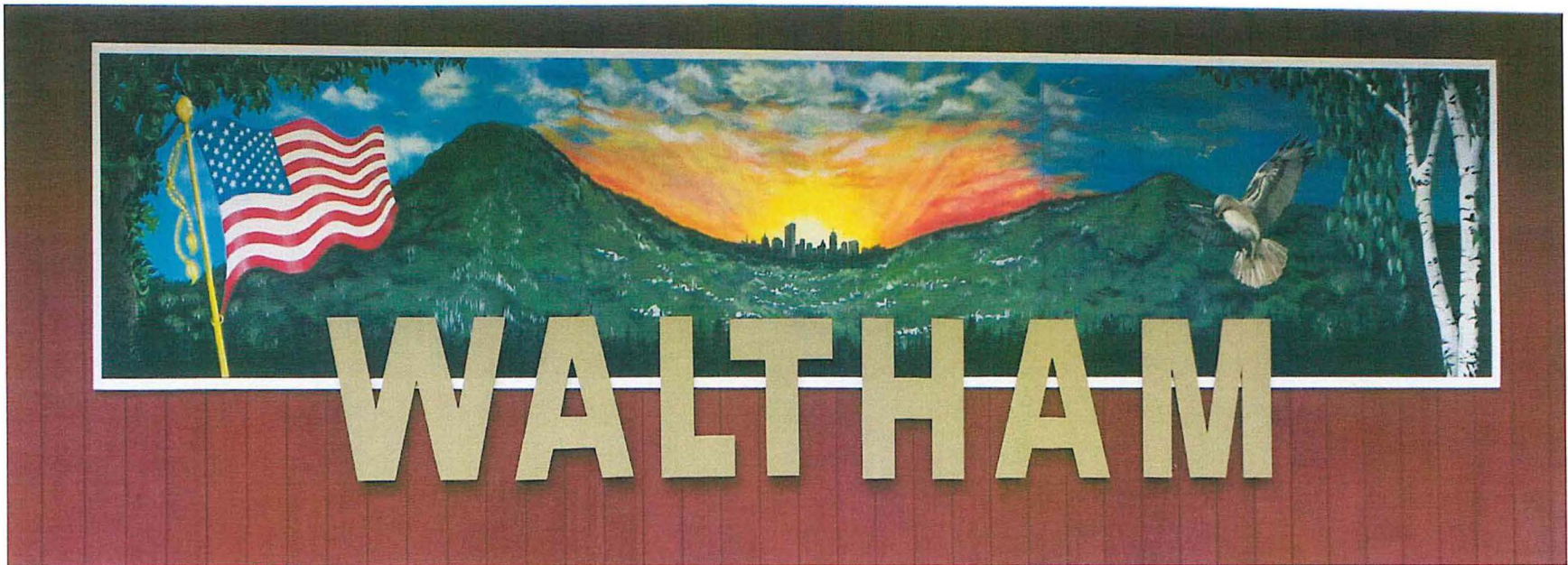


City of Waltham



Fiscal Year 2017 Budget

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	450,402.14	475,165.46	553,959.00	376,961.87	513,519.00	632,136.00	18,156.00	572,115.00	572,115.00
Personnel	364,925.32	372,388.46	414,089.00	274,835.42	373,649.00	488,449.00	47,339.00	461,428.00	461,428.00
General	85,476.82	102,777.00	139,870.00	102,126.45	139,870.00	143,687.00	(29,183.00)	110,687.00	110,687.00
Equip/Unusual									
Special									
Auditors	66,605,454.40	66,384,798.45	73,922,099.00	67,206,787.66	73,271,766.48	77,928,101.00	4,050,963.00	77,973,062.00	77,973,062.00
-City Auditor	496,637.94	499,572.25	4,711,854.00	372,633.56	505,341.00	1,618,981.00	(3,047,912.00)	1,663,942.00	1,663,942.00
Personnel	489,625.26	495,405.12	506,654.00	371,531.89	501,191.00	514,831.00	53,138.00	559,792.00	559,792.00
General	7,012.68	4,167.13	5,200.00	1,101.67	4,150.00	4,150.00	(1,050.00)	4,150.00	4,150.00
Equip/Unusual	-	-	4,200,000.00	-	-	1,100,000.00	(3,100,000.00)	1,100,000.00	1,100,000.00
Special									
-Interest & Certification	2,699,073.96	2,734,255.47	2,565,000.00	2,028,145.24	2,519,930.00	2,390,000.00	(175,000.00)	2,390,000.00	2,390,000.00
Personnel									
General	2,699,073.96	2,734,255.47	2,565,000.00	2,028,145.24	2,519,930.00	2,390,000.00	(175,000.00)	2,390,000.00	2,390,000.00
Equip/Unusual									
Special									
-Redemption of Bonds	7,768,898.00	7,657,998.00	7,565,000.00	6,874,238.00	7,439,238.00	7,198,000.00	(367,000.00)	7,198,000.00	7,198,000.00
Personnel									
General	7,768,898.00	7,657,998.00	7,565,000.00	6,874,238.00	7,439,238.00	7,198,000.00	(367,000.00)	7,198,000.00	7,198,000.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	14,308,051.89	15,290,147.52	15,814,245.00	15,814,198.32	15,814,200.00	16,280,820.00	466,575.00	16,280,820.00	16,280,820.00
Personnel									
General	14,308,051.89	15,290,147.52	15,814,245.00	15,814,198.32	15,814,200.00	16,280,820.00	466,575.00	16,280,820.00	16,280,820.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	38,181,275.36	37,307,420.22	40,113,000.00	39,404,694.79	43,898,590.00	47,736,000.00	7,623,000.00	47,736,000.00	47,736,000.00
Personnel									
General	38,181,275.36	37,307,420.22	40,113,000.00	39,404,694.79	43,898,590.00	47,736,000.00	7,623,000.00	47,736,000.00	47,736,000.00
Equip/Unusual									
Special									
-Group Life Ins & Social Security	110,994.88	107,000.00	114,000.00	75,831.83	114,000.00	118,000.00	4,000.00	118,000.00	118,000.00
Personnel									
General	110,994.88	107,000.00	114,000.00	75,831.83	114,000.00	118,000.00	4,000.00	118,000.00	118,000.00
Equip/Unusual									
Special									

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Redemption of Bonds (Sewer/Water)</i>	2,371,695.11	2,128,157.43	2,327,000.00	2,085,813.00	2,327,000.00	1,990,000.00	(337,000.00)	1,990,000.00	1,990,000.00
Personnel									
General	2,371,695.11	2,128,157.43	2,327,000.00	2,085,813.00	2,327,000.00	1,990,000.00	(337,000.00)	1,990,000.00	1,990,000.00
Equip/Unusual									
Special									
<i>-Interest & Certification (Sewer/Water)</i>	668,827.26	660,247.56	712,000.00	551,232.92	653,467.48	596,300.00	(115,700.00)	596,300.00	596,300.00
Personnel									
General	668,827.26	660,247.56	712,000.00	551,232.92	653,467.48	596,300.00	(115,700.00)	596,300.00	596,300.00
Equip/Unusual									
Special									
Building	2,770,211.53	2,896,143.09	2,943,720.00	2,237,100.40	3,015,844.56	3,221,806.00	149,546.00	3,093,266.00	3,093,266.00
<i>-General</i>	1,623,025.72	1,731,074.11	1,794,376.00	1,635,211.50	2,189,262.01	2,134,106.00	223,190.00	2,017,566.00	2,017,566.00
Personnel	1,305,351.99	1,444,317.75	1,498,776.00	1,342,773.11	1,765,262.01	1,741,906.00	193,190.00	1,691,966.00	1,691,966.00
General	259,808.04	282,546.36	295,600.00	292,438.39	424,000.00	392,200.00	30,000.00	325,600.00	325,600.00
Equip/Unusual	57,865.69	4,210.00	-	-	-	-	-	-	-
Special									
<i>-Utilities</i>	1,147,185.81	1,165,068.98	1,149,344.00	601,888.90	826,582.55	1,087,700.00	(73,644.00)	1,075,700.00	1,075,700.00
General	1,147,185.81	1,165,068.98	1,149,344.00	601,888.90	826,582.55	1,087,700.00	(73,644.00)	1,075,700.00	1,075,700.00
City Clerk/Voter Registration	839,164.61	674,011.89	771,555.00	576,263.45	790,506.00	813,186.00	51,665.00	823,220.00	823,220.00
<i>-City Clerk</i>	423,634.10	382,634.17	420,547.00	319,781.22	432,546.00	448,143.00	40,261.00	460,808.00	460,808.00
Personnel	335,859.46	287,302.36	312,447.00	254,467.80	324,446.00	332,943.00	40,561.00	353,008.00	353,008.00
General	87,774.64	95,331.81	108,100.00	65,313.42	108,100.00	115,200.00	(300.00)	107,800.00	107,800.00
Equip/Unusual									
Special									
<i>-Voter Registration</i>	415,530.51	291,377.72	351,008.00	256,482.23	357,960.00	365,043.00	11,404.00	362,412.00	362,412.00
Personnel	226,229.99	203,473.55	191,308.00	154,450.80	198,260.00	183,843.00	2,904.00	194,212.00	194,212.00
General	189,300.52	87,904.17	159,700.00	102,031.43	159,700.00	181,200.00	8,500.00	168,200.00	168,200.00
Equip/Unusual									
Special									
City Council	339,923.98	360,644.11	378,034.00	296,716.77	408,657.84	398,634.43	6,631.00	384,665.00	384,665.00
Personnel	277,036.53	286,064.73	292,984.00	218,829.96	292,984.00	299,365.00	6,381.00	299,365.00	299,365.00
General	62,887.45	57,649.22	69,050.00	50,847.21	66,884.00	72,800.00	(750.00)	68,300.00	68,300.00
Equip/Unusual	-	16,930.16	16,000.00	27,039.60	48,789.84	26,469.43	1,000.00	17,000.00	17,000.00
Special									
Conservation Commission	32,409.67	28,191.12	43,216.00	28,283.85	43,746.00	43,097.00	1,375.00	44,591.00	44,591.00
Personnel	31,662.05	27,713.90	39,316.00	26,935.29	39,316.00	40,247.00	3,375.00	42,691.00	42,691.00
General	747.62	477.22	3,900.00	1,348.56	4,430.00	2,850.00	(2,000.00)	1,900.00	1,900.00
Equip/Unusual									
Special									

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Consolidated Public Works	13,531,726.84	14,288,762.97	11,468,403.00	9,020,497.38	12,121,057.99	14,417,462.00	392,043.00	11,860,446.00	11,860,446.00
-CPW Administration	4,798,264.46	5,174,680.87	5,347,703.00	4,405,327.40	5,850,332.99	5,707,987.00	392,043.00	5,739,746.00	5,739,746.00
Personnel	3,358,173.42	3,799,556.30	3,934,753.00	3,363,445.47	4,307,404.99	4,339,537.00	539,043.00	4,473,796.00	4,473,796.00
General	1,205,625.22	1,206,592.00	1,171,950.00	879,746.28	1,316,928.00	1,121,950.00	(147,000.00)	1,024,950.00	1,024,950.00
Equip/Unusual	234,465.82	168,532.57	241,000.00	162,135.65	226,000.00	246,500.00	-	241,000.00	241,000.00
Special									
-Snow & Ice	3,068,582.90	4,815,823.90	1,905,700.00	1,717,837.19	1,930,725.00	1,905,725.00	-	1,905,700.00	1,905,700.00
Personnel	253,332.80	451,069.15	146,000.00	193,392.35	206,000.00	146,000.00	-	146,000.00	146,000.00
General	2,815,250.10	4,364,754.75	1,759,700.00	1,524,444.84	1,724,725.00	1,759,725.00	-	1,759,700.00	1,759,700.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	5,664,879.48	4,298,258.20	4,215,000.00	2,897,332.79	4,340,000.00	6,803,750.00	-	4,215,000.00	4,215,000.00
General									
Equip/Unusual	5,664,879.48	4,298,258.20	4,215,000.00	2,897,332.79	4,340,000.00	6,803,750.00	-	4,215,000.00	4,215,000.00
Special									
Board of Survey & Planning	19,326.12	18,004.82	22,100.00	12,913.94	21,500.00	22,100.00	-	22,100.00	22,100.00
Personnel	15,699.99	13,300.00	17,000.00	9,513.23	16,400.00	17,000.00	-	17,000.00	17,000.00
General	3,626.13	4,704.82	5,100.00	3,400.71	5,100.00	5,100.00	-	5,100.00	5,100.00
Equip/Unusual									
Special									
Cemetery Commission	2,500.00	2,600.00	3,000.00	1,700.00	2,700.00	3,000.00	-	3,000.00	3,000.00
Personnel	2,500.00	2,600.00	3,000.00	1,700.00	2,700.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
Council on Aging / Meals on Wheels	508,656.94	547,155.10	589,581.00	455,303.96	598,528.00	607,796.00	54,063.00	643,644.00	643,644.00
Personnel	352,800.28	384,938.11	390,969.00	319,457.44	400,013.00	409,209.00	54,088.00	445,057.00	445,057.00
General	155,856.66	162,216.99	198,612.00	135,846.52	198,515.00	198,587.00	(25.00)	198,587.00	198,587.00
Equip/Unusual									
Special									
Disabilities Service Commission	6,222.60	6,500.00	7,200.00	4,600.00	7,200.00	7,200.00	-	7,200.00	7,200.00
Personnel	6,100.00	6,500.00	7,000.00	4,400.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	122.60	-	200.00	200.00	200.00	200.00	-	200.00	200.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
Emergency Management	85,707.96	76,937.41	81,659.00	54,415.31	81,659.00	81,159.00	3,105.00	84,764.00	84,764.00
Personnel	69,061.94	69,037.18	69,869.00	51,103.44	69,869.00	69,869.00	4,905.00	74,774.00	74,774.00
General	883.68	3,077.90	2,700.00	881.87	2,700.00	3,400.00	700.00	3,400.00	3,400.00
Equip/Unusual	15,762.34	4,422.38	8,690.00	2,101.25	8,690.00	7,490.00	(2,500.00)	6,190.00	6,190.00
Special	-	399.95	400.00	328.75	400.00	400.00	-	400.00	400.00

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Engineering	340,990.09	312,523.90	474,725.00	291,595.03	423,481.44	571,894.00	19,873.00	494,598.00	494,598.00
Personnel	332,724.54	304,284.81	466,275.00	287,198.39	415,031.44	561,844.00	19,373.00	485,648.00	485,648.00
General	8,265.55	8,239.09	8,450.00	4,396.64	8,450.00	10,050.00	500.00	8,950.00	8,950.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
Water	9,489,816.07	9,784,886.96	10,614,842.00	7,527,638.73	10,718,888.89	11,657,569.00	931,596.00	11,546,438.00	11,546,438.00
-Water & Sewer Billing & Compliance	157,327.16	170,456.13	194,527.00	131,465.30	190,477.00	200,056.00	18,726.00	213,253.00	213,253.00
Personnel	121,486.67	136,737.41	148,027.00	103,376.86	143,977.00	150,456.00	17,226.00	165,253.00	165,253.00
General	35,840.49	33,718.72	46,500.00	28,088.44	46,500.00	49,600.00	1,500.00	48,000.00	48,000.00
Equip/Unusual									
Special									
-Water & Sewer Administration	548,440.41	558,690.31	649,746.00	424,575.96	597,677.47	680,728.00	48,454.00	698,200.00	698,200.00
Personnel	514,266.51	526,515.31	604,426.00	405,769.75	561,846.95	635,108.00	48,454.00	652,880.00	652,880.00
General	1,825.00	3,259.98	3,800.00	2,739.45	3,800.00	4,100.00	-	3,800.00	3,800.00
Equip/Unusual	32,348.90	28,915.02	41,520.00	16,066.76	32,030.52	41,520.00	-	41,520.00	41,520.00
Special									
-Operations & Maintenance	8,784,048.50	9,055,740.52	9,770,569.00	6,971,597.47	9,930,734.42	10,776,785.00	864,416.00	10,634,985.00	10,634,985.00
Personnel-Operations & Maint	419,208.71	513,250.33	529,842.00	450,827.43	643,535.99	616,454.00	49,612.00	579,454.00	579,454.00
Personnel-Meter Read & Install	127,976.70	131,473.66	136,481.00	111,422.32	151,022.60	150,294.00	13,813.00	150,294.00	150,294.00
General	264,264.66	256,070.46	298,075.00	231,571.25	311,075.00	336,900.00	(8,975.00)	289,100.00	289,100.00
Equip/Unusual	7,972,598.43	8,154,946.07	8,806,171.00	6,177,776.47	8,825,100.83	9,673,137.00	809,966.00	9,616,137.00	9,616,137.00
Special									
Sewer	13,864,355.64	13,968,205.05	14,029,186.00	9,756,379.65	13,939,259.27	14,581,762.00	445,726.00	14,474,912.00	14,474,912.00
Personnel	554,340.34	561,796.89	634,831.00	516,257.03	695,314.27	718,662.00	68,331.00	703,162.00	703,162.00
General	317,947.83	329,120.45	387,300.00	227,568.22	392,423.00	456,650.00	(15,000.00)	372,300.00	372,300.00
Equip/Unusual	12,992,067.47	13,077,287.71	13,007,055.00	9,012,554.40	12,851,522.00	13,406,450.00	392,395.00	13,399,450.00	13,399,450.00
Special									
Fire	15,440,400.06	14,514,594.90	14,480,370.00	13,149,716.17	16,714,493.96	16,718,282.00	1,206,334.00	15,686,704.00	15,686,704.00
Personnel	14,890,026.23	13,994,371.75	13,864,038.00	12,738,185.47	15,933,316.68	16,026,437.00	1,142,334.00	15,006,372.00	15,006,372.00
General	326,270.05	313,275.21	403,907.00	191,044.06	512,487.28	440,345.00	59,000.00	462,907.00	462,907.00
Equip/Unusual	56,155.69	49,669.86	64,500.00	74,665.66	96,659.00	69,500.00	5,000.00	69,500.00	69,500.00
Special	167,948.09	157,278.08	147,925.00	145,820.98	172,031.00	182,000.00	-	147,925.00	147,925.00
Fire Auxiliary	666.35	10,936.40	12,500.00	3,004.40	12,500.00	12,500.00	-	12,500.00	12,500.00
General	666.35	7,805.50	9,000.00	2,635.00	9,000.00	9,000.00	-	9,000.00	9,000.00
Equip/Unusual									
Special	-	3,130.90	3,500.00	369.40	3,500.00	3,500.00	-	3,500.00	3,500.00

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Health	773,234.78	680,633.37	740,904.00	560,496.96	717,515.00	777,437.00	61,091.00	801,995.00	801,995.00
Personnel	733,236.95	640,281.45	696,654.00	522,899.44	674,565.00	731,031.00	61,485.00	758,139.00	758,139.00
General	39,460.37	40,289.38	43,650.00	37,113.13	42,350.00	45,806.00	(394.00)	43,256.00	43,256.00
Equip/Unusual	537.46	62.54	600.00	484.39	600.00	600.00	-	600.00	600.00
Special									
Historical Commission	31,594.19	15,431.65	42,910.00	18,528.59	33,734.05	43,868.00	3,042.00	45,952.00	45,952.00
Personnel	22,524.97	6,200.00	30,535.00	8,911.96	21,600.00	30,993.00	2,817.00	33,352.00	33,352.00
General	3,299.22	3,006.65	3,875.00	1,904.13	3,634.05	3,875.00	(275.00)	3,600.00	3,600.00
Equip/Unusual	5,770.00	6,225.00	8,500.00	7,712.50	8,500.00	9,000.00	500.00	9,000.00	9,000.00
Special									
Information Technology	1,469,911.87	1,516,591.45	1,619,173.00	1,329,885.36	1,743,338.00	1,665,609.00	94,682.00	1,713,855.00	1,713,855.00
-Information Technology	1,271,075.47	1,322,375.25	1,369,466.00	1,161,445.71	1,493,631.00	1,450,902.00	129,682.00	1,499,148.00	1,499,148.00
Personnel	964,117.90	1,007,744.71	1,037,291.00	869,871.85	1,154,606.00	1,098,727.00	109,682.00	1,146,973.00	1,146,973.00
General	297,921.18	304,721.37	322,175.00	281,574.93	329,025.00	322,175.00	-	322,175.00	322,175.00
Equip/Unusual	9,036.39	9,909.17	10,000.00	9,998.93	10,000.00	30,000.00	20,000.00	30,000.00	30,000.00
Special									
-Central Telephone	198,836.40	194,216.20	249,707.00	168,439.65	249,707.00	214,707.00	(35,000.00)	214,707.00	214,707.00
Personnel	25,303.01	25,151.49	27,707.00	18,585.84	27,707.00	27,707.00	-	27,707.00	27,707.00
General	173,533.39	169,064.71	187,000.00	126,994.18	187,000.00	187,000.00	-	187,000.00	187,000.00
Equip/Unusual	-	-	35,000.00	22,859.63	35,000.00	-	(35,000.00)	-	-
Special									
Law	856,281.35	866,473.62	953,962.00	788,269.72	1,051,285.85	1,033,382.00	86,768.00	1,040,730.00	1,040,730.00
Personnel	782,150.93	792,609.30	813,962.00	596,737.11	813,962.00	865,882.00	84,268.00	898,230.00	898,230.00
General	63,447.43	69,193.32	91,500.00	54,208.76	100,000.00	99,000.00	(7,500.00)	84,000.00	84,000.00
Equip/Unusual	10,682.99	4,671.00	48,500.00	137,323.85	137,323.85	68,500.00	10,000.00	58,500.00	58,500.00
Special									
Library	2,255,522.26	2,356,628.29	2,550,036.00	1,800,994.44	2,517,276.93	2,682,041.00	87,053.00	2,637,089.00	2,637,089.00
Personnel	1,901,839.54	2,000,282.29	2,201,636.00	1,531,037.99	2,172,027.14	2,298,191.00	63,203.00	2,264,839.00	2,264,839.00
General	292,982.05	302,323.70	287,400.00	217,590.28	284,650.00	321,850.00	22,850.00	310,250.00	310,250.00
Equip/Unusual	60,700.67	54,022.30	61,000.00	52,366.17	60,599.79	62,000.00	1,000.00	62,000.00	62,000.00
Special									
Mayor	657,854.39	633,994.52	737,687.00	575,599.59	758,522.57	745,028.00	20,972.00	758,659.00	758,659.00
-Mayor	646,854.39	623,994.52	727,687.00	565,599.59	748,522.57	735,028.00	20,972.00	748,659.00	748,659.00
Personnel	269,750.93	273,759.39	296,287.00	203,761.60	296,287.00	303,878.00	24,622.00	320,909.00	320,909.00
General	23,149.32	21,036.20	25,000.00	20,087.08	25,139.00	24,750.00	(250.00)	24,750.00	24,750.00
Equip/Unusual	353,954.14	329,198.93	406,400.00	341,750.91	427,096.57	406,400.00	(3,400.00)	403,000.00	403,000.00
Special									

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	10,000.00
Personnel									
General	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	10,000.00
Equip/Unusual									
Special									
Personnel	986,717.94	781,376.47	792,323.00	656,223.11	826,323.00	993,189.00	98,528.00	890,851.00	890,851.00
<i>-General/Work Study/Unemploy</i>	322,356.60	305,898.02	337,323.00	237,995.54	337,323.00	473,189.00	33,528.00	370,851.00	370,851.00
Personnel	252,869.47	267,007.20	271,373.00	207,570.37	271,373.00	285,339.00	36,028.00	307,401.00	307,401.00
General	50,845.63	29,417.32	42,950.00	21,561.17	42,950.00	49,850.00	(7,500.00)	35,450.00	35,450.00
Equip/Unusual	18,641.50	9,473.50	23,000.00	8,864.00	23,000.00	138,000.00	5,000.00	28,000.00	28,000.00
Special									
<i>-Workers Comp</i>	664,361.34	475,478.45	455,000.00	418,227.57	489,000.00	520,000.00	65,000.00	520,000.00	520,000.00
Personnel									
General	664,361.34	475,478.45	455,000.00	418,227.57	489,000.00	520,000.00	65,000.00	520,000.00	520,000.00
Equip/Unusual									
Special									
Planning	542,975.69	492,549.49	583,325.00	449,192.67	534,909.45	633,361.00	113,730.00	697,055.00	697,055.00
<i>-City Planner</i>	184,841.39	144,313.45	194,507.00	119,474.36	178,058.70	240,119.00	74,699.00	269,206.00	269,206.00
Personnel	182,305.48	141,579.36	171,857.00	102,737.67	140,458.70	227,519.00	84,749.00	256,606.00	256,606.00
General	2,535.91	2,734.09	2,650.00	2,293.69	2,600.00	2,600.00	(50.00)	2,600.00	2,600.00
Equip/Unusual	-	-	20,000.00	14,443.00	35,000.00	10,000.00	(10,000.00)	10,000.00	10,000.00
Special									
<i>-Housing</i>	160,939.18	147,540.96	252,654.00	203,277.92	220,836.75	249,726.00	27,895.00	280,549.00	280,549.00
Personnel	159,416.47	146,005.96	251,104.00	202,092.59	219,286.75	248,176.00	27,895.00	278,999.00	278,999.00
General	1,522.71	1,535.00	1,550.00	1,185.33	1,550.00	1,550.00	-	1,550.00	1,550.00
Equip/Unusual									
Special									
<i>-Paine Estate</i>	197,195.12	200,695.08	136,164.00	126,440.39	136,014.00	143,516.00	11,136.00	147,300.00	147,300.00
Personnel	171,939.99	171,003.24	102,414.00	105,904.83	102,414.00	106,766.00	11,136.00	113,550.00	113,550.00
General	25,255.13	29,691.84	33,750.00	20,535.56	33,600.00	33,750.00	-	33,750.00	33,750.00
Equip/Unusual	-	-	-	-	-	3,000.00	-	-	-
Special									
Police	14,823,750.91	15,556,847.35	15,870,231.00	17,578,387.06	17,927,855.09	18,034,142.00	2,061,015.00	17,931,246.00	17,931,246.00
<i>-Police & Animal Control</i>	13,432,047.45	13,698,372.14	14,146,441.00	16,208,985.37	16,214,592.02	16,208,872.00	2,012,817.00	16,159,258.00	16,159,258.00
Personnel	12,793,185.31	13,062,263.76	13,469,832.00	15,724,535.09	15,522,609.04	15,512,497.00	2,010,551.00	15,480,383.00	15,480,383.00
General	328,541.15	343,648.21	313,900.00	186,519.45	315,283.00	313,900.00	(2,500.00)	311,400.00	311,400.00
Equip/Unusual	172,843.86	149,572.86	201,634.00	106,911.49	172,324.98	200,600.00	(16,034.00)	185,600.00	185,600.00
Special	137,477.13	142,887.31	161,075.00	191,019.34	204,375.00	181,875.00	20,800.00	181,875.00	181,875.00

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Dispatch</i>	1,391,703.46	1,858,475.21	1,723,790.00	1,369,401.69	1,713,263.07	1,825,270.00	48,198.00	1,771,988.00	1,771,988.00
Personnel	1,353,796.26	1,817,271.77	1,666,315.00	1,333,772.71	1,671,518.07	1,775,273.00	59,632.00	1,725,947.00	1,725,947.00
General	31,774.42	29,603.44	48,675.00	26,828.98	32,945.00	40,797.00	(11,834.00)	36,841.00	36,841.00
Equip/Unusual									
Special	6,132.78	11,600.00	8,800.00	8,800.00	8,800.00	9,200.00	400.00	9,200.00	9,200.00
<i>Purchasing</i>	455,596.49	446,371.74	515,115.00	386,370.67	474,335.00	529,836.00	(6,575.00)	508,540.00	508,540.00
Personnel	216,975.41	200,043.24	207,865.00	152,556.64	207,865.00	260,061.00	31,075.00	238,940.00	238,940.00
General	5,834.60	6,234.02	5,600.00	3,421.59	5,670.00	5,775.00	-	5,600.00	5,600.00
Equip/Unusual									
Special	232,786.48	240,094.48	301,650.00	230,392.44	260,800.00	264,000.00	(37,650.00)	264,000.00	264,000.00
<i>Recreation/Veteran's Rink</i>	1,412,237.51	1,609,974.68	1,898,680.00	1,288,177.07	1,877,189.00	1,968,023.00	16,430.00	1,915,110.00	1,859,366.00
<i>-General Support</i>	550,707.24	687,710.32	864,945.00	522,057.18	811,976.00	891,474.00	616.00	865,561.00	809,817.00
Personnel	503,975.54	639,083.32	744,470.00	486,064.23	691,901.00	772,349.00	71,966.00	816,436.00	760,692.00
General	15,252.86	17,270.95	18,475.00	13,243.88	18,075.00	17,125.00	(1,350.00)	17,125.00	17,125.00
Equip/Unusual	31,478.84	31,356.05	102,000.00	22,749.07	102,000.00	102,000.00	(70,000.00)	32,000.00	32,000.00
Special									
<i>-Playgrounds</i>	336,700.45	380,843.17	415,950.00	346,022.17	417,150.00	441,950.00	500.00	416,450.00	416,450.00
Personnel	54,158.00	47,947.50	61,950.00	52,086.00	61,950.00	61,950.00	-	61,950.00	61,950.00
General	280,235.16	330,551.67	351,000.00	292,307.58	352,200.00	376,500.00	-	351,000.00	351,000.00
Equip/Unusual	2,307.29	2,344.00	3,000.00	1,628.59	3,000.00	3,500.00	500.00	3,500.00	3,500.00
Special									
<i>-Summer Fun</i>	78,098.01	71,891.94	81,100.00	65,135.16	81,100.00	81,600.00	-	81,100.00	81,100.00
Personnel	67,300.00	59,171.50	67,300.00	60,351.00	67,300.00	67,300.00	-	67,300.00	67,300.00
General	10,798.01	12,720.44	13,800.00	4,784.16	13,800.00	14,300.00	-	13,800.00	13,800.00
Equip/Unusual									
Special									
<i>-Support of Rec Act.</i>	92,864.62	86,599.10	115,500.00	38,467.25	115,500.00	117,500.00	2,000.00	117,500.00	117,500.00
Personnel									
General	86,131.80	79,344.38	105,000.00	33,329.63	105,000.00	107,000.00	2,000.00	107,000.00	107,000.00
Equip/Unusual	6,732.82	7,254.72	10,500.00	5,137.62	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
<i>-Vet Rink</i>	353,867.19	382,930.15	421,185.00	316,495.31	451,463.00	435,499.00	13,314.00	434,499.00	434,499.00
Personnel	124,257.83	140,568.58	143,810.00	147,583.99	174,413.00	158,624.00	13,814.00	157,624.00	157,624.00
General	205,147.36	211,800.29	244,375.00	152,903.52	244,050.00	243,875.00	(500.00)	243,875.00	243,875.00
Equip/Unusual	13,939.00	20,651.28	21,000.00	16,007.80	21,000.00	21,000.00	-	21,000.00	21,000.00
Special	10,523.00	9,910.00	12,000.00	-	12,000.00	12,000.00	-	12,000.00	12,000.00

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Transportation	688,611.27	728,117.33	836,801.00	604,527.38	868,703.76	881,382.00	75,362.00	912,163.00	912,163.00
-Traffic Engineering	363,079.88	422,892.98	502,380.00	345,521.39	529,605.17	529,531.00	47,737.00	550,117.00	550,117.00
Personnel	316,444.12	333,154.44	341,380.00	272,555.61	366,631.00	365,931.00	46,237.00	387,617.00	387,617.00
General	46,635.76	56,625.89	61,000.00	44,945.91	62,974.17	63,600.00	1,500.00	62,500.00	62,500.00
Equip/Unusual	-	33,112.65	100,000.00	28,019.87	100,000.00	100,000.00	-	100,000.00	100,000.00
Special									
-Parking Management	325,531.39	305,224.35	334,421.00	259,005.99	339,098.59	351,851.00	27,625.00	362,046.00	362,046.00
Personnel	186,071.55	153,038.72	173,876.00	132,512.69	173,876.00	178,806.00	18,125.00	192,001.00	192,001.00
General	77,461.52	90,186.87	98,545.00	65,681.35	103,222.59	111,045.00	6,500.00	105,045.00	105,045.00
Equip/Unusual	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	3,000.00	63,000.00	63,000.00
Special	1,998.32	1,998.76	2,000.00	811.95	2,000.00	2,000.00	-	2,000.00	2,000.00
Treasurer & Collector	1,118,728.80	1,091,863.19	1,137,893.00	811,567.72	1,137,893.00	1,211,248.00	99,618.00	1,237,511.00	1,237,511.00
-Treas & Collector / Paymaster	1,115,728.80	1,088,863.19	1,133,893.00	809,029.85	1,133,893.00	1,207,248.00	99,618.00	1,233,511.00	1,233,511.00
Personnel	824,577.05	823,400.36	833,293.00	612,043.26	833,293.00	891,648.00	99,618.00	932,911.00	932,911.00
General	286,151.75	265,462.83	300,600.00	196,986.59	300,600.00	315,600.00	-	300,600.00	300,600.00
Equip/Unusual	5,000.00	-	-	-	-	-	-	-	-
Special									
-Trust Funds	3,000.00	3,000.00	4,000.00	2,537.87	4,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	3,000.00	3,000.00	4,000.00	2,537.87	4,000.00	4,000.00	-	4,000.00	4,000.00
General									
Equip/Unusual									
Special									
Veterans/License Commission	407,388.76	359,363.92	437,010.00	240,107.25	437,010.00	437,210.00	(43,808.00)	393,202.00	393,202.00
-Veterans	391,134.80	340,163.04	417,485.00	226,429.04	417,485.00	417,685.00	(43,758.00)	373,727.00	373,727.00
Personnel	158,904.99	165,092.61	165,160.00	121,838.76	165,160.00	165,160.00	16,242.00	181,402.00	181,402.00
General	232,229.81	175,070.43	252,325.00	104,590.28	252,325.00	252,525.00	(60,000.00)	192,325.00	192,325.00
Equip/Unusual									
Special									
-License Commission	16,253.96	19,200.88	19,525.00	13,678.21	19,525.00	19,525.00	(50.00)	19,475.00	19,475.00
Personnel	12,542.46	15,599.98	15,600.00	11,626.46	15,600.00	15,600.00	-	15,600.00	15,600.00
General	3,711.50	3,600.90	3,925.00	2,051.75	3,925.00	3,925.00	(50.00)	3,875.00	3,875.00
Equip/Unusual									
Special									
Wires	1,302,457.76	1,436,209.89	1,452,610.00	1,070,822.60	1,544,132.39	1,651,013.00	78,452.00	1,531,062.00	1,531,062.00
-General	798,293.11	899,918.33	922,610.00	743,811.22	1,014,132.39	1,121,013.00	78,452.00	1,001,062.00	1,001,062.00
Personnel	558,923.18	640,914.18	645,410.00	561,413.32	726,347.38	709,813.00	74,152.00	719,562.00	719,562.00
General	235,165.87	253,602.68	269,200.00	176,955.59	279,785.01	403,200.00	4,800.00	274,000.00	274,000.00
Equip/Unusual	4,204.06	5,401.47	8,000.00	5,442.31	8,000.00	8,000.00	(500.00)	7,500.00	7,500.00
Special									

	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July-March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Street Lighting</i>	504,164.65	536,291.56	530,000.00	327,011.38	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	504,164.65	536,291.56	530,000.00	327,011.38	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	31,201.97	31,967.36	42,500.00	26,091.48	42,500.00	48,000.00	5,500.00	48,000.00	48,000.00
Personnel	12,200.00	12,400.00	18,000.00	12,700.00	18,000.00	20,500.00	2,500.00	20,500.00	20,500.00
General	19,001.97	19,567.36	24,500.00	13,391.48	24,500.00	27,500.00	3,000.00	27,500.00	27,500.00
Equip/Unusual									
Special									
Grand Total	152,142,000.94	152,954,455.95	160,607,309.00	139,185,120.24	165,177,831.52	175,052,453.43	10,182,936.00	170,790,245.00	170,734,501.00
Schools	68,631,856.16	74,014,925.70	77,181,798.00	-	-	80,350,977.00	2,374,179.00	79,555,977.00	79,555,977.00
Total with Schools	220,773,857.10	226,969,381.65	237,789,107.00	139,185,120.24	165,177,831.52	255,403,430.43	12,557,115.00	250,346,222.00	250,290,478.00

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 2014	FY 2015
Pension-Contributory/FICA	146,666	146,818
Pension Administration	13,880	14,242
Medical & Life Insurance	128,613	132,926
Heat, Light, Water	13,676	14,336
Building Repair & Maintenance	31,680	22,005
Building Insurance	718	726
Motor Vehicle Insurance	299	316
Motor Vehicle Maint & Repair	5,269	5,374
Total	<u>\$340,801</u>	<u>\$336,743</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Real Estate Parcels Assessed	15,672	15,710	15,800
Personal Prop Parcels Assessed	1,539	1,596	1,600
Field Inspections	5,000	5,000	300
Real Estate, Personal Property, Abatements & Exemptions	740	740	740
Motor Vehicle Excise Tax Processed	58,500	58,600	58,700
Motor Vehicle Excise Abatements	2,350	2,400	2,450
Appellate Tax Board Cases - Properties	35	35	35

ASSESSOR

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Chairperson, Assessors	19-6 (L11)	1	121,310		89,490.73	121,310.00	1	121,310	1	133,241	133,241	
2.	*Assessor	16-6 (L8)	1	97,609		72,007.07	97,609.00	1	97,609	1	107,209	107,209	
3.	Assessor (PT 19 hrs)	16-1	0.5	40,440						0.5	37,015	37,015	
4.	*Assistant Assessor	13-6 (L9)	1	80,486		59,374.53	80,486.00	1	80,486	1	88,401	88,401	
5.	*Administrative Assistant	10-6 (L8)	1	64,244		47,393.09	64,244.00	1	64,244	1	70,562	70,562	
6.	Part Time / Temporary			10,000		6,570.00	10,000.00		10,000		25,000	25,000	
Subtotal			4.5	372,388.46	4.5	414,089	274,835.42	373,649.00	4	373,649	4.5	461,428	461,428

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity/Compensation 35,764
Ordinance included in * position salary

Assessor 16-1 34,055

Assessor (PT 19 hrs) 16-1 (3,425)

Part Time / Temporary 15,000

New Positions

Associate Office Assistant 7-1

Explanation

Return position to full time

MAYOR: EARLIEST POSITION COULD BE FILLED IS SEPTEMBER 2016

Reactivate position

1	74,495			
1	40,305			
2	114,800	0	0	0

Subtotal

Grand Total

4.5	372,388.46	4.5	414,089	274,835.42	373,649.00	6	488,449	4.5	461,428	461,428
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ASSESSOR

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	357,045.32	363,648.46	363,649.00	268,265.42	363,649.00	478,449.00	35,764.00	399,413.00	399,413.00
5121 Salaries - Part Time	7,880.00	8,740.00	50,440.00	6,570.00	10,000.00	10,000.00	11,575.00	62,015.00	62,015.00
General Expenses 001-141-5200									
5248 Computer Equipment License	15,015.00	15,665.00	16,340.00	16,340.00	16,340.00	17,157.00	817.00	17,157.00	17,157.00
5305 Legal Services	425.00	375.00							
5310 Valuation Services	59,940.00	71,599.30	110,000.00	78,715.77	110,000.00	113,000.00	(30,000.00)	80,000.00	80,000.00
5312 Training	1,293.82	3,158.60	3,000.00	1,434.66	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5342 Postage	3,601.82	8,015.05	5,500.00	2,897.74	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5343 Printing	4,142.07	3,551.62	4,200.00	2,310.82	4,200.00	4,200.00	0.00	4,200.00	4,200.00
5420 Office Supplies	809.11	262.43	600.00	277.46	600.00	600.00	0.00	600.00	600.00
5730 Dues	250.00	150.00	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	817.00
5310 Valuation Services	Yearly increase	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	364,925.32	372,388.46	414,089.00	274,835.42	373,649.00	488,449.00	47,339.00	461,428.00	461,428.00
General Expenses	85,476.82	102,777.00	139,870.00	102,126.45	139,870.00	143,687.00	(29,183.00)	110,687.00	110,687.00
Equipment & Unusual									
Total Operating Budget	450,402.14	475,165.46	553,959.00	376,961.87	513,519.00	632,136.00	18,156.00	572,115.00	572,115.00

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	249,782	249,809
Pension Administration	23,860	24,482
Medical & Life Insurance	185,156	218,682
Heat, Light, Water	13,676	14,336
Building Repair & Maintenance	31,680	22,005
Building Insurance	718	726
Total	\$504,872	\$530,040

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Cash Flow in Millions	\$660	\$680	\$700
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	66	66	66
Payrolls Processed	154	158	160

AUDITOR

PERSONNEL

			FY 2015		FY 2016				FY 2017				
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*City Auditor	21-6 (L11)			1	135,792	100,174.24	135,792.00	1	135,792	1	149,147	149,147
2.	*Asst City Auditor	17-6 (L11)			1	107,055	78,975.00	107,055.00	1	107,055	1	117,583	117,583
3.	*Business Manager	15-6 (L8)			1	84,098	62,039.43	84,098.00	1	89,705	1	98,527	98,527
4.	*Accountant	11-5			1	57,534	39,325.40	57,534.00	1	59,788	1	65,668	65,668
5.	*Administrative Assistant	10-6 (L9)			1	64,293	47,393.10	64,293.00	1	64,839	1	71,215	71,215
6.	Principal Office Assistant	8-2			1	47,382	34,784.72	41,919.00	1	47,152	1	47,152	47,152
7.	Students / Part Time / Temporary					10,500	8,840.00	10,500.00		10,500		10,500	10,500
Subtotal			6	495,405.12	6	506,654	371,531.89	501,191.00	6	514,831	6	559,792	559,792

Summary of Changes

Adjustments to FY 2016 Positions

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

53,368

Explanation

Principal Office Assistant 8-2

(230)

New employee to be hired at lower step

New Positions

Subtotal

0	0	0	0	0

Grand Total

6	495,405.12	6	506,654	371,531.89	501,191.00	6	514,831	6	559,792	559,792
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AUDITOR

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	439,865.17	470,612.92	496,154.00	362,691.89	490,691.00	504,331.00	53,138.00	549,292.00	549,292.00
5121 Salaries - Part Time	49,760.09	24,792.20	10,500.00	8,840.00	10,500.00	10,500.00	0.00	10,500.00	10,500.00
General Expenses 001-135-5200									
5192 Mileage Allowance	823.00	830.00	200.00	84.00	100.00	100.00	(100.00)	100.00	100.00
5242 Office Equipment Repair/Maint	1,090.43								
5312 Collective Bargaining/ Training	1,404.00	360.00	500.00		500.00	500.00	0.00	500.00	500.00
5342 Postage	346.94	222.65	300.00	92.67	200.00	200.00	(100.00)	200.00	200.00
5343 Printing	255.62	180.00	200.00		200.00	200.00	0.00	200.00	200.00
5420 Office Supplies	2,892.69	2,424.48	3,600.00	835.00	3,000.00	3,000.00	(600.00)	3,000.00	3,000.00
5730 Dues-Mandatory	150.00	150.00	150.00	90.00	150.00	150.00	0.00	150.00	150.00
5731 Conference Expense	50.00		250.00		0.00	0.00	(250.00)	0.00	0.00
Equipment & Unusual 001-135-5400									
5111 Contingency/Collective Bargaining - City			4,200,000.00			1,100,000.00	(3,100,000.00)	1,100,000.00	1,100,000.00

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	489,625.26	495,405.12	506,654.00	371,531.89	501,191.00	514,831.00	53,138.00	559,792.00	559,792.00
General Expenses	7,012.68	4,167.13	5,200.00	1,101.67	4,150.00	4,150.00	(1,050.00)	4,150.00	4,150.00
Equipment & Unusual	0.00	0.00	4,200,000.00	0.00	0.00	1,100,000.00	(3,100,000.00)	1,100,000.00	1,100,000.00
Total Operating Budget	496,637.94	499,572.25	4,711,854.00	372,633.56	505,341.00	1,618,981.00	(3,047,912.00)	1,663,942.00	1,663,942.00

AUDITOR - INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
BANS Issued	\$3,500,000	\$3,500,000	
Interest Rate	1.5%	0.9%	
BANS Issued		\$4,573,000	\$14,545,000
Interest Rate		2.0%	2.0%
Bonds Issued		\$0	0
Interest Rate			
Moody's Rating	AA+	AA+	AA+
Standard & Poors	AA1	AA1	AA1

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	93,176.73	63,601.44	50,000.00	556.00	37,000.00	5,000.00	(45,000.00)	5,000.00	5,000.00
5915 Debt Inside Interest	2,570,897.23	2,635,945.70	2,360,000.00	2,027,589.24	2,359,970.00	2,065,000.00	(295,000.00)	2,065,000.00	2,065,000.00
5925 Interest on Bond Anticipation Notes	35,000.00	34,708.33	135,000.00		122,960.00	300,000.00	165,000.00	300,000.00	300,000.00
5930 Interest on Tax Refunds			20,000.00		0.00	20,000.00	0.00	20,000.00	20,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5925 Interest on Bond Anticipation Notes	Short term borrowing of \$14,545,000 scheduled for capital projects	165,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,699,073.96	2,734,255.47	2,565,000.00	2,028,145.24	2,519,930.00	2,390,000.00	(175,000.00)	2,390,000.00	2,390,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,699,073.96</u>	<u>2,734,255.47</u>	<u>2,565,000.00</u>	<u>2,028,145.24</u>	<u>2,519,930.00</u>	<u>2,390,000.00</u>	<u>(175,000.00)</u>	<u>2,390,000.00</u>	<u>2,390,000.00</u>

AUDITOR - REDEMPTION OF BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Building	\$1,425,000	\$1,229,000	\$1,068,000
Building - School Construction	\$36,842,132	\$33,645,894	\$30,457,656
City Yard Project	\$490,000	\$438,000	\$386,000
Design / Engineering	\$447,000	\$331,000	\$215,000
Equipment	\$3,745,000	\$2,556,000	\$1,524,000
Land Acquisition	\$9,455,000	\$8,585,000	\$7,650,000
Land Development	\$5,272,000	\$4,592,000	\$3,932,000
Removal Solid Waste Facility	\$815,000	\$730,000	\$645,000
Recreation Facilities	\$662,000	\$586,000	\$510,000
Revaluation	\$130,000	\$115,000	\$100,000
Signals	\$1,096,000	\$944,000	\$802,000
Streets	\$4,254,000	\$3,504,000	\$2,815,000
Technology	\$174,000	\$112,000	\$61,000
Total Outstanding Bonds	\$64,807,132	\$57,367,894	\$50,165,656
Bonds Retired In 5 Years	9.10%	12.88%	10.07%
Bonds Retired In 10 Years	53.54%	51.38%	58.73%
Bonds Retired In 15 Years	90.02%	89.52%	97.12%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	7,768,898.00	7,657,998.00	7,565,000.00	6,874,238.00	7,439,238.00	7,198,000.00	(367,000.00)	7,198,000.00	7,198,000.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	7,768,898.00	7,657,998.00	7,565,000.00	6,874,238.00	7,439,238.00	7,198,000.00	(367,000.00)	7,198,000.00	7,198,000.00
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Equipment & Unusual

Total Operating Budget	<u>7,768,898.00</u>	<u>7,657,998.00</u>	<u>7,565,000.00</u>	<u>6,874,238.00</u>	<u>7,439,238.00</u>	<u>7,198,000.00</u>	<u>(367,000.00)</u>	<u>7,198,000.00</u>	<u>7,198,000.00</u>
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AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

Non-Contributory: Pensions for all retired employees, who were employed prior to July 1, 1939 are funded under this element. As of FY14, the City is liable only for 38C payments.

