

City of Waltham



Peter Gilmore Memorial Playground



Fiscal Year 2018 Budget

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|------------------------|------------------------|---------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Assessors | 475,165.46 | 583,015.67 | 572,115.00 | 421,680.27 | 569,572.67 | 609,032.00 | 33,617.00 | 605,732.00 | 605,732.00 |
| Personnel | 372,388.46 | 456,656.39 | 461,428.00 | 334,913.39 | 461,785.67 | 497,612.00 | 34,184.00 | 495,612.00 | 495,612.00 |
| General | 102,777.00 | 126,359.28 | 110,687.00 | 86,766.88 | 107,787.00 | 111,420.00 | (567.00) | 110,120.00 | 110,120.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Auditors | 66,384,798.45 | 73,264,338.46 | 77,973,062.00 | 74,500,824.18 | 77,892,012.47 | 83,186,155.00 | 4,209,742.00 | 82,182,804.00 | 82,182,804.00 |
| -City Auditor | 499,572.25 | 607,434.50 | 1,663,942.00 | 417,772.37 | 1,676,287.00 | 2,049,924.00 | 382,631.00 | 2,046,573.00 | 2,046,573.00 |
| Personnel | 495,405.12 | 604,395.40 | 559,792.00 | 415,561.57 | 572,152.00 | 595,124.00 | 31,981.00 | 591,773.00 | 591,773.00 |
| General | 4,167.13 | 3,039.10 | 4,150.00 | 2,210.80 | 4,135.00 | 4,800.00 | 650.00 | 4,800.00 | 4,800.00 |
| Equip/Unusual | - | - | 1,100,000.00 | - | 1,100,000.00 | 1,450,000.00 | 350,000.00 | 1,450,000.00 | 1,450,000.00 |
| Special | | | | | | | | | |
| -Interest & Certification | 2,734,255.47 | 2,503,215.30 | 2,390,000.00 | 1,786,395.32 | 2,332,005.00 | 2,549,000.00 | 159,000.00 | 2,549,000.00 | 2,549,000.00 |
| Personnel | | | | | | | | | |
| General | 2,734,255.47 | 2,503,215.30 | 2,390,000.00 | 1,786,395.32 | 2,332,005.00 | 2,549,000.00 | 159,000.00 | 2,549,000.00 | 2,549,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Redemption of Bonds | 7,657,998.00 | 7,439,238.00 | 7,198,000.00 | 6,637,238.00 | 7,198,000.00 | 8,502,000.00 | 1,304,000.00 | 8,502,000.00 | 8,502,000.00 |
| Personnel | | | | | | | | | |
| General | 7,657,998.00 | 7,439,238.00 | 7,198,000.00 | 6,637,238.00 | 7,198,000.00 | 8,502,000.00 | 1,304,000.00 | 8,502,000.00 | 8,502,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Contributory & Non-Cont. Retirement | 15,290,147.52 | 15,814,198.32 | 16,280,820.00 | 16,280,220.00 | 16,280,773.52 | 16,782,231.00 | 501,411.00 | 16,782,231.00 | 16,782,231.00 |
| Personnel | | | | | | | | | |
| General | 15,290,147.52 | 15,814,198.32 | 16,280,820.00 | 16,280,220.00 | 16,280,773.52 | 16,782,231.00 | 501,411.00 | 16,782,231.00 | 16,782,231.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Hospital & Medical Insurance & OME | 37,307,420.22 | 43,839,058.07 | 47,736,000.00 | 47,043,287.62 | 47,702,717.95 | 49,811,000.00 | 1,075,000.00 | 48,811,000.00 | 48,811,000.00 |
| Personnel | | | | | | | | | |
| General | 37,307,420.22 | 43,839,058.07 | 47,736,000.00 | 47,043,287.62 | 47,702,717.95 | 49,811,000.00 | 1,075,000.00 | 48,811,000.00 | 48,811,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Group Life Ins & Social Security | 107,000.00 | 109,486.16 | 118,000.00 | 75,552.94 | 118,000.00 | 118,000.00 | - | 118,000.00 | 118,000.00 |
| Personnel | | | | | | | | | |
| General | 107,000.00 | 109,486.16 | 118,000.00 | 75,552.94 | 118,000.00 | 118,000.00 | - | 118,000.00 | 118,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| -Redemption of Bonds (Sewer/Water) | 2,128,157.43 | 2,321,458.00 | 1,990,000.00 | 1,753,029.27 | 1,988,673.00 | 2,694,000.00 | 704,000.00 | 2,694,000.00 | 2,694,000.00 |
| Personnel | | | | | | | | | |
| General | 2,128,157.43 | 2,321,458.00 | 1,990,000.00 | 1,753,029.27 | 1,988,673.00 | 2,694,000.00 | 704,000.00 | 2,694,000.00 | 2,694,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Interest & Certification (Sewer/Water) | 660,247.56 | 630,250.11 | 596,300.00 | 507,328.66 | 595,556.00 | 680,000.00 | 83,700.00 | 680,000.00 | 680,000.00 |
| Personnel | | | | | | | | | |
| General | 660,247.56 | 630,250.11 | 596,300.00 | 507,328.66 | 595,556.00 | 680,000.00 | 83,700.00 | 680,000.00 | 680,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Building | 2,896,143.09 | 3,204,158.00 | 3,093,266.00 | 2,320,686.89 | 2,865,771.07 | 3,381,622.00 | 93,820.00 | 3,187,086.00 | 3,187,086.00 |
| -General | 1,731,074.11 | 2,278,916.96 | 2,017,566.00 | 1,642,237.53 | 2,097,086.07 | 2,210,022.00 | 93,820.00 | 2,111,386.00 | 2,111,386.00 |
| Personnel | 1,444,317.75 | 1,835,288.27 | 1,691,966.00 | 1,249,891.20 | 1,702,736.07 | 1,796,722.00 | 27,420.00 | 1,719,386.00 | 1,719,386.00 |
| General | 282,546.36 | 443,628.69 | 325,600.00 | 392,346.33 | 394,350.00 | 413,300.00 | 66,400.00 | 392,000.00 | 392,000.00 |
| Equip/Unusual | 4,210.00 | - | - | - | - | - | - | - | - |
| Special | | | | | | | | | |
| -Utilities | 1,165,068.98 | 925,241.04 | 1,075,700.00 | 678,449.36 | 768,685.00 | 1,171,600.00 | - | 1,075,700.00 | 1,075,700.00 |
| General | 1,165,068.98 | 925,241.04 | 1,075,700.00 | 678,449.36 | 768,685.00 | 1,171,600.00 | - | 1,075,700.00 | 1,075,700.00 |
| City Clerk/Voter Registration | 674,011.89 | 837,705.12 | 823,220.00 | 602,249.88 | 744,358.00 | 813,191.00 | (10,029.00) | 813,191.00 | 813,191.00 |
| -City Clerk | 382,634.17 | 491,371.71 | 460,808.00 | 348,287.46 | 415,046.00 | 440,514.00 | (20,294.00) | 440,514.00 | 440,514.00 |
| Personnel | 287,302.36 | 393,471.21 | 353,008.00 | 261,552.73 | 343,321.00 | 351,214.00 | (1,794.00) | 351,214.00 | 351,214.00 |
| General | 95,331.81 | 97,900.50 | 107,800.00 | 86,734.73 | 71,725.00 | 89,300.00 | (18,500.00) | 89,300.00 | 89,300.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Voter Registration | 291,377.72 | 346,333.41 | 362,412.00 | 253,962.42 | 329,312.00 | 372,677.00 | 10,265.00 | 372,677.00 | 372,677.00 |
| Personnel | 203,473.55 | 229,848.48 | 194,212.00 | 138,197.46 | 194,212.00 | 200,227.00 | 6,015.00 | 200,227.00 | 200,227.00 |
| General | 87,904.17 | 116,484.93 | 168,200.00 | 115,764.96 | 135,100.00 | 172,450.00 | 4,250.00 | 172,450.00 | 172,450.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| City Council | 360,644.11 | 399,348.77 | 384,665.00 | 266,958.55 | 384,665.00 | 400,495.00 | 4,530.00 | 389,195.00 | 389,195.00 |
| Personnel | 286,064.73 | 292,984.00 | 299,365.00 | 220,151.98 | 299,365.00 | 302,095.00 | 2,730.00 | 302,095.00 | 302,095.00 |
| General | 57,649.22 | 67,866.17 | 68,300.00 | 42,946.57 | 68,300.00 | 69,800.00 | 1,500.00 | 69,800.00 | 69,800.00 |
| Equip/Unusual | 16,930.16 | 38,498.60 | 17,000.00 | 3,860.00 | 17,000.00 | 28,600.00 | 300.00 | 17,300.00 | 17,300.00 |
| Special | | | | | | | | | |
| Conservation Commission | 28,191.12 | 45,401.47 | 44,591.00 | 28,990.84 | 42,212.14 | 47,896.00 | 2,425.00 | 47,016.00 | 47,016.00 |
| Personnel | 27,713.90 | 43,817.90 | 42,691.00 | 28,308.90 | 40,291.00 | 45,116.00 | 2,425.00 | 45,116.00 | 45,116.00 |
| General | 477.22 | 1,583.57 | 1,900.00 | 681.94 | 1,921.14 | 2,780.00 | - | 1,900.00 | 1,900.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|------------------------------------|------------------------|------------------------|---------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Consolidated Public Works | 14,288,762.97 | 11,956,678.27 | 11,860,446.00 | 9,242,858.85 | 14,002,828.67 | 13,938,260.00 | 1,448,090.00 | 13,308,536.00 | 13,308,536.00 |
| -CPW Administration | 5,174,680.87 | 5,887,257.55 | 5,739,746.00 | 4,000,612.36 | 5,856,083.67 | 6,403,515.00 | 597,090.00 | 6,336,836.00 | 6,336,836.00 |
| Personnel | 3,799,556.30 | 4,543,448.13 | 4,473,796.00 | 3,096,866.69 | 4,494,529.51 | 4,811,715.00 | 244,240.00 | 4,718,036.00 | 4,718,036.00 |
| General | 1,206,592.00 | 1,125,970.76 | 1,024,950.00 | 753,722.44 | 1,098,554.16 | 1,161,800.00 | 113,850.00 | 1,138,800.00 | 1,138,800.00 |
| Equip/Unusual | 168,532.57 | 217,838.66 | 241,000.00 | 150,023.23 | 263,000.00 | 430,000.00 | 239,000.00 | 480,000.00 | 480,000.00 |
| Special | | | | | | | | | |
| -Snow & Ice | 4,815,823.90 | 2,100,697.09 | 1,905,700.00 | 2,153,767.21 | 3,361,745.00 | 2,387,745.00 | (9,000.00) | 1,896,700.00 | 1,896,700.00 |
| Personnel | 451,069.15 | 204,639.31 | 146,000.00 | 297,766.21 | 292,000.00 | 228,000.00 | (9,000.00) | 137,000.00 | 137,000.00 |
| General | 4,364,754.75 | 1,896,057.78 | 1,759,700.00 | 1,856,001.00 | 3,069,745.00 | 2,159,745.00 | - | 1,759,700.00 | 1,759,700.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Collection & Disposal of Rubbish | 4,298,258.20 | 3,968,723.63 | 4,215,000.00 | 3,088,479.28 | 4,785,000.00 | 5,147,000.00 | 860,000.00 | 5,075,000.00 | 5,075,000.00 |
| General | | | | | | | | | |
| Equip/Unusual | 4,298,258.20 | 3,968,723.63 | 4,215,000.00 | 3,088,479.28 | 4,785,000.00 | 5,147,000.00 | 860,000.00 | 5,075,000.00 | 5,075,000.00 |
| Special | | | | | | | | | |
| Board of Survey & Planning | 18,004.82 | 17,784.70 | 22,100.00 | 13,612.50 | 20,700.00 | 22,100.00 | - | 22,100.00 | 22,100.00 |
| Personnel | 13,300.00 | 13,100.00 | 17,000.00 | 10,702.58 | 16,000.00 | 17,000.00 | - | 17,000.00 | 17,000.00 |
| General | 4,704.82 | 4,684.70 | 5,100.00 | 2,909.92 | 4,700.00 | 5,100.00 | - | 5,100.00 | 5,100.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Cemetery Commission | 2,600.00 | 2,800.00 | 3,000.00 | 1,200.00 | 1,800.00 | 3,000.00 | - | 3,000.00 | 3,000.00 |
| Personnel | 2,600.00 | 2,800.00 | 3,000.00 | 1,200.00 | 1,800.00 | 3,000.00 | - | 3,000.00 | 3,000.00 |
| General | | | | | | | | | |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Council on Aging / Meals on Wheels | 547,155.10 | 662,105.15 | 643,644.00 | 497,847.56 | 647,967.00 | 679,876.00 | 36,232.00 | 679,876.00 | 679,876.00 |
| Personnel | 384,938.11 | 478,993.78 | 445,057.00 | 358,573.41 | 449,380.00 | 481,289.00 | 36,232.00 | 481,289.00 | 481,289.00 |
| General | 162,216.99 | 183,111.37 | 198,587.00 | 139,274.15 | 198,587.00 | 198,587.00 | - | 198,587.00 | 198,587.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Disabilities Service Commission | 6,500.00 | 6,500.00 | 7,200.00 | 4,400.00 | 7,200.00 | 7,200.00 | - | 7,200.00 | 7,200.00 |
| Personnel | 6,500.00 | 6,300.00 | 7,000.00 | 4,400.00 | 7,000.00 | 7,000.00 | - | 7,000.00 | 7,000.00 |
| General | - | 200.00 | 200.00 | - | 200.00 | 200.00 | - | 200.00 | 200.00 |
| Equip/Unusual | - | - | - | - | - | - | - | - | - |
| Special | | | | | | | | | |
| Emergency Management | 76,937.41 | 90,876.51 | 84,764.00 | 56,242.89 | 84,764.00 | 87,707.00 | 2,743.00 | 87,507.00 | 87,507.00 |
| Personnel | 69,037.18 | 80,854.27 | 74,774.00 | 54,840.75 | 74,774.00 | 77,407.00 | 2,633.00 | 77,407.00 | 77,407.00 |
| General | 3,077.90 | 2,699.32 | 3,400.00 | 84.64 | 3,400.00 | 3,600.00 | - | 3,400.00 | 3,400.00 |
| Equip/Unusual | 4,422.38 | 6,923.67 | 6,190.00 | 1,317.50 | 6,190.00 | 6,300.00 | 110.00 | 6,300.00 | 6,300.00 |
| Special | 399.95 | 399.25 | 400.00 | - | 400.00 | 400.00 | - | 400.00 | 400.00 |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|------------------------|------------------------|---------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Engineering | 312,523.90 | 446,040.49 | 494,598.00 | 314,060.02 | 449,990.00 | 665,198.00 | 8,182.00 | 502,780.00 | 502,780.00 |
| Personnel | 304,284.81 | 437,549.10 | 485,648.00 | 308,603.78 | 441,040.00 | 654,898.00 | 7,832.00 | 493,480.00 | 493,480.00 |
| General | 8,239.09 | 8,491.39 | 8,950.00 | 5,456.24 | 8,950.00 | 10,300.00 | 350.00 | 9,300.00 | 9,300.00 |
| Equip/Unusual | - | - | - | - | - | - | - | - | - |
| Special | | | | | | | | | |
| Water | 9,784,886.96 | 10,707,527.14 | 11,546,438.00 | 7,981,982.99 | 11,438,190.18 | 11,450,055.00 | (302,203.00) | 11,244,235.00 | 11,244,235.00 |
| -Water & Sewer Billing & Compliance | 170,456.13 | 216,085.95 | 213,253.00 | 151,963.67 | 213,253.00 | 230,750.00 | 17,497.00 | 230,750.00 | 230,750.00 |
| Personnel | 136,737.41 | 173,109.96 | 165,253.00 | 121,828.27 | 165,253.00 | 177,650.00 | 12,397.00 | 177,650.00 | 177,650.00 |
| General | 33,718.72 | 42,975.99 | 48,000.00 | 30,135.40 | 48,000.00 | 53,100.00 | 5,100.00 | 53,100.00 | 53,100.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Water & Sewer Administration | 558,690.31 | 604,008.47 | 698,200.00 | 460,779.41 | 660,142.00 | 819,589.00 | (24,431.00) | 673,769.00 | 673,769.00 |
| Personnel | 526,515.31 | 578,117.29 | 652,880.00 | 447,059.81 | 614,822.00 | 772,869.00 | (14,111.00) | 638,769.00 | 638,769.00 |
| General | 3,259.98 | 3,187.35 | 3,800.00 | 2,248.73 | 3,800.00 | 5,200.00 | 1,200.00 | 5,000.00 | 5,000.00 |
| Equip/Unusual | 28,915.02 | 22,703.83 | 41,520.00 | 11,470.87 | 41,520.00 | 41,520.00 | (11,520.00) | 30,000.00 | 30,000.00 |
| Special | | | | | | | | | |
| -Operations & Maintenance | 9,055,740.52 | 9,887,432.72 | 10,634,985.00 | 7,369,239.91 | 10,564,795.18 | 10,399,716.00 | (295,269.00) | 10,339,716.00 | 10,339,716.00 |
| Personnel-Operations & Maint | 513,250.33 | 576,779.79 | 579,454.00 | 409,913.61 | 576,926.00 | 634,767.00 | 20,313.00 | 599,767.00 | 599,767.00 |
| Personnel-Meter Read & Install | 131,473.66 | 142,313.85 | 150,294.00 | 86,088.04 | 123,576.90 | 152,049.00 | 1,755.00 | 152,049.00 | 152,049.00 |
| General | 256,070.46 | 352,962.76 | 289,100.00 | 173,338.22 | 289,100.00 | 298,600.00 | 4,500.00 | 293,600.00 | 293,600.00 |
| Equip/Unusual | 8,154,946.07 | 8,815,376.32 | 9,616,137.00 | 6,699,900.04 | 9,575,192.28 | 9,314,300.00 | (321,837.00) | 9,294,300.00 | 9,294,300.00 |
| Special | | | | | | | | | |
| Sewer | 13,968,205.05 | 13,952,555.29 | 14,474,912.00 | 9,859,328.49 | 14,192,282.86 | 14,978,270.00 | 463,858.00 | 14,938,770.00 | 14,938,770.00 |
| Personnel | 561,796.89 | 690,183.00 | 703,162.00 | 362,180.65 | 523,705.26 | 697,571.00 | (5,591.00) | 697,571.00 | 697,571.00 |
| General | 329,120.45 | 402,121.27 | 372,300.00 | 240,879.35 | 372,300.00 | 457,800.00 | 46,000.00 | 418,300.00 | 418,300.00 |
| Equip/Unusual | 13,077,287.71 | 12,860,251.02 | 13,399,450.00 | 9,256,268.49 | 13,296,277.60 | 13,822,899.00 | 423,449.00 | 13,822,899.00 | 13,822,899.00 |
| Special | | | | | | | | | |
| Fire | 14,514,594.90 | 17,002,095.95 | 15,686,704.00 | 12,131,477.66 | 16,166,407.88 | 17,096,188.00 | 305,671.00 | 15,992,375.00 | 15,992,375.00 |
