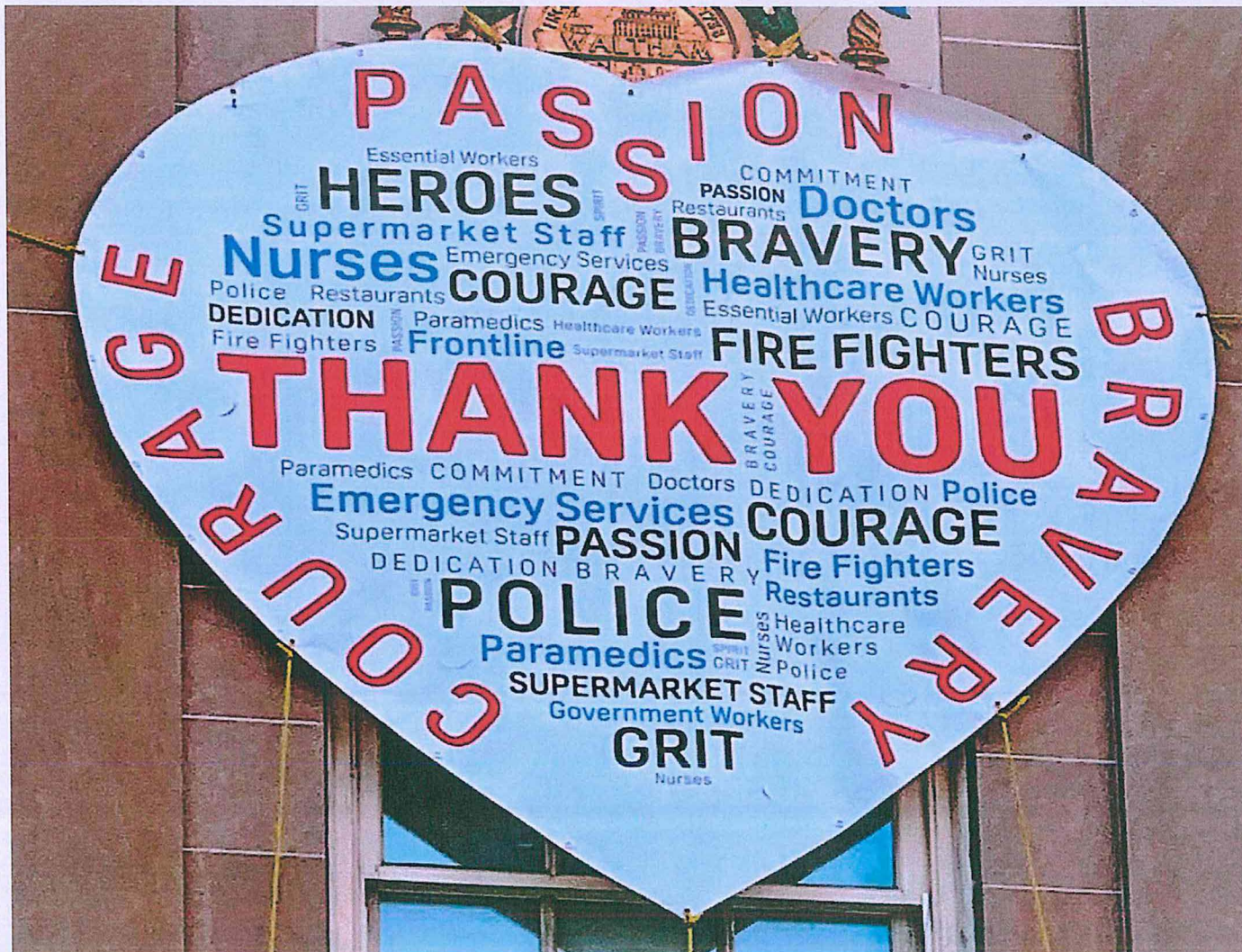


City of Waltham



Fiscal Year 2021 Budget

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	550,214.15	477,933.56	653,126.00	482,796.51	653,657.79	757,875.00	1,359.00	654,485.00	654,485.00
Personnel	445,287.51	381,433.28	537,006.00	381,986.42	537,006.00	544,185.00	7,179.00	544,185.00	544,185.00
General	104,926.64	96,500.28	116,120.00	100,810.09	116,651.79	213,690.00	(5,820.00)	110,300.00	110,300.00
Equip/Unusual									
Special									
Auditors	80,644,165.29	80,273,421.00	83,129,759.00	76,147,937.39	82,415,627.00	92,087,033.00	2,446,979.00	85,576,738.00	85,576,738.00
-City Auditor	595,255.97	613,391.26	1,976,520.00	460,837.16	1,972,060.00	3,351,944.00	1,225,129.00	3,201,649.00	3,201,649.00
Personnel	584,165.88	608,552.14	621,125.00	457,633.95	616,825.00	631,549.00	10,424.00	631,549.00	631,549.00
General	2,765.09	4,649.11	5,395.00	3,170.64	5,235.00	5,395.00	(295.00)	5,100.00	5,100.00
Equip/Unusual	8,325.00	190.01	1,350,000.00	32.57	1,350,000.00	2,715,000.00	1,215,000.00	2,565,000.00	2,565,000.00
Special									
-Interest & Certification	2,514,204.66	2,671,121.60	2,640,000.00	1,892,302.90	2,346,084.00	3,454,241.00	814,241.00	3,454,241.00	3,454,241.00
Personnel									
General	2,514,204.66	2,671,121.60	2,640,000.00	1,892,302.90	2,346,084.00	3,454,241.00	814,241.00	3,454,241.00	3,454,241.00
Equip/Unusual									
Special									
-Redemption of Bonds	8,501,238.00	8,251,238.00	8,700,000.00	6,411,043.90	8,766,044.00	9,081,774.00	381,774.00	9,081,774.00	9,081,774.00
Personnel									
General	8,501,238.00	8,251,238.00	8,700,000.00	6,411,043.90	8,766,044.00	9,081,774.00	381,774.00	9,081,774.00	9,081,774.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	16,782,184.52	17,349,549.00	17,899,239.00	17,864,266.00	17,864,266.00	18,460,074.00	560,835.00	18,460,074.00	18,460,074.00
Personnel									
General	16,782,184.52	17,349,549.00	17,899,239.00	17,864,266.00	17,864,266.00	18,460,074.00	560,835.00	18,460,074.00	18,460,074.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	48,787,251.27	47,879,658.91	47,866,000.00	47,071,402.68	47,856,000.00	54,226,000.00	-	47,866,000.00	47,866,000.00
Personnel									
General	48,787,251.27	47,879,658.91	47,866,000.00	47,071,402.68	47,856,000.00	54,226,000.00	-	47,866,000.00	47,866,000.00
Equip/Unusual									
Special									
-Group Life Ins & Social Security	101,554.19	118,076.44	15,000.00	6,172.28	13,000.00	13,000.00	(2,000.00)	13,000.00	13,000.00
Personnel									
General	101,554.19	118,076.44	15,000.00	6,172.28	13,000.00	13,000.00	(2,000.00)	13,000.00	13,000.00
Equip/Unusual									
Special									
-Redemption of Bonds (Sewer/Water)	2,692,059.72	2,697,553.15	3,319,000.00	1,933,357.45	2,987,267.00	2,883,000.00	(436,000.00)	2,883,000.00	2,883,000.00
Personnel									
General	2,692,059.72	2,697,553.15	3,319,000.00	1,933,357.45	2,987,267.00	2,883,000.00	(436,000.00)	2,883,000.00	2,883,000.00
Equip/Unusual									
Special									

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Interest & Certification (Sewer/Water)	670,416.96	692,832.64	714,000.00	508,555.02	610,906.00	617,000.00	(97,000.00)	617,000.00	617,000.00
Personnel									
General	670,416.96	692,832.64	714,000.00	508,555.02	610,906.00	617,000.00	(97,000.00)	617,000.00	617,000.00
Equip/Unusual									
Special									
Building	3,379,382.59	3,658,232.67	3,793,958.00	2,437,505.19	3,598,827.72	3,760,808.00	(329,607.00)	3,464,351.00	3,464,351.00
-General	2,181,317.38	2,451,227.26	2,593,258.00	1,672,470.50	2,398,127.72	2,560,108.00	(329,607.00)	2,263,651.00	2,263,651.00
Personnel	1,756,739.74	1,864,051.41	2,040,358.00	1,314,994.22	1,831,517.54	1,980,208.00	(329,607.00)	1,710,751.00	1,710,751.00
General	416,563.19	557,764.45	552,900.00	357,476.28	566,610.18	569,900.00	-	552,900.00	552,900.00
Equip/Unusual	8,014.45	29,411.40	-	-	-	10,000.00	-	-	-
Special									
-Utilities	1,198,065.21	1,207,005.41	1,200,700.00	765,034.69	1,200,700.00	1,200,700.00	-	1,200,700.00	1,200,700.00
General	1,198,065.21	1,207,005.41	1,200,700.00	765,034.69	1,200,700.00	1,200,700.00	-	1,200,700.00	1,200,700.00
City Clerk/Voter Registration	726,184.13	777,424.69	863,649.00	593,729.82	823,063.08	968,433.00	(26,933.00)	836,716.00	836,716.00
-City Clerk	402,348.41	440,306.78	470,769.00	339,644.51	470,754.00	578,439.00	5,753.00	476,522.00	476,522.00
Personnel	323,673.53	347,231.54	367,244.00	271,158.81	367,244.00	458,139.00	12,978.00	380,222.00	380,222.00
General	76,705.04	91,045.24	101,425.00	68,241.74	102,160.00	104,200.00	(5,125.00)	96,300.00	96,300.00
Equip/Unusual	-	-	-	-	-	15,000.00	-		
Special									
Other Charges	1,969.84	2,030.00	2,100.00	243.96	1,350.00	1,100.00	(2,100.00)	-	-
-Voter Registration	323,835.72	337,117.91	392,880.00	254,085.31	352,309.08	389,994.00	(32,686.00)	360,194.00	360,194.00
Personnel	203,558.18	198,046.21	211,280.00	115,690.54	172,541.44	201,294.00	(9,986.00)	201,294.00	201,294.00
General	120,277.54	139,071.70	181,600.00	138,394.77	179,767.64	188,700.00	(22,700.00)	158,900.00	158,900.00
Equip/Unusual									
Special									
City Council	361,513.62	368,851.24	394,544.00	273,308.77	396,866.00	402,590.00	(3,639.00)	390,905.00	390,905.00
Personnel	295,747.71	299,691.50	312,294.00	228,131.22	312,294.00	319,540.00	7,246.00	319,540.00	319,540.00
General	64,265.91	66,871.49	72,000.00	45,177.55	71,822.00	70,800.00	(885.00)	71,115.00	71,115.00
Equip/Unusual	1,500.00	2,288.25	10,250.00	-	12,750.00	12,250.00	(10,000.00)	250.00	250.00
Special									
Conservation Commission	41,798.63	33,638.11	45,762.00	30,567.71	41,795.58	182,914.00	752.00	46,514.00	46,514.00
Personnel	39,819.74	31,634.07	43,598.00	28,184.35	39,198.00	119,214.00	816.00	44,414.00	44,414.00
General	1,978.89	2,004.04	2,164.00	1,141.84	2,164.00	2,850.00	(64.00)	2,100.00	2,100.00
Equip/Unusual	-	-	-	1,241.52	433.58	60,850.00	-	-	-
Special									
Consolidated Public Works	14,436,303.80	13,991,704.12	14,097,036.00	9,442,818.98	13,924,669.70	14,276,108.00	(1,083,740.00)	13,013,296.00	13,013,296.00
-CPW Administration	5,867,200.34	6,115,225.80	6,760,091.00	4,258,580.97	6,360,694.70	6,789,133.00	(733,740.00)	6,026,351.00	6,026,351.00
Personnel	4,524,768.22	4,535,386.26	5,052,821.00	3,271,486.87	4,658,828.70	5,033,863.00	(674,870.00)	4,377,951.00	4,377,951.00
General	1,073,130.42	1,195,028.18	1,177,270.00	802,452.36	1,206,866.00	1,225,270.00	(58,870.00)	1,118,400.00	1,118,400.00
Equip/Unusual	269,301.70	384,811.36	530,000.00	184,641.74	495,000.00	530,000.00	-	530,000.00	530,000.00
Special									

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Snow & Ice	3,452,361.78	2,531,478.02	1,896,945.00	1,466,441.21	1,951,975.00	1,896,975.00	(500,000.00)	1,396,945.00	1,396,945.00
Personnel	398,607.28	308,593.46	137,000.00	182,361.81	192,000.00	137,000.00	-	137,000.00	137,000.00
General	3,053,754.50	2,222,884.56	1,759,945.00	1,284,079.40	1,759,975.00	1,759,975.00	(500,000.00)	1,259,945.00	1,259,945.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	5,116,741.68	5,345,000.30	5,440,000.00	3,717,796.80	5,612,000.00	5,590,000.00	150,000.00	5,590,000.00	5,590,000.00
General									
Equip/Unusual	5,116,741.68	5,345,000.30	5,440,000.00	3,717,796.80	5,612,000.00	5,590,000.00	150,000.00	5,590,000.00	5,590,000.00
Special									
Board of Survey & Planning	17,470.75	19,669.51	21,900.00	7,238.12	18,300.00	21,900.00	(200.00)	21,700.00	21,700.00
Personnel	12,399.78	15,100.00	17,000.00	6,029.62	13,500.00	17,000.00	-	17,000.00	17,000.00
General	5,070.97	4,569.51	4,900.00	1,208.50	4,800.00	4,900.00	(200.00)	4,700.00	4,700.00
Equip/Unusual									
Special									
Cemetery Commission	2,600.00	2,800.00	3,000.00	1,200.00	2,600.00	3,000.00	-	3,000.00	3,000.00
Personnel	2,600.00	2,800.00	3,000.00	1,200.00	2,600.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
CPW Water Admin	-	238,484.49	245,128.00	158,297.87	225,288.00	491,854.00	243,649.00	488,777.00	488,777.00
Personnel	-	238,484.49	243,128.00	157,997.87	224,288.00	488,454.00	241,349.00	484,477.00	484,477.00
General	-	-	2,000.00	300.00	1,000.00	3,400.00	2,300.00	4,300.00	4,300.00
Equip/Unusual									
Special									
Water Ops & Maint	10,280,989.65	10,613,435.24	11,144,423.00	7,825,928.61	11,109,803.46	11,726,375.00	291,731.00	11,436,154.00	11,436,154.00
Personnel-Operations & Maint	532,694.29	536,564.69	652,565.00	445,315.30	644,315.92	743,854.00	(103,339.00)	549,226.00	549,226.00
Personnel-Meter Read & Install	148,436.84	158,799.15	182,259.00	107,059.54	158,661.36	173,365.00	(8,894.00)	173,365.00	173,365.00
General	311,249.56	340,414.69	380,900.00	284,727.76	380,900.00	392,750.00	(19,000.00)	361,900.00	361,900.00
Equip/Unusual	9,288,608.96	9,577,656.71	9,928,699.00	6,988,826.01	9,925,926.18	10,416,406.00	422,964.00	10,351,663.00	10,351,663.00
Special									
Sewer Ops & Maint	14,658,522.47	15,008,169.80	15,533,082.00	10,683,373.43	15,265,421.90	15,954,293.00	(242,811.00)	15,290,271.00	15,290,271.00
Personnel	617,551.21	578,490.52	756,191.00	462,431.94	623,987.90	746,463.00	(107,174.00)	649,017.00	649,017.00
General	368,623.61	387,693.22	416,700.00	252,818.88	416,700.00	413,200.00	(20,800.00)	395,900.00	395,900.00
Equip/Unusual	13,672,347.65	14,041,986.06	14,360,191.00	9,968,122.61	14,224,734.00	14,794,630.00	(114,837.00)	14,245,354.00	14,245,354.00
Special									
Council on Aging / Meals on Wheels	682,906.51	749,955.21	869,714.00	615,603.75	845,082.00	953,634.00	20,920.00	890,634.00	890,634.00
Personnel	480,737.41	495,108.15	557,655.00	403,875.42	533,023.00	566,648.00	(53,621.00)	504,034.00	504,034.00
General	202,169.10	254,847.06	312,059.00	211,728.33	312,059.00	386,986.00	74,541.00	386,600.00	386,600.00
Equip/Unusual									
Special									

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Disabilities Service Commission	5,700.00	7,000.00	7,200.00	3,900.00	7,200.00	7,200.00	(10.00)	7,190.00	7,190.00
Personnel	5,700.00	7,000.00	7,000.00	3,900.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	-	-	200.00	-	200.00	200.00	(10.00)	190.00	190.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
Emergency Management	85,543.92	86,337.90	90,085.00	60,052.73	90,085.00	138,000.00	(200.00)	89,885.00	89,885.00
Personnel	76,323.69	77,872.39	78,985.00	58,267.91	78,985.00	126,900.00	-	78,985.00	78,985.00
General	3,981.84	2,965.51	4,300.00	262.32	4,300.00	4,300.00	(200.00)	4,100.00	4,100.00
Equip/Unusual	4,838.39	5,100.00	6,400.00	1,122.50	6,400.00	6,400.00	-	6,400.00	6,400.00
Special	400.00	400.00	400.00	400.00	400.00	400.00	-	400.00	400.00
Engineering	460,008.56	458,683.67	576,207.00	360,161.03	499,601.00	762,439.00	(101,138.00)	475,069.00	475,069.00
Personnel	450,390.45	449,419.59	557,307.00	347,769.52	477,351.00	676,339.00	(109,238.00)	448,069.00	448,069.00
General	9,618.11	9,264.08	18,900.00	12,391.51	22,250.00	86,100.00	8,100.00	27,000.00	27,000.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
Water Admin (Engineering)	848,084.24	600,946.70	718,409.00	498,416.74	704,916.00	649,685.00	(236,154.00)	482,255.00	482,255.00
-Water & Sewer Billing & Compliance	218,632.39	243,222.45	245,608.00	168,927.77	245,608.00	247,077.00	(1,741.00)	243,867.00	243,867.00
Personnel	176,512.40	182,127.26	184,908.00	136,050.54	184,908.00	186,167.00	1,259.00	186,167.00	186,167.00
General	42,119.99	61,095.19	60,700.00	32,877.23	60,700.00	60,910.00	(3,000.00)	57,700.00	57,700.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
-Engineering Water Administration	629,451.85	357,724.25	472,801.00	329,488.97	459,308.00	402,608.00	(234,413.00)	238,388.00	238,388.00
Personnel	607,417.35	339,855.64	448,501.00	322,874.58	440,008.00	378,308.00	(226,813.00)	221,688.00	221,688.00
General	5,166.35	3,793.04	4,300.00	1,718.00	4,300.00	4,300.00	(2,600.00)	1,700.00	1,700.00
Equip/Unusual	16,868.15	14,075.57	20,000.00	4,896.39	15,000.00	20,000.00	(5,000.00)	15,000.00	15,000.00
Special	-	-	-	-	-	-	-	-	-
Fire	17,333,284.12	17,477,855.42	17,731,469.00	13,163,050.78	17,336,621.28	18,372,012.00	(669,568.00)	17,061,901.00	17,061,901.00
Personnel	16,489,952.81	16,533,205.45	16,767,590.00	12,661,887.71	16,372,742.28	17,293,705.00	(591,149.00)	16,176,441.00	16,176,441.00
General	552,956.81	640,296.74	598,925.00	225,469.37	598,925.00	642,605.00	(49,925.00)	549,000.00	549,000.00
Equip/Unusual	54,773.80	73,498.57	115,000.00	59,383.70	115,000.00	104,500.00	(10,500.00)	104,500.00	104,500.00
Special	235,600.70	230,854.66	249,954.00	216,310.00	249,954.00	331,202.00	(17,994.00)	231,960.00	231,960.00
Fire Auxiliary	3,499.10	15,343.24	12,500.00	-	12,500.00	12,500.00	(500.00)	12,000.00	12,000.00
General	3,499.10	9,464.74	9,000.00	-	9,000.00	9,000.00	(500.00)	8,500.00	8,500.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	5,878.50	3,500.00	-	3,500.00	3,500.00	-	3,500.00	3,500.00
Health	935,488.85	905,363.50	972,635.00	675,578.23	909,448.95	967,797.00	(81,585.00)	891,050.00	891,050.00
Personnel	791,121.48	745,987.73	798,416.00	521,784.66	735,229.95	793,503.00	(77,891.00)	720,525.00	720,525.00
General	44,002.97	58,988.87	73,619.00	53,327.44	73,619.00	73,694.00	(3,694.00)	69,925.00	69,925.00
Equip/Unusual	100,364.40	100,386.90	100,600.00	100,466.13	100,600.00	100,600.00	-	100,600.00	100,600.00
Special	-	-	-	-	-	-	-	-	-

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Historical Commission	42,011.99	19,943.30	25,680.00	19,108.79	22,540.00	26,680.00	(2,280.00)	23,400.00	23,400.00
Personnel	34,990.40	6,000.00	7,000.00	4,100.00	7,100.00	7,000.00	-	7,000.00	7,000.00
General	3,245.09	3,643.30	6,180.00	2,658.79	4,940.00	6,180.00	(280.00)	5,900.00	5,900.00
Equip/Unusual	3,776.50	10,300.00	12,500.00	12,350.00	10,500.00	13,500.00	(2,000.00)	10,500.00	10,500.00
Special									
Human Resources	800,301.52	846,582.44	1,012,906.00	684,551.29	919,776.67	1,102,234.00	(225,800.00)	787,106.00	787,106.00
-General/Work Study/Unemploy	382,332.92	380,291.75	492,906.00	265,095.24	399,776.67	582,234.00	(95,800.00)	397,106.00	397,106.00
Personnel	317,890.16	329,622.18	418,456.00	234,395.05	326,229.67	506,584.00	(92,250.00)	326,206.00	326,206.00
General	33,781.35	17,254.57	36,450.00	18,524.19	36,750.00	37,650.00	(3,550.00)	32,900.00	32,900.00
Equip/Unusual	30,661.41	33,415.00	38,000.00	12,176.00	36,797.00	38,000.00	-	38,000.00	38,000.00
Special									
-Workers Comp	417,968.60	466,290.69	520,000.00	419,456.05	520,000.00	520,000.00	(130,000.00)	390,000.00	390,000.00
Personnel									
General	417,968.60	466,290.69	520,000.00	419,456.05	520,000.00	520,000.00	(130,000.00)	390,000.00	390,000.00
Equip/Unusual									
Special									
Information Technology	1,701,438.51	1,681,983.36	1,712,254.00	1,321,418.45	1,771,898.00	2,121,963.00	(6,432.00)	1,705,822.00	1,705,822.00
-Information Technology	1,469,247.26	1,464,200.74	1,493,716.00	1,165,188.76	1,533,360.00	1,828,425.00	3,568.00	1,497,284.00	1,497,284.00
Personnel	1,131,992.23	1,095,173.82	1,107,985.00	808,466.74	1,107,985.00	1,119,053.00	3,568.00	1,111,553.00	1,111,553.00
General	320,086.33	330,992.12	355,731.00	350,521.95	395,375.00	397,375.00	-	355,731.00	355,731.00
Equip/Unusual	17,168.70	38,034.80	30,000.00	6,200.07	30,000.00	311,997.00	-	30,000.00	30,000.00
Special									
-Central Telephone	232,191.25	217,782.62	218,538.00	156,229.69	238,538.00	293,538.00	(10,000.00)	208,538.00	208,538.00
Personnel	25,796.96	26,109.02	28,538.00	18,307.52	28,538.00	28,538.00	-	28,538.00	28,538.00
General	206,394.29	191,673.60	190,000.00	137,922.17	210,000.00	210,000.00	(10,000.00)	180,000.00	180,000.00
Equip/Unusual	-	-	-	-	-	55,000.00	-	-	-
Special									
Law	1,016,094.84	1,077,812.53	1,320,631.00	753,263.80	1,230,119.00	1,339,699.00	(87,464.00)	1,233,167.00	1,233,167.00
Personnel	945,328.00	933,744.81	1,050,981.00	642,769.53	944,619.00	1,055,049.00	(79,014.00)	971,967.00	971,967.00
General	68,244.84	77,621.01	169,650.00	71,787.77	169,650.00	169,650.00	(8,450.00)	161,200.00	161,200.00
Equip/Unusual	2,522.00	66,446.71	100,000.00	38,706.50	115,850.00	115,000.00	-	100,000.00	100,000.00
Special									
Library	2,515,635.44	2,805,063.83	3,053,070.00	2,111,624.92	2,880,804.34	3,254,134.00	(122,289.00)	2,930,781.00	2,930,781.00
Personnel	2,039,630.68	2,312,214.47	2,543,252.00	1,753,299.42	2,350,986.34	2,693,948.00	(100,649.00)	2,442,603.00	2,442,603.00
General	403,675.72	426,430.02	428,995.00	289,151.24	449,095.00	469,608.00	(21,395.00)	407,600.00	407,600.00
Equip/Unusual	70,329.04	66,419.34	77,823.00	69,174.26	77,723.00	87,578.00	2,755.00	80,578.00	80,578.00
Special									
Other Charges	2,000.00	-	3,000.00	-	3,000.00	3,000.00	(3,000.00)	-	-
Mayor	700,022.20	661,843.19	768,841.00	559,522.16	769,132.11	771,327.00	(65,962.00)	702,879.00	702,879.00
-Mayor	690,522.20	651,893.19	757,841.00	549,072.16	758,682.11	760,327.00	(65,962.00)	691,879.00	691,879.00
Personnel	282,197.97	278,244.50	341,566.00	210,959.69	292,951.00	344,052.00	(65,027.00)	276,539.00	276,539.00
General	22,564.30	22,682.73	25,550.00	21,749.16	25,063.92	25,550.00	(935.00)	24,615.00	24,615.00
Equip/Unusual	385,759.93	350,965.96	390,725.00	316,363.31	440,667.19	390,725.00	-	390,725.00	390,725.00
Special									

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	9,500.00	9,950.00	11,000.00	10,450.00	10,450.00	11,000.00	-	11,000.00	11,000.00
Personnel									
General	9,500.00	9,950.00	11,000.00	10,450.00	10,450.00	11,000.00	-	11,000.00	11,000.00
Equip/Unusual									
Special									
Planning	1,197,032.27	965,258.04	1,062,508.00	787,782.06	1,012,305.33	1,090,961.00	(95,254.00)	967,254.00	967,254.00
<i>-City Planner</i>	375,048.54	299,465.37	339,045.00	238,821.86	311,023.33	364,287.00	(66,965.00)	272,080.00	272,080.00
Personnel	259,074.49	291,191.14	326,045.00	203,270.26	264,540.00	341,287.00	(66,765.00)	259,280.00	259,280.00
General	2,774.43	2,801.41	3,000.00	1,718.27	3,000.00	3,000.00	(200.00)	2,800.00	2,800.00
Equip/Unusual	113,199.62	5,472.82	10,000.00	33,833.33	43,483.33	20,000.00	-	10,000.00	10,000.00
Special									
<i>-Housing</i>	670,377.15	516,035.21	561,570.00	419,895.97	539,389.00	563,416.00	(13,204.00)	548,366.00	548,366.00
Personnel	288,568.47	346,260.56	360,020.00	257,365.87	337,839.00	361,866.00	1,846.00	361,866.00	361,866.00
General	1,540.68	84,034.20	101,550.00	57,395.03	101,550.00	101,550.00	(15,050.00)	86,500.00	86,500.00
Equip/Unusual	380,268.00	85,740.45	100,000.00	105,135.07	100,000.00	100,000.00	-	100,000.00	100,000.00
Special									
<i>-Paine Estate</i>	151,606.58	149,757.46	161,893.00	129,064.23	161,893.00	163,258.00	(15,085.00)	146,808.00	146,808.00
Personnel	120,409.11	122,486.64	127,143.00	114,633.03	127,143.00	127,508.00	365.00	127,508.00	127,508.00
General	27,203.74	27,270.82	34,750.00	14,431.20	34,750.00	35,750.00	(15,450.00)	19,300.00	19,300.00
Equip/Unusual	3,993.73	-	-	-	-	-	-	-	-
Special									
Police	18,859,534.70	19,530,814.09	20,270,701.00	15,051,862.15	20,206,654.00	20,402,457.00	(1,001,616.00)	19,269,085.00	19,269,085.00
<i>-Police & Animal Control</i>	17,007,331.24	17,715,595.76	18,253,873.00	13,549,340.92	18,243,401.00	18,377,878.00	(812,098.00)	17,441,775.00	17,441,775.00
Personnel	16,399,287.44	17,013,972.90	17,464,230.00	13,042,524.94	17,466,258.00	17,592,503.00	(772,130.00)	16,692,100.00	16,692,100.00
General	250,166.43	285,005.05	314,100.00	204,777.85	314,100.00	314,100.00	(35,700.00)	278,400.00	278,400.00
Equip/Unusual	156,434.43	190,903.28	223,368.00	94,846.94	210,868.00	219,100.00	(4,268.00)	219,100.00	219,100.00
Special	201,442.94	225,714.53	252,175.00	207,191.19	252,175.00	252,175.00	-	252,175.00	252,175.00
<i>-Dispatch</i>	1,852,203.46	1,815,218.33	2,016,828.00	1,502,521.23	1,963,253.00	2,024,579.00	(189,518.00)	1,827,310.00	1,827,310.00
Personnel	1,801,707.82	1,771,351.72	1,961,487.00	1,466,592.56	1,916,058.00	1,969,238.00	(187,477.00)	1,774,010.00	1,774,010.00
General	35,324.98	31,618.41	39,941.00	23,671.42	33,095.00	39,941.00	(2,041.00)	37,900.00	37,900.00
Equip/Unusual									
Special	15,170.66	12,248.20	15,400.00	12,257.25	14,100.00	15,400.00	-	15,400.00	15,400.00
Purchasing	560,696.80	556,918.94	659,982.00	424,713.90	644,767.93	663,023.00	2,136.00	662,118.00	662,118.00
Personnel	251,700.28	240,312.34	256,757.00	185,986.49	253,757.00	266,363.00	9,606.00	266,363.00	266,363.00
General	4,519.68	3,961.00	11,925.00	3,317.53	5,910.93	6,605.00	(6,225.00)	5,700.00	5,700.00
Equip/Unusual									
Special	304,476.84	312,645.60	391,300.00	235,409.88	385,100.00	390,055.00	(1,245.00)	390,055.00	390,055.00
Recreation/Veteran's Rink	1,516,909.53	1,627,539.88	1,871,732.00	1,292,790.39	1,808,727.88	1,919,792.00	(1,040.00)	1,870,692.00	1,870,692.00
<i>-General Support</i>	834,206.19	926,820.00	1,049,460.00	740,906.84	1,032,258.00	1,082,517.00	18,782.00	1,068,242.00	1,068,242.00
Personnel	778,094.74	868,287.96	982,335.00	692,834.67	965,133.00	1,012,142.00	19,807.00	1,002,142.00	1,002,142.00
General	15,020.53	16,649.46	20,125.00	15,719.40	20,125.00	20,375.00	(1,025.00)	19,100.00	19,100.00
Equip/Unusual	41,090.92	41,882.58	47,000.00	32,352.77	47,000.00	50,000.00	-	47,000.00	47,000.00
Special									

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Playgrounds	139,648.26	159,116.60	198,500.00	156,154.93	188,100.00	210,000.00	(4,800.00)	193,700.00	193,700.00
Personnel	54,372.00	56,232.00	69,000.00	63,066.50	69,000.00	69,000.00	-	69,000.00	69,000.00
General	82,020.55	99,392.68	126,000.00	90,479.96	115,600.00	136,000.00	(6,300.00)	119,700.00	119,700.00
Equip/Unusual	3,255.71	3,491.92	3,500.00	2,608.47	3,500.00	5,000.00	1,500.00	5,000.00	5,000.00
Special									
-Summer Fun	83,043.39	81,962.39	90,300.00	63,658.94	90,897.88	93,800.00	(600.00)	89,700.00	89,700.00
Personnel	70,855.00	70,325.00	77,500.00	58,636.00	77,500.00	78,500.00	-	77,500.00	77,500.00
General	12,188.39	11,637.39	12,800.00	5,022.94	13,397.88	15,300.00	(600.00)	12,200.00	12,200.00
Equip/Unusual									
Special									
-Support of Rec Act.	94,570.38	107,972.55	117,500.00	43,471.07	117,500.00	125,500.00	(5,300.00)	112,200.00	112,200.00
Personnel									
General	85,086.88	98,275.17	107,000.00	40,585.36	107,000.00	115,000.00	(5,300.00)	101,700.00	101,700.00
Equip/Unusual	9,483.50	9,697.38	10,500.00	2,885.71	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
-Vet Rink	365,441.31	351,668.34	415,972.00	288,598.61	379,972.00	407,975.00	(9,122.00)	406,850.00	406,850.00
Personnel	134,996.84	147,366.62	151,747.00	128,832.47	151,747.00	154,150.00	2,403.00	154,150.00	154,150.00
General	200,095.26	178,811.03	231,225.00	137,884.22	200,225.00	220,825.00	(11,525.00)	219,700.00	219,700.00
Equip/Unusual	19,349.21	14,240.69	21,000.00	11,881.92	17,000.00	21,000.00	-	21,000.00	21,000.00
Special	11,000.00	11,250.00	12,000.00	10,000.00	11,000.00	12,000.00	-	12,000.00	12,000.00
Transportation	904,127.65	902,579.36	959,754.00	599,657.44	950,988.00	965,784.00	7,159.00	966,913.00	966,913.00
-Traffic Engineering	531,612.28	531,475.81	574,329.00	342,821.23	575,537.00	580,230.00	(3,882.00)	570,447.00	570,447.00
Personnel	408,404.79	414,401.28	429,563.00	291,687.43	429,563.00	434,414.00	(416.00)	429,147.00	429,147.00
General	52,808.61	68,628.12	69,766.00	30,709.25	70,974.00	70,816.00	(3,466.00)	66,300.00	66,300.00
Equip/Unusual	70,398.88	48,446.41	75,000.00	20,424.55	75,000.00	75,000.00	-	75,000.00	75,000.00
Special									
-Parking Management	372,515.37	371,103.55	385,425.00	256,836.21	375,451.00	385,554.00	11,041.00	396,466.00	396,466.00
Personnel	193,361.58	177,579.08	182,641.00	114,344.74	172,667.00	182,878.00	237.00	182,878.00	182,878.00
General	113,944.16	133,383.97	156,483.00	108,567.68	156,483.00	156,375.00	(7,783.00)	148,700.00	148,700.00
Equip/Unusual	63,320.00	58,197.00	44,301.00	32,981.00	44,301.00	44,301.00	18,587.00	62,888.00	62,888.00
Special	1,889.63	1,943.50	2,000.00	942.79	2,000.00	2,000.00	-	2,000.00	2,000.00
Treasurer & Collector	1,209,599.52	1,251,033.87	1,428,474.00	964,680.70	1,428,474.00	1,432,186.00	(71,278.00)	1,357,196.00	1,357,196.00
-Treas & Collector/Paymaster/ Group Life	1,206,299.42	1,247,033.87	1,424,474.00	962,337.37	1,424,474.00	1,428,186.00	(71,278.00)	1,353,196.00	1,353,196.00
Personnel	906,668.33	946,746.34	954,124.00	690,136.50	954,124.00	947,836.00	(54,578.00)	899,546.00	899,546.00
General	299,631.09	300,287.53	462,850.00	269,605.91	462,850.00	472,850.00	(16,700.00)	446,150.00	446,150.00
Equip/Unusual	-	-	7,500.00	2,594.96	7,500.00	7,500.00	-	7,500.00	7,500.00
Special									
-Trust Funds	3,300.10	4,000.00	4,000.00	2,343.33	4,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	3,300.10	4,000.00	4,000.00	2,343.33	4,000.00	4,000.00	-	4,000.00	4,000.00
General									
Equip/Unusual									
Special									

	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Veterans/License Commission	330,754.57	357,360.73	408,203.00	277,698.58	382,203.00	408,203.00	(18,150.00)	390,053.00	390,053.00
-Veterans	311,753.22	338,510.73	388,728.00	264,795.73	362,728.00	388,728.00	(17,975.00)	370,753.00	370,753.00
Personnel	190,121.00	195,349.11	196,053.00	145,700.64	196,053.00	196,053.00	-	196,053.00	196,053.00
General	121,632.22	143,161.62	192,675.00	119,095.09	166,675.00	192,675.00	(17,975.00)	174,700.00	174,700.00
Equip/Unusual									
Special									
-License Commission	19,001.35	18,850.00	19,475.00	12,902.85	19,475.00	19,475.00	(175.00)	19,300.00	19,300.00
Personnel	15,599.85	15,600.00	15,600.00	11,060.19	15,600.00	15,600.00	-	15,600.00	15,600.00
General	3,401.50	3,250.00	3,875.00	1,842.66	3,875.00	3,875.00	(175.00)	3,700.00	3,700.00
Equip/Unusual									
Special									
Wires	1,616,696.75	1,632,275.99	1,728,364.00	1,140,662.21	1,740,379.00	1,783,156.00	(13,448.00)	1,714,916.00	1,714,916.00
-General	1,083,271.70	1,129,549.86	1,198,364.00	904,918.87	1,210,379.00	1,253,156.00	(13,448.00)	1,184,916.00	1,184,916.00
Personnel	758,789.55	798,008.07	847,574.00	638,767.89	859,574.00	862,316.00	2,742.00	850,316.00	850,316.00
General	296,320.92	307,163.69	323,290.00	259,647.93	323,305.00	331,340.00	(16,190.00)	307,100.00	307,100.00
Equip/Unusual	28,161.23	24,378.10	27,500.00	6,503.05	27,500.00	59,500.00	-	27,500.00	27,500.00
Special									
-Street Lighting	533,425.05	502,726.13	530,000.00	235,743.34	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	533,425.05	502,726.13	530,000.00	235,743.34	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	45,930.70	52,437.88	62,000.00	35,106.12	62,000.00	64,500.00	(1,800.00)	60,200.00	60,200.00
Personnel	17,100.00	21,000.00	25,500.00	17,000.00	25,500.00	25,500.00	-	25,500.00	25,500.00
General	28,830.70	31,437.88	36,500.00	18,106.12	36,500.00	39,000.00	(1,800.00)	34,700.00	34,700.00
Equip/Unusual									
Special									
Grand Total	178,470,447.37	179,734,697.50	187,248,686.00	149,485,908.62	184,712,143.72	199,842,549.00	(1,474,213.00)	185,774,473.00	185,774,473.00
Schools	87,360,686.32	87,375,692.87	90,798,631.00	56,903,537.40	-	95,768,387.00	1,300,000.00	92,098,631.00	92,098,631.00
Total with Schools	265,831,133.69	267,110,390.37	278,047,317.00	206,389,446.02	184,712,143.72	295,610,936.00	(174,213.00)	277,873,104.00	277,873,104.00

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 2018	FY 2019
Pension-Contributory/FICA	236,544	139,787
Pension Administration	19,956	14,282
Medical & Life Insurance	157,063	159,145
Heat, Light, Water	13,631	12,768
Building Repair & Maintenance	26,596	22,356
Building Insurance	1,195	635
Motor Vehicle Insurance	173	223
Motor Vehicle Maint & Repair	4,717	6,470
Total	\$459,875	\$355,666

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Real Estate Parcels Assessed	15,828	15,866	15,875
Personal Prop Parcels Assessed	1,600	1,563	1,600
Field Inspections	250	350	350
Real Estate, Personal Property, Abatements & Exemptions	80 657	161 655	100 650
Motor Vehicle Excise Tax Processed	57,650	58,000	58,500
Motor Vehicle Excise Abatements	2,450	2,500	2,600
Appellate Tax Board Cases - Properties	31	40	30
Abutters Plan Certifications	170	185	180

ASSESSOR

PERSONNEL

	Bargaining Unit Position	FY 2021 Grade-Step
1.	Chairperson, Assessors	19-6
2.	Assessor	16-6 (L9)
3.	*Assessor	16-6 (L10)
4.	*Assistant Assessor	13-5 (L9)
5.	Administrative Assistant	10-2 (L8)
6.	Part Time / Temporary	
Subtotal		

FY 2019		FY 2020				FY 2021											
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
				Actual Expenditures	Expenditures Thru 6/30/2020												
				1	129,266						96,066.51	129,266.00	1	129,266	1	129,266	129,266
				1	116,659						86,972.33	116,659.00	1	116,521	1	116,521	116,521
				1	112,053						83,049.26	112,053.00	1	116,474	1	116,474	116,474
				1	87,298						64,702.44	87,298.00	1	90,730	1	90,730	90,730
				1	62,704						37,767.88	62,704.00	1	62,168	1	62,168	62,168
					29,026						13,428.00	29,026.00		29,026		29,026	29,026
				4.5	381,433.28						5	537,006	381,986.42	537,006.00	5	544,185	

Summary of Changes

Adjustments to FY 2020 Positions

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

7,179

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4.5	381,433.28	5	537,006	381,986.42	537,006.00	5	544,185	5	544,185	544,185
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ASSESSOR

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	404,781.11	356,982.03	507,980.00	368,558.42	507,980.00	515,159.00	7,179.00	515,159.00	515,159.00
5121 Salaries - Part Time	40,506.40	24,451.25	29,026.00	13,428.00	29,026.00	29,026.00	0.00	29,026.00	29,026.00
General Expenses 001-141-5200									
5248 Computer Equipment License	17,790.00	18,590.00	19,490.00	19,490.00	19,490.00	20,290.00	110,300.00	110,300.00	110,300.00
5310 Valuation Services	79,561.52	70,401.48	84,000.00	71,415.00	84,000.00	179,200.00	(19,490.00)		
5312 Training		699.00	3,000.00	3,400.75	3,000.00	4,000.00	(84,000.00)		
5342 Postage	2,825.50	3,070.25	4,700.00	3,362.09	4,700.00	4,700.00	(3,000.00)		
5343 Printing	3,931.05	2,945.14	4,000.00	1,917.59	4,000.00	4,000.00	(4,700.00)		
5420 Office Supplies	543.57	341.91	500.00	262.87	500.00	500.00	(4,000.00)		
5730 Dues	275.00	452.50	430.00	961.79	961.79	1,000.00	(500.00)		

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	Patriot software - annual increase	800.00
5310 Valuation Services	Cyclical Data Collection: 5 year plan = \$423,500, \$84,700/year Public Utility Valuation: 3 parcels, \$3,500/each	95,200.00
5312 Training	State Certification - Mass Assessors Assoc. Both FC and AC are taking courses.	1,000.00
5730 Dues	Mass Assess Assoc. and International Assess membership fees MAAO-4 and IAAO-2	570.00

COST SUMMARY BY CLASSIFICATION

Personnel	445,287.51	381,433.28	537,006.00	381,986.42	537,006.00	544,185.00	7,179.00	544,185.00	544,185.00
General Expenses	104,926.64	96,500.28	116,120.00	100,810.09	116,651.79	213,690.00	(5,820.00)	110,300.00	110,300.00
Equipment & Unusual									
Total Operating Budget	550,214.15	477,933.56	653,126.00	482,796.51	653,657.79	757,875.00	1,359.00	654,485.00	654,485.00

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	250,441	289,685
Pension Administration	21,268	30,793
Medical & Life Insurance	246,875	242,035
Heat, Light, Water	13,631	12,768
Building Repair & Maintenance	26,596	22,356
Building Insurance	1,195	1,534
Total	\$560,006	\$599,171

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Fund Accounts Controlled	60	60	60
Accts/Pay invoices processed	35,880	36,400	37,000
Payrolls processed/verified	166	168	166
Original PO's reviewed/certified	982	990	990
Vendor contracts reviewed/certified	130	140	140
CAFR award received	Pending	Expected	Expected
CBA's negotiated (9 unions)	0	9	0
Union grievances/arbitrations	10	5	5
Acctg Systems Updated/Maintained:			
General Ledger	1	1	1
Accounts/Payable	1	1	1
Payroll	1	1	1
Miscellaneous Billing	1	1	1
Auditor's Webpage	1	1	1
Financial Transparency	1	1	1

AUDITOR

PERSONNEL

			FY 2019		FY 2020			FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	City Auditor	21-6 (L11)	1		1	160,615	119,364.09	160,615.00	1	160,615	1	160,615	160,615
2.	Asst City Auditor	17-6 (L11)	1		1	126,623	94,102.67	126,623.00	1	126,623	1	126,623	126,623
3.	Business Manager	15-6 (L8)	1		1	107,429	79,837.90	107,429.00	1	107,429	1	107,429	107,429
4.	*Senior Accountant	13-6	1		1	84,033	62,450.81	84,033.00	1	87,337	1	87,337	87,337
5.	*Administrative Assistant	10-6 (L10)	1		1	76,690	56,993.61	76,690.00	1	76,749	1	76,749	76,749
6.	*Office Coordinator	9-5	1		1	60,435	44,884.87	60,435.00	1	62,796	1	62,796	62,796
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						2,300	1,000.00		2,000		2,000	2,000
Subtotal			6	608,552.14	6	621,125	457,633.95	616,825.00	6	626,549	6	626,549	626,549

Summary of Changes

Adjustments to FY 2020 Positions

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

5,724

Explanation

Students / Part Time / Temporary

(300)

Reduction to funding need

New Positions

MSBA Pro-Pay Administrator

Stipend to administer the MSBA reimbursement program and related financial activities for only the duration of the WHS building project

5,000

5,000

5,000

Subtotal

0	5,000	0	5,000	5,000
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Grand Total

6	608,552.14	6	621,125	457,633.95	616,825.00	6	631,549	6	631,549	631,549
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AUDITOR

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	581,055.63	605,397.89	615,825.00	457,633.95	615,825.00	621,549.00	5,724.00	621,549.00	621,549.00
5121 Salaries - Part Time	3,110.25	3,154.25	5,300.00	0.00	1,000.00	10,000.00	4,700.00	10,000.00	10,000.00
General Expenses 001-135-5200									
5192 Mileage	84.00	167.84	200.00	88.00	200.00	200.00	5,100.00	5,100.00	5,100.00
5242 Office Equipment Repair/Maint	390.00	390.00	500.00	390.00	390.00	450.00	(200.00)		
5312 Collective Bargaining/ Training	230.00	448.30	600.00	425.00	600.00	600.00	(500.00)		
5342 Postage	147.00		150.00	25.50	100.00	100.00	(600.00)		
5420 Office Supplies	1,764.09	3,492.97	3,200.00	1,497.14	3,200.00	3,300.00	(150.00)		
5730 Dues-Mandatory	150.00	150.00	745.00	745.00	745.00	745.00	(3,200.00)		
Equipment & Unusual 001-135-5400									
5111 Contingency/Collective Bargaining - City	8,325.00	190.01	1,350,000.00	32.57	1,350,000.00	2,700,000.00	1,200,000.00	2,550,000.00	2,550,000.00
5248 Financial Transparency Annual License						15,000.00	15,000.00	15,000.00	15,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Expected increase in cost/usage and offset by decrease in accounts #5242 (\$50) and #5342 (\$50)	100.00
5111 Contingency/Collective Bargaining - City	Contingency for collective bargaining contracts and non-union compensation increases	1,350,000.00
5248 Financial Transparency Annual License	License for the OpenGov financial transparency website tool	15,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	584,165.88	608,552.14	621,125.00	457,633.95	616,825.00	631,549.00	10,424.00	631,549.00	631,549.00
General Expenses	2,765.09	4,649.11	5,395.00	3,170.64	5,235.00	5,395.00	(295.00)	5,100.00	5,100.00
Equipment & Unusual	8,325.00	190.01	1,350,000.00	32.57	1,350,000.00	2,715,000.00	1,215,000.00	2,565,000.00	2,565,000.00
Total Operating Budget	595,255.97	613,391.26	1,976,520.00	460,837.16	1,972,060.00	3,351,944.00	1,225,129.00	3,201,649.00	3,201,649.00

AUDITOR - INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
BANS Issued	\$18,000,000		\$43,275,000
Interest Rate	3.0%		3.0%
Bonds Issued	\$22,053,285	\$30,364,169	
Interest Rate	4.0%	3.5%	
Maximum Borrowing Term	30 years	30 years	
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	5,800.00	2,500.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5915 Debt Inside Interest	2,508,404.66	2,184,393.74	2,375,000.00	1,892,302.90	2,341,084.00	3,449,241.00	1,074,241.00	3,449,241.00	3,449,241.00
5925 Interest on Bond Anticipation Notes		484,227.86	240,000.00		0.00	0.00	(240,000.00)	0.00	0.00
5930 Interest on Tax Refunds			20,000.00		0.00	0.00	(20,000.00)	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5915 Debt Inside Interest	Increase in net interest payments due to the June 2020 bond issue	1,074,241.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,514,204.66	2,671,121.60	2,640,000.00	1,892,302.90	2,346,084.00	3,454,241.00	814,241.00	3,454,241.00	3,454,241.00
Equipment & Unusual									
Total Operating Budget	<u>2,514,204.66</u>	<u>2,671,121.60</u>	<u>2,640,000.00</u>	<u>1,892,302.90</u>	<u>2,346,084.00</u>	<u>3,454,241.00</u>	<u>814,241.00</u>	<u>3,454,241.00</u>	<u>3,454,241.00</u>

AUDITOR - REDEMPTION OF BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

[illegible]

	FY 2019	FY 2020	FY 2021
Output Measure	Actual	Estimated	Projected
Building	\$1,061,000	\$10,860,000	\$10,514,000
Building - School Construction	24,146,123	20,932,941	17,858,703
City Yard Project	284,000	248,000	212,000
Design / Engineering	88,000	72,000	56,000
Equipment	3,908,340	2,744,250	1,800,000
Land Acquisition	25,460,000	35,110,000	33,285,000
Land Development	4,728,000	8,939,000	7,955,000
Removal Solid Waste Facility	370,000	322,000	274,000
Recreation Facilities	360,000	315,000	270,000
Revaluation	175,000	140,000	110,000
Signals	645,000	839,000	635,000
Streets	11,701,521	14,031,919	12,010,000
Technology	75,000	46,000	25,000
Total Outstanding Bonds	\$73,001,984	\$94,600,110	\$85,004,703
Bonds Retired In 5 Years	54%	25%	23%
Bonds Retired In 10 Years	81%	61%	59%
Bonds Retired In 15 Years	87%	70%	69%
Bonds Retired In 20 Years	92%	72%	68%
Bonds Retired In 30 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	8,501,238.00	8,251,238.00	8,700,000.00	6,411,043.90	8,766,044.00	9,081,774.00	381,774.00	9,081,774.00	9,081,774.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Inside Limit	Increase in net principal payments due to the June 2020 bond issue	381,774.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	8,501,238.00	8,251,238.00	8,700,000.00	6,411,043.90	8,766,044.00	9,081,774.00	381,774.00	9,081,774.00	9,081,774.00
Equipment & Unusual									
Total Operating Budget	<u>8,501,238.00</u>	<u>8,251,238.00</u>	<u>8,700,000.00</u>	<u>6,411,043.90</u>	<u>8,766,044.00</u>	<u>9,081,774.00</u>	<u>381,774.00</u>	<u>9,081,774.00</u>	<u>9,081,774.00</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.

