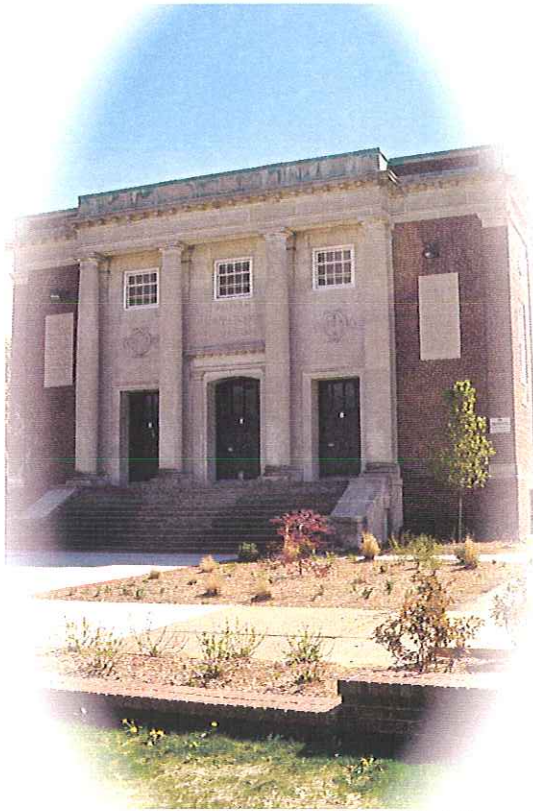


City of Waltham



Waltham Community & Cultural Center

Fiscal Year 2013 Budget

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	428,753.36	406,852.68	412,589.00	203,785.42	363,556.59	435,909.00	23,320.00	435,909.00	430,909.00
Personnel	364,883.80	354,937.27	349,089.00	155,494.65	312,554.00	343,079.00	(6,010.00)	343,079.00	343,079.00
General	44,759.56	51,915.41	63,500.00	48,290.77	51,002.59	92,830.00	29,330.00	92,830.00	87,830.00
Equip/Unusual	19,110.00	-	-	-	-				
Special									
Auditors	61,264,415.68	63,159,260.91	62,971,825.00	56,254,581.08	62,420,319.64	66,429,182.00	1,022,357.00	63,994,182.00	63,994,182.00
<i>-City Auditor</i>	559,503.89	565,652.87	446,333.00	221,631.04	445,547.72	485,689.00	39,356.00	485,689.00	485,689.00
Personnel	552,613.34	560,125.54	438,298.00	218,937.07	438,298.00	478,154.00	39,856.00	478,154.00	478,154.00
General	6,719.05	5,527.33	8,035.00	2,693.97	7,249.72	7,535.00	(500.00)	7,535.00	7,535.00
Equip/Unusual	171.50	-	-	-	-	-	-	-	-
Special									
<i>-Interest & Certification</i>	3,218,748.34	2,818,163.61	2,770,000.00	1,352,370.40	2,769,797.92	2,977,619.00	207,619.00	2,977,619.00	2,977,619.00
Personnel									
General	3,218,748.34	2,818,163.61	2,770,000.00	1,352,370.40	2,769,797.92	2,977,619.00	207,619.00	2,977,619.00	2,977,619.00
Equip/Unusual									
Special									
<i>-Redemption of Bonds</i>	7,563,638.00	7,133,638.00	6,702,196.00	4,033,638.00	6,709,138.00	7,720,738.00	1,018,542.00	7,720,738.00	7,720,738.00
Personnel									
General	7,563,638.00	7,133,638.00	6,702,196.00	4,033,638.00	6,709,138.00	7,720,738.00	1,018,542.00	7,720,738.00	7,720,738.00
Equip/Unusual									
Special									
<i>-Contributory & Non-Cont. Retirement</i>	13,458,530.57	13,906,941.27	13,801,814.00	13,755,155.20	13,769,814.00	13,888,860.00	87,046.00	13,888,860.00	13,888,860.00
Personnel									
General	13,458,530.57	13,906,941.27	13,801,814.00	13,755,155.20	13,769,814.00	13,888,860.00	87,046.00	13,888,860.00	13,888,860.00
Equip/Unusual									
Special									
<i>-Hospital & Medical Insurance & OME</i>	34,418,452.77	36,787,415.83	36,886,000.00	35,222,385.79	36,562,500.00	38,321,000.00	(1,000,000.00)	35,886,000.00	35,886,000.00
Personnel									
General	34,418,452.77	36,787,415.83	36,886,000.00	35,222,385.79	36,562,500.00	38,321,000.00	(1,000,000.00)	35,886,000.00	35,886,000.00
Equip/Unusual									
Special									
<i>-Group Life Ins & Social Security</i>	110,703.94	104,426.50	115,000.00	54,398.47	115,000.00	115,000.00	-	115,000.00	115,000.00
Personnel									
General	110,703.94	104,426.50	115,000.00	54,398.47	115,000.00	115,000.00	-	115,000.00	115,000.00
Equip/Unusual									
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Redemption of Bonds (Sewer/Water)</i>	1,482,879.94	1,387,931.68	1,703,612.00	1,430,337.79	1,625,338.00	2,122,901.00	419,289.00	2,122,901.00	2,122,901.00
Personnel									
General	1,482,879.94	1,387,931.68	1,703,612.00	1,430,337.79	1,625,338.00	2,122,901.00	419,289.00	2,122,901.00	2,122,901.00
Equip/Unusual									
Special									
<i>-Interest & Certification (Sewer/Water)</i>	451,958.23	455,091.15	546,870.00	184,664.39	423,184.00	797,375.00	250,505.00	797,375.00	797,375.00
Personnel									
General	451,958.23	455,091.15	546,870.00	184,664.39	423,184.00	797,375.00	250,505.00	797,375.00	797,375.00
Equip/Unusual									
Special									
Building	2,761,817.34	2,828,844.03	2,808,060.00	1,163,803.86	2,746,641.92	2,869,023.00	278,776.00	3,086,836.00	3,000,506.00
<i>-General</i>	1,639,794.12	1,647,825.23	1,674,860.00	705,954.63	1,613,441.92	1,735,823.00	28,796.00	1,703,656.00	1,689,656.00
Personnel	1,409,636.94	1,364,869.81	1,400,260.00	610,526.75	1,329,841.92	1,461,223.00	8,396.00	1,408,656.00	1,408,656.00
General	225,157.18	282,955.42	274,600.00	95,427.88	283,600.00	274,600.00	20,400.00	295,000.00	281,000.00
Equip/Unusual	5,000.00	-	-	-	-	-	-	-	-
Special									
<i>-Utilities</i>	1,122,023.22	1,181,018.80	1,133,200.00	457,849.23	1,133,200.00	1,133,200.00	249,980.00	1,383,180.00	1,310,850.00
General	1,122,023.22	1,181,018.80	1,133,200.00	457,849.23	1,133,200.00	1,133,200.00	249,980.00	1,383,180.00	1,310,850.00
City Clerk/Voter Registration	610,280.16	671,113.23	754,550.00	376,053.87	777,552.69	764,790.00	10,240.00	764,790.00	764,790.00
<i>-Records Management</i>	338,124.44	367,585.03	415,808.00	186,127.78	430,308.00	430,587.00	14,779.00	430,587.00	430,587.00
Personnel	320,478.35	338,563.26	340,108.00	170,983.58	340,108.00	340,387.00	279.00	340,387.00	340,387.00
General	17,646.09	29,021.77	35,700.00	13,452.01	40,200.00	40,200.00	4,500.00	40,200.00	40,200.00
Equip/Unusual	-	-	40,000.00	1,692.19	50,000.00	50,000.00	10,000.00	50,000.00	50,000.00
Special									
<i>-Voter Registration</i>	272,155.72	303,528.20	338,742.00	189,926.09	347,244.69	334,203.00	(4,539.00)	334,203.00	334,203.00
Personnel	205,388.46	214,528.95	216,042.00	107,968.20	216,042.00	218,703.00	2,661.00	218,703.00	218,703.00
General	66,767.26	88,999.25	122,700.00	81,957.89	131,202.69	115,500.00	(7,200.00)	115,500.00	115,500.00
Equip/Unusual									
Special									
City Council	324,121.75	331,857.49	337,612.00	163,911.71	360,512.00	353,717.00	16,105.00	353,717.00	352,917.00
Personnel	267,067.48	272,675.30	274,912.00	136,596.11	274,912.00	280,117.00	5,205.00	280,117.00	280,117.00
General	57,054.27	59,182.19	62,700.00	27,315.60	63,600.00	63,600.00	900.00	63,600.00	62,800.00
Equip/Unusual	-	-	-	-	22,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Special									
Conservation Commission	53,952.61	61,078.37	43,526.00	16,408.94	-	76,051.00	874.00	44,400.00	44,400.00
Personnel	53,108.41	59,479.79	40,626.00	16,196.28	-	71,401.00	874.00	41,500.00	41,500.00
General	844.20	1,598.58	2,900.00	212.66	-	4,650.00	-	2,900.00	2,900.00
Equip/Unusual									
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Consolidated Public Works	11,102,803.19	12,078,855.75	11,504,161.00	4,801,665.64	10,607,989.91	12,041,903.00	291,229.00	11,795,390.00	11,567,390.00
-CPW Administration	4,518,980.93	4,609,263.97	4,863,161.00	2,313,388.03	4,994,257.61	5,108,903.00	204,229.00	5,067,390.00	5,064,390.00
Personnel	3,496,758.81	3,504,769.94	3,658,061.00	1,718,034.59	3,752,936.00	3,696,603.00	22,529.00	3,680,590.00	3,680,590.00
General	867,332.90	920,154.35	992,100.00	503,748.87	1,027,821.61	1,209,300.00	181,700.00	1,173,800.00	1,170,800.00
Equip/Unusual	154,889.22	184,339.68	213,000.00	91,604.57	213,500.00	203,000.00	-	213,000.00	213,000.00
Special									
-Snow & Ice	1,537,525.80	2,939,910.58	1,368,000.00	102,282.24	340,732.30	1,368,000.00	-	1,368,000.00	1,368,000.00
Personnel	150,779.99	353,821.32	100,000.00	9,649.84	44,500.00	100,000.00	-	100,000.00	100,000.00
General	1,386,745.81	2,586,089.26	1,268,000.00	92,632.40	296,232.30	1,268,000.00	-	1,268,000.00	1,268,000.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	5,046,296.46	4,529,681.20	5,273,000.00	2,385,995.37	5,273,000.00	5,565,000.00	87,000.00	5,360,000.00	5,135,000.00
General									
Equip/Unusual	5,046,296.46	4,529,681.20	5,273,000.00	2,385,995.37	5,273,000.00	5,565,000.00	87,000.00	5,360,000.00	5,135,000.00
Special									
Board of Survey & Planning	5,422.30	12,025.31	20,900.00	6,828.08	18,350.00	21,400.00	500.00	21,400.00	21,400.00
Personnel	3,000.00	9,300.00	17,000.00	5,380.40	14,000.00	17,000.00	-	17,000.00	17,000.00
General	2,422.30	2,725.31	3,900.00	1,447.68	4,350.00	4,400.00	500.00	4,400.00	4,400.00
Equip/Unusual									
Special									
Cemetery Commission	-	2,900.00	3,000.00	600.00	1,800.00	3,000.00	-	3,000.00	3,000.00
Personnel	-	2,900.00	3,000.00	600.00	1,800.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
Council on Aging / Meals on Wheels	410,953.01	449,331.78	473,350.00	236,742.62	471,754.99	495,662.00	22,262.00	495,612.00	495,612.00
Personnel	288,089.55	303,229.50	320,613.00	170,197.08	319,013.00	342,875.00	22,262.00	342,875.00	342,875.00
General	122,863.46	146,102.28	152,737.00	66,545.54	152,741.99	152,787.00	-	152,737.00	152,737.00
Equip/Unusual									
Special									
Disabilities Service Commission	157.59	7,077.00	7,200.00	2,900.00	7,200.00	7,200.00	-	7,200.00	7,200.00
Personnel	-	7,000.00	7,000.00	2,700.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	157.59	77.00	200.00	200.00	200.00	200.00	-	200.00	200.00
Equip/Unusual									
Special									
Engineering	384,159.30	357,781.87	354,906.00	180,722.07	354,798.00	362,692.00	7,286.00	362,192.00	362,192.00
Personnel	380,450.94	351,057.58	348,056.00	177,897.76	348,056.00	355,342.00	7,286.00	355,342.00	355,342.00
General	3,708.36	6,724.29	6,850.00	2,824.31	6,742.00	7,350.00	-	6,850.00	6,850.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Water	8,549,749.67	9,142,664.29	9,227,674.00	4,539,462.27	9,332,920.00	9,580,470.00	304,896.00	9,532,570.00	9,527,570.00
-Water & Sewer Billing & Compliance	165,633.12	180,375.73	187,870.00	86,447.50	185,035.00	219,781.00	4,411.00	192,281.00	192,281.00
Personnel	136,679.79	145,941.03	152,970.00	75,332.84	152,970.00	184,481.00	4,011.00	156,981.00	156,981.00
General	28,953.33	34,434.70	34,900.00	11,114.66	32,065.00	35,300.00	400.00	35,300.00	35,300.00
Equip/Unusual									
Special									
-Water & Sewer Administration	346,650.62	343,214.90	426,667.00	168,656.44	424,792.00	571,347.00	144,280.00	570,947.00	570,947.00
Personnel	345,395.62	341,034.90	423,667.00	168,356.44	423,367.00	568,347.00	144,680.00	568,347.00	568,347.00
General	1,255.00	2,180.00	3,000.00	300.00	1,425.00	3,000.00	(400.00)	2,600.00	2,600.00
Equip/Unusual									
Special									
-Operations & Maintenance	8,037,465.93	8,619,073.66	8,613,137.00	4,284,358.33	8,723,093.00	8,789,342.00	156,205.00	8,769,342.00	8,764,342.00
Personnel-Operations & Maint	467,362.61	528,336.15	474,010.00	240,535.11	534,010.00	487,374.00	13,364.00	487,374.00	487,374.00
Personnel-Meter Read & Install	134,242.58	125,177.81	161,233.00	56,315.51	161,233.00	105,626.00	(55,607.00)	105,626.00	105,626.00
General	196,508.42	198,266.29	213,350.00	102,157.23	269,957.00	246,800.00	13,450.00	226,800.00	221,800.00
Equip/Unusual	7,239,352.32	7,767,293.41	7,764,544.00	3,885,350.48	7,757,893.00	7,949,542.00	184,998.00	7,949,542.00	7,949,542.00
Special									
Sewer	12,500,467.17	12,638,266.83	13,475,208.00	6,639,723.53	13,644,071.00	13,688,359.00	177,151.00	13,652,359.00	13,649,359.00
Personnel	407,429.60	430,461.46	607,469.00	231,548.07	677,469.00	582,132.00	(25,337.00)	582,132.00	582,132.00
General	207,554.42	204,106.75	213,100.00	127,093.57	293,272.00	283,600.00	34,500.00	247,600.00	244,600.00
Equip/Unusual	11,885,483.15	12,003,698.62	12,654,639.00	6,281,081.89	12,673,330.00	12,822,627.00	167,988.00	12,822,627.00	12,822,627.00
Special									
Fire	13,084,905.73	12,906,348.29	13,309,076.00	7,438,866.32	13,425,156.71	13,988,415.00	165,311.00	13,474,387.00	13,474,387.00
Personnel	12,616,313.43	12,488,447.48	12,772,049.00	7,169,063.54	12,893,830.30	13,442,257.00	173,395.00	12,945,444.00	12,945,444.00
General	269,712.68	239,302.13	289,177.00	104,829.99	293,486.41	307,818.00	18,641.00	307,818.00	307,818.00
Equip/Unusual	72,871.93	45,554.96	63,200.00	27,618.03	63,200.00	72,215.00	500.00	63,700.00	63,700.00
Special	126,007.69	133,043.72	184,650.00	137,354.76	174,640.00	166,125.00	(27,225.00)	157,425.00	157,425.00
Emergency Management	77,901.47	85,626.30	87,524.00	39,822.40	87,524.00	91,624.00	(300.00)	87,224.00	87,224.00
Personnel	65,929.49	67,613.34	67,624.00	34,477.05	67,624.00	67,624.00	-	67,624.00	67,624.00
General	6,399.70	6,399.83	9,400.00	4,153.40	9,400.00	9,400.00	-	9,400.00	9,400.00
Equip/Unusual	5,572.28	8,113.13	7,000.00	1,191.95	7,000.00	11,100.00	(300.00)	6,700.00	6,700.00
Special	-	3,500.00	3,500.00	-	3,500.00	3,500.00	-	3,500.00	3,500.00
Health	731,298.44	761,387.22	772,288.00	399,512.77	772,288.00	783,758.00	10,857.00	783,145.00	781,445.00
Personnel	690,173.02	719,213.23	726,063.00	362,617.52	726,063.00	736,920.00	10,857.00	736,920.00	736,920.00
General	40,690.53	41,732.16	45,625.00	36,895.25	45,625.00	46,238.00	-	45,625.00	43,925.00
Equip/Unusual	434.89	441.83	600.00	-	600.00	600.00	-	600.00	600.00
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Historical Commission	36,716.78	38,398.98	37,520.00	17,571.80	37,469.54	41,075.00	1,055.00	38,575.00	38,575.00
Personnel	23,499.96	28,799.96	30,500.00	13,949.98	28,500.00	31,675.00	-	30,500.00	30,500.00
General	4,576.06	3,760.36	4,020.00	750.82	3,948.54	3,900.00	(145.00)	3,875.00	3,875.00
Equip/Unusual	8,640.76	5,838.66	3,000.00	2,871.00	5,021.00	5,500.00	1,200.00	4,200.00	4,200.00
Special									
Information Technology	1,355,624.22	1,422,571.58	1,414,912.00	803,497.76	1,455,670.00	1,507,246.00	51,834.00	1,466,746.00	1,466,746.00
-Information Technology	1,154,629.87	1,195,779.41	1,207,205.00	703,878.62	1,247,963.00	1,299,539.00	51,834.00	1,259,039.00	1,259,039.00
Personnel	889,468.08	926,290.63	937,923.00	465,401.95	937,923.00	948,814.00	10,891.00	948,814.00	948,814.00
General	260,921.79	267,618.78	269,282.00	224,161.67	295,725.00	300,725.00	30,943.00	300,225.00	300,225.00
Equip/Unusual	4,240.00	1,870.00	-	14,315.00	14,315.00	50,000.00	10,000.00	10,000.00	10,000.00
Special									
-Central Telephone	200,994.35	226,792.17	207,707.00	99,619.14	207,707.00	207,707.00	-	207,707.00	207,707.00
Personnel	25,093.76	24,386.72	27,707.00	12,929.28	27,707.00	27,707.00	-	27,707.00	27,707.00
General	175,900.59	175,405.45	180,000.00	86,689.86	180,000.00	180,000.00	-	180,000.00	180,000.00
Equip/Unusual	-	27,000.00	-	-	-	-	-	-	-
Special									
Law	928,268.81	824,975.16	733,742.00	357,511.85	731,002.32	867,138.00	111,696.00	845,438.00	845,438.00
Personnel	699,502.82	722,765.80	670,992.00	336,284.76	670,992.00	755,588.00	84,596.00	755,588.00	755,588.00
General	49,059.02	46,215.54	52,750.00	21,227.09	55,010.32	74,850.00	11,100.00	63,850.00	63,850.00
Equip/Unusual	179,706.97	55,993.82	10,000.00	-	5,000.00	36,700.00	16,000.00	26,000.00	26,000.00
Special									
Library	2,087,270.55	2,141,163.92	2,174,649.00	1,108,633.79	2,208,446.00	2,250,761.00	48,466.00	2,223,115.00	2,223,115.00
Personnel	1,707,119.01	1,788,553.18	1,852,399.00	912,350.71	1,838,746.00	1,929,161.00	49,116.00	1,901,515.00	1,901,515.00
General	317,348.09	295,007.20	261,250.00	140,355.58	308,700.00	260,600.00	(650.00)	260,600.00	260,600.00
Equip/Unusual	62,803.45	57,603.54	61,000.00	55,927.50	61,000.00	61,000.00	-	61,000.00	61,000.00
Special									
Mayor	417,559.09	412,664.39	885,079.00	193,248.81	885,079.00	2,657,510.00	1,772,431.00	2,657,510.00	2,657,510.00
-Mayor	406,559.09	401,664.39	873,979.00	183,819.06	873,979.00	2,646,410.00	1,772,431.00	2,646,410.00	2,646,410.00
Personnel	250,982.33	256,314.63	267,629.00	128,737.53	267,629.00	280,060.00	12,431.00	280,060.00	280,060.00
General	24,277.08	23,719.53	24,850.00	16,375.94	24,850.00	24,850.00	-	24,850.00	24,850.00
Equip/Unusual	131,299.68	121,630.23	581,500.00	38,705.59	581,500.00	2,341,500.00	1,760,000.00	2,341,500.00	2,341,500.00
Special									
-Celebration of Holidays	11,000.00	11,000.00	11,100.00	9,429.75	11,100.00	11,100.00	-	11,100.00	11,100.00
Personnel									
General	11,000.00	11,000.00	11,100.00	9,429.75	11,100.00	11,100.00	-	11,100.00	11,100.00
Equip/Unusual									
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel	981,872.58	899,546.13	840,163.00	313,825.40	839,318.94	844,054.00	(31,109.00)	809,054.00	809,054.00
-General/Work Study/Unemploy	397,227.05	384,863.36	360,163.00	161,977.97	362,318.94	359,054.00	(36,109.00)	324,054.00	324,054.00
Personnel	283,066.84	280,534.65	244,163.00	141,006.37	244,163.00	249,304.00	5,141.00	249,304.00	249,304.00
General	76,153.06	89,001.71	91,000.00	(1,444.34)	90,550.00	81,750.00	(39,250.00)	51,750.00	51,750.00
Equip/Unusual	38,007.15	15,327.00	25,000.00	22,415.94	27,605.94	28,000.00	(2,000.00)	23,000.00	23,000.00
Special									
-Workers Comp	584,645.53	514,682.77	480,000.00	151,847.43	477,000.00	485,000.00	5,000.00	485,000.00	485,000.00
Personnel									
General	584,645.53	514,682.77	480,000.00	151,847.43	477,000.00	485,000.00	5,000.00	485,000.00	485,000.00
Equip/Unusual									
Special									
Planning	566,385.94	546,658.76	598,762.00	354,193.61	521,990.27	547,936.00	(91,841.00)	506,921.00	506,921.00
-City Planner	224,354.86	188,707.71	219,203.00	133,498.47	187,755.00	191,635.00	(53,399.00)	165,804.00	165,804.00
Personnel	223,505.28	187,228.97	218,353.00	133,009.73	186,905.00	190,485.00	(53,699.00)	164,654.00	164,654.00
General	849.58	849.93	850.00	488.74	850.00	1,150.00	300.00	1,150.00	1,150.00
Equip/Unusual	-	628.81	-	-	-	-	-	-	-
Special									
-Housing	224,939.92	231,080.37	182,106.00	111,127.73	136,782.27	158,181.00	(39,109.00)	142,997.00	142,997.00
Personnel	223,609.16	229,730.37	180,756.00	110,473.15	135,432.27	156,581.00	(39,109.00)	141,647.00	141,647.00
General	1,330.76	1,350.00	1,350.00	654.58	1,350.00	1,600.00	-	1,350.00	1,350.00
Equip/Unusual									
Special									
-Paine Estate	117,091.16	126,870.68	197,453.00	109,567.41	197,453.00	198,120.00	667.00	198,120.00	198,120.00
Personnel	94,717.04	98,973.17	165,953.00	94,906.38	165,953.00	166,120.00	167.00	166,120.00	166,120.00
General	22,374.12	27,897.51	31,500.00	14,661.03	31,500.00	32,000.00	500.00	32,000.00	32,000.00
Equip/Unusual									
Special									
Police	14,402,622.29	14,794,800.01	14,858,290.00	7,820,144.86	14,896,286.06	15,378,884.00	228,597.00	15,066,887.00	15,064,887.00
-Police & Animal Control	13,040,365.84	13,408,809.10	13,383,849.00	7,065,725.70	13,550,040.40	13,887,925.00	241,369.00	13,625,218.00	13,623,218.00
Personnel	12,525,252.03	12,851,769.68	12,791,219.00	6,768,526.53	12,933,717.00	13,267,598.00	215,672.00	13,006,891.00	13,006,891.00
General	241,482.54	288,004.28	300,835.00	99,464.99	320,866.05	306,835.00	4,000.00	304,835.00	304,835.00
Equip/Unusual	135,456.76	130,449.27	141,995.00	70,461.95	145,657.35	161,267.00	19,272.00	161,267.00	159,267.00
Special	138,174.51	138,585.87	149,800.00	127,272.23	149,800.00	152,225.00	2,425.00	152,225.00	152,225.00
-Dispatch	1,362,256.45	1,385,990.91	1,474,441.00	754,419.16	1,346,245.66	1,490,959.00	(12,772.00)	1,441,669.00	1,441,669.00
Personnel	1,340,648.16	1,371,506.69	1,433,191.00	721,933.03	1,304,995.66	1,444,174.00	(14,017.00)	1,399,174.00	1,399,174.00
General	15,653.92	9,237.28	34,650.00	27,726.19	34,650.00	40,185.00	1,245.00	35,895.00	35,895.00
Equip/Unusual									
Special	5,954.37	5,246.94	6,600.00	4,759.94	6,600.00	6,600.00	-	6,600.00	6,600.00

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Purchasing	398,312.56	419,135.31	432,593.00	288,747.84	403,888.46	458,073.00	24,210.00	456,803.00	456,803.00
Personnel	168,237.23	193,927.81	200,443.00	100,119.37	200,443.00	208,018.00	7,575.00	208,018.00	208,018.00
General	4,439.21	5,831.38	6,150.00	6,081.27	10,965.25	8,630.00	1,210.00	7,360.00	7,360.00
Equip/Unusual									
Special	225,636.12	219,376.12	226,000.00	182,547.20	192,480.21	241,425.00	15,425.00	241,425.00	241,425.00
Recreation/Veteran's Rink	1,049,931.82	1,186,384.63	1,357,644.00	533,293.25	1,314,600.00	1,395,331.00	79,670.00	1,437,314.00	1,423,477.00
-General Support	389,204.15	456,963.40	451,997.00	246,686.95	451,997.00	458,877.00	45,302.00	497,299.00	483,462.00
Personnel	377,903.31	423,005.46	412,397.00	223,231.58	412,397.00	412,377.00	38,402.00	450,799.00	436,962.00
General	11,300.84	8,334.20	13,600.00	8,045.59	13,600.00	14,500.00	900.00	14,500.00	14,500.00
Equip/Unusual	-	25,623.74	26,000.00	15,409.78	26,000.00	32,000.00	6,000.00	32,000.00	32,000.00
Special									
-Playgrounds	154,989.29	223,960.17	285,900.00	52,042.30	286,050.00	323,000.00	37,100.00	323,000.00	323,000.00
Personnel	41,999.25	44,111.25	48,000.00	36,911.00	48,000.00	55,200.00	7,200.00	55,200.00	55,200.00
General	110,949.74	177,796.82	234,400.00	14,135.40	234,550.00	264,300.00	29,900.00	264,300.00	264,300.00
Equip/Unusual	2,040.30	2,052.10	3,500.00	995.90	3,500.00	3,500.00	-	3,500.00	3,500.00
Special									
-Summer Fun	70,624.91	69,023.41	72,696.00	54,331.43	72,696.00	73,096.00	400.00	73,096.00	73,096.00
Personnel	60,064.75	59,796.00	59,796.00	46,727.00	59,796.00	59,796.00	-	59,796.00	59,796.00
General	10,560.16	9,227.41	12,900.00	7,604.43	12,900.00	13,300.00	400.00	13,300.00	13,300.00
Equip/Unusual									
Special									
-Support of Rec Act.	93,650.52	79,416.65	110,000.00	28,540.98	120,000.00	110,000.00	-	110,000.00	110,000.00
Personnel									
General	87,930.50	71,402.50	102,000.00	25,986.37	112,000.00	102,000.00	-	102,000.00	102,000.00
Equip/Unusual	5,720.02	8,014.15	8,000.00	2,554.61	8,000.00	8,000.00	-	8,000.00	8,000.00
Special									
-Vet Rink	341,462.95	357,021.00	437,051.00	151,691.59	383,857.00	430,358.00	(3,132.00)	433,919.00	433,919.00
Personnel	131,980.32	126,021.29	188,051.00	62,926.16	133,846.00	181,358.00	(3,132.00)	184,919.00	184,919.00
General	186,590.34	216,809.28	227,500.00	81,655.86	228,511.00	227,500.00	-	227,500.00	227,500.00
Equip/Unusual	12,994.29	8,225.43	15,000.00	7,109.57	15,000.00	15,000.00	-	15,000.00	15,000.00
Special	9,898.00	5,965.00	6,500.00	-	6,500.00	6,500.00	-	6,500.00	6,500.00
Transportation	540,441.63	653,639.01	679,544.00	295,607.63	682,146.00	938,851.00	50,842.00	730,386.00	726,486.00
-Traffic Engineering	283,529.94	328,326.62	346,097.00	166,870.51	343,851.00	585,006.00	44,083.00	390,180.00	390,180.00
Personnel	241,478.48	205,455.01	252,077.00	106,434.22	224,655.00	337,786.00	43,083.00	295,160.00	295,160.00
General	41,351.46	23,086.06	44,020.00	22,113.04	44,196.00	47,220.00	1,000.00	45,020.00	45,020.00
Equip/Unusual	700.00	99,785.55	50,000.00	38,323.25	75,000.00	200,000.00	-	50,000.00	50,000.00
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Parking Management</i>	256,911.69	325,312.39	333,447.00	128,737.12	338,295.00	353,845.00	6,759.00	340,206.00	336,306.00
Personnel	189,129.07	195,573.64	199,997.00	98,919.18	193,679.00	212,295.00	159.00	200,156.00	200,156.00
General	66,282.62	68,306.58	71,950.00	29,164.78	83,116.00	79,550.00	6,600.00	78,550.00	74,650.00
Equip/Unusual	-	60,000.00	60,000.00	-	60,000.00	60,000.00	-	60,000.00	60,000.00
Special	1,500.00	1,432.17	1,500.00	653.16	1,500.00	2,000.00	-	1,500.00	1,500.00
Treasurer & Collector	1,041,517.95	1,117,034.73	1,073,129.00	529,726.01	1,073,129.00	1,186,465.00	45,272.00	1,118,401.00	1,118,401.00
<i>-Treas & Collector / Paymaster</i>	1,024,653.74	1,097,467.96	1,052,129.00	520,385.28	1,052,129.00	1,165,465.00	45,272.00	1,097,401.00	1,097,401.00
Personnel	795,625.58	832,331.56	779,029.00	391,547.67	779,029.00	856,465.00	29,772.00	808,801.00	808,801.00
General	229,028.16	265,136.40	268,100.00	128,837.61	268,100.00	284,000.00	15,500.00	283,600.00	283,600.00
Equip/Unusual	-	-	5,000.00	-	5,000.00	25,000.00	-	5,000.00	5,000.00
Special									
<i>-Trust Funds</i>	16,864.21	19,566.77	21,000.00	9,340.73	21,000.00	21,000.00	-	21,000.00	21,000.00
Personnel	1,300.00	3,600.00	4,000.00	1,102.85	4,000.00	4,000.00	-	4,000.00	4,000.00
General	15,564.21	15,966.77	17,000.00	8,237.88	17,000.00	17,000.00	-	17,000.00	17,000.00
Equip/Unusual									
Special									
Veterans/License Commission	352,840.72	353,710.51	385,637.00	187,118.61	385,637.00	385,637.00	-	385,637.00	385,637.00
<i>-Veterans</i>	347,118.70	338,147.51	369,137.00	180,608.34	369,137.00	369,137.00	-	369,137.00	369,137.00
Personnel	153,070.19	158,862.11	158,862.00	79,865.20	158,862.00	158,862.00	-	158,862.00	158,862.00
General	194,048.51	179,285.40	210,275.00	100,743.14	210,275.00	210,275.00	-	210,275.00	210,275.00
Equip/Unusual									
Special									
<i>-License Commission</i>	5,722.02	15,563.00	16,500.00	6,510.27	16,500.00	16,500.00	-	16,500.00	16,500.00
Personnel	3,000.00	12,600.00	12,600.00	5,108.27	12,600.00	12,600.00	-	12,600.00	12,600.00
General	2,722.02	2,963.00	3,900.00	1,402.00	3,900.00	3,900.00	-	3,900.00	3,900.00
Equip/Unusual									
Special									
Wires	1,203,549.72	1,181,748.36	1,277,175.00	516,568.59	1,274,460.66	1,323,591.00	33,641.00	1,310,816.00	1,308,316.00
<i>-General</i>	723,108.25	711,173.43	747,175.00	330,327.48	744,460.66	793,591.00	33,641.00	780,816.00	778,316.00
Personnel	557,064.08	517,268.18	511,625.00	269,661.76	521,625.00	549,766.00	34,141.00	545,766.00	545,766.00
General	166,044.17	189,333.25	227,050.00	60,665.72	220,035.66	235,825.00	-	227,050.00	224,550.00
Equip/Unusual	-	4,572.00	8,500.00	-	2,800.00	8,000.00	(500.00)	8,000.00	8,000.00
Special									
<i>-Street Lighting</i>	480,441.47	470,574.93	530,000.00	186,241.11	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	480,441.47	470,574.93	530,000.00	186,241.11	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Zoning Board Of Appeals	15,279.11	33,129.77	37,600.00	15,370.66	38,100.00	39,100.00	500.00	38,100.00	38,100.00
Personnel	1,500.00	16,600.00	17,600.00	6,200.00	17,600.00	17,600.00	-	17,600.00	17,600.00
General	13,779.11	16,529.77	20,000.00	9,170.66	20,500.00	21,500.00	500.00	20,500.00	20,500.00
Equip/Unusual									
Special									
Grand Total	137,669,352.54	141,926,832.60	143,349,888.00	95,800,451.05	142,139,658.70	151,814,807.00	4,656,128.00	147,986,016.00	147,633,949.00
Schools	60,621,890.57	62,022,679.66	64,691,296.00	22,652,650.00	-	67,194,041.00	2,257,745.00	66,949,041.00	66,699,448.00
Total with Schools	198,291,243.11	203,949,512.26	208,041,184.00	118,453,101.05	142,139,658.70	219,008,848.00	6,913,873.00	214,935,057.00	214,333,397.00

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 2010	FY 2011
Pension-Contributory/FICA	116,219	164,486
Pension Administration	10,522	14,043
Medical & Life Insurance	142,632	143,215
Heat, Light, Water	13,594	13,159
Building Repair & Maintenance	8,684	7,421
Building Insurance	429	378
Motor Vehicle Insurance	338	379
Motor Vehicle Maint & Repair	4,302	4,519
Total	\$296,720	\$347,600

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Real Estate Parcels Assessed	15,554	15,609	15,700
Personal Prop Parcels Assessed	1,596	1,550	1,575
Field Inspections	2,800	2,800	3,000
Real Estate, Personal Property, Abatements & Exemptions	730	730	730
Motor Vehicle Excise Tax Processed	53,750	54,800	55,000
Motor Vehicle Excise Abatements	2,500	2,500	2,500
Appellate Tax Board Cases - Properties	50	45	50

ASSESSOR

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step	FY 2011	FY 2012			FY 2013			
			# Actual Expenditures	# Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	# Department Request	# Recommendation	Mayor's	Council Approval
1.	Chairperson, Assessors	17-6 (L11)		1	103,917	52,242.59	103,917.00			
2.	Assessor	15-6 (L8)		1	81,632	41,039.10	81,632.00			
3.	Assessor (PT 19 hrs)	15-1		0.5	36,535		0.00			
4.	*Assistant Assessor	13-3 (L8)		1	68,955	34,661.66	68,955.00	1	71,662	71,662
5.	*Office Coordinator	9-6 (L8)		1	53,550	26,921.30	53,550.00	1	54,264	54,264
6.	Part Time/ Temporary				4,500	630.00	4,500.00		4,500	4,500
Subtotal			5.5 354,937.27	4.5 349,089	155,494.65	312,554.00	2 130,426	2	130,426	130,426

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	3,421
Chairperson, Assessors	19-6 (L11) 13,837
Assessor	16-6 (L8) 7,267
Assessor (PT 19 hrs)	15-1 (36,535)

Explanation

Grade 17 to 19
Grade 15 to 16

New Positions

Assessor (PT Monthly)

1	117,754	1	117,754	117,754
1	88,899	1	88,899	88,899
0.5	6,000	0.5	6,000	6,000
2.5	212,653	2.5	212,653	212,653

Subtotal

Grand Total

5.5	354,937.27	4.5	349,089	155,494.65	312,554.00	4.5	343,079	4.5	343,079	343,079
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ASSESSOR

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12				
Personnel 001-141-5100									
5111 Salaries - Full Time	281,679.95	354,937.27	308,054.00	154,864.65	308,054.00	332,579.00	24,525.00	332,579.00	332,579.00
5121 Salaries - Part Time	83,203.85	-	41,035.00	630.00	4,500.00	10,500.00	(30,535.00)	10,500.00	10,500.00
General Expenses 001-141-5200									
5242 Maintenance of Office Equipment	1,158.67								
5248 Computer Equipment License	12,465.00	13,065.00	13,700.00	13,700.00	13,700.00	14,300.00	600.00	14,300.00	14,300.00
5310 Valuation Services	13,650.00	29,040.00	29,500.00	30,000.00	30,000.00	60,000.00	30,500.00	60,000.00	60,000.00
5312 Training	894.50	2,139.91	1,500.00	2,572.59	2,572.59	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	9,635.27	4,591.28	12,000.00	88.00	1,900.00	12,000.00	0.00	12,000.00	7,000.00
5343 Printing & Binding	6,464.90	2,323.56	6,200.00	1,383.58	2,000.00	4,200.00	(2,000.00)	4,200.00	4,200.00
5420 Office Supplies	441.22	755.66	600.00	316.60	600.00	600.00	0.00	600.00	600.00
5730 Dues				230.00	230.00	230.00	230.00	230.00	230.00
5731 Conference Expense	50.00								
Equipment & Unusual 001-141-5400									
6571 Valuation Services	19,110.00								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	5% yearly increase	600.00
5310 Valuation Services	DOR Triennial Recertification and ATB Cases Experts	30,500.00
5730 Dues	MAAO memberships	230.00

COST SUMMARY BY CLASSIFICATION

Personnel	364,883.80	354,937.27	349,089.00	155,494.65	312,554.00	343,079.00	(6,010.00)	343,079.00	343,079.00
General Expenses	44,759.56	51,915.41	63,500.00	48,290.77	51,002.59	92,830.00	29,330.00	92,830.00	87,830.00
Equipment & Unusual	19,110.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	428,753.36	406,852.68	412,589.00	203,785.42	363,556.59	435,909.00	23,320.00	435,909.00	430,909.00

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	132,327	249,720
Pension Administration	11,959	21,383
Medical & Life Insurance	170,131	181,247
Heat, Light, Water	13,594	13,159
Building Repair & Maintenance	8,684	7,421
Building Insurance	429	378
Total	\$337,124	\$473,308

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Cash Flow in Millions	\$580	\$600	\$620
Payroll Checks Processed	72,000	72,000	72,000
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	61	61	61

AUDITOR

PERSONNEL

			FY 2011		FY 2012			FY 2013					
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	City Auditor	21-4 (L11)			1	117,969	59,306.62	117,969.00	1	122,637	1	122,637	122,637
2.	Asst City Auditor	17-6 (L11)			1	99,970	50,258.02	99,970.00	1	103,917	1	103,917	103,917
3.	Business Manager	15-6			1	78,536	39,477.67	78,536.00	1	81,632	1	81,632	81,632
4.	Senior Accountant	13-6			1	68,963	34,669.81	68,963.00					
5.	Administrative Assistant	10-6 (L8)			1	62,360	31,350.45	62,360.00	1	62,360	1	62,360	62,360
6.	Students					10,500	3,874.50	10,500.00		10,500		10,500	10,500
Subtotal			7	560,125.54	5	438,298	218,937.07	438,298.00	4	381,046	4	381,046	381,046

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	11,711
Senior Accountant	(68,963)

Explanation

Replacing Senior Accountant position with Accountant

New Positions

Accountant	11-1	Entry level position to replace Senior Accountant position (resignation)
Accountant (PT 19 Hours)	11-1	Additional P/T need for accounting staff (10 mth funding to commence Sept)
Principal Off Asst (PT 19 Hours)	8-1	Additional P/T need for clerical staff

1	51,386	1	51,386	51,386
0.5	23,246	0.5	23,246	23,246
0.5	22,476	0.5	22,476	22,476
2	97,108	2	97,108	97,108

Subtotal

Grand Total

7	560,125.54	5	438,298	218,937.07	438,298.00	6	478,154	6	478,154	478,154
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AUDITOR

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	549,813.34	557,277.54	427,798.00	215,062.57	427,798.00	421,932.00	(5,866.00)	421,932.00	421,932.00
5121 Salaries - Part Time	2,800.00	2,848.00	10,500.00	3,874.50	10,500.00	56,222.00	45,722.00	56,222.00	56,222.00
General Expenses 001-135-5200									
5192 Mileage Allowance	750.00	750.00	800.00	312.50	800.00	800.00	0.00	800.00	800.00
5242 Maintenance of Office Equipment	813.14	908.63	1,000.00	1,014.72	1,014.72	1,100.00	100.00	1,100.00	1,100.00
5312 Collective Bargaining/ Training	255.00		250.00		250.00	250.00	0.00	250.00	250.00
5342 Postage	95.78	118.39	500.00	21.30	300.00	300.00	(200.00)	300.00	300.00
5343 Printing & Binding	82.24	96.90	300.00	30.14	200.00	200.00	(100.00)	200.00	200.00
5420 Office Supplies	3,888.81	3,178.41	4,500.00	1,205.31	4,000.00	4,200.00	(300.00)	4,200.00	4,200.00
5730 Dues-Mandatory	125.00	150.00	135.00	60.00	135.00	135.00	0.00	135.00	135.00
5731 Conference Expense	709.08	325.00	550.00	50.00	550.00	550.00	0.00	550.00	550.00
Equipment & Unusual 001-135-5400									
5304 Prof/Tech	171.50								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Maintenance of Office Equipment	Anticipated increase in copy machine annual maintenance	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	552,613.34	560,125.54	438,298.00	218,937.07	438,298.00	478,154.00	39,856.00	478,154.00	478,154.00
General Expenses	6,719.05	5,527.33	8,035.00	2,693.97	7,249.72	7,535.00	(500.00)	7,535.00	7,535.00
Equipment & Unusual	171.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>559,503.89</u>	<u>565,652.87</u>	<u>446,333.00</u>	<u>221,631.04</u>	<u>445,547.72</u>	<u>485,689.00</u>	<u>39,356.00</u>	<u>485,689.00</u>	<u>485,689.00</u>

AUDITOR - INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

To administer the City's capital planning and related debt management, including serving as the chief contact with the bond rating agencies. To provide for the payment of interest expense on both long term and short term debt obligations.

