

CITY OF WALTHAM

Fiscal Year 2022 Budget



Waltham's Comprehensive High School

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

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

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

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

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

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

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

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

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

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

ASSESSOR

PERSONNEL

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

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

Summary of Changes

Adjustments to FY 2021 Positions

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

42,486

Explanation

0	0		0	0	0
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Subtotal

Grand Total

5	516,839.49	5	544,185	418,114.07	564,791.36	5	586,671		5	586,671	586,671
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ASSESSOR

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

Personnel	381,433.28	516,839.49	544,185.00	418,114.07	564,791.36	586,671.00	42,486.00	586,671.00	586,671.00
General Expenses	96,500.28	106,552.67	110,300.00	116,505.57	124,800.00	175,520.00	27,470.00	137,770.00	137,770.00
Equipment & Unusual									
Total Operating Budget	477,933.56	623,392.16	654,485.00	534,619.64	689,591.36	762,191.00	69,956.00	724,441.00	724,441.00

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	289,685	211,845
Pension Administration	30,793	21,136
Medical & Life Insurance	242,035	216,398
Heat, Light, Water	12,768	11,498
Building Repair & Maintenance	22,356	9,442
Building Insurance	1,534	1,367
Total	\$599,171	\$471,686

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

AUDITOR

PERSONNEL

			FY 2020		FY 2021			FY 2022					
Bargaining Unit	Position	FY 2022 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*City Auditor	21-6 (L11)	1	160,615	1	160,615	126,823.20	167,104.00	1	170,445	1	170,445	170,445
2.	*Asst City Auditor	17-6 (L11)	1	126,623	1	126,623	99,983.21	131,739.00	1	134,374	1	134,374	134,374
3.	*Business Manager	15-6 (L9)	1	107,429	1	107,429	84,826.84	111,769.00	1	114,883	1	114,883	114,883
4.	Senior Accountant	13-1	1	87,337	1	87,337	68,896.45	88,213.00	1	76,945	1	76,945	76,945
5.	*Administrative Assistant	10-6 (L10)	1	76,749	1	76,749	60,555.50	79,850.00	1	82,132	1	82,132	82,132
6.	*Office Coordinator	9-6	1	62,796	1	62,796	49,536.70	65,333.00	1	69,247	1	69,247	69,247
7.	MSBA Pro-Pay Administrator			5,000		5,000	2,493.14	5,000.00		5,000		5,000	5,000
8.	Financial Advisor (Building, Water & Sewer, CIP, CH 90 and CPA)			3,000		3,000		0.00		3,000		3,000	3,000
9.	Students / Part Time / Temporary			2,000		2,000		0.00		2,000		2,000	2,000
Subtotal			6	615,796.75	6	631,549	493,115.04	649,008.00	6	658,026		658,026	658,026

Summary of Changes

Adjustments to FY 2021 Positions

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

36,869

Explanation

Senior Accountant 13-1

(10,392)

New employee to be hired at lower step

New Positions

Subtotal

0	0	0	0	0
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Grand Total

6	615,796.75	6	631,549	493,115.04	649,008.00	6	658,026	6	658,026	658,026
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AUDITOR

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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

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

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

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

Department Explanation for Requested Increases

Item

5915 Debt Inside Interest

Reason

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

Department Cost for

Requested Increase

5,946,759.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	2,671,121.60	2,343,584.16	3,454,241.00	2,690,273.07	3,696,581.00	9,398,500.00	5,944,259.00	9,398,500.00	9,398,500.00
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Equipment & Unusual

Total Operating Budget	2,671,121.60	2,343,584.16	3,454,241.00	2,690,273.07	3,696,581.00	9,398,500.00	5,944,259.00	9,398,500.00	9,398,500.00
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AUDITOR - REDEMPTION OF BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

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

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Inside Limit	Increase in net principal payment due to the October 2020 Bond Issue for the High School	1,150,226.00

COST SUMMARY BY CLASSIFICATION

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

AUDITOR - CONTRIBUTORY RETIREMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

AUDITOR - CONTRIBUTORY RETIREMENT

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	17,349,549.00	17,864,266.00	18,460,074.00	18,460,074.00	18,460,074.00	19,209,960.00	749,886.00	19,209,960.00	19,209,960.00
Equipment & Unusual									
Total Operating Budget	<u>17,349,549.00</u>	<u>17,864,266.00</u>	<u>18,460,074.00</u>	<u>18,460,074.00</u>	<u>18,460,074.00</u>	<u>19,209,960.00</u>	<u>749,886.00</u>	<u>19,209,960.00</u>	<u>19,209,960.00</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 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Employees / Retirees			
BC/BS - Family	19	17	15
BC/BS - Individual	86	78	64
BC/BS - Individual C/O	330	296	259
BC/BS PPO - Family	239	231	225
BC/BS PPO - Individual	153	151	140
BC/BS Medex - Ind	937	995	1,052
Tufts HMO - Fam	604	617	625
Tufts HMO - Ind	260	266	259
Tufts Med Comp - Ind	93	99	103
Tufts Med Pref - Ind	32	31	31
Harvard HMO - Fam	253	261	271
Harvard HMO - Ind	188	175	186
Harvard Enhance - Ind	73	71	65
Delta Dental - Fam	893	918	936
Delta Dental - Ind	475	473	473
Medicare Part B	1,485	1,515	1,487
* FY2022 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.			

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

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

AUDITOR - OTHER EMPLOYEE BENEFITS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Social Security	9	5	5

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

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

Department Explanation for Requested Increases

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

Personnel									
General Expenses	13,128.76	10,967.83	13,000.00	2,845.43	6,000.00	6,000.00	(7,000.00)	6,000.00	6,000.00
Equipment & Unusual									
Total Operating Budget	<u>13,128.76</u>	<u>10,967.83</u>	<u>13,000.00</u>	<u>2,845.43</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>(7,000.00)</u>	<u>6,000.00</u>	<u>6,000.00</u>

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,697,553.15	2,987,239.95	2,883,000.00	1,782,640.66	2,882,354.00	2,765,000.00	(118,000.00)	2,765,000.00	2,765,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,697,553.15</u>	<u>2,987,239.95</u>	<u>2,883,000.00</u>	<u>1,782,640.66</u>	<u>2,882,354.00</u>	<u>2,765,000.00</u>	<u>(118,000.00)</u>	<u>2,765,000.00</u>	<u>2,765,000.00</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 2020 Actual	FY 2021 Estimated	FY 2022 Projected
SEWER			
Bonds Issued 4/1/2020	\$75,650		
Interest Rate	3.5%		
Maximum Borrowing Term	15 years		
Bonds Issued 3/11/2021		\$996,915	
Interest Rate		0.0%	
Maximum Borrowing Term		10 years	
Moody's Bond Rating	AA1	AA1	AA1
Standard & Poors Bond Rating	AA+	AA+	AA+

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

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

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

Department Explanation for Requested Increases

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

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

BUILDING

STATEMENT OF OBJECTIVES:

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

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

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

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

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

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	512,638	498,364
Pension Administration	52,471	48,293
Medical & Life Insurance	674,796	698,618
Heat, Light, Water	340,083	245,898
Building Repair & Maintenance	287,675	604,985
Building Insurance	4,600	4,098
Motor Vehicle Insurance	1,558	1,378
Motor Vehicle Maint & Repair	45,288	44,276
Workers Compensation	13,705	11,509
Total	<u>\$1,932,814</u>	<u>\$2,157,419</u>

OUTPUT MEASURES

GENERAL SUPPORT, MAINTENANCE & REPAIR			
The Building department issues and records all building, plumbing, heating, gas and sign permits and certificates of occupancy and zoning complaints. The maintenance element directly supports all elements housed in public buildings through proper maintenance and custodial care of those buildings. The efficiency of all departments of municipal government is improved when the required physical plant of each department is kept in proper repair.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Revenue	\$5,728,111	\$6,000,000	\$7,500,000
Buildings Maintained and Repaired	56	56	56

CODE ENFORCEMENT			
Physical inspection or review of construction and use activities provides the means to eliminate unsafe construction practices, unsanitary or dangerous conditions in the City's dwellings and illegal use or exploitation of real property. Provide inspection and enforcement of nuisance properties.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Sign Permits	81	75	80
Plumbing Permits	807	850	900
Gas Permits	605	615	650
Building Permits	1,661	1,750	1,800
Building Inspections	12,760	13,000	14,000
Plumbing & Gas Inspections	1,044	1,200	1,300
Trench Permits	59	55	60
Multi-Family Inspections	665	75	350
Code Enforcement Cases	215	220	230

BUILDING

PERSONNEL

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

BUILDING

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

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

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

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

Grand Total

26	1,708,150.28	26	1,690,751	1,210,005.67	1,643,428.00	25.5	2,095,187		25	1,960,762	1,960,762
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BUILDING

EXPENDITURES

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

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

BUILDING

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

Personnel	1,864,051.41	1,747,281.76	1,710,751.00	1,262,140.65	1,707,428.00	2,125,187.00	280,011.00	1,990,762.00	1,990,762.00
General Expenses	557,764.45	459,476.92	552,900.00	348,930.24	490,786.00	552,900.00	0.00	552,900.00	552,900.00
Equipment & Unusual	29,411.40	6,600.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00
Total Operating Budget	<u>2,451,227.26</u>	<u>2,213,358.68</u>	<u>2,263,651.00</u>	<u>1,611,070.89</u>	<u>2,198,214.00</u>	<u>2,685,087.00</u>	<u>280,011.00</u>	<u>2,543,662.00</u>	<u>2,543,662.00</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 2019	FY 2020
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Number of buildings	56	56	56

BUILDING UTILITIES

EXPENDITURES

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

BUILDING UTILITIES

EXPENDITURES

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

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,207,005.41	1,036,431.45	1,200,700.00	674,926.19	1,068,030.00	1,200,700.00	0.00	1,200,700.00	1,200,700.00
Equipment & Unusual									
Total Operating Budget	<u>1,207,005.41</u>	<u>1,036,431.45</u>	<u>1,200,700.00</u>	<u>674,926.19</u>	<u>1,068,030.00</u>	<u>1,200,700.00</u>	<u>0.00</u>	<u>1,200,700.00</u>	<u>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 2019	FY 2020
Pension-Contributory/FICA	90,068	122,327
Pension Administration	8,871	11,650
Medical & Life Insurance	204,825	241,970
Heat, Light, Water	18,649	17,762
Building Repair & Maintenance	23,349	10,971
Building Insurance	3,195	2,847
Total	\$348,957	\$407,527

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

CITY CLERK

PERSONNEL

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

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

Summary of Changes

Adjustments to FY 2021 Positions

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

32,494

Explanation

0	0	0	0	0
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Subtotal

Grand Total

4	366,728.73	4	380,222	298,918.91	380,222.00	4	412,716		4	412,716	412,716
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CITY CLERK

EXPENDITURES

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

EXPENDITURES

COST SUMMARY BY CLASSIFICATION

4

VOTER REGISTRATION & ELECTION

STATEMENT OF OBJECTIVES:

To conduct all state primary and general elections and early voting. To conduct all municipal preliminary and general elections, and all recounts, if necessary. To facilitate and ensure maximum registration and voting.