| Personnel | 13,994,371.75 | 16,367,562.31 | 15,006,372.00 | 11,702,649.61 | 15,350,869.00 | 16,291,781.00 | 267,171.00 | 15,273,543.00 | 15,273,543.00 |
| General | 313,275.21 | 410,813.25 | 462,907.00 | 222,021.65 | 556,080.88 | 544,307.00 | 20,000.00 | 482,907.00 | 482,907.00 |
| Equip/Unusual | 49,669.86 | 76,723.66 | 69,500.00 | 73,890.15 | 87,067.00 | 78,100.00 | - | 69,500.00 | 69,500.00 |
| Special | 157,278.08 | 146,996.73 | 147,925.00 | 132,916.25 | 172,391.00 | 182,000.00 | 18,500.00 | 166,425.00 | 166,425.00 |
| Fire Auxiliary | 10,936.40 | 4,152.83 | 12,500.00 | 3,531.03 | 12,500.00 | 18,000.00 | - | 12,500.00 | 12,500.00 |
| General | 7,805.50 | 3,107.63 | 9,000.00 | 1,613.40 | 9,000.00 | 9,000.00 | - | 9,000.00 | 9,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | 3,130.90 | 1,045.20 | 3,500.00 | 1,917.63 | 3,500.00 | 9,000.00 | - | 3,500.00 | 3,500.00 |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-------------------------------------|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Health | 680,633.37 | 827,042.09 | 801,995.00 | 541,200.78 | 748,247.00 | 825,078.00 | 21,095.00 | 823,090.00 | 823,090.00 |
| Personnel | 640,281.45 | 785,550.15 | 758,139.00 | 502,030.45 | 704,397.00 | 778,982.00 | 18,855.00 | 776,994.00 | 776,994.00 |
| General | 40,289.38 | 40,643.15 | 43,256.00 | 39,170.33 | 43,250.00 | 45,496.00 | 2,240.00 | 45,496.00 | 45,496.00 |
| Equip/Unusual | 62.54 | 848.79 | 600.00 | - | 600.00 | 600.00 | - | 600.00 | 600.00 |
| Special | | | | | | | | | |
| Historical Commission | 15,431.65 | 30,808.67 | 45,952.00 | 25,915.14 | 38,795.16 | 53,074.00 | 6,122.00 | 52,074.00 | 52,074.00 |
| Personnel | 6,200.00 | 17,918.15 | 33,352.00 | 22,456.76 | 31,568.33 | 35,694.00 | 2,342.00 | 35,694.00 | 35,694.00 |
| General | 3,006.65 | 2,350.17 | 3,600.00 | 560.08 | 2,527.13 | 5,380.00 | 780.00 | 4,380.00 | 4,380.00 |
| Equip/Unusual | 6,225.00 | 10,540.35 | 9,000.00 | 2,898.30 | 4,699.70 | 12,000.00 | 3,000.00 | 12,000.00 | 12,000.00 |
| Special | | | | | | | | | |
| Human Resources | 781,376.47 | 822,964.13 | 890,851.00 | 471,075.93 | 840,851.00 | 1,015,544.00 | 17,212.00 | 908,063.00 | 908,063.00 |
| -General/Work Study/Unemploy | 305,898.02 | 365,848.73 | 370,851.00 | 275,222.55 | 370,851.00 | 495,544.00 | 17,212.00 | 388,063.00 | 388,063.00 |
| Personnel | 267,007.20 | 317,464.14 | 307,401.00 | 232,521.89 | 307,401.00 | 331,094.00 | 16,212.00 | 323,613.00 | 323,613.00 |
| General | 29,417.32 | 32,864.09 | 35,450.00 | 21,807.16 | 35,450.00 | 36,450.00 | 1,000.00 | 36,450.00 | 36,450.00 |
| Equip/Unusual | 9,473.50 | 15,520.50 | 28,000.00 | 20,893.50 | 28,000.00 | 128,000.00 | - | 28,000.00 | 28,000.00 |
| Special | | | | | | | | | |
| -Workers Comp | 475,478.45 | 457,115.40 | 520,000.00 | 195,853.38 | 470,000.00 | 520,000.00 | - | 520,000.00 | 520,000.00 |
| Personnel | | | | | | | | | |
| General | 475,478.45 | 457,115.40 | 520,000.00 | 195,853.38 | 470,000.00 | 520,000.00 | - | 520,000.00 | 520,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Information Technology | 1,516,591.45 | 1,836,573.00 | 1,713,855.00 | 1,189,803.25 | 1,590,818.54 | 1,731,910.00 | 9,055.00 | 1,722,910.00 | 1,722,910.00 |
| -Information Technology | 1,322,375.25 | 1,598,091.45 | 1,499,148.00 | 1,004,859.08 | 1,355,181.54 | 1,503,372.00 | 5,224.00 | 1,504,372.00 | 1,504,372.00 |
| Personnel | 1,007,744.71 | 1,274,105.22 | 1,146,973.00 | 704,974.33 | 999,435.83 | 1,134,733.00 | (12,240.00) | 1,134,733.00 | 1,134,733.00 |
| General | 304,721.37 | 313,987.30 | 322,175.00 | 273,989.25 | 325,745.71 | 338,639.00 | 17,464.00 | 339,639.00 | 339,639.00 |
| Equip/Unusual | 9,909.17 | 9,998.93 | 30,000.00 | 25,895.50 | 30,000.00 | 30,000.00 | - | 30,000.00 | 30,000.00 |
| Special | | | | | | | | | |
| -Central Telephone | 194,216.20 | 238,481.55 | 214,707.00 | 184,944.17 | 235,637.00 | 228,538.00 | 3,831.00 | 218,538.00 | 218,538.00 |
| Personnel | 25,151.49 | 25,303.01 | 27,707.00 | 18,571.42 | 27,707.00 | 28,538.00 | 831.00 | 28,538.00 | 28,538.00 |
| General | 169,064.71 | 182,406.91 | 187,000.00 | 163,442.75 | 205,000.00 | 200,000.00 | 3,000.00 | 190,000.00 | 190,000.00 |
| Equip/Unusual | - | 30,771.63 | - | 2,930.00 | 2,930.00 | - | - | - | - |
| Special | | | | | | | | | |
| Law | 866,473.62 | 1,215,282.38 | 1,040,730.00 | 737,980.94 | 1,040,730.00 | 1,155,644.00 | 57,598.00 | 1,098,328.00 | 1,098,328.00 |
| Personnel | 792,609.30 | 994,094.12 | 898,230.00 | 673,378.59 | 898,230.00 | 1,002,644.00 | 47,098.00 | 945,328.00 | 945,328.00 |
| General | 69,193.32 | 81,381.39 | 84,000.00 | 63,105.75 | 84,000.00 | 94,500.00 | 10,500.00 | 94,500.00 | 94,500.00 |
| Equip/Unusual | 4,671.00 | 139,806.87 | 58,500.00 | 1,496.60 | 58,500.00 | 58,500.00 | - | 58,500.00 | 58,500.00 |
| Special | | | | | | | | | |
| Library | 2,356,628.29 | 2,572,670.15 | 2,637,089.00 | 1,848,548.28 | 2,603,782.11 | 2,998,269.00 | 189,443.00 | 2,826,532.00 | 2,826,532.00 |
| Personnel | 2,000,282.29 | 2,166,115.65 | 2,264,839.00 | 1,555,656.00 | 2,169,353.11 | 2,549,065.00 | 122,489.00 | 2,387,328.00 | 2,387,328.00 |
| General | 302,323.70 | 345,966.77 | 310,250.00 | 239,262.24 | 372,750.00 | 377,875.00 | 57,625.00 | 367,875.00 | 367,875.00 |
| Equip/Unusual | 54,022.30 | 60,587.73 | 62,000.00 | 53,630.04 | 61,679.00 | 71,329.00 | 9,329.00 | 71,329.00 | 71,329.00 |
| Special | | | | | | | | | |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------|------------------------|------------------------|---------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Mayor | 633,994.52 | 701,123.67 | 758,659.00 | 545,778.56 | 745,059.00 | 724,824.00 | (33,835.00) | 724,824.00 | 724,824.00 |
| -Mayor | 623,994.52 | 691,123.67 | 748,659.00 | 535,778.56 | 735,059.00 | 714,824.00 | (33,835.00) | 714,824.00 | 714,824.00 |
| Personnel | 273,759.39 | 320,005.48 | 320,909.00 | 208,837.00 | 303,009.00 | 312,074.00 | (8,835.00) | 312,074.00 | 312,074.00 |
| General | 21,036.20 | 23,596.79 | 24,750.00 | 19,437.79 | 24,750.00 | 24,750.00 | - | 24,750.00 | 24,750.00 |
| Equip/Unusual | 329,198.93 | 347,521.40 | 403,000.00 | 307,503.77 | 407,300.00 | 378,000.00 | (25,000.00) | 378,000.00 | 378,000.00 |
| Special | | | | | | | | | |
| -Celebration of Holidays | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | - | 10,000.00 | 10,000.00 |
| Personnel | | | | | | | | | |
| General | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | - | 10,000.00 | 10,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Planning | 492,549.49 | 674,447.56 | 697,055.00 | 655,535.07 | 870,435.82 | 882,365.00 | 170,310.00 | 867,365.00 | 867,365.00 |
| -City Planner | 144,313.45 | 222,469.86 | 269,206.00 | 301,451.20 | 418,701.82 | 391,827.00 | 107,621.00 | 376,827.00 | 376,827.00 |
| Personnel | 141,579.36 | 204,252.21 | 256,606.00 | 196,765.82 | 288,050.48 | 264,227.00 | 7,621.00 | 264,227.00 | 264,227.00 |
| General | 2,734.09 | 2,649.65 | 2,600.00 | 3,310.38 | 5,651.34 | 2,600.00 | - | 2,600.00 | 2,600.00 |
| Equip/Unusual | - | 15,568.00 | 10,000.00 | 101,375.00 | 125,000.00 | 125,000.00 | 100,000.00 | 110,000.00 | 110,000.00 |
| Special | | | | | | | | | |
| -Housing | 147,540.96 | 277,487.99 | 280,549.00 | 231,854.19 | 302,729.00 | 335,620.00 | 55,071.00 | 335,620.00 | 335,620.00 |
| Personnel | 146,005.96 | 276,039.62 | 278,999.00 | 230,599.04 | 301,179.00 | 334,070.00 | 55,071.00 | 334,070.00 | 334,070.00 |
| General | 1,535.00 | 1,448.37 | 1,550.00 | 1,255.15 | 1,550.00 | 1,550.00 | - | 1,550.00 | 1,550.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Paine Estate | 200,695.08 | 174,489.71 | 147,300.00 | 122,229.68 | 149,005.00 | 154,918.00 | 7,618.00 | 154,918.00 | 154,918.00 |
| Personnel | 171,003.24 | 142,474.68 | 113,550.00 | 103,120.02 | 115,255.00 | 116,168.00 | 2,618.00 | 116,168.00 | 116,168.00 |
| General | 29,691.84 | 32,015.03 | 33,750.00 | 19,109.66 | 33,750.00 | 34,750.00 | 1,000.00 | 34,750.00 | 34,750.00 |
| Equip/Unusual | - | - | - | - | - | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| Special | | | | | | | | | |
| Police | 15,556,847.35 | 21,666,455.59 | 17,931,246.00 | 13,729,543.31 | 18,403,849.95 | 19,450,048.00 | 957,111.00 | 18,888,357.00 | 18,888,357.00 |
| -Police & Animal Control | 13,698,372.14 | 20,005,728.85 | 16,159,258.00 | 12,326,241.98 | 16,562,329.00 | 17,267,792.00 | 818,097.00 | 16,977,355.00 | 16,977,355.00 |
| Personnel | 13,062,263.76 | 19,419,802.48 | 15,480,383.00 | 11,789,387.32 | 15,876,104.00 | 16,549,717.00 | 785,147.00 | 16,265,530.00 | 16,265,530.00 |
| General | 343,648.21 | 254,617.36 | 311,400.00 | 203,152.31 | 295,400.00 | 311,400.00 | - | 311,400.00 | 311,400.00 |
| Equip/Unusual | 149,572.86 | 134,411.99 | 185,600.00 | 141,307.53 | 185,950.00 | 187,600.00 | 2,000.00 | 187,600.00 | 187,600.00 |
| Special | 142,887.31 | 196,897.02 | 181,875.00 | 192,394.82 | 204,875.00 | 219,075.00 | 30,950.00 | 212,825.00 | 212,825.00 |
| -Dispatch | 1,858,475.21 | 1,660,726.74 | 1,771,988.00 | 1,403,301.33 | 1,841,520.95 | 2,182,256.00 | 139,014.00 | 1,911,002.00 | 1,911,002.00 |
| Personnel | 1,817,271.77 | 1,621,660.80 | 1,725,947.00 | 1,365,648.36 | 1,796,876.00 | 2,124,861.00 | 133,114.00 | 1,859,061.00 | 1,859,061.00 |
| General | 29,603.44 | 30,265.94 | 36,841.00 | 28,852.97 | 35,444.95 | 45,295.00 | 3,100.00 | 39,941.00 | 39,941.00 |
| Equip/Unusual | | | | | | | | | |
| Special | 11,600.00 | 8,800.00 | 9,200.00 | 8,800.00 | 9,200.00 | 12,100.00 | 2,800.00 | 12,000.00 | 12,000.00 |
| Purchasing | 446,371.74 | 494,034.35 | 508,540.00 | 437,528.65 | 513,286.66 | 561,467.00 | 52,927.00 | 561,467.00 | 561,467.00 |
| Personnel | 200,043.24 | 254,907.22 | 238,940.00 | 176,901.49 | 244,086.66 | 252,267.00 | 13,327.00 | 252,267.00 | 252,267.00 |
| General | 6,234.02 | 5,598.97 | 5,600.00 | 3,015.46 | 5,200.00 | 5,200.00 | (400.00) | 5,200.00 | 5,200.00 |
| Equip/Unusual | | | | | | | | | |
| Special | 240,094.48 | 233,528.16 | 264,000.00 | 257,611.70 | 264,000.00 | 304,000.00 | 40,000.00 | 304,000.00 | 304,000.00 |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---------------------------|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Recreation/Veteran's Rink | 1,609,974.68 | 1,836,400.25 | 1,859,366.00 | 1,336,540.75 | 1,803,338.58 | 1,974,078.00 | 114,712.00 | 1,974,078.00 | 1,974,078.00 |
| -General Support | 687,710.32 | 851,445.68 | 809,817.00 | 571,821.22 | 798,785.00 | 902,841.00 | 93,024.00 | 902,841.00 | 902,841.00 |
| Personnel | 639,083.32 | 800,502.16 | 760,692.00 | 538,102.12 | 750,410.00 | 843,966.00 | 83,274.00 | 843,966.00 | 843,966.00 |
| General | 17,270.95 | 18,828.50 | 17,125.00 | 12,175.59 | 16,375.00 | 16,875.00 | (250.00) | 16,875.00 | 16,875.00 |
| Equip/Unusual | 31,356.05 | 32,115.02 | 32,000.00 | 21,543.51 | 32,000.00 | 42,000.00 | 10,000.00 | 42,000.00 | 42,000.00 |
| Special | | | | | | | | | |
| -Playgrounds | 380,843.17 | 402,592.73 | 416,450.00 | 325,735.41 | 391,450.00 | 446,000.00 | 29,550.00 | 446,000.00 | 446,000.00 |
| Personnel | 47,947.50 | 58,634.00 | 61,950.00 | 43,556.50 | 61,950.00 | 66,500.00 | 4,550.00 | 66,500.00 | 66,500.00 |
| General | 330,551.67 | 341,415.50 | 351,000.00 | 280,730.73 | 326,000.00 | 376,000.00 | 25,000.00 | 376,000.00 | 376,000.00 |
| Equip/Unusual | 2,344.00 | 2,543.23 | 3,500.00 | 1,448.18 | 3,500.00 | 3,500.00 | - | 3,500.00 | 3,500.00 |
| Special | | | | | | | | | |
| -Summer Fun | 71,891.94 | 78,695.61 | 81,100.00 | 58,357.30 | 79,600.00 | 86,300.00 | 5,200.00 | 86,300.00 | 86,300.00 |
| Personnel | 59,171.50 | 67,300.00 | 67,300.00 | 56,298.00 | 67,300.00 | 74,000.00 | 6,700.00 | 74,000.00 | 74,000.00 |
| General | 12,720.44 | 11,395.61 | 13,800.00 | 2,059.30 | 12,300.00 | 12,300.00 | (1,500.00) | 12,300.00 | 12,300.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -Support of Rec Act. | 86,599.10 | 95,741.86 | 117,500.00 | 47,721.87 | 117,500.00 | 117,500.00 | - | 117,500.00 | 117,500.00 |
| Personnel | | | | | | | | | |
| General | 79,344.38 | 86,761.58 | 107,000.00 | 43,732.15 | 107,000.00 | 107,000.00 | - | 107,000.00 | 107,000.00 |
| Equip/Unusual | 7,254.72 | 8,980.28 | 10,500.00 | 3,989.72 | 10,500.00 | 10,500.00 | - | 10,500.00 | 10,500.00 |
| Special | | | | | | | | | |
| -Vet Rink | 382,930.15 | 407,924.37 | 434,499.00 | 332,904.95 | 416,003.58 | 421,437.00 | (13,062.00) | 421,437.00 | 421,437.00 |
| Personnel | 140,568.58 | 167,406.60 | 157,624.00 | 143,039.61 | 140,164.13 | 142,537.00 | (15,087.00) | 142,537.00 | 142,537.00 |
| General | 211,800.29 | 212,228.43 | 243,875.00 | 163,524.49 | 245,939.45 | 245,900.00 | 2,025.00 | 245,900.00 | 245,900.00 |
| Equip/Unusual | 20,651.28 | 19,389.34 | 21,000.00 | 17,440.85 | 21,000.00 | 21,000.00 | - | 21,000.00 | 21,000.00 |
| Special | 9,910.00 | 8,900.00 | 12,000.00 | 8,900.00 | 8,900.00 | 12,000.00 | - | 12,000.00 | 12,000.00 |
| Transportation | 728,117.33 | 875,272.92 | 912,163.00 | 612,822.27 | 907,215.07 | 960,860.00 | (6,983.00) | 905,180.00 | 905,180.00 |
| -Traffic Engineering | 422,892.98 | 506,235.31 | 550,117.00 | 340,091.78 | 545,939.48 | 577,895.00 | (28,222.00) | 521,895.00 | 521,895.00 |
| Personnel | 333,154.44 | 420,365.47 | 387,617.00 | 253,796.85 | 383,443.01 | 414,395.00 | 21,778.00 | 409,395.00 | 409,395.00 |
| General | 56,625.89 | 57,849.97 | 62,500.00 | 23,832.43 | 62,496.47 | 63,500.00 | - | 62,500.00 | 62,500.00 |
| Equip/Unusual | 33,112.65 | 28,019.87 | 100,000.00 | 62,462.50 | 100,000.00 | 100,000.00 | (50,000.00) | 50,000.00 | 50,000.00 |
| Special | | | | | | | | | |
| -Parking Management | 305,224.35 | 369,037.61 | 362,046.00 | 272,730.49 | 361,275.59 | 382,965.00 | 21,239.00 | 383,285.00 | 383,285.00 |
| Personnel | 153,038.72 | 209,720.73 | 192,001.00 | 139,664.58 | 191,231.59 | 202,420.00 | 10,419.00 | 202,420.00 | 202,420.00 |
| General | 90,186.87 | 97,557.16 | 105,045.00 | 68,601.51 | 105,044.00 | 115,545.00 | 10,500.00 | 115,545.00 | 115,545.00 |
| Equip/Unusual | 60,000.00 | 60,000.00 | 63,000.00 | 63,000.00 | 63,000.00 | 63,000.00 | 320.00 | 63,320.00 | 63,320.00 |
| Special | 1,998.76 | 1,759.72 | 2,000.00 | 1,464.40 | 2,000.00 | 2,000.00 | - | 2,000.00 | 2,000.00 |