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 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
BANS Issued (Aug 2010)	\$7,190,000		
Interest Rate (net)	0.34%		
BANS Issued (Feb 2011)	\$9,485,000		
Interest Rate (net)	0.54%		
BANS Issued (June 2012)		\$7,000,000	
Interest Rate		2.50%	
Bonds Issued		\$13,723,500	\$10,000,000
Interest Rate		2.19%	4.00%
Maximum Borrowing Term		20 years	20 years
Moody's Rating	AA1	AA1	AA1
Standard & Poors	AA+	AA+	AA+

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	12,011.38	50,735.64	70,000.00		70,000.00	70,000.00	0.00	70,000.00	70,000.00
5915 Debt Inside Interest	3,006,930.77	2,663,205.68	2,415,000.00	1,352,370.40	2,414,757.92	2,692,619.00	277,619.00	2,692,619.00	2,692,619.00
5925 Interest on Bond Anticipation Notes	15,534.89	77,442.89	245,000.00		262,040.00	175,000.00	(70,000.00)	175,000.00	175,000.00
5930 Interest on Tax Refunds	184,271.30	26,779.40	40,000.00		23,000.00	40,000.00	0.00	40,000.00	40,000.00
LESS: Transfer from Stabilization Reserve for Debt Service Fund									
LESS: Bond Premiums									

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5915 Debt Inside Interest	Net increase in interest payments for outstanding municipal and school bond issues	277,619.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	3,218,748.34	2,818,163.61	2,770,000.00	1,352,370.40	2,769,797.92	2,977,619.00	207,619.00	2,977,619.00	2,977,619.00
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Equipment & Unusual

Total Operating Budget	3,218,748.34	2,818,163.61	2,770,000.00	1,352,370.40	2,769,797.92	2,977,619.00	207,619.00	2,977,619.00	2,977,619.00
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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 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Building	\$2,269,000	\$4,277,000	\$3,613,400
Building - School Construction	\$45,781,482	\$42,807,844	\$39,834,206
City Yard Project	\$180,000	\$686,000	\$614,000
Design / Engineering	\$0	\$432,500	\$332,000
Equipment	\$2,010,000	\$4,037,000	\$3,347,000
Land Acquisition	\$8,340,000	\$10,825,000	\$9,950,000
Land Development	\$6,514,000	\$6,888,000	\$5,594,000
Pond Preservation	\$105,000	\$70,000	\$35,000
Removal Solid Waste Facility	\$0	\$1,070,000	\$985,000
Recreation Facilities	\$0	\$70,000	\$64,000
Signals	\$734,000	\$512,000	\$290,000
Streets	\$1,525,000	\$2,928,000	\$2,326,000
Technology	\$260,000	\$210,000	\$108,000
Total Outstanding Bonds	\$67,718,482	\$74,813,344	\$67,092,606
Bonds Retired In 5 Years	40%	41%	43%
Bonds Retired In 10 Years	72%	76%	75%
Bonds Retired In 15 Years	95%	97%	96%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	7,563,638.00	7,133,638.00	6,702,196.00	4,033,638.00	6,709,138.00	7,720,738.00	1,018,542.00	7,720,738.00	7,720,738.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Inside Limit	Net increase in principal payments for outstanding municipal and school bond issues	1,018,542.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	7,563,638.00	7,133,638.00	6,702,196.00	4,033,638.00	6,709,138.00	7,720,738.00	1,018,542.00	7,720,738.00	7,720,738.00
Equipment & Unusual									
Total Operating Budget	7,563,638.00	7,133,638.00	6,702,196.00	4,033,638.00	6,709,138.00	7,720,738.00	1,018,542.00	7,720,738.00	7,720,738.00

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

Non-Contributory: Pensions for all retired employees, who were employed prior to July 1, 1939 are funded under this element.

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Non-Contributory			
Retirees	2	2	2

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Contributory			
Active Participants	875	868	870
Retirees	540	534	535
Disabled Retirees	107	104	105
Surviving Spouses	150	142	145
Actuarial Valuation Date	1/1/2011		
Actuarial Liability	\$301,356,797		
Actuarial Assets	\$168,017,364		
Unfunded Actuarial Liability	<u>\$133,339,433</u>		
Funded Ratio	<u>55.8%</u>		

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	13,427,327.00	13,720,343.00	13,770,814.00	13,738,814.00	13,738,814.00	13,857,860.00	87,046.00	13,857,860.00	13,857,860.00
Non-Contributory Retirement 001-918-5200									
5170 Pension - Non-Contributory	31,203.57	186,598.27	31,000.00	16,341.20	31,000.00	31,000.00	0.00	31,000.00	31,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Pension - Contributory	PERAC mandated funding	87,046.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	13,458,530.57	13,906,941.27	13,801,814.00	13,755,155.20	13,769,814.00	13,888,860.00	87,046.00	13,888,860.00	13,888,860.00
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Equipment & Unusual

Total Operating Budget	13,458,530.57	13,906,941.27	13,801,814.00	13,755,155.20	13,769,814.00	13,888,860.00	87,046.00	13,888,860.00	13,888,860.00
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AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

STATEMENT OF OBJECTIVES:

Medical Insurance: To provide a comprehensive medical insurance plan to full-time and eligible part-time employees, retirees and their dependents. To pay medical claims for employees, retirees and their dependents. To limit large dollar claims exposure through utilization of specific stop loss insurance. To continue educational programs to quantify the services of their various medical insurance providers and identify cost savings measures.

OME: To provide a supplemental program to Medicare Part A & B for those eligible retirees aged 65 or older. To pay medical claims for retirees.

DESCRIPTION OF OUTPUT STATEMENT:

Medical Insurance: Payments for hospital and medical claims and plan administration are funded under this element and transferred to the medical insurance trust fund. Payments for HMO premiums, stop loss insurance premiums, Sec 125 plan administration, employee wellness programs and audits are funded under this element.

OME: 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.

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Employees / Retirees			
BC/BS - Family	115	114	96
BC/BS - Individual	208	208	192
BC/BS - Individual C/O	732	732	713
BC/BS PPO - Family	301	302	288
BC/BS PPO - Individual	141	141	145
Tufts HMO - Family	526	528	548
Tufts HMO - Individual	246	235	229
Harvard HMO - Family	173	177	190
Harvard HMO - Individual	122	127	133
Medex - Individual	369	370	409

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Annual Total Cost			
BC/BS - Family	\$32,301	\$31,657	\$31,129
BC/BS - Individual	\$13,878	\$13,635	\$13,409
BC/BS - Individual C/O	\$6,770	\$6,635	\$6,585
BC/BS PPO - Family	\$25,979	\$25,454	\$24,971
BC/BS PPO - Individual	\$11,169	\$10,961	\$10,755
Tufts HMO - Family	\$22,134	\$22,834	\$21,411
Tufts HMO - Individual	\$8,153	\$8,475	\$7,933
Harvard HMO - Family	\$20,648	\$20,210	\$20,731
Harvard HMO - Individual	\$8,020	\$8,064	\$8,267
Medex - Individual	\$5,421	\$5,158	\$4,925
Medicare Part D Recoveries	\$699,207	\$667,615	
Stop Loss Recoveries	\$226,326	\$737,971	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
				July-December					
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Medical Insurance 001-914-5200									
5171 Blue Cross/Blue Shield	16,589,170.00	16,200,000.00	16,200,000.00	16,200,000.00	16,200,000.00	16,500,000.00	(600,000.00)	15,600,000.00	15,600,000.00
5172 Tufts	8,646,815.00	11,400,000.00	11,400,000.00	11,400,000.00	11,400,000.00	11,190,000.00	(1,180,000.00)	10,220,000.00	10,220,000.00
5173 Harvard	2,950,515.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	4,150,000.00	700,000.00	3,700,000.00	3,700,000.00
5175 Delta Dental	864,571.24	829,835.01	860,000.00	374,230.98	800,000.00	820,000.00	(40,000.00)	820,000.00	820,000.00
5174 Medicare B Reimbursement	1,702,097.92	1,802,154.68	1,800,000.00	1,800,000.00	1,800,000.00	1,800,000.00	0.00	1,800,000.00	1,800,000.00
5185 FICA - Medicare	1,136,326.93	1,188,677.50	1,100,000.00	591,532.96	1,200,000.00	1,300,000.00	200,000.00	1,300,000.00	1,300,000.00
5186 Stop Loss	858,845.40	799,964.52	950,000.00	298,074.54	600,000.00	720,000.00	(230,000.00)	720,000.00	720,000.00
5187 Audits / Consulting	12,800.00	2,814.61	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	13,743.96	12,258.30	15,000.00	8,547.31	1,500.00	15,000.00	0.00	15,000.00	15,000.00
5189 Wellness Programs	1,567.32	1,711.21	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)	1,642,000.00	1,550,000.00	1,550,000.00	1,550,000.00	1,550,000.00	1,815,000.00	150,000.00	1,700,000.00	1,700,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5171 Blue Cross/Blue Shield	Recommended funding per provider	300,000.00
5173 Harvard	Recommended funding per provider	1,150,000.00
5185 FICA - Medicare	Increased based on FY12 actual	200,000.00
5170 Optional Medicare Extension (OME)	Recommended funding per provider	265,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	34,418,452.77	36,787,415.83	36,886,000.00	35,222,385.79	36,562,500.00	38,321,000.00	(1,000,000.00)	35,886,000.00	35,886,000.00
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Equipment & Unusual

Total Operating Budget	34,418,452.77	36,787,415.83	36,886,000.00	35,222,385.79	36,562,500.00	38,321,000.00	(1,000,000.00)	35,886,000.00	35,886,000.00
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AUDITOR - OTHER EMPLOYEE BENEFITS

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Social Security Employees			
Part-Time < 20 Hours	60	38	38

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Life Insurance			
Employees	880	880	880
Retirees	910	910	910
Coverage Amounts			
Employees - Basic Life	\$15,000	\$15,000	\$15,000
Employees - Accidental Death	\$30,000	\$30,000	\$30,000
Retirees - Basic Life	\$5,000	\$5,000	\$5,000
Retirees - Accidental Death	\$10,000	\$10,000	\$10,000
Annual City Contribution			
Employees - Basic Life	\$59	\$59	\$59
Retirees - Basic Life	\$19	\$19	\$19

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	80,703.94	74,426.50	85,000.00	37,101.80	85,000.00	85,000.00	0.00	85,000.00	85,000.00
Social Security 001-917-5200									
5170 Social Security	30,000.00	30,000.00	30,000.00	17,296.67	30,000.00	30,000.00	0.00	30,000.00	30,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	110,703.94	104,426.50	115,000.00	54,398.47	115,000.00	115,000.00	0.00	115,000.00	115,000.00
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Equipment & Unusual

Total Operating Budget	110,703.94	104,426.50	115,000.00	54,398.47	115,000.00	115,000.00	0.00	115,000.00	115,000.00
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AUDITOR - REDEMPTION OF WATER & SEWER BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Sewer Equipment	\$505,000	\$440,000	\$375,000
Sewer Improvements (City)	\$4,468,000	\$10,600,500	\$9,878,700
Sewer Improvement (MWRA)	\$1,856,800	\$1,461,240	\$1,065,680
Sewer Improvements (SRF)	\$3,300,912	\$3,082,785	\$2,845,640
Total Outstanding Bonds	\$10,130,712	\$15,584,525	\$14,165,020
Bonds Retired In 10 Years	75%	64%	66%
Bonds Retired In 15 Years	96%	86%	88%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Water Equipment	\$160,000	\$80,000	\$40,000
Water Improvements	\$2,972,000	\$6,185,866	\$5,525,114
Total Outstanding Bonds	\$3,132,000	\$6,265,866	\$5,565,114
Bonds Retired In 10 Years	66%	72%	73%
Bonds Retired In 15 Years	92%	87%	89%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	952,879.94	919,931.68	1,111,556.00	895,185.99	1,075,686.00	1,422,149.00	310,593.00	1,422,149.00	1,422,149.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	530,000.00	468,000.00	592,056.00	535,151.80	549,652.00	700,752.00	108,696.00	700,752.00	700,752.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Sewer	Net increase in principal payments for outstanding sewer bond issues	310,593.00
5910 Serial Bond Water	Net increase in principal payments for outstanding water bond issues	108,696.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	1,482,879.94	1,387,931.68	1,703,612.00	1,430,337.79	1,625,338.00	2,122,901.00	419,289.00	2,122,901.00	2,122,901.00
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Equipment & Unusual

Total Operating Budget	1,482,879.94	1,387,931.68	1,703,612.00	1,430,337.79	1,625,338.00	2,122,901.00	419,289.00	2,122,901.00	2,122,901.00
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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.

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 of the water fund are budgeted under this element.

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
SEWER			
BANS Issued (Aug 2010)	\$1,840,000		
Interest Rate (net)	0.34%		
BANS Issued (Feb 2011)	\$2,360,000		
Interest Rate (net)	0.54%		
BANS issued (June 2012)			\$2,000,000
Interest Rate			2.50%
Bonds Issued (City)		\$6,529,500	\$8,000,000
Interest Rate		2.18%	4.00%
Maximum Borrowing Term		20 years	20 years
Bonds Issued (MWRA)	\$1,675,300		
Interest Rate	0.00%		
Maximum Borrowing Term	5 years		
Bonds Issued (SRF)	\$466,469	\$384,193	
Interest Rate	2.00%	2.00%	
Maximum Borrowing Term	20 years	20 years	
Moody's Rating	AA1	AA1	AA1
Standard & Poors Rating	AA+	AA+	AA+

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
WATER			
BANS issued (Aug 2010)	\$940,000		
Interest Rate (net)	0.34%		
BANS issued (Feb 2011)	\$1,257,000		
Interest Rate (net)	0.54%		
BANS issued (June 2012)			\$2,000,000
Interest Rate			2.50%
Bonds Issued		\$2,435,000	\$2,000,000
Interest Rate		2.18%	4.00%
Maximum Borrowing Term		20 years	20 years
Bonds Issued (MWRA)	\$1,716,518		\$6,000,000
Interest Rate	0.00%		0.00%
Maximum Borrowing Term	10 years		10 years
Moody's Rating	AA1	AA1	AA1
Standard & Poors Rating	AA+	AA+	AA+

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	18,989.40	31,080.40	55,000.00	2,421.34	47,200.00	40,000.00	(15,000.00)	40,000.00	40,000.00
5915 Debt Interest Sewer	299,633.37	297,910.38	330,015.00	131,313.31	254,129.00	502,600.00	172,585.00	502,600.00	502,600.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	660.92	9,035.65	20,000.00		25,140.00	40,000.00	20,000.00	40,000.00	40,000.00
5915 Debt Interest Water	132,674.54	117,064.72	141,855.00	50,929.74	96,715.00	214,775.00	72,920.00	214,775.00	214,775.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5915 Debt Interest Sewer	Net increase in interest payments for outstanding sewer bond issues	172,585.00
5911 Certification Charges	Increase for anticipated water bond issue	20,000.00
5915 Debt Interest Water	Net increase in interest payments for outstanding water bond issues	72,920.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	451,958.23	455,091.15	546,870.00	184,664.39	423,184.00	797,375.00	250,505.00	797,375.00	797,375.00
Equipment & Unusual									
Total Operating Budget	<u>451,958.23</u>	<u>455,091.15</u>	<u>546,870.00</u>	<u>184,664.39</u>	<u>423,184.00</u>	<u>797,375.00</u>	<u>250,505.00</u>	<u>797,375.00</u>	<u>797,375.00</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.

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 2010	FY 2011
Pension-Contributory/FICA	288,668	372,104
Pension Administration	25,106	30,804
Medical & Life Insurance	629,254	715,647
Heat, Light, Water	169,449	194,117
Building Repair & Maintenance	77,343	137,845
Building Insurance	2,908	2,567
Motor Vehicle Insurance	1,352	1,515
Motor Vehicle Maint & Repair	17,207	18,075
Workers Compensation	10,341	25,558
Total	\$1,221,628	\$1,498,232

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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Revenue	\$3,083,943	\$1,799,146	\$1,800,000
Buildings Maintained and Repaired	56	57	57

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.

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Sign Permits	82	70	70
Plumbing Permits	638	813	813
Gas Permits	386	578	578
Building Permits	1,476	1,346	1,346
Building Inspections	11,415	9,111	9,111
Plumbing Inspections	3,013	4,030	4,030
Trench Permits	145	138	138

PERSONNEL

BUILDING

			FY 2011		FY 2012			FY 2013					
Bargaining Unit Position		FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Insp of Bldg/Superintendent	19-1			1	87,399			1	90,848	1	87,399	87,399
2.	Director of Maintenance	15-6 (L10)			1	90,627	44,732.48	90,627.00	1	89,183	1	89,183	89,183
3.	SPMG *Sr Building Inspector	13-6 (L11)			1	78,844	39,637.28	78,844.00	1	79,501	1	79,501	79,501
4.	SPMG Sr Building Inspector	13-6 (L8)			2	154,820	78,256.07	154,820.00	2	154,820	2	154,820	154,820
5.	SPMG Sr Building Inspector	13-6 (L8)		(Acting Insp of Bldg)	1	77,410	46,937.39	94,390.92	1	77,410	1	77,410	77,410
6.	SPMG *Sr Plumbing & Gas Inspector	13-6 (L9)			1	77,649	38,916.53	77,649.00	1	78,127	1	78,127	78,127
7.	SPMG Inspectors Admin Asst	11-6 (L11)			1	69,120	34,748.65	69,120.00	1	69,120	1	69,120	69,120
8.	Administrative Assistant	10-6 (L10)			1	63,515	31,931.08	63,515.00	1	63,515	1	63,515	63,515
9.	Associate Office Asst	7-6 (L8)			1	51,139	25,398.77	51,139.00					
10.	Sub Inspector PT (Bldg/Plumbing)				1	5,000	2,850.00	5,000.00	1	5,000	1	5,000	5,000
11.	Access Analyst 1 Day	12-1			1	11,081	5,570.73	11,081.00	1	11,081	1	11,081	11,081
12.	LAB Working Foreman II	11-6 (L11)			1	62,067	9,855.08	62,067.00	1	62,025	1	62,025	62,025
13.	LAB Painter	10-6 (L11)			1	58,017	28,008.29	58,017.00	1	58,504	1	58,504	58,504
14.	LAB Painter	10-6 (L11)			1	58,017	21,159.65	58,017.00					
15.	LAB Bldg Maint Person	7-6 (L10)			1	50,599	25,396.18	50,599.00	1	50,599	1	50,599	50,599
16.	LAB *Bldg Maint Person	7-6 (L9)							1	49,751	1	49,751	49,751
17.	LAB *Bldg Maint Person	7-6 (L8)			3	146,781	48,021.92	146,781.00	3	148,473	3	148,473	148,473
18.	LAB *Bldg Maint Person Nights	7-6 (L8)			2	104,422	51,874.68	104,422.00	2	105,318	2	105,318	105,318
19.	LAB Bldg Maint Person	7-6			2	91,998	46,174.88	91,998.00	1	45,999	1	45,999	45,999
20.	LAB Bldg Maint Person Nights	7-6			1	48,755	24,472.63	48,755.00	1	48,755	1	48,755	48,755
21.	Compliance Officer					3,000	1,492.03	3,000.00		3,000		3,000	3,000
Subtotal			24	1,354,746.38	24	1,390,260	605,434.32	1,319,841.92	22	1,291,029		1,287,580	1,287,580

PERSONNEL

BUILDING

FY 2011		FY 2012				FY 2013				
Actual		July-December								
#	Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval

Bargaining Unit Position FY 2013 Grade-Step

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary 9,925

Office Coordinator 9-6 (L8) 6,695

LAB Painter 10-6 (L11) (58,017)

Office Assistant

Replacing Painter with Carpenter position

New Positions

LAB Carpenter 10-1

SPMG Sr Building Inspector 13-1

Replacing Painter with Carpenter position

For multi-family inspections (which must be done every 5 years) and fire escape inspections

1	57,834	1	57,834	57,834
1	43,242	1	43,242	43,242
1	59,118			
			10,000	10,000
3	160,194	2	111,076	111,076

Subtotal

Grand Total

24	1,354,746.38	24	1,390,260	605,434.32	1,319,841.92	25	1,451,223	24	1,398,656	1,398,656
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BUILDING

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-192-5100									
5111 Salaries - Full Time	770,563.42	743,788.44	750,523.00	340,558.25	680,104.92	819,476.00	6,386.00	756,909.00	756,909.00
5121 Salaries - Part Time	17,398.40	18,149.33	19,081.00	9,912.76	19,081.00	19,081.00	10,000.00	29,081.00	29,081.00
5112 Wages - Full Time	611,838.67	592,808.61	620,656.00	254,963.31	620,656.00	612,666.00	(7,990.00)	612,666.00	612,666.00
5131 Overtime	9,836.45	10,123.43	10,000.00	5,092.43	10,000.00	10,000.00	0.00	10,000.00	10,000.00
General Expenses 001-192-5200									
5192 Mileage	189.75	203.30	500.00	67.99	500.00	500.00	0.00	500.00	500.00
5231 Water	8.99								
5241 Equipment Repair/Maint	1,402.77	1,059.81	2,100.00	79.00	2,100.00	2,100.00	0.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	358.00	531.61	1,000.00	179.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5245 Maint of Building /Elevator	2,888.41		8,000.00		5,000.00	5,000.00	(3,000.00)	5,000.00	5,000.00
5245 Repair to Buildings		449.71	5,000.00	10,180.46	10,180.46	6,340.00	1,340.00	6,340.00	6,340.00
5247 Intrusion Detection	1,688.20	1,971.00	1,600.00	625.75	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5271 Uniform Rental	896.75		4,000.00		2,000.00	4,000.00	0.00	4,000.00	2,000.00
5276 Equipment Rental	2,350.00	1,125.00	3,000.00	934.59	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5291 Custodial Services	2,353.71	2,165.78	3,400.00		2,971.37	3,400.00	0.00	3,400.00	3,400.00
5307 Public Safety Service	975.20	220.88	1,150.00	35.00	1,150.00	1,150.00	0.00	1,150.00	1,150.00
5312 Training	265.00	145.00	250.00	105.00	500.00	250.00	0.00	250.00	250.00
5342 Postage	384.74	791.75	500.00	622.45	800.00	900.00	400.00	900.00	900.00
5343 Printing	1,234.05	771.15	2,000.00	808.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5382 Pest Control	1,700.00	1,425.00	1,500.00	775.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5420 Office Supplies	1,455.56	2,019.07	2,000.00	2,061.37	3,000.00	3,000.00	1,000.00	3,000.00	3,000.00
5430 Building Supplies	2,005.91	3,990.40	5,000.00	2,027.98	3,598.17	5,000.00	0.00	5,000.00	5,000.00
5431 Paint Supplies	1,817.17	2,020.98	4,000.00	943.32	3,000.00	4,000.00	0.00	4,000.00	4,000.00
5450 Custodial Supplies	11,147.79	14,684.13	21,000.00	4,419.84	21,000.00	21,000.00	0.00	21,000.00	21,000.00
5470 Public Safety Supplies	1,345.00	147.86	1,600.00		1,600.00	1,600.00	0.00	1,600.00	1,600.00
5510 Education Supplies	579.29	1,000.68	900.00	300.30	1,000.00	1,000.00	0.00	900.00	900.00
5536 Lumber	401.41	214.00	4,000.00	14.99	4,000.00	4,000.00	0.00	4,000.00	2,000.00
5581 Clothing, Gloves, Shoes	8,324.85	8,720.93	9,000.00	7,839.90	9,000.00	9,000.00	0.00	9,000.00	9,000.00
5588 Signs & Flags	598.37	955.32	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues		325.00			500.00	500.00			
5733 Licenses	597.00	100.00	500.00	660.00	1,000.00	660.00	660.00	1,160.00	1,160.00
5781 Holiday	1,026.04	900.90	1,000.00	905.75	1,000.00	500.00	0.00	1,000.00	1,000.00

BUILDING

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12				
General Expenses 001-192-5200									
5245 Repair to Buildings									
509 Moody St							20,000.00 **	20,000.00	20,000.00
-41 City Hall	12,095.95	12,516.70	20,000.00	5,565.43	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-42 Government Center	33,327.50	29,271.77	25,000.00	5,047.50	25,000.00	25,000.00	0.00	25,000.00	25,000.00
-43 Municipal Center	61,564.15	53,452.60	50,000.00	18,817.07	50,000.00	50,000.00	0.00	50,000.00	50,000.00
-45 Cutter St Voting Booth	283.19	876.57							
-46 73 Charles Street									
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station		1,542.00		589.00	589.00				
-52 Animal Control / Future vacant schools									
-53 Wires Building	1,251.20	7,333.09		998.00	998.00				
-54 Emergency Management	8,541.09	7,295.14	5,000.00	271.00	4,000.00	5,000.00	0.00	5,000.00	5,000.00
-55 Lake St. Fire Station	1,997.39	417.40	5,500.00	3,881.55	5,500.00	5,500.00	0.00	5,500.00	5,500.00
-56 Moody St. Fire Station	5,180.90	5,236.79	9,000.00	2,543.16	8,588.05	9,000.00	0.00	9,000.00	9,000.00
-57 Prospect St. Fire Station	100.00	409.20	5,050.00	1,091.50	5,050.00	5,050.00	0.00	5,050.00	5,050.00
-58 Willow St. Fire Station	758.00	1,742.13	5,050.00	1,500.54	5,050.00	5,050.00	0.00	5,050.00	5,050.00
-59 Trapelo Rd. Fire Station	1,056.84	1,431.80	5,000.00	580.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-61 25 Lexington Street	324.00	3,791.81							
-62 Hardy School	220.00	3,102.27		1,905.00	1,905.00				
-63 Main St Library	19,423.58	23,594.06	20,000.00	4,174.06	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-64 Wellington House									
-65 Teen Center									
-66 Paine Estate	543.00	8,416.17	2,000.00	621.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
-67 Banks School	3,338.10	3,798.31		1,945.00	1,945.00				
-68 Senior Center	11,549.61	30,733.57	15,000.00	3,814.10	15,000.00	15,000.00	0.00	15,000.00	15,000.00
-69 Met State	1,889.93		2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
-71 Leary Field Recreation Building	978.76	600.00		3,419.00	3,419.00				
-72 Vet's Fieldhouse	3,413.55	5,275.79		1,734.00	1,734.00				
-73 Recreation Building Prospect Hill Park	2,994.38	9,521.51		588.50	588.50				
-74 Cacciatore Field	377.00								
-75 Lazazzero Field									
-76 Prospect Hill			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
-77 Cornelia Warren									
-78 Bright School	835.00	3,106.53							
-79 South Middle School	4,936.47	19,789.98	10,000.00	1,533.33	10,000.00	10,000.00	0.00	10,000.00	10,000.00
-81 Pumping Station	941.50	1,787.81							
-82 Garages		1,151.00							
Public Parking Garage-Moody St			5,000.00		4,005.00	5,000.00	0.00	5,000.00	
Public Parking Garage-Common St			5,000.00		4,005.00	5,000.00	0.00	5,000.00	
-83 Cemetery	1,242.13	822.16		1,123.95	1,123.95				
-91 Nipper Maher				99.50	99.50				

** Rental income subsidy

BUILDING

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification									
Equipment & Unusual 001-192-5400									
5305 Outside Legal Services	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	1,409,636.94	1,364,869.81	1,400,260.00	610,526.75	1,329,841.92	1,461,223.00	8,396.00	1,408,656.00	1,408,656.00
General Expenses	225,157.18	282,955.42	274,600.00	95,427.88	283,600.00	274,600.00	20,400.00	295,000.00	281,000.00
Equipment & Unusual	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	1,639,794.12	1,647,825.23	1,674,860.00	705,954.63	1,613,441.92	1,735,823.00	28,796.00	1,703,656.00	1,689,656.00

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of buildings	57		

BUILDING UTILITIES

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/12	Request	Incr/Decr	Recommendation	Approval
General Expenses 001-193-5200									
509 Moody St							80,000.00 **	80,000.00	80,000.00
Fitch							5,000.00	5,000.00	5,000.00
-41 City Hall	90,628.92	87,726.84	118,600.00	43,925.49	118,600.00	118,600.00	16,790.00	135,390.00	120,000.00
-42 Government Center	121,477.71	129,885.59	118,600.00	50,692.83	118,600.00	118,600.00	16,790.00	135,390.00	130,000.00
-43 Municipal Center	325,982.93	314,281.19	302,000.00	127,121.29	302,000.00	302,000.00	44,300.00	346,300.00	330,000.00
-45 Cutter St Voting Booth	4,511.40	3,909.97	1,000.00	517.97	1,000.00	1,000.00	150.00	1,150.00	1,150.00
-46 73 Charles Street									
-47 Veterans Building	2,060.41	2,014.50	6,000.00	466.88	5,000.00	5,000.00	(250.00)	5,750.00	5,750.00
-50 Lake St Sub Station	103.18	195.35	500.00	430.58	500.00	500.00	75.00	575.00	575.00
-51 Carter St. Police Sub Station	10,329.14	11,479.08	15,000.00	7,164.37	15,000.00	15,000.00	2,250.00	17,250.00	15,000.00
-52 Animal Control / Future vacant schools	1,059.66	1,431.20		647.28	647.28	647.28	744.00	744.00	744.00
-53 Wires Bldg	37,001.35	44,826.59	10,000.00	13,270.25	10,000.00	10,000.00	1,500.00	11,500.00	11,500.00
-54 Emergency Management	18,714.79	21,839.72	38,000.00	7,591.51	38,000.00	38,000.00	5,700.00	43,700.00	35,000.00
-55 Lake St. Fire Station	12,623.33	11,532.84	15,000.00	4,506.60	15,000.00	15,000.00	2,250.00	17,250.00	17,250.00
-56 Moody St. Fire Station	38,376.20	36,749.38	45,000.00	15,525.38	45,000.00	45,000.00	6,750.00	51,750.00	51,750.00
-57 Prospect St. Fire Station	12,537.84	12,751.73	12,000.00	5,840.99	12,000.00	12,000.00	1,800.00	13,800.00	13,800.00
-58 Willow St. Fire Station	11,823.85	11,416.56	12,000.00	4,843.52	12,000.00	12,000.00	1,800.00	13,800.00	13,800.00
-59 Trapelo Rd. Fire Station	13,925.10	13,924.02	14,000.00	7,342.47	14,000.00	14,000.00	2,100.00	16,100.00	16,100.00
-61 25 Lexington Street	11,946.37	11,481.59	12,000.00	4,667.32	12,000.00	12,000.00	1,800.00	13,800.00	13,800.00
-62 Hardy School	19,928.46	23,567.38	3,000.00	5,994.84	3,000.00	3,000.00	450.00	3,450.00	3,450.00
-63 Main St Library	137,853.61	134,037.00	160,000.00	75,393.98	160,000.00	160,000.00	23,000.00	183,000.00	183,000.00
-64 Wellington House	51.53	398.30	7,000.00	22.04	7,000.00	7,000.00	1,050.00	8,050.00	5,000.00
-65 Teen Center	2,018.65	2,003.98		314.68	314.68	314.68	362.00	362.00	362.00
-66 Paine Estate	27,454.82	32,516.43	17,000.00	8,403.38	17,000.00	17,000.00	2,550.00	19,550.00	19,550.00
-67 Banks School	28,481.68	30,702.67	14,000.00	11,087.97	14,000.00	14,000.00	2,100.00	16,100.00	16,100.00
-68 Senior Center	57,441.55	58,541.31	50,000.00	22,811.87	50,000.00	50,000.00	7,500.00	57,500.00	57,500.00
-71 Leary Field Recreation Building	10,304.64	11,856.17	6,000.00	2,164.36	5,088.34	5,088.34	944.00	6,944.00	6,944.00
-73 Recreation Building Prospect Hill Park	11,066.44	7,429.83	5,000.00	1,445.00	5,000.00	5,000.00	750.00	5,750.00	5,750.00
-78 Bright School	20,619.28	45,020.93		949.70	949.70	949.70			
-79 South Middle	88,800.93	106,480.72	145,000.00	32,295.86	145,000.00	145,000.00	20,750.00	165,750.00	145,000.00
-81 Pumping Station	83.58		1,000.00		1,000.00	1,000.00	150.00	1,150.00	650.00
-83 Cemetery	4,815.87	13,017.93	5,500.00	2,410.82	5,500.00	5,500.00	825.00	6,325.00	6,325.00

** Rental income subsidy

BUILDING UTILITIES

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

Mayor increased Dept Request based on expenditures to date

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,122,023.22	1,181,018.80	1,133,200.00	457,849.23	1,133,200.00	1,133,200.00	249,980.00	1,383,180.00	1,310,850.00
Equipment & Unusual									
Total Operating Budget	<u>1,122,023.22</u>	<u>1,181,018.80</u>	<u>1,133,200.00</u>	<u>457,849.23</u>	<u>1,133,200.00</u>	<u>1,133,200.00</u>	<u>249,980.00</u>	<u>1,383,180.00</u>	<u>1,310,850.00</u>

CITY CLERK

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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 2010	FY 2011
Pension-Contributory/FICA	125,920	126,288
Pension Administration	10,959	10,266
Medical & Life Insurance	244,474	263,668
Heat, Light, Water	36,454	59,718
Building Repair & Maintenance	11,141	20,692
Building Insurance	344	304
Total	\$429,292	\$480,936

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Births Recorded	824	950	1,050
Deaths Recorded	444	450	550
Marriage Licenses	466	500	600
Licenses - Dog	1,552	1,560	1,600
Marriage Intentions	496	500	505
Customers Served at Counter	33,000	33,100	33,200
City Clerk Receipts	\$134,109	\$135,000	\$136,500

CITY CLERK

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	*City Clerk	18-6 (L10)
2.	Assistant City Clerk	16-6 (L9)
3.	SPMG *Executive Assistant	12-6 (L10)
4.	SPMG Administrative Assistant	10-6 (L8)

Subtotal

FY 2011		FY 2012				FY 2013								
Actual # Expenditures	July-December				#	Department Request	#	Mayor's Recommendation	Council Approval					
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12										
	1	108,919	54,757.35	108,919.00						1	109,086	1	109,086	109,086
	1	95,625	48,073.68	95,625.00						1	95,625	1	95,625	95,625
	1	73,204	36,802.10	73,204.00						1	73,316	1	73,316	73,316
	1	62,360	31,350.45	62,360.00						1	62,360	1	62,360	62,360
4	338,563.26	4	340,108	170,983.58	340,108.00	4	340,387		4	340,387	340,387			

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	279
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Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

4	338,563.26	4	340,108	170,983.58	340,108.00	4	340,387	4	340,387	340,387
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CITY CLERK