DESCRIPTION OF OUTPUT STATEMENT:

The Board of Registrars of Voters conducts annual census of all residents and records in an annual list all citizens 17 years of age and older. It conducts daily and evening sessions for registration of voters, also enters all "mail-in" registrations and enters all resident and voter information into the new state "Motor-Voter" program; VRIS = Voter Registration Information System. This must be updated on a daily basis. It conducts registration of voters, certifies signatures of registered voters on nomination papers for all offices, and supervises conduct of all elections. The Board oversees the training of election workers, testing and maintenance of voting machines, ensures compliance with all election laws and directives of the Secretary of the Commonwealth's Election Division.

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

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

VOTER REGISTRATION & ELECTION

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

16,728

Explanation

New Positions

Assistant Registrar (PT 19 hrs) 9-1

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

0.5	31,043		0	0	0
0.5	31,043		0	0	0

Subtotal

Grand Total

6	166,609.95	6	201,294	152,896.89	192,522.00	6.5	249,065		6	218,022	218,022
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VOTER REGISTRATION & ELECTION

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	198,046.21	166,609.95	201,294.00	152,896.89	192,522.00	249,065.00	16,728.00	218,022.00	218,022.00
General Expenses	139,071.70	161,515.68	158,900.00	144,584.70	154,839.66	149,700.00	(9,200.00)	149,700.00	149,700.00
Equipment & Unusual									
Total Operating Budget	337,117.91	328,125.63	360,194.00	297,481.59	347,361.66	398,765.00	7,528.00	367,722.00	367,722.00

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

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

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step	FY 2020		FY 2021			FY 2022						
			Actual # Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Council President			1	19,636	14,681.76	19,636.00	1	19,926	1	19,926	19,926		
2.	City Councillor			14	267,904	200,294.22	267,904.00	14	271,966	14	271,966	271,966		
3.	Clerk-Council			1	4,000	2,958.82	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	5,178.21	7,000.00	1	7,000	1	7,000	7,000		
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,178.21	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	5,177.83	7,000.00	1	7,000	1	7,000	7,000		
7.	Clerk-Community Development & Other			1	7,000	5,178.21	7,000.00	1	7,000	1	7,000	7,000		
Subtotal			20	312,294.00	20	319,540	238,647.26	319,540.00	20	323,892		20	323,892	323,892

Summary of Changes

Adjustments to FY 2021 Positions

Cost of Living Adjustment included in * position

4,352

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

20	312,294.00	20	319,540	238,647.26	319,540.00	20	323,892	323,892	323,892
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CITY COUNCIL

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 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	52
Inquiries in office/day	5	5	5
Telephone inquiries/day	5	5	5
Potential violation letters issued	3	3	3
Formal enforcement orders issued	2	2	2
Letters to abutters encroaching on conservation land	1	1	1

CONSERVATION COMMISSION

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

914

Explanation

New Positions

SPMG Senior Code Enforcement
Inspector - Conservation

13-1

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

SPMG Code Enforcement Inspector

12-1

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

1	76,951			
		0.5	39,249	39,249
1	76,951	0.5	39,249	39,249

Subtotal

Grand Total

7.5	38,740.50	7.5	44,414	29,236.71	38,677.93	8.5	122,279	8.0	84,577	84,577
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2019	FY 2020	FY 2021			FY 2022			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5111 Salaries - Full Time						76,951.00	0.00	0.00	0.00
5121 Salaries - Part Time	19,834.07	27,640.50	29,014.00	21,936.71	26,977.93	29,928.00	40,163.00	69,177.00	69,177.00
5194 Boards & Commissions	11,800.00	11,100.00	15,400.00	7,300.00	11,700.00	15,400.00	0.00	15,400.00	15,400.00
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General Expenses 001-171-5200			2,100.00			2,100.00	0.00	2,100.00	2,100.00
5192 Mileage									
5272 Office Equipment Rental	780.00	483.49		370.00	740.00				
5308 Stenographer									
5341 Advertising	62.75								
5342 Postage	313.20	360.25		107.50	215.00				
5343 Printing									
5420 Office Supplies	285.09	256.49		43.54	87.08				
5730 Dues	563.00	574.00		585.00	585.00				
<hr/>									
Equipment & Unusual 001-171-5400									
5245 Conservation Maint/Supplies		1,241.52		5,500.00	5,500.00	10,500.00	0.00	0.00	0.00
Property Line Survey & Granite Markers						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>	
5245 Conservation Maint/Supplies	\$500 for native wildflower seeds, \$10,000 to hire a specialist to remove invasive plants at the Storer Conservation Land (Paine Estate).	10,500.00	Mayor: Use filing fees
Property Line Survey & Granite Markers	ConCom has identified numerous encroachments by abutters to the Storer Conservation Land, totaling almost an acre. We would like to survey the remaining boundaries that were not surveyed in 2019, and add granite boundary markers at the corners of each abutting property where not already marked by a historic stone wall.	50,000.00	Mayor: Transfer to Engineer CIP

COST SUMMARY BY CLASSIFICATION

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

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

The objectives of the Consolidated Public Works Department (CPW) are to respond to requests from our citizens in a timely manner, record requests in our 311 system, generate work orders, and complete the work. CPW will maintain and improve the City's public streets and sidewalks, and perform snow removal on 165 centerline miles of road, school parking lots, municipal parking lots, municipal building parking lots, and cemeteries. CPW will maintain all City islands, City trees, public shade trees, and right of way trees. CPW will plant new trees, flowers, and shrubbery to enhance the quality of life and the unique character and aesthetic environment of Waltham. We will maintain and improve the City's 23 parks, 2 cemeteries, Waltham Common, Prospect Hill Park, and other open space areas. We will maintain, repair, and provide fuel to all Police, Fire, School, and City vehicles which includes 229 registered vehicles and 50 unregistered pieces of equipment. CPW will oversee and enhance the City's trash and recycling programs.

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	1,658,180	1,577,067
Pension Administration	172,230	154,905
Medical & Life Insurance	2,410,575	2,041,575
Heat, Light, Water	117,542	113,540
Building Repair & Maintenance	216,657	144,951
Building Insurance	10,191	9,080
Motor Vehicle Insurance	13,802	10,503
Motor Vehicle Maint & Repair	401,119	337,606
Workers Compensation	349,411	227,646
Total	\$5,349,707	\$4,616,873

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

PERSONNEL

Summary of Changes

Explanation

0.0	0	0.0	0
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Subtotal

2

CONSOLIDATED PUBLIC WORKS

PERSONNEL

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

CONSOLIDATED PUBLIC WORKS

PERSONNEL

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

CONSOLIDATED PUBLIC WORKS

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 172,323

MECH Motor Equipment Repair Pers 10-1 56,439

LAB H M E O 8-1 51,219

LAB H M E O 8-1 51,219

LAB H M E O (sidewalk) 8-1 51,219

LAB M E O 7-1 49,027

LAB M E O 7-1 49,027

LAB M E O 7-1 49,027

LAB Highway Maintenance 6-2 (14,565)

LAB Highway Maintenance 6-1 47,001

LAB Laborer 6-1 47,001

LAB Laborer 6-1 47,001

LAB Laborer 6-1 47,001

LAB Laborer / Gardener 6-1 (3,630)

LAB Laborer / Gardener 6-1 47,001

Explanation

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

New employee hired at lower step/longevity

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

New employee to be hired at lower step/longevity

Requesting to fund 'on hold' position

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

Subtotal

Grand Total

51	2,432,711.62	51	2,584,140	1,751,735.77	2,427,787.28	51	3,330,450	51	3,035,956	3,035,956
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CONSOLIDATED PUBLIC WORKS

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

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

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

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

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

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 2019	FY 2020
Total	\$0	\$0

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Meetings	9	15	20

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step
1.	Members	
2.	Clerk	
Subtotal		

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

Summary of Changes

Adjustments to FY 2021 Positions
Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	7,300.00	8	17,000	7,819.02	11,600.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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

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

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step
1.	Commissioners	
Total		

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

3	1,800.00	3	3,000	1,100.00	2,300.00	3	3,000	3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

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

COST SUMMARY BY CLASSIFICATION

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

**CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION**

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	371,521	333,804
Pension Administration	37,861	31,923
Medical & Life Insurance	593,101	498,480
Heat, Light, Water	27,156	26,868
Building Repair & Maintenance	61,218	48,054
Building Insurance	681	606
Motor Vehicle Insurance	3,562	2,755
Motor Vehicle Maint & Repair	103,515	88,552
Workers Compensation		23,412
Other Dept Allocations	662,084	662,012
Total	\$1,860,699	\$1,716,466

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

**CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION**

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step
1.	*Water/Sewer Superintendent	16-6
2.	SPMG *Assistant City Engineer	16-6
3.	*Business Manager	15-6 (L8)
4.	SPMG *Foreman	13-1
5.	SPMG *Sr Code Enforcement Inspector	13-6 (L9)
6.	SPMG *Sr Code Enforcement Inspector	13-4 (L11)
Subtotal		

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

Summary of Changes

Adjustments to FY 2021 Positions

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

34,232

Explanation

New Positions

Subtotal

0	0	0	0	0	0	0	0	0	0

Grand Total

2.5	216,683.43	5	474,477	364,531.97	475,051.19	5	508,709	5	508,709
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CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

EXPENDITURES

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

Department Explanation for Requested Increases

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

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

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 2019	FY 2020
Total	\$0	\$0

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

WATER OPERATIONS & MAINTENANCE

PERSONNEL

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

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 45,237

Working Foreman II 11-5 67,715

Working Foreman I Nights 10-6 (L8) 78,212

*Laborer Nights 6-4

Explanation

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

Requesting to fund 'on hold' position and designate as day shift position by removing 6% evening shift differential
Mayor: Position filled in FY21. Keep position as nights.

