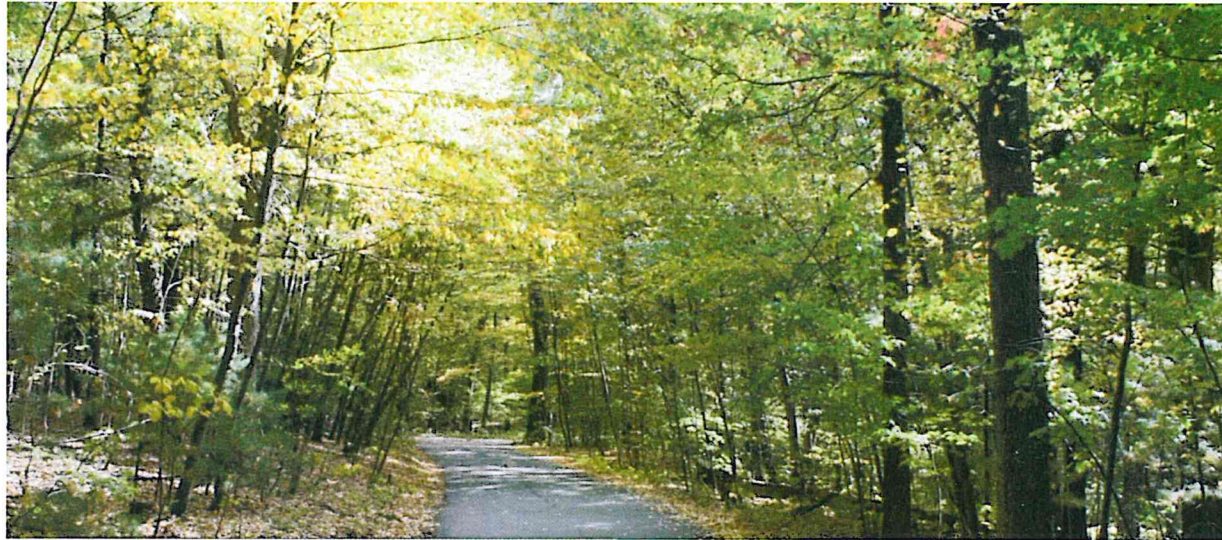


City of Waltham



Putt at Prospect Hill

Fiscal Year 2016 Budget

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	421,103.57	450,402.14	553,284.00	374,350.24	517,844.00	698,159.00	675.00	553,959.00	553,959.00
Personnel	328,780.26	364,925.32	414,089.00	275,686.52	378,649.00	414,089.00	-	414,089.00	414,089.00
General	92,323.31	85,476.82	139,195.00	98,663.72	139,195.00	284,070.00	675.00	139,870.00	139,870.00
Equip/Unusual									
Special									
Auditors	63,733,148.78	66,605,454.40	66,391,330.00	64,309,917.59	66,340,096.97	76,422,699.00	7,530,769.00	73,922,099.00	73,922,099.00
<i>-City Auditor</i>	440,318.96	496,637.94	518,748.00	367,484.03	503,802.97	4,712,454.00	4,193,106.00	4,711,854.00	4,711,854.00
Personnel	434,552.95	489,625.26	512,648.00	365,358.68	497,952.97	506,654.00	(5,994.00)	506,654.00	506,654.00
General	5,766.01	7,012.68	6,100.00	2,125.35	5,850.00	5,800.00	(900.00)	5,200.00	5,200.00
Equip/Unusual	-	-	-	-	-	4,200,000.00	4,200,000.00	4,200,000.00	4,200,000.00
Special									
<i>-Interest & Certification</i>	2,838,251.47	2,699,073.96	2,785,000.00	2,281,085.94	2,739,708.00	2,565,000.00	(220,000.00)	2,565,000.00	2,565,000.00
Personnel									
General	2,838,251.47	2,699,073.96	2,785,000.00	2,281,085.94	2,739,708.00	2,565,000.00	(220,000.00)	2,565,000.00	2,565,000.00
Equip/Unusual									
Special									
<i>-Redemption of Bonds</i>	7,720,738.00	7,768,898.00	7,657,238.00	7,080,238.00	7,652,998.00	7,565,000.00	(92,238.00)	7,565,000.00	7,565,000.00
Personnel									
General	7,720,738.00	7,768,898.00	7,657,238.00	7,080,238.00	7,652,998.00	7,565,000.00	(92,238.00)	7,565,000.00	7,565,000.00
Equip/Unusual									
Special									
<i>-Contributory & Non-Cont. Retirement</i>	13,879,853.87	14,308,051.89	15,290,344.00	15,289,594.00	15,290,148.00	15,814,245.00	523,901.00	15,814,245.00	15,814,245.00
Personnel									
General	13,879,853.87	14,308,051.89	15,290,344.00	15,289,594.00	15,290,148.00	15,814,245.00	523,901.00	15,814,245.00	15,814,245.00
Equip/Unusual									
Special									
<i>-Hospital & Medical Insurance & OME</i>	35,985,617.05	38,181,275.36	37,186,000.00	36,772,360.64	37,194,195.00	42,613,000.00	2,927,000.00	40,113,000.00	40,113,000.00
Personnel									
General	35,985,617.05	38,181,275.36	37,186,000.00	36,772,360.64	37,194,195.00	42,613,000.00	2,927,000.00	40,113,000.00	40,113,000.00
Equip/Unusual									
Special									
<i>-Group Life Ins & Social Security</i>	99,192.53	110,994.88	107,000.00	57,511.05	107,000.00	114,000.00	7,000.00	114,000.00	114,000.00
Personnel									
General	99,192.53	110,994.88	107,000.00	57,511.05	107,000.00	114,000.00	7,000.00	114,000.00	114,000.00
Equip/Unusual									
Special									

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Redemption of Bonds (Sewer/Water)	2,101,503.83	2,371,695.11	2,124,000.00	1,891,272.43	2,175,995.00	2,327,000.00	203,000.00	2,327,000.00	2,327,000.00
Personnel									
General	2,101,503.83	2,371,695.11	2,124,000.00	1,891,272.43	2,175,995.00	2,327,000.00	203,000.00	2,327,000.00	2,327,000.00
Equip/Unusual									
Special									
-Interest & Certification (Sewer/Water)	667,673.07	668,827.26	723,000.00	570,371.50	676,250.00	712,000.00	(11,000.00)	712,000.00	712,000.00
Personnel									
General	667,673.07	668,827.26	723,000.00	570,371.50	676,250.00	712,000.00	(11,000.00)	712,000.00	712,000.00
Equip/Unusual									
Special									
Building	2,694,679.29	2,770,211.53	2,845,618.00	2,114,941.31	2,874,271.67	2,961,360.00	98,102.00	2,943,720.00	2,943,720.00
-General	1,562,167.96	1,623,025.72	1,696,274.00	1,246,285.95	1,724,427.67	1,812,016.00	98,102.00	1,794,376.00	1,794,376.00
Personnel	1,283,102.49	1,305,351.99	1,415,324.00	1,063,418.49	1,410,478.41	1,508,116.00	83,452.00	1,498,776.00	1,498,776.00
General	262,115.47	259,808.04	280,950.00	178,657.46	309,739.26	297,900.00	13,650.00	294,600.00	294,600.00
Equip/Unusual	16,950.00	57,865.69	-	4,210.00	4,210.00	6,000.00	1,000.00	1,000.00	1,000.00
Special									
-Utilities	1,132,511.33	1,147,185.81	1,149,344.00	868,655.36	1,149,844.00	1,149,344.00	-	1,149,344.00	1,149,344.00
General	1,132,511.33	1,147,185.81	1,149,344.00	868,655.36	1,149,844.00	1,149,344.00	-	1,149,344.00	1,149,344.00
City Clerk/Voter Registration	795,065.35	839,164.61	801,511.00	513,804.26	801,511.00	771,281.00	(29,956.00)	771,555.00	771,555.00
-Records Management	432,924.82	423,634.10	435,654.00	279,543.86	435,654.00	420,173.00	(15,107.00)	420,547.00	420,547.00
Personnel	369,249.40	335,859.46	337,554.00	217,926.65	337,554.00	312,073.00	(25,107.00)	312,447.00	312,447.00
General	63,675.42	87,774.64	98,100.00	61,617.21	98,100.00	108,100.00	10,000.00	108,100.00	108,100.00
Equip/Unusual									
Special									
-Voter Registration	362,140.53	415,530.51	365,857.00	234,260.40	365,857.00	351,108.00	(14,849.00)	351,008.00	351,008.00
Personnel	227,356.18	226,229.99	229,157.00	153,695.59	229,157.00	191,308.00	(37,849.00)	191,308.00	191,308.00
General	134,784.35	189,300.52	136,700.00	80,564.81	136,700.00	159,800.00	23,000.00	159,700.00	159,700.00
Equip/Unusual									
Special									
City Council	339,493.22	339,923.98	462,352.00	269,074.35	422,852.00	478,034.00	(84,318.00)	378,034.00	378,034.00
Personnel	278,698.91	277,036.53	289,160.00	214,311.19	285,660.00	292,984.00	3,824.00	292,984.00	292,984.00
General	60,794.31	62,887.45	63,192.00	43,673.00	63,192.00	69,050.00	5,858.00	69,050.00	69,050.00
Equip/Unusual	-	-	110,000.00	11,090.16	74,000.00	116,000.00	(94,000.00)	16,000.00	16,000.00
Special									
Conservation Commission	30,783.10	32,409.67	43,745.00	19,084.61	31,315.00	43,216.00	(529.00)	43,216.00	43,216.00
Personnel	28,326.64	31,662.05	39,845.00	18,877.52	30,235.00	39,316.00	(529.00)	39,316.00	39,316.00
General	2,456.46	747.62	3,900.00	207.09	1,080.00	3,900.00	-	3,900.00	3,900.00
Equip/Unusual									
Special									

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Consolidated Public Works	11,380,351.47	13,531,726.84	11,798,500.00	10,312,928.65	14,424,515.01	11,784,730.00	(330,097.00)	11,468,403.00	11,468,403.00
-CPW Administration	4,735,249.12	4,798,264.46	5,155,500.00	3,861,173.41	5,185,157.66	5,640,030.00	213,203.00	5,368,703.00	5,368,703.00
Personnel	3,487,516.81	3,358,173.42	3,719,600.00	2,898,133.10	3,673,307.66	4,226,080.00	236,153.00	3,955,753.00	3,955,753.00
General	1,078,181.26	1,205,625.22	1,212,900.00	850,545.73	1,298,850.00	1,172,950.00	(40,950.00)	1,171,950.00	1,171,950.00
Equip/Unusual	169,551.05	234,465.82	223,000.00	112,494.58	213,000.00	241,000.00	18,000.00	241,000.00	241,000.00
Special									
-Snow & Ice	1,739,966.77	3,068,582.90	1,628,000.00	3,223,416.66	4,424,357.35	1,929,700.00	256,700.00	1,884,700.00	1,884,700.00
Personnel	249,713.40	253,332.80	110,000.00	450,315.54	450,500.00	170,000.00	15,000.00	125,000.00	125,000.00
General	1,490,253.37	2,815,250.10	1,518,000.00	2,773,101.12	3,973,857.35	1,759,700.00	241,700.00	1,759,700.00	1,759,700.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	4,905,135.58	5,664,879.48	5,015,000.00	3,228,338.58	4,815,000.00	4,215,000.00	(800,000.00)	4,215,000.00	4,215,000.00
General									
Equip/Unusual	4,905,135.58	5,664,879.48	5,015,000.00	3,228,338.58	4,815,000.00	4,215,000.00	(800,000.00)	4,215,000.00	4,215,000.00
Special									
Board of Survey & Planning	17,507.11	19,326.12	22,100.00	11,058.13	18,100.00	22,100.00	-	22,100.00	22,100.00
Personnel	14,300.00	15,699.99	17,000.00	8,527.24	13,000.00	17,000.00	-	17,000.00	17,000.00
General	3,207.11	3,626.13	5,100.00	2,530.89	5,100.00	5,100.00	-	5,100.00	5,100.00
Equip/Unusual									
Special									
Cemetery Commission	3,000.00	2,500.00	3,000.00	1,400.00	2,400.00	3,000.00	-	3,000.00	3,000.00
Personnel	3,000.00	2,500.00	3,000.00	1,400.00	2,400.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
Council on Aging / Meals on Wheels	497,422.55	508,856.94	552,620.00	431,017.57	551,735.00	598,899.00	36,961.00	589,581.00	589,581.00
Personnel	342,035.50	352,800.28	386,910.00	311,622.62	385,910.00	400,287.00	4,059.00	390,969.00	390,969.00
General	155,387.05	155,856.66	165,710.00	119,394.95	165,825.00	198,612.00	32,902.00	198,612.00	198,612.00
Equip/Unusual									
Special									
Disabilities Service Commission	6,900.00	6,222.60	7,200.00	4,600.00	7,200.00	57,200.00	-	7,200.00	7,200.00
Personnel	6,700.00	6,100.00	7,000.00	4,600.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	200.00	122.60	200.00	-	200.00	200.00	-	200.00	200.00
Equip/Unusual	-	-	-	-	-	50,000.00	-	-	-
Special									
Emergency Management	73,663.34	85,707.96	79,653.00	53,294.35	79,653.00	81,659.00	2,006.00	81,659.00	81,659.00
Personnel	69,536.55	69,061.94	69,063.00	51,407.39	69,063.00	69,869.00	806.00	69,869.00	69,869.00
General	154.19	883.68	2,700.00	766.02	2,700.00	2,700.00	-	2,700.00	2,700.00
Equip/Unusual	3,972.60	15,762.34	7,490.00	1,120.94	7,490.00	8,690.00	1,200.00	8,690.00	8,690.00
Special	-	-	400.00	-	400.00	400.00	-	400.00	400.00

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Engineering	371,606.22	340,990.09	386,104.00	226,881.20	324,587.76	564,539.00	88,621.00	474,725.00	474,725.00
Personnel	363,991.88	332,724.54	377,654.00	222,648.10	316,137.76	554,139.00	88,621.00	466,275.00	466,275.00
General	7,614.34	8,265.55	8,450.00	4,233.10	8,450.00	10,400.00	-	8,450.00	8,450.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
Water	9,448,259.69	9,489,816.07	9,943,463.00	6,959,877.77	9,938,565.02	10,747,272.00	671,379.00	10,614,842.00	10,614,842.00
-Water & Sewer Billing & Compliance	171,007.04	157,327.16	187,883.00	126,789.53	182,111.00	214,265.00	6,644.00	194,527.00	194,527.00
Personnel	141,041.10	121,486.67	146,883.00	102,956.55	141,111.00	167,765.00	1,144.00	148,027.00	148,027.00
General	29,965.94	35,840.49	41,000.00	23,832.98	41,000.00	46,500.00	5,500.00	46,500.00	46,500.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	-	-	-	-	-	-	-	-	-
-Water & Sewer Administration	435,706.26	548,440.41	628,605.00	441,019.66	623,216.00	682,064.00	21,141.00	649,746.00	649,746.00
Personnel	433,656.26	514,266.51	583,285.00	419,232.39	577,896.00	636,744.00	21,141.00	604,426.00	604,426.00
General	2,050.00	1,825.00	3,800.00	1,929.98	3,800.00	3,800.00	-	3,800.00	3,800.00
Equip/Unusual	-	32,348.90	41,520.00	19,857.29	41,520.00	41,520.00	-	41,520.00	41,520.00
Special	-	-	-	-	-	-	-	-	-
-Operations & Maintenance	8,841,546.39	8,784,048.50	9,126,975.00	6,392,068.58	9,133,238.02	9,850,943.00	643,594.00	9,770,569.00	9,770,569.00
Personnel-Operations & Maint	564,061.33	419,208.71	491,692.00	410,423.74	539,590.02	607,491.00	38,150.00	529,842.00	529,842.00
Personnel-Meter Read & Install	114,307.77	127,976.70	136,790.00	82,711.32	114,226.00	136,481.00	(309.00)	136,481.00	136,481.00
General	218,496.36	264,264.66	265,200.00	175,923.00	271,700.00	300,800.00	32,875.00	298,075.00	298,075.00
Equip/Unusual	7,944,680.93	7,972,598.43	8,233,293.00	5,723,010.52	8,207,722.00	8,806,171.00	572,878.00	8,806,171.00	8,806,171.00
Special	-	-	-	-	-	-	-	-	-
Sewer	13,391,652.83	13,864,355.64	14,086,090.00	9,765,543.84	14,067,862.17	14,060,158.00	(58,904.00)	14,029,186.00	14,029,186.00
Personnel	545,010.16	554,340.34	598,980.00	406,826.66	555,242.17	664,803.00	35,851.00	634,831.00	634,831.00
General	252,217.34	317,947.83	326,900.00	221,811.84	369,000.00	388,300.00	60,400.00	387,300.00	387,300.00
Equip/Unusual	12,594,425.33	12,992,067.47	13,162,210.00	9,136,905.34	13,143,620.00	13,007,055.00	(155,155.00)	13,007,055.00	13,007,055.00
Special	-	-	-	-	-	-	-	-	-
Fire	13,192,607.28	15,440,400.06	14,337,112.00	11,099,705.05	14,461,703.45	15,223,126.00	143,258.00	14,480,370.00	14,480,370.00
Personnel	12,728,806.94	14,890,026.23	13,741,771.00	10,774,687.74	13,738,471.00	14,598,494.00	122,267.00	13,864,038.00	13,864,038.00
General	275,109.42	326,270.05	383,716.00	132,511.55	450,016.90	406,407.00	20,191.00	403,907.00	403,907.00
Equip/Unusual	65,970.97	56,155.69	63,700.00	36,643.86	87,481.05	64,500.00	800.00	64,500.00	64,500.00
Special	122,719.95	167,948.09	147,925.00	155,861.90	185,734.50	153,725.00	-	147,925.00	147,925.00
Fire Auxiliary	10,510.03	666.35	12,500.00	7,140.40	12,500.00	12,500.00	-	12,500.00	12,500.00
General	7,015.06	666.35	9,000.00	5,755.50	9,000.00	9,000.00	-	9,000.00	9,000.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special	3,494.97	-	3,500.00	1,384.90	3,500.00	3,500.00	-	3,500.00	3,500.00

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Health	802,026.68	773,234.78	762,025.00	513,916.47	674,342.68	740,904.00	(21,121.00)	740,904.00	740,904.00
Personnel	759,687.72	733,236.95	717,206.00	478,357.34	631,823.68	696,654.00	(20,552.00)	696,654.00	696,654.00
General	41,738.96	39,460.37	44,219.00	35,496.59	41,919.00	43,650.00	(569.00)	43,650.00	43,650.00
Equip/Unusual	600.00	537.46	600.00	62.54	600.00	600.00	-	600.00	600.00
Special									
Historical Commission	35,469.21	31,594.19	42,875.00	9,425.05	21,375.00	42,875.00	35.00	42,910.00	42,910.00
Personnel	28,299.96	22,524.97	30,500.00	4,300.00	9,000.00	30,500.00	35.00	30,535.00	30,535.00
General	3,337.56	3,299.22	3,875.00	2,725.05	3,875.00	3,875.00	-	3,875.00	3,875.00
Equip/Unusual	3,831.69	5,770.00	8,500.00	2,400.00	8,500.00	8,500.00	-	8,500.00	8,500.00
Special									
Information Technology	1,464,653.60	1,469,911.87	1,504,251.00	1,161,939.40	1,554,394.88	1,698,173.00	114,922.00	1,619,173.00	1,619,173.00
Information Technology	1,280,640.72	1,271,075.47	1,296,544.00	1,022,916.26	1,340,687.88	1,448,466.00	72,922.00	1,369,466.00	1,369,466.00
Personnel	978,318.98	964,117.90	974,569.00	742,590.61	1,002,887.88	1,037,291.00	62,722.00	1,037,291.00	1,037,291.00
General	292,641.91	297,921.18	311,975.00	278,290.22	327,800.00	322,175.00	10,200.00	322,175.00	322,175.00
Equip/Unusual	9,679.83	9,036.39	10,000.00	2,035.43	10,000.00	89,000.00	-	10,000.00	10,000.00
Special									
-Central Telephone	184,012.88	198,836.40	207,707.00	139,023.14	213,707.00	249,707.00	42,000.00	249,707.00	249,707.00
Personnel	25,194.78	25,303.01	27,707.00	18,585.84	27,707.00	27,707.00	-	27,707.00	27,707.00
General	158,818.10	173,533.39	180,000.00	120,437.30	186,000.00	187,000.00	7,000.00	187,000.00	187,000.00
Equip/Unusual	-	-	-	-	-	35,000.00	35,000.00	35,000.00	35,000.00
Special									
Law	805,344.97	856,281.35	930,765.00	630,933.83	930,765.00	953,962.00	23,197.00	953,962.00	953,962.00
Personnel	710,734.26	782,150.93	799,265.00	585,512.86	799,265.00	813,962.00	14,697.00	813,962.00	813,962.00
General	49,215.71	63,447.43	83,000.00	42,393.47	83,000.00	91,500.00	8,500.00	91,500.00	91,500.00
Equip/Unusual	45,395.00	10,682.99	48,500.00	3,027.50	48,500.00	48,500.00	-	48,500.00	48,500.00
Special									
Library	2,210,309.84	2,255,522.26	2,355,489.00	1,625,285.63	2,316,487.48	2,547,821.00	194,547.00	2,550,036.00	2,550,036.00
Personnel	1,841,452.94	1,901,839.54	2,023,289.00	1,382,365.48	1,993,658.00	2,198,921.00	178,347.00	2,201,636.00	2,201,636.00
General	307,006.32	292,982.05	271,200.00	192,059.67	272,269.00	287,900.00	16,200.00	287,400.00	287,400.00
Equip/Unusual	61,850.58	60,700.67	61,000.00	50,860.48	50,560.48	61,000.00	-	61,000.00	61,000.00
Special									
Mayor	1,430,535.60	657,854.39	4,229,389.00	519,997.75	4,229,389.00	731,287.00	(3,491,702.00)	737,687.00	737,687.00
Mayor	1,419,535.60	646,854.39	4,219,389.00	509,997.75	4,219,389.00	721,287.00	(3,491,702.00)	727,687.00	727,687.00
Personnel	273,396.59	269,750.93	294,389.00	203,636.26	294,389.00	296,287.00	1,898.00	296,287.00	296,287.00
General	23,195.61	23,149.32	25,000.00	18,720.85	25,000.00	25,000.00	-	25,000.00	25,000.00
Equip/Unusual	1,122,943.40	353,954.14	3,900,000.00	287,640.64	3,900,000.00	400,000.00	(3,493,600.00)	406,400.00	406,400.00
Special									

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	11,000.00	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	10,000.00
Personnel									
General	11,000.00	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	10,000.00
Equip/Unusual									
Special									
Personnel	969,349.77	986,717.94	789,267.00	572,427.51	799,092.00	938,123.00	3,056.00	792,323.00	792,323.00
<i>-General/Work Study/Unemploy</i>	266,266.66	322,356.60	349,267.00	248,047.03	349,092.00	448,123.00	(11,944.00)	337,323.00	337,323.00
Personnel	254,871.55	252,869.47	268,017.00	207,568.93	268,017.00	271,373.00	3,356.00	271,373.00	271,373.00
General	(539.89)	50,845.63	52,250.00	32,679.60	52,075.00	53,750.00	(9,300.00)	42,950.00	42,950.00
Equip/Unusual	11,935.00	18,641.50	29,000.00	7,798.50	29,000.00	123,000.00	(6,000.00)	23,000.00	23,000.00
Special									
<i>-Workers Comp</i>	703,083.11	664,361.34	440,000.00	324,380.48	450,000.00	490,000.00	15,000.00	455,000.00	455,000.00
Personnel									
General	703,083.11	664,361.34	440,000.00	324,380.48	450,000.00	490,000.00	15,000.00	455,000.00	455,000.00
Equip/Unusual									
Special									
Planning	423,605.74	542,975.69	554,748.00	420,319.35	494,885.93	634,510.00	28,577.00	583,325.00	583,325.00
<i>-City Planner</i>	76,045.57	184,841.39	202,092.00	120,459.89	142,152.00	248,647.00	(7,585.00)	194,507.00	194,507.00
Personnel	74,941.36	182,305.48	164,442.00	119,058.61	139,442.00	200,397.00	7,415.00	171,857.00	171,857.00
General	1,104.21	2,535.91	2,650.00	1,401.28	2,710.00	3,250.00	-	2,650.00	2,650.00
Equip/Unusual	-	-	35,000.00	-	-	45,000.00	(15,000.00)	20,000.00	20,000.00
Special									
<i>-Housing</i>	147,160.47	160,939.18	217,866.00	187,048.21	217,943.93	249,699.00	34,788.00	252,654.00	252,654.00
Personnel	145,817.03	159,416.47	216,316.00	185,962.19	216,316.00	248,149.00	34,788.00	251,104.00	251,104.00
General	1,343.44	1,522.71	1,550.00	1,086.02	1,627.93	1,550.00	-	1,550.00	1,550.00
Equip/Unusual									
Special									
<i>-Paine Estate</i>	200,399.70	197,195.12	134,790.00	112,811.25	134,790.00	136,164.00	1,374.00	136,164.00	136,164.00
Personnel	173,821.52	171,939.99	102,190.00	92,426.30	102,190.00	102,414.00	224.00	102,414.00	102,414.00
General	26,578.18	25,255.13	32,600.00	20,384.95	32,600.00	33,750.00	1,150.00	33,750.00	33,750.00
Equip/Unusual									
Special									
Police	14,957,885.46	14,823,750.91	15,379,735.00	12,021,411.29	16,211,019.36	16,438,568.00	490,496.00	15,870,231.00	15,870,231.00
<i>-Police & Animal Control</i>	13,629,286.77	13,432,047.45	13,884,383.00	10,466,893.80	14,281,124.00	14,535,566.00	262,058.00	14,146,441.00	14,146,441.00
Personnel	13,059,186.46	12,793,185.31	13,225,973.00	9,999,252.57	13,560,069.00	13,854,957.00	243,859.00	13,469,832.00	13,469,832.00
General	269,828.25	328,541.15	310,985.00	255,032.06	377,290.00	313,900.00	2,915.00	313,900.00	313,900.00
Equip/Unusual	156,287.58	172,843.86	194,200.00	74,648.04	192,040.00	201,634.00	7,434.00	201,634.00	201,634.00
Special	143,984.48	137,477.13	153,225.00	137,961.13	151,725.00	165,075.00	7,850.00	161,075.00	161,075.00

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Dispatch	1,328,598.69	1,391,703.46	1,495,352.00	1,554,517.49	1,929,895.36	1,903,002.00	228,438.00	1,723,790.00	1,723,790.00
Personnel	1,289,208.04	1,353,796.26	1,443,782.00	1,514,770.14	1,872,445.36	1,844,727.00	222,533.00	1,666,315.00	1,666,315.00
General	32,841.91	31,774.42	44,280.00	28,147.35	44,280.00	48,675.00	4,395.00	48,675.00	48,675.00
Equip/Unusual									
Special	6,548.74	6,132.78	7,290.00	11,600.00	13,170.00	9,600.00	1,510.00	8,800.00	8,800.00
Purchasing	458,234.84	455,596.49	479,538.00	398,193.73	456,761.61	517,210.00	35,577.00	515,115.00	515,115.00
Personnel	215,981.89	216,975.41	220,605.00	147,305.16	199,850.11	234,960.00	(12,740.00)	207,865.00	207,865.00
General	6,666.02	5,834.60	6,923.00	3,539.57	5,348.50	5,600.00	(1,323.00)	5,600.00	5,600.00
Equip/Unusual									
Special	235,586.93	232,786.48	252,010.00	247,349.00	251,563.00	276,650.00	49,640.00	301,650.00	301,650.00
Recreation/Veteran's Rink	1,349,156.43	1,412,237.51	1,805,583.00	1,189,150.62	1,853,872.27	1,844,324.00	135,672.00	1,941,255.00	1,898,680.00
-General Support	530,659.48	550,707.24	808,309.00	500,324.04	783,152.27	809,089.00	99,211.00	907,520.00	864,945.00
Personnel	442,744.12	503,975.54	688,559.00	462,918.07	663,402.27	689,339.00	98,486.00	787,045.00	744,470.00
General	12,165.36	15,252.86	17,750.00	12,291.42	17,750.00	17,750.00	725.00	18,475.00	18,475.00
Equip/Unusual	75,750.00	31,478.84	102,000.00	25,114.55	102,000.00	102,000.00	-	102,000.00	102,000.00
Special									
-Playgrounds	307,033.71	336,700.45	390,950.00	308,831.81	448,711.00	415,950.00	25,000.00	415,950.00	415,950.00
Personnel	44,898.25	54,158.00	61,950.00	43,252.00	61,950.00	61,950.00	-	61,950.00	61,950.00
General	260,549.42	280,235.16	326,000.00	263,803.81	383,761.00	351,000.00	25,000.00	351,000.00	351,000.00
Equip/Unusual	1,586.04	2,307.29	3,000.00	1,776.00	3,000.00	3,000.00	-	3,000.00	3,000.00
Special									
-Summer Fun	70,522.47	78,098.01	81,100.00	60,146.65	81,100.00	81,100.00	-	81,100.00	81,100.00
Personnel	59,796.00	67,300.00	67,300.00	54,412.50	67,300.00	67,300.00	-	67,300.00	67,300.00
General	10,726.47	10,798.01	13,800.00	5,734.15	13,800.00	13,800.00	-	13,800.00	13,800.00
Equip/Unusual									
Special									
-Support of Rec Act.	79,988.47	92,864.62	115,500.00	34,847.11	122,500.00	115,500.00	-	115,500.00	115,500.00
Personnel									
General	74,788.62	86,131.80	105,000.00	30,798.96	112,000.00	105,000.00	-	105,000.00	105,000.00
Equip/Unusual	5,199.85	6,732.82	10,500.00	4,048.15	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
-Vet Rink	360,952.30	353,867.19	409,724.00	285,001.01	418,409.00	422,685.00	11,461.00	421,185.00	421,185.00
Personnel	133,101.68	124,257.83	133,174.00	119,573.75	133,174.00	145,310.00	10,636.00	143,810.00	143,810.00
General	208,281.77	205,147.36	244,550.00	150,853.97	247,325.00	244,375.00	(175.00)	244,375.00	244,375.00
Equip/Unusual	13,068.85	13,939.00	20,000.00	14,573.29	25,910.00	21,000.00	1,000.00	21,000.00	21,000.00
Special	6,500.00	10,523.00	12,000.00	-	12,000.00	12,000.00	-	12,000.00	12,000.00

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Transportation	695,006.35	688,611.27	757,056.00	531,511.67	855,960.00	896,834.00	79,745.00	836,801.00	836,801.00
-Traffic Engineering	349,111.95	363,079.88	440,677.00	297,610.04	540,601.00	560,413.00	61,703.00	502,380.00	502,380.00
Personnel	299,811.48	316,444.12	331,887.00	243,787.89	331,887.00	349,113.00	9,493.00	341,380.00	341,380.00
General	45,362.27	46,635.76	58,790.00	20,709.50	58,714.00	61,300.00	2,210.00	61,000.00	61,000.00
Equip/Unusual	3,938.20	-	50,000.00	33,112.65	150,000.00	150,000.00	50,000.00	100,000.00	100,000.00
Special									
-Parking Management	345,894.40	325,531.39	316,379.00	233,901.63	315,359.00	336,421.00	18,042.00	334,421.00	334,421.00
Personnel	207,260.15	186,071.55	156,379.00	111,765.97	154,138.00	173,876.00	17,497.00	173,876.00	173,876.00
General	77,134.25	77,461.52	98,000.00	60,911.61	99,221.00	100,545.00	545.00	98,545.00	98,545.00
Equip/Unusual	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	-	60,000.00	60,000.00
Special	1,500.00	1,998.32	2,000.00	1,224.05	2,000.00	2,000.00	-	2,000.00	2,000.00
Treasurer & Collector	1,117,319.02	1,118,728.80	1,122,327.00	784,926.09	1,121,347.00	1,196,497.00	15,566.00	1,137,893.00	1,137,893.00
-Treas & Collector / Paymaster	1,109,902.94	1,115,728.80	1,118,327.00	782,983.55	1,118,347.00	1,192,497.00	15,566.00	1,133,893.00	1,133,893.00
Personnel	840,719.06	824,577.05	824,727.00	610,286.27	824,747.00	882,397.00	8,566.00	833,293.00	833,293.00
General	262,163.88	286,151.75	293,600.00	172,697.28	293,600.00	302,600.00	7,000.00	300,600.00	300,600.00
Equip/Unusual	7,020.00	5,000.00	-	-	-	7,500.00	-	-	-
Special									
-Trust Funds	7,416.08	3,000.00	4,000.00	1,942.54	3,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	3,200.00	3,000.00	4,000.00	1,942.54	3,000.00	4,000.00	-	4,000.00	4,000.00
General	4,216.08	-	-	-	-	-	-	-	-
Equip/Unusual									
Special									
Veterans/License Commission	412,580.64	407,388.76	436,510.00	274,230.38	436,510.00	437,010.00	500.00	437,010.00	437,010.00
-Veterans	396,620.24	391,134.80	416,985.00	259,739.00	416,985.00	417,485.00	500.00	417,485.00	417,485.00
Personnel	174,128.35	158,904.99	165,160.00	122,558.40	165,160.00	165,160.00	-	165,160.00	165,160.00
General	222,491.89	232,229.81	251,825.00	137,180.60	251,825.00	252,325.00	500.00	252,325.00	252,325.00
Equip/Unusual									
Special									
-License Commission	15,960.40	16,253.96	19,525.00	14,491.38	19,525.00	19,525.00	-	19,525.00	19,525.00
Personnel	12,476.50	12,542.46	15,600.00	11,654.48	15,600.00	15,600.00	-	15,600.00	15,600.00
General	3,483.90	3,711.50	3,925.00	2,836.90	3,925.00	3,925.00	-	3,925.00	3,925.00
Equip/Unusual									
Special									
Wires	1,344,662.18	1,302,457.76	1,416,328.00	1,039,296.22	1,435,898.13	1,464,093.00	36,282.00	1,452,610.00	1,452,610.00
-General	789,642.52	798,293.11	886,328.00	681,458.48	905,898.13	934,093.00	36,282.00	922,610.00	922,610.00
Personnel	557,180.39	558,923.18	631,728.00	481,089.33	641,448.13	656,893.00	13,682.00	645,410.00	645,410.00
General	226,409.39	235,165.87	246,600.00	196,848.02	256,450.00	269,200.00	22,600.00	269,200.00	269,200.00
Equip/Unusual	6,052.74	4,204.06	8,000.00	3,521.13	8,000.00	8,000.00	-	8,000.00	8,000.00
Special									

	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Street Lighting</i>	555,019.66	504,164.65	530,000.00	357,837.74	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	555,019.66	504,164.65	530,000.00	357,837.74	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	36,292.51	31,201.97	39,500.00	24,808.69	39,500.00	42,500.00	3,000.00	42,500.00	42,500.00
Personnel	17,300.00	12,200.00	18,000.00	10,800.00	18,000.00	18,000.00	-	18,000.00	18,000.00
General	18,992.51	19,001.97	21,500.00	14,008.69	21,500.00	24,500.00	3,000.00	24,500.00	24,500.00
Equip/Unusual									
Special									
Grand Total	144,920,186.67	152,142,000.94	154,933,568.00	128,192,393.00	158,308,312.39	165,654,623.00	5,716,316.00	160,649,884.00	160,607,309.00
Schools	65,390,098.99	68,631,856.16	74,575,851.00	-	-	77,511,798.00	2,605,947.00	77,181,798.00	77,181,798.00
Total with Schools	210,310,285.66	220,773,857.10	229,509,419.00	128,192,393.00	158,308,312.39	243,166,421.00	8,322,263.00	237,831,682.00	237,789,107.00

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 2013	FY 2014
Pension-Contributory/FICA	146,364	146,666
Pension Administration	13,069	13,880
Medical & Life Insurance	126,945	128,613
Heat, Light, Water	14,334	13,676
Building Repair & Maintenance	16,512	31,680
Building Insurance	511	718
Motor Vehicle Insurance	267	299
Motor Vehicle Maint & Repair	5,155	5,269
Total	\$323,157	\$340,801

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Real Estate Parcels Assessed	15,658	15,672	15,685
Personal Prop Parcels Assessed	1,558	1,539	1,560
Field Inspections	5,000	5,000	5,000
Real Estate, Personal Property, Abatements & Exemptions	740	740	740
Motor Vehicle Excise Tax Processed	54,900	55,000	55,200
Motor Vehicle Excise Abatements	2,500	2,500	2,500
Appellate Tax Board Cases - Properties	35	35	35

ASSESSOR

PERSONNEL

	Bargaining Unit Position	FY 2016 Grade-Step
1.	Chairperson, Assessors	19-6 (L11)
2.	Assessor	16-6 (L8)
3.	Assessor (PT 19 hrs)	16-1
4.	Assistant Assessor	13-6 (L9)
5.	Administrative Assistant	10-6 (L8)
6.	Part Time / Temporary	
Subtotal		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	Budget	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15					
		1	121,310	90,068.38	121,310.00	1	121,310	1	121,310	121,310
		1	97,609	72,471.60	97,609.00	1	97,609	1	97,609	97,609
		0.5	40,440		0.00	0.5	40,440	0.5	40,440	40,440
		1	80,486	59,757.82	80,486.00	1	80,486	1	80,486	80,486
		1	64,244	47,698.72	64,244.00	1	64,244	1	64,244	64,244
			10,000	5,690.00	15,000.00		10,000		10,000	10,000
4.5	364,925.32	4.5	414,089	275,686.52	378,649.00	4.5	414,089	4.5	414,089	414,089

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4.5	364,925.32	4.5	414,089	275,686.52	378,649.00	4.5	414,089	4.5	414,089	414,089
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ASSESSOR

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	324,720.26	357,045.32	363,649.00	269,996.52	363,649.00	363,649.00	0.00	363,649.00	363,649.00
5121 Salaries - Part Time	4,060.00	7,880.00	50,440.00	5,690.00	15,000.00	50,440.00	0.00	50,440.00	50,440.00
General Expenses 001-141-5200									
5248 Computer Equipment License	14,300.00	15,015.00	15,665.00	15,665.00	15,665.00	16,340.00	675.00	16,340.00	16,340.00
5305 Legal Services	550.00	425.00							
5310 Valuation Services	59,553.80	59,940.00	110,000.00	71,599.30	110,000.00	254,200.00	0.00	110,000.00	110,000.00
5312 Training	1,178.25	1,293.82	3,000.00	3,035.00	3,200.00	3,000.00	0.00	3,000.00	3,000.00
5342 Postage	12,699.42	3,601.82	5,500.00	4,989.00	5,300.00	5,500.00	0.00	5,500.00	5,500.00
5343 Printing	3,298.08	4,142.07	4,200.00	2,966.87	4,200.00	4,200.00	0.00	4,200.00	4,200.00
5420 Office Supplies	438.76	809.11	600.00	258.55	600.00	600.00	0.00	600.00	600.00
5730 Dues	305.00	250.00	230.00	150.00	230.00	230.00	0.00	230.00	230.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	Yearly increase	675.00
5310 Valuation Services	Third and final year for data verification (Mayor: Fund in CIP budget)	144,200.00

COST SUMMARY BY CLASSIFICATION

Personnel	328,780.26	364,925.32	414,089.00	275,686.52	378,649.00	414,089.00	0.00	414,089.00	414,089.00
General Expenses	92,323.31	85,476.82	139,195.00	98,663.72	139,195.00	284,070.00	675.00	139,870.00	139,870.00
Equipment & Unusual									
Total Operating Budget	<u>421,103.57</u>	<u>450,402.14</u>	<u>553,284.00</u>	<u>374,350.24</u>	<u>517,844.00</u>	<u>698,159.00</u>	<u>675.00</u>	<u>553,959.00</u>	<u>553,959.00</u>

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 2013	FY 2014
Pension-Contributory/FICA	249,121	249,782
Pension Administration	22,467	23,860
Medical & Life Insurance	145,455	185,156
Heat, Light, Water	14,334	13,676
Building Repair & Maintenance	16,512	31,680
Building Insurance	511	718
Total	\$448,400	\$504,872

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Cash Flow in Millions	\$640	\$660	\$680
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	65	66	66
Payrolls Processed	162	158	160

AUDITOR

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014	FY 2015			FY 2016			
			# Actual Expenditures	# Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	# Department Request	# Recommendation	Mayor's	Council Approval
1.	City Auditor	21-6 (L11)		1	135,792	100,820.92	1	135,792	1	135,792
2.	Asst City Auditor	17-6 (L11)		1	107,055	79,484.70	1	107,055	1	107,055
3.	Business Manager	15-6		1	84,098	62,439.90	1	84,098	1	84,098
4.	*Accountant	11-4		1	55,367	40,841.64	1	57,534	1	57,534
5.	Accountant (PT 19 hrs)	11		0.5	30,835	3,925.21				
6.	*Administrative Assistant	10-6 (L9)		1	64,244	47,698.72	1	64,293	1	64,293
7.	Principal Off Asst (PT 19 hrs)	8-4		0.5	24,757	23,706.09				
8.	Students				10,500	6,441.50		10,500		10,500
Subtotal			6 489,625.26	6 512,648	365,358.68	497,952.97	5 459,272	5 459,272	459,272	459,272

Summary of Changes

Adjustments to FY 2015 Positions

Explanation

Step Raises/Longevity included in * position salary	2,216		
Accountant (PT 19 hrs)	11	(30,835)	Not requested - combined (2) PT positions into (1) FT position
Principal Off Asst	8-4	22,625	CO# 33171 merged (2) PT positions in FY15 - budget as FT in FY16

1	47,382	1	47,382	47,382
1	47,382	1	47,382	47,382

New Positions

Subtotal

Grand Total

6	489,625.26	6	512,648	365,358.68	497,952.97	6	506,654	6	506,654	506,654
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AUDITOR

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	390,941.35	439,865.17	446,556.00	331,285.88	444,315.00	496,154.00	49,598.00	496,154.00	496,154.00
5121 Salaries - Part Time	43,611.60	49,760.09	66,092.00	34,072.80	53,637.97	10,500.00	(55,592.00)	10,500.00	10,500.00
General Expenses 001-135-5200									
5192 Mileage Allowance	785.00	823.00	600.00	642.50	850.00	800.00	(400.00)	200.00	200.00
5242 Office Equipment Repair/Maint	1,090.43	1,090.43	500.00		0.00	0.00	(500.00)	0.00	0.00
5312 Collective Bargaining/ Training		1,404.00	500.00		500.00	500.00	0.00	500.00	500.00
5342 Postage	409.69	346.94	300.00	68.52	300.00	300.00	0.00	300.00	300.00
5343 Printing	96.59	255.62	200.00	180.00	200.00	200.00	0.00	200.00	200.00
5420 Office Supplies	3,234.30	2,892.69	3,600.00	1,084.33	3,600.00	3,600.00	0.00	3,600.00	3,600.00
5730 Dues-Mandatory	150.00	150.00	150.00	150.00	150.00	150.00	0.00	150.00	150.00
5731 Conference Expense		50.00	250.00		250.00	250.00	0.00	250.00	250.00
Equipment & Unusual 001-135-5400									
5111 Contingency/Collective Bargaining - City							4,200,000.00	4,200,000.00	4,200,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	Estimated usage based on previous three year's experience	200.00
5111 Contingency/Collective Bargaining - City	Collective bargaining contingency for new contracts and non-union employees	4,200,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	434,552.95	489,625.26	512,648.00	365,358.68	497,952.97	506,654.00	(5,994.00)	506,654.00	506,654.00
General Expenses	5,766.01	7,012.68	6,100.00	2,125.35	5,850.00	5,800.00	(900.00)	5,200.00	5,200.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	4,200,000.00	4,200,000.00	4,200,000.00
Total Operating Budget	<u>440,318.96</u>	<u>496,637.94</u>	<u>518,748.00</u>	<u>367,484.03</u>	<u>503,802.97</u>	<u>512,454.00</u>	<u>4,193,106.00</u>	<u>4,711,854.00</u>	<u>4,711,854.00</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 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
BANS Issued	\$3,500,000	\$3,500,000	
Interest Rate	2.0%	1.5%	
BANS Issued		\$4,000,000	\$9,800,000
Interest Rate		1.0%	1.5%
Bonds Issued (June 2014)	\$4,582,760		
Interest Rate	4.0%		
Moody's Rating	AA+	AA+	AA+
Standard & Poors	AA1	AA1	AA1

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	3,942.00	93,176.73	70,000.00	300.00	65,000.00	50,000.00	(20,000.00)	50,000.00	50,000.00
5915 Debt Inside Interest	2,648,190.64	2,570,897.23	2,640,000.00	2,280,785.94	2,640,000.00	2,360,000.00	(280,000.00)	2,360,000.00	2,360,000.00
5925 Interest on Bond Anticipation Notes	75,394.50	35,000.00	35,000.00		34,708.00	135,000.00	100,000.00	135,000.00	135,000.00
5930 Interest on Tax Refunds	110,724.33		40,000.00		0.00	20,000.00	(20,000.00)	20,000.00	20,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5925 Interest on Bond Anticipation Notes	General - Proposed BANS issue of \$7.5M and \$5.8M	100,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	2,838,251.47	2,699,073.96	2,785,000.00	2,281,085.94	2,739,708.00	2,565,000.00	(220,000.00)	2,565,000.00	2,565,000.00
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Equipment & Unusual

Total Operating Budget	2,838,251.47	2,699,073.96	2,785,000.00	2,281,085.94	2,739,708.00	2,565,000.00	(220,000.00)	2,565,000.00	2,565,000.00
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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.