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	320,478.35	338,563.26	340,108.00	170,983.58	340,108.00	340,387.00	279.00	340,387.00	340,387.00
General Expenses 001-161-5200									
5192 Mileage Allowances		56.10	100.00		200.00	200.00	100.00	200.00	200.00
5242 Office Equipment Repair/Maint	1,695.00	3,022.00	3,500.00	2,973.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5272 Office Equipment Rental	2,184.48	2,582.20	2,500.00	1,092.24	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5308 Stenographer	2,000.00	2,800.00	1,600.00	1,000.00	2,000.00	2,000.00	400.00	2,000.00	2,000.00
5341 Advertising		1,466.36	8,000.00		10,000.00	10,000.00	2,000.00	10,000.00	10,000.00
5342 Postage	44.00	4,222.75	4,000.00	3,039.75	5,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5343 Printing	9,659.78	6,369.38	9,000.00	1,948.10	10,000.00	10,000.00	1,000.00	10,000.00	10,000.00
5420 Office Supplies	1,097.83	7,254.31	5,000.00	3,173.92	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5730 Dues & Subscriptions	765.00	150.00	800.00	225.00	800.00	800.00	0.00	800.00	800.00
5731 Conference Expense		898.67	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5740 Insurance & Surety Bonds	200.00	200.00	200.00		200.00	200.00	0.00	200.00	200.00
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities			* 40,000.00	1,692.19	50,000.00	50,000.00	10,000.00	50,000.00	50,000.00

* Transfer from Building Dept per Council Order #31246

Department Explanation for Requested IncreasesItem

5192 Mileage Allowances
 5308 Stenographer
 5341 Advertising
 5342 Postage
 5343 Printing
 - 78 Bright School Utilities

Reason

Presidential Election and trips to Bright School
 Increase in public hearings and special permits i.e. Polaroid, Watch Factory etc.
 Same as above
 Same as above
 Same as above
 Increase in heating costs due to gas conversion & change in meter reading process
 (Mayor - large unpaid bill being investigated by Clerk for \$14,000)

Department Cost for Requested Increase

100.00
 400.00
 2,000.00
 1,000.00
 1,000.00
 10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	320,478.35	338,563.26	340,108.00	170,983.58	340,108.00	340,387.00	279.00	340,387.00	340,387.00
General Expenses	17,646.09	29,021.77	75,700.00	15,144.20	90,200.00	90,200.00	14,500.00	90,200.00	90,200.00
Equipment & Unusual									
Total Operating Budget	338,124.44	367,585.03	415,808.00	186,127.78	430,308.00	430,587.00	14,779.00	430,587.00	430,587.00

VOTER REGISTRATION & ELECTION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Registered Voters	32,742	37,000	37,000
Elections Conducted	4	3	2
Precincts	18	18	18
People in Annual Census List	60,632	60,632	60,632
Voting Machines	20	20	20

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step	FY 2011	FY 2012			FY 2013								
			# Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	# Department Request	#	Mayor's Recommendation	Council Approval				
1.	Registration Clerk				2,500	1,256.89	2,500.00	2,500		2,500	2,500				
2.	Voting Machine Custodian				500	251.38	500.00	500		500	500				
3.	Registrars			3	3,000	1,500.00	3,000.00	3	3,000	3	3,000				
4.	SPMG *Administrative Assistant	10-6 (L10)		1	62,938	31,640.92	62,938.00	1	63,034	1	63,034				
5.	*Assistant Registrar	7-6 (L9)		1	51,139	25,709.27	51,139.00	1	51,179	1	51,179				
6.	*Assistant Registrar	7-6 (L8)		1	48,614	23,804.87	48,614.00	1	51,139	1	51,139				
7.	Assistant Registrar	7-6		1	47,351	23,804.87	47,351.00	1	47,351	1	47,351				
Subtotal			7	214,528.95	7	216,042	107,968.20	216,042.00	7	218,703		7	218,703		218,703

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 2,661

Explanation

0	0	0

New Positions

Subtotal

Grand Total

7	214,528.95	7	216,042	107,968.20	216,042.00	7	218,703	218,703	7	218,703	218,703
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/12				
Personnel 001-163-5100									
5111 Salaries - Full Time	202,388.46	208,778.95	210,042.00	104,959.93	210,042.00	212,703.00	2,661.00	212,703.00	212,703.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,508.27	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	0.00	2,750.00	3,000.00	1,500.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200									
5192 Mileage	138.30	75.70	300.00	125.99	300.00	300.00	0.00	300.00	300.00
5241 Equipment Repair/Maint	8,942.97	8,473.20	11,000.00	5,678.86	12,000.00	12,000.00	1,000.00	12,000.00	12,000.00
5330 Transport Services	150.00		200.00		200.00	200.00	0.00	200.00	200.00
5341 Advertising	4,527.36	2,705.65	4,000.00	278.96	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	18,124.63	19,867.64	15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00
5343 Printing	15,527.02	9,908.88	15,000.00	15,164.13	15,164.13	15,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	(38.75)	40,702.25	60,000.00	42,681.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00
5420 Office Supplies	9,927.63	6,150.93	7,500.00	1,490.39	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5425 Software License				10,500.00	10,500.00				
5490 Groceries & Provisions	1,045.00	900.00	1,000.00	1,288.56	1,288.56	1,000.00	0.00	1,000.00	1,000.00
5585 Inaugural Expenses	8,423.10		8,200.00	4,750.00	4,750.00		(8,200.00)		
5730 Dues		215.00	500.00		500.00	500.00	0.00	500.00	500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5241 Equipment Repair/Maint	Presidential Election (Voter cards/voter machine maintenance)	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	205,388.46	214,528.95	216,042.00	107,968.20	216,042.00	218,703.00	2,661.00	218,703.00	218,703.00
General Expenses	66,767.26	88,999.25	122,700.00	81,957.89	131,202.69	115,500.00	(7,200.00)	115,500.00	115,500.00
Equipment & Unusual									
Total Operating Budget	272,155.72	303,528.20	338,742.00	189,926.09	347,244.69	334,203.00	(4,539.00)	334,203.00	334,203.00

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 Councilors serve as the City's legislative body. They enact legislation which helps determine city policies and programs and they evaluate and approve all appropriations and taxation.

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 2010	FY 2011
Pension-Contributory/FICA	60,878	60,968
Pension Administration	5,275	4,942
Medical & Life Insurance	308,960	280,989
Heat, Light, Water	13,594	13,159
Building Repair & Maintenance	8,684	7,421
Building Insurance	429	378
Total	\$397,820	\$367,857

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
City Council Meetings	20	20	20
Committee Meetings	20	20	20
Public Hearings	60	65	70
Communications, resolutions	80	80	80

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step	FY 2011	FY 2012			FY 2013			
			Actual # Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation Council Approval
1.	*Council President			1	16,694	8,284.02	16,694.00	1	17,041	17,041
2.	*City Councilor			14	226,718	112,476.00	226,718.00	14	231,576	231,576
3.	Clerk-Council			1	7,000	3,519.13	7,000.00	1	7,000	7,000
4.	Clerk-Committees			1	7,000	3,519.13	7,000.00	1	7,000	7,000
5.	Clerk-Finance/Committee of the Whole			1	7,000	3,519.13	7,000.00	1	7,000	7,000
6.	Clerk-LT Debt-Community Development			2	10,500	5,278.70	10,500.00	2	10,500	10,500
Subtotal			20	272,675.30	20	274,912	136,596.11	274,912.00	20	280,117

Summary of Changes

Adjustments to FY 2012 Positions

Cost of Living Adjustment

5,205

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

20	272,675.30	20	274,912	136,596.11	274,912.00	20	280,117	20	280,117	280,117
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CITY COUNCIL

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	267,067.48	272,675.30	274,912.00	136,596.11	274,912.00	280,117.00	5,205.00	280,117.00	280,117.00
General Expenses 001-111-5200									
5191 Council Monthly Expense	54,300.00	54,300.00	54,300.00	27,150.00	54,300.00	54,300.00	0.00	54,300.00	54,300.00
5340 Postage			300.00		500.00	500.00	200.00	500.00	500.00
5381 Printing & Binding			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5383 Photographs			600.00		800.00	800.00	200.00	800.00	
5420 Office Supplies	332.93	2,656.14	2,500.00	165.60	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5490 Groceries & Provisions		224.05							
5731 Conference Expense	2,421.34	2,002.00	3,000.00		3,500.00	3,500.00	500.00	3,500.00	3,500.00
Equipment & Unusual 001-111-5400									
5315 Legal Assistance					10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
5425 Minute Software					12,000.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5340 Postage	More certified and first class mailings because of i.e. shotclock wireless (filings)	200.00
5383 Photographs	Updating council pictures more often	200.00
5731 Conference Expense	Possible increases in MMA Conference	500.00
5315 Legal Assistance	Per request of City Council	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	267,067.48	272,675.30	274,912.00	136,596.11	274,912.00	280,117.00	5,205.00	280,117.00	280,117.00
General Expenses	57,054.27	59,182.19	62,700.00	27,315.60	63,600.00	63,600.00	900.00	63,600.00	62,800.00
Equipment & Unusual	0.00	0.00	0.00	0.00	22,000.00	10,000.00	10,000.00	10,000.00	10,000.00
Total Operating Budget	324,121.75	331,857.49	337,612.00	163,911.71	360,512.00	353,717.00	16,105.00	353,717.00	352,917.00

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 2010	FY 2011
Pension-Contributory/FICA	740	23,719
Pension Administration		1,991
Medical & Life Insurance	17,611	11,099
Heat, Light, Water	3,260	3,143
Building Repair & Maintenance	2,947	2,113
Building Insurance	76	67
Total	\$24,634	\$42,132

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Meetings	22	22	22
Filings		50	50
Notice of Intent (NOI)		20	20
Req for Determination of Applicability	15 +/-	30	30
Abbr Notice of Resource Area Delineation	0	5	5
Site Visits (estimated at 4 per project)	>100	>100	100
Inquiries at window/day	0 to 5	5	5
Telephone inquiries/day	10 to 15	15	15
Investigated number of complaints	>30	30	30
Violation notices issued	3	2	2

CONSERVATION COMMISSION

PERSONNEL

Bargaining Unit Position		FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013						
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	Mayor's		Council Approval		
										#	Recommendation			
1.	Members				7	15,400	4,100.00		7	15,400	7	15,400	15,400	
2.	Principal Office Asst (PT 19 hrs)	8-2			0.5	22,476	10,846.28		0.5	22,476	0.5	23,350	23,350	
3.	Board Stenographer					2,750	1,250.00			2,000		2,750	2,750	
Subtotal			8	59,479.79	7.5	40,626	16,196.28	0.00	7.5	39,876		7.5	41,500	41,500

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 874

Full Time Conservation Agent

Explanation

The City of Waltham would benefit from a full time conservation agent with greater authority than an office assistant. The salary indicated here anticipates an increase of the current staff salary to full time status.

New Positions

No New Positions proposed

The position of Conservation Agent explained above could be an increase in salary, time and responsibility of the current Principal Office Assistant if the current staff is willing. I am not sure how this would translate as a Grade change.

Subtotal

0.5	31,525		0	0	0
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Grand Total

8	59,479.79	7.5	40,626	16,196.28	0.00	8	71,401	7.5	41,500	41,500
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5111 Salaries - Full Time	50,733.41	47,854.79	22,476.00	10,846.28	0.00	54,001.00	874.00	23,350.00	23,350.00
5121 Salaries - Part Time	2,375.00	2,625.00	2,750.00	1,250.00	0.00	2,000.00	0.00	2,750.00	2,750.00
5194 Boards & Commissions	0.00	9,000.00	15,400.00	4,100.00	0.00	15,400.00	0.00	15,400.00	15,400.00
General Expenses 001-171-5200									
5192 Mileage			100.00			100.00	0.00	100.00	100.00
5242 Maintenance of Office Equipment	161.47	325.60	500.00	68.55		500.00	0.00	500.00	500.00
5312 Training				125.00		500.00			
5341 Advertising	47.16		150.00			200.00	0.00	150.00	150.00
5342 Postage	248.00	718.63	1,000.00			1,200.00	0.00	1,000.00	1,000.00
5343 Printing			150.00			150.00	0.00	150.00	150.00
5420 Office Supplies	387.57	554.35	1,000.00	19.11		1,000.00	0.00	1,000.00	1,000.00
5730 Dues						500.00			
5731 Conference Expense						500.00			

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel	53,108.41	59,479.79	40,626.00	16,196.28	0.00	71,401.00	874.00	41,500.00	41,500.00
General Expenses	844.20	1,598.58	2,900.00	212.66	0.00	4,650.00	0.00	2,900.00	2,900.00
Equipment & Unusual									
Total Operating Budget	53,952.61	61,078.37	43,526.00	16,408.94	0.00	76,051.00	874.00	44,400.00	44,400.00

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

To maintain and clean our city's streets, parks, cemeteries and other public property. To promote vehicular and pedestrian traffic by plowing and sanding our thoroughfares. To manage the city's trash/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 2010	FY 2011
Pension-Contributory/FICA	1,427,659	1,555,421
Pension Administration	128,207	131,020
Medical & Life Insurance	2,335,820	2,548,101
Heat, Light, Water	129,215	134,872
Building Repair & Maintenance	113,760	84,121
Building Insurance	3,614	3,190
Motor Vehicle Insurance	30,083	33,720
Motor Vehicle Maint & Repair	382,853	402,166
Workers Compensation	153,280	88,899
Total	<u>\$4,704,491</u>	<u>\$4,981,510</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Street & Highways	1,135	1,135	1,135
Number of emergency calls	1,110	1,000	1,000
Miles of streets cleaned	155	155	155
Number of Vehicles used	3	3	3
Number of times cleaned	4	4	4
Trees planted	31	30	30
Snow fall in inches	82	14	50
Number of hours worked	11,453	4,670	7,500
Regular Hours	6,610	3,650	5,000
Overtime Hours	4,843	1,020	2,500
Number of private equipment	125	125	125

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2011		FY 2012			FY 2013					
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*CPW Director	20-2			1	92,846	45,814.09	92,846.00	1	96,513	1	96,513	96,513
2.	*Assistant CPW Director	18-6 (L9)			1	107,920	54,255.03	107,920.00	1	108,253	1	108,253	108,253
3.	*Asst Supt Street	14-6 (L11)			1	84,142	42,301.08	84,142.00	1	84,206	1	84,206	84,206
4.	Asst Supt Parks/Forestry/Cem	14-6 (L11)			1	84,334	42,301.07	84,334.00	1		1	84,907	84,907
5.	Asst Supt Street	14-6 (L9)			1	84,204	41,916.50	84,204.00	1	83,377	1	83,377	83,377
6.	SPMG Foreman - Public Vehicles	13-6 (L11)			1	79,560	39,997.66	79,560.00	1	79,560	1	79,560	79,560
7.	SPMG *Foreman - Street	13-6 (L11)			1	78,127	39,637.29	78,127.00	1	79,262	1	79,262	79,262
8.	SPMG Foreman - Forestry	13-6 (L8)			1	77,410	38,916.53	77,410.00	1	77,410	1	77,410	77,410
9.	SPMG *Sr Engineering Aide (311)	13-6 (L8)			1	71,676	36,033.76	71,676.00	1	73,587	1	73,587	73,587
10.	SPMG Code Enforce Inspector	12-6 (L8)			1	67,160	33,763.47	67,160.00					
11.	SPMG *Recycling Coordinator	12-6 (L9)			1	73,092	36,657.19	73,092.00	1	73,204	1	73,204	73,204
12.	Administrative Assistant	10-6 (L9)			1	62,938	31,640.90	62,938.00	1	62,938	1	62,938	62,938
13.	Administrative Assistant	10-6 (L8)			1	62,360	31,346.48	62,360.00	1	62,360	1	62,360	62,360
14.	*Administrative Assistant	10-4			1	51,459	25,866.78	51,459.00	1	53,472	1	53,472	53,472
15.	Principal Office Assistant	8-6 (L11)			1	55,637	27,970.38	55,637.00					
Subtotal			16	1,181,171.61	15	1,132,865	568,418.21	1,132,865.00	12	934,142	13	1,019,049	1,019,049

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary	8,981
Street/Forestry Superintendent	9,350
Sr Code Enforce Inspector	5,472
Administrative Assistant	6,040
Office Coordinator	3,804

Promotion/multiple duties	
Expanded duties	
Consistent Duties Grade 10 Job Description Refers to Cemetery Clerical Duties	
Mayor's Recommendation	

1	93,684			
1	72,632	1	72,632	72,632
1	61,677			
		1	59,441	59,441
3	227,993	2	132,073	132,073

New Positions

Subtotal

Grand Total

16	1,181,171.61	15	1,132,865	568,418.21	1,132,865.00	15	1,162,135	15	1,151,122	1,151,122
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2011	FY 2012				FY 2013					
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Working Foreman II	11-6 (L11)			1	62,067	31,152.63	62,067.00	1	62,067	1	62,067	62,067
2. LAB	*Working Foreman II	11-6 (L11)			1	61,508	30,871.98	61,508.00	1	61,982	1	61,982	61,982
3. LAB	Working Foreman I	10-6 (L11)			1	58,545	29,384.42	58,545.00	1	58,545	1	58,545	58,545
4. LAB	Working Foreman I	10-6 (L9)			1	57,490	18,722.74	47,490.00	1	57,490	1	57,490	57,490
5. LAB	Working Foreman I	10-6 (L8)			3	171,941	85,770.83	171,941.00	3	170,886	3	170,886	170,886
6. LAB	*Motor Equipment Repair Pers	10-6 (L11)			1	58,383	29,191.08	58,383.00	1	58,545	1	58,545	58,545
7. LAB	Motor Equipment Repair Pers	10-6 (L10)			1	58,017	28,861.70	58,017.00	1	58,017	1	58,017	58,017
8. LAB	Auto Body / Metal Worker	10-6 (L10)			1	58,017	29,119.74	58,017.00	1	58,017	1	58,017	58,017
9. LAB	Welder	10-6			1	52,743	26,472.48	52,743.00	1	52,743	1	52,743	52,743
10. LAB	WF I /Tree Surgeon	10-6 (L9)			1	57,490	28,855.08	57,490.00	1	57,490	1	57,490	57,490
11. LAB	*S M E O	9-6 (L11)			2	111,650	55,941.13	111,650.00	3	167,475	3	167,475	167,475
12. LAB	S M E O	9-6 (L10)			2	110,798	55,398.85	110,798.00	1	55,399	1	55,399	55,399
13. LAB	S M E O	9-6 (L9)			1	54,895	27,552.76	54,895.00	1	54,895	1	54,895	54,895
14. LAB	*S M E O	9-6 (L8)			4	214,480	98,820.68	214,480.00	3	163,176	3	163,176	163,176
15. LAB	*S M E O	9-4							1	46,228	1	46,228	46,228
16. LAB	H M E O	8-6 (L11)			3	160,197	26,652.72	160,197.00	2	106,798	2	106,798	106,798
17. LAB	H M E O	8-6 (L10)			1	52,918	25,622.78	52,918.00	1	52,918	1	52,918	52,918
18. LAB	H M E O	8-6 (L8)			1	51,956	26,077.65	51,956.00	1	51,956	1	51,956	51,956
19. LAB	H M E O	8-6			2	96,216	63,376.80	96,216.00	2	96,216	2	96,216	96,216
20. LAB	*H M E O	8-3							1	42,428	1	42,428	42,428
21. LAB	*M E Repair Pers Helper (PT 19 hrs)	8-2			0.5	18,666		18,666.00	0.5	19,073	0.5	19,073	19,073
22. LAB	*M E O	7-6 (L11)			1	51,058	25,627.06	51,058.00	2	102,011	2	102,011	102,011
23. LAB	M E O	7-6 (L10)			2	101,198	25,445.08	101,198.00					
24. LAB	M E O	7-6 (L8)			1	49,679	24,934.54	49,679.00	1	49,679	1	49,679	49,679
25. LAB	*M E O	7-6			3	134,796	25,757.64	134,796.00	2	91,998	2	91,998	91,998
26. LAB	*M E O	7-2			1	40,125	3,009.84	40,125.00	3	115,146	3	115,146	115,146

CONSOLIDATED PUBLIC WORKS

PERSONNEL

PERSONNEL

			FY 2011	FY 2012				FY 2013						
Bargaining Unit Position		FY 2013 Grade-Step	# Actual Expenditures	# Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	# Department Request		# Mayor's Recommendation	Council Approval				
27. LAB	Highway Maintenance	6-6 (L10)		2	97,384	48,878.72	97,384.00	2	97,384	2	97,384	97,384		
28. LAB	*Highway Maintenance	6-2		1	36,983	1,537.52	36,983.00	1	36,875	1	36,875	36,875		
29. LAB	Laborer	6-6 (L10)		2	97,384	21,817.28	97,384.00	1	48,692	1	48,692	48,692		
30. LAB	Laborer	6-6 (L9)		2	96,500	48,777.10	96,500.00	2	96,500	2	96,500	96,500		
31. LAB	Laborer	6-1		1	36,227		36,227.00	2	72,454	2	72,454	72,454		
32. LAB	Laborer / Gardener	6-6 (L11)		1	49,135	24,661.54	49,135.00	1	49,135	1	49,135	49,135		
33. LAB	Laborer / Gardener	6-6 (L9)		1	48,250	24,217.16	48,250.00	1	48,250	1	48,250	48,250		
34.	Part Time				30,000	11,595.00	30,000.00		30,000		30,000	30,000		
35.	Temporary / Seasonal				30,000	27,231.00	30,000.00		30,000		30,000	30,000		
Subtotal			46.5	2,099,986.43	46.5	2,466,696	1,031,335.53	2,456,696.00	46.5	2,420,468		46.5	2,420,468	2,420,468

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Replacement employees hired at lower step (46,228)

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

46.5	2,099,986.43	46.5	2,466,696	1,031,335.53	2,456,696.00	46.5	2,420,468		46.5	2,420,468	2,420,468
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CONSOLIDATED PUBLIC WORKS

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/12	Request	Incr/Decr	Recommendation	Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,176,736.52	1,181,171.61	1,132,865.00	568,418.21	1,132,865.00	1,162,135.00	18,257.00	1,151,122.00	1,151,122.00
5112 Wages - Full Time	2,113,556.16	2,045,294.78	2,388,030.00	992,509.53	2,378,030.00	2,341,395.00	(46,635.00)	2,341,395.00	2,341,395.00
5122 Wages - Part Time	40,945.89	54,691.65	78,666.00	38,826.00	78,666.00	79,073.00	407.00	79,073.00	79,073.00
5195 Buyback Sick Time	15,191.52	44,786.04	8,500.00		13,375.00	14,000.00	5,500.00	14,000.00	14,000.00
5131 Overtime	200,352.94	228,510.74	100,000.00	113,330.13	200,000.00	150,000.00	10,000.00	110,000.00	110,000.00
5135 Standby	9,975.78	10,315.12	10,000.00	4,950.72	10,000.00	10,000.00	0.00	10,000.00	10,000.00
Offset Receipt - Cemetery Perpetual Care	(60,000.00)	(60,000.00)	(60,000.00)		(60,000.00)	(60,000.00)	35,000.00	(25,000.00)	(25,000.00)
General Expenses									
CPW Administration 001-420-5200									
5192 Mileage Allowance	174.40	123.61	400.00	5.10	400.00	400.00	0.00	400.00	400.00
5193 Tool Allowance	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,600.00	200.00	2,600.00	2,600.00
5213 Light	389.72	542.16	400.00	52.40	400.00	400.00	0.00	400.00	400.00
5231 Water Usage	482.70	643.14	1,000.00	214.79	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	6,843.11	11,583.41	19,000.00	774.70	19,000.00	19,000.00	(7,000.00)	12,000.00	12,000.00
5242 Office Equipment/ Repair/Vehicle Washing	6,632.49	6,096.50	5,000.00	2,624.85	6,632.49	6,500.00	(3,500.00)	1,500.00	1,500.00
Vehicle Washing							1,000.00	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	78,052.93	79,312.34	80,000.00	28,957.31	80,000.00	80,000.00	0.00	80,000.00	80,000.00
5245 Building/Grounds Maint	5,580.00	450.00	6,500.00	5,780.00	6,500.00	6,500.00	0.00	6,500.00	6,500.00
5247 Intrusion Detection	468.00	468.00	500.00	468.00	500.00	500.00	0.00	500.00	500.00
5271 Uniform Rental	4,653.82	3,209.42	4,700.00	1,305.84	4,700.00	4,700.00	0.00	4,700.00	4,700.00
5276 Truck/Equipment Rental	171.00	6,995.60	3,000.00	2,340.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5291 Custodial Services	6,800.00	6,800.00	10,000.00		10,000.00	20,000.00	0.00	10,000.00	7,000.00
5312 Training	379.00		2,000.00	548.00	2,000.00	6,000.00	4,000.00	6,000.00	6,000.00
5341 Advertising	163.51	129.04	400.00	222.40	400.00	400.00	0.00	400.00	400.00
5342 Postage	1,452.74	762.71	1,500.00	132.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5343 Printing	50.00								
5411 Batteries	9,514.00	9,032.05	8,000.00	2,190.30	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5420 Office Supplies	4,298.97	4,411.42	4,000.00	4,051.12	4,000.00	5,500.00	1,500.00	5,500.00	5,500.00
5430 Building Supplies				915.12	915.12				
5460 Groundskeeping Supplies	59,638.76	49,020.54	62,800.00	40,782.18	62,800.00	62,800.00	0.00	62,800.00	62,800.00
5470 Public Safety Supplies	15,527.86	16,970.01	12,000.00	4,790.80	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5480 Vehicle Supplies	204,035.05	220,926.55	170,000.00	130,245.54	200,000.00	210,000.00	40,000.00	210,000.00	210,000.00
5485 Vehicle Fuel & Oil	369,860.94	411,642.88	525,000.00	221,318.98	525,000.00	682,500.00	145,000.00	670,000.00	670,000.00
5510 Education Supplies	1,500.00	1,500.00	5,750.00	1,500.00	5,750.00	5,750.00	(2,000.00)	3,750.00	3,750.00
5533 Street Cleaning Supplies	3,792.00	5,939.70	4,000.00	529.59	4,000.00	4,500.00	500.00	4,500.00	4,500.00
5536 Lumber	583.28	723.67	1,000.00	96.98	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	37,842.57	23,128.17	14,500.00	8,371.99	14,500.00	14,500.00	0.00	14,500.00	14,500.00
5539 Castings & Pipes	5,415.32	9,718.23	4,000.00	1,300.49	4,000.00	6,000.00	2,000.00	6,000.00	6,000.00
5541 Welding Supplies	2,806.27	1,574.79	3,000.00	1,198.47	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	28,531.06	26,891.60	30,000.00	27,038.02	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5587 Tools	8,528.40	14,578.81	10,000.00	9,369.90	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5733 Licenses	565.00	4,380.00	1,050.00	4,224.00	4,224.00	1,050.00	0.00	1,050.00	1,050.00
5740 Insurance Surety Bond	200.00	200.00	200.00		200.00	200.00	0.00	200.00	200.00
	867,332.90	920,154.35	992,100.00	503,748.87	1,027,821.61	1,209,300.00	181,700.00	1,173,800.00	1,170,800.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES	FY 2010		FY 2011		FY 2012		FY 2013			
	Actual	Actual	Actual	Actual	Budget	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Expenditures	Expenditures		Thru 6/30/12	Request	Incr/Decr	Recommendation	Approval
Snow & Ice 001-421-5200										
5241 Equipment Repair/Maint		5,035.86								
5245 Buildings/Grounds Maint	2,880.00	12,173.72		5,000.00		8,232.30	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	1,050,927.58	2,216,662.37		1,000,000.00		76,266.50	1,000,000.00	0.00	1,000,000.00	1,000,000.00
5387 Weather Service	1,395.00	1,395.00		1,500.00		1,395.00	1,500.00	0.00	1,500.00	1,500.00
5460 Groundskeeping Supplies	1,121.50	230.80		1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5531 Salt & Sand	316,258.11	330,653.69		250,000.00		6,423.02	250,000.00	0.00	250,000.00	250,000.00
5532 Plows, Blades & Parts	14,163.62	19,937.82		10,000.00		315.58	10,000.00	0.00	10,000.00	10,000.00
5121 Management		19,500.00				2,000.00				
5131 Overtime	150,779.99	334,321.32		100,000.00		7,649.84	100,000.00	0.00	100,000.00	100,000.00
	1,537,525.80	2,939,910.58		1,368,000.00		102,282.24	1,368,000.00	0.00	1,368,000.00	1,368,000.00
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Equipment & Unusual										
CPW Administration 001-420-5400										
5249 Rec Facilities Repair/Maint/ Vets Fields	31,559.22	34,122.23		30,000.00		21,780.00	30,000.00	10,000.00	40,000.00	40,000.00
5310 Environmental Services	2,698.99			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5394-44 Disposal Street Sweepings	9,670.08	23,404.64		40,000.00		6,050.00	40,000.00	0.00	40,000.00	40,000.00
5394-46 Drain System				1,000.00			1,000.00	0.00	1,000.00	1,000.00
5394-47 Paving Project	64,546.66	89,878.97		90,000.00		41,274.57	100,000.00	10,000.00	100,000.00	100,000.00
5394-48 Pond Management	30,657.20	31,883.84		50,000.00		22,500.00	30,000.00	(20,000.00)	30,000.00	30,000.00
7210 Drainage-Hemlock	15,757.07	5,050.00								
	154,889.22	184,339.68		213,000.00		91,604.57	203,000.00	0.00	213,000.00	213,000.00
Solid Waste 001-422-5400										
5295 Household Hazard Waste	90,139.56	90,169.21		98,000.00		50,079.58	120,000.00	7,000.00	105,000.00	105,000.00
5296 Trash Disposal	2,360,688.77	2,016,530.83		2,400,000.00		1,007,025.56	2,585,000.00	40,000.00	2,440,000.00	2,340,000.00
5297 Trash/Recycle Collection	2,379,801.29	2,210,711.99		2,525,000.00		1,223,521.46	2,600,000.00	40,000.00	2,565,000.00	2,465,000.00
5298 Yard Waste / Leaves	198,573.81	179,966.88		225,000.00		103,331.05	235,000.00	0.00	225,000.00	200,000.00
5299 DPW Yard Clean Up	17,093.03	32,302.29		25,000.00		2,037.72	25,000.00	0.00	25,000.00	25,000.00
	5,046,296.46	4,529,681.20		5,273,000.00		2,385,995.37	5,565,000.00	87,000.00	5,360,000.00	5,135,000.00

EXPENDITURES		FY 2010	FY 2011	FY 2012		FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>									
<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>							
5131 Overtime	Account History	50,000.00							
5195 Buyback Sick Time	Account History	5,500.00							
5193 Tool Allowance	New Employee .05	200.00							
5242 Office Equipment/ Repair/Vehicle Washing	Can we create 2 separate accts for these 2 unrelated items \$5,000 car wash & \$1,500 Office Equip/Repair?	1,500.00							
5291 Custodial Services	Veterans Fields Warranty Expires Needed for repairs./Maintenance & Cleaning PHP Toilets (Outside)	10,000.00 (See 5249 Rec Facilities Repair/Maint)							
5312 Training	Mechanics Hybrid vehicle training	4,000.00							
5420 Office Supplies	For WEAC Committee	1,500.00							
5480 Vehicle Supplies	Account History	40,000.00							
5485 Vehicle Fuel & Oil	30% Increase	157,500.00							
5533 Street Cleaning Supplies	Account History	500.00							
5539 Castings & Pipes	Account History	2,000.00							
5394-47 Paving Project	Increase in paving	10,000.00							
5295 Household Hazard Waste	Increase in Fees & CPI	22,000.00							
5296 Trash Disposal	Increase in CPI	185,000.00							
5297 Trash/Recycle Collection	Increase in CPI	75,000.00							
5298 Yard Waste / Leaves	Increase in CPI	10,000.00							
COST SUMMARY BY CLASSIFICATION									
Personnel	3,496,758.81	3,504,769.94	3,658,061.00	1,718,034.59	3,752,936.00	3,696,603.00	22,529.00	3,680,590.00	3,680,590.00
General Expenses									
CPW Administration	867,332.90	920,154.35	992,100.00	503,748.87	1,027,821.61	1,209,300.00	181,700.00	1,173,800.00	1,170,800.00
Snow & Ice	1,537,525.80	2,939,910.58	1,368,000.00	102,282.24	340,732.30	1,368,000.00	0.00	1,368,000.00	1,368,000.00
Equipment & Unusual									
CPW Administration	154,889.22	184,339.68	213,000.00	91,604.57	213,500.00	203,000.00	0.00	213,000.00	213,000.00
Solid Waste	5,046,296.46	4,529,681.20	5,273,000.00	2,385,995.37	5,273,000.00	5,565,000.00	87,000.00	5,360,000.00	5,135,000.00
Total Operating Budget	11,102,803.19	12,078,855.75	11,504,161.00	4,801,665.64	10,607,989.91	12,041,903.00	291,229.00	11,795,390.00	11,567,390.00

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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Meetings	12	13	12

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit Position FY 2013 Grade-Step

1. Members

2. Clerk

Subtotal

FY 2011		FY 2012				FY 2013					
Actual # Expenditures	July-December										
	#	Budget	Actual	Expenditures	Department Request		#	Mayor's	Council		
			Expenditures	Thru 6/30/12				Recommendation	Approval		
	7	14,000.00	3,900.00	11,000.00	7	14,000	7	14,000	14,000		
	1	3,000	1,480.40	3,000.00	1	3,000	1	3,000	3,000		
8	9,300.00	8	17,000	5,380.40	14,000.00	8	17,000		8	17,000	17,000

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0		0		0		0

Subtotal

New Positions

Grand Total

8	9,300.00	8	17,000	5,380.40	14,000.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-174-5100									
5113 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,480.40	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	0.00	6,300.00	14,000.00	3,900.00	11,000.00	14,000.00	0.00	14,000.00	14,000.00
General Expenses 001-174-5200									
5308 Stenographer	1,500.00	1,350.00	2,100.00	750.00	2,100.00	2,100.00	0.00	2,100.00	2,100.00
5341 Advertising	880.32	869.84	1,500.00	565.68	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5340 Postage				132.00	450.00	500.00	500.00	500.00	500.00
5420 Office Supplies	41.98	505.47	300.00		300.00	300.00	0.00	300.00	300.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5340 Postage	Abutters notification	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	3,000.00	9,300.00	17,000.00	5,380.40	14,000.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	2,422.30	2,725.31	3,900.00	1,447.68	4,350.00	4,400.00	500.00	4,400.00	4,400.00
Equipment & Unusual									
Total Operating Budget	<u>5,422.30</u>	<u>12,025.31</u>	<u>20,900.00</u>	<u>6,828.08</u>	<u>18,350.00</u>	<u>21,400.00</u>	<u>500.00</u>	<u>21,400.00</u>	<u>21,400.00</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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Burials	214	210	214
New Lots sold	39	45	39
Single Graves sold	18	18	18
Single Graves welfare	0	2	1
Urn Garden plots sold	3	3	3
Veterans Graves	4	4	4
Acres Maintained	80	80	80

CEMETERY COMMISSION

PERSONNEL

	Bargaining Unit Position	FY 2013 Grade-Step
1.	Commissioners	
	Total	

FY 2011		FY 2012				FY 2013				
Actual # Expenditures	July-December				#	Department Request	#	Mayor's Recommendation	Council Approval	
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12						
	3	3,000	600.00	1,800.00						
3	2,900.00	3	3,000	600.00	1,800.00	3	3,000	3	3,000	3,000

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0		0	0

Grand Total

3	2,900.00	3	3,000	600.00	1,800.00	3	3,000	3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	0.00	2,900.00	3,000.00	600.00	1,800.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	0.00	2,900.00	3,000.00	600.00	1,800.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>0.00</u>	<u>2,900.00</u>	<u>3,000.00</u>	<u>600.00</u>	<u>1,800.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>

COUNCIL ON AGING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The 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 2010	FY 2011
Pension-Contributory/FICA	75,298	75,417
Pension Administration	6,549	6,135
Medical & Life Insurance	93,198	100,983
Heat, Light, Water	57,442	58,541
Building Repair & Maintenance	55,278	121,482
Building Insurance	2,388	2,108
Motor Vehicle Insurance	676	758
Motor Vehicle Maint & Repair	8,603	9,037
Total	<u>\$299,432</u>	<u>\$374,461</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Number of Participants	2,648	2,650	2,652
Male / Female /Minority	741/1907/79	742/1908/79	742/1910/79
# of Participants			
Service Programs:	1,400	1,400	1,400
Social/Recreation Programs:	1,450	1,450	1,450
Fitness Programs:	451	451	451
Transportation:	543	543	543
# of 1 way rides	3,556	3,556	3,556
Total Number of Meals / Week	200	200	200
Recipients Served / Week	100	100	100
Recipients Served Annually	141	142	142
Units Annually	41,758	41,760	41,762

COUNCIL ON AGING

PERSONNEL

	Bargaining Unit	Position	FY 2013 Grade-Step	FY 2011		FY 2012				FY 2013				
				#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval
1.		Council on Aging Board				7	7,000	2,700.00	5,400.00	7	7,000	7	7,000	7,000
2.		*Council on Aging Director	16-6			1	84,132	41,460.76	84,132.00	1	87,452	1	87,452	87,452
3.		*Administrative Assistant	10-6 (L10)			1	63,419	31,784.42	63,419.00	1	63,515	1	63,515	63,515
4.		Meals Coordinator (PT 19 hrs)	9-2			0.5	31,686	15,738.38	31,686.00					
5.		*Office Coordinator	9-6 (L8)			1	53,550	26,921.30	53,550.00	1	55,335	1	55,335	55,335
6.	LAB	*Bus Operator	7-6			1	42,558	21,169.60	42,558.00	1	44,319	1	44,319	44,319
7.		*Cstmr Srvc Asst (PT 19 hrs)	5-6			0.5	20,468	10,260.64	20,468.00	0.5	22,660	0.5	22,660	22,660
8.		Bus Operator PT	7				17,800	5,554.70	17,800.00		17,800		17,800	17,800
9.		*Jr Office Assistant PT grant	5-3			0.5	19,461	9,536.70	19,461.00	0.5	20,214	0.5	20,214	20,214
10.		*Jr Office Assistant PT grant	5-3			0.5	19,461	9,302.73	19,461.00	0.5	20,214	0.5	20,214	20,214
Subtotal				13	331,775.77	13	359,535	174,429.23	357,935.00	12.5	338,509	12.5	338,509	338,509

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 10,660

Meals Coordinator (PT 19 hrs) 9-2 13,108

Explanation

Request that Meals on Wheels Coordinator position return to FT status

1	44,794	1	44,794	44,794
1	44,794	1	44,794	44,794

New Positions

Subtotal

Grand Total

13	331,775.77	13	359,535	174,429.23	357,935.00	13.5	383,303	13.5	383,303	383,303
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COUNCIL ON AGING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/11	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	203,044.00	196,224.90	201,101.00	100,166.48	201,101.00	251,096.00	49,995.00	251,096.00	251,096.00
5121 Salaries - Part Time	28,584.67	50,822.88	52,154.00	25,999.02	52,154.00	22,660.00	(29,494.00)	22,660.00	22,660.00
5112 Wages - Full Time	38,463.80	35,585.20	42,558.00	21,169.60	42,558.00	44,319.00	1,761.00	44,319.00	44,319.00
5114 Wages - Part Time	17,397.08	14,996.52	17,800.00	5,554.70	17,800.00	17,800.00	0.00	17,800.00	17,800.00
5194 Boards & Commissions	600.00	5,600.00	7,000.00	2,700.00	5,400.00	7,000.00	0.00	7,000.00	7,000.00
5121 Temporary Help - Grants	38,191.69	28,546.27	38,922.00	18,839.43	38,922.00	40,428.00	1,506.00	40,428.00	40,428.00
Receipt offset - Grant	(38,191.69)	(28,546.27)	(38,922.00)	(4,232.15)	(38,922.00)	(40,428.00)	(1,506.00)	(40,428.00)	(40,428.00)
General Expenses 001-541-5200									
5192 Mileage	713.50	998.31	1,200.00	492.28	1,200.00	1,200.00	0.00	1,200.00	1,200.00
5242 Office Equipment Repair/Maint	300.00	1,076.40	1,093.00	86.40	1,093.00	1,093.00	0.00	1,093.00	1,093.00
5306 Medical Services	250.00	250.00	250.00	250.00	250.00	250.00	0.00	250.00	250.00
5342 Postage	553.91	489.60	500.00	88.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	175.00	144.00	144.00		144.00	144.00	0.00	144.00	144.00
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	1,765.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5420 Office Supplies	1,798.07	2,253.20	1,800.00	1,108.90	1,800.00	1,800.00	(50.00)	1,750.00	1,750.00
5490 Food Supplies	116,310.39	138,240.77	145,100.00	62,099.97	145,100.00	145,100.00	0.00	145,100.00	145,100.00
5581 Clothing, Gloves, Shoes	629.99	650.00	650.00	654.99	654.99	700.00	50.00	700.00	700.00
5730 Dues	132.60								

Department Explanation for Requested Increases

Item

5581 Clothing, Gloves, Shoes

Reason

Funded at contractual maximum

Department Cost for Requested Increase

50.00

COST SUMMARY BY CLASSIFICATION

Personnel	288,089.55	303,229.50	320,613.00	170,197.08	319,013.00	342,875.00	22,262.00	342,875.00	342,875.00
General Expenses	122,863.46	146,102.28	152,737.00	66,545.54	152,741.99	152,787.00	0.00	152,737.00	152,737.00
Equipment & Unusual									
Total Operating Budget	410,953.01	449,331.78	473,350.00	236,742.62	471,754.99	495,662.00	22,262.00	495,612.00	495,612.00

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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Sidewalk Accessibility Repairs			25,000
Waltham Museum Lexington St		25,000	
Paine Estate			25,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	Board Members	
Subtotal		

FY 2011		FY 2012				FY 2013				
Actual # Expenditures	July-December									
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval	
	7	7,000	2,700.00	7,000.00	7	7,000	7	7,000	7,000	
7	7,000.00	7	7,000	2,700.00	7,000.00	7	7,000	7	7,000	7,000

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

7	7,000.00	7	7,000	2,700.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	0.00	7,000.00	7,000.00	2,700.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-560-5200									
5420 Office Supplies	157.59	77.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel	0.00	7,000.00	7,000.00	2,700.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	157.59	77.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00
Equipment & Unusual									
Total Operating Budget	157.59	7,077.00	7,200.00	2,900.00	7,200.00	7,200.00	0.00	7,200.00	7,200.00

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, review, construct and maintain the public infrastructure of the City of Waltham - as required by the DEP Consent Order and EPA Administrative Order for storm drains, waterworks and wastewater.