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Non-Contributory Retirees	0	0	0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Contributory			
Active Participants	937	945	945
Retirees	552	560	560
Disabled Retirees	100	105	105
Surviving Spouses	125	130	130
Actuarial Valuation Date	1/1/2019		
Actuarial Liability	\$443,023,758		
Actuarial Assets	\$251,664,228		
Unfunded Actuarial Liability	\$191,359,530	\$189,286,949	\$186,404,585
Funded Ratio	56.8%	58.9%	61.1%
Scheduled year to be fully funded	2032	2032	2032

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	16,781,631.00	17,349,549.00	17,898,639.00	17,864,266.00	17,864,266.00	18,460,074.00	561,435.00	18,460,074.00	18,460,074.00
Non-Contributory Retirement 001-918-5200									
5170 Pension - Non-Contributory	553.52		600.00		0.00	0.00	(600.00)	0.00	0.00

Department Explanation for Requested Increases

Item
5170 Pension - Contributory

Reason
PERAC mandate - actuarial funding schedule required payment

Department Cost for Requested Increase
561,435.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	16,782,184.52	17,349,549.00	17,899,239.00	17,864,266.00	17,864,266.00	18,460,074.00	560,835.00	18,460,074.00	18,460,074.00
Equipment & Unusual									
Total Operating Budget	<u>16,782,184.52</u>	<u>17,349,549.00</u>	<u>17,899,239.00</u>	<u>17,864,266.00</u>	<u>17,864,266.00</u>	<u>18,460,074.00</u>	<u>560,835.00</u>	<u>18,460,074.00</u>	<u>18,460,074.00</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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Employees / Retirees			
BC/BS - Family	22	19	17
BC/BS - Individual	91	86	78
BC/BS - Individual C/O	377	330	296
BC/BS PPO - Family	242	239	231
BC/BS PPO - Individual	150	153	151
BC/BS Medex-Ind	878	937	995
Tufts HMO - Fam	598	604	617
Tufts HMO - Ind	259	260	266
Tufts Med Comp - Ind	97	93	99
Tufts Med Pref - Ind	35	32	31
Harvard HMO - Fam	259	253	261
Harvard HMO - Ind	175	188	175
Harvard Enhance - Ind	77	73	71
Delta Dental - Fam	899	893	918
Delta Dental - Ind	464	475	473
Medicare Part B	1,460	1,485	1,515
* FY2021 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.			

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Annual Total Cost			
BC/BS - Family	\$40,005	\$43,062	\$46,355
BC/BS - Individual	\$17,244	\$18,561	\$19,980
BC/BS - Individual C/O	\$8,451	\$9,069	\$9,739
BC/BS PPO - Family	\$31,937	\$34,380	\$37,019
BC/BS PPO - Individual	\$13,766	\$14,819	\$15,956
BC/BS Medex - Individual	\$6,300	\$6,360	\$7,087
Tufts HMO - Family	\$26,959	\$26,385	\$27,686
Tufts HMO - Individual	\$9,974	\$9,805	\$10,289
Tufts Med Comp - Ind	\$7,188	\$7,188	\$7,368
Tufts Med Pref - Ind	\$3,768	\$4,128	\$3,984
Harvard HMO - Family	\$24,649	\$23,619	\$25,730
Harvard HMO - Individual	\$9,860	\$9,448	\$10,292
Harvard Enhance - Ind	\$8,240	\$8,950	\$9,998
Delta Dental - Fam	\$1,189	\$1,312	\$1,254
Delta Dental - Ind	\$441	\$535	\$513
Medicare B - Base Rate	\$1,626	\$1,642	\$1,735
OPEB - Contributions - Employees	\$420,500	\$425,000	\$425,000
OPEB - Contributions - City	\$686,009	\$650,000	\$650,000
OPEB - Trust Fund	\$12,089,385	\$13,164,385	\$14,239,385
OPEB - Unfunded Liability	\$618,878,689	\$618,878,689	TBD
Medicare Part D Recoveries	\$749,569	\$750,000	\$750,000
Stop Loss Recoveries	\$179,387	\$300,000	\$300,000

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Medical Insurance 001-914-5200							42,866,000.00	42,866,000.00	42,866,000.00
5171 Blue Cross/Blue Shield	13,500,000.00	12,750,000.00	13,060,000.00	13,060,000.00	13,060,000.00	14,275,000.00	(13,060,000.00)		
5172 Tufts	17,200,000.00	16,805,000.00	16,300,000.00	16,300,000.00	16,300,000.00	18,422,000.00	(16,300,000.00)		
5173 Harvard	7,505,000.00	7,155,000.00	6,945,000.00	6,945,000.00	6,945,000.00	8,223,000.00	(6,945,000.00)		
5175 Delta Dental	1,250,000.00	1,300,000.00	1,230,000.00	1,230,000.00	1,230,000.00	1,395,000.00	(1,230,000.00)		
5174 Medicare B Reimbursement	2,203,670.90	2,225,000.00	2,600,000.00	2,602,822.85	2,605,000.00	2,700,000.00	(2,600,000.00)		
5185 FICA - Medicare	1,800,422.09	1,847,687.91	1,850,000.00	1,290,771.83	1,850,000.00	1,900,000.00	(1,850,000.00)		
5186 Stop Loss	808,091.65	775,455.48	850,000.00	630,018.00	840,000.00	930,000.00	(850,000.00)		
5187 Audits / Consulting	2,719.37		10,000.00	750.00	5,000.00	10,000.00	(10,000.00)		
5188 Section 125 Plan Administration	16,422.00	20,420.00	20,000.00	11,905.00	20,000.00	20,000.00	(20,000.00)		
5189 Wellness Programs	925.26	1,095.52	1,000.00	135.00	1,000.00	1,000.00	(1,000.00)		
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	4,500,000.00	5,000,000.00	5,000,000.00	5,000,000.00	5,000,000.00	6,350,000.00	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 FY2021 carrier renewal	1,215,000.00
5172 Tufts	Increase based upon FY2021 carrier renewal	2,122,000.00
5173 Harvard	Increase based upon FY2021 carrier renewal	1,278,000.00
5175 Delta Dental	Increase based upon FY2021 carrier renewal	165,000.00
5174 Medicare B Reimbursement	Increase in base Medicare rate for reimbursement during CY2020 and expected for CY2021	100,000.00
5185 FICA - Medicare	Increase in eligible employees and salaries	50,000.00
5186 Stop Loss	Expected increase from pending renewal quotation	80,000.00
5170 Optional Medicare Extension (OME)	Increase based upon FY2021 carrier renewal and enrollment increase from prior year	1,350,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	48,787,251.27	47,879,658.91	47,866,000.00	47,071,402.68	47,856,000.00	54,226,000.00	0.00	47,866,000.00	47,866,000.00
Equipment & Unusual									
Total Operating Budget	<u>48,787,251.27</u>	<u>47,879,658.91</u>	<u>47,866,000.00</u>	<u>47,071,402.68</u>	<u>47,856,000.00</u>	<u>54,226,000.00</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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Social Security	9	9	9

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Life Insurance			
Employees	1,000	1,010	1,020
Retirees	870	875	880
Coverage Amounts			
Employees - Basic Life	\$15,000	\$15,000	\$15,000
Employees - Accidental Death	\$30,000	\$30,000	\$30,000
Retirees - Basic Life	\$5,000	\$5,000	\$5,000
Retirees - Accidental Death	\$10,000	\$10,000	\$10,000
Annual City Contribution			
Employees - Basic Life	\$95	\$95	\$95
Retirees - Basic Life	\$32	\$32	\$32

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	86,006.50	104,947.68	*						
Social Security 001-917-5200									
5170 Social Security	15,547.69	13,128.76	15,000.00	6,172.28	13,000.00	13,000.00	(2,000.00)	13,000.00	13,000.00

* Transfer to Treasurer's budget for FY2020. Treasurer administers life insurance program.

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	101,554.19	118,076.44	15,000.00	6,172.28	13,000.00	13,000.00	(2,000.00)	13,000.00	13,000.00
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Equipment & Unusual

Total Operating Budget	101,554.19	118,076.44	15,000.00	6,172.28	13,000.00	13,000.00	(2,000.00)	13,000.00	13,000.00
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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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Sewer Equipment			
Sewer Improvements	\$12,684,594	\$11,393,350	\$10,023,300
Sewer Improvements (MWRA)	\$486,790	\$294,375	\$235,500
Sewer Improvements (MWPAT)	\$204,012	\$191,388	\$178,490
Sewer Improvements (SRF)	\$1,253,511	\$1,117,458	\$978,663
Sewer Improvements (MWRA)	\$962,375	\$866,138	\$769,900
Total Outstanding Bonds	<u>\$15,591,282</u>	<u>\$13,862,708</u>	<u>\$12,185,853</u>
Bonds Retired In 10 Years	2%	4%	15%
Bonds Retired In 15 Years	64%	10%	62%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Water Improvements	\$4,179,380	\$4,125,216	\$3,643,390
Water Improvements (MWRA) 2010	\$343,304	\$171,652	\$0
Water Improvements (MWRA) 2013	\$528,000	\$396,000	\$264,000
Water Improvements (MWRA) 2014	\$287,022	\$239,185	\$191,348
Water Improvements (MWRA) 2017	\$2,016,000	\$1,764,000	\$1,512,000
Water Improvements (MWRA) 2018	\$1,201,831	\$1,081,648	\$961,465
Total Outstanding Bonds	<u>\$8,555,537</u>	<u>\$7,777,701</u>	<u>\$6,572,203</u>
Bonds Retired In 10 Years	18%	10%	10%
Bonds Retired In 15 Years	75%	70%	67%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,658,825.92	1,670,319.35	2,131,000.00	1,278,085.55	1,804,350.00	1,677,000.00	(454,000.00)	1,677,000.00	1,677,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	1,033,233.80	1,027,233.80	1,188,000.00	655,271.90	1,182,917.00	1,206,000.00	18,000.00	1,206,000.00	1,206,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Water	Increase in net principal payments due to the June 2020 bond issue	18,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,692,059.72	2,697,553.15	3,319,000.00	1,933,357.45	2,987,267.00	2,883,000.00	(436,000.00)	2,883,000.00	2,883,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,692,059.72</u>	<u>2,697,553.15</u>	<u>3,319,000.00</u>	<u>1,933,357.45</u>	<u>2,987,267.00</u>	<u>2,883,000.00</u>	<u>(436,000.00)</u>	<u>2,883,000.00</u>	<u>2,883,000.00</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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
SEWER			
Bonds Issued 4/1/2020		\$75,650	
Interest Rate		3.5%	
Maximum Borrowing Term		15 years	
Bonds Issued 06/19 (MWRA)	\$962,375		
Interest Rate	0.0%		
Maximum Borrowing Term	10 years		
Bonds Issued 06/19	\$2,614,194		
Interest Rate	3.0%		
Maximum Borrowing Term	10 years		
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
WATER			
Bonds Issued 4/1/2020		\$409,081	
Interest Rate		3.5%	
Maximum Borrowing Term		20 years	
Bonds Issued 12/2018 (MWRA)	\$1,201,831		
Interest Rate	0.0%		
Maximum Borrowing Term	10 years		
Bonds Issued 6/2019	\$416,000		
Interest Rate	3.0%		
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

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July -March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	3,302.27	2,392.99	3,000.00	2,074.79	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes		78,207.97	45,000.00		0.00	0.00	(45,000.00)	0.00	0.00
5915 Debt Interest Sewer	511,627.35	456,931.04	510,000.00	380,271.64	469,072.00	463,000.00	(47,000.00)	463,000.00	463,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	500.00	2,498.53	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes		12,445.33	10,000.00		0.00	0.00	(10,000.00)	0.00	0.00
5915 Debt Interest Water	154,987.34	140,356.78	143,000.00	126,208.59	135,834.00	148,000.00	5,000.00	148,000.00	148,000.00

Department Explanation for Requested Increases

Item

5915 Debt Interest Water

Reason

Increase in net interest payments due to the June 2020 bond issue

**Department Cost for
Requested Increase**

5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	670,416.96	692,832.64	714,000.00	508,555.02	610,906.00	617,000.00	(97,000.00)	617,000.00	617,000.00
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Equipment & Unusual

Total Operating Budget	670,416.96	692,832.64	714,000.00	508,555.02	610,906.00	617,000.00	(97,000.00)	617,000.00	617,000.00
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BUILDING

STATEMENT OF OBJECTIVES:

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

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

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

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

Multi Residence Inspection: Develop a citywide database of all multi family properties, 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 2018	FY 2019
Pension-Contributory/FICA	504,579	512,638
Pension Administration	41,402	52,471
Medical & Life Insurance	737,379	674,796
Heat, Light, Water	368,854	340,083
Building Repair & Maintenance	385,151	287,675
Building Insurance	4,778	4,600
Motor Vehicle Insurance	1,208	1,558
Motor Vehicle Maint & Repair	33,020	45,288
Workers Compensation	3,392	13,705
Total	\$2,079,763	\$1,932,814

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Revenue	\$10,700,000	\$7,500,000	\$8,000,000
Buildings Maintained and Repaired	56	57	58

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Sign Permits	22	200	200
Plumbing Permits	924	950	1,000
Gas Permits	683	700	750
Building Permits	1,919	1,950	1,980
Building Inspections	13,000	14,000	14,500
Plumbing & Gas Inspections	5,300	5,400	5,450
Trench Permits	159	160	160
Multi-Family Inspections	216	220	225
Code Enforcement Cases	215	225	230

BUILDING

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step		FY 2019	FY 2020			FY 2021						
				#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Insp of Bldg/Superintendent	19-6			1	126,397	93,013.59	126,397.00	1	129,266	1	129,266	129,266	
2.	Director of Maintenance	15-1	on hold		1	110,413	70,652.13	100,000.00	1	83,082	1			
3.	SPMG Sr Building Inspector	13-6 (L11)			1	96,941	72,043.45	96,941.00	1	96,941	1	96,941	96,941	
4.	SPMG Sr Building Inspector	13-6 (L10)			1	96,067	71,394.56	96,067.00	1	96,067	1	96,067	96,067	
5.	SPMG Sr Building Inspector	13-6 (L10)			1	96,067	71,394.55	96,067.00	1	96,067	1	96,067	96,067	
6.	SPMG Sr Building Inspector	13-6			1	87,334	64,903.87	87,334.00	1	87,334	1	87,334	87,334	
7.	SPMG Sr Building Inspector	13-1	on hold		1	96,067		17,000.00	1	73,425	1			
8.	SPMG Sr Plumbing & Gas Inspector	13-6			1	87,334	64,903.86	87,334.00	1	87,334	1	87,334	87,334	
9.	SPMG Foreman	13-6 (L11)			1	96,941	72,043.48	96,941.00	1	96,941	1	96,941	96,941	
10.	SPMG *Code Enforcement Inspector	12-3			1	69,840	48,722.91	69,840.00	1	72,469	1	72,469	72,469	
11.	SPMG Inspectors Admin Asst	11-6 (L9)			1	83,095	61,753.62	83,095.00	1	83,095	1	83,095	83,095	
12.	*Administrative Assistant	10-5			1	65,157	48,422.60	65,157.00	1	67,707	1	67,707	67,707	
13.	Administrative Assistant	10-2			1	76,690	11,378.06	13,577.30	1	58,835	1	58,835	58,835	
14.	Sub Inspectors - Building (\$11K) & Plumbing (\$21K)					32,000	7,650.00	12,000.00		32,000		32,000	32,000	
15.	LAB Working Foreman II	11-6			1	68,539	51,012.00	68,539.00	1	68,278	1	68,278	68,278	
16.	LAB Painter	10-6 (L9)			1	70,458	52,440.20	70,458.00	1	70,189	1	70,189	70,189	
17.	LAB Carpenter	10-6			1	62,989	25,922.43	62,989.00	1	64,394	1	64,394	64,394	
18.	LAB Bldg Maint Craftsperson	9-1	on hold		1	50,891		12,000.00	1	50,697	1			
19.	LAB Bldg Maint Person	7-6 (L11)	on hold		1	62,491	38,758.92	50,000.00	1	62,253	1			
20.	LAB Bldg Maint Person	7-6 (L10)			1	61,928	46,091.76	61,928.00	1	61,692	1	61,692	61,692	
21.	LAB Bldg Maint Person Nights	7-6 (L10)			1	65,644	48,857.26	65,644.00	1	65,394	1	65,394	65,394	
22.	LAB Bldg Maint Person	7-6 (L9)			1	61,365	45,672.90	61,365.00	1	61,131	1	61,131	61,131	
23.	LAB *Bldg Maint Person	7-6 (L9)			1	60,802	45,253.71	60,802.00	1	60,830	1	60,830	60,830	
24.	LAB Bldg Maint Person	7-6			1	56,299	41,686.72	56,299.00	1	56,084	1	56,084	56,084	
25.	LAB Bldg Maint Person Nights	7-6			1	59,676	44,415.55	59,676.00	1	59,449	1	59,449	59,449	
26.	LAB Bldg Maint Person	7-6			1	56,299	41,901.60	56,299.00	1	56,084	1	56,084	56,084	
27.	LAB *Bldg Maint Person Nights	7-2			1	49,634	19,695.69	30,953.12	1	50,170	1	50,170	50,170	
28.	Compliance Officer					3,000	2,229.62	3,000.00		3,000		3,000	3,000	
29.	Part time student intern (summer & breaks)					10,000	21,513.28	23,000.00		10,000		10,000	10,000	
Subtotal				25.5	1,817,936.82	26	2,020,358	1,283,728.32	1,790,702.42	26	1,960,208	26	1,690,751	1,690,751

BUILDING

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

FY 2019		FY 2020				FY 2021			
Actual		July - March		Estimated		Department		Mayor's	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/2020	#	Request	#	Recommendation
									Council Approval

Summary of Changes

Adjustments to FY 2020 Positions

Explanation

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		8,110			
Director of Maintenance	15-1	(110,413)		Vacant - on hold	
SPMG Sr Building Inspector	13-1	(96,067)		Vacant - on hold	
Administrative Assistant	10-2	(17,855)		Employee replaced at lower step/longevity	
LAB Bldg Maint Craftsperson	9-1	(50,891)		Vacant - on hold	
LAB Bldg Maint Person	7-6 (L11)	(62,491)		Vacant - on hold	

New Positions

Subtotal

0	0		0	0	0					

Grand Total

25.5	1,817,936.82	26	2,020,358	1,283,728.32	1,790,702.42	26	1,960,208		26	1,690,751	1,690,751
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BUILDING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual Expenditures	Expenditures Thru 6/30/2020				
Personnel 001-192-5100									
5111 Salaries - Full Time	1,013,283.57	1,091,872.99	1,188,343.00	750,626.68	1,035,750.30	1,128,563.00	(216,287.00)	972,056.00	972,056.00
5112 Wages - Full Time	684,534.07	659,620.99	787,015.00	501,708.74	716,952.12	786,645.00	(113,320.00)	673,695.00	673,695.00
5121 Salaries - Part Time	40,385.11	66,442.84	45,000.00	31,392.90	38,000.00	45,000.00	0.00	45,000.00	45,000.00
5131 Overtime	8,349.39	35,299.47	15,000.00	20,246.21	30,000.00	15,000.00	0.00	15,000.00	15,000.00
5195 Buyback Sick Time	10,187.60	10,815.12	5,000.00	11,019.69	10,815.12	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-192-5200							152,900.00	152,900.00	152,900.00
5192 Mileage	908.79	701.32	600.00	473.62	600.00	600.00	(600.00)		
5241 Equipment Repair/Maint	530.91	1,259.98	2,100.00	3,080.56	1,500.00	2,100.00	(2,100.00)		
5242 Office Equipment Repair/Maint	5,647.04	154.99	2,500.00	348.68	2,000.00	2,500.00	(2,500.00)		
5245 Maint/Repair of Buildings/Elevator	44,393.82	47,406.90	50,000.00	34,696.97	50,000.00	50,000.00	(50,000.00)		
5247 Alarms / Intrusion	991.20	459.60	1,600.00	880.80	1,600.00	1,600.00	(1,600.00)		
5276 Truck / Equipment Rental	2,233.32	7,083.13	2,500.00	3,601.18	3,601.18	2,500.00	(2,500.00)		
5291 Custodial Services		2,506.74	1,400.00		1,400.00	1,400.00	(1,400.00)		
5307 Public Safety Service	543.00	2,072.80	500.00	1,505.00	3,500.00	500.00	(500.00)		
5312 Training	3,771.69	5,221.25	2,500.00	3,535.55	2,500.00	2,500.00	(2,500.00)		
5342 Postage	1,521.22	1,634.21	1,700.00	2,048.38	3,000.00	1,700.00	(1,700.00)		
5343 Printing	886.90	1,306.00	2,000.00	1,346.83	2,000.00	2,000.00	(2,000.00)		
5382 Pest Control	17,309.97	17,737.99	15,000.00	12,186.00	15,000.00	15,000.00	(15,000.00)		
5420 Office Supplies	3,163.59	5,364.38	6,000.00	4,443.50	6,000.00	6,000.00	(6,000.00)		
5430 Building Supplies	20,276.18	18,814.68	15,000.00	20,318.45	24,000.00	20,000.00	(15,000.00)		
5431 Paint Supplies	2,373.63	1,941.64	1,000.00	2,571.07	3,200.00	5,000.00	(1,000.00)		
5450 Custodial Supplies	26,115.03	26,321.34	27,000.00	17,610.22	27,000.00	35,000.00	(27,000.00)		
5470 Public Safety Supplies	237.62	1,320.00	1,000.00		1,000.00	1,000.00	(1,000.00)		
5510 Education Supplies	1,043.36		1,000.00	410.65	1,000.00	1,000.00	(1,000.00)		
5536 Lumber		388.95	1,500.00		1,500.00	1,500.00	(1,500.00)		
5581 Clothing, Gloves, Shoes	11,034.66	12,223.35	15,000.00	12,791.65	13,000.00	15,000.00	(15,000.00)		
5588 Signs & Flags	698.01	1,675.08	1,000.00	1,159.11	1,000.00	1,000.00	(1,000.00)		
5730 Dues		240.00		370.00	500.00				
5733 Licenses	904.00	200.00	1,000.00	623.00	623.00	1,000.00	(1,000.00)		
5781 Holiday	1,085.95	757.76	1,000.00	1,086.00	1,086.00	1,000.00	(1,000.00)		

		BUILDING							
EXPENDITURES		FY 2018	FY 2019	FY 2020		FY 2021			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200									
5245 Repair to All Buildings			350,000.00		350,000.00	350,000.00	0.00	350,000.00	350,000.00
-41 City Hall	22,228.93	24,961.40		5,674.09					
-42 Government Center	37,623.22	32,362.31		32,679.69					
-43 Municipal Center	56,224.80	78,869.12		35,256.17					
-45 Cutter St Voting Booth									
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	356.82	4,083.38							
-52 92 Felton Street	402.60	37,905.87		749.28					
-53 14 Church Street	14,846.77	19,961.41		5,825.33					
-54 Emergency Management	1,498.65	4,573.84		4,500.25					
-55 Lake St. Fire Station	2,566.26	2,545.21		2,601.08					
-56 Moody St. Fire Station	7,341.54	8,527.59		26.25					
-57 Prospect St. Fire Station	10,880.96	53,653.45		3,139.58					
-58 Willow St. Fire Station	2,425.93	2,647.14		3,555.81					
-59 Trapelo Rd. Fire Station	4,250.20	5,583.91		1,632.89					
-61 25 Lexington Street	22,661.11	15,424.72		5,404.56					
-63 Main St Library	25,133.88	40,585.26		32,093.14					
-64 Wellington House	8,201.39	2,767.89		2,247.64					
-66 Paine Estate	2,185.00	7,189.23		2,496.00					
-67 Banks School (property sold)	242.04	446.13							
-68 Senior Center	12,597.18	9,107.42		29,152.10					
-69 Met State	212.10								
-71 Leary Field Recreation Building	1,898.27	2,231.20		40.00					
-72 Vet's Fieldhouse	1,293.29	971.74		447.48					
-73 Recreation Building Prospect Hill Park	2,158.61	12,026.97		571.59					
-74 Cacciatore Field	845.30								
-75 Lazazzero Field	229.83								
-76 Prospect Hill									
-77 Cornelia Warren	725.84	957.24							
-78 Bright School	649.45	1,414.38		654.50					
-79 South Middle School	9,490.15	14,054.77		13,568.01					
-81 Pumping Station	5,120.55	2,818.12		1,952.20					
-82 Public Parking Garages (Moody St & Common St)									
-83 Cemetery	4,461.90	6,753.44		1,404.41					
-84 Nipper Maher	2,612.50	477.25							
-85 Fitch	549.00								
-86 509 Moody St	1,979.96	280.30							
-87 Veteran's Rink	1,804.93	1,488.31		318.00					
-88 Fernald Property	5,194.34	6,133.41	50,000.00	45,168.87	50,000.00	50,000.00	0.00	50,000.00	50,000.00
-89 380 Lexington Street									
-90 Arrigo Farms		169.95							
-92 554 Lexington St - Stigmatines				1,230.14					
TOTAL - BUILDING REPAIR ACCOUNTS	270,893.30	400,972.36	400,000.00	232,389.06	400,000.00	400,000.00	0.00	400,000.00	400,000.00

BUILDING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-192-5400									
5850 Bldg Code Enforcement Equipment	8,014.45	133.10				10,000.00	0.00	0.00	0.00
Bldg Maint Custodial/Cleaning Equipment									
6540 Bldg Code Enforcement Computers		29,278.30							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5430 Building Supplies	We are requesting 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.	5,000.00
5431 Paint Supplies	Requesting to increase the paint supply account to support the ongoing projects to all city buildings, offices, as well as projects in and around the city.	4,000.00
5450 Custodial Supplies	We are seeking additional funds to cover the cost of janitorial and cleaning supplies to all city maintained buildings. The additional monies will ensure we are providing a clean, safe and healthy working environment while maintaining the integrity and durability of the city buildings and work spaces.	8,000.00
Bldg Maint Custodial/Cleaning Equipment	To fund this account for the purchase of new equipment to maintain all new upgrades and improvements to city buildings, including: floor cleaning machines, new tools and vacuums.	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,756,739.74	1,864,051.41	2,040,358.00	1,314,994.22	1,831,517.54	1,980,208.00	(329,607.00)	1,710,751.00	1,710,751.00
General Expenses	416,563.19	557,764.45	552,900.00	357,476.28	566,610.18	569,900.00	0.00	552,900.00	552,900.00
Equipment & Unusual	8,014.45	29,411.40	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
Total Operating Budget	<u>2,181,317.38</u>	<u>2,451,227.26</u>	<u>2,593,258.00</u>	<u>1,672,470.50</u>	<u>2,398,127.72</u>	<u>2,560,108.00</u>	<u>(329,607.00)</u>	<u>2,263,651.00</u>	<u>2,263,651.00</u>

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of buildings	56	57	57

BUILDING UTILITIES

EXPENDITURES

	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual	Actual	July - March	Estimated					
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200			1,200,700.00		1,200,700.00	1,200,700.00	0.00	1,200,700.00	1,200,700.00
-41 City Hall	90,875.61	85,118.12		50,409.43					
-42 Government Center	100,237.65	93,386.64		64,939.67					
-43 Municipal Center	260,176.27	271,559.81		196,685.19					
-45 Cutter St Voting Booth	3,844.19	4,098.47		2,368.64					
-47 Veterans Building	5,074.66	6,038.52		2,971.39					
-50 Lake St Sub Station	410.72	304.05		365.72					
-51 Carter St. Police Sub Station	7,718.68	7,527.69		5,071.24					
-52 92 Felton Street	2,028.29	3,040.57		2,151.44					
-53 14 Church Street	32,736.00	43,261.22		24,378.69					
-54 Emergency Management	26,840.50	23,969.43		18,001.24					
-55 Lake St. Fire Station	12,880.35	13,379.18		8,472.65					
-56 Moody St. Fire Station	35,902.02	39,012.13		17,458.69					
-57 Prospect St. Fire Station	10,835.43	12,452.57		11,004.33					
-58 Willow St. Fire Station	11,919.81	12,435.66		7,821.23					
-59 Trapelo Rd. Fire Station	13,344.86	14,744.66		8,663.29					
-61 25 Lexington Street	15,076.31	27,380.47		15,595.75					
-63 Main St Library	133,292.10	137,138.67		93,118.29					
-64 Wellington House	5,232.96	6,134.46		3,630.31					
-65 Teen Center (transfer to School Dept 3/2018)	542.09	845.93		373.25					
-66 Paine Estate	20,555.12	29,065.61		19,355.99					
-67 Banks School (property sold)	45.57								
-68 Senior Center	50,848.61	61,128.93		39,767.05					
-71 Leary Field Recreation Building	8,273.62	8,207.30		4,837.56					
-72 Vet's Fieldhouse									
-73 Recreation Building Prospect Hill Park	5,840.56	6,959.18		4,346.13					
-77 Cornelia Warren Building		56.00		64.00					
-79 South Middle	87,193.27	111,205.95		96,204.26					
-81 Pumping Station									
-83 Cemetery	9,625.87	14,233.44		8,341.00					
-85 Fitch	2,651.48	910.61		56.03					
-86 509 Moody St	9,815.69	1,753.17							
-88 Fernald Property	233,820.47	171,304.90		57,576.77					
-89 380 Lexington Street	426.45	352.07		93.65					
-92 554 Lexington St - Stigmatines				911.81					

BUILDING UTILITIES

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>		<u>Reason</u>							

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,198,065.21	1,207,005.41	1,200,700.00	765,034.69	1,200,700.00	1,200,700.00	0.00	1,200,700.00	1,200,700.00
Equipment & Unusual									
Total Operating Budget	<u>1,198,065.21</u>	<u>1,207,005.41</u>	<u>1,200,700.00</u>	<u>765,034.69</u>	<u>1,200,700.00</u>	<u>1,200,700.00</u>	<u>0.00</u>	<u>1,200,700.00</u>	<u>1,200,700.00</u>

CITY CLERK

STATEMENT OF OBJECTIVES:

To directly serve the general public and support the City Council in its operations and support all departments of municipal government through proper maintenance and disposition of city records.

DESCRIPTION OF OUTPUT STATEMENT:

Services to public: The City Clerks Office records all births, deaths and marriages occurring in Waltham. Records and issues various licenses including dog, lodging house, sale of motor vehicles, auctioneer, fuel storage, raffles, second hand articles, etc.. Records and issues business certificates and issues attested or certified copies of numerous public records. Responds to requests for public records made to the City. Records communications, orders, ordinances, resolutions, minutes and details of City Council meetings. Also maintains records of city departments and boards and commissions in accordance with Massachusetts law. Administers the petition process for special permits, zone changes, extended hours, street openings, grants of location and betterments. Provides care and maintenance for the City's archives and records located at the Rosario C. Malone Archives and Records Center.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs for Clerk/Voter Registration	FY 2018	FY 2019
Pension-Contributory/FICA	156,212	90,068
Pension Administration	12,833	8,871
Medical & Life Insurance	249,277	204,825
Heat, Light, Water	18,007	18,649
Building Repair & Maintenance	22,911	23,349
Building Insurance	2,920	3,195
Total	\$462,160	\$348,957

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Births Recorded	749	800	800
Deaths Recorded	480	500	500
Marriage Licenses	435	450	450
Licenses - Dog	1,430	1,500	1,500
Marriage Intentions	504	525	525
Customers Served at Counter	25,000	25,000	25,000
City Clerk Receipts	\$141,000	\$146,000	\$150,000

CITY CLERK

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	*City Clerk	18-3 (L11)
2.	*Assistant City Clerk	16-5
3.	SPMG *Executive Assistant	12-6
4.	SPMG *Administrative Assistant	10-6 (L10)
Subtotal		

FY 2019		FY 2020				FY 2021					
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval	
			Budget	Actual Expenditures							
		1	115,755	85,769.11	115,755.00	1	120,324	1	120,324	120,324	
		1	96,127	70,741.76	96,127.00	1	99,916	1	99,916	99,916	
		1	79,257	58,715.47	79,257.00	1	82,005	1	82,005	82,005	
		1	76,105	55,932.47	76,105.00			1	77,977	77,977	
4	347,231.54	4	367,244	271,158.81	367,244.00	3	302,245		4	380,222	380,222

Summary of Changes

Adjustments to FY 2020 Positions

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

12,978

Explanation

SPMG Office Mgr./Admin. Asst. 11-6 (L10)

7,753

Promote Administrative Assistant (grade 10) to Office Mgr./Admin Asst. (grade 11). Position performs the duties of an Admin. Asst. and Office Mgr.

New Positions

Archivist

To manage and preserve city documents and records at the Malone Archives and Records Center.

1	83,858	0	0
1	72,036	0	0
2	155,894	0	0

Subtotal

Grand Total

4	347,231.54	4	367,244	271,158.81	367,244.00	5	458,139	4	380,222	380,222
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CITY CLERK

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	323,673.53	347,231.54	367,244.00	271,158.81	367,244.00	458,139.00	12,978.00	380,222.00	380,222.00
General Expenses 001-161-5200							96,300.00	96,300.00	96,300.00
5192 Mileage	88.30	219.00	200.00	111.48	200.00	200.00	(200.00)		
5242 Office Equipment Repair/Maint	1,247.28	1,410.00	1,500.00		1,000.00	1,500.00	(1,500.00)		
5248 Computer Software/License	1,500.00	4,195.00	3,000.00	3,000.00	3,000.00	3,000.00	(3,000.00)		
5272 Office Equipment Rental	2,523.56	6,017.95	4,000.00	2,938.79	3,000.00	3,500.00	(4,000.00)		
5312 Training			1,125.00	760.84	1,000.00	1,000.00	(1,125.00)		
5341 Advertising	8,739.02	21,716.98	14,000.00	5,576.05	16,000.00	17,000.00	(14,000.00)		
5342 Postage	11,000.00	13,000.00	14,000.00	8,416.52	14,000.00	14,000.00	(14,000.00)		
5343 Printing	9,192.84	7,954.89	10,000.00	11,973.15	10,000.00	10,000.00	(10,000.00)		
5420 Office Supplies	2,304.31	3,384.47	8,000.00	7,338.66	8,000.00	8,000.00	(8,000.00)		
5581 Clothing		200.00	200.00	200.00	200.00	200.00	(200.00)		
5730 Dues & Subscriptions	200.00	485.00	200.00	710.00	560.00	600.00	(200.00)		
5740 Insurance & Surety Bonds		200.00	200.00		200.00	200.00	(200.00)		
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities	* 22,126.42	28,153.37	25,000.00	22,490.77	25,000.00	25,000.00	(25,000.00)		
5245 Building/Grounds Maint	17,783.31	4,108.58	20,000.00	4,725.48	20,000.00	20,000.00	(20,000.00)		
Equipment & Unusual 001-161-5400									
5381 Contract Labor						15,000.00	0.00	0.00	0.00
Other Charges 001-161-5700									
5720 Out of State Travel	1,969.84	2,030.00	2,100.00	243.96	1,350.00	1,100.00	(2,100.00)	0.00	0.00

* Transfer from Building Dept per Council Order #31246

CITY CLERK

EXPENDITURES

	FY 2018	FY 2019	FY 2020		FY 2021			
	Actual	Actual	July - March	Estimated				
Classification	Expenditures	Expenditures	Budget	Actual Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>					<u>Department Cost for Requested Increase</u>			
<u>Item</u>	<u>Reason</u>							
5341 Advertising	Additional expense due to increased volume of matters requiring published notice.				3,000.00			
5730 Dues & Subscriptions	Additional expenses due to membership dues for Clerk and Assistant Clerk.				400.00			
5381 Contract Labor	Title examiner to research status of private ways.				15,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	323,673.53	347,231.54	367,244.00	271,158.81	367,244.00	458,139.00	12,978.00	380,222.00	380,222.00
General Expenses	76,705.04	91,045.24	101,425.00	68,241.74	102,160.00	104,200.00	(5,125.00)	96,300.00	96,300.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00
Other Charges	1,969.84	2,030.00	2,100.00	243.96	1,350.00	1,100.00	(2,100.00)	0.00	0.00
Total Operating Budget	402,348.41	440,306.78	470,769.00	339,644.51	470,754.00	578,439.00	5,753.00	476,522.00	476,522.00

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VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021						
			Actual #	Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Registration Clerk					1,000	743.21	1,000.00		1,000		1,000	1,000	
2.	Voting Machine Custodian					500	371.60	500.00		500		500	500	
3.	Registrar of Voters					1,500	1,114.81	1,500.00		1,500		1,500	1,500	
4.	Registrars			3		3,000	2,250.00	3,000.00	3	3,000	3	3,000	3,000	
5.	SPMG Administrative Assistant	10-6 (L9)		1		78,686	39,873.48	61,986.00	1	77,268	1	77,268	77,268	
6.	SPMG Administrative Assistant	10-3					31,598.64	49,153.00	1	63,094	1	63,094	63,094	
7.	Assistant Registrar	9-2		1		70,963	27,519.66	43,183.00	1	54,932	1	54,932	54,932	
8.	Assistant Registrar			1		55,631	12,219.14	12,219.44						
Subtotal			6	198,046.21	6	211,280	115,690.54	172,541.44	6	201,294		6	201,294	201,294

Summary of Changes

Adjustments to FY 2020 Positions

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

Explanation

SPMG Administrative Assistant	10-6 (L9)	(1,418)	Internal promotion - replaced at lower step/longevity
SPMG Administrative Assistant	10-3	63,094	Council approved converting Assistant Registrar to Administrative Assistant
Assistant Registrar	9-2	(16,031)	New employee hired at lower step/longevity
Assistant Registrar		(55,631)	Not requested - replaced with Administrative Assistant

New Positions

Subtotal

Grand Total	6	198,046.21	6	211,280	115,690.54	172,541.44	6	201,294	6	201,294	201,294
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	198,996.65	192,468.80	205,280.00	111,210.92	166,541.44	195,294.00	(9,986.00)	195,294.00	195,294.00
5121 Salaries - Part Time	1,561.53	2,827.41	3,000.00	2,229.62	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	3,000.00	2,750.00	3,000.00	2,250.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200									
5241 Equipment Repair/Maint	2,107.62	1,662.00	3,000.00	2,457.00	3,000.00	3,000.00	158,900.00 (3,000.00)	158,900.00	158,900.00
5272 Office Equipment Rental	2,057.99								
5307 Public Safety Service	880.00	5,297.00	12,000.00	5,010.78	12,000.00	12,000.00	(12,000.00)		
5330 Transport Services				168.70	168.70	200.00	0.00		
5341 Advertising		181.74	1,000.00		300.00	300.00	(1,000.00)		
5342 Postage	35,072.55	28,468.86	37,000.00	26,500.42	40,000.00	52,000.00	(37,000.00)		
5343 Printing	13,904.65	13,481.39	15,000.00	4,251.40	13,000.00	15,000.00	(15,000.00)		
5381 Contract Labor	55,256.78	86,149.63	100,000.00	91,703.59	100,000.00	100,000.00	(100,000.00)		
5420 Office Supplies	3,970.58	2,615.08	5,000.00	392.14	2,500.00	4,500.00	(5,000.00)		
5490 Election Workers Appreciation	960.00	1,056.00	1,500.00	2,107.28	1,598.94	1,500.00	(1,500.00)		
5581 Clothing		100.00	100.00	200.00	200.00	200.00	(100.00)		
5585 Inaugural Expenses	6,067.37		7,000.00	5,603.46	7,000.00	0.00	(7,000.00)		
5730 Dues		60.00							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5330 Transport Services	Truck rental for transport of voting equipment to polls.	200.00
5342 Postage	Include postage pre-paid envelopes in city census mailing to increase response.	15,000.00
5581 Clothing	There are now two union employees in this Division.	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	203,558.18	198,046.21	211,280.00	115,690.54	172,541.44	201,294.00	(9,986.00)	201,294.00	201,294.00
General Expenses	120,277.54	139,071.70	181,600.00	138,394.77	179,767.64	188,700.00	(22,700.00)	158,900.00	158,900.00
Equipment & Unusual									
Total Operating Budget	323,835.72	337,117.91	392,880.00	254,085.31	352,309.08	389,994.00	(32,686.00)	360,194.00	360,194.00

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 2018	FY 2019
Pension-Contributory/FICA	69,702	71,168
Pension Administration	5,637	7,191
Medical & Life Insurance	171,403	175,367
Heat, Light, Water	13,631	12,768
Building Repair & Maintenance	26,596	22,356
Building Insurance	1,195	1,534
Total	<u>\$288,164</u>	<u>\$290,384</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
City Council Meetings	21	21	21
Committee Meetings	153	153	153
Public Hearings	59	49	45
Communications	203	180	200
Resolutions	31	17	25
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	13	5	10
Charter Amendments	0	0	0
Council Rule Changes	1	0	0
General Ordinance Amendments	9	2	0
Zoning:			
Zoning Text Amendments	7	3	4
Zoning Map Amendments	0	0	0
Overlay Zoning:			
Overlay Zoning Text Amendments	0	0	0
Overlay Zoning Map Amendments	0	0	0
Special Permits	12	9	10
Grants of Location	7	5	8
Lodging House Licenses	30	30	30
2nd Hand Licenses	8	7	8
Fuel Storage Licenses	10	13	11
Original Approved Budget	\$268,825,062	\$278,047,317	
Supplemental Appropriations:			
Unreserved Fund Balance	\$4,356,156	\$458,385	
Retained Earnings (W/S)	\$1,549,726	\$953,452	
Stabilization Fund	\$837,726	\$851,758	
Loan Order Approvals	\$12,305,000	\$391,428,863	
CPA Funding Approvals	\$6,460,020	\$15,624,249	

CITY COUNCIL

PERSONNEL

		FY 2019		FY 2020			FY 2021						
Bargaining Unit	Position	FY 2021 Grade-Step	Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
						Actual Expenditures	Expenditures Thru 6/30/2020						
1.	*Council President			1	19,153	14,289.27	19,153.00	1	19,636	1	19,636	19,636	
2.	*City Councillor			14	261,141	190,060.62	261,141.00	14	267,904	14	267,904	267,904	
3.	Clerk-Council			1	4,000	2,972.57	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	5,202.19	7,000.00	1	7,000	1	7,000	7,000	
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,202.19	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	5,202.19	7,000.00	1	7,000	1	7,000	7,000	
7.	Clerk-Community Development & Other			1	7,000	5,202.19	7,000.00	1	7,000	1	7,000	7,000	
Subtotal			20	299,691.50	20	312,294	228,131.22	312,294.00	20	319,540	20	319,540	319,540

Summary of Changes

Adjustments to FY 2020 Positions

Cost of Living Adjustment included in * position

7,246

Explanation

0	0		0	0	0						

New Positions

Subtotal

Grand Total

20	299,691.50	20	312,294	228,131.22	312,294.00	20	319,540	20	319,540	319,540
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CITY COUNCIL

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	295,747.71	299,691.50	312,294.00	228,131.22	312,294.00	319,540.00	7,246.00	319,540.00	319,540.00
General Expenses 001-111-5200							71,115.00	71,115.00	71,115.00
5191 Council Monthly Expense	53,700.00	53,400.00	54,300.00	39,825.00	54,300.00	54,300.00	(54,300.00)		
5242 Office Equipment Repair/Maint	3,069.64	2,279.31	3,000.00	1,681.21	3,000.00	3,000.00	(3,000.00)		
5341 Advertising	1,683.33	5,319.82	5,000.00	716.34	5,000.00	5,000.00	(5,000.00)		
5343 Printing			2,000.00		1,500.00	1,500.00	(2,000.00)		
5383 Photographs			1,500.00		1,500.00	0.00	(1,500.00)		
5420 Office Supplies	2,623.94	2,882.36	3,000.00		3,000.00	3,000.00	(3,000.00)		
5731 Conference Expense	3,189.00	2,990.00	3,200.00	2,955.00	3,522.00	4,000.00	(3,200.00)		
Equipment & Unusual 001-111-5400									
5300 Consultant - Comprehensive Zoning Review	1,500.00				2,500.00				
5315 Legal Assistance		2,288.25	10,000.00		10,000.00	10,000.00	(10,000.00)	0.00	0.00
5591 Ritcey Award			250.00		250.00	250.00	0.00	250.00	250.00
6540 Computers						2,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5731 Conference Expense	Increased attendance at the MMA Annual Meeting & Trade Show	800.00
6540 Computers	Two (2) Surface Pro laptops for Councillors	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	295,747.71	299,691.50	312,294.00	228,131.22	312,294.00	319,540.00	7,246.00	319,540.00	319,540.00
General Expenses	64,265.91	66,871.49	72,000.00	45,177.55	71,822.00	70,800.00	(885.00)	71,115.00	71,115.00
Equipment & Unusual	1,500.00	2,288.25	10,250.00	0.00	12,750.00	12,250.00	(10,000.00)	250.00	250.00
Total Operating Budget	361,513.62	368,851.24	394,544.00	273,308.77	396,866.00	402,590.00	(3,639.00)	390,905.00	390,905.00

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	23,890	25,069
Pension Administration	2,014	2,686
Medical & Life Insurance	5,875	6,429
Heat, Light, Water	1,002	934
Building Repair & Maintenance	3,001	1,932
Building Insurance	60	57
Total	\$35,842	\$37,107

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Meetings	22	22	22
Notice of Intent (NOI)	12	12	12
Req for Determination of Applicability	10	10	10
Abbr Notice of Resource Area Delineation	1	1	1
Site Visits	52	52	175
Inquiries in office/day	5	5	5
Telephone inquiries/day	5	5	5
Potential violation letters issued	3	12	36
Formal enforcement orders issued	2	9	24
Letters to abutters encroaching on conservation land	1	9	9

CONSERVATION COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Members	
2.	*Principal Office Asst (PT 19 hrs)	8-3
Subtotal		

FY 2019		FY 2020				FY 2021				
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council	
			Actual Expenditures	Expenditures Thru 6/30/2020				Recommendation	Approval	
	7	15,400	7,700.00	11,000.00	7	15,400	7	15,400	15,400	
	0.5	28,198	20,484.35	28,198.00	0.5	29,014	0.5	29,014	29,014	
7.5	31,634.07	7.5	43,598	28,184.35	39,198.00	7.5	44,414	7.5	44,414	

Summary of Changes

Adjustments to FY 2020 Positions

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

816

Explanation

New Positions

Conservation Agent / Administrator

Enable the department to more effectively fulfill its mission; most eastern MA cities and towns have this position. We respectfully request timely assistance with a compensation ordinance.