[illegible]

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Building	\$1,910,000	\$1,678,000	\$1,445,000
Building - School Construction	\$39,415,368	\$36,302,130	\$33,225,892
City Yard Project	\$542,000	\$490,000	\$438,000
Design / Engineering	\$634,000	\$447,000	\$331,000
Equipment	\$5,667,560	\$4,285,000	\$2,976,000
Land Acquisition	\$10,340,000	\$9,455,000	\$8,585,000
Land Development	\$5,953,000	\$5,272,000	\$4,592,000
Removal Solid Waste Facility	\$610,000	\$562,000	\$514,000
Recreation Facilities	\$743,000	\$662,000	\$586,000
Revaluation	\$144,200	\$130,000	\$115,000
Signals	\$1,255,000	\$1,096,000	\$944,000
Streets	\$5,010,000	\$4,254,000	\$3,504,000
Technology	\$236,000	\$174,000	\$112,000
Total Outstanding Bonds	\$72,460,128	\$64,807,130	\$57,367,892
Bonds Retired In 5 Years	8.86%	9.10%	12.88%
Bonds Retired In 10 Years	28.00%	53.54%	51.38%
Bonds Retired In 15 Years	90.50%	90.02%	89.52%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	7,720,738.00	7,768,898.00	7,657,238.00	7,080,238.00	7,652,998.00	7,565,000.00	(92,238.00)	7,565,000.00	7,565,000.00

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	7,720,738.00	7,768,898.00	7,657,238.00	7,080,238.00	7,652,998.00	7,565,000.00	(92,238.00)	7,565,000.00	7,565,000.00
Equipment & Unusual									
Total Operating Budget	7,720,738.00	7,768,898.00	7,657,238.00	7,080,238.00	7,652,998.00	7,565,000.00	(92,238.00)	7,565,000.00	7,565,000.00

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. As of FY14, the City is liable only for 38C payments.

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Non-Contributory			
Retirees	1	0	0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Contributory			
Active Participants	920	910	910
Retirees	530	520	520
Disabled Retirees	107	102	102
Surviving Spouses	145	135	135
Actuarial Valuation Date	1/1/2013	1/1/2015	
Actuarial Liability	\$324,109,193	\$349,080,213	
Actuarial Assets	\$165,040,789	\$195,155,759	
Unfunded Actuarial Liability	\$159,068,404	\$153,924,454	
Funded Ratio	50.9%	55.9%	

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	13,857,860.00	14,303,117.00	15,289,594.00	15,289,594.00	15,289,594.00	15,813,645.00	524,051.00	15,813,645.00	15,813,645.00
Non-Contributory Retirement 001-918-5200									
5170 Pension - Non-Contributory	21,993.87	4,934.89	750.00		554.00	600.00	(150.00)	600.00	600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Pension - Contributory	PERAC mandated funding - approved actuarial schedule for FY2016	524,051.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	13,879,853.87	14,308,051.89	15,290,344.00	15,289,594.00	15,290,148.00	15,814,245.00	523,901.00	15,814,245.00	15,814,245.00
Equipment & Unusual									
Total Operating Budget	13,879,853.87	14,308,051.89	15,290,344.00	15,289,594.00	15,290,148.00	15,814,245.00	523,901.00	15,814,245.00	15,814,245.00

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Employees / Retirees			
BC/BS - Family	74	53	43
BC/BS - Individual	163	156	136
BC/BS - Individual C/O	635	574	509
BC/BS PPO - Family	279	273	272
BC/BS PPO - Individual	156	154	152
Tufts HMO - Family	562	573	583
Tufts HMO - Individual	246	245	252
Harvard HMO - Family	204	207	216
Harvard HMO - Individual	136	134	146
Medex - Individual	512	590	694

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Annual Total Cost			
BC/BS - Family	\$33,435	\$34,388	\$35,683
BC/BS - Individual	\$14,402	\$14,798	\$15,353
BC/BS - Individual C/O	\$7,029	\$7,200	\$7,442
BC/BS PPO - Family	\$26,847	\$27,575	\$28,624
BC/BS PPO - Individual	\$11,562	\$11,861	\$12,310
Tufts HMO - Family	\$22,623	\$23,804	\$26,308
Tufts HMO - Individual	\$8,387	\$8,822	\$8,822
Harvard HMO - Family	\$20,425	\$23,302	\$24,999
Harvard HMO - Individual	\$8,149	\$9,288	\$9,288
Medex - Individual	\$4,869	\$5,066	\$5,186
Medicare Part D Recoveries	\$655,701	\$666,286	\$675,000
Stop Loss Recoveries	\$368,820	\$463,069	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Medical Insurance 001-914-5200									
5171 Blue Cross/Blue Shield	15,600,000.00	15,600,000.00	12,500,000.00	12,500,000.00	12,500,000.00	12,800,000.00	(400,000.00)	12,100,000.00	12,100,000.00
5172 Tufts	10,220,000.00	12,000,000.00	12,900,000.00	12,900,000.00	12,900,000.00	15,000,000.00	1,400,000.00	14,300,000.00	14,300,000.00
5173 Harvard	3,700,000.00	3,700,000.00	4,500,000.00	4,500,000.00	4,500,000.00	6,000,000.00	800,000.00	5,300,000.00	5,300,000.00
5175 Delta Dental	934,497.59	819,924.81	875,000.00	875,000.00	875,000.00	1,065,000.00	40,000.00	915,000.00	915,000.00
5174 Medicare B Reimbursement	1,802,459.50	1,900,000.00	1,900,000.00	1,901,286.88	1,902,000.00	2,000,000.00	100,000.00	2,000,000.00	2,000,000.00
5185 FICA - Medicare	1,287,698.32	1,360,258.82	1,335,000.00	1,061,377.95	1,335,000.00	1,500,000.00	165,000.00	1,500,000.00	1,500,000.00
5186 Stop Loss	715,208.76	782,094.60	830,000.00	694,731.90	833,680.00	940,000.00	110,000.00	940,000.00	940,000.00
5187 Audits / Consulting	9,030.38	71.30	10,000.00	7,750.00	7,750.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	14,401.33	16,738.10	20,000.00	13,539.75	20,000.00	22,000.00	2,000.00	22,000.00	22,000.00
5189 Wellness Programs	2,321.17	2,187.73	1,000.00	765.00	765.00	1,000.00	0.00	1,000.00	1,000.00
5179 Section 9A1/2 Reimbursements			15,000.00	17,909.16	20,000.00	25,000.00	10,000.00	25,000.00	25,000.00
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	1,700,000.00	2,000,000.00	2,300,000.00	2,300,000.00	2,300,000.00	3,250,000.00	700,000.00	3,000,000.00	3,000,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5171 Blue Cross/Blue Shield	Increase based on FY2015 experience/carrier renewal	300,000.00
5172 Tufts	Increase based on FY2015 experience/carrier renewal	2,100,000.00
5173 Harvard	Increase based on FY2015 experience/carrier renewal	1,500,000.00
5175 Delta Dental	Increase based on FY2015 experience/carrier renewal	190,000.00
5174 Medicare B Reimbursement	Increase based upon FY2015 payroll experience	100,000.00
5185 FICA - Medicare	Increase based upon FY2015 payroll experience	165,000.00
5186 Stop Loss	Increase based upon current enrollment with FY2015 rates + 10%	110,000.00
5188 Section 125 Plan Administration	Increase based upon add'l employee participation	2,000.00
5179 Section 9A1/2 Reimbursements	Statutory requirement - increase for add'l reimbursement to recipient City/Towns	10,000.00
5170 Optional Medicare Extension (OME)	Increase based on FY2015 experience/carrier renewal	950,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	35,985,617.05	38,181,275.36	37,186,000.00	36,772,360.64	37,194,195.00	42,613,000.00	2,927,000.00	40,113,000.00	40,113,000.00
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Equipment & Unusual

Total Operating Budget	35,985,617.05	38,181,275.36	37,186,000.00	36,772,360.64	37,194,195.00	42,613,000.00	2,927,000.00	40,113,000.00	40,113,000.00
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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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Social Security	34	24	24

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Life Insurance			
Employees	966	950	950
Retirees	920	901	901
Coverage Amounts			
Employees - Basic Life	\$15,000	\$15,000	\$15,000
Employees - Accidental Death	\$15,000	\$15,000	\$15,000
Retirees - Basic Life	\$5,000	\$5,000	\$5,000
Retirees - Accidental Death	\$5,000	\$5,000	\$5,000
Annual City Contribution			
Employees - Basic Life	\$59	\$67	\$67
Retirees - Basic Life	\$19	\$22	\$22

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	69,192.53	80,994.88	77,000.00	42,472.80	77,000.00	84,000.00	7,000.00	84,000.00	84,000.00
Social Security 001-917-5200									
5170 Social Security	30,000.00	30,000.00	30,000.00	15,038.25	30,000.00	30,000.00	0.00	30,000.00	30,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Group Life Insurance	Increase in annual rates - per employee \$8, per retiree \$3	7,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	99,192.53	110,994.88	107,000.00	57,511.05	107,000.00	114,000.00	7,000.00	114,000.00	114,000.00
Equipment & Unusual									
Total Operating Budget	99,192.53	110,994.88	107,000.00	57,511.05	107,000.00	114,000.00	7,000.00	114,000.00	114,000.00

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Sewer Equipment	\$310,000	\$245,000	\$180,000
Sewer Improvements (City)	\$10,820,400	\$10,103,100	\$9,394,800
Sewer Improvement (MWRA)	\$670,120	\$1,591,510	\$1,064,035
Sewer Improvements (SRF)	\$2,791,524	\$2,535,363	\$2,273,990
Total Outstanding Bonds	\$14,592,044	\$14,474,973	\$12,912,825
Bonds Retired In 10 Years	13.26%	34.32%	41.45%
Bonds Retired In 15 Years	48.71%	61.19%	48.49%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Water Equipment			
Water Improvements	\$4,748,040	\$4,380,700	\$4,054,600
Water Improvements (MWRA)	\$752,805	\$669,160	\$585,515
Water Improvements (MWRA)	\$2,389,563	\$2,516,444	\$2,164,955
Total Outstanding Bonds	\$7,890,408	\$7,566,304	\$6,805,070
Bonds Retired In 10 Years	42.69%	43.99%	41.90%
Bonds Retired In 15 Years	61.89%	62.61%	61.05%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,447,752.03	1,562,398.31	1,369,000.00	1,368,520.63	1,373,521.00	1,565,000.00	196,000.00	1,565,000.00	1,565,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	653,751.80	809,296.80	755,000.00	522,751.80	802,474.00	762,000.00	7,000.00	762,000.00	762,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Sewer	Net increase in principal payments for outstanding sewer bond issues	196,000.00
5910 Serial Bond Water	Net increase in principal payments for outstanding water bond issues	7,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,101,503.83	2,371,695.11	2,124,000.00	1,891,272.43	2,175,995.00	2,327,000.00	203,000.00	2,327,000.00	2,327,000.00
Equipment & Unusual									
Total Operating Budget	2,101,503.83	2,371,695.11	2,124,000.00	1,891,272.43	2,175,995.00	2,327,000.00	203,000.00	2,327,000.00	2,327,000.00

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 and sewer funds are budgeted under this element.

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
SEWER			
BANS Issued		\$2,047,000	\$6,000,000
Interest Rate		1.0%	1.5%
Bonds Issued (MWRA)		\$588,750	
Interest Rate		0.0%	
Maximum Borrowing Term		10	
Bonds Issued (MWRA)		\$667,700	
Interest Rate		0.0%	
Maximum Borrowing Term		5	
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
WATER			
BANS Issued		\$45,000	\$2,000,000
Interest Rate		1.0%	1.5%
Bonds Issued	\$236,240		
Interest Rate	4.0%		
Maximum Borrowing Term	20		
Bonds Issued (MWRA)		\$478,370	
Interest Rate		0.0%	
Maximum Borrowing Term		10	
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	7,477.22	12,509.28	40,000.00	5,795.16	20,000.00	30,000.00	(10,000.00)	30,000.00	30,000.00
5925 Interest on Bond Anticipation Notes						50,000.00	50,000.00	50,000.00	50,000.00
5915 Debt Interest Sewer	483,339.53	481,212.08	469,000.00	400,195.41	469,500.00	433,000.00	(36,000.00)	433,000.00	433,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	796.00	9,888.78	40,000.00		10,000.00	15,000.00	(25,000.00)	15,000.00	15,000.00
5925 Interest on Bond Anticipation Notes						20,000.00	20,000.00	20,000.00	20,000.00
5915 Debt Interest Water	176,060.32	165,217.12	174,000.00	164,380.93	176,750.00	164,000.00	(10,000.00)	164,000.00	164,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5925 Interest on Bond Anticipation Notes (Sewer)	Sewer - Proposed BANS issue of \$2M and \$4M	50,000.00
5925 Interest on Bond Anticipation Notes (Water)	Water - Proposed BANS issue of \$2M	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	667,673.07	668,827.26	723,000.00	570,371.50	676,250.00	712,000.00	(11,000.00)	712,000.00	712,000.00
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Equipment & Unusual

Total Operating Budget	667,673.07	668,827.26	723,000.00	570,371.50	676,250.00	712,000.00	(11,000.00)	712,000.00	712,000.00
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BUILDING

STATEMENT OF OBJECTIVES:

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

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

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

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

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 2013	FY 2014
Pension-Contributory/FICA	419,672	460,179
Pension Administration	36,715	42,853
Medical & Life Insurance	646,100	644,240
Heat, Light, Water	199,070	214,934
Building Repair & Maintenance	202,516	340,715
Building Insurance	3,471	2,621
Motor Vehicle Insurance	1,337	1,493
Motor Vehicle Maint & Repair	25,775	26,346
Workers Compensation	81,731	38,476
Total	\$1,616,387	\$1,771,857

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Revenue	\$4,898,290	\$5,300,000	\$6,000,000
Buildings Maintained and Repaired	54	54	54

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Sign Permits	78	100	100
Plumbing Permits	822	900	950
Gas Permits	635	750	850
Building Permits	1,407	1,500	2,000
Building Inspections	4,600	7,500	8,500
Plumbing & Gas Inspections	1,460	3,500	4,500
Trench Permits	61	80	105

BUILDING

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Insp of Bldg/Superintendent	19-2			1	110,235	79,867.31	103,696.87	1	91,519	1	91,519	91,519	
2.	Director of Maintenance	15-6 (L10)			1	92,508	68,683.74	92,508.00	1	92,508	1	92,508	92,508	
3.	SPMG Sr Building Inspector	13-6 (L11)			1	82,163	61,003.66	82,163.00	1	82,163	1	82,163	82,163	
4.	SPMG Sr Building Inspector	13-6 (L9)			2	161,366	119,808.32	161,366.00	2	161,366	2	161,366	161,366	
5.	SPMG *Sr Building Inspector	13-3			1	62,249	45,201.67	62,249.00	1	64,691	1	64,691	64,691	
6.	SPMG Sr Building Inspector	13					11,416.14	38,060.00						
7.	SPMG *Sr Plumbing & Gas Inspector	13-3			1	61,850	44,626.50	61,850.00	1	64,069	1	64,069	64,069	
8.	SPMG *Foreman	13-3 (L11)			1	61,052	42,114.20	61,052.00	1	72,959	1	72,959	72,959	
9.	SPMG *Inspectors Admin Asst	11-6 (L8)			1	68,141	50,172.30	68,141.00	1	69,452	1	69,452	69,452	
10.	Administrative Assistant	10-5 (L8)			1	65,483	40,234.20	55,067.44	1	60,852	1	60,852	60,852	
11.	*Office Coordinator (PT 14 hrs)	9-3			0.5	18,459	12,594.23	18,459.00	0.5	19,178	0.5	19,178	19,178	
12.	Sub Inspectors - Building (\$11K) & Plumbing (\$5K)				1	16,000	3,450.00	16,000.00	1	16,000	1	16,000	16,000	
13.	Access Analyst 1 Day	12-1			1	11,416								
14. LAB	Working Foreman II	11-4			1	62,067	37,808.18	50,516.98	1	52,574	1	52,574	52,574	
15. LAB	*Painter	10-6 (L8)			1	56,962	47,786.10	56,962.00	1	58,834	1	58,834	58,834	
16. LAB	Carpenter	10-1			1	46,165	18,093.92	30,079.12	1	45,333	1	45,333	45,333	
17. LAB	*Bldg Maint Person	7-6 (L11)			1	51,058	43,233.32	51,058.00	1	52,727	1	52,727	52,727	
18. LAB	*Bldg Maint Person	7-6 (L9)			1	50,139	42,239.14	50,139.00	1	51,777	1	51,777	51,777	
19. LAB	*Bldg Maint Person Nights	7-6 (L9)			1	53,147	44,756.55	53,147.00	1	54,884	1	54,884	54,884	
20. LAB	*Bldg Maint Person	7-6 (L8)			1	49,679	41,849.16	49,679.00	1	51,302	1	51,302	51,302	
21. LAB	*Bldg Maint Person Nights	7-6 (L8)			1	52,659	44,377.30	52,659.00	1	54,380	1	54,380	54,380	
22. LAB	*Bldg Maint Person	7-6 (L8)			1	45,999	38,772.84	45,999.00	1	48,958	1	48,958	48,958	
23. LAB	*Bldg Maint Person	7-6			1	43,307	35,576.11	43,307.00	1	46,811	1	46,811	46,811	
24. LAB	*Bldg Maint Person Nights	7-4			1	41,624	35,099.06	41,624.00	1	44,726	1	44,726	44,726	
25. LAB	*Bldg Maint Person	7-3			1	38,596	30,295.52	38,596.00	1	41,442	1	41,442	41,442	
26.	Compliance Officer					3,000	2,181.22	3,000.00		3,000		3,000	3,000	
Subtotal			24	1,294,343.66	24.5	1,405,324	1,041,240.69	1,387,378.41	23.5	1,401,505		23.5	1,401,505	1,401,505

PERSONNEL

BUILDING

Bargaining
Unit PositionFY 2016
Grade-Step

FY 2014		FY 2015			FY 2016			
		July - March						
Actual		Actual			Department		Mayor's	
#	Expenditures	#	Budget	Expenditures Thru 6/30/15	#	Request	#	Council
							Recommendation	Approval

Summary of Changes

Adjustments to FY 2015 PositionsExplanation

Step Raises/Longevity/Contract Settlement included in * position salary		41,269						
Insp of Bldg/Superintendent	19-2	(18,716)	New employee hired at lower step					
Administrative Assistant	10-5 (L8)	(4,631)	New employee hired at lower step					
Access Analyst 1 Day	12-1	(11,416)	Not requested					
LAB Working Foreman II	11-4	(9,493)	Internal promotion					
LAB Carpenter	10-1	(832)	New employee hired at lower step					
<u>New Positions</u>								
SPMG Sr Building Inspector/Zoning Compliance Inspector	15-6 (L9)		The purpose of this position is to define a responsibility that has not been recognized as a separate function. In addition to the changes to the job description, this position will allow more timely review of Old Lot Opinion and Zoning review that will not take time from administrative functions of the Department Head. It will expedite permits more quickly and allow for the transition into electronic public record conversion.					
SPMG Sr Building Inspector	13-6 (L9)		Mayor: Return to prior position					
Subtotal								
Grand Total								

1	93,111		1	83,771	83,771
1	93,111		1	83,771	83,771

24	1,294,343.66	24.5	1,405,324	1,041,240.69	1,387,378.41	24.5	1,494,616		24.5	1,485,276	1,485,276
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BUILDING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual	Actual	July - March			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/15				
Personnel 001-192-5100									
5111 Salaries - Full Time	717,187.75	683,509.16	765,047.00	563,128.04	786,153.31	852,690.00	78,303.00	843,350.00	843,350.00
5112 Wages - Full Time	533,381.05	570,138.91	591,402.00	459,887.20	563,766.10	603,748.00	12,346.00	603,748.00	603,748.00
5121 Salaries - Part Time	23,345.11	40,695.59	48,875.00	18,225.45	37,459.00	38,178.00	(10,697.00)	38,178.00	38,178.00
5131 Overtime	9,188.58	7,271.33	10,000.00	19,147.50	20,000.00	10,000.00	0.00	10,000.00	10,000.00
5195 Buyback Sick Time		3,737.00		3,030.30	3,100.00	3,500.00	3,500.00	3,500.00	3,500.00
General Expenses 001-192-5200									
5192 Mileage	187.58	367.90	200.00	476.64	550.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	1,676.80	673.39	2,100.00	2,149.73	2,500.00	2,100.00	0.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	801.51	2,939.30	2,500.00	2,520.83	2,800.00	2,500.00	0.00	2,500.00	2,500.00
5245 Maint/Repair of Buildings/Elevator	2,684.63	6,985.30	33,540.00	20,621.24	33,540.00	33,540.00	0.00	33,540.00	33,540.00
5247 Alarms / Intrusion	1,108.00	987.00	1,600.00	1,162.50	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5271 Uniform Rental			2,000.00		1,800.00	2,000.00	(2,000.00)	0.00	0.00
5276 Equipment Rental	1,212.92	3,914.00	2,000.00	2,596.00	3,000.00	2,000.00	0.00	2,000.00	2,000.00
5291 Custodial Services	1,332.00	1,000.00	3,400.00	673.24	3,400.00	3,400.00	(2,000.00)	1,400.00	1,400.00
5307 Public Safety Service	170.00	288.67	1,150.00	205.00	1,150.00	1,150.00	0.00	1,150.00	1,150.00
5312 Training	400.75	416.75	500.00	900.00	1,500.00	500.00	0.00	500.00	500.00
5342 Postage	1,239.50	833.46	1,700.00	1,495.73	1,700.00	1,700.00	0.00	1,700.00	1,700.00
5343 Printing	913.20	1,555.51	2,000.00	946.40	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5382 Pest Control	1,938.97	3,720.00	3,000.00	3,984.00	4,500.00	3,000.00	0.00	3,000.00	3,000.00
5420 Office Supplies	3,396.38	3,588.03	7,400.00	3,319.90	7,400.00	7,400.00	0.00	7,400.00	7,400.00
5430 Building Supplies	8,093.29	8,352.82	6,000.00	7,958.45	9,000.00	6,000.00	0.00	6,000.00	6,000.00
5431 Paint Supplies	886.38	2,232.64	1,000.00	1,457.46	2,000.00	1,000.00	0.00	1,000.00	1,000.00
5450 Custodial Supplies	25,897.31	22,655.10	24,000.00	26,791.88	27,500.00	24,000.00	0.00	24,000.00	24,000.00
5470 Public Safety Supplies		1,345.14	1,600.00		1,025.00	1,600.00	(600.00)	1,000.00	1,000.00
5510 Education Supplies	730.88	742.98	1,500.00	594.85	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5536 Lumber	382.03	685.35	1,500.00	533.84	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5581 Clothing, Gloves, Shoes	6,466.87	7,243.85	9,000.00	9,553.44	9,350.00	9,000.00	1,300.00	10,300.00	10,300.00
5588 Signs & Flags	717.94	674.00	1,000.00	637.17	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues		247.00							
5733 Licenses	845.00	345.00	1,160.00	200.00	1,160.00	1,160.00	0.00	1,160.00	1,160.00
5781 Holiday	576.00	751.97	1,000.00	687.25	1,000.00	1,000.00	0.00	1,000.00	1,000.00

BUILDING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200									
5245 Repair to Buildings									
-41 City Hall	14,280.76	25,538.58	20,000.00	6,063.19	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-42 Government Center	13,691.39	16,836.27	25,000.00	10,779.50	25,000.00	25,000.00	0.00	25,000.00	25,000.00
-43 Municipal Center	64,640.36	40,527.87	50,000.00	21,151.74	50,000.00	50,000.00	0.00	50,000.00	50,000.00
-45 Cutter St Voting Booth									
-46 73 Charles Street									
-47 Veterans Building									
-48 80 Hall St	66.91								
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	264.50	1,152.94	500.00	138.33	500.00	500.00	0.00	500.00	500.00
-52 Animal Control / Future vacant schools									
-53 Wires Building	3,228.62	2,928.96		1,098.00	1,098.00	3,000.00	3,000.00	3,000.00	3,000.00
-54 Emergency Management	4,995.00	262.50	5,000.00	559.50	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-55 Lake St. Fire Station	4,506.06	2,655.34	1,500.00	936.96	1,500.00	1,500.00	0.00	1,500.00	1,500.00
-56 Moody St. Fire Station	9,696.11	12,722.81	9,000.00	1,751.12	9,000.00	9,000.00	0.00	9,000.00	9,000.00
-57 Prospect St. Fire Station	1,083.70	1,605.41	1,050.00	1,862.76	2,500.00	1,500.00	450.00	1,500.00	1,500.00
-58 Willow St. Fire Station	3,088.03	5,442.83	5,050.00	1,140.55	5,050.00	5,050.00	0.00	5,050.00	5,050.00
-59 Trapelo Rd. Fire Station	2,149.74	1,508.80	2,000.00	1,030.82	2,000.00	2,000.00	0.00	2,000.00	2,000.00
-61 25 Lexington Street	4,269.75	3,898.14	3,000.00	1,684.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
-62 Hardy School	2,483.97	4,873.39							
-63 Main St Library	10,236.01	12,953.16	20,000.00	9,479.59	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-64 Wellington House		1,177.42	1,000.00	2,321.70	2,500.00	1,000.00	0.00	1,000.00	1,000.00
-65 Teen Center	1,676.10	72.00		1,655.99					
-66 Paine Estate	5,487.51	2,778.96	2,000.00	3,898.59	4,000.00	2,000.00	0.00	2,000.00	2,000.00
-67 Banks School	3,726.35	7,609.37		4,923.57	5,000.00				
-68 Senior Center	21,044.38	10,979.68	5,000.00	4,406.10	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-69 Met State				1,063.23	1,063.23	2,000.00	2,000.00	2,000.00	2,000.00
-71 Leary Field Recreation Building	955.59			484.90	484.90				
-72 Vet's Fieldhouse	5,399.66	1,206.53	1,000.00	550.20	1,000.00	1,000.00	0.00	1,000.00	1,000.00
-73 Recreation Building Prospect Hill Park	4,483.82	1,698.17		4,179.35	5,000.00	1,500.00	1,500.00	1,500.00	1,500.00
-74 Cacciatore Field				448.43	448.43	1,000.00	1,000.00	1,000.00	1,000.00
-75 Lazazzero Field									
-76 Prospect Hill		187.62	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
-77 Cornelia Warren		629.96							
-78 Bright School	1,691.25			121.64					
-79 South Middle School	10,914.16	20,856.43	10,000.00	5,620.62	10,000.00	10,000.00	0.00	10,000.00	10,000.00
-81 Pumping Station	1,107.35	495.61		584.50	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
-82 Garages		105.56							
Public Parking Garage-Moody St									
Public Parking Garage-Common St									
-83 Cemetery	1,108.25	4,136.18							
-84 Nipper Maher		147.05		119.70	119.70				
-85 Fitch	1,080.99		2,000.00			2,000.00	0.00	2,000.00	2,000.00
-86 509 Moody St	3,101.21	2,275.34	5,000.00	1,137.33	5,000.00	3,000.00	(2,000.00)	3,000.00	3,000.00
-88 Fernald Property						10,000.00	10,000.00	10,000.00	10,000.00

BUILDING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-192-5400									
5302 Banks School Conversion - Architect	16,950.00	27,560.00		4,210.00	4,210.00				
5245-73 Prospect Hill Rec-Insurance		30,305.69							
911 Building Generator						1,000.00	1,000.00	1,000.00	1,000.00
Electronic notepads for Inspectors						5,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5195 Buyback Sick Time	Contractual increase	3,500.00
5245 Repair to Buildings:		
-53 Wires Building	Expenditures in FY2015 were never allocated	3,000.00
-57 Prospect St. Fire Station	Over budget FY2015	450.00
-69 Met State	Building Security	2,000.00
-73 Recreation Building Prospect Hill Park	Misc. repairs from unprecedented winter	1,500.00
-74 Cacciatore Field	Misc. repairs from unprecedented winter	1,000.00
-81 Pumping Station	Not requested/ but expenditures in FY2015	1,000.00
Fernald Property	The purpose of this increase is to provide a fund for securing buildings on the property from unlawful entry and miscellaneous repairs and material costs therein.	10,000.00
911 Building Generator	Repair entrance port covers- damaged from plowing - repaint to proper color	1,000.00
Electronic notepads for Inspectors	Cost of 5-6 devices to allow real time inspection reporting in the field. Will link direct access to the Govern Permitting System. Easier access to emails in the field. Future use for code enforcement reporting. (Mayor: Fund notepads for Inspectors in CIP budget)	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,283,102.49	1,305,351.99	1,415,324.00	1,063,418.49	1,410,478.41	1,508,116.00	83,452.00	1,498,776.00	1,498,776.00
General Expenses	262,115.47	259,808.04	280,950.00	178,657.46	309,739.26	297,900.00	13,650.00	294,600.00	294,600.00
Equipment & Unusual	16,950.00	57,865.69	0.00	4,210.00	4,210.00	6,000.00	1,000.00	1,000.00	1,000.00
Total Operating Budget	<u>1,562,167.96</u>	<u>1,623,025.72</u>	<u>1,696,274.00</u>	<u>1,246,285.95</u>	<u>1,724,427.67</u>	<u>1,812,016.00</u>	<u>98,102.00</u>	<u>1,794,376.00</u>	<u>1,794,376.00</u>

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of buildings	54	54	54

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200									
-41 City Hall	95,559.89	91,172.13	100,000.00	75,090.60	100,000.00	100,000.00	0.00	100,000.00	100,000.00
-42 Government Center	123,083.13	123,204.82	130,000.00	84,725.82	130,000.00	130,000.00	0.00	130,000.00	130,000.00
-43 Municipal Center	282,070.20	265,459.53	300,000.00	195,447.71	300,000.00	300,000.00	0.00	300,000.00	300,000.00
-45 Cutter St Voting Booth	2,402.97	7,002.30	1,200.00	5,193.16	1,200.00	1,200.00	0.00	1,200.00	1,200.00
-46 73 Charles Street									
-47 Veterans Building	2,256.32	2,571.31	3,000.00	3,558.82	3,000.00	3,000.00	0.00	3,000.00	3,000.00
-48 80 Hall St		269.20	500.00		500.00	500.00	0.00	500.00	500.00
-50 Lake St Sub Station	259.45	441.72	600.00	44.25	600.00	600.00	0.00	600.00	600.00
-51 Carter St. Police Sub Station	6,614.37	8,248.29	8,300.00	6,541.06	8,300.00	8,300.00	0.00	8,300.00	8,300.00
-52 Animal Control / Future vacant schools	932.56	439.77	744.00	83.64	744.00	744.00	0.00	744.00	744.00
-53 Wires Bldg	38,275.81	47,154.33	2,000.00	30,881.02	2,000.00	2,000.00	0.00	2,000.00	2,000.00
-54 Emergency Management	24,332.18	19,593.95	25,000.00	19,728.22	25,000.00	25,000.00	0.00	25,000.00	25,000.00
-55 Lake St. Fire Station	15,933.11	13,738.69	18,000.00	11,598.75	18,000.00	18,000.00	0.00	18,000.00	18,000.00
-56 Moody St. Fire Station	40,747.74	39,656.96	45,000.00	30,285.01	45,000.00	45,000.00	0.00	45,000.00	45,000.00
-57 Prospect St. Fire Station	13,190.99	14,475.35	14,000.00	9,643.92	14,000.00	14,000.00	0.00	14,000.00	14,000.00
-58 Willow St. Fire Station	12,515.10	12,998.84	14,000.00	10,213.36	14,000.00	14,000.00	0.00	14,000.00	14,000.00
-59 Trapelo Rd. Fire Station	15,773.81	14,768.28	16,000.00	11,177.90	16,000.00	16,000.00	0.00	16,000.00	16,000.00
-61 25 Lexington Street	20,659.02	28,401.94	30,000.00	22,370.83	30,000.00	30,000.00	0.00	30,000.00	30,000.00
-62 Hardy School	14,227.69	28,122.36	4,000.00	22,930.89	4,000.00	4,000.00	0.00	4,000.00	4,000.00
-63 Main St Library	140,705.90	152,705.30	163,000.00	117,749.06	163,000.00	163,000.00	0.00	163,000.00	163,000.00
-64 Wellington House	3,111.00	3,951.38	5,000.00	3,156.66	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-65 Teen Center	2,131.61	2,850.91	1,000.00	1,036.07	1,500.00	1,000.00	0.00	1,000.00	1,000.00
-66 Paine Estate	34,735.27	36,316.28	30,000.00	25,232.41	30,000.00	30,000.00	0.00	30,000.00	30,000.00
-67 Banks School	57,155.51	38,729.75	16,000.00	49,757.55	16,000.00	16,000.00	0.00	16,000.00	16,000.00
-68 Senior Center	69,336.34	59,032.72	60,000.00	46,941.62	60,000.00	60,000.00	0.00	60,000.00	60,000.00
-71 Leary Field Recreation Building	8,176.87	8,817.95	9,000.00	7,674.90	9,000.00	9,000.00	0.00	9,000.00	9,000.00
-73 Recreation Building Prospect Hill Park	9,779.16	11,882.58	6,000.00	7,283.75	6,000.00	6,000.00	0.00	6,000.00	6,000.00
-78 Bright School									
-79 South Middle	80,748.01	90,681.15	85,000.00	52,370.94	85,000.00	85,000.00	0.00	85,000.00	85,000.00
-81 Pumping Station									
-83 Cemetery	8,772.68	13,489.05	9,000.00	8,291.98	9,000.00	9,000.00	0.00	9,000.00	9,000.00
-85 Fitch	2,574.84	3,446.85	3,000.00	2,480.49	3,000.00	3,000.00	0.00	3,000.00	3,000.00
-86 509 Moody St	6,449.80	7,562.12	50,000.00	7,164.97	50,000.00	50,000.00	0.00	50,000.00	50,000.00

BUILDING UTILITIES

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	1,132,511.33	1,147,185.81	1,149,344.00	868,655.36	1,149,844.00	1,149,344.00	0.00	1,149,344.00	1,149,344.00
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Equipment & Unusual

Total Operating Budget	<u>1,132,511.33</u>	<u>1,147,185.81</u>	<u>1,149,344.00</u>	<u>868,655.36</u>	<u>1,149,844.00</u>	<u>1,149,344.00</u>	<u>0.00</u>	<u>1,149,344.00</u>	<u>1,149,344.00</u>
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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 2013	FY 2014
Pension-Contributory/FICA	121,207	120,803
Pension Administration	10,264	10,901
Medical & Life Insurance	211,650	206,037
Heat, Light, Water	14,215	18,691
Building Repair & Maintenance	24,045	37,649
Building Insurance	410	1,754
Total	\$381,791	\$395,835