DESCRIPTION OF OUTPUT STATEMENT:

Provide best / professional service possible within available resources, minimize private consultants by filling vacancies and supplement staffing levels with the City budget agencies and laws.

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 2010	FY 2011
Pension-Contributory/FICA	187,279	204,186
Pension Administration	17,000	17,413
Medical & Life Insurance	175,630	195,636
Heat, Light, Water	13,039	12,571
Building Repair & Maintenance	11,786	8,451
Building Insurance	227	200
Motor Vehicle Insurance	676	758
Motor Vehicle Maint & Repair	8,603	9,037
Total	\$414,240	\$448,252

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
CIP - Project Administration	5	5	5
Plans Filed by Outside Prt	68	72	76
Compliance reports	7	8	8
Construction Inspections	900	950	1,000
Board of Survey Projects	17	20	25
Permit Applications	225	230	235

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	*City Engineer	20-4
2.	SPMG Asst City Engineer	16-6 (L11)
3.	SPMG *Gen Construction Insp	13-6 (L8)
4.	Administrative Assistant	10-6 (L8)
5.	Co-op Students	
Subtotal		

FY 2011		FY 2012				FY 2013					
Actual # Expenditures	July-December										
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval		
	1	99,692	49,497.97	99,692.00	1	103,633	1	103,633	103,633		
	1	97,379	48,955.57	97,379.00	1	97,379	1	97,379	97,379		
	1	74,065	36,033.77	74,065.00	1	77,410	1	77,410	77,410		
	1	62,360	31,350.45	62,360.00	1	62,360	1	62,360	62,360		
		14,560	12,060.00	14,560.00		14,560		14,560	14,560		
4.5	351,057.58	4	348,056	177,897.76	348,056.00	4	355,342		4	355,342	355,342

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 7,286

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

4.5	351,057.58	4	348,056	177,897.76	348,056.00	4	355,342		4	355,342	355,342
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ENGINEERING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-410-5100									
5111 Salaries - Full Time	321,853.08	327,026.91	333,496.00	165,837.76	333,496.00	340,782.00	7,286.00	340,782.00	340,782.00
5121 Salaries - Part Time	58,597.86	24,030.67	14,560.00	12,060.00	14,560.00	14,560.00	0.00	14,560.00	14,560.00
General Expenses 001-410-5200									
5242 Office Equipment Repair/Maint	236.20	1,210.87	1,500.00	530.31	753.00	1,500.00	(500.00)	1,000.00	1,000.00
5340 Communication		99.99							
5341 Advertising		335.36	400.00	61.16	205.00	400.00	0.00	400.00	400.00
5342 Postage	390.29	210.98	250.00	29.11	145.00	250.00	0.00	250.00	250.00
5343 Printing	835.79	1,166.38	1,200.00		1,200.00	300.00	(900.00)	300.00	300.00
5420 Office Supplies	1,966.08	2,820.74	3,000.00	1,873.76	3,971.00	4,000.00	1,000.00	4,000.00	4,000.00
5581 Clothing, Gloves	280.00	549.97	500.00	329.97	468.00	500.00	0.00	500.00	500.00
5730 Dues						400.00	400.00	400.00	400.00
5731 Conference Expense		330.00							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Usage and Cost increased - Copier Paper Toner/Folders/Files (Cross Connection Program)	1,000.00
5730 Dues	APWA/AWWA/NEWWA Dues for Professional Development	400.00

COST SUMMARY BY CLASSIFICATION

Personnel	380,450.94	351,057.58	348,056.00	177,897.76	348,056.00	355,342.00	7,286.00	355,342.00	355,342.00
General Expenses	3,708.36	6,724.29	6,850.00	2,824.31	6,742.00	7,350.00	0.00	6,850.00	6,850.00
Equipment & Unusual									
Total Operating Budget	<u>384,159.30</u>	<u>357,781.87</u>	<u>354,906.00</u>	<u>180,722.07</u>	<u>354,798.00</u>	<u>362,692.00</u>	<u>7,286.00</u>	<u>362,192.00</u>	<u>362,192.00</u>

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

To provide the highest quality of customer service while maintaining the most efficient operation within available resources and through meter upgrades and technology improve accuracy and severely reduce unaccounted for water, thereby increasing revenues.

DESCRIPTION OF OUTPUT STATEMENT:

Prompt billings for water and sewer with fair and open resolutions of complaints and customer requests for service.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.6	2.6	2.6
Number of Accounts	15,000	15,000	15,000
Number of Bills Sent out annually	60,000	60,000	60,000

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

			FY 2011		FY 2012			FY 2013						
Bargaining Unit Position		FY 2013 Grade-Step	#	Actual Expenditures	July-December		Expenditures Thru 6/30/12	Department Request		Mayor's	Council			
					Budget	Actual Expenditures		#		#	Recommendation	Approval		
1.	*Office Coordinator	9-6 (L8)			1	56,763		27,740.70	56,763.00	1	57,834	1	57,834	57,834
2.	*Principal Office Assistant	8-6			1	49,024		24,251.20	49,024.00	1	50,123	1	50,123	50,123
3.	*Principal Office Assistant	8-6			1	47,183		23,340.94	47,183.00	1	49,024	1	49,024	49,024
Subtotal			3	145,941.03	3	152,970	75,332.84	152,970.00	3	156,981		3	156,981	156,981

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 4,011

Explanation

New Positions

Temporary Billing Clerk

Assist with data entry for the New Fixed Meter Network Program - Funding comes from the deletion of 2 Laborer positions [7-6 (L8) - Pump Station Attndt & 7-6 (L11) Water Svc Inspector] From Water Ops & Sewer Ops

27,500	***Include scope in water meter bid specs
0	27,500
0	0
0	0

Subtotal

Grand Total

3	145,941.03	3	152,970	75,332.84	152,970.00	3	184,481	3	156,981	156,981
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	136,679.79	145,941.03	152,970.00	75,332.84	152,970.00	184,481.00	4,011.00	156,981.00	156,981.00
General Expenses 610-451-5200									
5242 Office Equipment Repair/Maint		1,384.30	900.00		900.00	900.00	0.00	900.00	900.00
5342 Postage	25,669.39	27,913.96	30,500.00	10,949.66	27,344.00	30,500.00	0.00	30,500.00	30,500.00
5343 Printing	928.00	4,133.20	2,500.00		2,418.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	2,355.94	1,003.24	1,000.00	165.00	1,403.00	1,400.00	400.00	1,400.00	1,400.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Increased Costs and Usage of Toner/Copier Paper/General Office Supplies	400.00

COST SUMMARY BY CLASSIFICATION

Personnel	136,679.79	145,941.03	152,970.00	75,332.84	152,970.00	184,481.00	4,011.00	156,981.00	156,981.00
General Expenses	28,953.33	34,434.70	34,900.00	11,114.66	32,065.00	35,300.00	400.00	35,300.00	35,300.00
Equipment & Unusual									
Total Operating Budget	165,633.12	180,375.73	187,870.00	86,447.50	185,035.00	219,781.00	4,411.00	192,281.00	192,281.00

WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

The operation and maintenance of the water distribution system by: insuring proper pressures; eliminating blow offs; marking out service lines and mains for dig safe contractors; flushing of water mains where this improves flow or water quality; manage the cross connection control program; perform regular inspections as mandated by state program; inspect private and public contracts that modify the system; oversee and maintain interconnections with neighboring communities; provide sampling and testing of water for state mandated programs as well as local rate-payer testing of water for state mandated programs as well as local rate-payer inquiries for quality; manage MWRA's leak detection efforts and operate and manage in-house leak detection program; repairs leaks and breaks in main distribution system; operate and manage state/federal imposed security programs; preventative maintenance of valve and gate systems.

DESCRIPTION OF OUTPUT STATEMENT:

This element oversees billing, maintains records, correspondence and fosters good public relations.

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 2010	FY 2011
Pension-Contributory/FICA	438,401	466,839
Pension Administration	39,186	39,167
Medical & Life Insurance	557,917	485,563
Heat, Light, Water	42,378	40,857
Building Repair & Maintenance	38,305	27,467
Building Insurance	62	55
Motor Vehicle Insurance	5,053	5,172
Motor Vehicle Maint & Repair	64,311	61,681
Workers Compensation	166,654	68,412
Other Dept Allocations	520,298	530,563
Total	\$1,872,565	\$1,725,776

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected

WATER ADMINISTRATION

PERSONNEL

Bargaining Unit Position	FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013						
		#	Actual Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval		
1. SPMG Assistant City Engineer	16-2			1	72,311	72,311.00	1	72,311	1	72,311	72,311		
2. Business Manager (PT 19 hrs)	15-6 (L8)			0.5	47,860	21,113.27	0.5	47,860	0.5	47,860	47,860		
3. *Asst Supt Water & Sewer	14-6 (L11)			1	84,525	42,301.07	1	84,907	1	84,907	84,907		
4. SPMG *Foreman	13-6			1	71,224	35,396.27	1	71,676	1	71,676	71,676		
5. SPMG *Sr Code Enforcement Inspector	13-6 (L8)			1	74,543	32,743.73	1	77,410	1	77,410	77,410		
6. SPMG Code Enforcement Inspector	12-6 (L9)			1	73,204	36,802.10	1	73,204	1	73,204	73,204		
Subtotal		4.5	341,034.90	5.5	423,667	168,356.44	423,367.00	5.5	427,368		5.5	427,368	427,368

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 3,701

Explanation

New Positions

SPMG Sr Code Enforcement Inspector	13-1	Funded from deletion of 2 laborer [7-6 (L8) Pump Station Attnndt & 7-6 (L11) Water Svc Inspector] positions in Sewer Ops & Water Ops to Augment Water & Sewer Service Inspections done by 1 Gen'l Construction Inspector	1	59,118	1	59,118	59,118						
Business Manager	15-1	FT Bus Mgr needed due to amt of CIP Activity, construction & consultant projects, # of annual vendor contracts, grant/loan reimbursements, customer service, acct mgmt/troubleshooting; Also in FY2013 the city will be embarking on a meter replacement program	1	67,301	1	67,301	67,301						
Co-op Student		Due to amount of Activity - Funding would come from deletion of 2 laborer positions [7-6 (L8) Pump Station Attnndt & 7-6 (L11) Water Svc Inspector]		14,560		14,560	14,560						
Subtotal			2	140,979	2	140,979	140,979						
Grand Total			4.5	341,034.90	5.5	423,667	168,356.44	423,367.00	7.5	568,347	7.5	568,347	568,347

WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	345,395.62	341,034.90	423,667.00	168,356.44	423,367.00	553,787.00	130,120.00	553,787.00	553,787.00
5121 Salaries - Part Time						14,560.00	14,560.00	14,560.00	14,560.00
General Expenses 610-450-5200									
5312 Training	1,255.00	2,180.00	3,000.00	300.00	1,425.00	3,000.00	(400.00)	2,600.00	2,600.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	345,395.62	341,034.90	423,667.00	168,356.44	423,367.00	568,347.00	144,680.00	568,347.00	568,347.00
General Expenses	1,255.00	2,180.00	3,000.00	300.00	1,425.00	3,000.00	(400.00)	2,600.00	2,600.00
Equipment & Unusual									
Total Operating Budget	346,650.62	343,214.90	426,667.00	168,656.44	424,792.00	571,347.00	144,280.00	570,947.00	570,947.00

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Maintenance & Operations: Ensure that the water distribution systems is operational and maintained to provide each customer high quality water. Sufficient operation pressures for internal and fire protection use, and repair leaks, services, valves and hydrants within a reasonable time.

Buildings & Grounds: Prevent mechanical disruptions and properly maintain the Cedarwood pump station and the water storage tanks at Cedarwood and Prospect Hill.

Upgrade the City's water meters and technology for reading water meters.

Services: Through the maintenance operation, relay or repair water services found to be leaking or inoperable to make sure every customer has water without interruption.

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance & Operations: Protect the water through water sampling for bacteria once each week and for lead and copper twice annually. Maintain the water system through the repair of leaks and maintenance of valves, services, and hydrants. Ensure adequate operating pressures 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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Water Main Repairs	16	11	11
Water Service Repairs	110	70	70
Valve Repairs	0	6	6
Hydrant Replacement	10	17	17
Hydrant Repairs	0	0	0
Cross Connection Devices City Wide	1,804	1,810	1,810
Cross Connection Devices Tested	2,720	2,800	2,800
Sampling of Water System (Samples)	864	864	864
Leak Detection (Miles)	150	150	150

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013			
			#	Actual Expenditures	#	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	#	Department Request	# Recommendation Mayor's Council Approval
1. LAB	*Working Foreman I	10-6 (L11)	1		1	58,017	29,119.73	58,017.00	1	58,464	58,464
2. LAB	Working Foreman I	10-6 (L9)	1		1	57,490	28,855.03	57,490.00	1	57,490	57,490
3. LAB	*Cross Connect Inspector	9-6 (L9)	1		1	54,471	27,299.97	54,471.00	1	54,895	54,895
4. LAB	S M E O	9-6 (L9)	1		1	54,895	27,552.78	54,895.00	1	54,895	54,895
5. LAB	*H M E O	8-6	1		1	45,620	22,788.89	45,620.00	1	47,927	47,927
6. LAB	M E O	7-6 (L8)	1		1	40,490	14,780.25	40,490.00	1	49,920	49,920
7. LAB	*Highway Maintenance	6-2	1		1	36,227		36,227.00	1	36,983	36,983
Meter Read, Repair & Install											
8. LAB	Working Foreman II	11-6 (L8)	1		1	62,067	30,310.78	62,067.00	1	60,390	60,390
9. LAB	Water Meter Installer	8-5	1		1	48,108	24,618.69	48,108.00	1	45,236	45,236
10. LAB	Water Service Inspector	7-6 (L11)	1		1	51,058	1,386.04	51,058.00		**	
Subtotal			11	454,630.60	10	508,443	206,712.16	508,443.00	9	466,200	466,200

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 8,815

LAB Water Service Inspector 7-6 (L11) (51,058)

Explanation

**Combined with Sewer Ops vacant position to fund new Genl Constr Insp/Temp Billing Clerk/2nd Co-op Student

New Positions

0	0	0	0	0

Subtotal

Grand Total

11	454,630.60	10	508,443	206,712.16	508,443.00	9	466,200	9	466,200	466,200
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WATER OPERATIONS & MAINTENANCE

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/12	Request	Incr/Decr	Recommendation	Approval
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	301,374.65	329,452.79	347,210.00	150,396.65	347,210.00	360,574.00	13,364.00	360,574.00	360,574.00
5131 Overtime	131,150.66	164,146.69	90,000.00	75,781.50	150,000.00	90,000.00	0.00	90,000.00	90,000.00
5135 Standby	28,818.07	28,512.84	28,800.00	14,356.96	28,800.00	28,800.00	0.00	28,800.00	28,800.00
5195 Buyback Sick Time	6,019.23	6,223.83	8,000.00		8,000.00	8,000.00	0.00	8,000.00	8,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	134,242.58	125,177.81	161,233.00	56,315.51	161,233.00	105,626.00	(55,607.00)	105,626.00	105,626.00
General Expenses									
Water Maintenance & Operations 610-452-5200									
5192 Mileage	777.89	556.78	600.00	171.68	296.00	600.00	0.00	600.00	600.00
5211 Heat	9,497.65	11,664.99	12,000.00	2,185.63	13,828.00	14,000.00	0.00	12,000.00	12,000.00
5213 Light	12,512.67	7,550.94	8,000.00	3,344.05	7,058.00	8,000.00	0.00	8,000.00	8,000.00
5231 Water	141.15								
5241 Equipment Repair/Maint	21,204.01	22,441.98	30,000.00	13,046.88	38,787.00	40,000.00	0.00	30,000.00	25,000.00
5242 Office Equipment Repair/Maint	3,416.63	3,773.32	3,000.00	474.95	3,115.00	3,000.00	0.00	3,000.00	3,000.00
5244 Motor Equipment Repair/Maint						3,000.00			
5245 Buildings & Grounds Maint	1,004.78	248.38	2,000.00	500.00	710.00	2,000.00	0.00	2,000.00	2,000.00
5261 Water/Sewer Infrastructure	967.95	5,158.14	2,500.00		4,000.00	4,000.00	1,500.00	4,000.00	4,000.00
5303 Engineer Services /Consultants	13,945.00	11,881.68	25,000.00	17,415.00	53,875.00	30,000.00	0.00	25,000.00	25,000.00
5312 Training	2,614.90	1,780.00	3,000.00	700.00	3,884.00	4,000.00	1,000.00	4,000.00	4,000.00
5341 Advertising	57.64								
5342 Postage	973.93	245.51	500.00	71.49	239.00	500.00	0.00	500.00	500.00
5343 Printing	870.00	801.00	650.00	327.00	1,306.00	800.00	150.00	800.00	800.00
5381 Contract Labor	2,872.12								
5420 Office Supplies	4,196.89	4,754.64	3,500.00	1,558.19	2,690.00	3,500.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	2,996.32	4,457.68	2,500.00	1,775.26	2,560.00	2,500.00	0.00	2,500.00	2,500.00
5452 Custodial Supplies	773.53	859.42	700.00	31.15	1,464.00	1,000.00	300.00	1,000.00	1,000.00
5460 Groundskeeping Supplies	1,087.75	352.95	600.00		644.00	600.00	0.00	600.00	600.00
5470 Public Safety Supplies	3,183.79	3,669.48	1,800.00	1,783.27	2,532.00	1,800.00	0.00	1,800.00	1,800.00
5510 Education Supplies	6.00	24.78							
5538 Street/Sidewalk Material	27,488.71	30,841.57	30,000.00	11,776.95	24,264.00	30,000.00	0.00	30,000.00	30,000.00
5539 Castings & Pipes	67,784.42	60,923.86	65,000.00	35,469.55	84,184.00	75,000.00	10,000.00	75,000.00	75,000.00
5581 Clothing, Gloves, Shoes	9,048.99	11,461.34	10,000.00	7,514.48	11,835.00	10,000.00	0.00	10,000.00	10,000.00
5587 Tools	7,678.45	13,602.60	10,000.00	3,039.70	9,746.00	10,000.00	0.00	10,000.00	10,000.00
5730 Dues	918.25		500.00		793.00	1,000.00	500.00	1,000.00	1,000.00
5731 Conference Expense	723.25	62.00		570.00	1,172.00				
5733 Licenses	684.00	235.00	1,500.00	402.00	975.00	1,500.00	0.00	1,500.00	1,500.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES	FY 2010		FY 2011		FY 2012		FY 2013			
	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	July-December Budget	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual										
Water Maintenance & Operations 610-452-5400										
5303 Eng -Water Survey	16,000.00	53,049.00	16,000.00	11,139.00	15,817.00	40,000.00	24,000.00		40,000.00	40,000.00
5394-45 Disposal of Trench Tailings	6,473.39	16,756.00	30,000.00	4,755.00	11,688.00	30,000.00	0.00		30,000.00	30,000.00
5394-49 Service Repairs	22,749.90	6,084.37	25,000.00	9,954.80	33,702.00	25,000.00	0.00		25,000.00	25,000.00
5690 State Assessment - MWRA	7,149,732.00	7,639,702.00	7,643,544.00	3,849,335.50	7,643,544.00	* 7,803,542.00	159,998.00		7,803,542.00	7,803,542.00
5692 State Assessment - DEP	24,106.09	22,844.60	25,000.00		23,305.00	25,000.00	0.00		25,000.00	25,000.00
5876 Hydrants	11,367.01	12,602.02	10,000.00	2,672.18	7,117.00	10,000.00	0.00		10,000.00	10,000.00
Meter Read, Repair & Install 610-454-5400										
5543 Meters & Parts	8,923.93	16,255.42	15,000.00	7,494.00	22,720.00	16,000.00	1,000.00		16,000.00	16,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5211 Heat	Increased cost of heating oil for the Water Pump Station & gas for the emergency generators at the Sewer Pump Stations	2,000.00
5241 Equipment Repair/Maint	Increased cost due to aged Pump Stations - Equipment breakdowns need immediate repair to avoid Public Safety issues	10,000.00
5244 Motor Equipment Repair/Maint	Increased costs associated with repairs of aged motor vehicle fleet and specialized motor equipment	3,000.00
5261 Water/Sewer Infrastructure	Increased cost and use of Trench patching materials	1,500.00
5303 Engineer Services /Consultants	Increased demand by DEP inquiries	5,000.00
5312 Training	Add'l Laborers added to staff & Increased Safety Training Requirements	1,000.00
5343 Printing	Increased cost of printing forms (repair forms/public notices/business cards)	150.00
5452 Custodial Supplies	Increased cost and use of disinfecting products	300.00
5539 Castings & Pipes	Increased cost of copper and other piping/valve materials	10,000.00
5730 Dues	Professional Development NEWWA/APWA/AWWA Dues	1,000.00
5303 Eng -Water Survey	MWRA recommends leak detection be done 2X per year	24,000.00
5690 State Assessment - MWRA	Preliminary Projection from MWRA - Actual Figures will be out June 2012	159,998.00 *
5543 Meters & Parts	Increased cost of meters & parts - need to replace non-working & inefficient meters	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	601,605.19	653,513.96	635,243.00	296,850.62	695,243.00	593,000.00	(42,243.00)	593,000.00	593,000.00
General Expenses	196,508.42	198,266.29	213,350.00	102,157.23	269,957.00	246,800.00	13,450.00	226,800.00	221,800.00
Equipment & Unusual	7,239,352.32	7,767,293.41	7,764,544.00	3,885,350.48	7,757,893.00	7,949,542.00	184,998.00	7,949,542.00	7,949,542.00
Total Operating Budget	8,037,465.93	8,619,073.66	8,613,137.00	4,284,358.33	8,723,093.00	8,789,342.00	156,205.00	8,769,342.00	8,764,342.00

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Provide for the efficient response to customer complaints, stoppages and breaks. Develop a "routine" Operation & Maintenance Plan, consistent with available resources and equipment.
Provide for the upgrade and improved operation and maintenance at the City's sewer pumping stations to maintain compliance with Federal & State regulations.

DESCRIPTION OF OUTPUT STATEMENT:

Improve consistency in operation & maintenance activities by filling staffing vacancies and upgrading / modernizing equipment

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 2010	FY 2011
Pension-Contributory/FICA	231,539	247,860
Pension Administration	21,100	21,090
Medical & Life Insurance	304,332	383,104
Heat, Light, Water	22,902	22,000
Building Repair & Maintenance	25,132	21,857
Building Insurance	61	54
Motor Vehicle Insurance	2,721	2,785
Motor Vehicle Maint & Repair	34,629	33,213
Workers Compensation	195,766	169,269
Other Dept Allocations	1,201,290	1,176,128
Total	\$2,039,472	\$2,077,360

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Sewer Stoppages Main	73	92	100
Sewer Stoppages laterals	278	253	250
Sewer Main Repairs	0	0	0
Sewer Lateral Repairs	25	29	30
Catch Basin Cleaned	1,419	1,400	1,400
Number of Catch Basins (city owned)	5,083	5,083	5,083
Number of Catch Basins Total	6,529	6,529	6,529
Sanitary Grease Traps Citywide	301	310	310
Sanitary Grease Traps Inspections	1,027	1,050	1,050

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2011	FY 2012				FY 2013							
Bargaining Unit Position			FY 2013 Grade-Step	#	Actual Expenditures	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval			
						Budget	Actual Expenditures						Expenditures Thru 6/30/12		
1.	LAB	Working Foreman I	10-6 (L8)	1	56,962	18,332.71	56,962.00	1	56,962	1	56,962	56,962			
2.	LAB	Working Foreman I/Video Insp	10-6 (L11)	1	58,545	29,384.54	58,545.00	1	58,545	1	58,545	58,545			
3.	LAB	*S M E O	9-6 (L11)	1	55,555	27,805.54	55,555.00	1	55,902	1	55,902	55,902			
4.	LAB	S M E O	9-6 (L8)	1	54,392		54,392.00	1	54,392	1	54,392	54,392			
5.	LAB	Pump Station Operator	9-6 (L11)	1	55,902	8,567.44	55,902.00	1	55,902	1	55,902	55,902			
6.	LAB	*M E O	7-6 (L11)	1	50,599	25,396.18	50,599.00	1	50,706	1	50,706	50,706			
7.	LAB	*M E O	7-5	1	41,218	19,308.32	41,218.00	1	42,808	1	42,808	42,808			
8.	LAB	*M E O	7-5	1	41,818	20,510.00	41,818.00	1	43,432	1	43,432	43,432			
9.	LAB	Pump Station Attend	7-6 (L9)	1	49,751		49,751.00	**							
10.	LAB	*Laborer	6-2	1	36,227		36,227.00	1	36,983	1	36,983	36,983			
Subtotal				9	290,258.45	10	500,969	149,304.73	500,969.00	9	455,632		9	455,632	455,632

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 4,414

LAB Pump Station Attend (49,751)

Explanation

**Combined with deleted Water position to fund new Genl Const Insp Position/Co-op Student/Temp Billing Clerk

New Positions

0	0	0	0	0

Subtotal

Grand Total

9	290,258.45	10	500,969	149,304.73	500,969.00	9	455,632	9	455,632	455,632
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	290,909.78	290,258.45	500,969.00	149,304.73	500,969.00	455,632.00	(45,337.00)	455,632.00	455,632.00
5131 Overtime	78,259.64	104,286.74	70,000.00	66,442.90	140,000.00	90,000.00	20,000.00	90,000.00	90,000.00
5135 Standby	32,574.50	29,824.47	32,000.00	15,800.44	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5195 Buyback Sick Time	5,685.68	6,091.80	4,500.00		4,500.00	4,500.00	0.00	4,500.00	4,500.00
General Expenses 600-440-5200									
5213 Light	88,023.24	85,773.69	79,000.00	41,024.42	88,226.00	90,000.00	11,000.00	90,000.00	90,000.00
5241 Equipment Repair/Maint	70,040.99	52,500.52	59,000.00	61,036.50	101,405.00	100,000.00	26,000.00	85,000.00	85,000.00
5244 Motor Equipment Repair/Maint	1,243.16	18,833.06	5,000.00		8,528.00	5,000.00	0.00	5,000.00	5,000.00
5245 Building/Grounds Maint		1,035.50	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5261 W/S Infrastructure Repair/Maint	15,674.58	4,057.19	40,000.00	3,096.25	26,436.00	40,000.00	(15,000.00)	25,000.00	25,000.00
5276 Truck/ Equipment Rental			3,000.00		15,591.00	3,000.00	0.00	3,000.00	
5303 Engineering Services/ Consulting	3,874.20	8,738.20			3,000.00	3,000.00			
5340 Communication	556.87	479.88	600.00	199.95	450.00	600.00	0.00	600.00	600.00
5431 Paint Supplies	756.38	466.04	500.00	346.20	682.00	500.00	0.00	500.00	500.00
5450 Custodial Supplies	1,240.88	3,446.16	1,500.00	7,998.57	17,071.00	12,000.00	8,500.00	10,000.00	10,000.00
5460 Groundskeeping Supplies	7,409.13	10,514.97	5,000.00	1,253.00	3,875.00	5,000.00	0.00	5,000.00	5,000.00
5500 Medical Supplies	337.40	1,620.79	1,000.00	1,032.80	1,467.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	230.28	1,652.83	3,000.00	3,229.50	6,748.00	5,000.00	2,000.00	5,000.00	5,000.00
5539 Castings & Pipes	2,709.48	135.00	3,000.00		0.00	3,000.00	(1,000.00)	2,000.00	2,000.00
5542 Water/Sewer Materials	1,616.31	1,917.71	2,000.00		0.00	2,000.00	0.00	2,000.00	2,000.00
5581 Clothing, Gloves, Shoes	9,757.92	7,150.60	6,000.00	5,228.85	9,640.00	6,000.00	0.00	6,000.00	6,000.00
5587 Tools	4,083.60	5,784.61	3,500.00	2,647.53	9,153.00	6,500.00	3,000.00	6,500.00	6,500.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	51,746.51	42,939.62	45,000.00	22,423.58	42,492.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	1,153.60		10,000.00		0.00	10,000.00	0.00	10,000.00	10,000.00
5394-45 Disposal of Trench Tailings	5,877.66	18,702.16	30,000.00	4,755.00	12,269.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	89,143.38	27,333.84	100,000.00	80,172.81	150,840.00	100,000.00	0.00	100,000.00	100,000.00
5690 State Assessment - MWRA	11,731,972.00	11,906,428.00	12,458,139.00	6,173,730.50	12,458,139.00	* 12,626,127.00	167,988.00	12,626,127.00	12,626,127.00
5740 Insurance	5,590.00	5,590.00	7,500.00		5,590.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment		2,705.00	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increased Overtime due to Service Calls after hours	20,000.00
5213 Light	Increased Light & Electrical power costs associated with the Water & Sewer Pump Stations (NSTAR & Transcanada)	11,000.00
5241 Equipment Repair/Maint	Increased Expenses of Water & Sewer Pump Station Operations & Maintenance of Aged Equipment	41,000.00
5303 Engineering Services Consulting	Requirements for State & Federal compliance consulting work	3,000.00
5450 Custodial Supplies	Increase is requested based on need for disinfecting products & rags for sewer stoppages & overflows	10,500.00
5538 Street/Sidewalk Materials	Increase need for Crushed Stone for trench work	2,000.00
5587 Tools	Increased demand for tools for fully staffed crews	3,000.00
5690 State Assessment - MWRA	Preliminary Charges from MWRA estimated figure - Actual Figures will be out June 2012	167,988.00 *

COST SUMMARY BY CLASSIFICATION

Personnel	407,429.60	430,461.46	607,469.00	231,548.07	677,469.00	582,132.00	(25,337.00)	582,132.00	582,132.00
General Expenses	207,554.42	204,106.75	213,100.00	127,093.57	293,272.00	283,600.00	34,500.00	247,600.00	244,600.00
Equipment & Unusual	11,885,483.15	12,003,698.62	12,654,639.00	6,281,081.89	12,673,330.00	12,822,627.00	167,988.00	12,822,627.00	12,822,627.00
Total Operating Budget	<u>12,500,467.17</u>	<u>12,638,266.83</u>	<u>13,475,208.00</u>	<u>6,639,723.53</u>	<u>13,644,071.00</u>	<u>13,688,359.00</u>	<u>177,151.00</u>	<u>13,652,359.00</u>	<u>13,649,359.00</u>

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

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

Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	4,614,511	4,759,993
Pension Administration	415,273	401,273
Medical & Life Insurance	5,933,160	6,295,375
Heat, Light, Water	138,184	133,517
Building Repair & Maintenance	87,720	68,206
Building Insurance	3,579	3,160
Motor Vehicle Insurance	9,127	10,608
Motor Vehicle Maint & Repair	116,147	126,524
Total	\$11,317,701	\$11,798,656

OUTPUT MEASURES

GENERAL SUPPORT

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

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Personnel	178	179	179
Vehicles & Apparatus	21	21	21
Number of Buildings Maintained	6	6	6

FIRE PREVENTION & INVESTIGATION

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

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Oil Burn - LP Gas - Tanks - BLST	312	345	350
Co In Service - Indus - Mer	3,275	3,300	3,300
Schools - Nurs Homes - Hosp	100	100	100
Truck Insp (Fuel - Gas)	13	20	30
Permits	910	900	850
Fire Warning Systems	786	800	800
Educational Classes	350	350	350
Hotel Motel Lodge AP	250	250	250
Mercantile & Industrial	550	550	550
Hydrant Inspections	1,301	1,301	1,301

FIRE FIGHTING & TRAINING

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

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Box Alarms	1,872	1,900	2,100
Still Alarms	6,253	6,300	6,400
Bomb Scares	6	10	10
False Alarms	133	150	175
System Trouble	556	600	610

FIRE

PERSONNEL

			FY 2011	FY 2012			FY 2013			
Bargaining Unit	Position	FY 2013 Grade-Step	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Recommendation	Council Approval	
1.	Fire Chief	22-2		1	139,492	77,724.17	135,705.17	1	117,473	117,473
2.	FIRE Deputy Chief			6	565,760	322,196.59	565,760.00	6	565,760	565,760
3.	FIRE Captain			10	782,810	388,628.04	782,810.00	10	782,810	782,810
4.	FIRE Lieutenant			30	2,002,230	1,138,428.00	2,002,230.00	30	2,002,230	2,002,230
5.	FIRE Lieutenant - Fire Prev			3	218,052	109,622.64	218,052.00	3	218,052	218,052
6.	FIRE Fire Fighter			116	6,564,755	3,095,226.14	6,564,755.00	116	6,607,476	6,607,476
7.	Executive Assistant	12-6 (L11)		1	74,548	37,477.38	74,548.00	1	74,548	74,548
8.	Principal Office Assist	8-6 (L11)		1	55,637	19,750.34	55,637.00	1	55,637	55,637
9.	Sr Office Assistant (PT 19 hrs)	6-6		0.5	24,284	12,230.49	24,284.00			
10.	Sr Office Assistant (PT 19 hrs)	6-6		0.5	24,284	11,715.78	24,284.00			
11.	Temporary Help				700		700.00		700	
Subtotal Salaries			53	3,996,103.03	53	3,887,797	2,117,773.43	52	3,817,210	3,816,510
Subtotal Wages			116	5,870,119.80	116	6,564,755	3,095,226.14	116	6,607,476	6,607,476

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Sr Office Assistant FT

(3,834)

Convert 2 PT positions to 1 FT

Fire Chief

(22,019)

Lower step

New Positions

FIRE Captain Training/Admin

Training Officer

FIRE Fire Fighter

8 more positions brings dept. to full complement

Subtotal

Grand Total Salaries

Grand Total Wages

Explanation

1	44,734	1	44,734	44,734
1	84,224	1	84,224	84,224
8	455,688			
10	584,646	2	128,958	128,958

53	3,996,103.03	53	3,887,797	2,117,773.43	3,884,010.17	54	3,946,168	54	3,945,468	3,945,468
116	5,870,119.80	116	6,564,755	3,095,226.14	6,564,755.00	124	7,063,164	116	6,607,476	6,607,476