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------|------------------------|------------------------|-----------------------|--|------------------------------|-----------------------|----------------------|---------------------------|-----------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Treasurer & Collector | 1,091,863.19 | 1,325,768.55 | 1,237,511.00 | 878,949.45 | 1,247,911.00 | 1,293,692.00 | 47,203.00 | 1,284,714.00 | 1,284,714.00 |
| -Treas & Collector / Paymaster | 1,088,863.19 | 1,321,768.55 | 1,233,511.00 | 876,715.13 | 1,243,911.00 | 1,289,692.00 | 47,203.00 | 1,280,714.00 | 1,280,714.00 |
| Personnel | 823,400.36 | 1,019,710.33 | 932,911.00 | 678,975.70 | 925,411.00 | 964,092.00 | 35,203.00 | 968,114.00 | 968,114.00 |
| General | 265,462.83 | 302,058.22 | 300,600.00 | 197,739.43 | 318,500.00 | 325,600.00 | 12,000.00 | 312,600.00 | 312,600.00 |
| Equip/Unusual | - | - | - | - | - | - | - | - | - |
| Special | | | | | | | | | |
| -Trust Funds | 3,000.00 | 4,000.00 | 4,000.00 | 2,234.32 | 4,000.00 | 4,000.00 | - | 4,000.00 | 4,000.00 |
| Personnel | 3,000.00 | 4,000.00 | 4,000.00 | 2,234.32 | 4,000.00 | 4,000.00 | - | 4,000.00 | 4,000.00 |
| General | | | | | | | | | |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Veterans/License Commission | 359,363.92 | 359,311.18 | 393,202.00 | 231,368.78 | 346,083.55 | 401,921.00 | 8,719.00 | 401,921.00 | 401,921.00 |
| -Veterans | 340,163.04 | 339,765.32 | 373,727.00 | 217,703.67 | 327,808.55 | 382,446.00 | 8,719.00 | 382,446.00 | 382,446.00 |
| Personnel | 165,092.61 | 202,940.60 | 181,402.00 | 136,191.43 | 185,483.55 | 190,121.00 | 8,719.00 | 190,121.00 | 190,121.00 |
| General | 175,070.43 | 136,824.72 | 192,325.00 | 81,512.24 | 142,325.00 | 192,325.00 | - | 192,325.00 | 192,325.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| -License Commission | 19,200.88 | 19,545.86 | 19,475.00 | 13,665.11 | 18,275.00 | 19,475.00 | - | 19,475.00 | 19,475.00 |
| Personnel | 15,599.98 | 15,600.00 | 15,600.00 | 11,605.16 | 15,600.00 | 15,600.00 | - | 15,600.00 | 15,600.00 |
| General | 3,600.90 | 3,945.86 | 3,875.00 | 2,059.95 | 2,675.00 | 3,875.00 | - | 3,875.00 | 3,875.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Wires | 1,436,209.89 | 1,502,251.62 | 1,531,062.00 | 1,056,742.89 | 1,535,665.00 | 1,549,122.00 | 29,060.00 | 1,560,122.00 | 1,560,122.00 |
| -General | 899,918.33 | 1,027,855.53 | 1,001,062.00 | 701,722.58 | 1,005,665.00 | 1,019,122.00 | 29,060.00 | 1,030,122.00 | 1,030,122.00 |
| Personnel | 640,914.18 | 772,197.95 | 719,562.00 | 519,921.29 | 723,265.00 | 736,622.00 | 17,060.00 | 736,622.00 | 736,622.00 |
| General | 253,602.68 | 249,265.91 | 274,000.00 | 178,748.54 | 274,900.00 | 275,000.00 | 12,000.00 | 286,000.00 | 286,000.00 |
| Equip/Unusual | 5,401.47 | 6,391.67 | 7,500.00 | 3,052.75 | 7,500.00 | 7,500.00 | - | 7,500.00 | 7,500.00 |
| Special | | | | | | | | | |
| -Street Lighting | 536,291.56 | 474,396.09 | 530,000.00 | 355,020.31 | 530,000.00 | 530,000.00 | - | 530,000.00 | 530,000.00 |
| Personnel | | | | | | | | | |
| General | 536,291.56 | 474,396.09 | 530,000.00 | 355,020.31 | 530,000.00 | 530,000.00 | - | 530,000.00 | 530,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Zoning Board Of Appeals | 31,967.36 | 38,060.90 | 48,000.00 | 34,655.27 | 50,680.30 | 57,000.00 | 9,000.00 | 57,000.00 | 57,000.00 |
| Personnel | 12,400.00 | 17,700.00 | 20,500.00 | 15,800.00 | 22,500.00 | 23,000.00 | 2,500.00 | 23,000.00 | 23,000.00 |
| General | 19,567.36 | 20,360.90 | 27,500.00 | 18,855.27 | 28,180.30 | 34,000.00 | 6,500.00 | 34,000.00 | 34,000.00 |
| Equip/Unusual | | | | | | | | | |
| Special | | | | | | | | | |
| Grand Total | 152,954,455.95 | 169,961,550.83 | 170,734,501.00 | 142,581,921.92 | 172,809,970.68 | 183,019,141.00 | 7,945,427.00 | 178,679,928.00 | 178,679,928.00 |
| Schools | 74,014,925.70 | 76,710,965.37 | 79,555,977.00 | 55,043,280.10 | - | 84,065,464.00 | 3,684,487.00 | 83,240,464.00 | 83,240,464.00 |
| Total with Schools | 226,969,381.65 | 246,672,516.20 | 250,290,478.00 | 197,625,202.02 | 172,809,970.68 | 267,084,605.00 | 11,629,914.00 | 261,920,392.00 | 261,920,392.00 |

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 146,818 | 147,669 |
| Pension Administration | 14,242 | 13,725 |
| Medical & Life Insurance | 132,926 | 139,028 |
| Heat, Light, Water | 14,336 | 13,059 |
| Building Repair & Maintenance | 22,005 | 24,798 |
| Building Insurance | 726 | 699 |
| Motor Vehicle Insurance | 316 | 318 |
| Motor Vehicle Maint & Repair | 5,374 | 5,320 |
| Total | \$336,743 | \$344,616 |

| | | | |
|--|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Real Estate Parcels Assessed | 15,560 | 15,585 | 15,650 |
| Personal Prop Parcels Assessed | 1,596 | 1,598 | 1,620 |
| Field Inspections | 5,000 | 1,000 | 1,000 |
| Real Estate, Personal Property, Abatements & Exemptions | 539 | 516 | 525 |
| Motor Vehicle Excise Tax Processed | 58,600 | 58,700 | 58,800 |
| Motor Vehicle Excise Abatements | 2,400 | 2,450 | 2,500 |
| Appellate Tax Board Cases - Properties | 35 | 38 | 42 |

ASSESSOR

PERSONNEL

| Bargaining Unit Position | FY 2018 Grade-Step | FY 2016 | | FY 2017 | | | FY 2018 | | | |
|------------------------------|-----------------------|--------------------------|-------------|------------|-------------------------------------|------------------------------|-------------------------|------------------|---------|---------------------|
| | | Actual # Expenditures | | # Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # Department Request | # Recommendation | Mayor's | Council Approval |
| 1. *Chairperson, Assessors | 19-6 (L11) | | | 1 133,241 | 100,033.22 | 136,238.92 | 1 139,645 | 1 139,645 | 139,645 | 139,645 |
| 2. *Assessor | 16-6 (L9) | | | 1 107,209 | 80,489.71 | 109,621.20 | 1 112,536 | 1 112,536 | 112,536 | 112,536 |
| 3. *Assessor (PT 19 hrs) | 16-2 | | | 0.5 37,015 | 21,775.50 | 28,385.88 | 0.5 48,714 | 0.5 48,714 | 48,714 | 48,714 |
| 4. *Assistant Assessor | 13-6 (L9) | | | 1 88,401 | 66,368.93 | 90,390.02 | 1 92,650 | 1 92,650 | 92,650 | 92,650 |
| 5. *Administrative Assistant | 10-6 (L9) | | | 1 70,562 | 52,975.53 | 72,149.65 | 1 74,067 | 1 74,067 | 74,067 | 74,067 |
| 6. Part Time / Temporary | | | | 25,000 | 13,270.50 | 25,000.00 | 30,000 | 28,000 | 28,000 | 28,000 |
| Subtotal | | 4.5 456,656.39 | 4.5 461,428 | 334,913.39 | 461,785.67 | 4.5 497,612 | 4.5 495,612 | 495,612 | 495,612 | 495,612 |

Summary of Changes

Adjustments to FY 2017 Positions

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

31,184

Explanation

Part Time / Temporary

3,000

Additional hours

New Positions

Subtotal

| | | | | | | | | | | |
|---|---|--|---|---|--|---|--|--|--|--|
| | | | | | | | | | | |
| 0 | 0 | | 0 | 0 | | 0 | | | | |

Grand Total

| | | | | | | | |
|----------------|-------------|------------|------------|-------------|-------------|---------|---------|
| 4.5 456,656.39 | 4.5 461,428 | 334,913.39 | 461,785.67 | 4.5 497,612 | 4.5 495,612 | 495,612 | 495,612 |
|----------------|-------------|------------|------------|-------------|-------------|---------|---------|

ASSESSOR

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-141-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 363,648.46 | 447,246.39 | 399,413.00 | 299,867.39 | 408,399.79 | 418,898.00 | 19,485.00 | 418,898.00 | 418,898.00 |
| 5121 Salaries - Part Time | 8,740.00 | 9,410.00 | 62,015.00 | 35,046.00 | 53,385.88 | 78,714.00 | 14,699.00 | 76,714.00 | 76,714.00 |
| General Expenses 001-141-5200 | | | | | | | | | |
| 5248 Computer Equipment License | 15,665.00 | 16,340.00 | 17,157.00 | 17,040.00 | 17,157.00 | 17,790.00 | 633.00 | 17,790.00 | 17,790.00 |
| 5305 Legal Services | 375.00 | | | | | | | | |
| 5310 Valuation Services | 71,599.30 | 101,515.77 | 80,000.00 | 62,039.73 | 80,000.00 | 80,000.00 | 0.00 | 80,000.00 | 80,000.00 |
| 5312 Training | 3,158.60 | 1,434.66 | 3,000.00 | | 0.00 | 3,000.00 | (1,000.00) | 2,000.00 | 2,000.00 |
| 5342 Postage | 8,015.05 | 3,099.72 | 5,500.00 | 4,594.25 | 5,500.00 | 5,500.00 | 0.00 | 5,500.00 | 5,500.00 |
| 5343 Printing | 3,551.62 | 3,405.85 | 4,200.00 | 2,482.40 | 4,200.00 | 4,200.00 | (200.00) | 4,000.00 | 4,000.00 |
| 5420 Office Supplies | 262.43 | 338.28 | 600.00 | 460.50 | 600.00 | 600.00 | (100.00) | 500.00 | 500.00 |
| 5730 Dues | 150.00 | 225.00 | 230.00 | 150.00 | 330.00 | 330.00 | 100.00 | 330.00 | 330.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|---------------------------------|-----------------|---|
| 5248 Computer Equipment License | Yearly increase | 633.00 |
| 5730 Dues | New Assessor | 100.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 372,388.46 | 456,656.39 | 461,428.00 | 334,913.39 | 461,785.67 | 497,612.00 | 34,184.00 | 495,612.00 | 495,612.00 |
| General Expenses | 102,777.00 | 126,359.28 | 110,687.00 | 86,766.88 | 107,787.00 | 111,420.00 | (567.00) | 110,120.00 | 110,120.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 475,165.46 | 583,015.67 | 572,115.00 | 421,680.27 | 569,572.67 | 609,032.00 | 33,617.00 | 605,732.00 | 605,732.00 |