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Births Recorded	750	775	800
Deaths Recorded	590	600	615
Marriage Licenses	490	500	500
Licenses - Dog	1,573	1,800	1,800
Marriage Intentions	525	525	535
Customers Served at Counter		33,000	33,000
City Clerk Receipts	\$131,797	\$135,000	\$135,000

CITY CLERK

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	City Clerk	18-6 (L10)
2.	*Assistant City Clerk	16-3 (L8)
3.	SPMG Executive Assistant	12-1
4.	SPMG Administrative Assistant	10-2 (L9)
Subtotal		

FY 2014		FY 2015				FY 2016					
#	Actual Expenditures	#	July - March		Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
			Budget	Actual Expenditures							
		1	113,238	84,075.81	113,238.00	1	113,238	1	113,238	113,238	
		1	83,621	62,086.10	83,621.00	1	86,916	1	86,916	86,916	
		1	76,293	48,451.17	76,293.00	1	57,218	1	57,592	57,592	
		1	64,402	23,313.57	64,402.00	1	54,701	1	54,701	54,701	
4	335,859.46	4	337,554	217,926.65	337,554.00	4	312,073		4	312,447	312,447

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary	3,295
SPMG Executive Assistant	12-1 (18,701)
SPMG Administrative Assistant	10-2 (L9) (9,701)

Explanation

New employee to be hired at lower step
New employee hired at lower step

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	335,859.46	4	337,554	217,926.65	337,554.00	4	312,073	4	312,447	312,447
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CITY CLERK

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	369,249.40	335,859.46	337,554.00	217,926.65	337,554.00	312,073.00	(25,107.00)	312,447.00	312,447.00
General Expenses 001-161-5200									
5192 Mileage	268.63	102.83	500.00		500.00	500.00	0.00	500.00	500.00
5242 Office Equipment Repair/Maint	3,745.25	4,913.00	4,000.00	4,021.23	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5272 Office Equipment Rental	2,577.89	2,040.11	5,000.00	3,561.94	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5308 Stenographer	2,300.00	1,400.00	2,600.00		2,600.00	2,600.00	0.00	2,600.00	2,600.00
5341 Advertising		7,000.82	9,000.00	3,103.02	9,000.00	9,000.00	0.00	9,000.00	9,000.00
5342 Postage	200.00	5,780.00	5,000.00	5,981.25	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5343 Printing	7,034.20	5,043.28	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5420 Office Supplies	4,723.50	3,179.10	5,000.00	6,213.20	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5730 Dues & Subscriptions	289.36	650.00	800.00	25.00	800.00	800.00	0.00	800.00	800.00
5731 Conference Expense			1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5740 Insurance & Surety Bonds	100.00	200.00	200.00	100.00	200.00	200.00	0.00	200.00	200.00
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities	42,436.59	* 38,821.15	35,000.00	22,149.40	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5245 Building/Grounds Maint		18,644.35	20,000.00	16,462.17	20,000.00	30,000.00	10,000.00	30,000.00	30,000.00

* Transfer from Building Dept per Council Order #31246

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5245 Building/Grounds Maint - Bright	Building is being used for shelter and more maintenance is required	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	369,249.40	335,859.46	337,554.00	217,926.65	337,554.00	312,073.00	(25,107.00)	312,447.00	312,447.00
General Expenses	63,675.42	87,774.64	98,100.00	61,617.21	98,100.00	108,100.00	10,000.00	108,100.00	108,100.00
Equipment & Unusual									
Total Operating Budget	432,924.82	423,634.10	435,654.00	279,543.86	435,654.00	420,173.00	(15,107.00)	420,547.00	420,547.00

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 2013	FY 2014
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Registered Voters	32,000	35,100	36,000
Elections Conducted	4	2	4
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 2016 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/15	#	Department Request	#	Recommendation	Mayor's	Council Approval	
1.	Registration Clerk					2,500	1,856.03		2,500			2,500	2,500	
2.	Voting Machine Custodian					500	371.21		500			500	500	
3.	Registrars			3		3,000	2,250.00	3	3,000	3	3,000	3,000	3,000	
4.	SPMG Administrative Assistant	10-6 (L10)		1		65,594	48,701.41	1	65,594	1	65,594	65,594	65,594	
5.	Assistant Registrar	9-6 (L9)		1		53,171	39,477.73		53,171.00					
6.	Assistant Registrar	9-6 (L8)		1		51,708	38,089.38		51,708.00					
7.	Assistant Registrar	7		1		52,684	22,949.83		52,684.00					
Subtotal			7	226,229.99	7	229,157	153,695.59	229,157.00	4	71,594		4	71,594	71,594

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

Assistant Registrar	9-6 (L9)	6,962
Assistant Registrar	9-6 (L8)	7,873
Assistant Registrar	7	(52,684)

Council Order #33203 approved 3/10/15 by City Council to eliminate one Assistant Registrar position and increase the grade of Assistant Registrar from 7 to 9

1	60,133	1	60,133	60,133
1	59,581	1	59,581	59,581

New Positions

Subtotal

2	119,714	2	119,714	119,714
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Grand Total

7	226,229.99	7	229,157	153,695.59	229,157.00	6	191,308		6	191,308	191,308
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	221,356.18	220,230.00	223,157.00	149,218.35	223,157.00	185,308.00	(37,849.00)	185,308.00	185,308.00
5121 Salaries - Part Time	3,000.00	2,999.99	3,000.00	2,227.24	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	3,000.00	3,000.00	3,000.00	2,250.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200									
5192 Mileage	420.57	679.60	500.00	13.44	500.00	600.00	0.00	500.00	500.00
5241 Equipment Repair/Maint	9,146.75	14,338.51	15,000.00	7,494.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5307 Public Safety Service		13,431.60	12,000.00	168.00	11,723.50	12,000.00	0.00	12,000.00	12,000.00
5330 Transport Services			200.00		200.00	200.00	0.00	200.00	200.00
5341 Advertising	963.90	2,943.16	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	15,371.82	22,862.70	15,000.00	18,955.58	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5343 Printing	17,136.90	14,910.53	15,000.00	989.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	84,734.75	90,838.25	60,000.00	51,348.29	60,000.00	70,000.00	10,000.00	70,000.00	70,000.00
5420 Office Supplies	5,469.66	11,387.56	7,500.00		7,500.00	7,500.00	0.00	7,500.00	7,500.00
5425 Software License		7,000.00	6,000.00		6,000.00	7,000.00	1,000.00	7,000.00	7,000.00
5490 Election Workers Appreciation	1,540.00	1,400.00	1,000.00	1,276.50	1,276.50	1,500.00	500.00	1,500.00	1,500.00
5585 Inaugural Expenses		9,508.61				11,500.00	11,500.00	11,500.00	11,500.00
5730 Dues			500.00	320.00	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>
5192 Mileage	Trips to the Bright School and 18 precincts	100.00
5381 Contract Labor	Short staffed needed for spike in work load in elections (presidential)	10,000.00
5425 Software License	Additions to the program	1,000.00
5490 Election Workers Appreciation	Increases in appreciation event costs	500.00
5585 Inaugural Expenses	No inauguration last year 2014 (school committee, council and mayor in 2015)	11,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	227,356.18	226,229.99	229,157.00	153,695.59	229,157.00	191,308.00	(37,849.00)	191,308.00	191,308.00
General Expenses	134,784.35	189,300.52	136,700.00	80,564.81	136,700.00	159,800.00	23,000.00	159,700.00	159,700.00
Equipment & Unusual									
Total Operating Budget	362,140.53	415,530.51	365,857.00	234,260.40	365,857.00	351,108.00	(14,849.00)	351,008.00	351,008.00

CITY COUNCIL

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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 2013	FY 2014
Pension-Contributory/FICA	41,269	69,177
Pension Administration	3,408	6,298
Medical & Life Insurance	258,769	239,059
Heat, Light, Water	14,334	13,676
Building Repair & Maintenance	16,512	31,680
Building Insurance	511	718
Total	\$334,803	\$360,608

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
City Council Meetings	20	20	20
Committee Meetings	100	100	100
Public Hearings	50	50	50
Communications, resolutions	80	80	80
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	20	15	20

CITY COUNCIL

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016						
			Actual # Expenditures	#	Budget	Actual Expenditures July - March Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval			
1.	*Council President			1	17,644	13,203.48	17,644.00	1	17,899	1	17,899	17,899		
2.	*City Councillor			14	240,016	179,599.14	240,016.00	14	243,585	14	243,585	243,585		
3.	Clerk-Council			1	7,000	5,197.39	7,000.00	1	7,000	1	7,000	7,000		
4.	Clerk-Committees (not otherwise assigned)			1	7,000	5,197.39	7,000.00	1	7,000	1	7,000	7,000		
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,197.39	7,000.00	1	7,000	1	7,000	7,000		
6.	Clerk-LT Debt			1	3,500	2,598.51	3,500.00			1	3,500	3,500		
7.	Clerk-Community Development			1	7,000	3,317.89	3,500.00			1	7,000	7,000		
Subtotal			20	277,036.53	20	289,160	214,311.19	285,660.00	18	282,484		20	292,984	292,984

Summary of Changes

Adjustments to FY 2015 Positions

Cost of Living Adjustment included in * position	3,824
Clerk-LT Debt, Public Works, Ad Hoc Committees, Substitute Clerk	3,500
Clerk-Economic and Community Development	(3,500)

Explanation

Increase associated with serving as Clerk of Public Works, Ad Hoc, and substitute

Decrease reflects compensation for serving as clerk of one committee Subject to Collective or Impact Bargaining

Mayor: Ordinance change not effectuated to date, Sec. 2-65 and 2-66 not amended

1	7,000
1	3,500
2	10,500
0	0
0	0

New Positions

Subtotal

Grand Total

20	277,036.53	20	289,160	214,311.19	285,660.00	20	292,984		20	292,984	292,984
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CITY COUNCIL

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	278,698.91	277,036.53	289,160.00	214,311.19	285,660.00	292,984.00	3,824.00	292,984.00	292,984.00
General Expenses 001-111-5200									
5191 Council Monthly Expense	51,900.00	54,300.00	54,300.00	40,725.00	54,300.00	54,300.00	0.00	54,300.00	54,300.00
5341 Advertising						5,000.00	5,000.00	5,000.00	5,000.00
5342 Postage						750.00	750.00	750.00	750.00
5343 Printing	2,683.02	2,250.00	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5383 Photographs	392.00		392.00		392.00	500.00	108.00	500.00	500.00
5420 Office Supplies	2,888.10	2,654.82	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5731 Conference Expense	2,931.19	3,682.63	3,000.00	2,948.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Equipment & Unusual 001-111-5400									
5300 Consultant - Comprehensive Zoning Review			100,000.00	11,090.16	64,000.00	0.00	(100,000.00)	0.00	0.00
Consultant - review structure of city government						100,000.00	0.00	0.00	0.00
5315 Legal Assistance			10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5863 Chairs						6,000.00	6,000.00	6,000.00	6,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5341 Advertising	Cost of advertising when City Council/Members are the petitioner.	5,000.00
5342 Postage	Postage associated with mailings to abutters.	750.00
5383 Photographs	Anticipated increase cost for council photos.	108.00
Consultant - review structure of city government	Resolution approved by full Council in December 2014	100,000.00
Chairs	Replace nine chairs in Hoover Room that are in poor condition/some unsafe	6,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	278,698.91	277,036.53	289,160.00	214,311.19	285,660.00	292,984.00	3,824.00	292,984.00	292,984.00
General Expenses	60,794.31	62,887.45	63,192.00	43,673.00	63,192.00	69,050.00	5,858.00	69,050.00	69,050.00
Equipment & Unusual	0.00	0.00	110,000.00	11,090.16	74,000.00	116,000.00	(94,000.00)	16,000.00	16,000.00
Total Operating Budget	<u>339,493.22</u>	<u>339,923.98</u>	<u>462,352.00</u>	<u>269,074.35</u>	<u>422,852.00</u>	<u>478,034.00</u>	<u>(84,318.00)</u>	<u>378,034.00</u>	<u>378,034.00</u>

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	23,340	23,386
Pension Administration	2,092	2,222
Medical & Life Insurance	11,901	11,854
Heat, Light, Water	2,821	2,655
Building Repair & Maintenance	4,983	3,352
Building Insurance	90	90
Total	\$45,227	\$43,559

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Meetings	22	21	22
Filings		50	50
Notice of Intent (NOI)	15	20	20
Req for Determination of Applicability	17	20	20
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	5 to 10	5 to 10	5 to 10
Investigated number of complaints	30	30	30
Violation notices issued	3	5	5

CONSERVATION COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Members	
2.	Principal Office Asst (PT 19 hrs)	8-2
3.	Board Stenographer	
Subtotal		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	Budget	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15					
		7	15,400	6,100.00	11,100.00	7	15,400	7	15,400	15,400
		0.5	24,445	12,777.52	19,135.00	0.5	23,916	0.5	23,916	23,916
7.5	31,662.05	7.5	39,845	18,877.52	30,235.00	7.5	39,316	7.5	39,316	39,316

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

Principal Office Asst (PT 19 hrs) 8-2 (529) New employee hired at lower step

New Positions

Subtotal

0	0	0	0	0

Grand Total

7.5	31,662.05	7.5	39,845	18,877.52	30,235.00	7.5	39,316	7.5	39,316	39,316
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5111 Salaries - Full Time	17,901.64	23,062.05	24,445.00	12,777.52	19,135.00	23,916.00	(529.00)	23,916.00	23,916.00
5121 Salaries - Part Time	1,125.00								
5194 Boards & Commissions	9,300.00	8,600.00	15,400.00	6,100.00	11,100.00	15,400.00	0.00	15,400.00	15,400.00
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General Expenses 001-171-5200									
5192 Mileage			100.00			100.00	0.00	100.00	100.00
5242 Office Equipment Repair/Maint	127.13		500.00			500.00	0.00	500.00	500.00
5308 Stenographer	1,261.25		1,000.00			500.00	(500.00)	500.00	500.00
5312 Training						1,000.00	1,000.00	1,000.00	1,000.00
5341 Advertising	277.83	62.37	150.00			200.00	50.00	200.00	200.00
5342 Postage	180.88	399.95	1,000.00			500.00	(500.00)	500.00	500.00
5343 Printing	25.01	35.71	150.00	39.05		100.00	(50.00)	100.00	100.00
5420 Office Supplies	584.36	249.59	1,000.00	168.04	1,080.00	1,000.00	0.00	1,000.00	1,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Additional training needed as a result of new board members (Mayor: Training can be paid out of filing fees as done in prior years)	1,000.00
5341 Advertising	This is a variable number that has gone over our budget before	50.00

COST SUMMARY BY CLASSIFICATION

Personnel	28,326.64	31,662.05	39,845.00	18,877.52	30,235.00	39,316.00	(529.00)	39,316.00	39,316.00
General Expenses	2,456.46	747.62	3,900.00	207.09	1,080.00	3,900.00	0.00	3,900.00	3,900.00
Equipment & Unusual									
Total Operating Budget	<u>30,783.10</u>	<u>32,409.67</u>	<u>43,745.00</u>	<u>19,084.61</u>	<u>31,315.00</u>	<u>43,216.00</u>	<u>(529.00)</u>	<u>43,216.00</u>	<u>43,216.00</u>

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 2013	FY 2014
Pension-Contributory/FICA	1,599,063	1,502,956
Pension Administration	141,763	141,439
Medical & Life Insurance	2,229,219	2,263,986
Heat, Light, Water	115,675	115,218
Building Repair & Maintenance	190,306	151,678
Building Insurance	4,314	6,356
Motor Vehicle Insurance	24,333	28,671
Motor Vehicle Maint & Repair	469,107	505,851
Workers Compensation	227,558	388,782
Total	\$5,001,338	\$5,104,937

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of emergency calls	260	260	270
Number of Work Orders Logged	4,340	4,350	4,500
Miles of streets cleaned	155	155	155
Number of Vehicles used	3	3	3
Number of times cleaned	4	4	4
Trees planted	20	20	40
Snow fall in inches	73	110	44
Registered vehicles maintained	205	208	208
Non registered equipment maintained	56	56	56
Street Opening Permit Revenue	\$65,000	\$58,000	\$60,000

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2014		FY 2015				FY 2016				
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*CPW Director	20-5			1	107,444	79,717.51	107,444.00	1	111,695	1	111,695	111,695
2.	Assistant CPW Director	18-6 (L9)			1	112,209	83,311.60	112,209.00	1	112,209	1	112,209	112,209
3.	*Asst Supt Street	14-6 (L10)			1	86,618	64,242.84	86,618.00			1	86,683	86,683
4.	*Asst Supt Street	14-4 (L9)			1	76,022	56,085.11	76,022.00			1	79,011	79,011
5.	*Asst Supt Parks/Forestry/Cem	14-4 (L9)			1	75,261	55,515.64	75,261.00			1	78,760	78,760
6.	SPMG Foreman - Public Vehicles	13-6 (L11)			1	82,164	61,003.62	82,164.00	1	82,164	1	82,164	82,164
7.	SPMG Foreman - Street	13-6 (L11)			1	82,164	61,003.64	82,164.00	1	82,164	1	82,164	82,164
8.	SPMG Foreman - Forestry	13-1			1	62,050	2,007.19	15,000.00	1	61,651	1	61,651	61,651
9.	SPMG Sr Engineering Aide (311)	13-6 (L8)			1	79,943	59,354.81	79,943.00	1	79,943	1	79,943	79,943
10.	SPMG Sr Code Enforce Inspector	13-6 (L8)			1	79,943	59,354.82	79,943.00	1	79,943	1	79,943	79,943
11.	SPMG Recycling Coordinator	12-6 (L9)			1	75,599	56,129.92	75,599.00	1	75,599	1	75,599	75,599
12.	*Administrative Assistant	10-6 (L10)			1	65,384	48,482.74	65,384.00	1	65,434	1	65,434	65,434
13.	*Administrative Assistant	10-6 (L9)			1	64,541	47,719.16	64,541.00	1	64,839	1	64,839	64,839
14.	Administrative Assistant	10-6			1	63,054	44,165.64	63,054.00	1	59,485	1	59,485	59,485
15.	Office Coordinator	9-6 (L11)			1	61,236	45,466.06	61,236.00			1	61,236	61,236
Subtotal			15	1,093,948.55	15	1,173,632	823,560.30	1,126,582.00	11	875,126		1,180,816	1,180,816

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2016 Grade-Step

FY 2014		FY 2015				FY 2016				
Actual		July - March								
#	Expenditures	#	Budget	Actual Expenditures	Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 7,583

Superintendent Street 16-5 (L10) 9,025
Superintendent Street 16-2 (L9) 8,374
Superintendent Parks/Cemetery 16-2 (L9) 9,135

Explanation

The job duties of our Assistant Superintendents are consistent with the duties listed in the Superintendent job description from when this position was active in the DPW. Superintendents report directly to the Director and Assistant Director. They exercise initiative, independent judgment, and planning and execution of the divisions' programs and services. They supervise all division employees, assign tasks, and monitor performance. The duties they are currently performing are also consistent with the recently reinstated position of Water and Sewer Superintendent.

SPMG Foreman - Forestry 13-1 (399)

Administrative Assistant 10-6 (L11) 4,793

Promote Office Coordinator to Administrative Assistant. The work currently being performed by the Office Coordinator meets the job description and requirements of a Grade 10. This position was previously held by a Grade 10.

New Positions

SPMG Foreman - Parks & Cemetery 13-1

The foreman would be responsible for all Parks and Cemetery crew, and the 5 part time seasonal works on the common and in the parks. During the Winter they would also assist with our snow and ice removal program. There is currently no Foreman position within the Parks and Cemetery Division. Adding a Foreman to this Division would also allow for an identified leader and decision maker when the Assistant Superintendent is not available.

SPMG General Construction Inspector 13-1

The need for this position is so we can have a full time inspector on our Chapter 90 paving projects and other City paving projects. This person would perform inspections, review and confirm pay item quantities for pay estimates and invoices. We currently do not have someone that can be dedicated to watching these Contracts full time. In addition to Chapter 90 projects this person could be assigned to other construction projects (Main & Moody Street, Worcester Lane Culvert, Cemetery Expansion) being done under CPW. During the Winter they would prepare cost estimates for future paving projects and assist with reinspection of private trenches in City Streets. During the Winter they would also assist with our snow and ice removal program.

Snow Stipend

Over the past two Winters our three Asst. Superintendents combined have worked over 850 hours in addition to their regular work hours. All of these hours were worked during snow and ice events. These three individuals manage our snow program to ensure that the roads are safe for the residents and for our public safety vehicles. The time worked includes nights, weekends, and holidays.

Subtotal

Grand Total

1	95,643				
1	84,396				
1	84,396				
1	66,029				
1	61,052				
1	61,052				
	30,000		21,000		21,000
6	482,568	0	21,000		21,000

15	1,093,948.55	15	1,173,632	823,560.30	1,126,582.00	17	1,357,694	15	1,201,816	1,201,816
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2014	FY 2015				FY 2016				
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	*Working Foreman II	11-6 (L11)			1	62,067	52,378.02	1	64,107	1	64,107	64,107
2. LAB	*Working Foreman II	11-6 (L11)			1	62,067	52,315.69	1	64,107	1	64,107	64,107
3. LAB	*Working Foreman I	10-6 (L11)			1	58,545	49,355.77	1	60,468	1	60,468	60,468
4. LAB	*Working Foreman I	10-6 (L8)			1	56,962	49,656.96	1	58,834	1	58,834	58,834
5. LAB	*Working Foreman I	10-6			3	158,229	131,240.77	3	163,428	3	163,428	163,428
6. LAB	*Motor Equipment Repair Pers	10-6 (L11)			1	58,545	49,451.59	1	60,468	1	60,468	60,468
7. LAB	*Motor Equipment Repair Pers	10-6 (L10)			1	58,017	48,885.34	1	59,924	1	59,924	59,924
8. LAB	*Auto Body / Metal Worker	10-6 (L11)			1	58,464	49,192.85	1	60,468	1	60,468	60,468
9. LAB	Welder	10-1			1	52,743	1,504.93	1	44,662	1	44,662	44,662
10. LAB	*WF I /Tree Surgeon	10-6 (L10)			1	57,613	49,018.38	1	59,924	1	59,924	59,924
11. LAB	*S M E O	9-6 (L11)			4	223,608	143,829.79	4	230,932	4	230,932	230,932
12. LAB	*S M E O	9-6 (L10)			2	110,759	90,218.62	2	114,426	2	114,426	114,426
13. LAB	*S M E O	9-6 (L9)			1	54,895	46,243.01	1	56,693	1	56,693	56,693
14. LAB	*S M E O	9-6 (L8)			1	54,392	3,013.70	1	56,173	1	56,173	56,173
15. LAB	*S M E O	9-6			1	47,198	39,218.19	1	50,898	1	50,898	50,898
16. LAB	*H M E O	8-6 (L11)			1	53,399	44,235.79	1	55,138	1	55,138	55,138
17. LAB	*H M E O	8-6 (L9)			1	52,437	46,556.47					
18. LAB	*H M E O	8-6			2	96,216	80,342.04	3	149,022	3	149,022	149,022
19. LAB	*H M E O	8-5			1	45,748	38,748.50	2	93,174	2	93,174	93,174
20. LAB	*H M E O	8-3			2	86,892	74,963.10	1	42,712	1	42,712	42,712
21. LAB	*M E Repair Pers Helper (PT 19 hrs)	8-5			0.5	20,577	16,934.28	0.5	23,000	0.5	23,000	23,000
22. LAB	*M E O	7-6 (L11)			2	102,116	86,845.93	2	105,454	2	105,454	105,454
23. LAB	*M E O	7-6 (L9)			1	50,139	39,261.52	1	51,777	1	51,777	51,777
24. LAB	*M E O	7-6						1	47,502	1	47,502	47,502
25. LAB	*M E O	7-5			2	82,796	67,725.91	1	44,469	1	44,469	44,469
26. LAB	*M E O	7-3			1	40,125	30,244.00	1	40,684	1	40,684	40,684
27. LAB	*M E O	7-2			2	76,120	59,020.65	2	78,610	2	78,610	78,610

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2014		FY 2015				FY 2016					
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
28. LAB	*Highway Maintenance	7-6 (L11)	2		98,270		93,615.36	105,454.00	2	105,454	2	105,454	105,454	
29. LAB	*Highway Maintenance	7-3	1		36,661		20,929.73	40,558.00	1	40,558	1	40,558	40,558	
30. LAB	*Laborer	7-6 (L10)	2		96,500		89,423.94	103,959.00	2	103,959	2	103,959	103,959	
31. LAB	*Laborer	7-3	3		109,983		78,643.66	78,610.00	2	81,368	2	81,368	81,368	
32. LAB	*Laborer	6-2							1	37,864	1	37,864	37,864	
33. LAB	*Laborer / Gardener	7-6 (L11)	1		49,135		46,853.96	52,727.00	1	52,727	1	52,727	52,727	
34. LAB	*Laborer / Gardener	7-6 (L10)	1		48,250		46,003.42	51,777.00	1	52,216	1	52,216	52,216	
35.	Part Time				35,000		18,702.00	35,000.00		35,000		35,000	35,000	
36	Temporary / Seasonal - Summer				30,000		21,393.00	30,000.00		30,000		30,000	30,000	
37.	Part Time / Seasonal - Parks & Playgrounds				40,000			14,250.00		40,000		40,000	40,000	
Subtotal			46.5	1,950,313.47	46.5	2,424,468	1,855,966.87	2,285,421.82	46.5	2,516,200		46.5	2,516,200	2,516,200

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 99,813

LAB Welder 10-1 (8,081)

New Positions

LAB Tree Surgeon 10-1

LAB S M E O - Open Space - Grass 9-1

LAB H M E O 8-1

LAB M E O 7-1

Explanation

New employee to be hired at lower step

Over the past few years we have had difficulty filling our Forestry Foreman (Arborist) position and we are left without an experienced tree cutter. Having this position would allow us to always have one tree cutter on staff and our Foreman would not always have to be the person performing the tree work. This would free up the Foreman to perform inspections and other tree related work that wasn't cutting and trimming.

These positions would be under the Parks and Cemetery Division with the focus being on providing maintenance and care of the City's open space areas. These areas would include but be not limited to Prospect Hill Park, the Fernald, and Mackerel Hill.

1	44,662	1	44,662	44,662
1	42,575	1	42,575	42,575
1	40,591			
1	38,858			
4	166,686	2	87,237	87,237

Subtotal

Grand Total

46.5	1,950,313.47	46.5	2,424,468	1,855,966.87	2,285,421.82	50.5	2,682,886		48.5	2,603,437	2,603,437
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CONSOLIDATED PUBLIC WORKS

EXPENDITURES									
	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual	Actual	Budget	July - March Actual	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Classification	Expenditures	Expenditures		Expenditures					
Personnel 001-420-5100									
5111 Salaries - Full Time	1,211,787.10	1,093,948.55	1,173,632.00	823,560.30	1,126,582.00	1,327,694.00	7,184.00	1,180,816.00	1,180,816.00
5112 Wages - Full Time	2,006,214.50	1,878,755.59	2,298,891.00	1,798,937.59	2,183,171.82	2,554,886.00	176,546.00	2,475,437.00	2,475,437.00
5121 Salaries - Part Time						30,000.00	21,000.00	21,000.00	21,000.00
5122 Wages - Part Time	71,451.84	71,557.88	125,577.00	57,029.28	102,250.00	128,000.00	2,423.00	128,000.00	128,000.00
5131 Overtime	173,128.92	247,544.09	122,000.00	184,423.65	250,000.00	175,000.00	18,000.00	140,000.00	140,000.00
5135 Standby	10,733.82	8,637.82	10,500.00	8,378.44	10,500.00	10,500.00	0.00	10,500.00	10,500.00
5195 Buyback Sick Time	14,200.63	16,488.33	14,000.00	25,803.84	25,803.84	25,000.00	11,000.00	25,000.00	25,000.00
Offset from Rink for Off-Season Work		41,241.16							
Offset Receipt - Cemetery Perpetual Care			(25,000.00)		(25,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)
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General Expenses									
CPW Administration 001-420-5200									
5192 Mileage	148.24	254.63	400.00	25.30	380.00	400.00	0.00	400.00	400.00
5193 Tool Allowance	2,400.00	2,600.00	2,600.00	5,800.00	5,800.00	3,900.00	1,300.00	3,900.00	3,900.00
5213 Light	250.40	438.40	400.00	416.45	420.00	400.00	0.00	400.00	400.00
5231 Water Usage	1,778.49	401.17	1,000.00	197.92	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	13,939.05	8,423.27	12,000.00	4,403.66	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5242 Office Equipment Repair/Maint	878.45	363.23	1,500.00	43.37	1,000.00	1,500.00	0.00	1,500.00	1,500.00
5244 Motor Equipment Repair/Maint	127,385.87	179,693.06	130,000.00	124,910.86	180,000.00	180,000.00	50,000.00	180,000.00	180,000.00
5245 Building/Grounds Maint	9,451.43	5,719.83	7,500.00	450.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5247 Alarms / Intrusion	468.00	468.00	500.00	499.40	500.00	500.00	0.00	500.00	500.00
5255 Vehicle Washing	634.85	626.45	1,000.00	203.50	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5271 Uniform Rental	2,805.86	3,787.80	4,700.00	2,159.08	4,700.00	4,700.00	0.00	4,700.00	4,700.00
5276 Truck/Equipment Rental	9,717.00	56,670.40	10,000.00	22,374.96	30,000.00	30,000.00	20,000.00	30,000.00	30,000.00
5291 Custodial Services		8,070.00	12,000.00	1,298.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5312 Training	2,613.00	2,654.50	6,000.00	930.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5341 Advertising		68.04	400.00	300.00	400.00	400.00	0.00	400.00	400.00
5342 Postage	608.90	802.46	1,500.00	865.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5411 Batteries	9,891.73	10,804.68	10,000.00	9,972.82	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5420 Office Supplies	6,955.88	4,561.64	5,500.00	4,514.43	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5425 Software License	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	0.00	5,100.00	5,100.00
5460 Groundskeeping Supplies	51,353.85	50,223.93	62,800.00	35,581.31	62,800.00	62,800.00	0.00	62,800.00	62,800.00
5470 Public Safety Supplies	9,699.61	4,407.02	12,000.00	2,427.52	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5480 Vehicle Supplies	238,287.58	233,555.71	215,000.00	182,407.97	240,000.00	240,000.00	25,000.00	240,000.00	240,000.00
5485 Vehicle Fuel & Oil	507,820.02	553,214.70	620,000.00	386,062.91	605,000.00	475,000.00	(145,000.00)	475,000.00	475,000.00
5510 Education Supplies		140.00	3,750.00		3,670.00	3,750.00	0.00	3,750.00	3,750.00
5533 Street Cleaning Supplies	4,506.85	5,934.68	4,500.00	1,214.97	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5536 Lumber	1,199.38	544.94	1,000.00	896.98	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	18,224.11	12,620.08	14,500.00	14,578.73	14,580.00	14,500.00	0.00	14,500.00	14,500.00
5539 Castings & Pipes	6,468.00	11,030.66	22,000.00		22,000.00	22,000.00	0.00	22,000.00	22,000.00
5541 Welding Supplies	3,022.73	2,577.59	3,000.00	2,680.12	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	29,445.14	28,553.98	30,000.00	32,856.50	33,000.00	38,500.00	7,500.00	37,500.00	37,500.00
5587 Tools	11,560.84	10,065.37	11,000.00	6,753.97	11,000.00	11,000.00	0.00	11,000.00	11,000.00
5733 Licenses	1,366.00	1,249.00	1,050.00	620.00	1,300.00	1,300.00	250.00	1,300.00	1,300.00
5740 Insurance Surety Bond	200.00		200.00		200.00	200.00	0.00	200.00	200.00
	1,078,181.26	1,205,625.22	1,212,900.00	850,545.73	1,298,850.00	1,172,950.00	(40,950.00)	1,171,950.00	1,171,950.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Snow & Ice 001-421-5200									
5244 Motor Equipment Repair/Maint	8,847.09								
5245 Buildings/Grounds Maint	4,411.79	1,451.00	5,000.00	1,500.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	1,113,595.95	2,031,389.55	1,000,000.00	2,244,742.50	2,800,000.00	1,200,000.00	200,000.00	1,200,000.00	1,200,000.00
5387 Weather Service	1,395.00	1,495.00	1,500.00	3,195.00	3,195.00	3,200.00	1,700.00	3,200.00	3,200.00
5460 Groundskeeping Supplies	435.00	283.20	1,500.00	1,471.67	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5480 Vehicle Supplies	104.50			554.44					
5531 Salt & Sand	327,589.26	717,982.30	500,000.00	468,825.60	1,107,000.00	500,000.00	0.00	500,000.00	500,000.00
5532 Plows, Blades & Parts	33,874.78	48,716.46	10,000.00	50,649.56	55,000.00	50,000.00	40,000.00	50,000.00	50,000.00
5587 Tools		13,932.59		2,162.35	2,162.35				
5121 Management	13,500.00	9,500.00	10,000.00			0.00	(10,000.00)	0.00	0.00
5131 Overtime	236,213.40	243,832.80	100,000.00	450,315.54	450,500.00	170,000.00	25,000.00	125,000.00	125,000.00
	<u>1,739,966.77</u>	<u>3,068,582.90</u>	<u>1,628,000.00</u>	<u>3,223,416.66</u>	<u>4,424,357.35</u>	<u>1,929,700.00</u>	<u>256,700.00</u>	<u>1,884,700.00</u>	<u>1,884,700.00</u>
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Equipment & Unusual									
CPW Administration 001-420-5400									
5249 Rec Facilities Repair/Maint	39,718.00	56,275.98	40,000.00	26,100.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5310 Environmental Services	75.40		2,000.00		2,000.00	10,000.00	8,000.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	6,300.00	19,500.00	40,000.00	10,780.00	30,000.00	40,000.00	0.00	40,000.00	40,000.00
5394-46 Drain System			1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5394-47 Paving Projects	96,157.65	107,414.84	110,000.00	70,814.58	110,000.00	110,000.00	0.00	110,000.00	110,000.00
5394-48 Pond Management	27,300.00	51,275.00	30,000.00	4,800.00	30,000.00	40,000.00	10,000.00	40,000.00	40,000.00
	<u>169,551.05</u>	<u>234,465.82</u>	<u>223,000.00</u>	<u>112,494.58</u>	<u>213,000.00</u>	<u>241,000.00</u>	<u>18,000.00</u>	<u>241,000.00</u>	<u>241,000.00</u>
Solid Waste 001-422-5400									
5295 Household Hazard Waste	108,020.11	126,479.48	110,000.00	51,119.62	110,000.00	110,000.00	0.00	110,000.00	110,000.00
5296 Trash Disposal	2,061,501.28	2,545,183.24	2,100,000.00	1,340,084.64	1,900,000.00	1,300,000.00	(800,000.00)	1,300,000.00	1,300,000.00
5297 Trash/Recycle Collection	2,517,172.00	2,732,691.11	2,575,000.00	1,683,904.81	2,575,000.00	2,575,000.00	0.00	2,575,000.00	2,575,000.00
5298 Yard Waste / Leaves	199,198.49	241,938.85	205,000.00	150,782.59	205,000.00	205,000.00	0.00	205,000.00	205,000.00
5299 DPW Yard Clean Up	19,243.70	18,586.80	25,000.00	2,446.92	25,000.00	25,000.00	0.00	25,000.00	25,000.00
	<u>4,905,135.58</u>	<u>5,664,879.48</u>	<u>5,015,000.00</u>	<u>3,228,338.58</u>	<u>4,815,000.00</u>	<u>4,215,000.00</u>	<u>(800,000.00)</u>	<u>4,215,000.00</u>	<u>4,215,000.00</u>

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	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						53,000.00			
5195 Buyback Sick Time						11,000.00			
5193 Tool Allowance						1,300.00			
5244 Motor Equipment Repair/Maint						50,000.00			
5276 Truck/Equipment Rental						20,000.00			
5480 Vehicle Supplies						25,000.00			
5581 Clothing, Gloves, Shoes						8,500.00			
5733 Licenses						250.00			
5276 Truck / Equipment Rental						200,000.00			
5387 Weather Service						1,700.00			
5532 Plows, Blades & Parts						40,000.00			
5131 Overtime (Snow)						70,000.00			
5310 Environmental Services						8,000.00			
5394-48 Pond Management						10,000.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	3,487,516.81	3,358,173.42	3,719,600.00	2,898,133.10	3,673,307.66	4,226,080.00	236,153.00	3,955,753.00	3,955,753.00
General Expenses									
CPW Administration	1,078,181.26	1,205,625.22	1,212,900.00	850,545.73	1,298,850.00	1,172,950.00	(40,950.00)	1,171,950.00	1,171,950.00
Snow & Ice	1,739,966.77	3,068,582.90	1,628,000.00	3,223,416.66	4,424,357.35	1,929,700.00	256,700.00	1,884,700.00	1,884,700.00
Equipment & Unusual									
CPW Administration	169,551.05	234,465.82	223,000.00	112,494.58	213,000.00	241,000.00	18,000.00	241,000.00	241,000.00
Solid Waste	4,905,135.58	5,664,879.48	5,015,000.00	3,228,338.58	4,815,000.00	4,215,000.00	(800,000.00)	4,215,000.00	4,215,000.00
Total Operating Budget	11,380,351.47	13,531,726.84	11,798,500.00	10,312,928.65	14,424,515.01	11,784,730.00	(330,097.00)	11,468,403.00	11,468,403.00

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 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Meetings	16	22	20

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit Position FY 2016 Grade-Step

1. Members

2. Clerk

Subtotal

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	Budget	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15					
7		7	14,000	6,300.00	10,000.00	7	14,000	7	14,000	14,000
1		1	3,000	2,227.24	3,000.00	1	3,000	1	3,000	3,000
8	15,699.99	8	17,000	8,527.24	13,000.00	8	17,000	8	17,000	17,000

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	15,699.99	8	17,000	8,527.24	13,000.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	3,000.00	2,999.99	3,000.00	2,227.24	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	11,300.00	12,700.00	14,000.00	6,300.00	10,000.00	14,000.00	0.00	14,000.00	14,000.00
<hr/>									
General Expenses 001-174-5200									
5308 Stenographer	1,950.00	1,950.00	2,100.00	1,650.00	2,400.00	2,100.00	0.00	2,100.00	2,100.00
5312 Training		65.00	700.00		400.00	700.00	0.00	700.00	700.00
5341 Advertising	453.60	1,145.34	1,500.00	589.26	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	332.27	242.00	500.00		500.00	500.00	0.00	500.00	500.00
5420 Office Supplies	471.24	223.79	300.00	291.63	300.00	300.00	0.00	300.00	300.00

Department Explanation for Requested Increases

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

Personnel	14,300.00	15,699.99	17,000.00	8,527.24	13,000.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	3,207.11	3,626.13	5,100.00	2,530.89	5,100.00	5,100.00	0.00	5,100.00	5,100.00
Equipment & Unusual									
Total Operating Budget	17,507.11	19,326.12	22,100.00	11,058.13	18,100.00	22,100.00	0.00	22,100.00	22,100.00

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total Burials	195	214	215
New Lots sold	18	39	45
Single Graves sold	16	18	20
Single Graves welfare	5	7	10
Urn Garden plots sold	3	5	7
Veterans Graves	3	5	10
Acres Maintained	80	80	87

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Commissioners	
Total		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	July - March		Expenditures Thru 6/30/15	#	Department Request	Mayor's		Council Approval
			Budget	Actual Expenditures				#	Recommendation	
		3	3,000	1,400.00	2,400.00	3	3,000	3	3,000	3,000
3	2,500.00	3	3,000	1,400.00	2,400.00	3	3,000		3	3,000

Summary of Changes

Adjustments to FY 2015 Positions
Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	2,500.00	3	3,000	1,400.00	2,400.00	3	3,000	3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures					
Personnel 001-491-5100									
5194 Boards & Commissions	3,000.00	2,500.00	3,000.00	1,400.00	2,400.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	3,000.00	2,500.00	3,000.00	1,400.00	2,400.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>3,000.00</u>	<u>2,500.00</u>	<u>3,000.00</u>	<u>1,400.00</u>	<u>2,400.00</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 program is self-sustaining. Seniors pay for their own meals or they are paid for by Springwell.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	76,064	76,170
Pension Administration	6,446	6,846
Medical & Life Insurance	116,244	122,588
Heat, Light, Water	69,336	59,033
Building Repair & Maintenance	162,220	90,800
Building Insurance	2,850	2,056
Motor Vehicle Insurance	535	597
Motor Vehicle Maint & Repair	10,310	10,539
Total	\$444,005	\$368,629

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total Number of Participants	2,731	2,735	2,739
Male / Female /Minority	805/1926/94	806/1928/95	807/1930/96
# of Participants			
Service Programs:	1,171	1,172	1,173
Social/Recreation Programs:	1,463	1,464	1,465
Fitness Programs:	388	389	390
Transportation:	565	566	567
# of 1 way rides	3,884	3,885	3,886
Meals Served Daily	100-120	100-120	100-120
Recipients Served Daily	100-120	100-120	100-120
Recipients Served Annually	133	134	135
Meals Served Annually	22,849	25,100	28,920
Total Revenue Meals on Wheels	\$150,803	\$165,660	\$190,872
Total Revenue Programs	\$94,970	\$94,980	\$94,990

COUNCIL ON AGING

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Council on Aging Board	
2.	Council on Aging Director	16-6
3.	Administrative Assistant	10-6 (L10)
4.	*Meals Coordinator	9-5
5.	Office Coordinator	9-6 (L8)
6. LAB	*Bus Operator	7-6
7.	Customer Service Assistant	5-6
8.	Bus Operator PT	7
9.	*Jr Office Assistant grant	5-6
Subtotal		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	Budget	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15					
		9	9,000	4,500.00	8,000.00	9	9,000	9	9,000	9,000
		1	90,379	67,103.47	90,379.00	1	90,379	1	90,379	90,379
		1	65,434	48,582.17	65,434.00	1	65,434	1	65,434	65,434
		1	49,815	36,621.14	49,815.00	1	51,760	1	51,760	51,760
		1	59,581	44,237.27	59,581.00	1	59,581	1	59,581	59,581
		1	45,999	38,680.83	45,999.00	1	47,502	1	47,502	47,502
		1	43,546	32,331.46	43,546.00			1	43,546	43,546
			17,800	12,054.72	17,800.00		17,800		17,800	17,800
		1	41,265	27,358.62	41,265.00			1	42,867	42,867
13.5	395,391.29	16	422,819	311,469.68	421,819.00	14	341,456	16	427,869	427,869

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 5,050

Customer Service Assistant 7-6 5,235

Jr Office Assistant grant 7-5 5,685

Explanation

Meets qualification and performs duties described in Grade 7

Meets qualification and performs duties described in Grade 7
These are the only grade 5 positions in the city.