Designate as day shift position by removing 6% evening shift differential
Mayor: Keep position as nights.

1	67,715	1	67,715	67,715
1	73,785	1	78,212	78,212
2	141,500	2	145,927	145,927

Subtotal

Grand Total

12	489,584.00	12	566,591	451,052.05	628,029.91	12	750,195	12	757,755	757,755
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WATER OPERATIONS & MAINTENANCE

EXPENDITURES

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

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

	FY 2019	FY 2020	FY 2021			FY 2022			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	17,850.00	32,550.00	40,000.00	16,625.00	40,000.00	45,000.00	5,000.00	45,000.00	45,000.00
5394-45 Disposal of Trench Tailings	71,955.00	85,000.00	85,000.00	33,780.75	75,000.00	100,000.00	15,000.00	100,000.00	100,000.00
5394-49 Service Repairs	40,769.58	46,390.00	40,000.00	3,000.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5690 State Assessment - MWRA	9,311,252.00	9,619,353.17	10,046,663.00	7,032,664.10	10,046,663.00	10,383,579.00	336,916.00	10,383,579.00	10,383,579.00
5692 State Assessment - DEP	21,447.71	19,971.18	25,000.00	22,731.53	22,371.00	30,000.00	5,000.00	30,000.00	30,000.00
5876 Hydrants	64,043.08	71,007.59	65,000.00	41,285.74	65,000.00	75,000.00	10,000.00	75,000.00	75,000.00
5879 Repair/Replacement Pump Station Equipment						50,000.00	50,000.00	50,000.00	50,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	50,339.34	16,534.69	50,000.00	38,505.63	50,000.00	50,000.00	0.00	50,000.00	50,000.00

Department Explanation for Requested Increases

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

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

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

COST SUMMARY BY CLASSIFICATION

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

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

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

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

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

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

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

Summary of Changes

New Positions

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

Explanation

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

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

Subtotal

Grand Total

10	501,506.96	10	539,017	354,816.93	472,386.49	14	846,116	14	853,081	853,081
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2019	FY 2020	FY 2021			FY 2022			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	474,371.61	501,506.96	539,017.00	354,816.93	472,386.49	846,116.00	314,064.00	853,081.00	853,081.00
5131 Overtime	60,648.94	78,971.01	60,000.00	61,702.73	77,000.00	70,000.00	10,000.00	70,000.00	70,000.00
5135 Standby	36,237.42	38,254.01	40,000.00	30,490.42	41,000.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	7,232.55	15,389.10	10,000.00	34,088.43	26,027.96	10,000.00	0.00	10,000.00	10,000.00
General Expenses 600-440-5200			395,900.00			421,100.00	25,200.00	421,100.00	421,100.00
5211 Heat	4,243.24	6,786.85		1,434.52	2,200.00				
5213 Light	50,420.23	45,875.36		18,606.80	25,000.00				
5231 Water	991.94	1,433.65		2,225.15	3,400.00				
5241 Equipment Repair/Maint	70,380.40	50,250.79		72,974.65	90,000.00				
5244 Motor Equipment Repair/Maint	26,919.81	68,929.72		55,570.06	65,000.00				
5245 Building/Grounds Maint	9,412.20			376.00	600.00				
5248 Computer Software/License		2,945.99		1,578.00	2,800.00				
5261 W/S Infrastructure Repair/Maint	33,345.49	58,550.11		15,932.50	67,000.00				
5276 Truck/ Equipment Rental	720.00				500.00				
5303 Engineering Services/ Consulting	23,920.50	954.00			500.00				
5307 Public Safety Service	12,293.00	3,484.00			5,500.00				
5312 Training	5,164.00	2,733.00		2,583.00	4,200.00				
5340 Communication	9,920.46	3,728.66		5,800.95	8,500.00				
5431 Paint Supplies	376.66	998.18			700.00				
5450 Custodial Supplies	60,781.69	54,643.25		28,763.78	47,000.00				
5460 Groundskeeping Supplies		3,384.00			500.00				
5500 Medical Supplies	817.48	677.30		196.90	300.00				
5510 Education Supplies		161.00			100.00				
5538 Street/Sidewalk Materials	44,043.93	34,224.18		22,438.10	38,000.00				
5539 Castings & Pipes	13,575.23	17,256.93		12,183.76	15,000.00				
5542 Water/Sewer Materials	557.00				100.00				
5581 Clothing, Gloves, Shoes	7,557.04	10,451.33		9,412.11	8,500.00				
5587 Tools	12,252.92	9,894.82		5,061.58	10,500.00				
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	8,858.19	46,223.96	45,000.00	11,983.94	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	8,060.00	6,185.00	25,000.00	10,000.00	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	71,955.00	102,575.00	85,000.00	63,300.82	85,000.00	100,000.00	15,000.00	100,000.00	100,000.00
5394-49 Service Repairs	131,831.67	68,994.33	95,000.00	29,175.00	95,000.00	95,000.00	0.00	95,000.00	95,000.00
5690 State Assessment - MWRA	13,800,824.00	13,938,768.50	13,972,854.00	9,780,997.80	13,972,854.00	14,397,848.00	424,994.00	14,397,848.00	14,397,848.00
5740 Insurance	5,605.60	5,605.60	7,500.00		5,900.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	14,851.60	3,741.34	15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00
5879 Repair/Replacement Pump Station Equipment						100,000.00	100,000.00	100,000.00	100,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

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

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

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

City Funding: \$969,460	State Funding: \$37,500
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COUNCIL ON AGING

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

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

24,174

Office Coordinator/Outreach Worker PT 9-1

(29,731)

Not requested

LAB Bus Operator 8-1

(12,170)

Retired employee to be replaced by new person

New Positions

Social Worker/Outreach Worker 11-1

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

1	66,447	1	66,447	66,447
1	66,447	1	66,447	66,447

Subtotal

Grand Total

16	474,685.77	16.5	570,465	320,217.85	434,278.74	16	619,185		16	619,185	619,185
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COUNCIL ON AGING

EXPENDITURES

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

Department Explanation for Requested Increases

Item

General Expenses 001-541-5200

Reason

Food Supplies: The cost of frozen meals is slightly higher than those cooked onsite.

Department Cost for Requested Increase

1,175.00

COST SUMMARY BY CLASSIFICATION

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

DISABILITIES SERVICES COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step
1.	Board Members	
	Subtotal	

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

New Positions

Explanation

0	0		0	0

SubtotalGrand Total

7	5,000.00	7	7,000	5,400.00	7,000.00	7	7,000		7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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

EMERGENCY MANAGEMENT

PERSONNEL

	Bargaining Unit Position	FY 2022 Grade-Step
1.	*Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
Subtotal		

FY 2020		FY 2021			FY 2022											
Actual # Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Actual	Expenditures												
			Expenditures	Thru 6/30/2021												
			1	58,985						45,747.53	58,985.00	1	62,596	1	62,596	62,596
			1	10,000						7,397.23	10,000.00	1	10,000	1	10,000	10,000
	10,000	7,397.23	10,000.00		10,000		10,000	10,000								
2	78,428.84	2	78,985	60,541.99	78,985.00	2	82,596		2	82,596	82,596					

Summary of Changes

Adjustments to FY 2021 Positions

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

3,611

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

2	78,428.84	2	78,985	60,541.99	78,985.00	2	82,596	2	82,596	82,596
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EMERGENCY MANAGEMENT

EXPENDITURES

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

Department Explanation for Requested Increases

Item

5384 Fuel Tank Testing

Reason

State required 3rd party test done every three years is required this year. Price per vendor quote.