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|------------------|------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 249,809 | 249,926 |
| Pension Administration | 24,482 | 23,594 |
| Medical & Life Insurance | 218,682 | 210,352 |
| Heat, Light, Water | 14,336 | 13,059 |
| Building Repair & Maintenance | 22,005 | 24,798 |
| Building Insurance | 726 | 699 |
| Total | \$530,040 | \$522,428 |

| | | | |
|------------------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Accts/Pay Invoices Processed | 36,000 | 36,000 | 36,000 |
| Fund Accounts Controlled | 66 | 66 | 66 |
| Payrolls Processed | 153 | 158 | 160 |

AUDITOR

PERSONNEL

| Bargaining Unit | Position | FY 2018 Grade-Step |
|-----------------|----------------------------------|--------------------|
| 1. | *City Auditor | 21-6 (L11) |
| 2. | *Asst City Auditor | 17-6 (L11) |
| 3. | *Business Manager | 15-6 (L8) |
| 4. | *Accountant | 11-6 |
| 5. | *Administrative Assistant | 10-6 (L9) |
| 6. | *Principal Office Assistant | 8-2 |
| 7. | Students / Part Time / Temporary | |
| Subtotal | | |

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | | | | | | | | |
|---------|---------------------|---------|---------|---------------------|---------------------------|---------|--------------------|---|----------------|------------------|------------|------------|---|---------|---|---------|---------|
| # | Actual Expenditures | # | Budget | July - March | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's | Council Approval | | | | | | | |
| | | | | Actual Expenditures | | | | | Recommendation | | | | | | | | |
| | | | | 1 | | | | | 149,147 | | 111,974.97 | 152,503.00 | 1 | 156,316 | 1 | 156,316 | 156,316 |
| | | | | 1 | | | | | 117,583 | | 88,277.80 | 120,229.00 | 1 | 123,234 | 1 | 123,234 | 123,234 |
| | | | | 1 | | | | | 98,527 | | 73,404.88 | 100,744.00 | 1 | 104,553 | 1 | 104,553 | 104,553 |
| | | | | 1 | | | | | 65,668 | | 48,981.62 | 67,146.00 | | | 1 | 71,523 | 71,523 |
| | | | | 1 | | | | | 71,215 | | 53,466.00 | 72,817.00 | 1 | 74,638 | 1 | 74,638 | 74,638 |
| | | | | 1 | | | | | 47,152 | | 34,725.80 | 48,213.00 | 1 | 51,009 | 1 | 51,009 | 51,009 |
| | | | | | | | | | 10,500 | | 4,730.50 | 10,500.00 | | 10,500 | | 10,500 | 10,500 |
| 6 | 604,395.40 | 6 | 559,792 | 415,561.57 | 572,152.00 | 5 | 520,250 | | 6 | 591,773 | 591,773 | | | | | | |

Summary of Changes

Adjustments to FY 2017 Positions

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

31,981

Explanation

Senior Accountant

13-4

9,206

Promote Accountant to Senior Accountant in January 2018

| | | | |
|----------|---------------|----------|----------|
| 1 | 74,874 | 0 | 0 |
| 1 | 74,874 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------------|
| 6 | 604,395.40 | 6 | 559,792 | 415,561.57 | 572,152.00 | 6 | 595,124 | 6 | 591,773 | 591,773 |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------------|

AUDITOR

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|--------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-135-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 470,612.92 | 591,135.82 | 549,292.00 | 410,831.07 | 561,652.00 | 584,624.00 | 31,981.00 | 581,273.00 | 581,273.00 |
| 5121 Salaries - Part Time | 24,792.20 | 13,259.58 | 10,500.00 | 4,730.50 | 10,500.00 | 10,500.00 | 0.00 | 10,500.00 | 10,500.00 |
| General Expenses 001-135-5200 | | | | | | | | | |
| 5192 Mileage | 830.00 | 84.00 | 100.00 | 106.57 | 110.00 | 100.00 | 0.00 | 100.00 | 100.00 |
| 5242 Office Equipment Repair/Maint | | | | | | 650.00 | 650.00 | 650.00 | 650.00 |
| 5312 Collective Bargaining/ Training | 360.00 | | 500.00 | 575.00 | 575.00 | 600.00 | 100.00 | 600.00 | 600.00 |
| 5342 Postage | 222.65 | 250.66 | 200.00 | 168.10 | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 |
| 5343 Printing | 180.00 | | 200.00 | | 100.00 | 100.00 | (100.00) | 100.00 | 100.00 |
| 5420 Office Supplies | 2,424.48 | 2,614.44 | 3,000.00 | 1,211.13 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5730 Dues-Mandatory | 150.00 | 90.00 | 150.00 | 150.00 | 150.00 | 150.00 | 0.00 | 150.00 | 150.00 |
| Equipment & Unusual 001-135-5400 | | | | | | | | | |
| 5111 Contingency/Collective Bargaining - City | | | 1,100,000.00 | | 1,100,000.00 | 1,450,000.00 | 350,000.00 | 1,450,000.00 | 1,450,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|---|---|---|
| 5242 Office Equipment Repair/Maint | 3 year no-cost maintenance agreement done / need service agreement. | 650.00 |
| 5312 Collective Bargaining/ Training | Ongoing training for collective bargaining matters. | 100.00 |
| 5111 Contingency/Collective Bargaining - City | Estimated additional amount to fund remaining union contracts that expired on 6/30/2016 | 350,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|-------------------|-------------------|---------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| Personnel | 495,405.12 | 604,395.40 | 559,792.00 | 415,561.57 | 572,152.00 | 595,124.00 | 31,981.00 | 591,773.00 | 591,773.00 |
| General Expenses | 4,167.13 | 3,039.10 | 4,150.00 | 2,210.80 | 4,135.00 | 4,800.00 | 650.00 | 4,800.00 | 4,800.00 |
| Equipment & Unusual | 0.00 | 0.00 | 1,100,000.00 | 0.00 | 1,100,000.00 | 1,450,000.00 | 350,000.00 | 1,450,000.00 | 1,450,000.00 |
| Total Operating Budget | 499,572.25 | 607,434.50 | 1,663,942.00 | 417,772.37 | 1,676,287.00 | 2,049,924.00 | 382,631.00 | 2,046,573.00 | 2,046,573.00 |

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 2015 | FY 2016 |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|------------------|-------------------|----------------------|----------------------|
| BANS Issued | | | \$21,200,000 |
| Interest Rate | | | 3.00% |
| BANS Issued | \$14,544,200 | | |
| Interest Rate | 2.00% | | |
| Bonds Issued | | \$18,749,000 | |
| Interest Rate | | 4.00% | |
| Moody's Rating | AA+ | AA+ | AA+ |
| Standard & Poors | AA1 | AA1 | AA1 |

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Debt Requirements 001-750-5200 | | | | | | | | | |
| 5911 Certification Charges | 63,601.44 | 21,347.30 | 5,000.00 | 8,255.00 | 9,755.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5915 Debt Inside Interest | 2,635,945.70 | 2,359,408.00 | 2,065,000.00 | 1,778,140.32 | 2,064,250.00 | 2,524,000.00 | 459,000.00 | 2,524,000.00 | 2,524,000.00 |
| 5925 Interest on Bond Anticipation Notes | 34,708.33 | 122,460.00 | 300,000.00 | | 258,000.00 | 0.00 | (300,000.00) | 0.00 | 0.00 |
| 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> |
|---------------------------|--|
| 5915 Debt Inside Interest | Net increase in interest payments due to short term notes (BANS) replaced with a long term bond issue of \$18,749,000 in June 2017 |

**Department Cost for
Requested Increase**
459,000.00

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| Personnel | | | | | | | | | |
| General Expenses | 2,734,255.47 | 2,503,215.30 | 2,390,000.00 | 1,786,395.32 | 2,332,005.00 | 2,549,000.00 | 159,000.00 | 2,549,000.00 | 2,549,000.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>2,734,255.47</u> | <u>2,503,215.30</u> | <u>2,390,000.00</u> | <u>1,786,395.32</u> | <u>2,332,005.00</u> | <u>2,549,000.00</u> | <u>159,000.00</u> | <u>2,549,000.00</u> | <u>2,549,000.00</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 2015 | FY 2016 |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------------|---------------------|----------------------|----------------------|
| Building | \$1,229,000 | \$1,068,000 | \$1,127,000 |
| Building - School Construction | \$33,645,894 | \$30,457,656 | \$27,316,418 |
| City Yard Project | \$438,000 | \$386,000 | \$335,000 |
| Design / Engineering | \$331,000 | \$215,000 | \$104,000 |
| Equipment | \$2,556,000 | \$1,524,000 | \$2,406,000 |
| Land Acquisition | \$8,585,000 | \$7,650,000 | \$8,495,000 |
| Land Development | \$4,592,000 | \$3,932,000 | \$5,577,000 |
| Removal Solid Waste Facility | \$730,000 | \$645,000 | \$560,000 |
| Recreation Facilities | \$586,000 | \$510,000 | \$435,000 |
| Revaluation | \$115,000 | \$100,000 | \$209,200 |
| Signals | \$944,000 | \$802,000 | \$685,000 |
| Streets | \$3,504,000 | \$2,815,000 | \$12,077,000 |
| Technology | \$112,000 | \$61,000 | \$110,800 |
| Total Outstanding Bonds | \$57,367,894 | \$50,165,656 | \$59,437,418 |
| Bonds Retired In 5 Years | 12.88% | 10.07% | 12.87% |
| Bonds Retired In 10 Years | 51.38% | 58.73% | 56.57% |
| Bonds Retired In 15 Years | 89.52% | 97.12% | 98.99% |
| Bonds Retired In 20 Years | 100.00% | 100.00% | 100.00% |

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Debt Requirements 001-710-5200 | | | | | | | | | |
| 5910 Serial Bond Inside Limit | 7,657,998.00 | 7,439,238.00 | 7,198,000.00 | 6,637,238.00 | 7,198,000.00 | 8,502,000.00 | 1,304,000.00 | 8,502,000.00 | 8,502,000.00 |

Department Explanation for Requested Increases

Item

5910 Serial Bond Inside Limit

Reason

Net increase in principal payments for proposed June 2017 bond issue of \$18,749,000

Department Cost for

Requested Increase

1,304,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

| | | | | | | | | | |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| General Expenses | 7,657,998.00 | 7,439,238.00 | 7,198,000.00 | 6,637,238.00 | 7,198,000.00 | 8,502,000.00 | 1,304,000.00 | 8,502,000.00 | 8,502,000.00 |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

Equipment & Unusual

| | | | | | | | | | |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Total Operating Budget | <u>7,657,998.00</u> | <u>7,439,238.00</u> | <u>7,198,000.00</u> | <u>6,637,238.00</u> | <u>7,198,000.00</u> | <u>8,502,000.00</u> | <u>1,304,000.00</u> | <u>8,502,000.00</u> | <u>8,502,000.00</u> |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-------------------------|-------------------|----------------------|----------------------|
| Non-Contributory | | | |
| Retirees | 0 | 0 | 0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|------------------------------|-------------------|----------------------|----------------------|
| Contributory | | | |
| Active Participants | 898 | 905 | 905 |
| Retirees | 666 | 670 | 670 |
| Disabled Retirees | 105 | 105 | 105 |
| Surviving Spouses | 130 | 135 | 135 |
| Actuarial Valuation Date | 1/1/2015 | | |
| Actuarial Liability | \$349,080,213 | | |
| Actuarial Assets | \$195,155,759 | | |
| Unfunded Actuarial Liability | \$153,924,454 | | |
| Funded Ratio | 55.9% | | |

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|----------------------------|----------------------------|----------------|---|----------------------------------|---------------------------|--------------------------|-------------------------------|-------------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses | | | | | | | | | |
| Contributory Retirement 001-911-5200 | | | | | | | | | |
| 5170 Pension - Contributory | 15,289,594.00 | 15,813,645.00 | 16,280,220.00 | 16,280,220.00 | 16,280,220.00 | 16,781,631.00 | 501,411.00 | 16,781,631.00 | 16,781,631.00 |
| Non-Contributory Retirement 001-918-5200 | | | | | | | | | |
| 5170 Pension - Non-Contributory | 553.52 | 553.32 | 600.00 | | 553.52 | 600.00 | 0.00 | 600.00 | 600.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> |
|-----------------------------|---|
| 5170 Pension - Contributory | PERAC mandated funding - approved actuarial schedule for FY2018 |

Department Cost for Requested Increase
501,411.00

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|----------------------|----------------------|
| Personnel | | | | | | | | | |
| General Expenses | 15,290,147.52 | 15,814,198.32 | 16,280,820.00 | 16,280,220.00 | 16,280,773.52 | 16,782,231.00 | 501,411.00 | 16,782,231.00 | 16,782,231.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>15,290,147.52</u> | <u>15,814,198.32</u> | <u>16,280,820.00</u> | <u>16,280,220.00</u> | <u>16,280,773.52</u> | <u>16,782,231.00</u> | <u>501,411.00</u> | <u>16,782,231.00</u> | <u>16,782,231.00</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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--|-------------------|----------------------|----------------------|
| Employees / Retirees | | | |
| BC/BS - Family | 43 | 37 | 30 |
| BC/BS - Individual | 136 | 116 | 101 |
| BC/BS - Individual C/O | 509 | 461 | 418 |
| BC/BS PPO - Family | 272 | 256 | 245 |
| BC/BS PPO - Individual | 152 | 151 | 151 |
| BC/BS Medex-Ind | 694 | 760 | 832 |
| Tufts HMO - Fam | 583 | 589 | 585 |
| Tufts HMO - Ind | 252 | 347 | 252 |
| Tufts Med Comp - Ind | 32 | 65 | 65 |
| Tufts Med Pref - Ind | 23 | 35 | 35 |
| Harvard HMO - Fam | 216 | 233 | 248 |
| Harvard HMO - Ind | 146 | 154 | 150 |
| Harvard Enhance - Ind | 58 | 60 | 71 |
| * FY2018 Projected enrollment does not include the possible increase for new positions requested by the City or School Department. | | | |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------|-------------------|----------------------|----------------------|
| Annual Total Cost | | | |
| BC/BS - Family | \$35,005 | \$38,054 | \$39,526 |
| BC/BS - Individual | \$15,088 | \$16,406 | \$16,977 |
| BC/BS - Individual C/O | \$7,442 | \$8,051 | \$8,353 |
| BC/BS PPO - Family | \$27,946 | \$30,401 | \$31,581 |
| BC/BS PPO - Individual | \$12,046 | \$13,107 | \$13,612 |
| BC/BS Medex - Individual | \$5,186 | \$5,613 | \$5,954 |
| Tufts HMO - Family | \$24,374 | \$27,710 | \$28,010 |
| Tufts HMO - Individual | \$9,052 | \$10,298 | \$10,366 |
| Tufts Med Comp - Ind | \$5,448 | \$5,928 | \$6,576 |
| Tufts Med Pref - Ind | \$3,024 | \$3,204 | \$3,552 |
| Harvard HMO - Family | \$23,066 | \$23,046 | \$25,599 |
| Harvard HMO - Individual | \$9,226 | \$9,219 | \$10,240 |
| Harvard Enhance - Ind | \$6,246 | \$6,871 | \$7,592 |
| Medicare Part D Recoveries | \$755,271 | \$745,000 | |
| Stop Loss Recoveries | \$767,012 | \$867,000 | |