1	74,800		0	0
1	74,800		0	0

Subtotal

Grand Total

7.5	31,634.07	7.5	43,598	28,184.35	39,198.00	8.5	119,214	7.5	44,414	44,414
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CONSERVATION COMMISSION

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5111 Salaries - Full Time						74,800.00	0.00	0.00	0.00
5121 Salaries - Part Time	29,119.74	19,834.07	28,198.00	20,484.35	28,198.00	29,014.00	816.00	29,014.00	29,014.00
5194 Boards & Commissions	10,700.00	11,800.00	15,400.00	7,700.00	11,000.00	15,400.00	0.00	15,400.00	15,400.00
General Expenses 001-171-5200									
5192 Mileage						675.00	2,100.00	2,100.00	2,100.00
5272 Office Equipment Rental	780.00	780.00	780.00	390.00	780.00	780.00	0.00		
5308 Stenographer							(780.00)		
5341 Advertising		62.75	130.00		130.00	130.00		(130.00)	
5342 Postage	293.00	313.20	360.00	130.25	360.00	360.00		(360.00)	
5343 Printing			20.00		20.00	20.00		(20.00)	
5420 Office Supplies	353.89	285.09	300.00	47.59	300.00	300.00		(300.00)	
5730 Dues	552.00	563.00	574.00	574.00	574.00	585.00		(574.00)	
Equipment & Unusual 001-171-5400									
5245 Conservation Maint/Supplies				1,241.52	433.58	10,850.00	0.00	0.00	0.00
Property Line Survey						50,000.00	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
5730 Dues	MACC typically increases dues by \$11 annually.	11.00
5245 Conservation Maint/Supplies	\$500 for native wildflower seeds, \$350 for 2 loppers and 2 hand saws for removing invasive plants in-house, \$10,000 to hire a specialist to remove invasive plants at the Storer Conservation Land (Paine Estate).	10,850.00
Property Line Survey	ConCom has identified numerous encroachments by abutters. We would like to complete the survey begun last year, purchase and install 20 granite boundary markers, and prepare plot plans of the remaining encroachments at the Storer Conservation Land.	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	39,819.74	31,634.07	43,598.00	28,184.35	39,198.00	119,214.00	816.00	44,414.00	44,414.00
General Expenses	1,978.89	2,004.04	2,164.00	1,141.84	2,164.00	2,850.00	(64.00)	2,100.00	2,100.00
Equipment & Unusual	0.00	0.00	0.00	1,241.52	433.58	60,850.00	0.00	0.00	0.00
Total Operating Budget	<u>41,798.63</u>	<u>33,638.11</u>	<u>45,762.00</u>	<u>30,567.71</u>	<u>41,795.58</u>	<u>182,914.00</u>	<u>752.00</u>	<u>46,514.00</u>	<u>46,514.00</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 230 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 2018	FY 2019
Pension-Contributory/FICA	1,625,348	1,658,180
Pension Administration	134,736	172,230
Medical & Life Insurance	2,542,033	2,410,575
Heat, Light, Water	108,962	117,542
Building Repair & Maintenance	222,062	216,657
Building Insurance	10,585	10,191
Motor Vehicle Insurance	16,046	13,802
Motor Vehicle Maint & Repair	438,695	401,119
Workers Compensation	209,465	349,411
Total	\$5,307,932	\$5,349,707

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Work Orders Logged	4,633	4,700	5,000
Miles of streets cleaned	165	165	165
Number of vehicles used	3	3	3
Number of times cleaned	5	5	5
Trees planted	50	75	100
Snow fall in inches	47.9	48.6	44.0
Registered vehicles maintained	230	230	245
Non registered equipment maintained	50	50	50
Street Opening Permit Revenue	\$59,750	\$90,000	\$90,000

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2019	FY 2020				FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*CPW Director	21-6 (L8)			1	144,698	107,535.20	144,698.00	1	150,486	1	150,486	150,486
2.	Assistant CPW Director	18-6 (L10)			1	133,938	99,538.78	133,938.00	1	133,938	1	133,938	133,938
3.	*Asst Supt Street	14-6 (L11)			1	103,383	76,755.98	103,383.00	1	103,461	1	103,461	103,461
4.	Asst Supt Street	14-6 (L10)			1	102,529	76,196.14	102,529.00	1	102,529	1	102,529	102,529
5.	*Asst Supt Parks/Forestry/Cem	14-6 (L10)			1	101,830	75,503.70	101,830.00	1	102,529	1	102,529	102,529
6.	*Asst Superintendent (sidewalk)	14-5			1	84,921	62,632.12	84,921.00	1	88,263	1	88,263	88,263
7.	SPMG Foreman - Public Vehicles	13-2 (L)			1	96,941	86,875.94	96,961.00	1	83,525	1	83,525	83,525
8.	SPMG *Foreman - Street	13-4 (L10)			1	82,538	60,955.20	82,538.00	1	86,447	1	86,447	86,447
9.	SPMG *Foreman - Forestry	13-6			1	83,107	61,473.42	83,107.00	1	86,267	1	86,267	86,267
10.	SPMG Sr Engineering Aide (311)	13-6 (L9)			1	95,194	70,745.31	95,194.00	1	95,194	1	95,194	95,194
11.	SPMG Sr Code Enforce Inspector	13-6 (L9)			1	95,194	70,745.30	95,194.00	1	95,194	1	95,194	95,194
12.	SPMG Recycling Coordinator	12-6 (L8)			1	88,565	65,567.76	88,565.00	1	88,565	1	88,565	88,565
13.	SPMG Code Enforcement Inspector	12-4 (L11)			0.5	39,452	29,802.65	39,452.00					
14.	Administrative Assistant	10-6 (L11)			1	78,097	58,039.74	78,097.00	1	78,097	1	78,097	78,097
15.	*Administrative Assistant	10-6 (L10)			1	77,042	57,157.89	77,042.00	1	77,394	1	77,394	77,394
16.	Administrative Assistant	10-6			1	70,358	52,288.11	70,358.00	1	70,358	1	70,358	70,358
17.	*Administrative Assistant	10-3			1	59,401	43,804.44	59,401.00	1	61,721	1	61,721	61,721
18.	Constituency Serv Admin	10-6 (L9)			0.5	38,345	586.70	586.70					
Subtotal			17.5	1,503,225.98	17	1,575,533	1,156,204.38	1,537,794.70	16	1,503,968	16	1,503,968	1,503,968

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Expenditures	Expenditures Thru 6/30/2020					

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		19,648	<u>Explanation</u>							
SPMG Foreman - Public Vehicles	13-2 (L)	(13,416)	New employee to be hired at lower step							
SPMG Sr Code Enforce Inspector	13-3 (L11)	3,891	Replace Code Enforcement Inspector, Grade 12, position with Sr. Code Enforcement Inspector, Grade 13. We currently pay the Code Enforcement Inspector out of grade on days he inspects water and sewer work. We want to add these additional duties to his job description. Employees that currently inspect water and sewer work for the Engineering Department are Sr Code Enforcement Inspectors Grade 13.							
Constituency Serv Admin	10-6 (L9)	(38,345)	Not requested							

New Positions

Subtotal

Grand Total

0.5		43,343		0.5		43,343		43,343	
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17.5	1,503,225.98	17	1,575,533	1,156,204.38	1,537,794.70	16.5	1,547,311	16.5	1,547,311	1,547,311
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021			
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	#	Department Request	# Recommendation Mayor's Council Approval
1. MECH	Working Foreman II	11-6 (L11)			1	76,195	56,709.90	76,195.00	1	75,904	1 75,904 75,904
2. MECH	Working Foreman II	11-5			1	76,195	44,651.60	66,000.00	1	65,375	1 65,375 65,375
3. LAB	Working Foreman I	10-6 (L11)				3,300	6,846.50	31,000.00	1	71,477	1 71,477 71,477
4. LAB	*Working Foreman I	10-6 (L11)			1	69,812	30,000.00		1	69,874	1 69,874 69,874
5. LAB	Working Foreman I	10-6 (L9)			1	70,458	52,440.19	70,458.00	1	70,189	1 70,189 70,189
6. LAB	Working Foreman I	10-6 (L8)			1	69,812		10,000.00	1	69,545	1 69,545 69,545
7. LAB	Working Foreman I	10-6 (L8)			1	69,812	51,959.31	69,812.00	1	69,545	1 69,545 69,545
8. LAB	Working Foreman I	10-6			1	64,641	48,110.40	64,641.00	1	64,394	1 64,394 64,394
9. MECH	Motor Equipment Repair Pers	10-6 (L11)			1	71,751	53,402.70	71,751.00	1	71,477	1 71,477 71,477
10. MECH	Motor Equipment Repair Pers	10-6 (L11)			1	71,751	53,402.69	71,751.00	1	71,477	1 71,477 71,477
11. MECH	Motor Equipment Repair Pers	10-1	on hold		1	59,109	2,302.40	27,000.00	1	54,101	1 71,477 71,477
12. MECH	Auto Body / Metal Worker	10-6 (L11)			1	71,751	53,402.70	71,751.00	1	71,477	1 71,477 71,477
13. MECH	*Welder	10-6 (L11)			1	68,352	50,572.04	68,352.00	1	71,019	1 71,019 71,019
14. LAB	*WF I /Tree Surgeon	10-6 (L11)			1	71,258	52,921.43	71,258.00	1	71,477	1 71,477 71,477
15. LAB	*Tree Surgeon	10-6			1	61,756	45,691.20	61,756.00	1	64,188	1 64,188 64,188
16. LAB	*S M E O - Open Space - Grass	9-6			1	60,853		21,000.00	1	61,492	1 61,492 61,492
17. LAB	S M E O	9-6 (L11)			1	68,517	51,168.15	68,517.00	1	68,256	1 68,256 68,256
18. LAB	S M E O	9-6 (L10)			1	67,900	50,536.22	67,900.00	1	67,641	1 67,641 67,641
19. LAB	S M E O	9-6 (L8)			1	65,158	46,069.88	65,158.00	1	64,149	1 64,149 64,149
20. LAB	S M E O	9-6			1	61,727	45,470.80	61,727.00	1	61,492	1 61,492 61,492
21. LAB	S M E O	9-6			1	61,727	47,871.32	61,727.00	1	61,492	1 61,492 61,492
22. LAB	*S M E O	9-6			1	57,970	42,727.92	57,970.00	1	60,215	1 60,215 60,215
23. LAB	*S M E O	9-5			1	56,362	41,679.68	56,362.00	1	58,230	1 58,230 58,230
24. LAB	S M E O	9-4			1	61,727	35,247.80	61,727.00	1	56,298	1 56,298 56,298
25. LAB	S M E O (sidewalk)	9-6			1	61,727	46,008.72	61,727.00	1	61,492	1 61,492 61,492
26. LAB	S M E O	9			1	68,517	46,158.46	40,817.00			
27. LAB	H M E O	8-6 (L11)			1	65,400	48,675.23	65,400.00	1	65,150	1 65,150 65,150
28. LAB	H M E O	8-6 (L8)			1	63,632	47,359.67	63,632.00	1	63,389	1 63,389 63,389
29. LAB	H M E O	8-6	on hold		1	58,919	48,236.76	58,919.00	1	58,694	1 58,694 58,694
30. LAB	H M E O	8-6			1	58,919	43,851.60	58,919.00	1	58,694	1 58,694 58,694
31. LAB	*H M E O	8-6			1	57,642	42,393.25	57,642.00	1	58,694	1 58,694 58,694
32. LAB	H M E O	8-3			1	63,632	3,098.40	24,000.00	1	51,006	1 51,006 51,006
33. LAB	H M E O	8-2	on hold		1	58,919		21,000.00	1	49,002	1 49,002 49,002
34. LAB	H M E O (sidewalk)	8-2	on hold		1	52,941		21,000.00	1	49,002	1 49,002 49,002

CONSOLIDATED PUBLIC WORKS

PERSONNEL

				FY 2019		FY 2020				FY 2021					
Bargaining Unit Position		FY 2021 Grade-Step		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval	
35. LAB	M E O	7-6 (L11)				1	62,491	46,510.80	62,491.00	1	62,253	1	62,253	62,253	
36. LAB	M E O	7-6 (L11)				1	62,491	46,510.78	62,491.00	1	62,253	1	62,253	62,253	
37. LAB	M E O	7-6	on hold			1	53,572	3,823.63	22,000.00	1	55,887	1			
38. LAB	M E O	7-4	on hold			1	48,908	33,092.33	48,908.00	1	50,588	1			
39. LAB	M E O	7-4				1	48,616	35,793.36	48,616.00	1	50,306	1	50,306	50,306	
40. LAB	M E O	7-2				1	48,762	17,482.64	28,000.00	1	48,717	1	48,717	48,717	
41. LAB	M E O	7-2				1	49,490	10,617.60	25,000.00	1	47,078	1	47,078	47,078	
42. LAB	M E O	7-2	on hold			1	48,762	7,331.20	25,000.00	1	46,825	1			
43. LAB	Highway Maintenance	7-6 (L11)				1	62,491	46,510.77	62,491.00	1	62,253	1	62,253	62,253	
44. LAB	Highway Maintenance	7-6 (L11)				1	62,491	46,510.73	62,491.00	1	62,253	1	62,253	62,253	
45. LAB	Highway Maintenance	6-2	on hold			1	45,109		15,000.00	1	44,933	1			
46. LAB	Laborer	7-6 (L11)	on hold			1	61,928	50,668.21	42,000.00	1	62,081	1			
47. LAB	Laborer	7-6 (L11)				1	61,928	46,091.76	61,928.00	1	61,780	1	61,780	61,780	
48. LAB	*Laborer	6-2				1	45,109	32,239.20	45,109.00	1	45,957	1	45,957	45,957	
49. LAB	Laborer	6-2	on hold			1	45,749	19,730.80	35,000.00	1	44,933	1			
50. LAB	Laborer	6-2	on hold			1	45,109	26,324.95	45,109.00	1	44,933	1			
51. LAB	*Laborer / Gardener	6-5				1	49,531	36,648.00	49,531.00	1	51,182	1	51,182	51,182	
52. LAB	Laborer / Gardener	6-2	on hold			1	45,109	26,324.97	38,000.00	1	44,933	1			
53.	Part Time						35,000	12,996.00	35,000.00		35,000		35,000	35,000	
54.	Temporary / Seasonal - Summer						60,000	21,312.50	45,000.00		60,000		60,000	60,000	
55.	Part Time / Seasonal - Parks & Playgrounds						40,000	12,348.00	30,000.00		40,000		40,000	40,000	
Subtotal				51	2,681,202.43	51	3,230,788	1,837,835.15	2,746,034.00	51	3,190,052		51	2,584,140	2,584,140

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

FY 2019		FY 2020				FY 2021			
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	Mayor's Recommendation	Council Approval

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Contract Settlement included in * position salary		9,113	
MECH Working Foreman II	11-5	(10,820)	
LAB Working Foreman I	10-6 (L11)	68,177	
MECH Motor Equipment Repair Pers	10-1	(59,109)	
LAB S M E O	9-4	(5,429)	
LAB S M E O	9	(68,517)	
LAB H M E O	8-6	(58,919)	
LAB H M E O	8-3	(12,626)	
LAB H M E O	8-2	(58,919)	
LAB H M E O (sidewalk)	8-2	(52,941)	
LAB M E O	7-6	(53,572)	
LAB M E O	7-4	(48,908)	
LAB M E O	7-2	(2,412)	
LAB M E O	7-2	(48,762)	
LAB Highway Maintenance	6-2	(45,109)	
LAB Laborer	7-6 (L11)	(61,928)	
LAB Laborer	6-2	(45,749)	
LAB Laborer	6-2	(45,109)	
LAB Laborer / Gardener	6-2	(45,109)	

Explanation

Internal promotion - replaced at lower step/longevity

Internal promotion - SMEO converted to Working Foreman I

Vacant - on hold

Internal promotion - replaced at lower step

Position converted to Working Foreman I

Vacant - on hold

Internal promotion - replaced at lower step/longevity

Vacant - on hold

Vacant - on hold

Vacant - on hold

Employee replaced at lower step

Vacant - on hold

Vacant - on hold

Vacant - on hold

New Positions

Subtotal

Grand Total

0	0	0	0	0

51	2,681,202.43	51	3,230,788	1,837,835.15	2,746,034.00	51	3,190,052	51	2,584,140	2,584,140
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CONSOLIDATED PUBLIC WORKS

EXPENDITURES	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,414,336.05	1,503,225.98	1,575,533.00	1,156,204.38	1,537,794.70	1,547,311.00	(28,222.00)	1,547,311.00	1,547,311.00
5112 Wages - Full Time	2,696,278.77	2,626,974.43	3,095,788.00	1,791,178.65	2,636,034.00	3,055,052.00	(646,648.00)	2,449,140.00	2,449,140.00
5122 Wages - Part Time	67,596.04	54,228.00	135,000.00	46,656.50	110,000.00	135,000.00	0.00	135,000.00	135,000.00
5131 Overtime	277,491.01	317,497.36	220,000.00	245,055.37	350,000.00	270,000.00	0.00	220,000.00	220,000.00
5135 Standby	11,451.30	9,701.16	11,500.00	6,064.44	10,000.00	11,500.00	0.00	11,500.00	11,500.00
5195 Buyback Sick Time	57,615.05	23,759.33	40,000.00	26,327.53	40,000.00	40,000.00	0.00	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)
General Expenses									
CPW Administration 001-420-5200							1,118,400.00	1,118,400.00	1,118,400.00
5192 Mileage	273.10	106.65	400.00	57.05	200.00	300.00	(400.00)		
5193 Tool Allowance	4,200.00	4,200.00	4,200.00	3,600.00	4,200.00	4,200.00	(4,200.00)		
5213 Light	343.52	837.84	400.00	716.78	400.00	400.00	(400.00)		
5231 Water Usage	484.45	516.83	700.00	18,374.64	20,000.00	700.00	(700.00)		
5241 Equipment Repair/Maint	7,710.16	13,531.49	7,500.00	5,182.44	7,500.00	7,500.00	(7,500.00)		
5242 Office Equipment Repair/Maint	2,222.71	3,395.54	3,000.00	2,231.80	2,500.00	3,000.00	(3,000.00)		
5244 Motor Equipment Repair/Maint	145,904.53	130,190.51	190,000.00	61,523.68	160,000.00	170,000.00	(190,000.00)		
5245 Building/Grounds Maint	5,898.59	9,917.82	6,000.00	4,595.87	6,000.00	6,000.00	(6,000.00)		
5247 Alarms / Intrusion	516.00	516.00	520.00	516.00	516.00	520.00	(520.00)		
5255 Vehicle Washing	761.50	265.50	600.00	139.50	400.00	500.00	(600.00)		
5271 Uniform Rental	3,179.34	3,480.27	4,000.00	2,107.80	3,900.00	4,000.00	(4,000.00)		
5276 Truck/Equipment Rental	17,324.24	22,480.42	25,000.00	16,692.02	25,000.00	25,000.00	(25,000.00)		
5291 Custodial Services	8,616.25	8,421.75	10,000.00	1,578.00	9,000.00	10,000.00	(10,000.00)		
5310 Environmental Services		4,600.00							
5312 Training	5,914.00	10,478.99	14,000.00	7,002.50	12,000.00	12,000.00	(14,000.00)		
5341 Advertising	203.38	404.61	1,000.00	894.92	2,000.00	1,000.00	(1,000.00)		
5342 Postage	854.72	971.75	1,500.00	606.75	1,200.00	1,200.00	(1,500.00)		
5411 Batteries	13,415.20	11,756.80	12,000.00	6,522.88	12,000.00	12,000.00	(12,000.00)		
5420 Office Supplies	3,921.88	4,799.52	4,500.00	4,646.88	4,500.00	4,500.00	(4,500.00)		
5425 Software License	26,099.01	16,300.00	17,600.00	12,100.00	17,600.00	17,600.00	(17,600.00)		
5460 Groundskeeping Supplies/Trees	90,954.87	100,056.45	75,000.00	53,062.96	90,000.00	90,000.00	(75,000.00)		
5470 Public Safety Supplies	9,434.66	7,426.13	8,000.00	12,448.94	16,000.00	8,000.00	(8,000.00)		
5480 Vehicle Supplies	259,390.42	279,839.00	260,000.00	198,004.61	267,000.00	260,000.00	(260,000.00)		
5485 Vehicle Fuel & Oil	347,497.09	433,588.59	390,000.00	272,559.06	390,000.00	440,000.00	(390,000.00)		
5533 Street Cleaning Supplies	9,873.00	7,470.00	7,500.00	5,570.00	7,500.00	7,500.00	(7,500.00)		
5536 Lumber	1,280.18	1,043.51	1,250.00		1,250.00	1,250.00	(1,250.00)		
5538 Street/Sidewalk Materials	23,112.66	17,303.98	27,000.00	12,028.89	25,000.00	25,000.00	(27,000.00)		
5539 Castings & Pipes	17,786.74	15,341.42	22,000.00	26,482.98	30,000.00	22,000.00	(22,000.00)		
5541 Welding Supplies	11,800.78	19,508.81	13,000.00	20,461.79	25,000.00	20,000.00	(13,000.00)		
5581 Clothing, Gloves, Shoes	34,205.11	40,935.29	50,000.00	40,621.00	48,000.00	50,000.00	(50,000.00)		
5587 Tools	15,810.37	22,866.66	18,000.00	9,058.31	15,000.00	18,000.00	(18,000.00)		
5730 Dues				50.00	500.00	500.00	0.00		
5733 Licenses	4,141.96	2,476.05	2,600.00	3,014.31	2,700.00	2,600.00	(2,600.00)		
	<u>1,073,130.42</u>	<u>1,195,028.18</u>	<u>1,177,270.00</u>	<u>802,452.36</u>	<u>1,206,866.00</u>	<u>1,225,270.00</u>	<u>(58,870.00)</u>	<u>1,118,400.00</u>	<u>1,118,400.00</u>

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Snow & Ice 001-421-5200							1,259,945.00	1,259,945.00	1,259,945.00
5245 Buildings/Grounds Maint (snow damages)	14,424.23	2,885.90	5,000.00	360.00	5,000.00	5,000.00	(5,000.00)		
5276 Truck / Equipment Rental	2,283,785.05	1,572,772.19	1,200,000.00	879,012.98	1,200,000.00	1,200,000.00	(1,200,000.00)		
5387 Weather Service	3,245.00	3,445.00	3,445.00	3,475.00	3,475.00	3,475.00	(3,445.00)		
5460 Groundskeeping Supplies	899.70		1,500.00		1,500.00	1,500.00	(1,500.00)		
5531 Salt & Sand	717,087.60	580,791.17	500,000.00	333,663.84	500,000.00	500,000.00	(500,000.00)		
5532 Plows, Blades & Parts	34,312.92	62,990.30	50,000.00	67,567.58	50,000.00	50,000.00	(50,000.00)		
5121 Management	16,000.00	12,000.00	12,000.00	8,000.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5131 Overtime	382,607.28	296,593.46	125,000.00	174,361.81	180,000.00	125,000.00	0.00	125,000.00	125,000.00
	3,452,361.78	2,531,478.02	1,896,945.00	1,466,441.21	1,951,975.00	1,896,975.00	(500,000.00)	1,396,945.00	1,396,945.00
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Equipment & Unusual									
CPW Administration 001-420-5400									
5249 Rec Facilities Repair/Maint	23,976.00	55,244.40	65,000.00	32,006.00	65,000.00	65,000.00	0.00	65,000.00	65,000.00
5310 Environmental Services	12,572.22	6,200.00	10,000.00	2,005.00	8,000.00	10,000.00	0.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	28,110.00	44,745.00	70,000.00	12,990.00	65,000.00	70,000.00	0.00	70,000.00	70,000.00
5394-47 Paving Projects	148,242.48	183,315.23	200,000.00	95,061.39	185,000.00	200,000.00	0.00	200,000.00	200,000.00
5394-48 Pond Management	30,460.00	29,935.00	35,000.00	1,775.00	32,000.00	35,000.00	0.00	35,000.00	35,000.00
5394-50 Concrete Projects	24,500.00	44,771.73	100,000.00	16,092.35	90,000.00	100,000.00	0.00	100,000.00	100,000.00
6710 ADA Ramps	1,441.00	11,000.00	50,000.00	24,712.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00
7210 Drainage Improvement - Hemlock		9,600.00							
	269,301.70	384,811.36	530,000.00	184,641.74	495,000.00	530,000.00	0.00	530,000.00	530,000.00
Solid Waste 001-422-5400									
5295 Household Hazard Waste	27,749.29	30,927.65	40,000.00	24,681.47	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5296 Trash Disposal	1,262,761.35	1,164,036.82	1,225,000.00	694,566.38	1,200,000.00	1,225,000.00	0.00	1,225,000.00	1,225,000.00
5297 Trash/Recycle Collection	3,551,280.59	3,747,081.08	3,800,000.00	2,572,155.04	3,850,000.00	3,800,000.00	0.00	3,800,000.00	3,800,000.00
5298 Yard Waste / Leaves	254,543.90	392,493.75	350,000.00	419,403.15	500,000.00	500,000.00	150,000.00	500,000.00	500,000.00
5299 DPW Yard Clean Up	20,406.55	10,461.00	25,000.00	6,990.76	22,000.00	25,000.00	0.00	25,000.00	25,000.00
	5,116,741.68	5,345,000.30	5,440,000.00	3,717,796.80	5,612,000.00	5,590,000.00	150,000.00	5,590,000.00	5,590,000.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	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	Increase funding due to account history. Many CPW overtime hours are for events out of our control, including weekend funerals, events on the common, parades, road races, July 4th, leaf vacuuming, and extreme weather events.					50,000.00			
5460 Groundskeeping Supplies/Trees	Increase funding due to account history. We have been spending more out of this line item over the past two years because CPW has been beautifying asphalt and concrete City islands by adding more flower beds or flower pots. More vegetated space will continue to be added with intersection projects like Totten Pond Road at Lexington Street and Main Street at Gore Street.					15,000.00			
5485 Vehicle Fuel & Oil	Projected increase of 6.5% in fuel rates.					50,000.00			
5541 Welding Supplies	Increase funding due to account history.					7,000.00			
5730 Dues	Realigned expense from 5312 Training to more appropriate account title.					500.00			
5387 Weather Service	Increase funding due to account history.					45.00			
5298 Yard Waste / Leaves	Increase funding due to account history. Since FY18 we have seen an increase in the amount of curbside yard waste residents are disposing of.					150,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	4,524,768.22	4,535,386.26	5,052,821.00	3,271,486.87	4,658,828.70	5,033,863.00	(674,870.00)	4,377,951.00	4,377,951.00
General Expenses									
CPW Administration	1,073,130.42	1,195,028.18	1,177,270.00	802,452.36	1,206,866.00	1,225,270.00	(58,870.00)	1,118,400.00	1,118,400.00
Snow & Ice	3,452,361.78	2,531,478.02	1,896,945.00	1,466,441.21	1,951,975.00	1,896,975.00	(500,000.00)	1,396,945.00	1,396,945.00
Equipment & Unusual									
CPW Administration	269,301.70	384,811.36	530,000.00	184,641.74	495,000.00	530,000.00	0.00	530,000.00	530,000.00
Solid Waste	5,116,741.68	5,345,000.30	5,440,000.00	3,717,796.80	5,612,000.00	5,590,000.00	150,000.00	5,590,000.00	5,590,000.00
Total Operating Budget	14,436,303.80	13,991,704.12	14,097,036.00	9,442,818.98	13,924,669.70	14,276,108.00	(1,083,740.00)	13,013,296.00	13,013,296.00

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 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Meetings	21	17	20

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Members	
2.	Clerk	
Subtotal		

FY 2019		FY 2020				FY 2021					
Actual # Expenditures	#	July - March		Estimated	Department		Mayor's		Council		
		Actual	Expenditures	Expenditures							
		Budget	Expenditures	Thru 6/30/2020	Request	#	Recommendation	Approval			
	7	14,000	3,800.00	10,500.00	7	14,000	7	14,000	14,000		
	1	3,000	2,229.62	3,000.00	1	3,000	1	3,000	3,000		
8	15,100.00	8	17,000	6,029.62	13,500.00	8	17,000		8	17,000	17,000

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	15,100.00	8	17,000	6,029.62	13,500.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation Incr/Decr	Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	2,999.78	3,000.00	3,000.00	2,229.62	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	9,400.00	12,100.00	14,000.00	3,800.00	10,500.00	14,000.00	0.00	14,000.00	14,000.00
<hr/>									
General Expenses 001-174-5200							4,700.00	4,700.00	4,700.00
5308 Stenographer	2,400.00	2,700.00	2,500.00	900.00	2,400.00	2,500.00	(2,500.00)		
5312 Training	57.98		500.00		500.00	500.00	(500.00)		
5341 Advertising	1,825.70	1,572.43	1,300.00		1,300.00	1,300.00	(1,300.00)		
5342 Postage	497.29		300.00	220.00	300.00	300.00	(300.00)		
5420 Office Supplies	290.00	297.08	300.00	88.50	300.00	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	12,399.78	15,100.00	17,000.00	6,029.62	13,500.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	5,070.97	4,569.51	4,900.00	1,208.50	4,800.00	4,900.00	(200.00)	4,700.00	4,700.00
Equipment & Unusual									
Total Operating Budget	17,470.75	19,669.51	21,900.00	7,238.12	18,300.00	21,900.00	(200.00)	21,700.00	21,700.00

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total Burials	178	185	210
New Lots sold	36	55	80
Single Graves sold	19	30	40
Single Graves welfare	1	2	2
Urn Garden plots sold	3	5	12
Veterans Graves	5	5	5
Acres Maintained	94	94	94

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Commissioners	
Total		

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		3	3,000	1,200.00	2,600.00	3	3,000	3	3,000	3,000
3	2,800.00	3	3,000	1,200.00	2,600.00	3	3,000	3	3,000	3,000

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

3	2,800.00	3	3,000	1,200.00	2,600.00	3	3,000	3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	2,600.00	2,800.00	3,000.00	1,200.00	2,600.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	2,600.00	2,800.00	3,000.00	1,200.00	2,600.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	2,600.00	2,800.00	3,000.00	1,200.00	2,600.00	3,000.00	0.00	3,000.00	3,000.00

**CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION**

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	385,545	371,521
Pension Administration	31,388	37,861
Medical & Life Insurance	583,258	593,101
Heat, Light, Water	26,018	27,156
Building Repair & Maintenance	58,301	61,218
Building Insurance	707	681
Motor Vehicle Insurance	2,991	3,562
Motor Vehicle Maint & Repair	81,764	103,515
Workers Compensation	1,428	
Other Dept Allocations	650,804	662,084
Total	\$1,822,204	\$1,860,699

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Sampling of Water System -			
Number of Samples	864	864	864
Lead and Copper Samples	17	17	17
Cross Connection Devices Citywide	1,976	1,990	2,005
Cross Connection Devices Tested	3,125	3,150	3,175
Sanitary Grease Locations Citywide	234	238	242
Sanitary Grease Traps Citywide	335	340	345
Sanitary Grease Trap Inspections	675	685	700

**CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION**

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Water/Sewer Superintendent	16-6
2.	Business Manager	15-6 (L8)
3.	SPMG *Foreman	13-2
Subtotal		

FY 2019		FY 2020				FY 2021											
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Budget	Actual Expenditures													
			1	106,900							79,444.99	106,900.00	1	106,900	1	106,900	106,900
			0.5	53,715							39,918.91	53,715.00	0.5	53,715	0.5	53,715	53,715
			1	72,513							37,445.22	55,673.00	1	74,792	1	74,792	74,792
3.5	238,484.49	2.5	233,128	156,809.12	216,288.00	2.5	235,407		2.5	235,407	235,407						

Summary of Changes

Adjustments to FY 2020 Positions

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

2,279

Explanation

SPMG Code Enforcement Inspector 12-4 (L11)

Recommend transferring employee from Engineering Water Admin to CPW Water Admin to align duties and reporting to Water/Sewer Superintendent (FOG Inspector)

New Positions

SPMG Assistant City Engineer - Water & Sewer 16-1

New position of Assistant City Engineer - Water & Sewer to oversee the day to day operations of the Water & Sewer Department; due to departmental reorganization, this employee will report to the CPW Director who oversees the Water-Sewer-Drain Division; employee will organize daily work plans, maintenance activities, hydrant flushing, gate valve exercising and other duties essential to daily operations coordination.

SPMG Sr Code Enforcement Inspector 13-1

To provide additional inspectional staffing for high volume of construction work related to City Infrastructure, an additional inspector is being requested for CPW Water Administration to satisfy the need for residential as well as industrial and commercial development in the city. Inspectional services will protect the City's interest and provide proper and safe connections to the municipal infrastructure.

SPMG Assistant City Engineer 16-5

Transfer from Engineering Water Administration

SPMG Sr Code Enforcement Inspector 13-6 (L8)

Transfer from Engineering Water Administration

SPMG Sr Code Enforcement Inspector 13-3 (L11)

Transfer from Engineering Water Administration

Subtotal

1	82,450	0	0
1	88,084	0	0
1	72,513	0	0
		1	101,406
		1	94,321
		0.5	43,343
3	243,047	2.5	239,070

Grand Total

3.5	238,484.49	2.5	233,128	156,809.12	216,288.00	5.5	478,454	5	474,477	474,477
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CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-455-5100									
5111 Salaries - Full Time		238,484.49	233,128.00	156,809.12	216,288.00	478,454.00	241,349.00	474,477.00	474,477.00
5131 Overtime			10,000.00	1,188.75	8,000.00	10,000.00	0.00	10,000.00	10,000.00
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General Expenses 610-455-5200							4,300.00	4,300.00	4,300.00
5312 Training			1,400.00		500.00	1,400.00	(1,400.00)		
5581 Clothing, Gloves, Shoes			600.00	300.00	500.00	1,500.00	(600.00)		
5733 Licenses						500.00	0.00		

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5581 Clothing, Gloves, Shoes	Incr clothing allowance for three newly requested Middle Mgr Union positions per collective bargaining agreement	900.00
5733 Licenses	New Budget item due to Department Reorganization - Various Employees' required licenses	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	0.00	238,484.49	243,128.00	157,997.87	224,288.00	488,454.00	241,349.00	484,477.00	484,477.00
General Expenses	0.00	0.00	2,000.00	300.00	1,000.00	3,400.00	2,300.00	4,300.00	4,300.00
Equipment & Unusual									
Total Operating Budget	0.00	238,484.49	245,128.00	158,297.87	225,288.00	491,854.00	243,649.00	488,777.00	488,777.00

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance & Operations: To maintain and protect the water system through the repair of leaks and maintenance of valves, and hydrants, and ensure adequate operating pressure and sufficient supply to meet demands.

Buildings & Grounds: Check the output of the pumps and water storage capacities maintained for supply and demand issues. Upgrade the City's water meters and technology for meter reading to increase water revenues and minimize unaccounted for water.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Water Main Repairs	31	25	25
Water Service Repairs/Relays	120	140	140
Valve Repairs	10	15	15
Hydrant Replacement	15	25	30
Hydrant Repairs	40	50	50
Leak Detection (Miles)	170	310	340
Water Overtime - # of Calls	549	541	550
Water Overtime - Man-hours	3,888	4,414	4,500

WATER OPERATIONS & MAINTENANCE

PERSONNEL

				FY 2019		FY 2020			FY 2021						
Bargaining Unit	Position	FY 2021 Grade-Step		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. LAB	Working Foreman II	11-6	on hold			1	56,508		18,836.00	1	68,278	1			
2. LAB	Working Foreman I	10-3				1	57,472	41,230.82	56,214.21	1	55,511	1	55,511	55,511	
3. LAB	Working Foreman I Nights	10-1	on hold			1	56,566		18,855.00	1	56,350	1			
4. LAB	Working Foreman I-Cross Connect Inspector	10-6				1	64,641	48,110.40	64,641.00	1	64,394	1	64,394	64,394	
5. LAB	S M E O	9-6				1	52,158	30,628.00	41,393.00	1	61,492	1	61,492	61,492	
6. LAB	H M E O	8-6				1	58,919	43,980.24	58,919.00	1	58,694	1	58,694	58,694	
7. LAB	M E O	7-6				1	56,299	42,585.96	56,299.00	1	56,084	1	56,084	56,084	
8. LAB	*Highway Maintenance	6-3				1	45,237	33,333.27	44,705.47	1	46,722	1	46,722	46,722	
9. LAB	*Laborer Nights	6-3				1	48,765	25,584.45	38,522.24	1	50,329	1	50,329	50,329	
Meter Read, Repair & Install															
10. LAB	*Senior Water Service Inspector	9-6 (L8)				1	65,158	47,732.56	65,158.00	1	66,411	1	66,411	66,411	
11. LAB	M E O	7-6				1	60,802	29,673.38	48,063.82	1	56,084	1	56,084	56,084	
12. LAB	M E O	7-4				1	56,299	29,653.60	45,439.54	1	50,870	1	50,870	50,870	
Subtotal				12	461,222.58	12	678,824	372,512.68	557,046.28	12	691,219		12	566,591	566,591

PERSONNEL

FY 2019		FY 2020			FY 2021		
Actual		July - March	Estimated		Department	Mayor's	Council
#	Expenditures	#	Budget Expenditures Thru 6/30/2020	#	Request	#	Recommendation Approval

Adjustments to FY 2020 Positions

3,615

LAB	Working Foreman II	11-6	(56,508)	<i>Vacant - on hold</i>
LAB	Working Foreman I	10-3	(1,961)	Employee replaced at lower step
LAB	Working Foreman I Nights	10-1	(56,566)	<i>Vacant - on hold</i>
LAB	S M E O	9-6	9,334	Internal promotion - replaced at higher step
LAB	M E O	7-6	(4,718)	Employee replaced at lower step
LAB	M E O	7-4	(5,429)	Employee replaced at lower step

Subtotal

Grand Total

12	461,222.58	12	678,824	372,512.68	557,046.28	12	691,219	12	566,591	566,591
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WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual Expenditures	Expenditures Thru 6/30/2020				
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	295,065.77	302,423.43	496,565.00	265,453.14	398,384.92	517,854.00	(103,339.00)	393,226.00	393,226.00
5131 Overtime	172,176.26	193,977.89	110,000.00	151,592.95	208,263.00	180,000.00	0.00	110,000.00	110,000.00
5135 Standby	36,679.64	36,349.07	40,000.00	28,269.21	37,668.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	28,772.62	3,814.30	6,000.00		0.00	6,000.00	0.00	6,000.00	6,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	148,436.84	158,799.15	182,259.00	107,059.54	158,661.36	173,365.00	(8,894.00)	173,365.00	173,365.00
General Expenses									
Water Maintenance & Operations 610-452-5200									
5192 Mileage	455.82	117.52	800.00	328.18	650.00	650.00	361,900.00	361,900.00	361,900.00
5211 Heat	7,495.63	9,210.73	15,000.00	6,400.61	8,000.00	15,000.00	(800.00)		
5213 Light	64,033.20	74,736.94	70,000.00	51,510.30	73,900.00	70,000.00	(15,000.00)		
5231 Water	242.47	197.52	200.00	148.14	200.00	200.00	(70,000.00)		
5241 Equipment Repair/Maint	10,923.61	18,410.89	20,000.00	8,738.69	17,500.00	20,000.00	(200.00)		
5242 Office Equipment Repair/Maint	390.60	1,942.26	1,300.00	167.95	800.00	1,300.00	(20,000.00)		
5245 Building/Grounds Maint	4,303.00	2,445.40	10,000.00	11,210.00	15,000.00	10,000.00	(1,300.00)		
5246 Communication Equip Repair/Maint			1,800.00	1,768.79	3,200.00	3,300.00	(10,000.00)		
5248 Computer Software/License			2,000.00	3,213.00	3,300.00	7,500.00	(1,800.00)		
5261 Water/Sewer Infrastructure	16,821.48	2,620.00	8,000.00	32,725.00	32,725.00	10,000.00	(2,000.00)		
5276 Truck/ Equipment Rental	16,553.00	3,680.00	5,000.00	18,106.94	10,000.00	5,000.00	(8,000.00)		
5303 Engineer Services /Consultants	12,445.00	11,760.00	20,000.00		6,000.00	20,000.00	(5,000.00)		
5307 Public Safety Service		802.95	3,500.00	528.00	1,500.00	3,500.00	(20,000.00)		
5312 Training	1,694.00	7,426.00	7,000.00	5,114.00	6,025.00	7,000.00	(3,500.00)		
5342 Postage	63.63	459.00	300.00	11.50	100.00	300.00	(7,000.00)		
5343 Printing	1,035.00	3,032.89	2,500.00	66.00	1,200.00	2,500.00	(300.00)		
5420 Office Supplies	2,154.25	5,038.15	3,500.00	2,194.08	2,500.00	3,500.00	(2,500.00)		
5431 Paint Supplies	671.57	916.80	2,000.00	3,836.33	3,100.00	3,000.00	(3,500.00)		
5452 Custodial Supplies		1,645.72	2,500.00	699.99	1,200.00	2,500.00	(2,000.00)		
5460 Groundskeeping Supplies	53.49	54.65	1,000.00	6,007.65	6,200.00	3,000.00	(2,500.00)		
5470 Public Safety Supplies	1,150.00	2,699.65	2,000.00	884.00	2,200.00	2,000.00	(1,000.00)		
5538 Street/Sidewalk Materials	60,806.81	83,157.54	70,000.00	40,257.92	72,000.00	70,000.00	(2,000.00)		
5539 Castings & Pipes	78,626.40	83,536.49	95,000.00	54,776.16	83,000.00	95,000.00	(70,000.00)		
5581 Clothing, Gloves, Shoes	10,553.86	11,604.26	13,000.00	9,486.97	9,500.00	13,000.00	(95,000.00)		
5587 Tools	15,848.77	12,049.89	17,000.00	20,434.38	17,300.00	17,000.00	(13,000.00)		
5730 Dues	500.00	500.00	1,000.00	500.00	300.00	1,000.00	(17,000.00)		
5733 Licenses/Stipends	4,427.97	2,369.44	6,500.00	5,613.18	3,500.00	6,500.00	(1,000.00)		

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	16,570.00	17,850.00	40,000.00	32,550.00	37,000.00	45,000.00	0.00	40,000.00	40,000.00
5394-45 Disposal of Trench Tailings	60,404.25	71,955.00	85,000.00	78,412.50	85,000.00	100,000.00	0.00	85,000.00	85,000.00
5394-49 Service Repairs	17,187.04	40,769.58	40,000.00	46,390.00	47,000.00	40,000.00	0.00	40,000.00	40,000.00
5690 State Assessment - MWRA	9,038,537.00	9,311,252.00	9,623,699.00	6,735,368.50	9,621,955.00	10,076,406.00	422,964.00	10,046,663.00	10,046,663.00
5692 State Assessment - DEP	22,988.59	21,447.71	25,000.00	19,971.18	19,971.18	30,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	100,994.23	64,043.08	65,000.00	61,548.58	65,000.00	75,000.00	0.00	65,000.00	65,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	31,927.85	50,339.34	50,000.00	14,585.25	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 to cover overrun of Water Operations Overtime	70,000.00
5246 Communication Equip Repair/Maint	Adjust to cover internet connection expense for security at Cedarwood PS and for Cross Connection Device	1,500.00
5248 Computer Software/License	Cross Connection Program Service Charges (increase with # of Devices Surveyed and Tested)	5,500.00
5261 Water/Sewer Infrastructure	Adjust to cover required Water Tank Cleaning/Inspections	2,000.00
5431 Paint Supplies	Increase for special Fire Hydrant paint - Summerworks Students Assignment	1,000.00
5460 Groundskeeping Supplies	Adjust for purchase of dechlorinization powder and tablets/sanitizing supplies for water system	2,000.00
5303 Eng -Water Survey	Increase to cover two full city wide surveys for leak detection (170 miles x 2 surveys)	5,000.00
5394-45 Disposal of Trench Tailings	Increase due to additional trench removals due to more work by city crews	15,000.00
5690 State Assessment - MWRA	Preliminary MWRA Water Assessment 4.7% increase over FY2020; Final FY2021 Rates will be released June 2020	452,707.00
5692 State Assessment - DEP	MassDEP increasing the rate from \$8.50/MG to \$9.50/MG	5,000.00
5876 Hydrants	Increase will allow us to purchase more fire hydrants and repair kits to address those out of service	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	681,131.13	695,363.84	834,824.00	552,374.84	802,977.28	917,219.00	(112,233.00)	722,591.00	722,591.00
General Expenses	311,249.56	340,414.69	380,900.00	284,727.76	380,900.00	392,750.00	(19,000.00)	361,900.00	361,900.00
Equipment & Unusual	9,288,608.96	9,577,656.71	9,928,699.00	6,988,826.01	9,925,926.18	10,416,406.00	422,964.00	10,351,663.00	10,351,663.00
Total Operating Budget	10,280,989.65	10,613,435.24	11,144,423.00	7,825,928.61	11,109,803.46	11,726,375.00	291,731.00	11,436,154.00	11,436,154.00

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	186,757	182,450
Pension Administration	15,694	18,931
Medical & Life Insurance	287,170	221,992
Heat, Light, Water	26,018	27,156
Building Repair & Maintenance	72,236	49,790
Building Insurance	1,906	1,835
Motor Vehicle Insurance	1,495	2,003
Motor Vehicle Maint & Repair	40,882	58,227
Workers Compensation	20,008	
Other Dept Allocations	1,432,581	1,451,212
Total	\$2,084,747	\$2,013,596

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Sewer Stoppages Main	66	70	70
Sewer Stoppages Laterals/Svc Lines	144	150	150
Sewer Main Repairs	6	10	10
Sewer Lateral Repairs/Relays	34	40	40
Drain Mains Repaired	5	10	10
Sanitary Sewer Overflows - #	8	7	6
Sewer Overtime - # of Calls	182	388	350
Sewer Overtime - Man-hours	1,392	1,946	1,750

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2019	FY 2020			FY 2021						
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Working Foreman I	10-6 (L10)			1	71,105	52,921.45	70,933.96	1	70,833	1	70,833	70,833
2. LAB	Working Foreman I	10-6			1	64,641	47,996.88	64,281.08	1	64,394	1	64,394	64,394
3. LAB	Working Foreman I/Video Insp	10-1			1	53,364		17,788.00	1	53,160	1		
4. LAB	S M E O	9-6 (L11)			1	68,517		0.00	1	68,256	1	68,256	68,256
5. LAB	S M E O	9-6 (L11)			1	68,517	50,995.65	68,517.00	1	68,256	1	68,256	68,256
6. LAB	S M E O	9-6 (L8)			1	66,665	30,545.80	47,327.64	1	66,411	1	66,411	66,411
7. LAB	*S M E O Nights	9-6 (L8)			1	69,067	47,768.65	69,067.00	1	70,396	1	70,396	70,396
8. LAB	Pump Station Operator	9-6 (L11)			1	68,517	50,995.62	68,517.00	1	68,256	1	68,256	68,256
9. LAB	*H M E O Nights	8-6			1	59,499	42,831.80	59,499.00	1	62,215	1	62,215	62,215
10. LAB	Laborer	6-1			1	56,299	32,427.31	42,112.12	1	44,286	1		
Subtotal			10	474,371.61	10	646,191	356,483.16	508,042.80	10	636,463		539,017	539,017

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Contract Settlement included in * position salary		2,489		
LAB	Working Foreman I/Video Insp	10-1	(53,364)	Vacant - on hold
LAB	Laborer	6-1	(56,299)	Vacant - on hold

New Positions

Subtotal

0	0	0	0	0

Grand Total

10	474,371.61	10	646,191	356,483.16	508,042.80	10	636,463	539,017	539,017
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	492,970.74	474,371.61	646,191.00	356,483.16	508,042.80	636,463.00	(107,174.00)	539,017.00	539,017.00
5131 Overtime	79,509.62	60,648.94	60,000.00	62,290.47	61,556.00	60,000.00	0.00	60,000.00	60,000.00
5135 Standby	35,549.94	36,237.42	40,000.00	28,269.21	39,000.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	9,520.91	7,232.55	10,000.00	15,389.10	15,389.10	10,000.00	0.00	10,000.00	10,000.00
General Expenses 600-440-5200							395,900.00	395,900.00	395,900.00
5211 Heat	3,003.79	4,243.24	4,000.00	3,322.15	3,500.00	4,000.00	(4,000.00)		
5213 Light	37,240.90	50,420.23	47,500.00	29,248.78	38,000.00	47,500.00	(47,500.00)		
5231 Water	3,103.10	991.94	5,000.00	914.05	2,500.00	2,500.00	(5,000.00)		
5241 Equipment Repair/Maint	35,722.81	70,380.40	70,000.00	28,397.26	62,000.00	70,000.00	(70,000.00)		
5244 Motor Equipment Repair/Maint	39,207.14	26,919.81	45,000.00	56,752.91	65,000.00	45,000.00	(45,000.00)		
5245 Building/Grounds Maint	774.00	9,412.20	5,000.00		4,500.00	5,000.00	(5,000.00)		
5248 Computer Software/License			1,700.00	1,056.00	1,800.00	1,700.00	(1,700.00)		
5261 W/S Infrastructure Repair/Maint	24,255.65	33,345.49	50,000.00	39,000.45	59,500.00	50,000.00	(50,000.00)		
5276 Truck/ Equipment Rental	24,643.25	720.00	7,500.00		3,500.00	7,500.00	(7,500.00)		
5303 Engineering Services/ Consulting	24,081.38	23,920.50	5,000.00	954.00	4,500.00	5,000.00	(5,000.00)		
5307 Public Safety Service	600.00	12,293.00	3,500.00	3,484.00	5,000.00	3,500.00	(3,500.00)		
5312 Training	1,700.00	5,164.00	3,500.00	2,119.00	3,500.00	3,500.00	(3,500.00)		
5340 Communication	11,123.01	9,920.46	10,000.00	2,339.32	7,500.00	10,000.00	(10,000.00)		
5431 Paint Supplies	1,614.64	376.66	1,500.00		1,000.00	1,500.00	(1,500.00)		
5450 Custodial Supplies	60,466.34	60,781.69	60,000.00	38,440.03	62,000.00	60,000.00	(60,000.00)		
5460 Groundskeeping Supplies			4,000.00		3,900.00	4,000.00	(4,000.00)		
5500 Medical Supplies	772.81	817.48	2,000.00	355.24	1,000.00	1,000.00	(2,000.00)		
5510 Education Supplies			500.00	161.00	200.00	500.00	(500.00)		
5538 Street/Sidewalk Materials	36,458.83	44,043.93	40,000.00	19,692.59	36,700.00	40,000.00	(40,000.00)		
5539 Castings & Pipes	27,759.72	13,575.23	20,000.00	12,065.80	20,000.00	20,000.00	(20,000.00)		
5542 Water/Sewer Materials		557.00	1,000.00		600.00	1,000.00	(1,000.00)		
5581 Clothing, Gloves, Shoes	6,963.40	7,557.04	10,000.00	9,500.48	12,500.00	10,000.00	(10,000.00)		
5587 Tools	29,132.84	12,252.92	20,000.00	5,015.82	18,000.00	20,000.00	(20,000.00)		
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	25,700.81	8,858.19	45,000.00	38,565.64	43,500.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	5,337.34	8,060.00	25,000.00	5,335.00	23,500.00	25,000.00	0.00	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	60,404.25	71,955.00	85,000.00	78,412.50	83,000.00	100,000.00	0.00	85,000.00	85,000.00
5394-49 Service Repairs	44,039.00	131,831.67	95,000.00	68,994.33	92,500.00	95,000.00	0.00	95,000.00	95,000.00
5690 State Assessment - MWRA	13,521,664.00	13,800,824.00	14,087,691.00	9,773,073.80	13,961,534.00	14,507,130.00	(114,837.00)	13,972,854.00	13,972,854.00
5740 Insurance	5,605.60	5,605.60	7,500.00		5,700.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	9,596.65	14,851.60	15,000.00	3,741.34	15,000.00	15,000.00	0.00	15,000.00	15,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>	<u>Reason</u>								
5394-45 Disposal of Trench Tailings	More trench debris being removed due to more frequent (and deeper) work done by city crew especially sewer excavations					15,000.00			
5690 State Assessment - MWRA	Preliminary MWRA Sewer Assessment 3.9% increase from FY2020; Final FY2021 Rates will be released in June 2020					419,439.00			

COST SUMMARY BY CLASSIFICATION

Personnel	617,551.21	578,490.52	756,191.00	462,431.94	623,987.90	746,463.00	(107,174.00)	649,017.00	649,017.00
General Expenses	368,623.61	387,693.22	416,700.00	252,818.88	416,700.00	413,200.00	(20,800.00)	395,900.00	395,900.00
Equipment & Unusual	13,672,347.65	14,041,986.06	14,360,191.00	9,968,122.61	14,224,734.00	14,794,630.00	(114,837.00)	14,245,354.00	14,245,354.00
Total Operating Budget	14,658,522.47	15,008,169.80	15,533,082.00	10,683,373.43	15,265,421.90	15,954,293.00	(242,811.00)	15,290,271.00	15,290,271.00

COUNCIL ON AGING

STATEMENT OF OBJECTIVES:

To provide diversified opportunities for persons over the age of 60. To help them enjoy the companionship of their peers while engaging in social, educational, recreational, and health enhancing programs. To provide social service programs which offer resources for financial assistance, health insurance counseling, transportation, resources to legal aid, housing, health issues, mental health services, estate planning, home care services, nutrition, and long term care options. To serve as a resource for families and caregivers. To offer volunteer opportunities and community involvement. To increase self-fulfillment and well-being. To coordinate with local and state agencies to establish and maintain programs and services. To increase outreach services to ensure that seniors are aware of programs and services available through local, state and federal agencies. To promote healthy aging so that seniors can remain in their homes. To be inclusive and welcoming to all seniors regardless of race, ethnicity, religion, and sexual orientation.