Department Cost for
Requested Increase

1,400.00

COST SUMMARY BY CLASSIFICATION

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

ENGINEERING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	278,610	246,975
Pension Administration	29,391	24,513
Medical & Life Insurance	219,912	175,352
Heat, Light, Water	9,339	9,313
Building Repair & Maintenance	19,323	36,773
Building Insurance	575	512
Motor Vehicle Insurance	223	344
Motor Vehicle Maint & Repair	6,470	11,069
Total	\$563,843	\$504,851

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

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

ENGINEERING

PERSONNEL

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

27.368

Explanation

SPMG Assistant City Engineer

16-1

93.475

Requesting to fund 'on hold' position

Co-op Student

14,840

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

New Positions

Subtotal

Grand Total	5.5	454,586.37	5.5	445,569	338,878.56	477,342.25	5.5	581,252		5.5	487,777	487,777
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ENGINEERING

EXPENDITURES

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

ENGINEERING

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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

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

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

12,491

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2.5	183,353.36	2.5	186,167	146,685.84	197,211.00	2.5	198,658		2.5	198,658	198,658
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WATER & SEWER BILLING & COMPLIANCE

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Purchase Orders Managed	138	165	150
Accounts Payable Invoices	1,453	1,500	1,550
Procurement Bids Managed	21	21	25

**ENGINEERING
WATER ADMINISTRATION**

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Compensation
Ordinance/Contract Settlement included in *
position salary 15,676

Co-op Student 14,840

Explanation

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

New Positions

SPMG Jr. Civil Engineer 14-1

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

1	81,909	1	81,909	81,909
1	81,909	1	81,909	81,909

Subtotal

Grand Total

5	429,578.40	2.5	216,688	158,866.24	216,034.00	3.5	329,113	3.5	329,113	329,113
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**ENGINEERING
WATER ADMINISTRATION**

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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 2019	FY 2020
Pension-Contributory/FICA	6,128,732	6,315,910
Pension Administration	636,699	620,106
Medical & Life Insurance	6,450,196	6,240,203
Heat, Light, Water	146,336	132,338
Building Repair & Maintenance	547,703	238,729
Building Insurance	8,690	7,742
Motor Vehicle Insurance	4,452	3,788
Motor Vehicle Maint & Repair	129,393	121,759
Total	\$14,052,201	\$13,680,575

FIRE PREVENTION & INVESTIGATION

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

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

OUTPUT MEASURES

GENERAL SUPPORT

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

	FY 2020	FY 2021	FY 2022
Output Measure	Actual	Estimated	Projected
Number of Personnel	160	152	166
Vehicles & Apparatus	23	22	22
Number of Buildings Maintained	6	6	6

FIRE FIGHTING & TRAINING

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

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

FIRE

PERSONNEL

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

FIRE

PERSONNEL

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

FIRE

PERSONNEL

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

FIRE

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

FIRE

PERSONNEL

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

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

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

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

FIRE

EXPENDITURES

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

FIRE

EXPENDITURES

Classification	FY 2019	FY 2020	FY 2021			FY 2022			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	6,179.47	4,034.31	5,000.00	4,269.65	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5278 Building Rental (Moody St Fire Station project)	10,500.00	42,000.00	31,500.00	31,500.00	31,500.00	0.00	(31,500.00)	0.00	0.00
5471 Patches & Badges	823.00	889.00	1,000.00	777.50	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5850 Safety Equipment	34,996.10	34,898.02	45,000.00	29,012.80	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5854 Hoses, Cable, Wire	21,000.00	20,976.00	21,000.00		21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields		960.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5248 Computer Software Program						16,000.00	16,000.00	16,000.00	16,000.00
Special Items 001-220-5500									
5190 Uniform Allowance 1 @ 1,100	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5190 Uniform Allowance 161 @ 1,050	159,600.00	168,000.00	169,050.00	159,600.00	159,600.00	169,050.00	0.00	169,050.00	169,050.00
5190 Uniform Allowance 7 @ 1,100	6,600.00	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	0.00	7,700.00	7,700.00
5190 Uniform Allowance 8 @ 9,486	60,562.25	47,907.00	45,110.00	23,289.50	45,110.00	132,804.00	30,778.00	75,888.00	75,888.00
5190 Promotional Uniforms			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5196 Uniforms-Special Positions	2,992.41	1,648.00	4,000.00	1,976.96	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>	<u>Mayor's Recommendation</u>
5131 Overtime	This increase is due to not being able to bank personal and vacation days and because of the 9 Fire Fighter positions on hold.	200,000.00	100,000.00
5141 Longevity	Members reaching new longevity milestones. Retirement payouts, not currently funded.	146,010.00	146,010.00
5142 College Credits	Due to the rates going up per contract. New hires starting the job with enough C.C. to receive C.C. incentive.	167,812.00	95,884.00
5143 Holiday	This is necessary due to the salary increase on 7/21, along with an increase in Fire Personnel in FY-22.	95,605.00	115,569.00
General Expenses 001-220-5200	To restore the 5% cut to operating accounts	49,925.00	0.00
5241 Equipment Repair/Maint	Year 4 Gear Cleaning (see attached)	22,960.00	22,960.00
Computer Software Program	Scheduling Software (see attached)	16,000.00	16,000.00
5190 Uniform Allowance 14 @ 9,486	Hire 9 positions on hold from FY21 and 5 new positions (see attached)	87,694.00	30,778.00

COST SUMMARY BY CLASSIFICATION

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

FIRE AUXILIARY

EXPENDITURES

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

Department Explanation for Requested Increases

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

Personnel

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	275,102	258,093
Pension Administration	28,636	25,276
Medical & Life Insurance	197,161	190,412
Heat, Light, Water	4,669	4,656
Building Repair & Maintenance	9,661	18,386
Building Insurance	287	256
Motor Vehicle Insurance	1,113	1,033
Motor Vehicle Maint & Repair	32,349	33,208
Total	<u>\$548,978</u>	<u>\$531,320</u>

OUTPUT MEASURES

OFFICE OF PUBLIC HEALTH			
The Board of Health is the policy making body of the Health Department. Administrative head is the Director of Public Health who oversees, plans and reviews the operations of the public health nurse, health inspectors, housing inspectors, and office clerk. This element provides for the purchase of biological and other supplies for immunization clinics and provides financial aid for half of the hospitalization costs of tuberculosis patients not covered by insurance programs. Provide anti-rabies vaccine and treatment to residents exposed to rabies. Beginning in February and March many swamps were treated with BTI insecticides to prevent spring brood of mosquito larvae ditches and culverts cleared of debris during spring cleaning. Where mosquito larvae were found in spring and summer they were sprayed with abate. A helicopter is needed to spray some of the areas.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Total permits issued	936	1,240	1,240
Burial permits issued	294	245	245
Food service estab permits	291	295	295
Retail food permits	86	88	90
Swimming pool permits	47	50	50
Tobacco permits	64	64	64
Day camp permits	3	26	26
DNA research permits	37	41	41
Mobile food permits	9	28	28
Transportation of grease & garbage	31	32	32
Contagious follow-up	346	568	571
Tuberculosis follow-up	108	300	304
Catch basin larva control	3,400	3,400	3,400
B.T.I. treated acres	25	25	25
Aerosol application/acres	5	5	5
Funeral Home permits	3	3	3
Temporary caterers permits	71	300	330
Rat complaints	220	240	260
Demolition Sign-offs	32	38	45
COVID-19 follow-up	3,256	1,500	500

HEALTH

OUTPUT MEASURES

HEALTH INSPECTIONS			
Relationship of output program objective: Inspections of all eating and drinking establishments, markets and stores, bakeries, nursing homes, housing inspections and code enforcement nuisance complaints, mobile caterers, air pollution, septic tank installations, demolition inspections, rodent and pest complaints, day camp inspections, swimming pool inspections, mobile food servers inspections, advise on new restaurant construction and renovation, food borne illness investigations, lodging house inspections, no heat, water or electricity and gas, installation and maintenance of dwelling facilities, kitchen, bath, heat, hot water, electrical, security and abatement orders are issued to violators.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Food establishment inspections	251	1,164	1,168
Housing inspections	200	220	240
Swimming pool inspections	16	47	47
Housing complaints	200	220	240
Trash complaints	185	190	195
Food complaints	18	40	40
Rodent & pest complaints	220	240	260
No heat complaints	28	32	32
Day camp inspections	3	25	25
Conferences owner or operator	5	25	28

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

HEALTH

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

52,141

Explanation

Principal Off Asst (PT 19 hrs) 8-1

(7,904)

New employee to be hired at lower step

New Positions

Administrative Assistant 10-1

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

1	61,635		0	0	0
1	61,635		0	0	0

Subtotal

Grand Total

13.5	702,952.12	13.5	720,525	563,539.00	749,146.00	13	795,389		12.5	764,762	764,762
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HEALTH

EXPENDITURES

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

** Pending bid

HEALTH

EXPENDITURES

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

Department Explanation for Requested Increases

Item

General Expenses 001-510-5200

Reason

Pest control increase for outdoor dining and construction

Department Cost for
Requested Increase

7,932.00

COST SUMMARY BY CLASSIFICATION

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

HISTORICAL COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

[illegible]

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

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

1. Board Members

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

Summary of Changes

Adjustments to FY 2021 Positions

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

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

7	6,100.00	7	7,000	3,900.00	3,600.00	7	7,000	7	7,000	7,000
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HISTORICAL COMMISSION

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

HUMAN RESOURCES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	62,432	92,343
Pension Administration	6,243	8,996
Medical & Life Insurance	92,228	80,385
Heat, Light, Water	9,339	9,313
Building Repair & Maintenance	19,323	36,773
Building Insurance	575	512
Total	\$190,140	\$228,322

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

HUMAN RESOURCES

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step	
1.	Human Resources Director	17-6 (L8)	
2.	Assistant Human Resources Director	14-1	<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 2020		FY 2021				FY 2022					
#	Actual Expenditures	#	Budget	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval	
				Actual Expenditures	Expenditures Thru 6/30/2021						
		1	123,201	97,232.55	123,201.00			1	130,743	130,743	
		1						1			
		1	76,925	60,555.50	76,925.00	1	82,132	1	82,132	82,132	
		1	58,080	25,005.66	58,080.00	1	61,635	1	61,635	61,635	
			6,000	4,438.41	6,000.00		6,000		6,000	6,000	
			62,000		30,000.00		62,000		62,000	62,000	
4	295,399.20	4	326,206	187,232.12	294,206.00	2	211,767		4	342,510	342,510

Summary of Changes

Adjustments to FY 2021 Positions

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

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

Assistant Human Resources Director 14-1 81,564

Explanation

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

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

New Positions

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

Subtotal

Grand Total

1	148,152	0	0
1	81,564	0	0
0.5	34,000	0	0
2.5	263,716	0	0

4	295,399.20	4	326,206	187,232.12	294,206.00	4.5	475,483	4	342,510	342,510
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HUMAN RESOURCES

