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	63,487.69	85,346.00	1	85,346	1	85,346	85,346
79.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	67,430.52	85,346.00	1	85,346	1	85,346	85,346
80.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	67,336.35	85,346.00	1	85,346	1	85,346	85,346
81.	FIRE Fire Fighter	(L6) (CC 7.5)			1	85,346	67,470.87	85,346.00	1	85,346	1	85,346	85,346
82.	FIRE *Fire Fighter	(L6) (CC 7.5)			1	84,487	67,145.11	84,487.00	1	85,346	1	85,346	85,346
83.	FIRE *Fire Fighter	(L6) (CC 7.5)			1	84,487	65,778.73	84,487.00	1	85,346	1	85,346	85,346
84.	FIRE *Fire Fighter	(L6) (CC 7.5)			1	84,487	66,890.48	84,487.00	1	85,346	1	85,346	85,346
85.	FIRE Fire Fighter	(L6)			1	79,073	60,491.18	79,073.00	1	79,073	1	79,073	79,073
86.	FIRE Fire Fighter	(L6)			1	79,073	60,671.30	79,073.00	1	79,073	1	79,073	79,073

FIRE

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit Position		FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
87.	FIRE Fire Fighter	(L6)	1		1	79,073	53,237.78	79,073.00	1	79,073	1	79,073	79,073
88.	FIRE Fire Fighter	(L6)	1		1	79,073	62,111.78	79,073.00	1	79,073	1	79,073	79,073
89.	FIRE Fire Fighter	(L6)	1		1	79,073	60,851.26	79,073.00	1	79,073	1	79,073	79,073
90.	FIRE Fire Fighter	(L5) (CC 12.5)	1		1	88,616	70,183.40	88,616.00	1	88,616	1	88,616	88,616
91.	FIRE *Fire Fighter	(L5) (CC 10)	1		1	85,651	67,952.65	85,651.00	1	86,549	1	86,549	86,549
92.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	67,619.97	84,487.00	1	84,487	1	84,487	84,487
93.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	68,011.07	84,487.00	1	84,487	1	84,487	84,487
94.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	66,150.19	84,487.00	1	84,487	1	84,487	84,487
95.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	66,606.79	84,487.00	1	84,487	1	84,487	84,487
96.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	65,897.95	84,487.00	1	84,487	1	84,487	84,487
97.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	66,823.54	84,487.00	1	84,487	1	84,487	84,487
98.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	66,265.95	84,487.00	1	84,487	1	84,487	84,487
99.	FIRE Fire Fighter	(L5) (CC 7.5)	1		1	84,487	67,985.22	83,628.00	1	84,487	1	84,487	84,487
100.	FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	83,628	66,385.84	83,628.00	1	84,487	1	84,487	84,487
101.	FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	83,628	65,404.75	78,327.00	1	84,487	1	84,487	84,487
102.	FIRE Fire Fighter	(L5)	1		1	78,327	59,752.09	78,327.00	1	78,327	1	78,327	78,327
103.	FIRE Fire Fighter	(L5)	1		1	78,327	59,752.04	78,327.00	1	78,327	1	78,327	78,327
104.	FIRE Fire Fighter	(L5)	1		1	78,327	60,643.84	78,327.00	1	78,327	1	78,327	78,327
105.	FIRE Fire Fighter	(L5)	1		1	78,327	60,108.73	78,327.00	1	78,327	1	78,327	78,327
106.	FIRE Fire Fighter	(L5)	1		1	78,327	59,930.37	78,327.00	1	78,327	1	78,327	78,327
107.	FIRE Fire Fighter	(L5)	1		1	78,327	59,930.39	78,327.00	1	78,327	1	78,327	78,327
108.	FIRE Fire Fighter	(L5)	1		1	78,327	60,822.16	78,327.00	1	78,327	1	78,327	78,327
109.	FIRE Fire Fighter	(L5)	1		1	78,327	60,643.89	78,327.00	1	78,327	1	78,327	78,327
110.	FIRE Fire Fighter	(L5)	1		1	78,327	59,752.07	78,327.00	1	78,327	1	78,327	78,327
111.	FIRE *Fire Fighter	(L5)	1		1	77,581	60,072.90	77,581.00	1	78,327	1	78,327	78,327
112.	FIRE *Fire Fighter	(L5)	1		1	77,581	59,896.13	77,581.00	1	78,327	1	78,327	78,327
113.	FIRE *Fire Fighter	(L5)	1		1	77,581	59,012.84	77,581.00	1	78,327	1	78,327	78,327
114.	FIRE Fire Fighter	(L4) (CC 12.5)	1		1	87,677	70,382.77	87,677.00	1	87,677	1	87,677	87,677
115.	FIRE *Fire Fighter	(L4) (CC 12.5)	1		1	83,922	66,559.62	83,922.00	1	87,677	1	87,677	87,677
116.	FIRE Fire Fighter	(L4) (CC 7.5)	1		1	83,628	66,732.28	83,628.00	1	83,628	1	83,628	83,628
117.	FIRE Fire Fighter	(L4) (CC 7.5)	1		1	83,628	61,883.19	83,628.00	1	83,628	1	83,628	83,628
118.	FIRE Fire Fighter	(CC 12.5)	1		1	83,922	67,448.13	83,922.00	1	83,922	1	83,922	83,922
119.	FIRE Fire Fighter	(CC 12.5)	1		1	83,922	66,781.82	83,922.00	1	83,922	1	83,922	83,922
120.	FIRE *Fire Fighter	(CC 12.5)	1		1	74,597	66,334.52	74,597.00	1	83,922	1	83,922	83,922
121.	FIRE Fire Fighter	(CC 10)	1		1	82,057	64,284.31	82,057.00	1	82,057	1	82,057	82,057
122.	FIRE Fire Fighter	(CC 10)	1		1	82,057	64,513.39	82,057.00	1	82,057	1	82,057	82,057
123.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,860.73	80,192.00	1	80,192	1	80,192	80,192
124.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,207.75	80,192.00	1	80,192	1	80,192	80,192
125.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	63,142.25	80,192.00	1	80,192	1	80,192	80,192
126.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	63,126.64	80,192.00	1	80,192	1	80,192	80,192
127.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,678.67	80,192.00	1	80,192	1	80,192	80,192
128.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,289.16	80,192.00	1	80,192	1	80,192	80,192
129.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	61,975.87	80,192.00	1	80,192	1	80,192	80,192
130.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,034.29	80,192.00	1	80,192	1	80,192	80,192
131.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,115.59	80,192.00	1	80,192	1	80,192	80,192

FIRE

PERSONNEL

PERSONNEL			FY 2018		FY 2019			FY 2020					
Bargaining Unit Position		FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
132.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	63,112.15	80,192.00	1	80,192	1	80,192	80,192
133.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,413.20	80,192.00	1	80,192	1	80,192	80,192
134.	FIRE Fire Fighter	(CC 7.5)	1		1	80,192	62,782.82	80,192.00	1	80,192	1	80,192	80,192
135.	FIRE *Fire Fighter	(CC 7.5)	1		1	74,597	62,979.64	74,597.00	1	80,192	1	80,192	80,192
136.	FIRE *Fire Fighter	(CC 7.5)	1		1	74,597	61,878.43	74,597.00	1	80,192	1	80,192	80,192
137.	FIRE *Fire Fighter	(CC 7.5)	1		1	74,597	62,973.99	74,597.00	1	80,192	1	80,192	80,192
138.	FIRE Fire Fighter		1		1	74,597	56,226.13	74,597.00	1	74,597	1	74,597	74,597
139.	FIRE Fire Fighter		1		1	74,597	56,735.70	74,597.00	1	74,597	1	74,597	74,597
140.	FIRE Fire Fighter		1		1	74,597	56,342.49	74,597.00	1	74,597	1	74,597	74,597
141.	FIRE Fire Fighter		1		1	74,597	56,346.42	74,597.00	1	74,597	1	74,597	74,597
142.	FIRE Fire Fighter		1		1	74,597	56,516.23	74,597.00	1	74,597	1	74,597	74,597
143.	FIRE Fire Fighter		1		1	74,597	56,905.54	74,597.00	1	74,597	1	74,597	74,597
144.	FIRE Fire Fighter		1		1	74,597	57,245.35	74,597.00	1	74,597	1	74,597	74,597
145.	FIRE Fire Fighter		1		1	74,597	56,682.25	74,597.00	1	74,597	1	74,597	74,597
146.	FIRE Fire Fighter		1		1	74,597	57,195.70	74,597.00	1	74,597	1	74,597	74,597
147.	FIRE Fire Fighter		1		1	74,597	57,245.28	74,597.00	1	74,597	1	74,597	74,597
148.	FIRE Fire Fighter		1		1	74,597	56,056.32	74,597.00	1	74,597	1	74,597	74,597
149.	FIRE Fire Fighter		1		1	74,597	56,735.76	74,597.00	1	74,597	1	74,597	74,597
150.	FIRE Fire Fighter		1		1	74,597	56,565.87	74,597.00	1	74,597	1	74,597	74,597
151.	FIRE Fire Fighter		1		1	74,597	56,251.41	74,597.00	1	74,597	1	74,597	74,597
152.	FIRE Fire Fighter		1		1	74,597	57,245.27	74,597.00	1	74,597	1	74,597	74,597
153.	FIRE Fire Fighter		1		1	74,597	57,415.10	74,597.00	1	74,597	1	74,597	74,597
154.	FIRE Fire Fighter		1		1	74,597	56,346.37	74,597.00	1	74,597	1	74,597	74,597
155.	FIRE Fire Fighter		1		1	74,597	54,138.09	74,597.00	1	74,597	1	74,597	74,597
156.	FIRE Fire Fighter		1		1	80,192	28,658.21	80,192.00	1	74,597	1	74,597	74,597
157.	FIRE Fire Fighter		1		1	80,192	28,658.21	80,192.00	1	74,597	1	74,597	74,597
158.	FIRE Fire Fighter		1		1	80,192	28,658.21	80,192.00	1	74,597	1	74,597	74,597
159.	FIRE Fire Fighter		1		1	80,192	26,973.05	80,192.00	1	74,597	1	74,597	74,597
160.	FIRE Fire Fighter		1		1	80,192	21,573.83	80,192.00	1	74,597	1	74,597	74,597
161.	FIRE Fire Fighter		1		1	80,192	21,573.83	80,192.00	1	74,597	1	74,597	74,597
162.	FIRE Fire Fighter		1		1	79,073	21,573.83	79,073.00	1	74,597	1	74,597	74,597
163.	FIRE *Fire Fighter		1		1	79,819	92,192.72	79,819.00	1	80,192	1	74,597	74,597
164.	FIRE Fire Fighter		1		1	82,366	72,271.93	82,366.00	1	80,192	1	74,597	74,597
165.	FIRE *Fire Fighter		1		1	78,327		78,327.00	1	80,192	1	74,597	74,597
166.	FIRE Fire Fighter		1		1	80,192		80,192.00	1	80,192	1	74,597	74,597
167.	FIRE Fire Fighter		1		1	80,192	14,616.41	80,192.00	1	80,192	1	74,597	74,597
168.	FIRE *Fire Fighter		1		1	74,597		74,597.00	1	80,192	1	74,597	74,597
169.	Executive Assistant	12-6 (L11)	1		1	90,838	67,941.90	90,838.00	1	90,838	1	90,838	90,838
170.	*Administrative Assistant	10-6 (L11)	1		1	75,155	56,211.98	75,155.00	1	78,097	1	78,097	78,097
171.	*Principal Office Assist	8-6 (L8)	1		1	61,077	45,682.26	61,077.00	1	65,963	1	65,963	65,963
172.	Part Time / Temporary					1,500		1,500.00		1,500		1,500	1,500
Subtotal			170	15,050,947.01	171	15,232,229	11,610,869.56	15,226,069.00	171	15,259,562	171	15,225,992	15,225,992

FIRE

PERSONNEL

Bargaining Unit Position FY 2020 Grade-Step

FY 2018		FY 2019				FY 2020			
Actual		July - March		Estimated					
Actual		Actual		Expenditures		Department		Mayor's	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/19	#	Request	#	Recommendation
									Council
									Approval

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary		85,990	
FIRE	Lieutenant (L5)	(7,234)	
FIRE	Lieutenant (CC 7.5)	(4,554)	
FIRE	Lieutenant (CC 7.5)	(5,044)	
FIRE	Lieutenant	(12,622)	
FIRE	Fire Fighters	(65,957)	

Explanation

Internal promotion - replaced at lower longevity/college credits
 Internal promotion - replaced at lower longevity
 Internal promotion - replaced at lower longevity
 Internal promotion - replaced at lower longevity/college credits
 New employees hired without college credits

New Positions/Stipends

FIRE	Fire Fighter	8 Fire fighters to fully staff trucks according to N.F.P.A. guidelines
	Radio Liaison	New stipend requested to oversee radio infrastructure citywide - to be filled by a current employee

8	641,536	1	74,597	74,597					
	19,500		19,500	19,500					
8	661,036	1	94,097	94,097					

Subtotal

Grand Total

170	15,050,947.01	171	15,232,229	11,610,869.56	15,226,069.00	179	15,920,598	172	15,320,089	15,320,089
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FIRE

EXPENDITURES									
	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	Budget	July - March Actual	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification	Expenditures	Expenditures		Expenditures					
Personnel 001-220-5100									
5111 Salaries - Full Time	4,799,095.66	5,238,233.72	4,921,930.00	3,886,852.25	4,969,211.75	4,932,021.00	59,200.00	4,981,130.00	4,981,130.00
5112 Wages - Full Time	7,150,993.93	7,699,926.02	8,244,825.00	5,745,692.40	8,291,982.25	8,887,606.00	97,650.00	8,342,475.00	8,342,475.00
5122 Temporary Help			1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	1,256,703.58	1,341,390.49	900,000.00	1,185,140.20	1,400,000.00	1,300,000.00	200,000.00	1,100,000.00	1,100,000.00
5132 Overtime (Training)	7,093.71	8,000.00	20,000.00	13,201.93	20,000.00	30,000.00	5,000.00	25,000.00	25,000.00
5139 Temporary Promotions - FT	5,000.00	5,000.00	5,000.00		20,000.00	10,000.00	0.00	5,000.00	5,000.00
5141 Longevity	549,367.08	572,964.65	575,000.00	554,684.64	575,000.00	564,808.00	(10,192.00)	564,808.00	564,808.00
5142 College Credits	718,207.34	758,435.98	757,600.00	763,400.39	757,000.00	870,441.00	34,514.00	792,114.00	792,114.00
5143 Holiday	722,789.42	781,386.64	856,375.00	660,239.88	856,375.00	869,723.00	(12,812.00)	843,563.00	843,563.00
5144 Out of Grade	55,570.50	62,196.11	80,000.00	27,520.75	80,000.00	80,000.00	(20,000.00)	60,000.00	60,000.00
5145 LEPC Chairperson Stipend	32,500.01	32,500.12	32,500.00	24,308.31	32,500.00	32,500.00	0.00	32,500.00	32,500.00
5149 Radio Liaison Stipend						19,500.00	19,500.00	19,500.00	19,500.00
Receipt offset - Grant	(11,912.68)	(10,080.92)		(4,253.25)	(10,000.00)				
General Expenses 001-220-5200									
5146 Emergency Medical Technician	129,057.00	141,768.01	157,000.00		157,000.00	173,860.00	0.00	157,000.00	157,000.00
5241 Equipment Repair/Maint	29,963.19	34,992.08	25,000.00	17,499.69	25,814.15	25,000.00	0.00	25,000.00	25,000.00
5242 Office Equipment Repair/Maint	667.00	1,837.95	1,500.00	1,279.97	1,500.00	2,000.00	500.00	2,000.00	2,000.00
5244 Motor Equipment Repair/Maint	158,365.72	194,618.13	195,000.00	75,035.91	213,628.64	195,000.00	0.00	195,000.00	195,000.00
5291 Maintenance of SCBA	8,009.20	35,120.60	30,000.00	34,796.21	40,095.86	40,000.00	10,000.00	40,000.00	40,000.00
5306 Medical Services	73,972.59	79,475.70	65,000.00	154,488.93	200,000.00	100,000.00	35,000.00	100,000.00	100,000.00
5312 Training	9,941.19	12,890.35	20,000.00	4,454.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5313 Training - JLMC	20,790.90	24,000.00	24,000.00	8,541.40	24,000.00	24,000.00	0.00	24,000.00	24,000.00
5340 Communication		33.94							
5342 Postage	71.65	216.55	500.00	549.18	817.74	750.00	250.00	750.00	750.00
5343 Printing	1,199.75	921.85	1,000.00	678.97	1,474.00	1,200.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,637.89	2,104.93	3,500.00	3,371.64	3,916.17	5,000.00	500.00	4,000.00	4,000.00
5430 Building Supplies	2,048.72	5,101.32	3,000.00	2,788.71	3,246.92	5,000.00	2,000.00	5,000.00	5,000.00
5450 Custodial Supplies	4,108.36	3,709.07	3,700.00	1,918.01	4,658.14	3,700.00	0.00	3,700.00	3,700.00
5460 Groundskeeping Supplies	339.16	484.64	600.00	125.00	600.00	1,200.00	0.00	600.00	600.00
5470 Public Safety Supplies	6,599.51	6,628.67	10,000.00	2,095.37	10,078.00	10,000.00	0.00	10,000.00	10,000.00
5500 Medical Supplies	2,754.88	4,250.54	5,000.00	2,796.00	7,017.00	5,000.00	0.00	5,000.00	5,000.00
5510 Education Supplies	30.00	1,876.50	700.00	1,220.00	700.00	1,200.00	300.00	1,000.00	1,000.00
5587 Tools	198.00	25.98	300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	128.00	400.00		420.00	420.00				
5730 Dues - Metro Fire	2,500.00	2,500.00	3,500.00	2,500.00	3,080.00	3,500.00	(500.00)	3,000.00	3,000.00
5730 Dues - NFPA Internet Access			1,500.00		1,500.00	1,575.00	75.00	1,575.00	1,575.00

FIRE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	1,726.56	2,869.68	5,000.00	3,158.93	6,279.00	5,000.00	0.00	5,000.00	5,000.00
5278 Building Rental (Moody St Fire Station project)					10,500.00	42,000.00	42,000.00	42,000.00	42,000.00
5471 Patches & Badges	775.00	777.00	1,000.00	79.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5850 Safety Equipment	52,651.95	29,300.12	45,000.00	24,451.95	56,998.00	45,000.00	0.00	45,000.00	45,000.00
5854 Hoses, Cable, Wire	20,880.00	20,837.00	21,000.00		21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields		990.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Special Items 001-220-5500									
5190 Uniform Allowance 1 @ 1,100	775.00	1,425.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5190 Uniform Allowance 161 @ 1,050	112,375.00	211,575.00	168,000.00	159,600.00	168,000.00	176,400.00	1,050.00	169,050.00	169,050.00
5190 Uniform Allowance 7 @ 1,100	4,650.00	8,550.00	7,700.00	6,600.00	7,700.00	7,700.00	0.00	7,700.00	7,700.00
5190 Uniform Allowance 8 @ 7,888	34,539.25	10,471.00	63,104.00	44,906.50	102,744.00	63,104.00	0.00	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	3,579.70	4,000.00	1,829.71	5,829.71	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 apparatus out of service	400,000.00
5132 Overtime (Training)	Increase necessary to have all Firefighters trained in Advanced Skills Driving course	10,000.00
5139 Temporary Promotions - FT	Required by Civil Service. Increase necessary to cover salary increases associated with these promotions	5,000.00
5142 College Credits	Projected increase necessary to include members increasing their c.c. percentages, also for new hires with a college degree	112,841.00
5143 Holiday	This amount is necessary to include the increase in members' holiday rates of pay when their longevity increases	13,348.00
5146 Emergency Medical Technician	Each year we are required by contract to allow up to (5) F.F.'s to attend an EMT course and become certified; cost of course is \$2,000. We will also have to pay these add'l EMT's their stipend, currently at \$1,372 per person.	16,860.00
5242 Office Equipment Repair/Maint	This increase is necessary to cover annual contract for our printers/fax/scanners (Chief's office, Fire Prevention/Training)	500.00
5291 Maintenance of SCBA	Increased cost of repairs, due to age and use, also cost for overdue Hydro testing of S.C.B.A.'s as required by D.O.T.	10,000.00
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.	35,000.00

FIRE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5342 Postage	Necessary due to the increase in postage					250.00			
5343 Printing	Increase in cost of printing materials					200.00			
5420 Office Supplies	To cover cost of all office supplies necessary to run the Chief's office, Fire Prevention, Training and Stations					1,500.00			
5430 Building Supplies	We have requested this increase due to the number of items and cost associated with the supplies necessary to run 6 fire stations full time.					2,000.00			
5460 Groundskeeping Supplies	Cost increase due to necessary upkeep of station grounds/holiday decorations					600.00			
5510 Education Supplies	Necessary to purchase supplies for Fire Prevention safety and medical training					500.00			
5730 Dues - NFPA Internet Access	The current cost of annual access is \$1,575					75.00			
5278 Building Rental	Will be used to house Moody St. personnel during construction of the new station. 2 apartments @ \$1,750 each per month for 12 months					42,000.00			
5190 Uniform Allowance 168 @ 1,050	This increase will be necessary if we increase the Dept.'s number of F.F. from 116 to 124					8,400.00			

COST SUMMARY BY CLASSIFICATION

Personnel	15,285,408.55	16,489,952.81	16,394,730.00	12,856,787.50	16,993,569.00	17,598,099.00	372,860.00	16,767,590.00	16,767,590.00
General Expenses	453,382.71	552,956.81	550,800.00	314,558.99	719,846.62	618,285.00	48,125.00	598,925.00	598,925.00
Equipment & Unusual	76,033.51	54,773.80	73,000.00	27,689.88	96,777.00	115,000.00	42,000.00	115,000.00	115,000.00
Special Items	156,587.75	235,600.70	248,904.00	214,036.21	290,373.71	257,304.00	1,050.00	249,954.00	249,954.00
Total Operating Budget	15,971,412.52	17,333,284.12	17,267,434.00	13,413,072.58	18,100,566.33	18,588,688.00	464,035.00	17,731,469.00	17,731,469.00

FIRE AUXILIARY

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification	Expenditures	Expenditures							
General Expenses 001-292-5200									
5241 Equipment Repairs/Maint	1,023.40		5,000.00		9,885.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training	1,250.00	2,500.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5470 Public Safety Supplies		999.10	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Special Items 001-292-5500									
5190 Uniform	1,917.63		3,500.00	1,388.50	6,763.50	3,500.00	0.00	3,500.00	3,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	2,273.40	3,499.10	9,000.00	0.00	13,885.00	9,000.00	0.00	9,000.00	9,000.00
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Equipment & Unusual

Special Items	1,917.63	0.00	3,500.00	1,388.50	6,763.50	3,500.00	0.00	3,500.00	3,500.00
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Total Operating Budget	4,191.03	3,499.10	12,500.00	1,388.50	20,648.50	12,500.00	0.00	12,500.00	12,500.00
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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. Examples of outreach provided to the community at large are our bi-monthly Metro-Boston Project Outreach Drop-In Resource Night and office drop-in visits.