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	77,928	80,316
Pension Administration	6,102	7,853
Medical & Life Insurance	183,827	176,626
Heat, Light, Water	50,849	61,129
Building Repair & Maintenance	100,480	54,378
Building Insurance	3,423	3,296
Motor Vehicle Insurance	345	668
Motor Vehicle Maint & Repair	9,434	19,409
Total	\$432,388	\$403,675

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total Number of Participants	3,685	3,720	3,726
Male / Female / Minority	1142/2543/313	1150/2563/320	1151/2565/323
# of Participants			
Service Programs:	2,786	2,800	2,802
Minority Outreach	44	50	50
Offsite Outreach	64	40	65
Connections for Healthy Aging	258	260	262
Social/Recreation Programs:	1,704	1,715	1,717
Fitness Programs:	805	807	809
Transportation:	3,434	3,000	3,000
Meals Served Daily	139	145	170
Recipients Served Annually	210	215	217
Meals Served Annually	34,414	41,600	50,752
Total Revenue Meals on Wheels	\$249,846	\$304,216	\$371,143
Total Revenue Programs	\$96,543	\$96,700	\$96,750

City Funding: \$890,634	State Funding: \$67,231
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COUNCIL ON AGING

PERSONNEL

PERSONNEL

			FY 2019	FY 2020			FY 2021							
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Council on Aging Board				9	9,000	4,400.00	8,000.00	9	9,000	9	9,000	9,000	
2.	Council on Aging Director	16-6 (L8)			1	115,452	85,800.46	115,452.00	1	115,452	1	115,452	115,452	
3.	Administrative Assistant	10-6 (L11)			1	78,097	58,039.75	78,097.00	1	78,097	1	78,097	78,097	
4.	Meals Coordinator	9-6 (L8)			1	70,473	52,373.61	70,473.00	1	70,473	1	70,473	70,473	
5.	Office Coordinator	9-6 (L9)	on hold		1	71,126	51,498.20	71,126.00			1			
6. LAB	Bus Operator	8-6 (L8)			1	63,632	24,287.00	40,000.00	1	63,389	1	63,389	63,389	
7.	*Associate Office Assistant	7-6 (L8)			1	59,621	43,479.59	59,621.00	1	62,314	1	62,314	62,314	
8.	*Associate Office Assistant	7-6 (L8)			1	57,698	42,879.25	57,698.00	1	61,929	1	61,929	61,929	
9.	Bus Operator PT	7				69,256	40,571.10	69,256.00		80,080		80,080	80,080	
Subtotal			16	532,517.07	16	594,355	403,328.96	569,723.00	15	540,734		16	540,734	540,734

Summary of Changes

Adjustments to FY 2020 Positions

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

6,681

Explanation

Office Coordinator/Outreach Worker PT

9-1

(41,395)

Funded by EOE Grant.

Bus Operator PT

7

10,824

Increase due to more hours needed for two vans instead of one.

New Positions

Social Worker/Outreach Worker

11-1

New position to provide social work and outreach services.

0.5	29,731	0.5	29,731	29,731
1	62,614	0	0	0
1.5	92,345	0.5	29,731	29,731

Subtotal

Grand Total

16	532,517.07	16	594,355	403,328.96	569,723.00	16.5	633,079	16.5	570,465	570,465
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COUNCIL ON AGING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	430,808.85	445,833.25	452,467.00	334,070.86	452,467.00	450,879.00	(64,202.00)	388,265.00	388,265.00
5112 Wages - Full Time	57,577.22	63,146.21	63,632.00	24,287.00	40,000.00	63,389.00	(243.00)	63,389.00	63,389.00
5121 Salaries - Part Time						29,731.00	29,731.00	29,731.00	29,731.00
5122 Wages - Part Time	22,438.64	18,037.61	69,256.00	40,571.10	69,256.00	80,080.00	10,824.00	80,080.00	80,080.00
5131 Overtime	912.70	91.08	800.00	546.46	800.00	800.00	0.00	800.00	800.00
5194 Boards & Commissions	6,500.00	5,500.00	9,000.00	4,400.00	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)	(67,231.00)	(29,731.00)	(67,231.00)	(67,231.00)
General Expenses 001-541-5200							386,600.00	386,600.00	386,600.00
5192 Mileage	699.56	575.90	600.00	394.02	600.00	600.00	(600.00)		
5242 Office Equipment Repair/Maint	1,518.00	990.00	990.00	990.00	990.00	990.00	(990.00)		
5312 Training	88.00	192.00	208.00	144.00	208.00	208.00	(208.00)		
5342 Postage	550.00	550.00	550.00	550.00	550.00	550.00	(550.00)		
5343 Printing	112.19	164.00	245.00	230.00	245.00	245.00	(245.00)		
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	2,140.00	2,000.00	2,000.00	(2,000.00)		
5420 Office Supplies	2,098.09	1,945.91	2,300.00	1,923.58	2,300.00	2,300.00	(2,300.00)		
5490 Food Supplies	194,353.26	247,482.13	304,216.00	204,409.13	304,216.00	379,143.00	(304,216.00)		
5581 Clothing, Gloves, Shoes	750.00	947.12	950.00	947.60	950.00	950.00	(950.00)		

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5490 Food Supplies	There has been a 22% increase in the amount of home delivered meals served. Self-sustaining. There are more frail seniors in the community needing this service. These meals are paid for by Springwell or by a small amount of private pay clients.	74,927.00

COST SUMMARY BY CLASSIFICATION

Personnel	480,737.41	495,108.15	557,655.00	403,875.42	533,023.00	566,648.00	(53,621.00)	504,034.00	504,034.00
General Expenses	202,169.10	254,847.06	312,059.00	211,728.33	312,059.00	386,986.00	74,541.00	386,600.00	386,600.00
Equipment & Unusual									
Total Operating Budget	<u>682,906.51</u>	<u>749,955.21</u>	<u>869,714.00</u>	<u>615,603.75</u>	<u>845,082.00</u>	<u>953,634.00</u>	<u>20,920.00</u>	<u>890,634.00</u>	<u>890,634.00</u>

DISABILITIES SERVICES COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
ADA Transition Plan (1)	\$5,000	\$5,000	\$5,000
WHS Scholarships (5 each)	\$3,000	\$3,000	\$3,000
WSEPAC Special Education	\$1,000	\$1,000	\$1,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Board Members	
Subtotal		

FY 2019		FY 2020				FY 2021					
#	Actual Expenditures	#	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval		
			Budget	Actual Expenditures Thru 6/30/2020				Recommendation			
		7	7,000	3,900.00	7,000.00	7	7,000	7	7,000	7,000	
7	7,000.00	7	7,000	3,900.00	7,000.00	7	7,000		7	7,000	7,000

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

7	7,000.00	7	7,000	3,900.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	5,700.00	7,000.00	7,000.00	3,900.00	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	(10.00)	190.00	190.00
<hr/>									
Equipment & Unusual 001-560-5400									

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel	5,700.00	7,000.00	7,000.00	3,900.00	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	(10.00)	190.00	190.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>5,700.00</u>	<u>7,000.00</u>	<u>7,200.00</u>	<u>3,900.00</u>	<u>7,200.00</u>	<u>7,200.00</u>	<u>(10.00)</u>	<u>7,190.00</u>	<u>7,190.00</u>

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	7,621	7,643
Pension Administration	562	703
Medical & Life Insurance	11,037	11,687
Heat, Light, Water	26,841	23,969
Building Repair & Maintenance	11,954	27,309
Building Insurance	1,381	1,329
Motor Vehicle Insurance	863	445
Motor Vehicle Maint & Repair	23,586	12,939
Total	\$83,845	\$86,024

	FY 2019	FY 2020	FY 2021
Output Measure	Actual	Estimated	Projected
District Coordinators	1	1	2
Total Grants Received	\$21,860	\$28,488	\$25,174
FEMA Reimbursement-Disasters	\$655,667	\$3,465	\$0
Total Receipts	\$677,527	\$31,953	\$25,174

EMERGENCY MANAGEMENT

PERSONNEL

			FY 2019	FY 2020			FY 2021			
Bargaining Unit	Position	FY 2021 Grade-Step	Actual # Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department # Request	Mayor's # Recommendation	Council Approval
1.	Environmental Specialist (PT 19 hrs)	16-6		1	58,985	43,404.28	58,985.00		1	58,985
2.	Director of Emergency Mgmt PT			1	10,000	7,431.82	10,000.00	1 10,000	1 10,000	10,000
3.	Environmental Committee Chairperson				10,000	7,431.81	10,000.00	10,000	10,000	10,000
Subtotal			2 77,872.39	2	78,985	58,267.91	78,985.00	1 20,000	2 78,985	78,985

Summary of Changes

Adjustments to FY 2020 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	77,872.39	2	78,985	58,267.91	78,985.00	2	126,900	2	78,985	78,985
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EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	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	76,323.69	77,872.39	78,985.00	58,267.91	78,985.00	20,000.00	0.00	78,985.00	78,985.00
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General Expenses 001-291-5200							4,100.00	4,100.00	4,100.00
5192 Mileage			200.00	133.40	200.00	200.00	(200.00)		
5241 Equipment Repair/Maint	987.50	230.80	1,200.00		1,200.00	1,200.00	(1,200.00)		
5312 Training	150.24	151.45	350.00	112.92	350.00	350.00	(350.00)		
5313 Training (Environmental)	237.94	262.07	350.00		350.00	350.00	(350.00)		
5420 Office Supplies	978.89	230.59	400.00		400.00	400.00	(400.00)		
5421 Office Supplies (Environmental)	102.03	277.49	400.00		400.00	400.00	(400.00)		
5470 Public Safety Supplies	1,525.24	1,813.11	1,400.00	16.00	1,400.00	1,400.00	(1,400.00)		
<hr/>									
Equipment & Unusual 001-291-5400									
5300 Environmental Mitigation/Assessment	871.87		2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5310 Environmental Services	1,666.52	1,500.00	1,600.00	1,122.50	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5384 Fuel Tank Testing	2,300.00	3,600.00	2,300.00		2,300.00	2,300.00	0.00	2,300.00	2,300.00
<hr/>									
Special Items 001-291-5500									
5190 Uniform	400.00	400.00	400.00	400.00	400.00	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

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	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>		

COST SUMMARY BY CLASSIFICATION

Personnel	76,323.69	77,872.39	78,985.00	58,267.91	78,985.00	126,900.00	0.00	78,985.00	78,985.00
General Expenses	3,981.84	2,965.51	4,300.00	262.32	4,300.00	4,300.00	(200.00)	4,100.00	4,100.00
Equipment & Unusual	4,838.39	5,100.00	6,400.00	1,122.50	6,400.00	6,400.00	0.00	6,400.00	6,400.00
Special Items	400.00	400.00	400.00	400.00	400.00	400.00	0.00	400.00	400.00
Total Operating Budget	85,543.92	86,337.90	90,085.00	60,052.73	90,085.00	138,000.00	(200.00)	89,885.00	89,885.00

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 2018	FY 2019
Pension-Contributory/FICA	246,850	278,610
Pension Administration	20,765	29,391
Medical & Life Insurance	214,750	219,912
Heat, Light, Water	10,024	9,339
Building Repair & Maintenance	30,010	19,323
Building Insurance	597	575
Motor Vehicle Insurance	173	223
Motor Vehicle Maint & Repair	4,717	6,470
Total	\$527,886	\$563,843

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
CIP - Project Administration	12	13	14
Plans/Project Submittals	120	120	125
Compliance reports	8	8	9
Construction Inspections	2,010	2,025	2,025
Project/Redevelopment, Major Developments	8	9	10
Permit Applications	378	380	385

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Recommendation	Mayor's	Council Approval
1.	City Engineer	20-1			1	146,496	107,530.45	138,156.00	1	114,252	1	114,252	114,252	
2.	SPMG Assistant City Engineer	16-1			1	80,744		14,688.00	1	80,744	1			
3.	SPMG *Jr. Civil Engineer	14-6			1	89,051	65,967.14	89,051.00	1	92,449	1	92,449	92,449	
4.	SPMG Gen Construction Inspector	13-6 (L9)			1	95,194	70,745.27	95,194.00	1	95,194	1	95,194	95,194	
5.	*Administrative Assistant	10-6 (L10)			1	77,042	57,157.92	77,042.00	1	77,394	1	77,394	77,394	
6.	Co-op Student					14,560	4,392.00	6,500.00		14,560		14,560	14,560	
7.	Part Time				0.5	51,720	38,683.71	51,720.00	0.5	51,720	0.5	51,720	51,720	
Subtotal			5.5	448,532.84	5.5	554,807	344,476.49	472,351.00	5.5	526,313		5.5	445,569	445,569

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary 3,750

City Engineer 20-1 (32,244) Current employee retiring 3/31/2020

SPMG Assistant City Engineer 16-1 (80,744) Vacant - on hold

New Positions

SPMG Gen Construction 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 current inspection staffing and to maintain demand for inspections from contractors.

SPMG Sr Code Enforcement Inspector 13-1 Due to the heavy volume of construction activity incl new residential and commercial projects requiring replacement and/or new utility connections, an additional inspector is being requested to satisfy the need to provide inspectional service to protect the City's interest and ensure proper and safe connections to city utilities. This inspector would also provide oversight of Engineering CIP projects, ensuring the City's interest in construction projects is protected and installations are in compliance with industrial standards and municipal regulations.

Subtotal

1	72,513	0	0
1	72,513	0	0
2	145,026	0	0

Grand Total

5.5	448,532.84	5.5	554,807	344,476.49	472,351.00	7.5	671,339	5.5	445,569	445,569
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ENGINEERING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual	Expenditures Thru 6/30/2020				
Personnel 001-410-5100									
5111 Salaries - Full Time	384,954.70	394,927.88	488,527.00	301,400.78	414,131.00	605,059.00	(109,238.00)	379,289.00	379,289.00
5121 Salaries - Part Time	64,290.28	53,604.96	66,280.00	43,075.71	58,220.00	66,280.00	0.00	66,280.00	66,280.00
5131 Overtime	1,145.47	886.75	2,500.00	3,293.03	5,000.00	5,000.00	0.00	2,500.00	2,500.00
General Expenses 001-410-5200									
5192 Mileage				22.50	100.00	100.00	0.00	27,000.00	27,000.00
5242 Office Equipment Repair/Maint	3,103.04	1,555.47	2,000.00	973.38	1,800.00	2,000.00	(2,000.00)		
5303 Engineer Services /Consultants	2,700.00		10,000.00	5,437.50	7,500.00	65,000.00	(10,000.00)		
5312 Training	325.00	137.00	1,000.00		4,050.00	10,000.00	(1,000.00)		
5340 Communication				1,186.15	2,550.00	2,400.00	0.00		
5341 Advertising	54.09	116.83	100.00	56.25	100.00	100.00	(100.00)		
5342 Postage	372.02	463.38	500.00	321.70	500.00	500.00	(500.00)		
5343 Printing	57.50	66.00	400.00	583.00	600.00	400.00	(400.00)		
5420 Office Supplies	2,465.82	5,096.34	3,000.00	2,868.58	3,250.00	3,000.00	(3,000.00)		
5500 Medical Supplies				52.43	100.00	100.00	0.00		
5581 Clothing, Gloves	221.64	1,502.06	1,400.00	890.02	1,400.00	2,000.00	(1,400.00)		
5730 Dues	319.00	327.00	500.00		300.00	500.00	(500.00)		

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase to cover overtime expenditure for eligible salaried employees	2,500.00
5192 Mileage	New budget item included due to Reorganization of Departments	100.00
5303 Engineer Services /Consultants	Increase to cover hiring of consultants to oversee Engineering Projects	55,000.00
5312 Training	Increase to cover Jr Civil Engineer's coursework to achieve PLS designation (FY2021 only)	9,000.00
5340 Communication	New budget item included due to Department Reorg - Covers Inspectors' Ipads	2,400.00
5500 Medical Supplies	New budget item included due to Department Reorg - Covers First aid kits	100.00
5581 Clothing, Gloves	Add'l uniform allowances for requested new Middle Manager Union positions per collective bargaining agreement	600.00

COST SUMMARY BY CLASSIFICATION

Personnel	450,390.45	449,419.59	557,307.00	347,769.52	477,351.00	676,339.00	(109,238.00)	448,069.00	448,069.00
General Expenses	9,618.11	9,264.08	18,900.00	12,391.51	22,250.00	86,100.00	8,100.00	27,000.00	27,000.00
Equipment & Unusual									
Total Operating Budget	460,008.56	458,683.67	576,207.00	360,161.03	499,601.00	762,439.00	(101,138.00)	475,069.00	475,069.00

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 2018	FY 2019
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.3370	2.4500	2.4000
Number of Accounts	14,197	14,200	14,250
Number of Bills Sent out annually	59,537	59,600	59,750

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

	Bargaining Unit Position	FY 2021 Grade-Step
1.	Administrative Assistant	10-6 (L9)
2.	Administrative Assistant	10-6 (L8)
3.	*Principal Off Asst (PT 19 hrs)	8-6
Subtotal		

FY 2019		FY 2020				FY 2021										
#	Actual Expenditures	#	July - March		Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval						
			Budget	Actual Expenditures												
			1	76,690	56,993.67						76,690.00	1	76,690	1	76,690	76,690
			1	75,987	56,471.10						75,987.00	1	75,987	1	75,987	75,987
			0.5	32,231	22,585.77						32,231.00	0.5	33,490	0.5	33,490	33,490
2.5	182,127.26	2.5	184,908	136,050.54	184,908.00	2.5	186,167		2.5	186,167	186,167					

Summary of Changes

Adjustments to FY 2020 Positions

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

1,259

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

2.5	182,127.26	2.5	184,908	136,050.54	184,908.00	2.5	186,167	2.5	186,167	186,167
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	148,590.96	152,382.76	152,677.00	113,464.77	152,677.00	152,677.00	0.00	152,677.00	152,677.00
5121 Salaries - Part Time	27,921.44	29,744.50	32,231.00	22,585.77	32,231.00	33,490.00	1,259.00	33,490.00	33,490.00
General Expenses 610-451-5200									
5242 Office Equipment Repair/Maint	369.04	1,125.00	1,200.00	596.05	1,200.00	1,200.00	57,700.00	57,700.00	57,700.00
5246 Communication Equip Repair/Maint		8,400.00	4,200.00		4,200.00	4,410.00	(1,200.00)		
5248 Computer Software/License	5,415.95	5,415.95	6,000.00	1,715.95	5,500.00	6,000.00	(4,200.00)		
5342 Postage	33,145.30	36,047.93	42,000.00	25,897.67	42,000.00	42,000.00	(6,000.00)		
5343 Printing	2,635.00	7,917.60	6,000.00	3,555.00	6,500.00	6,000.00	(42,000.00)		
5420 Office Supplies	554.70	2,188.71	1,300.00	1,112.56	1,300.00	1,300.00	(6,000.00)		

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5246 Communication Equip Repair/Maint	5% increase to cover cost for annual Automatic Meter Reading Program Hardware Maintenance Contract	210.00

COST SUMMARY BY CLASSIFICATION

Personnel	176,512.40	182,127.26	184,908.00	136,050.54	184,908.00	186,167.00	1,259.00	186,167.00	186,167.00
General Expenses	42,119.99	61,095.19	60,700.00	32,877.23	60,700.00	60,910.00	(3,000.00)	57,700.00	57,700.00
Equipment & Unusual									
Total Operating Budget	<u>218,632.39</u>	<u>243,222.45</u>	<u>245,608.00</u>	<u>168,927.77</u>	<u>245,608.00</u>	<u>247,077.00</u>	<u>(1,741.00)</u>	<u>243,867.00</u>	<u>243,867.00</u>

**ENGINEERING
WATER ADMINISTRATION**

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	385,545	371,521
Pension Administration	31,388	37,861
Medical & Life Insurance	583,258	593,101
Heat, Light, Water	26,018	27,156
Building Repair & Maintenance	58,301	61,218
Building Insurance	707	681
Motor Vehicle Insurance	2,991	3,562
Motor Vehicle Maint & Repair	81,764	103,515
Workers Compensation	1,428	
Other Dept Allocations	650,804	662,084
Total	\$1,822,204	\$1,860,699

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Purchase Orders Managed	95	112	120
Accounts Payable Invoices	1,545	1,550	1,600
Procurement Bids Managed	15	20	25

**ENGINEERING
WATER ADMINISTRATION**

PERSONNEL

Bargaining Unit Position	FY 2021 Grade-Step
1. SPMG Assistant City Engineer	16-5
2. Business Manager	15-6 (L8)
3. SPMG Sr Code Enforcement Inspector	13-6 (L8)
4. SPMG *Code Enforcement Inspector	12-4 (L11)
5. SPMG Code Enforcement Inspector	12-4 (L11)
6. *Principal Office Assistant	8-6 (L8)
7. Co-op Student	
Subtotal	

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
		1	97,664	72,320.16	97,664.00	1	101,406			
		0.5	53,715	39,918.92	53,715.00	0.5	53,715	0.5	53,715	53,715
		1	94,321	70,096.33	94,321.00	1	94,321			
		1	79,455	58,463.75	79,455.00			1	82,450	82,450
		0.5	39,452	29,802.64	39,452.00					
		1	64,334	47,353.03	64,334.00	1	65,963	1	65,963	65,963
			14,560		6,067.00		14,560		14,560	14,560
4	337,737.42	5	443,501	317,954.83	435,008.00	3.5	329,965	2.5	216,688	216,688

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Compensation
Ordinance/Contract Settlement included in *
position salary 4,624

Explanation

SPMG Assistant City Engineer 16-5 (97,664) *Transfer to CPW Water Administration*

SPMG Sr Code Enforcement Inspector 13-6 (L8) (94,321) *Transfer to CPW Water Administration*

SPMG Code Enforcement Inspector 12-4 (L11) (79,455) Recommend transferring this position (FOG Inspector) from Engineering Admin to CPW Admin to align duties and reporting to Water/Sewer Superintendent

SPMG Sr Code Enforcement Inspector 13-3 (L11) (39,452) Replace Code Enforcement Inspector, Grade 12, position with Sr. Code Enforcement Inspector, Grade 13. We currently pay the Code Enforcement Inspector out-of-grade on days he inspects water and sewer work. We want to add these additional duties to his job description. Employees that currently inspect water and sewer work for the Engineering Department are Sr Code Enforcement Inspectors Grade 13.
Transfer to CPW Water Administration

New Positions

Subtotal

0.5	43,343		0	0	0
0.5	43,343		0	0	0

Grand Total

4	337,737.42	5	443,501	317,954.83	435,008.00	4	373,308	2.5	216,688	216,688
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**ENGINEERING
WATER ADMINISTRATION**

EXPENDITURES	FY 2018	FY 2019	FY 2020			FY 2021			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	604,578.89	337,737.42	428,941.00	317,954.83	428,941.00	358,748.00	(226,813.00)	202,128.00	202,128.00
5121 Salaries - Part Time			14,560.00	0.00	6,067.00	14,560.00	0.00	14,560.00	14,560.00
5131 Overtime	2,838.46	2,118.22	5,000.00	4,919.75	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 610-450-5200									
5312 Training	3,706.25	2,708.05	2,400.00	594.00	2,400.00	2,400.00	1,700.00 (2,400.00)	1,700.00	1,700.00
5581 Clothing, Gloves, Shoes	1,460.10	1,084.99	1,900.00	900.00	1,600.00	1,600.00	(1,900.00)		
5733 Licenses				224.00	300.00	300.00	0.00		
Equipment & Unusual 610-450-5400									
6478 Water Meter Network Upgrade	16,868.15	14,075.57	20,000.00	4,896.39	15,000.00	20,000.00	(5,000.00)	15,000.00	15,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
5733 Licenses	New budget item due to Department Reorganization - Employees' various required licenses

**Department Cost for
Requested Increase**
300.00

COST SUMMARY BY CLASSIFICATION

Personnel	607,417.35	339,855.64	448,501.00	322,874.58	440,008.00	378,308.00	(226,813.00)	221,688.00	221,688.00
General Expenses	5,166.35	3,793.04	4,300.00	1,718.00	4,300.00	4,300.00	(2,600.00)	1,700.00	1,700.00
Equipment & Unusual	16,868.15	14,075.57	20,000.00	4,896.39	15,000.00	20,000.00	(5,000.00)	15,000.00	15,000.00
Total Operating Budget	<u>629,451.85</u>	<u>357,724.25</u>	<u>472,801.00</u>	<u>329,488.97</u>	<u>459,308.00</u>	<u>402,608.00</u>	<u>(234,413.00)</u>	<u>238,388.00</u>	<u>238,388.00</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 2018	FY 2019
Pension-Contributory/FICA	5,838,861	6,128,732
Pension Administration	485,109	636,699
Medical & Life Insurance	6,512,025	6,450,196
Heat, Light, Water	136,918	146,336
Building Repair & Maintenance	310,918	547,703
Building Insurance	9,024	8,690
Motor Vehicle Insurance	4,831	4,452
Motor Vehicle Maint & Repair	132,080	129,393
Total	\$13,429,766	\$14,052,201

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Other permits	960	1,030	1,100
Smoke alarm/carbon monoxide inspections	944	950	1,000
Oil burner permits and inspections	189	200	220
Propane permits installation/inspections	226	250	275
Schools - Nursing Homes - Day care	133	140	150
Lodging house/hotels/theaters	142	145	150
Building construction inspections	388	400	500
Facilities inspection/state license renewals	41	50	60
Fire drills	46	50	60
Drawings and plans reviewed	351	400	450
Liquor establishment inspections	88	90	100
Hydrant inspections	1,348	1,350	1,360
Tent plan reviews	47	60	75
Other inspections	506	550	600

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Personnel	166	167	172
Vehicles & Apparatus	21	23	23
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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Underground tank removals	13	15	20
Total calls	8,769	9,000	10,000
Total company responses	14,297	15,000	15,500
Total building fires	38	50	60
Other fires and electrical	151	200	250
Medical, rescue and pedestrian accidents	4,761	5,000	5,500
Other hazards, service calls and false alarms	3,819	4,200	4,600
Electrical problems	161	200	220

FIRE

PERSONNEL

			FY 2019	FY 2020			FY 2021				
Bargaining Unit	Position	FY 2021 Grade-Step	# Actual Expenditures	# Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	# Department Request	# Mayor's Recommendation	Council Approval		
1.	*Fire Chief	22-4 (L7) (CC 7.5)		1	182,918	142,087.20	182,918.00	1	191,420	191,420	
2.	FIRE Deputy Chief	(L7) (CC 7.5)		1	141,084	113,655.63	141,084.00	1	141,084	141,084	
3.	FIRE Deputy Chief	(L7) (CC 7.5)		1	139,868	111,335.53	139,868.00	1	139,868	139,868	
4.	FIRE Deputy Chief	(L7) (CC 7.5)		1	139,868	112,448.38	139,868.00	1	139,868	139,868	
5.	FIRE Deputy Chief	(L6) (CC 7.5)		1	138,474	110,339.52	138,474.00	1	138,474	138,474	
6.	FIRE *Deputy Chief - Fire Prev	(L7) (CC 7.5)		1	147,337	116,996.48	147,337.00	1	151,057	151,057	
7.	FIRE *Deputy Chief - Fire Prev	(L6) (CC 7.5)		1	147,337	116,434.46	147,337.00	1	149,552	149,552	
8.	FIRE Captain	(L7) (CC 7.5)		1	118,952	95,117.05	118,952.00	1	118,952	118,952	
9.	FIRE Captain	(L7) (CC 7.5)		1	118,952	94,394.55	118,952.00	1	118,952	118,952	
10.	FIRE Captain	(L7) (CC 7.5)		1	118,952	96,623.10	118,952.00	1	118,952	118,952	
11.	FIRE *Captain	(L7) (CC 7.5)		1	117,766	93,850.76	117,766.00	1	118,952	118,952	
12.	FIRE Captain	(L7) (CC 3)		1	113,655	88,211.04	113,655.00	1	113,655	113,655	
13.	FIRE Captain	(L7) (CC 1.5)		1	111,896	86,756.29	111,896.00	1	111,896	111,896	
14.	FIRE *Captain	(L6) (CC 7.5)		1	116,581	91,091.67	116,581.00	1	117,766	117,766	
15.	FIRE Captain	(L5) (CC 7.5)		1	116,581	91,978.57	116,581.00	1	116,581	116,581	
16.	FIRE Captain	(L5) (CC 7.5)		1	116,581	93,194.77	116,581.00	1	116,581	116,581	
17.	FIRE Captain	(L4) (CC 12.5)		1	120,983	97,859.27	120,983.00	1	120,983	120,983	
18.	FIRE Captain Training/Admin	(L6) (CC 7.5)		1	128,845	101,208.47	128,845.00	1	128,845	128,845	
19.	FIRE Lieutenant	(L7) (CC 7.5)		1	101,226	81,068.19	101,226.00	1	101,226	101,226	
20.	FIRE Lieutenant	(L7) (CC 7.5)		1	101,226	82,022.65	101,226.00	1	101,226	101,226	
21.	FIRE Lieutenant	(L7) (CC 7.5)		1	101,226	80,320.26	101,226.00	1	101,226	101,226	
22.	FIRE Lieutenant	(L7) (CC 7.5)		1	101,226	81,047.89	101,226.00	1	101,226	101,226	
23.	FIRE Lieutenant	(L7) (CC 5)		1	98,719	77,682.36	98,719.00	1	98,719	98,719	
24.	FIRE Lieutenant	(L7) (CC 5)		1	98,719	77,556.84	98,719.00	1	98,719	98,719	
25.	FIRE Lieutenant	(L7)		1	93,727	72,130.76	93,727.00	1	93,727	93,727	
26.	FIRE *Lieutenant	(L6) (CC 10)		1	100,218	81,779.50	100,218.00	1	102,685	102,685	
27.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	79,566.04	100,218.00	1	100,218	100,218	
28.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	80,252.25	100,218.00	1	100,218	100,218	
29.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	79,241.78	100,218.00	1	100,218	100,218	
30.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	79,271.17	100,218.00	1	100,218	100,218	
31.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	80,318.76	100,218.00	1	100,218	100,218	
32.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	78,643.18	100,218.00	1	100,218	100,218	
33.	FIRE Lieutenant	(L6) (CC 7.5)		1	100,218	79,022.59	100,218.00	1	100,218	100,218	
34.	FIRE *Lieutenant	(L6)		1	91,975	69,965.41	91,975.00	1	92,851	92,851	
35.	FIRE Lieutenant	(L5) (CC 12.5)		1	104,057	82,853.70	104,057.00	1	104,057	104,057	
36.	FIRE Lieutenant	(L5) (CC 7.5)		1	99,209	78,053.86	99,209.00	1	99,209	99,209	
37.	FIRE Lieutenant	(L5) (CC 7.5)		1	99,209	78,760.20	99,209.00	1	99,209	99,209	
38.	FIRE Lieutenant	(L5)		1	91,975	69,965.38	91,975.00	1	91,975	91,975	
39.	FIRE Lieutenant	(L5)		1	91,975	69,965.39	91,975.00	1	91,975	91,975	
40.	FIRE Lieutenant	(L4) (CC 12.5)		1	93,727	112,736.94	129,198.39	1	102,954	102,954	
41.	FIRE Lieutenant	(L4) (CC 7.5)		1	98,200	76,941.35	98,200.00	1	98,200	98,200	
42.	FIRE Lieutenant	(CC 7.5)		1	94,165	72,352.37	94,165.00	1	94,165	94,165	
43.	FIRE Lieutenant	(CC 7.5)		1	94,165	74,064.97	94,165.00	1	94,165	94,165	

FIRE

PERSONNEL

Bargaining Unit Position			FY 2021 Grade-Step	FY 2019		FY 2020		FY 2021					
				Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
44.	FIRE	Lieutenant	(CC 7.5)		1	94,165	73,258.89	94,165.00	1	94,165	1	94,165	94,165
45.	FIRE	Lieutenant			1	87,596	66,212.88	87,596.00	1	87,596	1	87,596	87,596
46.	FIRE	Lieutenant			1	87,596	66,013.92	87,596.00	1	87,596	1	87,596	87,596
47.	FIRE	Lieutenant			1	87,596	77,106.59	87,596.00	1	87,596	1	87,596	87,596
48.	FIRE	Lieutenant			1	87,596	66,013.91	57,896.00	1	87,596	1	87,596	87,596
49.	FIRE	Lieutenant - Fire Prev	(L7) (CC 7.5)		1	110,179	87,099.64	110,179.00	1	110,179	1	110,179	110,179
50.	FIRE	*Lieutenant - Fire Prev	(L7) (CC 7.5)		1	113,512	88,359.83	113,512.00	1	114,654	1	114,654	114,654
51.	FIRE	*Lieutenant - Fire Prev	(L5)		1	102,142	77,699.83	102,142.00	1	104,176	1	104,176	104,176
52.	FIRE	Lieutenant - Fire Prev	(L4) (CC 7.5)		1	111,227	85,313.27	111,227.00	1	111,227	1	111,227	111,227
53.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	67,360.38	86,205.00	1	86,205	1	86,205	86,205
54.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	68,140.39	86,205.00	1	86,205	1	86,205	86,205
55.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	68,076.33	86,205.00	1	86,205	1	86,205	86,205
56.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	68,165.19	86,205.00	1	86,205	1	86,205	86,205
57.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	68,984.06	86,205.00	1	86,205	1	86,205	86,205
58.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	68,328.22	86,205.00	1	86,205	1	86,205	86,205
59.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	69,504.98	86,205.00	1	86,205	1	86,205	86,205
60.	FIRE	Fire Fighter	(L7) (CC 7.5)		1	86,205	68,710.05	86,205.00	1	86,205	1	86,205	86,205
61.	FIRE	*Fire Fighter	(L7) (CC 7.5)		1	85,346	67,102.59	85,346.00	1	86,205	1	86,205	86,205
62.	FIRE	*Fire Fighter	(L7) (CC 7.5)		1	85,346	65,972.70	85,346.00	1	86,205	1	86,205	86,205
63.	FIRE	Fire Fighter	(L7) (CC 3)		1	82,366	64,280.93	82,366.00	1	82,366	1	82,366	82,366
64.	FIRE	Fire Fighter	(L7)		1	79,819	61,610.39	79,819.00	1	79,819	1	79,819	79,819
65.	FIRE	Fire Fighter	(L7)		1	79,819	61,426.99	79,819.00	1	79,819	1	79,819	79,819
66.	FIRE	Fire Fighter	(L7)		1	79,819	61,064.51	79,819.00	1	79,819	1	79,819	79,819
67.	FIRE	Fire Fighter	(L7)		1	79,819	61,064.49	79,819.00	1	79,819	1	79,819	79,819
68.	FIRE	Fire Fighter	(L7)		1	79,819	61,608.27	79,819.00	1	79,819	1	79,819	79,819
69.	FIRE	Fire Fighter	(L7)		1	79,819	62,152.12	79,819.00	1	79,819	1	79,819	79,819
70.	FIRE	Fire Fighter	(L7)		1	79,819	61,420.29	79,819.00	1	79,819	1	79,819	79,819
71.	FIRE	Fire Fighter	(L7)		1	79,819	61,594.76	79,819.00	1	79,819	1	79,819	79,819
72.	FIRE	*Fire Fighter	(L7)		1	79,073	53,229.18	79,073.00	1	79,819	1	79,819	79,819
73.	FIRE	*Fire Fighter	(L7)		1	79,073	61,401.17	79,073.00	1	79,819	1	79,819	79,819
74.	FIRE	*Fire Fighter	(L7)		1	79,073	60,503.38	79,073.00	1	79,819	1	79,819	79,819
75.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	67,786.23	85,346.00	1	85,346	1	85,346	85,346
76.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	67,216.40	85,346.00	1	85,346	1	85,346	85,346
77.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	66,747.85	85,346.00	1	85,346	1	85,346	85,346
78.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	67,189.71	85,346.00	1	85,346	1	85,346	85,346
79.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	68,110.22	85,346.00	1	85,346	1	85,346	85,346
80.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	67,755.72	85,346.00	1	85,346	1	85,346	85,346
81.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	66,355.33	85,346.00	1	85,346	1	85,346	85,346
82.	FIRE	Fire Fighter	(L6) (CC 7.5)		1	85,346	67,632.41	85,346.00	1	85,346	1	85,346	85,346
83.	FIRE	*Fire Fighter	(L6) (CC 7.5)		1	84,487	65,980.34	84,487.00	1	85,346	1	85,346	85,346
84.	FIRE	*Fire Fighter	(L6) (CC 7.5)		1	84,487	66,269.46	84,487.00	1	85,346	1	85,346	85,346
85.	FIRE	*Fire Fighter	(L6) (CC 7.5)		1	84,487	66,655.27	84,487.00	1	85,346	1	85,346	85,346
86.	FIRE	*Fire Fighter	(L6) (CC 7.5)		1	84,487	67,469.48	84,487.00	1	85,346	1	85,346	85,346
87.	FIRE	Fire Fighter	(L6)		1	79,073	60,682.95	79,073.00	1	79,073	1	79,073	79,073
88.	FIRE	*Fire Fighter	(L6)		1	78,327	59,938.75	78,327.00	1	79,073	1	79,073	79,073

FIRE

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
89. FIRE	*Fire Fighter	(L6)			1	78,327	59,938.74	78,327.00	1	79,073	1	79,073	79,073
90. FIRE	Fire Fighter	(L5) (CC 12.5)			1	88,616	70,903.02	88,616.00	1	88,616	1	88,616	88,616
91. FIRE	Fire Fighter	(L5) (CC 10)			1	86,549	68,984.83	86,549.00	1	86,549	1	86,549	86,549
92. FIRE	Fire Fighter	(L5) (CC 7.5)			1	84,487	67,685.74	84,487.00	1	84,487	1	84,487	84,487
93. FIRE	Fire Fighter	(L5) (CC 7.5)			1	84,487	67,013.73	84,487.00	1	84,487	1	84,487	84,487
94. FIRE	Fire Fighter	(L5) (CC 7.5)			1	84,487	65,947.68	84,487.00	1	84,487	1	84,487	84,487
95. FIRE	Fire Fighter	(L5) (CC 7.5)			1	84,487	67,143.23	84,487.00	1	84,487	1	84,487	84,487
96. FIRE	Fire Fighter	(L5) (CC 7.5)			1	84,487	67,369.84	84,487.00	1	84,487	1	84,487	84,487
97. FIRE	Fire Fighter	(L5) (CC 7.5)			1	84,487	66,279.21	84,487.00	1	84,487	1	84,487	84,487
98. FIRE	*Fire Fighter	(L5) (CC 7.5)			1	78,327	66,751.58	78,327.00	1	84,487	1	84,487	84,487
99. FIRE	Fire Fighter	(L5)			1	78,327	59,583.01	78,327.00	1	78,327	1	78,327	78,327
100. FIRE	Fire Fighter	(L5)			1	78,327	59,938.72	78,327.00	1	78,327	1	78,327	78,327
101. FIRE	Fire Fighter	(L5)			1	78,327	59,938.72	78,327.00	1	78,327	1	78,327	78,327
102. FIRE	Fire Fighter	(L5)			1	78,327	60,116.58	78,327.00	1	78,327	1	78,327	78,327
103. FIRE	Fire Fighter	(L5)			1	78,327	60,294.47	78,327.00	1	78,327	1	78,327	78,327
104. FIRE	Fire Fighter	(L5)			1	78,327	59,583.03	78,327.00	1	78,327	1	78,327	78,327
105. FIRE	Fire Fighter	(L5)			1	78,327	60,116.62	78,327.00	1	78,327	1	78,327	78,327
106. FIRE	Fire Fighter	(L5)			1	78,327	59,582.98	78,327.00	1	78,327	1	78,327	78,327
107. FIRE	Fire Fighter	(L5)			1	78,327	59,405.07	78,327.00	1	78,327	1	78,327	78,327
108. FIRE	Fire Fighter	(L4) (CC 12.5)			1	87,677	70,239.23	87,677.00	1	87,677	1	87,677	87,677
109. FIRE	Fire Fighter	(L4) (CC 7.5)			1	83,628	66,727.59	83,628.00	1	83,628	1	83,628	83,628
110. FIRE	Fire Fighter	(L4) (CC 7.5)			1	83,628	66,569.37	83,628.00	1	83,628	1	83,628	83,628
111. FIRE	Fire Fighter	(CC 12.5)			1	83,922	67,862.51	83,922.00	1	83,922	1	83,922	83,922
112. FIRE	Fire Fighter	(CC 12.5)			1	83,922	67,376.67	83,922.00	1	83,922	1	83,922	83,922
113. FIRE	Fire Fighter	(CC 12.5)			1	83,922	66,859.27	83,922.00	1	83,922	1	83,922	83,922
114. FIRE	Fire Fighter	(CC 10)			1	82,057	64,369.80	82,057.00	1	82,057	1	82,057	82,057
115. FIRE	Fire Fighter	(CC 10)			1	82,057	64,440.37	82,057.00	1	82,057	1	82,057	82,057
116. FIRE	*Fire Fighter	(CC 10)			1	74,597	54,033.03	82,057.00	1	82,057	1	82,057	82,057
117. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,196.64	80,192.00	1	80,192	1	80,192	80,192
118. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,187.56	80,192.00	1	80,192	1	80,192	80,192
119. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,976.35	80,192.00	1	80,192	1	80,192	80,192
120. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,736.66	80,192.00	1	80,192	1	80,192	80,192
121. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,745.30	80,192.00	1	80,192	1	80,192	80,192
122. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,069.24	80,192.00	1	80,192	1	80,192	80,192
123. FIRE	Fire Fighter	(CC 7.5)			1	80,192	61,621.54	80,192.00	1	80,192	1	80,192	80,192
124. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,371.16	80,192.00	1	80,192	1	80,192	80,192
125. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,049.22	80,192.00	1	80,192	1	80,192	80,192
126. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,145.81	80,192.00	1	80,192	1	80,192	80,192
127. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,595.22	80,192.00	1	80,192	1	80,192	80,192
128. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,562.58	80,192.00	1	80,192	1	80,192	80,192
129. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,994.18	80,192.00	1	80,192	1	80,192	80,192
130. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,148.38	80,192.00	1	80,192	1	80,192	80,192
131. FIRE	Fire Fighter	(CC 7.5)			1	80,192	62,398.05	80,192.00	1	80,192	1	80,192	80,192
132. FIRE	*Fire Fighter	(CC 7.5)			1	74,597	58,780.15	74,597.00	1	80,192	1	80,192	80,192
133. FIRE	*Fire Fighter	(CC 7.5)			1	74,597	58,844.98	74,597.00	1	80,192	1	80,192	80,192
134. FIRE	*Fire Fighter	(CC 7.5)			1	74,597	58,407.85	74,597.00	1	80,192	1	80,192	80,192