1	48,781
1	46,950
2	95,731
0	0
0	0

New Positions

Subtotal

Grand Total

13.5	395,391.29	16	422,819	311,469.68	421,819.00	16	437,187	16	427,869	427,869
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COUNCIL ON AGING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	289,432.64	306,862.16	350,020.00	256,234.13	350,020.00	362,885.00	3,547.00	353,567.00	353,567.00
5112 Wages - Full Time	43,999.60	45,998.65	45,999.00	38,680.83	45,999.00	47,502.00	1,503.00	47,502.00	47,502.00
5121 Salaries - Part Time	30,611.40	21,554.64							
5122 Wages - Part Time	13,580.90	14,875.84	17,800.00	12,054.72	17,800.00	17,800.00	0.00	17,800.00	17,800.00
5131 Overtime	538.96	536.99	600.00	152.94	600.00	600.00	0.00	600.00	600.00
5194 Boards & Commissions	4,300.00	6,100.00	9,000.00	4,500.00	8,000.00	9,000.00	0.00	9,000.00	9,000.00
Receipt offset - Grant	(40,428.00)	(43,128.00)	(36,509.00)		(36,509.00)	(37,500.00)	(991.00)	(37,500.00)	(37,500.00)
General Expenses 001-541-5200									
5192 Mileage	687.74	1,250.40	950.00	399.57	950.00	950.00	0.00	950.00	950.00
5242 Office Equipment Repair/Maint	1,084.24	1,390.00	1,390.00	1,470.00	1,470.00	1,390.00	0.00	1,390.00	1,390.00
5306 Medical Services	250.00	250.00	250.00			0.00	(250.00)	0.00	0.00
5342 Postage	495.00	506.00	550.00	550.00	550.00	550.00	0.00	550.00	550.00
5343 Printing	110.00	62.50	125.00	75.00	125.00	125.00	0.00	125.00	125.00
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5420 Office Supplies	2,120.06	1,844.50	1,750.00	1,816.10	1,960.00	2,000.00	250.00	2,000.00	2,000.00
5490 Food Supplies	148,090.01	147,953.28	165,660.00	119,974.28	165,660.00	190,872.00	25,212.00	190,872.00	190,872.00
5581 Clothing, Gloves, Shoes	550.00	599.98	700.00	775.00	775.00	725.00	25.00	725.00	725.00
Receipt offset - CDBG			(7,665.00)	(7,665.00)	(7,665.00)	0.00	7,665.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	The amount requested better reflects the needs of the department.	250.00
5490 Food Supplies	With a growing Meals on Wheels program we have an increased need for supplies.	
	The cap on the Meals on Wheels program has been increased from 100 to 120 recipients.	25,212.00
	This program is self-sustaining.	
5581 Clothing, Gloves, Shoes	Union contract increase	25.00

COST SUMMARY BY CLASSIFICATION

Personnel	342,035.50	352,800.28	386,910.00	311,622.62	385,910.00	400,287.00	4,059.00	390,969.00	390,969.00
General Expenses	155,387.05	155,856.66	165,710.00	119,394.95	165,825.00	198,612.00	32,902.00	198,612.00	198,612.00
Equipment & Unusual									
Total Operating Budget	497,422.55	508,656.94	552,620.00	431,017.57	551,735.00	598,899.00	36,961.00	589,581.00	589,581.00

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 2013	FY 2014
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Sidewalk Accessibility Repairs (6)			\$5,000
Assisted Listening Devices (3)			\$2,000
Thermo Imaging Cameras (1)			\$10,000
ADA Transition Plan (1)		\$50,000	\$15,000
WHS Scholarships (5 each)		\$5,000	\$2,500
WSEPAC Special Education			\$2,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Board Members	
Subtotal		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	July - March		Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		7	7,000	4,600.00	7,000.00	7	7,000	7	7,000	7,000
7	6,100.00	7	7,000	4,600.00	7,000.00	7	7,000		7	7,000

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

7	6,100.00	7	7,000	4,600.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	6,700.00	6,100.00	7,000.00	4,600.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<hr/>									
General Expenses 001-560-5200									
5420 Office Supplies	200.00	122.60	200.00		200.00	200.00	0.00	200.00	200.00
<hr/>									
Equipment & Unusual 001-560-5400									
ADA Transition Plan						50,000.00	0.00	0.00	

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
ADA Transition Plan	Federally mandated program (Mayor: ADA Plan to be paid by CIP and Disabilities Services - Phase 1 and 2)	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	6,700.00	6,100.00	7,000.00	4,600.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	200.00	122.60	200.00	0.00	200.00	200.00	0.00	200.00	200.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00
Total Operating Budget	<u>6,900.00</u>	<u>6,222.60</u>	<u>7,200.00</u>	<u>4,600.00</u>	<u>7,200.00</u>	<u>57,200.00</u>	<u>0.00</u>	<u>7,200.00</u>	<u>7,200.00</u>

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	7,512	7,497
Pension Administration	594	631
Medical & Life Insurance	30,052	30,946
Heat, Light, Water	24,332	19,594
Building Repair & Maintenance	38,504	2,171
Building Insurance	744	829
Motor Vehicle Insurance	1,070	1,195
Motor Vehicle Maint & Repair	20,620	21,077
Total	\$123,428	\$83,940

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
District Coordinators		1	2
Total Grants Received	\$1,500	\$44,435	\$22,200
FEMA Reimbursement-Disasters			\$900,000
Total Receipts	\$1,500	\$44,435	\$922,200

EMERGENCY MANAGEMENT

PERSONNEL

	Bargaining Unit Position	FY 2016 Grade-Step
1.	Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
Subtotal		

FY 2014		FY 2015				FY 2016					
Actual # Expenditures	July - March										
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval		
	1	49,063	36,558.14	49,063.00	1	49,869	1	49,869	49,869		
	1	10,000	7,424.63	10,000.00	1	10,000	1	10,000	10,000		
		10,000	7,424.62	10,000.00		10,000		10,000	10,000		
2	69,061.94	2	69,063	51,407.39	69,063.00	2	69,869		2	69,869	69,869

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

806

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

2	69,061.94	2	69,063	51,407.39	69,063.00	2	69,869		2	69,869	69,869
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EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-291-5100									
5121 Salaries - Part Time	69,536.55	69,061.94	69,063.00	51,407.39	69,063.00	69,869.00	806.00	69,869.00	69,869.00
General Expenses 001-291-5200									
5241 Equipment Repairs/Maint			1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5312 Training			300.00	88.52	300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	154.19	509.61	400.00	378.75	400.00	400.00	0.00	400.00	400.00
5470 Public Safety Supplies		374.07	1,000.00	298.75	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Equipment & Unusual 001-291-5400									
5300 Environmental Mitigation/Assessment			2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5310 Environmental Services	3,972.60	15,762.34	2,800.00	1,120.94	2,800.00	2,800.00	0.00	2,800.00	2,800.00
5384 Fuel Tank Testing			2,190.00		2,190.00	3,390.00	1,200.00	3,390.00	3,390.00
Special Items 001-291-5500									
5190 Uniform			400.00		400.00	400.00	0.00	400.00	400.00

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

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5384 Fuel Tank Testing	Third Party Inspection required by DEP every three years is due in 2016. Amount based on actual price quote.	1,200.00

COST SUMMARY BY CLASSIFICATION

Personnel	69,536.55	69,061.94	69,063.00	51,407.39	69,063.00	69,869.00	806.00	69,869.00	69,869.00
General Expenses	154.19	883.68	2,700.00	766.02	2,700.00	2,700.00	0.00	2,700.00	2,700.00
Equipment & Unusual	3,972.60	15,762.34	7,490.00	1,120.94	7,490.00	8,690.00	1,200.00	8,690.00	8,690.00
Special Items	0.00	0.00	400.00	0.00	400.00	400.00	0.00	400.00	400.00
Total Operating Budget	<u>73,663.34</u>	<u>85,707.96</u>	<u>79,653.00</u>	<u>53,294.35</u>	<u>79,653.00</u>	<u>81,659.00</u>	<u>2,006.00</u>	<u>81,659.00</u>	<u>81,659.00</u>

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. Also, the Engineering Department provides updated information on Engineering projects through neighborhood public information meetings (pre-construction) and on the Engineering Department web page. Also, a new full-time Assistant City Engineer is needed to develop I&I project list in conjunction with the City Engineer.

DESCRIPTION OF OUTPUT STATEMENT:

The Department would like to have adequate staffing so that projects can be designed "in-house" and to allow for experienced employees with vast knowledge of city systems and infrastructure be able to mentor new hires. Provide technical support and information and records to all City Departments. Improve communications by regularly scheduled meetings with Departmental staff and to the public by updating the Engineering Department website page on the City's website. The Engineering Department provides quality assurance and quality control on CIP projects through construction oversight.

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 2013	FY 2014
Pension-Contributory/FICA	204,279	270,049
Pension Administration	18,296	25,758
Medical & Life Insurance	178,719	185,418
Heat, Light, Water	11,283	10,618
Building Repair & Maintenance	19,931	13,406
Building Insurance	271	269
Motor Vehicle Insurance	535	299
Motor Vehicle Maint & Repair	10,310	5,269
Total	\$443,624	\$511,086

	FY 2014	FY 2015	FY 2016
Output Measure	Actual	Estimated	Projected
CIP - Project Administration	8	9	9
Plans/Project Submittals	111	75	75
Compliance reports	7	7	7
Construction Inspections	1,870	1,812	1,930
Project/Redevelopment, Major Developments	8	8	8
Permit Applications	354	400	425

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	*City Engineer	20-6
2.	SPMG Asst City Engineer	16-1
3.	SPMG Gen Construction Insp	13-6 (L8)
4.	*Administrative Assistant	10-6 (L9)
5.	Co-op Students	
6.	Part Time	
Subtotal		

FY 2014		FY 2015			FY 2016				
#	Actual Expenditures	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval
		Budget	Actual Expenditures	Expenditures Thru 6/30/15					
		1	115,378	85,133.89	115,378.00	1	116,115	1	116,115
		1	62,232		10,372.00	1	74,678	1	74,678
		1	79,943	58,434.92	79,943.00	1	79,943	1	79,943
		1	64,541	47,835.64	64,541.00			1	64,839
			14,560	16,200.00	19,232.00		14,560		14,560
		0.5	41,000	15,043.65	26,671.76	0.5	41,000	0.5	41,000
4	332,724.54	4.5	377,654	222,648.10	316,137.76	3.5	326,296	4.5	391,135

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary	1,035
Asst City Engineer	16-1
Executive Assistant/Office Mgr	12-5 (L9)

Explanation

Funded for 12 months instead of 10 months

Promote Administrative Assistant based on work including oversight of the permitting process in the Engineering Department including tracking of all permits, I&I submittals and covenants, curb cuts, special permit plans and prospectus submittals to the City Council; Review and oversight of clerical staffing, including the payroll and accounts payable functions, update of the Engineering Dept's webpage with daily and/or weekly projects and emergency work, prepares and manages City Engineer correspondence of highly technical and confidential nature related to department workings, especially with formation of policy, procedures and protocols; acts as liaison between the Engineering Department and other city departments, as well as outside organizations, consultants, contractors and constituents, and manager of the I/I Sewer Bank.

1 72,563

New Positions

SPMG Jr. Civil Engineer	14-1
SPMG Stormwater Coordinator	14-1

Add entry level engineer to the Engineering Dept Staff to increase productivity, minimize the outsourcing of designing engineering plans for city projects, and updating department record plans for all water sewer and drain system infrastructure

1 65,140 1 65,140 65,140

Environmental Engineer to manage the newly implemented NPDES/EPA Stormwater Discharge Permit, a function that is currently outsourced to an Engineering Consultant

1 65,140

Subtotal

3	202,843	1	65,140	65,140
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Grand Total

4	332,724.54	4.5	377,654	222,648.10	316,137.76	6.5	529,139	5.5	456,275	456,275
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ENGINEERING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-410-5100									
5111 Salaries - Full Time	354,639.88	318,908.54	322,094.00	191,404.45	270,234.00	473,579.00	78,621.00	400,715.00	400,715.00
5121 Salaries - Part Time	9,352.00	13,816.00	55,560.00	31,243.65	45,903.76	55,560.00	0.00	55,560.00	55,560.00
5131 Overtime						25,000.00	10,000.00	10,000.00	10,000.00
General Expenses 001-410-5200									
5242 Office Equipment Repair/Maint	2,362.26	3,211.18	3,000.00	735.78	3,060.00	3,600.00	0.00	3,000.00	3,000.00
5341 Advertising		79.38	400.00		100.00	400.00	0.00	400.00	400.00
5342 Postage	368.12	345.70	500.00	49.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	55.00		300.00		225.00	400.00	0.00	300.00	300.00
5420 Office Supplies	3,806.24	3,897.81	3,150.00	3,139.58	3,305.00	3,500.00	0.00	3,150.00	3,150.00
5510 Education Supplies	56.51								
5581 Clothing, Gloves	459.96	249.98	600.00	84.99	400.00	1,000.00	0.00	600.00	600.00
5730 Dues	211.25	461.50	500.00	223.75	500.00	500.00	0.00	500.00	500.00
5731 Conference Expense	295.00	20.00			360.00	500.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Request to address collective bargaining item under the Managers' Union contract	25,000.00
5242 Office Equipment Repair/Maint	Increase to the cost of maintenance contracts & repairs to office machines	600.00
5343 Printing	Increase to the cost of printing forms and plans	100.00
5420 Office Supplies	Increase in expenses for office supplies	350.00
5581 Clothing, Gloves	Collective bargaining item under the Managers' Union contract	400.00
5731 Conference Expense	Increase for attendance to the NEWAA and AWWA conferences	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	363,991.88	332,724.54	377,654.00	222,648.10	316,137.76	554,139.00	88,621.00	466,275.00	466,275.00
General Expenses	7,614.34	8,265.55	8,450.00	4,233.10	8,450.00	10,400.00	0.00	8,450.00	8,450.00
Equipment & Unusual									
Total Operating Budget	<u>371,606.22</u>	<u>340,990.09</u>	<u>386,104.00</u>	<u>226,881.20</u>	<u>324,587.76</u>	<u>564,539.00</u>	<u>88,621.00</u>	<u>474,725.00</u>	<u>474,725.00</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. Also, the department continues to update and modernize the City's aging water meters with the AMR (Automatic Meter Reading) program for residential and commercial customers.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.4910	2.4740	2.4500
Number of Accounts	15,000	15,000	15,000
Number of Bills Sent out annually	60,000	60,000	65,000

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

			FY 2014		FY 2015			FY 2016					
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Administrative Assistant	10-6 (L8)	1		1	64,244	47,698.74	64,244.00	1	64,244	1	64,244	64,244
2.	Administrative Assistant	10-6	1		1	59,485	44,165.66	59,485.00	1	59,485	1	59,485	59,485
3.	*Principal Off Asst (PT 19 hrs)	8-2	0.5			23,154	11,092.15	17,382.00			0.5	24,298	24,298
Subtotal			2	121,486.67	2.5	146,883	102,956.55	141,111.00	2	123,729	3	148,027	148,027

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 1,144

Principal Off Asst 8-2 20,882

Explanation

Amend current part-time (19 hours) employee to full time (35 hours) which will provide adequate personnel in the Water Billing office. The incorporation of the new Meter Program along with absences due to sick or vacation has precipitated the need to convert this position to full time duties. Also, additional support to the Water-Sewer Department is necessary for customer service, record keeping and general office duties for Water Billing, Water & Sewer Operations and Engineering Departments.

1	44,036		0	0	0
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New Positions

Subtotal

Grand Total

2	121,486.67	2.5	146,883	102,956.55	141,111.00	3	167,765	3	148,027	148,027
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	141,041.10	121,486.67	123,729.00	91,864.40	123,729.00	167,765.00	0.00	123,729.00	123,729.00
5121 Salaries - Part Time			23,154.00	11,092.15	17,382.00	0.00	1,144.00	24,298.00	24,298.00
General Expenses 610-451-5200									
5242 Office Equipment Repair/Maint	1,723.55	2,019.66	1,600.00	1,988.24	2,000.00	1,600.00	0.00	1,600.00	1,600.00
5342 Postage	25,067.13	30,040.54	35,000.00	20,107.92	34,600.00	40,000.00	5,000.00	40,000.00	40,000.00
5343 Printing	1,309.00	2,503.15	3,000.00	548.72	3,000.00	3,500.00	500.00	3,500.00	3,500.00
5420 Office Supplies	1,866.26	1,277.14	1,400.00	1,188.10	1,400.00	1,400.00	0.00	1,400.00	1,400.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5342 Postage	Increase in postage expense for more utility bills converted to monthly billing with AMR program	5,000.00
5343 Printing	Increase in printing expense for envelopes for additional utility bills.	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	141,041.10	121,486.67	146,883.00	102,956.55	141,111.00	167,765.00	1,144.00	148,027.00	148,027.00
General Expenses	29,965.94	35,840.49	41,000.00	23,832.98	41,000.00	46,500.00	5,500.00	46,500.00	46,500.00
Equipment & Unusual									
Total Operating Budget	<u>171,007.04</u>	<u>157,327.16</u>	<u>187,883.00</u>	<u>126,789.53</u>	<u>182,111.00</u>	<u>214,265.00</u>	<u>6,644.00</u>	<u>194,527.00</u>	<u>194,527.00</u>

WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

Provide the best water quality possible, by efficiently responding to emergencies, water leaks and breaks, and maintaining the water distribution system by consistent operation and maintenance. Also to improve the water distribution by replacing water mains, hydrants and gate valves in accordance with the Department's Capital Improvement Plan. Strengthening consumer confidence by prompt attention to customers' requests for service and updating water system activities and customer information on the City's website. Conduct a water gate exercising program, a hydrant flushing program, water service relay program and hydrant replacement program.

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	382,712	426,121
Pension Administration	33,244	39,710
Medical & Life Insurance	499,376	547,582
Heat, Light, Water	36,669	34,510
Building Repair & Maintenance	64,776	43,571
Building Insurance	75	425
Motor Vehicle Insurance	3,209	4,480
Motor Vehicle Maint & Repair	61,860	79,039
Workers Compensation	65,241	54,402
Other Dept Allocations	502,234	578,925
Total	\$1,649,396	\$1,808,765

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Sampling of Water System- #samples	907	905	910
Lead & Copper Samples	17	17	17
Cross Connection Devices City Wide	1,700	1,700	1,800
Cross Connection Devices Tested	2,850	2,850	3,000

WATER ADMINISTRATION

PERSONNEL

Bargaining Unit Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016					
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1. SPMG Assistant City Engineer	16-1			1	79,911	57,746.80	68,529.00	1	74,678	1	74,678	74,678
2. *Water/Sewer Superintendent	16-3			1	75,961	55,973.44	75,961.00	1	78,953	1	78,953	78,953
3. *Business Manager	15-4			1	74,422	55,056.18	74,422.00	1	77,352	1	77,352	77,352
4. SPMG *Foreman	13-4			1	65,106	47,742.58	65,106.00			1	67,663	67,663
5. SPMG Sr Code Enforcement Inspector	13-6 (L8)			1	79,943	59,354.84	79,943.00	1	79,943	1	79,943	79,943
6. SPMG Sr Code Enforcement Inspector	13-6			1	74,021	54,958.04	74,021.00	1	74,021	1	74,021	74,021
7. SPMG Code Enforcement Inspector	12			1	76,293	56,488.86	62,286.00	1	67,800	1	67,800	67,800
8. *Principal Office Assistant	8-3			1	43,068	31,668.29	43,068.00	1	44,456	1	44,456	44,456
9. Co-op Students					14,560		14,560.00		14,560		14,560	14,560
Subtotal		8	514,266.51	8	583,285	418,989.03	557,896.00	7	511,763		579,426	579,426

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 9,867

SPMG Assistant City Engineer 16-1 (5,233)

SPMG Foreman 13-4 (65,106)

SPMG Code Enforcement Inspector 12 (8,493)

New Positions

Ass't Water/Sewer Superintendent 14-1

Explanation

Position vacated 3-13-2015 - Once a replacement is hired, position will be filled at a lower step

Eliminate position and replace with Assistant Superintendent to provide for a more efficient operation of the Operations and Maintenance Department. Presently this position does not provide the level of experience to support the day to day operation of the department.

Employee retired 1/2015, it is expected that the position will be filled by another employee at a lower step/longevity percentage

To provide assistance to the Superintendent with the management of the Water-Sewer-Drain Department including Day to Day supervision and operation of the department, prioritizing division projects, oversight of division equipment and vehicles, management of labor crews and any administrative tasks as required by the Department managers. This employee will also perform the duties of the Secondary Operator of the Water Distribution System.

Subtotal

Grand Total

1	64,981	0	0	0
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8	514,266.51	8	583,285	418,989.03	557,896.00	8	576,744	8	579,426	579,426
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WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	433,656.26	514,266.51	568,725.00	418,989.03	543,336.00	562,184.00	(3,859.00)	564,866.00	564,866.00
5121 Salaries - Part Time			14,560.00	0.00	14,560.00	14,560.00	0.00	14,560.00	14,560.00
5121 Management						10,000.00	0.00	0.00	0.00
5131 Overtime				243.36	20,000.00	50,000.00	25,000.00	25,000.00	25,000.00
General Expenses 610-450-5200									
5312 Training	2,050.00	1,825.00	2,600.00	1,413.50	2,600.00	2,600.00	0.00	2,600.00	2,600.00
5581 Clothing, Gloves, Shoes			1,200.00	516.48	1,200.00	1,200.00	0.00	1,200.00	1,200.00
Equipment & Unusual 610-450-5400									
6478 Water Meter Network Upgrade		32,348.90	41,520.00	19,857.29	41,520.00	41,520.00	0.00	41,520.00	41,520.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5121 Management	Request to provide OT for an exempt salary employee	10,000.00
5131 Overtime	Request to address collective bargaining item under the Managers' Union contract	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	433,656.26	514,266.51	583,285.00	419,232.39	577,896.00	636,744.00	21,141.00	604,426.00	604,426.00
General Expenses	2,050.00	1,825.00	3,800.00	1,929.98	3,800.00	3,800.00	0.00	3,800.00	3,800.00
Equipment & Unusual	0.00	32,348.90	41,520.00	19,857.29	41,520.00	41,520.00	0.00	41,520.00	41,520.00
Total Operating Budget	435,706.26	548,440.41	628,605.00	441,019.66	623,216.00	682,064.00	21,141.00	649,746.00	649,746.00

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Maintenance & Operations: Ensure that the water distribution system is operational and maintained to provide each customer with high quality water. Also, ensure that there is sufficient operating pressure for both internal use and fire protection use. Also, 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. Also, 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 pressure and sufficient supply to meet demands.

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

Cross Connection Program: Provide the most efficient and consistent public service with available resources to maintain compliance with the Safe Drinking Water Act - Administrative Consent Order, and Administrative Order - NPDES National Pollution Discharge and Elimination System Permit, Stormwater Permit, and MWRA Sewer Use Discharge Permit. At this time the City is seeking to keep up with the dynamic commercial and industrial market. A key to compliance is cross-connection control and backflow prevention. The Cross Connection Control Program (CCCP) is well suited to contract service for surveying and testing, with the City overseeing the administration of the program. The contracted service will be funded by the revenue generated through fees charged for testing backflow devices. The two positions currently assigned to this program would be involved in overseeing the Contract Service, and also be assigned supplemental water quality and compliance tasks. Having an additional (second) Cross Connection Inspector will provide a backup inspector/tester, and in addition will allow the department to follow up on testing violations and compliance issues. This addition would enable the Department to conduct twice as many surveys and tests, to comply with DEP regulations.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Water Main Repairs	24	21	25
Water Service Repairs/Relays	140	107	150
Valve Repairs	1	-	25
Hydrant Replacement	11	14	30
Hydrant Repairs	1	12	24
Leak Detection (Miles)	342	256	400
Water Overtime - # of Calls	471	584	500
Water Overtime - Man-hours	3,201	3,905	3,000

WATER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2014		FY 2015			FY 2016						
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. LAB	*Working Foreman II	11-6 (L9)	1		1	60,949	51,231.12	67,149.00	1	62,952	1	62,952	62,952	
2. LAB	*Working Foreman I	10-6 (L11)	1		1	58,545	49,374.38	67,001.00	1	60,468	1	60,468	60,468	
3. LAB	*Working Foreman I Nights	10-1	1		1	45,837		7,640.00			1	47,342	47,342	
4. LAB	Cross Connect Inspector	9-2	1		1	41,697	15,754.67	22,892.00	1	43,067	1	43,067	43,067	
5. LAB	S M E O	9-2	1		1	41,815	31,006.69	32,795.00	1	43,067	1	43,067	43,067	
6. LAB	H M E O	8-3	1		1	48,108	32,077.34	42,673.00	1	43,320	1	43,320	43,320	
7. LAB	*M E O	7-6	1		1	42,558	36,777.56	48,338.00	1	45,774	1	45,774	45,774	
8. LAB	*Highway Maintenance	7-3	1		1	36,983	30,370.57	43,043.00	1	41,190	1	41,190	41,190	
9. LAB	*Laborer Nights	6-1	1		1	38,400		6,413.00			1	39,662	39,662	
Meter Read, Repair & Install														
10. LAB	*Water Meter Installer	8-6	1		1	48,108	40,373.90	52,840.00	1	49,674	1	49,674	49,674	
11. LAB	*M E O	7-6	1		1	45,999	36,794.10	48,715.00	1	47,502	1	47,502	47,502	
12. LAB	M E O	7-2	1		1	42,683	5,543.32	12,671.00	1	39,305	1	39,305	39,305	
Subtotal			10	385,208.53	12	551,682	329,303.65	452,170.00	10	476,319		12	563,323	563,323

PERSONNEL

**FY 2016
Grade-Step**

Adjustments to FY 2015 Positions

19,807

(1,175)

(983)

(4,788)

(3,378)

9-1

New employee hired at lower step

1	37,417
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1 42,574

3	124,653		0	0	0
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10	385,208.53	12	551,682	329,303.65	452,170.00	13	600,972	12	563,323	563,323
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WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual	Actual	Budget	July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures		Expenditures					
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	339,848.42	257,231.83	414,892.00	246,592.33	337,944.00	464,491.00	11,950.00	426,842.00	426,842.00
5131 Overtime	181,458.58	126,421.35	40,000.00	131,323.61	160,000.00	90,000.00	20,000.00	60,000.00	60,000.00
5135 Standby	30,696.03	31,135.23	28,800.00	26,861.78	36,000.00	35,000.00	6,200.00	35,000.00	35,000.00
5195 Buyback Sick Time	12,058.30	4,420.30	8,000.00	5,646.02	5,646.02	8,000.00	0.00	8,000.00	8,000.00
Stipend for Licenses						10,000.00	0.00	0.00	0.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	114,307.77	127,976.70	136,790.00	82,711.32	114,226.00	136,481.00	(309.00)	136,481.00	136,481.00
General Expenses									
Water Maintenance & Operations 610-452-5200									
5192 Mileage	667.90	1,851.95	1,200.00	250.30	500.00	800.00	(400.00)	800.00	800.00
5211 Heat	13,221.25	13,600.66	12,000.00	9,552.35	14,200.00	15,000.00	3,000.00	15,000.00	15,000.00
5213 Light	8,429.23	8,767.58	8,000.00	15,778.45	16,000.00	8,500.00	500.00	8,500.00	8,500.00
5241 Equipment Repair/Maint	19,222.47	27,129.56	30,000.00	11,566.63	17,500.00	30,000.00	0.00	30,000.00	30,000.00
5242 Office Equipment Repair/Maint	2,986.64		3,000.00	900.00	1,800.00	3,000.00	0.00	3,000.00	3,000.00
5245 Building/Grounds Maint	5,283.77	567.50	5,000.00		3,400.00	5,000.00	0.00	5,000.00	5,000.00
5261 Water/Sewer Infrastructure		716.00	4,000.00	1,620.00	3,200.00	4,000.00	0.00	4,000.00	4,000.00
5303 Engineer Services /Consultants	17,750.32	51,374.24	35,000.00	18,558.83	47,000.00	45,000.00	10,000.00	45,000.00	45,000.00
5312 Training	2,126.25	3,332.00	4,000.00	2,365.00	3,000.00	4,000.00	0.00	4,000.00	4,000.00
5341 Advertising	624.00								
5342 Postage	5,650.68	5,682.95	5,500.00	86.90	750.00	5,500.00	0.00	5,500.00	5,500.00
5343 Printing	2,116.91	7,471.79	2,500.00	553.00	1,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	3,621.71	1,337.43	3,500.00	3,403.59	3,300.00	3,500.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	1,910.76	4,108.50	4,000.00	1,476.11	2,700.00	5,000.00	0.00	4,000.00	4,000.00
5452 Custodial Supplies	929.86		1,000.00	899.10	900.00	1,000.00	0.00	1,000.00	1,000.00
5460 Groundskeeping Supplies	48.39	3,682.49	3,500.00	57.65	500.00	3,500.00	0.00	3,500.00	3,500.00
5470 Public Safety Supplies	579.90	1,525.82	3,500.00	2,402.34	2,400.00	4,000.00	500.00	4,000.00	4,000.00
5538 Street/Sidewalk Materials	39,285.71	38,267.03	35,000.00	27,259.92	43,000.00	45,000.00	10,000.00	45,000.00	45,000.00
5539 Castings & Pipes	70,921.11	68,135.41	80,000.00	56,799.17	85,000.00	85,000.00	5,000.00	85,000.00	85,000.00
5581 Clothing, Gloves, Shoes	11,677.88	9,014.32	10,000.00	10,697.07	11,000.00	12,000.00	1,275.00	11,275.00	11,275.00
5587 Tools	8,963.62	15,412.43	12,000.00	11,226.59	12,000.00	15,000.00	3,000.00	15,000.00	15,000.00
5730 Dues	628.00	290.00	1,000.00		500.00	1,000.00	0.00	1,000.00	1,000.00
5731 Conference Expense	1,150.00	1,085.00			750.00	1,000.00	0.00	0.00	0.00
5733 Licenses	700.00	912.00	1,500.00	470.00	800.00	1,500.00	0.00	1,500.00	1,500.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual	Actual	July - March			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/15				
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	18,850.00	42,807.00	40,000.00	840.00	40,000.00	50,000.00	10,000.00	50,000.00	50,000.00
5394-45 Disposal of Trench Tailings	17,734.00	20,146.75	30,000.00	11,940.50	25,000.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	62,289.58	49,902.30	25,000.00	11,960.74	25,000.00	30,000.00	5,000.00	30,000.00	30,000.00
5690 State Assessment - MWRA	7,792,300.00	7,809,194.00	8,078,293.00	5,643,051.40	8,061,502.00	8,631,171.00	552,878.00	8,631,171.00	8,631,171.00
5692 State Assessment - DEP	23,698.00	21,862.00	25,000.00	21,219.15	21,220.00	25,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	10,639.39	8,028.15	15,000.00	16,420.00	15,000.00	20,000.00	5,000.00	20,000.00	20,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	19,169.96	20,658.23	20,000.00	17,578.73	20,000.00	20,000.00	0.00	20,000.00	20,000.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase overtime to run rate	50,000.00
5135 Standby	Increase per the run rate of Standby	6,200.00
Stipend for Licenses	Request to address collective bargaining item under the Laborers' Union contract	10,000.00
5211 Heat	Increase for higher energy costs (heating oil and natural gas) for pump stations	3,000.00
5213 Light	Increase for higher electricity costs for pump stations	500.00
5303 Engineer Services /Consultants	Increase to utilize consultants and contracted work for specific tasks	10,000.00
5431 Paint Supplies	Increase in expenses for the hydrant paint and utility mark out paint	1,000.00
5470 Public Safety Supplies	Increase in expenses for rental of message boards and safety signs for City projects	500.00
5538 Street/Sidewalk Materials	Increase to the run rate cost of additional materials for City repair/maintenance projects	10,000.00
5539 Castings & Pipes	Increase to the cost of materials	5,000.00
5581 Clothing, Gloves, Shoes	Collective bargaining item under the Laborers' Union contract	2,000.00
5587 Tools	Increase to the cost of necessary tools for repair crew	3,000.00
5731 Conference Expense	Increase for attendance to the NEWAA and AWWA conferences	1,000.00
5303 Eng -Water Survey	Increase leak detection expense for additional water mains at Fernald Property	10,000.00
5394-49 Service Repairs	Increase emergency water repairs expense (mains/services) outside scope of city crew	5,000.00
5690 State Assessment - MWRA	Increase of 7.1% in MWRA water assessment based on preliminary FY2016 MWRA rates	552,878.00
5876 Hydrants	Increase in the cost of parts and repair kits for repairing non-functioning fire hydrants for fire safety regulation compliance	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	678,369.10	547,185.41	628,482.00	493,135.06	653,816.02	743,972.00	37,841.00	666,323.00	666,323.00
General Expenses	218,496.36	264,264.66	265,200.00	175,923.00	271,700.00	300,800.00	32,875.00	298,075.00	298,075.00
Equipment & Unusual	7,944,680.93	7,972,598.43	8,233,293.00	5,723,010.52	8,207,722.00	8,806,171.00	572,878.00	8,806,171.00	8,806,171.00
Total Operating Budget	<u>8,841,546.39</u>	<u>8,784,048.50</u>	<u>9,126,975.00</u>	<u>6,392,068.58</u>	<u>9,133,238.02</u>	<u>9,850,943.00</u>	<u>643,594.00</u>	<u>9,770,569.00</u>	<u>9,770,569.00</u>

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Prevent Sewer System Overflows by increasing the level of enforcement in the Fat Oil & Grease (F.O.G.) program; Conduct Public Education program on F.O.G. with flyers and website information. Basic Operations & Maintenance procedures on sewer system are lacking. In this year's budget, funding requests are geared to increased maintenance activities.