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 2017	FY 2018
Pension-Contributory/FICA	205,097	205,603
Pension Administration	18,908	16,946
Medical & Life Insurance	205,526	199,740
Heat, Light, Water	9,701	5,012
Building Repair & Maintenance	12,927	15,005
Building Insurance	408	299
Motor Vehicle Insurance	1,609	863
Motor Vehicle Maint & Repair	23,121	23,586
Total	\$477,297	\$467,054

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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total Permits issued	1,038	1,038	1,038
Burial permits issued	220	225	225
Food service estab permits	306	310	310
Retail food permits	70	71	71
Swimming pool permits	76	80	80
Tobacco permits	67	67	67
Day camp permits	22	23	23
DNA research permits	23	25	25
Mobile food permits	17	20	20
Transportation of grease & garbage	31	32	32
Contagious follow-up	711	731	751
Tuberculosis follow-up	684	704	704
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	203	206	206
Rat complaints	216	236	256
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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Food establishment inspections	918	920	925
Housing inspections	264	237	237
Swimming pool inspections	76	76	76
Housing complaints	264	237	237
Trash complaints	167	165	165
Food complaints	32	32	32
Rodent & pest complaints	235	235	235
No heat complaints	27	30	30
Day camp inspections	22	23	24
Conferences owner or operator	75	77	79

INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total devices inspected	2,274	2,300	2,285
Gas pumps sealed	378	370	360
Scanners inspected	3,150	3,200	3,200
Weights tested & sealed	91	91	91
Taxi meters sealed	51	51	51
Package testing	1,408	1,200	1,200
Scales inspected & sealed	1,017	1,000	1,000
Adjustments	193	190	190
Sealing fees	\$17,032	\$17,000	\$17,000
Violator fines	\$1,500	\$1,000	\$1,000
Annual loss restored for consumers	\$426,368	\$400,000	\$400,000
Annual loss restored for businesses	\$345,944	\$350,000	\$350,000

HEALTH

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Commissioners				5	5,000	2,600.00	5,000.00	5	5,000	5	5,000	5,000
2.	Dir of Public Health	18-5 (L11)			1	135,156	115,006.40	146,360.80	1	129,194	1	129,194	129,194
3.	Asst Dir of Public Health	15-6 (L9)			1	110,413	35,845.03	82,000.00	1	108,423	1	108,423	108,423
4.	*Inspector, Wgts & Meas	13-6 (L10)			1	96,071	71,855.55	96,071.00	1	96,944	1	96,944	96,944
5.	SPMG Sr Code Enforce Insp	13-6 (L9)			1	95,194	71,199.96	95,194.00	1	95,194	1	95,194	95,194
6.	SPMG *Sr Code Enforce Insp	13-4			1	76,909	57,012.93	76,909.00	1	79,821	1	79,821	79,821
7.	SPMG Sr Code Enforce Insp	13-2			1	95,121	63,796.96	90,000.00	1	73,197	1	73,197	73,197
8.	*Public Health Nurse, RN	13-6 (L8)			1	87,337	65,323.44	87,337.00	1	91,995	1	91,995	91,995
9.	*Social Worker/Certified Addiction Counselor	13-4			1	77,064	57,264.91	77,064.00	1	80,090	1	80,090	80,090
10.	Principal Off Asst (PT 19 hrs)	8-6 (L9)			0.5	38,558	27,687.51	38,558.00	0.5	38,558	0.5	38,558	38,558
Subtotal			13.5	791,121.48	13.5	816,823	567,592.69	794,493.80	13.5	798,416		798,416	798,416

Summary of Changes

Adjustments to FY 2019 Positions

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

11.469

Explanation

Dir of Public Health 18-5 (L11)

(5.962)

Internal promotion - replaced at lower step/longevity

Asst Dir of Public Health 15-6 (L9)

(1,990)

Internal promotion - replaced at lower step/longevity

SPMG Sr Code Enforce Insp 13-2

(21,924

New employee to be hired at lower step/longevity

New Positions

Subtotal

0	0	0	0	0
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Grand Total

13.5	791,121.48	13.5	816,823	567,592.69	794,493.80	13.5	798,416		13.5	798,416	798,416
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HEALTH

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	664,489.17	750,599.69	677,194.00	465,449.63	654,864.80	657,914.00	(19,280.00)	657,914.00	657,914.00
5121 Salaries - Part Time	34,510.04	35,821.79	38,558.00	27,687.51	38,558.00	38,558.00	0.00	38,558.00	38,558.00
5194 Boards & Commissions	4,200.00	4,700.00	5,000.00	2,600.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Personnel: Weights & Measures 001-244-5100									
5111 Salaries - Full Time			96,071.00	71,855.55	96,071.00	96,944.00	873.00	96,944.00	96,944.00
General Expenses 001-510-5200									
5192 Mileage	67.31	174.74	500.00	204.94	500.00	500.00	0.00	500.00	500.00
5242 Office Equipment Repair/Maint	744.00	744.00	744.00	744.00	744.00	781.00	37.00	781.00	781.00
5305 Legal Services/Constable	425.00	525.00	600.00	343.55	600.00	600.00	0.00	600.00	600.00
5306 Medical Services	1,800.00	1,711.52	1,800.00	1,185.29	1,800.00	1,800.00	0.00	1,800.00	1,800.00
5342 Postage	1,840.90	1,485.90	1,500.00	1,497.30	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5343 Printing	306.59	772.38	1,000.00	164.59	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5382 Pest Control (Rat Prevention)			5,000.00	10,020.00	12,000.00	25,000.00	20,000.00	25,000.00	25,000.00
5386 Public Safety /Mosquito Control	34,706.00	35,746.00	37,215.00	37,215.00	37,215.00	37,688.00	473.00	37,688.00	37,688.00
5420 Office Supplies	1,465.73	1,578.44	1,500.00	564.96	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	385.00	280.00	400.00	325.00	400.00	400.00	0.00	400.00	400.00
5581 Clothing, Gloves & Shoes	60.15	204.99	1,200.00	900.00	900.00	900.00	(300.00)	900.00	900.00
5587 Tools	600.00	600.00	300.00	77.36	300.00	300.00	0.00	300.00	300.00
5730 Dues	150.00	180.00	150.00	120.00	150.00	150.00	0.00	150.00	150.00
General Expenses: Weights & Measures 001-244-5200									
5312 Education/Certification			300.00	160.00	300.00	300.00	0.00	300.00	300.00
5470 Sealing Supplies			900.00	848.56	900.00	900.00	0.00	900.00	900.00
5587 Tools			300.00		300.00	300.00	0.00	300.00	300.00
Equipment & Unusual 001-510-5400									
5306 Medical & Behavioral Services		100,000.00	100,000.00		100,000.00	100,000.00	0.00	100,000.00	100,000.00
5395-72 Medical Waste Pickup		364.40	600.00	386.90	600.00	600.00	0.00	600.00	600.00

EXPENDITURES

COST SUMMARY BY CLASSIFICATION

5

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.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Monthly Meetings	10	10	10
Demolition Reviews	25	30	35
Demolition Delays Hearings	14	20	25
Demolition Delays Issued	5	6	7
Developmental Prospectus Review	5	10	15
Federal Section 106 Review	2	5	5
CPA Reviews	4	4	5
Estimated Site Visits	5	5	5
Educational and Outreach Prgms	2	2	3
Estimated Inquiries	25	30	35

HISTORICAL COMMISSION

PERSONNEL

	Bargaining Unit Position	FY 2020 Grade-Step
1.	Board Members	
2.	Principal Office Asst (PT 19 hrs)	8
	Subtotal	

FY 2018		FY 2019				FY 2020				
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council	
			Actual	Expenditures				Recommendation	Approval	
			Expenditures	Thru 6/30/19						
	7	7,000	3,300.00	5,800.00	7	7,000	7	7,000	7,000	
			1,700.73	1,700.73						
7.5	34,990.40	7	7,000	5,000.73	7,500.73	7	7,000	7	7,000	

Summary of Changes

Adjustments to FY 2019 Positions

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

Explanation

0	0		0	0	0		0		0	0

New Positions

Subtotal

Grand Total

7.5	34,990.40	7	7,000	5,000.73	7,500.73	7	7,000	7	7,000	7,000
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HISTORICAL COMMISSION

EXPENDITURES									
	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	July - March	Estimated		Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Actual	Expenditures	Request	Incr/Decr	Recommendation	Approval
				Thru 6/30/19					
Personnel 001-691-5100									
5121 Salaries - Part Time	26,510.16	28,090.40	0.00	1,700.73	1,700.73	0.00	0.00	0.00	0.00
5194 Boards & Commissions	5,400.00	6,900.00	7,000.00	3,300.00	5,800.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-691-5200									
5192 Mileage		70.95	100.00	139.50	170.00	150.00	50.00	150.00	150.00
5245 Building/Grounds Maint	208.09	209.70	300.00		300.00	300.00	0.00	300.00	300.00
5272 Office Equipment Rental	220.00	841.20	780.00	390.00	585.00	780.00	0.00	780.00	780.00
5308 Stenographer			2,400.00	900.00	1,500.00	2,400.00	0.00	2,400.00	2,400.00
5342 Postage			50.00		50.00	50.00	0.00	50.00	50.00
5343 Printing	518.00	1,148.45	900.00	120.36	500.00	900.00	0.00	900.00	900.00
5420 Office Supplies	524.78	321.99	1,100.00		650.00	1,100.00	(350.00)	750.00	750.00
5430 Building Supplies			200.00		200.00	200.00	(100.00)	100.00	100.00
5450 Custodial Supplies	540.00	652.80	950.00		950.00	950.00	(200.00)	750.00	750.00
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	5,622.56		6,500.00	6,000.00	6,500.00	6,500.00	0.00	6,500.00	6,500.00
5433 Wellington House Building Furnishings			2,500.00		0.00	2,500.00	(1,000.00)	1,500.00	1,500.00
5590 Office Equipment / Support		195.00	500.00		0.00	500.00	0.00	500.00	500.00
6266 Landscape Maintenance-Paine Estate	1,920.00	3,581.50	3,000.00	1,600.00	3,500.00	4,000.00	1,000.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Historical Commission Office Coordinator is responsible for the oversight of the building at this time. She is using her personal vehicle to drive to the house on a regular basis for routine checks, along with meeting vendors, and other commission members for appointments to discuss future work to the house.	50.00
6266 Landscape Maintenance-Paine Estate	Additional funding would ensure this National Historic Landmark is receiving the proper care and specialized maintenance it requires to capture the historic appeal of the landscaping.	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	31,910.16	34,990.40	7,000.00	5,000.73	7,500.73	7,000.00	0.00	7,000.00	7,000.00
General Expenses	2,010.87	3,245.09	6,780.00	1,549.86	4,905.00	6,830.00	(600.00)	6,180.00	6,180.00
Equipment & Unusual	7,542.56	3,776.50	12,500.00	7,600.00	10,000.00	13,500.00	0.00	12,500.00	12,500.00
Total Operating Budget	<u>41,463.59</u>	<u>42,011.99</u>	<u>26,280.00</u>	<u>14,150.59</u>	<u>22,405.73</u>	<u>27,330.00</u>	<u>(600.00)</u>	<u>25,680.00</u>	<u>25,680.00</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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	58,356	62,140
Pension Administration	5,204	4,994
Medical & Life Insurance	95,607	94,168
Heat, Light, Water	18,913	10,024
Building Repair & Maintenance	12,927	30,010
Building Insurance	408	597
Total	\$191,415	\$201,933

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Total Applicants	634	600	600
Department Requisitions	162	140	142
Preplacement Physicals	31	27	29
CORI Checks completed	168	150	150
# Persons Employed	97	99	99
# Persons Promoted	29	35	30
# Departments Affected	23	21	21
Qualifying Exams given	3	1	2
EAP Program Providers	1	1	1
EAP Program Utilization	38	40	45
Summer Works Applications	85	95	95
# Summer Works Students Hired	44	55	55
# Work Study Students	2	2	2
Departments Affected	2	2	2
Participating Colleges	1	1	1
Insurance Claims Appealed	4	5	5

HUMAN RESOURCES

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step
1.	*Human Resources Director	17-6 (L8)
2.	Personnel Technician	10-6 (L9)
3.	Administrative Assistant	10-6 (L8)
4.	Workers Comp Agent Stipend	
5.	Youth Employment Program	
Subtotal		

FY 2018		FY 2019			FY 2020						
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval		
		Budget	Actual Expenditures	Expenditures Thru 6/30/19							
		1	114,075	85,321.87						114,075.00	
		1	76,690	57,360.03						76,690.00	
		1	75,987	56,833.93						75,987.00	
			6,000	4,487.73						6,000.00	
			58,000	58,421.25						58,000.00	
3	317,890.16	3	330,752	262,424.81	330,752.00	2	220,677		3	341,597	341,597

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary	6,845
Human Resources Director 18-6 (L8)	14,993
Youth Employment Program	4,000

Explanation

Grade change from 17 to 18. Position is comparable to other department head positions within the City. Position responsibilities have increased over the years.

Includes contingency for minimum wage increase where needed

New Positions

Assistant Human Resources Director 14-1	Manage new OSHA requirements, conduct interviews, and employee trainings, along with other duties
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1	129,068		0	0
1	76,859	1	76,859	76,859
2	205,927	1	76,859	76,859

Subtotal

Grand Total

3	317,890.16	3	330,752	262,424.81	330,752.00	4	426,604	4	418,456	418,456
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HUMAN RESOURCES

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification	Expenditures	Expenditures							
Personnel 001-152-5100									
5111 Salaries - Full Time	251,899.23	259,613.03	266,752.00	199,515.83	266,752.00	358,604.00	83,704.00	350,456.00	350,456.00
5121 Salaries - Part Time	51,961.00	58,277.13	64,000.00	62,908.98	64,000.00	68,000.00	4,000.00	68,000.00	68,000.00
<hr/>									
General Expenses 001-152-5200									
5242 Office Equipment Repair/Maint	253.19	505.41	800.00	692.06	800.00	1,200.00	400.00	1,200.00	1,200.00
5312 Training	541.00	260.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5341 Advertising	1,260.00	1,710.00	4,500.00	674.00	4,500.00	4,500.00	(500.00)	4,000.00	4,000.00
5342 Postage	368.30	560.60	600.00	599.60	600.00	600.00	0.00	600.00	600.00
5343 Printing	222.72		250.00		250.00	250.00	0.00	250.00	250.00
5420 Office Supplies	366.95	562.82	700.00	280.51	700.00	1,500.00	300.00	1,000.00	1,000.00
5730 Dues	485.00	315.00	600.00	275.00	600.00	600.00	(200.00)	400.00	400.00
General Expenses 001-153-5200									
5125 Work-study	4,036.00	5,428.50	6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	13,745.28	24,439.02	20,000.00	18,635.59	20,000.00	20,000.00	0.00	20,000.00	20,000.00
<hr/>									
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	23,708.50	26,892.50	35,000.00	24,542.00	35,000.00	35,000.00	(3,000.00)	32,000.00	32,000.00
5311 Civil Service Exams		3,768.91				3,000.00	3,000.00	3,000.00	3,000.00
5312 Training / Employment / Diversity	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 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	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>									
5242 Office Equipment Repair/Maint							400.00		
5420 Office Supplies							800.00		
5311 Civil Service Exams							3,000.00		
<u>Reason</u>									
Increase in contract price									
Purchase additional supplies for new position									
Clerical exam supplies (reimbursable)									

COST SUMMARY BY CLASSIFICATION

Personnel	303,860.23	317,890.16	330,752.00	262,424.81	330,752.00	426,604.00	87,704.00	418,456.00	418,456.00
General Expenses	21,278.44	33,781.35	36,450.00	21,156.76	36,450.00	37,650.00	0.00	36,450.00	36,450.00
Equipment & Unusual	25,293.50	30,661.41	38,000.00	24,542.00	38,000.00	41,000.00	0.00	38,000.00	38,000.00
Total Operating Budget	<u>350,432.17</u>	<u>382,332.92</u>	<u>405,202.00</u>	<u>308,123.57</u>	<u>405,202.00</u>	<u>505,254.00</u>	<u>87,704.00</u>	<u>492,906.00</u>	<u>492,906.00</u>

WORKERS COMPENSATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of Injuries	112	90	95
Number on Payroll	10	9	10
Retirees	4	4	4
W/C Total Invoices (City & School)	\$ 121,801.00	\$ 600,000.00	\$ 600,000.00
W/C Total Invoices Paid (City & Sch)	\$ 54,323.00	\$ 250,000.00	\$ 250,000.00
W/C Savings on Bills	\$ 67,478.00	\$ 350,000.00	\$ 350,000.00

WORKERS COMPENSATION

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200									
5170 Worker's Compensation	195,511.91	232,629.62	250,000.00	223,722.21	270,000.00	250,000.00	0.00	250,000.00	250,000.00
5305 Legal Services (IAB Orders)	6,094.26	12,064.00	10,000.00	10,729.65	25,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	60,536.36	54,323.16	150,000.00	125,180.79	180,000.00	180,000.00	30,000.00	180,000.00	180,000.00
5760 Claims & Settlements	11,738.06	118,951.82	110,000.00		45,000.00	80,000.00	(30,000.00)	80,000.00	80,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5306 Medical Services	Level fund Workers Comp account (increase invoice and decrease settlements)
5760 Claims & Settlements	Settle claims

<u>Department Cost for Requested Increase</u>
30,000.00
(30,000.00)

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	273,880.59	417,968.60	520,000.00	359,632.65	520,000.00	520,000.00	0.00	520,000.00	520,000.00
Equipment & Unusual									
Total Operating Budget	<u>273,880.59</u>	<u>417,968.60</u>	<u>520,000.00</u>	<u>359,632.65</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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	176,798	179,122
Pension Administration	15,757	14,173
Medical & Life Insurance	317,556	311,574
Heat, Light, Water	19,403	3,769
Building Repair & Maintenance	25,854	45,188
Building Insurance	2,253	3,295
Motor Vehicle Insurance	322	
Motor Vehicle Maint & Repair	4,624	
Total	<u>\$562,567</u>	<u>\$557,121</u>

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Number of Systems Operating	32	33	33
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

			FY 2018		FY 2019			FY 2020						
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	IT Director	19-6 (L10)			1	141,008	105,385.41	141,008.00	1	142,193	1	142,193	142,193	
2.	Asst Director IT	16-6 (L10)			1	117,590	87,950.92	117,590.00	1	117,590	1	117,590	117,590	
3.	*GIS Administrator	16-6 (L9)			1	115,987	86,556.85	115,987.00	1	116,521	1	116,521	116,521	
4.	*Server/Desktop Sys Mgr	15-3			1	83,888	62,177.75	83,888.00	1	87,187	1	87,187	87,187	
5.	SPMG Sr App Analyst / Programmer	13-6 (L9)			1	95,194	71,199.94	95,194.00	1	95,194	1	95,194	95,194	
6.	SPMG Sr App Analyst / Programmer	13-1			1	96,941	18,963.23	18,963.23	1	72,513		0	0	
7.	SPMG *Server/Desktop Support Spec	12-6 (L10)			1	86,524	64,411.23	86,524.00	1	90,206	1	90,206	90,206	
8.	SPMG Server/Desktop Support Spec	12-6 (L9)			1	89,385	66,855.36	89,385.00	1	89,385	1	89,385	89,385	
9.	SPMG Server/Desktop Support Spec	12-6 (L9)			1	89,385	66,855.36	89,385.00	1	89,385	1	89,385	89,385	
10.	SPMG *Server/Desktop Support Spec	12-4			1	70,916	52,683.42	70,916.00	1	73,587	1	73,587	73,587	
11.	SPMG Server/Desktop Support Spec	12-1			1	89,385	60,341.25	89,385.00	1	68,131	1	68,131	68,131	
12.	*Social Media Coordinator	10-6			1	66,645	49,565.31	66,645.00	1	69,253	1	69,253	69,253	
13.	Office Coordinator (PT 19 hrs)	9-6			0.5	36,005	26,494.65	36,005.00	0.5	36,005	0.5	36,005	36,005	
14.	Temporary					14,848	10,376.00	14,848.00		14,848		14,848	14,848	
Subtotal			12.5	1,122,008.23	12.5	1,193,701	829,816.68	1,115,723.23	12.5	1,161,998		11.5	1,089,485	1,089,485

PERSONNEL

FY 2020
Grade-Step

Adjustments to FY 2019 Positions

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

SPMG Server/Desktop Support Spec 12-1

SPMG Sr App Analyst / Programmer 13

SPMG Sr App Analyst / Programmer 13

New Positions

Subtotal

Grand Total[illegible]

Explanation

New employee to be hired at lower step/longevity

Not funded

Contingency for grade 13 programmer

Mayor: All current employees are eligible for professional development training at City expense (by individual request) for functions formerly performed in-house by retired employees. (Training budget was previously increased)

0	0	0	7,500	7,500
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12.5	1,122,008.23	12.5	1,193,701	829,816.68	1,115,723.23	12.5	1,161,998		11.5	1,096,985	1,096,985
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INFORMATION TECHNOLOGY

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-155-5100									
5111 Salaries - Full Time	909,260.15	1,073,482.90	1,142,848.00	792,946.03	1,064,870.23	1,111,145.00	(96,716.00)	1,046,132.00	1,046,132.00
5121 Salaries - Part Time	31,882.35	33,957.33	36,005.00	26,494.65	36,005.00	36,005.00	0.00	36,005.00	36,005.00
5122 Temporary Help	14,360.00	14,568.00	14,848.00	10,376.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	9,984.00	9,984.00	11,000.00	7,680.00	11,000.00	11,000.00	0.00	11,000.00	11,000.00
General Expenses 001-155-5200									
5192 Mileage	308.77	235.15	350.00	404.51	350.00	350.00	0.00	350.00	350.00
5241 Equipment Repair/Maint	148.42	171.63	500.00	2,592.02	2,537.56	3,500.00	3,000.00	3,500.00	3,500.00
5243 Computer Equip Repair/Maint	65,234.29	63,967.00	82,900.00	45,846.76	82,900.00	82,900.00	0.00	82,900.00	82,900.00
5248 Computer Software/License	197,938.73	208,548.14	201,550.00	219,670.04	203,355.61	203,356.00	1,806.00	203,356.00	203,356.00
5309 Technology Services	1,912.50	1,275.00							
5312 Training	5,475.00	1,047.14	11,000.00	5,000.00	11,000.00	11,000.00	4,000.00	15,000.00	15,000.00
5340 Communication Line	10,757.63	10,114.33	15,000.00	7,750.92	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	59.19	77.59	200.00		200.00	200.00	0.00	200.00	200.00
5343 Printing		246.03	1,000.00		1,000.00	1,000.00	(500.00)	500.00	500.00
5420 Office Supplies	1,856.24	2,664.43	3,500.00	1,597.63	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5424 Computer Supplies	32,421.24	31,385.89	30,000.00	17,111.38	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5510 Education Supplies	300.00	180.00	750.00	318.00	750.00	750.00	0.00	750.00	750.00
5581 Clothing, Gloves & Shoes		174.00		600.00	600.00	600.00	600.00	600.00	600.00
5730 Dues			75.00		75.00	75.00	0.00	75.00	75.00
Equipment & Unusual 001-155-5400									
6565 Computer Equipment/Software	25,895.50	17,168.70	30,000.00	15,020.90	30,000.00	30,000.00	0.00	30,000.00	30,000.00
Cyber Security Software/Efforts						50,000.00	0.00 *	0.00	0.00

*Mayor: Processed in FY2019

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5241 Equipment Repair/Maint	Our aging inventory is creating a larger need for repair
5248 Computer Software/License	Difficult to predict. We reach out to vendors who haven't sent next year's increases
5581 Clothing, Gloves & Shoes	Contractually obligated
Cyber Security Software/Efforts	To address outside audit for Cyber Security

**Department Cost for
Requested Increase**

3,000.00
1,806.00
600.00
50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	965,486.50	1,131,992.23	1,204,701.00	837,496.68	1,126,723.23	1,172,998.00	(96,716.00)	1,107,985.00	1,107,985.00
General Expenses	316,412.01	320,086.33	346,825.00	300,891.26	351,268.17	352,231.00	8,906.00	355,731.00	355,731.00
Equipment & Unusual	25,895.50	17,168.70	30,000.00	15,020.90	30,000.00	80,000.00	0.00	30,000.00	30,000.00
Total Operating Budget	1,307,794.01	1,469,247.26	1,581,526.00	1,153,408.84	1,507,991.40	1,605,229.00	(87,810.00)	1,493,716.00	1,493,716.00

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:

To provide telephone service for all departments of city government.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step
1.	Telephone Operators (7 available)	
Subtotal		

FY 2018		FY 2019			FY 2020					
#	Actual Expenditures	#	July - March	Estimated	#	Department Request	#	Mayor's	Council	
			Budget	Actual Expenditures				Expenditures Thru 6/30/19	Recommendation	Approval
			28,538	19,659.78				28,538.00	28,538	28,538
25,796.96		28,538	19,659.78	28,538.00	28,538		28,538	28,538		

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Explanation

Subtotal		0	0

New Positions

Subtotal

Grand Total

25,796.96	28,538	19,659.78	28,538.00	28,538	28,538	28,538	28,538
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CENTRAL TELEPHONE SERVICE

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-156-5100									
5121 Salaries - Part Time	25,541.11	25,796.96	28,538.00	19,659.78	28,538.00	28,538.00	0.00	28,538.00	28,538.00
<hr/>									
General Expenses 001-156-5200									
5128 Substitute Telephone Operator	752.07								
5241 Equipment Repair/Maint	58,396.04	45,029.76	50,000.00	33,568.41	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	145,858.64	161,364.53	140,000.00	114,981.38	140,000.00	140,000.00	0.00	140,000.00	140,000.00
<hr/>									
Equipment & Unusual 001-156-5400									
6422 911 Interface System	2,930.00								

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	25,541.11	25,796.96	28,538.00	19,659.78	28,538.00	28,538.00	0.00	28,538.00	28,538.00
General Expenses	205,006.75	206,394.29	190,000.00	148,549.79	190,000.00	190,000.00	0.00	190,000.00	190,000.00
Equipment & Unusual	2,930.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>233,477.86</u>	<u>232,191.25</u>	<u>218,538.00</u>	<u>168,209.57</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 2017	FY 2018
Pension-Contributory/FICA	105,835	106,048
Pension Administration	9,276	8,344
Medical & Life Insurance	227,548	234,241
Heat, Light, Water	14,552	20,048
Building Repair & Maintenance	19,391	60,019
Building Insurance	612	1,194
Total	\$377,214	\$429,894

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Amount Paid for Personal Inj claims	\$0	\$50,000	\$100,000
Amount Paid in Property/Judgments	\$57,422	\$100,000	\$100,000
Request for Opinions	205	400	450
a. Review of Special Permits	7	15	25
Basic Small Street Defect Claims	88	125	200
Contracts	90	150	200
Cases (Appeals, Worker's Comp, Labor Arbitration	25	50	100
Issues, Collections, I&I Agreements, Disciplinary			
Actions, Wrongful Death Action, Zoning)			
ATB - Assisted Assessor's Office (they would have the total collected)			
Claimants Demands for Damages-Totals:			
Water & Sewer Claims:	\$8,400	\$10,000	\$50,000
Property Damage:	\$10,494	\$20,000	\$50,000
Personal Injury:	\$79	\$30,000	\$30,000
Street Defects:	\$18,480	\$30,000	\$50,000

LAW

PERSONNEL

			FY 2018	FY 2019			FY 2020			
Bargaining Unit	Position	FY 2020 Grade-Step	# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	# Department Request	# Recommendation	Mayor's	Council Approval
1.	City Solicitor	21-6 (L11)		1	160,615	120,131.31	160,615.00	1	160,615	160,615
2.	First Asst City Solicitor				1,500	1,125.00	1,500.00		1,500	1,500
3.	Asst City Solicitor	18-6 (L11)		1	135,156	101,086.21	135,156.00	1	135,156	135,156
4.	*Asst City Solicitor	18-6 (L10)		1	132,924	99,267.88	132,924.00	1	133,938	133,938
5.	*Asst City Solicitor	18-6 (L9)		1	131,503	98,357.24	131,503.00	1	132,112	132,112
6.	*Asst City Solicitor	18-6 (L9)		1	131,503	98,357.22	131,503.00	1	131,909	131,909
7.	Asst City Solicitor	18-1		1	121,762	81,730.60	84,003.26	1	100,328	100,328
8.	Legal Secretary	10-6 (L10)		1	76,866	57,360.03	76,866.00			
9.	Legal Secretary	10-6 (L9)		1	75,987	56,833.92	75,987.00			
10.	Legal Advisor beyond 8:30 - 4:30 as assigned				14,000					
11.	Part Time / Temporary				7,500	4,543.00	7,500.00		7,500	7,500
Subtotal			8 945,328.00	8 989,316	718,792.41	937,557.26	1 169,615	6 803,058	803,058	

LAW

PERSONNEL

Bargaining Unit Position FY 2020 Grade-Step

FY 2018		FY 2019				FY 2020				
Actual		July - March		Estimated	Department		Mayor's		Council	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/19	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2019 PositionsExplanation

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

2,029

Asst City Solicitor 19-6 (L11)

8,329

Change grade from 18 to 19

1

143,485

0

0

Asst City Solicitor 19-6 (L10)

9,269

Change grade from 18 to 19

1

142,193

0

0

Asst City Solicitor 19-6 (L9)

8,751

Change grade from 18 to 19

1

140,254

0

0

Asst City Solicitor 19-6 (L9)

8,535

Change grade from 18 to 19

1

140,038

0

0

Asst City Solicitor 19-1

(21,434)

New employee to be hired at lower step/longevity and change grade from 18 to 19

1

106,497

0

0

Executive Assistant 12-5 (L10)

6,598

Promote Legal Secretary (grade 10) to Executive Assistant (grade 12)
Mayor: Promote to Grade 11 Office Mgr/Legal Secretary - Law. Increase in volume of cases

1

86,615

1

83,464

83,464

Executive Assistant 12-5 (L9)

6,465

Promote Legal Secretary (grade 10) to Executive Assistant (grade 12)
Mayor: Promote to Grade 11 Office Mgr/Legal Secretary - ZBA. Increase in volume of ZBA cases.