FIRE

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/12	Request	Incr/Decr	Recommendation	Approval
Personnel 001-220-5100									
5111 Salaries - Full Time	3,887,268.95	3,947,862.77	3,838,529.00	2,093,827.16	3,834,742.17	3,945,468.00	106,939.00	3,945,468.00	3,945,468.00
5112 Wages - Full Time	6,317,726.67	5,870,119.80	6,564,755.00	3,095,226.14	6,564,755.00	7,063,164.00	42,721.00	6,607,476.00	6,607,476.00
5121 Salaries - Part Time	44,447.68	48,240.26	48,568.00	23,946.27	48,568.00	0.00	(48,568.00)	0.00	0.00
5122 Temporary Help	0.00	0.00	700.00	0.00	700.00	700.00	(700.00)	0.00	0.00
5131 Overtime	590,988.11	945,854.05	473,572.00	520,273.59	570,000.00	500,000.00	26,428.00	500,000.00	500,000.00
5141 Longevity	486,442.46	462,463.39	471,000.00	453,241.82	465,241.82	490,000.00	19,000.00	490,000.00	490,000.00
5142 College Credits	574,266.29	551,322.82	582,000.00	581,898.31	586,898.31	590,000.00	8,000.00	590,000.00	590,000.00
5143 Holiday	623,451.11	606,088.64	690,425.00	353,937.21	690,425.00	720,425.00	9,575.00	700,000.00	700,000.00
5144 Out of Grade	61,702.16	45,595.65	70,000.00	30,374.36	100,000.00	100,000.00	10,000.00	80,000.00	80,000.00
5145 LEPC Chairperson Stipend	32,500.00	32,500.00	32,500.00	16,338.68	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Receipt offset - Grant	(2,480.00)	(21,599.90)							
General Expenses 001-220-5200									
5146 Emergency Medical Technician	89,998.38	100,060.40	116,269.00		116,269.00	126,660.00	10,391.00	126,660.00	126,660.00
5241 Equipment Repair/Maint	11,378.85	17,166.63	18,958.00	11,717.26	18,958.00	18,958.00	0.00	18,958.00	18,958.00
5242 Office Equipment Repair/Maint	721.60	474.00	1,100.00	654.15	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5244 Motor Equipment Repair/Maint	69,437.84	39,355.16	43,500.00	22,829.08	43,500.00	50,000.00	6,500.00	50,000.00	50,000.00
5291 Maintenance of SCBA		2,855.76	8,000.00	3,178.57	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5306 Medical Services	46,385.19	48,492.85	60,000.00	49,125.49	60,000.00	60,000.00	0.00	60,000.00	60,000.00
5312 Training	5,610.93	11,807.48	15,000.00	1,926.97	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5340 Communication	15,000.00						0.00		
5342 Postage	244.73	184.80	500.00	44.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	1,892.55	736.75	750.00	901.60	901.60	1,000.00	250.00	1,000.00	1,000.00
5420 Office Supplies	1,887.79	2,131.05	2,000.00	1,211.61	2,500.00	3,000.00	1,000.00	3,000.00	3,000.00
5430 Building Supplies	2,273.17	1,236.25	3,000.00	1,052.85	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5450 Custodial Supplies	3,616.27	2,276.64	2,500.00	4,104.96	6,125.00	2,500.00	0.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	100.46	101.76	100.00	132.81	132.81	600.00	500.00	600.00	600.00
5470 Public Safety Supplies	14,385.36	3,525.52	7,500.00	4,768.70	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5500 Medical Supplies	2,167.89	2,415.00	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5510 Education Supplies		234.00	700.00	623.27	700.00	700.00	0.00	700.00	700.00
5587 Tools	268.32	163.20	300.00	14.67	300.00	300.00	0.00	300.00	300.00
5730 Dues	4,343.35	6,084.88					0.00		
5730 Dues - Metro Fire			3,500.00	2,544.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access			1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	8,546.08	113.40	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5471 Patches & Badges						500.00	500.00	500.00	500.00
5850 Safety Equipment	25,748.74	35,385.06	36,700.00	23,769.00	36,700.00	36,700.00	0.00	36,700.00	36,700.00
5854 Hoses, Cable, Wire	38,577.11	9,856.50	21,000.00	3,566.00	21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields		200.00	500.00	283.03	500.00	500.00	0.00	500.00	500.00
Office Equipment						8,515.00	0.00	0.00	0.00

FIRE

EXPENDITURES	FY 2010		FY 2011		FY 2012		FY 2013		
	Actual	Actual	Actual	Actual	July-December	Expenditures	Department	Mayor's	Mayor's
Classification	Expenditures	Expenditures	Budget	Expenditures	Expenditures	Thru 6/30/12	Request	Incr/Decr	Recommendation
									Council
									Approval
Special Items 001-220-5500									
5190 Uniform Allowance		775.00	775.00	775.00	775.00	775.00	775.00	0.00	775.00
5190 Uniform Allowance 160 @ 725	126,007.69	128,483.72	116,000.00	105,215.00	105,215.00	124,700.00	0.00	116,000.00	116,000.00
5190 Uniform Allowance 6 @ 775		3,785.00	3,875.00	3,785.00	4,650.00	4,650.00	775.00	4,650.00	4,650.00
5190 Uniform Allowance 8 @ 4,000			60,000.00	26,965.61	60,000.00	32,000.00	(28,000.00)	32,000.00	32,000.00
5196 Uniforms-Special Positions			4,000.00	614.15	4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Budget exceeded last 3 years as currently funded	26,428.00
5141 Longevity	Due to increases in longevity steps	19,000.00
5142 College Credits	Payouts to retirees/ new hires	8,000.00
5143 Holiday	Increase in positions	30,000.00
5144 Out of Grade	Necessary to fund temporary positions	30,000.00
5146 Emergency Medical Technician	Contract - the City shall pay the cost of EMT course for a minimum of (5) employees per year	10,391.00
5244 Motor Equipment Repair/Maint	Increase in age of fleet	6,500.00
5343 Printing	Rise in material costs	250.00
5420 Office Supplies	Increase in need and cost	1,000.00
5460 Groundskeeping Supplies	For FF Memorial and 6 Stations Upkeep	500.00
5471 Patches & Badges	For new hires	500.00
Office Equipment	New Printer/Copier for Fire Prevention	8,515.00
5190 Uniform Allowance	New Positions @ 725	8,700.00
5190 Uniform Allowance	New Training Position 1 @ 775	775.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,616,313.43	12,488,447.48	12,772,049.00	7,169,063.54	12,893,830.30	13,442,257.00	173,395.00	12,945,444.00	12,945,444.00
General Expenses	269,712.68	239,302.13	289,177.00	104,829.99	293,486.41	307,818.00	18,641.00	307,818.00	307,818.00
Equipment & Unusual	72,871.93	45,554.96	63,200.00	27,618.03	63,200.00	72,215.00	500.00	63,700.00	63,700.00
Special Items	126,007.69	133,043.72	184,650.00	137,354.76	174,640.00	166,125.00	(27,225.00)	157,425.00	157,425.00
Total Operating Budget	13,084,905.73	12,906,348.29	13,309,076.00	7,438,866.32	13,425,156.71	13,988,415.00	165,311.00	13,474,387.00	13,474,387.00

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	7,471	7,495
Pension Administration	604	565
Medical & Life Insurance	27,943	29,897
Heat, Light, Water	18,715	21,840
Building Repair & Maintenance	40,879	28,836
Building Insurance	623	550
Motor Vehicle Insurance	1,352	1,515
Motor Vehicle Maint & Repair	17,207	18,075
Total	\$114,794	\$108,773

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
AUXILIARY POLICE & FIRE			
Active Members	32	35	40
Officers	9	9	9
Privates/Patrolmen	23	26	31
Number of Incidents	148	80	85
Mutual Aid Incidents	3	3	6
Hours: Drills/Training	2,544	1,696	3,100
Hours: In Service/Incidents	1,777	1,190	1,800
Hours: Equipment Repair/Meeting	2,061	1,381	2,200
TOTAL HOURS DONATED	6,382	4,276	7,100
Hours: Average/Person	199	122	177
Support Staff	5	3	3
Hours: Support Staff	200	120	120
Total Grants Received	27,390		
Auxiliary PD Citation Revenue	5,125		
FEMA Reimbursement-Flooding	286,559		
Total Receipts	319,074		

EMERGENCY MANAGEMENT

PERSONNEL

Bargaining Unit Position **FY 2013 Grade-Step**

1. Environmental Specialist (PT 19 hrs) 16-6

2. Director of Emergency Mgmt PT

3. Environmental Committee Chairperson

Subtotal

FY 2011		FY 2012				FY 2013				
Actual # Expenditures	#	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval	
		Budget	Actual Expenditures	Expenditures Thru 6/30/12						
	1	47,624	24,419.56	47,624.00	1	47,624	1	47,624	47,624	
	1	10,000	5,028.75	10,000.00	1	10,000	1	10,000	10,000	
		10,000	5,028.74	10,000.00		10,000		10,000	10,000	
2	67,613.34	2	67,624	34,477.05	67,624.00	2	67,624	2	67,624	67,624

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

2	67,613.34	2	67,624	34,477.05	67,624.00	2	67,624	2	67,624	67,624
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EMERGENCY MANAGEMENT

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-291-5100									
5121 Salaries - Part Time	65,929.49	67,613.34	67,624.00	34,477.05	67,624.00	67,624.00	0.00	67,624.00	67,624.00
General Expenses 001-291-5200									
5241 Equipment Repairs/Maint	6,042.35	4,923.77	5,000.00	4,046.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training			3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5340 Communication		374.90							
5341 Advertising	107.40			107.40	107.40				
5420 Office Supplies		183.80	400.00		292.60	400.00	0.00	400.00	400.00
5470 Public Safety Supplies	249.95	917.36	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Equipment & Unusual 001-291-5400									
5310 Environmental Services	5,572.28	4,513.13	3,400.00	1,191.95	3,400.00	3,100.00	(300.00)	3,100.00	3,100.00
5875 Mobile Radios & Battery Legal Services		3,600.00	3,600.00		3,600.00	3,600.00	0.00	3,600.00	3,600.00
						4,400.00		*	
Special Items 001-291-5500									
5190 Uniform		3,500.00	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00

* (See Police Dept Budget)

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
Legal Services	Legal services/insurance for Auxiliary Police & Fire volunteers if determined to be needed @ quoted price of \$110/person	4,400.00

COST SUMMARY BY CLASSIFICATION

Personnel	65,929.49	67,613.34	67,624.00	34,477.05	67,624.00	67,624.00	0.00	67,624.00	67,624.00
General Expenses	6,399.70	6,399.83	9,400.00	4,153.40	9,400.00	9,400.00	0.00	9,400.00	9,400.00
Equipment & Unusual	5,572.28	8,113.13	7,000.00	1,191.95	7,000.00	11,100.00	(300.00)	6,700.00	6,700.00
Special Items	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	77,901.47	85,626.30	87,524.00	39,822.40	87,524.00	91,624.00	(300.00)	87,224.00	87,224.00

HEALTH

STATEMENT OF OBJECTIVES:

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

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

Inspection of Weights & Measure: To develop and maintain accuracy and fairness in quantity determination in all commercial transactions. To implement rules, regulations and statutes pertaining to Weights and Measures. To test all commercial devices used and seal, not seal, or condemn these devices. Annual and timely re-inspection of weighing and measuring devices is essential. Weights and Measures officials work behind the scenes acting as a third party in protecting both consumers and businesses from unfair practices by making sure they get a dollars worth of value for each dollar spent. To ensure that commodities purchased by consumers conform with the designated weight count, measurement and price presented. By constant re-testing of devices, re-inspections, and trial weightings of commodities, fairness is ensured in the marketplace. A one ounce error on a scale making 100 weightings a day at \$1.00 a pound will multiply out an error of \$2,281.00 in a year! It is important to note that savings, identified through the device and commodity inspection program, are savings resulting from an active weights and measures function. Weights and Measures is not just a service provided for the consumers; it is an assurance for the businesses of the City of Waltham that their devices and procedures are not working against them. It is in the vital interest of both consumer and merchant that the Weight and Measures inspector receive the full support of the community. The inspector alone protects the buying power of their dollar.

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 2010	FY 2011
Pension-Contributory/FICA	116,810	117,097
Pension Administration	10,167	9,525
Medical & Life Insurance	221,897	237,438
Heat, Light, Water	12,148	12,989
Building Repair & Maintenance	15,951	11,570
Building Insurance	241	213
Motor Vehicle Insurance	1,690	1,894
Motor Vehicle Maint & Repair	21,509	22,594
Total	<u>\$400,413</u>	<u>\$413,320</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 aid, 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. A flu clinic is provided for the elderly. 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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Permits issued	781	780	780
Burial permits issued	281	280	275
Food service estab permits	269	269	265
Retail food permits	75	75	75
Swimming pool permits	48	48	48
Tobacco permits	75	75	75
Day camp permits	21	21	21
DNA research permits	14	14	14
Mobile food & Caterer	13	13	11
Transportation of garbage	36	36	36
Contagious follow-up	118	118	110
Tuberculosis follow-up	170	170	165
Catch basin larva control	3,395	3,400	3,400
B.T.I. treated acres	25	20	20
Aerosol application/acres	3	3	3

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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Food establishment inspections	1,728	1,725	1,720
Housing inspections	1,640	1,620	1,600
Swimming pool inspections	48	48	48
Housing complaints	1,103	1,100	1,005
Trash complaints	404	400	390
Food complaints	76	70	65
Rodent & pest complaints	42	40	37
No heat complaints	67	60	60
Day camp inspections	21	21	21
Conferences owner or operator	342	310	300

INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total devices inspected	2,766	2,766	2,766
Gas pumps sealed	342	342	342
Scanners inspected	3,110	3,110	3,110
Oil truck meters sealed	31	31	31
Weights tested	105	105	105
Taxi meters sealed	112	112	112
Package testing	1,937	1,937	1,937
Scales inspected & sealed	921	921	921
Adjustments	165	165	165
Sealing fees	16,136	16,136	16,136
Violator fines	\$600	\$600	\$600
Annual loss restored for consumers	\$691,001		
Annual loss restored for businesses	\$520,495		

HEALTH

PERSONNEL

Bargaining Unit Position		FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013					
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Commissioners				5	5,000	1,200.00	5,000.00	5	5,000	5	5,000	5,000
2.	Dir of Public Health	18-6 (L11)			1	110,918	55,762.15	110,918.00	1	110,918	1	110,918	110,918
3.	Asst Dir of Public Health	15-6 (L11)			1	90,612	45,553.41	90,612.00					
4.	SPMG Sr Code Enforce Insp	13-6 (L10)			2	157,688	79,274.56	157,688.00	2	157,688	2	157,688	157,688
5.	Inspector, Wgts & Meas	13-6 (L9)			1	78,127	39,276.90	78,127.00	1	78,127	1	78,127	78,127
6.	SPMG Sr Code Enforce Insp	13-6 (L8)			1	77,410	38,916.53	77,410.00	1	77,410	1	77,410	77,410
7.	SPMG Sr Code Enforce Insp	13-6			1	71,676	36,033.77	71,676.00	1	71,676	1	71,676	71,676
8.	*Public Health Nurse, RN	13-4			1	63,043	31,189.93	63,043.00	1	65,518	1	65,518	65,518
9.	SPMG *Code Enforcement Insp	12-6 (L9)			1	71,589	35,410.27	71,589.00	1	73,204	1	73,204	73,204
Subtotal			14	719,213.23	14	726,063	362,617.52	726,063.00	13	639,541	13	639,541	639,541

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary 4,090

Asst Dir of Public Health 16-6 (L11) 6,767

Grade 15 to 16

1	97,379	1	97,379	97,379
1	97,379	1	97,379	97,379

New Positions

Subtotal

Grand Total

14	719,213.23	14	726,063	362,617.52	726,063.00	14	736,920	14	736,920	736,920
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HEALTH

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	689,673.02	714,713.23	721,063.00	361,417.52	721,063.00	731,920.00	10,857.00	731,920.00	731,920.00
5194 Boards & Commissions	500.00	4,500.00	5,000.00	1,200.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-510-5200									
5192 Mileage	3,415.70	3,194.78	4,200.00	1,401.56	4,200.00	4,200.00	(613.00)	3,587.00	3,587.00
5242 Office Equipment Repair/Maint			1,700.00		1,700.00	1,700.00	0.00	1,700.00	
5305 Legal Services	260.00		150.00	135.00	150.00	150.00	0.00	150.00	150.00
5306 Medical Services	3,132.26	2,736.66	2,500.00	1,915.17	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5342 Postage	1,271.00	1,245.50	1,300.00		1,300.00	1,300.00	0.00	1,300.00	1,300.00
5343 Printing	715.58	800.00	1,000.00	800.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5381 Contract Labor / Instruction	90.00	772.19	800.00	90.00	800.00	800.00	0.00	800.00	800.00
5386 Public Safety /Mosquito Control	29,434.00	30,025.00	30,625.00	30,625.00	30,625.00	31,238.00	613.00	31,238.00	31,238.00
5420 Office Supplies	1,410.05	1,134.45	1,500.00	904.67	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	59.95	402.95	500.00	209.95	500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves & Shoes	599.99	490.77	750.00	559.96	750.00	750.00	0.00	750.00	750.00
5587 Tools	302.00	929.86	600.00	253.94	600.00	600.00	0.00	600.00	600.00
Equipment & Unusual 001-510-5400									
5395-72 Medical Waste Pickup	434.89	441.83	600.00		600.00	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

Item

5386 Public Safety /Mosquito Control

Reason

State Assessment rate increase 2%

Department Cost for Requested Increase

613.00

COST SUMMARY BY CLASSIFICATION

Personnel	690,173.02	719,213.23	726,063.00	362,617.52	726,063.00	736,920.00	10,857.00	736,920.00	736,920.00
General Expenses	40,690.53	41,732.16	45,625.00	36,895.25	45,625.00	46,238.00	0.00	45,625.00	43,925.00
Equipment & Unusual	434.89	441.83	600.00	0.00	600.00	600.00	0.00	600.00	600.00
Total Operating Budget	<u>731,298.44</u>	<u>761,387.22</u>	<u>772,288.00</u>	<u>399,512.77</u>	<u>772,288.00</u>	<u>783,758.00</u>	<u>10,857.00</u>	<u>783,145.00</u>	<u>781,445.00</u>

HISTORICAL COMMISSION

STATEMENT OF OBJECTIVES:

To preserve and protect for posterity and to provide public access to the natural and historic sites and collections owned by the city allowing their use for civic, social and educational activities.

1. Assist Residents-Interface with city officials in regard to protection of properties at risk or loss to its historical significance
2. Historic Education- Provide educational programs for students in our school districts
3. Promotion of Waltham Events-Participate in events promoting historical Waltham
4. Oversee use and care of historically significant properties- Assure clients and groups using these venues receipt of value and service

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Monthly Meetings	10	10	10
Off Site Meetings (Prog. Director)	160	147	175
Waltham Event Participation	9	8	8
Developmental Prospectus Review	30	20	20
Site Visits	125	152	160
Daily Inquiries by phone/mail	6	6	6
Demolition Delays Issued	3	2	2

HISTORICAL COMMISSION

PERSONNEL

		FY 2011	FY 2012			FY 2013			
Bargaining Unit	Position		July-December			Department		Mayor's	Council
		#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Request	#	Recommendation	Approval
1.	Board Members		7	7,000	2,200.00	5,000.00	7	7,000	7,000
2.	Program Director		1	23,500	11,749.98	23,500.00	1	23,500	23,500
Subtotal		8	28,799.96	8	30,500	13,949.98	28,500.00	7	7,000
								8	30,500
									30,500

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Program Director

Explanation

Pro. Dir has not received raise in over 5 years, request 5%

1	24,675		0	0	0
1	24,675		0	0	0

New Positions

Subtotal

Grand Total

8	28,799.96	8	30,500	13,949.98	28,500.00	8	31,675	8	30,500	30,500
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HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time	23,499.96	23,499.96	23,500.00	11,749.98	23,500.00	24,675.00	0.00	23,500.00	23,500.00
5194 Boards & Commissions	0.00	5,300.00	7,000.00	2,200.00	5,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-691-5200									
5192 Mileage		209.05	120.00	185.90	395.79	400.00	255.00	375.00	375.00
5342 Postage	508.88	416.00	500.00		0.00	50.00	(450.00)	50.00	50.00
5343 Printing	1,000.00	1,109.72	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,857.70	1,531.12	2,000.00	282.17	1,620.00	1,600.00	(400.00)	1,600.00	1,600.00
5430 Building Supplies		284.99		282.75	282.75	400.00	400.00	400.00	400.00
5450 Custodial Supplies	209.48	209.48	400.00		650.00	450.00	50.00	450.00	450.00
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	6,270.76	2,023.42		2,021.00	2,021.00	2,500.00	1,200.00 **	1,200.00	1,200.00
6266 Landscape Maintenance-Paine Estate	2,370.00	3,815.24	3,000.00	850.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

** (Use existing surplus)

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Gas prices have risen, budget given too low for number of site visits	280.00
5430 Building Supplies	Vacuum needed at Stonehurst for quick cleanups between services	400.00
5450 Custodial Supplies	Rug Cleaning has been postponed and needs to be done	50.00
5430 Paine Building Furnishings	There will be no funds to carry over at end of 2012 for new repairs/damage due to 2011 & 2012 expenditures	2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	23,499.96	28,799.96	30,500.00	13,949.98	28,500.00	31,675.00	0.00	30,500.00	30,500.00
General Expenses	4,576.06	3,760.36	4,020.00	750.82	3,948.54	3,900.00	(145.00)	3,875.00	3,875.00
Equipment & Unusual	8,640.76	5,838.66	3,000.00	2,871.00	5,021.00	5,500.00	1,200.00	4,200.00	4,200.00
Total Operating Budget	<u>36,716.78</u>	<u>38,398.98</u>	<u>37,520.00</u>	<u>17,571.80</u>	<u>37,469.54</u>	<u>41,075.00</u>	<u>1,055.00</u>	<u>38,575.00</u>	<u>38,575.00</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.

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 2010	FY 2011
Pension-Contributory/FICA	67,793	68,241
Pension Administration	5,510	5,162
Medical & Life Insurance	243,969	266,587
Heat, Light, Water	24,296	25,977
Building Repair & Maintenance	31,902	23,141
Building Insurance	483	427
Total	\$373,953	\$389,535

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Systems Operating	32	32	32
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

			FY 2011		FY 2012			FY 2013						
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	IT Director	19-6 (L8)			1	114,572	57,598.83	114,572.00	1	114,572	1	114,572	114,572	
2.	Asst Director IT	16-6 (L11)			1	97,379	48,955.57	97,379.00	1	97,379	1	97,379	97,379	
3.	GIS Administrator	16-6			1	87,729	44,104.27	87,729.00	1	87,729	1	87,729	87,729	
4.	*Server/Desktop Sys Mgr	15-6 (L9)			1	88,775	44,509.50	88,775.00	1	88,979	1	88,979	88,979	
5.	SPMG Sr App Analyst / Programmer	13-6 (L11)			2	159,121	79,995.25	159,121.00	2	159,121	2	159,121	159,121	
6.	SPMG Server/Desktop Support Spec	12-6 (L11)			1	74,548	37,477.39	74,548.00	1	74,548	1	74,548	74,548	
7.	SPMG *Server/Desktop Support Spec	12-6 (L8)			2	141,931	70,228.06	141,931.00	2	145,066	2	145,066	145,066	
8.	SPMG Application Liaison	11-6 (L8)			1	67,252	33,809.47	67,252.00						
9.	SPMG *Principal Comp Operator N	9-6 (L8)			1	56,763	27,142.40	56,763.00	1	59,034	1	59,034	59,034	
10.	Office Coordinator (PT 19 hrs)	9-1			0.5	24,005	9,037.38	24,005.00	0.5	24,005	0.5	24,005	24,005	
11.	Temporary					14,848	6,960.00	14,848.00		14,848		14,848	14,848	
Subtotal			11.5	915,228.24	11.5	926,923	459,818.12	926,923.00	10.5	865,281		10.5	865,281	865,281

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 5,610

Server/Desktop Support Spec 12-6 (L8) 5,281

Explanation

Liaison to Desktop Spec, Job task modified

1	72,533	1	72,533	72,533
1	72,533	1	72,533	72,533

New Positions

Subtotal

Grand Total

11.5	915,228.24	11.5	926,923	459,818.12	926,923.00	11.5	937,814	937,814	11.5	937,814	937,814
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INFORMATION TECHNOLOGY

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-155-5100									
5111 Salaries - Full Time	801,941.33	826,453.31	831,307.00	416,678.34	831,307.00	839,927.00	8,620.00	839,927.00	839,927.00
5121 Salaries - Part Time	22,397.58	19,578.17	24,005.00	9,037.38	24,005.00	24,005.00	0.00	24,005.00	24,005.00
5112 Wages - Full Time	54,818.65	54,476.76	56,763.00	27,142.40	56,763.00	59,034.00	2,271.00	59,034.00	59,034.00
5122 Temporary Help	0.00	14,720.00	14,848.00	6,960.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	10,310.52	11,062.39	11,000.00	5,583.83	11,000.00	11,000.00	0.00	11,000.00	11,000.00
General Expenses 001-155-5200									
5192 Mileage Allowance		278.48	200.00	61.49	200.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	275.19		750.00	471.91	750.00	750.00	0.00	750.00	750.00
5243 Computer Equip Repair/Maint	74,128.75	67,911.52	84,000.00	36,386.55	84,000.00	84,000.00	0.00	84,000.00	84,000.00
5247 Intrusion Detection			500.00		500.00	500.00	0.00	500.00	500.00
5248 Computer Software/License	140,217.00	148,429.63	145,657.00	165,321.37	165,000.00	170,000.00	24,343.00	170,000.00	170,000.00
5312 Training			1,000.00		5,000.00	5,000.00	4,000.00	5,000.00	5,000.00
5340 Communication Line	12,391.95	17,197.14	15,000.00	7,426.83	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	160.22	50.34	500.00	17.25	500.00	500.00	0.00	500.00	500.00
5343 Printing	1,956.56	2,217.98	1,500.00	2,790.95	2,800.00	2,800.00	1,300.00	2,800.00	2,800.00
5420 Office Supplies	1,442.51	1,937.43	1,700.00	2,940.85	3,500.00	3,500.00	1,300.00	3,000.00	3,000.00
5424 Computer Supplies	30,274.61	28,944.31	18,000.00	8,744.47	18,000.00	18,000.00	0.00	18,000.00	18,000.00
5510 Education Supplies		651.95	400.00		400.00	400.00	0.00	400.00	400.00
5730 Dues	75.00		75.00		75.00	75.00	0.00	75.00	75.00

INFORMATION TECHNOLOGY

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-155-5400									
6510 Fitch School Computer	1,106.00								
6520 Whittemore School Computer	3,134.00								
6530 Computer Equipment		1,870.00				30,000.00	5,000.00	5,000.00	5,000.00
6571 Computer Software				14,315.00	14,315.00	20,000.00	5,000.00	5,000.00	5,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Software/License	Expected price increases and we have added the website maintenance and streaming video	24,343.00
5312 Training	This is for training of I.T. Staff	4,000.00
5343 Printing	The trend is high for printing	1,300.00
5420 Office Supplies	The trend is higher for office supplies	1,800.00
6530 Computer Equipment	For equipment and unusual circumstances of hardware	30,000.00
6571 Computer Software	For equipment and unusual circumstances of software	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	889,468.08	926,290.63	937,923.00	465,401.95	937,923.00	948,814.00	10,891.00	948,814.00	948,814.00
General Expenses	260,921.79	267,618.78	269,282.00	224,161.67	295,725.00	300,725.00	30,943.00	300,225.00	300,225.00
Equipment & Unusual	4,240.00	1,870.00	0.00	14,315.00	14,315.00	50,000.00	10,000.00	10,000.00	10,000.00
Total Operating Budget	<u>1,154,629.87</u>	<u>1,195,779.41</u>	<u>1,207,205.00</u>	<u>703,878.62</u>	<u>1,247,963.00</u>	<u>1,299,539.00</u>	<u>51,834.00</u>	<u>1,259,039.00</u>	<u>1,259,039.00</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 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected

PERSONNEL

1. Telephone Operators (8 available)

Summary of Changes

Step Raises/Longevity included in * position salary

0		0	0

Subtotal

24,386.72	27,707	12,929.28	27,707.00	27,707		27,707	27,707
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CENTRAL TELEPHONE SERVICE

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-156-5100									
5121 Salaries - Part Time	25,093.76	24,386.72	27,707.00	12,929.28	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses 001-156-5200									
5128 Substitute Telephone Operator	7,870.93	9,615.68	10,000.00	4,549.14	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	35,143.17	44,663.49	50,000.00	23,555.97	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	132,886.49	121,126.28	120,000.00	58,584.75	120,000.00	120,000.00	0.00	120,000.00	120,000.00
Equipment & Unusual 001-156-5400									
6422 911 Interface System		27,000.00							

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	25,093.76	24,386.72	27,707.00	12,929.28	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses	175,900.59	175,405.45	180,000.00	86,689.86	180,000.00	180,000.00	0.00	180,000.00	180,000.00
Equipment & Unusual	0.00	27,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	200,994.35	226,792.17	207,707.00	99,619.14	207,707.00	207,707.00	0.00	207,707.00	207,707.00

LAW

STATEMENT OF OBJECTIVES:

To provide the administrative support and supervision necessary to support a full range of legal services for the Mayor and city government.

DESCRIPTION OF OUTPUT STATEMENT:

The City Solicitor is responsible for furnishing legal advice to the Mayor and all branches of city government, for representing the City in all matters of litigation, for preparing and approving all contracts, bonds and other instruments, for legal processing of any violations of city ordinances, and for drafting and codifying all city ordinances.

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 2010	FY 2011
Pension-Contributory/FICA	67,269	99,330
Pension Administration	5,716	8,094
Medical & Life Insurance	170,607	186,272
Heat, Light, Water	18,222	19,483
Building Repair & Maintenance	23,927	17,356
Building Insurance	362	320
Total	\$286,103	\$330,855

Output Measure	*to date & ongoing	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Amount Paid for Personal Inj claims		\$0	\$2,000	\$10,000
Amount Paid in Property/Judgments		\$37,000	\$30,000	\$30,000
Claims/Collections brought by the City against others		0	0	0
Request for Opinions		368	400	410
a. Review of Special Permits		25	40	45
Basic Small Street Defect Claims		45	50	55
Contracts		101	135	140
Cases (Appeals, Worker's Comp, Personnel Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning, ATB)		52	60	65
Claimants Demands for Damages-Totals:				
Water & Sewer Claims:		12	20	30
Property Damage:		28	30	35
Personal Injury:		10	15	20
Street Defects:		45	50	60

* Amounts are not always identified by claimant and/or their attorney at the outset.

LAW

PERSONNEL

			FY 2011	FY 2012				FY 2013			
Bargaining Unit	Position	FY 2013 Grade-Step	#	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Budget	Actual Expenditures Thru 6/30/12					
1.	City Solicitor	21-6 (L11)					1	131,811	1	131,811	131,811
2.	First Asst City Solicitor				500	250.00		500		500	500
3.	Asst City Solicitor	18-6 (L11)			110,918	55,791.14	1	110,918	1	110,918	110,918
4.	Asst City Solicitor	18-6 (L8)			107,920	54,255.03	1	107,920	1	107,920	107,920
5.	Asst City Solicitor	18-6			199,852	100,471.89	2	199,852	2	199,852	199,852
6.	Legal Secretary	10-6			57,741	29,028.37	1	57,741	1	57,741	57,741
7.	*Legal Secretary	10-5 (L8)			57,750	29,032.57	1	60,010	1	60,010	60,010
8.	Part Time / Temporary				4,500	1,190.00		4,500		4,500	4,500
Subtotal			8	722,765.80	7	670,992	336,284.76	670,992.00	7	673,252	673,252

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 2,260

Explanation

New Positions

Asst City Solicitor 18-1 Been without Attorney since 2007 - case load has increased dramatically

1	82,336		1	82,336	82,336
1	82,336		1	82,336	82,336

Subtotal

Grand Total

8	722,765.80	7	670,992	336,284.76	670,992.00	8	755,588		8	755,588	755,588
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LAW

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	699,502.82	722,765.80	666,492.00	335,094.76	666,492.00	751,088.00	84,596.00	751,088.00	751,088.00
5121 Salaries - Part Time	0.00	0.00	4,500.00	1,190.00	4,500.00	4,500.00	0.00	4,500.00	4,500.00
General Expenses 001-151-5200									
5192 Mileage Allowance	408.70	1,265.14	400.00	75.54	400.00	400.00	0.00	400.00	400.00
5242 Maintenance of Office Equipment	1,284.80	1,415.36	1,300.00	1,462.32	1,560.32	1,700.00	400.00	1,700.00	1,700.00
5305 Legal Services	4,070.24	2,045.45	2,000.00	382.94	2,000.00	5,000.00	0.00	2,000.00	2,000.00
5308 Stenographer	3,956.75	1,246.75	3,000.00	469.70	3,000.00	10,000.00	0.00	3,000.00	3,000.00
5342 Postage	454.58	530.62	550.00		550.00	750.00	200.00	750.00	750.00
5343 Printing	240.72								
5420 Office Supplies	1,901.23	547.36	500.00	617.05	1,500.00	1,500.00	0.00	500.00	500.00
5424 Computer Supplies	365.83					500.00	500.00	500.00	500.00
5730 Licenses & Law Library	36,376.17	39,164.86	45,000.00	18,219.54	46,000.00	55,000.00	10,000.00	55,000.00	55,000.00
Equipment & Unusual 001-151-5400									
5315 Legal Issues	11,506.80	8,890.78							
5760 Judgments, Claims & Settlements	168,200.17	47,103.04	10,000.00		5,000.00	15,000.00	5,000.00	15,000.00	15,000.00
Federal Cases Costs							11,000.00	11,000.00	11,000.00
Computer Equipment						16,700.00			
Computer Software						5,000.00			

LAW

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Maintenance of Office Equipment	Increase in Maintenance Agreements last several years	400.00
5305 Legal Services	Increase of Legal Services with 3 Federal Cases in Law Department. It will consume most of the budget - need to cover regular case load	3,000.00
5308 Stenographer	Increase of Stenographer with 3 Federal Cases in the Law Department. It will consume most of the budget - need to cover regular case load	7,000.00
5342 Postage	The increase in postage	200.00
5420 Office Supplies	The Law Department uses a lot of supplies when preparing for court - will need supplies for specific cases that are pending in the Law Department (3 Federal Cases and pending cases)	1,000.00
5424 Computer Supplies	The Law Department needs to replace some miscellaneous supplies, etc.	500.00
5730 Licenses & Law Library	Westlaw/Social Law is majority of budget. Used for researching Opinion's/Cases, etc. Also covers BBO's, MCLE and other necessary licenses/memberships all have increased over the years. West Law is for department to research on and expecting the cost to increase 10% to 20%	10,000.00
5760 Judgments, Claims & Settlements	Increase of Judgments, Claims & Settlements with 3 Federal Cases in the Law Department. It will consume most of the budget - need to cover regular case load	5,000.00
Computer Equipment	The Law Department is requesting new computers for the Department. We are acquiring software and were told that our current Computers will not handle the upgrade.	16,700.00
Computer Software	The Law Department is acquiring new software so that it can help the department manage the case load more efficiently - we have been short handed since 2007 and our case load currently has 3 Federal Cases plus the other cases we are working on.	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	699,502.82	722,765.80	670,992.00	336,284.76	670,992.00	755,588.00	84,596.00	755,588.00	755,588.00
General Expenses	49,059.02	46,215.54	52,750.00	21,227.09	55,010.32	74,850.00	11,100.00	63,850.00	63,850.00
Equipment & Unusual	179,706.97	55,993.82	10,000.00	0.00	5,000.00	36,700.00	16,000.00	26,000.00	26,000.00
Total Operating Budget	<u>928,268.81</u>	<u>824,975.16</u>	<u>733,742.00</u>	<u>357,511.85</u>	<u>731,002.32</u>	<u>867,138.00</u>	<u>111,696.00</u>	<u>845,438.00</u>	<u>845,438.00</u>

LIBRARY

STATEMENT OF OBJECTIVES:

To organize, develop and promote a plan for public library service for the City of Waltham. To make available all the library materials for whatever may be the individual need of the client: education, research, recreation. To provide service and outreach to make materials accessible. To develop, plan and organize programs properly related to the clients needs in education, research, recreation. To provide appropriate space for public meetings, displays, quiet reading and small group work. To provide public access to current information and communications technology.

DESCRIPTION OF OUTPUT STATEMENT:

Development of policies for the general administration of the staff and buildings. Production of budgets, official and professional records and reports. Production of rules and regulations of operation and service. Planning and promoting extensive service to clients through participation in the Minuteman Library Network and the Mass. Library System. Acquisition of appropriate and popular library materials for library users. Development of collections and access to electronic resources. Production of guides to library resources. Development of well-attended educational, instructional and recreational programs for all ages.

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 2010	FY 2011
Pension-Contributory/FICA	306,870	279,103
Pension Administration	24,363	22,418
Medical & Life Insurance	397,671	419,412
Heat, Light, Water	137,854	134,037
Building Repair & Maintenance	92,965	93,262
Building Insurance	4,640	4,097
Total	\$964,363	\$952,329

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Registered Borrowers	28,223	28,000	28,000
Items Circulated	513,041	500,000	487,000
Process Books & Other Materials	18,043	18,000	17,500
Process of Inter Library Loan	135,354	135,000	130,000
Process of Period Titles	3,310	3,000	3,000
Process of A.V.	2,844	2,800	2,750
Process of Paperbacks	907	900	900
Number of Visits to building	324,789	325,000	325,000
Number of Programs	362	325	325
Program Attendance	8,610	8,000	8,000
Study Room Use	4,382	4,400	4,425
Meeting Room Use	527	520	525

LIBRARY

PERSONNEL

			FY 2011		FY 2012			FY 2013				
Bargaining Unit Position		FY 2013 Grade-Step	#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval
					Budget	Actual Expenditures	Expenditures Thru 6/30/12					
1.	Library Trustees		6	6,000	1,100.00	4,700.00	6	6,000	6	6,000	6,000	
2.	*Library Director	18-6 (L11)	1	109,919	55,259.67	109,919.00	1	110,751	1	110,751	110,751	
3.	Asst Library Director	15-6 (L8)	1	88,163	44,322.18	88,163.00	1	88,163	1	88,163	88,163	
4. LIBR	Library Dept Head	13-6 (L11)	2	159,121	79,995.28	159,121.00	2	159,121	2	159,121	159,121	
5. LIBR	*Library Dept Head	13-6 (L8)	1	75,499	36,582.12	75,499.00	1	77,410	1	77,410	77,410	
6. LIBR	Library Dept Head	13-6	1	71,676	36,033.77	71,676.00	1	71,676	1	71,676	71,676	
7. LIBR	*Librarian I	12-6 (L11)	1	73,876	37,139.86	73,876.00	1	74,212	1	74,212	74,212	
8. LIBR	*Librarian I	12-6	1	65,467	32,486.51	65,467.00	1	67,160	1	67,160	67,160	
9.	Administrative Assistant	10-6 (L11)	1	64,093	32,221.29	64,093.00	1	64,093	1	64,093	64,093	
10. LIBR	*Library Assistant I	9-6 (L11)	1	59,441	29,882.64	59,093.00	2	106,708	2	106,708	106,708	
11. LIBR	Library Assistant I	9-6 (L10)	1	47,124	24,431.13	47,124.00						
12. LIBR	Library Assistant I	9-6 (L9)	2	116,740	58,688.64	116,740.00	2	116,740	2	116,740	116,740	
13. LIBR	*Library Assistant I	9-6 (L8)	1	57,834	29,075.15	57,834.00	2	115,668	2	115,668	115,668	
14. LIBR	Library Assistant I	9-6	1	53,550	28,314.28	53,550.00						
15. LAB	*Working Foreman I	10-6 (L9)	1	57,490	28,855.09	57,490.00	1	57,653	1	57,653	57,653	
16. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-3	0.5	18,333	7,730.58	18,000.00	0.5	19,059	0.5	19,059	19,059	
17. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-2	0.5	17,872		6,200.00	0.5	18,180	0.5	18,180	18,180	
18. LIBR	Librarian II - Archivist	11-6 (L8)	1	34,586	20,460.75	34,586.00	1	34,586	1	34,586	34,586	
19. LIBR	Librarian II	10-6 (L11)	1	32,963	16,766.82	32,963.00	1	32,963	1	32,963	32,963	
20. LIBR	Librarian II	10-6 (L9)	1	32,369	14,079.50	32,369.00	1	32,369	1	32,369	32,369	
21. LIBR	*Library Assistant II - Specialist	7 (L)	9	232,599	119,449.62	232,599.00	9	236,496	9	236,496	236,496	
22. LIBR	*Library Assistant II	6 (L)	6	158,308	76,991.40	158,308.00	6	158,538	6	158,538	158,538	
23. LIBR	Library II / Assistant II - Substitutes			26,000	12,706.14	26,000.00		26,000		26,000	26,000	
24.	Pages			95,000	38,447.89	95,000.00		95,000		95,000	95,000	
25.	Weekend Staff			80,671	43,523.12	80,671.00		80,671		80,671	80,671	
26.	Building Maint Person PT - Subs	7		15,205	6,506.33	15,205.00		15,205		15,205	15,205	
Subtotal			40.5	1,784,010.18	41	1,849,899	911,049.76	1,836,246.00	41	1,864,422	1,864,422	

LIBRARY

PERSONNEL

FY 2011		FY 2012				FY 2013				
		July-December								
Bargaining Unit	FY 2013 Grade-Step	Actual #	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request #	Mayor's Recommendation	Council Approval		

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 14,523

Weekend Staff (increase position #25)

Explanation

Catch up with average weekday pay, ensure staffing on our busiest days

New Positions

LIBR Library Dept Head 13-1

Waltham requires professional expertise to wisely manage the rapidly change and increasingly popular field of non-print resources. Library work continues to demand more advanced training and technical skills. This key position is not vacant due to lack of need, but because of a hiring freeze. Waltham lags significantly in professional FTEs relative to peers.