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|---------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses | | | | | | | | | |
| Medical Insurance 001-914-5200 | | | | | | | | | |
| 5171 Blue Cross/Blue Shield | 12,500,000.00 | 13,600,000.00 | 14,200,000.00 | 14,200,000.00 | 14,200,000.00 | 14,300,000.00 | (700,000.00) | 13,500,000.00 | 13,500,000.00 |
| 5172 Tufts | 12,900,000.00 | 15,800,000.00 | 18,200,000.00 | 18,200,000.00 | 18,200,000.00 | 17,400,000.00 | (1,000,000.00) | 17,200,000.00 | 17,200,000.00 |
| 5173 Harvard | 4,500,000.00 | 5,650,000.00 | 5,880,000.00 | 5,880,000.00 | 5,880,000.00 | 7,505,000.00 | 1,625,000.00 | 7,505,000.00 | 7,505,000.00 |
| 5175 Delta Dental | 875,000.00 | 1,065,000.00 | 1,200,000.00 | 1,200,000.00 | 1,200,000.00 | 1,250,000.00 | 50,000.00 | 1,250,000.00 | 1,250,000.00 |
| 5174 Medicare B Reimbursement | 1,902,539.72 | 2,002,014.70 | 2,200,000.00 | 2,202,452.95 | 2,202,452.95 | 2,200,000.00 | 0.00 | 2,200,000.00 | 2,200,000.00 |
| 5185 FICA - Medicare | 1,448,715.89 | 1,644,402.64 | 1,700,000.00 | 1,180,985.78 | 1,700,000.00 | 1,750,000.00 | 50,000.00 | 1,750,000.00 | 1,750,000.00 |
| 5186 Stop Loss | 833,678.28 | 739,656.00 | 800,000.00 | 657,792.80 | 790,000.00 | 875,000.00 | 75,000.00 | 875,000.00 | 875,000.00 |
| 5187 Audits / Consulting | 7,750.00 | | 10,000.00 | 9,800.00 | 9,800.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5188 Section 125 Plan Administration | 19,549.57 | 16,399.43 | 20,000.00 | 11,604.00 | 19,065.00 | 20,000.00 | 0.00 | 20,000.00 | 20,000.00 |
| 5189 Wellness Programs | 1,829.03 | 345.32 | 1,000.00 | 652.09 | 1,400.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5179 Section 9A1/2 Reimbursements | 18,357.73 | 21,239.98 | 25,000.00 | | 0.00 | 0.00 | (25,000.00) | 0.00 | 0.00 |
| Optional Medicare Extension (OME) 001-916-5200 | | | | | | | | | |
| 5170 Optional Medicare Extension (OME) | 2,300,000.00 | 3,300,000.00 | 3,500,000.00 | 3,500,000.00 | 3,500,000.00 | 4,500,000.00 | 1,000,000.00 | 4,500,000.00 | 4,500,000.00 |

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 FY2017 carrier renewal | 100,000.00 |
| 5173 Harvard | Increase based upon FY2017 carrier renewal | 1,625,000.00 |
| 5175 Delta Dental | Increase based upon FY2017 carrier renewal | 50,000.00 |
| 5185 FICA - Medicare | Increase based upon FY2017 carrier renewal | 50,000.00 |
| 5186 Stop Loss | Increase based upon FY2017 carrier renewal | 75,000.00 |
| 5170 Optional Medicare Extension (OME) | Increase based upon FY2017 carrier renewal and enrollment increase from prior year | 1,000,000.00 |

COST SUMMARY BY CLASSIFICATION

Personnel

| | | | | | | | | | |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|
| General Expenses | 37,307,420.22 | 43,839,058.07 | 47,736,000.00 | 47,043,287.62 | 47,702,717.95 | 49,811,000.00 | 1,075,000.00 | 48,811,000.00 | 48,811,000.00 |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|

Equipment & Unusual

| | | | | | | | | | |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|
| Total Operating Budget | 37,307,420.22 | 43,839,058.07 | 47,736,000.00 | 47,043,287.62 | 47,702,717.95 | 49,811,000.00 | 1,075,000.00 | 48,811,000.00 | 48,811,000.00 |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-----------------|-------------------|----------------------|----------------------|
| Social Security | 23 | 23 | 23 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|------------------------------|-------------------|----------------------|----------------------|
| Life Insurance | | | |
| Employees | 950 | 960 | 990 |
| Retirees | 901 | 890 | 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 | \$71 |
| Retirees - Basic Life | \$22 | \$22 | \$23 |

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|--------------------------------|--------------------------------|----------------|---|--------------------------------------|-------------------------------|------------------------------|-----------------------------------|-----------------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses | | | | | | | | | |
| Group Life Insurance 001-915-5200 | | | | | | | | | |
| 5170 Group Life Insurance | 77,000.00 | 83,166.75 | 88,000.00 | 62,607.70 | 88,000.00 | 88,000.00 | 0.00 | 88,000.00 | 88,000.00 |
| Social Security 001-917-5200 | | | | | | | | | |
| 5170 Social Security | 30,000.00 | 26,319.41 | 30,000.00 | 12,945.24 | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 30,000.00 |

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel

| | | | | | | | | | |
|-------------------------|------------|------------|------------|-----------|------------|------------|------|------------|------------|
| General Expenses | 107,000.00 | 109,486.16 | 118,000.00 | 75,552.94 | 118,000.00 | 118,000.00 | 0.00 | 118,000.00 | 118,000.00 |
|-------------------------|------------|------------|------------|-----------|------------|------------|------|------------|------------|

Equipment & Unusual

| | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------|-------------------|-------------------|
| Total Operating Budget | <u>107,000.00</u> | <u>109,486.16</u> | <u>118,000.00</u> | <u>75,552.94</u> | <u>118,000.00</u> | <u>118,000.00</u> | <u>0.00</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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---------------------------|-------------------|----------------------|----------------------|
| Sewer Equipment | \$180,000 | \$120,000 | \$60,000 |
| Sewer Improvements (City) | \$9,394,800 | \$8,684,500 | \$11,550,200 |
| Sewer Improvement (MWRA) | \$1,064,035 | \$871,620 | \$679,205 |
| Sewer Improvements (SRF) | \$2,267,964 | \$2,003,239 | \$1,733,127 |
| Total Outstanding Bonds | \$12,906,799 | \$11,679,359 | \$14,022,532 |
| Bonds Retired In 10 Years | 41.45% | 39.39% | 41.83% |
| Bonds Retired In 15 Years | 48.49% | 90.45% | 100.00% |
| Bonds Retired In 20 Years | 100.00% | 100.00% | 100.00% |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---------------------------|-------------------|----------------------|----------------------|
| Water Improvements | \$4,054,600 | \$3,728,500 | \$3,822,400 |
| Water Improvements (MWRA) | \$585,515 | \$501,870 | \$418,225 |
| Water Improvements (MWRA) | \$2,212,792 | \$1,861,303 | \$1,509,814 |
| Water Improvements (MWRA) | - | \$2,520,000 | \$2,268,000 |
| Total Outstanding Bonds | \$6,852,907 | \$8,611,673 | \$8,018,439 |
| Bonds Retired In 10 Years | 41.90% | 69.25% | 69.90% |
| Bonds Retired In 15 Years | 61.05% | 90.15% | 97.90% |
| Bonds Retired In 20 Years | 100.00% | 100.00% | 100.00% |

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Debt Requirements | | | | | | | | | |
| Redemption of Bonds - Sewer 600-710-5200 | | | | | | | | | |
| 5910 Serial Bond Sewer | 1,373,520.63 | 1,560,224.20 | 1,228,000.00 | 1,222,440.47 | 1,227,440.00 | 1,660,000.00 | 432,000.00 | 1,660,000.00 | 1,660,000.00 |
| Redemption of Bonds - Water 610-710-5200 | | | | | | | | | |
| 5910 Serial Bond Water | 754,636.80 | 761,233.80 | 762,000.00 | 530,588.80 | 761,233.00 | 1,034,000.00 | 272,000.00 | 1,034,000.00 | 1,034,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> |
|------------------------|---|
| 5910 Serial Bond Sewer | Net increase in principal payments for proposed June 2017 bond issue of \$4,011,000 |
| 5910 Serial Bond Water | Net increase in principal payments for proposed June 2017 bond issue of \$440,000 and \$2,520,000 |

| <u>Department Cost for Requested Increase</u> |
|---|
| 432,000.00 |
| 272,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| Personnel | | | | | | | | | |
| General Expenses | 2,128,157.43 | 2,321,458.00 | 1,990,000.00 | 1,753,029.27 | 1,988,673.00 | 2,694,000.00 | 704,000.00 | 2,694,000.00 | 2,694,000.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>2,128,157.43</u> | <u>2,321,458.00</u> | <u>1,990,000.00</u> | <u>1,753,029.27</u> | <u>1,988,673.00</u> | <u>2,694,000.00</u> | <u>704,000.00</u> | <u>2,694,000.00</u> | <u>2,694,000.00</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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-------------------------|-------------------|----------------------|----------------------|
| SEWER | | | |
| BANS Issued | \$2,520,000 | | \$1,200,000 |
| Interest Rate | 2.00% | | 3.00% |
| Bonds Issued (MWRA) | | \$4,011,000 | |
| Interest Rate | | 4.0% | |
| Maximum Borrowing Term | | 10 years | |
| Bonds Issued (MWRA) | | | |
| Interest Rate | | | |
| Maximum Borrowing Term | | | |
| Standard & Poors Rating | AA+ | AA+ | AA+ |
| Moody's | AA1 | AA1 | AA1 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-------------------------|-------------------|----------------------|----------------------|
| WATER | | | |
| BANS Issued | \$45,000 | | \$700,000 |
| Interest Rate | 2.00% | | 3.00% |
| Bonds Issued | | \$440,000 | |
| Interest Rate | | 4.00% | |
| Maximum Borrowing Term | | 10 years | |
| Bonds Issued (MWRA) | | \$2,520,000 | |
| Interest Rate | | 0.0% | |
| Maximum Borrowing Term | | 10 years | |
| Standard & Poors Rating | AA+ | AA+ | AA+ |
| Moody's | AA1 | AA1 | AA1 |

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|------------------------|------------------------|------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Debt Requirements | | | | | | | | | |
| Interest & Certification - Sewer 600-750-5200 | | | | | | | | | |
| 5911 Certification Charges | 12,011.16 | 6,981.04 | | 4,747.41 | 4,748.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 5925 Interest on Bond Anticipation Notes | | 26,640.00 | 50,400.00 | | 45,000.00 | 0.00 | (50,400.00) | 0.00 | 0.00 |
| 5915 Debt Interest Sewer | 469,441.41 | 432,066.60 | 394,000.00 | 355,037.20 | 393,862.00 | 514,000.00 | 120,000.00 | 514,000.00 | 514,000.00 |
| Interest & Certification - Water 610-750-5200 | | | | | | | | | |
| 5911 Certification Charges | 2,076.06 | 61.69 | | 501.00 | 501.00 | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 5925 Interest on Bond Anticipation Notes | | 900.00 | 900.00 | | 800.00 | 0.00 | (900.00) | 0.00 | 0.00 |
| 5915 Debt Interest Water | 176,718.93 | 163,600.78 | 151,000.00 | 147,043.05 | 150,645.00 | 156,000.00 | 5,000.00 | 156,000.00 | 156,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|----------------------------------|--|---|
| 5911 Certification Charges Sewer | Cost for proposed FY2018 BANS issue of \$1,200,000 | 5,000.00 |
| 5915 Debt Interest Sewer | Net increase in interest payments for proposed June 2017 bond issue of \$4,011,000 | 120,000.00 |
| 5911 Certification Charges Water | Cost for proposed FY2018 BANS issue of \$700,000 | 5,000.00 |
| 5915 Debt Interest Water | Net increase in interest payments for proposed June 2017 bond issue of \$440,000 | 5,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | | | | | | | | | |
| General Expenses | 660,247.56 | 630,250.11 | 596,300.00 | 507,328.66 | 595,556.00 | 680,000.00 | 83,700.00 | 680,000.00 | 680,000.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>660,247.56</u> | <u>630,250.11</u> | <u>596,300.00</u> | <u>507,328.66</u> | <u>595,556.00</u> | <u>680,000.00</u> | <u>83,700.00</u> | <u>680,000.00</u> | <u>680,000.00</u> |

BUILDING

STATEMENT OF OBJECTIVES:

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

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

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

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

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 512,130 | 488,490 |
| Pension Administration | 48,829 | 44,267 |
| Medical & Life Insurance | 690,818 | 742,547 |
| Heat, Light, Water | 234,316 | 160,315 |
| Building Repair & Maintenance | 236,860 | 279,299 |
| Building Insurance | 2,652 | 2,796 |
| Motor Vehicle Insurance | 1,581 | 1,910 |
| Motor Vehicle Maint & Repair | 26,868 | 31,917 |
| Total | \$1,754,054 | \$1,751,541 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Revenue | \$7,743,897 | \$4,500,000 | \$6,000,000 |
| Buildings Maintained and Repaired | 60 | 60 | 62 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------|-------------------|----------------------|----------------------|
| Sign Permits | 155 | 130 | 160 |
| Plumbing Permits | 1,052 | 1,000 | 1,100 |
| Gas Permits | 642 | 600 | 650 |
| Building Permits | 2,742 | 2,300 | 2,400 |
| Building Inspections | 17,000 | 12,000 | 14,000 |
| Plumbing & Gas Inspections | 4,500 | 3,000 | 3,500 |
| Trench Permits | 96 | 90 | 100 |

PERSONNEL

BUILDING

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|--|--------------------|---------|---------------------|---------|-----------|---|--------------|--------------------|-----------|------------------------|------------------|-----------|-----------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures July - March Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| 1. | *Insp of Bldg/Superintendent | 19-4 | 1 | | 1 | 104,488 | 77,654.21 | 106,838.98 | 1 | 113,836 | 1 | 113,836 | 113,836 | |
| 2. | *Director of Maintenance | 15-6 (L11) | 1 | | 1 | 101,606 | 76,282.37 | 103,892.13 | 1 | 106,731 | 1 | 106,731 | 106,731 | |
| 3. | SPMG Sr Building Inspector | 13-6 (L11) | 1 | | 1 | 90,020 | 66,097.21 | 90,760.34 | 1 | 90,020 | 1 | 90,020 | 90,020 | |
| 4. | SPMG Sr Building Inspector | 13-6 (L9) | 1 | | 1 | 88,398 | 64,906.14 | 89,124.84 | 1 | 88,398 | 1 | 88,398 | 88,398 | |
| 5. | SPMG Sr Building Inspector | 13-6 (L9) | 1 | | 1 | 88,398 | 64,906.15 | 89,124.84 | 1 | 88,398 | 1 | 88,398 | 88,398 | |
| 6. | SPMG Sr Building Inspector | 13-6 (L9) | 1 | | 1 | 88,398 | 64,906.14 | 89,124.84 | 1 | 88,398 | 1 | 88,398 | 88,398 | |
| 7. | SPMG *Sr Building Inspector | 13-5 | 1 | | 1 | 73,894 | 53,826.60 | 73,115.30 | 1 | 76,696 | 1 | 76,696 | 76,696 | |
| 8. | SPMG *Sr Plumbing & Gas Inspector | 13-5 | 1 | | 1 | 73,206 | 53,247.01 | 73,115.30 | 1 | 75,981 | 1 | 75,981 | 75,981 | |
| 9. | SPMG *Foreman | 13-5 (L11) | 1 | | 1 | 83,292 | 60,975.70 | 83,497.40 | 1 | 86,455 | 1 | 86,455 | 86,455 | |
| 10. | SPMG Inspectors Admin Asst | 11-6 (L9) | 1 | | 1 | 77,162 | 56,597.76 | 77,679.86 | 1 | 77,162 | 1 | 77,162 | 77,162 | |
| 11. | *Administrative Assistant | 10-6 (L9) | 1 | | 1 | 69,672 | 51,813.67 | 71,239.62 | 1 | 74,638 | 1 | 74,638 | 74,638 | |
| 12. | *Office Coordinator (PT 19 hrs) | 9-5 | 0.5 | | 0.5 | 30,190 | 19,102.04 | 30,869.28 | 0.5 | 32,877 | 0.5 | 32,877 | 32,877 | |
| 13. | Sub Inspectors - Building (\$11K) & Plumbing (\$21K) | | | | | 32,000 | 7,650.00 | 9,000.00 | | 32,000 | | 32,000 | 32,000 | |
| 14. | LAB *Working Foreman II | 11-6 | 1 | | 1 | 60,090 | 43,746.17 | 59,633.14 | 1 | 62,748 | 1 | 62,748 | 62,748 | |
| 15. | LAB *Painter | 10-6 (L9) | 1 | | 1 | 64,584 | 47,262.92 | 64,831.92 | 1 | 65,091 | 1 | 65,091 | 65,091 | |
| 16. | LAB *Carpenter | 10-4 | 1 | | 1 | 51,991 | 37,586.40 | 51,435.84 | 1 | 53,933 | 1 | 53,933 | 53,933 | |
| 17. | LAB Bldg Maint Person | 7-6 (L11) | 1 | | 1 | 57,803 | 42,300.39 | 58,024.62 | 1 | 57,803 | 1 | 57,803 | 57,803 | |
| 18. | LAB Bldg Maint Person | 7-6 (L9) | 1 | | 1 | 56,761 | 41,538.01 | 56,978.84 | 1 | 56,761 | 1 | 56,761 | 56,761 | |
| 19. | LAB Bldg Maint Person Nights | 7-6 (L9) | 1 | | 1 | 60,167 | 44,030.47 | 60,397.82 | 1 | 60,167 | 1 | 60,167 | 60,167 | |
| 20. | LAB *Bldg Maint Person | 7-6 (L9) | 1 | | 1 | 56,442 | 41,177.00 | 56,456.28 | 1 | 56,761 | 1 | 56,761 | 56,761 | |
| 21. | LAB Bldg Maint Person | 7-6 (L8) | 1 | | 1 | 56,241 | 41,156.99 | 56,456.14 | 1 | 56,241 | 1 | 56,241 | 56,241 | |
| 22. | LAB Bldg Maint Person | 7-6 | 1 | | 1 | 52,075 | 38,108.32 | 52,274.24 | 1 | 52,075 | 1 | 52,075 | 52,075 | |
| 23. | LAB *Bldg Maint Person Nights | 7-6 | 1 | | 1 | 51,195 | 37,139.24 | 50,944.24 | 1 | 53,249 | 1 | 53,249 | 53,249 | |
| 24. | LAB *Bldg Maint Person | 7-5 | 1 | | 1 | 47,353 | 34,407.28 | 46,801.76 | 1 | 49,123 | 1 | 49,123 | 49,123 | |
| 25. | LAB Bldg Maint Person Nights | 7-2 | 1 | | 1 | 60,040 | 49,653.94 | 60,118.50 | 1 | 45,844 | 1 | 45,844 | 45,844 | |
| 26. | Compliance Officer | | | | | 3,000 | 2,202.58 | 3,000.00 | | 3,000 | | 3,000 | 3,000 | |
| Subtotal | | | 23.5 | 1,805,333.63 | 23.5 | 1,678,466 | 1,218,274.71 | 1,664,736.07 | 23.5 | 1,704,386 | | 23.5 | 1,704,386 | 1,704,386 |

PERSONNEL

BUILDING

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|---------|--------------|--------------|--------|---------------------|---------------------------|------------|---------|---------|----------------|----------|
| Actual | | July - March | | | | Department | | Mayor's | | Council |
| # | Expenditures | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Request | # | Recommendation | Approval |

Bargaining Unit Position FY 2018 Grade-Step

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary 40,116

LAB Bldg Maint Person Nights 7-2 (14,196)

Explanation

New employee to be hired at lower step

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.