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Non-Contributory			
Retirees	0	0	0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Contributory			
Active Participants	908	921	925
Retirees	536	540	540
Disabled Retirees	105	105	105
Surviving Spouses	130	135	135
Actuarial Valuation Date	1/1/2013	1/1/2015	
Actuarial Liability	\$324,109,193	\$349,080,213	
Actuarial Assets	<u>\$165,040,789</u>	<u>\$195,155,759</u>	
Unfunded Actuarial Liability	<u>\$159,068,404</u>	<u>\$153,924,454</u>	
Funded Ratio	<u>50.9%</u>	<u>55.9%</u>	

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	14,303,117.00	15,289,594.00	15,813,645.00	15,813,645.00	15,813,645.00	16,280,220.00	466,575.00	16,280,220.00	16,280,220.00
Non-Contributory Retirement 001-918-5200									
5170 Pension - Non-Contributory	4,934.89	553.52	600.00	553.32	555.00	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

Item

5170 Pension - Contributory

Reason

PERAC mandated funding - approved actuarial schedule for FY2017

Department Cost for

Requested Increase

466,575.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	14,308,051.89	15,290,147.52	15,814,245.00	15,814,198.32	15,814,200.00	16,280,820.00	466,575.00	16,280,820.00	16,280,820.00
Equipment & Unusual									
Total Operating Budget	<u>14,308,051.89</u>	<u>15,290,147.52</u>	<u>15,814,245.00</u>	<u>15,814,198.32</u>	<u>15,814,200.00</u>	<u>16,280,820.00</u>	<u>466,575.00</u>	<u>16,280,820.00</u>	<u>16,280,820.00</u>

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

STATEMENT OF OBJECTIVES:

To provide a comprehensive medical and dental insurance plan to full-time and eligible part-time employees, retirees and their dependents. To pay the medical and dental claims for employees, retirees and their dependents. To limit large dollar claims exposure with the utilization of stop loss insurance. To continue programs to quantify the services of the medical insurance program, including the OPEB valuation.

To provide a supplemental program to Medicare Part A & B for those eligible retirees aged 65 or older. To pay the medical claims for retirees and their dependents.

DESCRIPTION OF OUTPUT STATEMENT:

Payment of medical and dental claims and plan administration are funded under this element and transferred to the medical insurance trust fund. Payments for stop loss insurance premiums, FSA plan administration, FICA Medicare, employee wellness programs and audits/consultants are funded under this element.

Payment of medical claims covered by a supplemental program to Medicare Parts A & B for those eligible retirees aged 65 or older are funded under this element.

Reimbursement of Medicare Part B premiums for eligible age 65 retirees/spouses are funded under this element.

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Employees / Retirees			
BC/BS - Family	53	43	37
BC/BS - Individual	156	136	116
BC/BS - Individual C/O	574	509	461
BC/BS PPO - Family	273	272	256
BC/BS PPO - Individual	154	152	151
BC/BS Medex-Ind	590	694	760
Tufts HMO - Fam	573	583	589
Tufts HMO - Ind	245	252	347
Tufts Med Comp - Ind	32	32	65
Tufts Med Pref - Ind	23	23	35
Harvard HMO - Fam	207	216	233
Harvard HMO - Ind	134	146	154
Harvard Enhance - Ind	38	58	60
* FY2017 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.			

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Annual Total Cost			
BC/BS - Family	\$33,791	\$35,005	\$38,054
BC/BS - Individual	\$14,565	\$15,088	\$16,406
BC/BS - Individual C/O	\$7,200	\$7,442	\$8,051
BC/BS PPO - Family	\$26,978	\$27,946	\$30,401
BC/BS PPO - Individual	\$11,953	\$12,046	\$13,107
BC/BS Medex - Individual	\$5,066	\$5,186	\$5,613
Tufts HMO - Family	\$22,135	\$24,374	\$27,710
Tufts HMO - Individual	\$8,192	\$9,052	\$10,298
Tufts Med Comp - Ind	\$5,328	\$5,448	\$5,928
Tufts Med Pref - Ind	\$2,712	\$3,024	\$3,204
Harvard HMO - Family	\$21,633	\$23,066	\$23,046
Harvard HMO - Individual	\$8,657	\$9,226	\$9,219
Harvard Enhance - Ind	\$5,648	\$6,246	\$6,871
Medicare Part D Recoveries	\$624,869	\$722,286	
Stop Loss Recoveries	\$463,069	\$948,396	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	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	12,500,000.00	12,100,000.00	12,100,000.00	13,400,000.00	14,200,000.00	2,100,000.00	14,200,000.00	14,200,000.00
5172 Tufts	12,000,000.00	12,900,000.00	14,300,000.00	14,300,000.00	16,000,000.00	18,200,000.00	3,900,000.00	18,200,000.00	18,200,000.00
5173 Harvard	3,700,000.00	4,500,000.00	5,300,000.00	5,300,000.00	5,900,000.00	5,880,000.00	580,000.00	5,880,000.00	5,880,000.00
5175 Delta Dental	819,924.81	875,000.00	915,000.00	915,000.00	1,065,000.00	1,200,000.00	285,000.00	1,200,000.00	1,200,000.00
5174 Medicare B Reimbursement	1,900,000.00	1,902,539.72	2,000,000.00	2,001,008.02	2,003,000.00	2,200,000.00	200,000.00	2,200,000.00	2,200,000.00
5185 FICA - Medicare	1,360,258.82	1,448,715.89	1,500,000.00	1,200,481.36	1,500,000.00	1,700,000.00	200,000.00	1,700,000.00	1,700,000.00
5186 Stop Loss	782,094.60	833,678.28	940,000.00	554,742.00	739,656.00	800,000.00	(140,000.00)	800,000.00	800,000.00
5187 Audits / Consulting	71.30	7,750.00	10,000.00		0.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	16,738.10	19,549.57	22,000.00	12,223.43	19,039.00	20,000.00	(2,000.00)	20,000.00	20,000.00
5189 Wellness Programs	2,187.73	1,829.03	1,000.00		655.00	1,000.00	0.00	1,000.00	1,000.00
5179 Section 9A1/2 Reimbursements		18,357.73	25,000.00	21,239.98	21,240.00	25,000.00	0.00	25,000.00	25,000.00
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	2,000,000.00	2,300,000.00	3,000,000.00	3,000,000.00	3,250,000.00	3,500,000.00	500,000.00	3,500,000.00	3,500,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5171 Blue Cross/Blue Shield	Increase based upon FY2016 experience/carrier renewal	2,100,000.00
5172 Tufts	Increase based upon FY2016 experience/carrier renewal	3,900,000.00
5173 Harvard	Increase based upon FY2016 experience/carrier renewal	580,000.00
5175 Delta Dental	Increase based upon FY2016 experience/carrier renewal	285,000.00
5174 Medicare B Reimbursement	Increase based upon FY2016 payroll experience	200,000.00
5185 FICA - Medicare	Increase based upon FY2016 payroll experience	200,000.00
5170 Optional Medicare Extension (OME)	Increase based upon FY2016 experience/carrier renewal and enrollment increase from prior year	500,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	38,181,275.36	37,307,420.22	40,113,000.00	39,404,694.79	43,898,590.00	47,736,000.00	7,623,000.00	47,736,000.00	47,736,000.00
Equipment & Unusual									
Total Operating Budget	38,181,275.36	37,307,420.22	40,113,000.00	39,404,694.79	43,898,590.00	47,736,000.00	7,623,000.00	47,736,000.00	47,736,000.00

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Social Security	24	24	24

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Life Insurance			
Employees	950	950	960
Retirees	901	901	890
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	\$67	\$67	\$74
Retirees - Basic Life	\$22	\$22	\$24

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	80,994.88	77,000.00	84,000.00	62,361.65	84,000.00	88,000.00	4,000.00	88,000.00	88,000.00
Social Security 001-917-5200									
5170 Social Security	30,000.00	30,000.00	30,000.00	13,470.18	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	Current rate set to expire 1/1/17	4,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	110,994.88	107,000.00	114,000.00	75,831.83	114,000.00	118,000.00	4,000.00	118,000.00	118,000.00
Equipment & Unusual									
Total Operating Budget	<u>110,994.88</u>	<u>107,000.00</u>	<u>114,000.00</u>	<u>75,831.83</u>	<u>114,000.00</u>	<u>118,000.00</u>	<u>4,000.00</u>	<u>118,000.00</u>	<u>118,000.00</u>

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Sewer Equipment	\$245,000	\$180,000	\$120,000
Sewer Improvements (City)	\$10,103,100	\$9,394,800	\$8,684,500
Sewer Improvement (MWRA)	\$1,591,510	\$1,064,035	\$871,620
Sewer Improvements (SRF)	\$2,527,414	\$2,267,964	\$2,003,239
Total Outstanding Bonds	\$14,467,024	\$12,906,799	\$11,679,359
Bonds Retired In 10 Years	34.32%	41.45%	39.39%
Bonds Retired In 15 Years	61.19%	48.49%	90.45%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Water Improvements	\$4,380,700	\$4,054,600	\$3,728,500
Water Improvements (MWRA)	\$669,160	\$585,515	\$501,870
Water Improvements (MWRA)	\$2,516,444	\$2,164,955	\$1,813,466
Total Outstanding Bonds	\$7,566,304	\$6,805,070	\$6,043,836
Bonds Retired In 10 Years	43.99%	41.90%	69.25%
Bonds Retired In 15 Years	62.61%	61.05%	90.15%
Bonds Retired In 20 Years	100.00%	100.00%	100.00%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,562,398.31	1,373,520.63	1,565,000.00	1,555,224.20	1,565,000.00	1,228,000.00	(337,000.00)	1,228,000.00	1,228,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	809,296.80	754,636.80	762,000.00	530,588.80	762,000.00	762,000.00	0.00	762,000.00	762,000.00

Department Explanation for Requested Increases

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

Personnel									
General Expenses	2,371,695.11	2,128,157.43	2,327,000.00	2,085,813.00	2,327,000.00	1,990,000.00	(337,000.00)	1,990,000.00	1,990,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,371,695.11</u>	<u>2,128,157.43</u>	<u>2,327,000.00</u>	<u>2,085,813.00</u>	<u>2,327,000.00</u>	<u>1,990,000.00</u>	<u>(337,000.00)</u>	<u>1,990,000.00</u>	<u>1,990,000.00</u>

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
SEWER			
BANS Issued	\$1,332,000	\$2,520,000	\$2,520,000
Interest Rate	1.00%	2.0%	2.0%
Bonds Issued (MWRA)	\$588,750		
Interest Rate	0.00%		
Maximum Borrowing Term	10		
Bonds Issued (MWRA)	\$667,700		
Interest Rate	0.00%		
Maximum Borrowing Term	5		
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
WATER			
BANS Issued	\$45,000	\$45,000	\$45,000
Interest Rate	1.00%	2.0%	2.0%
Bonds Issued			
Interest Rate			
Maximum Borrowing Term			
Bonds Issued (MWRA)	\$478,370		
Interest Rate	0.00%		
Maximum Borrowing Term	10		
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	12,509.28	12,011.16	30,000.00	3,638.54	6,300.00	0.00	(30,000.00)	0.00	0.00
5925 Interest on Bond Anticipation Notes			50,000.00		50,400.00	50,400.00	400.00	50,400.00	50,400.00
5915 Debt Interest Sewer	481,212.08	469,441.41	433,000.00	387,891.60	432,066.66	394,000.00	(39,000.00)	394,000.00	394,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	9,888.78	2,076.06	15,000.00	2.00	200.00	0.00	(15,000.00)	0.00	0.00
5925 Interest on Bond Anticipation Notes			20,000.00		900.00	900.00	(19,100.00)	900.00	900.00
5915 Debt Interest Water	165,217.12	176,718.93	164,000.00	159,700.78	163,600.82	151,000.00	(13,000.00)	151,000.00	151,000.00

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)	Short term borrowing of \$2,520,000 scheduled for capital projects	400.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	668,827.26	660,247.56	712,000.00	551,232.92	653,467.48	596,300.00	(115,700.00)	596,300.00	596,300.00
Equipment & Unusual									
Total Operating Budget	<u>668,827.26</u>	<u>660,247.56</u>	<u>712,000.00</u>	<u>551,232.92</u>	<u>653,467.48</u>	<u>596,300.00</u>	<u>(115,700.00)</u>	<u>596,300.00</u>	<u>596,300.00</u>

BUILDING

STATEMENT OF OBJECTIVES:

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

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	460,179	512,130
Pension Administration	42,853	48,829
Medical & Life Insurance	644,240	690,818
Heat, Light, Water	214,934	234,316
Building Repair & Maintenance	340,715	236,860
Building Insurance	2,621	2,652
Motor Vehicle Insurance	1,493	1,581
Motor Vehicle Maint & Repair	26,346	26,868
Workers Compensation	38,476	
Total	\$1,771,857	\$1,754,054

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Revenue	\$5,514,041	\$6,000,000	\$6,500,000
Buildings Maintained and Repaired	54	58	58

CODE ENFORCEMENT			
Physical inspection or review of construction and use activities provides the means to eliminate unsafe construction practices, unsanitary or dangerous conditions in the City's dwellings and illegal use or exploitation of real property.			
Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Sign Permits	104	150	125
Plumbing Permits	1,107	1,400	1,500
Gas Permits	771	1,100	1,000
Building Permits	1,858	2,300	2,000
Building Inspections	15,000	19,000	18,000
Plumbing & Gas Inspections	6,000	7,000	7,000
Trench Permits	90	120	100

PERSONNEL

BUILDING

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017						
			#	Actual Expenditures	#	Budget	Actual Expenditures July - March Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	*Insp of Bldg/Superintendent	19-3			1	91,519	66,830.01	91,519.00	1	95,132	1	104,488	104,488	
2.	*Director of Maintenance	15-6 (L10)			1	92,508	68,243.73	92,508.00	1	92,508	1	101,606	101,606	
3.	SPMG *Sr Building Inspector	13-6 (L11)			1	82,163	76,859.64	99,579.00	1	90,020	1	90,020	90,020	
4.	SPMG *Sr Building Inspector	13-6 (L9)			1	80,683	75,439.38	97,659.00	1	88,398	1	88,398	88,398	
5.	SPMG *Sr Building Inspector	13-6 (L9)			1	80,683	75,438.62	97,659.00	1	88,398	1	88,398	88,398	
6.	SPMG *Sr Building Inspector	13-6 (L9)			1	83,771	66,605.15	88,825.00	1	88,398	1	88,398	88,398	
7.	SPMG *Sr Building Inspector	13-4			1	64,691	58,860.34	77,847.00	1	73,894	1	73,894	73,894	
8.	SPMG *Sr Plumbing & Gas Inspector	13-4			1	64,069	59,588.96	78,819.00	1	73,206	1	73,206	73,206	
9.	SPMG *Foreman	13-4 (L11)			1	72,959	63,866.79	85,499.00	1	83,292	1	83,292	83,292	
10.	SPMG *Inspectors Admin Asst	11-6 (L9)			1	69,452	65,347.45	84,919.00	1	77,162	1	77,162	77,162	
11.	*Administrative Assistant	10-6 (L9)			1	60,852	44,592.63	60,852.00	1	63,433	1	69,672	69,672	
12.	Office Coordinator (PT 19 hrs)	9-4			0.5	19,178	16,668.65	19,178.00	0.5	27,487	0.5	30,190	30,190	
13.	Sub Inspectors - Building (\$11K) & Plumbing (\$21K)					16,000	8,900.00	16,000.00		32,000		32,000	32,000	
14.	LAB *Working Foreman II	11-5			1	52,574	53,793.55	69,294.00	1	60,090	1	60,090	60,090	
15.	LAB *Painter	10-6 (L8)			1	58,834	55,494.89	71,703.00	1	64,584	1	64,584	64,584	
16.	LAB *Carpenter	10-3			1	45,333	37,790.20	57,692.00	1	51,991	1	51,991	51,991	
17.	LAB *Bldg Maint Person	7-6 (L11)			1	52,727	49,888.05	64,394.00	1	57,803	1	57,803	57,803	
18.	LAB *Bldg Maint Person	7-6 (L9)			1	51,777	48,609.44	62,854.00	1	56,761	1	56,761	56,761	
19.	LAB *Bldg Maint Person Nights	7-6 (L9)			1	54,884	51,508.62	66,608.00	1	60,167	1	60,167	60,167	
20.	LAB *Bldg Maint Person	7-6 (L9)			1	51,302	48,169.91	62,854.00	1	56,442	1	56,442	56,442	
21.	LAB *Bldg Maint Person Nights	7-6 (L9)			1	54,380	51,059.96	66,233.00	1	60,040	1	60,040	60,040	
22.	LAB *Bldg Maint Person	7-6 (L8)			1	48,958	44,920.94	59,753.00	1	56,241	1	56,241	56,241	
23.	LAB *Bldg Maint Person	7-6			1	46,811	43,488.25	58,740.00	1	52,075	1	52,075	52,075	
24.	LAB *Bldg Maint Person Nights	7-5			1	44,726	42,125.78	55,536.00	1	51,195	1	51,195	51,195	
25.	LAB *Bldg Maint Person	7-4			1	41,442	38,236.41	50,416.00	1	47,353	1	47,353	47,353	
26.	Compliance Officer					3,000	2,213.23	3,000.00		3,000		3,000	3,000	
Subtotal			23.5	1,420,358.89	23.5	1,485,276	1,314,540.58	1,739,940.00	23.5	1,651,070		23.5	1,678,466	1,678,466

PERSONNEL

BUILDING

Bargaining Unit Position FY 2017 Grade-Step

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary 166,178

Office Coordinator (PT 19 hrs) 9-4 11,012 Change from 14 hours/week to 19 hours/week

Sub Inspectors - Building (\$11K) & Plumbing (\$21K) 16,000 Increase in the number of Plumbing & Gas Permits and Inspections. Additional on call Plumbing Inspector hired in December 2015

New Positions

SPMG Sr Building Inspector 13-1

The purpose of this new position is to specifically pursue all complaints and violations of the Building Code, Zoning Ordinance, Accessibility Code and all other violations. This new position will be dedicated to enforcement and compliance of all applicable codes enforced by the Building Department and keep accurate record of all actions taken to insure compliance.

1 67,336

Subtotal

1	67,336		0	0	0
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Grand Total

23.5	1,420,358.89	23.5	1,485,276	1,314,540.58	1,739,940.00	24.5	1,718,406	23.5	1,678,466	1,678,466
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BUILDING

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-192-5100									
5111 Salaries - Full Time	683,509.16	782,238.45	843,350.00	721,672.70	955,685.00	981,177.00	95,184.00	938,534.00	938,534.00
5112 Wages - Full Time	570,138.91	612,880.24	603,748.00	565,086.00	746,077.00	674,742.00	70,994.00	674,742.00	674,742.00
5121 Salaries - Part Time	40,695.59	25,240.20	38,178.00	27,781.88	38,178.00	62,487.00	27,012.00	65,190.00	65,190.00
5131 Overtime	7,271.33	20,928.56	10,000.00	24,910.52	22,000.00	20,000.00	0.00	10,000.00	10,000.00
5195 Buyback Sick Time	3,737.00	3,030.30	3,500.00	3,322.01	3,322.01	3,500.00	0.00	3,500.00	3,500.00
General Expenses 001-192-5200									
5192 Mileage	367.90	1,133.17	200.00	839.92	1,100.00	500.00	100.00	300.00	300.00
5241 Equipment Repair/Maint	673.39	2,779.71	2,100.00	6,811.92	12,500.00	5,000.00	0.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	2,939.30	2,755.56	2,500.00	2,512.00	3,600.00	5,000.00	0.00	2,500.00	2,500.00
5245 Maint/Repair of Buildings/Elevator	6,985.30	35,142.38	33,540.00	88,266.74	115,000.00	50,000.00	6,460.00	40,000.00	40,000.00
5247 Alarms / Intrusion	987.00	1,385.25	1,600.00	1,105.05	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5272 Office Equipment Rental				885.00	2,000.00				
5276 Equipment Rental	3,914.00	3,387.64	2,000.00	2,897.06	3,500.00	3,000.00	500.00	2,500.00	2,500.00
5291 Custodial Services	1,000.00	2,285.24	1,400.00	1,320.00	2,000.00	2,500.00	0.00	1,400.00	1,400.00
5305 Legal Services		75.00		650.00	1,000.00				
5307 Public Safety Service	288.67	600.00	1,150.00	211.47	500.00	500.00	(650.00)	500.00	500.00
5312 Training	416.75	1,216.25	500.00	2,194.72	3,000.00	2,000.00	0.00	500.00	500.00
5342 Postage	833.46	1,611.13	1,700.00	2,285.90	2,700.00	1,700.00	0.00	1,700.00	1,700.00
5343 Printing	1,555.51	1,475.40	2,000.00	1,554.80	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5382 Pest Control	3,720.00	5,797.00	3,000.00	5,544.00	13,300.00	4,500.00	1,500.00	4,500.00	4,500.00
5420 Office Supplies	3,588.03	5,037.31	7,400.00	3,814.39	6,000.00	6,000.00	(1,400.00)	6,000.00	6,000.00
5430 Building Supplies	8,352.82	11,129.58	6,000.00	12,366.92	16,000.00	8,000.00	0.00	6,000.00	6,000.00
5431 Paint Supplies	2,232.64	1,750.89	1,000.00	954.60	1,200.00	1,000.00	0.00	1,000.00	1,000.00
5450 Custodial Supplies	22,655.10	27,516.37	24,000.00	25,209.53	30,000.00	30,000.00	3,000.00	27,000.00	27,000.00
5470 Public Safety Supplies	1,345.14		1,000.00	125.00	500.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	742.98	1,749.63	1,500.00		500.00	1,000.00	(500.00)	1,000.00	1,000.00
5536 Lumber	685.35	833.29	1,500.00	1,201.08	2,500.00	3,000.00	0.00	1,500.00	1,500.00
5581 Clothing, Gloves, Shoes	7,243.85	9,970.34	10,300.00	9,680.40	10,300.00	10,900.00	600.00	10,900.00	10,900.00
5588 Signs & Flags	674.00	637.17	1,000.00	155.60	500.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues	247.00								
5731 Conference Expense				40.00	250.00				
5733 Licenses	345.00	805.00	1,160.00	598.00	650.00	1,000.00	(160.00)	1,000.00	1,000.00
5781 Holiday	751.97	687.25	1,000.00	691.79	1,000.00	1,000.00	0.00	1,000.00	1,000.00

BUILDING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual	Actual	July - March	Actual	Expenditures	Department	Mayor's	Mayor's	Council
	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/16	Request	Incr/Decr	Recommendation	Approval
General Expenses 001-192-5200									
5245 Repair to Buildings						225,000.00	208,600.00	208,600.00	208,600.00
-41 City Hall	25,538.58	13,853.06	20,000.00	8,934.43	10,000.00	0.00	(20,000.00)	0.00	0.00
-42 Government Center	16,836.27	19,940.59	25,000.00	12,771.76	15,000.00	0.00	(25,000.00)	0.00	0.00
-43 Municipal Center	40,527.87	49,214.00	51,000.00	27,585.37	51,000.00	0.00	(51,000.00)	0.00	0.00
-45 Cutter St Voting Booth									
-46 73 Charles Street									
-47 Veterans Building									
-48 80 Hall St									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	1,152.94	183.83	500.00	190.57	500.00	0.00	(500.00)	0.00	0.00
-52 Animal Control / Future vacant schools				4,811.11	6,300.00				
-53 Wires Building	2,928.96	4,999.18	3,000.00	412.18	1,500.00	0.00	(3,000.00)	0.00	0.00
-54 Emergency Management	262.50	646.50	5,000.00	7,243.36	7,500.00	0.00	(5,000.00)	0.00	0.00
-55 Lake St. Fire Station	2,655.34	1,750.30	1,500.00	2,808.55	3,000.00	0.00	(1,500.00)	0.00	0.00
-56 Moody St. Fire Station	12,722.81	5,462.13	9,000.00	4,706.60	6,000.00	0.00	(9,000.00)	0.00	0.00
-57 Prospect St. Fire Station	1,605.41	2,411.40	1,500.00	6,099.30	7,500.00	0.00	(1,500.00)	0.00	0.00
-58 Willow St. Fire Station	5,442.83	1,754.94	5,050.00	605.88	3,000.00	0.00	(5,050.00)	0.00	0.00
-59 Trapelo Rd. Fire Station	1,508.80	2,062.07	2,000.00	3,390.48	4,000.00	0.00	(2,000.00)	0.00	0.00
-61 25 Lexington Street	3,898.14	2,313.00	3,000.00	4,093.21	8,500.00	0.00	(3,000.00)	0.00	0.00
-62 Hardy School	4,873.39								
-63 Main St Library	12,953.16	12,697.87	20,000.00	2,911.04	10,000.00	0.00	(20,000.00)	0.00	0.00
-64 Wellington House	1,177.42	2,356.70	1,000.00	19.16	1,000.00	0.00	(1,000.00)	0.00	0.00
-65 Teen Center	72.00	1,655.99							
-66 Paine Estate	2,778.96	4,547.59	2,000.00	2,827.75	6,000.00	0.00	(2,000.00)	0.00	0.00
-67 Banks School	7,609.37	4,923.57		393.44	1,000.00				
-68 Senior Center	10,979.68	5,621.53	5,000.00	4,298.00	5,000.00	0.00	(5,000.00)	0.00	0.00
-69 Met State		1,063.23	2,000.00	532.60	2,000.00	0.00	(2,000.00)	0.00	0.00
-71 Leary Field Recreation Building		581.90		800.69	900.00				
-72 Vet's Fieldhouse	1,206.53	898.20	1,000.00	364.32	1,000.00	0.00	(1,000.00)	0.00	0.00
-73 Recreation Building Prospect Hill Park	1,698.17	6,100.53	1,500.00	959.90	1,500.00	0.00	(1,500.00)	0.00	0.00
-74 Cacciatore Field		448.43	1,000.00		1,000.00	0.00	(1,000.00)	0.00	0.00
-75 Lazazzero Field									
-76 Prospect Hill	187.62		2,000.00		1,000.00	0.00	(2,000.00)	0.00	0.00
-77 Cornelia Warren	629.96	270.63							
-78 Bright School		121.64		87.25	100.00				
-79 South Middle School	20,856.43	7,063.65	10,000.00	2,476.25	5,000.00	0.00	(10,000.00)	0.00	0.00
-81 Pumping Station	495.61	2,432.06	1,000.00	3,607.29	5,000.00	0.00	(1,000.00)	0.00	0.00
-82 Garages	105.56	268.00		1,962.00	4,000.00				
Public Parking Garage-Moody St					2,000.00				
Public Parking Garage-Common St									
-83 Cemetery	4,136.18	1,444.34		877.30	1,200.00				
-84 Nipper Maher	147.05	490.61							
-85 Fitch			2,000.00		0.00	0.00	(2,000.00)	0.00	0.00
-86 509 Moody St	2,275.34	1,137.33	3,000.00	3,557.71	4,000.00	0.00	(3,000.00)	0.00	0.00
-87 Veteran's Rink		4,071.00		195.00	300.00				
-88 Fernald Property			10,000.00	11,000.00	15,000.00	25,000.00	(10,000.00)	0.00	0.00

BUILDING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-192-5400									
5302 Banks School Conversion - Architect	27,560.00	4,210.00							
5245-73 Prospect Hill Rec-Insurance	30,305.69								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime		10,000.00
5192 Mileage		300.00
5241 Equipment Repair/Maint	The condition of the buildings under the direction and control of the building department are in need of extensive repair and upgrade, especially the fire stations and living quarters. The Intent of the increase is to aggressively improve conditions in the buildings and get ahead of any further deterioration and decline of the buildings in our care.	2,900.00
5242 Office Equipment Repair/Maint		2,500.00
5245 Maint/Repair of Buildings/Elevator		16,460.00
5276 Equipment Rental		1,000.00
5291 Custodial Services	An increase was requested and approved in March of 2016 for high costs of maintaining	1,100.00
5312 Training		1,500.00
5382 Pest Control		1,500.00
5430 Building Supplies		2,000.00
5450 Custodial Supplies	The Fernald property has several buildings that need additional securing.	6,000.00
5536 Lumber		1,500.00
5581 Clothing, Gloves, Shoes		600.00
5245 Repair to Buildings (all locations)		225,000.00
-88 Fernald Property	To secure buildings on property	15,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,305,351.99	1,444,317.75	1,498,776.00	1,342,773.11	1,765,262.01	1,741,906.00	193,190.00	1,691,966.00	1,691,966.00
General Expenses	259,808.04	282,546.36	295,600.00	292,438.39	424,000.00	392,200.00	30,000.00	325,600.00	325,600.00
Equipment & Unusual	57,865.69	4,210.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>1,623,025.72</u>	<u>1,731,074.11</u>	<u>1,794,376.00</u>	<u>1,635,211.50</u>	<u>2,189,262.01</u>	<u>2,134,106.00</u>	<u>223,190.00</u>	<u>2,017,566.00</u>	<u>2,017,566.00</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 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of buildings	54	58	58

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200									
-41 City Hall	91,172.13	95,570.61	100,000.00	64,921.45	97,259.04	105,000.00	5,000.00	105,000.00	105,000.00
-42 Government Center	123,204.82	113,363.69	130,000.00	59,295.38	74,330.98	130,000.00	0.00	130,000.00	130,000.00
-43 Municipal Center	265,459.53	262,174.58	300,000.00	146,727.74	197,205.88	250,000.00	(50,000.00)	250,000.00	250,000.00
-45 Cutter St Voting Booth	7,002.30	7,826.26	1,200.00	1,329.03	1,775.00	1,200.00	0.00	1,200.00	1,200.00
-46 73 Charles Street									
-47 Veterans Building	2,571.31	4,826.88	3,000.00	1,874.25	2,000.00	0.00	(3,000.00)	0.00	0.00
-48 80 Hall St	269.20		500.00		0.00	0.00	(500.00)	0.00	0.00
-50 Lake St Sub Station	441.72	59.00	600.00	44.25	50.00	0.00	(600.00)	0.00	0.00
-51 Carter St. Police Sub Station	8,248.29	8,310.74	8,300.00	5,428.40	7,491.07	9,000.00	700.00	9,000.00	9,000.00
-52 Animal Control / Future vacant schools	439.77	108.54	744.00	1,370.04	1,800.00	500.00	(244.00)	500.00	500.00
-53 Wires Bldg	47,154.33	40,480.88	2,000.00	14,534.64	15,539.52	20,000.00	18,000.00	20,000.00	20,000.00
-54 Emergency Management	19,593.95	28,170.64	25,000.00	21,927.86	29,631.46	35,000.00	10,000.00	35,000.00	35,000.00
-55 Lake St. Fire Station	13,738.69	16,817.72	18,000.00	9,596.47	12,498.02	18,000.00	0.00	18,000.00	18,000.00
-56 Moody St. Fire Station	39,656.96	40,023.00	45,000.00	22,000.20	29,517.19	45,000.00	0.00	45,000.00	45,000.00
-57 Prospect St. Fire Station	14,475.35	13,381.78	14,000.00	8,237.33	10,088.74	14,000.00	0.00	14,000.00	14,000.00
-58 Willow St. Fire Station	12,998.84	13,359.11	14,000.00	7,345.58	8,744.71	14,000.00	0.00	14,000.00	14,000.00
-59 Trapelo Rd. Fire Station	14,768.28	14,320.11	16,000.00	8,961.47	11,554.44	16,000.00	0.00	16,000.00	16,000.00
-61 25 Lexington Street	28,401.94	25,210.11	30,000.00	9,939.96	12,269.88	25,000.00	(5,000.00)	25,000.00	25,000.00
-62 Hardy School	28,122.36	27,639.77	4,000.00		0.00	4,000.00	0.00	4,000.00	4,000.00
-63 Main St Library	152,705.30	146,020.87	163,000.00	84,136.57	130,567.58	160,000.00	(3,000.00)	160,000.00	160,000.00
-64 Wellington House	3,951.38	4,256.35	5,000.00	1,954.81	2,282.40	5,000.00	0.00	5,000.00	5,000.00
-65 Teen Center	2,850.91	1,298.57	1,000.00	273.93	324.02	1,000.00	0.00	1,000.00	1,000.00
-66 Paine Estate	36,316.28	33,285.46	30,000.00	11,489.44	14,000.00	25,000.00	(5,000.00)	25,000.00	25,000.00
-67 Banks School	38,729.75	65,198.22	16,000.00	15,604.59	16,069.82	20,000.00	(8,000.00)	8,000.00	8,000.00
-68 Senior Center	59,032.72	65,397.47	60,000.00	35,039.60	52,861.85	60,000.00	0.00	60,000.00	60,000.00
-71 Leary Field Recreation Building	8,817.95	10,398.37	9,000.00	4,503.56	6,000.00	7,000.00	(2,000.00)	7,000.00	7,000.00
-73 Recreation Building Prospect Hill Park	11,882.58	9,489.08	6,000.00	3,047.52	3,700.00	5,000.00	(1,000.00)	5,000.00	5,000.00
-78 Bright School									
-79 South Middle	90,681.15	90,544.34	85,000.00	47,741.93	70,000.00	70,000.00	(15,000.00)	70,000.00	70,000.00
-81 Pumping Station									
-83 Cemetery	13,489.05	13,469.40	9,000.00	3,316.49	4,281.65	9,000.00	0.00	9,000.00	9,000.00
-85 Fitch	3,446.85	3,163.95	3,000.00	1,863.29	2,539.30	4,000.00	1,000.00	4,000.00	4,000.00
-86 509 Moody St	7,562.12	10,903.48	50,000.00	9,383.12	12,200.00	15,000.00	(35,000.00)	15,000.00	15,000.00
-88 Fernald Property						20,000.00	20,000.00	20,000.00	20,000.00

*NOTE: 13 UNITS HAVE BEEN SOLD/UNDER AGREEMENT, 11 UNITS ARE REMAINING. ANOTHER BID WAS SCHEDULED FOR MAY 6, 2016.

BUILDING UTILITIES

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>		<u>Reason</u>							

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	1,147,185.81	1,165,068.98	1,149,344.00	601,888.90	826,582.55	1,087,700.00	(73,644.00)	1,075,700.00	1,075,700.00
Equipment & Unusual									
Total Operating Budget	<u>1,147,185.81</u>	<u>1,165,068.98</u>	<u>1,149,344.00</u>	<u>601,888.90</u>	<u>826,582.55</u>	<u>1,087,700.00</u>	<u>(73,644.00)</u>	<u>1,075,700.00</u>	<u>1,075,700.00</u>

CITY CLERK

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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 2014	FY 2015
Pension-Contributory/FICA	120,803	58,354
Pension Administration	10,901	5,159
Medical & Life Insurance	206,037	189,103
Heat, Light, Water	18,691	22,211
Building Repair & Maintenance	37,649	15,958
Building Insurance	1,754	1,775
Total	\$395,835	\$292,560

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Births Recorded	806	850	900
Deaths Recorded	477	500	545
Marriage Licenses	415	450	500
Licenses - Dog	1,430	2,300	2,500
Marriage Intentions	450	500	550
Customers Served at Counter	36,000	37,000	38,000
City Clerk Receipts	\$133,491	\$135,000	\$137,000

CITY CLERK

PERSONNEL

	Bargaining Unit Position	FY 2017 Grade-Step
1.	*City Clerk	18-6 (L10)
2.	*Assistant City Clerk	16-4 (L9)
3.	SPMG *Executive Assistant	12-3
4.	SPMG *Administrative Assistant	10-3 (L9)
Subtotal		

FY 2015		FY 2016			FY 2017				
#	Actual Expenditures	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval
		Budget	Actual Expenditures	Expenditures Thru 6/30/16					
1		113,238	83,536.46	113,238.00	1	113,238	1	124,376	124,376
2		86,916	64,118.44	86,916.00	1	90,760	1	99,687	99,687
3		57,592	55,001.46	63,466.00	1	65,853	1	65,853	65,853
4		54,701	51,811.44	60,826.00	1	63,092	1	63,092	63,092
4	287,302.36	4 312,447	254,467.80	324,446.00	4	332,943	4	353,008	353,008

Summary of Changes

Adjustments to FY 2016 Positions

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

40,561

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

4	287,302.36	4	312,447	254,467.80	324,446.00	4	332,943	4	353,008	353,008
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CITY CLERK

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	335,859.46	287,302.36	312,447.00	254,467.80	324,446.00	332,943.00	40,561.00	353,008.00	353,008.00
General Expenses 001-161-5200									
5192 Mileage	102.83		500.00		500.00	500.00	(400.00)	100.00	100.00
5242 Office Equipment Repair/Maint	4,913.00	4,850.23	4,000.00	3,043.50	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5248 Computer Software/License						3,000.00	3,000.00	3,000.00	3,000.00
5272 Office Equipment Rental	2,040.11	4,815.33	5,000.00	2,967.25	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5308 Stenographer	1,400.00		2,600.00		2,600.00	0.00	(2,600.00)	0.00	0.00
5341 Advertising	7,000.82	13,755.43	9,000.00	10,091.19	9,000.00	14,000.00	1,000.00	10,000.00	10,000.00
5342 Postage	5,780.00	5,981.25	5,000.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5343 Printing	5,043.28	2,260.90	10,000.00	11,064.82	10,000.00	5,000.00	(5,000.00)	5,000.00	5,000.00
5420 Office Supplies	3,179.10	6,450.26	5,000.00	6,672.41	5,000.00	7,000.00	0.00	5,000.00	5,000.00
5730 Dues & Subscriptions	650.00	25.00	800.00	370.00	800.00	500.00	(300.00)	500.00	500.00
5731 Conference Expense			1,000.00		1,000.00	1,000.00	(1,000.00)	0.00	0.00
5740 Insurance & Surety Bonds	200.00	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	38,821.15	* 35,030.85	35,000.00	8,354.68	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5245 Building/Grounds Maint	18,644.35	21,962.56	30,000.00	17,649.57	30,000.00	35,000.00	5,000.00	35,000.00	35,000.00

* 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>
5248 Computer Software/License	Dog license online software. Resident can register & pay online, efficient reporting system and the Police Dept. will also have direct access to all dog information	3,000.00
5341 Advertising	Council and Clerks office combined for advertising (legal ads/PH/etc.) Expenditure history shows needed increase	5,000.00
5420 Office Supplies	Council and Clerks office costs for office supplies (paper, etc.)	2,000.00
5245 Building/Grounds Maint	Building maint. Increase for unforeseen repairs (example frozen pipes/flood)	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	335,859.46	287,302.36	312,447.00	254,467.80	324,446.00	332,943.00	40,561.00	353,008.00	353,008.00
General Expenses	87,774.64	95,331.81	108,100.00	65,313.42	108,100.00	115,200.00	(300.00)	107,800.00	107,800.00
Equipment & Unusual									
Total Operating Budget	<u>423,634.10</u>	<u>382,634.17</u>	<u>420,547.00</u>	<u>319,781.22</u>	<u>432,546.00</u>	<u>448,143.00</u>	<u>40,261.00</u>	<u>460,808.00</u>	<u>460,808.00</u>

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 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Registered Voters	32,614	36,000	36,500
Elections Conducted	2	3	2
Precincts	18	18	18
People in Annual Census List	60,632	60,632	61,000
Voting Machines	20	20	20

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit Position		FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017					
			Actual Expenditures #	Actual Expenditures	July - March Budget	Actual Expenditures Thru 6/30/16	Department Request #	Recommendation #	Mayor's	Council Approval			
1.	Registration Clerk			2,500	1,844.35	2,500.00	2,500		2,500	2,500			
2.	Voting Machine Custodian			500	368.85	500.00	500		500	500			
3.	Registrars		3	3,000	2,250.00	3,000.00	3	3,000	3	3,000			
4.	SPMG *Administrative Assistant	10-6 (L10)	1	65,594	62,823.39	75,000.00	1	72,410	1	72,410			
5.	*Assistant Registrar	9-6 (L8)	1	59,581	43,953.69	59,581.00	1	59,581	1	65,442			
6.	Assistant Registrar	9-2	1	60,133	43,210.52	57,679.00	1	45,852	1	50,360			
Subtotal			7	203,473.55	6	191,308	154,450.80	198,260.00	6	183,843	6	194,212	194,212

Summary of Changes

Adjustments to FY 2016 Positions

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

12,677

Explanation

Assistant Registrar

9-2

(9,773)

New employee to be hired at lower step

New Positions

Subtotal

7	203,473.55	6	191,308	154,450.80	198,260.00	6	183,843		6	194,212	194,212
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	220,230.00	197,473.55	185,308.00	149,987.60	192,260.00	177,843.00	2,904.00	188,212.00	188,212.00
5121 Salaries - Part Time	2,999.99	3,000.00	3,000.00	2,213.20	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	679.60	13.44	500.00		500.00	500.00	0.00	500.00	500.00
5241 Equipment Repair/Maint	14,338.51	7,494.00	15,000.00	9,744.50	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5307 Public Safety Service	13,431.60	168.00	12,000.00		12,000.00	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	2,943.16		4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	22,862.70	18,955.58	15,000.00	30,034.30	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5343 Printing	14,910.53	989.00	15,000.00		15,000.00	18,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	90,838.25	55,508.10	70,000.00	51,015.33	70,000.00	100,000.00	20,000.00	90,000.00	90,000.00
5420 Office Supplies	11,387.56	3,179.55	7,500.00	1,508.70	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5425 Software License	7,000.00		7,000.00	1,476.55	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5490 Election Workers Appreciation	1,400.00	1,276.50	1,500.00	1,475.10	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5585 Inaugural Expenses	9,508.61		11,500.00	6,776.95	11,500.00	0.00	(11,500.00)	0.00	0.00
5730 Dues		320.00	500.00		500.00	500.00	0.00	500.00	500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5343 Printing	Increase due to elections, based on FY14 actual expense	3,000.00
5381 Contract Labor	FY2017 contract labor we will have 2 elections (primary, general, early voting and estimating poll worker increase by \$5,700). Looked at the 2014 election actual expenditures column PENDING CITY COUNCIL ORDINANCE CHANGE	30,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	226,229.99	203,473.55	191,308.00	154,450.80	198,260.00	183,843.00	2,904.00	194,212.00	194,212.00
General Expenses	189,300.52	87,904.17	159,700.00	102,031.43	159,700.00	181,200.00	8,500.00	168,200.00	168,200.00
Equipment & Unusual									
Total Operating Budget	<u>415,530.51</u>	<u>291,377.72</u>	<u>351,008.00</u>	<u>256,482.23</u>	<u>357,960.00</u>	<u>365,043.00</u>	<u>11,404.00</u>	<u>362,412.00</u>	<u>362,412.00</u>

CITY COUNCIL

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	69,177	69,335
Pension Administration	6,298	6,462
Medical & Life Insurance	239,059	222,534
Heat, Light, Water	13,676	14,336
Building Repair & Maintenance	31,680	22,005
Building Insurance	718	726
Total	\$360,608	\$335,398

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
City Council Meetings	24	24	24
Committee Meetings	112	123	130
Public Hearings	70	72	75
Communications, resolutions	120, 90	180, 100	200, 120
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	20	25	25

CITY COUNCIL

PERSONNEL

Bargaining Unit Position		FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017					
			Actual # Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*Council President			1	17,899	13,389.51	17,899.00	1	18,091	1	18,091	18,091	
2.	*City Councillor			14	243,585	182,202.72	243,585.00	14	246,274	14	246,274	246,274	
3.	Clerk-Council			1	7,000	5,163.94	7,000.00	1	7,000	1	7,000	7,000	
4.	Clerk-Committees (not otherwise assigned)			1	7,000	5,163.94	7,000.00	1	7,000	1	7,000	7,000	
5.	Clerk-Finance/Committee of the Whole			1	7,000	5,163.94	7,000.00	1	7,000	1	7,000	7,000	
6.	Clerk-LT Debt			1	3,500	2,581.97	3,500.00			1	3,500	3,500	
7.	Clerk-Community Development & Other (PENDING COMPENSATION ORDINANCE CHANGE)			1	7,000	5,163.94	7,000.00	1	7,000	1	7,000	7,000	
Subtotal			20	286,064.73	20	292,984	218,829.96	292,984.00	19	292,365	20	295,865	295,865