1

85,565

1

82,452

82,452

New Positions

Staff Attorney 15-1

To concentrate on the needs of the Legislative Branch and Treasurer Department

1

82,007

1

82,007

82,007

Subtotal

8

926,654

3

247,923

247,923

Grand Total

8

945,328.00

8

989,316

718,792.41

937,557.26

9

1,096,269

9

1,050,981

1,050,981

LAW

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	910,598.13	937,649.80	967,816.00	714,249.41	930,057.26	1,088,769.00	75,665.00	1,043,481.00	1,043,481.00
5121 Salaries - Part Time	6,531.70	7,678.20	21,500.00	4,543.00	7,500.00	7,500.00	(14,000.00)	7,500.00	7,500.00
General Expenses 001-151-5200									
5192 Mileage	2,270.79	527.09	2,000.00	856.58	2,000.00	2,500.00	0.00	2,000.00	2,000.00
5242 Office Equipment Repair/Maint	1,004.84	735.88	3,000.00	1,794.24	3,000.00	6,500.00	3,500.00	6,500.00	6,500.00
5305 Arbitration Costs	9,927.42	12,317.76	25,000.00	2,688.54	25,000.00	50,000.00	25,000.00	50,000.00	50,000.00
5308 Stenographer	1,349.25		5,000.00	1,361.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5310 Appraisal Services				6,500.00	6,500.00	15,000.00	15,000.00	15,000.00	15,000.00
5312 Training	525.00	400.60	2,000.00	195.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5342 Postage	373.81	745.50	650.00	25.50	650.00	650.00	0.00	650.00	650.00
5420 Office Supplies	1,310.29	1,934.46	3,000.00	1,846.22	3,000.00	3,500.00	0.00	3,000.00	3,000.00
5424 Computer Supplies			750.00		750.00	5,000.00	4,250.00	5,000.00	5,000.00
5520 Educational Materials	80.00		500.00		500.00	500.00	0.00	500.00	500.00
5730 Licenses & Law Library	62,735.76	51,583.55	65,000.00	43,102.35	65,000.00	80,000.00	15,000.00	80,000.00	80,000.00
Equipment & Unusual 001-151-5400									
5305 Title Searches for Foreclosures	1,366.60	875.00	7,500.00	2,425.00	7,500.00	7,500.00	(7,500.00) *	0.00	0.00
5316 Federal Court Cases			15,000.00		15,000.00	15,000.00	0.00	15,000.00	0.00
5760 Judgments, Claims & Settlements	637.50	1,647.00	50,000.00	57,421.71	58,000.00	100,000.00	50,000.00	100,000.00	100,000.00

*Transfer to Treasurer - Law Department supervision remains

LAW

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5192 Mileage	Parking increases at Boston Courts					500.00			
5242 Office Equipment Repair/Maint	OCE Plotter Service Agreement (\$2,880 per year) and Maintenance Agreements for Konica Minolta's					3,500.00			
5305 Arbitration Costs	Increase in Union Negotiations/Grievances - Ongoing City Acquisitions/Title Exams/Title Insurance					25,000.00			
5310 Appraisal Services	Appraisals required by the Mayor/City Council (Approximate estimate for 2 Appraisal)					15,000.00			
5420 Office Supplies	With the current litigation matters that are in the Law Department we have had to increase the amount of supplies					500.00			
5424 Computer Supplies	Increase Computer Supplies will need to buy updated Outlook - 9 Licenses					4,250.00			
5730 Licenses & Law Library	Increase in WestLaw/Book Update - Renewal of Abacus (3 year contract needs to be renewed)					15,000.00			
5760 Judgments, Claims & Settlements	Increase for on going cases/claims that are going on in the Law Department					50,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	917,129.83	945,328.00	989,316.00	718,792.41	937,557.26	1,096,269.00	61,665.00	1,050,981.00	1,050,981.00
General Expenses	79,577.16	68,244.84	106,900.00	58,369.43	113,400.00	170,650.00	62,750.00	169,650.00	169,650.00
Equipment & Unusual	2,004.10	2,522.00	72,500.00	59,846.71	80,500.00	122,500.00	42,500.00	115,000.00	100,000.00
Total Operating Budget	998,711.09	1,016,094.84	1,168,716.00	837,008.55	1,131,457.26	1,389,419.00	166,915.00	1,335,631.00	1,320,631.00

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:

2018 was an outstanding year at the Waltham Public Library. **Circulation in FY2018 was up 9%.** YOUR public library serves on average **87 people EACH HOUR** we are open. Our programming numbers across all ages have grown exponentially; we expected 16,000 program related visits for 2018 and ended up at almost 28,000.

Thanks to the generosity of the City of Waltham and the support of our Friends of Waltham Public Library, our biggest accomplishments this year focused on improving service to children in Waltham. Experts agree that ages 0-5, before formal school begins, are a crucial time for learning early literacy skills. Storytimes (in English and Spanish), sing-alongs, book clubs and all the wonderful literacy based programming we offer across ages is a vital first step to life-long success.

We invested a significant portion of our materials budget on youth materials, ensuring our collections are current, high quality, and meet the needs of the community. Children's circulation is up 10.9% and Teen circulation is up 8.3%. We received a \$10,000 Mind in the Making grant from the Mass Board of Library Commissioners for our Play Imagine Experience (PIE) Room, and a \$5,000 grant from the Rhyme and Reason Fund through the Library Initiative for Teens and Tweens (LITT). In addition, Teen Librarian Luke Kirkland was one of only ten librarians across the country selected to present at the annual American Library Association Conference on his Real Talk Teen program, and Children's Librarian Seana Rabbitto was asked to speak at both Simmons College and a youth conference on the importance of play and early literacy. Not only are we offering Waltham these amazing programs, the Waltham Public Library is being touted as an example to other cities and towns looking to improve youth services and strengthen youth literacy.

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 2017	FY 2018
Pension-Contributory/FICA	344,101	432,374
Pension Administration	28,895	34,170
Medical & Life Insurance	554,621	551,117
Heat, Light, Water	137,377	133,292
Building Repair & Maintenance	162,072	200,477
Building Insurance	5,627	8,229
Total	\$1,232,693	\$1,359,659

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of Registered Borrowers	27,271	27,500	28,000
Physical Items Circulated	430,289	395,000	450,000
Digital Items Circulated	43,964	34,000	45,000
Inter Library Loans IN	51,680	46,000	52,000
Inter Library Loans OUT	55,125	45,000	55,000
Added Books & Other Materials	18,032	17,000	18,000
Overdrive Advantage Mats Added	229	320	350
Added Overdrive titles (Consortium)	14,261	12,000	15,000
Number of Visits to building	277,627	300,000	300,000
Number of Programs	734	950	1,000
Program Attendance	27,923	16,500	28,000
Study Room Use	4,424	4,500	4,500
Meeting Room Use	1,408	1,100	1,400
Internet desktop sessions	44,876	50,000	44,000
Wireless Sessions	62,000	60,000	62,500
Reference desk transactions	42,000	37,000	42,500
Saturdays open to the public	51	51	52
Sundays open to the public	52	51	52
Evening hours open to the public	779	832	832

LIBRARY

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step	FY 2018	FY 2019			FY 2020			
			# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	# Department Request	#	Mayor's Recommendation	Council Approval
1.	Library Trustees			6	6,000	3,000.00	5,000.00	6	6,000	6,000
2.	Library Director	18-6		1	121,762	91,071.24	121,762.00			
3.	Asst Library Director	15-6 (L10)		1	109,418	81,838.77	109,418.00	1	109,418	109,418
4. LIBR	*Library Dept Head	13-6 (L11)		1	89,323	78,319.72	102,261.85	1	96,190	96,190
5. LIBR	*Library Dept Head	13-6 (L9)		1	87,713	76,870.74	100,394.46	1	94,457	94,457
6. LIBR	*Library Dept Head	13-6 (L8)		1	67,587	75,987.15	99,105.37	1	93,837	93,837
7. LIBR	*Library Dept Head	13-3		1	67,587	57,105.86	74,791.45	1	75,743	75,743
8. LIBR	Library Dept Head	13-2		1	85,559	62,943.94	80,110.85	1	74,332	74,332
9. LIBR	*Librarian I	12-6 (L8)		1	81,577	73,027.66	94,449.07	1	88,079	88,079
10. LIBR	*Librarian I	12-4		1	66,290	57,586.99	75,105.72	1	74,288	74,288
11. LIBR	Librarian I	12-2		1	81,577	30,874.12	47,655.65	1	69,589	69,589
12. LIBR	*Librarian I - Teen Specialist	12-5		1	69,020	59,868.08	78,682.33	1	77,355	77,355
13. LIBR	*Librarian I - Literacy Librarian	12-2		1	62,881		10,480.00	1	68,525	68,525
14.	Administrative Assistant	10-3		1	70,358	43,977.41	60,179.58	1	62,704	62,704
15. LIBR	*Library Assistant I	9-6 (L11)		1	67,328	50,568.74	63,965.91	1	72,504	72,504
16. LIBR	*Library Assistant I	9-6 (L11)		1	66,722	64,971.28	81,015.10	1	72,341	72,341
17. LIBR	*Library Assistant I	9-6 (L10)		1	66,216	57,943.83	75,694.42	1	71,851	71,851
18. LIBR	*Library Assistant I	9-6 (L8)		1	65,508	60,150.88	77,069.87	1	70,545	70,545
19. LIBR	*Library Assistant I	9-3		1	52,180	47,810.61	61,001.62	1	58,449	58,449
20. LIBR	*Library Assistant I	9-3		1	51,082	42,240.41	55,330.73	1	57,218	57,218
21. LIBR	*Library Assistant I - Children's	9-2		1	50,455	28,290.87	51,465.12	1	56,002	56,002
22. LIBR	*Library Assistant I	9-2		1	51,867	11,033.25	4,851.44	1	55,158	55,158
23. LAB	*Working Foreman I	10-6 (L11)		1	71,477	53,402.63	71,203.40	1	71,751	71,751
24. LAB	*Building Maint Person Nights	7-6		1	59,449	43,642.13	57,029.15	1	59,676	59,676
25. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-6		0.5	25,920	18,797.00	26,152.36	0.5	26,655	26,655
26. LIBR	*Librarian II - Archivist	11-3		0.5	32,566	26,447.80	34,723.73	0.5	37,751	37,751
27. LIBR	*Librarian II	10-5		0.5	32,813	28,704.30	36,632.49	0.5	38,139	38,139
28. LIBR	*Librarian II	10-4		0.5	31,717	26,104.27	34,446.71	0.5	36,860	36,860

LIBRARY

PERSONNEL

			FY 2018	FY 2019			FY 2020						
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	July - March Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
29. LIBR	*Library Assistant II - Specialist	7-6 (L11)			0.5	32,699	28,269.54	36,092.62	0.5	36,469	0.5	36,469	36,469
30. LIBR	*Library Assistant II - Specialist	7-6 (L9)			0.5	32,402	19,891.40	24,501.59	0.5	36,096	0.5	36,096	36,096
31. LIBR	*Library Assistant II - Specialist	7-3			0.5	25,679	21,941.59	28,123.23	0.5	29,805	0.5	29,805	29,805
32. LIBR	*Library Assistant II - Specialist	7-3			0.5	25,679	21,789.84	27,916.45	0.5	29,805	0.5	29,805	29,805
33. LIBR	*Library Assistant II - Specialist	7-3			0.5	25,449	21,144.77	17,844.49	0.5	29,550	0.5	29,550	29,550
34. LIBR	*Library Assistant II - Specialist	7-2			0.5	25,449	13,018.36	27,257.64	0.5	28,249	0.5	28,249	28,249
35. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,838	7,574.00	15,487.52	0.5	28,249	0.5	28,249	28,249
36. LIBR	Library Assistant II - Specialist	7-2			0.5	25,373	21,856.90	25,061.89		0		0	0
37. LIBR	*Library Assistant II - Specialist	7-2			0.5	25,449	17,837.88	12,184.41	0.5	28,088	0.5	28,088	28,088
38. LIBR	Library Assistant II - Specialist	7-2			0.5	24,838	2,468.50	15,361.90		0		0	0
39. LIBR	*Library Assistant II	6-6 (L10)			0.5	30,960	27,475.86	34,345.97	0.5	34,497	0.5	34,497	34,497
40. LIBR	*Library Assistant II	6-6 (L9)			0.5	30,679	18,166.48	22,720.03	0.5	34,184	0.5	34,184	34,184
41. LIBR	*Library Assistant II	6-3			0.5	24,044	20,083.03	26,334.05	0.5	27,914	0.5	27,914	27,914
42. LIBR	*Library Assistant II	6-2			0.5	23,544	17,065.56	22,740.40	0.5	27,148	0.5	27,148	27,148
43. LIBR	*Library Assistant II	6-2			0.5	23,544	11,143.23	17,182.30	0.5	26,919	0.5	26,919	26,919
44.	Librarian II - Substitutes					18,750	9,177.89	13,200.00		13,500		13,500	13,500
45.	Library Assistant II - Substitutes					56,250	37,264.07	55,440.00		40,000		40,000	40,000
46. LIBR	Adult Pages					22,424	5,851.71	9,000.00		6,834		6,834	6,834
47.	Pages					35,000	21,808.00	35,000.00		35,000		35,000	35,000
48.	Weekend Staff					68,400	26,423.50	41,000.00		56,000		56,000	56,000
49.	Building Maint Person PT - Subs	7				6,000	3,535.56	4,000.00		6,000		6,000	6,000
Subtotal			38	2,026,905.35	38.5	2,399,402	1,726,367.35	2,300,772.87	36.5	2,329,724		2,329,724	2,329,724

LIBRARY

PERSONNEL

FY 2018		FY 2019			FY 2020			
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#
				Actual Expenditures	Expenditures Thru 6/30/19			Mayor's Recommendation
								Council Approval

Summary of Changes

Adjustments to FY 2019 Positions

Explanation

Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary			182,654						
Library Director	20-6	7,504	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 90 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. Mayor: Promote to Grade 19	1	137,340	1	129,266	129,266	
LIBR	Library Dept Head	13-2	(11,227)	Internal promotion - replaced at lower step/longevity					
LIBR	Librarian I	12-2	(11,988)	New employee to be hired at lower step/longevity					
	Administrative Assistant	10-3	(7,654)	New employee hired at lower step					
LIBR	Library Assistant II - Specialist	7-2	(25,373)	Position not requested - see new request below					
LIBR	Library Assistant II - Specialist	7-2	(24,838)	Position not requested - see new request below					
	Librarian II - Substitutes		(5,250)	Less money since new salaries include Sunday differentials					
	Library Assistant II - Substitutes		(16,250)	Less money since new salaries include Sunday differentials					
LIBR	Adult Pages		(15,590)	We only have one Adult Page at the Library					
	Weekend Staff		(12,400)	Less money since new salaries include Sunday differentials					

LIBRARY

PERSONNEL

FY 2018		FY 2019			FY 2020				
Actual		July - March		Estimated	Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures Thru 6/30/19					

FY 2020
Grade-Step

Summary of Changes

New Positions

LIBR Library Dept Head

13-1

WPL respectfully requests replacing two PT Library Assistant II Specialists with one FT Library Department Head for the Teen Room. This Dept Head would work collaboratively with our Teen Librarian as its own department. We want to work with all teens effectively, offering consistent, reliable, professional support. 12.5% of the population of Waltham is between the ages of 10 and 19, and the diversity within that number is staggering. I think of a number of teens who work part-time jobs to help support their families, including one who works a full-time job to pay rent, all while going to high school. Our current Teen program speaks for itself; we consistently see 40 teens in the Teen Room after school and we need more than one librarian. This new structure allows us to focus on the "tween" ages, helping transition kids out of the Children's Room and into the Teen Room, while maintaining the support we have in place for the high school teens. There is a big developmental difference between a 12 year old and a 17 year old. Plus, we're thinking about the early adulthood ages as well, helping some of our teens who lack traditional home support and need to transition out of high school and into adulthood. And we want to continue to collaborate with the schools, and be in a strong place as high school project moves forward. The Waltham Public Library is the only space in the entire City capable of meeting the myriad educational and recreational needs young adults have today year round, for as many hours of the week as we are open, at no cost to them.

1	72,062	1	72,062	72,062
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LIBR Library Assistant II

6-1

WPL respectfully requests adding one PT Library Assistant II to replace the loss of our two PT Specialists for the Teen Librarian position. Circulation continues to grow, up 9% in FY18, and this position would work directly in public service and assist with desk coverage.

0.5	26,258	0	0
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Subtotal

2.5	235,660	2.0	201,328	201,328
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Grand Total

38	2,026,905.35	38.5	2,399,402	1,726,367.35	2,300,772.87	39.0	2,565,384	38.5	2,531,052	2,531,052
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LIBRARY

EXPENDITURES									
	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	July - March	Actual	Estimated	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/19	Request	Incr/Decr	Recommendation	Approval
Personnel 001-610-5100									
5111 Salaries - Full Time	1,262,001.94	1,278,559.34	1,532,010.00	1,152,481.55	1,524,790.54	1,707,987.00	167,903.00	1,699,913.00	1,699,913.00
5112 Wages - Full Time	118,724.03	127,764.08	130,926.00	97,044.76	128,232.55	131,427.00	501.00	131,427.00	131,427.00
5121 Salaries - Part Time	41,055.65	2,078.26							
5122 Wages - Part Time	673,098.28	614,403.67	730,466.00	473,841.04	642,749.78	719,970.00	(36,754.00)	693,712.00	693,712.00
5131 Overtime	4,694.00	8,678.95	4,500.00	9,825.11	13,200.00	10,000.00	3,500.00	8,000.00	8,000.00
5194 Boards & Commissions	3,500.00	4,100.00	6,000.00	3,000.00	5,000.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	3,780.48	4,046.38	4,200.00	4,107.89	4,200.00	4,200.00	0.00	4,200.00	4,200.00
General Expenses 001-610-5200									
5192 Mileage	591.10	545.85	1,000.00	389.37	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	796.96	1,029.80	2,500.00	347.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5242 Office Equipment Repair/Maint		1,568.42	1,500.00		1,000.00	1,000.00	(500.00)	1,000.00	1,000.00
5248 Computer Software/License	4,423.84	9,017.17	7,000.00	2,952.55	7,000.00	8,100.00	1,100.00	8,100.00	8,100.00
5272 Office Equipment Rental	1,011.00	808.80	7,000.00	563.67	1,000.00	7,000.00	(3,500.00)	3,500.00	3,500.00
5291 Custodial Services	7,057.70	8,424.52	9,500.00	8,318.24	12,000.00	12,000.00	2,500.00	12,000.00	12,000.00
5312 Training/Professional Development	4,078.78	6,195.72	3,000.00	476.20	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5342 Postage	503.50	100.00	500.00	1,599.18	2,100.00	2,100.00	1,600.00	2,100.00	2,100.00
5343 Printing	671.40	659.00	750.00	500.81	1,000.00	1,250.00	250.00	1,000.00	1,000.00
5420 Office Supplies	3,640.51	3,044.34	4,000.00	1,879.42	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5430 Building Supplies	924.13	756.39	1,000.00	490.14	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5450 Custodial Supplies	7,245.61	5,914.95	9,500.00	2,852.30	9,500.00	9,500.00	0.00	9,500.00	9,500.00
5460 Groundskeeping Supplies	2,056.76	2,153.29	2,500.00	1,680.44	2,500.00	3,000.00	0.00	2,500.00	2,500.00
5510 Education Supplies	281,019.60	333,382.68	315,000.00	226,358.14	315,000.00	340,000.00	25,000.00	340,000.00	340,000.00
5581 Clothing, Gloves, Shoes	1,875.00	1,875.00	3,099.00	2,409.27	3,099.00	2,475.00	(624.00)	2,475.00	2,475.00
5583 Library Supplies	20,617.92	27,501.79	30,800.00	21,821.23	30,800.00	30,000.00	(800.00)	30,000.00	30,000.00
5730 Dues	518.00	698.00	3,700.00		3,700.00	4,320.00	620.00	4,320.00	4,320.00
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	51,679.50	54,579.00	55,500.00	55,440.67	55,440.67	58,723.00	3,223.00	58,723.00	58,723.00
5399 Hold Sorting			1,100.00	1,000.00	1,000.00	1,100.00	0.00	1,100.00	1,100.00
6540 Computers	9,992.42	15,750.04	16,750.00	6,680.14	16,750.00	18,000.00	1,250.00	18,000.00	18,000.00
Other Charges 001-610-5700									
5720 Out of State Travel (1 conference annually for 2 people)		2,000.00				3,000.00	3,000.00	3,000.00	3,000.00

LIBRARY

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5131 Overtime	This increase reflects changes to the union contract, and the dollar amount we anticipate needing for FY20 based on FY19 spending.					5,500.00			
5248 Computer Software/License	Cost of software for computer security and maintenance, including public desktop management software.					1,100.00			
5291 Custodial Services	Includes more ongoing maintenance for restroom sanitation and health services. Amount reflects actual spending of the last year and a half.					2,500.00			
5312 Training/Professional Development	For staff to attend annual, local professional conferences, including training required by Laborer's contract.					1,000.00			
5342 Postage	This is an updated, corrected postage amount primarily used for interlibrary loans/getting materials for patrons.					1,600.00			
5343 Printing	With almost 30,000 people coming to our programs, publicity costs increase. Also includes professional items like stationary and business cards.					500.00			
5460 Groundskeeping Supplies	Increase is to cover the cost of ice melt during snow. The bricks are extremely icy and require more frequent use of ice melt.					500.00			
5510 Education Supplies	Amount required to remain certified for State Aid, to participate in Minuteman Network shared eCollections which costs approx. \$25,000 minus approx. \$20,000 we will supplement from State Aid.					25,000.00			
5730 Dues	For 16 degree holding staff memberships in professional association.					620.00			
5396 Minuteman Network	Minuteman uses a set formula to determine cost for each member library to be an active member of MLN, which provides Waltham card holders access to other member libraries and their collections, interlibrary loan and many valued databases.					3,223.00			
6540 Computers	This is a nominal amount as a cushion for our computer budget, since we plan on purchasing 12 new laptops this year for adults. This will give us approximately \$5,250 for the rest of our computer/printer/server maintenance.					1,250.00			
5720 Out of State Travel	WPL respectfully requests funding to send two professional library staff to out-of-state conferences each year, specifically the American Library Association and/or the Public Library Association Conference. These two conferences have only been in Boston once in at least a decade, which means they usually involve travel. They are important, professional conferences and I truly believe attendance should be encouraged, in order for us to be the best library we can be. These conferences hold attendees to a Code of Conduct, and staff who have been allowed to attend in the past have set a high standard in terms of behavior and professionalism. Staff who attend would offer a deliverable (a report or a presentation) when they come home. As we have shown this year, our librarians are being asked to present on the work we are doing and it is well-deserved recognition of their hard work.					3,000.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	2,106,854.38	2,039,630.68	2,408,102.00	1,740,300.35	2,318,172.87	2,579,584.00	135,150.00	2,543,252.00	2,543,252.00
General Expenses	337,031.81	403,675.72	402,349.00	272,637.96	400,199.00	433,245.00	26,646.00	428,995.00	428,995.00
Equipment & Unusual	61,671.92	70,329.04	73,350.00	63,120.81	73,190.67	77,823.00	4,473.00	77,823.00	77,823.00
Other Charges	0.00	2,000.00	0.00	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00
Total Operating Budget	2,505,558.11	2,515,635.44	2,883,801.00	2,076,059.12	2,791,562.54	3,093,652.00	169,269.00	3,053,070.00	3,053,070.00

MAYOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	93,757	93,186
Pension Administration	8,584	7,722
Medical & Life Insurance ***	103,971	106,867
Heat, Light, Water	8,851	9,088
Building Repair & Maintenance	9,365	17,731
Building Insurance	545	797
Total	<u>\$225,073</u>	<u>\$235,391</u>

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	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

	Bargaining Unit Position	FY 2020 Grade-Step
1.	*Mayor	
2.	*Executive Assistant	12-2
3.	*Constituency Serv Admin	10-6 (L9)
4.	Constituency Serv Admin PT	10-6
5.	Part Time	
Subtotal		