DESCRIPTION OF OUTPUT STATEMENT:

Update security, alarms and data acquisitions at the City's six sewage pumping stations. Step up sewer system maintenance to minimize dry weather sewer stoppage overflows.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	201,539	226,060
Pension Administration	17,901	21,383
Medical & Life Insurance	294,371	250,360
Heat, Light, Water	19,745	18,582
Building Repair & Maintenance	43,415	27,560
Building Insurance	73	1,145
Motor Vehicle Insurance	1,604	2,091
Motor Vehicle Maint & Repair	30,930	36,885
Workers Compensation	176,763	
Other Dept Allocations	1,171,619	1,315,742
Total	\$1,957,960	\$1,899,808

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Sewer Stoppages Main	131	159	160
Sewer Stoppages Laterals/Svc Lines	250	343	350
Sewer Main Repairs	4	2	6
Sewer Lateral Repairs/Relays	42	40	125
Catch Basin Cleaned	2,237	1,224	2,200
Number of Catch Basins (city owned)	5,083	5,083	5,100
Number of Catch Basins Total	6,529	6,529	6,600
Sanitary Grease Traps Citywide	400	400	450
Sanitary Grease Traps Inspections	993	855	1,000
Sewer Overtime - # of Calls	408	290	200
Sewer Overtime - Man-hours	2,519	1,505	1,400

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1. LAB	*Working Foreman I	10-6 (L10)
2. LAB	*Working Foreman I	10-6 (L9)
3. LAB	Working Foreman I/Video Insp	10-6
4. LAB	*S M E O	9-6 (L11)
5. LAB	*S M E O	9-6 (L9)
6. LAB	*S M E O Nights	9-1
7. LAB	*Pump Station Operator	9-6 (L11)
8. LAB	*H M E O Nights	8-2
9. LAB	*M E O	7-6 (L11)
10. LAB	*Laborer	7-5
Subtotal		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
		1	57,490	52,156.62	64,880.00	1	59,798	1	59,798	59,798
		1	56,962	47,736.98	67,774.00	1	59,379	1	59,379	59,379
		1	58,545		9,757.50	1	54,476	1	54,476	54,476
		1	55,902	47,120.11	61,609.00	1	57,733	1	57,733	57,733
		1	54,895	46,006.54	58,974.00	1	56,693	1	56,693	56,693
		1	43,690		7,281.67			1	45,129	45,129
		1	55,902	47,116.18	61,418.00	1	57,733	1	57,733	57,733
		1	41,654	2,715.81	12,896.00			1	43,694	43,694
		1	51,058	46,837.21	59,944.00	1	52,727	1	52,727	52,727
		1	39,882	35,478.18	47,408.00	1	44,469	1	44,469	44,469
8	431,073.34	10	515,980	325,167.63	451,942.17	8	443,008	10	531,831	531,831

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement included in * position salary	19,920
Working Foreman I/Video Insp	10-6 (4,069)
LAB S M E O Nights	9-1 (1,116)
LAB H M E O Nights	8-2 (433)

Explanation

New employee to be hired at lower step/longevity

Amend night crew positions to 2nd day crew to attend to preventative maintenance issues throughout the city so that the department can be in compliance by following the O&M plan for the sewer system

Included in conversion of night crew to day shift as indicated above

1	42,574
1	41,221
2	83,795
0	0
0	0

New Positions

Subtotal

Grand Total

8	431,073.34	10	515,980	325,167.63	451,942.17	10	526,803	10	531,831	531,831
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures					
Personnel 600-440-5100									
5112 Wages - Full Time	409,526.13	431,073.34	515,980.00	325,167.63	451,942.17	526,803.00	15,851.00	531,831.00	531,831.00
5131 Overtime	95,380.28	81,765.97	40,000.00	52,193.80	65,000.00	90,000.00	20,000.00	60,000.00	60,000.00
5135 Standby	30,984.41	31,047.56	32,000.00	25,737.14	34,500.00	32,000.00	0.00	32,000.00	32,000.00
5195 Buyback Sick Time	9,119.34	10,453.47	11,000.00	3,728.09	3,800.00	11,000.00	0.00	11,000.00	11,000.00
Stipends for Licenses						5,000.00	0.00	0.00	0.00
General Expenses 600-440-5200									
5211 Heat						2,500.00	2,500.00	2,500.00	2,500.00
5213 Light	71,786.27	92,390.02	90,000.00	66,294.19	99,500.00	100,000.00	10,000.00	100,000.00	100,000.00
5241 Equipment Repair/Maint	90,196.32	78,245.66	85,000.00	32,219.90	80,000.00	85,000.00	0.00	85,000.00	85,000.00
5244 Motor Equipment Repair/Maint	16,847.93	19,694.54	20,000.00	42,575.03	45,000.00	40,000.00	20,000.00	40,000.00	40,000.00
5245 Building/Grounds Maint	6,570.00	4,765.50	6,600.00	4,138.29	7,000.00	7,500.00	900.00	7,500.00	7,500.00
5261 W/S Infrastructure Repair/Maint	4,447.97	10,026.61	25,000.00	14,178.09	30,000.00	25,000.00	0.00	25,000.00	25,000.00
5276 Truck/ Equipment Rental	10,545.60	14,601.31	10,000.00		9,000.00	10,000.00	0.00	10,000.00	10,000.00
5303 Engineering Services/ Consulting	2,050.00	1,470.00		1,000.00	1,500.00	1,000.00	0.00	0.00	0.00
5307 Public Safety Service						5,000.00	5,000.00	5,000.00	5,000.00
5340 Communication	439.93	479.88	4,800.00	319.92	4,000.00	4,800.00	0.00	4,800.00	4,800.00
5431 Paint Supplies	1,017.69	378.00	500.00		500.00	1,500.00	1,000.00	1,500.00	1,500.00
5450 Custodial Supplies	19,760.50	50,156.44	40,000.00	26,256.16	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5460 Groundskeeping Supplies	3,842.74	1,999.23	5,000.00	3,941.30	3,500.00	5,000.00	0.00	5,000.00	5,000.00
5500 Medical Supplies	224.88	401.67	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	9,029.26	23,855.11	15,000.00	16,370.80	25,000.00	25,000.00	10,000.00	25,000.00	25,000.00
5539 Castings & Pipes	1,734.24	4,662.00	5,000.00		3,500.00	5,000.00	0.00	5,000.00	5,000.00
5542 Water/Sewer Materials			2,000.00		1,500.00	12,000.00	10,000.00	12,000.00	12,000.00
5581 Clothing, Gloves, Shoes	6,972.89	6,308.97	7,500.00	5,475.00	8,500.00	8,500.00	1,000.00	8,500.00	8,500.00
5587 Tools	6,751.12	8,512.89	9,500.00	9,043.16	9,500.00	9,500.00	0.00	9,500.00	9,500.00
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	51,345.87	37,594.85	45,000.00	10,570.60	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	3,154.00	2,284.00	10,000.00	886.82	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5394-45 Disposal of Trench Tailings	17,734.00	20,146.75	30,000.00	11,971.00	25,000.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	30,661.86	165,565.84	100,000.00	37,885.47	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5690 State Assessment - MWRA	12,485,924.00	12,759,248.00	12,965,710.00	9,067,674.00	12,953,820.00	12,810,555.00	(155,155.00)	12,810,555.00	12,810,555.00
5740 Insurance	5,605.60	5,630.60	7,500.00	5,605.60	5,800.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment		1,597.43	4,000.00	2,311.85	4,000.00	4,000.00	0.00	4,000.00	4,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase overtime to run rate	50,000.00
Stipends for Licenses	Request to address collective bargaining item under the Laborers' Union contract	5,000.00
5211 Heat	Allocation of expense between water and sewer operations	2,500.00
5213 Light	Allocation of expense between water and sewer operations	10,000.00
5244 Motor Equipment Repair/Maint	Increase in repair expense for sewer jet and sewer vactor vehicles	20,000.00
5245 Building/Grounds Maint	Increase in repair and maintenance expenses at sewer pump stations (fencing/doors)	900.00
5303 Engineering Services/ Consulting	Increase to utilize consultants and contracted work for specific tasks	1,000.00
5307 Public Safety Service	Increase for police detail expenses for repair/maintenance projects	5,000.00
5431 Paint Supplies	Increase in expenses for utility mark out paint	1,000.00
5538 Street/Sidewalk Materials	Increase in expenses for trench materials to complete sewer repairs on laterals & mains	10,000.00
5542 Water/Sewer Materials	Increase in expenses for the purchase of sand/gravel used in sewer trenches	10,000.00
5581 Clothing, Gloves, Shoes	Collective bargaining item under the Laborers' Union contract	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	545,010.16	554,340.34	598,980.00	406,826.66	555,242.17	664,803.00	35,851.00	634,831.00	634,831.00
General Expenses	252,217.34	317,947.83	326,900.00	221,811.84	369,000.00	388,300.00	60,400.00	387,300.00	387,300.00
Equipment & Unusual	12,594,425.33	12,992,067.47	13,162,210.00	9,136,905.34	13,143,620.00	13,007,055.00	(155,155.00)	13,007,055.00	13,007,055.00
Total Operating Budget	<u>13,391,652.83</u>	<u>13,864,355.64</u>	<u>14,088,090.00</u>	<u>9,765,543.84</u>	<u>14,067,862.17</u>	<u>14,060,158.00</u>	<u>(58,904.00)</u>	<u>14,029,186.00</u>	<u>14,029,186.00</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 2013	FY 2014
Pension-Contributory/FICA	5,442,825	5,679,209
Pension Administration	482,649	532,495
Medical & Life Insurance	5,862,084	6,078,013
Heat, Light, Water	140,471	135,457
Building Repair & Maintenance	232,947	248,214
Building Insurance	4,272	5,421
Motor Vehicle Insurance	7,487	8,661
Motor Vehicle Maint & Repair	144,341	152,809
Total	<u>\$12,317,076</u>	<u>\$12,840,279</u>

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of Personnel	170	170	170
Vehicles & Apparatus	22	22	22
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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Oil Burn - LP Gas - Tanks - BLST	355	360	360
Co In Service - Indus - Mer	3,420	3,500	3,500
Schools - Nurs Homes - Hosp	110	110	110
Truck Insp (Fuel - Gas)	102	50	100
Permits	1,134	1,140	1,140
Fire Warning Systems	950	950	950
Educational Classes	360	360	360
Hotel Motel Lodge AP	330	330	330
Mercantile & Industrial	550	550	550
Hydrant Inspections	1,375	1,375	1,375

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Box Alarms	1,900	2,000	2,000
Still Alarms	6,600	6,700	6,700
Bomb Scares	12	15	12
False Alarms	150	150	150
System Trouble	600	650	650

FIRE

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	*Fire Chief	22-5
2. FIRE	Deputy Chief	
3. FIRE	Captain	
4. FIRE	Captain Training/Admin	
5. FIRE	Lieutenant	
6. FIRE	Lieutenant - Fire Prev	
7. FIRE	Fire Fighter	
8.	Executive Assistant	12-6 (L11)
9.	*Principal Office Assist	8-4 (L11)
10.	Sr Office Assistant	6-6
11.	Part Time / Temporary	
Subtotal Salaries		
Subtotal Wages		

FY 2014		FY 2015				FY 2016										
#	Actual Expenditures	#	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval						
			Budget	Actual Expenditures	Expenditures Thru 6/30/15											
			1	131,248	96,449.78						131,248.00	1	136,537	1	136,537	136,537
			6	603,594	453,235.07						603,594.00	6	603,594	6	603,594	603,594
			10	833,960	687,957.06						833,960.00	10	833,960	10	833,960	833,960
			1	89,687	66,589.41						89,687.00	1	89,687	1	89,687	89,687
			30	2,135,460	1,646,510.97						2,135,460.00	30	2,135,460	30	2,135,460	2,135,460
			3	233,992	173,729.49						233,992.00	3	233,992	3	233,992	233,992
			116	7,056,164	4,989,570.66						6,781,164.00	116	7,056,164	116	7,056,164	7,056,164
			1	76,799	57,020.25						76,799.00	1	76,799	1	76,799	76,799
			1	50,782	37,547.34						50,782.00			1	52,760	52,760
			1	46,085	34,216.46						46,085.00	1	46,085	1	46,085	46,085
	1,500	600.00	1,500.00		1,500		1,500	1,500								
54	4,762,654.81	54	4,203,107	3,253,855.83	4,203,107.00	53	4,157,614		54	4,210,374	4,210,374					
116	7,126,870.33	116	7,056,164	4,989,570.66	6,781,164.00	116	7,056,164		116	7,056,164	7,056,164					

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 7,267

Public Relations Officer

Office Coordinator 9-3 (L11) 3,802

New Positions

FIRE Fire Fighter

Explanation

Stipend for public information and social media duties

Change current classification from Principal Office Assistant to Office Coordinator. The duties of the employee absolutely meets the qualification required of a Grade 9 position.

8 more positions to bring the Dept. to full complement

		3,000
1	54,584	
8	486,632	
9	544,216	0 0 0

Subtotal

Grand Total Salaries

Grand Total Wages

54	4,762,654.81	54	4,203,107	3,253,855.83	4,203,107.00	54	4,215,198	0	4,210,374	4,210,374
116	7,126,870.33	116	7,056,164	4,989,570.66	6,781,164.00	124	7,542,796	116	7,056,164	7,056,164

FIRE

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-220-5100									
5111 Salaries - Full Time	4,089,337.76	4,761,779.81	4,201,607.00	3,253,255.83	4,201,607.00	4,210,698.00	7,267.00	4,208,874.00	4,208,874.00
5112 Wages - Full Time	6,123,729.48	7,126,870.33	7,056,164.00	4,989,570.66	6,781,164.00	7,542,796.00	0.00	7,056,164.00	7,056,164.00
5121 Salaries - Part Time						3,000.00	0.00	0.00	0.00
5122 Temporary Help	593.38	875.00	1,500.00	600.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	786,989.15	1,068,046.57	550,000.00	815,472.71	900,000.00	850,000.00	100,000.00	650,000.00	650,000.00
5132 Overtime (Training)						35,000.00	5,000.00	5,000.00	5,000.00
5141 Longevity	462,688.51	522,090.86	510,000.00	477,294.11	480,000.00	510,000.00	0.00	510,000.00	510,000.00
5142 College Credits	571,737.86	610,009.44	610,000.00	604,314.57	610,000.00	615,000.00	5,000.00	615,000.00	615,000.00
5143 Holiday	615,503.23	718,282.82	700,000.00	572,965.72	685,000.00	700,000.00	0.00	700,000.00	700,000.00
5144 Out of Grade	50,720.89	56,348.90	80,000.00	38,839.30	50,000.00	80,000.00	0.00	80,000.00	80,000.00
5145 LEPC Chairperson Stipend	32,500.00	32,499.99	32,500.00	24,129.84	32,500.00	32,500.00	0.00	32,500.00	32,500.00
5139 Temporary Promotions - FT						18,000.00	5,000.00	5,000.00	5,000.00
Receipt offset - Grant	(4,993.32)	(6,777.49)		(1,755.00)	(3,300.00)				
General Expenses 001-220-5200									
5146 Emergency Medical Technician	116,204.60	120,045.15	141,558.00	2,527.43	142,697.22	145,207.00	3,649.00	145,207.00	145,207.00
5241 Equipment Repair/Maint	25,681.23	14,496.76	18,958.00	24,831.20	25,126.80	25,000.00	6,042.00	25,000.00	25,000.00
5242 Office Equipment Repair/Maint	452.59	406.95	1,100.00	198.00	1,274.00	1,100.00	0.00	1,100.00	1,100.00
5244 Motor Equipment Repair/Maint	34,885.48	57,983.02	85,000.00	27,560.66	99,871.34	85,000.00	0.00	85,000.00	85,000.00
5291 Maintenance of SCBA	7,850.38	15,195.30	10,000.00	10,592.00	10,592.00	13,000.00	3,000.00	13,000.00	13,000.00
5306 Medical Services	34,944.86	57,134.39	60,000.00	31,784.50	95,780.59	60,000.00	0.00	60,000.00	60,000.00
5312 Training	22,133.11	18,636.65	15,000.00	9,938.08	19,605.67	20,000.00	5,000.00	20,000.00	20,000.00
5313 Training - JLMC		12,671.07	24,000.00	3,644.60	24,000.00	24,000.00	0.00	24,000.00	24,000.00
5342 Postage	233.31	186.59	500.00	107.87	500.00	500.00	0.00	500.00	500.00
5343 Printing	748.38	1,872.95	1,000.00	225.00	1,075.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,318.23	2,612.91	3,000.00	1,825.68	3,037.96	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	4,432.05	4,650.43	3,000.00	1,299.69	3,000.00	4,500.00	0.00	3,000.00	3,000.00
5450 Custodial Supplies	3,844.48	3,954.32	2,500.00	3,683.71	2,500.00	3,500.00	0.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	132.93	408.39	600.00	100.00	600.00	600.00	0.00	600.00	600.00
5470 Public Safety Supplies	17,554.13	7,451.57	7,500.00	6,253.67	10,356.32	10,000.00	2,500.00	10,000.00	10,000.00
5500 Medical Supplies	173.66	5,008.21	4,000.00	3,839.55	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5510 Education Supplies	1,020.00		700.00	309.00	700.00	700.00	0.00	700.00	700.00
5587 Tools		322.89	300.00	45.41	300.00	300.00	0.00	300.00	300.00
5730 Dues		402.50							
5730 Dues - Metro Fire	2,500.00	2,500.00	3,500.00	2,580.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access		330.00	1,500.00	1,165.50	1,500.00	1,500.00	0.00	1,500.00	1,500.00
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint		8,900.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5471 Patches & Badges	390.00		500.00	927.00	1,335.00	800.00	300.00	800.00	800.00
5850 Safety Equipment	32,813.82	29,415.69	36,700.00	32,142.36	56,027.05	36,700.00	0.00	36,700.00	36,700.00
5854 Hoses, Cable, Wire	32,433.72	17,840.00	21,000.00	3,157.00	24,157.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields	333.43		500.00	417.50	962.00	1,000.00	500.00	1,000.00	1,000.00

FIRE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 001-220-5500									
5190 Uniform Allowance 1 @ 775	775.00	775.00	775.00	775.00	775.00	775.00	0.00	775.00	775.00
5190 Uniform Allowance 160 @ 725	113,628.00	105,125.00	116,000.00	108,025.00	153,809.50	121,800.00	0.00	116,000.00	116,000.00
5190 Uniform Allowance 6 @ 775	3,875.00	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	0.00	4,650.00	4,650.00
5190 Uniform Allowance 10 @ 4,500		52,864.41	22,500.00	42,411.90	22,500.00	22,500.00	0.00	22,500.00	22,500.00
5196 Uniforms-Special Positions	4,441.95	4,533.68	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	To avoid overruns and increase winter staffing when needed	300,000.00
Overtime (Training)	To send Officers for National Certifications, i.e. Fire Officer 1 and 2, and to continue Technical Rescue Training	35,000.00
5142 College Credits	Contractual, must budget for more members receiving their degrees or increasing their c.c. percentages	5,000.00
Temporary Promotions - FT	Temp. promotions are the result of a Civil Service ruling that stipulates vacancies longer than 30 days be filled with Temporary promotions	18,000.00
5146 Emergency Medical Technician	Currently we have 100 EMT's, the contract stipulates that each year we have to offer up to (9) members the opportunity to obtain their certification at a cost of approx. \$1,400. per person. Once a member receives their EMT Certification, they are entitled to receive an annual stipend of \$1,216.58. Therefore, we have to budget enough money to pay 109 members the stipend and also the cost of tuition and fees for up to (9) members to obtain their EMT Certification.	3,649.00
5241 Equipment Repair/Maint	Increasing repair costs due to older equipment	6,042.00
5291 Maintenance of SCBA	More frequent repairs on older units	3,000.00
5312 Training	Costs of classes rising	5,000.00
5430 Building Supplies	Upkeep is becoming more costly	1,500.00
5450 Custodial Supplies	Increase in cost	1,000.00
5470 Public Safety Supplies	Increasing equipment costs	2,500.00
5471 Patches & Badges	Increase in cost	300.00
5873 Helmets & Shields	Need helmet shields due to wear	500.00
5190 Uniform Allowance	Uniforms for 8 additional firefighters	5,800.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,728,806.94	14,890,026.23	13,741,771.00	10,774,687.74	13,738,471.00	14,598,494.00	122,267.00	13,864,038.00	13,864,038.00
General Expenses	275,109.42	326,270.05	383,716.00	132,511.55	450,016.90	406,407.00	20,191.00	403,907.00	403,907.00
Equipment & Unusual	65,970.97	56,155.69	63,700.00	36,643.86	87,481.05	64,500.00	800.00	64,500.00	64,500.00
Special Items	122,719.95	167,948.09	147,925.00	155,861.90	185,734.50	153,725.00	0.00	147,925.00	147,925.00
Total Operating Budget	13,192,607.28	15,440,400.06	14,337,112.00	11,099,705.05	14,461,703.45	15,223,126.00	143,258.00	14,480,370.00	14,480,370.00

FIRE AUXILIARY

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-292-5200									
5241 Equipment Repairs/Maint	5,404.13		5,000.00	5,755.50	5,755.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training		558.95	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5341 Advertising	107.40	107.40							
5470 Public Safety Supplies	1,503.53		1,000.00		245.00	1,000.00	0.00	1,000.00	1,000.00
Special Items 001-292-5500									
5190 Uniform	3,494.97		3,500.00	1,384.90	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>
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COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	7,015.06	666.35	9,000.00	5,755.50	9,000.00	9,000.00	0.00	9,000.00	9,000.00
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Equipment & Unusual

Special Items	3,494.97	0.00	3,500.00	1,384.90	3,500.00	3,500.00	0.00	3,500.00	3,500.00
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Total Operating Budget	10,510.03	666.35	12,500.00	7,140.40	12,500.00	12,500.00	0.00	12,500.00	12,500.00
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HEALTH

STATEMENT OF OBJECTIVES:

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

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

Inspection of Weights & Measure: To develop and maintain accuracy and fairness in quantity determination in all commercial transactions. To implement rules, regulations and statutes pertaining to Weights and Measures. To test all commercial devices used and seal, not seal, or condemn these devices. Annual and timely re-inspection of weighing and measuring devices is essential. 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 2013	FY 2014
Pension-Contributory/FICA	117,587	123,369
Pension Administration	10,013	11,237
Medical & Life Insurance	232,103	208,403
Heat, Light, Water	12,308	12,320
Building Repair & Maintenance	10,554	13,923
Building Insurance	289	359
Motor Vehicle Insurance	1,337	1,494
Motor Vehicle Maint & Repair	25,775	26,346
Total	<u>\$409,966</u>	<u>\$397,451</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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total Permits issued	920	920	920
Burial permits issued	222	230	230
Food service estab permits	243	250	250
Retail food permits	82	85	85
Swimming pool permits	47	47	47
Tobacco permits	68	68	68
Day camp permits	17	20	20
DNA research permits	14	15	15
Mobile food & Caterer	21	21	21
Transportation of garbage	11	12	12
Contagious follow-up	140	125	125
Tuberculosis follow-up	628	620	620
Catch basin larva control	3,400	3,400	3,400
B. T. I. treated acres	25	25	25
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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Food establishment inspections	972	972	972
Housing inspections	717	720	720
Swimming pool inspections	51	51	51
Housing complaints	1,147	1,147	1,147
Trash complaints	418	420	420
Food complaints	31	30	30
Rodent & pest complaints	42	35	35
No heat complaints	90	70	70
Day camp inspections	17	17	17
Conferences owner or operator	260	250	260

INSPECTION OF WEIGHTS & MEASURE			
Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total devices inspected	2,279	2,280	2,280
Gas pumps sealed	330	330	330
Scanners inspected	3,402	3,400	3,400
Oil truck meters sealed	-	-	-
Weights tested	119	120	120
Taxi meters sealed	69	70	70
Package testing	1,948	1,950	1,950
Scales inspected & sealed	906	906	906
Adjustments	174	174	175
Sealing fees	\$16,461	\$16,450	\$16,450
Violator fines	\$200	\$200	\$200
Annual loss restored for consumers	\$458,795	\$458,780	\$458,780
Annual loss restored for businesses	\$344,359	\$344,360	\$344,360

HEALTH

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014	FY 2015			FY 2016							
			# Actual Expenditures	# Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	# Department Request	# Mayor's Recommendation	Council Approval					
1.	Commissioners			5	5,000	2,300.00	5,000.00	5	5,000	5	5,000	5,000		
2.	Dir of Public Health	18-5 (L11)		1	114,268	88,925.18	107,090.57	1	109,923	1	109,923	109,923		
3.	Asst Dir of Public Health	15-6 (L11)		1	93,349	56,589.37	79,822.12	1	93,349	1	93,349	93,349		
4.	SPMG Sr Code Enforce Insp	13-6 (L11)		1	81,855	19,853.87	19,853.87							
5.	SPMG *Sr Code Enforce Insp	13-6 (L10)						1	80,868	1	80,868	80,868		
6.	Inspector, Wgts & Meas	13-6 (L10)		1	81,224	60,295.90	81,224.00	1	81,224	1	81,224	81,224		
7.	SPMG *Sr Code Enforce Insp	13-6 (L9)		1	80,683	59,904.16	80,683.00	1	80,683	1	80,683	80,683		
8.	SPMG Sr Code Enforce Insp	13-6 (L8)		2	159,886	118,709.62	159,886.00	1	79,943	1	79,943	79,943		
9.	SPMG Sr Code Enforce Insp	13-1						1	61,052	1	61,052	61,052		
10.	*Public Health Nurse, RN	13-6		1	72,909	53,767.40	72,909.00	1	73,840	1	73,840	73,840		
11.	*Principal Off Asst (PT 19 hrs)	8-6 (L8)		0.5	28,032	18,011.84	25,355.12	0.5	30,772	0.5	30,772	30,772		
Subtotal			14	733,236.95	13.5	717,206	478,357.34	631,823.68	13.5	696,654		13.5	696,654	696,654

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 4,596

Dir of Public Health 18-5 (L11) (4,345) Internal promotion resulting from retirement

Sr Code Enforce Insp 13-1 (20,803) New employee to be hired at lower step

Explanation

New Positions

Subtotal

0	0		0.0	0	0					

Grand Total

14	733,236.95	13.5	717,206	478,357.34	631,823.68	13.5	696,654		13.5	696,654	696,654
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HEALTH

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	755,087.72	729,336.95	684,174.00	458,045.50	601,468.56	660,882.00	(23,292.00)	660,882.00	660,882.00
5121 Salaries - Part Time			28,032.00	18,011.84	25,355.12	30,772.00	2,740.00	30,772.00	30,772.00
5194 Boards & Commissions	4,600.00	3,900.00	5,000.00	2,300.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-510-5200									
5192 Mileage	1,983.92	1,220.58	2,300.00			1,300.00	(1,000.00)	1,300.00	1,300.00
5305 Legal Services/Constable	258.15	241.41	350.00	201.47	350.00	400.00	50.00	400.00	400.00
5306 Medical Services	2,285.08	1,866.08	2,400.00	678.52	2,400.00	1,800.00	(600.00)	1,800.00	1,800.00
5342 Postage	1,297.79	829.70	1,300.00		1,300.00	1,300.00	0.00	1,300.00	1,300.00
5343 Printing	972.00	800.00	1,000.00	370.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5381 Contract Labor / Instruction	800.00		550.00		550.00	550.00	0.00	550.00	550.00
5386 Public Safety /Mosquito Control	31,238.00	31,863.00	32,819.00	32,819.00	32,819.00	33,800.00	981.00	33,800.00	33,800.00
5420 Office Supplies	1,603.55	1,470.15	1,500.00	527.62	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	432.51	325.00	400.00	230.00	400.00	400.00	0.00	400.00	400.00
5581 Clothing, Gloves & Shoes	267.96	320.25	1,000.00	69.98	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5587 Tools	600.00	524.20	600.00	600.00	600.00	600.00	0.00	600.00	600.00
Equipment & Unusual 001-510-5400									
5395-72 Medical Waste Pickup	600.00	537.46	600.00	62.54	600.00	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5305 Legal Services/Constable	Constable increase	50.00
5386 Public Safety /Mosquito Control	3% increase from vendor	981.00

COST SUMMARY BY CLASSIFICATION

Personnel	759,687.72	733,236.95	717,206.00	478,357.34	631,823.68	696,654.00	(20,552.00)	696,654.00	696,654.00
General Expenses	41,738.96	39,460.37	44,219.00	35,496.59	41,919.00	43,650.00	(569.00)	43,650.00	43,650.00
Equipment & Unusual	600.00	537.46	600.00	62.54	600.00	600.00	0.00	600.00	600.00
Total Operating Budget	802,026.68	773,234.78	762,025.00	513,916.47	674,342.68	740,904.00	(21,121.00)	740,904.00	740,904.00

HISTORICAL COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Monthly Meetings	11	10	10
CPC Related Budget Oversight	\$4.95 million	\$5 million	\$5 million
City Council Special Permit Supervision	apprx 100-150 hrs	n/a	n/a
Waltham Event Participation	25 appr	25 appr	25 appr
Developmental Prospectus Review	12	15-25	15-25
Fernald Acquisition	50-100 hrs	50 hrs (apprx)	50 hrs (apprx)
Wellington House	50 hrs (apprx)	50 hrs (apprx)	50 hrs (apprx)
Demolition Delays Issued	1	10	10
Demolition Reviews	30 (apprx)	50	50

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit		FY 2016 Grade-Step	Actual Expenditures #	Budget #	Actual Expenditures	Expenditures Thru 6/30/15	Department Request #	Mayor's Recommendation #	Council Approval						
1.	Board Members			7	7,000	4,300.00	7,000.00	7	7,000	7,000					
2.	Program Director			1	23,500		2,000.00	1	23,500						
Subtotal			8	22,524.97	8	30,500	4,300.00	9,000.00	8	30,500		7	7,000		7,000

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

Program Director

(23,500)

Mayor: Not funded - position not in ordinance

New Positions

Principal Office Asst (PT 19 hrs) 8-1

Mayor: Commensurate with Conservation Commission

0.5	23,535	23,535
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Subtotal

0	0	0.5	23,535	23,535
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Grand Total

8	22,524.97	8	30,500	4,300.00	9,000.00	8	30,500		7.5	30,535	30,535
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HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time	23,499.96	17,624.97	23,500.00	0.00	2,000.00	23,500.00	35.00	23,535.00	23,535.00
5194 Boards & Commissions	4,800.00	4,900.00	7,000.00	4,300.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-691-5200									
5192 Mileage			50.00	294.36	300.00	50.00	0.00	50.00	50.00
5276 Truck/Equip Rental		668.26							
5342 Postage	92.00		50.00		50.00	50.00	0.00	50.00	50.00
5343 Printing	1,000.00	266.57	1,325.00	1,320.00	1,325.00	1,325.00	0.00	1,325.00	1,325.00
5420 Office Supplies	1,382.53	1,294.80	1,600.00	1,110.69	1,350.00	1,600.00	0.00	1,600.00	1,600.00
5430 Building Supplies	215.41	305.78	400.00		400.00	400.00	0.00	400.00	400.00
5450 Custodial Supplies	647.62	763.81	450.00		450.00	450.00	0.00	450.00	450.00
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	1,676.69	3,000.00	5,500.00		5,500.00	5,500.00	0.00	5,500.00	5,500.00
6266 Landscape Maintenance-Paine Estate	2,155.00	2,770.00	3,000.00	2,400.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	28,299.96	22,524.97	30,500.00	4,300.00	9,000.00	30,500.00	35.00	30,535.00	30,535.00
General Expenses	3,337.56	3,299.22	3,875.00	2,725.05	3,875.00	3,875.00	0.00	3,875.00	3,875.00
Equipment & Unusual	3,831.69	5,770.00	8,500.00	2,400.00	8,500.00	8,500.00	0.00	8,500.00	8,500.00
Total Operating Budget	<u>35,469.21</u>	<u>31,594.19</u>	<u>42,875.00</u>	<u>9,425.05</u>	<u>21,375.00</u>	<u>42,875.00</u>	<u>35.00</u>	<u>42,910.00</u>	<u>42,910.00</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 2013	FY 2014
Pension-Contributory/FICA	68,784	68,768
Pension Administration	5,423	5,760
Medical & Life Insurance	249,945	265,614
Heat, Light, Water	24,617	24,641
Building Repair & Maintenance	21,108	27,847
Building Insurance	577	1,979
Motor Vehicle Insurance	267	299
Motor Vehicle Maint & Repair	5,155	5,269
Total	<u>\$375,876</u>	<u>\$400,177</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of Systems Operating	32	32	35
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

			FY 2014		FY 2015			FY 2016					
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	IT Director	19-6 (L9)	1		1	119,124	88,445.48	1	119,124	1	119,124	119,124	
2.	Asst Director IT	16-6 (L11)	1		1	100,321	74,484.72	1	100,321	1	100,321	100,321	
3.	GIS Administrator	16-6 (L8)	1		1	97,609	72,471.60	1	97,609	1	97,609	97,609	
4.	Server/Desktop Sys Mgr	15-6 (L9)	1		1	91,667	68,059.72	1	91,667	1	91,667	91,667	
5.	SPMG Sr App Analyst / Programmer	13-6 (L11)	2		2	164,326	122,007.20	2	164,326	2	164,326	164,326	
6.	SPMG *Server/Desktop Support Spec	12-6 (L9)						2	150,967	2	150,967	150,967	
7.	SPMG Server/Desktop Support Spec	12-6 (L8)	3		3	224,718	166,845.14	1	74,906	1	74,906	74,906	
8.	SPMG *Server/Desktop Support Spec	12-3 (L9)	1		1	57,779	46,714.92	1	65,023	1	65,023	65,023	
9.	SPMG *Server/Desktop Support Spec	12-4 (L8)	1		1	66,733	49,560.00	1	69,351	1	69,351	69,351	
10.	Social Media Coordinator	10-2					16,009.24						
11.	*Office Coordinator (PT 19 hrs)	9-4	0.5		0.5	26,444	19,535.97	0.5	27,928	0.5	27,928	27,928	
12.	Temporary					14,848	10,832.00		14,848		14,848	14,848	
Subtotal			11.5	951,520.78	11.5	963,569	734,965.99	991,887.88	11.5	976,070	11.5	976,070	976,070

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 12,501

Social Media Coordinator 10-2 50,221

Explanation

New position approved by City Council 7/8/2014, CO# 33099

1	50,221	1	50,221	50,221
1	50,221	1	50,221	50,221

New Positions

Subtotal

Grand Total

11.5	951,520.78	11.5	963,569	734,965.99	991,887.88	12.5	1,026,291	12.5	1,026,291	1,026,291
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INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures					
Personnel 001-155-5100									
5111 Salaries - Full Time	874,740.87	852,208.96	922,277.00	704,598.02	950,595.88	983,515.00	61,238.00	983,515.00	983,515.00
5112 Wages - Full Time	58,239.66	60,339.59							
5121 Salaries - Part Time	18,624.86	25,412.23	26,444.00	19,535.97	26,444.00	27,928.00	1,484.00	27,928.00	27,928.00
5122 Temporary Help	14,400.00	13,560.00	14,848.00	10,832.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	12,313.59	12,597.12	11,000.00	7,624.62	11,000.00	11,000.00	0.00	11,000.00	11,000.00
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General Expenses 001-155-5200									
5192 Mileage Allowance	288.68	403.09	200.00	249.74	350.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	999.80	375.00	750.00	6,951.86	7,500.00	750.00	0.00	750.00	750.00
5243 Computer Equip Repair/Maint	70,354.25	62,025.94	82,900.00	53,536.64	82,900.00	82,900.00	0.00	82,900.00	82,900.00
5247 Alarms / Intrusion	47.28	622.42	650.00	145.00	650.00	650.00	0.00	650.00	650.00
5248 Computer Software/License	164,982.29	175,197.75	170,000.00	174,063.36	178,000.00	180,200.00	10,200.00	180,200.00	180,200.00
5312 Training	30.00	5,015.97	5,000.00	298.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5340 Communication Line	23,116.16	18,265.58	15,000.00	11,074.73	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	37.48	735.64	850.00	356.65	850.00	850.00	0.00	850.00	850.00
5343 Printing	3,132.25	1,654.20	2,800.00	1,692.00	2,800.00	2,800.00	0.00	2,800.00	2,800.00
5420 Office Supplies	1,149.47	2,331.31	3,000.00	3,400.46	4,000.00	3,000.00	0.00	3,000.00	3,000.00
5424 Computer Supplies	28,404.25	30,605.67	30,000.00	26,191.52	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5510 Education Supplies		688.61	750.00	330.26	750.00	750.00	0.00	750.00	750.00
5730 Dues	100.00		75.00			75.00	0.00	75.00	75.00

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-155-5400									
6530 Computer Equipment	4,800.85								
6565 Computer Equipment/Software		9,036.39	10,000.00	2,035.43	10,000.00	89,000.00	0.00	10,000.00	10,000.00
6571 Computer Software	4,878.98								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Software/License	6% increase in Software	10,200.00
6565 Computer Equipment/Software:	One Time Security Measures	60,000.00
	Website upgrade for handheld devices	6,000.00
	Social Media interactions for citizen requests system	3,000.00
	Mandated Munis Payroll update	10,000.00
	(Mayor: Fund in CIP budget)	

COST SUMMARY BY CLASSIFICATION

Personnel	978,318.98	964,117.90	974,569.00	742,590.61	1,002,887.88	1,037,291.00	62,722.00	1,037,291.00	1,037,291.00
General Expenses	292,641.91	297,921.18	311,975.00	278,290.22	327,800.00	322,175.00	10,200.00	322,175.00	322,175.00
Equipment & Unusual	9,679.83	9,036.39	10,000.00	2,035.43	10,000.00	89,000.00	0.00	10,000.00	10,000.00
Total Operating Budget	<u>1,280,640.72</u>	<u>1,271,075.47</u>	<u>1,296,544.00</u>	<u>1,022,916.26</u>	<u>1,340,687.88</u>	<u>1,448,466.00</u>	<u>72,922.00</u>	<u>1,369,466.00</u>	<u>1,369,466.00</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 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Telephone Operators (8 available)	
Subtotal		

FY 2014		FY 2015				FY 2016				
#	Actual Expenditures	#	July - March		Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
			27,707	18,585.84	27,707.00		27,707		27,707	27,707
25,303.01			27,707	18,585.84	27,707.00	27,707			27,707	27,707

Summary of Changes

Adjustments to FY 2015 Positions
Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0		0	0

Grand Total

25,303.01	27,707	18,585.84	27,707.00	27,707		27,707	27,707
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CENTRAL TELEPHONE SERVICE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-156-5100									
5121 Salaries - Part Time	25,194.78	25,303.01	27,707.00	18,585.84	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses 001-156-5200									
5128 Substitute Telephone Operator	6,304.59	7,679.40	10,000.00	3,700.92	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	28,018.62	41,578.39	50,000.00	29,770.88	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	124,494.89	124,275.60	120,000.00	86,965.50	126,000.00	127,000.00	7,000.00	127,000.00	127,000.00
Equipment & Unusual 001-156-5400									
5241 Equipment Repair/Maint (Unusual)						35,000.00	35,000.00	35,000.00	35,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5340 Communication	Anticipated phone increase	7,000.00
5241 Equipment Repair/Maint (Unusual)	911 Mandated Interface for phone calls inside	35,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	25,194.78	25,303.01	27,707.00	18,585.84	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses	158,818.10	173,533.39	180,000.00	120,437.30	186,000.00	187,000.00	7,000.00	187,000.00	187,000.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	35,000.00	35,000.00	35,000.00	35,000.00
Total Operating Budget	<u>184,012.88</u>	<u>198,836.40</u>	<u>207,707.00</u>	<u>139,023.14</u>	<u>213,707.00</u>	<u>249,707.00</u>	<u>42,000.00</u>	<u>249,707.00</u>	<u>249,707.00</u>

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 2013	FY 2014
Pension-Contributory/FICA	103,269	104,150
Pension Administration	8,815	9,361
Medical & Life Insurance	151,621	180,675
Heat, Light, Water	18,462	18,481
Building Repair & Maintenance	15,831	20,885
Building Insurance	433	538
Total	<u>\$298,431</u>	<u>\$334,090</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated *Actual as of 3/15/15	FY 2016 Projected
Amount Paid for Personal Inj claims	\$10,190	\$200,000	\$50,000
Amount Paid in Property/Judgments	\$550	\$1,650	\$30,000
Claims/Collections brought by the City against others			
Request for Opinions	298	(*168) - 300	400
a. Review of Special Permits	16	(*14) - 25	35
Basic Small Street Defect Claims	61	(*80) - 150	175
Contracts	100	(*90) - 150	200
Cases (Appeals, Worker's Comp, Personnel	41	(*31) - 50	60
Issues, Collections, I&I Agreements, Disciplinary			
Actions, Wrongful Death Action, Zoning)			
ATB	21	(*14) - 25	35
Claimants Demands for Damages-Totals:	140	(*166) - 175	200
Water & Sewer Claims:	\$76,000	\$25,000	\$50,000
Property Damage:	\$20,000	\$58,000	\$50,000
Personal Injury:	\$210,000	\$150,000	\$75,000
Street Defects:	\$42,000	\$39,000	\$50,000

LAW

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	Actual Expenditures #	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request #	Mayor's Recommendation #	Council Approval
1.	City Solicitor	21-6 (L11)	1	135,792	100,820.91	135,792.00	1	135,792	135,792
2.	First Asst City Solicitor			500	375.00	500.00	500	500	500
3.	Asst City Solicitor	18-6 (L11)	1	114,268	84,876.96	114,268.00	1	114,268	114,268
4.	Asst City Solicitor	18-6 (L9)	1	112,209	83,311.60	112,209.00	1	112,209	112,209
5.	*Asst City Solicitor	18-6 (L8)	2	212,751	154,918.12	212,751.00	2	222,360	222,360
6.	*Asst City Solicitor	18-4	1	88,748	65,461.99	88,748.00	1	92,250	92,250
7.	Legal Secretary	10-6 (L9)	1	64,839	48,140.44	64,839.00	1	64,839	64,839
8.	*Legal Secretary	10-6 (L8)	1	62,658	45,990.84	62,658.00	1	64,244	64,244
9.	Part Time / Temporary			7,500	1,617.00	7,500.00	7,500	7,500	7,500
Subtotal			8	782,150.93	585,512.86	799,265.00	8	813,962	813,962

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary	14,697
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Explanation

0	0	0	0
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New Positions

Subtotal

Grand Total

8	782,150.93	8	799,265	585,512.86	799,265.00	8	813,962	8	813,962	813,962
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LAW

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	706,632.26	776,893.93	791,765.00	583,895.86	791,765.00	806,462.00	14,697.00	806,462.00	806,462.00
5121 Salaries - Part Time	4,102.00	5,257.00	7,500.00	1,617.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
General Expenses 001-151-5200									
5192 Mileage Allowance	1,372.49	1,111.17	2,500.00	614.91	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5242 Office Equipment Repair/Maint	992.00	1,090.40	2,500.00	1,199.60	2,500.00	3,500.00	1,000.00	3,500.00	3,500.00
5305 Legal Services	3,460.00	3,812.46	5,000.00	7,483.86	7,500.00	7,500.00	2,500.00	7,500.00	7,500.00
5308 Stenographer	949.35	2,695.50	5,000.00		2,500.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training		1,209.57	2,000.00	597.50	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5342 Postage	746.00	626.33	750.00		750.00	750.00	0.00	750.00	750.00
5420 Office Supplies	2,070.44	2,036.36	3,000.00	953.97	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5424 Computer Supplies		599.98	750.00		750.00	750.00	0.00	750.00	750.00
5520 Educational Materials			1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5730 Licenses & Law Library	39,625.43	50,265.66	60,000.00	31,543.63	60,000.00	65,000.00	5,000.00	65,000.00	65,000.00
Equipment & Unusual 001-151-5400									
5305 Title Searches for Foreclosures*			7,500.00	1,377.50	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5316 Federal Court Cases		168.02	11,000.00		11,000.00	11,000.00	0.00	11,000.00	11,000.00
5760 Judgments, Claims & Settlements	45,395.00	10,514.97	30,000.00	1,650.00	30,000.00	30,000.00	0.00	30,000.00	30,000.00

*5305 - Transfer from Treasurer to Law for title searches

LAW

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	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 Office Equipment Repair/Maint	Our Konica Minolta Copier 3 year service contract expires this year - so we will have to increase for the service contract	1,000.00
5305 Legal Services	The City has acquired property and title searches are required	2,500.00
5730 Licenses & Law Library	Westlaw is our online service and book service - the price will increase every year	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	710,734.26	782,150.93	799,265.00	585,512.86	799,265.00	813,962.00	14,697.00	813,962.00	813,962.00
General Expenses	49,215.71	63,447.43	83,000.00	42,393.47	83,000.00	91,500.00	8,500.00	91,500.00	91,500.00
Equipment & Unusual	45,395.00	10,682.99	48,500.00	3,027.50	48,500.00	48,500.00	0.00	48,500.00	48,500.00
Total Operating Budget	805,344.97	856,281.35	930,765.00	630,933.83	930,765.00	953,962.00	23,197.00	953,962.00	953,962.00

LIBRARY

STATEMENT OF OBJECTIVES:

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

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

Goals:

1. The Library will be adequately staffed. Staff will have the resources, knowledge and skills to provide excellent service to all library users, working in an environment which promotes high levels of performance and productivity.
2. Waltham patrons will find the library welcoming, safe, clean, accessible, convenient and easy to use, with adequate space for collections, equipment, meetings, displays, quiet reading and study.
3. Waltham patrons will have access to current technology and assistance in using it.
4. Waltham patrons will enjoy outstanding print, non-print and digital collections, with sufficient access to popular content, and sufficient subject coverage of high demand topics.
5. Library staff will improve awareness, use and support of the library through effective outreach, communications, programs and partnerships that reflect community needs and interests.