Summary of Changes

Adjustments to FY 2016 Positions

Cost of Living Adjustment included in * position	2,881
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Clerk-LT Debt	3,500
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Explanation

Requested for additional clerk duties - Ad Hoc Committee Clerk,
Substitute Clerk, Veterans Services Committee Clerk

New Positions

Clerk for City Council committees

PENDING GENERAL ORDINANCE CHANGE AND COMPENSATION ORDINANCE CHANGE BY CITY COUNCIL

Subtotal

Grand Total

1	7,000		
		1	3,500
			3,500
1	7,000	1	3,500

20	286,064.73	20	292,984	218,829.96	292,984.00	20	299,365		21	299,365	299,365
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CITY COUNCIL

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	277,036.53	286,064.73	292,984.00	218,829.96	292,984.00	299,365.00	6,381.00	299,365.00	299,365.00
General Expenses 001-111-5200									
5191 Council Monthly Expense	54,300.00	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	1,875.87	4,000.00	5,000.00	(1,000.00)	4,000.00	4,000.00
5342 Postage			750.00		0.00	0.00	(750.00)	0.00	0.00
5343 Printing	2,250.00		2,500.00	4,973.89	2,500.00	7,500.00	1,500.00	4,000.00	4,000.00
5383 Photographs			500.00	84.97	500.00	0.00	(500.00)	0.00	0.00
5420 Office Supplies	2,654.82	5.82	3,000.00	603.48	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5731 Conference Expense	3,682.63	3,343.40	3,000.00	2,584.00	2,584.00	3,000.00	0.00	3,000.00	3,000.00
Equipment & Unusual 001-111-5400									
5300 Consultant - Comprehensive Zoning Review		16,930.16		27,039.60	32,789.84	7,000.00	7,000.00	7,000.00	7,000.00
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	0.00	(6,000.00)	0.00	0.00
Computers & Accessories w/ 5% contingency						9,469.43	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5343 Printing	Anticipated costs for republication of Zoning Code Book after adopting reforms	5,000.00
5300 Consultant - Comprehensive Zoning Review	Additional costs to conclude comprehensive zoning reform study	7,000.00
Computers & Accessories w/ 5% contingency	Difference needed to supply 13 City Councillors w/ Surface Pro Tablets	9,469.43
	MAYOR: FUND IN CIP BUDGET	

COST SUMMARY BY CLASSIFICATION

Personnel	277,036.53	286,064.73	292,984.00	218,829.96	292,984.00	299,365.00	6,381.00	299,365.00	299,365.00
General Expenses	62,887.45	57,649.22	69,050.00	50,847.21	66,884.00	72,800.00	(750.00)	68,300.00	68,300.00
Equipment & Unusual	0.00	16,930.16	16,000.00	27,039.60	48,789.84	26,469.43	1,000.00	17,000.00	17,000.00
Total Operating Budget	339,923.98	360,644.11	378,034.00	296,716.77	408,657.84	398,634.43	6,631.00	384,665.00	384,665.00

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	23,386	23,338
Pension Administration	2,222	2,280
Medical & Life Insurance	11,854	12,509
Heat, Light, Water	2,655	2,622
Building Repair & Maintenance	3,352	5,212
Building Insurance	90	91
Total	\$43,559	\$46,052

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Meetings	21	22	22
Filings	34	50	50
Notice of Intent (NOI)	19	25	25
Req for Determination of Applicability	15	20	20
Abbr Notice of Resource Area Delineation	0	3	3
Site Visits (estimated at 4 per project)	100	100	100
Inquiries at window/day	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	0	5	5

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/16					
		7	15,400	9,800.00	15,400.00	7	15,400	7	15,400	15,400
		0.5	23,916	17,135.29	23,916.00	0.5	24,847	0.5	27,291	27,291
7.5	27,713.90	7.5	39,316	26,935.29	39,316.00	7.5	40,247	7.5	42,691	42,691

Bargaining Unit	Position	FY 2017 Grade-Step
1.	Members	
2.	*Principal Office Asst (PT 19 hrs)	8-3
Subtotal		

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

Explanation

Subtotal

0	0	0	0	0
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Grand Total

7.5	27,713.90	7.5	39,316	26,935.29	39,316.00	7.5	40,247		7.5	42,691	42,691
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5121 Salaries - Part Time	23,062.05	18,713.90	23,916.00	17,135.29	23,916.00	24,847.00	3,375.00	27,291.00	27,291.00
5194 Boards & Commissions	8,600.00	9,000.00	15,400.00	9,800.00	15,400.00	15,400.00	0.00	15,400.00	15,400.00
General Expenses 001-171-5200									
5192 Mileage			100.00		100.00	100.00	0.00	100.00	100.00
5242 Office Equipment Repair/Maint			500.00	301.07	500.00	500.00	(100.00)	400.00	400.00
5308 Stenographer			500.00		500.00	500.00	0.00	500.00	500.00
5312 Training			1,000.00	15.00	1,000.00	750.00	(1,000.00)	0.00	0.00
5341 Advertising	62.37	60.58	200.00		200.00	100.00	(100.00)	100.00	100.00
5342 Postage	399.95		500.00	222.72	500.00	400.00	(100.00)	400.00	400.00
5343 Printing	35.71	39.05	100.00	46.00	100.00	100.00	0.00	100.00	100.00
5420 Office Supplies	249.59	262.59	1,000.00	233.77	1,000.00	400.00	(700.00)	300.00	300.00
5730 Dues				530.00	530.00				
5731 Conference Expense		115.00							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>							
Personnel		31,662.05	27,713.90	39,316.00	26,935.29	39,316.00	40,247.00	3,375.00	42,691.00
General Expenses		747.62	477.22	3,900.00	1,348.56	4,430.00	2,850.00	(2,000.00)	1,900.00
Equipment & Unusual									
Total Operating Budget		<u>32,409.67</u>	<u>28,191.12</u>	<u>43,216.00</u>	<u>28,283.85</u>	<u>43,746.00</u>	<u>43,097.00</u>	<u>1,375.00</u>	<u>44,591.00</u>

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

The objectives of the Consolidated Public Works Department (CPW) are to respond to requests from our citizens in a timely manner, record requests in our 311 system, generate work orders, and complete the work. CPW will maintain and improve the City's public streets and sidewalks, and perform snow removal on 165 centerline miles of road, school parking lots, municipal parking lots, municipal building parking lots, and cemeteries. CPW will maintain all City islands, City trees, public shade trees, and right of way trees. CPW will plant new trees, flowers, and shrubbery to enhance the quality of life and the unique character and aesthetic environment of Waltham. We will maintain and improve the City's 23 parks, 2 cemeteries, Waltham Common, Prospect Hill Park, and other open space areas. We will maintain, repair, and provide fuel to all Police, Fire, School, and City vehicles which includes 208 registered vehicles and 56 unregistered pieces of equipment. CPW will oversee and enhance the City's trash and recycling programs.

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	1,502,956	1,513,491
Pension Administration	141,439	145,315
Medical & Life Insurance	2,263,986	2,114,456
Heat, Light, Water	115,218	115,628
Building Repair & Maintenance	151,678	219,510
Building Insurance	6,356	6,433
Motor Vehicle Insurance	28,671	30,036
Motor Vehicle Maint & Repair	505,851	510,491
Workers Compensation	388,782	272,861
Total	\$5,104,937	\$4,928,221

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of emergency calls	12,500	13,000	13,000
Number of Work Orders Logged	5,500	6,000	6,000
Miles of streets cleaned	165	165	165
Number of vehicles used	2	3	3
Number of times cleaned	3	5	5
Trees planted	73	110	50
Snow fall in inches	109	40	44
Registered vehicles maintained	208	208	208
Non registered equipment maintained	56	56	56
Street Opening Permit Revenue	\$76,700	\$76,500	\$76,500

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*CPW Director	20-6	1		1	111,695	82,351.37	111,695.00	1	116,115	1	127,535	127,535
2.	*Assistant CPW Director	18-6 (L9)	1		1	112,209	82,776.99	112,209.00	1	112,209	1	123,245	123,245
3.	*Asst Supt Street	14-6 (L10)	1		1	86,683	63,946.80	86,683.00	1	86,683	1	95,208	95,208
4.	*Asst Supt Street	14-5 (L9)	1		1	79,011	57,910.37	79,011.00	1	82,120	1	90,197	90,197
5.	*Asst Supt Parks/Forestry/Cem	14-5 (L9)	1		1	78,760	57,852.83	78,760.00	1	81,859	1	89,910	89,910
6.	SPMG *Foreman - Public Vehicles	13-6 (L11)	1		1	82,164	76,859.63	95,559.53	1	90,020	1	90,020	90,020
7.	SPMG *Foreman - Street	13-6 (L11)	1		1	82,164	76,859.64	95,559.53	1	90,020	1	90,020	90,020
8.	SPMG *Foreman - Forestry	13-2	1		1	61,651	29,253.69	43,337.00	1	69,029	1	69,029	69,029
9.	SPMG *Sr Engineering Aide (311)	13-6 (L8)	1		1	79,943	74,782.03	92,976.00	1	87,587	1	87,587	87,587
10.	SPMG *Sr Code Enforce Inspector	13-6 (L8)	1		1	79,943	74,782.03	92,976.00	1	87,587	1	87,587	87,587
11.	SPMG *Recycling Coordinator	12-6 (L10)	1		1	75,599	71,188.57	90,350.00	1	83,638	1	83,638	83,638
12.	*Administrative Assistant	10-6 (L9)	1		1	64,839	47,848.72	64,839.00	1	64,839	1	71,215	71,215
13.	*Administrative Assistant	10-6 (L8)	1		1	59,485	43,882.33	59,485.00	1	61,072	1	67,077	67,077
14.	Administrative Assistant	10-4	1		1	65,434	44,516.22	58,716.00	1	53,705	1	58,986	58,986
15.	*Office Coordinator	9-6 (L11)	1		1	61,236	44,086.99	61,236.00	1	61,236	1	67,259	67,259
Subtotal			15	1,109,421.72	15	1,180,816	928,898.21	1,223,392.06	15	1,227,719		1,298,513	1,298,513

Summary of Changes

Adjustments to FY 2016 Positions

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

124,145

Explanation

Administrative Assistant

10-4

(6,448)

New employee hired at lower step

New Positions

Asst Superintendent

14-1

ASSIGNED TO SIDEWALKS DURING THE SEASON. ALSO RESPONSIBLE FOR
SUPERVISING OUTSIDE CONTRACTORS. OTHER DUTIES DURING THE OFF
SEASON.

1

71,372

71,372

Subtotal

0	0		1	71,372	71,372
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Grand Total

15	1,109,421.72	15	1,180,816	928,898.21	1,223,392.06	15	1,227,719		16	1,369,885	1,369,885
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position	FY 2017 Grade-Step	FY 2015	FY 2016			FY 2017			
		# Actual Expenditures	# Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	# Department Request	# Mayor's Recommendation	Council Approval	
1. MECH *Working Foreman II	11-6 (L11)		1	64,107	60,812.63	75,313.53	1	70,481	70,481
2. MECH *Working Foreman II	11-6 (L11)		1	64,107	60,808.53	75,309.43	1	70,481	70,481
3. LAB *Working Foreman I	10-6 (L9)		1	58,834	55,494.87	68,827.63	1	64,953	64,953
4. LAB *Working Foreman I	10-6 (L8)		1	54,476	42,529.28	56,020.08	1	63,851	63,851
5. LAB *Working Foreman I	10-6 (L8)		1	54,476	52,074.20	64,419.40	1	60,552	60,552
6. LAB *Working Foreman I	10-6		1	54,476	51,399.16	63,744.00	1	59,800	59,800
7. LAB Working Foreman I	10-6		1	60,468	55,084.60	70,739.39	1	58,456	58,456
8. MECH *Motor Equipment Repair Pers	10-6 (L11)		1	60,468	57,085.96	70,788.96	1	66,378	66,378
9. MECH *Motor Equipment Repair Pers	10-6 (L10)		1	59,924	56,555.91	70,135.84	1	65,780	65,780
10. MECH *Auto Body / Metal Worker	10-6 (L11)		1	60,468	57,036.09	70,739.00	1	66,378	66,378
11. MECH *Welder	10-2 (L10)		1	44,662	28,432.14	37,235.00	1	56,050	56,050
12. LAB *WF I/Tree Surgeon	10-6 (L10)		1	59,924	55,464.11	69,044.00	1	65,780	65,780
13. LAB *Tree Surgeon	10-2		1	44,662	27,434.00	37,467.00	1	51,097	51,097
14. LAB *S M E O - Open Space - Grass	9-2		1	42,575		8,000.00	1	47,588	47,588
15. LAB *S M E O	9-6 (L11)		1	57,733	54,626.73	67,713.00	1	63,365	63,365
16. LAB *S M E O	9-6 (L11)		1	57,733	54,378.86	67,464.66	1	63,365	63,365
17. LAB *S M E O	9-6 (L11)		1	57,733	54,402.41	67,488.00	1	63,365	63,365
18. LAB *S M E O	9-6 (L10)		1	57,213	54,269.94	67,238.00	1	62,795	62,795
19. LAB *S M E O	9-6 (L10)		1	57,213	52,389.16	65,357.00	1	62,795	62,795
20. LAB *S M E O	9-6 (L9)		1	56,693	53,403.97	66,254.00	1	62,224	62,224
21. LAB *S M E O	9-6		1	56,173	43,804.18	58,314.00	1	57,086	57,086
22. LAB *S M E O	9-6		1	50,898	47,823.62	59,228.00	1	57,086	57,086
23. LAB S M E O	9-6		1	57,733	30,935.96	45,585.66	1	57,086	57,086
24. LAB *H M E O	8-6 (L11)		1	55,138	50,562.76	63,067.00	1	60,491	60,491
25. LAB *H M E O	8-6 (L10)		1	49,674	27,208.95	42,892.00	1	59,487	59,487
26. LAB *H M E O	8-6 (L8)		1	49,674	46,688.95	57,954.00	1	55,182	55,182
27. LAB *H M E O	8-6		1	49,674	46,027.44	57,292.00	1	54,497	54,497
28. LAB *H M E O	8-6		1	46,587	43,553.45	53,919.00	1	53,505	53,505
29. LAB *H M E O	8-4		1	46,587	39,054.43	50,302.00	1	49,933	49,933
30. LAB *H M E O	8-4		1	42,712	38,172.75	47,875.00	1	48,969	48,969
31. MECH M E Repair Pers Helper (PT 19 hrs)	8-2		0.5	23,000	17,927.99	25,893.00	0.5	22,484	22,484

CONSOLIDATED PUBLIC WORKS

PERSONNEL

			FY 2015		FY 2016			FY 2017				
Bargaining Unit	Position	FY 2017 Grade-Step		Actual Expenditures		July - March Actual Expenditures	Expenditures Thru 6/30/16		Department Request		Mayor's Recommendation	Council Approval
			#		#	Budget		#		#		
32. LAB	*M E O	7-6 (L11)	1		1	52,727	49,507.98	61,476.00	1	57,803	57,803	57,803
33. LAB	*M E O	7-6 (L11)	1		1	52,727	50,783.97	62,458.00	1	57,803	57,803	57,803
34. LAB	*M E O	7-6	1		1	44,469	41,757.84	51,793.53	1	50,971	50,971	50,971
35. LAB	*M E O	7-4	1		1	40,684	36,425.68	45,702.00	1	46,566	46,566	46,566
36. LAB	*M E O	7-2	1		1	39,305	30,236.89	39,053.00	1	44,314	44,314	44,314
37. LAB	*M E O	7-2	1		1	39,305	31,896.09	40,835.00	1	44,314	44,314	44,314
38. LAB	M E O	7-2	1		1	51,777	38,137.09	58,588.00	1	43,485	43,485	43,485
39. LAB	M E O	7-2	1		1	47,502	37,385.79	52,139.00	1	43,485	43,485	43,485
40. LAB	*Highway Maintenance	7-6 (L11)	1		1	52,727	40,629.97	52,598.00	1	57,803	57,803	57,803
41. LAB	*Highway Maintenance	7-6 (L11)	1		1	52,727	49,507.39	61,475.47	1	57,803	57,803	57,803
42. LAB	*Highway Maintenance	6-3	1		1	40,558	31,502.85	41,537.85	1	43,152	43,152	43,152
43. LAB	*Laborer	7-6 (L10)	1		1	52,107	51,006.18	62,695.00	1	57,282	57,282	57,282
44. LAB	*Laborer	7-6 (L10)	1		1	51,852	48,615.50	60,405.50	1	57,282	57,282	57,282
45. LAB	*Laborer	7-4	1		1	40,684	36,352.05	45,628.00	1	46,566	46,566	46,566
46. LAB	*Laborer	6-2	1		1	40,684	12,426.40	32,768.00	1	41,732	41,732	41,732
47. LAB	*Laborer	6-2	1		1	37,864	10,814.75	29,746.00	1	41,732	41,732	41,732
48. LAB	*Laborer / Gardener	7-6 (L11)	1		1	52,727	49,507.88	61,476.00	1	57,803	57,803	57,803
49. LAB	*Laborer / Gardener	7-6 (L10)	1		1	52,216	48,926.90	60,769.00	1	57,282	57,282	57,282
50.	Part Time					35,000	18,477.00	35,000.00		35,000	35,000	35,000
51.	Temporary / Seasonal - Summer					30,000	14,859.00	30,000.00		30,000	30,000	30,000
52.	Part Time / Seasonal - Parks & Playgrounds					40,000	12,159.00	25,000.00		40,000	40,000	40,000
Subtotal			46.5	2,410,189.20	48.5	2,603,437	2,156,359.23	2,812,762.93	48.5	2,833,518	2,833,518	2,833,518

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2017 Grade-Step

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	Budget	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Thru 6/30/16					

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 245,565

Explanation

LAB Working Foreman I 10-6 (2,012) Employee replaced at lower step

LAB S M E O 9-6 (647) Employee replaced at lower step

MECH M E Repair Pers Helper (PT 19 hrs) 8-2 (516) New employee to be hired at lower step

LAB M E O 7-2 (8,292) New employee to be hired at lower step

LAB M E O 7-2 (4,017) New employee to be hired at lower step

New Positions

LAB Working Foreman I 10-6 The Working Foreman will oversee the street and sidewalk sweeping crews and litter crew. The person will be responsible for posting streets, towing cars, following the schedule, and checking completed routes. The person will also order stock, track inventory, make sure vehicles are serviced and running properly. The person will identify problem areas of litter and be available to be in a sweeper when other laborers are out. When not sweeping the person will be available to perform other duties such as pick up dead animals, put out temporary stop signs, respond to emergencies, and fill in for other Working Foreman who are out. This will allow others to continue doing work they were assigned to during the day. During snow storms the person would chase contractors.

LAB S M E O 9-1 NEW SIDEWALK CREW 1 59,800 1 47,064 47,064

LAB H M E O 8-1 NEW SIDEWALK CREW 1 44,829 1 44,829 44,829

Subtotal

1	59,800	2	91,893	91,893
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Grand Total

46.5	2,410,189.20	48.5	2,603,437	2,156,359.23	2,812,762.93	49.5	2,893,318	50.5	2,925,411	2,925,411
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CONSOLIDATED PUBLIC WORKS

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,093,948.55	1,109,421.72	1,180,816.00	928,898.21	1,223,392.06	1,227,719.00	189,069.00	1,369,885.00	1,369,885.00
5112 Wages - Full Time	1,878,755.59	2,338,236.32	2,475,437.00	2,092,936.24	2,696,869.93	2,765,834.00	322,490.00	2,797,927.00	2,797,927.00
5122 Wages - Part Time	71,557.88	71,952.88	128,000.00	63,422.99	115,893.00	127,484.00	(516.00)	127,484.00	127,484.00
5131 Overtime	247,544.09	243,363.85	140,000.00	235,247.82	250,000.00	200,000.00	20,000.00	160,000.00	160,000.00
5135 Standby	8,637.82	10,777.69	10,500.00	9,191.86	12,500.00	11,500.00	1,000.00	11,500.00	11,500.00
5195 Buyback Sick Time	16,488.33	25,803.84	25,000.00	33,748.35	33,750.00	32,000.00	7,000.00	32,000.00	32,000.00
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	254.63	25.30	400.00	258.79	335.00	400.00	0.00	400.00	400.00
5193 Tool Allowance	2,600.00	5,800.00	3,900.00	3,300.00	3,300.00	3,900.00	0.00	3,900.00	3,900.00
5213 Light	438.40	782.93	400.00	249.66	400.00	400.00	0.00	400.00	400.00
5231 Water Usage	401.17	591.16	1,000.00	212.24	650.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	8,423.27	4,403.66	12,000.00		3,000.00	9,000.00	(7,000.00)	5,000.00	5,000.00
5242 Office Equipment Repair/Maint	363.23	1,073.13	1,500.00		250.00	1,500.00	(500.00)	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	179,693.06	190,080.91	180,000.00	290,490.20	421,000.00	250,000.00	(20,000.00)	160,000.00	160,000.00
5245 Building/Grounds Maint	5,719.83	681.45	7,500.00	2,408.01	4,500.00	6,000.00	(2,500.00)	5,000.00	5,000.00
5247 Alarms / Intrusion	468.00	499.40	500.00	468.00	468.00	500.00	0.00	500.00	500.00
5255 Vehicle Washing	626.45	325.00	1,000.00	153.00	350.00	650.00	(350.00)	650.00	650.00
5271 Uniform Rental	3,787.80	2,840.08	4,700.00	1,727.74	4,000.00	4,700.00	0.00	4,700.00	4,700.00
5276 Truck/Equipment Rental	56,670.40	24,984.71	30,000.00	8,868.50	25,000.00	30,000.00	0.00	30,000.00	30,000.00
5291 Custodial Services	8,070.00	3,281.27	12,000.00	5,890.48	14,000.00	12,000.00	(2,000.00)	10,000.00	10,000.00
5312 Training	2,654.50	1,523.50	6,000.00	2,150.35	3,500.00	4,000.00	(2,000.00)	4,000.00	4,000.00
5341 Advertising	68.04	300.00	400.00	292.50	2,800.00	2,500.00	1,100.00	1,500.00	1,500.00
5342 Postage	802.46	1,065.20	1,500.00	1,837.01	2,250.00	1,500.00	0.00	1,500.00	1,500.00
5411 Batteries	10,804.68	12,220.30	10,000.00	3,492.73	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5420 Office Supplies	4,561.64	5,188.46	5,500.00	4,144.75	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	5,323.88	13,825.00	14,000.00	8,900.00	14,000.00	14,000.00
5460 Groundskeeping Supplies/Trees	50,223.93	70,456.51	62,800.00	40,238.28	62,000.00	75,000.00	12,200.00	75,000.00	75,000.00
5470 Public Safety Supplies	4,407.02	3,236.30	12,000.00	649.48	5,000.00	8,000.00	(4,000.00)	8,000.00	8,000.00
5480 Vehicle Supplies	233,555.71	245,075.51	240,000.00	164,340.22	250,000.00	245,000.00	5,000.00	245,000.00	245,000.00
5485 Vehicle Fuel & Oil	553,214.70	545,995.21	475,000.00	243,904.15	360,000.00	325,000.00	(150,000.00)	325,000.00	325,000.00
5510 Education Supplies	140.00		3,750.00	860.36	1,000.00	1,000.00	(2,750.00)	1,000.00	1,000.00
5533 Street Cleaning Supplies	5,934.68	4,741.91	4,500.00	4,900.00	10,000.00	5,000.00	500.00	5,000.00	5,000.00
5536 Lumber	544.94	1,950.65	1,000.00	518.44	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	12,620.08	20,204.49	14,500.00	19,152.24	22,000.00	20,000.00	5,500.00	20,000.00	20,000.00
5539 Castings & Pipes	11,030.66	7,835.90	22,000.00	17,245.96	22,000.00	22,000.00	0.00	22,000.00	22,000.00
5541 Welding Supplies	2,577.59	3,315.61	3,000.00	14,655.09	20,000.00	10,000.00	7,000.00	10,000.00	10,000.00
5581 Clothing, Gloves, Shoes	28,553.98	32,174.12	37,500.00	29,568.78	30,800.00	39,500.00	3,500.00	41,000.00	41,000.00
5587 Tools	10,065.37	9,895.33	11,000.00	10,669.44	16,000.00	11,000.00	0.00	11,000.00	11,000.00
5733 Licenses	1,249.00	944.00	1,300.00	1,776.00	2,000.00	1,700.00	400.00	1,700.00	1,700.00
5740 Insurance Surety Bond			200.00			200.00	0.00	200.00	200.00
	1,205,625.22	1,206,592.00	1,171,950.00	879,746.28	1,316,928.00	1,121,950.00	(147,000.00)	1,024,950.00	1,024,950.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Snow & Ice 001-421-5200									
5245 Buildings/Grounds Maint	1,451.00	14,204.00	5,000.00	22,393.00	25,000.00	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	2,031,389.55	3,383,698.86	1,200,000.00	800,654.00	980,000.00	1,200,000.00	0.00	1,200,000.00	1,200,000.00
5387 Weather Service	1,495.00	3,195.00	3,200.00	3,225.00	3,225.00	3,225.00	0.00	3,200.00	3,200.00
5460 Groundskeeping Supplies	283.20	4,663.89	1,500.00	1,006.15	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5531 Salt & Sand	717,982.30	881,470.67	500,000.00	670,839.20	675,000.00	500,000.00	0.00	500,000.00	500,000.00
5532 Plows, Blades & Parts	48,716.46	75,359.98	50,000.00	26,327.49	40,000.00	50,000.00	0.00	50,000.00	50,000.00
5587 Tools	13,932.59	2,162.35							
5121 Management	9,500.00		21,000.00	6,000.00	6,000.00	21,000.00	0.00	21,000.00	21,000.00
5131 Overtime	243,832.80	451,069.15	125,000.00	187,392.35	200,000.00	125,000.00	0.00	125,000.00	125,000.00
	3,068,582.90	4,815,823.90	1,905,700.00	1,717,837.19	1,930,725.00	1,905,725.00	0.00	1,905,700.00	1,905,700.00
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Equipment & Unusual									
CPW Administration 001-420-5400									
5249 Rec Facilities Repair/Maint	56,275.98	30,450.00	40,000.00	29,700.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5310 Environmental Services		6,000.00	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	19,500.00	13,440.00	40,000.00	9,856.00	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	107,414.84	113,842.57	110,000.00	91,384.65	110,000.00	115,500.00	0.00	110,000.00	110,000.00
5394-48 Pond Management	51,275.00	4,800.00	40,000.00	31,195.00	35,000.00	40,000.00	0.00	40,000.00	40,000.00
	234,465.82	168,532.57	241,000.00	162,135.65	226,000.00	246,500.00	0.00	241,000.00	241,000.00
Solid Waste 001-422-5400									
5295 Household Hazard Waste	126,479.48	81,699.10	110,000.00	72,815.61	130,000.00	110,000.00	0.00	110,000.00	110,000.00
5296 Trash Disposal	2,545,183.24	1,692,086.14	1,300,000.00	759,867.37	1,250,000.00	1,250,000.00	(75,000.00)	1,225,000.00	1,225,000.00
5297 Trash/Recycle Collection	2,732,691.11	2,333,083.66	2,575,000.00	1,887,900.18	2,740,000.00	* 5,203,750.00	65,000.00	2,640,000.00	2,640,000.00
5298 Yard Waste / Leaves	241,938.85	185,726.10	205,000.00	166,952.89	210,000.00	215,000.00	10,000.00	215,000.00	215,000.00
5299 DPW Yard Clean Up	18,586.80	5,663.20	25,000.00	9,796.74	10,000.00	25,000.00	0.00	25,000.00	25,000.00
	5,664,879.48	4,298,258.20	4,215,000.00	2,897,332.79	4,340,000.00	6,803,750.00	0.00	4,215,000.00	4,215,000.00

* MAYOR: TOTERS ARE A CIP EXPENSE

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

	FY 2014	FY 2015		FY 2016			FY 2017		
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	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							60,000.00		
5135 Standby							1,000.00		
5195 Buyback Sick Time							7,000.00		
5244 Motor Equipment Repair/Maint							70,000.00		
5341 Advertising							2,100.00		
5425 Software License							8,900.00		
5460 Groundskeeping Supplies/Trees							12,200.00		
5480 Vehicle Supplies							5,000.00		
5533 Street Cleaning Supplies							500.00		
5538 Street/Sidewalk Materials							5,500.00		
5541 Welding Supplies							7,000.00		
5581 Clothing, Gloves, Shoes							2,000.00		
5733 Licenses							400.00		
5387 Weather Service							25.00		
5394-47 Paving Projects							5,500.00		
5297 Trash/Recycle Collection							2,628,750.00		
5298 Yard Waste / Leaves							10,000.00		
COST SUMMARY BY CLASSIFICATION									
Personnel	3,358,173.42	3,799,556.30	3,934,753.00	3,363,445.47	4,307,404.99	4,339,537.00	539,043.00	4,473,796.00	4,473,796.00
General Expenses									
CPW Administration	1,205,625.22	1,206,592.00	1,171,950.00	879,746.28	1,316,928.00	1,121,950.00	(147,000.00)	1,024,950.00	1,024,950.00
Snow & Ice	3,068,582.90	4,815,823.90	1,905,700.00	1,717,837.19	1,930,725.00	1,905,725.00	0.00	1,905,700.00	1,905,700.00
Equipment & Unusual									
CPW Administration	234,465.82	168,532.57	241,000.00	162,135.65	226,000.00	246,500.00	0.00	241,000.00	241,000.00
Solid Waste	5,664,879.48	4,298,258.20	4,215,000.00	2,897,332.79	4,340,000.00	6,803,750.00	0.00	4,215,000.00	4,215,000.00
Total Operating Budget	13,531,726.84	14,288,762.97	11,468,403.00	9,020,497.38	12,121,057.99	14,417,462.00	392,043.00	11,860,446.00	11,860,446.00

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 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Meetings	18	21	20

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	Members	
2.	Clerk	
Subtotal		

FY 2015		FY 2016				FY 2017					
Actual # Expenditures	July - March Actual Expenditures				Department # Request	Mayor's			Council Approval		
	#	Budget	Expenditures	Thru 6/30/16		#	Recommendation				
	7	14,000	7,300.00	13,400.00		7	14,000	7		14,000	
	1	3,000	2,213.23	3,000.00		1	3,000	1		3,000	
8	13,300.00	8	17,000	9,513.23	16,400.00	8	17,000		8	17,000	17,000

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	13,300.00	8	17,000	9,513.23	16,400.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	2,999.99	3,000.00	3,000.00	2,213.23	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	12,700.00	10,300.00	14,000.00	7,300.00	13,400.00	14,000.00	0.00	14,000.00	14,000.00
General Expenses 001-174-5200									
5308 Stenographer	1,950.00	2,700.00	2,100.00	1,800.00	2,600.00	2,300.00	200.00	2,300.00	2,300.00
5312 Training	65.00		700.00	711.87	720.00	700.00	0.00	700.00	700.00
5341 Advertising	1,145.34	1,265.56	1,500.00	843.84	1,200.00	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	242.00	147.00	500.00		290.00	300.00	(200.00)	300.00	300.00
5420 Office Supplies	223.79	592.26	300.00	45.00	290.00	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>
5308 Stenographer	Funds reallocated based on expenditure history	200.00

COST SUMMARY BY CLASSIFICATION

Personnel	15,699.99	13,300.00	17,000.00	9,513.23	16,400.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	3,626.13	4,704.82	5,100.00	3,400.71	5,100.00	5,100.00	0.00	5,100.00	5,100.00
Equipment & Unusual									
Total Operating Budget	<u>19,326.12</u>	<u>18,004.82</u>	<u>22,100.00</u>	<u>12,913.94</u>	<u>21,500.00</u>	<u>22,100.00</u>	<u>0.00</u>	<u>22,100.00</u>	<u>22,100.00</u>

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total Burials	193	215	215
New Lots sold	27	45	45
Single Graves sold	13	20	20
Single Graves welfare	1	10	10
Urn Garden plots sold	3	7	7
Veterans Graves	2	10	10
Acres Maintained	94	94	94

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	Commissioners	
Total		

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	July - March		Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		3	3,000	1,700.00	2,700.00	3	3,000	3	3,000	3,000
3	2,600.00	3	3,000	1,700.00	2,700.00	3	3,000		3	3,000

Summary of Changes

Adjustments to FY 2016 Positions
Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

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

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	2,500.00	2,600.00	3,000.00	1,700.00	2,700.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	2,500.00	2,600.00	3,000.00	1,700.00	2,700.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>2,500.00</u>	<u>2,600.00</u>	<u>3,000.00</u>	<u>1,700.00</u>	<u>2,700.00</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 2014	FY 2015
Pension-Contributory/FICA	76,170	76,537
Pension Administration	6,846	7,025
Medical & Life Insurance	122,588	152,006
Heat, Light, Water	59,033	65,397
Building Repair & Maintenance	90,800	59,530
Building Insurance	2,056	2,080
Motor Vehicle Insurance	597	632
Motor Vehicle Maint & Repair	10,539	10,747
Total	\$368,629	\$373,954

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total Number of Participants	2,859	2,863	2,867
Male / Female / Minority	839/2020/74	840/2022/75	841/2024/76
# of Participants			
Service Programs:	1,312	1,313	1,314
Social/Recreation Programs:	1,538	1,539	1,540
Fitness Programs:	441	442	443
Transportation:	579	580	581
# of 1 way rides	3,538	3,539	3,540
Meals Served Daily	103	104	105
Recipients Served Annually	133	134	135
Meals Served Annually	24,968	25,219	26,470
Total Revenue Meals on Wheels	\$164,788	\$166,438	\$168,008
Total Revenue Programs	\$89,801	\$89,820	\$89,840

City Funding: \$643,644

State Funding: \$37,500

COUNCIL ON AGING

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Council on Aging Board				9	9,000	4,500.00	8,000.00	9	9,000	9	9,000	9,000	
2.	*Council on Aging Director	16-6			1	90,379	66,673.03	90,379.00	1	90,379	1	99,268	99,268	
3.	*Administrative Assistant	10-6 (L11)			1	65,434	48,270.60	65,434.00	1	65,929	1	72,141	72,141	
4.	*Meals Coordinator	9-6			1	51,760	37,807.76	51,760.00	1	53,783	1	59,073	59,073	
5.	*Office Coordinator	9-6 (L8)			1	59,581	43,953.70	59,581.00	1	59,581	1	65,442	65,442	
6. LAB	*Bus Operator	7-6			1	47,502	44,477.00	57,546.00	1	52,075	1	52,075	52,075	
7.	Customer Service Assistant	5-6			1	43,546	32,124.19	43,546.00						
8.	Jr Office Assistant grant	5-6			1	42,867	31,389.71	42,867.00						
9.	Bus Operator PT	7				17,800	9,999.20	17,800.00		17,800		17,800	17,800	
Subtotal			16	421,055.28	16	427,869	319,195.19	436,913.00	14	348,547		14	374,799	374,799

Summary of Changes

Adjustments to FY 2016 Positions

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

33,343

Explanation

Associate Office Assistant

7-6

10,033

Meets qualification and performs same duties described in Grade 7.

1 48,781

1

53,579

53,579

Associate Office Assistant

7-6

10,712

Meets qualification and performs same duties described in Grade 7.

1 48,781

1

53,579

53,579

These are the only Grade 5 positions in the City. These two positions entail much more than customer service. They perform accounting duties and they format the monthly newsletter.

New Positions

Subtotal

2	97,562		2	107,158	107,158
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Grand Total

16	421,055.28	16	427,869	319,195.19	436,913.00	16	446,109	16	481,957	481,957
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COUNCIL ON AGING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	306,862.16	343,181.68	353,567.00	260,218.99	353,567.00	367,234.00	49,515.00	403,082.00	403,082.00
5112 Wages - Full Time	45,998.65	50,874.83	47,502.00	44,477.00	57,546.00	52,075.00	4,573.00	52,075.00	52,075.00
5121 Salaries - Part Time	21,554.64	3,692.37							
5122 Wages - Part Time	14,875.84	15,706.40	17,800.00	9,999.20	17,800.00	17,800.00	0.00	17,800.00	17,800.00
5131 Overtime	536.99	391.83	600.00	262.25	600.00	600.00	0.00	600.00	600.00
5194 Boards & Commissions	6,100.00	7,600.00	9,000.00	4,500.00	8,000.00	9,000.00	0.00	9,000.00	9,000.00
Receipt offset - Grant	(43,128.00)	(36,509.00)	(37,500.00)		(37,500.00)	(37,500.00)	0.00	(37,500.00)	(37,500.00)
General Expenses 001-541-5200									
5192 Mileage	1,250.40	501.52	950.00	490.80	700.00	700.00	(250.00)	700.00	700.00
5242 Office Equipment Repair/Maint	1,390.00	1,470.00	1,390.00	1,518.00	1,518.00	1,590.00	200.00	1,590.00	1,590.00
5306 Medical Services	250.00								
5342 Postage	506.00	550.00	550.00	550.00	550.00	550.00	0.00	550.00	550.00
5343 Printing	62.50	75.00	125.00	55.00	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	1,844.50	1,983.60	2,000.00	1,852.87	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5490 Food Supplies	147,953.28	162,526.87	190,872.00	128,654.85	190,872.00	190,872.00	0.00	190,872.00	190,872.00
5581 Clothing, Gloves, Shoes	599.98	775.00	725.00	725.00	750.00	750.00	25.00	750.00	750.00
Receipt offset - CDBG		(7,665.00)							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	The contract may increase to about \$600.	200.00
5581 Clothing, Gloves, Shoes	Union increase	25.00

COST SUMMARY BY CLASSIFICATION

Personnel	352,800.28	384,938.11	390,969.00	319,457.44	400,013.00	409,209.00	54,088.00	445,057.00	445,057.00
General Expenses	155,856.66	162,216.99	198,612.00	135,846.52	198,515.00	198,587.00	(25.00)	198,587.00	198,587.00
Equipment & Unusual									
Total Operating Budget	508,656.94	547,155.10	589,581.00	455,303.96	598,528.00	607,796.00	54,063.00	643,644.00	643,644.00

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 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Sidewalk Accessibility Repairs (6)		\$5,000	\$10,000
ADA Transition Plan (1)		\$15,000	\$15,000
WHS Scholarships (5 each)	\$5,000	\$2,500	
WSEPAC Special Education		\$1,000	\$1,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

	Bargaining Unit Position	FY 2017 Grade-Step
1.	Board Members	
	Subtotal	

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	July - March		Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		7	7,000	4,400.00	7,000.00	7	7,000	7	7,000	7,000
7	6,500.00	7	7,000	4,400.00	7,000.00	7	7,000	7	7,000	7,000

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

7	6,500.00	7	7,000	4,400.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	6,100.00	6,500.00	7,000.00	4,400.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
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General Expenses 001-560-5200									
5420 Office Supplies	122.60		200.00	200.00	200.00	200.00	0.00	200.00	200.00
<hr/>									
Equipment & Unusual 001-560-5400									

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	6,100.00	6,500.00	7,000.00	4,400.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	122.60	0.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>6,222.60</u>	<u>6,500.00</u>	<u>7,200.00</u>	<u>4,600.00</u>	<u>7,200.00</u>	<u>7,200.00</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 2014	FY 2015
Pension-Contributory/FICA	7,497	7,513
Pension Administration	631	647
Medical & Life Insurance	30,946	31,830
Heat, Light, Water	19,594	28,171
Building Repair & Maintenance	2,171	6,846
Building Insurance	829	839
Motor Vehicle Insurance	1,195	1,581
Motor Vehicle Maint & Repair	21,077	26,868
Total	\$83,940	\$104,295

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
District Coordinators	1	1	2
Total Grants Received	\$22,030	\$46,435	\$48,460
FEMA Reimbursement-Disasters	\$0	\$0	\$786,681
Total Receipts	\$22,030	\$46,435	\$835,141

EMERGENCY MANAGEMENT

PERSONNEL

	Bargaining Unit Position	FY 2017 Grade-Step
1.	*Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
Subtotal		

FY 2015		FY 2016				FY 2017				
Actual # Expenditures	July - March				#	Department Request	#	Mayor's Recommendation	Council Approval	
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/16						
	1	49,869	36,349.10	49,869.00						
	1	10,000	7,377.17	10,000.00						
		10,000	7,377.17	10,000.00						
2	69,037.18	2	69,869	51,103.44	69,869.00	2	69,869	2	74,774	74,774

Summary of Changes

Adjustments to FY 2016 Positions

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

4,905

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	69,037.18	2	69,869	51,103.44	69,869.00	2	69,869	2	74,774	74,774
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EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-291-5100									
5121 Salaries - Part Time	69,061.94	69,037.18	69,869.00	51,103.44	69,869.00	69,869.00	4,905.00	74,774.00	74,774.00
General Expenses 001-291-5200									
5241 Equipment Repairs/Maint		392.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5312 Training		88.52	300.00	166.64	300.00	300.00	0.00	300.00	300.00
5312 Training (Environmental)							300.00	300.00	300.00
5420 Office Supplies	509.61	378.75	400.00	113.98	400.00	400.00	0.00	400.00	400.00
5420 Office Supplies (Environmental)							400.00	400.00	400.00
5470 Public Safety Supplies	374.07	2,218.63	1,000.00	601.25	1,000.00	1,700.00	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	15,762.34	2,232.38	2,800.00	2,101.25	2,800.00	2,800.00	(1,300.00)	1,500.00	1,500.00
5384 Fuel Tank Testing		2,190.00	3,390.00		3,390.00	2,190.00	(1,200.00)	2,190.00	2,190.00
Special Items 001-291-5500									
5190 Uniform		399.95	400.00	328.75	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>
5470 Public Safety Supplies	This is to cover increased costs of the shelter operation including supplies, equipment, laundry services and blanket replacement	700.00

COST SUMMARY BY CLASSIFICATION

Personnel	69,061.94	69,037.18	69,869.00	51,103.44	69,869.00	69,869.00	4,905.00	74,774.00	74,774.00
General Expenses	883.68	3,077.90	2,700.00	881.87	2,700.00	3,400.00	700.00	3,400.00	3,400.00
Equipment & Unusual	15,762.34	4,422.38	8,690.00	2,101.25	8,690.00	7,490.00	(2,500.00)	6,190.00	6,190.00
Special Items	0.00	399.95	400.00	328.75	400.00	400.00	0.00	400.00	400.00
Total Operating Budget	85,707.96	76,937.41	81,659.00	54,415.31	81,659.00	81,159.00	3,105.00	84,764.00	84,764.00

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, and construct Water, Sewer and Drain improvements in accordance with State and Federal guidelines, to continue the efficient processing of permit applications, and to maintain the Sewer Bank.

DESCRIPTION OF OUTPUT STATEMENT:

To implement the Department's Capital Improvement Program, provide construction oversight on all public projects, and to maintain the integrity of the Water-Sewer-Drain systems by requiring consistent construction inspections and submission of as-built plans.