FY 2018		FY 2019			FY 2020									
#	Actual Expenditures	#	July - March Actual Expenditures		Estimated Expenditures Thru 6/30/19	#	Department Request	Mayor's Recommendation		Council Approval				
			Budget	Expenditures				#						
			1	134,691	100,325.42			134,691.00	1		138,604	1	138,604	138,604
			1	67,513	42,405.78			67,513.00	1		68,615	1	68,615	68,615
			1	58,080	56,914.86			58,080.00	1		76,690	1	76,690	76,690
			0.5	18,882	10,100.10			18,882.00	0.5		18,882	0.5	18,882	18,882
						38,775		38,775	38,775					
3.5	282,197.97	3.5	279,166	209,746.16	279,166.00	3.5	341,566		3.5	341,566	341,566			

Summary of Changes

Adjustments to FY 2019 Positions

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

23,625

Part Time

38,775

Explanation

Clerical coverage

New Positions

Subtotal

0	0	0	0	0	0	0	0	0	0	0

Grand Total

3.5	282,197.97	3.5	279,166	209,746.16	279,166.00	3.5	341,566	3.5	341,566	341,566
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MAYOR

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	265,373.10	266,364.53	260,284.00	199,646.06	260,284.00	283,909.00	23,625.00	283,909.00	283,909.00
5121 Salaries - Part Time	19,125.38	15,833.44	18,882.00	10,100.10	18,882.00	57,657.00	38,775.00	57,657.00	57,657.00
General Expenses 001-121-5200									
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			800.00		750.00	700.00	(100.00)	700.00	700.00
5342 Postage	296.00		500.00	63.40	400.00	400.00	(100.00)	400.00	400.00
5343 Printing & Binding	684.01		800.00	354.76	800.00	800.00	0.00	800.00	800.00
5420 Office Supplies	2,519.40	2,258.83	2,800.00	1,084.55	2,800.00	2,800.00	0.00	2,800.00	2,800.00
5490 Food Supplies				132.14	132.14				
5730 MMA Membership for Council & Mayor	13,214.00	13,892.00	13,800.00	13,810.00	13,810.00	14,500.00	700.00	14,500.00	14,500.00
5731 Mayor Expense	3,300.00	3,413.47	3,350.00	2,475.00	3,350.00	3,350.00	0.00	3,350.00	3,350.00
Equipment & Unusual 001-121-5400									
5178 OPEB Trust	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5301 Audit	77,450.00	47,450.00	91,450.00	74,450.00	91,450.00	95,725.00	4,275.00	95,725.00	95,725.00
5303 Appraisal of Land	100.00								
5303-02 Appraisal - 101 R Elm Street	4,200.00								
5303-03 Appraisal - Air Rights 230-234	9,200.00								
5303-05 Environmental - Appraisal UMass				13,639.14	13,639.14				
5386 Fernald Security		85,505.50	25,000.00		25,000.00	25,000.00	0.00	25,000.00	25,000.00
5391 Senior Volunteer Program	23,329.94	17,666.59	35,000.00		35,000.00	35,000.00	0.00	35,000.00	35,000.00
5790 Waltham Day / Special Events	19,887.09	35,137.84	35,000.00	10,911.90	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

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5730 MMA Membership for Council & Mayor	Increase in membership fee	700.00
5301 Audit	Fee increase (Contractual services rebid for 3 years)	4,275.00

COST SUMMARY BY CLASSIFICATION

Personnel	284,498.48	282,197.97	279,166.00	209,746.16	279,166.00	341,566.00	62,400.00	341,566.00	341,566.00
General Expenses	23,013.41	22,564.30	25,050.00	20,169.85	25,042.14	25,550.00	500.00	25,550.00	25,550.00
Equipment & Unusual	354,167.03	385,759.93	386,450.00	299,001.04	400,089.14	390,725.00	4,275.00	390,725.00	390,725.00
Total Operating Budget	<u>661,678.92</u>	<u>690,522.20</u>	<u>690,666.00</u>	<u>528,917.05</u>	<u>704,297.28</u>	<u>757,841.00</u>	<u>67,175.00</u>	<u>757,841.00</u>	<u>757,841.00</u>

CELEBRATION OF HOLIDAYS

STATEMENT OF OBJECTIVES:

To conduct a suitable city celebration of the noteworthy holidays.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200 5795 July 4th	10,000.00	9,500.00	10,450.00	9,950.00	10,450.00	11,000.00	550.00	11,000.00	11,000.00

Department Explanation for Requested Increases

Item
5795 July 4th

Reason
Anticipated increase for fireworks

Department Cost for
Requested Increase
550.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	10,000.00	9,500.00	10,450.00	9,950.00	10,450.00	11,000.00	550.00	11,000.00	11,000.00
Equipment & Unusual									
Total Operating Budget	<u>10,000.00</u>	<u>9,500.00</u>	<u>10,450.00</u>	<u>9,950.00</u>	<u>10,450.00</u>	<u>11,000.00</u>	<u>550.00</u>	<u>11,000.00</u>	<u>11,000.00</u>

PLANNING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	77,261	77,095
Pension Administration	6,911	6,216
Medical & Life Insurance	103,424	110,052
Heat, Light, Water	9,701	23,849
Building Repair & Maintenance	36,732	57,806
Building Insurance	408	836
Motor Vehicle Insurance	322	173
Motor Vehicle Maint & Repair	4,624	4,717
Total	\$239,383	\$280,744

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Administration of CDBG Budget	\$970,408	\$980,038	\$980,038
Dana Court Spray Park Design/ Construction	\$10,900	\$465,974	\$0
Energy Efficient Boiler Library/Complete	\$84,540	\$0	\$0
Green Communities Grant Energy Project-Complete	\$281,080	\$250,000	\$250,000
HVAC South CCC / Construction Phase-Complete	\$1,435,325	\$0	\$0
Ngrid/Eversource Energy Incentives	\$113,171	\$40,000	\$40,000
MVP/HMP Grant	\$0	\$46,500	\$0
Woerd Ave Cap / Restoration	\$6,001	\$2,145,000	\$2,145,000
Waltham Wayside Trail Design	\$409,310	\$2,500,000	\$2,500,000

City Funding: \$389,045

Federal Funding: \$104,017

PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step
1.	*Planning Director	20-6 (L9)
2.	Asst Dir of Planning	15-6 (L8)
3.	Principal Planner	14-1
4.	*Administrative Assistant	10-5
5.	Part Time / Temporary (Trolley Driver)	
Subtotal		

FY 2018		FY 2019				FY 2020											
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
				Actual Expenditures	Expenditures Thru 6/30/19												
				1	148,327						108,502.58	148,327.00	1	148,556	1	148,556	148,556
				1	107,429						80,350.91	107,429.00	1	107,429	1	107,429	107,429
				1	76,859						0.00	0.00					
				1	64,544						47,981.21	64,544.00	1	67,070	1	67,070	67,070
					25,000						14,118.33	25,000.00		25,000		25,000	25,000
3.5	299,137.78	4	422,159	250,953.03	345,300.00	3	348,055		3	348,055	348,055						

Summary of Changes

Adjustments to FY 2019 Positions

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

2,755

Explanation

Principal Planner 14-1

(76,859)

Not requested, see new request below

New Positions

Assistant Planning Director/ Sustainability 15-1

Funding for City Council created position.

1	82,007	1	82,007	82,007
1	82,007	1	82,007	82,007

Subtotal

Grand Total

3.5	299,137.78	4	422,159	250,953.03	345,300.00	4	430,062	4	430,062	430,062
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PLANNING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	305,668.35	279,148.83	397,159.00	236,834.70	320,300.00	405,062.00	7,903.00	405,062.00	405,062.00
5121 Salaries - Part Time	3,000.00	2,999.78							
5122 Wages - Part Time	18,337.25	16,989.17	25,000.00	14,118.33	25,000.00	25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(72,447.29)	(40,063.29)	(125,267.00)	(21,628.08)	(48,408.00)	(104,017.00)	21,250.00	(104,017.00)	(104,017.00)
General Expenses 001-175-5200									
5192 Mileage	164.05	628.88	200.00	221.37	221.37	0.00	0.00	200.00	200.00
5242 Office Equipment Repair/Maint			450.00		225.00	450.00	0.00	450.00	450.00
5312 Training	610.00					330.00	330.00	330.00	330.00
5341 Advertising	69.24								
5342 Postage	259.69	253.53	200.00	55.00	110.00	170.00	(30.00)	170.00	170.00
5420 Office Supplies	1,246.77	674.86	800.00	633.75	800.00	850.00	50.00	850.00	850.00
5581 Clothing	147.99								
5586 Trolley Signs		495.16	400.00		0.00	0.00	(400.00)	0.00	0.00
5710 Travel Expenses	1,720.19								
5730 Dues	49.01	722.00	750.00	947.00	970.00	1,000.00	250.00	1,000.00	1,000.00
5731 Conference Expense	100.00								
Equipment & Unusual 001-175-5400									
5355 Tourism Brochures		1,046.42							
5356 "Waltham Assets"	4,515.54	10,230.00							
5358 Cultural Grants	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	91,923.20		5,000.00	5,000.00				
Citywide Calendar						50,000.00	50,000.00	50,000.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Add line item to budget. Funding to attend seminar trainings (Green Communities & D.O.T.)	330.00
5420 Office Supplies	Increase in supply needs due to increase in projects	50.00
5730 Dues	Expected rate increase for next year's dues	250.00
Citywide Calendar	More efficient communication citywide. RFP will be sent out.	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	254,558.31	259,074.49	296,892.00	229,324.95	296,892.00	326,045.00	29,153.00	326,045.00	326,045.00
General Expenses	4,366.94	2,774.43	2,800.00	1,857.12	2,326.37	2,800.00	200.00	3,000.00	3,000.00
Equipment & Unusual	110,340.54	113,199.62	10,000.00	5,000.00	15,000.00	60,000.00	50,000.00	60,000.00	10,000.00
Total Operating Budget	369,265.79	375,048.54	309,692.00	236,182.07	314,218.37	388,845.00	79,353.00	389,045.00	339,045.00

HOUSING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	43,671	66,457
Pension Administration	3,763	5,323
Medical & Life Insurance	74,077	58,641
Heat, Light, Water	4,851	5,012
Building Repair & Maintenance	6,464	15,005
Building Insurance	938	1,372
Total	\$133,764	\$151,810

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
CDBG Emergency Assistance (EA)	\$7,000	\$10,000	\$0
CDBG Rehabilitation Loans	\$22,011	\$73,000	\$60,000
HOME Program WHA Loans	\$518,000	\$71,000	\$400,000
CPC Leland Home	\$0	\$400,000	\$400,000
HOME Program TBRA Program	\$355,691	\$180,402	\$162,500
Municipal Housing Trust DPA/EA	\$14,642	\$50,000	\$50,000
Prop Mgmt. 51 Lake St - Hardy Res.	\$100,000	\$100,000	\$100,000
Emergency Warming Center	\$100,000	\$100,000	\$100,000
City Funding: \$561,570		Federal Funding: \$15,000	

HOUSING

PERSONNEL

	Bargaining Unit Position	FY 2020 Grade-Step
1.	*Housing Supervisor	16-6 (L11)
2.	*Asst Housing Supervisor	14-6 (L11)
3.	*Housing Specialist (PT 19 hrs)	12-5
4.	Asst Finance Rehab Advisor	11-6
5.	Administrative Assistant	10-4
6.	Fair Housing Officer	
Subtotal		

FY 2018		FY 2019			FY 2020												
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
				Actual Expenditures	Expenditures Thru 6/30/19												
				1	118,125						88,205.10	118,125.00	1	118,659	1	118,659	118,659
				1	102,529						76,686.09	102,529.00	1	102,995	1	102,995	102,995
				0.5	41,017						29,959.16	41,017.00	0.5	42,627	0.5	42,627	42,627
				1	75,876						56,751.25	75,876.00	1	75,876	1	75,876	75,876
				0.5	32,272						5,222.48	32,272.00	0.5	31,863	0.5	31,863	31,863
					3,000						2,243.67	3,000.00		3,000		3,000	3,000
4	313,609.76	4	372,819	259,067.75	372,819.00	4	375,020		4	375,020	375,020						

Summary of Changes

Adjustments to FY 2019 Positions

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

2,610

Administrative Assistant 10-4

(409)

Explanation

New employee hired at lower step

New Positions

Subtotal

0	0	0	0	0

Grand Total

4	313,609.76	4	372,819	259,067.75	372,819.00	4	375,020	4	375,020	375,020
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HOUSING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	304,678.48	275,949.06	328,802.00	226,864.92	328,802.00	297,530.00	(31,272.00)	297,530.00	297,530.00
5121 Salaries - Part Time	35,357.23	37,660.70	44,017.00	32,202.83	44,017.00	77,490.00	33,473.00	77,490.00	77,490.00
Offset Receipt - CDBG / HOME Program	(13,940.06)	(14,789.00)	(14,789.00)		(14,789.00)	(15,000.00)	(211.00)	(15,000.00)	(15,000.00)
Offset Receipt - CDBG Program Administration	(40,174.40)	(10,252.29)							
General Expenses 001-183-5200									
5242 Office Equipment Repair/Maint	194.26	573.09	300.00	209.46	209.46	200.00	(100.00)	200.00	200.00
5342 Postage	394.61	292.99	300.00	210.00	521.40	400.00	100.00	400.00	400.00
5420 Office Supplies	888.39	616.24	850.00	572.86	819.14	850.00	0.00	850.00	850.00
5731 Conference Expense	75.00	58.36	100.00		0.00	100.00	0.00	100.00	100.00
Hardy Residences 001-183-5200-xxxx-62									
- 62 Hardy Residences Utilities - Expenses from City administration of bldg. offset by rents			25,000.00	20,661.83	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5245 Hardy Residences Building/Grounds Maint			75,000.00	25,600.95	75,000.00	75,000.00	0.00	75,000.00	75,000.00
Equipment & Unusual 001-183-5400									
5389 Warming Center			100,000.00	82,137.77	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5610 HOME Fund - 509 Moody St		380,268.00							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Reallocated funding from Office Equipment Repair/Maint account to Postage	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	285,921.25	288,568.47	358,030.00	259,067.75	358,030.00	360,020.00	1,990.00	360,020.00	360,020.00
General Expenses	1,552.26	1,540.68	101,550.00	47,255.10	101,550.00	101,550.00	0.00	101,550.00	101,550.00
Equipment & Unusual	0.00	380,268.00	100,000.00	82,137.77	100,000.00	100,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	287,473.51	670,377.15	559,580.00	388,460.62	559,580.00	561,570.00	1,990.00	561,570.00	561,570.00

PAINE ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	1,948	2,023
Medical & Life Insurance	26,570	36,626
Heat, Light, Water	16,440	20,555
Building Repair & Maintenance	39,561	17,428
Building Insurance	4,994	7,304
Total	\$89,513	\$83,936

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Private events	36	35	35
City events	8	8	8
School Programs	21	20	20
Public Programs	14	10	10
Total Income	\$76,584	\$76,000	\$76,000

8

Subtotal

FY 2018		FY 2019			FY 2020						
#	Actual Expenditures	#	July - March		Estimated Actual Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
			Budget	Expenditures							
		1	81,598	61,291.49	81,598.00	1	81,910	1	81,910	81,910	
		1	68,088	50,925.81	68,088.00	1	68,088				
2	146,881.11	2	149,686	112,217.30	149,686.00	2	149,998		1	81,910	81,910

Summary of Changes

Adjustments to FY 2019 Positions

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

312

Explanation

SPMG Events Coordinator

4,448

Salary increase subject to collective bargaining

		1	72,536	72,536
0	0	1	72,536	72,536

New Positions

Subtotal

2	146,881.11	2	149,686	112,217.30	149,686.00	2	149,998	2	154,446	154,446
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PAINE ESTATE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	140,477.18	146,881.11	149,686.00	112,217.30	149,686.00	149,998.00	4,760.00	154,446.00	154,446.00
Offset Receipt - Gift	(25,256.40)	(26,472.00)	(27,199.00)		(27,199.00)	(27,303.00)	(104.00)	(27,303.00)	(27,303.00)
General Expenses 001-670-5200									
5291 Custodial Services	8,317.07	8,841.12	12,000.00	6,288.88	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5307 Public Safety Service	18,698.00	15,048.00	18,500.00	8,478.00	18,400.00	18,500.00	0.00	18,500.00	18,500.00
5342 Postage	141.00	147.00	250.00	200.00	250.00	250.00	0.00	250.00	250.00
5343 Printing	699.25		500.00	979.89	979.89	500.00	0.00	500.00	500.00
5382 Pest Control	880.00	845.00	1,100.00	720.00	1,100.00	1,100.00	(100.00)	1,000.00	1,000.00
5420 Office Supplies	668.45	1,867.51	900.00	986.99	900.00	900.00	0.00	900.00	900.00
5430 Building Supplies	2,766.48	455.11	1,500.00	503.71	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5581 Clothing				100.00	100.00	100.00	100.00	100.00	100.00
Equipment & Unusual 001-670-5400									
5868 Event Equipment - Chairs		3,993.73							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5581 Clothing	Increase due to CBA	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	115,220.78	120,409.11	122,487.00	112,217.30	122,487.00	122,695.00	4,656.00	127,143.00	127,143.00
General Expenses	32,170.25	27,203.74	34,750.00	18,257.47	35,229.89	34,850.00	0.00	34,750.00	34,750.00
Equipment & Unusual	0.00	3,993.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	147,391.03	151,606.58	157,237.00	130,474.77	157,716.89	157,545.00	4,656.00	161,893.00	161,893.00

POLICE

STATEMENT OF OBJECTIVES:

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

Community Services: The objectives of the Community Services Division include providing diversified programs reaching out to the citizens of the community. The programs include GREAT, TRIAD, City United, the Waltham Police Athletic League, Housing Liaison Program and Citizens 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 2017	FY 2018
Pension-Contributory/FICA	5,364,913	5,567,953
Pension Administration	490,715	457,878
Medical & Life Insurance	6,494,474	6,539,896
Heat, Light, Water	76,586	75,202
Building Repair & Maintenance	150,128	118,175
Building Insurance	3,705	5,419
Motor Vehicle Insurance	20,914	11,215
Motor Vehicle Maint & Repair	300,581	306,614
Total	\$12,902,016	\$13,082,352

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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total Training <i>Hours</i> in Service	4,200	4,600	4,600
Total Training <i>Hours</i> Specialized	3,027	4,000	5,000
Total Training <i>Hours</i> Firearms	2,140	2,372	2,372
Total Training <i>Hours</i> Firearms - Special	1,291	1,376	1,456
Total Evidence Received	1,021	1,050	1,075
Background Investigations	22	40	40

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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Taxi Inspections	120	120	120
Accidents Reported	2,087	2,100	2,150
Accidents Investigated	1,726	1,800	1,850
Taxi License	100	100	100
Taxi Registrations	60	60	60
F.I.D. Cards Issued	12	15	15
License to Carry Firearms Issued	326	300	300

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 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Arrests	678	650	675
Incapacitated Persons	296	286	277
Traffic Citations Issued	10,181	10,500	11,000
OUI Arrests	46	45	45
Parking Tags Issued	2,134	2,200	2,200
Frequency Checks	9,461	10,250	10,500
Incident Reports Prepared	8,594	8,800	9,000

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION			
<p>The output statement represents an overview of responsibilities and activities conducted by the Detective Division. Report Review reflects the number of reports reviewed by a detective supervisor to determine follow up need. Criminal Investigations represent the number of cases requiring formal follow up by an investigator. Crime Scene Photographs represent the number of digital photographs taken by members of the police department in an effort to facilitate the processing of a crime scene. Aggravated Assault Investigations represent the number of investigations involving rape, robbery, assaults involving a weapon, and murder. Simple Assault Investigations represent investigations of an assault, or an A&B where no weapon is involved. Sex Offender Registration & Auditing represent the number of sex offenders registering annually and the number of audits conducted to verify the information reported. Missing Person Investigations represent the number of investigations into locating missing adults and children. Juvenile Investigations represent the number of investigations involving juveniles as victims of crime. Domestic Violence Investigations represent the number of investigations of domestic violence and restraining order violations the police department responded to and investigated. Property Crime represents the number of investigations involving property such as burglary, motor vehicle breaks, 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.</p>			
Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Report Review	8,637	8,700	8,750
Criminal Investigations	1,691	1,720	1,750
Crime Scene Photographs	5,397	5,420	5,425
Aggravated Assault Investigations	108	109	109
Simple Assault Investigations	273	275	275
Sex Offender Registration	43	43	43
Sex Offender Auditing	86	86	86
Missing Person Investigations	347	350	350
Juvenile Investigations	144	142	143
Domestic Violence Investigations	715	716	715
Property Crime	587	602	603
Incidents @ Liquor License Establishments	1,292	1,310	1,312
Drug Investigations	51	49	48
Prosecution Events	2,447	2,522	2,550

ANIMAL CONTROL			
<p>The Animal Control Officer enforces the state laws and City of Waltham ordinances regarding dogs. This officer also responds to other domestic animal calls and calls regarding wildlife. This officer is also responsible for assuring that stray animals are sheltered or euthanized humanely and according to law. A clinic for rabies control is also run annually under the direction of the Animal Control Officer.</p>			
Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total Calls Answered	770	785	800
Dogs Impounded	54	50	50
Dogs Returned to owner	53	50	50
Dogs Adopted	1	1	1
Dogs Euthanized	0	0	0
Citations Issued	12	12	12
Coyote Calls	31	35	40
Raccoon Calls	57	55	55
Deer/Wildlife Calls	185	200	200
Cat Calls	40	40	40
Dog Calls	418	425	435
Other Animal Calls	28	30	30

City Funding: \$18,253,873	Federal Funding: \$25,000
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POLICE

PERSONNEL

			FY 2018	FY 2019			FY 2020			
Bargaining Unit	Position	FY 2020 Grade-Step	# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	# Department Request	# Recommendation	Mayor's	Council Approval
1.	Police Chief	22-6 (L10.5) (CC 25)		1	228,503	176,912.23	228,503.00	1	228,503	228,503
2.	Deputy Police Chief	18-6 (L10.5) (CC 25)		1	186,606	144,474.83	186,606.00	1	186,606	186,606
3.	PSUP Police Captain	(L10.5) (CC 25)		1	155,564	121,149.52	155,564.00	1	155,564	155,564
4.	PSUP Police Captain	(L10.5) (CC 25)		1	155,564	120,440.90	155,564.00	1	155,564	155,564
5.	PSUP Police Captain	(L10.5) (CC 25)		1	155,564	121,149.51	155,564.00	1	155,564	155,564
6.	PSUP Police Captain	(L9.5) (CC 25)		1	154,157	119,045.83	154,157.00	1	154,157	154,157
7.	PSUP Police Lieutenant	(L10.5) (CC 25)		1	133,447	103,318.96	133,447.00	1	133,447	133,447
8.	PSUP Police Lieutenant	(L10.5) (CC 25)		1	133,447	103,318.94	133,447.00	1	133,447	133,447
9.	PSUP Police Lieutenant	(L10.5) (CC 20)		1	128,110	93,934.22	128,110.00	1	128,110	128,110
10.	PSUP Police Lieutenant	(L9.5) (CC 25)		1	132,240	96,700.89	132,240.00	1	132,240	132,240
11.	PSUP Police Lieutenant Night	(L10.5) (CC 25)		1	141,526	110,539.04	141,526.00	1	141,526	141,526
12.	PSUP Police Lieutenant Night	(L10.5) (CC 25)		1	141,526	111,506.03	141,526.00	1	141,526	141,526
13.	PSUP Police Lieutenant Night	(L10.5) (CC 25)		1	141,526	110,216.71	141,526.00	1	141,526	141,526
14.	PSUP Police Lieutenant Night	(L10.5) (CC 25)		1	141,526	109,572.04	141,526.00	1	141,526	141,526
15.	PSUP Police Lieutenant Night	(L10.5) (CC 10)		1	124,543	97,274.65	124,543.00	1	124,543	124,543
16.	PSUP Police Lieutenant Night	(L9.5) (CC 25)		1	140,245	109,261.21	140,245.00	1	140,245	140,245
17.	PSUP Police Sergeant	(L10.5) (CC 25)		1	113,933	88,469.95	113,933.00	1	113,933	113,933
18.	PSUP Police Sergeant	(L9.5) (CC 25)		1	112,902	87,188.80	112,902.00	1	112,902	112,902
19.	PSUP Police Sergeant	(L9.5) (CC 25)		1	119,685	87,519.90	116,685.00	1	112,902	112,902
20.	PSUP Police Sergeant	(L9.5) (CC 25)		1	119,685	87,519.92	116,685.00	1	112,902	112,902
21.	PSUP Police Sergeant	(L9.5) (CC 20)		1	114,898	88,819.87	111,898.00	1	108,372	108,372
22.	PSUP Police Sergeant	(L9.5) (CC 20)		1	113,848	88,472.77	110,848.00	1	108,372	108,372
23.	PSUP Police Sergeant	(L8.5) (CC 25)		1	111,871	86,931.54	111,871.00	1	111,871	111,871
24.	PSUP Police Sergeant Night	(L10.5) (CC 25)		1	120,778	94,334.93	120,778.00	1	120,778	120,778
25.	PSUP Police Sergeant Night	(L10.5) (CC 25)		1	113,933	90,027.02	115,933.00	1	120,778	120,778
26.	PSUP Police Sergeant Night	(L9.5) (CC 25)		1	112,902	87,703.09	114,902.00	1	119,685	119,685
27.	PSUP Police Sergeant Night	(L9.5) (CC 25)		1	120,778	108,299.42	127,778.00	1	119,685	119,685
28.	PSUP Police Sergeant Night	(L9.5) (CC 25)		1	120,778	124,247.68	127,778.00	1	119,685	119,685
29.	PSUP Police Sergeant Night	(L9.5) (CC 25)		1	119,685	92,699.21	119,685.00	1	119,685	119,685
30.	PSUP Police Sergeant Night	(L9.5) (CC 25)		1	119,685	92,961.86	119,685.00	1	119,685	119,685
31.	PSUP Police Sergeant Night	(L8.5) (CC 20)		1	109,377	111,828.87	117,377.00	1	113,833	113,833
32.	PSUP Police Sergeant Night	(L7.5) (CC 25)		1	117,499	85,443.40	117,499.00	1	117,499	117,499
33.	PSUP Police Sergeant Night	(L7.5) (CC 10)		1	113,933	113,968.62	103,933.00	1	103,385	103,385