EXPENDITURES

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

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

HUMAN RESOURCES

EXPENDITURES

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

COST SUMMARY BY CLASSIFICATION

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

[illegible]

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

WORKERS COMPENSATION

EXPENDITURES

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

Department Explanation for Requested Increases

Item

General Expenses 001-912-5200

Reason

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

Department Cost for Requested Increase

180,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	466,290.69	533,662.78	390,000.00	509,985.24	608,000.00	570,000.00	(40,000.00)	350,000.00	350,000.00
Equipment & Unusual									
Total Operating Budget	<u>466,290.69</u>	<u>533,662.78</u>	<u>390,000.00</u>	<u>509,985.24</u>	<u>608,000.00</u>	<u>570,000.00</u>	<u>(40,000.00)</u>	<u>350,000.00</u>	<u>350,000.00</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 2019	FY 2020
Pension-Contributory/FICA	244,657	244,737
Pension Administration	24,718	23,340
Medical & Life Insurance	299,464	328,417
Heat, Light, Water	6,845	5,619
Building Repair & Maintenance	23,024	9,653
Building Insurance	793	707
Total	\$599,501	\$612,473

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

INFORMATION TECHNOLOGY

PERSONNEL

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

INFORMATION TECHNOLOGY

PERSONNEL

Bargaining Unit	Position
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
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81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

FY 2022
Grade-Step

Summary of Changes

Adjustments to FY 2021 Positions

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

77,280

Explanation

[illegible]

0	0	0	0	0
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Subtotal

Grand Total

11.5	1,081,973.92	11.5	1,100,553	865,986.38	1,143,981.20	11.5	1,177,833		11.5	1,177,833	1,177,833
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INFORMATION TECHNOLOGY

EXPENDITURES

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

INFORMATION TECHNOLOGY

EXPENDITURES

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

COST SUMMARY BY CLASSIFICATION

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

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:

To provide telephone service for all departments of city government.

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

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

FY 2020		FY 2021			FY 2022				
#	Actual Expenditures	#	July - March	Estimated	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures					
			28,538	19,139.68	28,538.00	28,538		28,538	28,538
	22,884.40		28,538	19,139.68	28,538.00	28,538		28,538	28,538

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

Explanation

0		0	0

New Positions

SubtotalGrand Total

22,884.40	28,538	19,139.68	28,538.00	28,538		28,538	28,538
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CENTRAL TELEPHONE SERVICE

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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 on lawsuits in Federal Court, Massachusetts Superior Court and Land Courts.

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	90,841	91,185
Pension Administration	8,929	8,431
Medical & Life Insurance	190,299	220,290
Heat, Light, Water	18,677	18,625
Building Repair & Maintenance	38,645	73,546
Building Insurance	1,150	1,024
Total	\$348,541	\$413,101

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

LAW

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

62,102

Explanation

0	0		0	0	0
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Subtotal

Grand Total

9	873,857.23	9	971,967	759,340.35	1,010,485.68	8	1,034,069	8	1,034,069	1,034,069
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LAW

EXPENDITURES

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

LAW

EXPENDITURES

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

COST SUMMARY BY CLASSIFICATION

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

LIBRARY

STATEMENT OF OBJECTIVES:

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

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

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

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

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

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

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	427,810	420,228
Pension Administration	41,931	39,007
Medical & Life Insurance	525,746	493,517
Heat, Light, Water	137,139	117,299
Building Repair & Maintenance	242,324	265,358
Building Insurance	7,924	7,059
Total	\$1,382,874	\$1,342,468

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

LIBRARY

PERSONNEL

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

LIBRARY

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

Library Trustees 1,000

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

Explanation

Mayor: Vacancy exists

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

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

1 125,922 0

LIBRARY

PERSONNEL

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

Summary of Changes

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

LIBRARY

EXPENDITURES

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

LIBRARY

EXPENDITURES

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

LIBRARY

EXPENDITURES

Classification	FY 2019	FY 2020	FY 2021			FY 2022			
	Actual Expenditures	Actual Expenditures	July - March Budget	Actual Expenditures Thru 6/30/2021	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>		<u>Mayor's Recommendation</u>	
5581 Clothing, Gloves, Shoes	Increase due to CBA requirements.								
5583 Library Supplies	Increase for anticipated toner use by patrons. We continue to offer wireless printing during the pandemic.								
5730 Dues	Actual cost for degree holding staff to hold professional memberships in state and national organizations is \$7,000; membership provides a variety of resources and training/conference discounts.								
5396 Minuteman Network	Minuteman uses a set formula to determine cost for each member library. Waltham card holders have access to 40 other MLN libraries and their collections, incl. ematerials, interlibrary loan and many valued databases.					747.00		747.00	
5720 Out of State Travel	Estimated amount for two professional staff to attend the national American Library Association conference, typically held out of state.					3,000.00		0.00	

COST SUMMARY BY CLASSIFICATION

Personnel	2,312,214.47	2,317,023.41	2,442,603.00	1,639,789.23	2,247,188.29	2,745,484.00	190,387.00	2,632,990.00	2,632,990.00
General Expenses	426,430.02	417,223.87	407,600.00	224,139.29	434,600.00	487,585.00	19,085.00	426,685.00	426,685.00
Equipment & Unusual	66,419.34	85,528.29	80,578.00	60,953.98	78,918.00	81,325.00	747.00	81,325.00	81,325.00
Other Charges	0.00	607.09	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00
Total Operating Budget	<u>2,805,063.83</u>	<u>2,820,382.66</u>	<u>2,930,781.00</u>	<u>1,924,882.50</u>	<u>2,760,706.29</u>	<u>3,317,394.00</u>	<u>210,219.00</u>	<u>3,141,000.00</u>	<u>3,141,000.00</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 2019	FY 2020
Pension-Contributory/FICA	93,823	93,632
Pension Administration	9,653	9,115
Medical & Life Insurance ***	80,356	49,964
Heat, Light, Water	8,512	7,665
Building Repair & Maintenance	14,904	6,295
Building Insurance	1,151	1,025
Total	\$208,399	\$167,696

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

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

2,156

Explanation

Executive Assistant 12-2

73,282

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

1 73,282 1 73,282 73,282

Constituency Serv Admin PT 10-6

(37,660)

Convert from FT to PT and to reflect staff duties

Constituency Serv Admin PT 10-6
Part Time

13,643
(11,681)

To reflect staff duties

New Positions

Subtotal

1 73,282 1 73,282 73,282

Grand Total

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

MAYOR

EXPENDITURES

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

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>							
COST SUMMARY BY CLASSIFICATION									
Personnel		278,244.50	282,042.69	276,539.00	225,367.11	300,192.00	316,279.00	39,740.00	316,279.00
General Expenses		22,682.73	24,224.95	24,615.00	20,828.07	23,625.00	24,615.00	0.00	24,615.00
Equipment & Unusual		350,965.96	375,654.10	390,725.00	311,762.14	403,425.00	390,725.00	0.00	390,725.00
Total Operating Budget		<u>651,893.19</u>	<u>681,921.74</u>	<u>691,879.00</u>	<u>557,957.32</u>	<u>727,242.00</u>	<u>731,619.00</u>	<u>39,740.00</u>	<u>731,619.00</u>

CELEBRATION OF HOLIDAYS

STATEMENT OF OBJECTIVES:

To conduct a suitable city celebration of the noteworthy holidays.

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	9,950.00	10,450.00	11,000.00	0.00	11,000.00	11,000.00	0.00	11,000.00	11,000.00
Equipment & Unusual									
Total Operating Budget	9,950.00	10,450.00	11,000.00	0.00	11,000.00	11,000.00	0.00	11,000.00	11,000.00

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 2019	FY 2020
Pension-Contributory/FICA	78,840	76,746
Pension Administration	7,771	7,338
Medical & Life Insurance	108,191	105,407
Heat, Light, Water	14,827	13,038
Building Repair & Maintenance	28,725	51,482
Building Insurance	1,092	973
Motor Vehicle Insurance	445	344
Motor Vehicle Maint & Repair	12,939	11,069
Total	\$252,830	\$266,397

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

City Funding: \$332,091

Federal Funding: \$134,806

PLANNING

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

20,708

Explanation

Principal Planner 14-1

39,155

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

1	81,564	1	81,564	81,564
1	81,564	1	81,564	81,564

New Positions

Subtotal

Grand Total

4	310,146.34	4.5	394,234	283,664.16	382,307.00	4	454,097	4	454,097	454,097
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PLANNING

EXPENDITURES

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

Department Explanation for Requested Increases

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

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

HOUSING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	66,395	66,569
Pension Administration	6,654	6,283
Medical & Life Insurance	84,446	91,714
Heat, Light, Water	4,669	4,656
Building Repair & Maintenance	9,661	18,386
Building Insurance	1,669	1,487
Total	\$173,494	\$189,095

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

City Funding: \$574,565	Federal Funding: \$17,000
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HOUSING

PERSONNEL

			FY 2020		FY 2021			FY 2022					
Bargaining Unit	Position	FY 2022 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Housing Supervisor	16-6 (L11)			1	118,659	93,694.54	123,405.36	1	125,922	1	125,922	125,922
2.	*Asst Housing Supervisor	14-6 (L11)			1	103,461	81,684.26	107,599.44	1	109,793	1	109,793	109,793
3.	*Housing Specialist (PT 19 hrs)	12-6			0.5	44,302	34,192.57	46,074.08	0.5	47,919	0.5	47,919	47,919
4.	*Asst Finance Rehab Advisor	11-6			1	75,876	59,912.80	78,911.04	1	80,520	1	80,520	80,520
5.	*Administrative Assistant	10-3			0.5	32,568	24,632.90	33,870.72	0.5	35,911	0.5	35,911	35,911
6.	Fair Housing Officer					3,000	2,219.02	3,000.00		3,000		3,000	3,000
Subtotal			4	354,199.04	4	377,866	296,336.09	392,860.64	4	403,065		403,065	403,065