Mayor: Fund at 19 hours, no benefits

1	59,118	0.5	32,093	32,093
1	62,239	0.5	34,593	34,593

Subtotal

Grand Total

40.5	1,784,010.18	41	1,849,899	911,049.76	1,836,246.00	42	1,926,661	41.5	1,899,015	1,899,015
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LIBRARY

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual	Actual	July-December		Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/12	Request	Incr/Decr	Recommendation	Approval
Personnel 001-610-5100									
5111 Salaries - Full Time	1,016,306.43	1,035,735.60	1,042,503.00	524,432.52	1,042,155.00	1,110,820.00	9,199.00	1,051,702.00	1,051,702.00
5121 Salaries - Part Time							32,093.00	32,093.00	32,093.00
5112 Wages - Full Time	57,489.93	57,489.89	57,490.00	28,855.09	57,490.00	57,653.00	163.00	57,653.00	57,653.00
5122 Wages - Part Time	625,310.45	686,284.69	743,906.00	356,662.15	731,901.00	752,188.00	7,661.00	751,567.00	751,567.00
5194 Boards & Commissions	0.00	4,500.00	6,000.00	1,100.00	4,700.00	6,000.00	0.00	6,000.00	6,000.00
5131 Overtime	8,012.20	4,543.00	2,500.00	1,300.95	2,500.00	2,500.00	0.00	2,500.00	2,500.00
General Expenses 001-610-5200									
5192 Mileage Allowance	554.90	586.96	600.00	324.00	600.00	1,000.00	400.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	1,854.96	3,485.12	2,500.00	506.15	2,250.00	2,250.00	(250.00)	2,250.00	2,250.00
5242 Office Equipment Repair/Maint		129.00	500.00		500.00	500.00	0.00	500.00	500.00
5272 Office Equipment Rental	1,279.32	959.49	1,300.00	639.66	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5291 Custodial Services	5,348.73	7,218.39	6,000.00	4,450.31	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5342 Postage	1,000.00	1,611.24	750.00	750.00	750.00	750.00	0.00	750.00	750.00
5343 Printing	429.05		500.00	750.00	750.00	500.00	0.00	500.00	500.00
5420 Office Supplies	2,407.10	3,251.47	4,000.00	1,740.78	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5430 Building Supplies	3,908.99	4,335.79	5,000.00	2,236.16	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5450 Custodial Supplies	1,753.99	4,540.58	2,000.00	1,928.43	4,000.00	2,000.00	0.00	2,000.00	2,000.00
5460 Maintenance of Grounds	1,442.84		1,250.00	1,120.13	1,250.00	1,250.00	0.00	1,250.00	1,250.00
5510 Education Supplies	276,471.38	250,047.33	210,000.00	116,715.35	258,250.00	210,000.00	0.00	210,000.00	210,000.00
5581 Clothing, Gloves, Shoes	660.00	700.00	1,500.00	700.00	700.00	700.00	(800.00)	700.00	700.00
5583 Library Supplies	20,236.83	17,911.83	22,000.00	7,899.21	20,000.00	22,000.00	0.00	22,000.00	22,000.00
5730 Dues		230.00	3,350.00	595.40	3,350.00	3,350.00	0.00	3,350.00	3,350.00

LIBRARY

EXPENDITURES	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	62,803.45	57,603.54	61,000.00	55,927.50	61,000.00	61,000.00	0.00	61,000.00	61,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	Director is on MLN Board & Membership Committee: 2 meetings at Natick Headquarters per month; 25.4 miles + 60 cent toll pr round trip each month	400.00

0.6% increase **without** requested personnel changes
3.5% increase **with** requested personnel changes

State Certification:

Municipal Appropriation Requirement	2,182,332.00	Average of last 3 years + 2.5%
Materials Expenditure Requirement	250,622.52	12% without requested personnel changes
	258,091.32	12% with requested personnel changes

COST SUMMARY BY CLASSIFICATION

Personnel	1,707,119.01	1,788,553.18	1,852,399.00	912,350.71	1,838,746.00	1,929,161.00	49,116.00	1,901,515.00	1,901,515.00
General Expenses	317,348.09	295,007.20	261,250.00	140,355.58	308,700.00	260,600.00	(650.00)	260,600.00	260,600.00
Equipment & Unusual	62,803.45	57,603.54	61,000.00	55,927.50	61,000.00	61,000.00	0.00	61,000.00	61,000.00
Total Operating Budget	2,087,270.55	2,141,163.92	2,174,649.00	1,108,633.79	2,208,446.00	2,250,761.00	48,466.00	2,223,115.00	2,223,115.00

MAYOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	70,034	70,098
Pension Administration	6,143	5,755
Medical & Life Insurance ***	81,828	89,767
Heat, Light, Water	9,063	8,773
Building Repair & Maintenance	5,789	4,948
Building Insurance	286	252
Total	<u>\$173,143</u>	<u>\$179,593</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

Bargaining Unit Position	FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013			
		#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation Council Approval
1. *Mayor	**	1		1	116,139	58,387.78	1	122,904	1	122,904
2. Exec Secretary to Mayor	11-6 (L10)	1		1	67,874	34,122.54				
3. Constituency Serv Admin	10-6	1		1	57,741	29,028.37	1	57,741	1	57,741
4. Constituency Serv Admin PT	10	0.5		0.5	25,875	7,198.84	0.5	25,875	0.5	25,875
Subtotal		3.5	256,314.63	3.5	267,629	128,737.53	2.5	206,520	2.5	206,520

** No COLA increase for Mayor for FY10 - FY12

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary 6,765

Executive Assistant 12-6 (L10) 5,666

Routinely works extended hours beyond 8:30 - 4:30

1	73,540	1	73,540	73,540
1	73,540	1	73,540	73,540

New Positions

Subtotal

Grand Total

3.5	256,314.63	3.5	267,629	128,737.53	267,629.00	3.5	280,060	3.5	280,060	280,060
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MAYOR

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	236,945.49	241,754.11	241,754.00	121,538.69	241,754.00	254,185.00	12,431.00	254,185.00	254,185.00
5121 Salaries - Part Time	14,036.84	14,560.52	25,875.00	7,198.84	25,875.00	25,875.00	0.00	25,875.00	25,875.00
General Expenses 001-121-5200									
5192 Mileage Allowance	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5242 Maintenance of Office Equipment	1,009.21	565.00	1,000.00	593.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5340 Postage	284.00	356.93	1,500.00	74.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5343 Printing & Binding	1,299.59	1,106.18	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5420 Office Supplies	1,782.68	1,870.42	2,500.00	788.94	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5730 MMA Membership for Council & Mayor	13,352.60	13,272.00	12,000.00	11,770.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5731 Mayor Expense	3,549.00	3,549.00	3,350.00	1,650.00	3,350.00	3,350.00	0.00	3,350.00	3,350.00
Equipment & Unusual 001-121-5400									
5301 Audit	69,000.00	69,000.00	69,000.00	17,000.00	69,000.00	69,000.00	0.00	69,000.00	69,000.00
5303 Appraisal of Land	4,200.00								
5355 Tourism	1,428.00								
5391 Senior Volunteer Program	31,912.22	33,282.68	37,500.00		37,500.00	37,500.00	0.00	37,500.00	37,500.00
5790 Waltham Day / Special Events	24,759.46	19,347.55	25,000.00	21,705.59	25,000.00	35,000.00	10,000.00	35,000.00	35,000.00
5810 Open Space									
5111 Contingency/Collective Bargaining - City OPEB Trust			450,000.00		450,000.00	1,200,000.00	750,000.00	1,200,000.00	1,200,000.00
						1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5790 Waltham Day / Special Events	Increased costs for year round community events	10,000.00
5111 Contingency/Collective Bargaining - City OPEB Trust	Third year - collective bargaining & non-union	750,000.00
	Increase to reserve fund established for post-employment benefits as recommended by GASB #45	1,000,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	250,982.33	256,314.63	267,629.00	128,737.53	267,629.00	280,060.00	12,431.00	280,060.00	280,060.00
General Expenses	24,277.08	23,719.53	24,850.00	16,375.94	24,850.00	24,850.00	0.00	24,850.00	24,850.00
Equipment & Unusual	131,299.68	121,630.23	581,500.00	38,705.59	581,500.00	2,341,500.00	1,760,000.00	2,341,500.00	2,341,500.00
Total Operating Budget	<u>406,559.09</u>	<u>401,664.39</u>	<u>873,979.00</u>	<u>183,819.06</u>	<u>873,979.00</u>	<u>2,646,410.00</u>	<u>1,772,431.00</u>	<u>2,646,410.00</u>	<u>2,646,410.00</u>

CELEBRATION OF HOLIDAYS

STATEMENT OF OBJECTIVES:

To conduct a suitable city celebration of the noteworthy holidays.

DESCRIPTION OF OUTPUT STATEMENT:

On holidays such as Memorial Day, Fourth of July, Halloween, and Christmas each year the Mayors 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 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200									
5793 Memorial Day	1,000.00	1,000.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5794 Veteran's Day			100.00		100.00	100.00	0.00	100.00	100.00
5795 July 4th	10,000.00	10,000.00	10,000.00	9,429.75	10,000.00	10,000.00	0.00	10,000.00	10,000.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	11,000.00	11,000.00	11,100.00	9,429.75	11,100.00	11,100.00	0.00	11,100.00	11,100.00
Equipment & Unusual									
Total Operating Budget	<u>11,000.00</u>	<u>11,000.00</u>	<u>11,100.00</u>	<u>9,429.75</u>	<u>11,100.00</u>	<u>11,100.00</u>	<u>0.00</u>	<u>11,100.00</u>	<u>11,100.00</u>

PERSONNEL

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, 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.

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 Personnel 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 2010	FY 2011
Pension-Contributory/FICA	78,829	116,142
Pension Administration	7,016	9,820
Medical & Life Insurance	90,392	92,981
Heat, Light, Water	12,148	12,989
Building Repair & Maintenance	15,951	11,570
Building Insurance	242	213
Total	\$204,578	\$243,715

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Applicants	454	499	520
Civil Service Applications	91	105	115
Department Requisitions	73	96	105
Preplacement Physicals	33	36	25
CORI Checks completed	117	150	160
Skill Check computer testing	6	3	5
# Persons Employed/Promoted	26	38	15
# Departments Affected	8	10	5
Qualifying Exams given	0	3	0
EAP Program Providers	1	1	1
EAP Program Utilization	17	38	45
Educational Incentive Program	0	0	0
Summer Works Applications	86	93	102
# Summer Works Students Hired	39	40	40
# Work Study Students	0	1	3
Departments Affected	0	1	2
Participating Colleges	0	1	2
Insurance Claims Appealed	6	4	5

PERSONNEL

PERSONNEL

			FY 2011	FY 2012			FY 2013				
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	July-December Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*Personnel Director	17-4	1	82,564	41,077.41	82,564.00	1	85,821	1	85,821	
2.	Personnel Technician	10-6 (L8)	1	62,360	31,350.45	62,360.00	1	62,360	1	62,360	
3.	*Principal Office Assistant	8-6	1	48,239	24,241.31	48,239.00	1	50,123	1	50,123	
4.	Workers Comp Agent Stipend			6,000	3,016.20	6,000.00		6,000		6,000	
5.	Youth Employment Program			45,000	41,321.00	45,000.00		45,000		45,000	
Subtotal			4	280,534.65	3	244,163	141,006.37	244,163.00	3	249,304	249,304

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 5,141

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	280,534.65	3	244,163	141,006.37	244,163.00	3	249,304	3	249,304	249,304
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PERSONNEL

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	242,254.59	240,622.15	193,163.00	96,669.17	193,163.00	198,304.00	5,141.00	198,304.00	198,304.00
5121 Salaries - Part Time	40,812.25	39,912.50	51,000.00	44,337.20	51,000.00	51,000.00	0.00	51,000.00	51,000.00
General Expenses 001-152-5200									
5242 Maintenance of Office Equipment	670.00	1,164.00	750.00	134.00	300.00		(750.00)		
5341 Advertising	1,220.40	1,970.00	2,000.00	1,190.00	2,000.00	3,000.00	1,000.00	3,000.00	3,000.00
5342 Postage	531.66	510.23	1,000.00	16.89	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5343 Printing	117.00	762.25	350.00		350.00	350.00	0.00	350.00	350.00
5420 Office Supplies	437.49	479.14	600.00	67.00	600.00	800.00	200.00	800.00	800.00
5730 Dues						600.00	600.00	600.00	600.00
5731 Conference Expense		40.00	300.00	60.00	300.00		(300.00)		
General Expenses 001-153-5200									
5125 Work-study	352.94	4,527.48	6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	72,823.37	79,548.61	80,000.00	(2,912.23)	80,000.00	70,000.00	(40,000.00)	40,000.00	40,000.00
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	12,930.60	12,051.00	20,000.00	16,810.00	20,000.00	25,000.00	0.00	20,000.00	20,000.00
5300 Youth Programs	26,000.00								
5311 Civil Service Exams		951.00	3,000.00	5,605.94	5,605.94		(3,000.00)		
5312 Training / Employment / Diversity	(923.45)	2,325.00	2,000.00		2,000.00	3,000.00	1,000.00	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5341 Advertising	Request for additional advertising on-line	1,000.00
5420 Office Supplies	Printing of policies	200.00
5730 Dues	Fund membership in MMPA	300.00
5306 Pre-emp Physical/Psychological, EAP	Assist with Fire EAP	5,000.00
5312 Training / Employment / Diversity	Policy training	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	283,066.84	280,534.65	244,163.00	141,006.37	244,163.00	249,304.00	5,141.00	249,304.00	249,304.00
General Expenses	76,153.06	89,001.71	91,000.00	(1,444.34)	90,550.00	81,750.00	(39,250.00)	51,750.00	51,750.00
Equipment & Unusual	38,007.15	15,327.00	25,000.00	22,415.94	27,605.94	28,000.00	(2,000.00)	23,000.00	23,000.00
Total Operating Budget	<u>397,227.05</u>	<u>384,863.36</u>	<u>360,163.00</u>	<u>161,977.97</u>	<u>362,318.94</u>	<u>359,054.00</u>	<u>(36,109.00)</u>	<u>324,054.00</u>	<u>324,054.00</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 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 and prepare cases for the industrial accident board.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Injuries	92	84	80
Number on Payroll	15	20	17
Retirees	3	3	2
W/C Savings on Bills	\$358,275.00	\$250,000.00	\$250,000.00

WORKERS COMPENSATION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/12				
General Expenses 001-912-5200									
5170 Worker's Compensation	390,217.23	294,250.65	250,000.00	138,657.68	250,000.00	250,000.00	0.00	250,000.00	250,000.00
5305 Legal Services (IAB Orders)	11,632.13	8,621.60	5,000.00	5,257.24	10,000.00	10,000.00	5,000.00	10,000.00	10,000.00
5306 Medical Services	112,339.22	199,273.93	175,000.00	7,932.51	165,000.00	165,000.00	(10,000.00)	165,000.00	165,000.00
5760 Claims & Settlements	70,456.95	12,536.59	50,000.00		52,000.00	60,000.00	10,000.00	60,000.00	60,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5305 Legal Services	Additional legal fees, current expenditures are higher than what was budgeted	5,000.00
5760 Claims & Settlements	Settle on-going cases	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	584,645.53	514,682.77	480,000.00	151,847.43	477,000.00	485,000.00	5,000.00	485,000.00	485,000.00
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Equipment & Unusual

Total Operating Budget	<u>584,645.53</u>	<u>514,682.77</u>	<u>480,000.00</u>	<u>151,847.43</u>	<u>477,000.00</u>	<u>485,000.00</u>	<u>5,000.00</u>	<u>485,000.00</u>	<u>485,000.00</u>
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PLANNING

STATEMENT OF OBJECTIVES:

The Planning Department seeks to improve the quality of life in the City of Waltham by: providing professional input into the decision making processes; providing support to low and moderate income residents by administering the federal Community Development Block Grant Program; improving housing opportunities; 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 in excess of one million dollars 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 2010	FY 2011
Pension-Contributory/FICA	2,490	5,318
Medical & Life Insurance	61,153	48,191
Heat, Light, Water	12,148	12,989
Building Repair & Maintenance	15,951	11,570
Building Insurance	242	213
Motor Vehicle Insurance	676	758
Motor Vehicle Maint & Repair	8,603	9,037
Total	\$101,263	\$88,076

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
See Department Divisions			

PLANNING

PERSONNEL

			FY 2011		FY 2012				FY 2013					
Bargaining Unit	Position	FY 2013 Grade-Step	Actual		July-December				Department		Mayor's		Council Approval	
			#	Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Request	#	Recommendation		
1.	Planning Director	20-1			1	125,109	62,896.46	93,661.00	1	92,846	1	92,846	92,846	
2.	*Asst Dir of Planning	15-3			1	68,183	33,834.45	68,183.00	1	70,864	1	70,864	70,864	
3.	*Principal Planner	14-5			1	70,808	35,550.63	70,808.00	1	73,595	1	73,595	73,595	
4.	Principal Office Assistant	8-6			1	50,123	21,528.29	50,123.00						
5.	Fair Housing Officer					3,000	1,508.27	3,000.00		3,000		3,000	3,000	
Subtotal			4	299,164.36	4	317,223	155,318.10	285,775.00	3	240,305		3	240,305	240,305

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary	5,468	
Reduce Planning Director Step	(32,263)	New Director position Step one
Office Coordinator	3,427	Upgrade Principal Office Assistant, Increased responsibilities
Administrative Assistant	10-5	Mayor: Funding & Responsibilities - 1/2 Planning, 1/2 Housing

New Positions

1	53,550		0.5	27,823	27,823
1	53,550		0.5	27,823	27,823

Subtotal

Grand Total

4	299,164.36	4	317,223	155,318.10	285,775.00	4	293,855		3.5	268,128	268,128
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PLANNING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	304,840.04	296,164.36	314,223.00	153,809.83	282,775.00	290,855.00	(49,095.00)	265,128.00	265,128.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,508.27	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Offset Receipt - CDBG / HOME Program	(84,334.76)	(111,935.39)	(98,870.00)	(22,308.37)	(98,870.00)	(103,370.00)	(4,604.00)	(103,474.00)	(103,474.00)
General Expenses 001-175-5200									
5340 Communication		127.56		244.25	245.00				
5342 Postage	200.00	135.54	200.00		200.00	300.00	100.00	300.00	300.00
5420 Office Supplies	649.58	586.83	650.00	210.50	371.00	850.00	200.00	850.00	850.00
5510 Education Supplies				33.99	34.00				
Equipment & Unusual 001-175-5400									
5342 Bike Rack Shipping		628.81							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Increased mailing costs	100.00
5420 Office Supplies	Increased printing costs	200.00

COST SUMMARY BY CLASSIFICATION

Personnel	223,505.28	187,228.97	218,353.00	133,009.73	186,905.00	190,485.00	(53,699.00)	164,654.00	164,654.00
General Expenses	849.58	849.93	850.00	488.74	850.00	1,150.00	300.00	1,150.00	1,150.00
Equipment & Unusual	0.00	628.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>224,354.86</u>	<u>188,707.71</u>	<u>219,203.00</u>	<u>133,498.47</u>	<u>187,755.00</u>	<u>191,635.00</u>	<u>(53,399.00)</u>	<u>165,804.00</u>	<u>165,804.00</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 the development of affordable rental and ownership housing. 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 2010	FY 2011
Pension-Contributory/FICA	11,600	10,922
Pension Administration	808	757
Medical & Life Insurance	58,271	62,670
Heat, Light, Water	6,074	6,494
Building Repair & Maintenance	7,976	5,785
Building Insurance	167	147
Total	\$84,896	\$86,775

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
De-lead Loans / Grants	3	4	3
CDBG Rehabilitation Loans	9	18	15
HOME Program DPA Loans	3	4	4
Total CDBG applied to deferred Loans	\$77,200	\$150,000	\$100,000
Total CDBG Funds applied to Delead gran	\$0	\$4,950	\$10,000
Total Home funds applied to Delead grants	\$41,000	\$37,212	\$40,000
Total Home funds applied to deferred loan	\$149,600	\$165,835	\$150,000

HOUSING

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013						
			Actual # Expenditures		July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department # Request		Mayor's Recommendation	Council Approval			
1.	Housing Director	16-5 (L9)			1	97,379	48,955.57	67,682.27	1	72,311	1	91,995	91,995	
2.	Asst Housing Director	14-6 (L9)			1	83,377	41,916.46	83,377.00	1	83,377	1	83,377	83,377	
3.	Housing Specialist	12			1	73,204	36,802.11	73,204.00	1	73,204				
Subtotal			4	320,503.40	3	253,960	127,674.14	224,263.27	3	228,892		2	175,372	175,372

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Administrative Assistant 10-5

New Positions

Explanation

Funding & Responsibilities - 1/2 Planning, 1/2 Housing

		0.5	27,823	27,823
0	0	0.5	27,823	27,823

SubtotalGrand Total

4	320,503.40	3	253,960	127,674.14	224,263.27	3	228,892		2.5	203,195	203,195
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HOUSING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	304,330.19	320,503.40	253,960.00	127,674.14	224,263.27	228,892.00	(50,765.00)	203,195.00	203,195.00
Offset Receipt - CDBG / HOME Program	(4,821.03)	(28,506.00)	(28,831.00)	(17,200.99)	(28,831.00)	(15,489.00)	13,342.00	(15,489.00)	(15,489.00)
Offset Receipt - CDBG Program Administration	(75,900.00)	(62,267.03)	(44,373.00)		(60,000.00)	(56,822.00)	(1,686.00)	(46,059.00)	(46,059.00)
General Expenses 001-183-5200									
5342 Postage	730.66	750.56	750.00	226.19	750.00	750.00	0.00	750.00	750.00
5420 Office Supplies	600.10	599.44	600.00	428.39	600.00	850.00	0.00	600.00	600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Purchase additional file cabinets	250.00

COST SUMMARY BY CLASSIFICATION

Personnel	223,609.16	229,730.37	180,756.00	110,473.15	135,432.27	156,581.00	(39,109.00)	141,647.00	141,647.00
General Expenses	1,330.76	1,350.00	1,350.00	654.58	1,350.00	1,600.00	0.00	1,350.00	1,350.00
Equipment & Unusual									
Total Operating Budget	<u>224,939.92</u>	<u>231,080.37</u>	<u>182,106.00</u>	<u>111,127.73</u>	<u>136,782.27</u>	<u>158,181.00</u>	<u>(39,109.00)</u>	<u>142,997.00</u>	<u>142,997.00</u>

PAINE ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	1,964	
Medical & Life Insurance	17,670	19,877
Heat, Light, Water	27,455	32,516
Building Repair & Maintenance	2,599	33,267
Building Insurance	1,630	1,439
Total	\$51,318	\$87,099

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Private events	50	50	50
City events	10	13	13
Attendance	1,600	1,600	1,600
School Programs	22	22	22
Total Income	\$87,000	\$87,000	\$87,000

PAINÉ ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	Paine Estate Curator	13-6 (L8)
2.	Asst Finance Rehab Advisor	11-6 (L8)
3.	SPMG *Events Coordinator	8-6 (L9)
Subtotal		

FY 2011		FY 2012				FY 2013					
Actual # Expenditures	July-December				Department # Request						
	#	Budget	Actual	Expenditures		#	Mayor's	Council			
			Expenditures	Thru 6/30/12					Recommendation	Approval	
	1	66,351	33,798.22	66,351.00	1	66,351	1	66,351	66,351		
	1	67,252	33,809.47	67,252.00	1	67,252	1	67,252	67,252		
	1	54,467	27,298.69	54,467.00	1	54,634	1	54,634	54,634		
2	124,536.17	3	188,070	94,906.38	188,070.00	3	188,237		3	188,237	188,237

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 167

Explanation

0 0 0 0 0

New Positions

Subtotal

Grand Total

2	124,536.17	3	188,070	94,906.38	188,070.00	3	188,237	3	188,237	188,237
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PAINE ESTATE

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	119,062.04	124,536.17	188,070.00	94,906.38	188,070.00	188,237.00	167.00	188,237.00	188,237.00
Offset Receipt - Gift	(24,345.00)	(25,563.00)	(22,117.00)		(22,117.00)	(22,117.00)	0.00	(22,117.00)	(22,117.00)
General Expenses 001-670-5200									
5291 Custodial Services	6,047.00	8,051.50	10,000.00	4,097.91	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5307 Public Safety Service	15,202.40	18,456.00	20,000.00	9,507.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5340 Postage	0.80	6.00							
5382 Pest Control	990.00	1,170.00	1,000.00	450.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	133.92	214.01	500.00	309.99	500.00	500.00	0.00	500.00	500.00
5434 Building Supplies				296.13		500.00	500.00	500.00	500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5434 Building Supplies	Expected need based on last year	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	94,717.04	98,973.17	165,953.00	94,906.38	165,953.00	166,120.00	167.00	166,120.00	166,120.00
General Expenses	22,374.12	27,897.51	31,500.00	14,661.03	31,500.00	32,000.00	500.00	32,000.00	32,000.00
Equipment & Unusual									
Total Operating Budget	117,091.16	126,870.68	197,453.00	109,567.41	197,453.00	198,120.00	667.00	198,120.00	198,120.00

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 2010	FY 2011
Pension-Contributory/FICA	4,591,830	4,896,308
Pension-Non Contributory	3,988	
Pension Administration	408,062	408,879
Medical & Life Insurance	5,754,117	6,274,585
Heat, Light, Water	92,788	91,676
Building Repair & Maintenance	73,664	58,916
Building Insurance	2,116	1,868
Motor Vehicle Insurance	20,281	23,490
Motor Vehicle Maint & Repair	258,104	280,161
Total	<u>\$11,204,950</u>	<u>\$12,035,883</u>

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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Training in Service	141	141	141
Total Training Specialized	85	90	100
Training Firearms	147	147	147
Training Firearms - Special	110	125	125
Total Evidence	1,396	1,400	1,400
Background Investigations	50	44	60

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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Taxi Inspections	120	120	120
Accidents Reported	1,982	1,998	2,000
Accidents Investigated	1,299	1,322	1,400
Taxi License	122	149	150
Taxi Registrations	60	62	62
F.I.D. Cards Issued	43	19	45
License to Carry Firearms Issued	131	163	175
Classes Taught	481	481	481
Special Events	104	104	104
Investigations/Follow-ups	137	134	140

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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Arrests	1,097	1,049	1,100
Incapacitated Persons	343	319	330
Traffic Citations Issued	11,266	8,067	9,000
OUI Arrests	87	90	95
Parking Tags Issued	4,546	4,947	5,200
Frequency Checks	3,599	4,105	4,500
Incident Reports Prepared	9,222	8,307	8,300

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

The output statement represents an overview of responsibilities and activities conducted by the Detective Division. **Report Review** reflects the number of reports reviewed by a detective supervisor to determine follow up need. **Criminal Investigations** represent the number of cases requiring formal follow up by an investigator. **Crime Scene Photographs** represent the number of digital photographs taken by members of the police department in an effort to facilitate the processing of a crime scene. **Sexual Assault Investigations** represent the number of sexual assaults followed up. **Sex Offender Registration & Auditing** represent the number of sex offenders registering annually and the number of audits conducted to verify the information reported. **Liquor Incidents** represent the number of incidents occurring at licensed establishments. Each incident is reviewed to determine if a follow up investigation is warranted or referral to the Waltham License Commission.

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Report Review	9,277	8,379	8,600
Criminal Investigations	1,335	1,529	1,620
Crime Scene Photographs	12,436	14,432	14,900
Aggravated Assault Investigation (Includes Rape, Robbery, & Murder Investigations)	523	568	585
Sex Offender Registration & Auditing (Includes Level I, I & III)	145	97	125
Missing Person Investigations (Includes Adult & Children)	196	175	185
Juvenile Investigations (Assist with School Incidents)	158	130	145
Domestic Violence Investigations (Includes Criminal Harassment & Restraining Orders)	790	886	975
Property Crime (Burglary, Motor Vehicle Break & Theft, Larceny, & Arson Investigations)	1,004	863	900
Liquor Incidents	1,240	1,065	1,150
Drug Investigations	66	42	55
Prosecution: Arraignments (Includes Both an Appearance on a Summons & After an Arrest)	2,629	2,463	2,500
Prosecution: Hearings (Includes Magistrate, Show Cause, PC, GJ, 58A, Motion, PTC, E & C Hearings)	2,921	2,256	2,350
Prosecution: Trials (Includes Bench & Jury Trials)	423	321	350

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 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Calls Answered	753	675	758
Dogs Impounded	49	56	65
Dogs Returned to owner	47	51	55
Dogs Adopted	2	2	5
Dogs Euthanized	2	2	2
Citations Issued	17	32	50
Coyote Calls	14	17	18
Raccoon Calls	76	52	75
Deer Calls	16	11	15
Cat Calls	37	46	50
Dog Calls	445	463	500
Injured Wildlife Calls	62	17	50
Problem Wildlife Calls	12	18	25
Other Animal Calls	14	21	25

POLICE

PERSONNEL

			FY 2011		FY 2012			FY 2013					
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	July-December			Department Request		#	Mayor's Recommendation	Council Approval	
					#	Budget	Actual Expenditures						Expenditures Thru 6/30/12
1.	*Police Chief	22-6			1	124,220	77,380.08	124,220.00	1	127,787	1	127,787	127,787
2.	PSUP Deputy Police Chief				1	99,450	62,494.16	99,450.00	1	99,450	1	99,450	99,450
3.	PSUP Police Captain				4	339,372	204,823.27	339,372.00	4	339,372	4	339,372	339,372
4.	PSUP Police Lieutenant				10	757,520	470,460.64	757,520.00	10	757,520	10	757,520	757,520
5.	PSUP Police Sergeant				17	1,097,845	687,126.64	1,101,709.00	17	1,101,709	17	1,101,709	1,101,709
6.	PPAT Police Officer				108	5,893,196	3,247,504.48	5,711,248.00	108	5,877,323	108	5,877,323	5,877,323
7.	PPAT Police Officer Maint / Safety				2	109,954	66,330.92	109,954.00	2	109,954	2	109,954	109,954
8.	PPAT Police Officer SRO				4	207,768	96,615.00	155,826.00	4	207,768	4	207,768	207,768
9.	*Cadet Program				1	39,191	18,586.92	39,191.00	1	40,842	1	40,842	40,842
10.	TRAF School Traffic Supervisor				36	253,856	122,006.30	253,856.00	36	253,906	36	253,906	253,906
11.	*Business Manager	15-2 (L11)			1	74,704	37,556.25	74,704.00	1	77,640	1	77,640	77,640
12.	SPMG Animal Control Officer	11-1 (L8)			1	51,386		13,874.00	1	56,040	1	56,040	56,040
13.	*Administrative Assistant	10-6 (L10)			1	60,612	30,448.27	60,612.00	1	63,515	1	63,515	63,515
14.	*Office Coordinator	9-6 (L11)			1	58,905	29,613.46	58,905.00	1	58,994	1	58,994	58,994
15.	Principal Office Assistant	8-6 (L8)			2	108,266	54,428.77	108,266.00	2	108,266	2	108,266	108,266
16.	Proj Coord - Community Policing Grant				1	23,454	11,791.25	23,454.00	1	24,087	1	24,087	24,087
17.	Animal Inspector					1,500		375.00		1,500		1,500	1,500
18.	Part Time					20,020	9,096.25	20,020.00		20,020		20,020	20,020
Subtotal Salaries			78	3,686,512.28	77	3,110,301	1,815,812.26	3,075,528.00	77	3,130,648		3,130,648	
Subtotal Wages			114	6,940,203.91	114	6,210,918	3,410,450.40	5,977,028.00	114	6,195,045		6,195,045	

POLICE

PERSONNEL

FY 2011		FY 2012			FY 2013				
Actual		July-December							
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary 4,474

Explanation

New Positions

Cadet Program

School Traffic Supervisor (per diem subs - up to 4)

Principal Office Assistant 8-1

Mayor: Per Chief, to reduce overtime costs and maintain Police presence in the community

Mayor's Recommendation - PT Clerical

2	78,384	1	39,192	39,192
	7,006		7,006	7,006
1	41,403		5,000	5,000
3	126,793	1	51,198	51,198

Subtotal

Grand Total Salaries

Grand Total Wages

78	3,686,512.28	77	3,110,301.00	1,815,812.26	3,075,528.00	80	3,257,441	78	3,181,846	3,181,846
114	6,940,203.91	114	6,210,918	3,410,450.40	5,977,028.00	114	6,195,045	114	6,195,045	6,195,045

POLICE

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	2,900,574.49	2,869,400.03	2,854,945.00	1,405,111.51	2,821,297.00	2,995,029.00	64,489.00	2,919,434.00	2,919,434.00
5112 Wages - Full Time	6,129,110.15	6,004,783.95	6,210,918.00	2,934,418.13	5,977,028.00	6,195,045.00	(15,873.00)	6,195,045.00	6,195,045.00
5121 Salaries - Part Time	235,563.30	240,645.61	255,356.00	122,006.30	254,231.00	262,412.00	7,056.00	262,412.00	262,412.00
5131 Overtime	812,590.05	1,105,453.24	650,000.00	606,003.02	1,067,128.00	805,000.00	55,000.00	705,000.00	705,000.00
Overtime (Preventive Training for potential liability issues)							50,000.00	50,000.00	50,000.00
5141 Longevity	698,254.52	728,251.97	720,000.00	704,447.61	714,033.00	801,078.00	55,000.00	775,000.00	775,000.00
5142 College Credits	1,506,649.77	1,511,886.60	1,600,000.00	764,726.72	1,600,000.00	1,659,034.00	0.00	1,600,000.00	1,600,000.00
5143 Holiday	417,419.66	421,865.53	500,000.00	231,813.24	500,000.00	550,000.00	0.00	500,000.00	500,000.00
Receipt Offset - Grant	(174,909.91)	(30,517.25)							
General Expenses 001-210-5200									
5241 Equipment Repair/Maint	1,664.09	6,867.56	6,000.00	1,472.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	3,287.86	2,570.70	4,000.00	3,699.10	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	28,804.14	26,049.00	39,000.00	31,165.09	39,000.00	39,000.00	0.00	39,000.00	39,000.00
Vehicle Washing							4,000.00	4,000.00	4,000.00
5291 Custodial Services	311.75	1,127.25	1,000.00	703.75	1,345.00	2,000.00	1,000.00	2,000.00	2,000.00
5306 Medical Services	103,183.03	149,076.95	125,000.00	10,538.23	125,000.00	125,000.00	(6,000.00)	119,000.00	119,000.00
5312 Training	10,088.34	24,332.55	30,000.00	9,835.42	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5315 Legal Services				4,900.00	18,500.00				
5340 Communication	47,635.55	33,996.91	45,000.00	17,945.06	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5342 Postage	1,336.11	1,199.89	1,200.00	795.50	1,225.50	2,000.00	800.00	2,000.00	2,000.00
5343 Printing	1,426.56	1,992.00	2,000.00	1,267.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5386 Accreditation	1,407.00	2,250.00	2,500.00	1,050.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	8,644.31	12,508.66	12,000.00	1,271.34	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5424 Computer Supplies	6,348.89	7,259.83	7,000.00	2,756.33	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5430 Building Supplies	1,886.02	3,953.69	2,800.00	1,973.15	3,960.55	4,000.00	1,200.00	4,000.00	4,000.00
5470 Public Safety Supplies	9,546.94	8,554.00	10,000.00	5,102.12	10,000.00	12,500.00	2,500.00	12,500.00	12,500.00
5490 Food Supplies	1,143.23	900.00	2,500.00	2,073.23	2,500.00	3,000.00	500.00	3,000.00	3,000.00
5500 Medical Supplies	11,094.58		1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	932.56	1,331.45	1,000.00	308.69	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes			500.00		500.00	500.00	0.00	500.00	500.00
5582 Photo Supplies	157.45	229.66	2,000.00	180.21	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5587 Tools	51.95	300.00	300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	1,633.95	2,285.00	4,785.00	1,533.72	4,785.00	4,785.00	0.00	4,785.00	4,785.00
5733 Licenses Taxi / Medallions	898.23	1,219.18	1,250.00	895.05	1,250.00	1,250.00	0.00	1,250.00	1,250.00