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 2014	FY 2015
Pension-Contributory/FICA	270,049	234,451
Pension Administration	25,758	22,878
Medical & Life Insurance	185,418	148,654
Heat, Light, Water	10,618	10,487
Building Repair & Maintenance	13,406	20,846
Building Insurance	269	272
Motor Vehicle Insurance	299	316
Motor Vehicle Maint & Repair	5,269	5,374
Workers Compensation		1,082
Total	\$511,086	\$444,360

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
CIP - Project Administration	9	10	10
Plans/Project Submittals	59	97	100
Compliance reports	9	9	10
Construction Inspections	1,812	1,930	1,930
Project/Redevelopment, Major Developments	10	6	8
Permit Applications	403	389	400

ENGINEERING

PERSONNEL

Bargaining Unit Position	FY 2017 Grade-Step	FY 2015				FY 2016				FY 2017			
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. *City Engineer	20-6	1		1	116,115	85,658.68	116,115.00	1	116,115	1	127,535	127,535	
2. SPMG Asst City Engineer	16-1	1		1	74,678		20,448.75	1	81,795		0	0	
3. SPMG *Jr. Civil Engineer	14-2	1		1	65,140	39,479.62	59,728.00	1	73,936	1	73,936	73,936	
4. SPMG *Gen Construction Insp	13-6 (L9)	1		1	79,943	75,398.77	97,584.19	1	87,925	1	87,925	87,925	
5. *Administrative Assistant	10-6 (L9)	1		1	64,839	47,831.73	64,839.00	1	64,839	1	71,215	71,215	
6. Co-op Students					14,560	9,216.00	14,560.00		14,560		14,560	14,560	
7. Part Time		0.5		0.5	41,000	27,494.01	38,156.50	0.5	41,000	0.5	41,000	41,000	
Subtotal		4.5	304,284.81	5.5	456,275	285,078.81	411,431.44	5.5	480,170		416,171	416,171	

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity/Contract Settlement/
Compensation Ordinance included in * position
salary 34,574

SPMG Asst City Engineer 16-1 (74,678)

Explanation

Negotiate Job Description for Assistant City Engineer to change from Professional Engineer (PE) credential requirement to a Professional Land Surveyor (PLS) to align with Department requests.
MAYOR: NOT FUNDED, REPLACE WITH JR. ENGINEER IN LIGHT OF DUTIES REQUESTED BY DEPARTMENT HEAD

New Positions

SPMG Stormwater Coordinator 14-1

New Environmental Engineer to manage the Federally implemented/mandated NPDES/EPA Stormwater discharge permit (function is currently outsourced to an Engineering consultant) as well as other storm water related issues and compliance

SPMG Jr. Civil Engineer 14-1

REQUIRE PROFESSIONAL LAND SURVEYOR

Subtotal

Grand Total

1	71,674		1	59,477	59,477
1	71,674		1	59,477	59,477

4.5	304,284.81	5.5	456,275	285,078.81	411,431.44	6.5	551,844		5.5	475,648	475,648
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ENGINEERING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-410-5100									
5111 Salaries - Full Time	318,908.54	258,594.32	400,715.00	248,368.80	358,714.94	496,284.00	19,373.00	420,088.00	420,088.00
5121 Salaries - Part Time	13,816.00	45,690.49	55,560.00	36,710.01	52,716.50	55,560.00	0.00	55,560.00	55,560.00
5131 Overtime			10,000.00	2,119.58	3,600.00	10,000.00	0.00	10,000.00	10,000.00
General Expenses 001-410-5200									
5242 Office Equipment Repair/Maint	3,211.18	2,337.28	3,000.00	600.00	2,255.00	2,800.00	(500.00)	2,500.00	2,500.00
5312 Training						1,200.00	1,000.00	1,000.00	1,000.00
5341 Advertising	79.38		400.00		200.00	200.00	(200.00)	200.00	200.00
5342 Postage	345.70	517.70	500.00	588.07	900.00	900.00	0.00	500.00	500.00
5343 Printing		425.00	300.00	302.50	475.00	450.00	150.00	450.00	450.00
5420 Office Supplies	3,897.81	4,041.37	3,150.00	2,176.09	3,500.00	3,200.00	50.00	3,200.00	3,200.00
5581 Clothing, Gloves	249.98	84.99	600.00	209.98	600.00	800.00	0.00	600.00	600.00
5730 Dues	461.50	472.75	500.00	400.00	400.00	500.00	0.00	500.00	500.00
5731 Conference Expense	20.00	360.00		120.00	120.00				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Charge to appropriate department for training of AutoCAD and Engineering Classes; Mass Highway Association/NEWWA/AWWA seminars	1,200.00
5342 Postage	Postage - Run Rate	400.00
5343 Printing	Printing - Run Rate, Increased cost of printing forms and plans	150.00
5420 Office Supplies	Increase in expenses for office supplies	50.00
5581 Clothing, Gloves	Collective Bargaining item under Middle Managers Union Contract	200.00

COST SUMMARY BY CLASSIFICATION

Personnel	332,724.54	304,284.81	466,275.00	287,198.39	415,031.44	561,844.00	19,373.00	485,648.00	485,648.00
General Expenses	8,265.55	8,239.09	8,450.00	4,396.64	8,450.00	10,050.00	500.00	8,950.00	8,950.00
Equipment & Unusual									
Total Operating Budget	<u>340,990.09</u>	<u>312,523.90</u>	<u>474,725.00</u>	<u>291,595.03</u>	<u>423,481.44</u>	<u>571,894.00</u>	<u>19,873.00</u>	<u>494,598.00</u>	<u>494,598.00</u>

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

The mission of Water Billing is to provide the highest quality of customer service while maintaining the most efficient operation with available resources and through water meter equipment and technology upgrades; To improve accuracy and endeavor to 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:

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

[illegible]

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.6042	3.1343	3.2000
Number of Accounts	14,142	14,200	14,250
Number of Bills Sent out annually	52,652	53,000	53,000

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

			FY 2015		FY 2016			FY 2017						
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
							Actual Expenditures							
1.	*Administrative Assistant	10-6 (L9)			1	64,244	47,393.10	64,244.00	1	64,690	1	71,052	71,052	
2.	*Administrative Assistant	10-6 (L8)			1	59,485	43,882.32	59,485.00	1	61,468	1	67,513	67,513	
3.	*Principal Off Asst (PT 19 hrs)	8-2			0.5	24,298	12,101.44	20,248.00	0.5	24,298	0.5	26,688	26,688	
Subtotal			2.5	136,737.41	2.5	148,027	103,376.86	143,977.00	2.5	150,456		2.5	165,253	165,253

Summary of Changes

Adjustments to FY 2016 Positions

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

17,226

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2.5	136,737.41	2.5	148,027	103,376.86	143,977.00	2.5	150,456	2.5	165,253	165,253
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	121,486.67	123,728.79	123,729.00	91,275.42	123,729.00	126,158.00	14,836.00	138,565.00	138,565.00
5121 Salaries - Part Time		13,008.62	24,298.00	12,101.44	20,248.00	24,298.00	2,390.00	26,688.00	26,688.00
General Expenses 610-451-5200									
5242 Office Equipment Repair/Maint	2,019.66	1,988.24	1,600.00	1,570.34	1,700.00	1,600.00	0.00	1,600.00	1,600.00
5342 Postage	30,040.54	29,417.48	40,000.00	23,179.18	38,800.00	40,000.00	0.00	40,000.00	40,000.00
5343 Printing	2,503.15	548.72	3,500.00	2,873.40	4,300.00	6,500.00	1,500.00	5,000.00	5,000.00
5420 Office Supplies	1,277.14	1,764.28	1,400.00	465.52	1,700.00	1,500.00	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>
5343 Printing	Increase to cover Printing of Utility Bills and Envelopes, as well as Public Education Pamphlets for Insertion with the Water Bills (Info on Fat Free Sewers etc.)	3,000.00
5420 Office Supplies	Increase to cover increased cost of office supplies	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	121,486.67	136,737.41	148,027.00	103,376.86	143,977.00	150,456.00	17,226.00	165,253.00	165,253.00
General Expenses	35,840.49	33,718.72	46,500.00	28,088.44	46,500.00	49,600.00	1,500.00	48,000.00	48,000.00
Equipment & Unusual									
Total Operating Budget	157,327.16	170,456.13	194,527.00	131,465.30	190,477.00	200,056.00	18,726.00	213,253.00	213,253.00

WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

The mission of Water Administration is to 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 we strive to improve the water distribution by replacing water mains, hydrants and gate valves in accordance with the Department's Capital Improvement Plan. We seek to strengthen consumer confidence by prompt attention to customers' requests for service and updating water system activities and customer information on the City's website. We plan to 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 2014	FY 2015
Pension-Contributory/FICA	426,121	450,842
Pension Administration	39,710	42,973
Medical & Life Insurance	547,582	501,779
Heat, Light, Water	34,510	34,083
Building Repair & Maintenance	43,571	67,750
Building Insurance	425	430
Motor Vehicle Insurance	4,480	4,426
Motor Vehicle Maint & Repair	79,039	75,230
Workers Compensation	54,402	53,895
Other Dept Allocations	578,925	547,975
Total	\$1,808,765	\$1,779,383

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Sampling of Water System- #samples	892	873	900
Lead & Copper Samples	17	17	17
Cross Connection Devices City Wide	1,675	1,675	1,700
Cross Connection Devices Tested	2,488	3,297	3,400

WATER ADMINISTRATION

PERSONNEL

Bargaining Unit Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017			
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation Council Approval
1. SPMG Assistant City Engineer	16-1			1	74,678	8,133.73			1	62,232
2. *Water/Sewer Superintendent	16-4			1	78,953	57,795.10	1	82,064	1	90,135
3. *Business Manager	15-5			1	77,352	56,851.47	1	80,397	1	88,304
4. SPMG *Foreman	13-5			1	67,663	62,851.90	1	77,173	1	77,173
5. SPMG *Sr Code Enforcement Inspector	13-6 (L9)			1	79,943	74,782.04	1	87,993	1	87,993
6. SPMG *Sr Code Enforcement Inspector	13-6 (L8)			1	74,021	69,242.83	1	86,506	1	86,506
7. SPMG *Code Enforcement Inspector	12-2 (L10)			1	67,800	29,234.21	1	70,248	1	70,248
8. *Principal Office Assistant	8-4			1	44,456	32,689.29	1	46,186	1	50,729
9. Co-op Students					14,560	14,560.00		14,560		14,560
Subtotal		8	525,967.75	8	579,426	391,580.57	7	545,127	8	627,880

Summary of Changes

Adjustments to FY 2016 Positions

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

60,900

Explanation

SPMG Assistant City Engineer 16-1

(12,446)

Department did not request (see request below)

New Positions

Assistant Superintendent W/S/D 14-1

Propose to amend Assistant City Engineer/Operations Manager Grade 16-1 position to Assistant Superintendent of the Water-Sewer-Drain Division Grade 14-1; this cost effective change will solidify the organizational structure of the division and improve overall efficiency by separating the two managerial positions; the Assistant Superintendent will report to the Superintendent, and will provide on a daily basis the necessary oversight of operations and maintenance activities requiring Water Distribution System and Sewer Collection System management decisions, and work with the Superintendent to determine resolution. The Assistant Superintendent will supervise the General Foreman.

1 64,981

Subtotal

1	64,981	0	0	0
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Grand Total

8	525,967.75	8	579,426	391,580.57	540,563.45	8	610,108	8	627,880	627,880
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WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	514,266.51	525,967.75	564,866.00	391,580.57	526,003.45	595,548.00	48,454.00	613,320.00	613,320.00
5121 Salaries - Part Time			14,560.00	0.00	14,560.00	14,560.00	0.00	14,560.00	14,560.00
5131 Overtime		547.56	25,000.00	14,189.18	21,283.50	25,000.00	0.00	25,000.00	25,000.00
General Expenses 610-450-5200									
5312 Training	1,825.00	2,743.50	2,600.00	2,009.79	2,800.00	2,900.00	0.00	2,600.00	2,600.00
5581 Clothing, Gloves, Shoes		516.48	1,200.00	729.66	1,000.00	1,200.00	0.00	1,200.00	1,200.00
Equipment & Unusual 610-450-5400									
6478 Water Meter Network Upgrade	32,348.90	28,915.02	41,520.00	16,066.76	32,030.52	41,520.00	0.00	41,520.00	41,520.00

Department Explanation for Requested Increases

Item

5312 Training

Reason

Increase to cover training for water administration employees

Department Cost for

Requested Increase

300.00

COST SUMMARY BY CLASSIFICATION

Personnel	514,266.51	526,515.31	604,426.00	405,769.75	561,846.95	635,108.00	48,454.00	652,880.00	652,880.00
General Expenses	1,825.00	3,259.98	3,800.00	2,739.45	3,800.00	4,100.00	0.00	3,800.00	3,800.00
Equipment & Unusual	32,348.90	28,915.02	41,520.00	16,066.76	32,030.52	41,520.00	0.00	41,520.00	41,520.00
Total Operating Budget	548,440.41	558,690.31	649,746.00	424,575.96	597,677.47	680,728.00	48,454.00	698,200.00	698,200.00

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 as necessary.

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 whenever possible.

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.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Water Main Repairs	16	32	30
Water Service Repairs/Relays	125	140	140
Valve Repairs	2	5	5
Hydrant Replacement	5	5	12
Hydrant Repairs	0	1	6
Leak Detection (Miles)	170	340	340
Water Overtime - # of Calls	590	498	500
Water Overtime - Man-hours	4,317	4,619	4,600

WATER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2015		FY 2016			FY 2017					
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	*Working Foreman II	11-6 (L9)			1	62,952	42,836.65	65,500.00	1	69,097	1	69,097	69,097
2. LAB	*Working Foreman I	10-6 (L11)			1	60,468	57,085.61	73,743.62	1	66,378	1	66,378	66,378
3. LAB	*Working Foreman I Nights	10-1			1	47,342		13,086.00	1	52,344	1	52,344	52,344
4. LAB	*Cross Connect Inspector	9-1			1	43,067	3,555.70	15,321.70	1	47,064	1	47,064	47,064
5. LAB	*S M E O	9-3			1	43,067	29,761.70	42,819.20	1	50,399	1	50,399	50,399
6. LAB	*H M E O	8-4			1	43,320	41,542.95	54,030.55	1	49,520	1	49,520	49,520
7. LAB	*M E O	7-6			1	45,774	43,737.45	56,631.43	1	52,075	1	52,075	52,075
8. LAB	*Highway Maintenance	7-4			1	41,190	37,443.87	49,611.69	1	47,091	1	47,091	47,091
9. LAB	*Laborer Nights	6-2			1	39,662	18,729.90	29,262.50	1	44,486	1	44,486	44,486
Meter Read, Repair & Install													
10. LAB	*Water Meter Installer	8-6			1	49,674	46,724.88	60,401.38	1	54,497	1	54,497	54,497
11. LAB	*M E O	7-6			1	47,502	44,589.40	57,658.10	1	52,075	1	52,075	52,075
12. LAB	*M E O	7-2			1	39,305	20,108.04	32,963.12	1	43,722	1	43,722	43,722
Subtotal			12	417,156.38	12	563,323	386,116.15	551,029.29	12	628,748		628,748	628,748

Summary of Changes

Adjustments to FY 2016 Positions

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

65,425

Explanation

0	0	0	0	0

Subtotal

Grand Total

12	417,156.38	12	563,323	386,116.15	551,029.29	12	628,748		12	628,748	628,748
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WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	257,231.83	285,682.72	426,842.00	274,693.83	400,006.69	478,454.00	51,612.00	478,454.00	478,454.00
5131 Overtime	126,421.35	187,015.81	60,000.00	141,414.35	197,584.00	90,000.00	(5,000.00)	55,000.00	55,000.00
5135 Standby	31,135.23	34,905.78	35,000.00	29,711.80	40,937.85	40,000.00	5,000.00	40,000.00	40,000.00
5195 Buyback Sick Time	4,420.30	5,646.02	8,000.00	5,007.45	5,007.45	8,000.00	(2,000.00)	6,000.00	6,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	127,976.70	131,473.66	136,481.00	111,422.32	151,022.60	150,294.00	13,813.00	150,294.00	150,294.00
General Expenses									
Water Maintenance & Operations 610-452-5200									
5192 Mileage	1,851.95	412.39	800.00	465.18	700.00	800.00	0.00	800.00	800.00
5211 Heat	13,600.66	18,735.06	15,000.00	4,042.38	7,200.00	15,000.00	0.00	15,000.00	15,000.00
5213 Light	8,767.58	18,739.09	8,500.00	14,760.90	21,500.00	23,000.00	14,500.00	23,000.00	23,000.00
5241 Equipment Repair/Maint	27,129.56	13,415.88	30,000.00	6,665.59	12,027.00	30,000.00	(10,000.00)	20,000.00	20,000.00
5242 Office Equipment Repair/Maint		1,841.50	3,000.00	197.50	296.00	3,000.00	(2,200.00)	800.00	800.00
5245 Building/Grounds Maint	567.50		5,000.00		672.00	5,000.00	(4,000.00)	1,000.00	1,000.00
5261 Water/Sewer Infrastructure	716.00	1,620.00	4,000.00		7,500.00	4,000.00	0.00	4,000.00	4,000.00
5303 Engineer Services /Consultants	51,374.24	45,218.53	45,000.00	62,099.94	72,000.00	45,000.00	0.00	45,000.00	45,000.00
5312 Training	3,332.00	2,880.00	4,000.00	4,343.00	6,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5342 Postage	5,682.95	327.73	5,500.00	24.20	500.00	500.00	(5,000.00)	500.00	500.00
5343 Printing	7,471.79	668.00	2,500.00	891.00	1,400.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	1,337.43	4,912.00	3,500.00	3,208.69	3,000.00	3,500.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	4,108.50	2,250.67	4,000.00	1,314.80	1,975.00	4,000.00	(1,000.00)	3,000.00	3,000.00
5452 Custodial Supplies		899.10	1,000.00		0.00	1,000.00	(500.00)	500.00	500.00
5460 Groundskeeping Supplies	3,682.49	185.03	3,500.00	52.65	100.00	3,500.00	(1,500.00)	2,000.00	2,000.00
5470 Public Safety Supplies	1,525.82	3,168.84	4,000.00	975.00	1,000.00	4,000.00	(1,000.00)	3,000.00	3,000.00
5538 Street/Sidewalk Materials	38,267.03	39,749.35	45,000.00	43,467.10	61,000.00	60,000.00	0.00	45,000.00	45,000.00
5539 Castings & Pipes	68,135.41	72,020.19	85,000.00	68,352.11	87,000.00	95,000.00	0.00	85,000.00	85,000.00
5581 Clothing, Gloves, Shoes	9,014.32	10,697.07	11,275.00	9,992.25	11,538.00	14,200.00	725.00	12,000.00	12,000.00
5587 Tools	15,412.43	17,518.54	15,000.00	8,526.96	13,475.00	15,000.00	0.00	15,000.00	15,000.00
5730 Dues	290.00		1,000.00	1,225.00	1,225.00	1,400.00	0.00	1,000.00	1,000.00
5731 Conference Expense	1,085.00								
5733 Licenses	912.00	811.49	1,500.00	967.00	967.00	1,500.00	0.00	1,500.00	1,500.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	42,807.00	840.00	50,000.00	16,170.00	47,817.00	50,000.00	(25,000.00)	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	20,146.75	20,645.75	30,000.00	21,075.00	33,224.00	32,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	49,902.30	13,081.74	30,000.00	32,925.46	42,168.26	50,000.00	0.00	30,000.00	30,000.00
5690 State Assessment - MWRA	7,809,194.00	8,061,502.00	8,631,171.00	6,041,819.70	8,631,171.00	9,421,137.00	789,966.00	9,421,137.00	9,421,137.00
5692 State Assessment - DEP	21,862.00	21,219.15	25,000.00	21,177.07	21,177.02	25,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	8,028.15	17,260.00	20,000.00	18,714.11	20,000.00	65,000.00	45,000.00	65,000.00	65,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	20,658.23	20,397.43	20,000.00	25,895.13	29,543.55	30,000.00	0.00	20,000.00	20,000.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	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 per the run rate of Overtime for FY2016	30,000.00
5135 Standby	Increase per the run rate of Standby expense for FY2016	5,000.00
5213 Light	Cover the cost of increased utility expenses for electricity for the WPS & Water Booster Valves	14,500.00
5312 Training	Provide training for increased number of laborers in Water Operations	1,000.00
5538 Street/Sidewalk Materials	Provide for higher cost & quantity of crushed stone and cold patch used for water service & water main repairs	15,000.00
5539 Castings & Pipes	Increase per the higher cost of 100% lead free components and increased quantities required	10,000.00
5581 Clothing, Gloves, Shoes	Collective Bargaining item under the Laborers' Union Contract	2,925.00
5730 Dues	Cover the cost of attendance at NEWWA/AWWA annual conferences	400.00
5394-45 Disposal of Trench Tailings	Cover the increased cost of excavated materials disposal from repairs/relays	2,000.00
5394-49 Service Repairs	Cover higher cost of outsourced water repairs beyond scope of City crews due to frequency/depth	20,000.00
5690 State Assessment - MWRA	Provisional MWRA Water Assessment FY2017 is 9.2% increase over FY2016	789,966.00
5876 Hydrants	To cover cost of replacement of broken/unrepairable hydrants & associated parts and repair kits	45,000.00
5543 Meters & Parts	To cover the replacement of old, non-functioning meters to improve revenue and reduce unaccounted for water use	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	547,185.41	644,723.99	666,323.00	562,249.75	794,558.59	766,748.00	63,425.00	729,748.00	729,748.00
General Expenses	264,264.66	256,070.46	298,075.00	231,571.25	311,075.00	336,900.00	(8,975.00)	289,100.00	289,100.00
Equipment & Unusual	7,972,598.43	8,154,946.07	8,806,171.00	6,177,776.47	8,825,100.83	9,673,137.00	809,966.00	9,616,137.00	9,616,137.00
Total Operating Budget	8,784,048.50	9,055,740.52	9,770,569.00	6,971,597.47	9,930,734.42	10,776,785.00	864,416.00	10,634,985.00	10,634,985.00

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Our Primary Objective is the Prevention of Sewer System Overflows by increasing the level of enforcement in the Fat Oil & Grease (F.O.G.) program with a newly hired F.O.G. Inspector; Continue to conduct Public Education program on F.O.G. with informational flyers and website updates; We strive to improve our Operations & Maintenance activities by filling department vacancies with qualified personnel and adherence to standard operating procedures.

DESCRIPTION OF OUTPUT STATEMENT:

Continue to replace failed sewer lines and repair broken sewer manholes as necessary.

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 2014	FY 2015
Pension-Contributory/FICA	226,060	223,362
Pension Administration	21,383	21,486
Medical & Life Insurance	250,360	300,220
Heat, Light, Water	18,582	18,352
Building Repair & Maintenance	27,560	62,235
Building Insurance	1,145	1,158
Motor Vehicle Insurance	2,091	2,213
Motor Vehicle Maint & Repair	36,885	37,615
Other Dept Allocations	<u>1,315,742</u>	<u>1,203,299</u>
Total	<u>\$1,899,808</u>	<u>\$1,869,940</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Sewer Stoppages Main	153	69	70
Sewer Stoppages Laterals/Svc Lines	326	222	250
Sewer Main Repairs, Lineal Feet	330	400	500
Sewer Lateral Repairs/Relays	36	38	40
Catch Basin Cleaned	1,540	1,980	2,000
Number of Catch Basins (city owned)	5,393	5,393	5,400
Number of Catch Basins Total	7,343	7,343	7,400
Drain Mains Repaired	2	2	5
Sanitary Grease Locations Citywide	300	300	300
Sanitary Grease Traps Citywide	380	400	400
Sanitary Grease Traps Inspections	805	780	1,000
Sewer Overtime - # of Calls	310	300	300
Sewer Overtime - Man-hours	1,703	1,788	1,800

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2015		FY 2016			FY 2017					
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	*Working Foreman I	10-6 (L10)	1		1	59,798	56,295.02	72,503.95	1	65,780	1	65,780	65,780
2. LAB	*Working Foreman I	10-6 (L9)	1		1	59,379	54,194.58	72,318.70	1	65,182	1	65,182	65,182
3. LAB	*Working Foreman I/Video Insp	10-6	1		1	54,476	2,109.87	17,059.87	1	59,800	1	59,800	59,800
4. LAB	*S M E O	9-6 (L11)	1		1	57,733	54,459.88	70,361.69	1	63,365	1	63,365	63,365
5. LAB	*S M E O	9-6 (L9)	1		1	56,693	53,777.59	69,302.48	1	62,224	1	62,224	62,224
6. LAB	*S M E O Nights	9-2	1		1	45,129	24,298.42	38,279.46	1	51,405	1	51,405	51,405
7. LAB	*Pump Station Operator	9-6 (L11)	1		1	57,733	54,402.37	70,304.17	1	63,365	1	63,365	63,365
8. LAB	*H M E O Nights	8-6	1		1	43,694	40,752.53	54,347.03	1	57,767	1	57,767	57,767
9. LAB	*M E O	7-6 (L11)	1		1	52,727	49,524.39	64,030.48	1	57,803	1	57,803	57,803
10. LAB	*Laborer	7-6	1		1	44,469	41,075.16	54,361.86	1	50,971	1	50,971	50,971
Subtotal			10	450,234.26	10	531,831	430,889.81	582,869.69	10	597,662		597,662	597,662

Summary of Changes

Adjustments to FY 2016 Positions

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

65,831

Explanation

LAB Working Foreman I/Video Insp 10-6

Substitute the Distribution System Operator Level D3 with D1 to align with the majority of the job description and sewer collection system responsibilities. Require Sewer Collection System certification instead. Pay Grade would remain the same at Grade 10.
MAYOR: NO CHANGE

New Positions

Subtotal

0	0	0	0	0

Grand Total

10	450,234.26	10	531,831	430,889.81	582,869.69	10	597,662	10	597,662	597,662
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	431,073.34	450,234.26	531,831.00	430,889.81	582,869.69	597,662.00	65,831.00	597,662.00	597,662.00
5131 Overtime	81,765.97	74,053.40	60,000.00	53,288.72	70,049.22	70,000.00	0.00	60,000.00	60,000.00
5135 Standby	31,047.56	33,781.14	32,000.00	27,893.42	38,210.28	40,000.00	8,000.00	40,000.00	40,000.00
5195 Buyback Sick Time	10,453.47	3,728.09	11,000.00	4,185.08	4,185.08	11,000.00	(5,500.00)	5,500.00	5,500.00
General Expenses 600-440-5200									
5211 Heat			2,500.00	1,251.63	1,900.00	2,500.00	0.00	2,500.00	2,500.00
5213 Light	92,390.02	92,763.82	100,000.00	49,905.06	74,858.00	100,000.00	(10,000.00)	90,000.00	90,000.00
5241 Equipment Repair/Maint	78,245.66	40,919.87	85,000.00	34,829.12	65,760.00	85,000.00	(15,000.00)	70,000.00	70,000.00
5244 Motor Equipment Repair/Maint	19,694.54	46,087.12	40,000.00	13,140.45	56,000.00	67,000.00	10,000.00	50,000.00	50,000.00
5245 Building/Grounds Maint	4,765.50	4,138.29	7,500.00	965.00	2,500.00	7,500.00	(2,500.00)	5,000.00	5,000.00
5261 W/S Infrastructure Repair/Maint	10,026.61	22,230.00	25,000.00	2,530.25	5,000.00	25,000.00	(10,000.00)	15,000.00	15,000.00
5276 Truck/ Equipment Rental	14,601.31	7,958.50	10,000.00	14,830.70	30,000.00	20,000.00	0.00	10,000.00	10,000.00
5303 Engineering Services/ Consulting	1,470.00	10,980.00		23,770.00	40,000.00	10,000.00	10,000.00	10,000.00	10,000.00
5307 Public Safety Service		890.38	5,000.00		686.00	5,000.00	(4,000.00)	1,000.00	1,000.00
5340 Communication	479.88	479.88	4,800.00	3,179.48	4,769.00	6,300.00	(800.00)	4,000.00	4,000.00
5431 Paint Supplies	378.00	631.80	1,500.00		460.00	1,500.00	(500.00)	1,000.00	1,000.00
5450 Custodial Supplies	50,156.44	45,569.11	40,000.00	32,001.21	43,000.00	45,000.00	5,000.00	45,000.00	45,000.00
5460 Groundskeeping Supplies	1,999.23	3,805.71	5,000.00	620.00	750.00	5,000.00	(1,700.00)	3,300.00	3,300.00
5500 Medical Supplies	401.67	403.82	1,000.00	648.08	1,300.00	1,500.00	0.00	1,000.00	1,000.00
5510 Education Supplies				1,600.90	1,700.00	100.00	500.00	500.00	500.00
5538 Street/Sidewalk Materials	23,855.11	30,963.22	25,000.00	23,395.66	30,000.00	30,000.00	5,000.00	30,000.00	30,000.00
5539 Castings & Pipes	4,662.00	350.51	5,000.00	10,884.95	13,000.00	15,000.00	10,000.00	15,000.00	15,000.00
5542 Water/Sewer Materials			12,000.00	827.00	1,240.00	12,000.00	(10,000.00)	2,000.00	2,000.00
5581 Clothing, Gloves, Shoes	6,308.97	6,433.86	8,500.00	5,800.00	8,500.00	8,750.00	0.00	8,500.00	8,500.00
5587 Tools	8,512.89	14,514.56	9,500.00	7,388.73	11,000.00	9,500.00	(1,000.00)	8,500.00	8,500.00
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	37,594.85	14,824.22	45,000.00	23,475.47	29,008.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	2,284.00	1,486.12	10,000.00	2,839.49	4,259.00	10,000.00	0.00	10,000.00	10,000.00
5394-45 Disposal of Trench Tailings	20,146.75	20,676.25	30,000.00	21,075.00	33,224.00	32,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	165,565.84	78,563.67	100,000.00	80,850.00	95,000.00	100,000.00	(5,000.00)	95,000.00	95,000.00
5690 State Assessment - MWRA	12,759,248.00	12,953,820.00	12,810,555.00	8,876,297.50	12,680,425.00	13,203,950.00	393,395.00	13,203,950.00	13,203,950.00
5740 Insurance	5,630.60	5,605.60	7,500.00	5,605.60	5,606.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	1,597.43	2,311.85	4,000.00	2,411.34	4,000.00	8,000.00	4,000.00	8,000.00	8,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	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 per the run rate of Overtime for FY2016	10,000.00
5135 Standby	Increase per the run rate of Standby expense for FY2016	8,000.00
5244 Motor Equipment Repair/Maint	Increase per expenses incurred to repair to old, specialty vehicles (old vactor/sewer jet truck/dump truck) and cover the cost to purchase replacement recording equipment and software for camera truck	27,000.00
5276 Truck/ Equipment Rental	Cover the cost to rent trucks/equipment to supplement out of service, aged vehicles	10,000.00
5303 Engineering Services/ Consulting	Increase to cover consultants & contractors utilized for specific sewer related tasks	10,000.00
5340 Communication	Increase to allow for the purchase of another electronic tablet and associated WIFI connection	1,500.00
5450 Custodial Supplies	Increase to cover the cost of degreasers and bacterial treatments used at the sewer pump stations	5,000.00
5500 Medical Supplies	To pay for stocking and purchase of medical/first aid supplies for the department	500.00
5510 Education Supplies	To pay for research materials and educational supplies for staff	100.00
5538 Street/Sidewalk Materials	Provide for higher cost & quantity of crushed stone and cold patch used for sewer lateral & sewer main repairs	5,000.00
5539 Castings & Pipes	Provide for the increased cost of Fernco parts, PVC piping and other related sewer components	10,000.00
5581 Clothing, Gloves, Shoes	Collective Bargaining item under the Laborers' Union Contract	250.00
5394-45 Disposal of Trench Tailings	Cover the increased cost of excavated materials disposal from repairs/relays	2,000.00
5690 State Assessment - MWRA	Provisional MWRA Sewer Assessment FY2017 is 4.1% increase over FY2016	393,395.00
5877 Safety Equipment	Cover the cost of purchasing additional trench boxes for OSHA safety requirements	4,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	554,340.34	561,796.89	634,831.00	516,257.03	695,314.27	718,662.00	68,331.00	703,162.00	703,162.00
General Expenses	317,947.83	329,120.45	387,300.00	227,568.22	392,423.00	456,650.00	(15,000.00)	372,300.00	372,300.00
Equipment & Unusual	12,992,067.47	13,077,287.71	13,007,055.00	9,012,554.40	12,851,522.00	13,406,450.00	392,395.00	13,399,450.00	13,399,450.00
Total Operating Budget	13,864,355.64	13,968,205.05	14,029,186.00	9,756,379.65	13,939,259.27	14,581,762.00	445,726.00	14,474,912.00	14,474,912.00

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	5,679,209	5,591,243
Pension Administration	532,495	537,615
Medical & Life Insurance	6,078,013	5,978,586
Heat, Light, Water	135,457	137,228
Building Repair & Maintenance	248,214	220,506
Building Insurance	5,421	5,485
Motor Vehicle Insurance	8,661	9,485
Motor Vehicle Maint & Repair	152,809	161,208
Total	\$12,840,279	\$12,641,356

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of Personnel	165	169	169
Vehicles & Apparatus	22	20	21
Number of Buildings Maintained	6	6	6

FIRE PREVENTION & INVESTIGATION

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

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Oil Burn - LP Gas - Tanks - BLST	462	500	500
Co In Service - Indus - Mer	3,230	3,400	3,500
Schools - Nurs Homes - Hosp	106	110	110
Truck Insp (Fuel - Gas)	32	70	70
Permits	234	250	250
Fire Warning Systems	1,486	1,500	1,500
Educational Classes	348	360	360
Hotel Motel Lodge AP	166	170	170
Mercantile & Industrial	80	100	100
Hydrant Inspections	1,302	1,302	1,302

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Box Alarms	1,936	2,000	2,000
Still Alarms	7,020	6,500	6,500
Bomb Scares	7	10	10
False Alarms	163	170	170
System Trouble	725	800	800

FIRE

PERSONNEL

FY 2015			FY 2016			FY 2017				
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
		1	136,537	120,137.88	158,843.69	1	164,039	1	178,850	178,850
		1	97,811	111,688.57	139,187.91	1	127,928	1	128,772	128,772
		1	97,811	112,568.64	139,527.48	1	127,928	1	128,772	128,772
		1	97,811	111,851.38	139,072.80	1	126,733	1	127,489	127,489
		1	97,811	113,850.92	141,329.94	1	125,537	1	126,206	126,206
		1	108,248	127,764.14	158,131.10	1	144,551	1	145,953	145,953
		1	104,102	116,641.26	146,367.36	1	134,741	1	135,691	135,691
		1	83,396	96,895.09	119,649.11	1	109,070	1	109,783	109,783
		1	83,396	95,159.10	118,373.94	1	109,070	1	109,783	109,783
		1	83,396	87,786.34	111,231.58	1	102,982	1	103,270	103,270
		1	83,396	94,504.57	117,941.14	1	108,050	1	108,689	108,689
		1	83,396	93,877.25	117,313.82	1	108,050	1	108,689	108,689
		1	83,396	94,783.70	117,992.01	1	108,050	1	108,689	108,689
		1	83,396	92,268.06	115,696.05	1	107,031	1	107,595	107,595
		1	83,396	91,519.33	114,947.23	1	107,031	1	107,595	107,595
		1	83,396	92,936.47	116,355.67	1	106,011	1	106,501	106,501
		1	83,396	152,294.87	175,679.41	1	106,675	1	106,875	106,875
		1	89,687	153,418.64	128,045.30	1	111,960	1	112,810	112,810
		1	71,182	81,316.86	100,933.12	1	93,087	1	93,690	93,690
		1	71,182	81,532.20	101,541.81	1	93,087	1	93,690	93,690
		1	71,182	78,728.33	98,737.95	1	90,922	1	91,369	91,369
		1	71,182	78,643.27	98,259.57	1	93,023	1	91,369	91,369
		1	71,182	78,042.90	98,052.50	1	90,922	1	91,369	91,369
		1	71,182	78,634.32	98,643.93	1	90,922	1	91,369	91,369
		1	71,182	73,192.34	93,005.29	1	86,592	1	86,749	86,749
		1	71,182	73,389.03	93,398.64	1	86,592	1	86,749	86,749
		1	71,182	80,390.34	100,197.69	1	92,217	1	92,756	92,756
		1	71,182	79,833.67	99,460.94	1	92,217	1	92,756	92,756
		1	71,182	80,089.70	99,716.98	1	92,217	1	92,756	92,756
		1	71,182	79,944.28	99,946.45	1	94,318	1	92,756	92,756
		1	71,182	79,112.40	99,125.60	1	92,217	1	92,756	92,756
		1	71,182	80,996.93	100,609.47	1	92,217	1	92,756	92,756
		1	71,182	79,109.32	99,111.50	1	92,217	1	92,756	92,756
		1	71,182	80,255.85	100,258.00	1	92,217	1	92,756	92,756
		1	71,182	80,267.41	100,262.21	1	91,347	1	91,822	91,822
		1	71,182	79,986.46	99,981.22	1	91,347	1	91,822	91,822
		1	71,182	80,916.46	100,525.33	1	91,347	1	91,822	91,822
		1	71,182	79,052.92	99,047.71	1	91,347	1	91,822	91,822
		1	71,182	79,299.30	99,294.08	1	91,347	1	91,822	91,822
		1	71,182	131,477.96	119,041.58	1	91,347	1	91,822	91,822
		1	71,182	82,948.46	102,943.27	1	91,347	1	91,822	91,822
		1	71,182	71,837.45	91,639.28	1	84,974	1	85,127	85,127
		1	71,182	84,864.70	104,469.77	1	94,685	1	95,290	95,290

FIRE

PERSONNEL

			FY 2015	FY 2016				FY 2017			
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
					Budget	Actual Expenditures Thru 6/30/16					
44. FIRE	*Lieutenant	(L4) (CC 7.5)	1		71,182	85,287.97	1	90,477	1	90,889	90,889
45. FIRE	*Lieutenant	(L4) (CC 7.5)	1		71,182	77,846.44	1	90,477	1	90,889	90,889
46. FIRE	*Lieutenant	(L4) (CC 7.5)	1		71,182	77,947.79	1	90,477	1	90,889	90,889
47. FIRE	*Lieutenant	(L4)	1		71,182	70,337.42	1	84,164	1	84,317	84,317
48. FIRE	*Lieutenant		1		71,182	86,788.79	1	80,927	1	81,074	81,074
49. FIRE	*Lieutenant - Fire Prev	(L6) (CC 7.5)	1		79,046	87,505.28	1	102,227	1	103,009	103,009
50. FIRE	*Lieutenant - Fire Prev	(L4)	1		77,473	76,507.95	1	91,474	1	91,773	91,773
51. FIRE	*Lieutenant - Fire Prev	(CC 7.5)	1		77,473	80,136.28	1	94,552	1	94,861	94,861
52. FIRE	*Fire Fighter	(L7) (CC 10)	1		60,829	71,774.62	1	81,392	1	82,040	82,040
53. FIRE	*Fire Fighter	(L7) (CC 7.5)	1		60,829	68,958.51	1	79,543	1	80,052	80,052
54. FIRE	*Fire Fighter	(L7) (CC 7.5)	1		60,829	69,363.80	1	79,543	1	80,052	80,052
55. FIRE	*Fire Fighter	(L7) (CC 7.5)	1		60,829	68,633.30	1	79,543	1	80,052	80,052
56. FIRE	*Fire Fighter	(L7) (CC 7.5)	1		60,829	69,975.98	1	79,543	1	80,052	80,052
57. FIRE	*Fire Fighter	(L7) (CC 7.5)	1		60,829	68,710.87	1	79,543	1	80,052	80,052
58. FIRE	*Fire Fighter	(L7) (CC 3)	1		60,829	65,606.04	1	76,213	1	76,487	76,487
59. FIRE	*Fire Fighter	(L7) (CC 3)	1		60,829	65,237.76	1	76,213	1	76,487	76,487
60. FIRE	*Fire Fighter	(L7) (CC 3)	1		60,829	65,830.31	1	76,213	1	76,487	76,487
61. FIRE	*Fire Fighter	(L7) (CC 1.5)	1		60,829	64,478.25	1	75,103	1	75,303	75,303
62. FIRE	*Fire Fighter	(L7)	1		60,829	63,130.81	1	73,993	1	74,121	74,121
63. FIRE	*Fire Fighter	(L7)	1		60,829	62,440.83	1	73,993	1	74,121	74,121
64. FIRE	*Fire Fighter	(L7)	1		60,829	63,053.67	1	73,993	1	74,121	74,121
65. FIRE	*Fire Fighter	(L7)	1		60,829	63,779.01	1	73,993	1	74,121	74,121
66. FIRE	*Fire Fighter	(L7)	1		60,829	62,401.14	1	73,993	1	74,121	74,121
67. FIRE	*Fire Fighter	(L7)	1		60,829	62,855.47	1	73,993	1	74,121	74,121
68. FIRE	*Fire Fighter	(L7)	1		60,829	62,564.79	1	73,993	1	74,121	74,121
69. FIRE	*Fire Fighter	(L7)	1		60,829	63,214.04	1	73,993	1	74,121	74,121
70. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	69,663.43	1	78,799	1	79,254	79,254
71. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	68,126.76	1	78,799	1	79,254	79,254
72. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	68,397.26	1	78,799	1	79,254	79,254
73. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	69,741.33	1	78,799	1	79,254	79,254
74. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	68,102.41	1	78,799	1	79,254	79,254
75. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	61,810.00	1	78,799	1	79,254	79,254
76. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	66,784.69	1	78,799	1	79,254	79,254
77. FIRE	*Fire Fighter	(L6) (CC 7.5)	1		60,829	68,536.22	1	78,799	1	79,254	79,254
78. FIRE	*Fire Fighter	(L6)	1		60,829	61,656.98	1	73,302	1	73,428	73,428
79. FIRE	*Fire Fighter	(L6)	1		60,829	61,267.86	1	73,302	1	73,428	73,428
80. FIRE	*Fire Fighter	(L6)	1		60,829	62,156.14	1	73,302	1	73,428	73,428
81. FIRE	*Fire Fighter	(L6)	1		60,829	62,421.55	1	73,302	1	73,428	73,428
82. FIRE	*Fire Fighter	(L6)	1		60,829	61,752.99	1	73,302	1	73,428	73,428
83. FIRE	*Fire Fighter	(L6)	1		60,829	62,665.27	1	73,302	1	73,428	73,428
84. FIRE	*Fire Fighter	(L6)	1		60,829	62,275.27	1	73,302	1	73,428	73,428
85. FIRE	*Fire Fighter	(L6)	1		60,829	63,132.10	1	73,302	1	73,428	73,428
86. FIRE	*Fire Fighter	(L6)	1		60,829	61,647.82	1	73,302	1	73,428	73,428
87. FIRE	*Fire Fighter	(L6)	1		60,829	62,127.79	1	73,302	1	73,428	73,428

FIRE

PERSONNEL

Bargaining Unit Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017			
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation Council Approval
88. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,357.53	1	78,056	1	78,456
89. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,320.87	1	78,056	1	78,456
90. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	66,520.93	1	78,056	1	78,456
91. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,670.94	1	78,056	1	78,456
92. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,212.72	1	78,056	1	78,456
93. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,307.89	1	78,056	1	78,456
94. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,585.90	1	78,056	1	78,456
95. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	68,315.90	1	78,056	1	78,456
96. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,181.18	1	78,056	1	78,456
97. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	66,824.25	1	78,056	1	78,456
98. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	67,664.67	1	78,056	1	78,456
99. FIRE *Fire Fighter	(L5) (CC 7.5)	1		1	60,829	68,183.93	1	78,056	1	78,456
100. FIRE *Fire Fighter	(L5)	1		1	60,829	61,360.39	1	72,610	1	72,736
101. FIRE *Fire Fighter	(L5)	1		1	60,829	61,360.38	1	72,610	1	72,736
102. FIRE *Fire Fighter	(L5)	1		1	60,829	61,078.55	1	73,302	1	72,736
103. FIRE *Fire Fighter	(L5)	1		1	60,829	60,357.26	1	72,610	1	72,736
104. FIRE *Fire Fighter	(L5)	1		1	60,829	60,676.94	1	72,610	1	72,736
105. FIRE *Fire Fighter	(L5)	1		1	60,829	60,667.93	1	72,610	1	72,736
106. FIRE *Fire Fighter	(L5)	1		1	60,829	60,865.49	1	72,610	1	72,736
107. FIRE *Fire Fighter	(L4) (CC 12.5)	1		1	60,829	67,821.59	1	80,908	1	81,419
108. FIRE *Fire Fighter	(L4) (CC 10)	1		1	60,829	68,937.74	1	79,110	1	79,537
109. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	67,349.74	1	77,312	1	77,659
110. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	66,966.01	1	77,312	1	77,659
111. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	67,142.87	1	77,312	1	77,659
112. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	63,975.64	1	77,312	1	77,659
113. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	66,518.87	1	77,312	1	77,659
114. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	52,369.58	1	77,312	1	77,659
115. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	66,087.70	1	77,312	1	77,659
116. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	64,523.85	1	77,312	1	77,659
117. FIRE *Fire Fighter	(L4) (CC 7.5)	1		1	60,829	66,397.29	1	77,312	1	77,659
118. FIRE *Fire Fighter	(L4)	1		1	60,829	60,353.15	1	71,919	1	72,043
119. FIRE *Fire Fighter	(L4)	1		1	60,829	60,339.81	1	71,919	1	72,043
120. FIRE *Fire Fighter	(L4)	1		1	60,829	61,100.12	1	71,919	1	72,043
121. FIRE *Fire Fighter	(L4)	1		1	60,829	60,688.65	1	71,919	1	72,043
122. FIRE *Fire Fighter	(L4)	1		1	60,829	60,191.19	1	71,919	1	72,043
123. FIRE *Fire Fighter	(L4)	1		1	60,829	60,937.20	1	71,919	1	72,043
124. FIRE *Fire Fighter	(L4)	1		1	60,829	60,765.49	1	71,919	1	72,043
125. FIRE *Fire Fighter	(L4)	1		1	60,829	60,264.04	1	71,919	1	72,043
126. FIRE *Fire Fighter	(CC 10)	1		1	60,829	65,793.19	1	76,068	1	76,199
127. FIRE *Fire Fighter	(CC 10)	1		1	60,829	65,535.10	1	76,068	1	76,199
128. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	64,055.94	1	74,339	1	74,468
129. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	63,497.20	1	74,339	1	74,468
130. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	59,909.00	1	74,339	1	74,468
131. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	63,900.11	1	74,339	1	74,468
132. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	60,013.57	1	74,339	1	74,468
133. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	63,427.16	1	74,339	1	74,468

FIRE

PERSONNEL

Bargaining Unit Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017				
		#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
134. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	63,228.17	1	74,339	1	74,468	74,468
135. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	63,114.33	1	74,339	1	74,468	74,468
136. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	62,540.81	1	74,339	1	74,468	74,468
137. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	62,822.92	1	74,339	1	74,468	74,468
138. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	63,194.59	1	74,339	1	74,468	74,468
139. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	60,526.49	1	74,339	1	74,468	74,468
140. FIRE *Fire Fighter		1		1	60,829	55,554.49	1	69,152	1	69,272	69,272
141. FIRE *Fire Fighter		1		1	60,829	57,384.23	1	69,152	1	69,272	69,272
142. FIRE *Fire Fighter		1		1	60,829	54,908.64	1	69,152	1	69,272	69,272
143. FIRE *Fire Fighter		1		1	60,829	58,170.47	1	69,152	1	69,272	69,272
144. FIRE *Fire Fighter		1		1	60,829	57,427.14	1	69,152	1	69,272	69,272
145. FIRE *Fire Fighter		1		1	60,829	58,179.01	1	69,152	1	69,272	69,272
146. FIRE *Fire Fighter		1		1	60,829	57,891.81	1	69,152	1	69,272	69,272
147. FIRE *Fire Fighter		1		1	60,829	54,898.90	1	69,152	1	69,272	69,272
148. FIRE *Fire Fighter		1		1	60,829	57,888.77	1	69,152	1	69,272	69,272
149. FIRE *Fire Fighter		1		1	60,829	55,171.82	1	69,152	1	69,272	69,272
150. FIRE *Fire Fighter		1		1	60,829	60,369.43	1	69,152	1	69,272	69,272
151. FIRE *Fire Fighter		1		1	60,829	57,857.62	1	69,152	1	69,272	69,272
152. FIRE *Fire Fighter		1		1	60,829	57,221.01	1	69,152	1	69,272	69,272
153. FIRE *Fire Fighter		1		1	60,829	57,257.40	1	69,152	1	69,272	69,272
154. FIRE *Fire Fighter		1		1	60,829	58,344.00	1	69,152	1	69,272	69,272
155. FIRE *Fire Fighter		1		1	60,829	57,404.99	1	69,152	1	69,272	69,272
156. FIRE *Fire Fighter		1		1	60,829	57,106.24	1	69,152	1	69,272	69,272
157. FIRE *Fire Fighter		1		1	60,829	57,704.13	1	69,152	1	69,272	69,272
158. FIRE *Fire Fighter		1		1	60,829	57,743.07	1	69,152	1	69,272	69,272
159. FIRE *Fire Fighter		1		1	60,829	55,047.62	1	69,152	1	69,272	69,272
160. FIRE *Fire Fighter		1		1	60,829	58,034.74	1	69,152	1	69,272	69,272
161. FIRE *Fire Fighter		1		1	60,829	57,095.09	1	69,152	1	69,272	69,272
162. FIRE *Fire Fighter		1		1	60,829	58,169.96	1	69,152	1	69,272	69,272
163. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	12,314.43	1	74,339	1	74,468	74,468
164. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	35,289.80	1	74,339	1	74,468	74,468
165. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	7,975.10	1	74,339	1	74,468	74,468
166. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829	57,648.64	1	74,339	1	74,468	74,468
167. FIRE *Fire Fighter	(CC 7.5)	1		1	60,829		1	74,339	1	74,468	74,468

FIRE

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
168.	*Executive Assistant	12-6 (L11)
169.	*Principal Office Assist	8-5 (L11)
170.	Sr Office Assistant	6-6
171.	Part Time / Temporary	
Subtotal		

FY 2015		FY 2016				FY 2017												
#	Actual Expenditures	#	Budget	July - March	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval								
				Actual Expenditures														
				1							76,799	56,654.88	76,799.00	1	76,799	1	84,352	84,352
				1							52,760	38,740.52	52,760.00			1	60,209	60,209
				1							46,085	33,997.24	46,085.00					
			1,500		1,500.00		1,500		1,500		1,500							
170	12,936,637.98	170	11,266,538	11,859,696.01	14,820,005.47	168	13,843,995		169	13,974,156	13,974,156							

Summary of Changes

Adjustments to FY 2016 Positions

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

854,399

Explanation

Administrative Assistant

10-3 (L11)

6,084

Change Principal Office Assist grade (8) to Administrative Assistant grade 10-
The duties and qualifications necessary for this position in the Fire Chief's Office
absolutely meets the duties and qualifications of a Grade 10 position.