FIRE

PERSONNEL

Bargaining Unit Position			FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021					
				#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
135. FIRE	Fire Fighter			1	74,597	56,217.89	74,597.00	1	74,597	1	74,597	74,597		
136. FIRE	Fire Fighter			1	74,597	56,387.32	74,597.00	1	74,597	1	74,597	74,597		
137. FIRE	Fire Fighter			1	74,597	56,387.32	74,597.00	1	74,597	1	74,597	74,597		
138. FIRE	Fire Fighter			1	74,597	56,217.93	74,597.00	1	74,597	1	74,597	74,597		
139. FIRE	Fire Fighter			1	74,597	56,387.33	74,597.00	1	74,597	1	74,597	74,597		
140. FIRE	Fire Fighter			1	74,597	56,726.12	74,597.00	1	74,597	1	74,597	74,597		
141. FIRE	Fire Fighter			1	74,597	56,556.70	74,597.00	1	74,597	1	74,597	74,597		
142. FIRE	Fire Fighter			1	74,597	56,217.90	74,597.00	1	74,597	1	74,597	74,597		
143. FIRE	Fire Fighter			1	74,597	56,387.32	74,597.00	1	74,597	1	74,597	74,597		
144. FIRE	Fire Fighter			1	74,597	56,217.94	74,597.00	1	74,597	1	74,597	74,597		
145. FIRE	Fire Fighter			1	74,597	56,387.31	74,597.00	1	74,597	1	74,597	74,597		
146. FIRE	Fire Fighter			1	74,597	56,217.89	74,597.00	1	74,597	1	74,597	74,597		
147. FIRE	Fire Fighter			1	74,597	56,387.30	74,597.00	1	74,597	1	74,597	74,597		
148. FIRE	Fire Fighter			1	74,597	57,331.94	74,597.00	1	74,597	1	74,597	74,597		
149. FIRE	Fire Fighter			1	74,597	56,387.33	74,597.00	1	74,597	1	74,597	74,597		
150. FIRE	Fire Fighter			1	74,597	56,387.27	74,597.00	1	74,597	1	74,597	74,597		
151. FIRE	Fire Fighter			1	74,597	53,338.07	74,597.00	1	74,597	1	74,597	74,597		
152. FIRE	Fire Fighter			1	74,597	54,952.65	74,597.00	1	74,597	1	74,597	74,597		
153. FIRE	Fire Fighter			1	74,597	55,417.59	74,597.00	1	74,597	1	74,597	74,597		
154. FIRE	Fire Fighter			1	74,597	54,982.43	74,597.00	1	74,597	1	74,597	74,597		
155. FIRE	Fire Fighter			1	74,597	55,314.30	74,597.00	1	74,597	1	74,597	74,597		
156. FIRE	Fire Fighter			1	74,597	52,158.70	74,597.00	1	74,597	1	74,597	74,597		
157. FIRE	Fire Fighter			1	74,597	52,316.75	74,597.00	1	74,597	1	74,597	74,597		
158. FIRE	Fire Fighter			1	74,597	53,863.56	74,597.00	1	74,597	1	74,597	74,597		
159. FIRE	Fire Fighter			1	74,597	52,487.44	74,597.00	1	74,597	1	74,597	74,597		
160. FIRE	Fire Fighter			1	74,597	52,487.43	74,597.00	1	74,597	1	74,597	74,597		
161. FIRE	Fire Fighter	(L7) (CC 1.5)	on hold	1	81,091	62,155.97	81,091.00	1	81,091	1				
162. FIRE	Fire Fighter	(L7)	on hold	1	79,819	60,876.42	79,819.00	1	79,819	1				
163. FIRE	Fire Fighter	(CC 7.5)	on hold	1	88,346	99,778.75	83,749.85	1	80,192	1				
164. FIRE	Fire Fighter	(CC 7.5)	on hold	1	86,205	72,812.17	60,081.07	1	80,192	1				
165. FIRE	Fire Fighter	(CC 7.5)	on hold	1	86,205	92,887.80	81,741.00	1	80,192	1				
166. FIRE	Fire Fighter	(CC 7.5)	on hold	1	87,677	59,636.38	87,677.00	1	80,192	1				
167. FIRE	Fire Fighter	(CC 7.5)	on hold	1	79,073	65,426.31	64,235.00	1	80,192	1				
168. FIRE	Fire Fighter	(CC 7.5)	on hold	1	74,597	30,637.91	30,637.97	1	80,192	1				
169. FIRE	Fire Fighter	(CC 7.5)	on hold	1	74,597		0.00	1	80,192	1				
170.	Executive Assistant	12-6 (L11)		1	90,838	62,500.94	90,838.00	1	87,689	1	87,689	87,689		
171.	Administrative Assistant	10-2 (L9)		1	78,097	36,323.70	78,097.00	1	65,365	1	65,365	65,365		
172.	Principal Office Assist	8-6 (L8)		1	65,963	49,021.78	65,963.00	1	65,963	1	65,963	65,963		
173.	Radio Liaison		on hold		19,500		0.00		19,500					
174.	Part Time / Temporary				1,500		1,500.00		1,500		1,500	1,500		
Subtotal				171	14,967,001.89	174	15,320,089	11,892,802.15	15,145,242.28	174	15,360,695	174	14,618,941	14,618,941

PERSONNEL

Bargaining	FY 2021
Unit Position	Grade-Step

Adjustments to FY 2020 Positions

6

FIRE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual Expenditures	Expenditures Thru 6/30/2020				
Personnel 001-220-5100									
5111 Salaries - Full Time	5,238,233.72	5,170,562.79	4,981,130.00	3,751,597.53	4,934,129.96	5,112,530.00	56,850.00	5,037,980.00	5,037,980.00
5112 Wages - Full Time	7,699,926.02	7,692,985.40	8,342,475.00	6,056,377.22	7,978,222.46	8,643,690.00	(637,476.00)	7,704,999.00	7,704,999.00
5122 Temporary Help			1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	1,341,390.49	1,487,605.27	1,100,000.00	705,853.87	1,100,000.00	1,100,000.00	0.00	1,100,000.00	1,100,000.00
5132 Overtime (Training)	8,000.00	13,201.93	25,000.00	4,692.99	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5139 Temporary Promotions - FT	5,000.00	5,000.00	5,000.00	12,870.75	20,000.00	15,000.00	10,000.00	15,000.00	15,000.00
5141 Longevity	572,964.65	554,684.64	564,808.00	586,111.92	581,368.56	544,900.00	(29,904.00)	534,904.00	534,904.00
5142 College Credits	758,435.98	763,400.39	792,114.00	813,003.54	806,458.30	876,400.00	43,923.00	836,037.00	836,037.00
5143 Holiday	781,386.64	785,368.67	843,563.00	672,841.19	843,563.00	862,685.00	(15,042.00)	828,521.00	828,521.00
5144 Out of Grade	62,196.11	38,160.68	60,000.00	41,055.97	60,000.00	60,000.00	0.00	60,000.00	60,000.00
5145 LEPC Chairperson Stipend	32,500.12	32,500.00	32,500.00	24,152.82	32,500.00	32,500.00	0.00	32,500.00	32,500.00
5149 Radio Liaison Stipend			19,500.00	0.00	0.00	19,500.00	(19,500.00)	0.00	0.00
Receipt offset - Grant	(10,080.92)	(10,264.32)		(6,670.09)	(10,000.00)				
General Expenses 001-220-5200							549,000.00	549,000.00	549,000.00
5146 Emergency Medical Technician	141,768.01	138,864.96	157,000.00		157,000.00	157,000.00	(157,000.00)		
5241 Equipment Repair/Maint	34,992.08	21,378.13	25,000.00	21,941.54	25,000.00	44,680.00	(25,000.00)		
5242 Office Equipment Repair/Maint	1,837.95	1,279.97	2,000.00		2,000.00	2,000.00	(2,000.00)		
5244 Motor Equipment Repair/Maint	194,618.13	160,238.97	195,000.00	139,838.84	195,000.00	195,000.00	(195,000.00)		
5291 Maintenance of SCBA	35,120.60	45,696.21	40,000.00	12,360.72	40,000.00	40,000.00	(40,000.00)		
5306 Medical Services	79,475.70	178,343.36	100,000.00	15,887.02	100,000.00	100,000.00	(100,000.00)		
5312 Training	12,890.35	31,119.55	20,000.00	1,782.15	20,000.00	44,000.00	(20,000.00)		
5313 Training - JLMC	24,000.00	25,792.45	24,000.00	14,809.37	24,000.00	24,000.00	(24,000.00)		
5340 Communication	33.94								
5342 Postage	216.55	1,400.08	750.00	7.60	750.00	750.00	(750.00)		
5343 Printing	921.85	1,062.19	1,000.00	701.09	1,000.00	1,000.00	(1,000.00)		
5420 Office Supplies	2,104.93	5,580.87	4,000.00	1,399.93	4,000.00	4,000.00	(4,000.00)		
5430 Building Supplies	5,101.32	3,614.54	5,000.00	1,151.23	5,000.00	5,000.00	(5,000.00)		
5450 Custodial Supplies	3,709.07	3,448.13	3,700.00	3,537.91	3,700.00	3,700.00	(3,700.00)		
5460 Groundskeeping Supplies	484.64	527.59	600.00	238.72	600.00	600.00	(600.00)		
5470 Public Safety Supplies	6,628.67	8,704.07	10,000.00	5,510.32	10,000.00	10,000.00	(10,000.00)		
5500 Medical Supplies	4,250.54	7,006.67	5,000.00	3,235.41	5,000.00	5,000.00	(5,000.00)		
5510 Education Supplies	1,876.50	1,244.00	1,000.00	85.00	1,000.00	1,000.00	(1,000.00)		
5587 Tools	25.98		300.00	282.52	300.00	300.00	(300.00)		
5730 Dues	400.00	920.00		200.00					
5730 Dues - Metro Fire	2,500.00	2,500.00	3,000.00	2,500.00	3,000.00	3,000.00	(3,000.00)		
5730 Dues - NFPA Internet Access		1,575.00	1,575.00		1,575.00	1,575.00	(1,575.00)		

FIRE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	2,869.68	6,179.47	5,000.00	1,069.71	5,000.00	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	31,500.00	42,000.00	31,500.00	(10,500.00)	31,500.00	31,500.00
5471 Patches & Badges	777.00	823.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5850 Safety Equipment	29,300.12	34,996.10	45,000.00	26,813.99	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5854 Hoses, Cable, Wire	20,837.00	21,000.00	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	1,425.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5190 Uniform Allowance 161 @ 1,050	211,575.00	159,600.00	169,050.00	161,700.00	169,050.00	169,050.00	0.00	169,050.00	169,050.00
5190 Uniform Allowance 7 @ 1,100	8,550.00	6,600.00	7,700.00	7,700.00	7,700.00	7,700.00	0.00	7,700.00	7,700.00
5190 Uniform Allowance 5 @ 9,022	10,471.00	60,562.25	63,104.00	44,162.00	63,104.00	144,352.00	(17,994.00)	45,110.00	45,110.00
5190 Promotional Uniforms			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5196 Uniforms-Special Positions	3,579.70	2,992.41	4,000.00	1,648.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5139 Temporary Promotions - FT	Increase necessary for Temp. Promotions when out over 30 days (Per Contract) for sickness/injuries.	10,000.00
5142 College Credits	Increase due to the anticipation of hiring new Firefighters with college degrees.	84,286.00
5143 Holiday	Increase due to the anticipation of hiring new Firefighters.	19,122.00
5241 Equipment Repair/Maint	Increase for NFPA 1851 Standard on Selection, Care and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.	19,680.00
5312 Training	Increase due to the cost of the Boston Fire Academy.	24,000.00
5190 Uniform Allowance 16 @ 9,022	Increase due to number of recruits and increased cost of uniforms to \$9,022 per Firefighter.	81,248.00

COST SUMMARY BY CLASSIFICATION

Personnel	16,489,952.81	16,533,205.45	16,767,590.00	12,661,887.71	16,372,742.28	17,293,705.00	(591,149.00)	16,176,441.00	16,176,441.00
General Expenses	552,956.81	640,296.74	598,925.00	225,469.37	598,925.00	642,605.00	(49,925.00)	549,000.00	549,000.00
Equipment & Unusual	54,773.80	73,498.57	115,000.00	59,383.70	115,000.00	104,500.00	(10,500.00)	104,500.00	104,500.00
Special Items	235,600.70	230,854.66	249,954.00	216,310.00	249,954.00	331,202.00	(17,994.00)	231,960.00	231,960.00
Total Operating Budget	17,333,284.12	17,477,855.42	17,731,469.00	13,163,050.78	17,336,621.28	18,372,012.00	(669,568.00)	17,061,901.00	17,061,901.00

FIRE AUXILIARY

EXPENDITURES

	FY 2018	FY 2019	FY 2020		FY 2021				
				July - March	Estimated				
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-292-5200							8,500.00	8,500.00	8,500.00
5241 Equipment Repairs/Maint		7,616.09	5,000.00		5,000.00	5,000.00	(5,000.00)		
5312 Training	2,500.00		3,000.00		3,000.00	3,000.00	(3,000.00)		
5470 Public Safety Supplies	999.10	1,848.65	1,000.00		1,000.00	1,000.00	(1,000.00)		
Special Items 001-292-5500									
5190 Uniform		5,878.50	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	3,499.10	9,464.74	9,000.00	0.00	9,000.00	9,000.00	(500.00)	8,500.00	8,500.00
Equipment & Unusual									
Special Items	0.00	5,878.50	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	<u>3,499.10</u>	<u>15,343.24</u>	<u>12,500.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>12,500.00</u>	<u>(500.00)</u>	<u>12,000.00</u>	<u>12,000.00</u>

HEALTH

STATEMENT OF OBJECTIVES:

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

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

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

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

The Social Worker/Addiction Counselor: Provides Waltham residents with social service outreach, intervention and education and assists individuals in need by providing referrals, education and support. 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 2018	FY 2019
Pension-Contributory/FICA	205,603	275,102
Pension Administration	16,946	28,636
Medical & Life Insurance	199,740	197,161
Heat, Light, Water	5,012	4,669
Building Repair & Maintenance	15,005	9,661
Building Insurance	299	287
Motor Vehicle Insurance	863	1,113
Motor Vehicle Maint & Repair	23,586	32,349
Total	\$467,054	\$548,978

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total permits issued	1,231	1,231	1,231
Burial permits issued	237	245	245
Food service estab permits	288	295	295
Retail food permits	157	158	158
Swimming pool permits	47	51	51
Tobacco permits	64	64	64
Day camp permits	25	26	26
DNA research permits	30	32	32
Mobile food permits	24	27	27
Transportation of grease & garbage	31	32	32
Contagious follow-up	727	747	767
Tuberculosis follow-up	691	698	698
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	325	330	330
Rat complaints	197	217	230
Demolition Sign-offs	42	48	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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Food establishment inspections	957	960	964
Housing inspections	158	178	198
Swimming pool inspections	47	47	47
Housing complaints	158	178	198
Trash complaints	164	167	167
Food complaints	29	29	29
Rodent & pest complaints	168	168	168
No heat complaints	24	28	28
Day camp inspections	25	26	27
Conferences owner or operator	20	23	27

INSPECTION OF WEIGHTS & MEASURE			
Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total devices inspected	2,715	2,700	2,700
Gas pumps sealed	366	366	366
Scanners inspected	3,195	3,200	3,200
Weights tested & sealed	65	65	65
Taxi meters sealed	43	43	43
Package testing	1,450	1,400	1,400
Scales inspected & sealed	755	750	750
Adjustments	170	170	170
Sealing fees	\$16,175	\$16,000	\$16,000
Violator fines	\$910	\$900	\$900
Annual loss restored for consumers	\$522,247	\$500,000	\$500,000
Annual loss restored for businesses	\$387,959	\$370,000	\$370,000

HEALTH

PERSONNEL

			FY 2019		FY 2020				FY 2021				
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Commissioners				5	5,000	3,100.00	5,000.00	5	5,000	5	5,000	5,000
2.	*Dir of Public Health	18-6 (L11)			1	129,194	95,485.47	129,194.00	1	134,299	1	134,299	134,299
3.	Asst Dir of Public Health	15-6 (L9)			1	108,423	80,576.89	108,423.00	1	108,423	1	108,423	108,423
4.	Inspector, Wgts & Meas	13-6 (L11)			1	96,944	72,031.49	96,944.00	1	96,944	1	96,944	96,944
5.	SPMG *Sr Code Enforce Insp	13-6 (L10)			1	95,194	70,745.26	95,194.00	1	96,067	1	96,067	96,067
6.	SPMG *Sr Code Enforce Insp	13-5			1	79,821	58,784.80	79,821.00	1	82,850	1	82,850	82,850
7.	SPMG *Sr Code Enforce Insp	13-2			1	73,197	38,832.08	73,197.00	1	74,792	1	74,792	74,792
8.	Public Health Nurse, RN	13-5			1	91,995	26,287.68	48,832.95	1	83,238	1	83,238	83,238
9.	Social Worker/Certified Addiction Counselor	13-1		on hold	1	80,090	48,289.97	60,066.00	1	72,978	1		
10.	*Principal Off Asst (PT 19 hrs)	8-6 (L10)			0.5	38,558	27,651.02	38,558.00	0.5	38,912	0.5	38,912	38,912
Subtotal			13.5	745,987.73	13.5	798,416	521,784.66	735,229.95	13.5	793,503		720,525	720,525

Summary of Changes

Adjustments to FY 2020 Positions

Explanation

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

10,956

Public Health Nurse, RN 13-5

(8,757)

Internal transfer - replaced at lower step/longevity

Social Worker/Certified Addiction Counselor 13-1

(80,090)

Vacant - on hold

New Positions

Subtotal

0	0	0	0	0

Grand Total

13.5	745,987.73	13.5	798,416	521,784.66	735,229.95	13.5	793,503		720,525	720,525
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HEALTH

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	750,599.69	608,600.46	657,914.00	419,002.15	594,727.95	652,647.00	(78,245.00)	579,669.00	579,669.00
5121 Salaries - Part Time	35,821.79	36,916.66	38,558.00	27,651.02	38,558.00	38,912.00	354.00	38,912.00	38,912.00
5194 Boards & Commissions	4,700.00	4,400.00	5,000.00	3,100.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Personnel: Weights & Measures 001-244-5100									
5111 Salaries - Full Time		96,070.61	96,944.00	72,031.49	96,944.00	96,944.00	0.00	96,944.00	96,944.00
General Expenses 001-510-5200							68,500.00	68,500.00	68,500.00
5192 Mileage	174.74	386.90	500.00		500.00	500.00	(500.00)		
5242 Office Equipment Repair/Maint	744.00	744.00	781.00	744.00	781.00	856.00	(781.00)		
5305 Legal Services/Constable	525.00	391.05	600.00	454.70	600.00	600.00	(600.00)		
5306 Medical Services	1,711.52	1,727.05	1,800.00	536.28	1,800.00	1,800.00	(1,800.00)		
5342 Postage	1,485.90	1,497.30	1,500.00	1,422.80	1,500.00	1,500.00	(1,500.00)		
5343 Printing	772.38	998.00	1,000.00	715.50	1,000.00	1,000.00	(1,000.00)		
5382 Pest Control (Rat Prevention)		12,020.00	25,000.00	9,250.00	25,000.00	25,000.00	(25,000.00)		
5386 Public Safety /Mosquito Control	35,746.00	37,215.00	37,688.00	37,688.00	37,688.00	37,688.00	(37,688.00)		
5420 Office Supplies	1,578.44	1,322.75	1,500.00	846.05	1,500.00	1,500.00	(1,500.00)		
5510 Education Supplies	280.00	325.00	400.00		400.00	400.00	(400.00)		
5581 Clothing, Gloves & Shoes	204.99	900.00	900.00	900.00	900.00	900.00	(900.00)		
5587 Tools	600.00	77.36	300.00		300.00	300.00	(300.00)		
5730 Dues	180.00	120.00	150.00	150.00	150.00	150.00	(150.00)		
General Expenses: Weights & Measures 001-244-5200							1,425.00	1,425.00	1,425.00
5312 Education/Certification		160.00	300.00	110.00	300.00	300.00	(300.00)		
5470 Sealing Supplies		848.56	900.00	510.11	900.00	900.00	(900.00)		
5587 Tools		255.90	300.00		300.00	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	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5395-72 Medical Waste Pickup	364.40	386.90	600.00	466.13	600.00	600.00	0.00	600.00	600.00

HEALTH

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>									
5242 Office Equipment Repair/Maint									
							75.00		

COST SUMMARY BY CLASSIFICATION

Personnel	791,121.48	745,987.73	798,416.00	521,784.66	735,229.95	793,503.00	(77,891.00)	720,525.00	720,525.00
General Expenses	44,002.97	58,988.87	73,619.00	53,327.44	73,619.00	73,694.00	(3,694.00)	69,925.00	69,925.00
Equipment & Unusual	100,364.40	100,386.90	100,600.00	100,466.13	100,600.00	100,600.00	0.00	100,600.00	100,600.00
Total Operating Budget	<u>935,488.85</u>	<u>905,363.50</u>	<u>972,635.00</u>	<u>675,578.23</u>	<u>909,448.95</u>	<u>967,797.00</u>	<u>(81,585.00)</u>	<u>891,050.00</u>	<u>891,050.00</u>

HISTORICAL COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Monthly Meetings	11	10	10
Demolition Reviews	33	33	33
Demolition Delays Hearings	15	15	15
Demolition Delays Issued	5	5	5
Developmental Prospectus Review	9	9	9
Federal Section 106 Review	3	3	3
CPA Reviews	9	5	5
Estimated Site Visits	10	15	15
Educational and Outreach Prgms	2	5	4
Estimated Inquiries	40	50	50

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Board Members	
Subtotal		

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Thru 6/30/2020					
		7	7,000	4,100.00	7,100.00	7	7,000	7	7,000	7,000
7	6,000.00	7	7,000	4,100.00	7,100.00	7	7,000	7	7,000	7,000

Summary of Changes

Adjustments to FY 2020 Positions
Step Raises/Longevity/Compensation
Ordinance included in * position salary

Explanation

0	0	0	0	0	0

Subtotal

Grand Total

7	6,000.00	7	7,000	4,100.00	7,100.00	7	7,000	7	7,000	7,000
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HISTORICAL COMMISSION

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time	28,090.40								
5194 Boards & Commissions	6,900.00	6,000.00	7,000.00	4,100.00	7,100.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-691-5200							5,900.00	5,900.00	5,900.00
5192 Mileage	70.95	139.50	150.00	11.78	75.00	150.00	(150.00)		
5245 Building/Grounds Maint	209.70		300.00	63.00	200.00	300.00	(300.00)		
5272 Office Equipment Rental	841.20	585.00	780.00	629.08	760.00	780.00	(780.00)		
5308 Stenographer		1,350.00	2,400.00	1,050.00	1,500.00	2,400.00	(2,400.00)		
5342 Postage			50.00		55.00	50.00	(50.00)		
5343 Printing	1,148.45	515.92	900.00	851.46	900.00	900.00	(900.00)		
5420 Office Supplies	321.99	174.88	750.00	53.47	600.00	750.00	(750.00)		
5430 Building Supplies			100.00		100.00	100.00	(100.00)		
5450 Custodial Supplies	652.80	878.00	750.00		750.00	750.00	(750.00)		
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings		7,300.00	6,500.00	9,750.00	6,500.00	6,500.00	0.00	6,500.00	6,500.00
5433 Wellington House Building Furnishings			1,500.00		0.00	1,500.00	(1,500.00)	0.00	0.00
5590 Office Equipment / Support	195.00		500.00		0.00	500.00	(500.00)	0.00	0.00
6266 Landscape Maintenance-Paine Estate	3,581.50	3,000.00	4,000.00	2,600.00	4,000.00	5,000.00	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>
6266 Landscape Maintenance-Paine Estate	We are seeking additional funds to support the management of invasive plants in the 6-acre historic core of the property, including the growth of black swallowwort, bittersweet, and buckthorn.	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	34,990.40	6,000.00	7,000.00	4,100.00	7,100.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	3,245.09	3,643.30	6,180.00	2,658.79	4,940.00	6,180.00	(280.00)	5,900.00	5,900.00
Equipment & Unusual	3,776.50	10,300.00	12,500.00	12,350.00	10,500.00	13,500.00	(2,000.00)	10,500.00	10,500.00
Total Operating Budget	42,011.99	19,943.30	25,680.00	19,108.79	22,540.00	26,680.00	(2,280.00)	23,400.00	23,400.00

HUMAN RESOURCES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	62,140	62,432
Pension Administration	4,994	6,243
Medical & Life Insurance	94,168	92,228
Heat, Light, Water	10,024	9,339
Building Repair & Maintenance	30,010	19,323
Building Insurance	597	575
Total	\$201,933	\$190,140

	FY 2019	FY 2020	FY 2021
Output Measure	Actual	Estimated	Projected
Total Applicants	780	800	825
Department Requisitions	152	160	165
Preplacement Physicals	55	58	60
CORI Checks completed	193	200	200
# Persons Employed	151	150	145
# Persons Promoted	39	50	45
# Departments Affected	22	22	22
Qualifying Exams given	1	2	0
EAP Program Providers	1	1	1
EAP Program Utilization	44	50	55
Summer Works Applications	78	100	100
# Summer Works Students Hired	53	60	60
# Work Study Students	2	2	2
Departments Affected	2	2	2
Participating Colleges	2	2	2
Insurance Claims Appealed	2	3	4

HUMAN RESOURCES

PERSONNEL

	Bargaining Unit	Position	FY 2021 Grade-Step	
1.		*Human Resources Director	17-6 (L8)	
2.		Assistant Human Resources Director	14-2	<i>on hold</i>
3.		*Personnel Technician	10-6 (L10)	
4.		Administrative Assistant	10-1	
5.		Workers Comp Agent Stipend		
6.		Youth Employment Program		
Subtotal				

FY 2019		FY 2020				FY 2021										
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Actual	Expenditures												
			Expenditures	Thru 6/30/2020												
			1	120,920						89,140.47	120,920.00	1	123,201	1	123,201	123,201
			1	76,859							25,619.67	1	77,865	1		
			1	76,690						56,993.68	76,690.00	1	76,925	1	76,925	76,925
			1	75,987						29,711.52	35,000.00	1	58,080	1	58,080	58,080
				6,000						4,458.86	6,000.00		6,000		6,000	6,000
				62,000						54,090.52	62,000.00		65,000		62,000	62,000
3	329,622.18	4	418,456	234,395.05	326,229.67	4	407,071		4	326,206	326,206					

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary	2,516	
Assistant Human Resources Director	14-2	(76,859)
Administrative Assistant	10-1	(17,907)
Youth Employment Program		3,000

Explanation

<i>Vacant - on hold</i>
New employee to be hired at lower step/longevity
Minimum wage increase to \$12.75 where needed

New Positions

Administrative Assistant	10-1	Retain employee as permanent part time
Municipal Safety Manager	12-1	New position safety compliance & training Dept. Labor Standards/OSHA

0.5	32,000		0	0
1	67,513		0	0
1.5	99,513		0	0

Subtotal

Grand Total

3	329,622.18	4	418,456	234,395.05	326,229.67	5.5	506,584	4	326,206	326,206
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HUMAN RESOURCES

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	259,613.03	266,751.93	350,456.00	175,845.67	258,229.67	403,584.00	(92,250.00)	258,206.00	258,206.00
5121 Salaries - Part Time	58,277.13	62,870.25	68,000.00	58,549.38	68,000.00	103,000.00	0.00	68,000.00	68,000.00
General Expenses 001-152-5200							9,900.00	9,900.00	9,900.00
5242 Office Equipment Repair/Maint	505.41	913.79	1,200.00	738.29	1,200.00	1,400.00	(1,200.00)		
5312 Training	260.00	290.00	3,000.00		3,000.00	3,000.00	(3,000.00)		
5341 Advertising	1,710.00	1,509.29	4,000.00	1,747.00	4,000.00	4,000.00	(4,000.00)		
5342 Postage	560.60	1,274.82	600.00	97.75	600.00	600.00	(600.00)		
5343 Printing			250.00		250.00	250.00	(250.00)		
5420 Office Supplies	562.82	940.32	1,000.00	1,346.50	1,300.00	2,000.00	(1,000.00)		
5730 Dues	315.00	275.00	400.00	325.00	400.00	400.00	(400.00)		
General Expenses 001-153-5200									
5125 Work-study	5,428.50	1,551.00	6,000.00		6,000.00	6,000.00	(3,000.00)	3,000.00	3,000.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	24,439.02	10,500.35	20,000.00	14,269.65	20,000.00	20,000.00	0.00	20,000.00	20,000.00
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	26,892.50	33,240.00	32,000.00	10,379.00	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5311 Civil Service Exams	3,768.91		3,000.00	1,797.00	1,797.00	3,000.00	0.00	3,000.00	3,000.00
5312 Training / Employment / Diversity		175.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00

HUMAN RESOURCES

EXPENDITURES

	FY 2018	FY 2019	FY 2020		FY 2021				
				July - March	Estimated				
Classification	Actual	Actual		Actual	Expenditures	Department	Mayor's	Mayor's	Council
	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/2020	Request	Incr/Decr	Recommendation	Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>		<u>Reason</u>				<u>Department Cost for Requested Increase</u>			
5242 Office Equipment Repair/Maint		Cost increase					200.00		
5420 Office Supplies		New hire supplies					1,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	317,890.16	329,622.18	418,456.00	234,395.05	326,229.67	506,584.00	(92,250.00)	326,206.00	326,206.00
General Expenses	33,781.35	17,254.57	36,450.00	18,524.19	36,750.00	37,650.00	(3,550.00)	32,900.00	32,900.00
Equipment & Unusual	30,661.41	33,415.00	38,000.00	12,176.00	36,797.00	38,000.00	0.00	38,000.00	38,000.00
Total Operating Budget	<u>382,332.92</u>	<u>380,291.75</u>	<u>492,906.00</u>	<u>265,095.24</u>	<u>399,776.67</u>	<u>582,234.00</u>	<u>(95,800.00)</u>	<u>397,106.00</u>	<u>397,106.00</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 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Injuries	84	90	90
Number on Payroll	14	13	9
Retirees	3	4	2
W/C Total Invoices (City & School)	\$ 682,961.87	\$ 600,000.00	\$ 625,000.00
W/C Total Invoices Paid (City & Sch)	\$ 265,161.25	\$ 250,000.00	\$ 275,000.00
W/C Savings on Bills	\$ 417,800.62	\$ 350,000.00	\$ 350,000.00

WORKERS COMPENSATION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200							390,000.00	390,000.00	390,000.00
5170 Worker's Compensation	232,629.62	286,629.16	250,000.00	301,512.09	300,000.00	250,000.00	(250,000.00)		
5305 Legal Services (IAB Orders)	12,064.00	19,885.06	10,000.00	3,699.03	10,000.00	10,000.00	(10,000.00)		
5306 Medical Services	54,323.16	159,776.47	180,000.00	79,244.62	130,000.00	180,000.00	(180,000.00)		
5760 Claims & Settlements	118,951.82		80,000.00	35,000.31	80,000.00	80,000.00	(80,000.00)		

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	417,968.60	466,290.69	520,000.00	419,456.05	520,000.00	520,000.00	(130,000.00)	390,000.00	390,000.00
Equipment & Unusual									
Total Operating Budget	<u>417,968.60</u>	<u>466,290.69</u>	<u>520,000.00</u>	<u>419,456.05</u>	<u>520,000.00</u>	<u>520,000.00</u>	<u>(130,000.00)</u>	<u>390,000.00</u>	<u>390,000.00</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 2018	FY 2019
Pension-Contributory/FICA	179,122	244,657
Pension Administration	14,173	24,718
Medical & Life Insurance	311,574	299,464
Heat, Light, Water	3,769	6,845
Building Repair & Maintenance	45,188	23,024
Building Insurance	3,295	793
Total	\$557,121	\$599,501

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Systems Operating	32	32	32
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

			FY 2019		FY 2020				FY 2021				
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	IT Director	19-6 (L10)			1	142,193	105,673.28	142,193.00	1	142,193	1	142,193	142,193
2.	Asst Director IT	16-6 (L10)			1	117,590	87,389.33	117,590.00	1	117,590	1	117,590	117,590
3.	GIS Administrator	16-6 (L9)			1	116,521	86,594.70	116,521.00	1	116,521	1	116,521	116,521
4.	*Server/Desktop Sys Mgr	15-4			1	87,187	64,200.36	87,187.00	1	90,619	1	90,619	90,619
5.	SPMG *Sr App Analyst / Programmer	13-6 (L10)			1	95,194	70,745.27	95,194.00	1	95,776	1	95,776	95,776
6.	SPMG Sr App Analyst / Programmer (contingency)	13-1				7,500		7,500.00		7,500			
7.	SPMG Server/Desktop Support Spec	12-6 (L10)			1	90,206	67,037.90	90,206.00	1	90,206	1	90,206	90,206
8.	SPMG *Server/Desktop Support Spec	12-6 (L10)			1	89,385	66,428.62	89,385.00	1	90,206	1	90,206	90,206
9.	SPMG Server/Desktop Support Spec	12-6 (L9)			1	89,385	66,428.62	89,385.00	1	89,385	1	89,385	89,385
10.	SPMG *Server/Desktop Support Spec	12-5			1	73,587	54,515.79	73,587.00	1	76,366	1	76,366	76,366
11.	SPMG *Server/Desktop Support Spec	12-2			1	68,131	44,303.70	68,131.00	1	70,480	1	70,480	70,480
12.	*Social Media Coordinator	10-6			1	69,253	51,179.74	69,253.00	1	70,358	1	70,358	70,358
13.	Office Coordinator (PT 19 hrs)	9-6			0.5	36,005	26,673.43	36,005.00	0.5	36,005	0.5	36,005	36,005
14.	Temporary					14,848	9,808.00	14,848.00		14,848		14,848	14,848
Subtotal			12.5	1,085,189.82	11.5	1,096,985	800,978.74	1,096,985.00	11.5	1,108,053		1,100,553	1,100,553

PERSONNEL

**FY 2021
Grade-Step**

FY 2019		FY 2020			FY 2021			
Actual		July - March Estimated			Department		Mayor's Council	
#	Expenditures	#	Budget	Expenditures Thru 6/30/2020	#	Request	#	Recommendation Approval

Summary of Changes

Adjustments to FY 2020 Positions

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

11,068

Explanation

SPMG Sr App Analyst / Programmer (contingency) 13-1

(7,500)

On hold

New Positions

Subtotal

0	0	0	0	0
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Grand Total

12.5	1,085,189.82	11.5	1,096,985	800,978.74	1,096,985.00	11.5	1,108,053		11.5	1,100,553	1,100,553
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INFORMATION TECHNOLOGY

EXPENDITURES	FY 2018		FY 2019		FY 2020		FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March		Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures	Actual Expenditures					
Personnel 001-155-5100										
5111 Salaries - Full Time	1,073,482.90	1,035,367.62	1,046,132.00	764,497.31	1,046,132.00		1,057,200.00	3,568.00	1,049,700.00	1,049,700.00
5121 Salaries - Part Time	33,957.33	35,326.20	36,005.00	26,673.43	36,005.00		36,005.00	0.00	36,005.00	36,005.00
5122 Temporary Help	14,568.00	14,496.00	14,848.00	9,808.00	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	7,488.00	11,000.00		11,000.00	0.00	11,000.00	11,000.00
								355,731.00	355,731.00	355,731.00
General Expenses 001-155-5200										
5192 Mileage	235.15	404.51	350.00		350.00		350.00	(350.00)		
5241 Equipment Repair/Maint	171.63	2,592.02	3,500.00	529.29	3,500.00		3,500.00	(3,500.00)		
5243 Computer Equip Repair/Maint	63,967.00	64,690.73	82,900.00	68,449.95	82,900.00		82,900.00	(82,900.00)		
5248 Computer Software/License	208,548.14	217,249.87	203,356.00	235,653.02	240,000.00		240,000.00	(203,356.00)		
5309 Technology Services	1,275.00									
5312 Training	1,047.14	5,000.00	15,000.00	5,191.88	15,000.00		15,000.00	(15,000.00)		
5340 Communication Line	10,114.33	10,544.62	15,000.00	15,797.23	18,000.00		20,000.00	(15,000.00)		
5342 Postage	77.59	110.00	200.00		200.00		200.00	(200.00)		
5343 Printing	246.03		500.00		500.00		500.00	(500.00)		
5420 Office Supplies	2,664.43	2,673.49	3,500.00	1,616.79	3,500.00		3,500.00	(3,500.00)		
5424 Computer Supplies	31,385.89	26,808.88	30,000.00	22,583.79	30,000.00		30,000.00	(30,000.00)		
5510 Education Supplies	180.00	318.00	750.00		750.00		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	100.00	75.00		75.00	(75.00)		
Equipment & Unusual 001-155-5400										
6565 Computer Equipment/Software	17,168.70	38,034.80	30,000.00	6,200.07	30,000.00		30,000.00	0.00	30,000.00	30,000.00
Windows 10 Desktop Replace							150,000.00	0.00	0.00	0.00
Police Mobile Units							57,390.00	0.00	0.00	0.00
WFD Mobile Units							74,607.00	0.00	0.00	0.00

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	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>			
5248 Computer Software/License	Added Employee Self Service and licensing as well as increases					36,644.00			
5340 Communication Line	WiFi					5,000.00			
Windows 10 Desktop Replace	We have 160 Windows 7 and they need to be replaced					150,000.00			
Police Mobile Units	WPD mobile units @ \$5,739 for a total of 10 = \$57,390					57,390.00			
WFD Mobile Units	WPD mobile units @ \$5,739 for a total of 13 = \$74,607					74,607.00			

COST SUMMARY BY CLASSIFICATION

Personnel	1,131,992.23	1,095,173.82	1,107,985.00	808,466.74	1,107,985.00	1,119,053.00	3,568.00	1,111,553.00	1,111,553.00
General Expenses	320,086.33	330,992.12	355,731.00	350,521.95	395,375.00	397,375.00	0.00	355,731.00	355,731.00
Equipment & Unusual	17,168.70	38,034.80	30,000.00	6,200.07	30,000.00	311,997.00	0.00	30,000.00	30,000.00
Total Operating Budget	1,469,247.26	1,464,200.74	1,493,716.00	1,165,188.76	1,533,360.00	1,828,425.00	3,568.00	1,497,284.00	1,497,284.00

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 2018	FY 2019
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Telephone Operators (7 available)	
Subtotal		

FY 2019		FY 2020			FY 2021			
Actual # Expenditures		July - March # Budget Expenditures	Estimated Actual Expenditures Thru 6/30/2020		Department # Request		Mayor's # Recommendation	Council Approval
		28,538	18,307.52	28,538.00	28,538		28,538	28,538
26,109.02		28,538	18,307.52	28,538.00	28,538		28,538	28,538

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0		0	0

New Positions

Subtotal

Grand Total

26,109.02	28,538	18,307.52	28,538.00	28,538		28,538	28,538
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CENTRAL TELEPHONE SERVICE

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
				July - March	Estimated				
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<hr/>									
Personnel 001-156-5100									
5121 Salaries - Part Time	25,796.96	26,109.02	28,538.00	18,307.52	28,538.00	28,538.00	0.00	28,538.00	28,538.00
<hr/>									
General Expenses 001-156-5200							180,000.00	180,000.00	180,000.00
5241 Equipment Repair/Maint	45,029.76	33,772.41	50,000.00	37,428.19	50,000.00	50,000.00	(50,000.00)		
5340 Communication	161,364.53	157,901.19	140,000.00	100,493.98	160,000.00	160,000.00	(140,000.00)		
<hr/>									
Equipment & Unusual 001-156-5400									
6422 911 Interface System						55,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5340 Communication	It is what is projected	20,000.00
6422 911 Interface System	End of life of system	55,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	25,796.96	26,109.02	28,538.00	18,307.52	28,538.00	28,538.00	0.00	28,538.00	28,538.00
General Expenses	206,394.29	191,673.60	190,000.00	137,922.17	210,000.00	210,000.00	(10,000.00)	180,000.00	180,000.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	55,000.00	0.00	0.00	0.00
Total Operating Budget	232,191.25	217,782.62	218,538.00	156,229.69	238,538.00	293,538.00	(10,000.00)	208,538.00	208,538.00

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. The Law Department has worked diligently on the Stigmatines Property and also with School Committee to secure a location for a new high school. 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 2018	FY 2019
Pension-Contributory/FICA	106,048	90,841
Pension Administration	8,344	8,929
Medical & Life Insurance	234,241	190,299
Heat, Light, Water	20,048	18,677
Building Repair & Maintenance	60,019	38,645
Building Insurance	1,194	1,150
Total	<u>\$429,894</u>	<u>\$348,541</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Amount Paid for Personal Inj claims	\$0	\$50,000	\$100,000
Amount Paid in Property/Judgments	\$37,857	\$100,000	\$10,000
Request for Opinions	277	400	450
a. Review of Special Permits	15	30	50
Basic Small Street Defect Claims	42	125	200
Contracts	112	150	200
Cases (Appeals, Worker's Comp, Labor Arbitration	32	40	50
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:	\$52,368	\$12,823	\$50,000
Property Damage:	\$27,519	\$3,120	\$50,000
Personal Injury:	\$79	\$337	\$30,000
Street Defects:	\$24,145	\$10,307	\$50,000

LAW

PERSONNEL

			FY 2019		FY 2020			FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	City Solicitor	21-6 (L11)			1	160,615	119,364.09	160,615.00	1	160,615	1	160,615	160,615
2.	First Asst City Solicitor					1,500	1,125.00	1,500.00		1,500		1,500	1,500
3.	Asst City Solicitor	18-6 (L11)			1	135,156	100,433.65	135,156.00	1	135,156	1	135,156	135,156
4.	Asst City Solicitor	18-6 (L10)			1	133,938	99,538.79	133,938.00	1	133,938	1	133,938	133,938
5.	*Asst City Solicitor	18-6 (L9)			1	132,112	98,008.30	132,112.00	1	132,721	1	132,721	132,721
6.	*Asst City Solicitor	18-6 (L9)			1	131,909	97,728.83	131,909.00	1	132,721	1	132,721	132,721
7.	*Asst City Solicitor	18-2			1	100,328		41,803.00	1	101,647	1	101,647	101,647
8.	Staff Attorney	15-2			1	82,007		34,170.00	1	83,082	1	0	0
9.	Legal Secretary/Office Manager	11-6 (L10)			1	83,464	62,027.65	83,464.00	1	83,464	1	83,464	83,464
10.	*Legal Secretary/Office Manage	11-6 (L9)			1	82,452	61,190.22	82,452.00	1	82,705	1	82,705	82,705
11.	Part Time / Temporary					7,500	3,353.00	7,500.00		7,500		7,500	7,500
Subtotal			8	933,744.81	9	1,050,981	642,769.53	944,619.00	9	1,055,049		971,967	971,967

Summary of Changes

Adjustments to FY 2020 Positions

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

2,993

Explanation

Staff Attorney

15-2

(82,007)

Vacant - on hold

New Positions

Subtotal

0	0	0	0	0

Grand Total

8	933,744.81	9	1,050,981	642,769.53	944,619.00	9	1,055,049	9	971,967	971,967
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LAW

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	July - March Budget	Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	937,649.80	927,689.81	1,043,481.00	639,416.53	937,119.00	1,047,549.00	(79,014.00)	964,467.00	964,467.00
5121 Salaries - Part Time	7,678.20	6,055.00	7,500.00	3,353.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
							161,200.00	161,200.00	161,200.00
General Expenses 001-151-5200									
5192 Mileage	527.09	1,211.32	2,000.00	997.71	2,000.00	2,000.00	(2,000.00)		
5242 Office Equipment Repair/Maint	735.88	2,890.17	6,500.00	6,909.89	6,500.00	6,500.00	(6,500.00)		
5305 Arbitration Costs	12,317.76	3,631.15	50,000.00	6,870.13	50,000.00	50,000.00	(50,000.00)		
5308 Stenographer		2,748.05	5,000.00	584.25	5,000.00	5,000.00	(5,000.00)		
5310 Appraisal Services		6,500.00	15,000.00		15,000.00	15,000.00	(15,000.00)		
5312 Training	400.60	280.00	2,000.00	80.00	2,000.00	2,000.00	(2,000.00)		
5342 Postage	745.50	25.50	650.00		650.00	650.00	(650.00)		
5420 Office Supplies	1,934.46	2,147.52	3,000.00	1,586.47	3,000.00	3,000.00	(3,000.00)		
5424 Computer Supplies			5,000.00		5,000.00	5,000.00	(5,000.00)		
5520 Educational Materials			500.00		500.00	500.00	(500.00)		
5730 Licenses & Law Library	51,583.55	58,187.30	80,000.00	54,759.32	80,000.00	80,000.00	(80,000.00)		
Equipment & Unusual 001-151-5400									
5305 Title Searches for Foreclosures	875.00	2,425.00		850.00	850.00				
5310 Appraisal Services				10,175.00	15,000.00	15,000.00	0.00	0.00	0.00
5316 Federal Court Cases									
5760 Judgments, Claims & Settlements	1,647.00	64,021.71	100,000.00	27,681.50	100,000.00	100,000.00	0.00	100,000.00	100,000.00

LAW

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	July - March Budget	Estimated Actual Expenditures Thru 6/30/2020		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>						<u>Department Cost for Requested Increase</u>			
5310 Appraisal Services				Ongoing need for land and/or property acquisitions			15,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	945,328.00	933,744.81	1,050,981.00	642,769.53	944,619.00	1,055,049.00	(79,014.00)	971,967.00	971,967.00
General Expenses	68,244.84	77,621.01	169,650.00	71,787.77	169,650.00	169,650.00	(8,450.00)	161,200.00	161,200.00
Equipment & Unusual	2,522.00	66,446.71	100,000.00	38,706.50	115,850.00	115,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	<u>1,016,094.84</u>	<u>1,077,812.53</u>	<u>1,320,631.00</u>	<u>753,263.80</u>	<u>1,230,119.00</u>	<u>1,339,699.00</u>	<u>(87,464.00)</u>	<u>1,233,167.00</u>	<u>1,233,167.00</u>

LIBRARY

STATEMENT OF OBJECTIVES:

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

Welcome to the Waltham Public Library. We're glad you're here! Bienvenidos a la Biblioteca Pública de Waltham. Nos alegra que estén aquí. Over the past five years, the Library has worked tirelessly to reintroduce ourselves as a vibrant, safe and integral part of the community. With a big focus on outreach and community building, data shows WPL continues to be the hub of the City. Over the last three years, our programming numbers have grown 300%. Currently, our Library is the 19th highest circulating library in the state and is consistently one of the top ten circulating Minuteman Network libraries. On average, each full-time employee handles 17,500 items each year (and we're happy to do so!) WPL averages 81 visits per hour. And this year, for the first time in five years we have significantly grown our patronage; approximately 3,000 people became new library card holders in Waltham! This calendar year we're focusing on strengthening our digital collections for Waltham patrons, who are clamoring for more and more digital content. We brought in Kanopy, Hoopla, Disney +, and we reallocated our materials budget to cut your wait time: we see you audio-book lovers! Thanks to the generosity of the City of Waltham we hired our new Literacy Librarian and opened up the Literacy Classroom where we have been offering a number of additional ELL classes to meet the overwhelming demand for English classes. Our team continues to shine on a local and national level. Teen Specialist Luke Kirkland and three Waltham High School seniors presented at the Mass Library Association's Annual Conference on their Real Talk program. Seana Rabbito, our Children's Librarian, and Library Director Kelly Linehan presented on the Play Imagine Experience (PIE) Room to a full house. Also, Luke Kirkland and WPL Page/Waltham High School student Alexis Sanford were interviewed in School Library Journal about the Real Talk Teen Program and asked to co-author a piece for the Young Adult Library Services Association about our For Freedoms lawn sign installation. On top of that, we won two awards at the MLA Conference. Our PIE Room *In the Jungle* won first place in the programming category of the PR Awards (which are given every two years). Then, the PIE Room won "Best in Show" - meaning the best of every single entry in every category, at conference! This year, we rolled up our sleeves and asked ourselves some hard questions in terms of the work we are doing and how we can improve. We read. We asked questions. We reflected. We have some amazing things planned for FY21 and continue to remain grateful to our patrons and our City for their support.