Summary of Changes

Adjustments to FY 2021 Positions

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

25,199

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

4	354,199.04	4	377,866	296,336.09	392,860.64	4	403,065		4	403,065	403,065
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HOUSING

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

PAINE ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA		2,130
Medical & Life Insurance	35,250	34,823
Heat, Light, Water	29,066	25,216
Building Repair & Maintenance	42,925	19,488
Building Insurance	7,033	6,266
Total	\$114,274	\$87,923

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

PAINE ESTATE

PERSONNEL

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

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

Summary of Changes

Adjustments to FY 2021 Positions

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

4,906

Explanation

Paine Estate Curator PT 13-6 (L10)

(38,653)

15 hours/week for City work only

0	0	0.5	43,693	43,693
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New Positions

Subtotal

Grand Total

2	154,366.55	2	154,882	121,852.32	161,077.28	2	164,829		1.5	121,135	121,135
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PAINE ESTATE

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

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 2019	FY 2020
Pension-Contributory/FICA	5,911,675	5,982,717
Pension Administration	606,892	580,700
Medical & Life Insurance	6,437,547	6,321,144
Heat, Light, Water	78,762	77,355
Building Repair & Maintenance	368,434	98,457
Building Insurance	5,218	4,648
Motor Vehicle Insurance	14,692	11,537
Motor Vehicle Maint & Repair	426,998	370,812
Total	\$13,850,218	\$13,447,370

OUTPUT MEASURES

GENERAL SUPPORT			
The specific services the Administration Division provides are diverse and wide ranging but include such items as accreditation, crime analysis and dissemination of current information on arrests and crime patterns. The Administration Division bears responsibility for payroll, workers' compensation, and overall supervision of property, evidence, motor vehicles, buildings and grounds. Also included are all training issues, firearm maintenance and background investigations for Police, Fire and 911 personnel. Other functions of the Administration Division are computer maintenance, planning and research and maintaining the Police web page.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Total Training <i>Hours</i> in Service	5,120	5,760	5,760
Total Training <i>Hours</i> Specialized	1,600	7,500	8,200
Total Training <i>Hours</i> Firearms	1,820	2,828	2,828
Total Training <i>Hours</i> Firearms - Special	96	1,476	1,668
Total Evidence Received	938	812	875
Background Investigations	30	20	50

OUTPUT MEASURES

COMMUNITY SERVICES			
These outputs help to reduce traffic congestion by discouraging violations of parking and traffic laws by reducing accidents and by eliminating their causes. Additionally, outputs help to facilitate safety in the schools, in the neighborhoods, and in the community as a whole.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Taxi Inspections	0 due to COVID	60	60
Accidents Reported	2,069	1,216	2,500
Accidents Investigated	1,323	746	1,300
Taxi License	51	51	42
Taxi Registrations	48	30	30
F.I.D. Cards Issued	22	18	13
License to Carry Firearms Issued	300	450	405

CRIMINAL PATROL & APPREHENSION			
The Patrol Division's primary responsibility is to respond to all calls for service, 24 hours a day, 7 days a week. The Patrol Division maintains public peace, arrests violators, investigates motor vehicle accidents, assists on medical calls, enforces traffic laws, reports on any public hazard, serves court documents (warrants, summons, 209A prevention orders, etc.), and works with other agencies. Preventive patrol efforts attempt to deter crime. Through community policing efforts the Patrol Division identifies and resolves issues of concern in an attempt to improve the quality of life of the citizens.			
Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Arrests	512	378	567
Incapacitated Persons	157	68	213
Traffic Citations Issued	6,924	1,228	8,679
OUI Arrests	48	48	55
Parking Tags Issued	1,468	933	1,859
Frequency Checks	13,707	11,816	12,461
Incident Reports Prepared	7,556	6,094	7,767

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

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

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

ANIMAL CONTROL

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

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

City Funding: \$18,748,441

Federal Funding: \$50,000

POLICE

PERSONNEL

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

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

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

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

POLICE

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step	FY 2020		FY 2021			FY 2022						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	#	Department Request	#	Mayor's Recommendation	Council Approval	
161. TRAF	School Traffic Supervisor				43	376,252	244,237.25	356,622.00	43	376,062	43	376,062	376,062	
162.	*Business Manager	15-3 (L11)			1	92,817	74,053.53	93,882.00	1	102,372	1	102,372	102,372	
163. SPMG	*Animal Control Officer	11-6 (L10)			1	83,858	66,214.88	88,086.00	1	88,990	1	88,990	88,990	
164.	Administrative Assistant	10-3			1		48,166.11	61,048.00						
165.	*Office Coordinator	9-6 (L10)			1	71,778	56,676.89	72,540.00	1	76,172	1	76,172	76,172	
166.	*Office Coordinator	9-6 (L10)			1	71,778	56,671.43	72,540.00	1	76,172	1	76,172	76,172	
167.	*Principal Office Assistant	8-6			1	61,077	48,226.95	61,725.00	1	64,815	1	64,815	64,815	
168.	*Associate Office Assistant	7-1			1	50,807		0.00			1	51,246	51,246	
169.	*Proj Coord - Community Policing				1	29,432	20,111.34	29,432.00	1	31,747	1	31,747	31,747	
170.	Animal Inspector					1,500	1,109.70	1,500.00		1,500		1,500	1,500	
171.	School Safety Officer					3,105	2,290.85	3,105.00		3,105		3,105	3,105	
172.	*Part Time					29,432	21,951.04	29,432.00		31,747		31,747	31,747	
Subtotal			210	15,099,387.40	210	15,585,009	12,323,937.66	16,593,054.00	200	16,230,624		206	16,281,870	16,281,870

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

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

POLICE

PERSONNEL

Bargaining
Unit Position

FY 2022
Grade-Step

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

Summary of Changes

PPAT	Police Officer Night	(CC 20)	88,785	Requesting to fund 'on hold' position	1	88,785	1	88,785	88,785
PPAT	Police Officer Night	(CC 20)	88,785	Requesting to fund 'on hold' position	1	88,785	1	88,785	88,785
PPAT	Police Officer Night	(CC 20)	88,785	Requesting to fund 'on hold' position	1	88,785		0	0
PPAT	Police Officer Night	(CC 20)	88,785	Requesting to fund 'on hold' position	1	88,785		0	0
PPAT	Police Officer Night	(CC 20)	88,785	Requesting to fund 'on hold' position	1	88,785		0	0
PPAT	Police Officer Night	(CC 20)	88,785	Requesting to fund 'on hold' position	1	88,785		0	0
Public Safety Contingency									
			(100,000)	Not requested					
Cadet Program					1	50,679	1	50,679	50,679
Cadet Program					1	50,679		0	0
TRAF	School Traffic Supervisor		(190)	New employees to be hired without longevity					
	Administrative Assistant	10-3	64,873	Requesting to fund 'on hold' position	1	64,873	1	64,873	64,873
	Principal Office Assistant	8-1	2,731	Requesting to convert clerical position from Grade 7 to Grade 8. Administrative requirements are continually expanding in the Chief's Office, which deeply effects the productiveness of the office and the department as a whole.	1	53,538		0	0
New Positions									
	Cadet Program			Assist in the diversity recruitment of Waltham residents into the law enforcement field	2	101,358	0.5	27,511	27,511
				Mayor: Fund 2 PT Cadets 19 hours/week			0.5	27,511	27,511
Subtotal					12	853,837	5	348,144	348,144
Grand Total					210	15,099,387.40	210	15,585,009	12,323,937.66
					212	17,084,461	211	16,630,014	16,630,014

POLICE

EXPENDITURES

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

POLICE

EXPENDITURES

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

POLICE

EXPENDITURES

Classification	FY 2019	FY 2020	FY 2021			FY 2022			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>		<u>Reason</u>				<u>Department Cost for Requested Increase</u>		<u>Mayor's Recommendation</u>	
5131 Overtime		Increase due to projection based on this year's (FY21) experience after CBA 2% increase.				300,000.00		150,000.00	
5141 Longevity		Increase due to projection based on this year's (FY21) experience after CBA 2% increase; plus there will be 6 Police Officers newly eligible to receive Longevity and 13 who will increase their percentages; plus 3 STSs newly eligible.				107,073.00		64,268.00	
5142 College Credits		Increase due to projection based on this year's (FY21) experience after CBA increase.				167,202.00		110,978.00	
5143 Holiday		Increase due to projection based on this year's (FY21) experience after CBA increase.				100,806.00		153,014.00	
General Expenses 001-210-5200		Increase in new police reform training and increase in biohazard cleaning of cells and cruisers.				24,850.00		24,850.00	
5312 Training Academy Fee		13 Police Officers will begin their 1/3rd of contractual reimbursement.				2,167.00		2,167.00	
5850 Safety Equipment		Upon review of spending history, this account requires an increase where other accts are being decreased.				1,000.00		1,000.00	

COST SUMMARY BY CLASSIFICATION

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

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

City Funding: \$1,927,192

State Funding: \$100,000

DISPATCH

PERSONNEL

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

on hold
on hold

DISPATCH

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity/Contract Settlement included in * position salary		39,627	
FAOP Emerg Tel Dispatcher	6	(1,939)	
FAOP Emerg Tel Dispatcher Night	1	60,544	
FAOP Emerg Tel Dispatcher Night	1	60,544	
FAOP Emerg Tel Dispatcher Night	1	60,544	

Explanation

Employee switched from night to day shift

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

Requesting to fund 'on hold' position

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

Subtotal

Grand Total

25	1,731,439.21	25	1,624,235	1,226,051.16	1,634,169.00	25	1,833,208	25	1,712,120	1,712,120
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DISPATCH

EXPENDITURES

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

Department Explanation for Requested IncreasesItem

5143 Holiday

Reason

There are employees receiving step and longevity increases during FY22 which cause the Holiday to increase and this includes the cost to fund the holiday for the three ETD's that were on hold last year.