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PERSONNEL

PERSONNEL				FY 2018		FY 2019			FY 2020				
Bargaining Unit Position		FY 2020 Grade-Step		Actual Expenditures #	Budget #	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19		Department Request #	Mayor's Recommendation #	Council Approval		
34.	PPAT Police Officer	(L10.5) (CC 25)			1	99,679	77,172.27	99,679.00	1	99,679	1	99,679	
35.	PPAT Police Officer	(L10.5) (CC 25)			1	99,679	77,399.30	99,679.00	1	99,679	1	99,679	
36.	PPAT Police Officer	(L10.5) (CC 25)			1	99,679	77,172.27	99,679.00	1	99,679	1	99,679	
37.	PPAT Police Officer	(L10.5) (CC 25)			1	99,679	77,853.35	99,679.00	1	99,679	1	99,679	
38.	PPAT *Police Officer	(L10.5) (CC 25)			1	99,679	77,616.06	99,679.00	1	101,576	1	101,576	
39.	PPAT *Police Officer	(L10.5) (CC 25)			1	98,777	76,163.75	99,277.00	1	101,576	1	101,576	
40.	PPAT Police Officer	(L10.5) (CC 20)			1	95,691	74,085.47	95,691.00	1	95,691	1	95,691	
41.	PPAT *Police Officer	(L10.5) (CC 20)			1	94,826	73,231.33	95,326.00	1	95,691	1	95,691	
42.	PPAT Police Officer	(L10.5) (CC 10)			1	87,717	68,511.22	87,717.00	1	87,717	1	87,717	
43.	PPAT Police Officer	(L10.5) (CC 10)			1	87,717	68,111.67	87,717.00	1	87,717	1	87,717	
44.	PPAT Police Officer	(L10.5)			1	79,743	61,737.89	79,743.00	1	79,743	1	79,743	
45.	PPAT Police Officer	(L9.5) (CC 25)			1	98,777	76,278.50	98,777.00	1	98,777	1	98,777	
46.	PPAT Police Officer	(L9.5) (CC 25)			1	93,471	69,626.66	93,471.00	1	93,471	1	93,471	
47.	PPAT Police Officer	(L9.5) (CC 25)			1	93,471	71,325.84	93,471.00	1	93,471	1	93,471	
48.	PPAT Police Officer	(L9.5) (CC 20)			1	89,732	69,294.12	89,732.00	1	89,732	1	89,732	
49.	PPAT *Police Officer	(L9.5) (CC 20)			1	89,732	70,281.00	90,632.00	1	94,826	1	94,826	
50.	PPAT Police Officer	(L9.5) (CC 20)			1	89,732	66,228.52	89,732.00	1	89,732	1	89,732	
51.	PPAT Police Officer	(L9.5) (CC 20)			1	89,732	65,615.41	89,732.00	1	89,732	1	89,732	
52.	PPAT Police Officer	(L9.5) (CC 20)			1	94,826	74,523.22	94,826.00	1	96,632	1	96,632	
53.	PPAT *Police Officer	(L9.5) (CC 20)			1	88,913	67,266.99	89,413.00	1	89,720	1	89,720	
54.	PPAT *Police Officer	(L9.5) (CC 20)			1	88,913	64,836.98	89,413.00	1	89,720	1	89,720	
55.	PPAT *Police Officer	(L9.5) (CC 10)			1	81,503	61,661.60	82,003.00	1	82,243	1	82,243	
56.	PPAT Police Officer	(L9.5)			1	74,777	57,745.31	74,777.00	1	74,777	1	74,777	
57.	PPAT Police Officer	(L8.5) (CC 25)			1	92,617	71,546.40	92,617.00	1	92,617	1	92,617	
58.	PPAT Police Officer	(L8.5) (CC 25)			1	103,570	75,391.50	102,570.00	1	92,617	1	92,617	
59.	PPAT Police Officer	(L8.5)			1	74,094	57,068.66	74,094.00	1	74,094	1	74,094	
60.	PPAT Police Officer	(L8.5)			1	74,094	57,743.65	77,094.00	1	83,118	1	83,118	
61.	PPAT Police Officer	(L8.5)			1	74,094	57,574.93	74,094.00	1	74,094	1	74,094	
62.	PPAT Police Officer	(L8.5)			1	77,925	56,726.31	74,094.00	1	75,568	1	75,568	
63.	PPAT Police Officer	(L7.5) (CC 25)			1	97,406	74,069.11	96,406.00	1	91,751	1	91,751	
64.	PPAT Police Officer	(L7.5) (CC 25)			1	102,616	72,609.70	101,616.00	1	93,583	1	93,583	
65.	PPAT Police Officer	(L7.5) (CC 20)			1	93,510	66,896.14	92,510.00	1	88,081	1	88,081	
66.	PPAT Police Officer	(L7.5) (CC 10)			1	85,718	62,950.56	84,718.00	1	80,741	1	80,741	
67.	PPAT Police Officer	(L7.5)			1	77,925	56,559.14	76,925.00	1	73,401	1	73,401	
68.	PPAT Police Officer Night	(L10.5) (CC 25)			1	105,479	81,903.55	105,479.00	1	105,479	1	105,479	
69.	PPAT Police Officer Night	(L10.5) (CC 25)			1	105,479	81,903.60	105,479.00	1	105,479	1	105,479	
70.	PPAT *Police Officer Night	(L10.5) (CC 25)			1	105,479	81,663.39	105,479.00	1	107,398	1	107,398	
71.	PPAT Police Officer Night	(L10.5) (CC 10)			1	92,823	72,075.22	92,823.00	1	92,823	1	92,823	
72.	PPAT Police Officer Night	(L10.5)			1	79,021	61,411.86	80,721.00	1	84,372	1	84,372	
73.	PPAT Police Officer Night	(L9.5) (CC 25)			1	104,525	80,955.55	104,525.00	1	104,525	1	104,525	
74.	PPAT Police Officer Night	(L9.5) (CC 25)			1	99,219	77,298.00	99,219.00	1	99,219	1	99,219	
75.	PPAT *Police Officer Night	(L9.5) (CC 20)			1	94,380	68,824.15	94,880.00	1	95,236	1	95,236	
76.	PPAT Police Officer Night	(L9.5) (CC 20)			1	89,732	71,672.11	90,232.00	1	97,059	1	97,059	
77.	PPAT Police Officer Night	(L9.5) (CC 10)			1	86,923	68,294.98	88,623.00	1	91,969	1	91,969	
78.	PPAT *Police Officer Night	(L9.5) (CC 10)			1	87,313	68,068.34	88,813.00	1	91,969	1	91,969	

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		FY 2018			FY 2019			FY 2020			
Bargaining Unit Position		FY 2020 Grade-Step	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	#	Mayor's Recommendation	Council Approval
79.	PPAT *Police Officer Night	(L9.5) (CC 10)		1	87,313	63,846.18	87,313.00	1	88,972	88,972	88,972
80.	PPAT Police Officer Night	(L9.5)		1	74,094	57,614.67	74,594.00	1	79,364	79,364	79,364
81.	PPAT Police Officer Night	(L9.5)		1	83,620	64,573.71	83,620.00	1	83,620	83,620	83,620
82.	PPAT Police Officer Night	(L8.5) (CC 25)		1	98,312	75,722.18	98,312.00	1	98,312	98,312	98,312
83.	PPAT *Police Officer Night	(L8.5) (CC 25)		1	98,312	77,822.03	98,312.00	1	100,178	100,178	100,178
84.	PPAT Police Officer Night	(L8.5) (CC 25)		1	98,312	75,722.18	98,312.00	1	98,312	98,312	98,312
85.	PPAT *Police Officer Night	(L8.5) (CC 25)		1	98,312	76,617.86	98,312.00	1	100,178	100,178	100,178
86.	PPAT *Police Officer Night	(L8.5) (CC 20)		1	94,380	68,824.08	94,380.00	1	96,172	96,172	96,172
87.	PPAT Police Officer Night	(L8.5) (CC 20)		1	94,380	68,824.09	94,380.00	1	94,380	94,380	94,380
88.	PPAT Police Officer Night	(L8.5) (CC 20)		1	94,380	73,553.13	94,380.00	1	94,380	94,380	94,380
89.	PPAT Police Officer Night	(L8.5) (CC 20)		1	99,427	72,547.51	94,380.00	1	94,380	94,380	94,380
90.	PPAT *Police Officer Night	(L8.5)		1	78,650	58,796.31	78,650.00	1	82,138	82,138	82,138
91.	PPAT *Police Officer Night	(L8.5)		1	78,650	57,711.92	78,650.00	1	82,138	82,138	82,138
92.	PPAT Police Officer Night	(L8.5)		1	78,650	60,757.09	78,650.00	1	78,650	78,650	78,650
93.	PPAT Police Officer Night	(L7.5) (CC 25)		1	97,406	70,831.08	97,406.00	1	97,406	97,406	97,406
94.	PPAT Police Officer Night	(L7.5) (CC 20)		1	93,510	67,997.83	93,510.00	1	93,510	93,510	93,510
95.	PPAT Police Officer Night	(L7.5) (CC 20)		1	93,510	67,997.78	93,510.00	1	93,510	93,510	93,510
96.	PPAT Police Officer Night	(L7.5) (CC 20)		1	93,510	62,331.34	85,706.00	1	87,339	87,339	87,339
97.	PPAT *Police Officer Night	(CC 25)		1	86,986	62,989.15	90,598.00	1	90,598	90,598	90,598
98.	PPAT *Police Officer Night	(CC 25)		1	91,638	68,757.38	91,638.00	1	92,332	92,332	92,332
99.	PPAT Police Officer Night	(CC 25)		1	90,610	55,620.51	90,610.00	1	90,610	90,610	90,610
100.	PPAT Police Officer Night	(CC 20)		1	86,986	62,196.79	86,986.00	1	86,986	86,986	86,986
101.	PPAT Police Officer Night	(CC 20)		1	86,986	63,781.46	86,986.00	1	86,986	86,986	86,986
102.	PPAT Police Officer Night	(CC 20)		1	86,986	62,196.82	86,986.00	1	86,986	86,986	86,986
103.	PPAT Police Officer Night	(CC 20)		1	86,986	63,583.43	86,986.00	1	86,986	86,986	86,986
104.	PPAT Police Officer Night	(CC 20)		1	86,986	61,800.61	86,986.00	1	86,986	86,986	86,986
105.	PPAT *Police Officer Night	(CC 20)		1	91,638	67,479.43	91,638.00	1	93,042	93,042	93,042
106.	PPAT *Police Officer Night	(CC 20)		1	86,986	61,748.36	86,986.00	1	93,042	93,042	93,042
107.	PPAT Police Officer Night	(CC 20)		1	86,986	53,107.80	86,986.00	1	86,986	86,986	86,986
108.	PPAT Police Officer Night	(CC 20)		1	86,986	61,748.36	86,986.00	1	86,986	86,986	86,986
109.	PPAT Police Officer Night	(CC 20)		1	86,986	62,132.37	86,986.00	1	86,986	86,986	86,986
110.	PPAT Police Officer Night	(CC 20)		1	86,986	68,926.25	86,986.00	1	86,986	86,986	86,986
111.	PPAT Police Officer Night	(CC 20)		1	86,986	66,817.89	86,986.00	1	86,986	86,986	86,986
112.	PPAT Police Officer Night	(CC 20)		1	86,986	48,689.23	86,986.00	1	86,986	86,986	86,986
113.	PPAT Police Officer Night	(CC 20)		1	86,986	56,152.87	86,986.00	1	86,986	86,986	86,986
114.	PPAT Police Officer Night	(CC 20)		1	86,986	53,359.21	86,986.00	1	86,986	86,986	86,986
115.	PPAT Police Officer Night	(CC 20)		1	86,986	56,152.88	86,986.00	1	86,986	86,986	86,986
116.	PPAT Police Officer Night	(CC 20)		1	86,986	49,160.99	86,986.00	1	86,986	86,986	86,986
117.	PPAT Police Officer Night	(CC 20)		1	86,986	22,113.52	86,986.00	1	86,986	86,986	86,986
118.	PPAT Police Officer Night	(CC 20)		1	86,986	22,113.52	86,986.00	1	86,986	86,986	86,986
119.	PPAT Police Officer Night	(CC 20)		1	86,986	22,113.52	86,986.00	1	86,986	86,986	86,986
120.	PPAT Police Officer Night	(CC 20)		1	86,986	22,113.52	86,986.00	1	86,986	86,986	86,986
121.	PPAT Police Officer Night	(CC 20)		1	97,406	66,727.65	86,986.00	1	86,986	86,986	86,986
122.	PPAT Police Officer Night	(CC 20)		1	93,510	65,653.23	86,986.00	1	86,986	86,986	86,986
123.	PPAT Police Officer Night	(CC 20)		1	98,312	71,691.80	86,986.00	1	86,986	86,986	86,986

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PERSONNEL			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
124. PPAT	Police Officer Night	(CC 20)	1	89,732	1	89,732	67,390.96	86,986.00	1	86,986	1	86,986	86,986
125. PPAT	Police Officer Night	(CC 20)	1	74,777	1	74,777	56,893.80	86,986.00	1	86,986	1	86,986	86,986
126. PPAT	Police Officer Night	(CC 20)	1	93,471	1	93,471	73,245.68	86,986.00	1	86,986	1	86,986	86,986
127. PPAT	Police Officer Night	(CC 20)	1	74,094	1	74,094	58,081.17	86,986.00	1	86,986	1	86,986	86,986
128. PPAT	Police Officer Night	(CC 20)	1	86,986	1	86,986	29,150.25	86,986.00	1	86,986	1	86,986	86,986
129. PPAT	Police Officer Night	(CC 20)	1	101,260	1	101,260	95,422.18	86,986.00	1	86,986	1	86,986	86,986
130. PPAT	Police Officer Night	(CC 20)	1	99,427	1	99,427	62,383.35	86,986.00	1	86,986	1	86,986	86,986
131. PPAT	Police Officer Night	(CC 20)	1	101,260	1	101,260	100,724.63	86,986.00	1	86,986	1	86,986	86,986
132. PPAT	Police Officer Night	(CC 20)	1	104,525	1	104,525	72,751.49	86,986.00	1	86,986	1	86,986	86,986
133. PPAT	Police Officer Night	(CC 20)	1	98,511	1	98,511	67,964.56	86,986.00	1	86,986	1	86,986	86,986
134. PPAT	Police Officer Night	(CC 20)	1	93,471	1	93,471	72,394.19	86,986.00	1	86,986	1	86,986	86,986
135. PPAT	Police Officer Night		1	72,489	1	72,489	54,802.06	72,489.00	1	72,489	1	72,489	72,489
136. PPAT	Police Officer Night		1	72,489	1	72,489	51,500.71	72,489.00	1	72,489	1	72,489	72,489
137. PPAT	Police Officer Night		1	72,489	1	72,489	51,830.86	72,489.00	1	72,489	1	72,489	72,489
138. PPAT	*Police Officer Night		1	72,489	1	72,489	56,211.66	72,489.00	1	73,860	1	73,860	73,860
139. PPAT	Police Officer Night		1	72,489	1	72,489	51,500.78	72,489.00	1	72,489	1	72,489	72,489
140. PPAT	Police Officer Night		1	72,489	1	72,489	51,500.80	72,489.00	1	72,489	1	72,489	72,489
141. PPAT	*Police Officer Night		1	72,489	1	72,489	52,161.03	72,489.00	1	73,860	1	73,860	73,860
142. PPAT	Police Officer Maint	(L10.5) (CC 10)	1	87,717	1	87,717	67,911.89	87,717.00	1	87,717	1	87,717	87,717
143. PPAT	Police Officer Safety	(L10.5) (CC 10)	1	87,717	1	87,717	68,311.46	87,717.00	1	87,717	1	87,717	87,717
144. PPAT	Police Officer SRO	(L9.5) (CC 25)	1	93,471	1	93,471	70,626.23	93,471.00	1	93,471	1	93,471	93,471
145. PPAT	Police Officer SRO	(L9.5) (CC 25)	1	45,460	1	45,460	22,113.52	93,471.00	1	93,471	1	93,471	93,471
146. PPAT	Police Officer SRO	(L9.5) (CC 20)	1	45,460	1	45,460	22,113.52	89,732.00	1	89,732	1	89,732	89,732
147. PPAT	Police Officer SRO	(L9.5)	1	45,460	1	45,460	22,113.52	74,777.00	1	74,777	1	74,777	74,777
148. PPAT	Police Officer SRO	(L8.5) (CC 25)	1	45,460	1	45,460	22,113.52	92,617.00	1	92,617	1	92,617	92,617
149. PPAT	Police Officer SRO	(L8.5) (CC 25)	1	92,617	1	92,617	71,335.39	92,617.00	1	92,617	1	92,617	92,617
150. PPAT	Police Officer SRO	(L8.5) (CC 25)	1	92,617	1	92,617	68,382.24	92,617.00	1	92,617	1	92,617	92,617
151. PPAT	Police Officer SRO	(L8.5) (CC 25)	1	45,460	1	45,460	22,113.52	92,617.00	1	92,617	1	92,617	92,617
152. PPAT	Police Officer SRO	(L8.5) (CC 20)	1	88,913	1	88,913	64,836.99	88,913.00	1	88,913	1	88,913	88,913
153. PPAT	Police Officer SRO	(L8.5) (CC 20)	1	45,460	1	45,460	22,113.52	88,913.00	1	88,913	1	88,913	88,913
154. PPAT	Police Officer SRO	(L8.5)	1	45,460	1	45,460		74,094.00	1	74,094	1	74,094	74,094
155.	*Cadet Program		1	52,865	1	52,865	39,194.60	52,865.00	1	54,921	1	54,921	54,921
156.	*Cadet Program		1	52,031	1	52,031	38,146.81	52,031.00	1	54,053	1	54,053	54,053
157.	*Cadet Program		1	45,489	1	45,489	35,718.92	45,489.00	1	50,086	1	50,086	50,086
158.	Cadet Program		1	52,031	1	52,031	16,800.42	52,031.00	1	48,372	1	48,372	48,372
159.	Cadet Program		1	48,681	1	48,681	15,569.79	48,681.00	1	48,372	1	48,372	48,372
160. TRAF	School Traffic Supervisor		45	392,842	45	392,842	270,824.61	392,842.00	43	375,832	43	375,832	375,832
161.	Business Manager	15-6 (L11)	1	110,413	1	110,413	82,582.89	110,413.00	1	110,413	1	110,413	110,413
162. SPMG	*Animal Control Officer	11-6 (L9)	1	83,286	1	83,286	62,150.79	83,286.00	1	85,357	1	85,357	85,357

POLICE

PERSONNEL

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
163.	Administrative Assistant	10-6 (L11)	1		1	78,097	58,412.64	78,097.00	1	78,097	1	78,097	78,097
164.	Office Coordinator	9-6 (L10)	1		1	71,778	53,656.20	71,778.00	1	71,778	1	71,778	71,778
165.	Principal Office Assistant	8-6 (L9)	1		1	66,574	49,793.65	66,574.00					
166.	*Principal Office Assistant	8-5	1		1	59,164	43,965.09	59,164.00	1	61,077	1	61,077	61,077
167.	*Associate Office Assistant	7-2	1		1	47,673	18,102.74	31,782.00	1	48,907	1	48,907	48,907
168.	Proj Coord - Community Policing		1		1	29,432	22,013.55	29,432.00	1	29,432	1	29,432	29,432
169.	Animal Inspector					1,500	1,122.03	1,500.00		1,500		1,500	1,500
170.	School Safety Officer					3,105	2,322.45	3,105.00		3,105		3,105	3,105
171.	*Part Time					28,220	18,258.34	28,220.00		29,432		29,432	29,432
Subtotal			202	14,596,445.64	212	16,124,589	11,831,848.46	16,305,491.00	209	16,259,772	209	16,259,772	16,259,772

Summary of Changes

Adjustments to FY 2019 Positions

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

101,886

Explanation

Per contractual obligation for Longevity increases there'll be 15 - police officers, 1 - Prin Off Asst & 2 - STSs; for Longevity eligible there'll be 2 - STSs; for Step Raises there'll be 27 - police officers, 1 - Assoc Off Asst & 5 - police cadets; and for College Incentive increases there'll be 2 - police officers + 8 - new police officers.

PSUP Police Sergeants

(25,568)

Shift changes

PSUP Police Sergeants Night

5,350

Internal promotions and changes in shifts, longevity, and college credits

PPAT Police Officers

(33,904)

Changes in shifts and Field Training

PPAT Police Officers Night

(77,162)

Changes in shifts, Field Training, longevity, and college credits

PPAT Police Officer SROs

288,001

Previously funded for 9 months, replaced with higher college credits/longevity

POLICE

PERSONNEL

FY 2018		FY 2019			FY 2020				
Actual			July - March	Estimated		Department		Mayor's	Council
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/19	#	Request	#	Recommendation	Approval
New employee to be hired at lower step									
New employee to be hired at lower step									
Decreased the number of STS positions by 2 - FY19 request never materialized.									
Request upgrade from Principal Office Assistant to Office Coordinator because this position exercises assignment responsibilities and has authority similar to a police supervisor.					1	71,507	1	71,507	71,507
Request one new Police Sergeant position for supervising the increased number of School Resource Officers. Day rate with 11 - holidays, 25% college and 9.5% longevity.					1	112,902		0	0
					2	184,409	1	71,507	71,507

202	14,596,445.64	212	16,124,589	11,831,848.46	16,305,491.00	211	16,444,181	210	16,331,279	16,331,279
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POLICE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	3,612,543.92	3,656,997.19	3,904,103.00	2,897,238.92	3,872,713.35	4,046,704.00	29,699.00	3,933,802.00	3,933,802.00
5112 Wages - Full Time	7,298,120.52	7,235,320.05	8,131,911.00	5,714,785.94	8,288,491.65	8,422,616.00	290,705.00	8,422,616.00	8,422,616.00
5121 Salaries - Part Time	338,788.38	368,546.97	397,447.00	274,269.09	397,447.00	380,437.00	(17,010.00)	380,437.00	380,437.00
5131 Overtime	1,270,870.59	1,873,579.67	1,000,000.00	1,218,702.23	1,450,000.00	1,100,000.00	50,000.00	1,050,000.00	1,050,000.00
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	969,173.07	988,843.90	972,076.00	1,031,494.90	1,031,500.00	922,756.00	(49,320.00)	922,756.00	922,756.00
5142 College Credits	1,780,696.63	1,850,506.74	1,970,650.00	1,473,934.18	1,962,050.00	1,963,000.00	(7,650.00)	1,963,000.00	1,963,000.00
5143 Holiday	483,055.33	496,230.79	757,155.00	440,125.43	753,289.00	753,289.00	(3,866.00)	753,289.00	753,289.00
5148 STS-CPR Stipend		12,000.00	13,950.00	8,700.00	8,700.00	13,330.00	(620.00)	13,330.00	13,330.00
Receipt Offset - Grant	(97,646.22)	(82,737.87)	(25,000.00)		(25,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)
General Expenses 001-210-5200									
5241 Equipment Repair/Maint	4,495.50	3,240.00	3,000.00	580.50	2,200.00	3,000.00	0.00	3,000.00	3,000.00
5242 Office Equipment Repair/Maint	3,025.60	3,733.40	4,000.00	4,690.85	5,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5243 Computer Equip Repair/Maint	32,014.75	30,916.00	36,000.00	31,750.00	36,000.00	36,000.00	0.00	36,000.00	36,000.00
5244 Motor Equipment Repair/Maint - Motorcycles						6,000.00	5,000.00	5,000.00	5,000.00
5245 Building/Grounds Maint				856.68	2,500.00	3,000.00	2,000.00	2,000.00	2,000.00
5255 Vehicle Washing	5,103.00	4,500.00	6,000.00	859.50	6,500.00	6,500.00	(500.00)	5,500.00	5,500.00
5291 Custodial Services	4,793.55	6,255.50	8,000.00	2,705.06	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5306 Medical Services	79,663.56	68,330.36	100,000.00	76,426.34	110,000.00	100,000.00	0.00	100,000.00	100,000.00
5312 Training	30,264.32	39,293.86	40,000.00	14,082.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5340 Communication	52,325.91	54,551.50	49,000.00	40,553.11	54,000.00	54,000.00	5,000.00	54,000.00	54,000.00
5342 Postage	2,015.69	1,999.83	2,000.00	1,643.60	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5343 Printing	3,334.73	3,472.59	4,500.00	2,214.98	6,000.00	6,000.00	0.00	4,500.00	4,500.00
5386 Accreditation	2,442.48	1,805.16	3,000.00	2,400.00	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5420 Office Supplies	4,035.95	6,708.12	8,000.00	6,453.26	8,000.00	8,000.00	(1,000.00)	7,000.00	7,000.00
5424 Computer Supplies	10,506.48	6,227.11	9,500.00	4,819.10	9,500.00	9,500.00	(1,500.00)	8,000.00	8,000.00
5430 Building Supplies	4,254.02	2,626.46	6,000.00	2,013.77	5,000.00	5,000.00	(2,000.00)	4,000.00	4,000.00
5470 Public Safety Supplies	9,592.34	6,400.12	10,000.00	5,254.67	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5490 Food Supplies	3,293.57	2,765.06	4,500.00	2,082.37	6,000.00	7,000.00	1,500.00	6,000.00	6,000.00
5500 Medical Supplies	274.28	417.10	1,000.00	2,911.84	3,500.00	3,500.00	2,500.00	3,500.00	3,500.00
5510 Education Supplies	3,377.85	1,816.95	1,000.00	793.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	725.25	959.83	750.00	637.85	750.00	750.00	0.00	750.00	750.00
5582 Photo Supplies		453.13	500.00		500.00	500.00	0.00	500.00	500.00
5587 Tools	778.18	522.35	500.00	7.99	500.00	500.00	0.00	500.00	500.00
5730 Dues	2,659.00	3,110.00	4,150.00	2,415.00	3,650.00	3,650.00	(500.00)	3,650.00	3,650.00
5733 Licenses Taxi / Medallions	737.00	62.00	1,000.00		200.00	200.00	(800.00)	200.00	200.00