Internship for office

The purpose of this requested position is to support office staff on a PT basis. \$14.00 per hour

| | | | | |
|---|--------|--|---|---|
| 1 | 67,336 | | 0 | 0 |
| | 10,000 | | 0 | 0 |
| 1 | 77,336 | | 0 | 0 |

Subtotal

Grand Total

| | | | | | | | | | | |
|------|--------------|------|-----------|--------------|--------------|------|-----------|------|-----------|-----------|
| 23.5 | 1,805,333.63 | 23.5 | 1,678,466 | 1,218,274.71 | 1,664,736.07 | 24.5 | 1,781,722 | 23.5 | 1,704,386 | 1,704,386 |
|------|--------------|------|-----------|--------------|--------------|------|-----------|------|-----------|-----------|

BUILDING

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| Classification | Actual Expenditures | Actual Expenditures | July - March Budget | Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-192-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 782,238.45 | 1,022,700.27 | 938,534.00 | 691,212.96 | 947,513.45 | 1,034,049.00 | 28,179.00 | 966,713.00 | 966,713.00 |
| 5112 Wages - Full Time | 612,880.24 | 741,911.31 | 674,742.00 | 498,107.13 | 674,353.34 | 669,796.00 | (4,946.00) | 669,796.00 | 669,796.00 |
| 5121 Salaries - Part Time | 25,240.20 | 40,722.05 | 65,190.00 | 28,954.62 | 42,869.28 | 77,877.00 | 2,687.00 | 67,877.00 | 67,877.00 |
| 5131 Overtime | 20,928.56 | 26,632.63 | 10,000.00 | 3,685.87 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5195 Buyback Sick Time | 3,030.30 | 3,322.01 | 3,500.00 | 27,930.62 | 28,000.00 | 5,000.00 | 1,500.00 | 5,000.00 | 5,000.00 |
| General Expenses 001-192-5200 | | | | | | | | | |
| 5192 Mileage | 1,133.17 | 1,001.16 | 300.00 | 625.45 | 100.00 | 400.00 | 0.00 | 300.00 | 300.00 |
| 5241 Equipment Repair/Maint | 2,779.71 | 10,455.91 | 2,100.00 | 1,167.30 | 3,000.00 | 4,000.00 | 0.00 | 2,100.00 | 2,100.00 |
| 5242 Office Equipment Repair/Maint | 2,755.56 | 2,959.97 | 2,500.00 | 2,730.60 | 3,000.00 | 5,000.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5245 Maint/Repair of Buildings/Elevator | 35,142.38 | 102,433.56 | 40,000.00 | 33,600.16 | 40,000.00 | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 |
| 5247 Alarms / Intrusion | 1,385.25 | 1,329.90 | 1,600.00 | 1,133.70 | 1,750.00 | 2,000.00 | 0.00 | 1,600.00 | 1,600.00 |
| 5272 Office Equipment Rental | | 1,961.19 | | 1,076.19 | 2,000.00 | 4,500.00 | 0.00 | 0.00 | 0.00 |
| 5276 Equipment Rental | 3,387.64 | 3,067.42 | 2,500.00 | 3,619.88 | 3,000.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5291 Custodial Services | 2,285.24 | 1,320.00 | 1,400.00 | | 1,500.00 | 2,000.00 | 0.00 | 1,400.00 | 1,400.00 |
| 5305 Legal Services | 75.00 | 650.00 | | | | | | | |
| 5307 Public Safety Service | 600.00 | 2,206.47 | 500.00 | 90.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5312 Training | 1,216.25 | 2,989.72 | 500.00 | 625.00 | 3,000.00 | 2,500.00 | 0.00 | 500.00 | 500.00 |
| 5342 Postage | 1,611.13 | 2,552.75 | 1,700.00 | 1,543.13 | 1,700.00 | 1,700.00 | 0.00 | 1,700.00 | 1,700.00 |
| 5343 Printing | 1,475.40 | 1,908.30 | 2,000.00 | 284.80 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5382 Pest Control | 5,797.00 | 12,855.00 | 4,500.00 | 6,835.00 | 8,000.00 | 6,000.00 | 0.00 | 4,500.00 | 4,500.00 |
| 5420 Office Supplies | 5,037.31 | 6,023.41 | 6,000.00 | 4,781.88 | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 | 6,000.00 |
| 5430 Building Supplies | 11,129.58 | 18,042.20 | 6,000.00 | 13,118.21 | 10,000.00 | 10,000.00 | 0.00 | 6,000.00 | 6,000.00 |
| 5431 Paint Supplies | 1,750.89 | 1,416.39 | 1,000.00 | 1,597.53 | 2,000.00 | 1,500.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5450 Custodial Supplies | 27,516.37 | 26,488.83 | 27,000.00 | 18,877.14 | 27,000.00 | 28,000.00 | 0.00 | 27,000.00 | 27,000.00 |
| 5470 Public Safety Supplies | | 424.95 | 1,000.00 | 383.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5510 Education Supplies | 1,749.63 | 472.48 | 1,000.00 | 637.30 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5536 Lumber | 833.29 | 1,201.08 | 1,500.00 | | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5581 Clothing, Gloves, Shoes | 9,970.34 | 10,257.37 | 10,900.00 | 9,657.37 | 11,000.00 | 12,500.00 | 0.00 | 10,900.00 | 10,900.00 |
| 5588 Signs & Flags | 637.17 | 555.60 | 1,000.00 | 667.28 | 1,000.00 | 1,200.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5730 Dues | | 240.00 | | 375.00 | 300.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| 5731 Conference Expense | | 40.00 | | | | | | | |
| 5733 Licenses | 805.00 | 843.00 | 1,000.00 | 250.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5781 Holiday | 687.25 | 691.79 | 1,000.00 | 637.07 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |

BUILDING

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|--------------|--------------|--------------|--------------|--------------|------------|-----------|----------------|------------|
| | Actual | Actual | July - March | Actual | Expenditures | Department | Mayor's | Mayor's | Council |
| Classification | Expenditures | Expenditures | Budget | Expenditures | Thru 6/30/17 | Request | Incr/Decr | Recommendation | Approval |
| General Expenses 001-192-5200 | | | | | | | | | |
| 5245 Repair to Buildings | | | 208,600.00 | | 250,000.00 | 225,000.00 | 16,400.00 | 225,000.00 | 225,000.00 |
| -41 City Hall | 13,853.06 | 15,821.16 | | 12,011.83 | | | | | |
| -42 Government Center | 19,940.59 | 25,711.72 | | 18,352.32 | | | | | |
| -43 Municipal Center | 49,214.00 | 52,954.95 | | 77,075.00 | | | | | |
| -45 Cutter St Voting Booth | | 166.23 | | | | | | | |
| -46 73 Charles Street | | | | | | | | | |
| -47 Veterans Building | | | | | | | | | |
| -48 80 Hall St | | | | | | | | | |
| -50 Lake St Sub Station | | | | | | | | | |
| -51 Carter St. Police Sub Station | 183.83 | 605.47 | | 391.45 | | | | | |
| -52 Animal Control / Future vacant schools | | 5,276.11 | | 213.25 | | | | | |
| -53 Wires Building | 4,999.18 | 4,067.32 | | 3,898.48 | | | | | |
| -54 Emergency Management | 646.50 | 10,912.48 | | 3,389.70 | | | | | |
| -55 Lake St. Fire Station | 1,750.30 | 3,343.07 | | 10,501.32 | | | | | |
| -56 Moody St. Fire Station | 5,462.13 | 9,733.94 | | 11,401.60 | | | | | |
| -57 Prospect St. Fire Station | 2,411.40 | 6,393.90 | | 13,535.52 | | | | | |
| -58 Willow St. Fire Station | 1,754.94 | 1,456.07 | | 9,735.45 | | | | | |
| -59 Trapelo Rd. Fire Station | 2,062.07 | 4,222.10 | | 79.95 | | | | | |
| -61 25 Lexington Street | 2,313.00 | 9,197.64 | | 12,139.00 | | | | | |
| -62 Hardy School | | | | | | | | | |
| -63 Main St Library | 12,697.87 | 16,589.77 | | 21,286.36 | | | | | |
| -64 Wellington House | 2,356.70 | 49.16 | | | | | | | |
| -65 Teen Center | 1,655.99 | | | | | | | | |
| -66 Paine Estate | 4,547.59 | 7,275.13 | | 6,402.12 | | | | | |
| -67 Banks School | 4,923.57 | 2,109.93 | | 11,886.63 | | | | | |
| -68 Senior Center | 5,621.53 | 6,346.20 | | 23,306.66 | | | | | |
| -69 Met State | 1,063.23 | 532.60 | | | | | | | |
| -71 Leary Field Recreation Building | 581.90 | 800.69 | | 2,018.33 | | | | | |
| -72 Vet's Fieldhouse | 898.20 | 1,986.81 | | 771.31 | | | | | |
| -73 Recreation Building Prospect Hill Park | 6,100.53 | 4,477.07 | | 2,037.91 | | | | | |
| -74 Cacciatore Field | 448.43 | | | | | | | | |
| -75 Lazazzero Field | | | | | | | | | |
| -76 Prospect Hill | | | | | | | | | |
| -77 Cornelia Warren | 270.63 | | | | | | | | |
| -78 Bright School | 121.64 | 87.25 | | 114.25 | | | | | |
| -79 South Middle School | 7,063.65 | 10,459.37 | | 15,292.04 | | | | | |
| -81 Pumping Station | 2,432.06 | 8,110.39 | | 145.40 | | | | | |
| -82 Public Parking Garages (Moody St & Common St) | 268.00 | 1,962.00 | | | | | | | |
| -83 Cemetery | 1,444.34 | 1,669.00 | | 1,903.66 | | | | | |
| -84 Nipper Maher | 490.61 | 87.52 | | | | | | | |
| -85 Fitch | | 133.23 | | 135.00 | | | | | |
| -86 509 Moody St | 1,137.33 | 4,085.66 | | 3,903.05 | | | | | |
| -87 Veteran's Rink | 4,071.00 | 337.49 | | 6,108.07 | | | | | |
| -88 Fernald Property | | 12,278.81 | | 19,610.51 | 12,000.00 | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| -89 380 Lexington Street | | | | 387.17 | | | | | |

BUILDING

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|---------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual 001-192-5400 | | | | | | | | | |
| 5302 Banks School Conversion - Architect | 4,210.00 | | | | | | | | |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|------------------------------------|--|---|
| 5195 Buyback Sick Time | Contractual item for Laborer's Union | 1,500.00 |
| 5192 Mileage | Reflect State increase | 100.00 |
| 5241 Equipment Repair/Maint | Aging equipment | 1,900.00 |
| 5242 Office Equipment Repair/Maint | High costs FY 2017 | 2,500.00 |
| 5247 Alarms / Intrusion | Higher costs FY 2017 | 400.00 |
| 5272 Office Equipment Rental | Copier rental contract | 4,500.00 |
| 5291 Custodial Services | Usage of Gov't Center weekends | 600.00 |
| 5312 Training | Code Enforcement Fund | 2,000.00 |
| 5382 Pest Control | Increase in rats | 1,500.00 |
| 5430 Building Supplies | More renovation by in house crew | 4,000.00 |
| 5431 Paint Supplies | Material increase | 500.00 |
| 5450 Custodial Supplies | Higher demand from other departments | 1,000.00 |
| 5581 Clothing, Gloves, Shoes | Code Enforcement Fund | 1,600.00 |
| 5588 Signs & Flags | Cost hike | 200.00 |
| 5730 Dues | Renewal of all inspectors | 500.00 |
| 5245 Repair to Buildings | Aging conditions | 16,400.00 |
| 5245 -88 Fernald Property | Security measures to be taken on all buildings | 35,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|---------------------|---------------------|
| Personnel | 1,444,317.75 | 1,835,288.27 | 1,691,966.00 | 1,249,891.20 | 1,702,736.07 | 1,796,722.00 | 27,420.00 | 1,719,386.00 | 1,719,386.00 |
| General Expenses | 282,546.36 | 443,628.69 | 325,600.00 | 392,346.33 | 394,350.00 | 413,300.00 | 66,400.00 | 392,000.00 | 392,000.00 |
| Equipment & Unusual | 4,210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Operating Budget | <u>1,731,074.11</u> | <u>2,278,916.96</u> | <u>2,017,566.00</u> | <u>1,642,237.53</u> | <u>2,097,086.07</u> | <u>2,210,022.00</u> | <u>93,820.00</u> | <u>2,111,386.00</u> | <u>2,111,386.00</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 2015 | FY 2016 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---------------------|-------------------|----------------------|----------------------|
| Number of buildings | 58 | 62 | 62 |