Department Cost for
Requested Increase

10,926.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,771,351.72	1,756,766.72	1,774,010.00	1,369,793.75	1,732,771.00	1,993,330.00	105,732.00	1,879,742.00	1,879,742.00
General Expenses	31,618.41	28,289.86	37,900.00	22,620.84	23,203.00	32,050.00	(5,850.00)	32,050.00	32,050.00
Equipment & Unusual									
Special Items	12,248.20	12,257.25	15,400.00	10,600.00	10,600.00	15,400.00	0.00	15,400.00	15,400.00
Total Operating Budget	<u>1,815,218.33</u>	<u>1,797,313.83</u>	<u>1,827,310.00</u>	<u>1,403,014.59</u>	<u>1,766,574.00</u>	<u>2,040,780.00</u>	<u>99,882.00</u>	<u>1,927,192.00</u>	<u>1,927,192.00</u>

PURCHASING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	68,063	68,213
Pension Administration	6,984	6,594
Medical & Life Insurance	67,925	68,405
Heat, Light, Water	8,512	7,665
Building Repair & Maintenance	14,904	6,295
Building Insurance	767	683
Total	\$167,155	\$157,855

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

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step
1.	Purchasing Agent	16-2
2.	*Administrative Assistant	10-6
3.	Administrative Assistant	10-1
4.	Insurance & Claims Admin	
5.	Energy Coordinator	
6.	Part Time	
Subtotal		

FY 2020		FY 2021				FY 2022					
Actual # Expenditures	#	July - March Actual Expenditures Budget Expenditures Thru 6/30/2021			Estimated Expenditures						
		#	Budget	Expenditures	Thru 6/30/2021	#	Department Request	#	Mayor's Recommendation	Council Approval	
		1	112,601	71,816.51	91,616.51	1	94,426	1	94,426	94,426	
		1	70,358	55,524.29	73,172.32	1	74,665	1	74,665	74,665	
		1	62,704	49,455.04	51,957.28						
			2,700	1,696.55	2,250.00		2,700		2,700	2,700	
			3,000		0.00		0		0	0	
			15,000	8,932.00	15,000.00		0		0	0	
3	248,704.77	3	266,363	187,424.39	233,996.11	2	171,791		2	171,791	171,791

Summary of Changes

Adjustments to FY 2021 Positions

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

4,307

Explanation

Purchasing Agent 16-2

(18,175)

Internal promotion

Administrative Assistant 10-1

(62,704)

Convert Administrative Assistant to Junior Accountant

Energy Coordinator

(3,000)

Not requested

Part Time

(15,000)

Not requested

New Positions

Junior Accountant 10-1

Convert Administrative Assistant to Junior Accountant

1	61,635	1	61,635	61,635
1	61,635	1	61,635	61,635

Subtotal

Grand Total

3	248,704.77	3	266,363	187,424.39	233,996.11	3	233,426	3	233,426	233,426
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PURCHASING

EXPENDITURES

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

PURCHASING

EXPENDITURES

Classification	FY 2019	FY 2020	FY 2021		FY 2022			
	Actual Expenditures	Actual Expenditures	July - March Budget	Estimated Actual Expenditures Thru 6/30/2021	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>								
<u>Item</u>							<u>Department Cost for Requested Increase</u>	<u>Mayor's Recommendation</u>
5341 Advertising							8,000.00	8,000.00
5741 Auto Insurance							10,000.00	10,000.00
5742 Building Insurance							5,000.00	5,000.00
5743 Cyber Insurance							4,945.00	4,945.00
5744 General Liability Insurance							20,000.00	20,000.00

COST SUMMARY BY CLASSIFICATION

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

RECREATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	152,170	155,755
Pension Administration	14,826	13,999
Medical & Life Insurance	232,292	264,847
Heat, Light, Water	6,959	5,590
Building Repair & Maintenance	74,659	7,602
Building Insurance	15,176	13,520
Motor Vehicle Insurance	1,113	1,033
Motor Vehicle Maint & Repair	32,348	33,207
Total	\$529,543	\$495,553

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

RECREATION

PERSONNEL

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

RECREATION

PERSONNEL

Bargaining Unit Position
FY 2022 Grade-Step

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

Summary of Changes

Adjustments to FY 2021 Positions

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

70,125

Explanation

Subtotal

0	0		0	0	0
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Grand Total

20.5	886,358.57	20.5	937,576	708,977.33	947,999.04	20.5	1,007,701		20.5	1,007,701	1,007,701
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RECREATION

EXPENDITURES

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

Department Explanation for Requested Increases

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

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

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

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

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit	Position	FY 2022 Grade-Step	FY 2020		FY 2021			FY 2022						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2021	#	Department Request		#	Mayor's Recommendation	Council Approval
1.	Program Instructors for Kaleidoscope and Water Spray Park Attendants				17	62,000	32,738.50	40,000.00	17	71,000		17	71,000	71,000
2.	Kaleidoscope Asst. Program Director				1	7,000	2,457.00	3,000.00	1	7,000		1	7,000	7,000
Subtotal			18	63,962.50	18	69,000	35,195.50	43,000.00	18	78,000		18	78,000	78,000

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

Program Instructors for
Kaleidoscope and Water Spray
Park Attendants

9,000

Explanation

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

0	0		0	0

Subtotal

Grand Total

18	63,962.50	18	69,000	35,195.50	43,000.00	18	78,000	18	78,000	78,000
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

To provide an opportunity for adventure, discovery, and developing social relationships through summer fun experiences for kindergarteners with a 1/2 day program and extended day options and elementary age boys and girls with a full day of activities. To provide middle school age youths with summer fun activities combined with volunteer job experiences as staff assistants. The children attending these programs represent the diversity of the Waltham Community. Minimal registration fees charged make it possible for all to attend. Prospect Hill Park is the perfect setting to introduce youth to the beauty and resources within.

DESCRIPTION OF OUTPUT STATEMENT:

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

Our Pre-K program is for children entering kindergarten in September. The Summer Fun Program is for boys and girls in grades 1-6. Our LEAP (Leadership, Experience, Adventure Program) is one of our major summer programs for middle school age youths in grades 7, 8 and 9. Due to Capital Improvements ongoing at Prospect Hill Park, the Summer Fun Program will be relocated to Lowell Field for the summer of 2021.

All State of Massachusetts COVID-19 protocols and guidelines will be followed including social distancing, reduced enrollment numbers, and continued disinfecting and sanitation of parks and facilities.

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

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

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

		FY 2020		FY 2021			FY 2022			
Bargaining Unit	Position	FY 2022 Grade-Step		July - March		Estimated	Department		Mayor's	Council
		#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/2021	#	Request	# Recommendation	Approval
1.	Summer Fun Prog Instructors/Pre-K Instructors			15	55,000	27,808.00	15	63,000	15	63,000
2.	Lifeguard / Swimming Instructors			2	9,500	1,963.00				
3.	Asst Program Director			1	7,000	2,943.00	1	7,000	1	7,000
4.	Middle School Program Supervisor			1	6,000	0.00	1	6,000	1	6,000
Subtotal		19	58,636.00	19	77,500	32,714.00	17	76,000	17	76,000

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

Summer Fun Prog Instructors/Pre-K Instructors

8,000

Explanation

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

Lifeguard / Swimming Instructors

(9,500)

Not requested

New Positions

Subtotal

0	0		0	0	0					

Grand Total

19	58,636.00	19	77,500	32,714.00	40,963.00	17	76,000	17	76,000	76,000
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

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

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

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

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

Youth sport organizations subsidized with funding:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	98,275.17	64,497.64	101,700.00	44,748.68	77,000.00	121,700.00	20,000.00	121,700.00	121,700.00
Equipment & Unusual	9,697.38	5,733.32	10,500.00	627.80	3,800.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	<u>107,972.55</u>	<u>70,230.96</u>	<u>112,200.00</u>	<u>45,376.48</u>	<u>80,800.00</u>	<u>132,200.00</u>	<u>20,000.00</u>	<u>132,200.00</u>	<u>132,200.00</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 2020-2021 season were \$200 per hour for non-profit groups and \$220 per hour for private groups. All fees must be approved by the State of Massachusetts. The availability of skate rentals and skate sharpening services offer visitors amenities as well as items such as tape, skate laces and mouth guards available for purchase. Due to COVID-19 Veteran's Memorial Skating Rink continues to follow State of Massachusetts protocols and guidelines. Rink staff follow a strict cleaning and sanitation protocol as well as monitor contact tracing for the building. The Rink staff continues to enforce social distancing and face covering mandates. For the 2021-2022 season, Veteran's Memorial Skating Rink staff look forward to offering quality experiences that resemble pre covid operations (Based on State Protocols).