POLICE

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400									
5306 Boarding / Care of Animals	2,673.48	2,286.53	5,000.00	1,185.71	4,000.00	5,000.00	(1,000.00)	4,000.00	4,000.00
5312 Training Academy Fee	6,199.98	5,166.70	7,435.00	7,434.71	7,434.71	9,468.00	2,033.00	9,468.00	9,468.00
5315 Legal Issues	38,375.00	36,399.00	41,900.00	524.00	41,900.00	41,900.00	0.00	41,900.00	41,900.00
5392-21 COP	1,489.32	1,599.22	3,000.00	1,121.74	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	3,475.99	4,000.00	4,000.00	341.97	4,000.00	20,000.00	16,000.00	20,000.00	20,000.00
5392-23 Domestic Violence			500.00		500.00	500.00	0.00	500.00	500.00
5392-24 K-9 Unit	623.88	3,000.00	3,000.00		0.00	3,000.00	0.00	3,000.00	3,000.00
5392-25 NEMLEC	8,779.70	12,587.10	14,500.00	8,000.97	14,500.00	14,500.00	0.00	14,500.00	14,500.00
5392-26 Recreational - PAL	3,000.00	3,000.00	4,000.00	2,574.00	4,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5392-27 PAL-Summer Youth Program	2,791.86	3,000.00	4,000.00	1,554.00	4,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5850 Safety Equipment	5,975.84	3,660.36	6,000.00	1,109.80	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5852 Firearm Range Service	27,296.20		29,500.00	12,946.00	29,500.00	29,500.00	0.00	29,500.00	29,500.00
5853 Firearms/ Ammunition	56,474.17	69,178.00	65,000.00	17,331.10	93,000.00	65,000.00	0.00	65,000.00	65,000.00
5856 Photography Equipment		3,000.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5871 Bicycle Equipment	2,000.00	1,830.22	3,000.00	75.96	3,000.00	3,500.00	500.00	3,500.00	3,500.00
5872 Cruiser Equipment	3,683.50	4,727.30	7,000.00	1,132.14	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment		3,000.00	3,000.00		3,000.00	5,000.00	2,000.00	5,000.00	5,000.00
Special Items 001-210-5500									
5190 Uniform Allowance 154 @ 1,150 / 1 @ 2,300	170,200.00	174,550.00	179,400.00	165,600.00	179,400.00	179,400.00	0.00	179,400.00	179,400.00
5190 Uniform Allowance (Repair/Replace)	1,966.94		8,750.00	514.43	8,750.00	23,000.00	14,250.00	23,000.00	23,000.00
5196 Uniforms-Special Positions	7,045.80	6,311.53	17,500.00	13,475.89	17,500.00	17,500.00	0.00	17,500.00	17,500.00
5197 Uniform Allowance Civilians	2,833.87	1,176.00	2,500.00	667.97	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 43 @ 425	12,000.00	12,375.00	19,125.00	14,025.00	14,025.00	18,275.00	(850.00)	18,275.00	18,275.00
5198 Uniform Allowance - STS / new hires	2,315.59	6,037.67	5,600.00	2,852.40	4,311.00	4,000.00	(1,600.00)	4,000.00	4,000.00
5471 Patches & Badges	2,482.07	992.74	5,000.00	1,994.25	6,495.00	7,500.00	2,500.00	7,500.00	7,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	This increase is a projection based on previous year's experience. In FY19 we had unspent salaries that covered the overage	100,000.00
5242 Office Equipment Repair/Maint	There's been increased copier usage due to training needs for both, in-house training and citizen academies.	1,000.00
5244 Motor Equipment Repair/Maint - Motorcycles	The police department has an officer who has been trained in motorcycle repair so he will now be doing repairs on your fleet when they arise. In years past motorcycle maintenance/repair was arranged and funded through the public vehicles department so they provided us with this estimated cost to request.	6,000.00
5245 Building/Grounds Maint	This line item is being added as a more appropriate acct for contractual services so some costs will shift from building supplies acct 5430 (i.e. locksmith).	3,000.00
5255 Vehicle Washing	This request is being based on recent spending history.	500.00

POLICE

EXPENDITURES

Classification	FY 2017	FY 2018	Budget	FY 2019	Estimated Expenditures Thru 6/30/19	FY 2020			
	Actual Expenditures	Actual Expenditures		July - March Actual Expenditures		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5340 Communication	This request is being based on recent spending history.					5,000.00			
5343 Printing	Increase required due to recruitment brochures & posters; business cards for SROs, lateral movement & new hires; and department letterhead.					1,500.00			
5386 Accreditation	There'll be a mock assessment in Sept 2019 & the official assessment in May/Jun 2020 so costs of required items will increase (i.e. printing, office supplies, meals).					1,000.00			
5490 Food Supplies	Projection is based on this year's experience thus far w/the prisoner meal cost increase, and light refreshments for retirement & promotion ceremonies.					2,500.00			
5500 Medical Supplies	Increased need of medical apparatus/devices required for officers injured on duty; plus the cost of restocking the department's first aid cabinet.					2,500.00			
5312 Training Academy Fee	Increase due to contractual obligation.					2,033.00			
5392-22 SRO / GREAT	Increase due to the number of participants (youth) in both, the school year and summer programs. Plus an elementary program is being added.					16,000.00			
5392-26 Recreational - PAL	Increase due to the number of (youth) participants registering for these athletic programs; plus the additional cost of t-shirts, equipment, trophies, etc.					1,000.00			
5392-27 PAL-Summer Youth Program	Increase due to the number of (youth) participants registering for these athletic programs; plus the additional cost of t-shirts, equipment, trophies, etc.					1,000.00			
5871 Bicycle Equipment	This increase is for the cost of bicycle tune-ups, batteries for the electric bikes, & any other required services/items to keep the fleet functioning appropriately.					500.00			
5875 Mobile Radios & Equipment	There will be an increased cost for new replacement radios & batteries; plus additional radios/batteries will be required for special police officers.					2,000.00			
5190 Uniform Allowance (Repair/Replace)	We anticipate there'll be 10 new police recruits @ \$2,000 ea.(consistent with Fire Department); plus we'll need an additional \$3,000 for repair & replacement costs.					14,250.00			
5471 Patches & Badges	Due to an abundance in turnover, & adding new spec officers, there's an increased need for patches, badges, & hat shields for retirees, promotions & new recruits.					2,500.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	15,655,602.22	16,399,287.44	17,172,292.00	13,059,250.69	17,789,191.00	17,627,132.00	291,938.00	17,464,230.00	17,464,230.00
General Expenses	259,713.01	250,166.43	302,400.00	206,151.47	323,800.00	323,100.00	11,700.00	314,100.00	314,100.00
Equipment & Unusual	162,838.92	156,434.43	201,835.00	55,332.10	225,834.71	224,368.00	21,533.00	223,368.00	223,368.00
Special Items	198,844.27	201,442.94	237,875.00	199,129.94	232,981.00	252,175.00	14,300.00	252,175.00	252,175.00
Total Operating Budget	16,276,998.42	17,007,331.24	17,914,402.00	13,519,864.20	18,571,806.71	18,426,775.00	339,471.00	18,253,873.00	18,253,873.00

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Calls For Service	34,581	36,050	36,200
Police - CAD entries	48,786	49,750	49,925
Fire	8,967	9,050	9,100
Medical	7,815	8,300	8,475
EMD Quality Control Reviews	1,628	1,595	1,600
Police Quality Controls	605	850	975
911 Calls Received	15,410	15,775	16,000
R911 Messages Sent	19	18	20

City Funding: \$2,016,828	State Funding: \$100,000
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DISPATCH

PERSONNEL

		FY 2018		FY 2019			FY 2020						
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	SPMG *Chief Emerg Tele Disp	14-5 (L11)	1		1	99,391	73,656.15	99,391.00	1	102,129	1	102,129	102,129
2.	FAOP ETD Supervisor	(L6)	1		1	82,799	63,916.90	82,799.00	1	82,799	1	82,799	82,799
3.	FAOP ETD Supervisor Night	(L6)	1		1	88,406	67,897.17	88,406.00	1	88,406	1	88,406	88,406
4.	FAOP ETD Supervisor Night	(L5)	1		1	87,572	68,001.82	87,572.00	1	87,572	1	87,572	87,572
5.	FAOP Sr Fire Alarm Operator Night	(L7)	1		1	89,240	68,661.39	89,240.00	1	89,240	1	89,240	89,240
6.	FAOP Emerg Tel Dispatcher	6 (L7)	1		1	71,244	54,649.92	71,244.00	1	71,244	1	71,244	71,244
7.	FAOP Emerg Tel Dispatcher	6 (L5)	1		1	69,913	53,811.03	69,913.00	1	69,913	1	69,913	69,913
8.	FAOP Emerg Tel Dispatcher	5	1		1	64,230	45,387.00	64,000.00	1	62,359	1	62,359	62,359
9.	FAOP Emerg Tel Dispatcher	5	1		1	64,230	45,632.28	64,000.00	1	62,359	1	62,359	62,359
10.	FAOP Emerg Tel Dispatcher	5	1		1	64,230	45,235.43	65,000.00	1	62,359	1	62,359	62,359
11.	FAOP Emerg Tel Dispatcher	4	1		1	62,729	44,329.65	64,000.00	1	60,908	1	60,908	60,908
12.	FAOP Emerg Tel Dispatcher Night	6 (L6)	1		1	75,331	58,143.27	75,331.00	1	75,331	1	75,331	75,331
13.	FAOP Emerg Tel Dispatcher Night	6 (L6)	1		1	75,331	58,143.28	75,331.00	1	75,331	1	75,331	75,331
14.	FAOP Emerg Tel Dispatcher Night	6 (L5)	1		1	74,620	58,149.10	74,620.00	1	74,620	1	74,620	74,620
15.	FAOP Emerg Tel Dispatcher Night	6 (L5)	1		1	74,620	57,943.93	74,620.00	1	74,620	1	74,620	74,620
16.	FAOP Emerg Tel Dispatcher Night	6	1		1	71,067	53,583.59	71,067.00	1	71,067	1	71,067	71,067
17.	FAOP Emerg Tel Dispatcher Night	6	1		1	66,583	53,889.02	68,000.00	1	71,067	1	71,067	71,067
18.	FAOP Emerg Tel Dispatcher Night	6	1		1	62,555	50,335.97	65,000.00	1	69,179	1	69,179	69,179
19.	FAOP *Emerg Tel Dispatcher Night	4	1		1	63,473	47,754.53	65,000.00	1	65,778	1	65,778	65,778
20.	FAOP *Emerg Tel Dispatcher Night	4	1		1	63,473	48,035.16	64,000.00	1	65,778	1	65,778	65,778
21.	FAOP *Emerg Tel Dispatcher Night	4	1		1	62,729	47,139.97	64,000.00	1	64,994	1	64,994	64,994
22.	FAOP *Emerg Tel Dispatcher Night	4	1		1	62,729	46,881.25	64,000.00	1	64,994	1	64,994	64,994
23.	FAOP *Emerg Tel Dispatcher Night	4	1		1	62,729	47,437.67	64,000.00	1	64,994	1	64,994	64,994
24.	FAOP *Emerg Tel Dispatcher Night	3	1		1	56,210	29,481.71	58,000.00	1	63,294	1	63,294	63,294
25.	FAOP Emerg Tel Dispatcher Night	3	1		1	71,067	53,079.89	55,000.00	1	60,723	1	60,723	60,723
Subtotal			24	1,578,242.75	25	1,786,501	1,341,177.08	1,783,534.00	25	1,801,058	25	1,801,058	1,801,058

DISPATCH

PERSONNEL

FY 2018		FY 2019				FY 2020				
Actual		July - March		Estimated	Department		Mayor's		Council	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/19	#	Request	#	Recommendation	Approval

Bargaining Unit Position FY 2020 Grade-Step

Summary of Changes**Adjustments to FY 2019 Positions**

Step Raises/Longevity/Contract Settlement included in * position salary		23,381		Per contractual obligation there will be step increases for 13 - ETDs; plus a longevity increase for 1 - ETD Supervisor
FAOP Emerg Tel Dispatcher	5	(1,871)		Employee switched from night to day shift
FAOP Emerg Tel Dispatcher	5	(1,871)		Employee switched from night to day shift
FAOP Emerg Tel Dispatcher	5	(1,871)		Employee switched from night to day shift
FAOP Emerg Tel Dispatcher	4	(1,821)		Employee switched from night to day shift
FAOP Emerg Tel Dispatcher Night	6	4,484		Employee switched from day to night shift
FAOP Emerg Tel Dispatcher Night	6	6,624		Employee switched from day to night shift
FAOP Emerg Tel Dispatcher Night	3	(10,344)		New employee to be hired at lower step

Explanation**New Positions**

Subtotal

Grand Total

0	0		0		0		0		0

24	1,578,242.75	25	1,786,501	1,341,177.08	1,783,534.00	25	1,801,058	25	1,801,058	1,801,058
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DISPATCH

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,402,636.39	1,448,602.18	1,660,742.00	1,220,112.46	1,649,277.06	1,674,824.00	14,082.00	1,674,824.00	1,674,824.00
5131 Overtime - Callbacks Nt	323,730.91	364,740.64	225,000.00	116,376.28	175,000.00	225,000.00	0.00	225,000.00	225,000.00
5141 Longevity	72,993.04	46,591.48	41,155.00	41,152.94	41,152.94	41,155.00	0.00	41,155.00	41,155.00
5143 Holiday	83,181.45	83,049.09	93,104.00	79,911.68	93,104.00	95,733.00	2,629.00	95,733.00	95,733.00
5144 Out of Grade / FTO	8,471.76	8,796.87	24,775.00	9,979.87	24,775.00	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(169,411.94)	(150,072.44)	(100,000.00)		(100,000.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
General Expenses 001-215-5200									
5242 Office Equipment Repair/Maint		764.00	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5312 Training E-911	1,919.40	9,623.27	13,696.00	4,282.05	11,000.00	11,696.00	(2,000.00)	11,696.00	11,696.00
5340 Communication	25,194.95	20,194.95	20,195.00	20,194.95	20,195.00	22,195.00	2,000.00	22,195.00	22,195.00
5342 Postage	50.00	50.00	50.00	50.00	50.00	50.00	0.00	50.00	50.00
5420 Office Supplies	1,193.32	1,154.38	1,400.00	1,091.19	1,400.00	1,400.00	0.00	1,400.00	1,400.00
5424 Computer Supplies	823.78	799.75	1,000.00	88.00	900.00	1,000.00	0.00	1,000.00	1,000.00
5430 Building Supplies	837.08	627.63	1,000.00	41.49	700.00	1,000.00	0.00	1,000.00	1,000.00
5470 Public Safety Supplies		2,111.00	300.00	234.00	300.00	300.00	0.00	300.00	300.00
5730 Dues			300.00	125.00	300.00	300.00	0.00	300.00	300.00
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 500 /ea	8,800.00	12,600.00	12,400.00	11,500.00	11,500.00	12,400.00	0.00	12,400.00	12,400.00
5190 Uniform Allowance/Clothing Maint (Repair/Replace)		2,570.66	3,000.00	748.20	1,200.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5143 Holiday	There will be 13 step increases and 1 longevity increase during FY20 that will affect holiday rate changes.	2,629.00
5340 Communication	Anticipated increase in the annual maintenance fee for the cost of the CodeRed emergency notification system.	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,721,601.61	1,801,707.82	1,944,776.00	1,467,533.23	1,883,309.00	1,961,487.00	16,711.00	1,961,487.00	1,961,487.00
General Expenses	30,018.53	35,324.98	39,941.00	26,106.68	36,845.00	39,941.00	0.00	39,941.00	39,941.00
Equipment & Unusual									
Special Items	8,800.00	15,170.66	15,400.00	12,248.20	12,700.00	15,400.00	0.00	15,400.00	15,400.00
Total Operating Budget	1,760,420.14	1,852,203.46	2,000,117.00	1,505,888.11	1,932,854.00	2,016,828.00	16,711.00	2,016,828.00	2,016,828.00

PURCHASING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	27,514	68,230
Pension Administration	2,319	5,586
Medical & Life Insurance	71,158	80,498
Heat, Light, Water	8,851	9,088
Building Repair & Maintenance	9,365	17,731
Building Insurance	545	797
Total	<u>\$119,752</u>	<u>\$181,930</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Contracts Bid	74	83	83
Number of PO's w/ values of \$1,000+	2,404	2,600	2,650
Number of PO's w/ values of \$999.00 or less	2,696	2,850	2,900
In Dollars \$	<u>\$ 39,084,624</u>		

PURCHASING

PERSONNEL

			FY 2018	FY 2019			FY 2020			
Bargaining Unit	Position	FY 2020 Grade-Step	Actual # Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department # Request	# Recommendation	Mayor's	Council Approval
1.	Purchasing Agent	16-6		1	106,900	79,955.46	106,900.00	1	106,900	106,900
2.	*Administrative Assistant	10-6		1	66,220	49,125.21	66,220.00	1	68,812	68,812
3.	*Administrative Assistant	10-2		1	58,080	42,326.68	58,080.00	1	60,345	60,345
4.	Insurance & Claims Admin				2,700	2,019.42	2,700.00		2,700	2,700
5.	Energy Coordinator				3,000		3,000.00		3,000	3,000
6.	Part Time				7,000	5,745.62	7,000.00		15,000	15,000
Subtotal			3 251,700.28	3	243,900	179,172.39	243,900.00	3 248,757	3 256,757	256,757

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary	4,857
Part Time	8,000

Explanation

In lieu of position, additional part time funding recommended

New Positions

Principal Office Assistant	8-1
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The department is experiencing a greater number of Large Bids for large projects that include construction and public works. The involvement of the department in rolling out or assisting with new projects demands more time. With the construction of the new High School, new Moody street Fire Station, Design and construction of the new Police Station and the environmental and remediation work at Fernald require the investment of greater resource in Purchasing.

1	50,450		0	0
Subtotal				
1	50,450		0	0

Grand Total	3 251,700.28	3	243,900	179,172.39	243,900.00	4 299,207	3 256,757	256,757
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PURCHASING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	233,866.39	241,596.14	231,200.00	171,407.35	231,200.00	286,507.00	4,857.00	236,057.00	236,057.00
5121 Salaries - Part Time	7,898.22	10,104.14	12,700.00	7,765.04	12,700.00	12,700.00	8,000.00	20,700.00	20,700.00
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General Expenses 001-138-5200									
5192 Mileage	203.56	124.33	200.00	247.24	226.92	250.00	50.00	250.00	250.00
5242 Office Equipment Repair/Maint	385.94	619.54	500.00		500.00	500.00	0.00	500.00	500.00
5312 Training	546.50	656.00	600.00	959.00	700.00	700.00	100.00	700.00	700.00
5341 Advertising	482.49	69.24	270.00	138.47	217.07	6,225.00	5,955.00	6,225.00	6,225.00
5342 Postage	673.24	1,176.29	600.00	888.15	900.00	900.00	300.00	900.00	900.00
5343 Printing	38.22		50.00		0.00	50.00	0.00	50.00	50.00
5420 Office Supplies	2,737.66	1,699.28	2,250.00	1,034.45	2,250.00	2,250.00	(250.00)	2,000.00	2,000.00
5730 Dues	500.00	175.00	300.00	175.00	300.00	300.00	0.00	300.00	300.00
Conference Room Expenses						1,000.00	1,000.00	1,000.00	1,000.00
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Special Items 001-138-5500									
5741 Auto Insurance	85,908.78	45,204.00	70,000.00	47,868.38	45,127.00	55,000.00	(15,000.00)	55,000.00	55,000.00
5742 Building Insurance	177,276.92	259,272.84	250,000.00	227,004.62	326,123.00	326,200.00	76,200.00	326,200.00	326,200.00
5743 Cyber Insurance				9,798.00	9,798.00	10,100.00	10,100.00	10,100.00	10,100.00

PURCHASING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	July - March Budget	Actual Expenditures Thru 6/30/19	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>		<u>Reason</u>				<u>Department Cost for Requested Increase</u>			
5192 Mileage		Based on history					50.00		
5312 Training		Increase to cover annual MAPPO dues					100.00		
5341 Advertising		While in the Past the State was not prioritizing on the Local Paper Advertisement because of the web site ads, the State is now enforcing more local advertisement. Newspaper advertisement is a statutory requirement of the bidding process. (83 ads * \$75.00). Inspect. General Office. Attorney Neil Cohen, Director of Regulatory & Compliance Div.					5,955.00		
5342 Postage		Larger and more frequent contracts are being mailed to contractors. Some of the contracts are in the hundreds of pages					300.00		
Conference Room Expenses		General expenses for the newly created City Hall conference room for chairs, tables, and other supplies					1,000.00		
5742 Building Insurance		Updated building evaluation annual increase of 5% plus premium increase due to large claims: City Hall Flood, Fire Engine Loss, CPW Garage Damage Loss					76,200.00		
5743 Cyber Insurance		Premium for the protection of Data and personal information collected by the city during its online transactions					10,100.00		

COST SUMMARY BY CLASSIFICATION

Personnel	241,764.61	251,700.28	243,900.00	179,172.39	243,900.00	299,207.00	12,857.00	256,757.00	256,757.00
General Expenses	5,567.61	4,519.68	4,770.00	3,442.31	5,093.99	12,175.00	7,155.00	11,925.00	11,925.00
Equipment & Unusual									
Special Items	263,185.70	304,476.84	320,000.00	284,671.00	381,048.00	391,300.00	71,300.00	391,300.00	391,300.00
Total Operating Budget	510,517.92	560,696.80	568,670.00	467,285.70	630,041.99	702,682.00	91,312.00	659,982.00	659,982.00

RECREATION

STATEMENT OF OBJECTIVES:

Waltham Recreation Department offers (4) seasons of passive and active recreation and leisure services to the residents of Waltham. Full time Recreation staff and support staff are imperative to ensure safe, appropriate and enjoyable programming. The Department strives to offer an affordable experience for all those who participate. The department's main office is located in the Waltham Community and Cultural Center. This location and other recreational facilities allow for diverse program space to offer free and affordable fee based programs for toddlers through adults.

Volunteer organizations have supported the increasing interest in preserving, protecting, and enjoyment of the "open green space" and natural woodlands under the department's jurisdiction. Recreation Department staff will continue to work to create an abundance of opportunities for programs and facilities for residents to enjoy and meet their ever changing needs. Community events have and will continue to be offered to promote family connections and to increase the pride in Waltham.

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	158,581	160,833
Pension Administration	14,130	12,710
Medical & Life Insurance	235,239	240,013
Heat, Light, Water	4,717	5,841
Building Repair & Maintenance	31,683	48,587
Building Insurance	10,776	15,760
Motor Vehicle Insurance	1,609	863
Motor Vehicle Maint & Repair	23,122	23,586
Total	\$479,857	\$508,193

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total # of Rec Activities	5,663	5,664	5,712
Total Attend / Participants	190,070	193,064	194,373
Pre Revenue Cost/Participant	\$4.38	\$4.91	\$4.88
Total Revenue	\$431,722	\$437,804	\$438,314
Cost/Participant	\$2.11	\$2.65	\$2.62

RECREATION

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Recreation Board		10		10	11,000	6,296.04	11,000.00	10	11,000	10	11,000	11,000
2.	*Director of Recreation	18-5 (L10)	1		1	120,840	89,386.11	120,840.00	1	125,989	1	125,989	125,989
3.	Asst Director Recreation	14-6 (L9)	1		1	101,597	75,988.77	101,597.00	1	101,597	1	101,597	101,597
4.	*Asst. Superintendent of Recreation	14-3	1		1	79,626	59,327.60	79,626.00	1	82,755	1	82,755	82,755
5.	Rec Super / Teen Center	12-6	1		1	81,836	61,208.94	81,836.00	1	81,836	1	81,836	81,836
6.	*Recreation Supervisor	12-6	1		1	81,320	60,615.34	81,320.00	1	81,836	1	81,836	81,836
7.	*Recreation Supervisor	12-6	1		1	77,997	58,152.25	77,997.00	1	81,062	1	81,062	81,062
8.	*Rec Super / Spec Needs	12-3	1		1	69,055	51,337.79	69,055.00	1	71,761	1	71,761	71,761
9.	Administrative Assistant	10-6	1		1	70,358	52,623.87	70,358.00	1	70,358	1	70,358	70,358
10.	Office Coordinator (PT 19 hrs)	9-6	0.5		0.5	36,005	22,311.12	36,005.00	0.5	36,005	0.5	36,005	36,005
11. LAB	*Bldg Maint Craftsperson	9-6	1		1	61,492	45,993.25	61,492.00	1	61,727	1	61,727	61,727
12.	Recreation Board Clerk					1,000	500.00	1,000.00		1,000		1,000	1,000
13.	Temporary / Seasonal					35,000	24,290.50	35,000.00		40,000		40,000	40,000
Subtotal			19.5	730,755.32	19.5	827,126	608,031.58	827,126.00	19.5	846,926	19.5	846,926	846,926

RECREATION

PERSONNEL

Bargaining Unit Position FY 2020 Grade-Step

FY 2018		FY 2019				FY 2020				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures	Thru 6/30/19	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation Ordinance/
Contract Settlement included in * position salary 14,800

Temporary / Seasonal 5,000

Explanation

Cover costs of increased programs being offered at night and on the weekends. Community events that require additional staffing.