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 2018	FY 2019
Pension-Contributory/FICA	432,374	427,810
Pension Administration	34,170	41,931
Medical & Life Insurance	551,117	525,746
Heat, Light, Water	133,292	137,139
Building Repair & Maintenance	200,477	242,324
Building Insurance	8,229	7,924
Total	<u>\$1,359,659</u>	<u>\$1,382,874</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Registered Borrowers	30,238	28,000	32,000
Physical Items Circulated	397,777	450,000	500,000
Digital Items Circulated	103,067	45,000	115,000
Inter Library Loans IN	54,650	52,000	54,000
Inter Library Loans OUT	58,110	55,000	59,000
Added Books & Other Materials	19,693	18,000	20,000
Overdrive Advantage Mats Added	318	350	500
Added Overdrive titles (Consortium)	12,991	15,000	18,000
Number of Visits to building	276,501	300,000	315,000
Number of Programs	775	1,000	1,000
Program Attendance	29,417	28,000	30,000
Study Room Use	4,266	4,500	4,500
Meeting Room Use	1,405	1,400	1,400
Internet desktop sessions	44,668	44,000	44,000
Wireless Sessions	65,000	62,500	66,000
Reference desk transactions	42,353	42,500	42,000
Saturdays open to the public	52	52	51
Sundays open to the public	51	52	52
Evening hours open to the public	776	832	792

LIBRARY

PERSONNEL

			FY 2019		FY 2020			FY 2021				
Bargaining Unit	Position	FY 2021 Grade-Step	Actual Expenditures #		July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request #		Mayor's Recommendation	Council Approval		
1.	Library Trustees			6	6,000	2,600.00	4,700.00	6	6,000	6	6,000	6,000
2.	Library Director	19-6		1	129,266	95,369.42	126,459.04	1	129,266	1	129,266	129,266
3.	*Asst Library Director	15-6 (L11)		1	109,418	81,316.34	108,222.48			1	110,081	110,081
4. LIBR	*Library Dept Head	13-6 (L11)		1	96,190	71,275.26	95,138.80	1	96,190	1	100,182	100,182
5. LIBR	*Library Dept Head	13-6 (L9)		1	94,457	70,197.76	93,424.96	1	94,457	1	98,377	98,377
6. LIBR	*Library Dept Head	13-6 (L8)		1	93,837	69,737.66	92,813.08	1	93,837	1	97,730	97,730
7. LIBR	*Library Dept Head	13-5		1	72,062	41,514.39	43,051.93	1	83,173	1	86,667	86,667
8. LIBR	*Library Dept Head	13-4		1	75,743	56,350.39	75,406.94	1	78,636	1	82,059	82,059
9. LIBR	*Library Dept Head	13-3		1	74,332	55,784.68	73,810.86	1	77,169	1	80,402	80,402
10. LIBR	*Librarian I	12-6 (L9)		1	88,079	67,376.60	89,583.32	1	88,692	1	92,390	92,390
11. LIBR	*Librarian I	12-5		1	74,288	54,907.04	72,294.50	1	77,114	1	80,431	80,431
12. LIBR	*Librarian I	12-3		1	69,589	51,306.57	68,222.26	1	72,238	1	75,290	75,290
13. LIBR	Librarian I - Teen Specialist	12-1	on hold	1	77,355	17,340.21	34,471.46	1	68,525	1		
14. LIBR	*Librarian I - Literacy Librarian	12-2		1	68,525	38,752.32	43,885.84	1	69,802	1	72,735	72,735
15.	*Administrative Assistant	10-4		1	62,704	46,552.11	61,923.64	1	65,157	1	65,157	65,157
16. LIBR	*Library Assistant I	9-6 (L11)		1	72,504	42,917.86	55,075.24	1	72,504	1	75,522	75,522
17. LIBR	*Library Assistant I	9-6 (L11)		1	72,341	54,116.14	78,096.14	1	72,504	1	75,522	75,522
18. LIBR	*Library Assistant I	9-6 (L10)		1	71,851	53,397.17	71,065.36	1	71,851	1	74,841	74,841
19. LIBR	*Library Assistant I	9-6 (L8)		1	70,545	53,313.09	73,190.34	1	70,545	1	73,480	73,480
20. LIBR	*Library Assistant I	9-4		1	58,449	43,320.28	57,453.56	1	60,641	1	63,169	63,169
21. LIBR	Library Assistant I	9-4	on hold	1	57,218	33,367.70	56,063.24	1	59,362	1		
22. LIBR	*Library Assistant I - Children's	9-3		1	56,002	43,067.88	58,699.86	1	58,097	1	60,550	60,550
23. LIBR	*Library Assistant I	9-3		1	55,158	40,983.33	55,601.44	1	56,866	1	59,374	59,374
24. LAB	Working Foreman I	10-6 (L11)		1	71,751	53,402.68	71,203.56	1	71,477	1	71,477	71,477
25. LAB	Building Maint Person Nights	7-6		1	59,676	43,719.55	58,241.04	1	59,449	1	59,449	59,449
26. LAB	Bldg Custodian Jr (PT 19 hrs)	7-6		0.5	26,655	19,614.28	26,152.36	0.5	26,655	0.5	26,655	26,655
27. LIBR	*Librarian II - Archivist	11-4		0.5	37,751	26,483.04	35,535.80	0.5	39,179	0.5	40,758	40,758
28. LIBR	*Librarian II	10-6		0.5	38,139	27,495.23	35,783.00	0.5	39,579	0.5	41,179	41,179
29. LIBR	*Librarian II	10-5		0.5	36,860	26,243.74	35,004.26	0.5	38,251	0.5	39,797	39,797

LIBRARY

PERSONNEL

			FY 2019		FY 2020			FY 2021						
Bargaining Unit	Position	FY 2021 Grade-Step		Actual # Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval	
30. LIBR	*Library Assistant II - Specialist	7-6 (L11)	on hold		0.5	36,469	26,085.13	35,145.50	0.5	36,759	0.5	38,249	38,249	
31. LIBR	Library Assistant II - Specialist	7-6 (L9)			0.5	36,096	17,996.97	18,287.24	0.5	36,096	0.5			
32. LIBR	*Library Assistant II - Specialist	7-4			0.5	29,805	22,013.45	28,689.44	0.5	30,909	0.5	32,162	32,162	
33. LIBR	*Library Assistant II - Specialist	7-4			0.5	29,805	21,906.03	29,246.50	0.5	30,909	0.5	32,162	32,162	
34. LIBR	*Library Assistant II - Specialist	7-4			0.5	29,550	21,005.15	27,907.92	0.5	30,647	0.5	31,888	31,888	
35. LIBR	*Library Assistant II - Specialist	7-3			0.5	28,249	20,141.11	27,060.50	0.5	29,296	0.5	30,476	30,476	
36. LIBR	*Library Assistant II - Specialist	7-3			0.5	28,249	20,519.01	24,738.94	0.5	29,296	0.5	30,476	30,476	
37. LIBR	*Library Assistant II - Specialist	7-3		0.5	28,088	20,312.35	27,407.64	0.5	28,957	0.5	30,123	30,123		
38. LIBR	*Library Assistant II	6-6 (L10)	on hold		0.5	34,497	24,836.68	32,310.52	0.5	34,497	0.5	35,893	35,893	
39. LIBR	*Library Assistant II	6-4			0.5	27,914	19,929.68	26,467.34	0.5	28,945	0.5	30,110	30,110	
40. LIBR	*Library Assistant II	6-3			0.5	27,148	19,448.12	25,682.00	0.5	28,154	0.5	29,287	29,287	
41. LIBR	*Library Assistant II	6-3			0.5	26,919	18,981.71	25,215.18	0.5	27,914	0.5	29,040	29,040	
42. LIBR	Library Assistant II	6-1			0.5	34,184	11,325.51	22,586.34	0.5	26,140	0.5			
43.	Librarian II - Substitutes					13,500	14,254.62	17,271.24		18,560		18,560	18,560	
44.	Library Assistant II - Substitutes					40,000	29,271.91	36,246.20		37,000		37,000	37,000	
45. LIBR	Adult Pages				6,834		0.00		0		0	0		
46.	Pages				35,000	22,096.25	31,850.50		47,000		35,000	35,000		
47.	Weekend Staff				56,000	25,824.79	43,837.03		45,437		45,437	45,437		
48.	Building Maint Person PT - Subs	7			6,000	4,589.64	6,280.56		6,300		6,000	6,000		
Subtotal				38.5	2,295,067.85	38.5	2,531,052	1,742,360.83	2,336,804.90	37.5	2,450,032	38.5	2,430,403	2,430,403

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary 119,541

Asst Library Director 16-6 (L11) 8,885

Explanation

WPL respectfully requests upgrading the paygrade of the Asst. Library Director to Grade 16, commensurate with the Director's paygrade. This position requires a Master's Degree and assists in managing a building and staff seven days a week year round. The Library serves an average of 80 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 16 pay scale.

1 118,303 0 0

LIBRARY

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

FY 2019		FY 2020				FY 2021				
Actual		July - March		Estimated		Department		Mayor's		Council
#	Expenditures	#	Budget	Expenditures	Thru 6/30/2020	#	Request	#	Recommendation	Approval

Summary of Changes

LIBR	Librarian I - Teen Specialist	12-1	(77,355)	Vacant - on hold
LIBR	Library Assistant I	9-4	(57,218)	Vacant - on hold
LIBR	Library Assistant II - Specialist	7-6 (L9)	(36,096)	Vacant - on hold
LIBR	Library Assistant II	6-1	(34,184)	Vacant - on hold
	Librarian II - Substitutes		5,060	More accurately represents the pace of our needs (more professional subs).
	Library Assistant II - Substitutes		(3,000)	More accurately represents the pace of our needs (more professional subs).
LIBR	Adult Pages		(6,834)	The last adult page resigned.
	Pages		12,000	Our number one budget priority this year is to secure equitable compensation for our teens with the long-term goal of building a skilled library workforce that reflects our diverse community. Currently, our pages make \$1.75 less per hour than minimum wage employees, making it difficult to recruit viable, quality candidates. With the minimum wage growing to \$15/hour by 2023, the WPL respectfully requests to increase the page hourly rate to \$15 an hour in FY21. The page program is the first point of contact for teens who might eventually find a career in libraries. In fact, many of the staff at the WPL started their career in libraries as student pages (including the Director). Additionally, while Waltham represents one of the most diverse cities in Massachusetts, at present, the WPL has only 1 adult person of color (POC) on staff. Compare that with 10 POCs out of 14 student pages. Every one of those teen POCs were recruited directly out of Teen Room programming, and they represent the future library workforce of the WPL. When the student page population represents almost the entirety of the diversity of the WPL, and those young people receive less than minimum wage, it sends the wrong message to our community. Raising student page compensation is an opportunity to cultivate the excellent representative library workforce Waltham deserves.
	Weekend Staff		(10,563)	Some Sunday funds now in salary line items for req'd staff. More of our staff is required to work them. Saturdays currently cost less because new hires are at lower salaries.
	Building Maint Person PT - Subs		300	Nominal increase for coverage required by CBA time off agreements.

LIBRARY

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

FY 2019		FY 2020			FY 2021				
Actual		July - March	Estimated		Department		Mayor's		Council
# Expenditures	#	Budget	Actual Expenditures Thru 6/30/2020		Request	#	Recommendation		Approval

Summary of Changes

New Positions

LIBR	Library Assistant I	9-1
LIBR	Library Assistant II - Specialist	7-1
LIBR	Library Assistant II - Specialist	7-1

WPL respectfully requests the addition of a full-time Grade 9 Library Assistant Specialist & two Grade 7 PT Lib Assistants who would work primarily in circ, but be trained to work across departments. WPL continues to buck trends; we've seen a 22.4% increase in circulation from 2016 to 2019. The Circ Dept performs "essential functions": checking materials in and out, registering new patrons, covering the desks, pulling items for patron requests, processing deliveries of our returns and holds for our patrons, shelving, running and pulling lists, creating displays, programming, processing problem items, and creating content for our social media platforms. Although these tasks are not flashy, and often happen behind the scenes, each improves patron experience and helps the library flourish. Without the work of and coverage from circulation staff, other departments cannot easily provide the quality programming and collection development. In a standard 68 hour work week, we need at least 241 circ staff hours to function minimally. When CBA required time off is factored in, we have only 206.4 hours of circulation staff time available at current staffing, leaving approx. 35 hours a week that we cannot fill at current staffing levels. Additionally, by increasing our staff, we anticipate lessening our dependence on subs which would decrease that line item.

1	54,477		0	0
0.5	27,713		0	0
0.5	27,713		0	0
3	228,206		0	0

Subtotal

Grand Total

38.5	2,295,067.85	38.5	2,531,052	1,742,360.83	2,336,804.90	40.5	2,678,238	38.5	2,430,403	2,430,403
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LIBRARY

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-610-5100									
5111 Salaries - Full Time	1,278,559.34	1,535,430.93	1,699,913.00	1,182,264.20	1,583,954.29	1,789,406.00	(46,688.00)	1,653,225.00	1,653,225.00
5112 Wages - Full Time	127,764.08	129,338.80	131,427.00	97,122.23	129,444.60	130,926.00	(501.00)	130,926.00	130,926.00
5121 Salaries - Part Time	2,078.26	894.55							
5122 Wages - Part Time	614,403.67	624,903.57	693,712.00	460,374.40	618,706.01	751,906.00	(53,460.00)	640,252.00	640,252.00
5131 Overtime	8,678.95	13,038.73	8,000.00	6,830.70	9,981.44	11,510.00	0.00	8,000.00	8,000.00
5194 Boards & Commissions	4,100.00	4,500.00	6,000.00	2,600.00	4,700.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	4,046.38	4,107.89	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							407,600.00	407,600.00	407,600.00
5192 Mileage	545.85	573.65	1,000.00	306.56	1,000.00	1,000.00	(1,000.00)		
5241 Equipment Repair/Maint	1,029.80	472.00	2,500.00	347.00	1,000.00	1,500.00	(2,500.00)		
5242 Office Equipment Repair/Maint	1,568.42		1,000.00		1,000.00	1,000.00	(1,000.00)		
5248 Computer Software/License	9,017.17	7,561.92	8,100.00	3,326.98	8,100.00	10,463.00	(8,100.00)		
5272 Office Equipment Rental	808.80	751.56	3,500.00	2,143.59	3,500.00	3,800.00	(3,500.00)		
5291 Custodial Services	8,424.52	13,271.30	12,000.00	8,490.48	15,600.00	16,950.00	(12,000.00)		
5312 Training/Professional Development	6,195.72	4,125.44	4,000.00	1,058.00	4,000.00	4,520.00	(4,000.00)		
5342 Postage	100.00	2,049.18	2,100.00	1,350.00	2,100.00	2,000.00	(2,100.00)		
5343 Printing	659.00	994.31	1,000.00	639.75	1,000.00	1,500.00	(1,000.00)		
5420 Office Supplies	3,044.34	3,455.84	4,000.00	1,864.88	4,000.00	4,000.00	(4,000.00)		
5430 Building Supplies	756.39	553.93	1,000.00	1,672.65	1,500.00	1,000.00	(1,000.00)		
5450 Custodial Supplies	5,914.95	6,090.91	9,500.00	4,254.28	7,500.00	7,500.00	(9,500.00)		
5460 Groundskeeping Supplies	2,153.29	3,107.99	2,500.00	1,381.60	2,000.00	3,000.00	(2,500.00)		
5510 Education Supplies	333,382.68	344,805.39	340,000.00	243,771.10	360,000.00	370,000.00	(340,000.00)		
5581 Clothing, Gloves, Shoes	1,875.00	2,409.27	2,475.00	2,424.35	2,475.00	2,375.00	(2,475.00)		
5583 Library Supplies	27,501.79	34,255.33	30,000.00	15,920.02	30,000.00	32,000.00	(30,000.00)		
5730 Dues	698.00	1,952.00	4,320.00	200.00	4,320.00	7,000.00	(4,320.00)		
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	54,579.00	55,440.67	58,723.00	58,723.00	58,723.00	61,578.00	2,855.00	61,578.00	61,578.00
5399 Hold Sorting		1,000.00	1,100.00	1,000.00	1,000.00	1,000.00	(100.00)	1,000.00	1,000.00
6540 Computers	15,750.04	9,978.67	18,000.00	9,451.26	18,000.00	25,000.00	0.00	18,000.00	18,000.00
Other Charges 001-610-5700									
5720 Out of State Travel (1 conference annually for 2 people)	2,000.00		3,000.00		3,000.00	3,000.00	(3,000.00)	0.00	0.00

LIBRARY

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
5131 Overtime	Increase is primarily due to CBA requirements and is a more accurate reflection of the last two FY averages.					3,510.00			
5248 Computer Software/License	Cost of software for computer security and maintenance, including public desktop management software. Includes a one time new server software set up for \$600.					2,363.00			
5272 Office Equipment Rental	Increase reflects the costs associated with new Kyocera copier usage.					300.00			
5291 Custodial Services	Includes cont. ongoing maintenance for restroom sanitation & health services. Amount reflects actual spending of the last year & includes feminine hygiene dispensers for more restrooms (from 1 to 4).					4,950.00			
5312 Training/Professional Development	Increase covers the required training for the Teamster/Laborer CBA.					520.00			
5343 Printing	Usage and attendance at programs continues to grow (3000 new library cards last FY).					500.00			
5460 Groundskeeping Supplies	Request is for typical expenditures in a year. Our average spending is \$3k; light snow this year means we spent less.					500.00			
5510 Education Supplies	Amount required to remain certified for State Aid, to participate in Minuteman Network shared eCollections which costs approx. \$28,250 minus approx. \$20,000 we will supplement from State Aid.					30,000.00			
5583 Library Supplies	Increase for toner usage.					2,000.00			
5730 Dues	This is the cost for professional memberships for all degree holding staff (16 FT & 14 PT) in state and national memberships, which provide a variety of resources and training/conference discounts.					2,680.00			
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.					2,855.00			
6540 Computers	Continued maintenance, repairs and upgrades includes 2 staff laptops, 9 new desktops for the public, 4-6 laptops for the public, and Library needs a new server (\$7k) which is the backbone of our technology systems. Library has over 45k desktop sessions a year, and over 60k wireless sessions.					7,000.00			

COST SUMMARY BY CLASSIFICATION

Personnel	2,039,630.68	2,312,214.47	2,543,252.00	1,753,299.42	2,350,986.34	2,693,948.00	(100,649.00)	2,442,603.00	2,442,603.00
General Expenses	403,675.72	426,430.02	428,995.00	289,151.24	449,095.00	469,608.00	(21,395.00)	407,600.00	407,600.00
Equipment & Unusual	70,329.04	66,419.34	77,823.00	69,174.26	77,723.00	87,578.00	2,755.00	80,578.00	80,578.00
Other Charges	2,000.00	0.00	3,000.00	0.00	3,000.00	3,000.00	(3,000.00)	0.00	0.00
Total Operating Budget	<u>2,515,635.44</u>	<u>2,805,063.83</u>	<u>3,053,070.00</u>	<u>2,111,624.92</u>	<u>2,880,804.34</u>	<u>3,254,134.00</u>	<u>(122,289.00)</u>	<u>2,930,781.00</u>	<u>2,930,781.00</u>

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 2018	FY 2019
Pension-Contributory/FICA	93,186	93,823
Pension Administration	7,722	9,653
Medical & Life Insurance ***	106,867	80,356
Heat, Light, Water	9,088	8,512
Building Repair & Maintenance	17,731	14,904
Building Insurance	797	1,151
Total	\$235,391	\$208,399

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
E-mails	21,600	21,600	21,600
Phone Calls	13,000	13,000	13,000

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

			FY 2020				FY 2021			
Bargaining Unit	Position	FY 2021 Grade-Step	FY 2019		July - March Actual Expenditures Thru 6/30/2020		Department Request	Mayor's Recommendation		Council Approval
			#	Actual Expenditures	#	Budget	#			
1.	*Mayor		1	138,604	1	138,604	1	142,192	1	142,192
2.	Executive Assistant	12-1	1	68,615	1	13,966.30	1	67,513	1	
3.	Constituency Serv Admin	10-6 (L9)	1	76,690	1	56,407.00	1	76,690	1	76,690
4.	Constituency Serv Admin PT	10-6	0.5	18,882	0.5	10,524.15	0.5	18,882	0.5	18,882
5.	Part Time			38,775		27,642.44		38,775		38,775
Subtotal			3.5	278,244.50	3.5	341,566	3.5	344,052	3.5	276,539

Summary of Changes

Adjustments to FY 2020 Positions

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

3,588

Explanation

Executive Assistant 12-1

(68,615)

Vacant - on hold

New Positions

Subtotal

0	0		0	0		0				

Grand Total

3.5	278,244.50	3.5	341,566	210,959.69	292,951.00	3.5	344,052	3.5	276,539	276,539
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MAYOR

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	266,364.53	262,901.54	283,909.00	172,793.10	235,294.00	286,395.00	(65,027.00)	218,882.00	218,882.00
5121 Salaries - Part Time	15,833.44	15,342.96	57,657.00	38,166.59	57,657.00	57,657.00	0.00	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	24,615.00 (3,000.00)	24,615.00	24,615.00
5242 Office Equipment Repair/Maint			700.00		700.00	700.00	(700.00)		
5342 Postage		63.40	400.00	336.60	400.00	400.00	(400.00)		
5343 Printing & Binding		534.12	800.00	923.92	923.92	800.00	(800.00)		
5420 Office Supplies	2,258.83	1,843.07	2,800.00	1,573.64	2,500.00	2,800.00	(2,800.00)		
5490 Food Supplies		132.14							
5730 MMA Membership for Council & Mayor	13,892.00	13,810.00	14,500.00	14,190.00	14,190.00	14,500.00	(14,500.00)		
5731 Mayor Expense	3,413.47	3,300.00	3,350.00	2,475.00	3,350.00	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	47,450.00	86,450.00	95,725.00	35,610.00	95,725.00	95,725.00	0.00	95,725.00	95,725.00
5303-05 Environmental - Appraisal UMass		21,764.64		49,942.19	49,942.19				
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	17,666.59	18,253.64	35,000.00	16,614.43	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5790 Waltham Day / Special Events	35,137.84	24,497.68	35,000.00	14,196.69	35,000.00	35,000.00	0.00	35,000.00	35,000.00

Department Explanation for Requested Increases

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

Personnel	282,197.97	278,244.50	341,566.00	210,959.69	292,951.00	344,052.00	(65,027.00)	276,539.00	276,539.00
General Expenses	22,564.30	22,682.73	25,550.00	21,749.16	25,063.92	25,550.00	(935.00)	24,615.00	24,615.00
Equipment & Unusual	385,759.93	350,965.96	390,725.00	316,363.31	440,667.19	390,725.00	0.00	390,725.00	390,725.00
Total Operating Budget	690,522.20	651,893.19	757,841.00	549,072.16	758,682.11	760,327.00	(65,962.00)	691,879.00	691,879.00

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 2018	FY 2019
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
				July - March	Estimated				
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures Thru 6/30/2020	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200									
5795 July 4th	9,500.00	9,950.00	11,000.00	10,450.00	10,450.00	11,000.00	0.00	11,000.00	11,000.00

Department Explanation for Requested Increases

Department Cost for
Requested Increase

Item

Reason

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	9,500.00	9,950.00	11,000.00	10,450.00	10,450.00	11,000.00	0.00	11,000.00	11,000.00
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Equipment & Unusual

Total Operating Budget	<u>9,500.00</u>	<u>9,950.00</u>	<u>11,000.00</u>	<u>10,450.00</u>	<u>10,450.00</u>	<u>11,000.00</u>	<u>0.00</u>	<u>11,000.00</u>	<u>11,000.00</u>
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PLANNING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	77,095	78,840
Pension Administration	6,216	7,771
Medical & Life Insurance	110,052	108,191
Heat, Light, Water	23,849	14,827
Building Repair & Maintenance	57,806	28,725
Building Insurance	836	1,092
Motor Vehicle Insurance	173	445
Motor Vehicle Maint & Repair	4,717	12,939
Total	\$280,744	\$252,830

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Administration of CDBG Budget	\$970,408	\$970,408	\$970,408
Waltham Wayside Trail	\$0	\$2,500,000	\$2,500,000
Woerd Ave Cap / Restoration	\$0	\$0	\$4,195,000
Project Adm/Const Adm Other Dept	5	5	5
Muni Vulnerabilities Prep Grants	\$46,500	\$84,990	\$239,370
Green Communities Grants	\$281,080	\$125,000	\$125,000
Energy Project Rebates to City	\$151,082	\$70,000	\$70,000
MassTrail Grant	\$0	\$300,000	\$0
MA Office on Disability Grant	\$0	\$75,000	\$75,000

City Funding: \$272,080	Federal Funding: \$134,954
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PLANNING

PERSONNEL

			FY 2019	FY 2020				FY 2021			
Bargaining Unit	Position	FY 2021 Grade-Step		Actual # Expenditures	July - March Budget	Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department # Request	Mayor's # Recommendation	Council Approval	
1.	*Planning Director	20-6 (L9)			1 148,556	107,395.43	148,556.00	1 149,701	1 149,701	149,701	
2.	Asst Dir of Planning	15-6 (L8)			1 107,429	79,837.83	107,429.00	1 107,429	1 107,429	107,429	
3.	Assistant Planning Director/ Sustainability	15-1	on hold		1 82,007		20,502.00	1 82,007	1		
4.	*Administrative Assistant	10-6			1 67,070	49,534.59	67,070.00	1 69,695	1 69,695	69,695	
5.	Part Time / Temporary (Trolley Driver)					25,000	13,845.63	25,000	25,000	25,000	
Subtotal				4 335,967.94	4 430,062	250,613.48	368,557.00	4 433,832	4 351,825	351,825	

Summary of Changes

Adjustments to FY 2020 Positions

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

3,770

Explanation

Assistant Planning Director/
Sustainability 15-1

(82,007)

Vacant - on hold

New Positions

Principal Planner PT 14-1

CDBG Community Development, 19 hours/week

0.5	42,409	0.5	42,409	42,409
0.5	42,409	0.5	42,409	42,409

Subtotal

Grand Total

4	335,967.94	4	430,062	250,613.48	368,557.00	4.5	476,241	4.5	394,234	394,234
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PLANNING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	279,148.83	317,722.40	405,062.00	236,767.85	343,557.00	408,832.00	(78,237.00)	326,825.00	326,825.00
5121 Salaries - Part Time	2,999.78					42,409.00	42,409.00	42,409.00	42,409.00
5122 Wages - Part Time	16,989.17	18,245.54	25,000.00	13,845.63	25,000.00	25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(40,063.29)	(44,776.80)	(104,017.00)	(47,343.22)	(104,017.00)	(134,954.00)	(30,937.00)	(134,954.00)	(134,954.00)
General Expenses 001-175-5200							2,800.00	2,800.00	2,800.00
5192 Mileage	628.88	221.37	200.00	19.70	200.00	200.00	(200.00)		
5242 Office Equipment Repair/Maint		450.00	450.00		450.00	450.00	(450.00)		
5312 Training			330.00	161.00	330.00	330.00	(330.00)		
5342 Postage	253.53	55.00	170.00	106.69	170.00	170.00	(170.00)		
5420 Office Supplies	674.86	865.04	850.00	692.88	850.00	850.00	(850.00)		
5586 Trolley Signs	495.16								
5730 Dues	722.00	1,210.00	1,000.00	738.00	1,000.00	1,000.00	(1,000.00)		
Equipment & Unusual 001-175-5400									
5355 Tourism Brochures	1,046.42	472.82		500.00					
5356 "Waltham Assets"	10,230.00				10,150.00				
5358 Cultural Grants	10,000.00		10,000.00	20,000.00	20,000.00	20,000.00	0.00	10,000.00	10,000.00
5389 Triage Center	91,923.20	5,000.00							
5730 WTMA Dues				13,333.33	13,333.33				

Department Explanation for Requested Increases

Item
5358 Cultural Grants

Reason

Department Cost for Requested Increase
10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	259,074.49	291,191.14	326,045.00	203,270.26	264,540.00	341,287.00	(66,765.00)	259,280.00	259,280.00
General Expenses	2,774.43	2,801.41	3,000.00	1,718.27	3,000.00	3,000.00	(200.00)	2,800.00	2,800.00
Equipment & Unusual	113,199.62	5,472.82	10,000.00	33,833.33	43,483.33	20,000.00	0.00	10,000.00	10,000.00
Total Operating Budget	375,048.54	299,465.37	339,045.00	238,821.86	311,023.33	364,287.00	(66,965.00)	272,080.00	272,080.00

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 2018	FY 2019
Pension-Contributory/FICA	66,457	66,395
Pension Administration	5,323	6,654
Medical & Life Insurance	58,641	84,446
Heat, Light, Water	5,012	4,669
Building Repair & Maintenance	15,005	9,661
Building Insurance	1,372	1,669
Total	\$151,810	\$173,494

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
CDBG Rehabilitation Loans	\$75,000	\$80,000	\$80,000
HOME Program WHA Loans	\$0	\$0	\$400,000
CPC Leland Home	\$86,560	\$356,720	\$356,720
HOME Program TBRA Program	\$427,248	\$400,000	\$165,000
Municipal Housing Trust DPA/EA	\$150,000	\$100,000	\$100,000
Prop Mgmt. 51 Lake St - Hardy Res.	\$100,000	\$100,000	\$100,000
Emergency Triage Center	\$100,000	\$100,000	\$100,000
Hardy Residences Capital Improvement	\$0	\$345,288	\$0
CPC WHA Dana Court	\$0	\$344,000	\$0

City Funding: \$538,366	Federal Funding: \$16,000
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HOUSING

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Housing Supervisor	16-6 (L11)
2.	*Asst Housing Supervisor	14-6 (L11)
3.	*Housing Specialist (PT 19 hrs)	12-6
4.	Asst Finance Rehab Advisor	11-6
5.	*Administrative Assistant	10-2
6.	Fair Housing Officer	
Subtotal		

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council
				Actual Expenditures	Expenditures Thru 6/30/2020				Recommendation	Approval
		1	118,659	88,183.93	118,659.00	1	118,659	1	118,659	118,659
		1	102,995	76,413.67	102,995.00	1	103,461	1	103,461	103,461
		0.5	42,627	31,134.84	42,627.00	0.5	44,302	0.5	44,302	44,302
		1	75,876	56,388.71	75,876.00	1	75,876	1	75,876	75,876
		0.5	31,863	3,015.10	10,682.00	0.5	32,568	0.5	32,568	32,568
			3,000	2,229.62	3,000.00		3,000		3,000	3,000
4	346,260.56	4	375,020	257,365.87	353,839.00	4	377,866	4	377,866	377,866

Summary of Changes

Adjustments to FY 2020 Positions

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

2,846

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	346,260.56	4	375,020	257,365.87	353,839.00	4	377,866	4	377,866	377,866
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HOUSING

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	275,949.06	296,518.90	297,530.00	220,986.31	297,530.00	297,996.00	466.00	297,996.00	297,996.00
5121 Salaries - Part Time	37,660.70	49,741.66	77,490.00	36,379.56	56,309.00	79,870.00	2,380.00	79,870.00	79,870.00
Offset Receipt - CDBG / HOME Program	(14,789.00)		(15,000.00)		(16,000.00)	(16,000.00)	(1,000.00)	(16,000.00)	(16,000.00)
Offset Receipt - CDBG Program Administration	(10,252.29)								
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General Expenses 001-183-5200							86,500.00	86,500.00	86,500.00
5242 Office Equipment Repair/Maint	573.09	209.46	200.00		200.00	200.00	(200.00)		
5342 Postage	292.99	521.40	400.00	271.50	400.00	400.00	(400.00)		
5420 Office Supplies	616.24	818.15	850.00	628.57	850.00	850.00	(850.00)		
5731 Conference Expense	58.36		100.00		100.00	100.00	(100.00)		
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Hardy Residences 001-183-5200-xxxx-62									
- 62 Hardy Residences Utilities		24,741.96	25,000.00	20,655.05	25,000.00	25,000.00	(25,000.00)		
5245 Hardy Residences Building/Grounds Maint		57,743.23	75,000.00	35,839.91	75,000.00	75,000.00	(75,000.00)		
<i>Expenses from City administration of bldg. offset by rents</i>									
<hr/>									
Equipment & Unusual 001-183-5400									
5389 Triage Center		85,740.45	100,000.00	105,135.07	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>							
COST SUMMARY BY CLASSIFICATION									
Personnel	288,568.47	346,260.56	360,020.00	257,365.87	337,839.00	361,866.00	1,846.00	361,866.00	361,866.00
General Expenses	1,540.68	84,034.20	101,550.00	57,395.03	101,550.00	101,550.00	(15,050.00)	86,500.00	86,500.00
Equipment & Unusual	380,268.00	85,740.45	100,000.00	105,135.07	100,000.00	100,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	670,377.15	516,035.21	561,570.00	419,895.97	539,389.00	563,416.00	(13,204.00)	548,366.00	548,366.00

PAINÉ ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	2,023	
Medical & Life Insurance	36,626	35,250
Heat, Light, Water	20,555	29,066
Building Repair & Maintenance	17,428	42,925
Building Insurance	7,304	7,033
Total	\$83,936	\$114,274

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Private events	33	33	33
City events	7	7	7
School Programs	18	18	18
Public Programs	11	11	11
Total Income	\$64,507	\$70,000	\$70,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	*Paine Estate Curator	13-6 (L10)
2.	SPMG Events Coordinator	8-6 (L10)

Subtotal

FY 2019		FY 2020				FY 2021			
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's
				Actual Expenditures	Expenditures Thru 6/30/2020				Recommendation
									Council Approval
		1	81,910	60,726.53	81,910.00	1	82,346	1	82,346
		1	72,536	53,906.50	72,536.00	1	72,536	1	72,536
2	149,685.64	2	154,446	114,633.03	154,446.00	2	154,882	2	154,882

Summary of Changes

Adjustments to FY 2020 Positions

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

436

Explanation

0	0	0	0

Subtotal

Grand Total

2	149,685.64	2	154,446	114,633.03	154,446.00	2	154,882	2	154,882
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PAINÉ ESTATE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021				
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	146,881.11	149,685.64	154,446.00	114,633.03	154,446.00	154,882.00	436.00	154,882.00	154,882.00
Offset Receipt - Gift	(26,472.00)	(27,199.00)	(27,303.00)		(27,303.00)	(27,374.00)	(71.00)	(27,374.00)	(27,374.00)
General Expenses 001-670-5200									
5291 Custodial Services	8,841.12	8,764.88	12,000.00	5,762.00	11,501.00	12,000.00	19,300.00		19,300.00
5307 Public Safety Service	15,048.00	12,234.00	18,500.00	6,452.00	18,250.00	18,500.00	(12,000.00)		
5330 Transport Services				484.00	484.00		(18,500.00)		
5342 Postage	147.00	200.00	250.00	165.00	165.00	250.00			
5343 Printing		979.89	500.00	134.25	1,000.00	1,000.00	(250.00)		
5382 Pest Control	845.00	1,040.00	1,000.00	480.00	1,000.00	1,000.00	(500.00)		
5420 Office Supplies	1,867.51	2,494.29	900.00	614.03	1,250.00	1,400.00	(1,000.00)		
5430 Building Supplies	455.11	1,457.76	1,500.00	239.92	1,000.00	1,500.00	(900.00)		
5581 Clothing		100.00	100.00	100.00	100.00	100.00	(1,500.00)		
Equipment & Unusual 001-670-5400									
5868 Event Equipment - Chairs	3,993.73								

Department Explanation for Requested Increases

Item

5343 Printing
5420 Office Supplies

Reason

Brochures that our visitors and clients rely on cost less per unit when purchased in bulk.
Our office supply needs consistently exceed our budgeted amount.

Department Cost for Requested Increase

500.00
500.00

COST SUMMARY BY CLASSIFICATION

Personnel	120,409.11	122,486.64	127,143.00	114,633.03	127,143.00	127,508.00	365.00	127,508.00	127,508.00
General Expenses	27,203.74	27,270.82	34,750.00	14,431.20	34,750.00	35,750.00	(15,450.00)	19,300.00	19,300.00
Equipment & Unusual	3,993.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	151,606.58	149,757.46	161,893.00	129,064.23	161,893.00	163,258.00	(15,085.00)	146,808.00	146,808.00

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 2018	FY 2019
Pension-Contributory/FICA	5,567,953	5,911,675
Pension Administration	457,878	606,892
Medical & Life Insurance	6,539,896	6,437,547
Heat, Light, Water	75,202	78,762
Building Repair & Maintenance	118,175	368,434
Building Insurance	5,419	5,218
Motor Vehicle Insurance	11,215	14,692
Motor Vehicle Maint & Repair	306,614	426,998
Total	\$13,082,352	\$13,850,218

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total Training Hours in Service	4,832	5,000	5,200
Total Training Hours Specialized	6,801	9,000	10,000
Total Training Hours Firearms	2,372	2,828	2,828
Total Training Hours Firearms - Special	1,860	1,476	1,668
Total Evidence Received	1,069	1,100	1,150
Background Investigations	54	65	70

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Taxi Inspections	86	89	95
Accidents Reported	1,958	2,056	2,100
Accidents Investigated	1,602	1,670	1,700
Taxi License	66	69	70
Taxi Registrations	43	45	50
F.I.D. Cards Issued	13	26	30
License to Carry Firearms Issued	399	350	372

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 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Arrests	623	600	600
Incapacitated Persons	271	222	220
Traffic Citations Issued	10,479	10,000	10,000
OUI Arrests	61	61	61
Parking Tags Issued	2,260	2,000	2,000
Frequency Checks	11,277	15,975	16,000
Incident Reports Prepared	8,017	8,331	8,300

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

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

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Report Review	8,021	8,105	8,110
Criminal Investigations	1,651	1,675	1,678
Crime Scene Photographs	6,541	6,550	6,559
Aggravated Assault Investigations	100	103	103
Simple Assault Investigations	251	260	262
Sex Offender Registration	44	46	46
Sex Offender Auditing	36	46	46
Missing Person Investigations	309	305	300
Juvenile Investigations	70	71	71
Domestic Violence Investigations	731	735	738
Property Crime	483	485	487
Incidents @ Liquor Venues	1,157	1,175	1,185
Drug Investigations	66	67	67
Prosecution Events	2,850	2,870	2,875

ANIMAL CONTROL

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

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total Calls Answered	746	714	725
Dogs Impounded	70	65	70
Dogs Returned to owner	67	65	68
Dogs Adopted	3	2	2
Dogs Euthanized	0	0	1
Citations Issued	14	10	15
Coyote Calls	38	20	25
Raccoon Calls	26	30	28
Deer/Wildlife Calls	182	186	185
Cat Calls	12	20	20
Dog Calls	439	400	410
Other Animal Calls	43	52	50

City Funding: \$17,441,775

Federal Funding: \$50,000

POLICE

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step			FY 2019		FY 2020			FY 2021					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Police Chief	22-6 (L10.5) (CC 25)			1	228,503	175,948.66	228,503.00	1	228,503	1	228,503	228,503
2.	Deputy Police Chief	18-6 (L10.5) (CC 25)			1	186,606	143,688.90	186,606.00	1	186,606	1	186,606	186,606
3.	PSUP Police Captain	(L10.5) (CC 25)			1	155,564	121,198.95	155,564.00	1	155,564	1	155,564	155,564
4.	PSUP Police Captain	(L10.5) (CC 25)			1	155,564	119,785.59	155,564.00	1	155,564	1	155,564	155,564
5.	PSUP Police Captain	(L10.5) (CC 25)			1	155,564	120,492.31	155,564.00	1	155,564	1	155,564	155,564
6.	PSUP *Police Captain	(L10.5) (CC 25)			1	154,157	119,091.05	154,157.00	1	155,564	1	155,564	155,564
7.	PSUP Police Lieutenant	(L10.5) (CC 25)			1	133,447	103,060.08	133,447.00	1	133,447	1	133,447	133,447
8.	PSUP Police Lieutenant	(L10.5) (CC 25)			1	133,447	102,756.96	133,447.00	1	133,447	1	133,447	133,447
9.	PSUP *Police Lieutenant	(L10.5) (CC 25)			1	132,240	96,153.83	132,240.00	1	133,447	1	133,447	133,447
10.	PSUP Police Lieutenant	(L10.5) (CC 20)			1	128,110	93,409.04	128,110.00	1	128,110	1	128,110	128,110
11.	PSUP Police Lieutenant Night	(L10.5) (CC 25)			1	141,526	110,583.50	141,526.00	1	141,526	1	141,526	141,526
12.	PSUP Police Lieutenant Night	(L10.5) (CC 25)			1	141,526	109,619.14	141,526.00	1	141,526	1	141,526	141,526
13.	PSUP Police Lieutenant Night	(L10.5) (CC 25)			1	141,526	108,976.24	141,526.00	1	141,526	1	141,526	141,526
14.	PSUP Police Lieutenant Night	(L10.5) (CC 10)			1	124,543	97,030.76	124,543.00	1	124,543	1	124,543	124,543
15.	PSUP Police Lieutenant Night	(L9.5) (CC 25)			1	140,245	108,662.86	140,245.00	1	140,245	1	140,245	140,245
16.	PSUP Police Lieutenant Night	(L8.5) (CC 25)			1	141,526	125,806.12	162,820.00	1	138,964	1	138,964	138,964
17.	PSUP *Police Sergeant	(L10.5) (CC 25)			1	112,902	86,709.14	112,902.00	1	113,935	1	113,935	113,935
18.	PSUP *Police Sergeant	(L10.5) (CC 25)			1	112,902	87,222.02	112,902.00	1	113,935	1	113,935	113,935
19.	PSUP Police Sergeant	(L9.5) (CC 25)			1	112,902	82,606.00	112,902.00	1	112,902	1	112,902	112,902
20.	PSUP Police Sergeant	(L9.5) (CC 20)			1	108,372	83,979.33	108,372.00	1	108,372	1	108,372	108,372
21.	PSUP Police Sergeant	(L9.5) (CC 20)			1	108,372	83,979.31	108,372.00	1	108,372	1	108,372	108,372
22.	PSUP Police Sergeant	(L8.5) (CC 25)			1	117,499	81,693.68	111,856.00	1	111,873	1	111,873	111,873
23.	PSUP Police Sergeant	(L8.5) (CC 10)			1	103,385	75,235.25	98,433.00	1	98,448	1	98,448	98,448
24.	PSUP Police Sergeant Night	(L10.5) (CC 25)			1	120,778	94,098.37	120,778.00	1	120,778	1	120,778	120,778
25.	PSUP Police Sergeant Night	(L10.5) (CC 25)			1	120,778	93,824.00	120,778.00	1	120,778	1	120,778	120,778
26.	PSUP Police Sergeant Night	(L9.5) (CC 25)			1	119,685	92,733.60	119,685.00	1	119,685	1	119,685	119,685
27.	PSUP Police Sergeant Night	(L9.5) (CC 25)			1	119,685	91,918.07	119,685.00	1	119,685	1	119,685	119,685
28.	PSUP Police Sergeant Night	(L9.5) (CC 25)			1	119,685	87,024.74	119,685.00	1	119,685	1	119,685	119,685
29.	PSUP Police Sergeant Night	(L9.5) (CC 25)			1	119,685	92,733.59	119,685.00	1	119,685	1	119,685	119,685
30.	PSUP Police Sergeant Night	(L9.5) (CC 25)			1	119,685	92,189.88	119,685.00	1	119,685	1	119,685	119,685
31.	PSUP Police Sergeant Night	(L8.5) (CC 25)			1	113,933	109,067.81	140,386.00	1	118,593	1	118,593	118,593
32.	PSUP Police Sergeant Night	(L8.5) (CC 25)			1	111,871	84,217.19	116,074.00	1	118,593	1	118,593	118,593
33.	PSUP Police Sergeant Night	(L8.5) (CC 20)			1	113,833	83,581.37	113,833.00	1	113,833	1	113,833	113,833

POLICE

PERSONNEL

				FY 2019		FY 2020			FY 2021					
Bargaining Unit Position		FY 2021 Grade-Step		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
34.	PPAT Police Officer	(L10.5) (CC 25)		1		1	99,679	76,752.48	99,679.00	1	99,679	1	99,679	99,679
35.	PPAT Police Officer	(L10.5) (CC 25)		1		1	99,679	77,658.10	99,679.00	1	99,679	1	99,679	99,679
36.	PPAT Police Officer	(L10.5) (CC 25)		1		1	99,679	76,752.47	99,679.00	1	99,679	1	99,679	99,679
37.	PPAT Police Officer	(L10.5) (CC 25)		1		1	99,679	76,752.48	99,679.00	1	99,679	1	99,679	99,679
38.	PPAT Police Officer	(L10.5) (CC 25)		1		1	101,576	77,658.10	101,576.00	1	101,576	1	101,576	101,576
39.	PPAT Police Officer	(L10.5) (CC 25)		1		1	101,576	74,828.07	101,576.00	1	101,576	1	101,576	101,576
40.	PPAT Police Officer	(L10.5) (CC 25)		1		1	98,777	75,858.79	98,777.00	1	98,777	1	98,777	98,777
41.	PPAT Police Officer	(L10.5) (CC 20)		1		1	95,691	73,682.48	95,691.00	1	95,691	1	95,691	95,691
42.	PPAT Police Officer	(L10.5) (CC 20)		1		1	95,691	73,682.47	95,691.00	1	95,691	1	95,691	95,691
43.	PPAT *Police Officer	(L10.5) (CC 20)		1		1	94,826	73,255.27	95,691.00	1	95,691	1	95,691	95,691
44.	PPAT Police Officer	(L10.5) (CC 10)		1		1	87,717	68,538.66	87,717.00	1	87,717	1	87,717	87,717
45.	PPAT Police Officer	(L10.5) (CC 10)		1		1	87,717	67,741.72	87,717.00	1	87,717	1	87,717	87,717
46.	PPAT Police Officer	(L9.5) (CC 25)		1		1	93,471	70,934.76	93,471.00	1	93,471	1	93,471	93,471
47.	PPAT Police Officer	(L9.5) (CC 25)		1		1	93,471	70,510.16	93,471.00	1	93,471	1	93,471	93,471
48.	PPAT *Police Officer	(L9.5) (CC 25)		1		1	92,617	71,993.93	93,458.00	1	93,471	1	93,471	93,471
49.	PPAT Police Officer	(L9.5) (CC 20)		1		1	89,732	68,912.64	89,732.00	1	89,732	1	89,732	89,732
50.	PPAT Police Officer	(L9.5) (CC 20)		1		1	89,732	69,116.47	89,732.00	1	89,732	1	89,732	89,732
51.	PPAT Police Officer	(L9.5) (CC 20)		1		1	89,732	66,670.73	89,732.00	1	89,732	1	89,732	89,732
52.	PPAT Police Officer	(L9.5) (CC 20)		1		1	96,632	74,489.06	96,632.00	1	96,632	1	96,632	96,632
53.	PPAT Police Officer	(L9.5) (CC 20)		1		1	89,720	67,282.19	89,720.00	1	89,720	1	89,720	89,720
54.	PPAT Police Officer	(L9.5) (CC 20)		1		1	89,720	65,244.06	89,720.00	1	89,720	1	89,720	89,720
55.	PPAT Police Officer	(L9.5) (CC 10)		1		1	82,243	62,235.94	82,243.00	1	82,243	1	82,243	82,243
56.	PPAT Police Officer	(L9.5)		1		1	91,751	64,511.30	91,751.00	1	74,776	1	74,776	74,776
57.	PPAT Police Officer	(L8.5) (CC 25)		1		1	92,617	71,779.70	92,617.00	1	92,617	1	92,617	92,617
58.	PPAT *Police Officer	(L8.5) (CC 10)		1		1	80,741	62,235.22	81,492.00	1	81,492	1	81,492	81,492
59.	PPAT Police Officer	(L8.5)		1		1	74,094	56,750.92	74,094.00	1	74,094	1	74,094	74,094
60.	PPAT Police Officer	(L8.5)		1		1	83,118	58,200.63	83,118.00	1	83,118	1	83,118	83,118
61.	PPAT Police Officer	(L8.5)		1		1	74,094	57,255.81	74,094.00	1	74,094	1	74,094	74,094
62.	PPAT Police Officer	(L8.5)		1		1	75,568	57,382.86	75,568.00	1	74,094	1	74,094	74,094
63.	PPAT Police Officer	(L7.5) (CC 25)		1		1	93,583	67,722.51	94,556.00	1	94,556	1	94,556	94,556
64.	PPAT Police Officer	(L7.5) (CC 20)		1		1	88,081	63,687.22	88,081.00	1	88,081	1	88,081	88,081
65.	PPAT Police Officer	(L7.5) (CC 10)		1		1	87,339	59,415.80	87,339.00	1	80,752	1	80,752	80,752
66.	PPAT Police Officer	(L7.5)		1		1	73,401	56,407.77	73,401.00	1	73,401	1	73,401	73,401
67.	PPAT Police Officer			1		1	72,489	48,807.25	72,489.00	1	68,289	1	68,289	68,289
68.	PPAT Police Officer			1		1	73,860	53,068.74	70,367.00	1	70,367	1	70,367	70,367
69.	PPAT Police Officer			1		1	72,489	48,502.12	72,489.00	1	68,289	1	68,289	68,289
70.	PPAT Police Officer			1		1	73,860	54,284.91	74,565.00	1	70,367	1	70,367	70,367
71.	PPAT Police Officer Night	(L10.5) (CC 25)		1		1	105,479	81,698.25	105,479.00	1	105,479	1	105,479	105,479
72.	PPAT Police Officer Night	(L10.5) (CC 25)		1		1	105,479	81,698.18	105,479.00	1	105,479	1	105,479	105,479
73.	PPAT Police Officer Night	(L10.5) (CC 25)		1		1	107,398	81,937.77	105,479.00	1	105,479	1	105,479	105,479
74.	PPAT *Police Officer Night	(L10.5) (CC 25)		1		1	104,525	80,985.56	104,525.00	1	105,479	1	105,479	105,479
75.	PPAT Police Officer Night	(L10.5) (CC 10)		1		1	92,823	71,472.98	92,823.00	1	92,823	1	92,823	92,823
76.	PPAT *Police Officer Night	(L10.5) (CC 10)		1		1	91,969	70,849.51	91,969.00	1	92,823	1	92,823	92,823
77.	PPAT Police Officer Night	(L10.5)		1		1	84,372	65,166.74	84,372.00	1	84,372	1	84,372	84,372
78.	PPAT *Police Officer Night	(L10.5)		1		1	83,620	64,218.45	83,620.00	1	84,372	1	84,372	84,372