Principal Office Assist

8-6

10,631

Change Sr Office Assistant to Principal Office Assist; The duties and
qualifications for this position in the Fire Prevention Office absolutely meet the
duties and qualifications of a Grade 8 position. Currently this is the only Grade 6
Clerical position in the City.

New Positions

FIRE Lieutenant - Fire Prev

This position is needed to work as a School Safety and Education Officer as well
as the elderly on all safety and education programs. In addition this position will
be the Liaison to the private medical provider in the City.

FIRE Fire Fighter

8 more Fire Fighter positions to bring the Department up to full complement

1	58,844			
1	51,637	1	56,716	56,716
1	99,750			
8	594,710			
11	804,941	1	56,716	56,716

Subtotal

Grand Total

170	12,936,637.98	170	11,266,538	11,859,696.01	14,820,005.47	179	14,648,936	170	14,030,872	14,030,872
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FIRE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual	Actual	July - March			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/16				
Personnel 001-220-5100									
5111 Salaries - Full Time	4,761,779.81	4,425,467.26	4,208,874.00	3,833,844.65	4,888,164.79	4,519,649.00	262,024.00	4,470,898.00	4,470,898.00
5112 Wages - Full Time	7,126,870.33	6,743,608.98	7,056,164.00	6,043,311.26	7,929,215.81	8,228,484.00	603,006.00	7,659,170.00	7,659,170.00
5122 Temporary Help	875.00	600.00	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	1,068,046.57	976,272.52	650,000.00	804,795.28	999,999.00	875,000.00	75,000.00	725,000.00	725,000.00
5132 Overtime (Training)			5,000.00	4,696.62	5,000.00	8,000.00	3,000.00	8,000.00	8,000.00
5139 Temporary Promotions - FT			5,000.00	4,549.50	5,000.00	7,000.00	0.00	5,000.00	5,000.00
5141 Longevity	522,090.86	477,294.11	510,000.00	584,632.45	584,631.75	537,770.00	27,770.00	537,770.00	537,770.00
5142 College Credits	610,009.44	604,314.57	615,000.00	716,493.11	716,493.12	655,916.00	40,916.00	655,916.00	655,916.00
5143 Holiday	718,282.82	685,353.06	700,000.00	676,865.04	700,000.00	830,618.00	130,618.00	830,618.00	830,618.00
5144 Out of Grade	56,348.90	54,762.51	80,000.00	53,677.33	80,000.00	80,000.00	0.00	80,000.00	80,000.00
5145 LEPC Chairperson Stipend	32,499.99	32,499.99	32,500.00	24,508.02	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Accrued Benefits						250,000.00	0.00	0.00	0.00
Receipt offset - Grant	(6,777.49)	(5,801.25)		(9,187.79)	(9,187.79)				
General Expenses 001-220-5200									
5146 Emergency Medical Technician	120,045.15	124,185.43	145,207.00	11,620.49	156,907.00	148,745.00	0.00	145,207.00	145,207.00
5241 Equipment Repair/Maint	14,496.76	35,734.48	25,000.00	11,200.19	16,353.18	45,000.00	0.00	25,000.00	25,000.00
5242 Office Equipment Repair/Maint	406.95	198.00	1,100.00	198.00	1,199.00	1,000.00	(100.00)	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	57,983.02	40,209.31	85,000.00	56,959.96	113,698.18	85,000.00	50,000.00	135,000.00	135,000.00
5291 Maintenance of SCBA	15,195.30	15,869.84	13,000.00	8,554.08	30,000.00	22,000.00	9,000.00	22,000.00	22,000.00
5306 Medical Services	57,134.39	38,965.37	60,000.00	45,395.65	112,515.22	60,000.00	0.00	60,000.00	60,000.00
5312 Training	18,636.65	17,615.47	20,000.00	11,447.63	21,400.00	20,000.00	0.00	20,000.00	20,000.00
5313 Training - JLMC	12,671.07	7,865.38	24,000.00	16,332.94	24,000.00	24,000.00	0.00	24,000.00	24,000.00
5342 Postage	186.59	205.87	500.00	98.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	1,872.95	793.00	1,000.00	679.21	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,612.91	2,968.95	3,000.00	2,177.84	3,514.70	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	4,650.43	2,207.38	3,000.00	4,269.52	4,300.00	3,000.00	0.00	3,000.00	3,000.00
5450 Custodial Supplies	3,954.32	5,581.08	2,500.00	2,495.61	3,500.00	4,000.00	100.00	2,600.00	2,600.00
5460 Groundskeeping Supplies	408.39	372.46	600.00	494.55	600.00	600.00	0.00	600.00	600.00
5470 Public Safety Supplies	7,451.57	9,658.54	10,000.00	12,539.07	13,000.00	12,000.00	0.00	10,000.00	10,000.00
5500 Medical Supplies	5,008.21	4,158.09	4,000.00	3,605.32	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5510 Education Supplies		1,115.75	700.00	396.00	700.00	700.00	0.00	700.00	700.00
5587 Tools	322.89	1,246.31	300.00		300.00	800.00	0.00	300.00	300.00
5730 Dues	402.50	1,824.50							
5730 Dues - Metro Fire	2,500.00	2,500.00	3,500.00	2,500.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access	330.00		1,500.00	80.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00

FIRE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	8,900.00		5,000.00	5,800.00	5,800.00	5,000.00	0.00	5,000.00	5,000.00
5471 Patches & Badges		927.00	800.00	408.00	1,208.00	800.00	0.00	800.00	800.00
5850 Safety Equipment	29,415.69	44,763.36	36,700.00	26,222.66	46,528.00	41,700.00	5,000.00	41,700.00	41,700.00
5854 Hoses, Cable, Wire	17,840.00	3,157.00	21,000.00	41,436.00	41,999.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields		822.50	1,000.00	799.00	1,124.00	1,000.00	0.00	1,000.00	1,000.00
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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	105,125.00	108,025.00	116,000.00	114,550.00	116,000.00	121,800.00	0.00	116,000.00	116,000.00
5190 Uniform Allowance 7 @ 775	4,650.00	4,650.00	4,650.00	4,650.00	4,650.00	5,425.00	0.00	4,650.00	4,650.00
5190 Uniform Allowance 10 @ 4,500	52,864.41	42,724.08	22,500.00	25,845.98	46,606.00	45,000.00	0.00	22,500.00	22,500.00
5196 Uniforms-Special Positions	4,533.68	1,104.00	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
Uniforms-Promotions						5,000.00	0.00	0.00	0.00

FIRE

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	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	Request for increase in last year's budget to maintain minimum staffing level without putting trucks out of service.					225,000.00			
5132 Overtime (Training)	Current budgeted amount only funded overtime for training during the first half of the fiscal year.					3,000.00			
5141 Longevity	Due to 2 JLMC arbitrations, increase in salaries will increase the longevity amount of all personnel.					27,770.00			
5142 College Credits	Need to account for new hires with degrees after July 1st, and also for salary increase due to contract settlement.					40,916.00			
5143 Holiday	Due to 2 JLMC arbitrations, increase in salaries will increase the holidays paid to all personnel.					130,618.00			
5139 Temporary Promotions - FT	These promotions are required by Civil Service -FY16 have used the entire amount budgeted prior to 1/1/16					2,000.00			
Accrued Benefits	The funds in this account would only be used to pay for a member's accrued benefits upon retirement. Anticipating approximately 5 retirements					250,000.00			
5146 Emergency Medical Technician	EMT stipend has increased due to contract settlement. Also the contract requires that we allow up to five Fire Fighters per year to take an E.M.T. course at \$1,400 per course.					3,538.00			
5241 Equipment Repair/Maint	Turnout gear will need to be sent out once a year for a complete cleaning and maintenance inspection and minor repairs. This will be done this year on one set only whereas the second set will be brand new. In 2018, 2 sets will need to be done. This is an NFPA requirement recommended by NFPA 1851 pg 39.					20,000.00			
5291 Maintenance of SCBA	Testing and Repair costs are rising along with frequency as units age					9,000.00			
5450 Custodial Supplies	Average spent through December is \$3,893.00 per year since FY14					1,500.00			
5470 Public Safety Supplies	Will exceed budgeted amount this year due to price increases and need					2,000.00			
5587 Tools	Cost and need					500.00			
5850 Safety Equipment	Pursuant to CBA agreement this account will now have to purchase necessary replacement safety equipment in addition to previous equipment needs					5,000.00			
5190 Uniform Allowance 168 @ 725	Uniform for 8 additional Fire Fighters					5,800.00			
5190 Uniform Allowance 7 @ 775	Uniform for additional Lt. in Fire Prevention					775.00			
5190 Uniform Allowance 10 @ 4,500	Expect to hire 10 Fire Fighters during FY17 - uniforms and gear \$4,500 ea.					22,500.00			
Uniforms-Promotions	Request for money to pay for promotional uniforms and gear. Currently we do not have money in the budget for this contractual item					5,000.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	14,890,026.23	13,994,371.75	13,864,038.00	12,738,185.47	15,933,316.68	16,026,437.00	1,142,334.00	15,006,372.00	15,006,372.00
General Expenses	326,270.05	313,275.21	403,907.00	191,044.06	512,487.28	440,345.00	59,000.00	462,907.00	462,907.00
Equipment & Unusual	56,155.69	49,669.86	64,500.00	74,665.66	96,659.00	69,500.00	5,000.00	69,500.00	69,500.00
Special Items	167,948.09	157,278.08	147,925.00	145,820.98	172,031.00	182,000.00	0.00	147,925.00	147,925.00
Total Operating Budget	15,440,400.06	14,514,594.90	14,480,370.00	13,149,716.17	16,714,493.96	16,718,282.00	1,206,334.00	15,686,704.00	15,686,704.00

FIRE AUXILIARY

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-292-5200									
5241 Equipment Repairs/Maint		5,755.50	5,000.00	1,035.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training	558.95	2,050.00	3,000.00	1,600.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5341 Advertising	107.40								
5470 Public Safety Supplies			1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Special Items 001-292-5500									
5190 Uniform		3,130.90	3,500.00	369.40	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	666.35	7,805.50	9,000.00	2,635.00	9,000.00	9,000.00	0.00	9,000.00	9,000.00
Equipment & Unusual									
Special Items	0.00	3,130.90	3,500.00	369.40	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	<u>666.35</u>	<u>10,936.40</u>	<u>12,500.00</u>	<u>3,004.40</u>	<u>12,500.00</u>	<u>12,500.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>12,500.00</u>

HEALTH

STATEMENT OF OBJECTIVES:

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

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

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

To test all commercial devices used and seal, not seal, or condemn these devices. Annual and timely re-inspection of weighing and measuring devices is essential. 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 2014	FY 2015
Pension-Contributory/FICA	123,369	171,822
Pension Administration	11,237	16,338
Medical & Life Insurance	208,403	195,947
Heat, Light, Water	12,320	11,337
Building Repair & Maintenance	13,923	21,117
Building Insurance	359	363
Motor Vehicle Insurance	1,494	1,581
Motor Vehicle Maint & Repair	26,346	26,868
Total	<u>\$397,451</u>	<u>\$445,373</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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total Permits issued	957	957	960
Burial permits issued	245	245	245
Food service estab permits	243	243	243
Retail food permits	81	82	82
Swimming pool permits	47	47	47
Tobacco permits	68	68	68
Day camp permits	19	19	19
DNA research permits	18	18	18
Mobile food & Caterer	33	33	33
Transportation of grease & garbage	33	33	33
Contagious follow-up	316	316	316
Tuberculosis follow-up	511	511	511
Catch basin larva control	3,400	3,400	3,400
B.T.I. treated acres	25	25	25
Aerosol application/acres	5	5	5

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Food establishment inspections	972	972	972
Housing inspections	575	575	575
Swimming pool inspections	77	77	77
Housing complaints	879	879	879
Trash complaints	410	410	410
Food complaints	39	39	39
Rodent & pest complaints	79	79	79
No heat complaints	47	47	47
Day camp inspections	19	19	19
Conferences owner or operator	280	280	280

INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total devices inspected	2,503	2,503	2,503
Gas pumps sealed	346	346	346
Scanners inspected	3,541	3,541	3,541
Oil truck meters sealed			
Weights tested	122	122	122
Taxi meters sealed	66	70	70
Package testing	1,970	1,970	1,970
Scales inspected & sealed	1,338	1,338	1,338
Adjustments	157	157	157
Sealing fees	\$17,199	\$17,199	\$17,199
Violator fines	\$100	\$200	\$200
Annual loss restored for consumers	\$210,315	\$210,315	\$210,315
Annual loss restored for businesses	\$316,086	\$316,086	\$316,086

PERSONNEL

Summary of Changes

Explanation

SPMG Sr Code Enforce Insp	13-1	(61,052)
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COMPENSATION ORDINANCE AND JOB DESCRIPTION TO BE
SUBMITTED

1	55,744	55,744
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0	0	1	55,744	55,744
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13.5	640,281.45	13.5	696,654	522,899.44	674,565.00	13.5	731,031		13.5	758,139	758,139
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HEALTH

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	729,336.95	611,207.92	660,882.00	497,931.37	638,793.00	695,212.00	58,407.00	719,289.00	719,289.00
5121 Salaries - Part Time		25,773.53	30,772.00	22,368.07	30,772.00	30,819.00	3,078.00	33,850.00	33,850.00
5194 Boards & Commissions	3,900.00	3,300.00	5,000.00	2,600.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-510-5200									
5192 Mileage	1,220.58	41.41	1,300.00	18.92	400.00	1,300.00	(900.00)	400.00	400.00
5242 Office Equipment Repair/Maint						750.00	750.00	750.00	750.00
5305 Legal Services/Constable	241.41	241.96	400.00	362.94	400.00	500.00	0.00	400.00	400.00
5306 Medical Services	1,866.08	2,546.24	1,800.00	417.38	1,800.00	1,800.00	0.00	1,800.00	1,800.00
5342 Postage	829.70	900.00	1,300.00	400.00	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5343 Printing	800.00	844.50	1,000.00	306.59	1,000.00	1,300.00	0.00	1,000.00	1,000.00
5381 Contract Labor / Instruction			550.00		0.00	550.00	(550.00)	0.00	0.00
5386 Public Safety /Mosquito Control	31,863.00	32,819.00	33,800.00	33,800.00	33,800.00	34,706.00	906.00	34,706.00	34,706.00
5420 Office Supplies	1,470.15	1,480.33	1,500.00	1,048.31	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	325.00	290.00	400.00	220.00	400.00	400.00	0.00	400.00	400.00
5581 Clothing, Gloves & Shoes	320.25	375.94	1,000.00	39.99	1,000.00	1,000.00	(600.00)	400.00	400.00
5587 Tools	524.20	600.00	600.00	499.00	600.00	700.00	0.00	600.00	600.00
5730 Dues		150.00			150.00				
Equipment & Unusual 001-510-5400									
5395-72 Medical Waste Pickup	537.46	62.54	600.00	484.39	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>
5242 Office Equipment Repair/Maint	Includes Maint. For Copier	750.00
5305 Legal Services/Constable	Increase in cost	100.00
5343 Printing	Cost for Rodent Door Flyers	300.00
5386 Public Safety /Mosquito Control	Increase in cost	906.00
5587 Tools	Increase in cost	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	733,236.95	640,281.45	696,654.00	522,899.44	674,565.00	731,031.00	61,485.00	758,139.00	758,139.00
General Expenses	39,460.37	40,289.38	43,650.00	37,113.13	42,350.00	45,806.00	(394.00)	43,256.00	43,256.00
Equipment & Unusual	537.46	62.54	600.00	484.39	600.00	600.00	0.00	600.00	600.00
Total Operating Budget	773,234.78	680,633.37	740,904.00	560,496.96	717,515.00	777,437.00	61,091.00	801,995.00	801,995.00

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.

[illegible]

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Monthly Meetings	10	10	10
Demolition Reviews	Approx. 44	50	50
Demolition Delays Issued	Approx. 4	5	5
Developmental Prospectus Review	Approx. 17	20	20
Federal Section 106 Review	Approx. 6	5	5
CPA Reviews	Approx. 5	5	5
Estimated Site Visits	Approx. 5 locations	10	10
Educational and Outreach Progs	Approx. 3	2	5
Estimated Inquiries	Approx. 30	40	50
Wellington House	Approx. 100 Hours	500 Hours	500 Hours
Fernald Property	Approx. 500 Hours	500 Hours	500 Hours

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	Board Members	
2.	*Principal Office Asst (PT 19 hrs)	8-2
Subtotal		

FY 2015		FY 2016				FY 2017					
#	Actual Expenditures	#	July - March Actual Expenditures			#	Department Request		#	Mayor's Recommendation	Council Approval
			Budget	Expenditures	Thru 6/30/16						
		7	7,000	4,600.00	6,600.00	7	7,000		7	7,000	7,000
		0.5	23,535	4,311.96	15,000.00	0.5	23,993		0.5	26,352	26,352
8	6,200.00	7.5	30,535	8,911.96	21,600.00	7.5	30,993		7.5	33,352	33,352

Summary of Changes

Adjustments to FY 2016 Positions

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

2,817

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	6,200.00	7.5	30,535	8,911.96	21,600.00	7.5	30,993	7.5	33,352	33,352
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HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time	17,624.97		23,535.00	4,311.96	15,000.00	23,993.00	2,817.00	26,352.00	26,352.00
5194 Boards & Commissions	4,900.00	6,200.00	7,000.00	4,600.00	6,600.00	7,000.00	0.00	7,000.00	7,000.00
<hr/>									
General Expenses 001-691-5200									
5192 Mileage		294.36	50.00		50.00	100.00	50.00	100.00	100.00
5276 Truck/Equip Rental	668.26								
5342 Postage			50.00	49.00	49.00	50.00	0.00	50.00	50.00
5343 Printing	266.57	1,320.00	1,325.00		1,300.00	1,275.00	(325.00)	1,000.00	1,000.00
5420 Office Supplies	1,294.80	1,110.69	1,600.00	820.08	1,200.00	1,300.00	(300.00)	1,300.00	1,300.00
5430 Building Supplies	305.78	281.60	400.00		0.00	200.00	(200.00)	200.00	200.00
5450 Custodial Supplies	763.81		450.00	1,035.05	1,035.05	950.00	500.00	950.00	950.00
<hr/>									
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	3,000.00	2,900.00	5,500.00	6,137.50	5,500.00	5,500.00	0.00	5,500.00	5,500.00
6266 Landscape Maintenance-Paine Estate Office Equipment	2,770.00	3,325.00	3,000.00	1,575.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
						500.00	500.00	500.00	500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
Office Equipment	Now that the Commission has a staff person she may need equipment. Office equipment may be needed at Wellington House.	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	22,524.97	6,200.00	30,535.00	8,911.96	21,600.00	30,993.00	2,817.00	33,352.00	33,352.00
General Expenses	3,299.22	3,006.65	3,875.00	1,904.13	3,634.05	3,875.00	(275.00)	3,600.00	3,600.00
Equipment & Unusual	5,770.00	6,225.00	8,500.00	7,712.50	8,500.00	9,000.00	500.00	9,000.00	9,000.00
Total Operating Budget	<u>31,594.19</u>	<u>15,431.65</u>	<u>42,910.00</u>	<u>18,528.59</u>	<u>33,734.05</u>	<u>43,868.00</u>	<u>3,042.00</u>	<u>45,952.00</u>	<u>45,952.00</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 2014	FY 2015
Pension-Contributory/FICA	68,768	70,468
Pension Administration	5,760	5,910
Medical & Life Insurance	265,614	305,896
Heat, Light, Water	24,641	22,673
Building Repair & Maintenance	27,847	42,233
Building Insurance	1,979	2,002
Motor Vehicle Insurance	299	316
Motor Vehicle Maint & Repair	5,269	5,374
Total	\$400,177	\$454,872

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of Systems Operating	32	33	33
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017					
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*IT Director	19-6 (L9)			1	119,124	87,878.44	119,124.00	1	119,124	1	130,840	130,840
2.	*Asst Director IT	16-6 (L11)			1	100,321	74,007.00	100,321.00	1	100,321	1	110,187	110,187
3.	*GIS Administrator	16-6 (L8)			1	97,609	72,007.08	97,609.00	1	97,609	1	107,209	107,209
4.	*Server/Desktop Sys Mgr	15-6 (L10)			1	91,667	67,623.04	91,667.00	1	92,298	1	101,375	101,375
5.	SPMG *Sr App Analyst / Programmer	13-6 (L11)			1	82,163	76,859.63	99,488.00	1	90,020	1	90,020	90,020
6.	SPMG *Sr App Analyst / Programmer	13-6 (L11)			1	82,163	76,859.64	99,488.00	1	90,020	1	90,020	90,020
7.	SPMG *Server/Desktop Support Spec	12-6 (L9)			1	75,599	74,111.65	95,977.00	1	83,004	1	83,004	83,004
8.	SPMG *Server/Desktop Support Spec	12-6 (L9)			1	75,368	70,812.16	91,677.00	1	83,004	1	83,004	83,004
9.	SPMG *Server/Desktop Support Spec	12-6 (L9)			1	74,906	70,535.39	91,208.00	1	82,559	1	82,559	82,559
10.	SPMG *Server/Desktop Support Spec	12-4 (L9)			1	65,023	58,352.82	77,804.00	1	74,483	1	74,483	74,483
11.	SPMG *Server/Desktop Support Spec	12-5 (L8)			1	69,351	65,609.72	86,246.00	1	79,236	1	79,236	79,236
12.	*Social Media Coordinator	10-3			1	50,221	36,839.56	50,221.00	1	52,182	1	57,315	57,315
13.	*Office Coordinator (PT 19 hrs)	9-5			0.5	27,928	20,108.68	27,928.00	0.5	29,019	0.5	31,873	31,873
14.	Temporary					14,848	10,600.00	14,848.00		14,848		14,848	14,848
Subtotal			11.5	997,624.09	12.5	1,026,291	862,204.81	1,143,606.00	12.5	1,087,727		1,135,973	1,135,973

Summary of Changes

Adjustments to FY 2016 Positions

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

109,682

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

11.5	997,624.09	12.5	1,026,291	862,204.81	1,143,606.00	12.5	1,087,727	12.5	1,135,973	1,135,973
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INFORMATION TECHNOLOGY

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-155-5100									
5111 Salaries - Full Time	852,208.96	952,903.36	983,515.00	831,496.13	1,100,830.00	1,043,860.00	105,737.00	1,089,252.00	1,089,252.00
5112 Wages - Full Time	60,339.59	3,238.78							
5121 Salaries - Part Time	25,412.23	26,433.95	27,928.00	20,108.68	27,928.00	29,019.00	3,945.00	31,873.00	31,873.00
5122 Temporary Help	13,560.00	15,048.00	14,848.00	10,600.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	12,597.12	10,120.62	11,000.00	7,667.04	11,000.00	11,000.00	0.00	11,000.00	11,000.00
General Expenses 001-155-5200									
5192 Mileage	403.09	325.09	200.00	322.94	300.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	375.00	6,951.86	750.00	134.93	7,500.00	750.00	0.00	750.00	750.00
5243 Computer Equip Repair/Maint	62,025.94	69,740.30	82,900.00	45,307.09	82,900.00	82,900.00	0.00	82,900.00	82,900.00
5247 Alarms / Intrusion	622.42	145.00	650.00		650.00	650.00	0.00	650.00	650.00
5248 Computer Software/License	175,197.75	174,063.36	180,200.00	187,890.88	180,200.00	180,200.00	0.00	180,200.00	180,200.00
5312 Training	5,015.97	298.00	5,000.00	295.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5340 Communication Line	18,265.58	13,834.37	15,000.00	9,058.53	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	735.64	537.39	850.00	54.08	850.00	850.00	0.00	850.00	850.00
5343 Printing	1,654.20	1,692.00	2,800.00	1,298.00	2,800.00	2,800.00	0.00	2,800.00	2,800.00
5420 Office Supplies	2,331.31	4,158.88	3,000.00	2,126.94	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5424 Computer Supplies	30,605.67	32,359.98	30,000.00	34,239.67	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5510 Education Supplies	688.61	615.14	750.00	846.87	750.00	750.00	0.00	750.00	750.00
5730 Dues			75.00		75.00	75.00	0.00	75.00	75.00
Equipment & Unusual 001-155-5400									
6565 Computer Equipment/Software	9,036.39	9,909.17	10,000.00	9,998.93	10,000.00	30,000.00	20,000.00	30,000.00	30,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
6565 Computer Equipment/Software	\$10,000 is not sufficient for current needs	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	964,117.90	1,007,744.71	1,037,291.00	869,871.85	1,154,606.00	1,098,727.00	109,682.00	1,146,973.00	1,146,973.00
General Expenses	297,921.18	304,721.37	322,175.00	281,574.93	329,025.00	322,175.00	0.00	322,175.00	322,175.00
Equipment & Unusual	9,036.39	9,909.17	10,000.00	9,998.93	10,000.00	30,000.00	20,000.00	30,000.00	30,000.00
Total Operating Budget	1,271,075.47	1,322,375.25	1,369,466.00	1,161,445.71	1,493,631.00	1,450,902.00	129,682.00	1,499,148.00	1,499,148.00

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:

To provide telephone service for all departments of city government.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected

PERSONNEL

FY 2015		FY 2016			FY 2017				
#	Actual Expenditures	#	July - March	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget						
			Actual Expenditures						
			27,707	18,585.84	27,707.00	27,707		27,707	27,707
25,151.49			27,707	18,585.84	27,707.00	27,707		27,707	27,707

Adjustments to FY 2016 Positions

Explanation

Subtotal

Grand Total	25,151.49	27,707	18,585.84	27,707.00	27,707		27,707	27,707
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0		0	0

CENTRAL TELEPHONE SERVICE

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-156-5100									
5121 Salaries - Part Time	25,303.01	25,151.49	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	7,679.40	6,137.34	10,000.00	3,553.36	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	41,578.39	32,081.25	50,000.00	37,062.46	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	124,275.60	130,846.12	127,000.00	86,378.36	127,000.00	127,000.00	0.00	127,000.00	127,000.00
Equipment & Unusual 001-156-5400									
6422 911 Interface System			35,000.00	22,859.63	35,000.00	0.00	(35,000.00)	0.00	0.00

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	25,303.01	25,151.49	27,707.00	18,585.84	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses	173,533.39	169,064.71	187,000.00	126,994.18	187,000.00	187,000.00	0.00	187,000.00	187,000.00
Equipment & Unusual	0.00	0.00	35,000.00	22,859.63	35,000.00	0.00	(35,000.00)	0.00	0.00
Total Operating Budget	<u>198,836.40</u>	<u>194,216.20</u>	<u>249,707.00</u>	<u>168,439.65</u>	<u>249,707.00</u>	<u>214,707.00</u>	<u>(35,000.00)</u>	<u>214,707.00</u>	<u>214,707.00</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.

Collections & Tax Titles Proceedings - Often the City Treasurer is unable to collect real estate or personal property taxes from the property owner, and then those delinquent accounts are sent to us to begin collection proceedings and enforcement thereof. Most often that requires us to file and proceed in the Massachusetts Land Court for a Tax Title Taking, ultimately seeking to enforce our tax lien by a "foreclosure" type process and decree from the Land Court. We have collected well into "six figures" in such cases most years (e.g. \$311,689.00 this past year).

Real Estate Acquisition and Sales - with the advent of Community Preservation Act and its Funding there has been a dramatic increase in real estate and CPA matters we have been asked to negotiate and oversee with regard to purchase acquisition of real estate by the City. In addition the Banks School Condo development has catalyzed our involvement in the advertising, RFP process for Sales, and negotiations regarding Purchase & Sales Agreements and "Closing" such condo sales.

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 2014	FY 2015
Pension-Contributory/FICA	104,150	104,368
Pension Administration	9,361	9,605
Medical & Life Insurance	180,675	188,727
Heat, Light, Water	18,481	17,005
Building Repair & Maintenance	20,885	31,674
Building Insurance	538	544
Total	\$334,090	\$351,923

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Amount Paid for Personal Inj claims	\$0	\$100,000	
Amount Paid in Property/Judgments	\$0	\$35,750	
Claims/Collections brought by the City against others	\$470,850	\$311,689	
Request for Opinions	244	190	350
a. Review of Special Permits	19	9	30
Basic Small Street Defect Claims	110	42	150
Contracts	106	74	150
Cases (Appeals, Worker's Comp, Personnel Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning)	54	47	75
ATB	40	16	
Claimants Demands for Damages-Totals:			
Water & Sewer Claims:	\$57,565	\$29,520	
Property Damage:	\$58,883	\$3,750	
Personal Injury:	\$0	\$0	
Street Defects:	\$60,073	\$20,989	

LAW

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	*City Solicitor	21-6 (L11)
2.	First Asst City Solicitor	
3.	*Asst City Solicitor	18-6 (L11)
4.	*Asst City Solicitor	18-6 (L9)
5.	*Asst City Solicitor	18-6 (L8)
6.	*Asst City Solicitor	18-6 (L8)
7.	*Asst City Solicitor	18-5
8.	*Legal Secretary	10-6 (L9)
9.	*Legal Secretary	10-6 (L8)
10.	Part Time / Temporary	
Subtotal		

FY 2015		FY 2016			FY 2017				
#	Actual Expenditures	#	July - March		#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures Thru 6/30/16					
		1	135,792	100,174.24	1	135,792	1	149,147	149,147
			500	368.85		500		1,500	1,500
		1	114,268	84,336.71			1	125,507	125,507
		1	112,209	82,776.99			1	123,245	123,245
		1	111,180	82,017.51			1	122,115	122,115
		1	111,180	82,017.52			1	122,115	122,115
		1	92,250	67,608.39			1	105,324	105,324
		1	64,839	47,831.80			1	71,215	71,215
		1	64,244	47,393.10			1	70,562	70,562
			7,500	2,212.00		7,500		7,500	7,500
8	792,609.30	8	813,962	596,737.11	1	143,792	8	898,230	898,230

LAW

PERSONNEL

Bargaining Unit Position FY 2017 Grade-Step

FY 2015		FY 2016				FY 2017				
		July - March								
Actual			Actual	Expenditures		Department		Mayor's	Council	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/16	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2016 PositionsExplanation

Step Raises/Longevity/Compensation Ordinance included in * position salary 83,268

First Asst City Solicitor 1,000

MAYOR: PENDING COMPENSATION ORDINANCE STIPEND CHANGE

Asst City Solicitor 19-6 (L11) 7,042

Change grade from 18 to 19

1 121,310

Asst City Solicitor 19-6 (L9) 6,915

Change grade from 18 to 19

1 119,124

Asst City Solicitor 19-6 (L8) 6,851

Change grade from 18 to 19

1 118,031

Asst City Solicitor 19-6 (L8) 6,851

Change grade from 18 to 19

1 118,031

Asst City Solicitor 19-4 8,883

Change grade from 18 to 19

1 101,133

Executive Assistant 12-5 (L9) 7,724

Promote Legal Secretary (grade 10) to Executive Assistant (grade 12)

1 72,563

Executive Assistant 12-5 (L8) 7,654

Promote Legal Secretary (grade 10) to Executive Assistant (grade 12)

1 71,898

New Positions

Subtotal

7	722,090		0	0	0
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Grand Total

8	792,609.30	8	813,962	596,737.11	813,962.00	8	865,882		8	898,230	898,230
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LAW

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	776,893.93	790,992.30	806,462.00	594,525.11	806,462.00	858,382.00	84,268.00	890,730.00	890,730.00
5121 Salaries - Part Time	5,257.00	1,617.00	7,500.00	2,212.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
General Expenses 001-151-5200									
5192 Mileage	1,111.17	1,127.95	2,500.00	837.60	2,500.00	2,500.00	(1,000.00)	1,500.00	1,500.00
5242 Office Equipment Repair/Maint	1,090.40	1,199.60	3,500.00	1,309.76	3,500.00	3,500.00	(1,000.00)	2,500.00	2,500.00
5305 Arbitration Costs	3,812.46	15,231.44	7,500.00	14,509.21	16,000.00	15,000.00	7,500.00	15,000.00	15,000.00
5308 Stenographer	2,695.50	545.25	5,000.00		5,000.00	5,000.00	(1,000.00)	4,000.00	4,000.00
5312 Training	1,209.57	597.50	2,000.00	1,225.50	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5342 Postage	626.33	345.53	750.00	18.75	750.00	750.00	0.00	750.00	750.00
5420 Office Supplies	2,036.36	1,600.92	3,000.00	1,723.21	3,000.00	3,000.00	(1,000.00)	2,000.00	2,000.00
5424 Computer Supplies	599.98	821.96	750.00		750.00	750.00	0.00	750.00	750.00
5520 Educational Materials			1,500.00	340.50	1,500.00	1,500.00	(1,000.00)	500.00	500.00
5730 Licenses & Law Library	50,265.66	47,723.17	65,000.00	34,244.23	65,000.00	65,000.00	(10,000.00)	55,000.00	55,000.00
Equipment & Unusual 001-151-5400									
5305 Title Searches for Foreclosures*		3,021.00	7,500.00	1,340.30	1,340.30	7,500.00	0.00	7,500.00	7,500.00
5316 Federal Court Cases	168.02		11,000.00	233.55	233.55	11,000.00	0.00	11,000.00	11,000.00
5760 Judgments, Claims & Settlements	10,514.97	1,650.00	30,000.00	135,750.00	135,750.00	50,000.00	10,000.00	40,000.00	40,000.00

*5305 - Transfer from Treasurer to Law for title searches

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5305 Arbitration Costs	The Law Department requests increase in Legal Services because of the increasing number of Arbitrations and also to cover anticipated title exams necessary to acquire additional land.	7,500.00
5760 Judgments, Claims & Settlements	The Law Department would like to increase Judgements, Claims & Settlements in anticipation of possible settlements in current cases.	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	782,150.93	792,609.30	813,962.00	596,737.11	813,962.00	865,882.00	84,268.00	898,230.00	898,230.00
General Expenses	63,447.43	69,193.32	91,500.00	54,208.76	100,000.00	99,000.00	(7,500.00)	84,000.00	84,000.00
Equipment & Unusual	10,682.99	4,671.00	48,500.00	137,323.85	137,323.85	68,500.00	10,000.00	58,500.00	58,500.00
Total Operating Budget	856,281.35	866,473.62	953,962.00	788,269.72	1,051,285.85	1,033,382.00	86,768.00	1,040,730.00	1,040,730.00

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 2014	FY 2015
Pension-Contributory/FICA	293,364	328,835
Pension Administration	23,950	27,847
Medical & Life Insurance	408,046	434,246
Heat, Light, Water	152,705	146,021
Building Repair & Maintenance	107,120	134,465
Building Insurance	5,191	5,252
Total	\$990,376	\$1,076,666

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of Registered Borrowers	26,605	27,000	27,500
Physical Items Circulated	387,993	400,000	410,000
Digital Items Circulated	27,072	30,000	32,000
Inter Library Loans IN	45,144	45,000	44,000
Inter Library Loans OUT	59,353	60,000	60,000
Added Books & Other Materials	10,081	15,000	17,000
Added Periodical Issues	2,541	2,500	2,500
Added Audio Visual Items	1,812	2,500	2,750
Removed damaged, outdated item	17,449	10,000	12,000
Number of Visits to building	266,782	275,000	280,000
Number of Programs	273	400	500
Program Attendance	6,299	6,500	6,750
Study Room Use	3,818	3,750	3,500
Meeting Room Use	646	675	700
Internet desktop sessions	90,272	90,000	90,000
Wireless Sessions	45,625	46,000	50,000
Reference desk transactions	30,000	30,000	30,000
Saturdays open to the public	51	49	49
Sundays open to the public	49	46	46
Evening hours open to the public	756	788	792

LIBRARY

PERSONNEL

			FY 2015	FY 2016			FY 2017			
Bargaining Unit	Position	FY 2017 Grade-Step	Actual Expenditures #	Budget #	July - March Actual Expenditures Thru 6/30/16	Department Request #	Mayor's Recommendation #	Council Approval		
1.	Library Trustees			6	6,000	3,400.00	6,000.00	6	6,000	6,000
2.	*Library Director	18-5		1	94,060	68,840.49	94,060.00	1	97,775	107,392
3.	*Asst Library Director	15-6 (L10)		1	92,227	67,954.54	92,227.00	1	92,508	101,606
4. LIBR	Library Dept Head	13-6 (L11)		1	89,323	66,137.95	89,323.00	1	89,323	89,323
5. LIBR	*Library Dept Head	13-6 (L9)		1	86,909	64,113.03	86,909.00	1	87,445	87,445
6. LIBR	Library Dept Head	13-6 (L8)		1	85,299	62,441.99	85,299.00	1	86,909	86,909
7. LIBR	*Library Dept Head	13-4 (L9)		1	75,767	55,626.97	75,767.00	1	79,260	79,260
8. LIBR	*Library Dept Head (PT 19 hrs)	13-2		0.5	36,827	14,205.45	23,264.14	0.5	37,759	37,759
9. LIBR	Librarian I	12-6 (L11)		1	83,843	64,296.90	83,843.00	1	83,843	83,843
10. LIBR	*Librarian I	12-6 (L8)		1	75,534	55,721.44	75,534.00	1	77,548	77,548
11. LIBR	*Librarian I - Teen Specialist	12-2		1	62,683	19,181.76	34,938.00	1	64,067	64,067
12.	*Administrative Assistant	10-6 (L11)		1	66,028	48,709.49	66,028.00	1	66,028	72,522
13. LIBR	Library Assistant I	9-6 (L11)		1	67,328	49,667.88	67,328.00	1	67,328	67,328
14. LIBR	Library Assistant I	9-6 (L11)		1	67,328	41,516.64	67,328.00	1	67,328	67,328
15. LIBR	Library Assistant I	9-6 (L10)		1	66,722	49,978.23	66,722.00	1	66,722	66,722
16. LIBR	Library Assistant I	9-6 (L10)		1	66,621	49,165.23	66,621.00	1	66,722	66,722
17. LIBR	Library Assistant I	9-6 (L9)		1	66,115	48,772.81	66,115.00	1	66,115	66,115
18. LIBR	Library Assistant I	9-6		1	60,656	45,183.02	60,656.00	1	60,656	60,656
19. LAB	*Working Foreman I	10-6 (L10)		1	59,924	56,975.42	73,484.00	1	65,780	65,780
20. LAB	*Building Maint Person Nights	7-6		1	47,962	33,334.11	47,962.00	1	53,842	53,842
21. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-4		0.5	19,676	17,588.96	23,417.00	0.5	22,530	22,530
22. LIBR	Librarian II - Archivist	11-6 (L9)		0.5	42,215	31,514.53	42,215.00	0.5	42,215	42,215
23. LIBR	*Librarian II	10-3		0.5	29,918	22,089.39	29,918.00	0.5	31,133	31,133
24. LIBR	Librarian II	10-2		0.5	39,600	15,523.76	24,019.00	0.5	30,477	30,477

LIBRARY

PERSONNEL

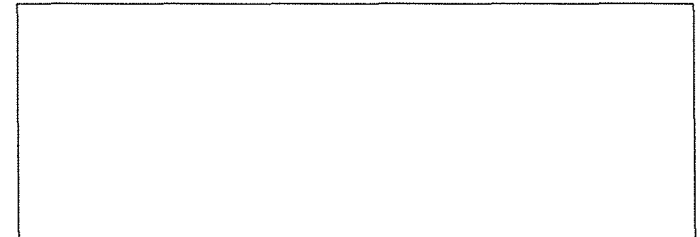
			FY 2015		FY 2016			FY 2017				
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
25. LIBR	Library Assistant II - Specialist	7-6 (L10)			0.5	32,699	19,515.62	0.5	32,699	0.5	32,699	32,699
26. LIBR	Library Assistant II - Specialist	7-6 (L10)			0.5	32,699	22,779.16	0.5	32,699	0.5	32,699	32,699
27. LIBR	Library Assistant II - Specialist	7-6 (L10)			0.5	32,699	19,434.50	0.5	32,699	0.5	32,699	32,699
28. LIBR	Library Assistant II - Specialist	7-6 (L10)			0.5	32,699	24,013.05	0.5	32,699	0.5	32,699	32,699
29. LIBR	Library Assistant II - Specialist	7-6 (L9)			0.5	32,402	24,808.35	0.5	32,402	0.5	32,402	32,402
30. LIBR	*Library Assistant II - Specialist	7-6 (L9)			0.5	32,105	15,454.61	0.5	32,402	0.5	32,402	32,402
31. LIBR	*Library Assistant II - Specialist	7-6 (L9)			0.5	32,105	16,363.26	0.5	32,402	0.5	32,402	32,402
32. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,762	18,181.36	0.5	25,679	0.5	25,679	25,679
33. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,762	16,524.51	0.5	25,679	0.5	25,679	25,679
34. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,762	14,508.11	0.5	25,679	0.5	25,679	25,679
35. LIBR	*Library Assistant II - Specialist	7-2			0.5	24,762	16,340.06	0.5	25,679	0.5	25,679	25,679
36. LIBR	*Library Assistant II	6-6 (L10)			0.5	30,679	23,288.45	0.5	30,960	0.5	30,960	30,960
37. LIBR	Library Assistant II	6-6 (L9)			0.5	30,679	24,996.93	0.5	30,679	0.5	30,679	30,679
38. LIBR	*Library Assistant II	6-6 (L9)			0.5	30,397	16,099.37	0.5	30,679	0.5	30,679	30,679
39. LIBR	Library Assistant II	6-6 (L8)			0.5	30,397	19,862.40	0.5	30,397	0.5	30,397	30,397
40. LIBR	*Library Assistant II	6-2			0.5	23,473	11,375.28	0.5	24,116	0.5	24,116	24,116
41. LIBR	Library Assistant II	6-1			1	56,620	14,038.54	0.5	23,474	1	42,532	42,532
42.	Librarian II - Substitutes					9,800	16,033.05		16,800		16,800	16,800
43.	Library Assistant II - Substitutes					25,200	50,331.06		43,200		43,200	43,200
44. LIBR	Adult Pages					40,500	26,544.81		37,600		37,600	37,600
45.	Pages					16,500	9,921.60		19,400		19,400	19,400
46.	Weekend Staff					81,370	49,304.40		66,000		30,000	30,000
47.	Building Maint Person PT - Subs	7				5,000	4,454.40		5,000		5,000	5,000
Subtotal			34.5	1,993,130.20	35.5	2,195,636	1,526,112.87	2,165,527.14	34.5	2,160,577	35.5	2,206,603

Summary of Changes

Adjustments to FY 2016 Positions

Explanation

Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary		60,548	
LIBR	Librarian II	10-2	(9,123)
LIBR	Library Assistant II	6-1	(14,088)