New Positions

Park Ranger 13-1

Position will provide oversight, care, maintenance and protection for all City of Waltham open space and recreation land.
City Council Compensation Ordinance No. 33436

1	72,036	1	72,036	72,036
1	72,036	1	72,036	72,036

Subtotal

Grand Total

19.5	730,755.32	19.5	827,126	608,031.58	827,126.00	20.5	918,962	20.5	918,962	918,962
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RECREATION

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual		July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual	Expenditures	Department	Mayor's	Mayor's	Council
				Expenditures	Thru 6/30/19	Request	Incr/Decr	Recommendation	Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	564,235.93	610,715.99	682,629.00	508,640.67	682,629.00	769,230.00	86,601.00	769,230.00	769,230.00
5112 Wages - Full Time	49,674.41	55,279.16	61,492.00	45,993.25	61,492.00	61,727.00	235.00	61,727.00	61,727.00
5121 Salaries - Part Time	26,801.28	28,694.81	37,005.00	22,811.12	37,005.00	37,005.00	0.00	37,005.00	37,005.00
5122 Wages - Part Time	16,443.00	24,667.90	35,000.00	24,290.50	35,000.00	40,000.00	5,000.00	40,000.00	40,000.00
5131 Overtime	1,936.76	1,815.98	3,000.00	1,100.95	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	7,819.24	11,397.46	11,000.00	6,296.04	11,000.00	11,000.00	0.00	11,000.00	11,000.00
Offset from Rink for Off-Season Work	48,464.20	45,523.44	58,689.00	28,414.89	58,689.00	60,373.00	1,684.00	60,373.00	60,373.00
General Expenses 001-630-5200									
5192 Mileage	250.00	745.30	750.00	290.00	750.00	750.00	0.00	750.00	750.00
5247 Alarms / Intrusion	3,275.04	2,918.76	3,200.00	2,280.41	3,200.00	3,200.00	0.00	3,200.00	3,200.00
5272 Office Equipment Rental	1,811.00	1,396.61	1,700.00	1,188.00	1,700.00	1,700.00	0.00	1,700.00	1,700.00
5312 Training		88.00	750.00	144.00	750.00	750.00	(500.00)	250.00	250.00
5342 Postage	280.30	213.50	300.00		300.00	300.00	0.00	300.00	300.00
5343 Printing	5,192.50	4,674.00	6,000.00	6,280.00	6,300.00	8,000.00	2,000.00	8,000.00	8,000.00
5420 Office Supplies	2,478.11	3,359.48	3,400.00	2,068.44	3,400.00	3,400.00	0.00	3,400.00	3,400.00
5460 Groundskeeping Supplies	450.75	449.88	525.00	73.43	525.00	525.00	0.00	525.00	525.00
5581 Clothing, Gloves, Shoes	1,500.00	750.00	1,500.00	872.77	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5730 Dues	450.00	425.00	500.00	520.00	520.00	500.00	0.00	500.00	500.00
Equipment & Unusual 001-630-5400									
5300 Chill Zone Program (Middle & High School Programs)	31,011.59	41,090.92	42,000.00	31,165.97	42,000.00	47,000.00	5,000.00	47,000.00	47,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5343 Printing	To cover cost for printing brochures in Spanish	2,000.00
5300 Chill Zone Program	To cover cost for additional staff and supplies for expanded Chill Zone programs. (Special Events)	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	715,374.82	778,094.74	888,815.00	637,547.42	888,815.00	982,335.00	93,520.00	982,335.00	982,335.00
General Expenses	15,687.70	15,020.53	18,625.00	13,717.05	18,945.00	20,625.00	1,500.00	20,125.00	20,125.00
Equipment & Unusual	31,011.59	41,090.92	42,000.00	31,165.97	42,000.00	47,000.00	5,000.00	47,000.00	47,000.00
Total Operating Budget	762,074.11	834,206.19	949,440.00	682,430.44	949,760.00	1,049,960.00	100,020.00	1,049,460.00	1,049,460.00

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Twenty-five recreational areas are available for use by the citizens of Waltham at all times throughout the year on an unsupervised basis. 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 (49) per week. Having the combination of indoor school facilities with outdoor facilities provides top quality resources for program offering. (10) Water spray park facilities will be open in the summer of 2019. These free summer attractions provide water play for people of all ages. The facilities are open seven days per week from Memorial Day to Labor Day weather permitting. Spray park attendants are hired to supervise the locations during the week. The spray parks are also open unsupervised on week nights and weekends. A new spray facility will be open this year at the recently completed Graverson Playground Improvement Project. The Bobby Connors Playground is in design and construction is planned for early summer which will feature a spray park that will be open in summer 2020.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Kaleidoscope Attendance	386	392	392
Spray Park Attendance	8,420	8,673	8,673
Total Attendance	8,806	9,065	9,065
Revenue	\$46,118.31	\$48,020.00	\$48,020.00

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

UNRECORDED

Bargaining Unit	Position	FY 2020 Grade-Step	FY 2018		FY 2019			FY 2020						
			#	Actual Expenditures	#	Budget	Actual Expenditures July - December Thru 6/30/19	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Program Instructors for Kaleidoscope and Water Spray Park Attendants				17	59,500	41,328.00	59,500.00	17	62,000	17	62,000	62,000	
2.	Kaleidoscope Asst. Program Director				1	7,000	5,022.00	7,000.00	1	7,000	1	7,000	7,000	
Subtotal			18	54,372.00	18	66,500	46,350.00	66,500.00	18	69,000		18	69,000	69,000

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Program Instructors for Kaleidoscope and Water Spray Park Attendants

2,500

Explanation

Increase Program Instructor rate from \$12.00 to \$13.00 per hour

0	0	0	0	0

Subtotal

Grand Total

18	54,372.00	18	66,500	46,350.00	66,500.00	18	69,000	18	69,000	69,000
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	51,566.00	54,372.00	66,500.00	46,350.00	66,500.00	69,000.00	2,500.00	69,000.00	69,000.00
General Expenses 001-631-5200									
5231 Water	270,826.70	60,508.26	100,000.00	68,616.56	75,000.00	100,000.00	0.00	100,000.00	100,000.00
5312 First Aid Training	619.95	1,000.00	500.00	130.00	500.00	500.00	0.00	500.00	500.00
5381 Transportation of Persons	2,185.00	2,150.00	3,500.00	2,175.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5460 Groundskeeping Supplies	2,913.35	1,064.05	3,000.00	2,465.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5500 First Aid Supplies		1,000.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	14,662.99	16,298.24	18,000.00	12,183.38	18,000.00	18,000.00	0.00	18,000.00	18,000.00
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks / Other Locations	2,504.38	3,255.71	3,500.00	1,819.08	3,500.00	3,500.00	0.00	3,500.00	3,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	51,566.00	54,372.00	66,500.00	46,350.00	66,500.00	69,000.00	2,500.00	69,000.00	69,000.00
General Expenses	291,207.99	82,020.55	126,000.00	85,569.94	101,000.00	126,000.00	0.00	126,000.00	126,000.00
Equipment & Unusual	2,504.38	3,255.71	3,500.00	1,819.08	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	<u>345,278.37</u>	<u>139,648.26</u>	<u>196,000.00</u>	<u>133,739.02</u>	<u>171,000.00</u>	<u>198,500.00</u>	<u>2,500.00</u>	<u>198,500.00</u>	<u>198,500.00</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:

This all day summer program at Prospect Hill is offered for eight weeks. To continue the opportunity for youngsters to learn more about and experience the outdoors, 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.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Summer Fun	584	600	600
LEAP	110	120	120
Pre-K	81	80	80
Total Attendance	775	800	800
Revenue	\$84,602	\$85,000	\$85,000

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit		FY 2020 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 2018		FY 2019				FY 2020				
#	Actual Expenditures	#	July - December		Estimated Actual Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		15	51,500	42,972.00	51,500.00	15	55,000	15	55,000	55,000
		2	9,500	7,720.00	9,500.00	2	9,500	2	9,500	9,500
		1	7,000	4,824.00	7,000.00	1	7,000	1	7,000	7,000
		1	6,000	4,384.00	6,000.00	1	6,000	1	6,000	6,000
19	70,855.00	19	74,000	59,900.00	74,000.00	19	77,500	19	77,500	77,500

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Explanation

Summer Fun Prog Instructors/Pre-K Instructors

3,500

Increase Program Instructors from \$12.00 to \$13.00 per hour

New Positions

Subtotal**Grand Total**

19	70,855.00	19	74,000	59,900.00	74,000.00	19	77,500	19	77,500	77,500
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	66,467.00	70,855.00	74,000.00	59,900.00	74,000.00	77,500.00	3,500.00	77,500.00	77,500.00
General Expenses 001-632-5200									
5312 First Aid Training	916.00	740.96	800.00	1,318.16	800.00	800.00	0.00	800.00	800.00
5381 Contract Labor	1,262.00	1,057.00	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5584 Recreational	9,912.69	10,390.43	10,500.00	7,509.63	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

COST SUMMARY BY CLASSIFICATION

Personnel	66,467.00	70,855.00	74,000.00	59,900.00	74,000.00	77,500.00	3,500.00	77,500.00	77,500.00
General Expenses	12,090.69	12,188.39	12,800.00	8,827.79	12,800.00	12,800.00	0.00	12,800.00	12,800.00
Equipment & Unusual									
Total Operating Budget	<u>78,557.69</u>	<u>83,043.39</u>	<u>86,800.00</u>	<u>68,727.79</u>	<u>86,800.00</u>	<u>90,300.00</u>	<u>3,500.00</u>	<u>90,300.00</u>	<u>90,300.00</u>

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

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

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 | 16. Waltham Youth Wrestling |
| 3. Babe Ruth Baseball League | 10. Waltham Youth Hockey | |
| 4. Girls Softball League | 11. Prospect Hill Ski Team | |
| 5. Waltham Track Club | 12. Waltham Youth Lacrosse | |
| 6. Waltham Soccer Association | 13. Waltham Police Athletic League | |
| 7. Waltham Youth Football | 14. Waltham 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 the Waltham Youth Wrestling program.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	\$0	\$0

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Total Leagues	14	15	16
Total Teams	289	290	295
Total Games/Practices	2,528	2,550	2,560
Total Diff Participants	4,500	4,525	4,600

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification	Expenditures	Expenditures							
General Expenses 001-633-5200									
5213 Light	44,303.95	41,971.68	50,000.00	35,844.77	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5381 Contract Labor	773.80	155.00	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5584 Recreational	41,515.95	42,960.20	55,000.00	11,403.68	55,000.00	55,000.00	0.00	55,000.00	55,000.00
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Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	8,000.00	7,915.86	8,000.00	1,879.77	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.	1,071.08	1,567.64	2,500.00	471.94	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

Personnel									
General Expenses	86,593.70	85,086.88	107,000.00	47,248.45	107,000.00	107,000.00	0.00	107,000.00	107,000.00
Equipment & Unusual	9,071.08	9,483.50	10,500.00	2,351.71	10,500.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	95,664.78	94,570.38	117,500.00	49,600.16	117,500.00	117,500.00	0.00	117,500.00	117,500.00

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:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	12,218	12,008
Pension Administration		844
Medical & Life Insurance	48,586	64,003
Building Repair & Maintenance	37,632	14,397
Building Insurance	3,185	4,658
Other Dept Allocations	17,510	20,059
Total	\$119,131	\$115,969

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Total Number of Ice Rental Hours	1,906	1,818	1,910
Total Number of Public Skating Hrs	168	198	200
Total Number of In-House Prgm Hrs	96	101	100
Total Number of Non-Profit Groups	8	7	7
Total Number of Private Groups	8	10	10
Total Attendance	59,291	57,685	59,000
Total Revenue	\$409,934	\$400,000	\$410,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

EROSMEE

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council
							Actual Expenditures	Expenditures Thru 6/30/19				Recommendation	Approval
1. LAB	*Rec Facilities Supervisor I Night	9-6	1		65,181		47,822.04	65,181.00	1	65,431	1	65,431	65,431
2. LAB	*Rec Facilities Supervisor I Night	9-3	1		55,664		40,038.63	55,664.00	1	58,099	1	58,099	58,099
3. LAB	*Rec Facilities Supervisor I Night	9-3	1		55,221		39,712.86	55,221.00	1	57,590	1	57,590	57,590
4.	Temporary / Seasonal				28,000		23,392.00	28,000.00		28,000		28,000	28,000
Subtotal			3	178,283.14	3	204,066	150,965.53	204,066.00	3	209,120		209,120	209,120

Summary of Changes

Adjustments to FY 2019 Positions

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

5,054

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	178,283.14	3	204,066	150,965.53	204,066.00	3	209,120	3	209,120	209,120
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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									
	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual		July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 640-630-5100									
5112 Wages - Full Time	159,868.39	157,254.14	176,066.00	127,573.53	176,066.00	181,120.00	5,054.00	181,120.00	181,120.00
5121 Salaries - Part Time	3,715.12								
5122 Temporary Help / Seasonal	37,784.00	21,029.00	28,000.00	23,392.00	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5131 Overtime	3,987.90	2,237.14	4,000.00	827.15	3,000.00	3,000.00	(1,000.00)	3,000.00	3,000.00
Offset to Recreation for Off-Season Work	(48,464.20)	(45,523.44)	(58,689.00)	(28,414.89)	(58,689.00)	(60,373.00)	(1,684.00)	(60,373.00)	(60,373.00)
General Expenses 640-630-5200									
5211 Heat	12,356.63	11,380.74	13,000.00	8,065.36	13,000.00	13,000.00	0.00	13,000.00	13,000.00
5213 Lights	155,350.35	135,422.23	160,000.00	83,591.69	150,000.00	150,000.00	(10,000.00)	150,000.00	150,000.00
5231 Water	23,437.83	21,412.46	22,000.00	24,563.49	24,000.00	22,000.00	0.00	22,000.00	22,000.00
5241 Equipment Repair/Maint/Compressor	15,803.08	9,483.00	15,000.00	1,336.82	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5244 Motor Equipment Repair/Maint	6,629.80	6,786.36	13,000.00	1,627.32	13,000.00	13,000.00	(5,000.00)	8,000.00	8,000.00
5245 Building/Grounds Maint	8,568.78	6,390.11	10,000.00	2,258.85	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5247 Alarms / Intrusion	1,539.45	977.64	1,500.00	951.43	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training	450.00	305.00	1,100.00	432.00	1,100.00	1,100.00	(500.00)	600.00	600.00
5430 Building Supplies	3,990.37	3,416.98	5,000.00	1,998.47	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5460 Groundskeeping Supplies	1,057.32	2,720.74	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	3,032.00	1,800.00	3,000.00	2,618.30	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5730 Dues			125.00		125.00	125.00	0.00	125.00	125.00
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	14,754.00	15,249.32	16,000.00	6,059.00	16,000.00	16,000.00	0.00	16,000.00	16,000.00
5691 State Assessment	4,317.12	4,099.89	5,000.00	2,689.90	5,000.00	5,000.00	0.00	5,000.00	5,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES	FY 2017		FY 2018		FY 2019		FY 2020			
	Actual	Actual	Actual	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification										
Special Items 640-630-5500										
5747 Liability Insurance	8,900.00	11,000.00	12,000.00	12,000.00	11,250.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	156,891.21	134,996.84	149,377.00	123,377.79	148,377.00	151,747.00	2,370.00	151,747.00	151,747.00
General Expenses	232,215.61	200,095.26	246,725.00	127,443.73	238,725.00	236,725.00	(15,500.00)	231,225.00	231,225.00
Equipment & Unusual	19,071.12	19,349.21	21,000.00	8,748.90	21,000.00	21,000.00	0.00	21,000.00	21,000.00
Special Items	8,900.00	11,000.00	12,000.00	11,250.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	<u>417,077.94</u>	<u>365,441.31</u>	<u>429,102.00</u>	<u>270,820.42</u>	<u>420,102.00</u>	<u>421,472.00</u>	<u>(13,130.00)</u>	<u>415,972.00</u>	<u>415,972.00</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 2017	FY 2018
Pension-Contributory/FICA	2,769,610	2,936,719
Pension Administration	178,413	164,877
Medical & Life Insurance	25,815,249	27,197,717
Building Insurance	113,280	165,676
Motor Vehicle Maint & Repair	42,721	39,926
Motor Vehicle Insurance	3,861	2,070
Total	\$28,923,134	\$30,506,985

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected

COST SUMMARY BY CLASSIFICATION	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
General Expenses									
Equipment & Unusual									
Total Operating Budget	78,095,538.57	87,360,686.32	87,593,305.00	55,164,083.64	87,593,305.00	91,550,620.00	3,205,326.00	90,798,631.00	90,798,631.00

Mayor's Recommendation reflects a total reduction of \$751,989 for the following items:

\$331,989 1:1 technology
 \$200,000 circuit breaker
 \$200,000 retirements/resignations
 \$20,000 additional grant funds

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 2017	FY 2018
Pension-Contributory/FICA	16,861	34,120
Pension Administration	3,778	3,398
Medical & Life Insurance	108,234	114,752
Heat, Light, Water	4,851	4,010
Building Repair & Maintenance	6,464	12,004
Building Insurance	204	239
Motor Vehicle Insurance	644	173
Motor Vehicle Maint & Repair	9,249	4,717
Workers' Compensation	52,943	17,375
Total	\$203,228	\$190,788

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Aluminum Sign Recycling (income)	\$222.00	\$700.00	\$700.00
Gallons of White Paint Used	980	800	900
Gallons of Yellow Paint Used	245	400	400
Signs Installed	536	700	700
Signs Removed	300	250	250

TRAFFIC ENGINEERING

PERSONNEL

PERSONNEL

			FY 2018	FY 2019			FY 2020				
Bargaining Unit	Position	FY 2020 Grade-Step	# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	# Department Request	# Recommendation	Mayor's	Council Approval	
1.	Clerk			1	2,500	1,870.05	2,500.00	1	2,500	2,500	
2.	Traffic Engineer	19-6		1	129,266	96,684.14	129,266.00	1	129,266	129,266	
3.	Asst to Traffic Engineer	13-6 (L11)		1	96,944	72,508.80	96,944.00	1	96,944	96,944	
4.	Principal Office Asst (PT 19.5 hrs)	8-6		0.5	34,588	24,983.03	34,588.00	0.5	34,588	34,588	
5. LAB	*Painter - Traffic	9-6 (L10)		1	67,026	48,839.89	50,270.00	1	67,900	67,900	
6. LAB	*Painter - Traffic	9-6 (L8)		1	66,411	28,943.46	46,095.00	1	66,665	66,665	
7.	Temporary / Seasonal				19,200	9,120.00	19,200.00		19,200	19,200	
Subtotal			5.5	395,770.51	5.5	415,935	282,949.37	378,863.00	5.5	417,063	417,063

Summary of Changes

Adjustments to FY 2019 Positions

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

1,128

Explanation

0	0	0	0	0

Subtotal

Grand Total

5.5	395,770.51	5.5	415,935	282,949.37	378,863.00	5.5	417,063	5.5	417,063	417,063
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-480-5100									
5111 Salaries - Full Time	214,786.74	220,156.02	226,210.00	169,192.94	226,210.00	226,210.00	0.00	226,210.00	226,210.00
5112 Wages - Full Time	84,353.21	125,049.87	133,437.00	77,783.35	96,365.00	134,565.00	1,128.00	134,565.00	134,565.00
5121 Salaries - Part Time	35,213.93	35,527.12	37,088.00	26,853.08	37,088.00	37,088.00	0.00	37,088.00	37,088.00
5122 Wages - Part Time	17,137.50	15,037.50	19,200.00	9,120.00	19,200.00	19,200.00	0.00	19,200.00	19,200.00
5131 Overtime	15,453.41	12,634.28	10,000.00	11,546.10	22,000.00	15,000.00	2,500.00	12,500.00	12,500.00
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General Expenses 001-480-5200									
5242 Office Equipment Repair/Maint	756.00	821.28	1,000.00	756.00	756.00	1,000.00	0.00	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	3,186.09	3,087.58	4,000.00	738.74	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5276 Truck/Equipment Rental	4,726.09	3,000.00	6,000.00	14,412.00	16,412.00	4,000.00	(2,000.00)	4,000.00	4,000.00
5312 Training		176.00	416.00	260.00	416.00	416.00	0.00	416.00	416.00
5342 Postage	1.47	82.11	100.00	110.00	110.00	110.00	0.00	100.00	100.00
5343 Printing	560.00	405.18	500.00		500.00	500.00	0.00	500.00	500.00
5420 Office Supplies	1,030.58	979.59	1,000.00	670.52	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5431 Paint Supplies	15,836.12	16,505.08	25,000.00	1,560.72	20,000.00	25,000.00	0.00	25,000.00	25,000.00
5534 Traffic Signs	17,481.26	22,203.88	25,000.00	21,652.50	24,030.00	35,000.00	5,000.00	30,000.00	30,000.00
5541 Welding Supplies	143.73	107.30	350.00	174.66	350.00	350.00	0.00	350.00	350.00
5581 Clothing, Gloves	1,500.00	1,500.00	1,900.00	1,793.77	1,900.00	1,900.00	0.00	1,900.00	1,900.00
5587 Tools	607.48	3,410.61	1,000.00	525.17	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues	355.00	530.00	500.00	290.00	500.00	500.00	0.00	500.00	500.00

**Mayor: Existing capital funds available*

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5388 Thermoplastic Outsource	14,953.50	70,398.88	75,000.00	2,341.63	75,000.00	75,000.00	0.00	75,000.00	75,000.00
6710 ADA Ramps	48,013.00								

Department Explanation for Requested Increases

Item

5131 Overtime
5342 Postage
5534 Traffic Signs

Reason

Due to increase in their hourly rate.
Increase in postage rate.
Replacing more signs throughout the City.

Department Cost for

Requested Increase

5,000.00
10.00
10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	366,944.79	408,404.79	425,935.00	294,495.47	400,863.00	432,063.00	3,628.00	429,563.00	429,563.00
General Expenses	46,183.82	52,808.61	66,766.00	42,944.08	70,974.00	74,776.00	3,000.00	69,766.00	69,766.00
Equipment & Unusual	62,966.50	70,398.88	75,000.00	2,341.63	75,000.00	75,000.00	0.00	75,000.00	75,000.00
Total Operating Budget	476,095.11	531,612.28	567,701.00	339,781.18	546,837.00	581,839.00	6,628.00	574,329.00	574,329.00

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Currently we have 762 parking spaces in eight (8) parking lots being enforced with eighteen (18) VenTek Pay-by-Space pay stations, and an additional 268 spaces in the Embassy Parking Facility being enforced with four (4) VenTek Pay & Display pay stations. The Embassy pay stations will be replaced with five (5) new VenTek Pay-By-Space pay stations Spring of 2019. We are looking into converting 47 parking spaces in the Carter Street Lot over to VenTek Pay-By-Space pay stations in the coming years. In four (4) of the eight (8) parking lots with PayBySpace pay stations we have eight (8) spaces designated as electric car charging spaces. We have 307 on-street parking spaces on Main Street and 231 on-street parking spaces on Moody Street monitored by time limits. The meters and pay stations are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	41,969	42,026
Pension Administration	1,087	2,433
Medical & Life Insurance	88,835	91,256
Heat, Light, Water	4,851	1,002
Building Repair & Maintenance	6,464	3,001
Building Insurance	204	60
Motor Vehicle Insurance	322	173
Motor Vehicle Maint & Repair	4,624	4,717
Total	\$148,356	\$144,668

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Meter Revenue	\$472,826	\$492,894	\$491,000
Monthly Stickers Revenue	\$27,860	\$26,655	\$26,000
Yearly Stickers Revenue	\$94,150	\$99,050	\$100,000
Senior Stickers Revenue	\$5,165	\$5,165	\$5,200
Resident Stickers Revenue	\$1,140	\$800	\$800
Credit Card Revenue	\$133,049	\$149,112	\$160,000
Bill & Coin Revenue	\$211,462	\$212,112	\$200,000
PCO Ticket issuance	11,017	12,000	13,000
PCO & Police Ticket Revenue	\$465,875	\$470,000	\$490,000

Budget offset by receipts from meters

PERSONNEL

Summary of Changes

Explanation

0	0	0	0
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Subtotal

Grand Total

PARKING MANAGEMENT

EXPENDITURES										
	FY 2017	FY 2018	FY 2019			FY 2020				
	Actual	Actual	July - March	Actual	Estimated	Department	Mayor's	Mayor's	Council	
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/19	Request	Incr/Decr	Recommendation	Approval	
Personnel 232-480-5100										
5111 Salaries - Full Time	150,564.97	150,530.39	161,821.00	104,428.76	141,390.00	147,879.00	(13,942.00)	147,879.00	147,879.00	
5121 Salaries - Part Time	2,500.00	2,500.25	2,500.00	1,870.05	2,500.00	2,500.00	0.00	2,500.00	2,500.00	
5122 Wages - Part Time	36,540.93	38,557.12	40,344.00	27,994.65	35,214.00	27,262.00	(13,082.00)	27,262.00	27,262.00	
5131 Overtime	913.43	1,773.82	5,000.00	1,976.60	5,000.00	5,000.00	0.00	5,000.00	5,000.00	
Offset Receipt - Meter Revenue	(190,519.33)	(193,361.58)	(209,665.00)							
General Expenses 232-480-5200										
5213 Light	35,916.14	35,151.35	40,000.00	22,965.62	30,000.00	35,000.00	(5,000.00)	35,000.00	35,000.00	
5241 Equipment Repair/Maint	16,440.08	14,055.00	17,000.00	12,064.71	14,655.00	17,000.00	0.00	17,000.00	17,000.00	
5242 Office Equipment Repair/Maint	572.89	419.00	500.00	444.00	444.00	500.00	0.00	500.00	500.00	
5245 Building/Grounds Maint	308.12	50.91	100.00	309.66	310.00	100.00	0.00	100.00	100.00	
5312 Training		88.00	208.00	63.20	63.00	208.00	0.00	208.00	208.00	
5343 Printing	4,059.17	3,916.54	5,000.00	3,606.00	3,200.00	4,500.00	(500.00)	4,500.00	4,500.00	
5375 Coin Processing	3,183.67	2,362.56	2,500.00	1,409.31	2,500.00	2,500.00	0.00	2,500.00	2,500.00	
5378 Transaction Fee PayByPhone		5,263.75	9,000.00	6,082.50	9,555.00	12,000.00	3,000.00	12,000.00	12,000.00	
5385 Banking / Financial - CC Fees	34,959.01	42,915.26	46,500.00	39,318.60	58,000.00	65,000.00	18,500.00	65,000.00	65,000.00	
5411 Batteries		91.20	50.00	487.08	631.00	600.00	550.00	600.00	600.00	
5543 Meters & Parts	5,071.00	5,761.19	10,000.00	10,817.53	11,500.00	15,000.00	5,000.00	15,000.00	15,000.00	
5581 Clothing, Glove, Shoes	375.00	375.00	575.00	488.76	575.00	575.00	0.00	575.00	575.00	
5740 Insurance Surety Bond	3,494.40	3,494.40	3,500.00	3,494.40	3,500.00	3,500.00	0.00	3,500.00	3,500.00	
Offset Receipt - Meter Revenue	(104,379.48)	(113,944.16)	(134,933.00)							
Equipment & Unusual 232-480-5400										
5176 Transfer to Medical Insurance Trust	63,000.00	63,320.00	58,197.00	58,197.00	58,197.00	44,301.00	(13,896.00)	44,301.00	44,301.00	
Offset Receipt - Meter Revenue	(63,000.00)	(63,320.00)	(58,197.00)							

PARKING MANAGEMENT

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,980.37	1,889.63	2,000.00	1,276.63	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,980.37)	(1,889.63)	(2,000.00)						

Department Explanation for Requested Increases

Item

5378 Transaction Fee PayByPhone
 5385 Banking / Financial - CC Fees
 5411 Batteries
 5543 Meters & Parts

Reason

More people using app and Embassy Lot will be able to use PayByPhone app later this year.
 Embassy Lot will be accepting credit cards when new machines installed this year.
 Back up batteries for pay stations needed in some machines.
 Pay Stations are aging and new parts are needed to keep them operational.