POLICE

PERSONNEL

Bargaining Unit Position		FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021					
			#	Actual Expenditures	#	Budget	Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
79.	PPAT Police Officer Night	(L9.5) (CC 25)			1	99,219	76,423.90	99,219.00	1	99,219	1	99,219	99,219
80.	PPAT Police Officer Night	(L9.5) (CC 20)			1	95,236	69,256.21	95,236.00	1	95,236	1	95,236	95,236
81.	PPAT Police Officer Night	(L9.5) (CC 10)			1	91,969	71,476.25	91,969.00	1	91,969	1	91,969	91,969
82.	PPAT Police Officer Night	(L9.5) (CC 10)			1	88,972	63,484.93	89,815.00	1	89,815	1	89,815	89,815
83.	PPAT Police Officer Night	(L9.5)			1	79,364	57,713.63	79,364.00	1	79,364	1	79,364	79,364
84.	PPAT Police Officer Night	(L8.5) (CC 25)			1	98,312	75,300.75	98,312.00	1	98,312	1	98,312	98,312
85.	PPAT Police Officer Night	(L8.5) (CC 25)			1	98,312	75,300.73	98,312.00	1	98,312	1	98,312	98,312
86.	PPAT Police Officer Night	(L8.5) (CC 20)			1	96,172	68,755.93	97,085.00	1	97,085	1	97,085	97,085
87.	PPAT Police Officer Night	(L8.5) (CC 20)			1	94,380	71,645.45	97,085.00	1	97,085	1	97,085	97,085
88.	PPAT Police Officer Night	(L8.5) (CC 20)			1	94,380	73,360.39	97,085.00	1	97,085	1	97,085	97,085
89.	PPAT Police Officer Night	(L8.5) (CC 20)			1	94,380	72,288.59	94,380.00	1	94,380	1	94,380	94,380
90.	PPAT Police Officer Night	(L8.5)			1	82,138	58,368.55	82,138.00	1	78,650	1	78,650	78,650
91.	PPAT Police Officer Night	(L8.5)			1	82,138	57,025.07	82,138.00	1	78,650	1	78,650	78,650
92.	PPAT Police Officer Night	(L8.5)			1	78,650	60,419.23	80,903.00	1	80,903	1	80,903	80,903
93.	PPAT Police Officer Night	(L7.5) (CC 25)			1	97,406	70,420.64	100,198.00	1	100,198	1	100,198	100,198
94.	PPAT Police Officer Night	(L7.5) (CC 20)			1	93,510	67,603.65	93,510.00	1	93,510	1	93,510	93,510
95.	PPAT Police Officer Night	(L7.5) (CC 20)			1	93,510	67,603.65	93,510.00	1	93,510	1	93,510	93,510
96.	PPAT Police Officer Night	(CC 25)			1	90,598	63,965.29	90,598.00	1	90,610	1	90,610	90,610
97.	PPAT Police Officer Night	(CC 25)			1	92,332	70,093.93	93,206.00	1	93,206	1	93,206	93,206
98.	PPAT Police Officer Night	(CC 25)			1	90,610	64,333.17	90,610.00	1	90,610	1	90,610	90,610
99.	PPAT Police Officer Night	(CC 25)			1	86,986	70,342.05	90,610.00	1	90,610	1	90,610	90,610
100.	PPAT Police Officer Night	(CC 20)			1	86,986	62,789.28	86,986.00	1	86,986	1	86,986	86,986
101.	PPAT Police Officer Night	(CC 20)			1	86,986	62,591.75	89,478.00	1	89,478	1	89,478	89,478
102.	PPAT Police Officer Night	(CC 20)			1	86,986	63,141.71	89,478.00	1	89,478	1	89,478	89,478
103.	PPAT Police Officer Night	(CC 20)			1	86,986	61,406.51	86,986.00	1	86,986	1	86,986	86,986
104.	PPAT Police Officer Night	(CC 20)			1	93,042	61,406.51	89,478.00	1	89,478	1	89,478	89,478
105.	PPAT Police Officer Night	(CC 20)			1	93,042	62,662.11	89,478.00	1	89,478	1	89,478	89,478
106.	PPAT Police Officer Night	(CC 20)			1	86,986	61,406.51	86,986.00	1	86,986	1	86,986	86,986
107.	PPAT Police Officer Night	(CC 20)			1	86,986	61,660.67	86,986.00	1	86,986	1	86,986	86,986
108.	PPAT Police Officer Night	(CC 20)			1	86,986	64,828.93	86,986.00	1	86,986	1	86,986	86,986
109.	PPAT Police Officer Night	(CC 20)			1	86,986	64,031.13	86,986.00	1	86,986	1	86,986	86,986
110.	PPAT Police Officer Night	(CC 20)			1	86,986	61,940.72	86,986.00	1	86,986	1	86,986	86,986
111.	PPAT Police Officer Night	(CC 20)			1	86,986	61,159.26	86,986.00	1	86,986	1	86,986	86,986
112.	PPAT Police Officer Night	(CC 20)			1	86,986	66,529.58	86,986.00	1	86,986	1	86,986	86,986
113.	PPAT Police Officer Night	(CC 20)			1	86,986	64,179.54	86,986.00	1	86,986	1	86,986	86,986
114.	PPAT Police Officer Night	(CC 20)			1	86,986	65,943.37	86,986.00	1	86,986	1	86,986	86,986
115.	PPAT Police Officer Night	(CC 20)			1	86,986	16,786.17	86,986.00	1	86,986	1	86,986	86,986
116.	PPAT Police Officer Night	(CC 20)			1	86,986	18,191.82	86,986.00	1	86,986	1	86,986	86,986
117.	PPAT Police Officer Night	(CC 20)			1	86,986	50,914.76	86,986.00	1	86,986	1	86,986	86,986
118.	PPAT Police Officer Night	(CC 20)			1	86,986	50,830.87	86,986.00	1	86,986	1	86,986	86,986
119.	PPAT Police Officer Night	(CC 10)			1	86,986	60,195.27	79,727.00	1	79,727	1	79,727	79,727
120.	PPAT Police Officer Night	(CC 10)			1	86,986	54,210.50	86,986.00	1	79,736	1	79,736	79,736
121.	PPAT Police Officer Night				1	86,986	51,172.22	72,478.00	1	72,478	1	72,478	72,478
122.	PPAT Police Officer Night				1	72,489	54,135.29	73,629.00	1	72,489	1	72,489	72,489
123.	PPAT Police Officer Night				1	72,489	51,501.45	74,565.00	1	74,565	1	74,565	74,565

POLICE

PERSONNEL

Bargaining Unit Position		FY 2021 Grade-Step	FY 2019		FY 2020			FY 2021					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
124. PPAT	Police Officer Night				1	72,489	51,172.22	72,489.00	1	72,489	1	72,489	72,489
125. PPAT	Police Officer Night				1	86,986	51,172.22	72,489.00	1	72,489	1	72,489	72,489
126. PPAT	Police Officer Night				1	86,986	53,451.65	72,489.00	1	72,489	1	72,489	72,489
127. PPAT	Police Officer Night				1	86,986	53,565.21	72,489.00	1	72,489	1	72,489	72,489
128. PPAT	Police Officer Night				1	86,986	51,566.14	72,489.00	1	72,489	1	72,489	72,489
129. PPAT	Police Officer Night				1	86,986	51,246.46	72,489.00	1	72,489	1	72,489	72,489
130. PPAT	Police Officer Night				1	86,986	52,030.60	72,489.00	1	72,489	1	72,489	72,489
131. PPAT	Police Officer Night	(CC 20)			1	86,986	12,029.04	43,493.00	1	86,986	1	86,986	86,986
132. PPAT	Police Officer Night	(CC 20)			1	86,986	12,029.04	43,493.00	1	86,986	1	86,986	86,986
133. PPAT	Police Officer Night	(CC 20)			1	86,986	12,029.04	43,493.00	1	86,986	1	86,986	86,986
134. PPAT	Police Officer Night	(CC 20)			1	86,986	12,029.04	43,493.00	1	86,986	1	86,986	86,986
135. PPAT	Police Officer Night	(CC 20)			1	86,986	12,029.04	43,493.00	1	86,986	1	86,986	86,986
136. PPAT	Police Officer Night	(CC 20)	on hold		1	86,986	12,029.04	43,493.00	1	86,986	1	86,986	86,986
137. PPAT	Police Officer Night	(CC 20)	on hold		1	79,743	61,910.09	81,239.00	1	86,986	1		
138. PPAT	Police Officer Night	(CC 20)	on hold		1	74,777	17,863.24	39,609.00	1	86,986	1		
139. PPAT	Police Officer Night	(CC 20)	on hold		1	97,059	72,394.50	89,732.00	1	86,986	1		
140. PPAT	Police Officer Night	(CC 20)	on hold		1	100,178	19,129.73	86,986.00	1	86,986	1		
141. PPAT	Police Officer Night	(CC 20)	on hold		1	100,178	19,364.98	86,986.00	1	86,986	1		
					1	86,986	47,816.54	82,885.00	1	86,986	1		
142. PPAT	Police Officer Maint	(L10.5) (CC 10)			1	87,717	67,542.50	87,717.00	1	87,717	1	87,717	87,717
143. PPAT	Police Officer Safety	(L10.5) (CC 10)			1	87,717	67,940.99	87,717.00	1	87,717	1	87,717	87,717
144. PPAT	*Police Officer SRO	(L10.5) (CC 25)			1	93,471	73,313.14	93,471.00	1	99,679	1	99,679	99,679
145. PPAT	Police Officer SRO	(L9.5) (CC 25)			1	93,471	71,783.93	93,471.00	1	93,471	1	93,471	93,471
146. PPAT	*Police Officer SRO	(L9.5) (CC 25)			1	92,617	69,255.33	92,617.00	1	93,471	1	93,471	93,471
147. PPAT	Police Officer SRO	(L9.5) (CC 20)			1	89,732	65,570.09	89,732.00	1	89,732	1	89,732	89,732
148. PPAT	*Police Officer SRO	(L9.5) (CC 20)			1	88,913	68,104.50	88,913.00	1	89,732	1	89,732	89,732
149. PPAT	Police Officer SRO	(L8.5) (CC 25)			1	92,617	68,240.62	92,617.00	1	92,617	1	92,617	92,617
150. PPAT	Police Officer SRO	(L8.5) (CC 25)			1	92,617	67,151.68	92,617.00	1	92,617	1	92,617	92,617
151. PPAT	Police Officer SRO	(L8.5) (CC 25)			1	92,617	67,151.69	92,617.00	1	92,617	1	92,617	92,617
152. PPAT	Police Officer SRO	(L8.5) (CC 20)			1	88,913	65,426.03	88,913.00	1	88,913	1	88,913	88,913
153. PPAT	Police Officer SRO	(L8.5)			1	74,094	57,556.06	74,094.00	1	74,094	1	74,094	74,094
154. PPAT	Police Officer SRO	(L7.5) (CC 25)			1	74,777	61,310.23	74,777.00	1	91,751	1	91,751	91,751
155.	*Cadet Program				1	54,921	40,461.14	54,921.00	1	57,058	1	57,058	57,058
156.	*Cadet Program				1	50,086	36,865.37	50,086.00	1	52,031	1	52,031	52,031
157.	Cadet Program				1	54,053	29,204.77	43,047.00	1	48,835	1	48,835	48,835
158.	Cadet Program		on hold		1	48,372		24,186.00	1	48,372	1		
159.	Cadet Program		on hold		1	48,372		24,186.00	1	48,372	1		
160. TRAF	*School Traffic Supervisor				43	375,832	264,685.72	375,832.00	43	376,252	43	376,252	376,252
161.	Business Manager	15-2 (L11)			1	110,413	92,759.20	107,778.00	1	92,817	1	92,817	92,817
162. SPMG	Animal Control Officer	11-6 (L10)			1	85,357	62,320.27	83,858.00	1	83,858	1	83,858	83,858

POLICE

PERSONNEL

				FY 2019			FY 2020			FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval	
163.	Administrative Assistant	10-2	on hold	1		1	78,097	41,609.36	78,097.00	1	78,097	1			
164.	Office Coordinator	9-6 (L10)		1		1	71,778	53,343.47	71,778.00	1	71,778	1	71,778	71,778	
165.	*Office Coordinator	9-6 (L10)		1		1	71,507	53,070.70	71,507.00	1	71,778	1	71,778	71,778	
166.	Principal Office Assistant	8-6		1		1	61,077	45,390.58	61,077.00	1	61,077	1	61,077	61,077	
167.	Associate Office Assistant	7-3		1		1	48,907	36,123.05	48,907.00			1	50,807	50,807	
168.	Proj Coord - Community Policing			1		1	29,432	20,885.26	29,432.00	1	29,432	1	29,432	29,432	
169.	Animal Inspector						1,500	1,114.81	1,500.00		1,500		1,500	1,500	
170.	School Safety Officer						3,105	2,307.72	3,105.00		3,105		3,105	3,105	
171.	Part Time						29,432	21,334.32	29,432.00		29,432		29,432	29,432	
Subtotal				212	15,356,405.75	210	16,331,279	11,531,117.80	15,927,928.00	209	16,130,959		210	15,485,009	15,485,009

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary	5,721	<u>Explanation</u> 19 FTO's day/nights 6% increase per officer for 28 weeks, projected college increases
PSUP Police Lieutenants Day/Night	(1,355)	Internal promotions and changes in shifts, longevity, and college credits
PSUP Police Sergeants Day/Night	2,885	Internal promotions and changes in shifts, longevity, and college credits
PPAT Police Officers Day/Night	(117,805)	Changes in shifts, Field Training, longevity, and college credits
PPAT Police Officer Night (CC 20)	(79,743)	Vacant - on hold
PPAT Police Officer Night (CC 20)	(74,777)	Vacant - on hold
PPAT Police Officer Night (CC 20)	(97,059)	Vacant - on hold
PPAT Police Officer Night (CC 20)	(100,178)	Vacant - on hold
PPAT Police Officer Night (CC 20)	(100,178)	Vacant - on hold
PPAT Police Officer Night (CC 20)	(86,986)	Vacant - on hold

Public Safety Contingency

On hold. No academy. 6 months funded.

100,000

100,000

POLICE

PERSONNEL

Bargaining
Unit Position

FY 2021
Grade-Step

FY 2019		FY 2020				FY 2021			
Actual			July - March	Estimated				Mayor's	Council
#	Expenditures	#	Budget	Expenditures Thru 6/30/2020	#	Department Request	#	Recommendation	Approval

Summary of Changes

Cadet Program		(5,218)	New employee hired at lower step
Cadet Program		(48,372)	<i>Vacant - on hold</i>
Cadet Program		(48,372)	<i>Vacant - on hold</i>
Business Manager	15-2 (L11)	(17,596)	Employee replaced at lower step
Administrative Assistant	10-2	(78,097)	<i>Vacant - on hold</i>
Principal Office Assistant	8-3	5,546	We requested this position as a grade 8 but were only granted a grade 7. Responsibilities and duties required are consistent with a grade 8 Principal Office Assistant.

1	54,453		0	0
1	54,453		0	100,000
1	54,453		0	100,000

Subtotal

Grand Total

212	15,356,405.75	210	16,331,279	11,531,117.80	15,927,928.00	210	16,185,412	210	15,585,009	15,585,009
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POLICE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	3,656,997.19	3,828,568.70	3,933,802.00	2,983,723.11	3,965,830.35	3,888,645.00	(185,573.00)	3,748,229.00	3,748,229.00
5112 Wages - Full Time	7,235,320.05	7,676,233.86	8,422,616.00	5,982,484.30	8,142,053.09	8,282,402.00	(491,427.00)	7,931,189.00	7,931,189.00
5121 Salaries - Part Time	368,546.97	367,763.61	380,437.00	268,108.25	380,437.00	380,857.00	420.00	380,857.00	380,857.00
5131 Overtime	1,873,579.67	1,730,391.22	1,050,000.00	1,501,807.14	1,500,000.00	1,350,000.00	0.00	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	988,843.90	1,031,494.90	922,756.00	940,537.02	925,489.56	896,927.00	(25,829.00)	896,927.00	896,927.00
5142 College Credits	1,850,506.74	1,921,662.99	1,963,000.00	909,944.09	1,963,000.00	2,000,000.00	(45,626.00)	1,917,374.00	1,917,374.00
5143 Holiday	496,230.79	530,681.69	753,289.00	446,321.03	551,118.00	780,342.00	905.00	754,194.00	754,194.00
5148 STS-CPR Stipend	12,000.00	8,700.00	13,330.00	9,600.00	13,330.00	13,330.00	0.00	13,330.00	13,330.00
Receipt Offset - Grant	(82,737.87)	(81,524.07)	(25,000.00)		(25,000.00)	(50,000.00)	(25,000.00)	(50,000.00)	(50,000.00)
General Expenses 001-210-5200							278,400.00	278,400.00	278,400.00
5241 Equipment Repair/Maint	3,240.00	4,980.26	3,000.00	998.76	3,000.00	3,000.00	(3,000.00)		
5242 Office Equipment Repair/Maint	3,733.40	6,077.33	5,000.00	4,208.62	5,000.00	5,000.00	(5,000.00)		
5243 Computer Equip Repair/Maint	30,916.00	31,751.90	36,000.00	34,138.00	36,000.00	36,000.00	(36,000.00)		
5244 Motor Equipment Repair/Maint - Motorcycles			5,000.00	1,671.64	5,000.00	5,000.00	(5,000.00)		
5245 Building/Grounds Maint		2,460.20	2,000.00	2,874.05	2,000.00	4,000.00	(2,000.00)		
5255 Vehicle Washing	4,500.00	2,290.50	5,500.00	765.00	5,500.00	5,500.00	(5,500.00)		
5291 Custodial Services	6,255.50	5,576.50	8,000.00	5,645.20	8,000.00	8,000.00	(8,000.00)		
5306 Medical Services	68,330.36	92,276.28	100,000.00	28,785.22	100,000.00	90,600.00	(100,000.00)		
5312 Training	39,293.86	36,668.14	40,000.00	47,279.39	40,000.00	45,000.00	(40,000.00)		
5340 Communication	54,551.50	55,451.68	54,000.00	44,518.76	54,000.00	54,000.00	(54,000.00)		
5342 Postage	1,999.83	1,893.60	2,000.00	971.40	2,000.00	2,000.00	(2,000.00)		
5343 Printing	3,472.59	4,319.98	4,500.00	3,181.50	4,500.00	5,000.00	(4,500.00)		
5386 Accreditation	1,805.16	2,400.00	4,000.00	2,400.00	4,000.00	4,000.00	(4,000.00)		
5420 Office Supplies	6,708.12	7,115.31	7,000.00	10,187.59	7,000.00	7,000.00	(7,000.00)		
5424 Computer Supplies	6,227.11	7,066.12	8,000.00	6,092.27	8,000.00	8,000.00	(8,000.00)		
5430 Building Supplies	2,626.46	3,255.66	4,000.00	654.70	4,000.00	3,000.00	(4,000.00)		
5470 Public Safety Supplies	6,400.12	7,123.22	10,000.00	3,191.70	10,000.00	10,000.00	(10,000.00)		
5490 Food Supplies	2,765.06	3,297.06	6,000.00	2,147.61	6,000.00	6,000.00	(6,000.00)		
5500 Medical Supplies	417.10	3,320.92	3,500.00	560.45	3,500.00	3,500.00	(3,500.00)		
5510 Education Supplies	1,816.95	2,956.97	1,000.00	918.14	1,000.00	4,000.00	(1,000.00)		
5581 Clothing, Glove, Shoes	959.83	637.85	750.00	352.89	750.00	750.00	(750.00)		
5582 Photo Supplies	453.13	419.50	500.00		500.00	500.00	(500.00)		
5587 Tools	522.35	536.07	500.00	84.96	500.00	500.00	(500.00)		
5730 Dues	3,110.00	3,095.00	3,650.00	3,115.00	3,650.00	3,650.00	(3,650.00)		
5733 Licenses Taxi / Medallions	62.00	35.00	200.00	35.00	200.00	100.00	(200.00)		

POLICE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400									
5306 Boarding / Care of Animals	2,286.53	1,185.71	4,000.00	606.29	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5312 Training Academy Fee	5,166.70	7,434.71	9,468.00	9,468.00	9,468.00	11,400.00	1,932.00	11,400.00	11,400.00
5315 Legal Issues	36,399.00	34,024.00	41,900.00	35,798.00	41,900.00	46,200.00	4,300.00	46,200.00	46,200.00
5392-21 COP	1,599.22	2,144.03	3,000.00	1,309.04	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	4,000.00	1,482.97	20,000.00	5,417.79	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5392-23 Domestic Violence			500.00		500.00	1,000.00	500.00	1,000.00	1,000.00
5392-24 K-9 Unit	3,000.00		3,000.00	2,025.44	3,000.00	4,500.00	1,500.00	4,500.00	4,500.00
5392-25 NEMLEC	12,587.10	12,356.02	14,500.00	14,017.86	14,500.00	14,500.00	0.00	14,500.00	14,500.00
5392-26 Recreational - PAL	3,000.00	4,000.00	5,000.00	1,848.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5392-27 PAL-Summer Youth Program	3,000.00	3,500.00	5,000.00	1,201.50	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5850 Safety Equipment	3,660.36	3,070.11	6,000.00	3,129.43	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5852 Firearm Range Service		23,600.95	29,500.00	12,982.00	27,000.00	27,000.00	(2,500.00)	27,000.00	27,000.00
5853 Firearms/ Ammunition	69,178.00	91,524.15	65,000.00	1,025.95	55,000.00	55,000.00	(10,000.00)	55,000.00	55,000.00
5856 Photography Equipment	3,000.00	998.70	1,000.00	199.90	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5871 Bicycle Equipment	1,830.22	75.96	3,500.00	99.99	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5872 Cruiser Equipment	4,727.30	5,301.30	7,000.00	4,448.50	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment	3,000.00	204.67	5,000.00	1,269.25	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Special Items 001-210-5500									
5190 Uniform Allowance 154 @ 1,150 / 1 @ 2,300	174,550.00	165,600.00	179,400.00	172,500.00	179,400.00	179,400.00	0.00	179,400.00	179,400.00
5190 Uniform Allowance (Repair/Replace)		13,556.37	23,000.00	11,830.01	23,000.00	23,000.00	0.00	23,000.00	23,000.00
5196 Uniforms-Special Positions	6,311.53	22,161.40	17,500.00	5,013.83	17,500.00	17,500.00	0.00	17,500.00	17,500.00
5197 Uniform Allowance Civilians	1,176.00	1,589.77	2,500.00	959.35	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 43 @ 425	12,375.00	14,025.00	18,275.00	14,450.00	18,275.00	18,275.00	0.00	18,275.00	18,275.00
5198 Uniform Allowance - STS / new hires	6,037.67	2,852.40	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5471 Patches & Badges	992.74	5,929.59	7,500.00	2,438.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00

POLICE

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	The increase is a projection based on previous years' experience	300,000.00
5142 College Credits	Anticipated increase with new employees after two police academy classes	37,000.00
5143 Holiday	There will be step increases and longevity increases during FY21 that will effect holiday rate changes	27,053.00
5245 Building/Grounds Maint	This request is being based on recent spending history	2,000.00
5312 Training	Increase in police officers requires more necessary training	5,000.00
5343 Printing	Increase required due to recruitment brochures, posters, business cards, cadet/dispatcher exam announcements	500.00
5510 Education Supplies	Text books & supplies for student officers formerly covered as part of tuition	3,000.00
5312 Training Academy Fee	Academy reimbursement per CBA	1,932.00
5315 Legal Issues	Anticipated increase in dues from \$250 to \$300 per officer (154)	4,300.00
5392-23 Domestic Violence	With the cancellation of the Hope Program by Verizon- the WPD wants to be able to offer a DV victim a communication device - throw away phone	500.00
5392-24 K-9 Unit	Upkeep and supplies for K9 Hondo	1,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	16,399,287.44	17,013,972.90	17,464,230.00	13,042,524.94	17,466,258.00	17,592,503.00	(772,130.00)	16,692,100.00	16,692,100.00
General Expenses	250,166.43	285,005.05	314,100.00	204,777.85	314,100.00	314,100.00	(35,700.00)	278,400.00	278,400.00
Equipment & Unusual	156,434.43	190,903.28	223,368.00	94,846.94	210,868.00	219,100.00	(4,268.00)	219,100.00	219,100.00
Special Items	201,442.94	225,714.53	252,175.00	207,191.19	252,175.00	252,175.00	0.00	252,175.00	252,175.00
Total Operating Budget	17,007,331.24	17,715,595.76	18,253,873.00	13,549,340.92	18,243,401.00	18,377,878.00	(812,098.00)	17,441,775.00	17,441,775.00

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 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Calls For Service	33,915	36,200	35,100
Police - CAD entries	50,152	49,925	50,200
Fire	8,735	9,100	9,200
Medical	7,972	8,475	8,200
EMD Quality Control Reviews	1,595	1,600	1,650
Police Quality Controls	1,040	975	900
911 Calls Received	14,651	16,000	16,000
R911 Messages Sent	18	20	20

City Funding: \$1,827,310	State Funding: \$100,000
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DISPATCH

PERSONNEL

			FY 2019		FY 2020			FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	SPMG *Chief Emerg Tele Disp	14-6 (L11)			1	102,129	75,899.27	102,129.00	1	105,925	1	105,925	105,925
2.	FAOP *ETD Supervisor	(L7)			1	82,799	63,750.79	82,799.00	1	83,579	1	83,579	83,579
3.	FAOP *ETD Supervisor Night	(L7)			1	88,406	67,495.00	88,406.00	1	89,240	1	89,240	89,240
4.	FAOP ETD Supervisor Night	(L5)			1	87,572	66,815.44	87,572.00	1	87,572	1	87,572	87,572
5.	FAOP *Sr Fire Alarm Operator Night	(L8)			1	89,240	69,371.55	89,240.00	1	90,074	1	90,074	90,074
6.	FAOP Emerg Tel Dispatcher	6 (L7)		<i>on hold</i>	1	71,244	54,343.10	71,244.00	1	71,244	1		
7.	FAOP Emerg Tel Dispatcher	6 (L5)			1	69,913	53,500.06	69,913.00	1	69,913	1	69,913	69,913
8.	FAOP *Emerg Tel Dispatcher	6			1	62,359	47,142.05	62,359.00	1	64,624	1	64,624	64,624
9.	FAOP *Emerg Tel Dispatcher	6			1	62,359	46,586.27	62,359.00	1	64,624	1	64,624	64,624
10.	FAOP *Emerg Tel Dispatcher	5			1	60,908	45,640.44	60,908.00	1	63,112	1	63,112	63,112
11.	FAOP Emerg Tel Dispatcher Night	6 (L6)			1	75,331	57,469.20	75,331.00	1	75,331	1	75,331	75,331
12.	FAOP Emerg Tel Dispatcher Night	6 (L6)			1	75,331	57,982.41	75,331.00	1	75,331	1	75,331	75,331
13.	FAOP Emerg Tel Dispatcher Night	6 (L5)			1	74,620	57,217.35	74,620.00	1	74,620	1	74,620	74,620
14.	FAOP Emerg Tel Dispatcher Night	6			1	71,067	54,241.50	71,067.00	1	71,067	1	71,067	71,067
15.	FAOP Emerg Tel Dispatcher Night	6			1	71,067	54,652.64	71,067.00	1	71,067	1	71,067	71,067
16.	FAOP *Emerg Tel Dispatcher Night	6			1	69,179	52,141.60	69,179.00	1	71,067	1	71,067	71,067
17.	FAOP *Emerg Tel Dispatcher Night	5			1	65,778	49,187.59	65,778.00	1	68,170	1	68,170	68,170
18.	FAOP *Emerg Tel Dispatcher Night	5			1	65,778	49,772.78	65,778.00	1	68,170	1	68,170	68,170
19.	FAOP *Emerg Tel Dispatcher Night	5			1	64,994	48,983.57	64,994.00	1	67,352	1	67,352	67,352
20.	FAOP *Emerg Tel Dispatcher Night	5			1	64,994	49,280.85	64,994.00	1	67,352	1	67,352	67,352
21.	FAOP *Emerg Tel Dispatcher Night	5			1	64,994	48,410.94	64,994.00	1	67,352	1	67,352	67,352
22.	FAOP *Emerg Tel Dispatcher Night	4			1	63,294	47,428.90	63,294.00	1	65,585	1	65,585	65,585
23.	FAOP *Emerg Tel Dispatcher Night	3			1	62,359	33,235.24	62,359.00	1	63,108	1	63,108	63,108
24.	FAOP *Emerg Tel Dispatcher Night	3		<i>on hold</i>	1	60,723	25,458.12	60,723.00	1	61,992	1		
25.	FAOP Emerg Tel Dispatcher Night	3		<i>on hold</i>	1	74,620	41,686.52	74,620.00	1	61,992	1		
Subtotal			25	1,759,115.04	25	1,801,058	1,317,693.18	1,801,058.00	25	1,819,463	25	1,624,235	1,624,235

DISPATCH

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

FY 2019		FY 2020				FY 2021			
Actual		July - March		Estimated					
Actual		Actual		Expenditures		Department		Mayor's	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/2020	#	Request	#	Recommendation
									Council
									Approval

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Contract Settlement included in * position salary		19,110			
FAOP Emerg Tel Dispatcher	6 (L7)	(71,244)		Vacant - on hold	
FAOP Emerg Tel Dispatcher Night	3	(60,723)		Vacant - on hold	
FAOP Emerg Tel Dispatcher Night	3	(74,620)		Vacant - on hold	

ExplanationNew Positions

Subtotal

0	0			0		0		0		0

Grand Total

25	1,759,115.04	25	1,801,058	1,317,693.18	1,801,058.00	25	1,819,463		25	1,624,235	1,624,235
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DISPATCH

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,448,602.18	1,623,276.42	1,674,824.00	1,198,382.97	1,664,172.06	1,680,563.00	(175,280.00)	1,499,544.00	1,499,544.00
5131 Overtime - Callbacks Nt	364,740.64	157,837.77	225,000.00	139,578.02	200,000.00	225,000.00	0.00	225,000.00	225,000.00
5141 Longevity	46,591.48	41,152.94	41,155.00	41,152.94	41,152.94	43,479.00	(2,103.00)	39,052.00	39,052.00
5143 Holiday	83,049.09	94,685.68	95,733.00	78,157.27	95,733.00	95,421.00	(10,094.00)	85,639.00	85,639.00
5144 Out of Grade / FTO	8,796.87	13,649.37	24,775.00	9,321.36	15,000.00	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(150,072.44)	(159,250.46)	(100,000.00)		(100,000.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
General Expenses 001-215-5200							37,900.00	37,900.00	37,900.00
5242 Office Equipment Repair/Maint	764.00	1,643.54	2,000.00	180.00	1,600.00	2,000.00	(2,000.00)		
5312 Training E-911	9,623.27	7,082.05	11,696.00	2,473.00	8,000.00	11,696.00	(11,696.00)		
5340 Communication	20,194.95	20,194.95	22,195.00	20,194.95	20,195.00	22,195.00	(22,195.00)		
5342 Postage	50.00	50.00	50.00		50.00	50.00	(50.00)		
5420 Office Supplies	1,154.38	1,101.01	1,400.00	358.60	1,400.00	1,400.00	(1,400.00)		
5424 Computer Supplies	799.75	526.90	1,000.00		500.00	1,000.00	(1,000.00)		
5430 Building Supplies	627.63	660.96	1,000.00	339.87	800.00	1,000.00	(1,000.00)		
5470 Public Safety Supplies	2,111.00	234.00	300.00		250.00	300.00	(300.00)		
5730 Dues		125.00	300.00	125.00	300.00	300.00	(300.00)		
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 500 /ea	12,600.00	11,600.00	12,400.00	11,600.00	11,900.00	12,400.00	0.00	12,400.00	12,400.00
5190 Uniform Allowance/Clothing Maint (Repair/Replace)	2,570.66	648.20	3,000.00	657.25	2,200.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested IncreasesItemReasonDepartment Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	1,801,707.82	1,771,351.72	1,961,487.00	1,466,592.56	1,916,058.00	1,969,238.00	(187,477.00)	1,774,010.00	1,774,010.00
General Expenses	35,324.98	31,618.41	39,941.00	23,671.42	33,095.00	39,941.00	(2,041.00)	37,900.00	37,900.00
Equipment & Unusual									
Special Items	15,170.66	12,248.20	15,400.00	12,257.25	14,100.00	15,400.00	0.00	15,400.00	15,400.00
Total Operating Budget	1,852,203.46	1,815,218.33	2,016,828.00	1,502,521.23	1,963,253.00	2,024,579.00	(189,518.00)	1,827,310.00	1,827,310.00

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 2018	FY 2019
Pension-Contributory/FICA	68,230	68,063
Pension Administration	5,586	6,984
Medical & Life Insurance	80,498	67,925
Heat, Light, Water	9,088	8,512
Building Repair & Maintenance	17,731	14,904
Building Insurance	797	767
Total	\$181,930	\$167,155

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Contracts Bid	55	80	80
Number of PO's w/ values of \$1,000+	2,419	2,500	2,500
Number of PO's w/ values of \$999.00 or less	1,983	2,000	2,000
In Dollars \$	<u>\$ 45,364,799</u>		

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	*Purchasing Agent	16-6 (L8)
2.	*Administrative Assistant	10-6
3.	*Administrative Assistant	10-3
4.	Insurance & Claims Admin	
5.	Energy Coordinator	
6.	Part Time	
Subtotal		

FY 2019		FY 2020				FY 2021					
Actual # Expenditures	#	July - March Actual Expenditures			Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Expenditures								
	1	106,900	79,444.98	106,900.00		1	112,601	1	112,601	112,601	
	1	68,812	50,723.35	68,812.00		1	70,358	1	70,358	70,358	
	1	60,345	44,846.58	60,345.00		1	62,704	1	62,704	62,704	
		2,700	2,006.58	2,700.00			2,700		2,700	2,700	
		3,000					3,000		3,000	3,000	
		15,000	8,965.00	15,000.00			15,000		15,000	15,000	
3	240,312.34	3	256,757	185,986.49	253,757.00	3	266,363		3	266,363	266,363

Summary of Changes

Adjustments to FY 2020 Positions

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

9,606

Explanation

New Positions

Subtotal

0	0		0		0		0		0	

Grand Total

3	240,312.34	3	256,757	185,986.49	253,757.00	3	266,363	3	266,363	266,363
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PURCHASING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	241,596.14	230,057.22	236,057.00	175,014.91	236,057.00	245,663.00	9,606.00	245,663.00	245,663.00
5121 Salaries - Part Time	10,104.14	10,255.12	20,700.00	10,971.58	17,700.00	20,700.00	0.00	20,700.00	20,700.00
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General Expenses 001-138-5200							5,700.00	5,700.00	5,700.00
5192 Mileage	124.33	272.41	250.00	118.26	131.75	250.00	(250.00)		
5242 Office Equipment Repair/Maint	619.54		500.00	315.00	500.00	500.00	(500.00)		
5312 Training	656.00	959.00	700.00	75.00	400.00	500.00	(700.00)		
5341 Advertising	69.24	261.80	6,225.00		250.00	250.00	(6,225.00)		
5342 Postage	1,176.29	1,201.80	900.00	1,354.18	2,104.18	2,105.00	(900.00)		
5343 Printing			50.00		50.00	50.00	(50.00)		
5420 Office Supplies	1,699.28	1,090.99	2,000.00	1,176.15	2,000.00	2,500.00	(2,000.00)		
5430 Bldg Supplies - Conference Room			1,000.00	53.94	250.00	0.00	(1,000.00)		
5730 Dues	175.00	175.00	300.00	225.00	225.00	450.00	(300.00)		
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Special Items 001-138-5500	665.00								
5741 Auto Insurance	45,204.00	48,749.38	55,000.00	38,742.78	55,000.00	55,000.00	0.00	55,000.00	55,000.00
5742 Building Insurance	259,272.84	249,659.22	326,200.00	196,667.10	320,000.00	320,000.00	(6,200.00)	320,000.00	320,000.00
5743 Cyber Insurance		9,798.00	10,100.00		10,100.00	15,055.00	4,955.00	15,055.00	15,055.00
5744 General Liability Insurance		4,439.00							

PURCHASING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020		FY 2021			
	Actual Expenditures	Actual Expenditures	July - March Budget	Estimated Actual Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>					<u>Department Cost for Requested Increase</u>			
<u>Item</u>		<u>Reason</u>						
5342 Postage		The increases are COL driven and they are offset by a number of decreases.				1,205.00		
5420 Office Supplies						500.00		
5730 Dues						150.00		
5743 Cyber Insurance						4,955.00		

COST SUMMARY BY CLASSIFICATION

Personnel	251,700.28	240,312.34	256,757.00	185,986.49	253,757.00	266,363.00	9,606.00	266,363.00	266,363.00
General Expenses	4,519.68	3,961.00	11,925.00	3,317.53	5,910.93	6,605.00	(6,225.00)	5,700.00	5,700.00
Equipment & Unusual									
Special Items	304,476.84	312,645.60	391,300.00	235,409.88	385,100.00	390,055.00	(1,245.00)	390,055.00	390,055.00
Total Operating Budget	560,696.80	556,918.94	659,982.00	424,713.90	644,767.93	663,023.00	2,136.00	662,118.00	662,118.00

RECREATION

STATEMENT OF OBJECTIVES:

Waltham Recreation Department plays a key role in the quality of life for its residents. The department offers (4) seasons of passive and active inclusive recreation and leisure services to a diverse population. Full and Part time staff are committed to offering programs and services to meet the ever changing needs of the community. These programs are designed to build self esteem and improve physical and mental health. The Recreation Department is located in the Waltham Community and Cultural Center and is overseen by a 9 member Recreation Board. The Cultural Center offers wonderful space for a wide range of affordably priced programs that include: preschool offerings, youth sports activities, community events, Chill Zone for middle and high school students and numerous adult opportunities. Works with volunteer groups and organizations to preserve and protect natural woodlands and open space. With the addition of the Park Ranger position our impact on the community parks and open space will be even better. The Waltham Recreation Department and staff will continue to focus on meeting the needs of the communities through programs, services and facility management. Community events will continue to be offered on a seasonal basis for families which brings the community together regularly and enhances the pride for the City of Waltham!

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 2018	FY 2019
Pension-Contributory/FICA	160,833	152,170
Pension Administration	12,710	14,826
Medical & Life Insurance	240,013	232,292
Heat, Light, Water	5,841	6,959
Building Repair & Maintenance	48,587	74,659
Building Insurance	15,760	15,176
Motor Vehicle Insurance	863	1,113
Motor Vehicle Maint & Repair	23,586	32,348
Total	\$508,193	\$529,543

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total # of Rec Activities	5,664	5,712	5,712
Total Attend / Participants	193,198	195,865	195,939
Pre Revenue Cost/Participant	\$7.00	\$7.30	\$7.70
Total Revenue	\$455,090	\$457,175	\$458,000
Cost/Participant	\$4.50	\$4.96	\$5.37

RECREATION

PERSONNEL

			FY 2019				FY 2020				FY 2021			
	Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.		Recreation Board		10		10	11,000	5,886.66	11,000.00	10	11,000	10	11,000	11,000
2.		*Director of Recreation	18-6 (L10)	1		1	125,989	92,713.91	125,989.00	1	130,968	1	130,968	130,968
3.		*Asst Director Recreation	14-6 (L10)	1		1	101,597	75,503.70	101,597.00	1	101,907	1	101,907	101,907
4.		*Asst. Superintendent of Recreation	14-4	1		1	82,755	61,260.13	82,755.00	1	86,009	1	86,009	86,009
5.		*Park Ranger	13-2	1		1	72,036	36,923.43	54,834.00	1	74,390	1	74,390	74,390
6.		*Rec Super / Teen Center	12-6 (L8)	1		1	81,836	60,817.99	81,836.00	1	86,201	1	86,201	86,201
7.		Recreation Supervisor	12-6	1		1	81,836	60,817.98	81,836.00	1	81,836	1	81,836	81,836
8.		*Recreation Supervisor	12-6	1		1	81,062	60,045.21	81,062.00	1	81,836	1	81,836	81,836
9.		*Rec Super / Spec Needs	12-4	1		1	71,761	53,000.83	71,761.00	1	74,574	1	74,574	74,574
10.		Administrative Assistant	10-6	1		1	70,358	52,288.09	70,358.00	1	70,358	1	70,358	70,358
11.		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
12.	LAB	Bldg Maint Craftsperson	9-6	1		1	61,727	45,942.01	61,727.00	1	61,492	1	61,492	61,492
13.		Recreation Board Clerk					1,000	500.00	1,000.00		1,000		1,000	1,000
14.		Temporary / Seasonal					40,000	33,843.00	40,000.00		50,000		40,000	40,000
Subtotal				19.5	815,614.28	20.5	918,962	661,854.06	901,760.00	20.5	947,576		937,576	937,576

RECREATION

PERSONNEL

Bargaining Unit	Position
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**FY 2021
Grade-Step**

FY 2019		FY 2020			FY 2021		
Actual		July - March		Estimated			
#	Expenditures	#	Budget	Expenditures Thru 6/30/2020	#	Department Request	Mayor's Council Recommendation Approval

Summary of Changes

Adjustments to FY 2020 Positions

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

18,614

Temporary / Seasonal

10,000

Explanation

Cover cost of staff needed for increased activities and programs offered. Additional funding for community events supplies and staffing. Part time staff increases in hourly rate.

0	0	0	0	0
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New Positions

Subtotal

Grand Total

19.5	815,614.28	20.5	918,962	661,854.06	901,760.00	20.5	947,576		20.5	937,576	937,576
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RECREATION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	610,715.99	682,142.97	769,230.00	553,371.27	752,028.00	788,079.00	18,849.00	788,079.00	788,079.00
5112 Wages - Full Time	55,279.16	61,307.25	61,727.00	45,942.01	61,727.00	61,492.00	(235.00)	61,492.00	61,492.00
5121 Salaries - Part Time	28,694.81	30,248.16	37,005.00	22,811.12	37,005.00	37,005.00	0.00	37,005.00	37,005.00
5122 Wages - Part Time	24,667.90	32,815.90	40,000.00	33,843.00	40,000.00	50,000.00	0.00	40,000.00	40,000.00
5131 Overtime	1,815.98	1,928.79	3,000.00	1,984.93	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	11,397.46	9,100.00	11,000.00	5,886.66	11,000.00	11,000.00	0.00	11,000.00	11,000.00
Offset from Rink for Off-Season Work	45,523.44	50,744.89	60,373.00	28,995.68	60,373.00	61,566.00	1,193.00	61,566.00	61,566.00
General Expenses 001-630-5200							19,100.00	19,100.00	19,100.00
5192 Mileage	745.30	591.14	750.00	656.14	750.00	750.00	(750.00)		
5247 Alarms / Intrusion	2,918.76	2,834.48	3,200.00	2,908.76	3,200.00	3,200.00	(3,200.00)		
5272 Office Equipment Rental	1,396.61	1,188.00	1,700.00	1,188.00	1,700.00	1,700.00	(1,700.00)		
5312 Training	88.00	192.00	250.00	144.00	250.00	250.00	(250.00)		
5342 Postage	213.50	187.51	300.00	307.25	300.00	300.00	(300.00)		
5343 Printing	4,674.00	6,280.00	8,000.00	6,723.33	8,000.00	8,000.00	(8,000.00)		
5420 Office Supplies	3,359.48	3,010.49	3,400.00	1,845.82	3,400.00	3,400.00	(3,400.00)		
5460 Groundskeeping Supplies	449.88	229.32	525.00	180.00	525.00	525.00	(525.00)		
5581 Clothing, Gloves, Shoes	750.00	1,616.52	1,500.00	1,266.10	1,500.00	1,500.00	(1,500.00)		
5730 Dues	425.00	520.00	500.00	500.00	500.00	750.00	(500.00)		
Equipment & Unusual 001-630-5400									
5300 Chill Zone Program (Middle & High School Programs)	41,090.92	41,882.58	47,000.00	32,352.77	47,000.00	50,000.00	0.00	47,000.00	47,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5730 Dues	Cover cost of increase in Recreation membership organization dues.	250.00
5300 Chill Zone Program	Cover cost of increase offerings in special events and staffing for Chill Zone programs. To include expanded middle school and high school program offerings. Increase in part time staff hourly rate.	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	778,094.74	868,287.96	982,335.00	692,834.67	965,133.00	1,012,142.00	19,807.00	1,002,142.00	1,002,142.00
General Expenses	15,020.53	16,649.46	20,125.00	15,719.40	20,125.00	20,375.00	(1,025.00)	19,100.00	19,100.00
Equipment & Unusual	41,090.92	41,882.58	47,000.00	32,352.77	47,000.00	50,000.00	0.00	47,000.00	47,000.00
Total Operating Budget	834,206.19	926,820.00	1,049,460.00	740,906.84	1,032,258.00	1,082,517.00	18,782.00	1,068,242.00	1,068,242.00

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Twenty-five recreational areas are available for use by the citizens of Waltham at all times throughout the year on an unsupervised basis. These playgrounds and recreation areas offer passive and active recreation to residents. Kaleidoscope summer program held at Fitzgerald Elementary School is offered for eight weeks during summer months. The combination of the school and playground make this a great location for summer programming. Summer staff is hired to work within the Kaleidoscope program offering summer fun and field trip opportunities. (49 Participants per week)

The Recreation Department supervises twelve water play facilities throughout the city for summer months. Weather permitting the facilities are open seven days per week, supervised with part time seasonal employees during weekday hours and unsupervised on weeknights and weekends. The summer of 2020 will feature two brand new spray park locations at Bobby Connors Playground and Dana Court. A typical season is June until Labor Day but is weather dependent.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Kaleidoscope Attendance	384	392	392
Spray Park Attendance	8,500	9,000	9,200
Total Attendance	8,884	9,392	9,592
Revenue	\$48,020.00	\$49,980.00	\$49,980.00

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

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

Subtotal

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Thru 6/30/2020					
17		17	62,000	58,107.50	62,000.00	17	62,000		62,000	62,000
1		1	7,000	4,959.00	7,000.00	1	7,000		7,000	7,000
18	56,232.00	18	69,000	63,066.50	69,000.00	18	69,000	0	69,000	69,000

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

Subtotal

Grand Total

18	56,232.00	18	69,000	63,066.50	69,000.00	18	69,000	0	69,000	69,000
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	54,372.00	56,232.00	69,000.00	63,066.50	69,000.00	69,000.00	0.00	69,000.00	69,000.00
General Expenses 001-631-5200							119,700.00	119,700.00	119,700.00
5231 Water	60,508.26	70,785.94	100,000.00	76,106.83	90,000.00	100,000.00	(100,000.00)		
5312 First Aid Training	1,000.00	480.00	500.00	190.00	500.00	500.00	(500.00)		
5381 Transportation of Persons	2,150.00	3,050.00	3,500.00	3,065.00	3,100.00	3,500.00	(3,500.00)		
5460 Groundskeeping Supplies	1,064.05	3,744.06	3,000.00	2,658.21	3,000.00	13,000.00	(3,000.00)		
5500 First Aid Supplies	1,000.00	824.57	1,000.00		1,000.00	1,000.00	(1,000.00)		
5584 Recreational	16,298.24	20,508.11	18,000.00	8,459.92	18,000.00	18,000.00	(18,000.00)		
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks / Other Locations	3,255.71	3,491.92	3,500.00	2,608.47	3,500.00	5,000.00	1,500.00	5,000.00	5,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5460 Groundskeeping Supplies	Cover cost of maintaining additional spray parks and provide supplies for park ranger.	10,000.00
5276 Rental of Equipment / Spray Parks / Other Locations	Cover cost of providing additional portable restrooms at new spray parks and improved facilities.	1,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	54,372.00	56,232.00	69,000.00	63,066.50	69,000.00	69,000.00	0.00	69,000.00	69,000.00
General Expenses	82,020.55	99,392.68	126,000.00	90,479.96	115,600.00	136,000.00	(6,300.00)	119,700.00	119,700.00
Equipment & Unusual	3,255.71	3,491.92	3,500.00	2,608.47	3,500.00	5,000.00	1,500.00	5,000.00	5,000.00
Total Operating Budget	<u>139,648.26</u>	<u>159,116.60</u>	<u>198,500.00</u>	<u>156,154.93</u>	<u>188,100.00</u>	<u>210,000.00</u>	<u>(4,800.00)</u>	<u>193,700.00</u>	<u>193,700.00</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. Prospect Hill Park is the perfect setting to introduce youth to the beauty and resources within.