BUILDING UTILITIES

| EXPENDITURES | | | | | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|------------|--------------|----------------|--------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| | Actual | Actual | July - March | Actual | Expenditures | Department | Mayor's | Mayor's | Council |
| Classification | Expenditures | Expenditures | Budget | Expenditures | Thru 6/30/17 | Request | Incr/Decr | Recommendation | Approval |
| General Expenses 001-193-5200 | | | | | | | 1,075,700.00 | 1,075,700.00 | 1,075,700.00 |
| -41 City Hall | 95,570.61 | 87,062.65 | 105,000.00 | 71,211.45 | 90,000.00 | 95,000.00 | (105,000.00) | | |
| -42 Government Center | 113,363.69 | 90,316.72 | 130,000.00 | 67,354.53 | 90,000.00 | 110,000.00 | (130,000.00) | | |
| -43 Municipal Center | 262,174.58 | 224,048.74 | 250,000.00 | 186,299.95 | 200,000.00 | 250,000.00 | (250,000.00) | | |
| -45 Cutter St Voting Booth | 7,826.26 | 2,102.57 | 1,200.00 | 1,876.73 | 200.00 | 1,500.00 | (1,200.00) | | |
| -46 73 Charles Street | | | | | | | | | |
| -47 Veterans Building | 4,826.88 | 3,479.00 | | 2,539.77 | 500.00 | 4,000.00 | 0.00 | | |
| -48 80 Hall St | | | | | | | | | |
| -50 Lake St Sub Station | 59.00 | 59.00 | | 183.04 | 30.00 | 100.00 | 0.00 | | |
| -51 Carter St. Police Sub Station | 8,310.74 | 7,975.11 | 9,000.00 | 5,599.41 | 7,000.00 | 10,000.00 | (9,000.00) | | |
| -52 Animal Control / Future vacant schools | 108.54 | 4,162.75 | 500.00 | 2,280.75 | 55.00 | 5,000.00 | (500.00) | | |
| -53 Wires Bldg | 40,480.88 | 27,023.90 | 20,000.00 | 15,935.08 | 25,000.00 | 20,000.00 | (20,000.00) | | |
| -54 Emergency Management | 28,170.64 | 33,092.07 | 35,000.00 | 20,714.54 | 30,000.00 | 30,000.00 | (35,000.00) | | |
| -55 Lake St. Fire Station | 16,817.72 | 14,105.98 | 18,000.00 | 9,500.93 | 12,000.00 | 15,000.00 | (18,000.00) | | |
| -56 Moody St. Fire Station | 40,023.00 | 33,167.60 | 45,000.00 | 22,746.27 | 35,000.00 | 40,000.00 | (45,000.00) | | |
| -57 Prospect St. Fire Station | 13,381.78 | 12,141.01 | 14,000.00 | 7,552.58 | 10,000.00 | 14,000.00 | (14,000.00) | | |
| -58 Willow St. Fire Station | 13,359.11 | 10,895.48 | 14,000.00 | 8,102.36 | 10,000.00 | 14,000.00 | (14,000.00) | | |
| -59 Trapelo Rd. Fire Station | 14,320.11 | 12,945.42 | 16,000.00 | 9,579.94 | 10,000.00 | 14,000.00 | (16,000.00) | | |
| -61 25 Lexington Street | 25,210.11 | 16,581.99 | 25,000.00 | 12,111.25 | 15,000.00 | 20,000.00 | (25,000.00) | | |
| -62 Hardy School | 27,639.77 | | 4,000.00 | | 0.00 | | (4,000.00) | | |
| -63 Main St Library | 146,020.87 | 120,306.15 | 160,000.00 | 100,512.88 | 125,000.00 | 140,000.00 | (160,000.00) | | |
| -64 Wellington House | 4,256.35 | 3,166.12 | 5,000.00 | 2,335.21 | 25,000.00 | 5,000.00 | (5,000.00) | | |
| -65 Teen Center | 1,298.57 | 430.22 | 1,000.00 | 311.66 | 400.00 | 1,000.00 | (1,000.00) | | |
| -66 Paine Estate | 33,285.46 | 19,861.72 | 25,000.00 | 11,579.72 | 11,000.00 | 25,000.00 | (25,000.00) | | |
| -67 Banks School | 65,198.22 | 26,762.11 | 8,000.00 | 7,131.83 | 10,000.00 | 2,000.00 | (8,000.00) | | |
| -68 Senior Center | 65,397.47 | 52,204.17 | 60,000.00 | 34,642.72 | 5,000.00 | 60,000.00 | (60,000.00) | | |
| -71 Leary Field Recreation Building | 10,398.37 | 7,449.55 | 7,000.00 | 5,398.01 | 4,000.00 | 8,000.00 | (7,000.00) | | |
| -72 Vet's Fieldhouse | | 14.75 | | | | | | | |
| -73 Recreation Building Prospect Hill Park | 9,489.08 | 5,104.04 | 5,000.00 | 3,143.86 | 500.00 | 5,000.00 | (5,000.00) | | |
| -78 Bright School | | | | | | | | | |
| -79 South Middle | 90,544.34 | 77,796.48 | 70,000.00 | 57,759.58 | 35,000.00 | 80,000.00 | (70,000.00) | | |
| -81 Pumping Station | | | | | | | | | |
| -83 Cemetery | 13,469.40 | 6,594.14 | 9,000.00 | 3,856.22 | 6,000.00 | 9,000.00 | (9,000.00) | | |
| -85 Fitch | 3,163.95 | 2,644.19 | 4,000.00 | 1,576.26 | 2,000.00 | 4,000.00 | (4,000.00) | | |
| -86 509 Moody St | 10,903.48 | 23,747.41 | 15,000.00 | 6,587.24 | 10,000.00 | 20,000.00 | (15,000.00) | | |
| -88 Fernald Property | | | 20,000.00 | | | 170,000.00 | (20,000.00) | | |
| -89 380 Lexington Street | | | | 25.59 | | | | | |

BUILDING UTILITIES

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|----------------|--------------|--------------|--------------|--------------|--------------|------------|-----------|----------------|----------|
| | Actual | Actual | July - March | Actual | Expenditures | Department | Mayor's | Mayor's | Council |
| Classification | Expenditures | Expenditures | Budget | Expenditures | Thru 6/30/17 | Request | Incr/Decr | Recommendation | Approval |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|--|--|---|
| -45 Cutter St Voting Booth | Updated based on past experience, reduced other locations to offset increase | 300.00 |
| -47 Veterans Building | Updated based on past experience, reduced other locations to offset increase | 4,000.00 |
| -50 Lake St Sub Station | Updated based on past experience, reduced other locations to offset increase | 100.00 |
| -51 Carter St. Police Sub Station | Updated based on past experience, reduced other locations to offset increase | 1,000.00 |
| -52 Animal Control / Future vacant schools | Updated based on past experience, reduced other locations to offset increase | 4,500.00 |
| -71 Leary Field Recreation Building | Updated based on past experience, reduced other locations to offset increase | 1,000.00 |
| -79 South Middle | Updated based on past experience, reduced other locations to offset increase | 10,000.00 |
| -86 509 Moody St | Updated based on past experience, reduced other locations to offset increase | 5,000.00 |
| -88 Fernald Property | Buildings are no longer run by the State and need to be powered and climate controlled. To add lighting and other usage for the former Marquardt Nursing Center. | 150,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|------------------------|---------------------|-------------------|---------------------|-------------------|-------------------|---------------------|-------------|---------------------|---------------------|
| Personnel | | | | | | | | | |
| General Expenses | 1,165,068.98 | 925,241.04 | 1,075,700.00 | 678,449.36 | 768,685.00 | 1,171,600.00 | 0.00 | 1,075,700.00 | 1,075,700.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>1,165,068.98</u> | <u>925,241.04</u> | <u>1,075,700.00</u> | <u>678,449.36</u> | <u>768,685.00</u> | <u>1,171,600.00</u> | <u>0.00</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 2015 | FY 2016 |
| Pension-Contributory/FICA | 58,354 | 74,417 |
| Pension Administration | 5,159 | 6,261 |
| Medical & Life Insurance | 189,103 | 229,207 |
| Heat, Light, Water | 22,211 | 14,288 |
| Building Repair & Maintenance | 15,958 | 19,181 |
| Building Insurance | 1,775 | 1,709 |
| Total | <u>\$292,560</u> | <u>\$345,063</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-----------------------------|---------------------------|------------------------------|------------------------------|
| Births Recorded | 745 | 800 | 850 |
| Deaths Recorded | 443 | 450 | 500 |
| Marriage Licenses | 516 | 530 | 550 |
| Licenses - Dog | 1,575 | 1,800 | 2,000 |
| Marriage Intentions | 560 | 570 | 580 |
| Customers Served at Counter | 20,000 | 20,000 | 20,000 |
| City Clerk Receipts | \$136,787 | \$150,000 | \$155,000 |

CITY CLERK

PERSONNEL

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|---------|---------------------|---------|--------------|---------------------|---------------------------|---------|--------------------|---|------------------------|------------------|
| # | Actual Expenditures | # | July - March | | | # | Department Request | # | Mayor's Recommendation | Council Approval |
| | | | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | | | | | |
| | | 1 | 124,376 | 93,377.30 | 124,376.00 | 1 | 130,551 | 1 | 130,551 | 130,551 |
| | | 1 | 99,687 | 56,205.93 | 90,000.00 | 1 | 86,880 | 1 | 86,880 | 86,880 |
| | | 1 | 65,853 | 66,031.94 | 65,853.00 | 1 | 68,333 | 1 | 68,333 | 68,333 |
| | | 1 | 63,092 | 45,937.56 | 63,092.00 | 1 | 65,450 | 1 | 65,450 | 65,450 |
| 4 | 393,471.21 | 4 | 353,008 | 261,552.73 | 343,321.00 | 4 | 351,214 | 4 | 351,214 | 351,214 |

Summary of Changes

Adjustments to FY 2017 Positions

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

11,013

Explanation

Assistant City Clerk

16-2

(12,807)

New employee hired at lower step

New Positions

Subtotal

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 4 | 393,471.21 | 4 | 353,008 | 261,552.73 | 343,321.00 | 4 | 351,214 | 4 | 351,214 | 351,214 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

CITY CLERK

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|------------|---|--------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-161-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 287,302.36 | 393,471.21 | 353,008.00 | 261,552.73 | 343,321.00 | 351,214.00 | (1,794.00) | 351,214.00 | 351,214.00 |
| General Expenses 001-161-5200 | | | | | | | | | |
| 5192 Mileage | | | 100.00 | | 100.00 | 100.00 | 0.00 | 100.00 | 100.00 |
| 5242 Office Equipment Repair/Maint | 4,850.23 | 4,644.81 | 4,000.00 | 1,284.00 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5248 Computer Software/License | | | 3,000.00 | 2,900.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5272 Office Equipment Rental | 4,815.33 | 3,824.18 | 5,000.00 | 2,972.35 | 3,500.00 | 4,000.00 | (1,000.00) | 4,000.00 | 4,000.00 |
| 5341 Advertising | 13,755.43 | 13,165.74 | 10,000.00 | 7,100.85 | 7,500.00 | 7,500.00 | (2,500.00) | 7,500.00 | 7,500.00 |
| 5342 Postage | 5,981.25 | 5,000.00 | 5,000.00 | 10,000.00 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5343 Printing | 2,260.90 | 17,844.66 | 5,000.00 | 10,400.90 | 9,425.00 | 7,000.00 | 2,000.00 | 7,000.00 | 7,000.00 |
| 5420 Office Supplies | 6,450.26 | 10,741.36 | 5,000.00 | 11,007.79 | 8,500.00 | 8,000.00 | 3,000.00 | 8,000.00 | 8,000.00 |
| 5730 Dues & Subscriptions | 25.00 | 370.00 | 500.00 | 60.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5740 Insurance & Surety Bonds | 200.00 | 200.00 | 200.00 | | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 |
| Bright School 001-161-5200-xxxx-78 | | | | | | | | | |
| - 78 Bright School Utilities | 35,030.85 | * 17,351.18 | 35,000.00 | 17,179.69 | 15,000.00 | 25,000.00 | (10,000.00) | 25,000.00 | 25,000.00 |
| 5245 Building/Grounds Maint | 21,962.56 | 24,758.57 | 35,000.00 | 23,829.15 | 15,000.00 | 25,000.00 | (10,000.00) | 25,000.00 | 25,000.00 |

* 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> |
|----------------------|--|---|
| 5343 Printing | Need based on past expenditure history. (overall net decrease to general expense accounts) | 2,000.00 |
| 5420 Office Supplies | Need based on past expenditure history. (overall net decrease to general expense accounts) | 3,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|
| Personnel | 287,302.36 | 393,471.21 | 353,008.00 | 261,552.73 | 343,321.00 | 351,214.00 | (1,794.00) | 351,214.00 | 351,214.00 |
| General Expenses | 95,331.81 | 97,900.50 | 107,800.00 | 86,734.73 | 71,725.00 | 89,300.00 | (18,500.00) | 89,300.00 | 89,300.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>382,634.17</u> | <u>491,371.71</u> | <u>460,808.00</u> | <u>348,287.46</u> | <u>415,046.00</u> | <u>440,514.00</u> | <u>(20,294.00)</u> | <u>440,514.00</u> | <u>440,514.00</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 2015 | FY 2016 |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|------------------------------|-------------------|----------------------|----------------------|
| Registered Voters | 33,833 | 35,000 | 36,000 |
| Elections Conducted | 3 | 2 | 3 |
| Precincts | 18 | 18 | 18 |
| People in Annual Census List | 21,365 | 23,500 | 24,000 |
| Voting Machines | 20 | 20 | 20 |

VOTER REGISTRATION & ELECTION

PERSONNEL

| | | FY 2016 | | FY 2017 | | | | FY 2018 | | | | | |
|-----------------|--------------------------------|--------------------|---|---------------------|--------|--------------|------------|---------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | July - March | | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| | | | | | | Budget | Actual | | | | | | |
| 1. | Registration Clerk | | | | | 2,500 | 1,835.48 | 2,500.00 | | 2,500 | | 2,500 | 2,500 |
| 2. | Voting Machine Custodian | | | | | 500 | 367.10 | 500.00 | | 500 | | 500 | 500 |
| 3. | Registrars | | 3 | | 3,000 | 3,000.00 | 3,000.00 | | 3 | 3,000 | 3 | 3,000 | 3,000 |
| 4. | SPMG *Administrative Assistant | 10-6 (L11) | 1 | | 72,410 | 53,166.99 | 72,410.00 | | 1 | 72,520 | 1 | 72,520 | 72,520 |
| 5. | *Assistant Registrar | 9-6 (L8) | 1 | | 65,442 | 49,131.27 | 65,442.00 | | 1 | 68,586 | 1 | 68,586 | 68,586 |
| 6. | *Assistant Registrar | 9-2 | 1 | | 50,360 | 30,696.62 | 50,360.00 | | 1 | 53,121 | 1 | 53,121 | 53,121 |
| Subtotal | | | 6 | 229,848.48 | 6 | 194,212 | 138,197.46 | 194,212.00 | 6 | 200,227 | | 200,227 | 200,227 |

Summary of Changes

Adjustments to FY 2017 Positions

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

6,015

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 6 | 229,848.48 | 6 | 194,212 | 138,197.46 | 194,212.00 | 6 | 200,227 | 6 | 200,227 | 200,227 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

VOTER REGISTRATION & ELECTION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|------------------------|------------------------|------------|------------------------|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| | | | | Actual Expenditures | | | | | |
| Personnel 001-163-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 197,473.55 | 224,598.48 | 188,212.00 | 132,994.88 | 188,212.00 | 194,227.00 | 6,015.00 | 194,227.00 | 194,227.00 |
| 5121 Salaries - Part Time | 3,000.00 | 3,000.00 | 3,000.00 | 2,202.58 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5194 Boards & Commissions | 3,000.00 | 2,250.00 | 3,000.00 | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| General Expenses 001-163-5200 | | | | | | | | | |
| 5192 Mileage | 13.44 | | 500.00 | 138.39 | 400.00 | 250.00 | (250.00) | 250.00 | 250.00 |
| 5241 Equipment Repair/Maint | 7,494.00 | 9,744.50 | 15,000.00 | 7,345.50 | 10,000.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5307 Public Safety Service | 168.00 | 2,736.00 | 12,000.00 | | 8,000.00 | 8,000.00 | (4,000.00) | 8,000.00 | 8,000.00 |
| 5330 Transport Services | | | 200.00 | | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 |
| 5341 Advertising | | | 4,000.00 | | 5,000.00 | 5,000.00 | 1,000.00 | 5,000.00 | 5,000.00 |
| 5342 Postage | 18,955.58 | 35,245.30 | 15,000.00 | 22,596.89 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5343 Printing | 989.00 | | 15,000.00 | 5,132.50 | 5,000.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5381 Contract Labor | 55,508.10 | 54,328.43 | 90,000.00 | 79,398.36 | 83,000.00 | 90,000.00 | 0.00 | 90,000.00 | 90,000.00 |
| 5420 Office Supplies | 3,179.55 | 1,849.66 | 7,500.00 | | 5,000.00 | 5,000.00 | (2,500.00) | 5,000.00 | 5,000.00 |
| 5425 Software License | | 1,476.55 | 7,000.00 | | 1,500.00 | 5,000.00 | (2,000.00) | 5,000.00 | 5,000.00 |
| 5490 Election Workers Appreciation | 1,276.50 | 1,656.00 | 1,500.00 | 1,153.32 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5585 Inaugural Expenses | | 9,448.49 | | | | 12,000.00 | 12,000.00 | 12,000.00 | 12,000.00 |
| 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> |
|-------------------------|--|---|
| 5341 Advertising | Anticipated primary and municipal elections | 1,000.00 |
| 5585 Inaugural Expenses | No inauguration last year 2016 (school committee and city council in 2017) | 12,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 203,473.55 | 229,848.48 | 194,212.00 | 138,197.46 | 194,212.00 | 200,227.00 | 6,015.00 | 200,227.00 | 200,227.00 |
| General Expenses | 87,904.17 | 116,484.93 | 168,200.00 | 115,764.96 | 135,100.00 | 172,450.00 | 4,250.00 | 172,450.00 | 172,450.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>291,377.72</u> | <u>346,333.41</u> | <u>362,412.00</u> | <u>253,962.42</u> | <u>329,312.00</u> | <u>372,677.00</u> | <u>10,265.00</u> | <u>372,677.00</u> | <u>372,677.00</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 2015 | FY 2016 |
| Pension-Contributory/FICA | 69,335 | 69,378 |
| Pension Administration | 6,462 | 6,227 |
| Medical & Life Insurance | 222,534 | 201,673 |
| Heat, Light, Water | 14,336 | 13,059 |
| Building Repair & Maintenance | 22,005 | 24,798 |
| Building Insurance | 726 | 699 |
| Total | \$335,398 | \$315,834 |

| | | | |
|--|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| City Council Meetings | 24 | 24 | 24 |
| Committee Meetings | 120 | 125 | 130 |
| Public Hearings | 87 | 90 | 90 |
| Communications, resolutions | 176, 100 | 200, 120 | 200, 125 |
| Other Meetings (Special, Policy, Ad Hoc, & Citizen input) | 25 | 20 | 20 |