POLICE

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	2,900,574.49	2,869,400.03	2,854,945.00	1,405,111.51	2,821,297.00	2,995,029.00	64,489.00	2,919,434.00	2,919,434.00
5112 Wages - Full Time	6,129,110.15	6,004,783.95	6,210,918.00	2,934,418.13	5,977,028.00	6,195,045.00	(15,873.00)	6,195,045.00	6,195,045.00
5121 Salaries - Part Time	235,563.30	240,645.61	255,356.00	122,006.30	254,231.00	262,412.00	7,056.00	262,412.00	262,412.00
5131 Overtime	812,590.05	1,105,453.24	650,000.00	606,003.02	1,067,128.00	805,000.00	55,000.00	705,000.00	705,000.00
Overtime (Preventive Training for potential liability issues)							50,000.00	50,000.00	50,000.00
5141 Longevity	698,254.52	728,251.97	720,000.00	704,447.61	714,033.00	801,078.00	55,000.00	775,000.00	775,000.00
5142 College Credits	1,506,649.77	1,511,886.60	1,600,000.00	764,726.72	1,600,000.00	1,659,034.00	0.00	1,600,000.00	1,600,000.00
5143 Holiday	417,419.66	421,865.53	500,000.00	231,813.24	500,000.00	550,000.00	0.00	500,000.00	500,000.00
Receipt Offset - Grant	(174,909.91)	(30,517.25)							
General Expenses 001-210-5200									
5241 Equipment Repair/Maint	1,664.09	6,867.56	6,000.00	1,472.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	3,287.86	2,570.70	4,000.00	3,699.10	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	28,804.14	26,049.00	39,000.00	31,165.09	39,000.00	39,000.00	0.00	39,000.00	39,000.00
Vehicle Washing							4,000.00	4,000.00	4,000.00
5291 Custodial Services	311.75	1,127.25	1,000.00	703.75	1,345.00	2,000.00	1,000.00	2,000.00	2,000.00
5306 Medical Services	103,183.03	149,076.95	125,000.00	10,538.23	125,000.00	125,000.00	(6,000.00)	119,000.00	119,000.00
5312 Training	10,088.34	24,332.55	30,000.00	9,835.42	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5315 Legal Services				4,900.00	18,500.00				
5340 Communication	47,635.55	33,996.91	45,000.00	17,945.06	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5342 Postage	1,336.11	1,199.89	1,200.00	795.50	1,225.50	2,000.00	800.00	2,000.00	2,000.00
5343 Printing	1,426.56	1,992.00	2,000.00	1,267.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5386 Accreditation	1,407.00	2,250.00	2,500.00	1,050.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	8,644.31	12,508.66	12,000.00	1,271.34	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5424 Computer Supplies	6,348.89	7,259.83	7,000.00	2,756.33	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5430 Building Supplies	1,886.02	3,953.69	2,800.00	1,973.15	3,960.55	4,000.00	1,200.00	4,000.00	4,000.00
5470 Public Safety Supplies	9,546.94	8,554.00	10,000.00	5,102.12	10,000.00	12,500.00	2,500.00	12,500.00	12,500.00
5490 Food Supplies	1,143.23	900.00	2,500.00	2,073.23	2,500.00	3,000.00	500.00	3,000.00	3,000.00
5500 Medical Supplies	11,094.58		1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	932.56	1,331.45	1,000.00	308.69	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes			500.00		500.00	500.00	0.00	500.00	500.00
5582 Photo Supplies	157.45	229.66	2,000.00	180.21	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5587 Tools	51.95	300.00	300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	1,633.95	2,285.00	4,785.00	1,533.72	4,785.00	4,785.00	0.00	4,785.00	4,785.00
5733 Licenses Taxi / Medallions	898.23	1,219.18	1,250.00	895.05	1,250.00	1,250.00	0.00	1,250.00	1,250.00

POLICE

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400									
5306 Boarding / Care of Animals	1,100.40	532.60	6,000.00		1,000.00	6,000.00	0.00	6,000.00	4,000.00
5312 Training Academy Fee	9,966.71	9,200.00	8,900.00	8,899.99	8,899.99	1,667.00	(7,233.00)	1,667.00	1,667.00
5315 Legal Issues	36,250.00	35,750.00	36,500.00	34,500.00	35,500.00	38,700.00	2,200.00	38,700.00	38,700.00
5392-21 COP	2,106.25	3,000.00	3,000.00	1,254.35	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	3,966.80	3,953.32	4,000.00	3,262.74	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5392-23 Domestic Violence			500.00		500.00	500.00	0.00	500.00	500.00
5392-24 K-9 Unit	3,282.97	2,459.22	4,500.00	422.01	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5392-25 NEMLEC	5,669.58	8,558.00	8,900.00	4,675.00	8,900.00	8,900.00	0.00	8,900.00	8,900.00
5392-26 Recreational - PAL	4,168.20	2,500.00	2,500.00	258.60	3,000.00	3,000.00	500.00	3,000.00	3,000.00
5392-27 PAL-Summer Youth Program	7,115.01	2,476.61	2,500.00	2,500.00	3,000.00	3,000.00	500.00	3,000.00	3,000.00
5392-29 Wellness Program		1,000.00	500.00		500.00	500.00	0.00	500.00	500.00
5850 Safety Equipment	6,490.87	3,287.50	4,000.00	936.00	5,500.00	4,000.00	0.00	4,000.00	4,000.00
5852 Firearm Range Service	20,205.00	20,536.00	23,195.00	2,450.00	23,195.00	25,500.00	2,305.00	25,500.00	25,500.00
5853 Firearms/ Ammunition	24,124.29	31,282.73	26,600.00	7,238.36	30,262.36	45,000.00	18,400.00	45,000.00	45,000.00
5856 Photography Equipment	609.68	899.97	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5871 Bicycle Equipment	1,000.00	821.34	1,500.00		1,500.00	2,000.00	500.00	2,000.00	2,000.00
5872 Cruiser Equipment	4,899.00	4,191.98	4,900.00	1,869.90	8,400.00	7,000.00	2,100.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment	4,502.00		3,000.00	2,195.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

POLICE

EXPENDITURES		FY 2010		FY 2011		FY 2012			FY 2013			
Classification		Actual Expenditures	Actual Expenditures	Budget	July-December	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval	
Special Items 001-210-5500												
5190	Uniform Allowance 146 @ 800 / 1@1,600	129,078.00	116,353.99	119,900.00		114,278.25	119,900.00	120,700.00	800.00	120,700.00	120,700.00	
5196	Uniforms-Special Positions	5,603.00	3,619.88	8,500.00		2,083.98	8,500.00	8,500.00	0.00	8,500.00	8,500.00	
5197	Uniform Allowance Civilians	1,766.51	1,337.00	2,500.00			2,500.00	2,500.00	0.00	2,500.00	2,500.00	
5198	Uniform Allowance STS 36 @ 325		16,866.00	11,700.00		10,634.00	11,700.00	12,025.00	325.00	12,025.00	12,025.00	
5198	Uniform Allowance -STS / new hires	1,162.00		6,000.00			6,000.00	6,000.00	0.00	6,000.00	6,000.00	
5471	Patches & Badges	565.00	409.00	1,200.00		276.00	1,200.00	2,500.00	1,300.00	2,500.00	2,500.00	

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	To make ends meet this yr training was greatly reduced, in less than 9 mos the actual amt spent was 759,302.23	155,000.00
5141 Longevity	12 eligible for the first time in FY13, +14 will increase, +9 are maxed out & could retire in Jan 2013 - half requested	81,078.00
5142 College Credits	This reflects the actual amount of college credits for Base Salary & Holiday per contract	59,034.00
5143 Holiday	This reflects a rounded down amt of holiday compensation for 11-Holidays, per contract, if everybody took the pay = 57	50,000.00
5291 Custodial Services	Increase due to Bio-hazard clean-up service for cells and cruisers	1,000.00
5342 Postage	This acct went into the red 3/4 of the way into the fiscal year, plus cost of postage has increased	800.00
5430 Building Supplies	Increase due to more frequent lock repairs/replacements due to security concerns	1,200.00
5470 Public Safety Supplies	Increase requested because as it stands this acct will be depleted prior to the end of the current fiscal budget	2,500.00
5490 Food Supplies	Increase requested for prisoner meals because this acct will be in the red prior to the end of the current fiscal budget	500.00
5315 Legal Issues	Increase due to Auxiliary Officers Legal Defense Fund	2,200.00
5392-26 Recreational - PAL	Increased cost due to more youth participating in the program	500.00
5392-27 PAL-Summer Youth Program	Increased cost due to more youth participating in the program	500.00
5852 Firearm Range Service	Sole provider anticipated cost increase	2,305.00
5853 Firearms/ Ammunition	Increased training mandates (2 times/year), Academy ammo, Add'l new weapons, plus cost increase for ammunition	18,400.00
5871 Bicycle Equipment	More bicycle officers in the streets	500.00
5872 Cruiser Equipment	Increased cost for repairs	2,100.00
5190 Uniform Allowance	1 additional clothing allowance for an anticipated vacancy	800.00
5198 Uniform Allowance STS	1 additional clothing allowance for one new position requested	325.00
5471 Patches & Badges	Increased costs, plus funds have been drawn from uniform accounts due to the vacancies	1,300.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,525,252.03	12,851,769.68	12,791,219.00	6,768,526.53	12,933,717.00	13,267,598.00	215,672.00	13,006,891.00	13,006,891.00
General Expenses	241,482.54	288,004.28	300,835.00	99,464.99	320,866.05	306,835.00	4,000.00	304,835.00	304,835.00
Equipment & Unusual	135,456.76	130,449.27	141,995.00	70,461.95	145,657.35	161,267.00	19,272.00	161,267.00	159,267.00
Special Items	138,174.51	138,585.87	149,800.00	127,272.23	149,800.00	152,225.00	2,425.00	152,225.00	152,225.00
Total Operating Budget	<u>13,040,365.84</u>	<u>13,408,809.10</u>	<u>13,383,849.00</u>	<u>7,065,725.70</u>	<u>13,550,040.40</u>	<u>13,887,925.00</u>	<u>241,369.00</u>	<u>13,625,218.00</u>	<u>13,623,218.00</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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Emergency Calls	40,287	40,586	40,850
Police	35,003	33,088	34,000
Fire	8,509	8,124	8,500
Medical	6,430	6,621	6,800
Emergency Medical Dispatch Review	768	1,040	1,040
Quality Control Reviews	1,920	2,100	2,100

DISPATCH

PERSONNEL

Bargaining Unit Position	FY 2013 Grade-Step	FY 2011		FY 2012			FY 2013			
		#	Actual Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/12	#	Department Request	#	Mayor's Recommendation Council Approval
1. SPMG *Chief Emerg Tele Disp	13-6			1	68,237	34,086.26	68,237.00	1	70,863	70,863.00
2. FAOP Sr Fire Alarm Operator				3	185,648	93,328.46	185,648.00	3	185,648	185,648.00
3. FAOP Supervisor - ETD's				1	63,230	31,786.79	63,230.00	1	63,230	63,230.00
4. FAOP Emerg Tele Dispatcher				16	854,952	416,733.93	804,299.00	16	845,417	845,417.00
Subtotal		21	1,139,277.41	21	1,172,067	575,935.44	1,121,414.00	21	1,165,158	1,165,158

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	2,626
Vacancy from Employee transfer	(9,535)

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

21	1,139,277.41	21	1,172,067	575,935.44	1,121,414.00	21	1,165,158	21	1,165,158	1,165,158
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DISPATCH

EXPENDITURES									
	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,140,089.86	1,139,277.41	1,172,067.00	575,935.44	1,121,414.00	1,165,158.00	(6,909.00)	1,165,158.00	1,165,158.00
5131 Overtime - Callbacks Nt	100,508.05	143,832.32	130,000.00	63,658.65	130,356.00	150,000.00	0.00	130,000.00	130,000.00
5141 Longevity	22,659.46	32,417.86	34,974.00	34,974.10	34,974.00	33,526.00	(1,448.00)	33,526.00	33,526.00
5143 Holiday	66,703.39	66,705.01	76,150.00	41,432.30	70,017.00	75,490.00	(660.00)	75,490.00	75,490.00
5144 Out of Grade / FTO	10,687.40	10,796.76	20,000.00	5,932.54	20,000.00	20,000.00	(5,000.00)	15,000.00	15,000.00
Receipt Offset - Grant		(21,522.67)			(71,765.34)			(20,000.00)	(20,000.00)
General Expenses 001-215-5200									
5242 Office Equipment Repair/Maint	6,395.00	4,506.22	3,000.00	716.00	3,000.00	7,290.00	0.00	3,000.00	3,000.00
5312 Training E-911	1,511.95	3,059.00	5,000.00	2,975.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5340 Communication	5,500.00		23,500.00	23,500.00	23,500.00	23,500.00	0.00	23,500.00	23,500.00
5342 Postage	50.00	50.00	50.00		50.00	50.00	0.00	50.00	50.00
5420 Office Supplies	571.22	750.00	750.00	216.43	750.00	750.00	0.00	750.00	750.00
5424 Computer Supplies	611.18	98.95	500.00	220.98	500.00	1,550.00	1,050.00	1,550.00	1,550.00
5430 Building Supplies	99.77	172.67	150.00	97.78	150.00	300.00	150.00	300.00	300.00
5470 Public Safety Supplies	214.80	225.44	300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	700.00	375.00	1,400.00		1,400.00	1,445.00	45.00	1,445.00	1,445.00
Special Items 001-245-5500									
5190 Uniform Allowance/Clothing Maint @ 200 /ea	5,954.37	5,246.94	6,600.00	4,759.94	6,600.00	6,600.00	0.00	6,600.00	6,600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks Nt	Increase reflects costs previously covered by grant, unknown if grant funding will continue	20,000.00
5242 Office Equipment Repair/Maint	Increase reflects costs previously covered by grant, unknown if grant funding will continue	4,290.00
5424 Computer Supplies	Increase maintenance costs for equipment previously covered by grant funding	1,050.00
5430 Building Supplies	The need for such supplies has been greater than anticipated	150.00
5730 Dues	There was a slight increase not covered by grant funding	45.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,340,648.16	1,371,506.69	1,433,191.00	721,933.03	1,304,995.66	1,444,174.00	(14,017.00)	1,399,174.00	1,399,174.00
General Expenses	15,653.92	9,237.28	34,650.00	27,726.19	34,650.00	40,185.00	1,245.00	35,895.00	35,895.00
Equipment & Unusual									
Special Items	5,954.37	5,246.94	6,600.00	4,759.94	6,600.00	6,600.00	0.00	6,600.00	6,600.00
Total Operating Budget	<u>1,362,256.45</u>	<u>1,385,990.91</u>	<u>1,474,441.00</u>	<u>754,419.16</u>	<u>1,346,245.66</u>	<u>1,490,959.00</u>	<u>(12,772.00)</u>	<u>1,441,669.00</u>	<u>1,441,669.00</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 2010	FY 2011
Pension-Contributory/FICA	53,260	53,591
Pension Administration	4,796	4,492
Medical & Life Insurance	65,694	62,818
Heat, Light, Water	9,063	8,773
Building Repair & Maintenance	5,789	4,948
Building Insurance	286	252
Total	\$138,888	\$134,874

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Contracts Bid	90	95	105
Number of PO's w/ values of \$1,000+	555	575	590
Number of PO's w/ values of \$999.00 or less	2,454	3,514	3,700

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	*Purchasing Agent	16-3
2.	Administrative Assistant	10-6 (L11)
3.	Office Coordinator	9-6 (L11)
4.	Insurance & Claims Admin	
Subtotal		

FY 2011		FY 2012				FY 2013									
#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval						
		Budget	Actual Expenditures	Expenditures Thru 6/30/12											
		1	74,209	36,658.06						74,209.00	1	77,132	1	77,132	77,132
		1	64,093	32,221.29						64,093.00	1	64,093	1	64,093	64,093
		1	59,441	29,882.63						59,441.00					
		2,700	1,357.39	2,700.00		2,700		2,700	2,700						
3	193,927.81	3	200,443	100,119.37	200,443.00	2	143,925		2	143,925	143,925				

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary		2,923
Administrative Assistant	10-6 (L11)	4,652

Explanation

This employee has been performing many of the Administrative Assistant functions including composing a variety of correspondences, legal bid notices, purchase orders, carefully recording bid openings, handling bid deposit checks and check refunds, post notices, contact vendors, obtaining prices for goods and placing orders, distributes POs to the Department heads, handles petty cash, maintains, records and distributes vendors' payments requests and change orders, assists the public and other departments with Purchasing matters.

1	64,093	1	64,093	64,093
1	64,093	1	64,093	64,093

New Positions

Subtotal

Grand Total

3	193,927.81	3	200,443	100,119.37	200,443.00	3	208,018	3	208,018	208,018
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PURCHASING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	118,200.03	191,617.71	197,743.00	98,761.98	197,743.00	205,318.00	7,575.00	205,318.00	205,318.00
5113 Salaries - Part Time	50,037.20	2,310.10	2,700.00	1,357.39	2,700.00	2,700.00	0.00	2,700.00	2,700.00
General Expenses 001-138-5200									
5192 Mileage Allowance				26.25	26.25				
5242 Maintenance of Office Equipment	588.85	1,090.94	1,000.00	880.81	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5341 Advertising	1,760.64	2,263.44	3,000.00	1,957.12	3,203.00	250.00	(2,750.00)	250.00	250.00
5342 Postage	576.13	436.63	500.00	464.58	1,465.00	1,500.00	750.00	1,250.00	1,250.00
5343 Printing & Binding	140.00	364.00	300.00	735.44	736.00	900.00	600.00	900.00	900.00
5420 Office Supplies	1,223.59	1,491.37	1,200.00	1,867.07	4,200.00	4,620.00	2,400.00	3,600.00	3,600.00
5730 Dues	150.00	185.00	150.00	150.00	335.00	360.00	210.00	360.00	360.00
Special Items 001-138-5500									
5741 Auto Insurance	83,153.00	93,582.00	97,000.00	67,066.99	77,000.00	77,000.00	(20,000.00)	77,000.00	77,000.00
5742 Building Insurance	142,483.12	125,794.12	129,000.00	115,480.21	115,480.21	164,425.00	35,425.00	164,425.00	164,425.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Greater bidding and contract activity. In March additional funds were needed to cover for the added expenses.	1,000.00
5343 Printing & Binding	Greater bidding and contract activity.	600.00
5420 Office Supplies	Greater bidding and contract activity. In March additional funds were needed to cover for the added expenses.	3,420.00
5730 Dues	MMA cost was not budgeted last year (\$185). MAPPO dues will increase by \$25.00.	210.00
5742 Building Insurance	Using the actual base experience of \$115,480.21, this includes a 2.5% increase on the base premium (\$2,888) plus the premium increase for the updated Building Evaluation (\$29,318) plus the premium for additional buildings that were not insured in the past (\$292) plus the premium for vacant buildings (\$12,529) plus General Liab for the Banks School Project (\$3,918)	35,425.00

COST SUMMARY BY CLASSIFICATION

Personnel	168,237.23	193,927.81	200,443.00	100,119.37	200,443.00	208,018.00	7,575.00	208,018.00	208,018.00
General Expenses	4,439.21	5,831.38	6,150.00	6,081.27	10,965.25	8,630.00	1,210.00	7,360.00	7,360.00
Equipment & Unusual									
Special Items	225,636.12	219,376.12	226,000.00	182,547.20	192,480.21	241,425.00	15,425.00	241,425.00	241,425.00
Total Operating Budget	<u>398,312.56</u>	<u>419,135.31</u>	<u>432,593.00</u>	<u>288,747.84</u>	<u>403,888.46</u>	<u>458,073.00</u>	<u>24,210.00</u>	<u>456,803.00</u>	<u>456,803.00</u>

RECREATION

STATEMENT OF OBJECTIVES:

To continue to organize, promote and develop a comprehensive cultural and recreational program that strives to accommodate and attract as many residents as possible which includes all ages, backgrounds, capabilities and interests. The opportunity to participate in various year round leisure time activities and to accomplish the above objectives through the administration, supervision and scheduling of all parks and recreation facilities. To provide recreational programs at the least possible cost per participant for activities and to promote public use of all facilities. Having moved administrative offices to Waltham's Community & Cultural Center on Moody St. in the spring of 2010, space available in the former South Jr High School Building has allowed us the opportunity to expand services and incorporate a new middle school teen program known as "The Chill Zone". A summer season of Chill Zone programming will be available in 2011, both structured and drop in.

DESCRIPTION OF OUTPUT STATEMENT:

This is the supportive 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 2010	FY 2011
Pension-Contributory/FICA	14,867	41,065
Pension Administration	913	3,027
Medical & Life Insurance	98,655	171,326
Heat, Light, Water	11,066	7,430
Building Repair & Maintenance	30,669	58,490
Building Insurance	856	755
Motor Vehicle Insurance	338	379
Motor Vehicle Maint & Repair	4,302	4,519
Total	\$161,666	\$286,991

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total # of Rec Activities	226	230	236
Total Attend / Participants	160,429	164,246	164,288
Total Cost / Participant	6.00	6.00	6.00
Total Number of Diff Part	11,069	11,605	12,205
Total Cost / Diff Participant	75.00	81.00	80.00
Total Revenue	\$122,225	\$123,200	\$124,650
Net Cost / Participant	5.00	5.00	6.00
Net Cost / Diff Participant	64.00	70.00	70.00

RECREATION

PERSONNEL

			FY 2011		FY 2012			FY 2013						
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	#	July-December		#	Department Request		#	Mayor's Recommendation	Council Approval	
						Budget	Actual Expenditures Thru 6/30/12							
1.	Recreation Board				10	11,000	3,405.70	11,000.00	10	11,000		10	11,000	11,000
2.	Director of Recreation	17-6 (L11)			1	103,917	52,242.59	103,917.00	1	103,917		1		103,917
3.	Asst Director Recreation	14-6 (L8)			1	82,612	41,531.95	82,612.00	1	82,612		1	82,612	82,612
4.	Recreation Supervisor	12-6 (L11)			1	74,548	37,477.39	74,548.00	1	74,548		1	74,548	74,548
5.	Rec Super / Spec Needs	12-6 (L8)			1	72,533	36,464.59	72,533.00	1	72,533		1	72,533	72,533
6.	*Rec Super / Teen Center	12-3			1	56,852	28,219.32	56,852.00	1	59,080		1	59,080	59,080
7.	*Administrative Assistant (PT 19 hrs)	10-2			0.5	25,875	10,626.81	25,875.00	0.5	26,884		0.5	26,884	26,884
8.	*Office Coordinator (PT 19 hrs)	9-3			0.5	24,803	11,949.19	24,803.00	0.5	25,507		0.5	25,507	25,507
9. LAB	Bldg Maint Person Nights	7-1			1	40,912	19,554.15	40,912.00	1	39,883		1	39,883	39,883
10.	Recreation Board Clerk					1,000	300.00	1,000.00		1,000			1,000	1,000
Subtotal			17.5	476,478.97	17	494,052	241,771.69	494,052.00	17	496,964		17	393,047	496,964

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary 3,941

Bldg Maint Person Nights 7-1 (1,029)

Director of Recreation 19-6 (L11) 13,837

Vacancy, Replacement - 5/1/12

Mayor's Recommendation

117,754

New Positions

Subtotal

0	0	0	117,754	0
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Grand Total

18	476,478.97	17	494,052	241,771.69	494,052.00	17	496,964	17	510,801	496,964
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RECREATION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	377,203.31	426,951.84	390,462.00	195,935.84	390,462.00	392,690.00	16,065.00	406,527.00	392,690.00
5112 Wages - Full Time	0.00	26,499.63	40,912.00	19,554.15	40,912.00	39,883.00	(1,029.00)	39,883.00	39,883.00
5121 Salaries - Part Time	700.00	12,727.50	51,678.00	22,876.00	51,678.00	53,391.00	1,713.00	53,391.00	53,391.00
5194 Boards & Commissions	0.00	10,300.00	11,000.00	3,405.70	11,000.00	11,000.00	0.00	11,000.00	11,000.00
CDBG Teen Center Funding		(53,473.51)	(81,655.00)	(18,540.11)	(81,655.00)	(84,587.00)	21,653.00	(60,002.00)	(60,002.00)
General Expenses 001-630-5200									
5192 Mileage	500.00	500.00	1,000.00	602.07	1,200.00	1,200.00	200.00	1,200.00	1,200.00
5213 Light	2,267.72	4,252.37	3,800.00	2,863.21	3,800.00	3,800.00	0.00	3,800.00	3,800.00
5247 Intrusion Detection	1,255.08	1,057.71	1,200.00	960.00	960.00	1,200.00	0.00	1,200.00	1,200.00
5342 Postage	496.75	306.38	500.00	11.88	500.00	500.00	0.00	500.00	500.00
5343 Printing	3,341.00	1,260.00	3,800.00	1,506.00	3,800.00	3,800.00	0.00	3,800.00	3,800.00
5420 Office Supplies	2,690.29	16.34	2,500.00	1,116.95	2,354.00	2,500.00	0.00	2,500.00	2,500.00
5460 Maintenance of Grounds		641.40	500.00	685.48	686.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	500.00					700.00	700.00	700.00	700.00
5730 Dues	250.00	300.00	300.00	300.00	300.00	300.00	0.00	300.00	300.00
Equipment & Unusual 001-630-5400									
5300 Youth Programs		25,623.74	26,000.00	15,409.78	26,000.00	32,000.00	6,000.00	32,000.00	32,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Mileage reimbursement	200.00
5581 Clothing, Gloves, Shoes	Building Maint Employee - union obligates clothing, uniform allowances	700.00
5300 Youth Programs	W.C.C. - Chill Zone programming expenses - increased membership	6,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	377,903.31	423,005.46	412,397.00	223,231.58	412,397.00	412,377.00	38,402.00	450,799.00	436,962.00
General Expenses	11,300.84	8,334.20	13,600.00	8,045.59	13,600.00	14,500.00	900.00	14,500.00	14,500.00
Equipment & Unusual	0.00	25,623.74	26,000.00	15,409.78	26,000.00	32,000.00	6,000.00	32,000.00	32,000.00
Total Operating Budget	389,204.15	456,963.40	451,997.00	246,686.95	451,997.00	458,877.00	45,302.00	497,299.00	483,462.00

KALEIDOSCOPE AND WATER SPRAY PARKS

STATEMENT OF OBJECTIVES:

To provide outdoor environments 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 water spray parks, play equipment, and green open space, which are all safe, inviting and well maintained. To provide a comprehensive outdoor summer recreation program for pre-schoolers, elementary age boys and girls, and middle school age youths.

DESCRIPTION OF OUTPUT STATEMENT:

Twenty-five recreational areas are available for use by the citizens of Waltham at all times throughout the year on an unsupervised basis. During the summer season, recreational program instructors are hired to provide the Kaleidoscope program. The Kaleidoscope Program in 2012 will be held at the Fitzgerald Elementary School and Msgr. McCabe playground, Monday through Fridays.

Having the combination of indoor school facilities with newly renovated outdoor facilities provides top quality resources for program offering. Water Park facility attendants are hired to supervise the larger, heavily populated water spray park facilities. Smaller sites are unsupervised, but open the same hours each day. Hours of operations have been expanded to seven days a week and week night evenings. The traditional (8) week season has also been extended both prior and beyond the summer season to Labor Day when weather conditions permit. For 2012, the Fitch Water Spray Park will be open. Additional staff attendants are requested to be hired for Fitch Spray Park as well as Drake Spray Park, not previously staffed. We also request funding to expand Saturday hours of operation at the spray parks to 5:00 p.m.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Kaleidoscope Attendance	1,613	1,638	1,638
Wading Pool Attendance	6,408	8,808	9,000
Total Attendance	8,021	10,446	10,638
Gross Element Cost	34.00	32.00	36.00
Element Net Cost / Participant	29.00	29.00	32.00
Revenue	\$37,012	\$37,200	\$37,450

KALEIDOSCOPE AND WATER SPRAY PARKS

PERSONNEL

Bargaining Unit Position FY 2013 Grade-Step

1. Program Instructors for Kaleidoscope and attendants at facilities
2. Kaleidoscope Asst. Program Director

Subtotal

FY 2011		FY 2012				FY 2013					
#	Actual Expenditures	July-December			#	Department Request	Mayor's			Council Approval	
		#	Budget	Actual Expenditures			#	Recommendation			
									Expenditures Thru 6/30/12		
		14	42,000	36,911.00	42,000.00	14	43,200	14	43,200	43,200	
		1	6,000		6,000.00	1	6,000	1	6,000	6,000	
15	44,111.25	15	48,000	36,911.00	48,000.00	15	49,200		15	49,200	49,200

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Extended Hours - Saturday hours to 5:00 p.m.

1,200

New Positions

Water Spray Park Attendants

Explanation

For Fitch and Drake Spray Parks

2	6,000		2	6,000		6,000
2	6,000		2	6,000		6,000

Subtotal

Grand Total

15	44,111.25	15	48,000	36,911.00	48,000.00	17	55,200		17	55,200		55,200
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KALEIDOSCOPE AND WATER SPRAY PARKS

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	41,999.25	44,111.25	48,000.00	36,911.00	48,000.00	55,200.00	7,200.00	55,200.00	55,200.00
General Expenses 001-631-5200									
5231 Water	94,581.12	162,814.05	210,000.00	342.63	210,000.00	240,000.00	30,000.00	240,000.00	240,000.00
5312 First Aid Training	342.50		500.00		1,000.00	1,000.00	500.00	1,000.00	1,000.00
5381 Transportation of Persons	2,375.00	2,225.00	3,700.00	1,950.00	3,700.00	3,700.00	0.00	3,700.00	3,700.00
5460 Maintenance of Grounds	2,153.09	2,626.31	2,500.00	613.90	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5470 Public Safety Supplies	652.67	724.49	600.00	42.26	50.00		(600.00)		
5500 First Aid Supplies	1,220.93	1,280.33	1,000.00		1,200.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	9,624.43	8,126.64	16,100.00	11,186.61	16,100.00	16,100.00	0.00	16,100.00	16,100.00
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks	2,040.30	2,052.10	3,500.00	995.90	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>
5231 Water	Water/sewer charges - Fitch	30,000.00
5312 First Aid Training	Fee increase for certification	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	41,999.25	44,111.25	48,000.00	36,911.00	48,000.00	55,200.00	7,200.00	55,200.00	55,200.00
General Expenses	110,949.74	177,796.82	234,400.00	14,135.40	234,550.00	264,300.00	29,900.00	264,300.00	264,300.00
Equipment & Unusual	2,040.30	2,052.10	3,500.00	995.90	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	154,989.29	223,960.17	285,900.00	52,042.30	286,050.00	323,000.00	37,100.00	323,000.00	323,000.00

SUMMER FUN AT PROSPECT HILL

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. Many of the children attending these programs are of low and middle class income families. Minimal registration fees charged make it possible for all to attend.

DESCRIPTION OF OUTPUT STATEMENT:

All day summer programs at Prospect Hill for an eight week summer season. To continue the opportunity for youngsters to learn more about and experience the outdoors, swimming, sporting activities, crafts and games. Our Pre-K program is for children entering kindergarten in September. The Summer Fun Program is for boys and girls in grades 1-6. Our LEAP (Leadership, Experience, Adventure Program) is one of our major summer programs for middle school age youths in grades 7, 8 and 9. Limited space and resources restrict the number of weeks each child can attend these programs. Additional summer programs have been added since 2006, but operate totally on a self-supporting basis. These additions include weekly activities for Waltham youths for most sports, drama and theater. Program activities opportunities have been expanded to include gardening, dance, science, and art. This element provides affordable summer recreation for children ages 5-15.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Summer Fun Programs	3	3	3
Different Participants	551	560	575
Total Attended	3,883	3,900	4,000
Revenue	\$75,903	\$76,000	\$76,200
Gross Cost / Participant	18.00	19.00	19.00
Net Cost / Session / Participant	(2.00)	(1.00)	(1.00)

SUMMER FUN AT PROSPECT HILL

PERSONNEL

	Bargaining Unit	Position	FY 2013 Grade-Step
1.		Summer Fun Prog Instructors/Pre-K Instructors	
2.		Lifeguard / Swimming Instructor	
3.		Asst Program Director	
4.		Middle School Program Supervisor	
Subtotal			

FY 2011		FY 2012				FY 2013					
#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval		
		#	Budget	Actual Expenditures							
				Thru 6/30/12							
		14	40,756	46,727.00							
		2	7,640	7,640.00							
		1	6,000	6,000.00							
1	5,400	5,400.00									
18	59,796.00	18	59,796	46,727.00	59,796.00	18	59,796		18	59,796	59,796

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

18	59,796.00	18	59,796	46,727.00	59,796.00	18	59,796	18	59,796	59,796
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SUMMER FUN AT PROSPECT HILL

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	60,064.75	59,796.00	59,796.00	46,727.00	59,796.00	59,796.00	0.00	59,796.00	59,796.00
General Expenses 001-632-5200									
5312 First Aid Training	240.00	550.00	400.00	432.00	432.00	800.00	400.00	800.00	800.00
5381 Contract Labor	1,050.00	1,450.00	2,000.00	1,937.50	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5584 Recreational	9,270.16	7,227.41	10,500.00	5,234.93	10,468.00	10,500.00	0.00	10,500.00	10,500.00

Department Explanation for Requested Increases

Item

5312 First Aid Training

Reason

Fee increase for certification

**Department Cost for
Requested Increase**

400.00

COST SUMMARY BY CLASSIFICATION

Personnel	60,064.75	59,796.00	59,796.00	46,727.00	59,796.00	59,796.00	0.00	59,796.00	59,796.00
General Expenses	10,560.16	9,227.41	12,900.00	7,604.43	12,900.00	13,300.00	400.00	13,300.00	13,300.00
Equipment & Unusual									
Total Operating Budget	70,624.91	69,023.41	72,696.00	54,331.43	72,696.00	73,096.00	400.00	73,096.00	73,096.00

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

To support the (15) fifteen youth sport organizations in the City with operating expenses. To cover electrical costs of youth league concession stand buildings and the lighting of: baseball, softball, and football fields, basketball courts, and tennis courts, from May-November. To provide free recreational youth programs sponsored by the Waltham Police Athletic League (PAL), which include winter basketball program, outdoor street hockey program and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house.

DESCRIPTION OF OUTPUT STATEMENT:

Assists youth sport organizations with support and financial appropriation towards operational expenses. Element covers costs to operate outdoor night lighting of basketball and tennis courts, baseball, softball and football fields. Funding levels have stayed constant for the past few years.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Games Played	5,114	5,250	5,360
Element Cost / Game	24.00	23.00	23.00
Element Cost / Diff Prt	16.00	16.00	16.00
Total Diff Participants	7,484	7,505	7,580
Total Attendants	148,525	149,000	149,650

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200									
5213 Light	36,586.34	29,186.50	45,000.00	23,486.37	55,000.00	45,000.00	0.00	45,000.00	45,000.00
5350 Umpires	2,500.00	370.00							
5381 Contract Labor	7,520.00	10,000.00	15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00
5584 Recreational	41,324.16	31,846.00	42,000.00	2,500.00	42,000.00	42,000.00	0.00	42,000.00	42,000.00
Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	5,720.02	8,014.15	8,000.00	2,554.61	8,000.00	8,000.00	0.00	8,000.00	8,000.00

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	87,930.50	71,402.50	102,000.00	25,986.37	112,000.00	102,000.00	0.00	102,000.00	102,000.00
Equipment & Unusual	5,720.02	8,014.15	8,000.00	2,554.61	8,000.00	8,000.00	0.00	8,000.00	8,000.00
Total Operating Budget	<u>93,650.52</u>	<u>79,416.65</u>	<u>110,000.00</u>	<u>28,540.98</u>	<u>120,000.00</u>	<u>110,000.00</u>	<u>0.00</u>	<u>110,000.00</u>	<u>110,000.00</u>

VETERAN'S MEMORIAL ICE SKATING RINK

STATEMENT OF OBJECTIVES:

To continue to provide indoor ice skating for general public and provide necessary ice rental time for youth hockey programs at an affordable price. To expand upon programs and services to meet the needs of the community, while offering surrounding communities the opportunity to also enjoy the recreational benefits of this winter activity. To provide a facility built for winter indoor recreational activities which is clean, safe and enjoyed by many. These winter recreational activities promote and encourage vigorous exercise and relaxing skating during an extended winter season. The seventh year of operations began September 12, 2011 and will close on April 7, 2012.

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 were increased for the 2011-2012 season. Public skating fees may be increased for 2012-2013 season.

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 2010	FY 2011
Pension-Contributory/FICA	1,406	1,471
Medical & Life Insurance	50,890	
Building Insurance	3,361	2,967
Worker's Compensation	37,523	28,390
Other Dept Allocations	16,484	19,301
Total	\$109,664	\$52,129

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Total Number of Ice Rental Hours	1,982	1,991	2,000
Total Number of Public Skating Hrs	166	186	190
Total Number of In-House Prgm Hrs	57	63	65
Total Number of Non-Profit Groups	5	4	4
Total Number of Private groups	16	19	20
Total Attendance	63,303	63,387	64,000
Total Revenue	\$381,936	\$409,939	\$420,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

			FY 2011	FY 2012			FY 2013					
Bargaining Unit Position			FY 2013 Grade-Step	#	Actual Expenditures	July-December Actual Expenditures		#	Department Request	#	Mayor's Recommendation	Council Approval
1.	LAB	Rec Facilities Supervisor II N	10-6	1	55,907		0.00	1	55,907	1	55,907	55,907
2.	LAB	Rec Facilities Supervisor I N	9-6	1	53,384	25,787.15	53,384.00	1	53,384	1	53,384	53,384
3.	LAB	Rec Facilities Supervisor I N	9-4	1	50,760	24,413.25	42,462.00	1	44,067	1	47,628	47,628
4.		Temporary / Seasonal			20,000	9,678.00	30,000.00		20,000		20,000	20,000
5.		Rink Director			5,000	2,513.70	5,000.00		5,000		5,000	5,000
Subtotal				3	123,112.74	62,392.10	130,846.00	3	178,358	3	181,919	181,919

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

Rec Facilities Supervisor I N 9-1 (3,132) Transfer of Bldg Maint employee to fill vacancy

New Positions

Subtotal

0	0	0	0	0

Grand Total

3	123,112.74	3	185,051	62,392.10	130,846.00	3	178,358	3	181,919	181,919
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All three positions include maintenance responsibilities

Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance including swimming pool and outdoor grounds, as well as the Veterans Memorial Athletic Complex on Forest St.