Department Cost for Requested Increase

3,000.00
 18,500.00
 550.00
 5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	190,519.33	193,361.58	209,665.00	136,270.06	184,104.00	182,641.00	(27,024.00)	182,641.00	182,641.00
General Expenses	104,379.48	113,944.16	134,933.00	101,551.37	134,933.00	156,483.00	21,550.00	156,483.00	156,483.00
Equipment & Unusual	63,000.00	63,320.00	58,197.00	58,197.00	58,197.00	44,301.00	(13,896.00)	44,301.00	44,301.00
Special Items	1,980.37	1,889.63	2,000.00	1,276.63	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(359,879.18)	(372,515.37)	(404,795.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>297,295.06</u>	<u>379,234.00</u>	<u>385,425.00</u>	<u>(19,370.00)</u>	<u>385,425.00</u>	<u>385,425.00</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 2017	FY 2018
Pension-Contributory/FICA	177,668	177,263
Pension Administration	15,799	14,211
Medical & Life Insurance	286,446	316,992
Heat, Light, Water	17,703	18,175
Building Repair & Maintenance	18,730	35,461
Building Insurance	1,089	1,593
Total	\$517,435	\$563,695

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Committed Bills:			
Real Estate	59,700	60,000	60,000
Personal Property	4,172	4,200	4,200
Water	66,500	67,000	67,000
Excise	58,700	59,000	59,000
Departmental	4,200	4,200	4,200
Parking Tickets	13,509	16,000	16,000
Municipal Liens	2,700	2,700	2,700
Collected Annually:			
Real Estate	\$166,698,434		
Tax Title	\$805,243		
Personal Property	\$14,366,907		
Water	\$34,671,029		
Excise	\$8,478,123		
Departmental	\$13,529,570		
Parking Tickets	\$465,875		
Municipal Liens	\$52,450		
Bank accounts balanced	115		
Average window transactions per day	250		
Average phone calls per day	150		
Number of Employees	2,591		
Number of Payroll Checks	10,906		
Number of Vendor Checks	13,445		

TREASURER & COLLECTOR

PERSONNEL

PERSONNEL

			FY 2018		FY 2019			FY 2020					
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Treasurer & Collector	19-6 (L11)			1	143,485	107,319.42	143,485.00	1	143,485	1	143,485	143,485
2.	Asst Treasurer & Collector	16-6 (L11)			1	118,659	88,750.38	118,659.00	1	118,659	1	118,659	118,659
3.	*Business Manager	15-6 (L11)			1	109,584	81,838.77	109,584.00	1	110,413	1	110,413	110,413
4.	*Senior Accountant	13-6 (L11)			1	96,071	71,855.48	96,071.00	1	96,871	1	96,871	96,871
5.	*Junior Accountant	10-6			1	68,591	50,783.48	68,591.00	1	70,358	1	70,358	70,358
6.	Administrative Assistant	10-6 (L9)			1	76,690	57,360.02	76,690.00	1	76,690	1	76,690	76,690
7.	Principal Office Asst	8-6 (L11)			1	67,795	50,707.42	67,795.00	1	67,795	1	67,795	67,795
8.	Associate Office Asst	7-6 (L8)			1	62,314	46,607.34	62,314.00	1	62,314	1	62,314	62,314
9.	Parking Clerk Stipend					3,000							
Payroll													
10.	Payroll Spvr / Benefits Coord	12-6 (L10)			1	90,020	67,329.99	90,020.00	1	90,020	1	90,020	90,020
11.	*Principal Office Asst	8-6			1	59,546	44,035.54	59,546.00	1	61,077	1	61,077	61,077
12.	*Associate Office Asst	7-4 (L9)			1	54,331	40,375.18	54,331.00	1	56,442	1	56,442	56,442
Subtotal			12	906,668.33	11	950,086	706,963.02	947,086.00	11	954,124	11	954,124	954,124

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity/Compensation 7,038
Ordinance included in * position salary

Parking Clerk Stipend (3,000)

Explanation

Not requested

New Positions

Subtotal

Grand Total

0	0	0	0	0

12	906,668.33	11	950,086	706,963.02	947,086.00	11	954,124	11	954,124	954,124
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TREASURER & COLLECTOR

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	925,138.91	906,668.33	947,086.00	706,963.02	947,086.00	954,124.00	7,038.00	954,124.00	954,124.00
5121 Salaries - Part Time			3,000.00	0.00	0.00	0.00	(3,000.00)	0.00	0.00
<hr/>									
General Expenses 001-145-5200									
5242 Office Equipment Repair/Maint	3,775.96	1,991.00	3,000.00	2,014.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	960.00	480.00	500.00		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	14,758.82	11,430.58	15,000.00	6,084.03	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5312 Training			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5342 Postage	71,863.05	64,758.25	75,000.00	55,004.49	75,000.00	83,000.00	8,000.00	83,000.00	83,000.00
5343 Printing	11,448.97	23,976.14	19,000.00	7,701.18	19,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages	(18.56)		100.00		100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	177,864.91	179,092.07	185,000.00	109,740.62	185,000.00	191,000.00	6,000.00	191,000.00	191,000.00
5420 Office Supplies	5,614.21	7,688.37	5,500.00	7,241.81	5,500.00	8,000.00	2,500.00	8,000.00	8,000.00
5730 Dues & Subscriptions	260.00	140.00	300.00	140.00	300.00	300.00	0.00	300.00	300.00
5731 Conference Expense	564.68	374.68	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	4,000.00	4,000.00	0.00	4,000.00	4,000.00
 Group Life Insurance 001-915-5200									
5170 Group Life Insurance						0.00	127,750.00	127,750.00	127,750.00
<i>(transfer from Auditor's budget to department that actually administers it)</i>									
<hr/>									
Equipment & Unusual 001-145-5400									
5305 Legal Services						7,500.00	7,500.00	*	7,500.00
5305 Legal Services						20,000.00	0.00	0.00	0.00

**Transfer from Law - Still requires Law Department supervision*

TREASURER & COLLECTOR

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual	Actual	July - March	Actual	Estimated	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/19	Request	Incr/Decr	Recommendation	Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	US Postal rate increase.	8,000.00
5385 Banking / Financial	Annual contractual increases.	6,000.00
5420 Office Supplies	Projected that additional funds will be needed.	2,500.00
5305 Legal Services	Requesting Title Services and Foreclosures funds be reinstated to my budget.	7,500.00
5305 Legal Services	Requesting funds for outside legal services if Attorney Craig's position is not replaced.	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	925,138.91	906,668.33	950,086.00	706,963.02	947,086.00	954,124.00	4,038.00	954,124.00	954,124.00
General Expenses	299,792.04	299,631.09	318,600.00	190,826.13	318,600.00	335,100.00	144,250.00	462,850.00	462,850.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	27,500.00	7,500.00	7,500.00	7,500.00
Total Operating Budget	<u>1,221,930.95</u>	<u>1,206,299.42</u>	<u>1,268,686.00</u>	<u>897,789.15</u>	<u>1,265,686.00</u>	<u>1,316,724.00</u>	<u>155,788.00</u>	<u>1,424,474.00</u>	<u>1,424,474.00</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 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Number of Trust Funds	77	80	80
Library Income	\$2,560	\$2,600	\$2,600
Charity Income	\$1,601	\$1,650	\$1,650
Cemetery Income	\$50,257	\$51,000	\$51,000
Scholarship Income	\$75,863	\$76,000	\$76,000
Other Income	\$5,622	\$5,700	\$5,700
Library Book Value	\$91,675	\$92,000	\$92,000
Charity Book Value	\$64,822	\$65,000	\$65,000
Scholarship Book Value	\$2,615,180	\$2,620,000	\$2,620,000
Cemetery Book Value	\$1,819,966	\$1,820,000	\$1,820,000
Other Book Value	\$201,107	\$202,000	\$202,000
OPEB	\$10,952,876	\$11,000,000	\$11,000,000

PERSONNEL

Summary of Changes

Step Raises/Longevity included in * position salary

0	0	0	0	0
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Subtotal

Grand Total

ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-149-5100									
5121 Salaries - Part Time	1,000.00	1,000.10	1,000.00	748.02	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	2,500.00	2,300.00	3,000.00	1,800.00	3,000.00	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	3,500.00	3,300.10	4,000.00	2,548.02	4,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	3,500.00	3,300.10	4,000.00	2,548.02	4,000.00	4,000.00	0.00	4,000.00	4,000.00

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	70,832	70,907
Pension Administration	6,541	5,883
Medical & Life Insurance	85,024	87,129
Heat, Light, Water	3,881	4,010
Building Repair & Maintenance	5,171	12,004
Building Insurance	163	239
Total	\$171,612	\$180,172

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Number of Cases Yearly	2,000	2,000	2,000
Yearly Cash Benefits	\$110,697	\$120,000	\$166,000

VETERANS BENEFITS & SERVICES

PERSONNEL

	Bargaining Unit	Position	FY 2020 Grade-Step
1.	**	Dir of Vets Service/License	16-6 (L11)
2.		*Administrative Assistant	10-6 (L10)
Subtotal			

FY 2018		FY 2019				FY 2020					
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval		
			Actual	Expenditures				Recommendation			
			Expenditures	Thru 6/30/19							
	1	118,659	88,750.42	118,659.00	1	118,659	1	118,659	118,659		
	1	76,749	57,360.03	76,749.00	1	77,394	1	77,394	77,394		
2	190,121.00	2	195,408	146,110.45	195,408.00	2	196,053		2	196,053	196,053

Summary of Changes

Adjustments to FY 2019 Positions

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

645

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	190,121.00	2	195,408	146,110.45	195,408.00	2	196,053	2	196,053	196,053
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	185,484.61	190,121.00	195,408.00	146,110.45	195,408.00	196,053.00	645.00	196,053.00	196,053.00
<hr/>									
General Expenses 001-543-5200									
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	419.08		450.00		450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	1,996.21	1,214.33	2,000.00	382.39	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5312 Training	431.92	328.84	700.00	394.90	700.00	700.00	0.00	700.00	700.00
5342 Postage	329.30	485.90	600.00		600.00	600.00	0.00	600.00	600.00
5343 Printing	216.00	339.25	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	292.77	497.68	425.00	339.09	425.00	425.00	0.00	425.00	425.00
5588 Flags & Bunting	4,458.20	4,104.00	4,500.00	4,435.20	4,500.00	5,500.00	1,000.00	5,500.00	5,500.00
5591 Reservists' Recognition			10,000.00	3,800.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5770 Veterans Benefits	103,579.99	110,697.26	170,000.00	88,251.44	120,000.00	166,000.00	(4,000.00)	166,000.00	166,000.00
5781 Holiday Expenses (Memorial Day & Veteran's Day)	2,444.50	865.00	3,000.00		3,000.00	6,000.00	3,000.00	6,000.00	6,000.00
5793 Memorial Day	1,000.00	2,400.00							
5794 Veteran's Day	100.00								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5588 Flags & Bunting	Placing more flags in the Cemeteries each year and the need for increase of \$1,000
5781 Holiday Expenses (Memorial Day & Veteran's Day)	School buses for elementary school children to participate in the holiday event

<u>Department Cost for Requested Increase</u>
1,000.00
3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	185,484.61	190,121.00	195,408.00	146,110.45	195,408.00	196,053.00	645.00	196,053.00	196,053.00
General Expenses	115,967.93	121,632.22	192,675.00	98,127.99	142,675.00	192,675.00	0.00	192,675.00	192,675.00
Equipment & Unusual									
Total Operating Budget	301,452.54	311,753.22	388,083.00	244,238.44	338,083.00	388,728.00	645.00	388,728.00	388,728.00

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	139	139
Heat, Light, Water	970	1,002
Building Repair & Maintenance	1,293	3,001
Building Insurance	41	60
Total	\$2,443	\$4,202

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
Number of Licenses	101	101	110
Common Victualer	147	143	149
Filing Fee	15	14	20
Amusement Device Permits	6	41	41
Entertainment	35	37	37
Special Permits	183	180	180
Revenue from Licenses & Permits	\$295,175	\$324,775	\$325,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2020 Grade-Step
1.	License Commission	
2.	Assistants to License Commission	
Subtotal		

FY 2018		FY 2019				FY 2020											
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
				Actual Expenditures	Expenditures Thru 6/30/19												
				3	9,600						7,200.00	9,600.00	3	9,600	3	9,600	9,600
				2	6,000						4,487.34	6,000.00	2	6,000	2	6,000	6,000
5	15,599.85	5	15,600	11,687.34	15,600.00	5	15,600		5	15,600	15,600						

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

5	15,599.85	5	15,600	11,687.34	15,600.00	5	15,600	5	15,600	15,600
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LICENSE COMMISSION

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	6,000.00	5,999.85	6,000.00	4,487.34	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
<hr/>									
General Expenses 001-165-5200									
5308 Stenographer	2,400.00	2,400.00	2,400.00	1,800.00	2,400.00	2,400.00	0.00	2,400.00	2,400.00
5342 Postage	493.21	454.75	500.00	39.85	500.00	500.00	0.00	500.00	500.00
5343 Printing	271.00	333.09	600.00		600.00	600.00	0.00	600.00	600.00
5420 Office Supplies	214.31	138.66	300.00	109.75	300.00	300.00	0.00	300.00	300.00
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	15,599.85	15,600.00	11,687.34	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	3,453.52	3,401.50	3,875.00	2,024.60	3,875.00	3,875.00	0.00	3,875.00	3,875.00
Equipment & Unusual									
Total Operating Budget	<u>19,053.52</u>	<u>19,001.35</u>	<u>19,475.00</u>	<u>13,711.94</u>	<u>19,475.00</u>	<u>19,475.00</u>	<u>0.00</u>	<u>19,475.00</u>	<u>19,475.00</u>

WIRES

STATEMENT OF OBJECTIVES:

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

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

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

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2017	FY 2018
Pension-Contributory/FICA	192,358	168,590
Pension Administration	17,490	13,623
Medical & Life Insurance	348,018	304,290
Heat, Light, Water	22,919	30,161
Building Repair & Maintenance	28,897	134,410
Building Insurance	1,017	1,488
Motor Vehicle Insurance	2,896	1,553
Motor Vehicle Maint & Repair	41,619	42,454
Total	\$655,214	\$696,569

	FY 2018	FY 2019	FY 2020
Output Measure	Actual	Estimated	Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	12	12	12
Playgrounds	9	9	9
Parking Lots	7	7	8
Common Lights	35	35	35
Fire Boxes	90	96	101
Traffic Lights	90	96	99
Electric Car Charging Stations	5	10	15

WIRES

PERSONNEL

			FY 2018	FY 2019			FY 2020			
Bargaining Unit	Position	FY 2020 Grade-Step	Actual Expenditures #	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request #	Mayor's Recommendation	Council Approval	
1.	Inspector of Wires	17-6 (L11)		126,623	94,707.21	126,623.00	1	126,623	126,623	
2.	SPMG *S, E & C Supervisor/Foreman	14-6 (L11)		102,321	76,530.47	102,321.00	1	103,096	103,096	
3.	SPMG Sr Wires Inspector	13-6		87,334	65,321.10	87,334.00	1	87,334	87,334	
4.	LAB Electrician	11-6 (L10)		95,454	71,394.16	95,454.00	1	95,454	95,454	
5.	LAB *Electrician	11-6 (L10)		94,803	70,745.23	94,803.00	1	95,454	95,454	
6.	LAB *Electrician	11-6		83,150	61,970.43	83,150.00	1	86,243	86,243	
7.	LAB *Electrician	11-2		73,908	7,087.10	25,985.49	1	74,856	74,856	
8.	*Administrative Assistant	10-6 (L11)		77,980	58,277.74	77,980.00	1	78,097	78,097	
9.	LAB Signal Maintainer	9-6 (L11)		68,256	50,995.66	68,256.00	1	68,517	68,517	
Subtotal			8	723,186.44	9	809,829	557,029.10	761,906.49	9	815,674

Summary of Changes

Adjustments to FY 2019 Positions

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

5,845

Explanation

0	0	0	0	0

Subtotal

Grand Total

8	723,186.44	9	809,829	557,029.10	761,906.49	9	815,674	9	815,674	815,674
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WIRES

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual	Expenditures Thru 6/30/19				
Personnel 001-245-5100									
5111 Salaries - Full Time	364,497.54	387,099.46	394,258.00	294,836.52	394,258.00	395,150.00	892.00	395,150.00	395,150.00
5112 Wages - Full Time	311,528.07	336,086.98	415,571.00	262,192.58	367,648.49	420,524.00	4,953.00	420,524.00	420,524.00
5122 Wages - Part Time				8,415.00	8,415.00				
5131 Overtime - Callbacks	26,309.43	31,969.09	28,000.00	20,606.32	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5195 Buyback Sick Time	3,156.13	3,634.02	3,900.00	2,353.64	3,900.00	3,900.00	0.00	3,900.00	3,900.00
<hr/>									
General Expenses 001-245-5200									
5193 Tool Allowance	600.00	600.00	750.00	600.00	750.00	750.00	0.00	750.00	750.00
5212 Clocks - City & Common	795.67	58.53	1,000.00	659.71	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5213 Light	47,783.99	49,537.37	42,000.00	36,167.94	42,000.00	42,000.00	0.00	42,000.00	42,000.00
5241 Equipment Repair/Maint	10,312.41	5,875.11	11,000.00	630.75	11,000.00	11,000.00	0.00	11,000.00	11,000.00
5242 Office Equipment Repair/Maint	326.40	362.95	500.00	382.32	500.00	500.00	0.00	500.00	500.00
5246 Communication Equip Repair/Maint	46,948.37	57,836.25	70,000.00	29,064.54	60,000.00	70,000.00	0.00	70,000.00	70,000.00
5312 Training	1,841.25	647.00	3,040.00	805.00	3,040.00	3,040.00	0.00	3,040.00	3,040.00
5340 Communication	65,241.40	56,919.73	65,000.00	51,179.02	61,000.00	65,000.00	0.00	65,000.00	65,000.00
5342 Postage	108.10	89.34	150.00	150.00	150.00	150.00	0.00	150.00	150.00
5411 Batteries	5,373.17	1,552.93	7,000.00	4,584.20	7,000.00	12,000.00	5,000.00	12,000.00	12,000.00
5420 Office Supplies	1,031.03	724.17	1,000.00	788.02	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	38,398.91	50,464.90	55,000.00	27,946.54	54,135.00	55,000.00	0.00	55,000.00	55,000.00
5470 Public Safety Supplies	26,603.54	44,479.71	25,000.00	37,461.61	40,000.00	25,000.00	0.00	25,000.00	25,000.00
5510 Education Supplies	1,074.85		500.00	400.00	500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	3,176.88	3,672.93	6,550.00	4,279.98	5,000.00	6,550.00	(1,200.00)	5,350.00	5,350.00
5587 Tools	924.02		2,000.00	238.33	1,000.00	2,000.00	(1,000.00)	1,000.00	1,000.00
5781 Holiday	12,828.38	23,500.00	24,000.00	26,415.00	26,415.00	30,000.00	6,000.00	30,000.00	30,000.00

WIRES

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment			500.00		500.00	500.00	0.00	500.00	500.00
5854 Hoses, Cable, Wire	4,438.07	6,161.23	7,000.00	1,760.33	7,000.00	7,000.00	0.00	7,000.00	7,000.00
6443 Electric Car Charging Stations		22,000.00	20,000.00		20,000.00	20,000.00	0.00	20,000.00	20,000.00

Department Explanation for Requested Increases

Item

5411 Batteries

5781 Holiday

Reason

Replace Police & Fire portable radio batteries because of age.

Need to replace strings and bulbs due to wear and tear.

Department Cost for

Requested Increase

5,000.00

6,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	705,491.17	758,789.55	841,729.00	588,404.06	802,221.49	847,574.00	5,845.00	847,574.00	847,574.00
General Expenses	263,368.37	296,320.92	314,490.00	221,752.96	314,490.00	325,490.00	8,800.00	323,290.00	323,290.00
Equipment & Unusual	4,438.07	28,161.23	27,500.00	1,760.33	27,500.00	27,500.00	0.00	27,500.00	27,500.00
Total Operating Budget	<u>973,297.61</u>	<u>1,083,271.70</u>	<u>1,183,719.00</u>	<u>811,917.35</u>	<u>1,144,211.49</u>	<u>1,200,564.00</u>	<u>14,645.00</u>	<u>1,198,364.00</u>	<u>1,198,364.00</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 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated	FY 2020 Projected
Lights	4,500	4,650	4,700

STREET LIGHTING

EXPENDITURES	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	487,391.16	533,425.05	530,000.00	320,717.11	530,000.00	530,000.00	0.00	530,000.00	530,000.00

Department Explanation for Requested Increases

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

Personnel									
General Expenses	487,391.16	533,425.05	530,000.00	320,717.11	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	<u>487,391.16</u>	<u>533,425.05</u>	<u>530,000.00</u>	<u>320,717.11</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 ordinances would be contrary to public interest and would result in unnecessary hardship. To hear appeals from decisions of the inspector of buildings; and to grant special permits as authorized by the "Zoning Ordinance of the City of Waltham".

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2017	FY 2018
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2018 Actual	FY 2019 Estimated *to date	FY 2020 Projected
Number of Meetings	35	31*	50
Cases Heard	55	42*	60
Granted	43	33*	
Denied	2	0*	
Withdrawn	2	1*	
Pending	7	5*	
Number of Cases Filed	46	32*	
Fees Received FY 2017	\$32,649.14		
Fees Received FY 2018	\$27,979.10		
Fees Received FY19 to date	\$16,995.72		

** 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

		FY 2018		FY 2019			FY 2020							
Bargaining Unit	Position	FY 2020 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Members		10		10	22,500	14,800.00	22,500.00	10	25,000	10	25,000	25,000	
2.	Chairperson					500	500.00	500.00		500		500	500	
Subtotal			10	17,100.00	10	23,000	15,300.00	23,000.00	10	25,500		10	25,500	25,500

Summary of Changes

Adjustments to FY 2019 Positions

Step Raises/Longevity included in * position salary

Members 2,500

Explanation

Increase from potential 45 meetings to 50 meetings due to possibility of 2 comprehensive permits being filed

0	0	0	0	0

Subtotal

Grand Total

10	17,100.00	10	23,000	15,300.00	23,000.00	10	25,500	10	25,500	25,500
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2017	FY 2018	FY 2019			FY 2020			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/19	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	22,900.00	17,100.00	23,000.00	15,300.00	23,000.00	25,500.00	2,500.00	25,500.00	25,500.00
General Expenses 001-176-5200									
5308 Stenographer	11,463.75	10,490.00	15,000.00	10,863.75	15,000.00	17,000.00	2,000.00	17,000.00	17,000.00
5341 Advertising	13,124.46	13,827.60	15,000.00	8,999.86	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	2,180.30	4,135.90	2,500.00		2,500.00	3,000.00	500.00	3,000.00	3,000.00
5420 Office Supplies	813.97	377.20	1,500.00	253.64	1,500.00	1,500.00	0.00	1,500.00	1,500.00

Department Explanation for Requested Increases

Item

5308 Stenographer
5342 Postage

Reason

There are two potential comprehensive permits to be filed soon, which will require more meetings and time.
Cost of postage has increased in the last few years

Department Cost for Requested Increase

2,000.00
500.00

COST SUMMARY BY CLASSIFICATION

Personnel	22,900.00	17,100.00	23,000.00	15,300.00	23,000.00	25,500.00	2,500.00	25,500.00	25,500.00
General Expenses	27,582.48	28,830.70	34,000.00	20,117.25	34,000.00	36,500.00	2,500.00	36,500.00	36,500.00
Equipment & Unusual									
Total Operating Budget	50,482.48	45,930.70	57,000.00	35,417.25	57,000.00	62,000.00	5,000.00	62,000.00	62,000.00