LIBRARY

PERSONNEL

Bargaining Unit Position		FY 2017 Grade-Step	FY 2015		FY 2016		FY 2017						
			Actual # Expenditures	# Budget	July - March Actual Expenditures Thru 6/30/16	Department Request	# Recommendation	Mayor's	Council Approval				
LIBR	Library Dept Head	13-2	31,604		The WPL respectfully requests upgrading the current position of Audio-Visual Department Head from part-time 19 hours to full-time 35 hours. Currently, the library has an unfilled 25 hours a week position vacant in the Technical Services department with benefits. We would transfer the 16 hours and the benefits to the position of AV Department Head. The AV Department is one of the busiest departments in the library and with new technology, it's probably the fastest continually changing department. We need someone FT to manage the staff of seven, to continue to grow the collection in formats appropriate for changing technologies, and to develop our collections of e-materials, downloadable books, music and movies. See justification for more.	1	68,431						
LIBR	Library Assistant II	6	(33,146)		The WPL respectfully requests to adjust the Library Assistant II position in the Technical Services department to a 19 hour a week position. This 19 hour a week position will be much needed to help us order, process and catalog our growing collections. In addition, this position would cover one evening shift each week in the Circulation department and be required to work Saturdays year round and summer weekends. See justification for more.								
	Library II / Assistant II - Substitutes		25,000		Each year, the library fills 4300 hours of vacation time and last calendar year we also had to fill 900 hours of sick time. While we continue to streamline the process and use of substitutes, even with the three positions asked for in FY17, we still need an increased budget to cover desk hours. This does not include any substitute coverage for programs or outreach. \$15,000 of this request we moved from the Weekend Budget account; because Sundays are now part of staff salaries for new hires, we need less money there. The library respectfully asks for a \$10,000 increase to keep public service desks open at all times. See justification for more.								
	Weekend Staff		(51,370)										
<u>New Positions</u>													
LIBR	Librarian I	12-1			The WPL respectfully requests the creation of a new full-time professional Children's Librarian. Currently the Children's Room (CR) is staffed by two full-time positions, a department head and a library assistant, which is not a professional degree holding position, and four part-timers for a total of 146 hours. With an additional 35 hours, we would have 181 service hours to the community. Circulation continues to grow in the CR and programming is increasing. See justification for full explanation.	1	62,683		1	52,236	52,236		
Subtotal						2	131,114		1	52,236	52,236		
Grand Total			34.5	1,993,130.20	35.5	2,195,636	1,526,112.87	2,165,527.14	36.5	2,291,691	36.5	2,258,839	2,258,839

LIBRARY

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-610-5100									
5111 Salaries - Full Time	1,082,325.96	1,157,238.21	1,206,443.00	857,308.37	1,178,698.00	1,350,691.00	90,579.00	1,297,022.00	1,297,022.00
5112 Wages - Full Time	58,017.19	64,520.69	107,886.00	90,309.53	121,446.00	119,622.00	11,736.00	119,622.00	119,622.00
5121 Salaries - Part Time			36,827.00	14,205.45	23,264.14	0.00	932.00	37,759.00	37,759.00
5122 Wages - Part Time	749,807.18	762,571.30	838,480.00	560,889.52	836,119.00	815,378.00	(40,044.00)	798,436.00	798,436.00
5131 Overtime	2,354.89	3,708.21	2,500.00	1,648.70	3,000.00	3,000.00	0.00	2,500.00	2,500.00
5194 Boards & Commissions	6,000.00	8,800.00	6,000.00	3,400.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	3,334.32	3,443.88	3,500.00	3,276.42	3,500.00	3,500.00	0.00	3,500.00	3,500.00
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General Expenses 001-610-5200									
5192 Mileage	1,429.57	686.00	1,000.00	396.33	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	2,957.07	942.76	3,000.00	1,339.40	2,500.00	2,500.00	(500.00)	2,500.00	2,500.00
5242 Office Equipment Repair/Maint	450.82	568.00	500.00	323.00	500.00	2,000.00	1,000.00	1,500.00	1,500.00
5248 Computer Software/License						7,000.00	7,000.00	7,000.00	7,000.00
5272 Office Equipment Rental	606.60	808.80	3,500.00	404.40	1,000.00	3,000.00	(2,500.00)	1,000.00	1,000.00
5291 Custodial Services	6,864.04	7,448.16	10,000.00	5,653.97	10,000.00	10,000.00	(2,000.00)	8,000.00	8,000.00
5312 Training/Professional Development		1,804.00	3,000.00	18.97	3,000.00	5,000.00	0.00	3,000.00	3,000.00
5342 Postage	573.43	59.70	750.00		500.00	500.00	(250.00)	500.00	500.00
5343 Printing	113.15	260.38	500.00	36.00	500.00	400.00	(125.00)	375.00	375.00
5420 Office Supplies	2,334.62	2,440.94	3,000.00	2,591.98	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	6,476.94	6,196.57	6,500.00	436.21	6,500.00	1,000.00	(5,500.00)	1,000.00	1,000.00
5450 Custodial Supplies	3,670.51	4,701.44	4,000.00	4,182.81	4,500.00	9,500.00	5,500.00	9,500.00	9,500.00
5460 Groundskeeping Supplies	1,802.84	3,280.72	1,800.00	1,525.61	1,800.00	2,500.00	700.00	2,500.00	2,500.00
5510 Education Supplies	248,219.89	251,275.55	227,000.00	183,241.45	227,000.00	244,000.00	17,000.00	244,000.00	244,000.00
5581 Clothing, Gloves, Shoes	700.00	1,501.00	1,850.00	1,451.00	1,850.00	1,875.00	25.00	1,875.00	1,875.00
5583 Library Supplies	15,489.41	19,783.41	18,000.00	14,942.93	18,000.00	25,000.00	2,000.00	20,000.00	20,000.00
5730 Dues	1,293.16	566.27	3,000.00	1,046.22	3,000.00	3,575.00	500.00	3,500.00	3,500.00
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Equipment & Unusual 001-610-5400									
5396 Minuteman Network	60,700.67	54,022.30	51,000.00	50,599.79	50,599.79	52,000.00	1,000.00	52,000.00	52,000.00
6540 Computers			10,000.00	1,766.38	10,000.00	10,000.00	0.00	10,000.00	10,000.00

LIBRARY

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	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>			
5242 Office Equipment Repair/Maint	This includes network maintenance, which is vital for both the public and the staff; our circulation software now runs on our wireless network. Also, a microfilm machine maintenance contract for approximately \$1200/year and maintenance/repair for equipment used in our meeting rooms.						1,500.00		
5248 Computer Software/License	This is a new category that delineates yearly computer software/licenses needed for the library to continue to maintain our excellent level of service to the community. The amount is high but it covers: Adobe Creative Cloud licenses for 5 computers, installation of apps for the Children's Room iPads which have not been updated in years, Comcast wireless, Symantec Endpoint Anti-virus, Deep Freeze (which wipes public data from computers and restarts machines), Ninite (updates software on all computers, instead of individually updating), Pharos (computer sign up software and printing software), updated firmware and tech support for wireless, and our monthly website maintenance.						7,000.00		
5312 Training/Professional Development	Currently, the union contract states that conferences will be reimbursed. With the extra \$2,000 we will cover the cost for approximately two staff to attend an annual American Library Association conference.						2,000.00		
5450 Custodial Supplies	We have rearranged funding for 5241 Equipment Repair and 5430 Building Supplies and we have moved funds and increased 5450 Custodial Supplies and 5460 Grounds Supplies out of these accounts.						5,500.00		
5460 Groundskeeping Supplies							700.00		
5510 Education Supplies	State Aid funding requires an average of the past three year's budgets plus a 2.5% increase, which would be a \$17,000 increase.						17,000.00		
5581 Clothing, Gloves, Shoes	Requesting a \$25 increase to cover the laborers union contract						25.00		
5583 Library Supplies	We are asking for \$7,000 more to be included in the Library Supplies account to cover toner costs and to allow us to spend the majority of funds on true Library Supplies and start to replace some of the heavily worn furniture pieces. Alternately, we could ask for \$7,000 to be included in 5420 Office Supplies to cover all toner and then leave Library Supplies at \$18,000, but because the toner is also for the public, we have included it in 5583.						7,000.00		
5730 Dues	This past year the library hired 4 new professional librarian positions. This monetary increase of \$575 will allow the WPL to pay the membership dues for the total 14 professional librarians on staff at the American Library Association and the Mass Library Association.						575.00		
5396 Minuteman Network	Required to maintain membership in Minuteman Library Network, which provides Waltham access to interlibrary loan and many valued databases.						1,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	1,901,839.54	2,000,282.29	2,201,636.00	1,531,037.99	2,172,027.14	2,298,191.00	63,203.00	2,264,839.00	2,264,839.00
General Expenses	292,982.05	302,323.70	287,400.00	217,590.28	284,650.00	321,850.00	22,850.00	310,250.00	310,250.00
Equipment & Unusual	60,700.67	54,022.30	61,000.00	52,366.17	60,599.79	62,000.00	1,000.00	62,000.00	62,000.00
Total Operating Budget	2,255,522.26	2,356,628.29	2,550,036.00	1,800,994.44	2,517,276.93	2,682,041.00	87,053.00	2,637,089.00	2,637,089.00

MAYOR

STATEMENT OF OBJECTIVES:

The Mayor as Chief Executive of the City of Waltham is responsible for formulating policy with the advice of her department heads, co-ordinating 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 2014	FY 2015
Pension-Contributory/FICA	60,627	60,729
Pension Administration	5,493	5,636
Medical & Life Insurance ***	73,577	77,807
Heat, Light, Water	9,117	9,557
Building Repair & Maintenance	21,120	14,670
Building Insurance	478	484
Total	<u>\$170,412</u>	<u>\$168,883</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	*Mayor	
2.	*Executive Assistant	12-6 (L10)
3.	*Constituency Serv Admin	10-6 (L8)
4.	*Constituency Serv Admin PT	10-6
Subtotal		

FY 2015		FY 2016				FY 2017										
#	Actual Expenditures	#	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval						
			Budget	Actual Expenditures	Expenditures Thru 6/30/16											
			1	129,280	95,084.31						129,280.00	1	130,704	1	130,704	130,704
			1	76,107	56,144.19						76,107.00	1	76,107	1	83,592	83,592
			1	64,244	47,393.10						64,244.00	1	64,244	1	70,562	70,562
			0.5	26,656	5,140.00						26,656.00	0.5	32,823	0.5	36,051	36,051
3.5	273,759.39	3.5	296,287	203,761.60	296,287.00	3.5	303,878		3.5	320,909	320,909					

Summary of Changes

Adjustments to FY 2016 Positions

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

24,622

Explanation

0	0		0	0

Subtotal

Grand Total

3.5	273,759.39	3.5	296,287	203,761.60	296,287.00	3.5	303,878		320,909	320,909
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MAYOR

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	262,872.23	267,723.39	269,631.00	198,621.60	269,631.00	271,055.00	15,227.00	284,858.00	284,858.00
5121 Salaries - Part Time	6,878.70	6,036.00	26,656.00	5,140.00	26,656.00	32,823.00	9,395.00	36,051.00	36,051.00
General Expenses 001-121-5200									
5192 Mileage Allowance	3,000.00	3,002.00	3,000.00	2,250.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5242 Office Equipment Repair/Maint	518.00	543.00	1,000.00	570.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	361.49	147.00	750.00	60.00	750.00	500.00	(250.00)	500.00	500.00
5343 Printing & Binding	1,000.00		1,000.00	947.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,531.83	1,408.20	3,150.00	896.08	3,150.00	3,000.00	(150.00)	3,000.00	3,000.00
5730 MMA Membership for Council & Mayor	12,438.00	12,636.00	12,750.00	12,889.00	12,889.00	12,900.00	150.00	12,900.00	12,900.00
5731 Mayor Expense	3,300.00	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		3,900.00							
5178 OPEB Trust	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5301 Audit	79,000.00	71,900.00	81,400.00	67,450.00	81,400.00	81,400.00	(400.00)	81,000.00	81,000.00
5303 Appraisal of Land	4,800.00	1,450.00		1,450.00	1,450.00				
5355 Tourism		2,050.50		3,521.41	3,521.41				
5360 Box Art	850.21	690.12	2,500.00	149.84	2,500.00	2,500.00	(500.00)	2,000.00	2,000.00
5386 Fernald Security			50,000.00		50,000.00	50,000.00	0.00	50,000.00	50,000.00
5391 Senior Volunteer Program	27,182.76	23,887.88	37,500.00	26,359.04	37,500.00	37,500.00	(2,500.00)	35,000.00	35,000.00
5790 Waltham Day / Special Events	42,121.17	25,320.43	35,000.00	27,095.46	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5810 Land Acquisition - Open Space				1,463.40	1,463.40				
6310 Land Develop - Met State				14,261.76	14,261.76				

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>					<u>Department Cost for Requested Increase</u>			
COST SUMMARY BY CLASSIFICATION									
Personnel	269,750.93	273,759.39	296,287.00	203,761.60	296,287.00	303,878.00	24,622.00	320,909.00	320,909.00
General Expenses	23,149.32	21,036.20	25,000.00	20,087.08	25,139.00	24,750.00	(250.00)	24,750.00	24,750.00
Equipment & Unusual	353,954.14	329,198.93	406,400.00	341,750.91	427,096.57	406,400.00	(3,400.00)	403,000.00	403,000.00
Total Operating Budget	646,854.39	623,994.52	727,687.00	565,599.59	748,522.57	735,028.00	20,972.00	748,659.00	748,659.00

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 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200									
5793 Memorial Day	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

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	11,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
Equipment & Unusual									
Total Operating Budget	<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>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 2014	FY 2015
Pension-Contributory/FICA	116,549	57,934
Pension Administration	10,957	5,388
Medical & Life Insurance	85,138	81,947
Heat, Light, Water	19,883	22,240
Building Repair & Maintenance	13,923	21,116
Building Insurance	359	363
Total	\$246,809	\$188,988

	FY 2015	FY 2016	FY 2017
Output Measure	Actual	Estimated	Projected
Total Applicants	652	515	525
Civil Service Applications	72	60	75
Department Requisitions	204	200	210
Preplacement Physicals	27	42	45
CORI Checks completed	200	160	200
Skill Check computer testing	0	0	0
# Persons Employed	131	110	125
# Persons Promoted	39	31	33
# Departments Affected	21	16	18
Qualifying Exams given	1	0	0
EAP Program Providers	1	1	1
EAP Program Utilization	49	60	60
Educational Incentive Program	0	0	3
Summer Works Applications	71	75	100
# Summer Works Students Hired	44	50	50
# Work Study Students	3	3	3
Departments Affected	3	3	3
Participating Colleges	3	3	3
Insurance Claims Appealed	4	5	4

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	*Personnel Director	17-6
2.	*Personnel Technician	10-6 (L9)
3.	*Administrative Assistant	10-6 (L8)
4.	Workers Comp Agent Stipend	
5.	Youth Employment Program	
Subtotal		

FY 2015		FY 2016				FY 2017												
Actual # Expenditures	#	July - March Actual Expenditures			#	Department Request	#	Mayor's Recommendation	Council Approval									
		Budget	Expenditures	Thru 6/30/16														
		1	96,446	71,148.86						96,446.00	1	96,446	1	105,931	105,931			
		1	64,442	47,393.11						64,442.00	1	64,839	1	71,215	71,215			
		1	59,485	43,882.33						59,485.00	1	63,054	1	69,255	69,255			
			6,000	4,426.07						6,000.00		6,000		6,000	6,000			
			45,000	40,720.00						45,000.00		55,000		55,000	55,000			
		3	267,007.20	3						271,373	207,570.37	271,373.00	3	285,339		3	307,401	307,401

Summary of Changes

Adjustments to FY 2016 Positions

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

26,028

Youth Employment Program

10,000

Explanation

Increase hourly rate to meet minimum wage & staff the program in May & June 2017

New Positions

Subtotal

0	0		0	0	0		0		0	

Grand Total

3	267,007.20	3	271,373	207,570.37	271,373.00	3	285,339	3	307,401	307,401
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PERSONNEL

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	207,717.57	216,969.20	220,373.00	162,424.30	220,373.00	224,339.00	26,028.00	246,401.00	246,401.00
5121 Salaries - Part Time	45,151.90	50,038.00	51,000.00	45,146.07	51,000.00	61,000.00	10,000.00	61,000.00	61,000.00
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General Expenses 001-152-5200									
5242 Office Equipment Repair/Maint			500.00		500.00	500.00	(500.00)	0.00	0.00
5312 Training						5,000.00	3,000.00	3,000.00	3,000.00
5341 Advertising	3,634.95	4,160.00	4,500.00	1,835.40	4,500.00	6,000.00	0.00	4,500.00	4,500.00
5342 Postage	800.13	845.55	400.00	306.85	400.00	400.00	0.00	400.00	400.00
5343 Printing	343.00		250.00		250.00	250.00	0.00	250.00	250.00
5420 Office Supplies	804.66	487.69	700.00	433.32	700.00	1,100.00	0.00	700.00	700.00
5730 Dues	275.00	425.00	600.00	435.00	600.00	600.00	0.00	600.00	600.00
5731 Conference Expense	40.00								
General Expenses 001-153-5200									
5125 Work-study	1,800.00	5,210.00	6,000.00	5,290.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	43,147.89	18,289.08	30,000.00	13,260.60	30,000.00	30,000.00	(10,000.00)	20,000.00	20,000.00
<hr/>									
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	17,946.50	5,230.00	20,000.00	8,762.00	20,000.00	30,000.00	5,000.00	25,000.00	25,000.00
5311 Civil Service Exams		4,103.50							
5312 Training / Employment / Diversity	695.00	140.00	3,000.00	102.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Municipal Employee Award Program						5,000.00	0.00	0.00	0.00
ADA Transition Plan						100,000.00	0.00 *	0.00	0.00

*MAYOR: FUND IN CIP BUDGET

PERSONNEL

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>									
5312 Training							5,000.00		
5341 Advertising							1,500.00		
5420 Office Supplies							400.00		
5306 Pre-emp Physical/Psychological, EAP							10,000.00		
Municipal Employee Award Program							5,000.00		
ADA Transition Plan							100,000.00		
<u>Reason</u>									
Reinstate education budget for non-union employees									
Increase in advertising costs and number of postings									
Request from Purchasing to fund attendance cards									
Contract for DOT drug testing									
Reinstate Municipal Employee Reward Program									
Complete remaining phases of ADA Transition Plan									

COST SUMMARY BY CLASSIFICATION

Personnel	252,869.47	267,007.20	271,373.00	207,570.37	271,373.00	285,339.00	36,028.00	307,401.00	307,401.00
General Expenses	50,845.63	29,417.32	42,950.00	21,561.17	42,950.00	49,850.00	(7,500.00)	35,450.00	35,450.00
Equipment & Unusual	18,641.50	9,473.50	23,000.00	8,864.00	23,000.00	138,000.00	5,000.00	28,000.00	28,000.00
Total Operating Budget	<u>322,356.60</u>	<u>305,898.02</u>	<u>337,323.00</u>	<u>237,995.54</u>	<u>337,323.00</u>	<u>473,189.00</u>	<u>33,528.00</u>	<u>370,851.00</u>	<u>370,851.00</u>

WORKERS COMPENSATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of Injuries	79	90	95
Number on Payroll	8	7	7
Retirees	6	5	4
W/C Total Invoices (City & School)	\$ 728,509.54	\$ 550,000.00	\$ 530,000.00
W/C Total Invoices Paid (City & Sch)	\$ 341,171.63	\$ 300,000.00	\$ 270,000.00
W/C Savings on Bills	\$ 387,337.91	\$ 250,000.00	\$ 260,000.00

WORKERS COMPENSATION

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200									
5170 Worker's Compensation	315,182.13	241,704.63	240,000.00	163,960.52	200,000.00	250,000.00	10,000.00	250,000.00	250,000.00
5305 Legal Services (IAB Orders)	14,108.79	5,837.45	10,000.00	11,732.42	12,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	300,070.42	227,936.37	175,000.00	217,534.63	252,000.00	230,000.00	55,000.00	230,000.00	230,000.00
5760 Claims & Settlements	35,000.00		30,000.00	25,000.00	25,000.00	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 Worker's Compensation	COLA for 34A claimants	10,000.00
5306 Medical Services	Rising cost of medical services	55,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	664,361.34	475,478.45	455,000.00	418,227.57	489,000.00	520,000.00	65,000.00	520,000.00	520,000.00
Equipment & Unusual									
Total Operating Budget	664,361.34	475,478.45	455,000.00	418,227.57	489,000.00	520,000.00	65,000.00	520,000.00	520,000.00

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 2014	FY 2015
Pension-Contributory/FICA	68,697	69,142
Pension Administration	6,270	6,434
Medical & Life Insurance	74,178	66,776
Heat, Light, Water	12,320	11,336
Building Repair & Maintenance	32,740	33,160
Building Insurance	359	363
Motor Vehicle Insurance	597	632
Motor Vehicle Maint & Repair	10,539	10,747
Total	<u>\$205,700</u>	<u>\$198,590</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Administration of CDBG Budget	\$1,013,522	\$989,904	\$980,000
Peter Gilmore Playground Design		\$30,000	
Met State Dog Ranch		\$35,000	
Prospect Hill ADA Clivus Install		\$100,000	
Memorial Donation Benches		\$12,000	\$12,000

City Funding: \$269,206	Federal Funding: \$96,225
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PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	*Planning Director	20-4 (L8)
2.	*Asst Dir of Planning	15-4
3.	*Principal Planner	14-6
4.	Administrative Assistant	10-2
5.	Fair Housing Officer	
6.	Part Time / Temporary	
Subtotal		

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	Budget	July - March	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures						
		1	111,626	74,653.23	111,626.00	1	116,040	1	127,452	127,452
		1	72,768	53,158.37	72,768.00	1	75,631	1	83,070	83,070
		1	78,803	58,133.30	78,803.00	1	78,803	1	86,553	86,553
		0.5	32,122	10,518.49	16,907.70	0.5	25,270	0.5	27,756	27,756
			3,000	2,213.23	3,000.00		3,000		3,000	3,000
			25,000	6,955.36	8,816.00		25,000		25,000	25,000
3.5	300,768.92	3.5	323,319	205,631.98	291,920.70	3.5	323,744	3.5	352,831	352,831

Summary of Changes

Adjustments to FY 2016 Positions

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

33,878

Administrative Assistant 10-2

(4,366)

Explanation

New employee hired at lower step

New Positions

Subtotal

0	0		0	0	0					

Grand Total

3.5	300,768.92	3.5	323,319	205,631.98	291,920.70	3.5	323,744	3.5	352,831	352,831
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PLANNING

EXPENDITURES

	FY 2014	FY 2015	FY 2016			FY 2017			
Classification	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	235,690.63	297,082.20	295,319.00	196,463.39	280,104.70	295,744.00	29,512.00	324,831.00	324,831.00
5121 Salaries - Part Time	2,654.81	3,000.00	3,000.00	2,213.23	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5122 Wages - Part Time		686.72	25,000.00	6,955.36	8,816.00	25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(56,039.96)	(159,189.56)	(151,462.00)	(102,894.31)	(151,462.00)	(96,225.00)	55,237.00	(96,225.00)	(96,225.00)
General Expenses 001-175-5200									
5192 Mileage				18.63	18.63	20.00	20.00	20.00	20.00
5242 Office Equipment Repair/Maint	269.26	247.40	600.00	1,044.92	1,044.92	600.00	0.00	600.00	600.00
5312 Training				520.00	520.00	520.00	520.00	520.00	520.00
5341 Advertising	417.55	148.20	1,000.00	86.35	86.35	230.00	(770.00)	230.00	230.00
5342 Postage	121.08	99.00	200.00	32.29	49.10	200.00	0.00	200.00	200.00
5343 Printing		49.72							
5420 Office Supplies	1,218.02	1,515.32	850.00	560.50	850.00	850.00	0.00	850.00	850.00
5730 Dues	510.00	674.45		31.00	31.00	180.00	180.00	180.00	180.00
Equipment & Unusual 001-175-5400									
5355 Tourism Brochures			10,000.00	2,000.00	10,000.00	0.00	(10,000.00)	0.00	0.00
5356 "Waltham Assets"				2,443.00	15,000.00	0.00	0.00	0.00	0.00
5358 Cultural Grants			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>
5192 Mileage	Reallocating funds based on history	20.00
5312 Training	Reallocating funds based on history	520.00
5730 Dues	Reallocating funds based on history	180.00

COST SUMMARY BY CLASSIFICATION

Personnel	182,305.48	141,579.36	171,857.00	102,737.67	140,458.70	227,519.00	84,749.00	256,606.00	256,606.00
General Expenses	2,535.91	2,734.09	2,650.00	2,293.69	2,600.00	2,600.00	(50.00)	2,600.00	2,600.00
Equipment & Unusual	0.00	0.00	20,000.00	14,443.00	35,000.00	10,000.00	(10,000.00)	10,000.00	10,000.00
Total Operating Budget	184,841.39	144,313.45	194,507.00	119,474.36	178,058.70	240,119.00	74,699.00	269,206.00	269,206.00

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 2014	FY 2015
Pension-Contributory/FICA	41,742	42,697
Pension Administration	3,797	3,896
Medical & Life Insurance	40,838	40,097
Heat, Light, Water	6,160	5,668
Building Repair & Maintenance	6,962	10,558
Building Insurance	824	834
Total	\$100,323	\$103,750

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
De-lead Loans / Grants	\$11,849	\$15,000	\$15,000
CDBG Rehabilitation Loans	\$103,283	\$100,000	\$100,000
HOME Program VHA Loans	\$942,880	\$350,000	\$250,000
HOME Program Brookline Repayment	\$181,235	\$181,235	\$0
HOME Program TBRA Program	\$26,000	\$35,000	\$35,000
Total CDBG applied to deferred Loans	\$115,132	\$100,000	\$100,000
Total HOME Program Grants	\$968,880	\$350,000	\$250,000
Total CDBG Emergency Asst Grants	\$15,142	\$15,000	\$15,000

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

City Funding: \$280,549	Federal Funding: \$65,230
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HOUSING

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	*Housing Supervisor	16-6 (L10)
2.	*Asst Housing Supervisor	14-6 (L10)
3.	*Housing Specialist (PT 19 hrs)	12-2
4.	*Asst Finance Rehab Advisor	11-6 (L9)
5.	Administrative Assistant	10-2
Subtotal		

FY 2015		FY 2016				FY 2017					
Actual # Expenditures	July - March Actual Expenditures				Expenditures Thru 6/30/16	Department Request		Mayor's Recommendation		Council Approval	
	#	Budget	Expenditures	#		#					
	1	99,417	73,340.47	99,417.00		1	99,417	1	109,195		
	1	86,683	63,946.80	86,683.00		1	86,683	1	95,208		
	0.5	31,495	7,111.56	15,747.50		0.5	32,112	0.5	35,270		
	1	69,870	51,490.18	69,870.00		1	69,924	1	76,800		
	0.5	32,122	10,518.48	16,904.70		0.5	25,270	0.5	27,756		
3.5	201,537.70	4	319,587	206,407.49	288,622.20	4	313,406		4	344,229	344,229

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary 29,008

Administrative Assistant 10-2 (4,366)

Explanation

New employee hired at lower step

New Positions

Subtotal

0	0		0		0		0		0	

Grand Total

3.5	201,537.70	4	319,587	206,407.49	288,622.20	4	313,406	4	344,229	344,229
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HOUSING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	213,778.92	201,537.70	288,092.00	199,295.93	272,874.70	281,294.00	20,867.00	308,959.00	308,959.00
5121 Salaries - Part Time			31,495.00	7,111.56	15,747.50	32,112.00	3,775.00	35,270.00	35,270.00
Offset Receipt - CDBG / HOME Program	(13,940.00)		(16,705.00)		(17,557.45)	(15,681.00)	1,024.00	(15,681.00)	(15,681.00)
Offset Receipt - CDBG Program Administration	(40,422.45)	(55,531.74)	(51,778.00)	(4,314.90)	(51,778.00)	(49,549.00)	2,229.00	(49,549.00)	(49,549.00)
General Expenses 001-183-5200									
5242 Office Equipment Repair/Maint		510.45	500.00	96.26	200.00	200.00	(300.00)	200.00	200.00
5341 Advertising	117.73								
5342 Postage	748.37	554.98	550.00	379.85	500.00	500.00	(50.00)	500.00	500.00
5420 Office Supplies	656.61	469.57	500.00	659.22	800.00	800.00	300.00	800.00	800.00
5731 Conference Expense				50.00	50.00	50.00	50.00	50.00	50.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Reallocating based on history	300.00
5731 Conference Expense	Reallocating based on history	50.00

COST SUMMARY BY CLASSIFICATION

Personnel	159,416.47	146,005.96	251,104.00	202,092.59	219,286.75	248,176.00	27,895.00	278,999.00	278,999.00
General Expenses	1,522.71	1,535.00	1,550.00	1,185.33	1,550.00	1,550.00	0.00	1,550.00	1,550.00
Equipment & Unusual									
Total Operating Budget	160,939.18	147,540.96	252,654.00	203,277.92	220,836.75	249,726.00	27,895.00	280,549.00	280,549.00

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 2014	FY 2015
Pension-Contributory/FICA	2,629	1,848
Medical & Life Insurance	43,926	45,565
Heat, Light, Water	36,316	33,285
Building Repair & Maintenance	22,982	48,157
Building Insurance	4,387	4,439
Total	\$110,240	\$133,294

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Private events	60	60	60
City events	12	12	12
School Programs	11	12	12
Total Income	\$81,600	\$80,000	\$80,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	*Paine Estate Curator	13-6 (L9)
3.	SPMG *Events Coordinator	8-6 (L10)
Subtotal		

FY 2015		FY 2016				FY 2017										
#	Actual Expenditures	#	July - March Actual Expenditures			#	Department Request	#	Mayor's Recommendation	Council Approval						
			Budget	Expenditures	Thru 6/30/16											
			1	68,988	50,890.49						68,988.00	1	68,988	1	75,772	75,772
			1	56,422	55,014.34						56,422.00	1	63,035	1	63,035	63,035
2	193,853.24	2	125,410	105,904.83	125,410.00	2	132,023		2	138,807	138,807					

Summary of Changes

Adjustments to FY 2016 Positions

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

13,397

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	193,853.24	2	125,410	105,904.83	125,410.00	2	132,023	2	138,807	138,807
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PAINE ESTATE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	194,056.99	193,853.24	125,410.00	105,904.83	125,410.00	132,023.00	13,397.00	138,807.00	138,807.00
Offset Receipt - Gift	(22,117.00)	(22,850.00)	(22,996.00)		(22,996.00)	(25,257.00)	(2,261.00)	(25,257.00)	(25,257.00)
General Expenses 001-670-5200									
5128 Substitutes		200.00							
5291 Custodial Services	7,518.75	8,573.50	10,500.00	5,628.17	10,500.00	10,500.00	0.00	10,500.00	10,500.00
5307 Public Safety Service	15,430.00	18,081.00	20,000.00	13,192.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5342 Postage	49.00	196.00	150.00			150.00	0.00	150.00	150.00
5343 Printing		202.27							
5382 Pest Control	691.50	940.00	1,100.00	560.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5420 Office Supplies		549.14	500.00	230.17	500.00	500.00	0.00	500.00	500.00
5430 Building Supplies	1,565.88	949.93	1,500.00	925.22	1,500.00	1,500.00	0.00	1,500.00	1,500.00
Equipment & Unusual 001-670-5400									
Kitchen Equipment						3,000.00	0.00 *	0.00	0.00

*MAYOR: FUND IN CIP BUDGET

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
Kitchen Equipment	Replace existing broken commercial refrigerator to meet basic refrigerator needs & health stands, for event guests for many years	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	171,939.99	171,003.24	102,414.00	105,904.83	102,414.00	106,766.00	11,136.00	113,550.00	113,550.00
General Expenses	25,255.13	29,691.84	33,750.00	20,535.56	33,600.00	33,750.00	0.00	33,750.00	33,750.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00
Total Operating Budget	197,195.12	200,695.08	136,164.00	126,440.39	136,014.00	143,516.00	11,136.00	147,300.00	147,300.00

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 2014	FY 2015
Pension-Contributory/FICA	5,045,483	5,086,014
Pension Administration	469,506	484,231
Medical & Life Insurance	5,889,671	5,987,564
Heat, Light, Water	75,495	74,022
Building Repair & Maintenance	93,324	132,236
Building Insurance	3,255	3,293
Motor Vehicle Insurance	19,413	21,184
Motor Vehicle Maint & Repair	342,504	360,032
Worker's Compensation		2667
Total	<u>\$11,938,651</u>	<u>\$12,151,243</u>

OUTPUT MEASURES

GENERAL SUPPORT			
The specific services the Administration Division provides are diverse and wide ranging but include such items as accreditation, crime analysis and dissemination of current information on arrests and crime patterns. The Administration Division bears responsibility for payroll, workers' compensation, and overall supervision of property, evidence, motor vehicles, buildings and grounds. Also included are all training issues, firearm maintenance and background investigations for Police, Fire and 911 personnel. Other functions of the Administration Division are computer maintenance, planning and research and maintaining the Police web page.			
Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total Training <i>in Service</i>	135	140	145
Total Training Specialized	321	226	300
Training Firearms	357	212	290
Training Firearms - Special	105	308	345
Total Evidence	1,060	1,524	1,550
Background Investigations	22	35	40

OUTPUT MEASURES

COMMUNITY SERVICES			
These outputs help to reduce traffic congestion by discouraging violations of parking and traffic laws by reducing accidents and by eliminating their causes. Additionally, outputs help to facilitate safety in the schools, in the neighborhoods, and in the community as a whole.			
Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Taxi Inspections	145	150	160
Accidents Reported	2,055	2,110	2,200
Accidents Investigated	1,315	1,355	1,400
Taxi License	130	130	140
Taxi Registrations	73	75	80
F.I.D. Cards Issued	15	10	15
License to Carry Firearms Issued	174	172	180

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Arrests	804	828	852
Incapacitated Persons	343	391	441
Traffic Citations Issued	6,985	11,750	12,250
OUI Arrests	68	66	75
Parking Tags Issued	2,191	3,538	4,150
Frequency Checks	7,363	9,786	10,100
Incident Reports Prepared	7,632	8,022	8,412

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Report Review	7,883	7,950	7,995
Criminal Investigations	1,705	1,750	1,760
Crime Scene Photographs	8,369	8,550	8,650
Aggravated Assault Investigations	112	115	117
Simple Assault Investigations	349	355	358
Sex Offender Registration	44	46	46
Sex Offender Auditing	72	75	75
Missing Person Investigations	93	95	95
Juvenile Investigations	68	71	72
Domestic Violence Investigations	774	780	785
Property Crime	694	695	697
Incidents @ Establishments with a Liquor License	1,512	1,520	1,525
Drug Investigations	66	70	72
Prosecution Events	2,753	2,825	2,850

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 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total Calls Answered	808	784	825
Dogs Impounded	50	52	55
Dogs Returned to owner	43	50	60
Dogs Adopted	7	2	10
Dogs Euthanized	0	0	0
Citations Issued	29	14	30
Coyote Calls	20	6	25
Raccoon Calls	67	32	70
Deer Calls	22	8	20
Cat Calls	32	46	50
Dog Calls	424	464	465
Injured / Problem Wildlife Calls	149	134	150
Other Animal Calls	83	92	95

City Funding: \$16,159,258

Federal Funding: \$25,000

POLICE

PERSONNEL

			FY 2015	FY 2016				FY 2017					
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Police Chief	22-6 (L10.5) (CC 25)			1	123,517	154,099.01	180,889.00	1	188,320	1	206,321	206,321
2.	*Deputy Police Chief	18-6 (L10.5) (CC 25)			1	105,485	166,447.06	158,245.00	1	158,266	1	173,284	173,284
3.	PSUP *Police Captain	(L10.5) (CC 25)			1	84,843	159,659.13	144,437.00	1	144,457	1	144,457	144,457
4.	PSUP *Police Captain	(L10.5) (CC 25)			1	84,843	160,563.21	144,437.00	1	144,457	1	144,457	144,457
5.	PSUP *Police Captain	(L10.5) (CC 25)			1	84,843	162,093.47	144,437.00	1	144,457	1	144,457	144,457
6.	PSUP *Police Captain	(L9.5) (CC 25)			1	84,843	156,737.18	143,130.00	1	143,150	1	143,150	143,150
7.	PSUP *Police Lieutenant	(L10.5) (CC 25)			1	73,025	136,269.97	123,906.00	1	123,923	1	123,923	123,923
8.	PSUP *Police Lieutenant	(L9.5) (CC 25)			1	73,025	130,352.46	122,785.00	1	122,802	1	122,802	122,802
9.	PSUP *Police Lieutenant	(L9.5) (CC 25)			1	73,025	134,590.30	122,785.00	1	122,802	1	122,802	122,802
10.	PSUP *Police Lieutenant	(L9.5) (CC 20)			1	73,025	127,772.99	117,874.00	1	117,890	1	117,890	117,890
11.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)			1	77,570	144,300.17	131,403.00	1	131,421	1	131,421	131,421
12.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)			1	77,570	143,927.96	131,403.00	1	131,421	1	131,421	131,421
13.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)			1	77,570	139,578.75	131,403.00	1	131,421	1	131,421	131,421
14.	PSUP *Police Lieutenant Night	(L10.5) (CC 25)			1	77,570	143,934.63	131,403.00	1	131,421	1	131,421	131,421
15.	PSUP *Police Lieutenant Night	(L10.5) (CC 10)			1	77,570	126,449.90	115,635.00	1	115,651	1	115,651	115,651
16.	PSUP *Police Lieutenant Night	(L9.5) (CC 25)			1	77,570	140,863.82	130,214.00	1	130,232	1	130,232	130,232
17.	PSUP *Police Sergeant	(L10.5) (CC 25)			1	62,535	114,959.99	105,787.00	1	105,801	1	105,801	105,801
18.	PSUP *Police Sergeant	(L10.5) (CC 25)			1	62,534	118,263.18	105,787.00	1	105,801	1	105,801	105,801
19.	PSUP *Police Sergeant	(L10.5) (CC 20)			1	62,534	110,146.07	101,555.00	1	101,569	1	101,569	101,569
20.	PSUP *Police Sergeant	(L9.5) (CC 25)			1	62,534	113,660.12	104,830.00	1	104,844	1	104,844	104,844
21.	PSUP *Police Sergeant	(L9.5) (CC 25)			1	62,534	116,159.49	104,830.00	1	104,844	1	104,844	104,844
22.	PSUP *Police Sergeant	(L8.5) (CC 25)			1	62,534	111,729.64	103,872.00	1	103,886	1	103,886	103,886
23.	PSUP *Police Sergeant	(L7.5) (CC 25)			1	62,534	111,170.96	102,915.00	1	103,886	1	103,886	103,886
24.	PSUP *Police Sergeant Night	(L10.5) (CC 25)			1	66,397	122,951.05	112,142.00	1	112,157	1	112,157	112,157
25.	PSUP *Police Sergeant Night	(L10.5) (CC 25)			1	66,397	121,940.56	112,142.00	1	112,157	1	112,157	112,157
26.	PSUP *Police Sergeant Night	(L10.5) (CC 20)			1	66,397	117,261.75	107,656.00	1	107,671	1	107,671	107,671
27.	PSUP *Police Sergeant Night	(L9.5) (CC 25)			1	66,397	119,491.46	111,127.00	1	111,142	1	111,142	111,142
28.	PSUP *Police Sergeant Night	(L9.5) (CC 25)			1	66,397	120,406.55	111,127.00	1	111,142	1	111,142	111,142
29.	PSUP *Police Sergeant Night	(L9.5) (CC 25)			1	66,397	95,142.25	111,127.00	1	111,142	1	111,142	111,142
30.	PSUP *Police Sergeant Night	(L9.5) (CC 20)			1	66,397	107,852.57	106,682.00	1	106,696	1	106,696	106,696
31.	PSUP *Police Sergeant Night	(L8.5) (CC 25)			1	66,397	116,036.13	110,112.00	1	110,128	1	110,128	110,128
32.	PSUP *Police Sergeant Night	(L8.5) (CC 25)			1	66,397	114,868.44	110,112.00	1	110,128	1	110,128	110,128
33.	PSUP *Police Sergeant Night	(L8.5) (CC 25)			1	66,397	119,126.49	110,112.00	1	110,128	1	110,128	110,128

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			FY 2015	FY 2016				FY 2017			
Bargaining Unit	Position	FY 2017 Grade-Step	Actual Expenditures	July - March			Department Request	Mayor's Recommendation	Council Approval		
			#	Budget	Actual Expenditures Thru 6/30/16	#				#	
34.	PPAT *Police Officer	(L10.5) (CC 25)	1	54,977	95,328.91	92,550.00	1	92,563	1	92,563	
35.	PPAT *Police Officer	(L10.5) (CC 25)	1	54,977	99,108.10	92,550.00	1	92,563	1	92,563	
36.	PPAT *Police Officer	(L10.5) (CC 25)	1	54,977	99,489.40	92,550.00	1	92,563	1	92,563	
37.	PPAT *Police Officer	(L10.5) (CC 20)	1	54,977	95,069.41	88,848.00	1	88,860	1	88,860	
38.	PPAT *Police Officer	(L10.5) (CC 20)	1	54,977	94,892.75	88,848.00	1	88,860	1	88,860	
39.	PPAT *Police Officer	(L10.5) (CC 10)	1	54,977	87,146.78	81,444.00	1	81,456	1	81,456	
40.	PPAT *Police Officer	(L10.5)	1	54,977	80,178.68	74,040.00	1	74,050	1	74,050	
41.	PPAT *Police Officer	(L10.5)	1	54,977	79,633.07	74,040.00	1	74,050	1	74,050	
42.	PPAT *Police Officer	(L9.5) (CC 25)	1	54,977	97,426.14	91,712.00	1	91,725	1	91,725	
43.	PPAT *Police Officer	(L9.5) (CC 25)	1	51,942	93,024.30	86,786.00	1	86,798	1	86,798	
44.	PPAT *Police Officer	(L9.5) (CC 25)	1	57,438	97,646.07	91,712.00	1	91,725	1	91,725	
45.	PPAT *Police Officer	(L9.5) (CC 25)	1	55,229	96,422.09	86,786.00	1	86,798	1	86,798	
46.	PPAT *Police Officer	(L9.5) (CC 25)	1	51,942	93,834.87	86,786.00	1	86,798	1	86,798	
47.	PPAT *Police Officer	(L9.5) (CC 25)	1	57,438	95,240.54	91,712.00	1	91,725	1	91,725	
48.	PPAT *Police Officer	(L9.5) (CC 25)	1	57,438	97,266.62	91,712.00	1	93,397	1	93,397	
49.	PPAT *Police Officer	(L9.5) (CC 20)	1	51,942	86,633.93	83,314.00	1	83,326	1	83,326	
50.	PPAT *Police Officer	(L9.5) (CC 20)	1	51,942	87,708.22	83,314.00	1	83,326	1	83,326	
51.	PPAT *Police Officer	(L9.5) (CC 20)	1	54,977	92,418.01	88,044.00	1	88,056	1	88,056	
52.	PPAT *Police Officer	(L9.5) (CC 20)	1	51,942	89,651.36	83,314.00	1	83,326	1	83,326	
53.	PPAT *Police Officer	(L9.5) (CC 10)	1	51,942	80,619.38	76,372.00	1	76,383	1	76,383	
54.	PPAT *Police Officer	(L9.5) (CC 10)	1	51,942	82,260.50	76,372.00	1	76,383	1	76,383	
55.	PPAT *Police Officer	(L9.5)	1	54,977	76,697.18	73,370.00	1	73,380	1	73,380	
56.	PPAT *Police Officer	(L9.5)	1	54,977	78,364.32	73,370.00	1	73,380	1	73,380	
57.	PPAT *Police Officer	(L9.5)	1	51,942	72,860.05	69,429.00	1	69,439	1	69,439	
58.	PPAT *Police Officer	(L9.5)	1	51,942	73,349.12	69,429.00	1	69,439	1	69,439	
59.	PPAT *Police Officer	(L8.5) (CC 25)	1	51,942	88,768.55	85,993.00	1	86,005	1	86,005	
60.	PPAT *Police Officer	(L8.5) (CC 25)	1	51,942	92,106.34	85,993.00	1	86,005	1	86,005	
61.	PPAT *Police Officer	(L8.5) (CC 20)	1	51,942	90,357.07	82,553.00	1	82,565	1	82,565	
62.	PPAT *Police Officer	(L8.5) (CC 20)	1	55,229	88,277.90	82,553.00	1	82,565	1	82,565	
63.	PPAT *Police Officer	(L8.5) (CC 20)	1	51,942	83,706.47	82,553.00	1	82,565	1	82,565	
64.	PPAT *Police Officer	(L8.5) (CC 20)	1	51,942	83,580.07	82,553.00	1	82,565	1	82,565	
65.	PPAT *Police Officer	(L8.5) (CC 20)	1	51,942	85,893.73	82,553.00	1	82,565	1	82,565	
66.	PPAT *Police Officer	(L7.5) (CC 25)	1	55,229	86,078.02	85,201.00	1	85,212	1	85,212	
67.	PPAT *Police Officer	(L7.5) (CC 25)	1	55,229	87,186.24	79,257.00	1	85,212	1	85,212	
68.	PPAT *Police Officer	(L7.5) (CC 20)	1	57,690	83,699.62	81,793.00	1	83,379	1	83,379	
69.	PPAT *Police Officer	(L7.5) (CC 20)	1	55,229	80,489.08	76,086.00	1	81,804	1	81,804	
70.	PPAT *Police Officer	(L7.5) (CC 20)	1	51,942	82,576.49	81,793.00	1	81,804	1	81,804	
71.	PPAT *Police Officer	(L7.5) (CC 10)	1	55,229	71,954.88	69,746.00	1	74,988	1	74,988	
72.	PPAT *Police Officer	(L7.5)	1	51,942	72,696.69	68,161.00	1	68,170	1	68,170	
73.	PPAT *Police Officer	(L7.5)	1	55,229	72,813.65	68,161.00	1	68,170	1	68,170	
74.	PPAT *Police Officer	(L7.5)	1	55,229	74,213.55	68,161.00	1	68,170	1	68,170	
75.	PPAT *Police Officer Night	(L10.5) (CC 25)	1	58,264	105,437.29	97,936.00	1	97,949	1	97,949	
76.	PPAT *Police Officer Night	(L10.5) (CC 25)	1	58,264	104,768.93	97,936.00	1	97,949	1	97,949	
77.	PPAT *Police Officer Night	(L10.5) (CC 25)	1	58,264	104,835.68	97,936.00	1	97,949	1	97,949	
78.	PPAT *Police Officer Night	(L10.5) (CC 20)	1	58,264	99,732.68	94,018.00	1	94,031	1	94,031	