These three employees are available from May-August to the CPW Department, if requested for the off-season

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures					
Personnel 640-630-5100									
5112 Wages - Full Time	94,104.37	97,981.74	160,051.00	50,200.40	95,846.00	153,358.00	(3,132.00)	156,919.00	156,919.00
5122 Temporary Help / Seasonal	31,603.50	20,131.00	20,000.00	9,678.00	30,000.00	20,000.00	0.00	20,000.00	20,000.00
5121 Salaries - Part Time	5,000.00	5,000.00	5,000.00	2,513.70	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5131 Overtime	1,272.45	2,908.55	3,000.00	534.06	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 640-630-5200									
5211 Heat	12,879.75	10,558.45	14,000.00	2,296.62	14,000.00	14,000.00	0.00	14,000.00	14,000.00
5213 Lights	142,832.75	140,607.97	150,000.00	61,736.96	150,000.00	150,000.00	0.00	150,000.00	150,000.00
5231 Water	7,494.40	16,955.00	15,000.00	335.69	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5241 Equipment Repair/Maint/Compressor	2,560.87	21,175.24	23,900.00	5,124.00	23,900.00	18,000.00	(5,900.00)	18,000.00	18,000.00
5244 Motor Equipment Repair/Maint	5,074.42	14,058.26	10,500.00	5,028.80	10,500.00	12,000.00	1,500.00	12,000.00	12,000.00
5245 Repair to Buildings & Grounds	7,605.20	8,901.85	4,600.00	3,457.60	5,049.00	8,000.00	3,400.00	8,000.00	8,000.00
5247 Intrusion Detection	1,325.89	1,307.45	1,400.00	419.21	1,400.00	1,500.00	100.00	1,500.00	1,500.00
5312 Training	425.00	425.00	500.00	425.00	500.00	500.00	0.00	500.00	500.00
5430 Building Supplies	1,524.60	948.08	2,500.00	170.01	2,500.00	3,000.00	500.00	3,000.00	3,000.00
5460 Maintenance of Grounds/Supplies	3,634.48		3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	1,232.98	1,871.98	2,100.00	2,661.97	2,662.00	2,500.00	400.00	2,500.00	2,500.00
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	9,200.00	4,427.67	10,000.00	5,951.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5691 State Assessment	3,794.29	3,797.76	5,000.00	1,158.57	5,000.00	5,000.00	0.00	5,000.00	5,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	9,898.00	5,965.00	6,500.00		6,500.00	6,500.00	0.00	6,500.00	6,500.00

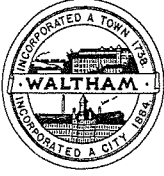
Department Explanation for Requested Increases

With anticipated decrease in compressor maintenance costs the available funds will offset the following anticipated expense increases described below by line items. Overall elements costs figure remains the same.

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5244 Motor Equipment Repair/Maint	Anticipated Zamboni machine repairs/tune-up	1,500.00
5245 Repair to Buildings & Grounds	Replacement of rubberized matting in areas that are a tripping hazard/safety concerns	3,400.00
5247 Intrusion Detection	Anticipated slight increase in monitoring fee for 2013	100.00
5430 Building Supplies	Anticipated increase in costs for cleaning supplies/products for restrooms/locker rooms	500.00
5581 Clothing, Gloves, Shoes	Actual expenses to fulfill union obligations	400.00

COST SUMMARY BY CLASSIFICATION

Personnel	131,980.32	126,021.29	188,051.00	62,926.16	133,846.00	181,358.00	(3,132.00)	184,919.00	184,919.00
General Expenses	186,590.34	216,809.28	227,500.00	81,655.86	228,511.00	227,500.00	0.00	227,500.00	227,500.00
Equipment & Unusual	12,994.29	8,225.43	15,000.00	7,109.57	15,000.00	15,000.00	0.00	15,000.00	15,000.00
Special Items	9,898.00	5,965.00	6,500.00	0.00	6,500.00	6,500.00	0.00	6,500.00	6,500.00
Total Operating Budget	341,462.95	357,021.00	437,051.00	151,691.59	383,857.00	430,358.00	(3,132.00)	433,919.00	433,919.00



CITY OF WALTHAM IN THE CITY COUNCIL

610 Main Street Waltham Massachusetts 02452

Order # 31726

Ordered:

That the sum of \$66,699,448 be approved to the account designated in the attached budget schedule to fund the School Department budget for fiscal year 2013 and said amount to be assessed in the Revenue of 2013.

Read & Adopted: May 29, 2012

Attest: Rosario C. Malone, CMC – City Clerk

**COUNCIL ORDER
PUBLIC EDUCATION
FISCAL YEAR 2013**

SCHOOLS

66,699,448

- * FY13 full-time employees (FTEs) not exceeding 887.93 in number
- * Benefit-eligible part-time employees not exceeding 67 in number
- * Insured school vehicles not exceeding 12 in number

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.

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 2010	FY 2011
Pension-Contributory/FICA	3,204	2,780
Medical & Life Insurance	114,754	79,381
Heat, Light, Water	6,074	6,494
Building Repair & Maintenance	7,976	5,785
Building Insurance	121	107
Motor Vehicle Insurance	338	758
Motor Vehicle Maint & Repair	4,302	9,037
Workers' Compensation	27,369	20,328
Total	\$164,138	\$124,670

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Aluminum Sign Recycling (income)	\$90.00	\$90.00	\$90.00
Pre-Made Signs	\$5,949.00	\$6,257.00	\$6,000.00
Sign Blanks	\$1,100.00	\$1,404.00	\$1,500.00
Sign Film	\$3,759.00	\$10,067.00	\$10,000.00
Sign Post & Brackets	\$1,115.00	\$2,527.00	\$3,000.00
Paint / Thermoplastic	\$8,804.00	\$12,000.00	\$12,000.00

TRAFFIC ENGINEERING

PERSONNEL

			FY 2011		FY 2012			FY 2013			
Bargaining Unit	Position	FY 2013 Grade-Step	# Actual Expenditures	# Budget	July-December Actual Expenditures Thru 6/30/12	# Department Request	# Mayor's Recommendation	Council Approval			
1.	Clerk			1	2,500	1,256.72	2,500.00	1	2,500	2,500	
2.	Traffic Engineer	19-3		1	43,700		18,700.00	1	94,436	94,436	
3.	*Asst to Traffic Engineer	13-6 (L11)		1	78,844	39,637.28	78,844.00	1	79,023	79,023	
4.	Principal Office Asst (PT 19.5 hrs)	8-6		0.5	27,926	13,886.60	27,926.00	0.5	27,926	27,926	
5. LAB	Heavy Motor Equip Operator	8-6		1	48,108	24,145.92	48,108.00	1	48,108	48,108	
6. LAB	Motor Equipment Operator	7-2		1	45,999	23,087.44	43,577.00	1	38,167	38,167	
Subtotal			4.5	196,288.30	5.5	247,077	102,013.96	219,655.00	5.5	290,160	290,160

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	179
Traffic Engineer	50,736
Motor Equipment Operator	(7,832)

Explanation

New employee hired at higher step for 12 months
Employee transferred and new employee hired at lower step

New Positions

LAB Motor Equipment Operator	7-1
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Subtotal

1	37,626	0	0	0
1	37,626	0	0	0

Grand Total

4.5 196,288.30	5.5 247,077	102,013.96 219,655.00	6.5 327,786	5.5 290,160	290,160
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/12				
Personnel 001-480-5100									
5111 Salaries - Full Time	111,234.50	78,843.65	122,544.00	39,637.28	97,544.00	173,459.00	50,915.00	173,459.00	173,459.00
5121 Salaries - Part Time	26,358.93	30,349.12	30,426.00	15,143.32	30,426.00	30,426.00	0.00	30,426.00	30,426.00
5112 Wages - Full Time	93,444.83	87,095.53	94,107.00	47,233.36	91,685.00	123,901.00	(7,832.00)	86,275.00	86,275.00
5131 Overtime	10,440.22	9,166.71	5,000.00	4,420.26	5,000.00	10,000.00	0.00	5,000.00	5,000.00
General Expenses 001-480-5200									
5242 Office Equipment Repair/Maint	592.26	217.45	100.00		101.00	100.00	0.00	100.00	100.00
5244 Motor Equipment Repair/Maint	429.00	1,028.33	1,030.00	64.68	1,030.00	1,030.00	0.00	1,030.00	1,030.00
5342 Postage	35.20		40.00		40.00	40.00	0.00	40.00	40.00
5343 Printing	478.74	89.08	500.00		500.00	1,500.00	0.00	500.00	500.00
5420 Office Supplies	762.53	1,034.20	500.00	454.08	500.00	1,000.00	500.00	1,000.00	1,000.00
5431 Paint Supplies	17,836.50	8,882.23	20,000.00	8,523.88	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5534 Traffic Signs	19,289.32	9,033.73	20,000.00	11,544.57	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5541 Welding Supplies	142.80	929.29	150.00	77.88	150.00	150.00	0.00	150.00	150.00
5581 Clothing, Gloves	1,309.99	1,284.98	1,300.00	1,324.98	1,475.00	1,500.00	0.00	1,300.00	1,300.00
5587 Tools	475.12	511.77	400.00	122.97	400.00	400.00	0.00	400.00	400.00
5730 Dues		75.00				500.00	500.00	500.00	500.00
5731 Conference Expense						1,000.00			

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5300 Engineer Consultants (12 months)	700.00	99,785.55	50,000.00	38,323.25	75,000.00	100,000.00	(50,000.00)		
Thermoplastic outsource						100,000.00	50,000.00	50,000.00	50,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Street painting during weekdays and weekends	5,000.00
5343 Printing	Printing of new larger Rules & Regulations	1,000.00
5420 Office Supplies	New Traffic Engineer	500.00
5581 Clothing, Gloves	New MEO (third person)	200.00
5730 Dues	New Traffic Engineer (ITE membership, PE renewal)	500.00
5731 Conference Expense	Traffic related conferences	1,000.00
5300 Engineer Consultants (12 months)	No new Traffic Engineer	50,000.00
Thermoplastic outsource	Thermo major roadways due to small paint crew	100,000.00 (Subject to bid)

COST SUMMARY BY CLASSIFICATION

Personnel	241,478.48	205,455.01	252,077.00	106,434.22	224,655.00	337,786.00	43,083.00	295,160.00	295,160.00
General Expenses	41,351.46	23,086.06	44,020.00	22,113.04	44,196.00	47,220.00	1,000.00	45,020.00	45,020.00
Equipment & Unusual	700.00	99,785.55	50,000.00	38,323.25	75,000.00	200,000.00	0.00	50,000.00	50,000.00
Total Operating Budget	<u>283,529.94</u>	<u>328,326.62</u>	<u>346,097.00</u>	<u>166,870.51</u>	<u>343,851.00</u>	<u>585,006.00</u>	<u>44,083.00</u>	<u>390,180.00</u>	<u>390,180.00</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 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:

Starting in 2011 there will be 350 parking meters removed in the public parking lots and replace with six (6) Pay-by-Space machines.
This will leave 423 parking spaces regulated by individual parking meters which vary in the time span depending on location. An additional 289 parking spaces are enforced by four (4) Pay-&-Display machines.
There are 203 parking spaces monitored without meters but by time limits. The meters are kept in good repair and the revenues are regularly collected.
Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	13,074	13,110
Pension Administration	1,049	983
Medical & Life Insurance	62,965	69,565
Heat, Light, Water	6,074	6,494
Building Repair & Maintenance	7,976	5,785
Building Insurance	121	107
Motor Vehicle Insurance	338	379
Motor Vehicle Maint & Repair	4,302	4,519
Total	\$95,899	\$100,942

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Meter Revenue	\$389,106.00	\$389,220.00	\$400,000.00
Monthly Stickers Revenue	\$35,070.00	\$25,000.00	\$25,000.00
Yearly Stickers Revenue	\$72,100.00	\$27,000.00	\$27,000.00
Senior Stickers Revenue	\$5,000.00	\$5,000.00	\$5,000.00
PCO Ticket issuance	15,400	17,000	20,000
PCO & Police Ticket Revenue	\$685,000.00	\$700,000.00	\$700,000.00

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	Supervisor	
2.	SPMG Parking Control Supervisor	11-6 (L11)
3.	*Parking Control Officer	7-6 (L9)
4.	*Parking Control Officer	7-6 (L8)
5.	Parking Control Officer	7-2
Subtotal		

FY 2011		FY 2012			FY 2013				
#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval
		Budget	Actual Expenditures	Expenditures Thru 6/30/12					
					1	2,500	1	2,500	2,500
					1	69,120	1	69,120	69,120
					1	43,864	1	43,864	43,864
					1	43,449	1	43,449	43,449
					1	33,312	1	36,223	36,223
5	195,573.64	5	197,997	98,919.18	191,679.00	5	192,245	5	195,156

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	1,167
Parking Control Officer	(4,008)

Explanation

New employee hired at lower step

New Positions

Parking Control Officer (PT 16 hrs) 4-8PM	7-1
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Subtotal

0.5	15,050		0	0	0
0.5	15,050		0	0	0

Grand Total

5	195,573.64	5	197,997	98,919.18	191,679.00	5.5	207,295	5	195,156	195,156
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PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 232-480-5100									
5111 Salaries - Full Time	186,629.07	193,073.64	195,497.00	97,662.46	189,179.00	189,745.00	(2,841.00)	192,656.00	192,656.00
5121 Salaries - Part Time	2,500.00	2,500.00	2,500.00	1,256.72	2,500.00	17,550.00	0.00	2,500.00	2,500.00
5131 Overtime			2,000.00		2,000.00	5,000.00	3,000.00	** 5,000.00	5,000.00
Offset Receipt - Meter Revenue	(189,129.07)	(195,573.64)	(199,997.00)						
General Expenses 232-480-5200									
5213 Light	39,475.96	41,104.79	45,000.00	15,806.23	40,000.00	40,000.00	(5,000.00)	40,000.00	40,000.00
5241 Equipment Repair/Maint	7,055.00	7,055.00	7,100.00	1,065.50	22,133.00	11,000.00	3,900.00	11,000.00	7,100.00
5242 Office Equipment Repair/Maint	151.00	484.32	100.00		100.00	100.00	0.00	100.00	100.00
5245 Building/Grounds Maint		282.65	300.00	1.00	300.00	300.00	0.00	300.00	300.00
5291 Custodial Services	8,776.31	8,224.47	9,000.00	5,341.37	9,000.00	9,000.00	0.00	9,000.00	9,000.00
5343 Printing	5,118.62	4,294.63	4,300.00	5,130.10	5,200.00	7,000.00	2,700.00	7,000.00	7,000.00
5411 Batteries	961.06	876.85	500.00	732.66	733.00	500.00	0.00	500.00	500.00
5543 Meters & Parts	1,211.52	2,473.87	2,000.00	1,087.92	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5581 Clothing, Glove, Shoes	23.15		150.00		150.00	150.00	0.00	150.00	150.00
5731 Conference Expense						1,000.00			
5740 Insurance Surety Bond	3,510.00	3,510.00	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00
Coin Processing						5,000.00	5,000.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(66,282.62)	(68,306.58)	(71,950.00)						
Equipment & Unusual 232-480-5400									
5176 Transfer to Medical Insurance Trust		60,000.00	60,000.00		60,000.00	60,000.00	0.00	60,000.00	60,000.00
Offset Receipt - Meter Revenue		(60,000.00)	(60,000.00)						

** Moody St enforcement (no meter violations issued after 6PM)

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,500.00	1,432.17	1,500.00	653.16	1,500.00	2,000.00	0.00	1,500.00	1,500.00
Offset Receipt - Meter Revenue	(1,500.00)	(1,432.17)	(1,500.00)						

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Moody St enforcement (March - October)	3,000.00
5241 Equipment Repair/Maint	Parkeon Pay & Display stations (6 total) + Communication	3,900.00 ***
5343 Printing	Monthly, yearly, and senior parking stickers	2,700.00
5731 Conference Expense	Parking Meter conferences	1,000.00
Coin Processing	For armor car to pickup coins and for bank to verify deposit	5,000.00
5190 Uniform Allowance	New PT PCO	500.00

*** Mayor: Existing parking systems being reviewed by Traffic Commission Subcommittee before any money is spent

COST SUMMARY BY CLASSIFICATION

Personnel	189,129.07	195,573.64	199,997.00	98,919.18	193,679.00	212,295.00	159.00	200,156.00	200,156.00
General Expenses	66,282.62	68,306.58	71,950.00	29,164.78	83,116.00	79,550.00	6,600.00	78,550.00	74,650.00
Equipment & Unusual	0.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00
Special Items	1,500.00	1,432.17	1,500.00	653.16	1,500.00	2,000.00	0.00	1,500.00	1,500.00
Less Receipts	(256,911.69)	(325,312.39)	(333,447.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	0.00	0.00	0.00	128,737.12	338,295.00	353,845.00	6,759.00	340,206.00	336,306.00

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 2010	FY 2011
Pension-Contributory/FICA	68,188	105,887
Pension Administration	5,259	8,157
Medical & Life Insurance	207,723	228,126
Heat, Light, Water	18,126	17,545
Building Repair & Maintenance	11,579	9,895
Building Insurance	571	504
Motor Vehicle Insurance	338	379
Motor Vehicle Maint & Repair	4,302	4,519
Total	\$316,086	\$375,012

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Committed Bills:			
Real Estate	64,000	64,000	64,000
Water	60,000	60,000	60,000
Excise	60,000	60,000	60,000
Departmental	4,200	4,200	4,200
Parking Ticket Revenue	681,306	750,000	750,000
Parking Violations	19,300	21,000	21,000
Municipal Liens	63,975	65,000	65,000
Number of Employees	2,202	2,202	2,202
Number of Payroll Checks	72,417	72,420	72,420
Number of Vendor Checks	12,571	12,600	12,600

TREASURER & COLLECTOR

PERSONNEL

			FY 2011		FY 2012			FY 2013					
Bargaining Unit Position		FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Treasurer & Collector	19-6 (L10)			1	116,694	58,665.51	116,694.00	1	116,694	1	116,694	116,694
2.	Asst Treasurer & Collector	16-6 (L11)			1	97,379	48,955.57	97,379.00	1	97,379	1	97,379	97,379
3.	Dept Coll / AR Manager	14-6 (L9)			1	83,377	41,916.49	83,377.00	1	83,377	1	83,377	83,377
4.	Accountant	11-6 (L9)			1	67,874	34,122.54	67,874.00					
5.	*Junior Accountant	10-6 (L8)			1	57,741	29,028.37	57,741.00	1	58,896	1	58,896	58,896
6.	*Administrative Assistant	10-6 (L8)			1	57,741	29,028.37	57,741.00	1	58,511	1	58,511	58,511
7.	Senior Cust Serv Asst	6-6 (L11)			1	49,655	24,963.03	49,655.00					
8.	Customer Service Asst	5-6			1	42,270	21,250.42	42,270.00					
9.	Customer Service Asst	5-6			1	40,688	20,359.73	40,688.00					
Payroll													
10.	*Payroll Spvr / Benefits Coord	12-2 (L9)			1	59,837	30,082.16	59,837.00	1	62,662	1	62,662	62,662
11.	Principal Office Asst	8-6 (L9)			1	54,634	27,466.20	54,634.00	1	54,634	1	54,634	54,634
12.	Associate Office Asst	7-6 (L8)			1	51,139	25,709.28	51,139.00	1	51,139	1	51,139	51,139
Subtotal			13	832,331.56	12	779,029	391,547.67	779,029.00	8	583,292	8	583,292	583,292

Summary of Changes

Adjustments to FY 2012 Positions

Explanation

Step Raises/Longevity included in * position salary	4,750
Senior Accountant	13-5 (L9) 7,296
Principal Office Asst	8-6 (L11) 5,982
** Associate Office Asst	7-6 5,081
Associate Office Asst	7-6 6,663

Performing Senior Accountant duties.	1	75,170	1	75,170	75,170
Performing Office Asst./ booking duties.	1	55,637	1	55,637	55,637
Performing other office duties.	1	47,351	1	47,351	47,351
Performing other office duties.	1	47,351	1	47,351	47,351

New Positions

Assistant Parking Clerk	10-1
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** Dept requested 1 staffing change (Grade 10)

Subtotal

1	75,170	1	75,170	75,170
1	55,637	1	55,637	55,637
1	47,351	1	47,351	47,351
1	47,351	1	47,351	47,351
1	47,664			
5	273,173	4	225,509	225,509

Grand Total

13	832,331.56	12	779,029	391,547.67	779,029.00	13	856,465		12	808,801	808,801
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TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	795,625.58	832,331.56	779,029.00	391,547.67	779,029.00	856,465.00	29,772.00	808,801.00	808,801.00
General Expenses 001-145-5200									
5242 Maintenance of Office Equipment	2,183.99	2,128.75	3,000.00	1,117.95	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	420.00	480.00	500.00		500.00	500.00	0.00	500.00	500.00
5304 Financial Services	4,170.00	4,805.00	5,500.00	5,000.00	5,500.00	6,000.00	500.00	6,000.00	6,000.00
5305 Legal Services	11,924.80	19,058.32	20,000.00	2,100.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5342 Postage	45,795.83	62,195.11	55,000.00	28,498.30	55,000.00	60,000.00	5,000.00	60,000.00	60,000.00
5343 Printing	12,221.16	15,001.38	19,000.00	11,885.97	19,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages	(25.00)	20.00	100.00		100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	143,480.30	151,720.14	155,000.00	74,858.38	155,000.00	165,000.00	10,000.00	165,000.00	165,000.00
5420 Office Supplies	4,862.08	5,439.84	5,500.00	2,177.01	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5730 Dues & Subscriptions	295.00	300.00	300.00	300.00	300.00	600.00	0.00	300.00	300.00
5731 Conference Expense		287.86	200.00		200.00	300.00	0.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
Equipment & Unusual 001-145-5400									
5305 Title Searches for Foreclosures			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
Legal Assistance						20,000.00	***		
*** (See Law Dept Request)									

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5304 Financial Services	New bond issued this year requires arbitrage review	500.00
5342 Postage	Expected postal fee increase	5,000.00
5385 Banking / Financial	Increased credit card fees and Banking service fees	10,000.00
5730 Dues & Subscriptions	Wall Street Journal would be helpful	300.00
5731 Conference Expense	Additional Treasurer/Collector's conference added	100.00
Legal Assistance	Need legal assistance with land court cases and with title search work	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	795,625.58	832,331.56	779,029.00	391,547.67	779,029.00	856,465.00	29,772.00	808,801.00	808,801.00
General Expenses	229,028.16	265,136.40	268,100.00	128,837.61	268,100.00	284,000.00	15,500.00	283,600.00	283,600.00
Equipment & Unusual	0.00	0.00	5,000.00	0.00	5,000.00	25,000.00	0.00	5,000.00	5,000.00
Total Operating Budget	<u>1,024,653.74</u>	<u>1,097,467.96</u>	<u>1,052,129.00</u>	<u>520,385.28</u>	<u>1,052,129.00</u>	<u>1,165,465.00</u>	<u>45,272.00</u>	<u>1,097,401.00</u>	<u>1,097,401.00</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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Trust Funds	78	80	80
Library Income	2,696	2,700	2,700
Charity Income	1,836	1,900	1,900
Cemetery Income	47,043	48,000	48,000
Scholarship Income	69,070	70,000	70,000
Other Income	6,623	6,700	6,700
Library Book Value	91,604	92,000	92,000
Charity Book Value	62,342	63,000	63,000
Scholarship Book Value	2,590,196	2,700,000	2,700,000
Cemetery Book Value	1,616,938	1,620,000	1,620,000
Other Book Value	326,935	330,000	330,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

			FY 2011		FY 2012			FY 2013				
Bargaining Unit Position		FY 2013 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Trust Fund Commissioner		3		3	3,000	600.00	3	3,000	3	3,000	3,000
2.	Asst Clerk & Custodian		1		1	1,000	502.85	1	1,000	1	1,000	1,000
Subtotal			4	3,600.00	4	4,000	1,102.85	4	4,000	4	4,000	4,000

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	3,600.00	4	4,000	1,102.85	4,000.00	4	4,000	4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/12	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-149-5100									
5121 Salaries - Part Time	1,000.00	1,000.00	1,000.00	502.85	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	300.00	2,600.00	3,000.00	600.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-149-5200									
5385 Banking/Financial	15,564.21	15,966.77	17,000.00	8,237.88	17,000.00	17,000.00	0.00	17,000.00	17,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	1,300.00	3,600.00	4,000.00	1,102.85	4,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses	15,564.21	15,966.77	17,000.00	8,237.88	17,000.00	17,000.00	0.00	17,000.00	17,000.00
Equipment & Unusual									
Total Operating Budget	16,864.21	19,566.77	21,000.00	9,340.73	21,000.00	21,000.00	0.00	21,000.00	21,000.00

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA	112,623	112,703
Pension Administration	10,227	9,580
Medical & Life Insurance	96,559	103,283
Heat, Light, Water	4,859	5,195
Building Repair & Maintenance	6,380	4,628
Building Insurance	97	85
Total	\$230,745	\$235,474

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Cases Yearly	1,050	1,065	1,065
Yearly Cash Benefits	\$200,000	\$200,000	\$200,000

VETERANS BENEFITS & SERVICES

PERSONNEL

	Bargaining Unit	Position	FY 2013 Grade-Step
1.	**	Dir of Vets Service / License	16-6 (L10)
2.		Administrative Assistant	10-6 (L8)

Subtotal

FY 2011		FY 2012				FY 2013					
Actual # Expenditures	#	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval		
		Budget	Actual Expenditures	Expenditures Thru 6/30/12							
		1	96,502	48,514.75						96,502.00	
		1	62,360	31,350.45						62,360.00	
2	158,862.11	2	158,862	79,865.20	158,862.00	2	158,862		2	158,862	158,862

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0		0	0		0		0		0

Grand Total

2	158,862.11	2	158,862	79,865.20	158,862.00	2	158,862	2	158,862	158,862
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

EXP ENDORSE

	FY 2010	FY 2011	FY 2012			FY 2013			
				July-December					
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	153,070.19	158,862.11	158,862.00	79,865.20	158,862.00	158,862.00	0.00	158,862.00	158,862.00
General Expenses 001-543-5200									
5192 Mileage Allowance	758.29	699.96	700.00	349.98	700.00	700.00	0.00	700.00	700.00
5242 Office Equipment Repair/Maint	252.00	481.76	450.00	252.00	450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	507.95	822.95	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	287.50	355.95	600.00		600.00	600.00	0.00	600.00	600.00
5343 Printing	67.62	66.00	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies		246.55	425.00		425.00	425.00	0.00	425.00	425.00
5510 Education Supplies			150.00		150.00	150.00	0.00	150.00	150.00
5588 Flags & Bunting		4,204.80	4,500.00	3,628.80	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5770 Veterans Benefits	191,087.20	171,564.48	200,000.00	96,204.41	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5781 Holiday Expenses	1,087.95	842.95	1,650.00	307.95	1,650.00	1,650.00	0.00	1,650.00	1,650.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	153,070.19	158,862.11	158,862.00	79,865.20	158,862.00	158,862.00	0.00	158,862.00	158,862.00
General Expenses	194,048.51	179,285.40	210,275.00	100,743.14	210,275.00	210,275.00	0.00	210,275.00	210,275.00
Equipment & Unusual									
Total Operating Budget	347,118.70	338,147.51	369,137.00	180,608.34	369,137.00	369,137.00	0.00	369,137.00	369,137.00

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2010	FY 2011
Pension-Contributory/FICA		139
Heat, Light, Water	1,215	1,299
Building Repair & Maintenance	1,595	1,157
Building Insurance	24	21
Total	\$2,834	\$2,616

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Number of Licenses	100	100	110
Common Victualer	140	140	145
Filing Fee	20	20	20
Amusement Device Permits	15	15	15
Entertainment	37	37	37
Dance Permits	14	14	14
Special Permits	160	200	200
Revenue from Licenses & Permits	\$318,475	\$315,975	\$320,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position FY 2013 Grade-Step

1. License Commission
2. Assistant to License Commission

Subtotal

FY 2011		FY 2012				FY 2013				
#	Actual Expenditures	#	Budget	July-December Actual Expenditures		#	Department Request	#	Mayor's Recommendation	Council Approval
				Expenditures	Thru 6/30/12					
		3	9,600	3,600.00	9,600.00	3	9,600	3	9,600	9,600
		1	3,000	1,508.27	3,000.00	1	3,000	1	3,000	3,000
4	12,600.00	4	12,600	5,108.27	12,600.00	4	12,600	4	12,600	12,600

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

4	12,600.00	4	12,600	5,108.27	12,600.00	4	12,600	4	12,600	12,600
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LICENSE COMMISSION

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,508.27	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	0.00	9,600.00	9,600.00	3,600.00	9,600.00	9,600.00	0.00	9,600.00	9,600.00
General Expenses 001-165-5200									
5308 Stenographer	1,800.00	1,900.00	2,250.00	1,200.00	2,250.00	2,250.00	0.00	2,250.00	2,250.00
5342 Postage	84.93	440.83	500.00		500.00	500.00	0.00	500.00	500.00
5343 Printing	474.68	365.47	600.00	202.00	600.00	600.00	0.00	600.00	600.00
5420 Office Supplies	240.41	206.70	300.00		300.00	300.00	0.00	300.00	300.00
5510 Education Supplies	72.00		200.00		200.00	200.00	0.00	200.00	200.00
5730 Dues	50.00	50.00	50.00		50.00	50.00	0.00	50.00	50.00

Department Explanation for Requested Increases

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

Personnel	3,000.00	12,600.00	12,600.00	5,108.27	12,600.00	12,600.00	0.00	12,600.00	12,600.00
General Expenses	2,722.02	2,963.00	3,900.00	1,402.00	3,900.00	3,900.00	0.00	3,900.00	3,900.00
Equipment & Unusual									
Total Operating Budget	5,722.02	15,563.00	16,500.00	6,510.27	16,500.00	16,500.00	0.00	16,500.00	16,500.00

WIRES

STATEMENT OF OBJECTIVES:

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

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

Administers all electrical system programs aimed at protection of person and property. Oversees all installation and maintenance operations and inspects electrical systems in public and private buildings. Serves as a central point for citizen inquiries and problems related to electrical systems. The Beth Eden Clock, located at Maple and Moody Streets, stands approximately 100 feet high and is lighted at night. It provides those in view with the correct time. The Common clock provides 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.

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 2010	FY 2011
Pension-Contributory/FICA	321,425	189,685
Pension-Non Contributory	13,413	13,773
Pension Administration	29,050	15,818
Medical & Life Insurance	310,635	205,730
Heat, Light, Water	37,001	44,827
Building Repair & Maintenance	5,629	28,986
Building Insurance	389	344
Motor Vehicle Insurance	2,704	3,031
Motor Vehicle Maint & Repair	34,414	36,150
Workers' Compensation	12,991	
Total	\$767,651	\$538,344

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	10	10	10
Playgrounds	9	7	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	706	711	715
Traffic Lights	72	73	75

WIRES

PERSONNEL

Bargaining Unit	Position	FY 2013 Grade-Step
1.	Inspector of Wires	16-6 (L10)
2.	SPMG S, E & C Supervisor/Foreman	14-6 (L9)
3.	SPMG Sr Wires Inspector (PT 19 hrs)	13-2
4.	LAB *Electrician	11-6 (L9)
5.	LAB Electrician	11-6 (L8)
6.	LAB *Signal Maintainer	9-6 (L11)
7.	Office Coordinator	9-6 (L9)
8.	Part Time Help	
9.	Substitute Inspectors	
Subtotal		

FY 2011		FY 2012				FY 2013					
Actual # Expenditures	July-December										
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation	Council Approval		
	1	96,502	47,280.01	96,502.00	1	96,502	1	96,502	96,502		
	1	83,377	41,916.50	83,377.00	1	83,377	1	83,377	83,377		
	0.5	33,175									
	1	76,901	38,534.73	76,901.00	1	77,317	1	77,317	77,317		
	1	76,901	38,534.71	76,901.00	1	76,901	1	76,901	76,901		
	1	55,399	27,805.56	55,399.00	1	55,864	1	55,864	55,864		
	1	58,370	29,344.32	58,370.00	1	58,370	1	58,370	58,370		
		16,000	11,151.35	16,000.00		20,000		16,000	16,000		
		22,560.00	43,175.00								
7	499,424.94	6.5	496,625	257,127.18	506,625.00	6	468,331		6	464,331	464,331

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary	881
Sr Wires Inspector (PT 19 hrs)	28,260
Part Time Help	4,000

Explanation

Requesting status change from PT to FT
Funding for alternate inspector and office coverage for additional PT help

1	61,435	1	61,435	61,435
1	61,435	1	61,435	61,435

New Positions

Subtotal

Grand Total

7	499,424.94	6.5	496,625	257,127.18	506,625.00	7	529,766	7	525,766	525,766
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WIRES

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Expenditures					
Personnel 001-245-5100									
5111 Salaries - Full Time	278,581.68	237,206.65	238,249.00	118,540.83	238,249.00	299,684.00	61,435.00	299,684.00	299,684.00
5121 Salaries - Part Time	0.00	33,205.45	33,175.00	22,560.00	43,175.00	0.00	(33,175.00)	0.00	0.00
5112 Wages - Full Time	253,537.69	209,737.99	209,201.00	104,875.00	209,201.00	210,082.00	881.00	210,082.00	210,082.00
5122 Wages - Part Time	12,860.45	19,274.85	16,000.00	11,151.35	16,000.00	20,000.00	0.00	16,000.00	16,000.00
5131 Overtime - Callbacks	12,084.26	17,843.24	15,000.00	12,534.58	15,000.00	20,000.00	5,000.00	20,000.00	20,000.00
General Expenses 001-245-5200									
5193 Tool Allowance	296.04	247.82	500.00	375.00	375.00	375.00	(125.00)	375.00	375.00
5212 Clocks - City & Common	194.51	863.73	2,500.00	160.66	750.66	2,500.00	0.00	2,500.00	2,500.00
5213 Light	33,992.76	42,128.07	38,000.00	14,612.69	38,000.00	38,000.00	0.00	38,000.00	38,000.00
5241 Equipment Repair/Maint	1,307.55	575.00	5,000.00	726.20	5,000.00	5,000.00	0.00	5,000.00	2,500.00
5242 Office Equipment Repair/Maint	515.50	524.04	700.00	275.16	700.00	700.00	0.00	700.00	700.00
5246 Communication Equip Repair/Maint	60,898.23	54,380.66	65,000.00	741.88	65,000.00	65,000.00	0.00	65,000.00	65,000.00
5248 Computer License	716.00								
5271 Uniform Rental	351.00	850.50	1,100.00	60.00	60.00		(1,100.00)		
5312 Training		1,640.00	2,500.00	165.00	200.00	2,500.00	0.00	2,500.00	2,500.00
5340 Communication	37,663.85	40,900.35	60,000.00	21,783.09	60,000.00	60,000.00	(7,000.00)	53,000.00	53,000.00
5342 Postage	26.40	159.37	150.00		150.00	150.00	0.00	150.00	150.00
5411 Batteries	2,704.60	3,619.89	7,000.00	607.33	1,600.00	7,000.00	(775.00)	6,225.00	6,225.00
5420 Office Supplies	512.40	872.22	1,000.00	457.25	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	10,543.15	19,608.54	15,000.00	9,994.32	20,000.00	22,500.00	7,000.00	22,000.00	22,000.00
5470 Public Safety Supplies	8,538.29	10,480.27	13,500.00	4,886.56	13,500.00	13,500.00	(500.00)	13,000.00	13,000.00
5510 Education Supplies		411.25	500.00		0.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	3,160.49	2,228.72	2,700.00	2,431.56	2,700.00	2,700.00	0.00	2,700.00	2,700.00
5587 Tools	368.66	698.63	1,000.00	59.31	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues	1,478.89	210.00							
5733 Licenses		390.00	900.00		0.00	900.00	0.00	900.00	900.00
5781 Holiday	2,775.85	8,544.19	10,000.00	3,329.71	10,000.00	12,500.00	2,500.00	12,500.00	12,500.00

WIRES

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment			1,500.00		500.00	1,000.00	(500.00)	1,000.00	1,000.00
5854 Hoses, Cable, Wire		4,572.00	7,000.00		2,300.00	7,000.00	0.00	7,000.00	7,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks	Not enough funding to cover this years overtime calls	5,000.00
5435 Electrical Supplies	Buildings require more maintenance using more stock	7,500.00
5781 Holiday	Expect increase in cost next year	2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	557,064.08	517,268.18	511,625.00	269,661.76	521,625.00	549,766.00	34,141.00	545,766.00	545,766.00
General Expenses	166,044.17	189,333.25	227,050.00	60,665.72	220,035.66	235,825.00	0.00	227,050.00	224,550.00
Equipment & Unusual	0.00	4,572.00	8,500.00	0.00	2,800.00	8,000.00	(500.00)	8,000.00	8,000.00
Total Operating Budget	723,108.25	711,173.43	747,175.00	330,327.48	744,460.66	793,591.00	33,641.00	780,816.00	778,316.00

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 2010	FY 2011
Total	\$0	\$0

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
Lights	4,100	4,166	4,170

STREET LIGHTING

EXPENDITURES

	FY 2010	FY 2011	FY 2012			FY 2013			
Classification	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light	480,441.47	470,574.93	530,000.00	186,241.11	530,000.00	530,000.00	0.00	530,000.00	530,000.00

Department Explanation for Requested Increases

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

Personnel									
General Expenses	480,441.47	470,574.93	530,000.00	186,241.11	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	<u>480,441.47</u>	<u>470,574.93</u>	<u>530,000.00</u>	<u>186,241.11</u>	<u>530,000.00</u>	<u>530,000.00</u>	<u>0.00</u>	<u>530,000.00</u>	<u>530,000.00</u>

ZONING BOARD OF APPEALS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2010	FY 2011
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2011 Actual	FY 2012 Estimated	FY 2013 Projected
		to date 3/28/12	
Number of Meetings	31	22 (30)	35
Cases Heard	26	28 (35)	40
Granted	23	9	
Denied	4	2	
Withdrawn	2	0	
Pending	0	7	
Number of Cases Filed	29	18	
Fees Received FY 2010	\$17,824.83		
Fees Received FY 2011	\$26,834.21		
Fees Received FY12 to date	\$17,287.86		

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

ZONING BOARD OF APPEALS

PERSONNEL

		FY 2011		FY 2012			FY 2013				
Bargaining Unit	Position	FY 2013 Grade-Step	#	Actual Expenditures	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
					Budget	Actual Expenditures					
1.	Members		10		17,100	5,950.00	10	17,100	10	17,100	17,100
2.	Chairperson		1		500	250.00	1	500	1	500	500
Subtotal			11	16,600.00	11	17,600	6,200.00	17,600.00	11	17,600	17,600

Summary of Changes

Adjustments to FY 2012 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

11	16,600.00	11	17,600	6,200.00	17,600.00	11	17,600		11	17,600	17,600
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2010	FY 2011	FY 2012			FY 2013			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/12	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	1,500.00	16,600.00	17,600.00	6,200.00	17,600.00	17,600.00	0.00	17,600.00	17,600.00
General Expenses 001-176-5200									
5308 Stenographer	6,666.00	7,750.00	7,000.00	2,475.00	7,000.00	8,000.00	0.00	7,000.00	7,000.00
5341 Advertising	5,421.92	7,080.24	10,000.00	5,326.48	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5342 Postage	1,177.95	1,343.89	2,500.00	558.25	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5343 Printing		78.00							
5420 Office Supplies	513.24	277.64	500.00	810.93	1,000.00	1,000.00	500.00	1,000.00	1,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5308 Stenographer	Outside Stenographer costs are increasing	1,000.00
5420 Office Supplies	Costs of Supplies is increasing	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,500.00	16,600.00	17,600.00	6,200.00	17,600.00	17,600.00	0.00	17,600.00	17,600.00
General Expenses	13,779.11	16,529.77	20,000.00	9,170.66	20,500.00	21,500.00	500.00	20,500.00	20,500.00
Equipment & Unusual									
Total Operating Budget	15,279.11	33,129.77	37,600.00	15,370.66	38,100.00	39,100.00	500.00	38,100.00	38,100.00