DESCRIPTION OF OUTPUT STATEMENT:

This all day summer program at Prospect Hill is offered for eight weeks. To continue the opportunity for youngsters to learn more about and experience the outdoors, 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. New for 2020 the LEAP program will be expanded to include offsite trips and modules added for education on leadership and the environment. Numerous other summer opportunities are available throughout the city that include sports, drama, dance, cheer and sailing which gives our residents many exciting summer opportunities.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Summer Fun	584	600	600
LEAP	110	112	112
Pre-K	81	80	80
Total Attendance	775	792	792
Revenue	\$89,950	\$90,139	\$91,500

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

PERSONNEL

		FY 2019		FY 2020			FY 2021						
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Summer Fun Prog Instructors/Pre-K Instructors		15		15	55,000	41,236.00	55,000.00	15	55,000	15	55,000	55,000
2.	Lifeguard / Swimming Instructors		2		2	9,500	7,840.00	9,500.00	2	9,500	2	9,500	9,500
3.	Asst Program Director		1		1	7,000	5,112.00	7,000.00	1	7,000	1	7,000	7,000
4.	Middle School Program Supervisor		1		1	6,000	4,448.00	6,000.00	1	7,000	1	6,000	6,000
Subtotal			19	70,325.00	19	77,500	58,636.00	77,500.00	19	78,500	19	77,500	77,500

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Middle School Program Supervisor

1,000

Explanation

Cover the cost of supervision of expanded Summer Fun at Prospect Hill Park L.E.A.P. middle school leadership program.

0	0	0	0	0

New Positions

Subtotal

Grand Total

19	70,325.00	19	77,500	58,636.00	77,500.00	19	78,500	19	77,500	77,500
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

	FY 2018	FY 2019	FY 2020			FY 2021			
				July - March	Estimated				
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures Thru 6/30/2020	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<hr/>									
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	70,855.00	70,325.00	77,500.00	58,636.00	77,500.00	78,500.00	0.00	77,500.00	77,500.00
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General Expenses 001-632-5200							12,200.00	12,200.00	12,200.00
5312 First Aid Training	740.96	1,318.16	800.00	530.96	800.00	800.00	(800.00)		
5381 Contract Labor	1,057.00	325.00	1,500.00	2,152.59	2,097.88	4,000.00	(1,500.00)		
5584 Recreational	10,390.43	9,994.23	10,500.00	2,339.39	10,500.00	10,500.00	(10,500.00)		

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

5381 Contract Labor

Cover cost of transportation for newly expanded Summer Fun at Prospect Hill L.E.A.P. Program.

2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	70,855.00	70,325.00	77,500.00	58,636.00	77,500.00	78,500.00	0.00	77,500.00	77,500.00
General Expenses	12,188.39	11,637.39	12,800.00	5,022.94	13,397.88	15,300.00	(600.00)	12,200.00	12,200.00
Equipment & Unusual									
Total Operating Budget	<u>83,043.39</u>	<u>81,962.39</u>	<u>90,300.00</u>	<u>63,658.94</u>	<u>90,897.88</u>	<u>93,800.00</u>	<u>(600.00)</u>	<u>89,700.00</u>	<u>89,700.00</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.

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

Youth sport organizations subsidized with funding:

- | | | |
|----------------------------------|--|--|
| 1. Waltham Youth Baseball League | 8. Waltham Boys Youth Basketball Association | 15. Prospect Hill Park - Stewardship Program |
| 2. Warrendale Little League | 9. Waltham Girls Basketball Association | 16. Waltham Youth Wrestling |
| 3. Babe Ruth Baseball League | 10. Waltham Youth Hockey | |
| 4. Girls Softball League | 11. Prospect Hill Ski Team | |
| 5. Waltham Track Club | 12. Waltham Youth Lacrosse | |
| 6. Waltham Soccer Association | 13. Waltham Police Athletic League | |
| 7. Waltham Youth Football | 14. Waltham 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 and softball fields. Funding levels have stayed constant for several years with the exception of utility costs. All leagues complete financial documents that are reviewed by the Recreation Board annually.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total Leagues	15	16	16
Total Teams	290	295	298
Total Games/Practices	3,000	3,050	3,060
Total Diff Participants	4,428	4,500	4,525

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200									
5213 Light	41,971.68	46,931.59	50,000.00	29,103.97	50,000.00	50,000.00	101,700.00 (50,000.00)	101,700.00	101,700.00
5245 Building/Grounds Maint		865.98							
5381 Contract Labor	155.00		2,000.00	2,000.00	2,000.00	10,000.00	(2,000.00)		
5584 Recreational	42,960.20	50,477.60	55,000.00	9,481.39	55,000.00	55,000.00	(55,000.00)		
Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	7,915.86	7,687.67	8,000.00	2,635.91	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.	1,567.64	2,009.71	2,500.00	249.80	2,500.00	2,500.00	0.00	2,500.00	2,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5381 Contract Labor	Cover cost of maintenance and upkeep at Recreation Facilities. Annual maintenance and care for new amenities at Prospect Hill Park.	8,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	85,086.88	98,275.17	107,000.00	40,585.36	107,000.00	115,000.00	(5,300.00)	101,700.00	101,700.00
Equipment & Unusual	9,483.50	9,697.38	10,500.00	2,885.71	10,500.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	<u>94,570.38</u>	<u>107,972.55</u>	<u>117,500.00</u>	<u>43,471.07</u>	<u>117,500.00</u>	<u>125,500.00</u>	<u>(5,300.00)</u>	<u>112,200.00</u>	<u>112,200.00</u>

VETERAN'S MEMORIAL ICE SKATING RINK

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

The indoor Veteran's Memorial Ice Rink is managed and operated by the Recreation Department to provide a facility within the City of Waltham to accommodate Waltham Youth Hockey, high school and middle school hockey teams, public ice skating, ice skating lessons and department sponsored programs including: stick and puck for adults. The rink also provides available ice time for non-profit groups, and private groups wishing to rent the ice. Ice rental fees for the 2019-2020 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 rates for 2020-2021 will be increased by \$10.00 per hour.

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 2018	FY 2019
Pension-Contributory/FICA	12,008	12,396
Pension Administration	844	1,055
Medical & Life Insurance	64,003	72,261
Building Repair & Maintenance	14,397	8,886
Building Insurance	4,658	4,485
Other Dept Allocations	20,059	16,748
Total	\$115,969	\$115,831

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Total Number of Ice Rental Hours	1,824	1,966	1,970
Total Number of Public Skating Hrs	198	206	210
Total Number of In-House Prgm Hrs	102	106	106
Total Number of Non-Profit Groups	7	9	9
Total Number of Private Groups	10	6	6
Total Attendance	57,890	61,813	62,000
Total Revenue	\$397,149	\$405,000	\$415,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1. LAB	Rec Facilities Supervisor I Night	9-6 (L8)
2. LAB	*Rec Facilities Supervisor I Night	9-4
3. LAB	*Rec Facilities Supervisor I Night	9-4
4.	Temporary / Seasonal	
Subtotal		

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
		1	65,431	47,671.03	65,431.00	1	65,181	1	65,181	65,181
		1	58,099	41,490.38	58,099.00	1	60,009	1	60,009	60,009
		1	57,590	41,251.08	57,590.00	1	59,526	1	59,526	59,526
			28,000	24,700.50	28,000.00		28,000		28,000	28,000
3	194,827.70	3	209,120	155,112.99	209,120.00	3	212,716	3	212,716	212,716

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 3,596

Explanation

Subtotal		0	0	0

New Positions

Subtotal

Grand Total

3	194,827.70	3	209,120	155,112.99	209,120.00	3	212,716	3	212,716	212,716
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Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance including swimming pool and outdoor grounds, as well as the Veterans Memorial Athletic Complex on Forest St and other assignments

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual	Actual	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Actual Expenditures	Expenditures Thru 6/30/2020				
Personnel 640-630-5100									
5112 Wages - Full Time	157,254.14	169,167.20	181,120.00	130,412.49	181,120.00	184,716.00	3,596.00	184,716.00	184,716.00
5122 Temporary Help / Seasonal	21,029.00	25,660.50	28,000.00	24,700.50	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5131 Overtime	2,237.14	3,283.81	3,000.00	2,715.16	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Offset to Recreation for Off-Season Work	(45,523.44)	(50,744.89)	(60,373.00)	(28,995.68)	(60,373.00)	(61,566.00)	(1,193.00)	(61,566.00)	(61,566.00)
							219,700.00	219,700.00	219,700.00
General Expenses 640-630-5200									
5211 Heat	11,380.74	11,350.47	13,000.00	8,071.94	13,000.00	13,000.00	(13,000.00)		
5213 Lights	135,422.23	112,726.00	150,000.00	93,406.86	120,000.00	140,000.00	(150,000.00)		
5231 Water	21,412.46	25,694.95	22,000.00	16,866.21	22,000.00	22,000.00	(22,000.00)		
5241 Equipment Repair/Maint/Compressor	9,483.00	9,196.50	15,000.00	3,604.72	15,000.00	15,000.00	(15,000.00)		
5244 Motor Equipment Repair/Maint	6,786.36	4,551.47	8,000.00	3,488.66	7,500.00	8,000.00	(8,000.00)		
5245 Building/Grounds Maint	6,390.11	4,157.75	10,000.00	5,569.56	10,000.00	10,000.00	(10,000.00)		
5247 Alarms / Intrusion	977.64	951.43	1,500.00	977.64	1,000.00	1,000.00	(1,500.00)		
5312 Training	305.00	576.00	600.00	523.25	600.00	700.00	(600.00)		
5430 Building Supplies	3,416.98	4,111.96	5,000.00	2,652.53	5,000.00	5,000.00	(5,000.00)		
5460 Groundskeeping Supplies	2,720.74	1,894.45	3,000.00	35.62	3,000.00	3,000.00	(3,000.00)		
5581 Clothing, Gloves, Shoes	1,800.00	3,600.05	3,000.00	2,687.23	3,000.00	3,000.00	(3,000.00)		
5730 Dues			125.00		125.00	125.00	(125.00)		
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	15,249.32	10,269.20	16,000.00	8,789.32	12,000.00	16,000.00	0.00	16,000.00	16,000.00
5691 State Assessment	4,099.89	3,971.49	5,000.00	3,092.60	5,000.00	5,000.00	0.00	5,000.00	5,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	11,000.00	11,250.00	12,000.00	10,000.00	11,000.00	12,000.00	0.00	12,000.00	12,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Cover cost of increase in Labor Union Training Fund.	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	134,996.84	147,366.62	151,747.00	128,832.47	151,747.00	154,150.00	2,403.00	154,150.00	154,150.00
General Expenses	200,095.26	178,811.03	231,225.00	137,884.22	200,225.00	220,825.00	(11,525.00)	219,700.00	219,700.00
Equipment & Unusual	19,349.21	14,240.69	21,000.00	11,881.92	17,000.00	21,000.00	0.00	21,000.00	21,000.00
Special Items	11,000.00	11,250.00	12,000.00	10,000.00	11,000.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	365,441.31	351,668.34	415,972.00	288,598.61	379,972.00	407,975.00	(9,122.00)	406,850.00	406,850.00

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	2,936,719	2,981,252
Pension Administration	164,877	210,874
Medical & Life Insurance	27,197,717	26,534,405
Building Insurance	165,676	159,533
Motor Vehicle Maint & Repair	39,926	48,236
Motor Vehicle Insurance	2,070	2,449
Debt Service		4,228,965
Total	\$30,506,985	\$34,165,714

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected

COST SUMMARY BY CLASSIFICATION	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
General Expenses									
Equipment & Unusual									
Total Operating Budget	87,360,686.32	87,375,692.87	90,798,631.00	56,903,537.40	0.00	95,768,387.00	1,300,000.00	92,098,631.00	92,098,631.00

TRAFFIC ENGINEERING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	34,120	34,041
Pension Administration	3,398	6,087
Medical & Life Insurance	114,752	113,008
Heat, Light, Water	4,010	3,735
Building Repair & Maintenance	12,004	7,729
Building Insurance	239	230
Motor Vehicle Insurance	173	223
Motor Vehicle Maint & Repair	4,717	6,470
Workers' Compensation	17,375	12,301
Total	\$190,788	\$183,824

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Aluminum Sign Recycling (income)	\$600.10	\$500.00	\$500.00
Gallons of White Paint Used	550	800	800
Gallons of Yellow Paint Used	500	500	500
Signs Installed	520	490	600
Signs Removed	340	300	400

TRAFFIC ENGINEERING

PERSONNEL

			FY 2019		FY 2020			FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Clerk				1	2,500	1,857.76	2,500.00	1	2,500	1	2,500	2,500
2.	Traffic Engineer	19-6			1	129,266	96,066.51	129,266.00	1	129,266	1	129,266	129,266
3.	Asst to Traffic Engineer	13-6 (L11)			1	96,944	72,045.81	96,944.00	1	96,944	1	96,944	96,944
4.	Principal Office Asst (PT 19.5 hrs)	8-6			0.5	34,588	25,635.59	34,588.00	0.5	37,355	0.5	34,588	34,588
5. LAB	Painter - Traffic	9-6 (L10)			1	67,900	50,536.23	67,900.00	1	67,641	1	67,641	67,641
6. LAB	Painter - Traffic	9-6 (L9)			1	66,665	29,007.08	66,665.00	1	66,508	1	66,508	66,508
7.	Temporary / Seasonal					19,200	7,027.50	19,200.00		19,200		19,200	19,200
Subtotal			5.5	391,622.65	5.5	417,063	282,176.48	417,063.00	5.5	419,414		416,647	416,647

Summary of Changes

Adjustments to FY 2020 Positions

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

Explanation

Principal Office Asst (PT 19.5 hrs) 8-6 (L8) 2,767

The employee in this position has 20 years of PT service, which is pro-rated to 10 years of FT service and is entitled to 8% longevity pay.

New Positions

Subtotal

0	0		0	0

Grand Total

5.5	391,622.65	5.5	417,063	282,176.48	417,063.00	5.5	419,414		5.5	416,647	416,647
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Expenditures	Expenditures Thru 6/30/2020				
Personnel 001-480-5100									
5111 Salaries - Full Time	220,156.02	226,210.35	226,210.00	168,112.32	226,210.00	226,210.00	0.00	226,210.00	226,210.00
5112 Wages - Full Time	125,049.87	111,167.89	134,565.00	79,543.31	134,565.00	134,149.00	(416.00)	134,149.00	134,149.00
5121 Salaries - Part Time	35,527.12	35,966.91	37,088.00	27,493.35	37,088.00	39,855.00	0.00	37,088.00	37,088.00
5122 Wages - Part Time	15,037.50	18,277.50	19,200.00	7,027.50	19,200.00	19,200.00	0.00	19,200.00	19,200.00
5131 Overtime	12,634.28	22,778.63	12,500.00	9,510.95	12,500.00	15,000.00	0.00	12,500.00	12,500.00
							66,300.00	66,300.00	66,300.00
General Expenses 001-480-5200									
5242 Office Equipment Repair/Maint	821.28	756.00	1,000.00	765.50	1,000.00	1,000.00	(1,000.00)		
5244 Motor Equipment Repair/Maint	3,087.58	914.59	4,000.00	2,353.56	4,000.00	4,000.00	(4,000.00)		
5276 Truck/Equipment Rental	3,000.00	15,412.00	4,000.00	2,000.00	4,200.00	4,400.00	(4,000.00)		
5312 Training	176.00	356.00	416.00	288.00	384.00	416.00	(416.00)		
5342 Postage	82.11	185.35	100.00		50.00	100.00	(100.00)		
5343 Printing	405.18	56.25	500.00	130.55	500.00	500.00	(500.00)		
5420 Office Supplies	979.59	863.60	1,000.00	1,084.34	1,393.00	1,000.00	(1,000.00)		
5431 Paint Supplies	16,505.08	18,517.15	25,000.00	1,551.50	25,000.00	25,000.00	(25,000.00)		
5534 Traffic Signs	22,203.88	26,988.88	30,000.00	18,836.68	30,000.00	30,000.00	(30,000.00)		
5541 Welding Supplies	107.30	323.48	350.00	1,045.61	1,000.00	1,000.00	(350.00)		
5581 Clothing, Gloves	1,500.00	1,793.77	1,900.00	1,891.36	2,300.00	1,900.00	(1,900.00)		
5587 Tools	3,410.61	2,171.05	1,000.00	472.15	647.00	1,000.00	(1,000.00)		
5730 Dues	530.00	290.00	500.00	290.00	500.00	500.00	(500.00)		

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5388 Thermoplastic Outsource	70,398.88	48,446.41	75,000.00	20,424.55	75,000.00	75,000.00	0.00	75,000.00	75,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	In order to accomplish all the paint projects during the paint season we need to work more Saturdays which requires more overtime pay.	2,500.00
5276 Truck/Equipment Rental	Watertown Ford increased monthly rental from \$1,000 to \$1,100	400.00
5541 Welding Supplies	Cutting down more old sign post and damaged post from accidents	650.00

COST SUMMARY BY CLASSIFICATION

Personnel	408,404.79	414,401.28	429,563.00	291,687.43	429,563.00	434,414.00	(416.00)	429,147.00	429,147.00
General Expenses	52,808.61	68,628.12	69,766.00	30,709.25	70,974.00	70,816.00	(3,466.00)	66,300.00	66,300.00
Equipment & Unusual	70,398.88	48,446.41	75,000.00	20,424.55	75,000.00	75,000.00	0.00	75,000.00	75,000.00
Total Operating Budget	<u>531,612.28</u>	<u>531,475.81</u>	<u>574,329.00</u>	<u>342,821.23</u>	<u>575,537.00</u>	<u>580,230.00</u>	<u>(3,882.00)</u>	<u>570,447.00</u>	<u>570,447.00</u>

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Currently we have 1,030 parking spaces in eight (8) parking lots being enforced with twenty-three (23) VenTek Pay-by-Space pay stations. We converted over the four (4) electric VenTek Pay & Display pay stations to electric Pay-By-Space pay stations and added one additional solar powered Pay-By-Space pay station in the Embassy Parking Facility during Spring 2019. We converted over the last remaining 47 individual parking meters in the Carter Street Lot to one (1) VenTek Solar pay station which we relocated from the Library in the Summer of 2019. We made the Library Lot a free 2 hrs. maximum time limit parking lot in Spring 2019. In five (5) of the eight (8) parking lots we now have eleven (11) spaces designated as electric car charging stations, each for 2 hrs. maximum time limit. The charging is free, but they must pay to park for 2 hrs. We have 307 on-street parking spaces on Main Street and 231 on-street parking spaces on Moody Street monitored by time limits. The pay stations are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	42,026	58,854
Pension Administration	2,433	3,042
Medical & Life Insurance	91,256	90,781
Heat, Light, Water	1,002	934
Building Repair & Maintenance	3,001	1,932
Building Insurance	60	57
Motor Vehicle Insurance	173	223
Motor Vehicle Maint & Repair	4,717	6,470
Workers' Compensation		30,205
Total	\$144,668	\$192,498

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Meter Revenue	\$474,730	\$496,000	\$506,000
Monthly Stickers Revenue	\$25,655	\$31,000	\$31,000
Yearly Stickers Revenue	\$97,300	\$99,000	\$99,000
Senior Stickers Revenue	\$5,170	\$5,200	\$5,200
Resident Stickers Revenue	\$790	\$800	\$800
Credit Card Revenue	\$144,604	\$160,000	\$170,000
Bill & Coin Revenue	\$201,211	\$200,000	\$200,000
PCO Ticket issuance	10,147	10,000	13,000
PCO & Police Ticket Revenue	\$339,917	\$320,000	\$350,000

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Supervisor	
2.	Parking Control Officer	7-6 (L10)
3.	Parking Control Officer	7-6 (L9)
4.	*Parking Control Officer	7-2
5. LAB	*Meter Repair Person (PT 19.5 hrs)	7-6
Subtotal		

FY 2019		FY 2020				FY 2021									
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval						
		Budget	Actual	Expenditures											
			Expenditures	Thru 6/30/2020											
		2,500	1,857.76	2,500.00							2,500		2,500	2,500	
		1	53,940	32,240.21						53,970.00	1	53,940	1	53,940	53,940
		1	53,450	39,934.02						53,450.00	1	53,450	1	53,450	53,450
		1	40,489	17,677.80						30,485.00	1	40,631	1	40,631	40,631
0.5	27,262	19,965.43	27,262.00	0.5	27,357	0.5	27,357	27,357							
4	174,220.36	3.5	177,641	111,675.22	167,667.00	3.5	177,878		3.5	177,878	177,878				

Summary of Changes

Adjustments to FY 2020 Positions

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

237

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	174,220.36	3.5	177,641	111,675.22	167,667.00	3.5	177,878	3.5	177,878	177,878
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PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Expenditures	Expenditures Thru 6/30/2020				
Personnel 232-480-5100									
5111 Salaries - Full Time	150,530.39	137,322.30	147,879.00	89,852.03	137,905.00	148,021.00	142.00	148,021.00	148,021.00
5121 Salaries - Part Time	2,500.25	2,500.00	2,500.00	1,857.76	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5122 Wages - Part Time	38,557.12	34,398.06	27,262.00	19,965.43	27,262.00	27,357.00	95.00	27,357.00	27,357.00
5131 Overtime	1,773.82	3,358.72	5,000.00	2,669.52	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(193,361.58)	(177,579.08)	(182,641.00)						
General Expenses 232-480-5200							148,700.00	148,700.00	148,700.00
5213 Light	35,151.35	33,308.53	35,000.00	28,515.23	35,108.00	35,000.00	(35,000.00)		
5241 Equipment Repair/Maint	14,055.00	16,831.84	17,000.00	10,572.41	17,000.00	17,000.00	(17,000.00)		
5242 Office Equipment Repair/Maint	419.00	444.00	500.00	451.00	500.00	500.00	(500.00)		
5245 Building/Grounds Maint	50.91	309.66	100.00	99.25	100.00	100.00	(100.00)		
5312 Training	88.00	63.20	208.00			0.00	(208.00)		
5343 Printing	3,916.54	3,606.00	4,500.00	4,572.57	4,600.00	4,600.00	(4,500.00)		
5375 Coin Processing	2,362.56	2,171.78	2,500.00	1,868.15	2,500.00	2,500.00	(2,500.00)		
5378 Transaction Fee PayByPhone	5,263.75	9,814.50	12,000.00	7,406.75	12,000.00	12,000.00	(12,000.00)		
5385 Banking / Financial - CC Fees	42,915.26	52,529.01	65,000.00	44,140.66	65,000.00	65,000.00	(65,000.00)		
5411 Batteries	91.20	487.08	600.00		600.00	600.00	(600.00)		
5543 Meters & Parts	5,761.19	9,835.21	15,000.00	10,428.01	15,000.00	15,000.00	(15,000.00)		
5581 Clothing, Glove, Shoes	375.00	488.76	575.00	513.65	575.00	575.00	(575.00)		
5740 Insurance Surety Bond	3,494.40	3,494.40	3,500.00		3,500.00	3,500.00	(3,500.00)		
Offset Receipt - Meter Revenue	(113,944.16)	(133,383.97)	(156,483.00)						
Equipment & Unusual 232-480-5400									
5176 Transfer to Medical Insurance Trust	63,320.00	58,197.00	44,301.00	32,981.00	44,301.00	44,301.00	18,587.00	62,888.00	62,888.00
Offset Receipt - Meter Revenue	(63,320.00)	(58,197.00)	(44,301.00)						

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,889.63	1,943.50	2,000.00	942.79	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,889.63)	(1,943.50)	(2,000.00)						

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5343 Printing	Increase cost of printing Yearly, Monthly, Senior and Residential hangtags	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	193,361.58	177,579.08	182,641.00	114,344.74	172,667.00	182,878.00	237.00	182,878.00	182,878.00
General Expenses	113,944.16	133,383.97	156,483.00	108,567.68	156,483.00	156,375.00	(7,783.00)	148,700.00	148,700.00
Equipment & Unusual	63,320.00	58,197.00	44,301.00	32,981.00	44,301.00	44,301.00	18,587.00	62,888.00	62,888.00
Special Items	1,889.63	1,943.50	2,000.00	942.79	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(372,515.37)	(371,103.55)	(385,425.00)	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>256,836.21</u>	<u>375,451.00</u>	<u>385,554.00</u>	<u>11,041.00</u>	<u>396,466.00</u>	<u>396,466.00</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 2018	FY 2019
Pension-Contributory/FICA	177,263	193,349
Pension Administration	14,211	19,442
Medical & Life Insurance	316,992	328,465
Heat, Light, Water	18,175	17,024
Building Repair & Maintenance	35,461	29,808
Building Insurance	1,593	2,010
Total	\$563,695	\$590,098

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Committed Bills:			
Real Estate	63,800	64,000	65,000
Personal Property	6,400	6,300	6,300
Water	60,000	60,000	60,000
Excise	76,600	77,000	78,000
Departmental	4,200	4,300	4,350
Parking Tickets	12,350	13,000	15,000
Municipal Liens	1,900	2,000	2,000
Collected Annually:			
Real Estate	\$166,698,434	\$169,834,110	\$173,000,000
Tax Title	\$805,243	\$676,994	\$570,000
Personal Property	\$14,366,907	\$16,274,544	\$18,000,000
Water	\$34,671,029	\$33,483,223	\$33,000,000
Excise	\$8,478,123	\$8,500,000	\$8,550,000
Departmental	\$13,529,570	\$14,000,000	\$14,500,000
Parking Tickets	\$399,917	\$400,000	\$450,000
Municipal Liens	\$52,450	\$55,050	\$58,000
Bank accounts balanced	115	120	120
Average window transactions per day	250	250	250
Average phone calls per day	150	150	150
Number of Employees	2,550	2,550	2,550
Number of Payroll Checks	10,379	10,400	10,400
Number of Vendor Checks	13,509	13,500	13,500

TREASURER & COLLECTOR

PERSONNEL

			FY 2019		FY 2020			FY 2021					
Bargaining Unit	Position	FY 2021 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Treasurer & Collector	19-6 (L11)	1		1	143,485	106,633.69	143,485.00	1	143,485	1	143,485	143,485
2.	Asst Treasurer & Collector	16-6 (L11)	1		1	118,659	88,183.95	118,659.00	1	118,659	1	118,659	118,659
3.	Business Manager	15-6 (L11)	1		1	110,413	82,055.42	110,413.00	1	110,413	1	110,413	110,413
4.	*Senior Accountant	13-6 (L11)	1		1	96,871	71,897.89	96,871.00	1	96,944	1	96,944	96,944
5.	Junior Accountant	10-6	1		1	70,358	52,288.11	70,358.00	1	70,358	1	70,358	70,358
6.	Administrative Assistant	10-6 (L9)	1		1	76,690	56,993.69	76,690.00	1	76,690	1	76,690	76,690
7.	Principal Office Asst	8-6 (L11)	1		1	67,795	50,383.75	67,795.00	1	67,795	1	67,795	67,795
8.	Associate Office Asst	7-6 (L8)	1		1	62,314	46,309.94	62,314.00	1	62,314	1	62,314	62,314
9.	Payroll Spvr / Benefits Coord	12-6 (L10)	1		1	90,020	66,899.94	90,020.00	1	90,020	1	90,020	90,020
10.	*Principal Office Asst	8-5 (L9)	1		1	61,077	40,757.30	61,077.00	1	62,868	1	62,868	62,868
11.	Associate Office Asst	7-2	1		1	56,442	27,732.82	56,442.00	1	48,290	1		
Subtotal			11	946,746.34	11	954,124	690,136.50	954,124.00	11	947,836		899,546	899,546

Summary of Changes

Adjustments to FY 2020 Positions

Explanation

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

1,864

Associate Office Asst 7-2

(56,442)

Vacant - on hold

New Positions

Subtotal

0	0	0	0	0

Grand Total

11	946,746.34	11	954,124	690,136.50	954,124.00	11	947,836		11	899,546	899,546
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TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	906,668.33	946,746.34	954,124.00	690,136.50	954,124.00	947,836.00	(54,578.00)	899,546.00	899,546.00
General Expenses 001-145-5200							318,400.00	318,400.00	318,400.00
5242 Office Equipment Repair/Maint	1,991.00	3,319.00	3,000.00	3,617.68	3,000.00	3,000.00	(3,000.00)		
5247 Alarms / Intrusion	480.00	739.00	500.00		500.00	500.00	(500.00)		
5304 Financial Services	6,000.00	6,000.00	6,000.00		6,000.00	6,000.00	(6,000.00)		
5305 Legal Services	11,430.58	16,939.83	15,000.00	2,412.57	15,000.00	18,000.00	(15,000.00)		
5312 Training			5,000.00	700.00	5,000.00	5,000.00	(5,000.00)		
5342 Postage	64,758.25	76,864.39	83,000.00	54,950.17	83,000.00	83,000.00	(83,000.00)		
5343 Printing	23,976.14	20,164.28	19,000.00	6,157.86	19,000.00	19,000.00	(19,000.00)		
5345 Shortages		195.00	100.00	100.00	100.00	100.00	(100.00)		
5385 Banking / Financial	179,092.07	161,479.40	191,000.00	102,729.46	191,000.00	198,000.00	(191,000.00)		
5420 Office Supplies	7,688.37	10,332.65	8,000.00	3,864.16	8,000.00	8,000.00	(8,000.00)		
5730 Dues & Subscriptions	140.00	206.00	300.00	230.00	300.00	300.00	(300.00)		
5731 Conference Expense	374.68	347.98	200.00		200.00	200.00	(200.00)		
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	(4,000.00)		
Group Life Insurance 001-915-5200									
5170 Group Life Insurance <i>(transfer from Auditor's budget to department that actually administers it)</i>			127,750.00	91,944.01	127,750.00	127,750.00	0.00	127,750.00	127,750.00
Equipment & Unusual 001-145-5400									
5305 Legal Services			7,500.00	2,594.96	7,500.00	7,500.00	0.00	7,500.00	7,500.00

EXPENDITURES

COST SUMMARY BY CLASSIFICATION

Personnel	906,668.33	946,746.34	954,124.00	690,136.50	954,124.00	947,836.00	(54,578.00)	899,546.00	899,546.00
General Expenses	299,631.09	300,287.53	462,850.00	269,605.91	462,850.00	472,850.00	(16,700.00)	446,150.00	446,150.00
Equipment & Unusual	0.00	0.00	7,500.00	2,594.96	7,500.00	7,500.00	0.00	7,500.00	7,500.00
Total Operating Budget	1,206,299.42	1,247,033.87	1,424,474.00	962,337.37	1,424,474.00	1,428,186.00	(71,278.00)	1,353,196.00	1,353,196.00

ADMINISTRATION OF TRUST FUNDS

STATEMENT OF OBJECTIVES:

To provide responsible financial management for the City of Waltham trust funds. The investment objective seeks to preserve the value of the portfolio's principal while providing a consistent income stream to meet the annual trust fund income requirements.

DESCRIPTION OF OUTPUT STATEMENT:

The Trust Fund Committee is responsible for the management of monies bequeathed to the City of Waltham for the benefit of the City's residents.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2018	FY 2019
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Trust Funds	77	78	78
Library Income	\$1,897	\$4,900	\$4,900
Charity Income	\$4,952	\$4,900	\$4,900
Cemetery Income	\$97,897	\$98,000	\$98,000
Scholarship Income	\$148,942	\$149,000	\$149,000
Other Income	\$11,020	\$11,000	\$11,000
Library Book Value	\$94,011	\$95,000	\$95,000
Charity Book Value	\$95,174	\$95,000	\$95,000
Scholarship Book Value	\$2,781,286	\$2,800,000	\$2,800,000
Cemetery Book Value	\$1,894,081	\$1,900,000	\$1,900,000
Other Book Value	\$212,126	\$215,000	\$215,000
OPEB	\$12,059,385	\$12,100,000	\$12,100,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Trust Fund Commissioner	
2.	Asst Clerk & Custodian	
Subtotal		

FY 2019		FY 2020			FY 2021					
Actual # Expenditures	#	July - March		Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual	Expenditures						
				Thru 6/30/2020						
	3	3,000	1,600.00	3,000.00	3	3,000	3	3,000	3,000	
	1	1,000	743.33	1,000.00	1	1,000	1	1,000	1,000	
4	4,000.00	4	4,000	2,343.33	4,000.00	4	4,000	4	4,000	4,000

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	4,000.00	4	4,000	2,343.33	4,000.00	4	4,000	4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-149-5100									
5121 Salaries - Part Time	1,000.10	1,000.00	1,000.00	743.33	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	2,300.00	3,000.00	3,000.00	1,600.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

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

Personnel	3,300.10	4,000.00	4,000.00	2,343.33	4,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>3,300.10</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>2,343.33</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>4,000.00</u>

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	70,907	63,445
Pension Administration	5,883	6,538
Medical & Life Insurance	87,129	52,802
Heat, Light, Water	4,010	3,735
Building Repair & Maintenance	12,004	7,729
Building Insurance	239	230
Total	\$180,172	\$134,479

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Number of Cases Yearly	2,000	2,000	2,000
Yearly Cash Benefits	\$122,000	\$140,000	\$166,000

VETERANS BENEFITS & SERVICES

PERSONNEL

	Bargaining Unit	Position	FY 2021 Grade-Step
1.	**	Dir of Vets Service/License	16-6 (L11)
2.		Administrative Assistant	10-6 (L10)

Subtotal

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council
				Actual Expenditures	Expenditures Thru 6/30/2020				Recommendation	Approval
		1	118,659	88,183.91	118,659.00	1	118,659	1	118,659	118,659
		1	77,394	57,516.73	77,394.00	1	77,394	1	77,394	77,394
2	195,349.11	2	196,053	145,700.64	196,053.00	2	196,053		2	196,053

Summary of Changes

Adjustments to FY 2020 Positions

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

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

2	195,349.11	2	196,053	145,700.64	196,053.00	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 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	190,121.00	195,349.11	196,053.00	145,700.64	196,053.00	196,053.00	0.00	196,053.00	196,053.00
General Expenses 001-543-5200							174,700.00	174,700.00	174,700.00
5192 Mileage Allowance	699.96	699.96	700.00	408.31	700.00	700.00	(700.00)		
5242 Office Equipment Repair/Maint			450.00		450.00	450.00	(450.00)		
5245 Maintenance Vets Square Signs	1,214.33	1,566.17	2,000.00	390.32	2,000.00	2,000.00	(2,000.00)		
5312 Training	328.84	394.90	700.00	50.00	700.00	700.00	(700.00)		
5342 Postage	485.90	531.40	600.00		600.00	600.00	(600.00)		
5343 Printing	339.25	126.00	300.00		300.00	300.00	(300.00)		
5420 Office Supplies	497.68	715.88	425.00	147.81	425.00	425.00	(425.00)		
5588 Flags & Bunting	4,104.00	4,788.82	5,500.00	7,506.19	5,500.00	5,500.00	(5,500.00)		
5591 Reservists' Recognition		9,000.00	10,000.00	7,600.00	10,000.00	10,000.00	(10,000.00)		
5770 Veterans Benefits	110,697.26	122,378.49	166,000.00	102,992.46	140,000.00	166,000.00	(166,000.00)		
5781 Holiday Expenses (Memorial Day & Veteran's Day)	865.00	2,960.00	6,000.00		6,000.00	6,000.00	(6,000.00)		
5793 Memorial Day	2,400.00								

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	190,121.00	195,349.11	196,053.00	145,700.64	196,053.00	196,053.00	0.00	196,053.00	196,053.00
General Expenses	121,632.22	143,161.62	192,675.00	119,095.09	166,675.00	192,675.00	(17,975.00)	174,700.00	174,700.00
Equipment & Unusual									
Total Operating Budget	<u>311,753.22</u>	<u>338,510.73</u>	<u>388,728.00</u>	<u>264,795.73</u>	<u>362,728.00</u>	<u>388,728.00</u>	<u>(17,975.00)</u>	<u>370,753.00</u>	<u>370,753.00</u>

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2018	FY 2019
Pension-Contributory/FICA	139	139
Heat, Light, Water	1,002	934
Building Repair & Maintenance	3,001	1,932
Building Insurance	60	57
Total	\$4,202	\$3,062

	FY 2019	FY 2020	FY 2021
Output Measure	Actual	Estimated	Projected
Number of Licenses	101	101	110
Common Victualer	143	143	145
Filing Fee	33	15	15
Amusement Device Permits	50	50	50
Entertainment	40	40	40
Special Permits	156	180	180
Revenue from Licenses & Permits	\$335,750	\$350,000	\$350,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

1. License Commission
2. Assistants to License Commission

Subtotal

FY 2019		FY 2020				FY 2021				
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Thru 6/30/2020					
		3	9,600	6,600.00	9,600.00	3	9,600	3	9,600	9,600
		2	6,000	4,460.19	6,000.00	2	6,000	2	6,000	6,000
5	15,600.00	5	15,600	11,060.19	15,600.00	5	15,600	5	15,600	15,600

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

5	15,600.00	5	15,600	11,060.19	15,600.00	5	15,600	5	15,600	15,600
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LICENSE COMMISSION

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	5,999.85	6,000.00	6,000.00	4,460.19	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	6,600.00	9,600.00	9,600.00	0.00	9,600.00	9,600.00
General Expenses 001-165-5200									
5308 Stenographer	2,400.00	2,400.00	2,400.00	1,600.00	2,400.00	2,400.00	3,700.00 (2,400.00)	3,700.00	3,700.00
5342 Postage	454.75	464.75	500.00		500.00	500.00	(500.00)		
5343 Printing	333.09	81.00	600.00		600.00	600.00	(600.00)		
5420 Office Supplies	138.66	229.25	300.00	167.66	300.00	300.00	(300.00)		
5730 Dues	75.00	75.00	75.00	75.00	75.00	75.00	(75.00)		

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	15,599.85	15,600.00	15,600.00	11,060.19	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	3,401.50	3,250.00	3,875.00	1,842.66	3,875.00	3,875.00	(175.00)	3,700.00	3,700.00
Equipment & Unusual									
Total Operating Budget	19,001.35	18,850.00	19,475.00	12,902.85	19,475.00	19,475.00	(175.00)	19,300.00	19,300.00

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 2018	FY 2019
Pension-Contributory/FICA	168,590	158,813
Pension Administration	13,623	15,875
Medical & Life Insurance	304,290	297,664
Heat, Light, Water	30,161	37,814
Building Repair & Maintenance	134,410	101,939
Building Insurance	1,488	1,433
Motor Vehicle Insurance	1,553	1,558
Motor Vehicle Maint & Repair	42,454	45,288
Total	\$696,569	\$660,384

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	12	12	12
Playgrounds	9	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	740	745	750
Traffic Lights	96	98	100
Electric Car Charging Stations	3	5	10

WIRES

PERSONNEL

Bargaining Unit	Position	FY 2021 Grade-Step
1.	Inspector of Wires	17-6 (L11)
2.	SPMG *S, E & C Supervisor/Foreman	14-6 (L11)
3.	SPMG Sr Wires Inspector	13-6
4.	LAB Electrician	11-6 (L10)
5.	LAB Electrician	11-6 (L10)
6.	LAB *Electrician	11-6
7.	LAB *Electrician	11-3
8.	Administrative Assistant	10-6 (L11)
9.	LAB Signal Maintainer	9-6 (L11)
Subtotal		

FY 2019		FY 2020			FY 2021					
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/2020					
		1	126,623	94,102.67	126,623.00	1	126,623	1	126,623	126,623
		1	103,096	76,504.38	103,096.00	1	103,251	1	103,251	103,251
		1	87,334	64,903.86	87,334.00	1	87,334	1	87,334	87,334
		1	95,454	70,939.01	95,454.00	1	95,454	1	95,454	95,454
		1	95,454	70,939.03	95,454.00	1	95,454	1	95,454	95,454
		1	86,243	63,825.60	86,243.00	1	86,776	1	86,776	86,776
		1	74,856	55,136.11	74,856.00	1	77,171	1	77,171	77,171
		1	78,097	58,039.77	78,097.00	1	78,097	1	78,097	78,097
		1	68,517	50,995.64	68,517.00	1	68,256	1	68,256	68,256
9	761,177.13	9	815,674	605,386.07	815,674.00	9	818,416		9	818,416
										818,416

Summary of Changes

Adjustments to FY 2020 Positions

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

2,742

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

9	761,177.13	9	815,674	605,386.07	815,674.00	9	818,416	9	818,416	818,416
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WIRES

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Estimated	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual	Expenditures Thru 6/30/2020				
Personnel 001-245-5100									
5111 Salaries - Full Time	387,099.46	394,240.83	395,150.00	293,550.68	395,150.00	395,305.00	155.00	395,305.00	395,305.00
5112 Wages - Full Time	336,086.98	366,936.30	420,524.00	311,835.39	420,524.00	423,111.00	2,587.00	423,111.00	423,111.00
5122 Wages - Part Time		8,415.00							
5131 Overtime - Callbacks	31,969.09	26,062.30	28,000.00	31,681.97	40,000.00	40,000.00	0.00	28,000.00	28,000.00
5195 Buyback Sick Time	3,634.02	2,353.64	3,900.00	1,699.85	3,900.00	3,900.00	0.00	3,900.00	3,900.00
General Expenses 001-245-5200							307,100.00	307,100.00	307,100.00
5193 Tool Allowance	600.00	600.00	750.00	750.00	750.00	750.00	(750.00)		
5212 Clocks - City & Common	58.53	667.80	1,000.00	658.88	1,000.00	1,000.00	(1,000.00)		
5213 Light	49,537.37	49,597.80	42,000.00	33,218.13	42,000.00	42,000.00	(42,000.00)		
5241 Equipment Repair/Maint	5,875.11	11,261.75	11,000.00	4,787.15	11,000.00	11,000.00	(11,000.00)		
5242 Office Equipment Repair/Maint	362.95	382.32	500.00	18.17	500.00	500.00	(500.00)		
5245 Electrical Repair/Maint				4,200.00					
5246 Communication Equip Repair/Maint	57,836.25	41,673.56	70,000.00	36,532.04	70,000.00	70,000.00	(70,000.00)		
5312 Training	647.00	1,754.58	3,040.00	3,131.61	3,040.00	3,040.00	(3,040.00)		
5340 Communication	56,919.73	72,976.91	65,000.00	64,319.63	65,000.00	65,000.00	(65,000.00)		
5342 Postage	89.34	150.00	150.00	165.00	165.00	200.00	(150.00)		
5411 Batteries	1,552.93	5,173.60	12,000.00	11,476.40	12,000.00	20,000.00	(12,000.00)		
5420 Office Supplies	724.17	1,327.99	1,000.00	546.86	1,000.00	1,000.00	(1,000.00)		
5435 Electrical Supplies	50,464.90	42,639.79	55,000.00	45,148.61	55,000.00	55,000.00	(55,000.00)		
5470 Public Safety Supplies	44,479.71	45,980.89	25,000.00	19,992.80	25,000.00	25,000.00	(25,000.00)		
5510 Education Supplies		400.00	500.00		500.00	500.00	(500.00)		
5581 Clothing, Gloves, Shoes	3,672.93	4,526.37	5,350.00	5,107.06	5,350.00	5,350.00	(5,350.00)		
5587 Tools		1,635.33	1,000.00	522.35	1,000.00	1,000.00	(1,000.00)		
5781 Holiday	23,500.00	26,415.00	30,000.00	29,073.24	30,000.00	30,000.00	(30,000.00)		

WIRES

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2020	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
5850 Public Safety Equipment						30,000.00	0.00	0.00	0.00
5854 Hoses, Cable, Wire	6,161.23	5,378.10	7,000.00	6,456.25	7,000.00	9,000.00	0.00	7,000.00	7,000.00
6443 Electric Car Charging Stations	22,000.00	19,000.00	20,000.00	46.80	20,000.00	20,000.00	0.00	20,000.00	20,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks	More scheduled holiday events & more off hour emergency calls	12,000.00
5342 Postage	Sending more fire alarm bills and postage rate increase.	50.00
5411 Batteries	Replace portable batteries for Police & Fire Departments.	8,000.00
5850 Public Safety Equipment	Replace Fire & Police radios due to age, life expectancy was 7 years and we are on year 9.	30,000.00
5854 Hoses, Cable, Wire	Installing more electrical car charging stations throughout the City.	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	758,789.55	798,008.07	847,574.00	638,767.89	859,574.00	862,316.00	2,742.00	850,316.00	850,316.00
General Expenses	296,320.92	307,163.69	323,290.00	259,647.93	323,305.00	331,340.00	(16,190.00)	307,100.00	307,100.00
Equipment & Unusual	28,161.23	24,378.10	27,500.00	6,503.05	27,500.00	59,500.00	0.00	27,500.00	27,500.00
Total Operating Budget	<u>1,083,271.70</u>	<u>1,129,549.86</u>	<u>1,198,364.00</u>	<u>904,918.87</u>	<u>1,210,379.00</u>	<u>1,253,156.00</u>	<u>(13,448.00)</u>	<u>1,184,916.00</u>	<u>1,184,916.00</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 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated	FY 2021 Projected
Lights	4,650	4,700	4,750

STREET LIGHTING

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	533,425.05	502,726.13	530,000.00	235,743.34	530,000.00	530,000.00	0.00	530,000.00	530,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	533,425.05	502,726.13	530,000.00	235,743.34	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	533,425.05	502,726.13	530,000.00	235,743.34	530,000.00	530,000.00	0.00	530,000.00	530,000.00

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 2018	FY 2019
Total	\$0	\$0

Output Measure	FY 2019 Actual	FY 2020 Estimated *to date	FY 2021 Projected unknown at this time
Number of Meetings	39	30	50
Cases Heard	52	31	
Granted	50	24	
Denied	0	0	
Withdrawn	1	2	
Pending	1	6	
Number of Cases Filed	43	32	
Fees Received FY 2018	\$27,979.10		
Fees Received FY 2019	\$54,446.52		
Fees Received FY2020 to date	\$15,568.23		
** ZBA adopted new rules and fees in March 2007. One of the rules adopted requires that Petitioners have all taxes and fees paid to date, prior to filing.			

ZONING BOARD OF APPEALS

PERSONNEL

Bargaining Unit Position FY 2021 Grade-Step

1. Members

2. Chairperson

Subtotal

FY 2019		FY 2020			FY 2021				
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's	Council
			Actual	Expenditures				Recommendation	Approval
			Expenditures Thru 6/30/2020						
	10	25,000	16,500.00	25,000.00	10	25,000	10	25,000	25,000
		500	500.00	500.00		500		500	500
10	21,000.00	10	25,500	17,000.00	25,500.00	10	25,500	10	25,500

Summary of Changes

Adjustments to FY 2020 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

10	21,000.00	10	25,500	17,000.00	25,500.00	10	25,500	10	25,500	25,500
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2018	FY 2019	FY 2020			FY 2021			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures Thru 6/30/2020	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	17,100.00	21,000.00	25,500.00	17,000.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
General Expenses 001-176-5200									
5308 Stenographer	10,490.00	15,077.50	17,000.00	9,304.00	17,000.00	18,000.00	34,700.00 (17,000.00)	34,700.00	34,700.00
5341 Advertising	13,827.60	13,572.96	15,000.00	8,515.88	15,000.00	16,000.00	(15,000.00)		
5342 Postage	4,135.90	2,245.45	3,000.00		3,000.00	3,500.00	(3,000.00)		
5420 Office Supplies	377.20	541.97	1,500.00	286.24	1,500.00	1,500.00	(1,500.00)		

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5308 Stenographer	With the 40B's there have been many extra meetings- and extra long require more time transcribing. Outside stenographer's prices have also increased.	1,000.00
5341 Advertising	Advertising costs increase every year	1,000.00
5342 Postage	ZBA goes through at least one box of postcards a year - \$2,000. But recently the mailings are getting larger with more and more condominiums being built.	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	17,100.00	21,000.00	25,500.00	17,000.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
General Expenses	28,830.70	31,437.88	36,500.00	18,106.12	36,500.00	39,000.00	(1,800.00)	34,700.00	34,700.00
Equipment & Unusual									
Total Operating Budget	45,930.70	52,437.88	62,000.00	35,106.12	62,000.00	64,500.00	(1,800.00)	60,200.00	60,200.00