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Bargaining Unit Position		FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017					
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
79.	PPAT *Police Officer Night	(L10.5) (CC 20)			1	58,264	100,716.60	94,018.00	1	94,031	1	94,031	94,031
80.	PPAT *Police Officer Night	(L10.5) (CC 10)			1	58,264	92,276.39	86,183.00	1	86,195	1	86,195	86,195
81.	PPAT *Police Officer Night	(L10.5) (CC 10)			1	58,264	89,410.91	86,183.00	1	86,195	1	86,195	86,195
82.	PPAT *Police Officer Night	(L9.5) (CC 25)			1	55,229	101,910.33	97,049.00	1	97,062	1	97,062	97,062
83.	PPAT *Police Officer Night	(L9.5) (CC 20)			1	57,690	88,831.12	88,437.00	1	90,054	1	90,054	90,054
84.	PPAT *Police Officer Night	(L9.5) (CC 10)			1	55,229	83,074.14	81,067.00	1	81,078	1	81,078	81,078
85.	PPAT *Police Officer Night	(L9.5) (CC 10)			1	55,229	82,714.66	81,067.00	1	81,078	1	81,078	81,078
86.	PPAT *Police Officer Night	(L9.5)			1	55,229	73,590.25	73,697.00	1	73,707	1	73,707	73,707
87.	PPAT *Police Officer Night	(L9.5)			1	55,229	78,574.95	73,697.00	1	73,707	1	73,707	73,707
88.	PPAT *Police Officer Night	(L8.5) (CC 25)			1	55,229	97,991.40	91,280.00	1	91,293	1	91,293	91,293
89.	PPAT *Police Officer Night	(L8.5) (CC 25)			1	55,229	92,443.90	91,280.00	1	91,293	1	91,293	91,293
90.	PPAT *Police Officer Night	(L8.5) (CC 25)			1	54,403	91,770.45	91,280.00	1	92,950	1	92,950	92,950
91.	PPAT *Police Officer Night	(L8.5) (CC 25)			1	51,942	91,831.19	91,280.00	1	91,293	1	91,293	91,293
92.	PPAT *Police Officer Night	(L8.5) (CC 20)			1	55,229	88,425.91	87,629.00	1	87,641	1	87,641	87,641
93.	PPAT *Police Officer Night	(L8.5) (CC 20)			1	57,690	88,504.33	87,629.00	1	88,833	1	88,833	88,833
94.	PPAT *Police Officer Night	(L8.5) (CC 20)			1	51,942	89,586.42	87,629.00	1	87,641	1	87,641	87,641
95.	PPAT *Police Officer Night	(L8.5) (CC 10)			1	51,942	78,776.76	80,327.00	1	80,338	1	80,338	80,338
96.	PPAT *Police Officer Night	(L8.5)			1	55,229	76,362.97	73,024.00	1	73,034	1	73,034	73,034
97.	PPAT *Police Officer Night	(L8.5)			1	57,690	73,085.96	72,351.00	1	74,360	1	74,360	74,360
98.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	57,690	91,384.77	90,439.00	1	92,093	1	92,093	92,093
99.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	55,229	96,007.72	90,439.00	1	90,451	1	90,451	90,451
100.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	55,229	95,133.22	90,439.00	1	90,451	1	90,451	90,451
101.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	55,229	91,341.28	90,439.00	1	92,093	1	92,093	92,093
102.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	57,690	94,706.86	90,439.00	1	92,093	1	92,093	92,093
103.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	55,229	95,773.22	90,439.00	1	90,451	1	90,451	90,451
104.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	55,229	96,989.99	90,439.00	1	92,093	1	92,093	92,093
105.	PPAT *Police Officer Night	(L7.5) (CC 25)			1	55,229	86,176.02	84,129.00	1	90,451	1	90,451	90,451
106.	PPAT *Police Officer Night	(L7.5) (CC 20)			1	55,229	93,067.53	86,821.00	1	86,833	1	86,833	86,833
107.	PPAT *Police Officer Night	(L7.5) (CC 20)			1	55,229	89,417.18	86,821.00	1	88,409	1	88,409	88,409
108.	PPAT *Police Officer Night	(L7.5) (CC 20)			1	55,229	87,400.15	86,821.00	1	86,833	1	86,833	86,833
109.	PPAT *Police Officer Night	(L7.5) (CC 20)			1	55,229	87,933.64	86,821.00	1	86,833	1	86,833	86,833
110.	PPAT *Police Officer Night	(L7.5) (CC 10)			1	55,229	77,516.61	79,586.00	1	79,597	1	79,597	79,597
111.	PPAT *Police Officer Night	(L7.5) (CC 10)			1	55,229	77,616.66	79,586.00	1	81,042	1	81,042	81,042
112.	PPAT *Police Officer Night	(L7.5)			1	55,229	77,770.51	72,351.00	1	76,231	1	76,231	76,231
113.	PPAT *Police Officer Night	(L7.5)			1	55,229	77,381.70	72,351.00	1	72,361	1	72,361	72,361
114.	PPAT *Police Officer Night	(L7.5)			1	55,229	71,380.08	67,304.00	1	72,361	1	72,361	72,361
115.	PPAT *Police Officer Night	(L7.5)			1	55,229	73,039.50	72,351.00	1	76,231	1	76,231	76,231
116.	PPAT *Police Officer Night	(L7.5)			1	51,942	72,388.27	72,351.00	1	72,361	1	72,361	72,361
117.	PPAT *Police Officer Night	(CC 25)			1	55,229	83,490.81	84,129.00	1	84,141	1	84,141	84,141
118.	PPAT *Police Officer Night	(CC 20)			1	55,229	75,338.14	80,764.00	1	80,775	1	80,775	80,775
119.	PPAT *Police Officer Night	(CC 20)			1	55,229	81,370.23	80,764.00	1	80,775	1	80,775	80,775
120.	PPAT *Police Officer Night	(CC 20)			1	55,229	76,917.82	80,764.00	1	80,775	1	80,775	80,775
121.	PPAT *Police Officer Night	(CC 20)			1	55,229	61,827.26	79,877.00	1	80,775	1	80,775	80,775
122.	PPAT *Police Officer Night	(CC 20)			1	55,229	80,766.84	80,764.00	1	80,775	1	80,775	80,775
123.	PPAT *Police Officer Night	(CC 20)			1	55,229	90,522.60	79,877.00	1	80,775	1	80,775	80,775
124.	PPAT *Police Officer Night	(CC 20)			1	55,229	73,039.76	79,877.00	1	80,775	1	80,775	80,775

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Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015	FY 2016			FY 2017				
			# Actual Expenditures	# Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	# Department Request	# Recommendation	Mayor's	Council Approval	
125. PPAT	*Police Officer Night	(CC 20)		1	55,229	42,654.63	55,230.00	1	80,775		80,775
126. PPAT	*Police Officer Night	(CC 20)		1	55,229	70,940.58	79,877.00	1	80,775	1	80,775
127. PPAT	*Police Officer Night	(CC 10)		1	55,229	70,347.45	74,034.00	1	74,044	1	74,044
128. PPAT	*Police Officer Night			1	55,229	65,013.19	67,304.00	1	67,313	1	67,313
129. PPAT	*Police Officer Night			1	55,229	69,962.01	68,535.00	1	68,535	1	68,535
130. PPAT	*Police Officer Night			1	55,229	66,368.21	67,304.00	1	67,313	1	67,313
131. PPAT	*Police Officer Night			1	55,229	64,815.75	67,304.00	1	67,313	1	67,313
132. PPAT	*Police Officer Night			1	55,229	72,864.82	66,564.00	1	67,313	1	67,313
133. PPAT	*Police Officer Night			1	55,229	69,405.36	66,564.00	1	67,313	1	67,313
134. PPAT	*Police Officer Night			1	55,229	71,564.15	66,564.00	1	67,313	1	67,313
135. PPAT	*Police Officer Night			1	55,229	68,420.70	66,564.00	1	67,313	1	67,313
136. PPAT	*Police Officer Night			1	55,229	68,066.60	66,564.00	1	67,313	1	67,313
137. PPAT	*Police Officer Night	(CC 20)		1	54,977	58,976.10	58,976.10	1	77,464	1	77,464
138. PPAT	*Police Officer Night	(CC 20)		1	55,229	23,113.95	23,113.95	1	77,464	1	77,464
139. PPAT	*Police Officer Night	(CC 20)		1	55,229	0.00	0.00	1	77,464	1	77,464
140. PPAT	*Police Officer Night	(CC 20)		1	55,229	0.00	0.00	1	77,464	1	77,464
141. PPAT	*Police Officer Night	(CC 20)		1	51,942	0.00	0.00	1	77,464	1	77,464
142. PPAT	*Police Officer Maint	(L10.5) (CC 10)		1	54,977	87,004.27	81,444.00	1	81,456	1	81,456
143. PPAT	*Police Officer Safety	(L10.5) (CC 10)		1	54,977	87,915.02	81,444.00	1	81,456	1	81,456
144. PPAT	*Police Officer SRO	(L9.5) (CC 25)		1	51,942	91,673.57	86,786.00	1	86,798	1	86,798
145. PPAT	*Police Officer SRO	(L8.5) (CC 25)		1	51,942	91,439.92	85,993.00	1	86,005	1	86,005
146. PPAT	*Police Officer SRO	(L8.5) (CC 20)		1	51,942	83,168.43	82,553.00	1	82,565	1	82,565
147. PPAT	*Police Officer SRO	(L7.5) (CC 25)		1	51,942	87,866.23	85,201.00	1	85,212	1	85,212
148.	*Cadet Program			1	41,939	24,739.39	38,219.00	1	41,418	1	45,491
149.	*Cadet Program			1	41,939	23,937.29	37,990.00	1	41,418	1	45,491
150.	*Cadet Program			1	40,375		10,094.00	1	40,898	1	44,775
151.	*Cadet Program			1	40,375		10,094.00	1	40,898	1	44,775
152.	*Cadet Program			1	40,375		10,094.00	1	40,898	1	44,775
153. TRAF	*School Traffic Supervisor			39	321,810	228,840.33	321,670.00	39	321,950	39	321,950
154.	*Business Manager	15-6 (L11)		1	89,808	66,251.83	89,808.00	1	93,349	1	102,530
155. SPMG	*Animal Control Officer	11-6 (L9)		1	65,330	61,971.20	73,602.00	1	74,822	1	74,822
156.	*Administrative Assistant	10-6 (L11)		1	65,434	48,270.60	65,434.00			1	71,923
157.	*Office Coordinator	9-6 (L9)		1	60,134	44,360.62	60,134.00	1	60,134	1	66,047
158.	*Principal Office Assistant	8-6 (L9)		1	56,284	41,521.37	56,284.00			1	61,820
159.	*Principal Office Assistant	8-4		1	44,600	32,689.29	44,312.00	1	46,336	1	50,893

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Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval		
160.	*Proj Coord - Community Policing				1	24,883	18,356.14	24,883.00	1	24,883	1	27,331	27,331	
161.	Animal Inspector					1,500	1,106.61	1,500.00		1,500		1,500	1,500	
162.	School Safety Officer					3,105	1,662.92	3,105.00		3,105		3,105	3,105	
163.	Part Time					41,033	17,059.93	24,883.00		41,033		41,033	41,033	
Subtotal			194	11,753,163.64	198	9,655,203	14,178,174.91	13,857,955.05	196	14,261,908		198	14,470,546	14,470,546

Summary of Changes

Adjustments to FY 2016 Positions

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

1,427,186

Explanation

Along with CBA settlements, for longevity there'll be 5 pol ofc eligible + 10 increases; 1 civil increase; & 2 STS eligible + 2 increase. Additionally for step increases there'll be 7 pol ofc; 3 civil; & 5 cadets

Office Manager

11-6 (L11)

5,184

Request upgrade from Admin. Asst. position due to additional duties & responsibilities that go beyond those described in the job description.

1 70,618

Office Coordinator

9-6 (L9)

3,850

Request upgrade from Pr. Off. Asst. position due to additional duties & responsibilities that go beyond those described in the job description.

1 60,134

New Positions

TRAF School Traffic Supervisor

Four additional posts will be added in FY17 due to redistricting & the shifting of bus routes.

4 31,984 4 31,984 31,984

Subtotal

6 162,736 4 31,984 31,984

Grand Total

194 11,753,163.64 198 9,655,203 14,178,174.91 13,857,955.05 202 14,424,644 202 14,502,530 14,502,530

POLICE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	2,740,410.59	2,926,811.57	3,080,112.00	3,500,997.86	3,323,463.46	3,506,197.00	503,971.00	3,584,083.00	3,584,083.00
5112 Wages - Full Time	5,914,853.51	5,918,976.11	6,248,676.00	7,470,669.42	6,697,735.05	7,171,751.00	923,075.00	7,171,751.00	7,171,751.00
5121 Salaries - Part Time	276,858.51	308,923.36	326,415.00	231,609.86	326,275.00	358,539.00	32,124.00	358,539.00	358,539.00
5131 Overtime	1,270,099.64	1,384,918.83	880,000.00	1,546,360.18	1,728,000.00	1,050,000.00	60,000.00	940,000.00	940,000.00
5132 Overtime (Preventive Training for potential liability issues)			50,000.00	0.00	0.00	50,000.00	0.00	50,000.00	50,000.00
5141 Longevity	807,664.40	766,474.45	784,629.00	1,160,325.54	1,160,325.54	922,053.00	137,424.00	922,053.00	922,053.00
5142 College Credits	1,449,733.40	1,421,517.21	1,615,000.00	1,263,876.85	1,802,956.00	1,787,832.00	172,832.00	1,787,832.00	1,787,832.00
5143 Holiday	407,076.18	410,460.94	500,000.00	550,695.39	547,200.00	691,125.00	191,125.00	691,125.00	691,125.00
Receipt Offset - Grant	(73,510.92)	(75,818.71)	(15,000.00)		(63,346.01)	(25,000.00)	(10,000.00)	(25,000.00)	(25,000.00)
General Expenses 001-210-5200									
5241 Equipment Repair/Maint	4,006.57	2,896.50	6,000.00	4,449.18	5,300.00	6,000.00	(1,000.00)	5,000.00	5,000.00
5242 Office Equipment Repair/Maint	4,048.59	2,800.00	4,000.00	2,800.00	3,700.00	4,000.00	0.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	32,095.00	31,056.80	39,000.00	30,808.80	36,000.00	39,000.00	(3,000.00)	36,000.00	36,000.00
5255 Vehicle Washing	6,017.40	4,288.50	5,000.00	3,091.50	5,000.00	5,500.00	500.00	5,500.00	5,500.00
5291 Custodial Services	3,512.94	3,625.85	6,000.00	3,745.11	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5306 Medical Services	164,923.83	174,529.93	119,000.00	56,545.46	125,000.00	119,000.00	0.00	119,000.00	119,000.00
5308 Stenographer			1,000.00		1,000.00	1,000.00	(1,000.00)	0.00	0.00
5312 Training	24,282.14	23,955.63	30,000.00	18,652.36	26,000.00	30,000.00	0.00	30,000.00	30,000.00
5340 Communication	45,958.90	48,094.26	49,000.00	34,526.38	49,000.00	49,000.00	0.00	49,000.00	49,000.00
5342 Postage	2,012.73	2,206.05	1,500.00	763.95	1,500.00	1,500.00	500.00	2,000.00	2,000.00
5343 Printing	3,020.40	2,621.62	3,500.00	2,793.36	3,500.00	4,000.00	0.00	3,500.00	3,500.00
5386 Accreditation	1,250.00	3,152.20	2,500.00	2,346.89	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	8,366.84	6,804.00	10,000.00	4,415.97	10,000.00	9,000.00	(1,000.00)	9,000.00	9,000.00
5424 Computer Supplies	6,640.79	8,906.54	7,000.00	5,790.44	8,800.00	8,000.00	2,000.00	9,000.00	9,000.00
5430 Building Supplies	3,643.58	5,159.11	5,000.00	1,661.90	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5470 Public Safety Supplies	9,598.41	9,595.07	12,500.00	5,312.75	12,500.00	12,500.00	0.00	12,500.00	12,500.00
5490 Food Supplies	2,042.96	1,960.91	3,000.00	1,632.14	3,000.00	3,000.00	(500.00)	2,500.00	2,500.00
5500 Medical Supplies	1,062.48	3,177.45	1,000.00	2,132.01	3,330.00	1,000.00	2,000.00	3,000.00	3,000.00
5510 Education Supplies	691.35	1,937.19	1,000.00	729.95	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	760.82	882.49	750.00	555.48	750.00	750.00	0.00	750.00	750.00
5582 Photo Supplies	667.83	1,831.72	1,500.00	428.32	1,400.00	1,000.00	(500.00)	1,000.00	1,000.00
5587 Tools	486.05	434.44	500.00	60.00	500.00	500.00	0.00	500.00	500.00
5730 Dues	2,459.50	2,678.95	3,900.00	2,175.00	3,400.00	3,400.00	(500.00)	3,400.00	3,400.00
5733 Licenses Taxi / Medallions	992.04	1,053.00	1,250.00	1,102.50	1,103.00	1,250.00	0.00	1,250.00	1,250.00

POLICE

EXPENDITURES

Classification	FY 2014		FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400										
5306 Boarding / Care of Animals	3,025.85	1,989.64	6,000.00	1,353.25	3,500.00	6,000.00	(2,000.00)	4,000.00	4,000.00	4,000.00
5312 Training Academy Fee	1,666.68		7,234.00	6,199.98	6,199.98	6,200.00	(1,034.00)	6,200.00	6,200.00	6,200.00
5315 Legal Issues	36,250.00	38,045.00	38,900.00	37,125.00	37,125.00	38,900.00	0.00	38,900.00	38,900.00	38,900.00
5392-20 Underage Alcohol Enforcement	2,496.78									
5392-21 COP	2,989.54	2,140.05	3,000.00	727.17	3,000.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
5392-22 SRO / GREAT	3,901.07	3,689.82	4,000.00	3,892.87	4,000.00	4,000.00	0.00	4,000.00	4,000.00	4,000.00
5392-23 Domestic Violence			500.00		500.00	500.00	0.00	500.00	500.00	500.00
5392-24 K-9 Unit	2,095.83	1,452.81	4,500.00	1,121.50	3,000.00	4,500.00	(1,500.00)	3,000.00	3,000.00	3,000.00
5392-25 NEMLEC	5,682.04	16,362.60	12,500.00	9,272.38	12,500.00	12,500.00	0.00	12,500.00	12,500.00	12,500.00
5392-26 Recreational - PAL	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
5392-27 PAL-Summer Youth Program	3,000.00	3,000.00	3,000.00	2,398.25	3,000.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00
5392-29 Wellness Program			1,500.00		0.00	1,500.00	(1,500.00)	0.00	0.00	0.00
5850 Safety Equipment	3,031.79	679.60	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00	4,000.00
5852 Firearm Range Service	26,431.00	24,795.00	25,500.00		25,500.00	25,500.00	0.00	25,500.00	25,500.00	25,500.00
5853 Firearms/ Ammunition	66,919.06	47,677.85	75,000.00	36,054.60	54,000.00	75,000.00	(10,000.00)	65,000.00	65,000.00	65,000.00
5856 Photography Equipment	984.25	880.65	1,000.00	999.90	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00
5871 Bicycle Equipment	1,516.83	1,207.93	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00	2,000.00
5872 Cruiser Equipment	6,935.64	4,651.91	7,000.00	1,997.09	7,000.00	7,000.00	0.00	7,000.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment	2,917.50		3,000.00	2,769.50	3,000.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00

POLICE

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 001-210-5500									
5190 Uniform Allowance 151 @ 900 / 1@1,800	119,654.87	116,748.93	120,700.00	162,097.35	164,000.00	140,000.00	19,300.00	140,000.00	140,000.00
5196 Uniforms-Special Positions	3,311.36	7,913.81	17,500.00	10,605.40	17,500.00	17,500.00	0.00	17,500.00	17,500.00
5197 Uniform Allowance Civilians	786.90	3,648.10	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 37 @ 375	11,224.00	10,075.00	13,875.00	12,375.00	12,375.00	15,375.00	1,500.00	15,375.00	15,375.00
5198 Uniform Allowance - STS / new hires		1,848.60	4,000.00	4,471.79	5,500.00	4,000.00	0.00	4,000.00	4,000.00
5471 Patches & Badges	2,500.00	2,652.87	2,500.00	1,469.80	2,500.00	2,500.00	0.00	2,500.00	2,500.00

Department Explanation for Requested IncreasesItemReasonDepartment Cost for Requested Increase

5131 Overtime	Increase due to projection based on this year's (FY16) experience after CBA settlement and JLMC arbitration.	170,000.00
5141 Longevity	Increase due to projection based on this year's (FY16) experience after CBA settlement and JLMC arbitration.	137,424.00
5142 College Credits	Increase due to projection based on this year's (FY16) experience after CBA settlement and JLMC arbitration.	172,832.00
5143 Holiday	Increase due to projection based on this year's (FY16) experience after CBA settlement and JLMC arbitration.	191,125.00
5255 Vehicle Washing	Due to harsh NE weather the cruisers require more frequent cleanings as clean vehicles depict professionalism.	500.00
5343 Printing	Upon review of spending history this acct requires an increase where other accts are being decreased.	500.00
5424 Computer Supplies	Upon review of spending history this acct requires an increase where other accts are being decreased.	1,000.00
5190 Uniform Allowance 151 @ 900 / 1@1,800	This increase for uniform allowance is due to CBA increase from \$800 ea. to \$900 ea.	19,300.00
5198 Uniform Allowance STS 37 @ 375	This increase for uniform allowance is due to our request to add 4 new STS's @ the cost of \$375 ea.	1,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,793,185.31	13,062,263.76	13,469,832.00	15,724,535.09	15,522,609.04	15,512,497.00	2,010,551.00	15,480,383.00	15,480,383.00
General Expenses	328,541.15	343,648.21	313,900.00	186,519.45	315,283.00	313,900.00	(2,500.00)	311,400.00	311,400.00
Equipment & Unusual	172,843.86	149,572.86	201,634.00	106,911.49	172,324.98	200,600.00	(16,034.00)	185,600.00	185,600.00
Special Items	137,477.13	142,887.31	161,075.00	191,019.34	204,375.00	181,875.00	20,800.00	181,875.00	181,875.00
Total Operating Budget	13,432,047.45	13,698,372.14	14,146,441.00	16,208,985.37	16,214,592.02	16,208,872.00	2,012,817.00	16,159,258.00	16,159,258.00

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, CJS 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 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Emergency Calls	31,538	32,500	33,500
Police	39,976	41,000	42,000
Fire	8,951	9,200	9,500
Medical	7,649	8,200	8,400
Emergency Medical Dispatch Reviews	1,040	1,040	1,040
EMD Quality Control Reviews	2,100	2,100	2,100
Police Quality Controls	360	520	520

City Funding: \$1,771,988	State Funding: \$100,000
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DISPATCH

PERSONNEL

Bargaining Unit Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017						
		#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. SPMG *Chief Emerg Tele Disp	14-6 (L8)			1	81,233	75,084.26	88,615.00	1	94,523	1	94,523	94,523	
2. FAOP Sr Fire Alarm Operator	(L7)			1	68,901	59,530.74	77,602.00	1	77,612	1	77,612	77,612	
3. FAOP Sr Fire Alarm Operator Night	(L8)			1	73,568	64,906.87	83,632.00	1	83,644	1	83,644	83,644	
4. FAOP Sr Fire Alarm Operator Night	(L7)			1	73,568	62,992.80	82,857.00	1	82,869	1	82,869	82,869	
5. FAOP ETD Supervisor Night	(L6)			1	73,568	62,788.22	82,083.00	1	82,095	1	82,095	82,095	
6. FAOP Emerg Tel Dispatcher	6 (L7)			1	58,732	50,022.92	66,149.00	1	66,158	1	66,158	66,158	
7. FAOP Emerg Tel Dispatcher	6 (L7)			1	58,732	50,444.18	66,149.00	1	66,158	1	66,158	66,158	
8. FAOP Emerg Tel Dispatcher	6 (L6)			1	58,732	49,828.75	65,530.00	1	65,539	1	65,539	65,539	
9. FAOP Emerg Tel Dispatcher	6			1	58,732	46,136.33	61,821.00	1	61,830	1	61,830	61,830	
10. FAOP Emerg Tel Dispatcher	6			1	58,732	32,711.22	46,672.07						
11. FAOP Emerg Tel Dispatcher Night	6 (L6)			1	62,686	53,501.83	69,943.00	1	69,952	1	69,952	69,952	
12. FAOP Emerg Tel Dispatcher Night	6 (L6)			1	62,686	53,156.70	69,943.00	1	69,952	1	69,952	69,952	
13. FAOP Emerg Tel Dispatcher Night	6 (L5)			1	62,686	49,243.03	69,283.00	1	69,292	1	69,292	69,292	
14. FAOP Emerg Tel Dispatcher Night	6 (L5)			1	62,686	52,632.16	69,283.00	1	69,292	1	69,292	69,292	
15. FAOP Emerg Tel Dispatcher Night	6 (L5)			1	62,686	50,157.22	69,283.00	1	69,292	1	69,292	69,292	
16. FAOP Emerg Tel Dispatcher Night	6 (L5)			1	62,686	49,243.04	65,984.00	1	69,292	1	69,292	69,292	
17. FAOP Emerg Tel Dispatcher Night	6 (L5)			1	62,686	52,684.62	69,283.00	1	69,292	1	69,292	69,292	
18. FAOP Emerg Tel Dispatcher Night	6			1	62,686	49,119.17	65,984.00	1	65,993	1	65,993	65,993	
19. FAOP Emerg Tel Dispatcher Night	6			1	62,686	49,093.17	65,984.00	1	65,993	1	65,993	65,993	
20. FAOP Emerg Tel Dispatcher Night	6			1	61,030	47,218.28	63,658.00	1	65,993	1	65,993	65,993	
21. FAOP Emerg Tel Dispatcher Night	6			1	60,123	47,909.79	63,658.00	1	65,605	1	65,605	65,605	
22. FAOP Emerg Tel Dispatcher Night	5			1	57,675	45,085.77	61,422.00	1	62,928	1	62,928	62,928	
23. FAOP Emerg Tel Dispatcher Night	3							1	57,235	1	57,235	57,235	
Subtotal		22	1,533,751.06	22	1,407,500	1,153,491.07	1,524,818.07	22	1,550,539		22	1,550,539	1,550,539

DISPATCH

PERSONNEL

Bargaining Unit Position FY 2017 Grade-Step

FY 2015		FY 2016			FY 2017				
		July - March			Department		Mayor's		Council
#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/16	#	Request	#	Recommendation	Approval

Summary of Changes

Adjustments to FY 2016 Positions

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

16,366

Explanation

FAOP Emerg Tel Dispatcher Night 3

(1,497)

New employee hired at lower step

New Positions

FAOP Emerg Tel Dispatcher Night

One new position to provide consistent coverage of 4 dispatchers per shift, which is crucial when there is a major incident such as a fire.
ETD St 1 N for 6 mos w-6 Hoi + ETD St 2 for 6 mos w-5 Hoi

MAYOR: FUNDED AT 19 HOURS

1	56,216	0.5	28,590	28,590
1	56,216	0.5	28,590	28,590

Subtotal

Grand Total

22	1,533,751.06	22	1,407,500	1,153,491.07	1,524,818.07	23	1,606,755	22.5	1,579,129	1,579,129
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DISPATCH

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,211,237.80	1,533,751.06	1,407,500.00	1,036,098.68	1,392,161.32	1,478,585.00	43,459.00	1,450,959.00	1,450,959.00
5131 Overtime - Callbacks Nt	156,377.54	255,337.16	200,000.00	174,153.28	232,700.00	232,700.00	11,000.00	211,000.00	211,000.00
5141 Longevity	37,310.68	47,451.36	49,000.00	48,706.75	48,706.75	55,213.00	6,213.00	55,213.00	55,213.00
5143 Holiday	71,022.13	90,759.93	85,040.00	68,685.64	83,950.00	84,000.00	(1,040.00)	84,000.00	84,000.00
5144 Out of Grade / FTO	12,036.18	12,421.21	24,775.00	6,128.36	14,000.00	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(134,188.07)	(122,448.95)	(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	795.99	500.00	4,750.00	500.00	1,900.00	4,750.00	(2,250.00)	2,500.00	2,500.00
5312 Training E-911	5,338.06	2,698.26	12,680.00	5,166.05	6,900.00	10,196.00	(2,484.00)	10,196.00	10,196.00
5340 Communication	23,794.00	23,956.00	26,400.00	19,995.00	19,995.00	19,995.00	(6,405.00)	19,995.00	19,995.00
5342 Postage	50.00	84.00	50.00		50.00	50.00	0.00	50.00	50.00
5420 Office Supplies	1,062.73	1,071.85	1,200.00	245.14	1,200.00	1,200.00	0.00	1,200.00	1,200.00
5424 Computer Supplies		237.00	1,400.00		1,400.00	1,400.00	0.00	1,400.00	1,400.00
5430 Building Supplies	529.64	643.09	450.00	840.71	900.00	1,450.00	450.00	900.00	900.00
5470 Public Safety Supplies		142.24	300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	204.00	271.00	1,445.00	82.08	300.00	1,456.00	(1,145.00)	300.00	300.00
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 400 /ea	6,132.78	11,600.00	8,800.00	8,800.00	8,800.00	9,200.00	400.00	9,200.00	9,200.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks Nt	Staffing requirements; plus our projection based on this year's (FY16) experience.	32,700.00
5141 Longevity	2 dispatchers will become eligible, plus 1 will increase in longevity percentage.	6,213.00
5430 Building Supplies	There has been an overall decrease due to reallocation.	1,000.00
5730 Dues	There has been an overall decrease due to reallocation.	11.00
5190 Uniform Allowance/Clothing Maint @ 400 /ea	Uniform for new position.	400.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,353,796.26	1,817,271.77	1,666,315.00	1,333,772.71	1,671,518.07	1,775,273.00	59,632.00	1,725,947.00	1,725,947.00
General Expenses	31,774.42	29,603.44	48,675.00	26,828.98	32,945.00	40,797.00	(11,834.00)	36,841.00	36,841.00
Equipment & Unusual									
Special Items	6,132.78	11,600.00	8,800.00	8,800.00	8,800.00	9,200.00	400.00	9,200.00	9,200.00
Total Operating Budget	1,391,703.46	1,858,475.21	1,723,790.00	1,369,401.69	1,713,263.07	1,825,270.00	48,198.00	1,771,988.00	1,771,988.00

PURCHASING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	53,854	45,077
Pension Administration	5,013	4,229
Medical & Life Insurance	72,460	62,031
Heat, Light, Water	9,117	9,557
Building Repair & Maintenance	21,120	14,670
Building Insurance	478	484
Total	\$162,042	\$136,048

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Contracts Bid	68 *	76	80
Number of PO's w/ values of \$1,000+	1,137 **	2,451	2,500
Number of PO's w/ values of \$999.00 or less	2,835	2,847	2,800

*Most of the 3 year contracts are now at the end of the 3 yr term. The 76 bids are comprised of large bids with a total amount of \$21.7M. The expenditure is large due to some large contracts during this time like the South Middle Sc. Roof Replacement, Special Ed Transportation, Paving of Roadways, Cedar and Oak St. Storm drains, Drake Playground, etc.

**This represents an increase of 215% from FY 2013-2014 with 1,137 POs

PURCHASING

PERSONNEL

			FY 2015		FY 2016			FY 2017						
Bargaining Unit	Position	FY 2017 Grade-Step	Actual #	Expenditures	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department #	Request		#	Mayor's Recommendation	Council Approval		
1.	*Purchasing Agent	16-6	1	89,235	65,323.13	89,235.00	1	90,379		1	99,268	99,268		
2.	*Administrative Assistant	10-6 (L11)	1	66,028	48,709.54	66,028.00	1	66,028		1	72,522	72,522		
3.	*Administrative Assistant	10-3	1	49,902	36,510.01	49,902.00	1	51,850		1	56,950	56,950		
4.	Insurance & Claims Admin			2,700	2,013.96	2,700.00		2,700			2,700	2,700		
Subtotal			3	200,043.24	3	207,865	152,556.64	207,865.00	3	210,957		3	231,440	231,440

Summary of Changes

Adjustments to FY 2016 Positions

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

23,575

Explanation

New Positions

Purchasing Technician 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. (35 hrs/wk, grade 10 step 1)

1	49,104			
			7,500	7,500
1	49,104	0	7,500	0

Part Time

Subtotal

Grand Total

3	200,043.24	3	207,865	152,556.64	207,865.00	4	260,061	3	238,940	231,440
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PURCHASING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	214,275.41	197,343.24	205,165.00	150,542.68	205,165.00	257,361.00	23,575.00	228,740.00	228,740.00
5121 Salaries - Part Time	2,700.00	2,700.00	2,700.00	2,013.96	2,700.00	2,700.00	7,500.00	10,200.00	10,200.00
General Expenses 001-138-5200									
5192 Mileage	231.81	80.00	225.00	105.60	150.00	225.00	(75.00)	150.00	150.00
5242 Office Equipment Repair/Maint	1,189.38	196.00	500.00	783.66	784.00	500.00	0.00	500.00	500.00
5312 Training	525.00	777.00	775.00	1,120.00	1,120.00	900.00	125.00	900.00	900.00
5341 Advertising	62.37		100.00	188.24	189.00	100.00	0.00	100.00	100.00
5342 Postage	903.62	816.96	700.00	132.02	650.00	650.00	(50.00)	650.00	650.00
5343 Printing	611.12	1,123.10	650.00	74.95	200.00	650.00	(100.00)	550.00	550.00
5420 Office Supplies	1,887.30	3,182.74	2,250.00	1,017.12	2,177.00	2,250.00	0.00	2,250.00	2,250.00
5730 Dues	424.00	58.22	400.00		400.00	500.00	100.00	500.00	500.00
Special Items 001-138-5500									
5741 Auto Insurance	77,053.00	82,522.00	95,150.00	80,624.00	85,800.00	89,000.00	(6,150.00)	89,000.00	89,000.00
5742 Building Insurance	155,733.48	157,572.48	206,500.00	149,768.44	175,000.00	175,000.00	(31,500.00)	175,000.00	175,000.00

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
5730 Dues	MAPPO and MMA subscriptions	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	216,975.41	200,043.24	207,865.00	152,556.64	207,865.00	260,061.00	31,075.00	238,940.00	238,940.00
General Expenses	5,834.60	6,234.02	5,600.00	3,421.59	5,670.00	5,775.00	0.00	5,600.00	5,600.00
Equipment & Unusual									
Special Items	232,786.48	240,094.48	301,650.00	230,392.44	260,800.00	264,000.00	(37,650.00)	264,000.00	264,000.00
Total Operating Budget	455,596.49	446,371.74	515,115.00	386,370.67	474,335.00	529,836.00	(6,575.00)	508,540.00	508,540.00

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. The Department's main office is located in the Community and Cultural Center on Moody Street. The expanded space, resources and location lend to increased services, programs and diversity of population served. The opportunities at W.C.C. have allowed for the year-round middle school programs and increased adult offerings. Volunteer organizations have helped support the increasing interest in preserving, protecting, and enjoyment of the "open green space" and natural woodlands under the Department's jurisdiction for passive recreation choices.

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 2014	FY 2015
Pension-Contributory/FICA	42,805	77,565
Pension Administration	3,378	6,759
Medical & Life Insurance	149,481	178,680
Heat, Light, Water	11,883	9,489
Building Repair & Maintenance	24,021	74,114
Building Insurance	9,467	9,578
Motor Vehicle Insurance	597	632
Motor Vehicle Maint & Repair	10,539	10,747
Total	\$252,171	\$367,564

	FY 2015	FY 2016	FY 2017
Output Measure	Actual	Estimated	Projected
Total # of Rec Activities	286	310	325
Total Attend / Participants	194,120	200,826	205,175
Total Cost / Participant	\$7.60	\$9.80	\$9.90
Total Revenue	\$168,000	\$170,000	\$172,250
Net Cost / Participant	\$4.75	\$6.59	\$6.65

RECREATION

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Recreation Board				10	11,000	5,075.74	11,000.00	10	11,000	10	11,000	11,000	
2.	*Director of Recreation	18-6 (L11)			1	114,268	84,295.93	114,268.00	1	114,268	1	125,507	125,507	
3.	*Asst Director Recreation	14-6 (L9)			1	85,895	63,365.53	85,895.00			1	94,343	94,343	
4.	Park Ranger - Open Space	13-1			1	60,903		0.00	1	60,903	1	55,744	0	
5.	*Rec Super / Spec Needs	12-6 (L9)			1	74,954	55,150.08	74,954.00	1	75,415	1	82,832	82,832	
6.	*Rec Super / Teen Center	12-6			1	68,316	50,161.32	68,316.00	1	69,188	1	75,993	75,993	
7.	*Recreation Supervisor	12-4			1	61,252	45,028.06	61,252.00	1	63,654	1	69,914	69,914	
8.	*Recreation Supervisor	12-3			1	58,755	43,193.29	58,755.00	1	61,058	1	67,063	67,063	
9.	*Administrative Assistant	10-6			1	57,243	42,228.39	57,243.00	1	59,485	1	65,335	65,335	
10.	*Office Coordinator (PT 19 hrs)	9-6			0.5	30,441	19,535.11	30,441.00	0.5	30,441	0.5	33,435	33,435	
11. LAB	*Bldg Maint Person Nights	7-5			1	46,038	40,945.83	54,372.00	1	52,508	1	52,508	52,508	
12.	Recreation Board Clerk					1,000	600.00	1,000.00		1,000		1,000	1,000	
13.	Temporary / Seasonal					20,000	9,134.00	20,000.00		20,000		20,000	20,000	
Subtotal			18.5	614,395.40	19.5	690,065	458,713.28	637,496.00	18.5	618,920		19.5	754,674	698,930

Summary of Changes

Adjustments to FY 2016 Positions

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

69,768

Explanation

Asst Director Recreation 15-6 (L9)

5,772

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

Park Ranger - Open Space 13-1

(5,159)

MAYOR: PENDING COMPENSATION ORDINANCE CHANGE, WHICH IS
TABLED IN ORDINANCE & RULES COMMITTEE

New Positions

Subtotal

1	91,667		0	0	0
1	91,667		0	0	0

Grand Total

18.5	614,395.40	19.5	690,065	458,713.28	637,496.00	19.5	710,587		19.5	754,674	698,930
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RECREATION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	460,753.07	500,105.64	581,586.00	383,422.60	520,683.00	595,638.00	55,145.00	636,731.00	580,987.00
5112 Wages - Full Time	38,924.44	62,159.62	46,038.00	40,945.83	54,372.00	52,508.00	6,470.00	52,508.00	52,508.00
5121 Salaries - Part Time	54,698.03	33,786.07	31,441.00	20,135.11	31,441.00	31,441.00	2,994.00	34,435.00	34,435.00
5122 Wages - Part Time		9,244.07	20,000.00	9,134.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5131 Overtime			1,000.00	785.87	1,000.00	2,000.00	1,000.00	2,000.00	2,000.00
5194 Boards & Commissions	9,600.00	9,100.00	11,000.00	5,075.74	11,000.00	11,000.00	0.00	11,000.00	11,000.00
CDBG Teen Center Funding	(60,000.00)								
Offset from Rink for Off-Season Work		24,687.92	53,405.00	26,565.08	53,405.00	59,762.00	6,357.00	59,762.00	59,762.00
General Expenses 001-630-5200									
5192 Mileage	1,604.37	1,605.05	1,800.00	1,192.61	1,600.00	1,500.00	(300.00)	1,500.00	1,500.00
5213 Light	1,067.78	3,180.86	1,600.00	2,254.63	2,000.00	0.00	(1,600.00)	0.00	0.00
5247 Alarms / Intrusion	3,391.68	2,558.40	3,000.00	2,460.03	3,000.00	3,200.00	200.00	3,200.00	3,200.00
5272 Office Equipment Rental		1,065.00	1,200.00	891.00	1,200.00	1,200.00	0.00	1,200.00	1,200.00
5342 Postage	265.87	5.29	400.00	1.50	300.00	300.00	(100.00)	300.00	300.00
5343 Printing	4,376.00	4,547.00	5,000.00	3,747.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5420 Office Supplies	3,106.89	2,759.36	3,000.00	1,472.11	3,200.00	3,400.00	400.00	3,400.00	3,400.00
5460 Groundskeeping Supplies	465.27	499.99	525.00		525.00	525.00	0.00	525.00	525.00
5581 Clothing, Gloves, Shoes	625.00	750.00	1,450.00	725.00	750.00	1,500.00	50.00	1,500.00	1,500.00
5730 Dues	350.00	300.00	500.00	500.00	500.00	500.00	0.00	500.00	500.00
Equipment & Unusual 001-630-5400									
5300 Chill Zone Program	31,478.84	31,356.05	32,000.00	22,749.07	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5693 Conservation Trust - Connors Pool			70,000.00		70,000.00	70,000.00	(70,000.00)	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	To cover OT costs for WCC building use	1,000.00
5247 Alarms / Intrusion	Anticipated increase in contractual services for alarms and video monitoring	200.00
5420 Office Supplies	Increase in cost of supplies	400.00
5581 Clothing, Gloves, Shoes	Union Contract obligations	50.00

COST SUMMARY BY CLASSIFICATION

Personnel	503,975.54	639,083.32	744,470.00	486,064.23	691,901.00	772,349.00	71,966.00	816,436.00	760,692.00
General Expenses	15,252.86	17,270.95	18,475.00	13,243.88	18,075.00	17,125.00	(1,350.00)	17,125.00	17,125.00
Equipment & Unusual	31,478.84	31,356.05	102,000.00	22,749.07	102,000.00	102,000.00	(70,000.00)	32,000.00	32,000.00
Total Operating Budget	550,707.24	687,710.32	864,945.00	522,057.18	811,976.00	891,474.00	616.00	865,561.00	809,817.00

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 2016, (7) water spray parks will be open with (2) smaller spray areas offered at Thompson and Nipper Maher Parks.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Kaleidoscope Attendance	1,810	1,872	1,872
Wading Pool Attendance	8,420	9,000	9,800
Total Attendance	10,230	10,872	11,672
Gross Element Cost	\$37.00	\$38.00	\$38.00
Element Net Cost / Participant	\$33.00	\$34.00	\$34.00
Revenue	\$45,000	\$45,120	\$47,000

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

			FY 2015		FY 2016			FY 2017						
Bargaining Unit Position		FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Program Instructors for Kaleidoscope and Water Spray Park attendants		17		55,450		47,142.00	55,450.00	17	55,450	17	55,450	55,450	
2.	Kaleidoscope Asst. Program Director		1		6,500		4,944.00	6,500.00	1	6,500	1	6,500	6,500	
Subtotal			18	47,947.50	18	61,950	52,086.00	61,950.00	18	61,950		18	61,950	61,950

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

18	47,947.50	18	61,950	52,086.00	61,950.00	18	61,950	18	61,950	61,950
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	54,158.00	47,947.50	61,950.00	52,086.00	61,950.00	61,950.00	0.00	61,950.00	61,950.00
General Expenses 001-631-5200									
5231 Water	258,238.70	312,556.55	325,000.00	274,516.75	325,000.00	350,000.00	0.00	325,000.00	325,000.00
5312 First Aid Training	1,000.45	45.00	500.00	1,304.58	1,500.00	500.00	0.00	500.00	500.00
5381 Transportation of Persons	1,710.00	2,000.00	3,500.00	2,195.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5460 Groundskeeping Supplies	3,147.85	929.65	3,000.00	1,019.00	3,200.00	3,500.00	0.00	3,000.00	3,000.00
5500 First Aid Supplies	596.00	922.83	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	15,542.16	14,097.64	18,000.00	13,272.25	18,000.00	18,000.00	0.00	18,000.00	18,000.00
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks / Other Locations	2,307.29	2,344.00	3,000.00	1,628.59	3,000.00	3,500.00	500.00	3,500.00	3,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5231 Water	Anticipated increase in water/sewer bills	25,000.00
5460 Groundskeeping Supplies	Anticipated increase in expenses	500.00
5276 Rental of Equipment / Spray Parks	Additional rentals needed	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	54,158.00	47,947.50	61,950.00	52,086.00	61,950.00	61,950.00	0.00	61,950.00	61,950.00
General Expenses	280,235.16	330,551.67	351,000.00	292,307.58	352,200.00	376,500.00	0.00	351,000.00	351,000.00
Equipment & Unusual	2,307.29	2,344.00	3,000.00	1,628.59	3,000.00	3,500.00	500.00	3,500.00	3,500.00
Total Operating Budget	<u>336,700.45</u>	<u>380,843.17</u>	<u>415,950.00</u>	<u>346,022.17</u>	<u>417,150.00</u>	<u>441,950.00</u>	<u>500.00</u>	<u>416,450.00</u>	<u>416,450.00</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 recreational activities include Art, Sports, Drama, and Dance. Expanded program opportunities in 2016 will include: Karate, Innovation Adventures, Animation Design, Science, Outdoor Gardening and Farming. This element provides affordable summer recreation for children ages 5-15.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of Summer Fun Programs	3	3	3
Different Participants	527	550	575
Total Attended	3,937	4,020	4,200
Revenue	\$94,100	\$95,000	\$96,500
Gross Cost / Participant	\$18.00	\$24.00	\$23.00

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017			
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation Council Approval
1.	Summer Fun Prog Instructors/Pre-K Instructors		15		15	47,200	43,175.00	15	47,200	15	47,200
2.	Lifeguard / Swimming Instructor		2		2	8,000	7,448.00	2	8,000	2	8,000
3.	Asst Program Director		1		1	6,500	5,248.00	1	6,500	1	6,500
4.	Middle School Program Supervisor		1		1	5,600	4,480.00	1	5,600	1	5,600
Subtotal			19	59,171.50	19	67,300	60,351.00	19	67,300	19	67,300

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

19	59,171.50	19	67,300	60,351.00	67,300.00	19	67,300	19	67,300	67,300
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	67,300.00	59,171.50	67,300.00	60,351.00	67,300.00	67,300.00	0.00	67,300.00	67,300.00
General Expenses 001-632-5200									
5312 First Aid Training			800.00	350.75	800.00	800.00	0.00	800.00	800.00
5381 Contract Labor	1,875.00	2,800.00	2,500.00	767.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5584 Recreational	8,923.01	9,920.44	10,500.00	3,666.41	10,500.00	11,000.00	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>
5584 Recreational	Increased cost for recreational supplies	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	67,300.00	59,171.50	67,300.00	60,351.00	67,300.00	67,300.00	0.00	67,300.00	67,300.00
General Expenses	10,798.01	12,720.44	13,800.00	4,784.16	13,800.00	14,300.00	0.00	13,800.00	13,800.00
Equipment & Unusual									
Total Operating Budget	78,098.01	71,891.94	81,100.00	65,135.16	81,100.00	81,600.00	0.00	81,100.00	81,100.00

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

To support the (13) thirteen 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. Youth Basketball Association |
| 2. Warrendale Little League | 9. Waltham Girls Basketball Association |
| 3. Babe Ruth Baseball League | 10. Waltham Youth Hockey |
| 4. Girls Softball League | 11. Prospect Hill Ski Team |
| 5. Waltham Track Club | 12. Waltham Youth Lacrosse |
| 6. Waltham Soccer Association | 13. Waltham Police Athletic League |
| 7. Waltham Youth Football | |

Prospect Hill Park - Stewardship Program

DESCRIPTION OF OUTPUT STATEMENT:

Assists youth sport organizations with support and financial appropriation towards operational expenses. Element covers costs to operate outdoor night lighting of basketball and tennis courts, baseball, softball and football fields. Funding levels have stayed constant for several years with the exception of utility costs. A new addition to this element includes funding to assist volunteers with expenses to help towards PHP Steward needs.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Games Played	2,355	2,400	2,450
Element Cost / Game	\$36.77	\$48.13	\$47.96
Element Cost / Diff Prt	\$19.82	\$25.67	\$25.41
Total Diff Participants	4,369	4,500	4,625
Total Attendants	105,247	108,250	108,500

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200									
5213 Light	34,575.63	36,415.22	48,000.00	29,428.69	48,000.00	50,000.00	2,000.00	50,000.00	50,000.00
5381 Contract Labor		137.56	15,000.00		12,000.00	15,000.00	(13,000.00)	2,000.00	2,000.00
5584 Recreational	51,556.17	42,791.60	42,000.00	3,900.94	45,000.00	42,000.00	13,000.00	55,000.00	55,000.00
Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	6,732.82	5,506.52	8,000.00	4,945.80	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.		1,748.20	2,500.00	191.82	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>
5213 Light	Moved - 314 Totten Pond Road account from Account # 001-630-5200- to this account with all the other electrical accounts	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	86,131.80	79,344.38	105,000.00	33,329.63	105,000.00	107,000.00	2,000.00	107,000.00	107,000.00
Equipment & Unusual	6,732.82	7,254.72	10,500.00	5,137.62	10,500.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	<u>92,864.62</u>	<u>86,599.10</u>	<u>115,500.00</u>	<u>38,467.25</u>	<u>115,500.00</u>	<u>117,500.00</u>	<u>2,000.00</u>	<u>117,500.00</u>	<u>117,500.00</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 eleventh year of operations began September 8, 2015 and will close on April 10, 2016.