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 2013	FY 2014
Pension-Contributory/FICA	294,725	293,364
Pension Administration	22,603	23,950
Medical & Life Insurance	397,916	408,046
Heat, Light, Water	140,706	152,705
Building Repair & Maintenance	78,904	107,120
Building Insurance	5,539	5,191
Total	<u>\$940,393</u>	<u>\$990,376</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of Registered Borrowers	26,924	27,500	28,000
Physical Items Circulated	407,144	405,000	410,000
Digital Items Circulated	18,721	19,500	25,000
Inter Library Loans IN	47,519	50,000	50,000
Inter Library Loans OUT	64,415	65,000	65,000
Added Books & Other Materials	16,027	16,500	17,000
Added Periodical Issues	3,113	3,100	3,100
Added Audio Visual Items	2,332	2,500	2,750
Removed damaged, outdated item	17,449	17,500	18,000
Number of Visits to building	281,520	285,000	290,000
Number of Programs	353	350	400
Program Attendance	6,738	6,500	7,000
Study Room Use	5,526	5,500	5,500
Meeting Room Use	578	550	550
Online Subscription Searches	55,614	55,000	56,000
Internet desktop sessions	90,272	91,000	91,000
Wireless Sessions	40,150	41,000	42,000
Reference desk transactions	35,000	35,500	36,000
Saturdays open to the public	51	42	51
Sundays open to the public	41	42	51
Evening hours open to the public	757	757	772

LIBRARY

PERSONNEL

			FY 2014		FY 2015			FY 2016					
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Library Trustees		6		6	6,000	6,700.00	8,000.00	6	6,000	6	6,000	6,000
2.	Library Director	18-4	1		1	114,268	80,725.43	100,000.00	1	94,060	1	94,060	94,060
3.	*Asst Library Director	15-6 (L10)	1		1	91,667	68,059.74	91,667.00	1	92,227	1	92,227	92,227
4. LIBR	*Library Dept Head	13-6 (L11)	1		1	81,962	61,715.07	81,962.00	1	89,323	1	89,323	89,323
5. LIBR	*Library Dept Head	13-6 (L8)	1		1	79,747	60,047.21	79,747.00	2	172,208	2	172,208	172,208
6. LIBR	*Library Dept Head	13-6	1		1	73,840	55,599.29	73,840.00					
7. LIBR	*Library Dept Head	13-3 (L8)	1		1	66,635	49,781.87	66,635.00	1	75,767	1	75,767	75,767
8. LIBR	*Library Dept Head (PT 19 hrs	13-1	0.5		0.5	33,062		3,000.00	0.5	36,827	0.5	36,827	36,827
9. LIBR	*Librarian I	12-6 (L11)	1		1	76,799	57,864.81	76,799.00	1	83,843	1	83,843	83,843
10. LIBR	*Librarian I	12-6	1		1	69,188	52,116.00	69,188.00	1	75,534	1	75,534	75,534
11.	Administrative Assistant	10-6 (L11)	1		1	66,028	49,023.90	66,028.00	1	66,028	1	66,028	66,028
12. LIBR	*Library Assistant I	9-6 (L11)	2		2	122,472	84,013.87	122,472.00	2	134,656	2	134,656	134,656
13. LIBR	*Library Assistant I	9-6 (L10)	1		1	60,547	44,922.39	60,547.00	2	133,343	2	133,343	133,343
14. LIBR	*Library Assistant I	9-6 (L9)	2		2	120,266	90,730.62	120,266.00	1	66,115	1	66,115	66,115
15. LIBR	*Library Assistant I	9-6	1		1	55,168	41,619.54	55,168.00	1	60,656	1	60,656	60,656
16. LAB	*Working Foreman I	10-6 (L10)	1		1	58,017	49,138.02	58,017.00	1	59,924	1	59,924	59,924
17. LAB	Bldg Custodian Jr (PT 19 hrs)	7-5	0.5		0.5	19,635	16,320.86	19,635.00					
18. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-3	0.5		0.5	18,129	14,394.40	18,129.00	0.5	19,676	0.5	19,676	19,676
19. LIBR	*Librarian II - Archivist	11-6 (L9)	1		1	37,813	41,700.58	37,813.00	1	42,215	1	42,215	42,215
20. LIBR	Librarian II - Teen Specialist	11-1	0.5		0.5	28,741		0.00					
21. LIBR	*Librarian II	10-6 (L10)	1		1	35,516	21,885.30	35,516.00	1	39,600	1	39,600	39,600
22. LIBR	*Librarian II	10-1	1		1	26,660		3,100.00	1	29,918	1	29,918	29,918
23. LIBR	*Library Assistant II - Specialis	7 (L)	11		11	299,319	152,609.79	299,319.00	11	326,456	11	326,456	326,456
24. LIBR	*Library Assistant II	6 (L)	6		6	187,235	117,565.65	187,235.00	6	202,245	6	202,245	202,245
25. LIBR	Library II / Assistant II - Substitutes					35,000	70,235.74	100,000.00		35,000		35,000	35,000
26.	Pages					57,000	39,446.80	57,000.00		57,000		57,000	57,000
27.	Weekend Staff					81,370	41,057.19	81,370.00		81,370		81,370	81,370
28.	Building Maint Person PT - Subs	7				15,205	9,790.40	15,205.00		5,000		5,000	5,000
Subtotal			42	1,896,150.33	44	2,017,289	1,377,064.47	1,987,658.00	43	2,084,991	43	2,084,991	2,084,991

LIBRARY

PERSONNEL

Bargaining Unit Position FY 2016 Grade-Step

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement included in * position salary	146,491
Library Director 18-4	(20,208)
LAB Bldg Custodian Jr (PT 19 hrs) 7-5	(19,635)
LIBR Librarian II - Teen Specialist 11-1	(28,741)
Building Maint Person PT - Subs 7	(10,205)

New Positions

LIBR Librarian I - Teen Specialist 12-1	
LAB Building Maint Person Nights 7	

FY 2014		FY 2015			FY 2016				
Actual		July - March							
#	Expenditures	#	Budget	Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval

Explanation

WPL respectfully requests upgrading our YA Librarian position to full-time. 12.5% of the population of Waltham is between the ages of 10 and 19. Since 2006, these young adults have been the only population of citizens not being directly served by the Waltham Public Library. Young adults need and deserve free and equal access to their own dedicated space and staff specifically trained to contribute to their changing wants and needs. This position would also help cover hours on the Reference Desk. Funding is already allocated for a 19 hour a week position; we are asking to upgrade to a full-time position. See attached justification.

WPL respectfully requests to upgrade the 19 hour Building Custodian Jr. position to a full-time Building Maintenance Person. The Library is willing to significantly cut our budget for Building Maintenance Substitutes from \$15,205 to the appropriate amount of funding to fill coverage for five Sunday hours each week, 12:30-5:30 (255 hours), approximately \$5,000. See attached justification.

1	62,683	1	62,683	62,683
1	45,247	1	47,962	47,962
2	107,930	2	110,645	110,645

Subtotal

Grand Total

42	1,896,150.33	44	2,017,289	1,377,064.47	1,987,658.00	45	2,192,921	45	2,195,636	2,195,636
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LIBRARY

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15				
Personnel 001-610-5100									
5111 Salaries - Full Time	1,066,079.98	1,082,325.96	1,078,587.00	796,219.74	1,064,319.00	1,206,443.00	127,856.00	1,206,443.00	1,206,443.00
5112 Wages - Full Time	57,380.75	58,017.19	58,017.00	49,138.02	58,017.00	105,171.00	49,869.00	107,886.00	107,886.00
5121 Salaries - Part Time			33,062.00	0.00	3,000.00	36,827.00	3,765.00	36,827.00	36,827.00
5122 Wages - Part Time	704,363.75	749,807.18	841,623.00	525,006.71	854,322.00	838,480.00	(3,143.00)	838,480.00	838,480.00
5131 Overtime	5,224.45	2,354.89	2,500.00	1,857.13	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5194 Boards & Commissions	5,100.00	6,000.00	6,000.00	6,700.00	8,000.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	3,304.01	3,334.32	3,500.00	3,443.88	3,500.00	3,500.00	0.00	3,500.00	3,500.00
General Expenses 001-610-5200									
5192 Mileage	920.92	1,429.57	1,000.00	475.56	1,000.00	1,500.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	4,446.18	2,957.07	3,000.00	402.76	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5242 Office Equipment Repair/Maint	477.00	450.82	500.00	568.00	568.00	500.00	0.00	500.00	500.00
5272 Office Equipment Rental	319.83	606.60	3,500.00	404.40	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5291 Custodial Services	6,738.98	6,864.04	10,000.00	4,651.70	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5312 Training/Professional Development						3,000.00	3,000.00	3,000.00	3,000.00
5342 Postage	910.74	573.43	750.00	59.70	750.00	750.00	0.00	750.00	750.00
5343 Printing	229.80	113.15	500.00		500.00	500.00	0.00	500.00	500.00
5420 Office Supplies	2,118.36	2,334.62	3,000.00	1,006.65	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	5,441.67	6,476.94	5,000.00	5,122.03	5,200.00	6,500.00	1,500.00	6,500.00	6,500.00
5450 Custodial Supplies	2,987.22	3,670.51	3,000.00	1,534.13	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5460 Groundskeeping Supplies	1,797.42	1,802.84	1,250.00	540.36	1,250.00	1,800.00	550.00	1,800.00	1,800.00
5510 Education Supplies	256,921.98	248,219.89	218,000.00	164,781.20	218,000.00	227,000.00	9,000.00	227,000.00	227,000.00
5581 Clothing, Gloves, Shoes	649.99	700.00	700.00	1,501.00	1,501.00	1,850.00	1,150.00	1,850.00	1,850.00
5583 Library Supplies	19,916.23	15,489.41	18,000.00	10,622.18	18,000.00	18,000.00	0.00	18,000.00	18,000.00
5730 Dues	1,345.00	1,293.16	3,000.00	390.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5731 Conference Expense	1,785.00								

LIBRARY

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	61,850.58	60,700.67	61,000.00	50,860.48	50,560.48	51,000.00	(10,000.00)	51,000.00	51,000.00
6540 Computers						10,000.00	10,000.00	10,000.00	10,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	FY14 we went over budget approx. \$500. Increase will prevent future overages.	500.00
5312 Training/Professional Development	Staff would attend professional conferences for training and development, per Waltham MLSA Union Contract Article 24 Section 2.	3,000.00
5430 Building Supplies	FY14 we went over budget approx. \$1,035. Increase will prevent future overages.	1,500.00
5450 Custodial Supplies	FY14 we went over budget approx. \$683. Increase will prevent future overages.	1,000.00
5460 Groundskeeping Supplies	FY13 & FY14 averages \$1,800 a year. Increase will prevent future overages.	550.00
5510 Education Supplies	State Aid requires an average of the past 3 years budget plus a 2.5% increase.	9,000.00
5581 Clothing, Gloves, Shoes	Defined by labor contract, this increase includes upgrade of one PT custodian to FT.	1,150.00
Computers	Permanent staff are in desperate need to replace their desktop computers that are vital to their daily tasks. All of our professional work selecting, ordering and maintaining our collections, checking materials in and out of the library, statistical work, and data entry require fast, updated computers. Currently we do not have enough computers for all permanent staff to work off desk, and the computers we have are slow, inefficient and constantly in need of repair. The Library is requesting a one time budget increase to purchase 10 new staff computers. The Library will then repurpose staff machines for the public to increase the amount of public access computers. Our Capital Budget money for computers, \$5,800, is not enough to add new machines for the staff as well as maintain our 20 public desktops, never mind purchase a minimum of 9 more public use computers to offer what is considered "basic" levels of service according to national standards set by the American Library Association. These standards hover around 1.3 computers per thousand citizens, and the WPL currently operates with 0.5 computers per thousand, again putting us below basic service levels for our patrons. The additional funds for computers does not increase the department request and will fill a huge gap in our service to the community.	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,841,452.94	1,901,839.54	2,023,289.00	1,382,365.48	1,993,658.00	2,198,921.00	178,347.00	2,201,636.00	2,201,636.00
General Expenses	307,006.32	292,982.05	271,200.00	192,059.67	272,269.00	287,900.00	16,200.00	287,400.00	287,400.00
Equipment & Unusual	61,850.58	60,700.67	61,000.00	50,860.48	50,560.48	61,000.00	0.00	61,000.00	61,000.00
Total Operating Budget	<u>2,210,309.84</u>	<u>2,255,522.26</u>	<u>2,355,489.00</u>	<u>1,625,285.63</u>	<u>2,316,487.48</u>	<u>2,547,821.00</u>	<u>194,547.00</u>	<u>2,550,036.00</u>	<u>2,550,036.00</u>

MAYOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	70,334	60,627
Pension Administration	6,047	5,493
Medical & Life Insurance ***	86,923	73,577
Heat, Light, Water	9,556	9,117
Building Repair & Maintenance	11,008	21,120
Building Insurance	341	478
Total	\$184,209	\$170,412

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

			FY 2014	FY 2015			FY 2016			
Bargaining Unit	Position	FY 2016 Grade-Step	Actual # Expenditures	July - March Budget	Actual Expenditures Thru 6/30/15	Department # Request	# Recommendation	Mayor's	Council Approval	
1.	*Mayor			1 127,382	94,344.94 127,382.00	1 129,280	1	129,280	129,280	
2.	Executive Assistant	12-6 (L10)		1 76,107	56,506.60 76,107.00	1 76,107	1	76,107	76,107	
3.	Constituency Serv Admin	10-6 (L8)		1 64,244	47,698.72 64,244.00	1 64,244	1	64,244	64,244	
4.	Constituency Serv Admin PT	10		0.5 26,656	5,086.00 26,656.00	0.5 26,656	0.5	26,656	26,656	
Subtotal			3.5 269,750.93	3.5 294,389	203,636.26 294,389.00	3.5 296,287		3.5 296,287	296,287	

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 1,898

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3.5 269,750.93	3.5 294,389	203,636.26 294,389.00	3.5 296,287	3.5 296,287	296,287
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MAYOR

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15				
Personnel 001-121-5100									
5111 Salaries - Full Time	259,371.48	262,872.23	267,733.00	198,550.26	267,733.00	269,631.00	1,898.00	269,631.00	269,631.00
5121 Salaries - Part Time	14,025.11	6,878.70	26,656.00	5,086.00	26,656.00	26,656.00	0.00	26,656.00	26,656.00
General Expenses 001-121-5200									
5192 Mileage Allowance	3,000.00	3,000.00	3,000.00	2,252.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5242 Office Equipment Repair/Maint	480.00	518.00	1,000.00	543.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	517.29	361.49	750.00		750.00	750.00	0.00	750.00	750.00
5343 Printing & Binding	1,371.76	1,000.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,316.32	2,531.83	3,150.00	814.85	3,150.00	3,150.00	0.00	3,150.00	3,150.00
5730 MMA Membership for Council & Mayor	11,992.24	12,438.00	12,750.00	12,636.00	12,750.00	12,750.00	0.00	12,750.00	12,750.00
5731 Mayor Expense	3,518.00	3,300.00	3,350.00	2,475.00	3,350.00	3,350.00	0.00	3,350.00	3,350.00
Equipment & Unusual 001-121-5400									
5111 Contingency/Collective Bargaining - City	4,636.88		3,500,000.00	3,900.00	3,500,000.00	0.00	(3,500,000.00)	0.00	0.00
5178 OPEB Trust	1,000,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5301 Audit	60,450.00	79,000.00	75,000.00	71,900.00	75,000.00	75,000.00	6,400.00	81,400.00	81,400.00
5303 Appraisal of Land		4,800.00							
5360 Box Art		850.21	2,500.00	414.30	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5391 Senior Volunteer Program	29,041.08	27,182.76	37,500.00		37,500.00	37,500.00	0.00	37,500.00	37,500.00
5790 Waltham Day / Special Events	23,597.34	42,121.17	35,000.00	11,426.34	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5810 Land Acquisition - Open Space	5,218.10								
5386 Fernald Security			50,000.00		50,000.00	50,000.00	0.00	50,000.00	50,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5301 Audit	Anticipated rate increase	6,400.00

COST SUMMARY BY CLASSIFICATION

Personnel	273,396.59	269,750.93	294,389.00	203,636.26	294,389.00	296,287.00	1,898.00	296,287.00	296,287.00
General Expenses	23,195.61	23,149.32	25,000.00	18,720.85	25,000.00	25,000.00	0.00	25,000.00	25,000.00
Equipment & Unusual	1,122,943.40	353,954.14	3,900,000.00	287,640.64	3,900,000.00	400,000.00	(3,493,600.00)	406,400.00	406,400.00
Total Operating Budget	1,419,535.60	646,854.39	4,219,389.00	509,997.75	4,219,389.00	721,287.00	(3,491,702.00)	727,687.00	727,687.00

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 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/15	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							
5795 July 4th	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00

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	11,000.00	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
Equipment & Unusual									
Total Operating Budget	<u>11,000.00</u>	<u>11,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</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, SummerWorks Youth Employment Program, sick and vacation leave, accident prevention and safety programs, physical and psychological examination programs, to maintain personnel transactions and management training programs, record keeping in accordance with all applicable rules and regulations ordinances and statutes. Work Study to provide an educational as well as an employment opportunity for local college students. Administration of the unemployment insurance benefit for municipal and school departments in accordance with Massachusetts general laws. Handle labor relations and personnel issues.

DESCRIPTION OF OUTPUT STATEMENT:

Work Study students are placed in numerous departments in both part-time and full-time throughout the year. The City and School department unemployment insurance is on a self-insured basis. Claims are processed, paid or denied by the 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 2013	FY 2014
Pension-Contributory/FICA	116,618	116,549
Pension Administration	10,318	10,957
Medical & Life Insurance	82,399	85,138
Heat, Light, Water	18,758	19,883
Building Repair & Maintenance	10,554	13,923
Building Insurance	288	359
Total	\$238,935	\$246,809

	FY 2014	FY 2015	FY 2016
Output Measure	Actual	Estimated	Projected
Total Applicants	595	500	500
Civil Service Applications	95	65	60
Department Requisitions	120	100	100
Preplacement Physicals	51	25	30
CORI Checks completed	231	200	200
Skill Check computer testing	0	0	0
# Persons Employed	198	102	115
# Persons Promoted	45	27	25
# Departments Affected	14	18	15
Qualifying Exams given	187	0	0
EAP Program Providers	1	1	1
EAP Program Utilization	38	50	50
Educational Incentive Program	0	0	0
Summer Works Applications	108	100	100
# Summer Works Students Hired	51	50	50
# Work Study Students	1	1	1
Departments Affected	1	1	1
Participating Colleges	1	1	1
Insurance Claims Appealed	2	2	2

PERSONNEL

PERSONNEL

	Bargaining Unit Position	FY 2016 Grade-Step
1.	*Personnel Director	17-6
2.	*Personnel Technician	10-6 (L9)
3.	*Administrative Assistant	10-6
4.	Workers Comp Agent Stipend	
5.	Youth Employment Program	
Subtotal		

FY 2014		FY 2015				FY 2016					
Actual # Expenditures	#	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval		
		Budget	Actual Expenditures	Expenditures Thru 6/30/15							
		1	95,530	70,644.44						95,530.00	
		1	64,244	47,698.71						64,244.00	
		1	57,243	42,500.93						57,243.00	
			6,000	4,454.85						6,000.00	
			45,000	42,270.00						45,000.00	
3	252,869.47	3	268,017	207,568.93	268,017.00	3	271,373		3	271,373	271,373

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 3,356

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	252,869.47	3	268,017	207,568.93	268,017.00	3	271,373	3	271,373	271,373
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PERSONNEL

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	206,161.30	207,717.57	217,017.00	160,844.08	217,017.00	220,373.00	3,356.00	220,373.00	220,373.00
5121 Salaries - Part Time	48,710.25	45,151.90	51,000.00	46,724.85	51,000.00	51,000.00	0.00	51,000.00	51,000.00
General Expenses 001-152-5200									
5242 Office Equipment Repair/Maint						500.00	500.00	500.00	500.00
5341 Advertising	2,136.00	3,634.95	4,000.00	2,740.00	4,000.00	5,000.00	500.00	4,500.00	4,500.00
5342 Postage	734.28	800.13	500.00	28.85	500.00	500.00	(100.00)	400.00	400.00
5343 Printing		343.00	350.00		350.00	350.00	(100.00)	250.00	250.00
5420 Office Supplies	796.92	804.66	800.00	402.70	800.00	800.00	(100.00)	700.00	700.00
5730 Dues	40.00	275.00	600.00	425.00	425.00	600.00	0.00	600.00	600.00
5731 Conference Expense	150.00	40.00							
General Expenses 001-153-5200									
5125 Work-study	1,160.27	1,800.00	6,000.00	5,210.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	(5,557.36)	43,147.89	40,000.00	23,873.05	40,000.00	40,000.00	(10,000.00)	30,000.00	30,000.00
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	11,605.00	17,946.50	20,000.00	3,595.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5311 Civil Service Exams			6,000.00	4,103.50	6,000.00	0.00	(6,000.00)	0.00	0.00
5312 Training / Employment / Diversity	330.00	695.00	3,000.00	100.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
ADA Transition Plan						100,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Service contract included in price of machine expires	500.00
5341 Advertising	Increase in advertising fees and number of postings	1,000.00
ADA Transition Plan	ADA Self-Evaluation and transition plan (Mayor: CIP and/or Disabilities Services Budget)	100,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	254,871.55	252,869.47	268,017.00	207,568.93	268,017.00	271,373.00	3,356.00	271,373.00	271,373.00
General Expenses	(539.89)	50,845.63	52,250.00	32,679.60	52,075.00	53,750.00	(9,300.00)	42,950.00	42,950.00
Equipment & Unusual	11,935.00	18,641.50	29,000.00	7,798.50	29,000.00	123,000.00	(6,000.00)	23,000.00	23,000.00
Total Operating Budget	266,266.66	322,356.60	349,267.00	248,047.03	349,092.00	448,123.00	(11,944.00)	337,323.00	337,323.00

WORKERS COMPENSATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

[illegible]

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of Injuries	100	90	90
Number on Payroll	25	15	15
Retirees	4	3	3
W/C Total Invoices (City & School)	\$ 819,025.82	\$ 550,000.00	\$ 500,000.00
W/C Total Invoices Paid (City & Sch)	\$ 374,500.00	\$ 350,000.00	\$ 300,000.00
W/C Savings on Bills	\$ 444,525.82	\$ 200,000.00	\$ 200,000.00

WORKERS COMPENSATION

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200									
5170 Worker's Compensation	320,985.37	315,182.13	250,000.00	206,387.35	240,000.00	240,000.00	(10,000.00)	240,000.00	240,000.00
5305 Legal Services (IAB Orders)	15,824.66	14,108.79	10,000.00	4,257.97	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	128,773.08	300,070.42	120,000.00	113,735.16	200,000.00	180,000.00	55,000.00	175,000.00	175,000.00
5760 Claims & Settlements	237,500.00	35,000.00	60,000.00		0.00	60,000.00	(30,000.00)	30,000.00	30,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5306 Medical Services	Rising cost of medical treatment and number of treatments/procedures	60,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	703,083.11	664,361.34	440,000.00	324,380.48	450,000.00	490,000.00	15,000.00	455,000.00	455,000.00
Equipment & Unusual									
Total Operating Budget	703,083.11	664,361.34	440,000.00	324,380.48	450,000.00	490,000.00	15,000.00	455,000.00	455,000.00

PLANNING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	67,888	68,697
Pension Administration	5,904	6,270
Medical & Life Insurance	66,601	74,178
Heat, Light, Water	12,308	12,320
Building Repair & Maintenance	34,459	32,740
Building Insurance	288	359
Motor Vehicle Insurance	535	597
Motor Vehicle Maint & Repair	10,310	10,539
Total	\$198,293	\$205,700

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Administration of CDBG Budget	\$1,104,250	\$1,009,093	\$1,013,522
Met State Parking Lot	\$467,500		
Met State Parking Lot (PARC Grant)	\$268,670		
Pond End Tot Lot		\$450,000	
Pond End Tot Lot (Our Common Backyards Grant)		\$200,000	

PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014		FY 2015				FY 2016					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*Planning Director	20-3 (L8)			1	99,428	72,099.78	99,428.00	1	111,626	1	111,626	111,626	
2.	*Asst Dir of Planning	15-3			1	70,015	51,477.63	70,015.00	1	72,768	1	72,768	72,768	
3.	Principal Planner	14-6			1	78,803	58,508.49	78,803.00	1	78,803	1	78,803	78,803	
4.	Administrative Assistant	10-6 (L8)			0.5	32,122	23,849.37	32,122.00	0.5	32,122	0.5	32,122	32,122	
5.	Fair Housing Officer					3,000	2,227.24	3,000.00		3,000		3,000	3,000	
6.	Part Time / Temporary					25,000				25,000		25,000	25,000	
Subtotal			3.5	238,345.44	3.5	308,368	208,162.51	283,368.00	3.5	323,319		3.5	323,319	323,319

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 14,951

Explanation

New Positions

Housing Specialist 12-1

Increased reporting and monitoring requirements for Federal and State grant program and increase in the number of affordable units that Housing is required to monitor including Hardy School and numerous inclusionary zoning

0.5	28,540		0	0	0
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Subtotal

Grand Total

3.5	238,345.44	3.5	308,368	208,162.51	283,368.00	4	351,859	3.5	323,319	323,319
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PLANNING

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	175,374.41	235,690.63	280,368.00	205,935.27	280,368.00	323,859.00	14,951.00	295,319.00	295,319.00
5121 Salaries - Part Time		2,654.81	3,000.00	2,227.24	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5122 Wages - Part Time			25,000.00			25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(100,433.05)	(56,039.96)	(143,926.00)	(89,103.90)	(143,926.00)	(151,462.00)	(7,536.00)	(151,462.00)	(151,462.00)
General Expenses 001-175-5200									
5242 Office Equipment Repair/Maint	200.83	269.26	600.00	247.40	600.00	600.00	0.00	600.00	600.00
5341 Advertising	45.24	417.55	1,000.00	102.86	480.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	66.60	121.08	200.00	50.00	200.00	200.00	0.00	200.00	200.00
5420 Office Supplies	791.54	1,218.02	850.00	421.02	850.00	850.00	0.00	850.00	850.00
5730 Dues		510.00		580.00	580.00	600.00	0.00	0.00	0.00
Equipment & Unusual 001-175-5400									
5355 Tourism Brochures			10,000.00			10,000.00	0.00	10,000.00	10,000.00
5356 "Waltham Assets"			25,000.00			25,000.00	(25,000.00)	0.00	0.00
5358 Cultural Grants						10,000.00	10,000.00	10,000.00	10,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5730 Dues	Annual American Planning Association dues and various conference fees based on previous years, example: MA sustainable communities and Campuses	600.00
Cultural Grants	To provide grants for organizations that provide cultural activities	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	74,941.36	182,305.48	164,442.00	119,058.61	139,442.00	200,397.00	7,415.00	171,857.00	171,857.00
General Expenses	1,104.21	2,535.91	2,650.00	1,401.28	2,710.00	3,250.00	0.00	2,650.00	2,650.00
Equipment & Unusual	0.00	0.00	35,000.00	0.00	0.00	45,000.00	(15,000.00)	20,000.00	20,000.00
Total Operating Budget	76,045.57	184,841.39	202,092.00	120,459.89	142,152.00	248,647.00	(7,585.00)	194,507.00	194,507.00

HOUSING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	45,531	41,742
Pension Administration	3,920	3,797
Medical & Life Insurance	50,977	40,838
Heat, Light, Water	6,154	6,160
Building Repair & Maintenance	5,277	6,962
Building Insurance	199	824
Total	\$112,058	\$100,323

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
De-lead Loans / Grants	\$8,065	\$15,000	\$15,000
CDBG Rehabilitation Loans	\$95,270	\$60,000	\$60,000
HOME Program WHA Loans	\$184,001	\$15,000	\$0
HOME Program Brookline Repayment	\$0	\$181,235	\$181,235
HOME Program TBRA Program	\$0	\$200,000	\$170,000
Total CDBG applied to deferred Loans	\$103,335	\$85,000	\$85,000
Total HOME Program Grants	\$184,001	\$200,000	\$200,000
Total HOME Program Loans	\$0	\$400,000	\$200,000

Property Management: 509 Moody St. - residential and commercial units

HOUSING

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Housing Supervisor	16-6 (L10)			1	99,417	73,813.81	99,417.00	1	99,417	1	99,417	99,417	
2.	*Asst Housing Supervisor	14-6 (L10)			1	86,289	63,955.74	86,289.00	1	86,683	1	86,683	86,683	
3.	*Asst Finance Rehab Advisor	11-6 (L9)			1	69,282	51,439.67	69,282.00	1	69,870	1	69,870	69,870	
4.	Administrative Assistant	10-6 (L8)			0.5	32,122	23,849.36	32,122.00	0.5	32,122	0.5	32,122	32,122	
Subtotal			2.5	213,778.92	3.5	287,110	213,058.58	287,110.00	3.5	288,092		3.5	288,092	288,092

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 982

Explanation

New Positions

Housing Specialist 12-1

Increased reporting and monitoring requirements for Federal and State grant program and increase in the number of affordable units that Housing is required to monitor including Hardy School and numerous inclusionary zoning (Mayor: Fund as PT 19 hours)

0.5	28,540	0.5	31,495	31,495
0.5	28,540	0.5	31,495	31,495

Subtotal

Grand Total

2.5	213,778.92	3.5	287,110	213,058.58	287,110.00	4	316,632	4	319,587	319,587
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HOUSING

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	207,365.03	213,778.92	287,110.00	213,058.58	287,110.00	316,632.00	982.00	288,092.00	288,092.00
5121 Salaries - Part Time							31,495.00	31,495.00	31,495.00
Offset Receipt - CDBG / HOME Program	(15,489.00)	(13,940.00)	(13,940.00)		(13,940.00)	(16,705.00)	(2,765.00)	(16,705.00)	(16,705.00)
Offset Receipt - CDBG Program Administration	(46,059.00)	(40,422.45)	(56,854.00)	(27,096.39)	(56,854.00)	(51,778.00)	5,076.00	(51,778.00)	(51,778.00)
General Expenses 001-183-5200									
5242 Office Equipment Repair/Maint	108.00			309.73	473.00	500.00	500.00	500.00	500.00
5341 Advertising	107.73	117.73	200.00		200.00	0.00	(200.00)	0.00	0.00
5342 Postage	348.98	748.37	750.00	450.98	573.99	550.00	(200.00)	550.00	550.00
5420 Office Supplies	778.73	656.61	600.00	325.31	380.94	500.00	(100.00)	500.00	500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Copier Maintenance Contract/Machine over 3 years old Overall budget decreased to accommodate copier maintenance request (net impact - \$0)	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	145,817.03	159,416.47	216,316.00	185,962.19	216,316.00	248,149.00	34,788.00	251,104.00	251,104.00
General Expenses	1,343.44	1,522.71	1,550.00	1,086.02	1,627.93	1,550.00	0.00	1,550.00	1,550.00
Equipment & Unusual									
Total Operating Budget	147,160.47	160,939.18	217,866.00	187,048.21	217,943.93	249,699.00	34,788.00	252,654.00	252,654.00

PAINE ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	2,651	2,629
Medical & Life Insurance	41,202	43,926
Heat, Light, Water	34,735	36,316
Building Repair & Maintenance	42,300	22,982
Building Insurance	1,945	4,387
Total	\$122,833	\$110,240

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Private events	40	55	55
City events	18	12	12
School Programs	11	11	11
Total Income	\$101,871	\$90,000	\$90,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	*Paine Estate Curator	13-6 (L9)			1	68,618	50,535.12	68,618.00	1	68,988	1	68,988	68,988	
3.	SPMG Events Coordinator	8-6 (L9)			1	56,422	41,891.18	56,422.00	1	56,422	1	56,422	56,422	
Subtotal			3	194,056.99	2	125,040	92,426.30	125,040.00	2	125,410		2	125,410	125,410

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 370

Explanation

0		0		0		0		0		0	

New Positions

Subtotal

Grand Total

3	194,056.99	2	125,040	92,426.30	125,040.00	2	125,410	2	125,410	125,410
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PAINE ESTATE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	195,938.52	194,056.99	125,040.00	92,426.30	125,040.00	125,410.00	370.00	125,410.00	125,410.00
Offset Receipt - Gift	(22,117.00)	(22,117.00)	(22,850.00)		(22,850.00)	(22,996.00)	(146.00)	(22,996.00)	(22,996.00)
General Expenses 001-670-5200									
5291 Custodial Services	6,976.00	7,518.75	10,000.00	5,206.75	10,000.00	10,500.00	500.00	10,500.00	10,500.00
5307 Public Safety Service	13,239.60	15,430.00	20,000.00	13,335.00	19,650.73	20,000.00	0.00	20,000.00	20,000.00
5330 Transport Services	327.00								
5342 Postage	46.00	49.00		147.00	147.00	150.00	150.00	150.00	150.00
5343 Printing				202.27	202.27				
5360 Education Services	1,115.00								
5382 Pest Control	1,080.00	691.50	1,100.00	620.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5420 Office Supplies	824.55		500.00	458.50	500.00	500.00	0.00	500.00	500.00
5430 Building Supplies	2,970.03	1,565.88	1,000.00	415.43	1,000.00	1,500.00	500.00	1,500.00	1,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5291 Custodial Services	3-year contract will expire, expected cost increase in new contract	500.00
5340 Postage	Expected need based on previous years	150.00
5430 Building Supplies	Stainless Steel table to improve kitchen health and safety	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	173,821.52	171,939.99	102,190.00	92,426.30	102,190.00	102,414.00	224.00	102,414.00	102,414.00
General Expenses	26,578.18	25,255.13	32,600.00	20,384.95	32,600.00	33,750.00	1,150.00	33,750.00	33,750.00
Equipment & Unusual									
Total Operating Budget	200,399.70	197,195.12	134,790.00	112,811.25	134,790.00	136,164.00	1,374.00	136,164.00	136,164.00

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 2013	FY 2014
Pension-Contributory/FICA	4,915,715	5,045,483
Pension Administration	429,706	469,506
Medical & Life Insurance	5,845,928	5,889,671
Heat, Light, Water	78,324	75,495
Building Repair & Maintenance	126,608	93,324
Building Insurance	2,525	3,255
Motor Vehicle Insurance	16,578	19,413
Motor Vehicle Maint & Repair	319,612	342,504
Total	\$11,734,996	\$11,938,651

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Taxi Inspections	142	148	150
Accidents Reported	1,967	1,932	2,100
Accidents Investigated	1,116	1,229	1,400
Taxi License	181	155	175
Taxi Registrations	71	74	75
F.I.D. Cards Issued	77	34	50
License to Carry Firearms Issued	399	261	300

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total Training <i>in Service</i>	114	134	150
Total Training Specialized	321	212	300
Training Firearms	293	294	314
Training Firearms - Special	70	300	345
Total Evidence	1,153	1,225	1,350
Background Investigations	33	55	65

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Arrests	866	800	850
Incapacitated Persons	338	320	330
Traffic Citations Issued	5,829	6,000	6,500
OUI Arrests	85	90	80
Parking Tags Issued	3,598	2,800	4,000
Frequency Checks	6,182	6,350	6,250
Incident Reports Prepared	8,308	8,100	8,500

POLICE

OUTPUT MEASURES

INVESTIGATION & PROSECUTION

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

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Report Review	8,309	8,394	8,432
Criminal Investigations	1,838	1,850	1,865
Crime Scene Photographs	7,451	7,650	7,675
Crime Scene Negatives Store	7451	7650	7675
Aggravated Assault Investigation	169	173	177
Simple Assault Investigations	433	438	441
Sex Offender Registration	63	72	73
Sex Offender Auditing	78	95	97
Missing Person Investigations	167	168	170
Juvenile Investigations	51	55	57
Domestic Violence Investigations	905	908	912
Property Crime	833	837	840
Incidents @ Establishments with a Liquor License	1,348	1,390	1,395
Drug Investigations	76	78	78
Prosecution Events	2,853	3,055	3,125

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 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total Calls Answered	843	850	850
Dogs Impounded	37	40	40
Dogs Returned to owner	34	35	35
Dogs Adopted	3	5	5
Dogs Euthanized	0	0	0
Citations Issued	11	15	15
Coyote Calls	33	35	40
Raccoon Calls	77	75	70
Deer Calls	7	10	10
Cat Calls	26	28	30
Dog Calls	419	420	425
Injured / Problem Wildlife Calls	155	150	150
Other Animal Calls	18	20	20

POLICE

PERSONNEL

Bargaining Unit Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016					
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1. *Police Chief	22-5			1	118,910	110,004.51	118,910.00	1	123,517	1	123,517	123,517
2. PSUP *Deputy Police Chief	18-6			1	99,450	94,738.40	99,450.00	1	105,485	1	105,485	105,485
3. PSUP Police Captain				4	339,372	314,968.39	339,372.00	4	339,372	4	339,372	339,372
4. PSUP Police Lieutenant				10	757,520	691,704.98	757,520.00	10	757,520	10	757,520	757,520
5. PSUP Police Sergeant				17	1,101,709	1,021,704.24	1,101,709.00	17	1,101,709	17	1,101,709	1,101,709
6. PPAT Police Officer				108	5,930,954	4,775,139.08	5,930,954.00	108	5,930,954	108	5,930,954	5,930,954
7. PPAT Police Officer Maint / Safety				2	109,954	89,802.70	109,954.00	2	109,954	2	109,954	109,954
8. PPAT Police Officer SRO				4	207,768	144,622.65	207,768.00	4	207,768	4	207,768	207,768
9. *Cadet Program				2	80,752	55,575.70	80,752.00	2	83,878	2	83,878	83,878
10. TRAF *School Traffic Supervisor				38	284,095	230,490.50	284,095.00	38	313,814	38	313,814	313,814
11. *Business Manager	15-5 (L11)			1	86,406	64,153.44	86,406.00	1	89,808	1	89,808	89,808
12. SPMG *Animal Control Officer	11-5 (L9)			1	62,866	46,373.14	62,866.00	1	65,330	1	65,330	65,330
13. Administrative Assistant	10-6 (L10)			1	65,434	48,582.20	65,434.00			1	65,434	65,434
14. Office Coordinator	9-6 (L9)			1	60,134	44,646.86	60,134.00	1	60,134	1	60,134	60,134
15. *Principal Office Assistant	8-6 (L9)			1	56,070	41,574.21	56,070.00			1	56,284	56,284
16. *Principal Office Assistant	8-3			1	43,068	31,341.09	43,068.00	1	44,600	1	44,600	44,600
17. Proj Coord - Community Policing				1	24,883	18,474.85	24,883.00	1	24,883	1	24,883	24,883
18. Animal Inspector					1,500	1,113.81	1,500.00		1,500		1,500	1,500
19. Part Time					35,880	22,713.92	35,880.00		41,033		41,033	41,033
Subtotal Salaries		78	3,017,269.10	80	3,218,049	2,838,160.24	3,218,049.00	78	3,152,583	80	3,274,301	3,274,301
Subtotal Wages		114	5,914,853.51	114	6,248,676	5,009,564.43	6,248,676.00	114	6,248,676	114	6,248,676	6,248,676

POLICE

PERSONNEL

Bargaining Unit Position FY 2016 Grade-Step

FY 2014		FY 2015				FY 2016				
Actual		July - March								
#	Expenditures	#	Budget	Actual Expenditures	Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 51,099

Office Manager 11-6 (L10) 5,131

Office Coordinator 9-6 (L9) 4,063

Part Time 5,153

Explanation

Request upgrade due to the administrative requirements continually expanding, which deeply affects the productiveness of the office & dept as a whole.