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	12,396	12,690
Pension Administration	1,055	997
Medical & Life Insurance	72,261	47,254
Building Repair & Maintenance	8,886	2,272
Building Insurance	4,485	3,996
Workers' Compensation		2,611
Other Dept Allocations	16,748	15,212
Total	\$115,831	\$85,032

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

PERSONNEL

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

3	193,688.59	3	212,716	160,404.23	214,104.64	3	234,240		3	234,240	234,240
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VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

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

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

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

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	2,981,252	3,077,140
Pension Administration	210,874	204,471
Medical & Life Insurance	26,534,405	26,418,458
Building Insurance	159,533	142,125
Motor Vehicle Maint & Repair	48,236	38,864
Motor Vehicle Insurance	2,449	1,722
Debt Service	4,228,965	4,233,019
Total	<u>\$34,165,714</u>	<u>\$34,115,799</u>

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected

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

TRAFFIC ENGINEERING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	34,041	33,711
Pension Administration	6,087	5,748
Medical & Life Insurance	113,008	118,030
Heat, Light, Water	3,735	3,725
Building Repair & Maintenance	7,729	14,709
Building Insurance	230	205
Motor Vehicle Insurance	223	172
Motor Vehicle Maint & Repair	6,470	5,535
Workers' Compensation	12,301	14,068
Total	<u>\$183,824</u>	<u>\$195,903</u>

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

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

TRAFFIC ENGINEERING

PERSONNEL

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

Summary of Changes

Adjustments to FY 2021 Positions

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

20,200

Explanation

LAB Painter - Traffic

9-6

(1,258)

Employee replaced at lower step/longevity

New Positions

Subtotal

0	0		0	0

Grand Total

5.5	384,280.44	5.5	416,647	283,872.81	386,221.00	5.5	435,589		5.5	435,589	435,589
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TRAFFIC ENGINEERING

EXPENDITURES

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

TRAFFIC ENGINEERING

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

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

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

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

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

			FY 2020		FY 2021			FY 2022						
Bargaining Unit	Position	FY 2022 Grade-Step	Actual		July - March Actual		Estimated	Department		Mayor's		Council		
			#	Expenditures	#	Budget	Expenditures	Thru 6/30/2021	#	Request	#	Recommendation	Approval	
1.	Supervisor					2,500	1,849.50	2,500.00		2,500		2,500		
2.	*Parking Control Officer	7-6 (L10)			1	53,940	41,984.18	56,097.00	1	57,236	1	57,236		
3.	*Parking Control Officer	7-6 (L10)			1	53,450	42,192.47	55,588.00	1	57,117	1	57,117		
4.	*Parking Control Officer	7-3			1	40,631	30,828.12	42,256.00	1	44,758	1	44,758		
5. LAB	*Meter Repair Person (PT 19.5 hrs)	7-6			0.5	27,357	21,264.63	28,451.00	0.5	29,031	0.5	29,031		
Subtotal			3.5	156,904.78	3.5	177,878	138,118.90	184,892.00	3.5	190,642		3.5	190,642	190,642

Summary of Changes

Adjustments to FY 2021 Positions

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

12,764

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3.5	156,904.78	3.5	177,878	138,118.90	184,892.00	3.5	190,642	3.5	190,642	190,642
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PARKING MANAGEMENT

EXPENDITURES

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

PARKING MANAGEMENT

EXPENDITURES

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

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>
General Expenses	This is the same amount we requested in FY21, when we thought it would be a normal year.

Department Cost for Requested Increase
7,675.00

COST SUMMARY BY CLASSIFICATION

Personnel	177,579.08	160,338.71	182,878.00	141,001.13	189,892.00	195,642.00	12,764.00	195,642.00	195,642.00
General Expenses	133,383.97	139,838.41	148,700.00	80,248.36	120,904.44	156,375.00	0.00	148,700.00	148,700.00
Equipment & Unusual	58,197.00	32,981.00	62,888.00	62,888.00	62,888.00	62,888.00	(2,299.00)	60,589.00	60,589.00
Special Items	1,943.50	1,895.26	2,000.00	1,059.50	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(371,103.55)	(335,053.38)	(396,466.00)	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>285,196.99</u>	<u>375,684.44</u>	<u>416,905.00</u>	<u>10,465.00</u>	<u>406,931.00</u>	<u>406,931.00</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 2019	FY 2020
Pension-Contributory/FICA	193,349	177,128
Pension Administration	19,442	16,776
Medical & Life Insurance	328,465	298,228
Heat, Light, Water	17,024	15,331
Building Repair & Maintenance	29,808	12,590
Building Insurance	2,010	1,791
Total	\$590,098	\$521,844

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

TREASURER & COLLECTOR

PERSONNEL

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

on hold

Summary of Changes

Adjustments to FY 2021 Positions

Explanation

Step Raises/Longevity/Compensation Ordinance included in * position salary 39,944

Associate Office Asst 7-1 (11,723)

New employee to be hired at lower step/longevity

Payroll Spvr / Benefits Coord 12-2 (L9) (9,633)

Internal promotion - replaced at lower step/longevity

Principal Office Asst 8-1 (8,809)

New employee to be hired at lower step/longevity

New Positions

Subtotal

0	0	0	0	0

Grand Total

11	920,858.70	11	899,546	641,471.00	926,919.76	10	858,734	10	909,325	909,325
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TREASURER & COLLECTOR

EXPENDITURES

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

Department Explanation for Requested Increases

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

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

ADMINISTRATION OF TRUST FUNDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

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

Bargaining Unit		FY 2022
Position		Grade-Step

1. Trust Fund Commissioner
2. Asst Clerk & Custodian

Subtotal

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

New Positions

Subtotal

Grand Total

Explanation

0	0		0	0

4	2,600.00	4	4,000	1,939.80	4,000.00	4	4,000		4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

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

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

VETERANS BENEFITS & SERVICES

PERSONNEL

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

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

Summary of Changes

Adjustments to FY 2021 Positions

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

12,001

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	196,053.00	2	196,053	154,805.83	196,053.00	2	208,054	2	208,054	208,054
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

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

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position FY 2022 Grade-Step

1. License Commission
2. Assistants to License Commission

Subtotal

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

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

5	15,600.00	5	15,600	11,638.04	15,600.00	5	15,600	5	15,600	15,600
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LICENSE COMMISSION

EXPENDITURES

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

Department Explanation for Requested Increases

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

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

WIRES

STATEMENT OF OBJECTIVES:

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

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

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

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2019	FY 2020
Pension-Contributory/FICA	158,813	159,105
Pension Administration	15,875	14,990
Medical & Life Insurance	297,664	324,841
Heat, Light, Water	37,814	30,557
Building Repair & Maintenance	101,939	106,370
Building Insurance	1,433	1,276
Motor Vehicle Insurance	1,558	1,205
Motor Vehicle Maint & Repair	45,288	38,742
Total	\$660,384	\$677,086

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 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	755
Traffic Lights	96	98	104
Electric Car Charging Locations	3	5	12

WIRES

PERSONNEL

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

FY 2020		FY 2021			FY 2022						
#	Actual Expenditures	#	July - March	Estimated	#	Department Request	#	Mayor's	Council Approval		
			Budget	Actual Expenditures				Expenditures Thru 6/30/2021		Recommendation	
		1	126,623	99,983.21	131,688.00	1	134,374	1	134,374	134,374	
		1	103,251	81,523.76	107,381.00	1	109,570	1	109,570	109,570	
		1	87,334	68,959.74	90,827.00	1	92,679	1	92,679	92,679	
		1	95,454	75,373.40	99,272.00	1	101,297	1	101,297	101,297	
		1	95,454	75,373.40	99,272.00	1	101,297	1	101,297	101,297	
		1	86,776	68,508.04	90,247.00	1	92,088	1	92,088	92,088	
		1	77,171	60,335.58	80,258.00	1	84,449	1	84,449	84,449	
		1	78,097	59,842.57	81,200.00	1	81,385	1	81,385	81,385	
		1	68,256	53,845.49	70,986.00	1	72,428	1	72,428	72,428	
9	815,347.11	9	818,416	643,745.19	851,131.00	9	869,567		9	869,567	869,567

Summary of Changes

Adjustments to FY 2021 Positions

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

51,151

Explanation

0	0	0	0	0
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Subtotal

Grand Total

9	815,347.11	9	818,416	643,745.19	851,131.00	9	869,567	9	869,567	869,567
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WIRES

EXPENDITURES

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

WIRES

EXPENDITURES

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

Department Explanation for Requested Increases

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

COST SUMMARY BY CLASSIFICATION

Personnel	798,008.07	850,829.11	850,316.00	665,953.38	884,431.00	907,567.00	57,251.00	907,567.00	907,567.00
General Expenses	307,163.69	326,718.11	307,100.00	190,918.78	311,280.00	343,100.00	36,000.00	343,100.00	343,100.00
Equipment & Unusual	24,378.10	26,039.05	27,500.00	1,287.74	27,500.00	7,500.00	(20,000.00)	7,500.00	7,500.00
Total Operating Budget	<u>1,129,549.86</u>	<u>1,203,586.27</u>	<u>1,184,916.00</u>	<u>858,159.90</u>	<u>1,223,211.00</u>	<u>1,258,167.00</u>	<u>73,251.00</u>	<u>1,258,167.00</u>	<u>1,258,167.00</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 2019	FY 2020
Total	\$0	\$0

Output Measure	FY 2020 Actual	FY 2021 Estimated	FY 2022 Projected
Lights	4,700	4,750	4,780

STREET LIGHTING

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

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

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	502,726.13	338,609.16	530,000.00	184,706.91	430,000.00	430,000.00	(100,000.00)	430,000.00	430,000.00
Equipment & Unusual									
Total Operating Budget	502,726.13	338,609.16	530,000.00	184,706.91	430,000.00	430,000.00	(100,000.00)	430,000.00	430,000.00

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 2019	FY 2020
Total	\$0	\$0

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

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

ZONING BOARD OF APPEALS

PERSONNEL

Bargaining Unit Position		FY 2022 Grade-Step	FY 2020		FY 2021			FY 2022						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/2021	Estimated Expenditures	Department		Mayor's		Council Approval	
									#	Request	#	Recommendation		
1.	Members		10	25,000		11,900.00	25,000.00	10	25,000		10	25,000		25,000
2.	Chairperson			500		500.00	500.00		500			500		500
Subtotal			10	23,600.00	10	25,500	12,400.00	25,500.00	10	25,500		10	25,500	25,500

Summary of Changes

Adjustments to FY 2021 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0	0								

New Positions

Subtotal

Grand Total

10	23,600.00	10	25,500	12,400.00	25,500.00	10	25,500		10	25,500	25,500
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ZONING BOARD OF APPEALS

EXPENDITURES

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

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

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