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 2015-2016 season, from \$190 to \$200 per hour for non-profit groups, and from \$210 to \$220 for private groups. Public skating fees remained the same. All fees must be approved by the State of Massachusetts. The availability of skate rentals and skate sharpening services offer visitors amenities added by the City not previously available. Items such as skate laces and mouth guards are also sold.

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 2014	FY 2015
Pension-Contributory/FICA	2,097	2,349
Medical & Life Insurance	56,998	42,294
Building Repair & Maintenance	7,133	43,110
Building Insurance	2,798	2,831
Worker's Compensation	31,310	816
Other Dept Allocations	16,831	16,312
Total	\$117,167	\$107,712

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Total Number of Ice Rental Hours	1,894	1,981	2,000
Total Number of Public Skating Hrs	152	178	186
Total Number of In-House Prgm Hrs	50	68	70
Total Number of Non-Profit Groups	6	8	10
Total Number of Private Groups	14	11	12
Total Attendance	59,549	61,051	63,000
Total Revenue	\$390,878	\$432,511	\$440,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1. LAB	*Rec Facilities Supervisor I N	9-6 (L8)
2. LAB	*Rec Facilities Supervisor I N	9-6
3. LAB	*Rec Facilities Supervisor I N	9-3
4.	Temporary / Seasonal	
5.	Rink Director	
Subtotal		

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	Budget	July - March	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's	Council Approval
				Actual Expenditures					Recommendation	
		1	58,529	52,120.01	69,095.00	1	65,352	1	65,352	65,352
		1	55,133	50,575.09	65,936.00	1	60,511	1	60,511	60,511
		1	46,553	42,653.66	55,787.00	1	53,523	1	53,523	53,523
			28,000	22,423.00	28,000.00		28,000		28,000	28,000
			5,000	3,688.58	5,000.00					
3	162,415.30	3	193,215	171,460.34	223,818.00	3	207,386	3	207,386	207,386

Summary of Changes

Adjustments to FY 2016 Positions

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

Rink Director

19,171

1,000

Explanation

Stipend increase from \$5,000 to \$7,000. Ten (10) years same amount.

MAYOR: PENDING COMPENSATION ORDINANCE STIPEND CHANGE

0	7,000	0	6,000	6,000
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New Positions

Subtotal

Grand Total

3	162,415.30	3	193,215	171,460.34	223,818.00	3	214,386	3	213,386	213,386
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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 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 640-630-5100									
5112 Wages - Full Time	137,272.65	133,768.55	160,215.00	145,348.76	190,818.00	179,386.00	19,171.00	179,386.00	179,386.00
5121 Salaries - Part Time	5,000.00	5,000.00	5,000.00	3,688.58	5,000.00	7,000.00	1,000.00	6,000.00	6,000.00
5122 Temporary Help / Seasonal	21,301.50	23,646.75	28,000.00	22,423.00	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5131 Overtime	1,924.84	2,841.20	4,000.00	2,688.73	4,000.00	4,000.00	0.00	4,000.00	4,000.00
Offset to CPW for Off-Season Work	(41,241.16)								
Offset to Recreation for Off-Season Work		(24,687.92)	(53,405.00)	(26,565.08)	(53,405.00)	(59,762.00)	(6,357.00)	(59,762.00)	(59,762.00)
General Expenses 640-630-5200									
5211 Heat	12,617.58	12,115.58	14,000.00	9,976.69	13,000.00	13,000.00	(1,000.00)	13,000.00	13,000.00
5213 Lights	148,512.24	154,153.26	160,000.00	104,094.73	160,000.00	160,000.00	0.00	160,000.00	160,000.00
5231 Water	5,236.71	19,157.68	15,000.00	19,367.18	20,000.00	20,000.00	5,000.00	20,000.00	20,000.00
5241 Equipment Repair/Maint/Compressor	11,442.04	8,607.74	18,000.00	1,460.05	15,000.00	15,000.00	(3,000.00)	15,000.00	15,000.00
5244 Motor Equipment Repair/Maint	9,776.60	1,963.55	15,000.00	7,442.82	13,000.00	13,000.00	(2,000.00)	13,000.00	13,000.00
5245 Building/Grounds Maint	9,342.35	8,400.14	10,000.00	3,317.25	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5247 Alarms / Intrusion	1,567.45	1,307.45	1,500.00	1,307.45	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training	387.00	20.50	425.00	415.00	425.00	425.00	0.00	425.00	425.00
5430 Building Supplies	3,315.74	2,982.17	5,000.00	2,660.85	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5460 Groundskeeping Supplies	945.98	817.22	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	2,003.67	2,275.00	2,325.00	2,861.50	3,000.00	2,825.00	500.00	2,825.00	2,825.00
5730 Dues			125.00		125.00	125.00	0.00	125.00	125.00
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	9,959.15	10,832.50	15,000.00	13,579.80	16,000.00	16,000.00	1,000.00	16,000.00	16,000.00
5301 Energy Audit		5,910.00							
5691 State Assessment	3,979.85	3,908.78	6,000.00	2,428.00	5,000.00	5,000.00	(1,000.00)	5,000.00	5,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	10,523.00	9,910.00	12,000.00		12,000.00	12,000.00	0.00	12,000.00	12,000.00

Department Explanation for Requested Increases

Item

5231 Water
 5581 Clothing, Gloves, Shoes
 5241 Contractual Services-Refrigeration Service

Reason

Increased water/sewer
 Union regulation - Seasonal Staff Clothing
 Anticipated increase to maintain

Department Cost for Requested Increase

5,000.00
 500.00
 1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	124,257.83	140,568.58	143,810.00	147,583.99	174,413.00	158,624.00	13,814.00	157,624.00	157,624.00
General Expenses	205,147.36	211,800.29	244,375.00	152,903.52	244,050.00	243,875.00	(500.00)	243,875.00	243,875.00
Equipment & Unusual	13,939.00	20,651.28	21,000.00	16,007.80	21,000.00	21,000.00	0.00	21,000.00	21,000.00
Special Items	10,523.00	9,910.00	12,000.00	0.00	12,000.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	<u>353,867.19</u>	<u>382,930.15</u>	<u>421,185.00</u>	<u>316,495.31</u>	<u>451,463.00</u>	<u>435,499.00</u>	<u>13,314.00</u>	<u>434,499.00</u>	<u>434,499.00</u>

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	2,473,743	2,515,739
Pension Administration	166,570	169,295
Medical & Life Insurance	21,251,485	22,187,442
Building Insurance	99,514	100,689
Motor Vehicle Maint & Repair	68,501	75,230
Motor Vehicle Insurance	3,883	4,426
Worker's Compensation	104,784	208,063
Total	\$24,168,480	\$25,260,884

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected

COST SUMMARY BY CLASSIFICATION	FY 2014	FY 2015	FY 2016			FY 2017			
	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	68,631,856.16	74,014,925.70	77,181,798.00	0.00	0.00	80,350,977.00	2,374,179.00	* 79,555,977.00	79,555,977.00

* CONTINGENCY CUTS

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 2014	FY 2015
Pension-Contributory/FICA	43,200	15,981
Pension Administration	3,762	3,860
Medical & Life Insurance	102,517	85,374
Heat, Light, Water	6,160	5,668
Building Repair & Maintenance	6,962	10,558
Building Insurance	179	181
Motor Vehicle Insurance	597	632
Motor Vehicle Maint & Repair	10,539	10,747
Workers' Compensation	45,762	50,338
Total	<u>\$219,678</u>	<u>\$183,339</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Aluminum Sign Recycling (income)	\$0.00	\$1,100.00	\$2,000.00
Gallons of White Paint Used	1,340	1,500	1,500
Gallons of Yellow Paint Used	185	400	400
Signs Installed	446	600	500
Signs Removed	329	400	300

TRAFFIC ENGINEERING

PERSONNEL

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	July - March			#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/16					
		1	2,500	1,844.10	2,500.00	1	2,500	1	2,500	2,500
		1	109,288	80,529.25	109,288.00	1	109,288	1	120,037	120,037
		1	81,962	60,464.20	81,962.00	1	81,962	1	90,023	90,023
		0.5	29,242	21,063.93	29,942.00	0.5	29,242	0.5	32,118	32,118
				48,225.39	61,653.00	1	61,653	1	61,653	61,653
				46,066.24	57,086.00	1	57,086	1	57,086	57,086
		1	49,978							
		1	44,210							
			19,200	9,480.00	19,200.00		19,200		19,200	19,200
5.5	324,078.07	5.5	336,380	267,673.11	361,631.00	5.5	360,931		5.5	382,617
										382,617

Summary of Changes

Adjustments to FY 2016 Positions

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

21,686

Explanation

LAB Painter - Traffic

9-6 (L8)

11,675

Promotion approved by Collective Bargaining after FY2016 budget passed

LAB Painter - Traffic

9-6

12,876

Promotion approved by Collective Bargaining after FY2016 budget passed

New Positions

Subtotal

A large empty rectangular box with a black border, intended for a drawing or a detailed description of the object.

Grand Total

5.5	324,078.07	5.5	336,380	267,673.11	361,631.00	5.5	360,931		5.5	382,617	382,617
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-480-5100									
5111 Salaries - Full Time	183,007.14	187,007.00	191,250.00	140,993.45	191,250.00	191,250.00	18,810.00	210,060.00	210,060.00
5112 Wages - Full Time	85,259.92	94,402.54	94,188.00	94,291.63	118,739.00	118,739.00	24,551.00	118,739.00	118,739.00
5121 Salaries - Part Time	31,388.55	31,388.53	31,742.00	22,908.03	32,442.00	31,742.00	2,876.00	34,618.00	34,618.00
5122 Wages - Part Time	8,640.00	11,280.00	19,200.00	9,480.00	19,200.00	19,200.00	0.00	19,200.00	19,200.00
5131 Overtime	8,148.51	9,076.37	5,000.00	4,882.50	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	1,607.25	1,607.25	1,000.00	900.00	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	335.60		1,000.00	2,369.33	2,369.33	2,500.00	1,000.00	2,000.00	2,000.00
5276 Truck/Equipment Rental		1,658.00	5,600.00	2,800.00	5,600.00	5,600.00	(600.00)	5,000.00	5,000.00
5342 Postage	116.45	3.42	50.00		0.00	50.00	0.00	50.00	50.00
5343 Printing	614.39	698.00	700.00	793.20	793.20	700.00	0.00	700.00	700.00
5420 Office Supplies	1,394.30	1,382.25	1,000.00	639.96	800.00	1,000.00	0.00	1,000.00	1,000.00
5431 Paint Supplies	20,290.72	23,076.52	25,000.00	12,014.15	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5534 Traffic Signs	21,295.31	26,720.83	25,000.00	22,080.48	23,913.52	25,000.00	0.00	25,000.00	25,000.00
5541 Welding Supplies	467.38	661.87	200.00	288.95	340.87	350.00	150.00	350.00	350.00
5581 Clothing, Gloves	1,359.98	1,550.00	1,450.00	1,450.00	1,500.00	1,500.00	50.00	1,500.00	1,500.00
5587 Tools	326.63		400.00	152.59	300.00	400.00	0.00	400.00	400.00
5730 Dues	435.00	875.00	500.00	750.00	750.00	500.00	0.00	500.00	500.00

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5388 Thermoplastic outsource		33,112.65	50,000.00	28,019.87	50,000.00	50,000.00	0.00	50,000.00	50,000.00
6710 ADA Ramps			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>
5242 Office Equipment Repair/Maint	Yearly contract for color copier and repair of sign vinyl cutter machine	900.00
5244 Motor Equipment Repair/Maint	Wear and tear on 2 paint machines causing more needed repairs	1,500.00
5541 Welding Supplies	Removing more street signs which require more tips and tank refills	150.00
5581 Clothing, Gloves	Union contract	50.00

COST SUMMARY BY CLASSIFICATION

Personnel	316,444.12	333,154.44	341,380.00	272,555.61	366,631.00	365,931.00	46,237.00	387,617.00	387,617.00
General Expenses	46,635.76	56,625.89	61,000.00	44,945.91	62,974.17	63,600.00	1,500.00	62,500.00	62,500.00
Equipment & Unusual	0.00	33,112.65	100,000.00	28,019.87	100,000.00	100,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	363,079.88	422,892.98	502,380.00	345,521.39	529,605.17	529,531.00	47,737.00	550,117.00	550,117.00

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

To relieve congestion and to increase effective parking supply by promoting turnover of parking space. Maintenance of parking meters 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 399 parking spaces in four parking lots being enforced with nine (9) Parkeon Pay-by-Space machines, and an additional 264 spaces in the Embassy Parking Facility being enforced with four (4) VenTek Pay & Display machines. We converted over 344 parking spaces in FY15/16 in two parking lots and the Central Square Parking Deck being enforced with eight (8) VenTek Pay-By-Space machines. We are in the process of converting over 20 parking spaces in the Church Street Lot from individual Duncan Parking Meters to one (1) VenTek Pay-By-Space machine. This will leave 48 individual Duncan Parking Meters in the Carter Street Parking Lot. We hope to convert the Carter Street Lot and Embassy Parking Facility over to VenTek Pay-By-Space machines in the next two years. 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 2014	FY 2015
Pension-Contributory/FICA	13,252	41,053
Pension Administration	1,097	1,125
Medical & Life Insurance	53,586	80,236
Heat, Light, Water	6,160	5,668
Building Repair & Maintenance	6,962	10,558
Building Insurance	179	181
Motor Vehicle Insurance	299	316
Motor Vehicle Maint & Repair	5,269	5,374
Worker's Compensation	845	1,507
Total	\$87,649	\$146,018

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Meter Revenue	\$416,247	\$485,611	\$490,000
Monthly Stickers Revenue	\$50,575	\$50,000	\$50,000
Yearly Stickers Revenue	\$77,350	\$77,000	\$77,000
Senior Stickers Revenue	\$3,755	\$4,465	\$5,000
Credit Card Revenue	\$54,999	\$108,845	\$110,000
Bill & Coin Revenue	\$264,176	\$270,594	\$275,000
PCO Ticket issuance	11,668	12,051	12,200
PCO & Police Ticket Revenue	\$512,965	\$530,583	\$540,000

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	Supervisor	
2.	*Parking Control Officer	7-6 (L10)
3.	*Parking Control Officer	7-6 (L9)
4.	*Parking Control Officer	7-6 (L9)
5. LAB	*Meter Repair Person (PT 19.5 hrs)	7-3
6.	Part Time - Maintenance Attendant	
Subtotal		

FY 2015		FY 2016				FY 2017				
#	Actual Expenditures	#	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval
			2,500	1,844.10	2,500.00		2,500		2,500	2,500
		1	42,213	31,071.04	42,213.00	1	43,970	1	48,301	48,301
		1	45,189	33,586.08	45,189.00	1	45,189	1	49,626	49,626
		1	44,771	33,106.47	44,771.00	1	45,051	1	49,478	49,478
		0.5	19,893	20,217.37	19,893.00	0.5	22,786	0.5	22,786	22,786
		0.5	14,310	10,455.00	14,310.00	0.5	14,310	0.5	14,310	14,310
3.5	148,077.79	4	168,876	130,280.06	168,876.00	4	173,806	4	187,001	187,001

Summary of Changes

Adjustments to FY 2016 Positions

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

18,125

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3.5	148,077.79	4	168,876	130,280.06	168,876.00	4	173,806	4	187,001	187,001
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PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures					
Personnel 232-480-5100									
5111 Salaries - Full Time	178,562.89	129,098.41	132,173.00	97,763.59	132,173.00	134,210.00	15,232.00	147,405.00	147,405.00
5121 Salaries - Part Time	2,500.01	2,500.00	2,500.00	1,844.10	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5122 Wages - Part Time		16,479.38	34,203.00	30,672.37	34,203.00	37,096.00	2,893.00	37,096.00	37,096.00
5131 Overtime	5,008.65	4,960.93	5,000.00	2,232.63	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(186,071.55)	(153,038.72)	(173,876.00)						
General Expenses 232-480-5200									
5213 Light	33,812.49	37,565.03	40,000.00	26,098.35	37,500.00	40,000.00	0.00	40,000.00	40,000.00
5241 Equipment Repair/Maint	13,910.04	14,573.50	17,000.00	5,674.98	16,000.00	17,000.00	0.00	17,000.00	17,000.00
5242 Office Equipment Repair/Maint			100.00	1,334.61	1,334.61	520.00	420.00	520.00	520.00
5245 Building/Grounds Maint	3,564.55	512.66	1,000.00	307.15	500.00	100.00	(900.00)	100.00	100.00
5291 Custodial Services	9,420.00	9,360.00							
5343 Printing	5,423.28	6,984.14	8,000.00	4,061.77	4,061.77	4,000.00	(4,000.00)	4,000.00	4,000.00
5375 Coin Processing	2,353.96	2,083.92	2,600.00	1,815.75	2,700.00	3,000.00	400.00	3,000.00	3,000.00
5385 Banking / Financial - CC Fees	3,601.82	11,491.92	20,000.00	18,297.83	31,500.00	35,000.00	10,000.00	30,000.00	30,000.00
5411 Batteries	366.36	375.36	100.00	68.81	68.81	50.00	(50.00)	50.00	50.00
5543 Meters & Parts	1,439.62	3,020.94	5,500.00	4,164.70	5,700.00	7,500.00	1,000.00	6,500.00	6,500.00
5581 Clothing, Glove, Shoes		725.00	725.00	363.00	363.00	375.00	(350.00)	375.00	375.00
5730 Dues	50.00								
5740 Insurance Surety Bond	3,519.40	3,494.40	3,520.00	3,494.40	3,494.40	3,500.00	(20.00)	3,500.00	3,500.00
Offset Receipt - Meter Revenue	(77,461.52)	(90,186.87)	(98,545.00)						
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	3,000.00	63,000.00	63,000.00
Offset Receipt - Meter Revenue	(60,000.00)	(60,000.00)	(60,000.00)						

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,998.32	1,998.76	2,000.00	811.95	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,998.32)	(1,998.76)	(2,000.00)						

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Preventative Maintenance Bill Counter and Maintenance for color copier	420.00
5375 Coin Processing	Increase in collection fees	400.00
5385 Banking / Financial - CC Fees	People are using credit cards more at pay stations, more machines are going on-line and addition of PayByPhone	15,000.00
5543 Meters & Parts	Pay Stations needing replacement parts due to large usage	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	186,071.55	153,038.72	173,876.00	132,512.69	173,876.00	178,806.00	18,125.00	192,001.00	192,001.00
General Expenses	77,461.52	90,186.87	98,545.00	65,681.35	103,222.59	111,045.00	6,500.00	105,045.00	105,045.00
Equipment & Unusual	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	3,000.00	63,000.00	63,000.00
Special Items	1,998.32	1,998.76	2,000.00	811.95	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(325,531.39)	(305,224.35)	(334,421.00)	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>259,005.99</u>	<u>339,098.59</u>	<u>351,851.00</u>	<u>27,625.00</u>	<u>362,046.00</u>	<u>362,046.00</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 2014	FY 2015
Pension-Contributory/FICA	155,927	155,613
Pension Administration	13,935	14,298
Medical & Life Insurance	266,896	286,697
Heat, Light, Water	18,234	19,114
Building Repair & Maintenance	42,240	29,340
Building Insurance	957	968
Total	\$498,189	\$506,030

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Committed Bills:			
Real Estate	15,700	15,700	16,500
Personal Property	1,600	1,600	1,600
Water	60,000	60,500	60,500
Excise	57,440	58,000	58,000
Departmental	3,900	4,000	4,000
Parking Violations	13,993	14,500	15,500
Municipal Liens	2,350	2,400	2,400
Number of Employees	2,400	2,400	2,400
Number of Payroll Checks	75,000	75,000	75,000
Number of Vendor Checks	13,800	14,000	14,000

TREASURER & COLLECTOR

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step	FY 2015		FY 2016			FY 2017						
			#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	*Treasurer & Collector	19-6 (L11)			1	121,310	89,490.72	121,310.00	1	121,310	1	133,241	133,241	
2.	*Asst Treasurer & Collector	16-6 (L11)			1	100,321	74,007.00	100,321.00	1	100,321	1	110,187	110,187	
3.	*Dept Coll / AR Manager	14-6 (L10)			1	86,683	63,946.80	86,683.00	1	86,683	1	95,208	95,208	
4.	*Senior Accountant	13-6 (L10)			1	81,224	59,919.17	81,224.00	1	81,224	1	89,212	89,212	
5.	*Junior Accountant	10-4			1	51,684	37,713.06	51,684.00	1	53,704	1	58,986	58,986	
6.	*Administrative Assistant	10-6 (L8)			1	64,244	47,393.09	64,244.00	1	64,244	1	70,562	70,562	
7.	*Principal Office Asst	8-6 (L11)			1	57,317	42,283.27	57,317.00	1	57,317	1	62,955	62,955	
8.	*Associate Office Asst	7-6 (L8)			1	50,082	35,127.66	50,082.00	1	52,683	1	57,865	57,865	
9.	*Associate Office Asst	7-6			1	48,781	35,986.00	48,781.00	1	48,781	1	53,579	53,579	
Payroll														
10.	*Payroll Spvr / Benefits Coord	12-6 (L9)			1	72,563	53,530.59	72,563.00	1	75,415	1	82,832	82,832	
11.	*Principal Office Asst	8-6 (L10)			1	56,672	41,758.28	56,672.00	1	56,801	1	62,388	62,388	
12.	*Associate Office Asst	7-4			1	42,412	30,887.62	42,412.00	1	44,061	1	48,396	48,396	
Subtotal			12	823,400.36	12	833,293	612,043.26	833,293.00	12	842,544		12	925,411	925,411

Summary of Changes

Adjustments to FY 2016 Positions

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

92,118

Explanation

New Positions

Assistant to Parking Clerk 10

Requesting to restore previously funded position

MAYOR: FOR FT ASSISTANT PARKING CLERK. COMPENSATION ORDINANCE AND JOB DESCRIPTION TO BE SUBMITTED. RANGE (\$0 - \$7,500)

1	49,104		0	7,500	7,500
1	49,104		0	7,500	7,500

Subtotal

Grand Total

12	823,400.36	12	833,293	612,043.26	833,293.00	13	891,648	12	932,911	932,911
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TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	824,577.05	823,400.36	833,293.00	612,043.26	833,293.00	891,648.00	99,618.00	932,911.00	932,911.00
General Expenses 001-145-5200									
5242 Office Equipment Repair/Maint	2,326.00	4,318.82	3,000.00	3,314.18	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	480.00	235.00	500.00	480.00	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	18,870.24	19,970.04	22,000.00	10,749.53	22,000.00	22,000.00	0.00	22,000.00	22,000.00
5342 Postage	79,078.03	70,216.32	70,000.00	46,424.22	70,000.00	70,000.00	0.00	70,000.00	70,000.00
5343 Printing	16,939.27	17,501.81	19,000.00	15,185.96	19,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages		(30.00)	100.00	(40.00)	100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	152,069.27	136,342.91	170,000.00	113,612.45	170,000.00	185,000.00	0.00	170,000.00	170,000.00
5420 Office Supplies	5,926.90	6,684.91	5,500.00	4,010.25	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5730 Dues & Subscriptions	360.00	140.00	300.00	140.00	300.00	300.00	0.00	300.00	300.00
5731 Conference Expense	402.04	383.02	200.00	210.00	200.00	200.00	0.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
Equipment & Unusual 001-145-5400									
5305 Title Searches for Foreclosures	5,000.00								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5385 Banking / Financial	Banking services prices increased with recent procurement.	15,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	824,577.05	823,400.36	833,293.00	612,043.26	833,293.00	891,648.00	99,618.00	932,911.00	932,911.00
General Expenses	286,151.75	265,462.83	300,600.00	196,986.59	300,600.00	315,600.00	0.00	300,600.00	300,600.00
Equipment & Unusual	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	1,115,728.80	1,088,863.19	1,133,893.00	809,029.85	1,133,893.00	1,207,248.00	99,618.00	1,233,511.00	1,233,511.00

ADMINISTRATION OF TRUST FUNDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Number of Trust Funds	77	77	77
Library Income	\$1,679	\$1,680	\$1,680
Charity Income	\$1,630	\$1,630	\$1,630
Cemetery Income	\$31,647	\$32,000	\$32,000
Scholarship Income	\$50,012	\$50,000	\$50,000
Other Income	\$3,374	\$3,400	\$3,400
Library Book Value	\$90,713	\$91,000	\$91,000
Charity Book Value	\$88,284	\$88,300	\$88,300
Scholarship Book Value	\$2,655,251	\$2,700,000	\$2,700,000
Cemetery Book Value	\$1,720,143	\$1,725,000	\$1,725,000
Other Book Value	\$183,788	\$184,000	\$184,000
OPEB	\$8,725,452	\$8,926,000	\$9,126,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

		FY 2015	FY 2016			FY 2017				
Bargaining Unit	Position		July - March			Department		Mayor's		Council
		FY 2017 Grade-Step	#	Budget	Actual Expenditures Thru 6/30/16	#	Request	#	Recommendation	Approval
1.	Trust Fund Commissioner		3	3,000	1,800.00	3	3,000	3	3,000	3,000
2.	Asst Clerk & Custodian		1	1,000	737.87	1	1,000	1	1,000	1,000
Subtotal			4	4,000	2,537.87	4	4,000	4	4,000	4,000

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

4	3,000.00	4	4,000	2,537.87	4,000.00	4	4,000	4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	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	737.87	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	2,000.00	2,000.00	3,000.00	1,800.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel	3,000.00	3,000.00	4,000.00	2,537.87	4,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>3,000.00</u>	<u>3,000.00</u>	<u>4,000.00</u>	<u>2,537.87</u>	<u>4,000.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>4,000.00</u>

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2014	FY 2015
Pension-Contributory/FICA	153,923	100,312
Pension Administration	14,676	9,730
Medical & Life Insurance	119,145	119,226
Heat, Light, Water	4,928	4,535
Building Repair & Maintenance	5,569	8,447
Building Insurance	143	145
Total	<u>\$298,384</u>	<u>\$242,395</u>

	FY 2015	FY 2016	FY 2017
Output Measure	Actual	Estimated	Projected
Number of Cases Yearly	1,080	2,000	2,000
Yearly Cash Benefits	\$223,130	\$164,690	\$240,000

VETERANS BENEFITS & SERVICES

PERSONNEL

			FY 2015	FY 2016				FY 2017					
Bargaining Unit	Position	FY 2017 Grade-Step	#	Actual Expenditures	#	Budget	July - March Actual Expenditures Thru 6/30/16	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	** *Dir of Vets Service/License	16-6 (L11)	1		1	100,321	74,007.00	100,321.00	1	100,321	1	110,187	110,187
2.	*Administrative Assistant	10-6 (L9)	1		1	64,839	47,831.76	64,839.00	1	64,839	1	71,215	71,215
Subtotal			2	165,092.61	2	165,160	121,838.76	165,160.00	2	165,160	2	181,402	181,402

Summary of Changes

Adjustments to FY 2016 Positions

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

16,242

Explanation

			0	0		0	0		0	0	

New Positions

Subtotal

Grand Total

2	165,092.61	2	165,160	121,838.76	165,160.00	2	165,160	181,402	2	181,402	181,402
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	158,904.99	165,092.61	165,160.00	121,838.76	165,160.00	165,160.00	16,242.00	181,402.00	181,402.00
General Expenses 001-543-5200									
5192 Mileage Allowance	699.96	699.96	700.00	524.97	700.00	700.00	0.00	700.00	700.00
5242 Office Equipment Repair/Maint	430.99	339.94	450.00	252.00	450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	787.95	1,493.47	2,000.00	605.10	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5312 Training		767.00	450.00	327.00	450.00	800.00	150.00	600.00	600.00
5342 Postage	529.70	401.85	600.00	98.00	600.00	600.00	0.00	600.00	600.00
5343 Printing	288.23	123.50	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	360.93	278.76	425.00	236.28	425.00	425.00	0.00	425.00	425.00
5510 Education Supplies	150.00		150.00		150.00	0.00	(150.00)	0.00	0.00
5588 Flags & Bunting	4,406.82	4,618.15	4,500.00	4,263.90	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5770 Veterans Benefits	223,129.78	164,689.85	240,000.00	98,283.03	240,000.00	240,000.00	(60,000.00)	180,000.00	180,000.00
5781 Holiday Expenses	1,445.45	557.95	1,650.00		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	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>
5312 Training	Reallocating Education #5510 to Training #5312 and add \$200.00 to make the request \$800.00	350.00

MAYOR: VETERAN'S BENEFITS - DEPARTMENT SPENDING \$15,000/MONTH

COST SUMMARY BY CLASSIFICATION

Personnel	158,904.99	165,092.61	165,160.00	121,838.76	165,160.00	165,160.00	16,242.00	181,402.00	181,402.00
General Expenses	232,229.81	175,070.43	252,325.00	104,590.28	252,325.00	252,525.00	(60,000.00)	192,325.00	192,325.00
Equipment & Unusual									
Total Operating Budget	<u>391,134.80</u>	<u>340,163.04</u>	<u>417,485.00</u>	<u>226,429.04</u>	<u>417,485.00</u>	<u>417,685.00</u>	<u>(43,758.00)</u>	<u>373,727.00</u>	<u>373,727.00</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 2014	FY 2015
Pension-Contributory/FICA	145	151
Heat, Light, Water	1,232	1,134
Building Repair & Maintenance	1,392	2,112
Building Insurance	36	36
Total	\$2,805	\$3,433

	FY 2015	FY 2016	FY 2017
Output Measure	Actual	Estimated	Projected
Number of Licenses	100	100	130
Common Victualer	139	143	143
Filing Fee	40	18	30
Amusement Device Permits	15	15	15
Entertainment	40	40	40
Special Permits	152	200	200
Revenue from Licenses & Permits	\$322,200	\$350,000	\$375,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position FY 2017 Grade-Step

1. License Commission
2. Assistants to License Commission

Subtotal

FY 2015		FY 2016				FY 2017					
Actual # Expenditures	July - March Actual Expenditures				#	Department Request	#	Mayor's Recommendation	Council Approval		
	#	Budget	Expenditures	Thru 6/30/16							
	3	9,600	7,200.00	9,600.00							
	2	6,000	4,426.46	6,000.00							
5	15,599.98	5	15,600	11,626.46	15,600.00	5	15,600		5	15,600	15,600

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0					0		0	0

New Positions

Subtotal

Grand Total

5	15,599.98	5	15,600	11,626.46	15,600.00	5	15,600	5	15,600	15,600
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LICENSE COMMISSION

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	2,942.46	5,999.98	6,000.00	4,426.46	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	150.00	2,400.00	2,400.00
5342 Postage	428.08	298.00	500.00	61.75	500.00	500.00	0.00	500.00	500.00
5343 Printing	618.00	571.70	600.00	115.00	600.00	600.00	0.00	600.00	600.00
5420 Office Supplies	190.42	256.20	300.00		300.00	300.00	0.00	300.00	300.00
5510 Education Supplies			200.00		200.00	200.00	(200.00)	0.00	0.00
5730 Dues	75.00	75.00	75.00	75.00	75.00	75.00	0.00	75.00	75.00

Department Explanation for Requested Increases

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

Personnel	12,542.46	15,599.98	15,600.00	11,626.46	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	3,711.50	3,600.90	3,925.00	2,051.75	3,925.00	3,925.00	(50.00)	3,875.00	3,875.00
Equipment & Unusual									
Total Operating Budget	16,253.96	19,200.88	19,525.00	13,678.21	19,525.00	19,525.00	(50.00)	19,475.00	19,475.00

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 2014	FY 2015
Pension-Contributory/FICA	190,107	191,519
Pension-Non Contributory	4,381	
Pension Administration	17,650	18,110
Medical & Life Insurance	229,057	262,560
Heat, Light, Water	47,154	40,481
Building Repair & Maintenance	24,222	52,939
Building Insurance	894	904
Motor Vehicle Insurance	2,091	2,213
Motor Vehicle Maint & Repair	36,885	37,615
Total	\$552,441	\$606,341

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	12	12	12
Playgrounds	9	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	721	727	732
Traffic Lights	81	83	84

WIRES

PERSONNEL

Bargaining Unit	Position	FY 2017 Grade-Step
1.	Inspector of Wires	16-6 (L11)
2.	SPMG *S, E & C Supervisor/Foreman	14-6 (L10)
3.	SPMG *Sr Wires Inspector	13-6
4.	LAB *Electrician	11-6 (L9)
5.	LAB *Electrician	11-6 (L9)
6.	LAB *Electrician	11-3
7.	LAB *Signal Maintainer	9-6 (L11)
8.	*Office Coordinator	9-6 (L10)
9.	Part Time Help	
Subtotal		

FY 2015		FY 2016				FY 2017					
Actual # Expenditures	#	July - March Actual Expenditures			#	Department Request	#	Mayor's Recommendation	Council Approval		
		Budget	Expenditures	Thru 6/30/16							
	1	100,321	74,007.00	100,321.00							
	1	86,896	80,727.90	104,611.67	1	95,016	1	95,016	95,016		
	1	71,220	66,661.58	87,786.35	1	81,099	1	81,099	81,099		
	1	80,151	75,045.81	97,123.99	1	87,833	1	87,833	87,833		
	1	80,151	75,013.47	97,091.66	1	87,833	1	87,833	87,833		
	1	63,933	55,757.62	74,456.97	1	72,578	1	72,578	72,578		
	1	57,733	54,402.41	70,304.21	1	63,365	1	63,365	63,365		
	1	60,685	44,767.48	60,685.00			1	66,654	66,654		
		16,000	5,908.00	5,908.00		16,000		16,000	16,000		
8	613,896.98	8	617,090	532,291.27	698,288.85	6	503,724		7	570,378	570,378

Summary of Changes

Adjustments to FY 2016 Positions

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

53,609

Explanation

Inspector of Wires 17-6 (L11)

17,263

Promotion - Multiple duties

Administrative Assistant 10-6 (L10)

4,749

Duties consistent with a grade 10

1	107,055	1	117,584	117,584
1	65,434			
2	172,489	1	117,584	117,584

New Positions

Subtotal

Grand Total

8	613,896.98	8	617,090	532,291.27	698,288.85	8	676,213	8	687,962	687,962
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WIRES

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	July - March			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/16				
Personnel 001-245-5100									
5111 Salaries - Full Time	312,560.35	316,234.75	319,122.00	266,163.96	353,404.02	348,604.00	41,231.00	360,353.00	360,353.00
5112 Wages - Full Time	210,541.31	283,356.43	281,968.00	260,219.31	338,976.83	311,609.00	29,641.00	311,609.00	311,609.00
5122 Wages - Part Time	13,778.30	14,305.80	16,000.00	5,908.00	5,908.00	16,000.00	0.00	16,000.00	16,000.00
5131 Overtime - Callbacks	19,044.62	23,996.15	25,000.00	26,063.52	25,000.00	30,000.00	3,000.00	28,000.00	28,000.00
5195 Buyback Sick Time	2,998.60	3,021.05	3,320.00	3,058.53	3,058.53	3,600.00	280.00	3,600.00	3,600.00
General Expenses 001-245-5200									
5193 Tool Allowance	375.00	750.00	600.00	600.00	600.00	600.00	0.00	600.00	600.00
5212 Clocks - City & Common	764.30	750.47	2,500.00	810.43	1,000.00	2,500.00	(1,500.00)	1,000.00	1,000.00
5213 Light	30,396.74	36,974.53	42,000.00	27,829.69	42,000.00	42,000.00	0.00	42,000.00	42,000.00
5241 Equipment Repair/Maint	8,941.52	15,298.08	11,000.00	773.09	11,000.00	30,000.00	0.00	11,000.00	11,000.00
5242 Office Equipment Repair/Maint	345.59		700.00	144.35	700.00	700.00	(200.00)	500.00	500.00
5246 Communication Equip Repair/Maint	59,593.13	65,899.71	70,000.00	27,331.47	70,000.00	170,000.00	0.00	70,000.00	70,000.00
5312 Training	2,265.25	420.00	2,500.00	197.50	2,500.00	2,500.00	(500.00)	2,000.00	2,000.00
5340 Communication	54,487.88	68,202.72	55,000.00	60,266.18	67,000.00	65,000.00	10,000.00	65,000.00	65,000.00
5342 Postage	81.97	98.00	150.00	87.84	150.00	150.00	0.00	150.00	150.00
5411 Batteries	6,877.34	1,245.29	8,000.00	4,571.73	8,000.00	8,000.00	(1,000.00)	7,000.00	7,000.00
5420 Office Supplies	1,119.49	511.77	1,000.00	554.07	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	44,173.89	32,512.46	40,000.00	29,326.38	40,000.00	45,000.00	0.00	40,000.00	40,000.00
5470 Public Safety Supplies	10,275.31	16,520.90	18,000.00	8,470.97	18,000.00	18,000.00	(2,000.00)	16,000.00	16,000.00
5510 Education Supplies	610.13		500.00		500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	2,495.70	3,334.99	3,250.00	3,429.61	3,429.61	3,250.00	0.00	3,250.00	3,250.00
5587 Tools	861.37	2,283.76	2,000.00	656.88	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5781 Holiday	11,501.26	8,800.00	12,000.00	11,905.40	11,905.40	12,000.00	0.00	12,000.00	12,000.00

WIRES

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment	217.49	207.43	1,000.00		1,000.00	1,000.00	(500.00)	500.00	500.00
5854 Hoses, Cable, Wire	3,986.57	5,194.04	7,000.00	5,442.31	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>
5131 Overtime - Callbacks	Unforeseen emergencies	5,000.00
5195 Buyback Sick Time	Per contractual agreement	280.00
5241 Equipment Repair/Maint	Replace approximately 10 traffic cameras	19,000.00 *
5246 Communication Equip Repair/Maint	Upgrade radio equipment	100,000.00 *
5340 Communication	Upgrade communication	10,000.00
5435 Electrical Supplies	Cost increases	5,000.00

*MAYOR: FUND IN CIP BUDGET

COST SUMMARY BY CLASSIFICATION

Personnel	558,923.18	640,914.18	645,410.00	561,413.32	726,347.38	709,813.00	74,152.00	719,562.00	719,562.00
General Expenses	235,165.87	253,602.68	269,200.00	176,955.59	279,785.01	403,200.00	4,800.00	274,000.00	274,000.00
Equipment & Unusual	4,204.06	5,401.47	8,000.00	5,442.31	8,000.00	8,000.00	(500.00)	7,500.00	7,500.00
Total Operating Budget	<u>798,293.11</u>	<u>899,918.33</u>	<u>922,610.00</u>	<u>743,811.22</u>	<u>1,014,132.39</u>	<u>1,121,013.00</u>	<u>78,452.00</u>	<u>1,001,062.00</u>	<u>1,001,062.00</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 2014	FY 2015
Total	\$0	\$0

Output Measure	FY 2015 Actual	FY 2016 Estimated	FY 2017 Projected
Lights	4,311	4,431	4,451

STREET LIGHTING

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July - March Thru 6/30/16	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	504,164.65	536,291.56	530,000.00	327,011.38	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	504,164.65	536,291.56	530,000.00	327,011.38	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	<u>504,164.65</u>	<u>536,291.56</u>	<u>530,000.00</u>	<u>327,011.38</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 2014	FY 2015
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2015 Actual	FY 2016 Estimated (*Actual to 3/31/16)	FY 2017 Projected
Number of Meetings	25	23* (32)	40
Cases Heard	38	26* (40)	40
Granted	32	18*	
Denied	0	1*	
Withdrawn	5	2*	
Pending	1	10*	
Number of Cases Filed	29	25* (35)	35
Fees Received FY 2014	\$21,242.78		
Fees Received FY 2015	\$26,680.63		
Fees Received FY16 to date	\$31,906.37		

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

ZONING BOARD OF APPEALS

PERSONNEL

		FY 2015	FY 2016			FY 2017			
Bargaining Unit	Position	FY 2017 Grade-Step	July - March			Department		Mayor's	
			#	Budget	Actual Expenditures Thru 6/30/16	#	Request	#	Recommendation
1.	Members		10	17,500	12,325.00	10	20,000	10	20,000
2.	Chairperson			500	375.00	1	500	1	500
	Subtotal		10	18,000	12,700.00	11	20,500	11	20,500

Summary of Changes

Adjustments to FY 2016 Positions

Step Raises/Longevity included in * position salary

Members

2,500

Explanation

The number of meetings have been increasing, due to more complex issues and an increase in the number of requests for extensions of time. Also the comprehensive permit is still pending - which may potentially require multiple meetings. The increase is based on a potential of 40 meetings.

New Positions

Subtotal

Grand Total

0	0	0	0	0

10	12,400.00	10	18,000	12,700.00	18,000.00	11	20,500	11	20,500	20,500
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2014	FY 2015	FY 2016			FY 2017			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Expenditures Thru 6/30/16	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	12,200.00	12,400.00	18,000.00	12,700.00	18,000.00	20,500.00	2,500.00	20,500.00	20,500.00
General Expenses 001-176-5200									
5308 Stenographer	6,900.00	7,743.75	11,000.00	6,400.00	11,000.00	12,000.00	1,000.00	12,000.00	12,000.00
5341 Advertising	8,686.44	9,726.71	10,000.00	6,399.93	10,000.00	12,000.00	2,000.00	12,000.00	12,000.00
5342 Postage	2,164.85	1,900.00	2,500.00	320.35	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	1,250.68	196.90	1,000.00	271.20	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	Issues before the Board have been becoming increasingly more complex requiring more meetings	1,000.00
5341 Advertising	Costs of advertising is estimated to go up as well as the number of publications (please note: Petitioners cover the costs of mailing)	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,200.00	12,400.00	18,000.00	12,700.00	18,000.00	20,500.00	2,500.00	20,500.00	20,500.00
General Expenses	19,001.97	19,567.36	24,500.00	13,391.48	24,500.00	27,500.00	3,000.00	27,500.00	27,500.00
Equipment & Unusual									
Total Operating Budget	31,201.97	31,967.36	42,500.00	26,091.48	42,500.00	48,000.00	5,500.00	48,000.00	48,000.00