Due to an increased workload in the assignments office, this hard working, dedicated employee works many weekend hours to stay on target & meet deadlines.

With his vast knowledge of police business & the duties & responsibilities he is capable of performing we'd like to increase this position to Grade 5 Step 6.

New Positions

PPAT Police Officer

Police Cadet 6-1

TRAF School Traffic Supervisor

School Safety Officer

Subtotal

1	70,565				
1	60,133				
5	276,145				
3	121,125	3	121,125	121,125	
1	7,996	1	7,996	7,996	
	3,105		3,105	3,105	
11	539,069	4	132,226	132,226	

Grand Total Salaries
Grand Total Wages

78	3,017,269.10	80	3,218,049	2,838,160.24	3,218,049.00	84	3,415,507	84	3,406,527	3,406,527
114	5,914,853.51	114	6,248,676	5,009,564.43	6,248,676.00	119	6,524,821	114	6,248,676	6,248,676

POLICE

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	2,884,280.09	2,740,410.59	2,932,454.00	2,172,514.43	2,932,454.00	3,089,092.00	147,658.00	3,080,112.00	3,080,112.00
5112 Wages - Full Time	6,122,404.82	5,914,853.51	6,248,676.00	4,361,211.11	6,248,676.00	6,524,821.00	0.00	6,248,676.00	6,248,676.00
5121 Salaries - Part Time	268,157.25	276,858.51	285,595.00	231,604.31	285,595.00	326,415.00	40,820.00	326,415.00	326,415.00
5131 Overtime	1,047,978.27	1,270,099.64	830,000.00	1,044,796.35	1,310,000.00	980,000.00	50,000.00	880,000.00	880,000.00
5132 Overtime (Preventive Training for potential liability issues)	29,578.18		50,000.00		0.00	50,000.00	0.00	50,000.00	50,000.00
5141 Longevity	775,778.20	807,664.40	779,248.00	766,474.45	767,474.00	784,629.00	5,381.00	784,629.00	784,629.00
5142 College Credits	1,542,942.51	1,449,733.40	1,615,000.00	1,082,394.82	1,615,000.00	1,615,000.00	0.00	1,615,000.00	1,615,000.00
5143 Holiday	436,958.46	407,076.18	500,000.00	340,257.10	415,870.00	500,000.00	0.00	500,000.00	500,000.00
Receipt Offset - Grant	(48,891.32)	(73,510.92)	(15,000.00)		(15,000.00)	(15,000.00)	0.00	(15,000.00)	(15,000.00)
General Expenses 001-210-5200									
5241 Equipment Repair/Maint	4,599.34	4,006.57	6,000.00	1,415.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	3,998.54	4,048.59	4,000.00	2,800.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	40,437.93	32,095.00	39,000.00	30,296.80	39,000.00	39,000.00	0.00	39,000.00	39,000.00
5255 Vehicle Washing	4,460.00	6,017.40	4,000.00	2,272.50	5,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5291 Custodial Services	2,681.25	3,512.94	5,500.00	2,358.00	5,500.00	6,000.00	500.00	6,000.00	6,000.00
5306 Medical Services	91,954.52	164,923.83	119,000.00	130,935.66	181,000.00	119,000.00	0.00	119,000.00	119,000.00
5308 Stenographer	853.00		1,000.00		0.00	1,000.00	0.00	1,000.00	1,000.00
5312 Training	24,741.27	24,282.14	30,000.00	17,605.26	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5315 Legal Services	450.00								
5340 Communication	46,141.63	45,958.90	47,000.00	33,138.98	47,000.00	49,000.00	2,000.00	49,000.00	49,000.00
5342 Postage	1,991.85	2,012.73	2,200.00	11.80	2,000.00	1,500.00	(700.00)	1,500.00	1,500.00
5343 Printing	2,913.43	3,020.40	3,500.00	2,208.62	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5386 Accreditation	2,366.39	1,250.00	2,500.00	2,427.20	3,300.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	11,049.87	8,366.84	10,000.00	3,635.01	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5424 Computer Supplies	6,938.18	6,640.79	7,000.00	4,366.05	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5430 Building Supplies	2,920.71	3,643.58	4,000.00	3,222.15	6,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5470 Public Safety Supplies	9,211.60	9,598.41	12,500.00	7,523.39	12,500.00	12,500.00	0.00	12,500.00	12,500.00
5490 Food Supplies	1,638.16	2,042.96	3,000.00	1,605.91	3,400.00	3,000.00	0.00	3,000.00	3,000.00
5500 Medical Supplies	1,632.31	1,062.48	1,000.00	2,985.34	3,000.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	86.82	691.35	1,000.00	1,010.26	1,200.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	483.57	760.82	750.00	882.49	890.00	750.00	0.00	750.00	750.00
5582 Photo Supplies	1,458.97	667.83	1,500.00	1,414.20	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5587 Tools	337.08	486.05	500.00	434.44	500.00	500.00	0.00	500.00	500.00
5730 Dues	5,525.19	2,459.50	4,785.00	1,430.00	3,900.00	3,900.00	(885.00)	3,900.00	3,900.00
5733 Licenses Taxi / Medallions	956.64	992.04	1,250.00	1,053.00	1,100.00	1,250.00	0.00	1,250.00	1,250.00

POLICE

EXPENDITURES

Classification	FY 2013		FY 2014		FY 2015		FY 2016			
	Actual Expenditures		Actual Expenditures		July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400										
5306 Boarding / Care of Animals	2,640.00		3,025.85		6,000.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5312 Training Academy Fee	5,833.31		1,666.68				7,234.00	7,234.00	7,234.00	7,234.00
5315 Legal Issues	38,700.00		36,250.00		38,700.00	36,790.00	38,900.00	200.00	38,900.00	38,900.00
5392-20 Underage Alcohol Enforcement			2,496.78							
5392-21 COP	2,915.91		2,989.54		3,000.00	800.04	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	3,850.00		3,901.07		4,000.00	3,689.82	4,000.00	0.00	4,000.00	4,000.00
5392-23 Domestic Violence					500.00	500.00	500.00	0.00	500.00	500.00
5392-24 K-9 Unit	1,958.79		2,095.83		4,500.00	1,219.85	4,500.00	0.00	4,500.00	4,500.00
5392-25 NEMLEC	8,885.89		5,682.04		12,500.00	10,087.57	12,500.00	0.00	12,500.00	12,500.00
5392-26 Recreational - PAL	2,932.28		3,000.00		3,000.00	1,764.00	3,000.00	0.00	3,000.00	3,000.00
5392-27 PAL-Summer Youth Program	3,000.00		3,000.00		3,000.00	880.00	3,000.00	0.00	3,000.00	3,000.00
5392-29 Wellness Program	499.99				1,500.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5850 Safety Equipment	5,754.12		3,031.79		4,000.00	229.60	4,000.00	0.00	4,000.00	4,000.00
5852 Firearm Range Service	22,202.00		26,431.00		25,500.00	5,953.00	25,500.00	0.00	25,500.00	25,500.00
5853 Firearms/ Ammunition	44,563.01		66,919.06		75,000.00	9,476.85	75,000.00	0.00	75,000.00	75,000.00
5856 Photography Equipment	1,500.00		984.25		1,000.00	499.80	1,000.00	0.00	1,000.00	1,000.00
5871 Bicycle Equipment	2,228.81		1,516.83		2,000.00	475.00	2,000.00	0.00	2,000.00	2,000.00
5872 Cruiser Equipment	5,558.11		6,935.64		7,000.00	2,782.51	7,000.00	0.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment	3,265.36		2,917.50		3,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

POLICE

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 001-210-5500									
5190 Uniform Allowance 151 @ 800 / 1@1,600	118,912.49	119,654.87	120,700.00	116,428.94	120,700.00	124,700.00	0.00	120,700.00	120,700.00
5196 Uniforms-Special Positions	6,720.57	3,311.36	9,500.00	6,192.42	9,500.00	17,500.00	8,000.00	17,500.00	17,500.00
5197 Uniform Allowance Civilians	2,184.44	786.90	2,500.00	1,713.10	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 37 @ 375	13,782.98	11,224.00	12,025.00	10,075.00	12,025.00	13,875.00	1,850.00	13,875.00	13,875.00
5198 Uniform Allowance - STS / new hires			5,000.00	1,138.80	4,000.00	4,000.00	(1,000.00)	4,000.00	4,000.00
5471 Patches & Badges	2,384.00	2,500.00	3,500.00	2,412.87	3,000.00	2,500.00	(1,000.00)	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	Increase due to projection based on this year's (FY15) experience.	150,000.00
5141 Longevity	Increases for 15 - Police Officers + 2 become eligible; and increases for 2 - School Traffic Supervisors + 2 become eligible	5,381.00
5255 Vehicle Washing	Due to harsh NE weather & the amount of time on the roadways the cruisers require more frequent cleanings as clean vehicles depict professionalism.	1,000.00
5291 Custodial Services	There is an estimated increase for bio-hazard management - professional cleaning of areas contaminated by bodily fluids.	500.00
5340 Communication	Increase due to additional phone and data lines that have been added.	2,000.00
5430 Building Supplies	With the PD potentially moving it is unknown what the conditions and maintenance requirements will be at that site	1,000.00
5312 Training Academy Fee	Increase due to CBA	7,234.00
5315 Legal Issues	This increase for legal defense funding is due to the anticipated growth in Auxiliary Police staffing.	200.00
5190 Uniform Allowance 151 @ 800 / 1@1,600	This increase for uniform allowance is due to our request to add 5 new police officers @ a cost of \$800 ea.	4,000.00
5196 Uniforms-Special Positions	The PD is adding 4 new NEMLEC officers due to assignment changes and/or retirements @ a cost of approx \$2,000 ea.	8,000.00
5198 Uniform Allowance STS 37 @ 375	37 @ \$375 per CBA increase + \$4,000 for new hires, etc.	1,850.00

COST SUMMARY BY CLASSIFICATION

Personnel	13,059,186.46	12,793,185.31	13,225,973.00	9,999,252.57	13,560,069.00	13,854,957.00	243,859.00	13,469,832.00	13,469,832.00
General Expenses	269,828.25	328,541.15	310,985.00	255,032.06	377,290.00	313,900.00	2,915.00	313,900.00	313,900.00
Equipment & Unusual	156,287.58	172,843.86	194,200.00	74,648.04	192,040.00	201,634.00	7,434.00	201,634.00	201,634.00
Special Items	143,984.48	137,477.13	153,225.00	137,961.13	151,725.00	165,075.00	7,850.00	161,075.00	161,075.00
Total Operating Budget	13,629,286.77	13,432,047.45	13,884,383.00	10,466,893.80	14,281,124.00	14,535,566.00	262,058.00	14,146,441.00	14,146,441.00

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Emergency Calls	41,095	43,000	45,000
Police	34,634	34,550	34,950
Fire	8,178	8,500	8,650
Medical	7,158	7,450	7,550
Emergency Medical Dispatch Reviews	1,040	1,040	1,040
EMD Quality Control Reviews	2,100	2,100	2,100
Police Quality Controls	300	520	520

DISPATCH

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step	FY 2014		FY 2015			FY 2016						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	SPMG *Chief Emerg Tele Disp	14-6	1		1	80,444	61,043.08	81,996.00	1	81,233	1	81,233	81,233	
2.	FAOP *Sr Fire Alarm Operator		3		3	185,648	187,186.28	245,966.00	3	216,037	3	216,037	216,037	
3.	FAOP *Supervisor - ETD's		1		1	63,230	63,740.91	83,758.00	1	73,568	1	73,568	73,568	
4.	FAOP *Emerg Tele Dispatcher		17		17	907,474	866,792.42	1,156,045.00	17	1,036,662	17	1,036,662	1,036,662	
Subtotal			22	1,211,237.80	22	1,236,796	1,178,762.69	1,567,765.00	22	1,407,500		22	1,407,500	1,407,500

Summary of Changes

Adjustments to FY 2015 Positions

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

170,704

ExplanationNew Positions

FAOP Emerg Tele Dispatcher

2 new ETDs - to provide consistent coverage of 4 dispatchers per shift, which is crucial where there is a major incident such as a fire
ETD St 1 N for 6 mos = 26,231 + ETD St 2 N for 6 mos = 53,405

2	106,810		0	0	0
2	106,810		0	0	0

Subtotal

Grand Total

22	1,211,237.80	22	1,236,796	1,178,762.69	1,567,765.00	24	1,514,310	22	1,407,500	1,407,500
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DISPATCH

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,160,737.70	1,211,237.80	1,236,796.00	1,178,762.69	1,567,765.00	1,514,310.00	170,704.00	1,407,500.00	1,407,500.00
5131 Overtime - Callbacks Nt	152,598.35	156,377.54	165,000.00	200,110.10	247,006.00	265,000.00	35,000.00	200,000.00	200,000.00
5141 Longevity	34,999.39	37,310.68	37,311.00	47,451.36	47,451.36	55,602.00	11,689.00	49,000.00	49,000.00
5143 Holiday	68,755.94	71,022.13	79,900.00	77,910.29	95,223.00	85,040.00	5,140.00	85,040.00	85,040.00
5144 Out of Grade / FTO	11,221.43	12,036.18	24,775.00	10,535.70	15,000.00	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(139,104.77)	(134,188.07)	(100,000.00)		(100,000.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
General Expenses 001-215-5200									
5242 Office Equipment Repair/Maint	2,527.00	795.99	4,750.00	500.00	4,750.00	4,750.00	0.00	4,750.00	4,750.00
5312 Training E-911	3,506.00	5,338.06	8,250.00	2,502.80	8,250.00	12,680.00	4,430.00	12,680.00	12,680.00
5340 Communication	23,500.00	23,794.00	26,400.00	23,956.00	26,400.00	26,400.00	0.00	26,400.00	26,400.00
5342 Postage	50.00	50.00	85.00		85.00	50.00	(35.00)	50.00	50.00
5420 Office Supplies	873.49	1,062.73	1,200.00	771.69	1,200.00	1,200.00	0.00	1,200.00	1,200.00
5424 Computer Supplies	1,779.75		1,400.00	237.00	1,400.00	1,400.00	0.00	1,400.00	1,400.00
5430 Building Supplies	79.98	529.64	450.00	22.62	450.00	450.00	0.00	450.00	450.00
5470 Public Safety Supplies	416.69		300.00	142.24	300.00	300.00	0.00	300.00	300.00
5730 Dues	109.00	204.00	1,445.00	15.00	1,445.00	1,445.00	0.00	1,445.00	1,445.00
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 400 /ea	6,548.74	6,132.78	7,290.00	11,600.00	13,170.00	9,600.00	1,510.00	8,800.00	8,800.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks Nt	Staffing needs; and projection based on this year's (FY15) experience.	100,000.00
5141 Longevity	3 Dispatchers will become eligible, plus 3 Dispatchers will receive increase in longevity percentage.	18,291.00
5143 Holiday	Increase due to CBA	5,140.00
5312 Training E-911	We have been able to accomplish training needs for the past 5 years through State grant funding. These funds are not guaranteed.	4,430.00
5190 Uniform Allowance/Clothing Maint @ 400 /ea	21 ETDs @ \$400 ea. + 2 new ETDs @ \$400 ea. Per CBA, + 1 Chief ETD	2,310.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,289,208.04	1,353,796.26	1,443,782.00	1,514,770.14	1,872,445.36	1,844,727.00	222,533.00	1,666,315.00	1,666,315.00
General Expenses	32,841.91	31,774.42	44,280.00	28,147.35	44,280.00	48,675.00	4,395.00	48,675.00	48,675.00
Equipment & Unusual									
Special Items	6,548.74	6,132.78	7,290.00	11,600.00	13,170.00	9,600.00	1,510.00	8,800.00	8,800.00
Total Operating Budget	<u>1,328,598.69</u>	<u>1,391,703.46</u>	<u>1,495,352.00</u>	<u>1,554,517.49</u>	<u>1,929,895.36</u>	<u>1,903,002.00</u>	<u>228,438.00</u>	<u>1,723,790.00</u>	<u>1,723,790.00</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 2013	FY 2014
Pension-Contributory/FICA	53,867	53,854
Pension Administration	4,720	5,013
Medical & Life Insurance	61,736	72,460
Heat, Light, Water	9,556	9,117
Building Repair & Maintenance	11,008	21,120
Building Insurance	341	478
Total	\$141,228	\$162,042

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Contracts Bid	68 *	85	85
Number of PO's w/ values of \$1,000+	1,137 **	1,200	1,200
Number of PO's w/ values of \$999.00 or less	2,835	2,800	2,800

*Most of the 3 year contracts are now at the end of the 3 yr term. The 68 bids are comprised of large bids with a total amount of \$22.9M. The expenditure is large due to some large contracts during this time i.e. the School Bus Trans., Sidewalks at Moody and Main St, Water main repl. at Plympton, Oak and Cedar, Trash Disposal, Cedarwood Playground, Cedarwood SSO Mitigation, etc. (see attachment)

**This represents an increase of 73.5% from FY 2012-2013 with 655 POs.

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	*Purchasing Agent	16-6
2.	Administrative Assistant	10-6 (L11)
3.	Administrative Assistant	10-2
4.	Insurance & Claims Admin	
Subtotal		

FY 2014		FY 2015				FY 2016			
#	Actual Expenditures	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval
		#	Budget	Actual Expenditures Thru 6/30/15					
1		1	85,849	63,245.89	85,849.00	1	89,235	1	89,235
2		1	66,028	49,023.90	66,028.00	1	66,028	1	66,028
3		1	66,028	33,030.74	45,273.11	1	49,902	1	49,902
4			2,700	2,004.63	2,700.00		2,700		2,700
3	216,975.41	3	220,605	147,305.16	199,850.11	3	207,865	3	207,865

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 3,386

Administrative Assistant 10-2 (16,126)

Explanation

New employee hired at lower step

New Positions

Admin Assistant (PT 19 hrs) 10-1

The department has been aided by part time help to assist with the large volume of bids and POs. The volume of internal POs and value of Public Bids are much greater than years past. We continue to work with 3 full time staff. The two Administrative Assistants work beyond the normal working hours to keep up with the work. This year the department will start a new cycle of 3 year bids and will see a number of large bids as well with the possible addition of the new High School Project and the Development of Fernald. (No benefits)

0.5	27,095		0.0	0	0
0.5	27,095		0.0	0	0

Subtotal

Grand Total

3	216,975.41	3	220,605	147,305.16	199,850.11	3.5	234,960	3	207,865	207,865
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PURCHASING

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	July - March Budget	Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	213,281.89	214,275.41	217,905.00	145,300.53	197,150.11	205,165.00	(12,740.00)	205,165.00	205,165.00
5121 Salaries - Part Time	2,700.00	2,700.00	2,700.00	2,004.63	2,700.00	29,795.00	0.00	2,700.00	2,700.00
General Expenses 001-138-5200									
5192 Mileage Allowance		231.81	300.00	80.00	150.00	225.00	(75.00)	225.00	225.00
5242 Office Equipment Repair/Maint	1,079.08	1,189.38	500.00		500.00	500.00	0.00	500.00	500.00
5272 Office Equipment Rental	792.92								
5312 Training		525.00	650.00	777.00	777.00	775.00	125.00	775.00	775.00
5341 Advertising		62.37	100.00		100.00	100.00	0.00	100.00	100.00
5342 Postage	728.80	903.62	1,000.00	161.04	900.00	700.00	(300.00)	700.00	700.00
5343 Printing	722.81	611.12	723.00	1,101.03	1,101.00	650.00	(73.00)	650.00	650.00
5420 Office Supplies	2,678.41	1,887.30	3,250.00	1,420.50	1,420.50	2,250.00	(1,000.00)	2,250.00	2,250.00
5730 Dues	664.00	424.00	400.00		400.00	400.00	0.00	400.00	400.00
Special Items 001-138-5500									
5741 Auto Insurance	65,511.48	77,053.00	86,510.00	81,849.00	86,063.00	95,150.00	8,640.00	95,150.00	95,150.00
5742 Building Insurance	170,075.45	155,733.48	165,500.00	165,500.00	165,500.00	181,500.00	41,000.00	206,500.00	206,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	A federal procurement seminar will be offered this year in the area which I would like to attend	125.00
5741 Auto Insurance	MIIA projects a premium increase of 10%	8,640.00
5742 Building Insurance	MIIA projects a premium increase of 10% plus the cost of some of the Fernald buildings	41,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	215,981.89	216,975.41	220,605.00	147,305.16	199,850.11	234,960.00	(12,740.00)	207,865.00	207,865.00
General Expenses	6,666.02	5,834.60	6,923.00	3,539.57	5,348.50	5,600.00	(1,323.00)	5,600.00	5,600.00
Equipment & Unusual									
Special Items	235,586.93	232,786.48	252,010.00	247,349.00	251,563.00	276,650.00	49,640.00	301,650.00	301,650.00
Total Operating Budget	458,234.84	455,596.49	479,538.00	398,193.73	456,761.61	517,210.00	35,577.00	515,115.00	515,115.00

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 is offered on a self-supporting basis with expanded 5th grade events and ninth grade mentoring program, known as S.T.E.P., throughout the school year. With on-going Capital Improvements at W.C.C., resources now include a rock wall in the newly renovated gymnasium, skate and skoot room, virtual Wii bowling, exercise room, and bowling alley which officially opened in September 2014. With resources at W.C.C. we have also been able to expand program offerings for adults as well.

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 2013	FY 2014
Pension-Contributory/FICA	41,851	42,805
Pension Administration	3,180	3,378
Medical & Life Insurance	148,810	149,481
Heat, Light, Water	9,779	11,883
Building Repair & Maintenance	76,186	24,021
Building Insurance	1,021	9,467
Motor Vehicle Insurance	267	597
Motor Vehicle Maint & Repair	5,155	10,539
Total	\$286,249	\$252,171

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total # of Rec Activities	319	325	335
Total Attend / Participants	118,898	122,625	123,480
Total Cost / Participant	\$8.90	\$11.82	\$11.09
Total Number of Diff Part	5,789	5,825	5,905
Total Revenue	\$121,898	\$128,400	\$132,600
Net Cost / Participant	\$7.87	\$10.77	\$10.02

RECREATION

PERSONNEL

			FY 2014		FY 2015				FY 2016					
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Recreation Board		10		10	11,000	5,885.08	11,000.00	10	11,000	10	11,000	11,000	
2.	Director of Recreation	18-6 (L11)	1		1	114,268	84,840.04	114,268.00	1	114,268	1	114,268	114,268	
3.	Asst Director Recreation	14-6 (L9)	1		1	85,895	63,774.43	85,595.00			1	85,895	85,895	
4.	Recreation Supervisor	12-6 (L11)	1		1	76,799	12,540.27	12,540.27						
5.	*Rec Super / Spec Needs	12-6 (L8)	1		1	74,723	55,479.51	74,723.00	1	74,954	1	74,954	74,954	
6.	*Rec Super / Teen Center	12-6	1		1	65,734	48,572.94	65,734.00	1	68,316	1	68,316	68,316	
7.	*Recreation Supervisor	12-3	1		1	58,942	43,613.75	58,942.00	1	61,252	1	61,252	61,252	
8.	Recreation Supervisor	12-2					28,023.55	39,402.00	1	58,755	1	58,755	58,755	
9.	Administrative Assistant	10-5	1		1	57,243	36,391.76	57,243.00	1	57,243	1	57,243	57,243	
10.	*Office Coordinator (PT 19 hrs)	9-6	0.5		0.5	29,948	20,533.69	29,948.00	0.5	30,441	0.5	30,441	30,441	
11. LAB	*Bldg Maint Person Nights	7-4	1		1	42,920	33,638.44	42,920.00	1	46,038	1	46,038	46,038	
12.	Recreation Board Clerk					1,000		1,000.00		1,000		1,000	1,000	
13.	Temporary / Seasonal					20,000	6,895.49	20,000.00		20,000		20,000	20,000	
Subtotal			18	563,975.54	18.5	638,472	440,188.95	613,315.27	17.5	543,267		18.5	629,162	629,162

RECREATION

PERSONNEL

Bargaining Unit Position **FY 2016 Grade-Step**

FY 2014		FY 2015			FY 2016			
#	Actual Expenditures	#	Budget	July - March	#	Department Request	#	Mayor's Recommendation
				Actual Expenditures Thru 6/30/15				
								Council Approval

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 8,734

Asst Director Recreation 15-6 (L9) 5,772

Recreation Supervisor 12-2 (18,044)

Explanation

Grade change from 14 to 15; increase/changes to department programs, services, resources, facilities and responsibilities

New employee hired at lower step

New Positions

Park Ranger - Open Space 13-1

With the purchase of several open space parcels, the City will require an employee that has an educational background and professional experience in the forestry and environmental science fields. Responsibilities will include park management and maintenance of natural resources and services within park properties.

LAB Rec Facilities Supervisor I - Open Space 9-1

To assist Park Ranger with the management and maintenance of open space park properties

1	91,667							
					1	60,903		60,903
					1	42,575		0
1	91,667				2	103,478		60,903

Subtotal

Grand Total

18	563,975.54	18.5	638,472	440,188.95	613,315.27	18.5	634,934		20.5	732,640	690,065
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RECREATION

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	408,443.99	460,753.07	533,604.00	373,236.25	508,447.27	526,455.00	47,982.00	581,586.00	581,586.00
5112 Wages - Full Time	31,702.33	38,924.44	42,920.00	33,638.44	42,920.00	46,038.00	45,693.00	88,613.00	46,038.00
5121 Salaries - Part Time	53,199.80	54,698.03	30,948.00	20,533.69	30,948.00	31,441.00	493.00	31,441.00	31,441.00
5122 Wages - Part Time			20,000.00	6,895.49	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5131 Overtime						1,000.00	1,000.00	1,000.00	1,000.00
5194 Boards & Commissions	9,400.00	9,600.00	11,000.00	5,885.08	11,000.00	11,000.00	0.00	11,000.00	11,000.00
CDBG Teen Center Funding	(60,002.00)	(60,000.00)							
Offset from Rink for Off-Season Work			50,087.00	22,729.12	50,087.00	53,405.00	3,318.00	53,405.00	53,405.00
General Expenses 001-630-5200									
5192 Mileage	1,278.60	1,604.37	1,700.00	1,162.87	1,800.00	1,800.00	100.00	1,800.00	1,800.00
5213 Light	1,398.65	1,067.78	3,000.00	1,953.54	1,600.00	1,600.00	(1,400.00)	1,600.00	1,600.00
5231 Water	112.65								
5247 Alarms / Intrusion	1,452.51	3,391.68	2,800.00	2,050.08	3,000.00	3,000.00	200.00	3,000.00	3,000.00
5272 Office Equipment Rental			1,200.00	768.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00
5342 Postage	508.05	265.87	400.00	5.29	400.00	400.00	0.00	400.00	400.00
5343 Printing	4,242.80	4,376.00	4,000.00	2,999.00	5,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5420 Office Supplies	2,326.25	3,106.89	3,000.00	1,802.65	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5460 Groundskeeping Supplies	545.85	465.27	500.00	499.99	700.00	525.00	25.00	525.00	525.00
5581 Clothing, Gloves, Shoes		625.00	850.00	750.00	750.00	725.00	600.00	1,450.00	1,450.00
5730 Dues	300.00	350.00	300.00	300.00	300.00	500.00	200.00	500.00	500.00
Equipment & Unusual 001-630-5400									
5300 Youth Programs	32,000.00	31,478.84	32,000.00	25,114.55	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5693 Conservation Trust - Connors Pool	43,750.00		70,000.00		70,000.00	70,000.00	0.00	70,000.00	70,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Cover maintenance overtime expenses	1,000.00
General Expenses/increases/decreases	Reflective of actual expenditures	

COST SUMMARY BY CLASSIFICATION

Personnel	442,744.12	503,975.54	688,559.00	462,918.07	663,402.27	689,339.00	98,486.00	787,045.00	744,470.00
General Expenses	12,165.36	15,252.86	17,750.00	12,291.42	17,750.00	17,750.00	725.00	18,475.00	18,475.00
Equipment & Unusual	75,750.00	31,478.84	102,000.00	25,114.55	102,000.00	102,000.00	0.00	102,000.00	102,000.00
Total Operating Budget	530,659.48	550,707.24	808,309.00	500,324.04	783,152.27	809,089.00	99,211.00	907,520.00	864,945.00

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

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

DESCRIPTION OF OUTPUT STATEMENT:

Twenty-five recreational areas are available for use by the citizens of Waltham at all times throughout the year on an unsupervised basis. During the summer season, recreational program instructors are hired to provide the Kaleidoscope program. The Kaleidoscope Program continues to be held at the Fitzgerald Elementary School and Msgr. McCabe playground, Monday through Fridays. Weekly enrollment numbers are (48) per week. Having the combination of indoor school facilities with newly renovated outdoor facilities provides top quality resources for program offering. Water Park facility attendants are hired to supervise the larger, heavily populated water spray park facilities. Smaller sites are unsupervised, but open the same hours each day. Hours of operations have been expanded to seven days a week and week night evenings. The traditional (8) week season has also been extended both prior and beyond the summer season to Labor Day when weather conditions permit. In 2014, the water spray park elements at Nipper Maher Park opened.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Kaleidoscope Attendance	1,745	1,800	1,870
Wading Pool Attendance	8,160	9,000	9,500
Total Attendance	9,905	10,800	11,370
Gross Element Cost	\$34.00	\$41.55	\$36.59
Element Net Cost / Participant	\$29.83	\$37.38	\$32.32
Revenue	\$41,242	\$45,000	\$48,500

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

		FY 2014	FY 2015				FY 2016			
Bargaining Unit	Position		July - March							
		Actual # Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/15	Department # Request	#	Mayor's Recommendation	Council Approval
1.	Program Instructors for Kaleidoscope and Water Spray Park attendants		17	55,450	39,028.00	55,450.00	17	55,450	55,450	55,450
2.	Kaleidoscope Asst. Program Director		1	6,500	4,224.00	6,500.00	1	6,500	6,500	6,500
Subtotal		18 54,158.00	18	61,950	43,252.00	61,950.00	18	61,950	61,950	61,950

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

18	54,158.00	18	61,950	43,252.00	61,950.00	18	61,950	61,950	61,950
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	44,898.25	54,158.00	61,950.00	43,252.00	61,950.00	61,950.00	0.00	61,950.00	61,950.00
General Expenses 001-631-5200									
5231 Water	238,910.00	258,238.70	300,000.00	253,548.21	357,761.00	325,000.00	25,000.00	325,000.00	325,000.00
5312 First Aid Training	105.50	1,000.45	500.00	45.00	500.00	500.00	0.00	500.00	500.00
5381 Transportation of Persons	2,307.50	1,710.00	3,500.00	2,000.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5460 Groundskeeping Supplies	1,744.94	3,147.85	3,000.00	333.39	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5470 Public Safety Supplies	145.00								
5500 First Aid Supplies		596.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	17,336.48	15,542.16	18,000.00	7,877.21	18,000.00	18,000.00	0.00	18,000.00	18,000.00
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks	1,586.04	2,307.29	3,000.00	1,776.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5231 Water	Anticipated increase in water/sewer charges for addition for water spray elements at Nipper Maher Park	25,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	44,898.25	54,158.00	61,950.00	43,252.00	61,950.00	61,950.00	0.00	61,950.00	61,950.00
General Expenses	260,549.42	280,235.16	326,000.00	263,803.81	383,761.00	351,000.00	25,000.00	351,000.00	351,000.00
Equipment & Unusual	1,586.04	2,307.29	3,000.00	1,776.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Total Operating Budget	<u>307,033.71</u>	<u>336,700.45</u>	<u>390,950.00</u>	<u>308,831.81</u>	<u>448,711.00</u>	<u>415,950.00</u>	<u>25,000.00</u>	<u>415,950.00</u>	<u>415,950.00</u>

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of Summer Fun Programs	3	3	3
Different Participants	560	575	595
Total Attended	3,798	3,825	3,860
Revenue	\$77,656	\$80,150	\$80,600
Gross Cost / Participant	\$20.51	\$21.21	\$21.01
Net Cost / Different Participant	\$0.79	\$1.66	\$0.84

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

		FY 2014	FY 2015				FY 2016			
Bargaining Unit	Position		July - March							
		Actual # Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/15	Department # Request	#	Mayor's Recommendation	Council Approval
1.	Summer Fun Prog Instructors/Pre-K Instructors		15	47,200	39,510.50	47,200.00	15	47,200	47,200	47,200
2.	Lifeguard / Swimming Instructor		2	8,000	6,503.00	8,000.00	2	8,000	8,000	8,000
3.	Asst Program Director		1	6,500	4,472.00	6,500.00	1	6,500	6,500	6,500
4.	Middle School Program Supervisor		1	5,600	3,927.00	5,600.00	1	5,600	5,600	5,600
Subtotal		19 67,300.00	19	67,300	54,412.50	67,300.00	19 67,300		19 67,300	67,300

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

19	67,300.00	19	67,300	54,412.50	67,300.00	19	67,300		19	67,300	67,300
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	59,796.00	67,300.00	67,300.00	54,412.50	67,300.00	67,300.00	0.00	67,300.00	67,300.00
General Expenses 001-632-5200									
5312 First Aid Training	849.06		800.00		800.00	800.00	0.00	800.00	800.00
5381 Contract Labor	1,922.50	1,875.00	2,500.00	425.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5584 Recreational	7,954.91	8,923.01	10,500.00	5,309.15	10,500.00	10,500.00	0.00	10,500.00	10,500.00

Department Explanation for Requested Increases

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

Personnel	59,796.00	67,300.00	67,300.00	54,412.50	67,300.00	67,300.00	0.00	67,300.00	67,300.00
General Expenses	10,726.47	10,798.01	13,800.00	5,734.15	13,800.00	13,800.00	0.00	13,800.00	13,800.00
Equipment & Unusual									
Total Operating Budget	70,522.47	78,098.01	81,100.00	60,146.65	81,100.00	81,100.00	0.00	81,100.00	81,100.00

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

To support the (14) fourteen 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 held at W.C.C., summer street hockey program held at the Veterans Rink on Totten Pond Road and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house. Element also provides assistance to the new volunteer PHP Stewardship Program.

Youth sport organizations subsidized with funding:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Games Played	2,365	2,500	2,600
Element Cost / Game	\$39.27	\$49.00	\$44.43
Element Cost / Diff Prt	\$19.20	\$25.26	\$23.58
Total Diff Participants	4,838	4,850	4,900
Total Attendants	105,195	108,000	108,250

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200									
5213 Light	33,584.61	34,575.63	48,000.00	26,277.65	55,000.00	48,000.00	0.00	48,000.00	48,000.00
5381 Contract Labor	5,500.00		15,000.00	137.56	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5584 Recreational	35,704.01	51,556.17	42,000.00	4,383.75	42,000.00	42,000.00	0.00	42,000.00	42,000.00
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Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	5,199.85	6,732.82	8,000.00	3,178.26	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.			2,500.00	869.89	2,500.00	2,500.00	0.00	2,500.00	2,500.00

Department Explanation for Requested Increases

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

Personnel

General Expenses	74,788.62	86,131.80	105,000.00	30,798.96	112,000.00	105,000.00	0.00	105,000.00	105,000.00
Equipment & Unusual	5,199.85	6,732.82	10,500.00	4,048.15	10,500.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	<u>79,988.47</u>	<u>92,864.62</u>	<u>115,500.00</u>	<u>34,847.11</u>	<u>122,500.00</u>	<u>115,500.00</u>	<u>0.00</u>	<u>115,500.00</u>	<u>115,500.00</u>

VETERAN'S MEMORIAL ICE SKATING RINK

STATEMENT OF OBJECTIVES:

To continue to provide indoor ice skating for general public and provide necessary ice rental time for youth hockey programs at an affordable price. To expand upon programs and services to meet the needs of the community, while offering surrounding communities the opportunity to also enjoy the recreational benefits of this winter activity. To provide a facility built for winter indoor recreational activities which is clean, safe and enjoyed by many. These winter recreational activities promote and encourage vigorous exercise and relaxing skating during an extended winter season. The tenth year of operations began September 15, 2014 and will close on April 12, 2015.

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 for 2014-2015 season remained the same. The skate sharpening machine was purchased last year to offer this service to rink users which has proven to be very appreciated. A limited number of skates were also made available to rent this year which proved to be well received.

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 2013	FY 2014
Pension-Contributory/FICA	1,585	2,097
Medical & Life Insurance	19,234	56,998
Building Repair & Maintenance		7,133
Building Insurance	4,011	2,798
Worker's Compensation	37,880	31,310
Other Dept Allocations	17,809	16,831
Total	\$80,519	\$117,167

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Total Number of Ice Rental Hours	1,967	1,858	1,950
Total Number of Public Skating Hrs	166	281	285
Total Number of In-House Prgm Hrs	65	47	50
Total Number of Non-Profit Groups	4	6	6
Total Number of Private Groups	17	14	16
Total Attendance	61,328	58,510	65,000
Total Revenue	\$397,985	\$412,453	\$475,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

			FY 2014	FY 2015			FY 2016					
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	*Rec Facilities Supervisor I N	9-6 (L8)	1		1	53,384	43,210.48	1	58,529	1	58,529	58,529
2. LAB	*Rec Facilities Supervisor I N	9-6	1		1	51,675	41,207.23	1	55,133	1	55,133	55,133
3. LAB	*Rec Facilities Supervisor I N	9-2	1		1	45,202	29,431.40	1	46,553	1	46,553	46,553
4.	Temporary / Seasonal					25,000	21,900.25		28,000		28,000	28,000
5.	Rink Director					5,000	3,712.31		6,500		5,000	5,000
Subtotal			3	163,574.15	3	180,261	139,461.67	3	194,715	3	193,215	193,215

Summary of Changes

Adjustments to FY 2015 Positions

Explanation

Step Raises/Longevity/Contract Settlement included in * position salary 9,954

Temporary / Seasonal 3,000

Rink Director 1,500

Increase in hourly pay for maintenance and skate guards. Maintenance range from \$11.00-\$13.50 to \$12.00-\$14.00 per hour. Skate guards range from \$10.00-\$11.00 per hour

Stipend increase from \$5,000 to \$6,500

New Positions

Subtotal

0	0		0	0		0				

Grand Total

3	163,574.15	3	180,261	139,461.67	180,261.00	3	194,715		3	193,215	193,215
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Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance including swimming pool and outdoor grounds, as well as the Veterans Memorial Athletic Complex on Forest St and other assignments

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 640-630-5100									
5112 Wages - Full Time	96,789.67	137,272.65	150,261.00	113,849.11	150,261.00	160,215.00	9,954.00	160,215.00	160,215.00
5121 Salaries - Part Time	5,000.00	5,000.00	5,000.00	3,712.31	5,000.00	6,500.00	0.00	5,000.00	5,000.00
5122 Temporary Help / Seasonal	28,728.50	21,301.50	25,000.00	21,900.25	25,000.00	28,000.00	3,000.00	28,000.00	28,000.00
5131 Overtime	2,583.51	1,924.84	3,000.00	2,841.20	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
Offset to CPW for Off-Season Work		(41,241.16)							
Offset to Recreation for Off-Season Work			(50,087.00)	(22,729.12)	(50,087.00)	(53,405.00)	(3,318.00)	(53,405.00)	(53,405.00)
General Expenses 640-630-5200									
5211 Heat	10,167.50	12,617.58	14,000.00	9,044.54	14,000.00	14,000.00	0.00	14,000.00	14,000.00
5213 Lights	147,374.40	148,512.24	160,000.00	112,574.07	160,000.00	160,000.00	0.00	160,000.00	160,000.00
5231 Water	10,245.42	5,236.71	15,000.00	7,076.21	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5241 Equipment Repair/Maint/Compressor	14,984.24	11,442.04	20,000.00	6,349.95	20,000.00	18,000.00	(2,000.00)	18,000.00	18,000.00
5244 Motor Equipment Repair/Maint	7,305.36	9,776.60	17,000.00	1,938.15	17,000.00	15,000.00	(2,000.00)	15,000.00	15,000.00
5245 Building/Grounds Maint	11,997.58	9,342.35	8,000.00	8,301.39	10,000.00	10,000.00	2,000.00	10,000.00	10,000.00
5247 Alarms / Intrusion	1,307.45	1,567.45	1,500.00	1,307.45	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training	550.00	387.00	425.00		425.00	425.00	0.00	425.00	425.00
5430 Building Supplies	2,298.83	3,315.74	3,000.00	1,987.21	4,000.00	5,000.00	2,000.00	5,000.00	5,000.00
5460 Groundskeeping Supplies		945.98	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	2,050.99	2,003.67	2,500.00	2,275.00	2,275.00	2,325.00	(175.00)	2,325.00	2,325.00
5730 Dues			125.00		125.00	125.00	0.00	125.00	125.00
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	9,210.53	9,959.15	15,000.00	6,200.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5301 Energy Audit				5,910.00	5,910.00				
5691 State Assessment	3,858.32	3,979.85	5,000.00	2,463.29	5,000.00	6,000.00	1,000.00	6,000.00	6,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	6,500.00	10,523.00	12,000.00		12,000.00	12,000.00	0.00	12,000.00	12,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase in overtime for full time employees	1,000.00
General Expenses	Increase/decrease adjusted to reflect actual expenditures	
5691 State Assessment	Increase in rental fees will result in increase in payment to state	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	133,101.68	124,257.83	133,174.00	119,573.75	133,174.00	145,310.00	10,636.00	143,810.00	143,810.00
General Expenses	208,281.77	205,147.36	244,550.00	150,853.97	247,325.00	244,375.00	(175.00)	244,375.00	244,375.00
Equipment & Unusual	13,068.85	13,939.00	20,000.00	14,573.29	25,910.00	21,000.00	1,000.00	21,000.00	21,000.00
Special Items	6,500.00	10,523.00	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	360,952.30	353,867.19	409,724.00	285,001.01	418,409.00	422,685.00	11,461.00	421,185.00	421,185.00

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	2,452,229	2,473,743
Pension-Non Contributory	15,218	
Pension Administration	158,363	166,570
Medical & Life Insurance	20,930,450	21,251,485
Building Insurance	132,422	99,514
Motor Vehicle Maint & Repair	67,015	68,501
Motor Vehicle Insurance	3,476	3,883
Worker's Compensation	97,024	104,784
Total	\$23,856,197	\$24,168,480

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected

COST SUMMARY BY CLASSIFICATION	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
General Expenses									
Equipment & Unusual									
Total Operating Budget	65,390,098.99	68,631,856.16	74,575,851.00	0.00	0.00	77,511,798.00	2,605,947.00	77,181,798.00	77,181,798.00

School Committee voted to reduce budget request by \$40,000

Mayor's Recommendation reflects \$200,000 in Circuit Breaker funding and \$130,000 of capital request items to be funded in the Capital Improvement Budget

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 2013	FY 2014
Pension-Contributory/FICA	4,175	43,200
Pension Administration		3,762
Medical & Life Insurance	78,137	102,517
Heat, Light, Water	6,154	6,160
Building Repair & Maintenance	5,277	6,962
Building Insurance	144	179
Motor Vehicle Insurance	535	597
Motor Vehicle Maint & Repair	10,310	10,539
Workers' Compensation	16,886	45,762
Total	\$121,618	\$219,678

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Aluminum Sign Recycling (income)	\$579.00	\$600.00	\$600.00
Gallons of White Paint Used	910	1,000	1,000
Gallons of Yellow Paint Used	450	500	500
Signs Installed	695	500	500
Signs Removed	700	1,000	1,000

TRAFFIC ENGINEERING

PERSONNEL

			FY 2014	FY 2015			FY 2016			
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Clerk		1	2,500	1,856.35	2,500.00	1	2,500	2,500	2,500
2.	*Traffic Engineer	19-6	1	105,130	77,969.96	105,130.00	1	109,288	109,288	109,288
3.	Asst to Traffic Engineer	13-6 (L11)	1	81,962	60,854.34	81,962.00	1	81,962	81,962	81,962
4.	Principal Office Asst (PT 19.5 hrs)	8-6	0.5	28,769	21,319.79	28,769.00	0.5	29,242	29,242	29,242
5. LAB	*Heavy Motor Equip Operator	8-6 (L8)	1	48,108	40,391.80	48,108.00		1	49,978	49,978
6. LAB	*Motor Equipment Operator	7-5	1	41,218	34,075.06	41,218.00		1	44,210	44,210
7.	Temporary / Seasonal			19,200	2,400.00	19,200.00	19,200		19,200	19,200
Subtotal			5.5	308,295.61	238,867.30	326,887.00	3.5	242,192	336,380	336,380

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 9,493

Explanation

New Positions

LAB S M E O 9-6 (L8) 4,223 Request to address collective bargaining item under the Laborers' Union contract (Mayor: CBA)

LAB S M E O 9-5 8,372 Request to address collective bargaining item under the Laborers' Union contract (Mayor: CBA)

1	52,331			
1	49,590			
2	101,921	0	0	0

Subtotal

Grand Total

5.5	308,295.61	5.5	326,887	238,867.30	326,887.00	5.5	344,113	5.5	336,380	336,380
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-480-5100									
5111 Salaries - Full Time	177,578.67	183,007.14	187,092.00	138,824.30	187,092.00	191,250.00	4,158.00	191,250.00	191,250.00
5112 Wages - Full Time	85,788.40	85,259.92	89,326.00	74,466.86	89,326.00	101,921.00	4,862.00	94,188.00	94,188.00
5121 Salaries - Part Time	31,468.05	31,388.55	31,269.00	23,176.14	31,269.00	31,742.00	473.00	31,742.00	31,742.00
5122 Wages - Part Time		8,640.00	19,200.00	2,400.00	19,200.00	19,200.00	0.00	19,200.00	19,200.00
5131 Overtime	4,976.36	8,148.51	5,000.00	4,920.59	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-480-5200									
5242 Office Equipment Repair/Maint			100.00		100.00	100.00	0.00	100.00	100.00
5244 Motor Equipment Repair/Maint		335.60	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5276 Truck/Equipment Rental			3,700.00	658.00	2,961.00	5,600.00	1,900.00	5,600.00	5,600.00
5342 Postage	6.00	116.45	40.00	2.00	40.00	50.00	10.00	50.00	50.00
5343 Printing	202.20	614.39	500.00		698.00	700.00	200.00	700.00	700.00
5420 Office Supplies	1,474.62	1,394.30	1,000.00	748.65	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5431 Paint Supplies	25,152.80	20,290.72	25,000.00	7,041.67	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5534 Traffic Signs	15,996.01	21,295.31	25,000.00	9,805.34	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5541 Welding Supplies	155.76	467.38	150.00	103.84	165.00	200.00	50.00	200.00	200.00
5581 Clothing, Gloves	1,339.98	1,359.98	1,400.00	1,550.00	1,550.00	1,450.00	50.00	1,450.00	1,450.00
5587 Tools	636.15	326.63	400.00		400.00	400.00	0.00	400.00	400.00
5730 Dues	398.75	435.00	500.00	800.00	800.00	800.00	0.00	500.00	500.00

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5300 Engineer Consultants (12 months)	3,938.20								
5388 Thermoplastic outsource			50,000.00	33,112.65	150,000.00	100,000.00	0.00	50,000.00	50,000.00
6710 ADA Ramps						50,000.00	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>
5276 Truck/Equipment Rental	Will be renting for 4 months rather than 2 months	1,900.00
5342 Postage	Postage cost has increased	10.00
5343 Printing	Cost to print Rules and Regulations	200.00
5541 Welding Supplies	Purchase of more oxygen/acetylene for cutting post	50.00
5581 Clothing, Gloves	Increase per union contract	50.00
5730 Dues	Increase in membership dues & more organizations to join for job	300.00
5388 Thermoplastic outsource	Projecting to complete more streets with thermoplastic this year	50,000.00
ADA Ramps	For installation of ramps at locations where Traffic Comm. approves crosswalks, but need HP ramps installed before the crosswalk can be painted.	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	299,811.48	316,444.12	331,887.00	243,787.89	331,887.00	349,113.00	9,493.00	341,380.00	341,380.00
General Expenses	45,362.27	46,635.76	58,790.00	20,709.50	58,714.00	61,300.00	2,210.00	61,000.00	61,000.00
Equipment & Unusual	3,938.20	0.00	50,000.00	33,112.65	150,000.00	150,000.00	50,000.00	100,000.00	100,000.00
Total Operating Budget	<u>349,111.95</u>	<u>363,079.88</u>	<u>440,677.00</u>	<u>297,610.04</u>	<u>540,601.00</u>	<u>560,413.00</u>	<u>61,703.00</u>	<u>502,380.00</u>	<u>502,380.00</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:

Currently we have 384 parking spaces in four parking lots being enforced with nine (9) Parkeon Pay-by-Space machines, and an additional 256 spaces in the Embassy Parking Deck being enforced with four (4) Ventek Pay-&-Display machines. We are in the process of converting over 332 individual metered parking spaces over to VenTek Pay By Space machines by end of year 2015. This will leave the 19 spaces in Church St. Lot and the 45 spaces in Carter St. Lot remaining still using the older Duncan individual parking meters. We hope to convert these two lots, plus upgrade the Embassy Parking Deck with VenTek Pay By Space machines in the near future. We have 307 on-street parking spaces on Main Street and 231 on-street parking spaces on Moody Street monitored without meters but by time limits. The meters are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	13,302	13,252
Pension Administration	1,033	1,097
Medical & Life Insurance	72,368	53,586
Heat, Light, Water	6,154	6,160
Building Repair & Maintenance	5,277	6,962
Building Insurance	144	179
Motor Vehicle Insurance	267	299
Motor Vehicle Maint & Repair	5,155	5,269
Worker's Compensation		845
Total	\$103,700	\$87,649

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Meter Revenue	\$420,213.00	\$274,149.00	\$280,000.00
Monthly Stickers Revenue	\$46,730.00	\$49,805.00	\$50,000.00
Yearly Stickers Revenue	\$67,550.00	\$75,550.00	\$76,000.00
Senior Stickers Revenue	\$3,760.00	\$3,600.00	\$3,600.00
PCO Ticket issuance	12,526	12,000	12,000
PCO & Police Ticket Revenue	\$594,751.00	\$550,000.00	\$550,000.00

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Supervisor	
2.	Parking Control Officer	7-6 (L9)
3.	Parking Control Officer	7-6 (L8)
4.	*Parking Control Officer	7-5 (L9)
5. LAB	*Meter Repair Person (PT 19.5 hr:	7-2
Subtotal		

FY 2014		FY 2015				FY 2016								
Actual # Expenditures	July - March				#	Department Request	#	Mayor's Recommendation	Council Approval					
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/15										
		2,500	1,856.35	2,500.00							2,500	2,500		
	1	45,189	32,374.20	45,189.00						1	45,189	1	45,189	45,189
	1	44,771	33,278.07	44,771.00						1	44,771	1	44,771	44,771
	1	40,646	30,075.04	40,646.00						1	42,213	1	42,213	42,213
	0.5	18,273	11,612.80	16,032.00						0.5	19,893	0.5	19,893	19,893
4	181,062.90	3.5	151,379	109,196.46	149,138.00	3.5	154,566		4	154,566	154,566			

Summary of Changes

Adjustments to FY 2015 Positions

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

3,187

Explanation

New Positions

Part Time - Maintenance Attendant

Move from under General Expenses (Custodial Services) and increase
10.00 per hour to 15.00 per hour at 18 hours per week

0.5	14,310	0.5	14,310	14,310
0.5	14,310	0.5	14,310	14,310

Subtotal

Grand Total

4	181,062.90	3.5	151,379	109,196.46	149,138.00	4	168,876	168,876	168,876
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PARKING MANAGEMENT

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 232-480-5100									
5111 Salaries - Full Time	199,879.30	178,562.89	130,606.00	95,727.31	130,606.00	132,173.00	1,567.00	132,173.00	132,173.00
5121 Salaries - Part Time	2,500.00	2,500.01	2,500.00	1,856.35	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5122 Wages - Part Time			18,273.00	11,612.80	16,032.00	34,203.00	15,930.00	34,203.00	34,203.00
5131 Overtime	4,880.85	5,008.65	5,000.00	2,569.51	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(207,260.15)	(186,071.55)	(156,379.00)						
General Expenses 232-480-5200									
5213 Light	35,837.04	33,812.49	40,000.00	24,650.16	40,000.00	42,000.00	0.00	40,000.00	40,000.00
5241 Equipment Repair/Maint	14,788.94	13,910.04	17,000.00	8,061.00	17,000.00	17,000.00	0.00	17,000.00	17,000.00
5242 Office Equipment Repair/Maint			100.00		100.00	100.00	0.00	100.00	100.00
5245 Building/Grounds Maint	350.13	3,564.55	300.00	73.95	1,000.00	1,000.00	700.00	1,000.00	1,000.00
5291 Custodial Services	9,360.00	9,420.00	9,400.00	6,960.00	9,400.00	0.00	(9,400.00)	0.00	0.00
5343 Printing	6,886.71	5,423.28	8,000.00	6,984.14	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5375 Coin Processing	1,882.05	2,353.96	3,000.00	1,643.03	2,600.00	2,600.00	(400.00)	2,600.00	2,600.00
5385 Banking / Financial - CC Fees		3,601.82	10,000.00	7,406.25	11,000.00	20,000.00	10,000.00	20,000.00	20,000.00
5411 Batteries	632.88	366.36	500.00	375.36	376.00	100.00	(400.00)	100.00	100.00
5543 Meters & Parts	3,782.90	1,439.62	5,500.00	1,263.32	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5581 Clothing, Glove, Shoes	119.20		700.00		725.00	725.00	25.00	725.00	725.00
5730 Dues		50.00							
5740 Insurance Surety Bond	3,494.40	3,519.40	3,500.00	3,494.40	3,520.00	3,520.00	20.00	3,520.00	3,520.00
Offset Receipt - Meter Revenue	(77,134.25)	(77,461.52)	(98,000.00)						
Equipment & Unusual 232-480-5400									
5176 Transfer to Medical Insurance Trust	60,000.00	60,000.00	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)	(60,000.00)						

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,500.00	1,998.32	2,000.00	1,224.05	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,500.00)	(1,998.32)	(2,000.00)						

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5213 Light	Increase in electrical cost	2,000.00
5245 Building/Grounds Maint	Purchase snowblower to clear pay stations which will eventually be 20 machines	700.00
5385 Banking / Financial - CC Fees	We will be adding at least 8 new pay stations with credit card features	10,000.00
5581 Clothing, Glove, Shoes	Increase per union contract	25.00
5740 Insurance Surety Bond	Increase based on experience	20.00

COST SUMMARY BY CLASSIFICATION

Personnel	207,260.15	186,071.55	156,379.00	111,765.97	154,138.00	173,876.00	17,497.00	173,876.00	173,876.00
General Expenses	77,134.25	77,461.52	98,000.00	60,911.61	99,221.00	100,545.00	545.00	98,545.00	98,545.00
Equipment & Unusual	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00
Special Items	1,500.00	1,998.32	2,000.00	1,224.05	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(345,894.40)	(325,531.39)	(316,379.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>233,901.63</u>	<u>315,359.00</u>	<u>336,421.00</u>	<u>18,042.00</u>	<u>334,421.00</u>	<u>334,421.00</u>

TREASURER & COLLECTOR

STATEMENT OF OBJECTIVES:

Effectively manage all financial responsibilities of the Treasurer/Collector's office. Provide professional, high quality customer service and support to all the City's constituencies. Maintain state of the art financial software systems and services. Adequate staffing and resources are required to meet these objectives.

DESCRIPTION OF OUTPUT STATEMENT:

The Treasurer/Collector's office is responsible for the daily management of all the City's financial obligations as well as the administration of various programs and services. Responsibilities include cash management, investment activities, debt service administration, tax title management, parking ticket administration, deferred compensation, senior tax work-off program and municipal lien certificates. Collection management activities include real estate, personal property, water and sewer, parking tickets, excise tax and various committed bills throughout the City. Collection administration requires involvement in the Massachusetts Land Court as well as the local court systems. Work in conjunction with various departments in regards to inter-governmental services and software system administration.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	136,614	155,927
Pension Administration	11,356	13,935
Medical & Life Insurance	236,421	266,896
Heat, Light, Water	19,112	18,234
Building Repair & Maintenance	22,017	42,240
Building Insurance	682	957
Total	\$426,202	\$498,189

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 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	4,000	4,000	4,000
Parking Ticket Revenue	\$594,751	\$700,000	\$700,000
Parking Violations	16,054	19,000	19,000
Municipal Liens	50,275	50,000	50,000
Number of Employees	18,205	18,200	18,200
Number of Payroll Checks	73,058	73,000	73,000
Number of Vendor Checks	15,096	15,000	15,000

TREASURER & COLLECTOR

PERSONNEL

			FY 2014		FY 2015			FY 2016				
Bargaining Unit	Position	FY 2016 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/15	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Treasurer & Collector	19-6 (L11)	1		1	120,763	89,495.91	120,763.00	1	121,310	121,310	121,310
2.	Asst Treasurer & Collector	16-6 (L11)	1		1	100,321	74,484.74	100,321.00	1	100,321	100,321	100,321
3.	Dept Coll / AR Manager	14-6 (L10)	1		1	86,683	64,359.40	86,683.00	1	86,683	86,683	86,683
4.	*Senior Accountant	13-6 (L10)	1		1	81,162	60,182.62	81,182.00	1	81,224	81,224	81,224
5.	*Junior Accountant	10-3	1		1	49,742	36,546.16	49,742.00	1	51,684	51,684	51,684
6.	Administrative Assistant	10-6 (L8)	1		1	64,244	47,698.71	64,244.00	1	64,244	64,244	64,244
7.	Principal Office Asst	8-6 (L11)	1		1	57,317	42,555.94	57,317.00	1	57,317	57,317	57,317
8.	*Associate Office Asst	7-6 (L8)	1		1	48,781	35,189.29	48,781.00	1	50,082	50,082	50,082
9.	Associate Office Asst	7-6	1		1	48,781	36,218.38	48,781.00	1	48,781	48,781	48,781
Payroll												
10.	*Payroll Spvr / Benefits Coord	12-5 (L9)	1		1	69,822	51,840.75	69,822.00	1	72,563	72,563	72,563
11.	*Principal Office Asst	8-6 (L10)	1		1	56,284	41,789.39	56,284.00	1	56,672	56,672	56,672
12.	*Associate Office Asst	7-3	1		1	40,827	29,924.98	40,827.00	1	42,412	42,412	42,412
Subtotal			12	824,577.05	12	824,727	610,286.27	824,747.00	12	833,293	833,293	833,293

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary 8,566

Explanation

New Positions

Assistant Parking Clerk 10-1

Requesting to restore previously funded position

1	49,104		0	0	0
1	49,104		0	0	0

Subtotal

Grand Total

12	824,577.05	12	824,727	610,286.27	824,747.00	13	882,397	12	833,293	833,293
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TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	840,719.06	824,577.05	824,727.00	610,286.27	824,747.00	882,397.00	8,566.00	833,293.00	833,293.00
General Expenses 001-145-5200									
5242 Office Equipment Repair/Maint	3,058.78	2,326.00	3,000.00	2,512.82	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	649.00	480.00	500.00	235.00	500.00	500.00	0.00	500.00	500.00
5304 Financial Services	6,000.00	6,000.00	6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
5305 Legal Services	21,538.82	18,870.24	20,000.00	18,300.04	20,000.00	24,000.00	2,000.00	22,000.00	22,000.00
5342 Postage	70,061.24	79,078.03	65,000.00	46,670.06	65,000.00	70,000.00	5,000.00	70,000.00	70,000.00
5343 Printing	11,610.44	16,939.27	19,000.00	6,559.63	19,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages	30.00		100.00	(20.00)	100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	140,074.22	152,069.27	170,000.00	90,681.65	170,000.00	170,000.00	0.00	170,000.00	170,000.00
5420 Office Supplies	4,617.62	5,926.90	5,500.00	4,664.86	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5730 Dues & Subscriptions	300.00	360.00	300.00	140.00	300.00	300.00	0.00	300.00	300.00
5731 Conference Expense	523.76	402.04	200.00	53.22	200.00	200.00	0.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
Equipment & Unusual 001-145-5400									
5305 Title Searches for Foreclosures	7,020.00	5,000.00				7,500.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5305 Legal Services	Outstanding collection accounts increasing.	4,000.00
5342 Postage	Additional collection mailings.	5,000.00
5305 Title Searches for Foreclosures	Requesting item be restored under my department.	7,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	840,719.06	824,577.05	824,727.00	610,286.27	824,747.00	882,397.00	8,566.00	833,293.00	833,293.00
General Expenses	262,163.88	286,151.75	293,600.00	172,697.28	293,600.00	302,600.00	7,000.00	300,600.00	300,600.00
Equipment & Unusual	7,020.00	5,000.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00
Total Operating Budget	<u>1,109,902.94</u>	<u>1,115,728.80</u>	<u>1,118,327.00</u>	<u>782,983.55</u>	<u>1,118,347.00</u>	<u>1,192,497.00</u>	<u>15,566.00</u>	<u>1,133,893.00</u>	<u>1,133,893.00</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 fund income requirements.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Number of Trust Funds	77	80	82
Library Income	\$2,688	\$2,700	\$2,700
Charity Income	\$2,566	\$2,600	\$2,600
Cemetery Income	\$44,979	\$45,000	\$45,000
Scholarship Income	\$79,353	\$80,000	\$80,000
Other Income	\$5,154	\$5,200	\$5,200
Library Book Value	\$93,421	\$94,000	\$94,000
Charity Book Value	\$88,419	\$90,000	\$90,000
Scholarship Book Value	\$1,747,918	\$1,900,000	\$1,900,000
Cemetery Book Value	\$2,719,269	\$2,800,000	\$2,800,000
Other Book Value	\$180,414	\$182,000	\$182,000
OPEB	\$8,368,633	\$8,400,000	\$8,400,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Trust Fund Commissioner	
2.	Asst Clerk & Custodian	
Subtotal		

FY 2014		FY 2015				FY 2016					
#	Actual Expenditures	July - March			#	Department Request	Mayor's		Council Approval		
		#	Budget	Actual Expenditures			#	Recommendation			
	3	3,000	1,200.00	2,000.00	3	3,000	3	3,000	3,000		
	1	1,000	742.54	1,000.00	1	1,000	1	1,000	1,000		
4	3,000.00	4	4,000	1,942.54	3,000.00	4	4,000		4	4,000	4,000

Summary of Changes

Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

4	3,000.00	4	4,000	1,942.54	3,000.00	4	4,000	4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

	FY 2013	FY 2014	FY 2015			FY 2016			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	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	742.54	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	2,200.00	2,000.00	3,000.00	1,200.00	2,000.00	3,000.00	0.00	3,000.00	3,000.00
<hr/>									
General Expenses 001-149-5200									
5385 Banking/Financial	4,216.08								

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	3,200.00	3,000.00	4,000.00	1,942.54	3,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses	4,216.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment & Unusual									
Total Operating Budget	<u>7,416.08</u>	<u>3,000.00</u>	<u>4,000.00</u>	<u>1,942.54</u>	<u>3,000.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>4,000.00</u>

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	101,574	153,923
Pension Administration	8,929	14,676
Medical & Life Insurance	98,963	119,145
Heat, Light, Water	4,923	4,928
Building Repair & Maintenance	4,222	5,569
Building Insurance	115	143
Total	\$218,726	\$298,384

	FY 2014	FY 2015	FY 2016
Output Measure	Actual	Estimated	Projected
Number of Cases Yearly	1,065	1,080	2,000
Yearly Cash Benefits	\$240,000	\$240,000	\$240,000

VETERANS BENEFITS & SERVICES

PERSONNEL

	Bargaining Unit	Position	FY 2016 Grade-Step
1.	**	Dir of Vets Service/License	16-6 (L11)
2.		Administrative Assistant	10-6 (L9)
Subtotal			

FY 2014		FY 2015				FY 2016					
Actual # Expenditures	July - March										
	#	Budget	Actual	Expenditures	Department Request		#	Mayor's	Council		
			Expenditures	Thru 6/30/15				Recommendation	Approval		
	1	100,321	74,417.96	100,321.00	1	100,321	1	100,321	100,321		
	1	64,839	48,140.44	64,839.00	1	64,839	1	64,839	64,839		
2	158,904.99	2	165,160	122,558.40	165,160.00	2	165,160		2	165,160	165,160

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	158,904.99	2	165,160	122,558.40	165,160.00	2	165,160	2	165,160	165,160
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	174,128.35	158,904.99	165,160.00	122,558.40	165,160.00	165,160.00	0.00	165,160.00	165,160.00
General Expenses 001-543-5200									
5192 Mileage Allowance	583.30	699.96	700.00	524.97	700.00	700.00	0.00	700.00	700.00
5242 Office Equipment Repair/Maint	252.00	430.99	450.00	252.00	450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	787.95	787.95	1,500.00	535.52	1,381.85	2,000.00	500.00	2,000.00	2,000.00
5312 Training			450.00	371.00	450.00	450.00	0.00	450.00	450.00
5342 Postage	335.20	529.70	600.00		600.00	600.00	0.00	600.00	600.00
5343 Printing		288.23	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	250.51	360.93	425.00	128.69	425.00	425.00	0.00	425.00	425.00
5510 Education Supplies		150.00	150.00		150.00	150.00	0.00	150.00	150.00
5588 Flags & Bunting	68.10	4,406.82	4,500.00	4,618.15	4,618.15	4,500.00	0.00	4,500.00	4,500.00
5770 Veterans Benefits	219,371.88	223,129.78	240,000.00	130,592.32	240,000.00	240,000.00	0.00	240,000.00	240,000.00
5781 Holiday Expenses	842.95	1,445.45	1,650.00	57.95	1,650.00	1,650.00	0.00	1,650.00	1,650.00
5793 Memorial Day			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	100.00	0.00	100.00	100.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5245 Maintenance Vets Square Signs	To replace old Veterans Square Signs	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	174,128.35	158,904.99	165,160.00	122,558.40	165,160.00	165,160.00	0.00	165,160.00	165,160.00
General Expenses	222,491.89	232,229.81	251,825.00	137,180.60	251,825.00	252,325.00	500.00	252,325.00	252,325.00
Equipment & Unusual									
Total Operating Budget	<u>396,620.24</u>	<u>391,134.80</u>	<u>416,985.00</u>	<u>259,739.00</u>	<u>416,985.00</u>	<u>417,485.00</u>	<u>500.00</u>	<u>417,485.00</u>	<u>417,485.00</u>

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	133	145
Heat, Light, Water	1,231	1,232
Building Repair & Maintenance	1,055	1,392
Building Insurance	29	36
Total	\$2,448	\$2,805

	FY 2014	FY 2015	FY 2016
Output Measure	Actual	Estimated	Projected
Number of Licenses	100	100	110
Common Victualer	135	139	145
Filing Fee	35	40	40
Amusement Device Permits	9	6	5
Entertainment	39	40	40
Dance Permits	14	14	14
Special Permits	192	200	200
Revenue from Licenses & Permits	\$334,481	\$337,050	\$350,000

LICENSE COMMISSION

PERSONNEL

FY 2014		FY 2015				FY 2016			
#	Actual Expenditures	#	Budget	July - March		#	Department Request	#	Mayor's Recommendation
				Actual Expenditures	Expenditures Thru 6/30/15				Council Approval
1.	License Commission	3	9,600	7,200.00	9,600.00	3	9,600	3	9,600
2.	Assistants to License Commission	2	6,000	4,454.48	6,000.00	2	6,000	2	6,000
Subtotal		4	12,542.46	11,654.48	15,600.00	5	15,600	5	15,600

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	12,542.46	5	15,600	11,654.48	15,600.00	5	15,600	5	15,600
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LICENSE COMMISSION

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	2,876.50	2,942.46	6,000.00	4,454.48	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5194 Boards & Commissions	9,600.00	9,600.00	9,600.00	7,200.00	9,600.00	9,600.00	0.00	9,600.00	9,600.00
General Expenses 001-165-5200									
5308 Stenographer	2,400.00	2,400.00	2,250.00	1,800.00	2,250.00	2,250.00	0.00	2,250.00	2,250.00
5342 Postage	355.45	428.08	500.00	249.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	523.00	618.00	600.00	456.70	600.00	600.00	0.00	600.00	600.00
5420 Office Supplies	155.45	190.42	300.00	256.20	300.00	300.00	0.00	300.00	300.00
5510 Education Supplies			200.00		200.00	200.00	0.00	200.00	200.00
5730 Dues	50.00	75.00	75.00	75.00	75.00	75.00	0.00	75.00	75.00

Department Explanation for Requested Increases

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

Personnel	12,476.50	12,542.46	15,600.00	11,654.48	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	3,483.90	3,711.50	3,925.00	2,836.90	3,925.00	3,925.00	0.00	3,925.00	3,925.00
Equipment & Unusual									
Total Operating Budget	15,960.40	16,253.96	19,525.00	14,491.38	19,525.00	19,525.00	0.00	19,525.00	19,525.00

WIRES

STATEMENT OF OBJECTIVES:

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

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2013	FY 2014
Pension-Contributory/FICA	189,005	190,107
Pension-Non Contributory	14,955	4,381
Pension Administration	16,619	17,650
Medical & Life Insurance	222,344	229,057
Heat, Light, Water	38,276	47,154
Building Repair & Maintenance	24,888	24,222
Building Insurance	465	894
Motor Vehicle Insurance	1,872	2,091
Motor Vehicle Maint & Repair	36,085	36,885
Total	\$544,509	\$552,441

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	10	12	12
Playgrounds	9	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	718	721	727
Traffic Lights	79	81	83

WIRES

PERSONNEL

Bargaining Unit	Position	FY 2016 Grade-Step
1.	Inspector of Wires	16-6 (L11)
2.	SPMG *S, E & C Supervisor/Foreman	14-6 (L10)
3.	SPMG *Sr Wires Inspector	13-5
4.	LAB *Electrician	11-6 (L9)
5.	LAB *Electrician	11-6 (L9)
6.	LAB *Electrician	11-2
7.	LAB *Signal Maintainer	9-6 (L11)
8.	Office Coordinator	9-6 (L10)
9.	Part Time Help	
Subtotal		

FY 2014		FY 2015				FY 2016					
Actual # Expenditures	July - March				#	Department Request	#	Mayor's Recommendation	Council Approval		
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/15							
	1	100,321	74,484.75	100,321.00							
	1	86,764	64,324.35	86,764.00							
	1	68,526	50,878.32	68,526.00							
	1	77,614	65,347.18	85,352.36							
	1	77,614	65,315.38	85,320.56							
	1	60,302	33,440.40	48,984.50							
	1	55,902	47,116.71	61,494.71							
	1	60,685	45,056.46	60,685.00							
	16,000	13,461.80	16,000.00	16,000	16,000	16,000					
7	536,879.96	8	603,728	459,425.35	613,448.13	6	456,084		8	617,090	617,090

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity/Contract Settlement
included in * position salary 13,362

Inspector of Wires 17-6 (L11) 6,734

Administrative Assistant 10-6 (L10) 4,749

Explanation

Promotion - Multiple duties

Duties consistent with grade 10

1	107,055
1	65,434
2 172,489	
0	0
0	0

Subtotal

Grand Total

7	536,879.96	8	603,728	459,425.35	613,448.13	8	628,573	8	617,090	617,090
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WIRES

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/15				
Personnel 001-245-5100									
5111 Salaries - Full Time	311,471.12	312,560.35	316,296.00	234,743.88	316,296.00	330,605.00	2,826.00	319,122.00	319,122.00
5112 Wages - Full Time	209,816.51	210,541.31	271,432.00	211,219.67	281,152.13	281,968.00	10,536.00	281,968.00	281,968.00
5122 Wages - Part Time	15,793.35	13,778.30	16,000.00	13,461.80	16,000.00	16,000.00	0.00	16,000.00	16,000.00
5131 Overtime - Callbacks	18,653.66	19,044.62	25,000.00	18,642.93	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5195 Buyback Sick Time	1,445.75	2,998.60	3,000.00	3,021.05	3,000.00	3,320.00	320.00	3,320.00	3,320.00
General Expenses 001-245-5200									
5193 Tool Allowance	336.48	375.00	500.00	750.00	750.00	600.00	100.00	600.00	600.00
5212 Clocks - City & Common	784.61	764.30	2,500.00	679.29	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5213 Light	34,717.43	30,396.74	38,000.00	23,366.52	38,000.00	42,000.00	4,000.00	42,000.00	42,000.00
5241 Equipment Repair/Maint	6,799.34	8,941.52	7,500.00	11,114.12	12,000.00	11,000.00	3,500.00	11,000.00	11,000.00
5242 Office Equipment Repair/Maint	550.32	345.59	700.00	700.00	700.00	700.00	0.00	700.00	700.00
5246 Communication Equip Repair/Maint	49,073.85	59,593.13	65,000.00	59,010.82	65,000.00	70,000.00	5,000.00	70,000.00	70,000.00
5312 Training	1,219.00	2,265.25	2,500.00	360.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5340 Communication	62,714.89	54,487.88	53,000.00	48,739.53	53,000.00	55,000.00	2,000.00	55,000.00	55,000.00
5342 Postage	119.92	81.97	150.00	98.00	150.00	150.00	0.00	150.00	150.00
5411 Batteries	4,872.34	6,877.34	8,000.00	1,118.44	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5420 Office Supplies	604.47	1,119.49	1,000.00	262.09	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	32,352.35	44,173.89	35,000.00	20,714.58	35,000.00	40,000.00	5,000.00	40,000.00	40,000.00
5470 Public Safety Supplies	16,903.14	10,275.31	13,000.00	16,432.73	17,000.00	18,000.00	5,000.00	18,000.00	18,000.00
5510 Education Supplies	98.67	610.13	500.00	500.00	500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	2,424.94	2,495.70	3,250.00	3,334.99	3,250.00	3,250.00	0.00	3,250.00	3,250.00
5587 Tools	861.52	861.37	1,000.00	2,066.91	2,100.00	2,000.00	1,000.00	2,000.00	2,000.00
5733 Licenses	1,426.12								
5781 Holiday	10,550.00	11,501.26	15,000.00	8,800.00	15,000.00	12,000.00	(3,000.00)	12,000.00	12,000.00

WIRES

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/15	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment	390.95	217.49	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5854 Hoses, Cable, Wire	5,661.79	3,986.57	7,000.00	3,521.13	7,000.00	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>
5195 Buyback Sick Time	Per union contract	320.00
5193 Tool Allowance	Tool allowance per union contract	100.00
5213 Light	Increased energy cost	4,000.00
5241 Equipment Repair/Maint	Traffic control maintenance and repair	3,500.00
5246 Communication Equip Repair/Maint	Increased maintenance for radios - Police & Fire	5,000.00
5340 Communication	Upgrade phones	2,000.00
5435 Electrical Supplies	Aging buildings need more repairs and we have acquired new buildings	5,000.00
5470 Public Safety Supplies	Replace faulty traffic detection cameras	5,000.00
5587 Tools	Tools needed for new Bucket Truck	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	557,180.39	558,923.18	631,728.00	481,089.33	641,448.13	656,893.00	13,682.00	645,410.00	645,410.00
General Expenses	226,409.39	235,165.87	246,600.00	196,848.02	256,450.00	269,200.00	22,600.00	269,200.00	269,200.00
Equipment & Unusual	6,052.74	4,204.06	8,000.00	3,521.13	8,000.00	8,000.00	0.00	8,000.00	8,000.00
Total Operating Budget	<u>789,642.52</u>	<u>798,293.11</u>	<u>886,328.00</u>	<u>681,458.48</u>	<u>905,898.13</u>	<u>934,093.00</u>	<u>36,282.00</u>	<u>922,610.00</u>	<u>922,610.00</u>

STREET LIGHTING

STATEMENT OF OBJECTIVES:

1. To provide public lighting on all public streets in order to allow the safe movement of vehicular traffic and pedestrians at night.
2. To provide spot lighting for the safety of police traffic control.
3. To reduce the incidence of vandalism by maintaining proper lighting.

DESCRIPTION OF OUTPUT STATEMENT:

An extensive system of modern public lighting directly effects the public safety.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2013	FY 2014
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected
Lights	4,177	4,185	4,240

STREET LIGHTING

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	555,019.66	504,164.65	530,000.00	357,837.74	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	555,019.66	504,164.65	530,000.00	357,837.74	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	<u>555,019.66</u>	<u>504,164.65</u>	<u>530,000.00</u>	<u>357,837.74</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 2013	FY 2014
Total	\$0	\$0

Output Measure	FY 2014 Actual	FY 2015 Estimated (*Actual to 3/31/15)	FY 2016 Projected
Number of Meetings	24	30 (*22)	35
Cases Heard	34	*34	
Granted	30	*27	
Denied	2	*0	
Withdrawn	1	*6	
Pending	1	*3	
Number of Cases Filed	30	35 (*23)	40
Fees Received FY 2013	\$31,382.69		
Fees Received FY 2014	\$21,242.78		
Fees Received FY15 to date	*\$20,384.63		
** ZBA adopted new rules and fees in March 2007. One of the rules adopted requires that Petitioners have all taxes and fees paid to date, prior to filing.			

ZONING BOARD OF APPEALS

PERSONNEL

Bargaining Unit Position		FY 2016 Grade-Step	Actual Expenditures		Actual Expenditures Thru 6/30/15			Department Request		Mayor's Recommendation		Council Approval	
			#		#	Budget	Expenditures			#			
1.	Members				10	17,500	10,425.00	17,500.00	10	17,500	10	17,500	17,500
2.	Chairperson					500	375.00	500.00		500		500	500
Subtotal			10	12,200.00	10	18,000	10,800.00	18,000.00	10	18,000		18,000	18,000

Summary of Changes

Adjustments to FY 2015 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

10	12,200.00	10	18,000	10,800.00	18,000.00	10	18,000		10	18,000	18,000
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2013	FY 2014	FY 2015			FY 2016			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/15	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	17,300.00	12,200.00	18,000.00	10,800.00	18,000.00	18,000.00	0.00	18,000.00	18,000.00
General Expenses 001-176-5200									
5308 Stenographer	7,848.75	6,900.00	8,000.00	5,162.50	8,000.00	11,000.00	3,000.00	11,000.00	11,000.00
5341 Advertising	8,164.80	8,686.44	10,000.00	6,885.48	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5342 Postage	2,014.85	2,164.85	2,500.00	1,900.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	964.11	1,250.68	1,000.00	60.71	1,000.00	1,000.00	0.00	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	May go over budget this current fiscal year- cost of outside stenographers are based on sitting fee and then by number of pages- more complex cases will be expensive.	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	17,300.00	12,200.00	18,000.00	10,800.00	18,000.00	18,000.00	0.00	18,000.00	18,000.00
General Expenses	18,992.51	19,001.97	21,500.00	14,008.69	21,500.00	24,500.00	3,000.00	24,500.00	24,500.00
Equipment & Unusual									
Total Operating Budget	<u>36,292.51</u>	<u>31,201.97</u>	<u>39,500.00</u>	<u>24,808.69</u>	<u>39,500.00</u>	<u>42,500.00</u>	<u>3,000.00</u>	<u>42,500.00</u>	<u>42,500.00</u>