CITY COUNCIL

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|--|--------------------|-----------------------|------------|---------|---|------------|--------------------|---------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual # Expenditures | # | Budget | Actual Expenditures July - March Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| 1. | *Council President | | | 1 | 18,091 | 13,554.78 | 18,091.00 | 1 | 18,273 | 1 | 18,273 | 18,273 | |
| 2. | *City Councillor | | | 14 | 246,274 | 183,046.25 | 246,274.00 | 14 | 248,822 | 14 | 248,822 | 248,822 | |
| 3. | Clerk-Council | | | 1 | 7,000 | 5,139.86 | 7,000.00 | 1 | 7,000 | 1 | 7,000 | 7,000 | |
| 4. | Clerk-Committees (not otherwise assigned) | | | 1 | 7,000 | 2,991.86 | 7,000.00 | 1 | 7,000 | 1 | 7,000 | 7,000 | |
| 5. | Clerk-Finance/Committee of the Whole | | | 1 | 7,000 | 5,139.86 | 7,000.00 | 1 | 7,000 | 1 | 7,000 | 7,000 | |
| 6. | Clerk-LT Debt & Capital Planning, Vets' Services & Ad-Hoc Committees | | | 1 | 7,000 | 5,139.51 | 7,000.00 | 1 | 7,000 | 1 | 7,000 | 7,000 | |
| 7. | Clerk-Community Development & Other | | | 1 | 7,000 | 5,139.86 | 7,000.00 | 1 | 7,000 | 1 | 7,000 | 7,000 | |
| Subtotal | | | 20 | 292,984.00 | 20 | 299,365 | 220,151.98 | 299,365.00 | 20 | 302,095 | 20 | 302,095 | 302,095 |

Summary of Changes

Adjustments to FY 2017 Positions

Cost of Living Adjustment included in * position 2,730

Explanation

New Positions

Subtotal

| | | | | |
|---|---|--|---|---|
| | | | | |
| 0 | 0 | | 0 | 0 |

Grand Total

| | | | | | | | | | | |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------------|
| 20 | 292,984.00 | 20 | 299,365 | 220,151.98 | 299,365.00 | 20 | 302,095 | 20 | 302,095 | 302,095 |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------------|

CITY COUNCIL

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|------------|---|--------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-111-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 286,064.73 | 292,984.00 | 299,365.00 | 220,151.98 | 299,365.00 | 302,095.00 | 2,730.00 | 302,095.00 | 302,095.00 |
| General Expenses 001-111-5200 | | | | | | | | | |
| 5191 Council Monthly Expense | 54,300.00 | 54,300.00 | 54,300.00 | 40,425.00 | 54,300.00 | 54,300.00 | 0.00 | 54,300.00 | 54,300.00 |
| 5341 Advertising | | 3,156.75 | 4,000.00 | 1,620.57 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5343 Printing | | 5,107.86 | 4,000.00 | 889.00 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5383 Photographs | | 1,472.73 | | | | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 |
| 5420 Office Supplies | 5.82 | 798.48 | 3,000.00 | 12.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5731 Conference Expense | 3,343.40 | 3,030.35 | 3,000.00 | | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| Equipment & Unusual 001-111-5400 | | | | | | | | | |
| 5300 Consultant - Comprehensive Zoning Review | 16,930.16 | 32,679.60 | 7,000.00 | 3,000.00 | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 7,000.00 |
| 5315 Legal Assistance | | | 10,000.00 | 860.00 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5863 Chairs | | 5,819.00 | | | | | | | |
| Projector (repair/maintenance) | | | | | | 300.00 | 0.00 * | 0.00 | 0.00 |
| 5591 Ritcey Award | | | | | | 300.00 | 300.00 | 300.00 | 300.00 |
| Meeting Timer | | | | | | 1,000.00 | 0.00 | 0.00 | 0.00 |
| Portable Computer Monitors | | | | | | 10,000.00 | 0.00 * | 0.00 | 0.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|--------------------------------|---|---|
| 5383 Photographs | Photographs and albums for City Councillors during the fiscal year of an election. | 1,500.00 |
| Projector (repair/maintenance) | Repair/Maintain existing projector in Council Chamber | 300.00 |
| Ritcey Award | Annual funding for the Ritcey Award to an employee for outstanding public service | 300.00 |
| Meeting Timer | Device (1) to monitor time restrictions/requirements of public meetings | 1,000.00 |
| Portable Computer Monitors | Portable computer monitors to enhance the viewing for the audience in the Council Chamber | 10,000.00 |

*MAYOR: Use city cable funds

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| Personnel | 286,064.73 | 292,984.00 | 299,365.00 | 220,151.98 | 299,365.00 | 302,095.00 | 2,730.00 | 302,095.00 | 302,095.00 |
| General Expenses | 57,649.22 | 67,866.17 | 68,300.00 | 42,946.57 | 68,300.00 | 69,800.00 | 1,500.00 | 69,800.00 | 69,800.00 |
| Equipment & Unusual | 16,930.16 | 38,498.60 | 17,000.00 | 3,860.00 | 17,000.00 | 28,600.00 | 300.00 | 17,300.00 | 17,300.00 |
| Total Operating Budget | <u>360,644.11</u> | <u>399,348.77</u> | <u>384,665.00</u> | <u>266,958.55</u> | <u>384,665.00</u> | <u>400,495.00</u> | <u>4,530.00</u> | <u>389,195.00</u> | <u>389,195.00</u> |

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|-----------------|-----------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 23,338 | 23,562 |
| Pension Administration | 2,280 | 2,197 |
| Medical & Life Insurance | 12,509 | 13,589 |
| Heat, Light, Water | 2,622 | 2,165 |
| Building Repair & Maintenance | 5,212 | 5,533 |
| Building Insurance | 91 | 87 |
| Total | \$46,052 | \$47,133 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--|---------------------------|------------------------------|------------------------------|
| Meetings | 22 | 22 | 22 |
| Filings | 29 | 30 | 30 |
| Notice of Intent (NOI) | 15 | 15 | 15 |
| Req for Determination of Applicability | 13 | 15 | 15 |
| Abbr Notice of Resource Area Delineation | 1 | 0 | 1 |
| Site Visits (estimated at 4 per project) | 60 | 60 | 60 |
| Inquiries at window/day | 5 | 5 | 5 |
| Telephone inquiries/day | 5 | 5 | 5 |
| Investigated number of complaints | 10 | 10 | 10 |
| Violation notices issued | 0 | 0 | 0 |

CONSERVATION COMMISSION

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|------------------------------------|--------------------|----------|---------------------|---------------------|----------------------------------|--------------|-----------|-----|------------------------|------------------|--------|--------|--------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual # | Actual Expenditures | July - March Budget | Actual Expenditures Thru 6/30/17 | Department # | Request | # | Mayor's Recommendation | Council Approval | | | |
| 1. | Members | | | | 7 | 15,400 | 8,500.00 | 13,000.00 | 7 | 15,400 | 7 | 15,400 | 15,400 | |
| 2. | *Principal Office Asst (PT 19 hrs) | 8-4 | | | 0.5 | 27,291 | 19,808.90 | 27,291.00 | 0.5 | 29,716 | 0.5 | 29,716 | 29,716 | |
| Subtotal | | | 7.5 | 43,817.90 | 7.5 | 42,691 | 28,308.90 | 40,291.00 | 7.5 | 45,116 | | 7.5 | 45,116 | 45,116 |

Summary of Changes

Adjustments to FY 2017 Positions

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

2,425

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|-----|-----------|-----|--------|-----------|-----------|-----|--------|-----|--------|--------|
| 7.5 | 43,817.90 | 7.5 | 42,691 | 28,308.90 | 40,291.00 | 7.5 | 45,116 | 7.5 | 45,116 | 45,116 |
|-----|-----------|-----|--------|-----------|-----------|-----|--------|-----|--------|--------|

CONSERVATION COMMISSION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-171-5100 | | | | | | | | | |
| 5121 Salaries - Part Time | 18,713.90 | 28,617.90 | 27,291.00 | 19,808.90 | 27,291.00 | 29,716.00 | 2,425.00 | 29,716.00 | 29,716.00 |
| 5194 Boards & Commissions | 9,000.00 | 15,200.00 | 15,400.00 | 8,500.00 | 13,000.00 | 15,400.00 | 0.00 | 15,400.00 | 15,400.00 |
| <hr/> | | | | | | | | | |
| General Expenses 001-171-5200 | | | | | | | | | |
| 5192 Mileage | | | 100.00 | | 0.00 | 50.00 | (50.00) | 50.00 | 50.00 |
| 5242 Office Equipment Repair/Maint | | 301.07 | 400.00 | | 301.07 | 0.00 | (400.00) | 0.00 | 0.00 |
| 5272 Office Equipment Rental | | | | 220.00 | 415.00 | 780.00 | 0.00 | 0.00 | 0.00 |
| 5308 Stenographer | | | 500.00 | | 0.00 | 500.00 | (100.00) | 400.00 | 400.00 |
| 5312 Training | | 15.00 | | | | | | | |
| 5341 Advertising | 60.58 | | 100.00 | 67.07 | 67.07 | 100.00 | 0.00 | 100.00 | 100.00 |
| 5342 Postage | | 416.72 | 400.00 | 201.00 | 300.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5343 Printing | 39.05 | 46.00 | 100.00 | | 38.00 | 100.00 | 0.00 | 100.00 | 100.00 |
| 5420 Office Supplies | 262.59 | 274.78 | 300.00 | 193.87 | 250.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5730 Dues | | 530.00 | | | 550.00 | 550.00 | 550.00 | 550.00 | 550.00 |
| 5731 Conference Expense | 115.00 | | | | | | | | |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> |
|------------------------------|---|
| 5272 Office Equipment Rental | Annual cost for shared copier/printer/scanner |
| 5730 Dues | Membership fee for Massachusetts Association of Conservation Commissions (MACC) |

| <u>Department Cost for Requested Increase</u> |
|---|
| 780.00 |
| 550.00 |

MAYOR: Use filing fees, available balance of \$81,059.44

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|
| Personnel | 27,713.90 | 43,817.90 | 42,691.00 | 28,308.90 | 40,291.00 | 45,116.00 | 2,425.00 | 45,116.00 | 45,116.00 |
| General Expenses | 477.22 | 1,583.57 | 1,900.00 | 681.94 | 1,921.14 | 2,780.00 | 0.00 | 1,900.00 | 1,900.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>28,191.12</u> | <u>45,401.47</u> | <u>44,591.00</u> | <u>28,990.84</u> | <u>42,212.14</u> | <u>47,896.00</u> | <u>2,425.00</u> | <u>47,016.00</u> | <u>47,016.00</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 225 registered vehicles and 50 unregistered pieces of equipment. CPW will oversee and enhance the City's trash and recycling programs.

DESCRIPTION OF OUTPUT STATEMENT:

| | | |
|---|--------------------|--------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 1,513,491 | 1,579,789 |
| Pension Administration | 145,315 | 145,542 |
| Medical & Life Insurance | 2,114,456 | 2,313,381 |
| Heat, Light, Water | 115,628 | 89,836 |
| Building Repair & Maintenance | 219,510 | 240,895 |
| Building Insurance | 6,433 | 6,195 |
| Motor Vehicle Insurance | 30,036 | 28,968 |
| Motor Vehicle Maint & Repair | 510,491 | 484,076 |
| Workers Compensation | 272,861 | 282,492 |
| Total | \$4,928,221 | \$5,171,174 |

| | | | |
|-------------------------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Number of Work Orders Logged | 4,443 | 4,500 | 5,000 |
| Miles of streets cleaned | 165 | 165 | 165 |
| Number of vehicles used | 5 | 5 | 5 |
| Number of times cleaned | 5 | 5 | 5 |
| Trees planted | 82 | 75 | 100 |
| Snow fall in inches | 40 | 55 | 55 |
| Registered vehicles maintained | 225 | 225 | 230 |
| Non registered equipment maintained | 50 | 50 | 50 |
| Street Opening Permit Revenue | \$64,155 | \$66,000 | \$68,000 |

CONSOLIDATED PUBLIC WORKS

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|---------------------------------|--------------------|---------|---------------------|---------|-----------|----------------------------------|---------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | *CPW Director | 20-6 | | | 1 | 127,535 | 95,703.18 | 130,405.00 | 1 | 133,665 | 1 | 133,665 | 133,665 |
| 2. | *Assistant CPW Director | 18-6 (L10) | | | 1 | 123,245 | 92,528.55 | 126,019.00 | 1 | 129,563 | 1 | 129,563 | 129,563 |
| 3. | *Asst Supt Street | 14-6 (L10) | | | 1 | 95,208 | 71,479.09 | 97,351.00 | 1 | 99,784 | 1 | 99,784 | 99,784 |
| 4. | *Asst Supt Street | 14-6 (L9) | | | 1 | 90,197 | 67,265.07 | 92,227.00 | 1 | 98,253 | 1 | 98,253 | 98,253 |
| 5. | *Asst Supt Parks/Forestry/Cem | 14-6 (L9) | | | 1 | 89,910 | 67,184.20 | 91,933.00 | 1 | 97,941 | 1 | 97,941 | 97,941 |
| 6. | *Asst Superintendent (sidewalk) | 14-2 | | | 1 | 71,372 | 20,153.95 | 40,000.00 | 1 | 76,516 | 1 | 76,516 | 76,516 |
| 7. | SPMG Foreman - Public Vehicles | 13-6 (L11) | | | 1 | 90,020 | 66,097.20 | 90,020.00 | 1 | 90,020 | 1 | 90,020 | 90,020 |
| 8. | SPMG Foreman - Street | 13-6 (L11) | | | 1 | 90,020 | 66,097.22 | 90,020.00 | 1 | 90,020 | 1 | 90,020 | 90,020 |
| 9. | SPMG *Foreman - Forestry | 13-3 | | | 1 | 69,029 | 50,444.82 | 69,029.00 | 1 | 71,638 | 1 | 71,638 | 71,638 |
| 10. | SPMG *Sr Engineering Aide (311) | 13-6 (L9) | | | 1 | 87,587 | 64,310.81 | 87,587.00 | 1 | 87,857 | 1 | 87,857 | 87,857 |
| 11. | SPMG *Sr Code Enforce Inspector | 13-6 (L9) | | | 1 | 87,587 | 64,310.81 | 87,587.00 | 1 | 87,722 | 1 | 87,722 | 87,722 |
| 12. | SPMG *Recycling Coordinator | 12-6 (L10) | | | 1 | 83,638 | 61,339.33 | 83,638.00 | 1 | 83,765 | 1 | 83,765 | 83,765 |
| 13. | *Administrative Assistant | 10-6 (L9) | | | 1 | 71,215 | 52,527.92 | 72,818.00 | 1 | 74,638 | 1 | 74,638 | 74,638 |
| 14. | *Administrative Assistant | 10-6 (L8) | | | 1 | 67,077 | 49,133.32 | 68,587.00 | 1 | 73,953 | 1 | 73,953 | 73,953 |
| 15. | *Administrative Assistant | 10-5 | | | 1 | 58,986 | 43,714.94 | 60,314.00 | 1 | 64,240 | 1 | 64,240 | 64,240 |
| 16. | *Office Coordinator | 9-6 (L11) | | | 1 | 67,259 | 50,495.98 | 68,773.00 | 1 | 70,492 | 1 | 70,492 | 70,492 |
| Subtotal | | | 15 | 1,405,572.86 | 16 | 1,369,885 | 982,786.39 | 1,356,308.00 | 16 | 1,430,067 | 16 | 1,430,067 | 1,430,067 |

Summary of Changes

Adjustments to FY 2017 Positions

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

60,182

Explanation

CPW Dept. gives out approximately 815 street opening permits per year on average. Each of the permits requires at least one initial inspection and most require at least one follow up inspection. In addition to the one day utility trenches NGRID has long duration projects. The Code Enforcement Inspector will allow CPW to provide more oversite on all of the trenches throughout the City. The employee would also be available to spend more time inspecting NGRID's long duration projects.

MAYOR: Split position between CPW and Water Administration departments

| | | | | |
|----------|---------------|------------|---------------|---------------|
| 1 | 63,267 | 0.5 | 31,634 | 31,634 |
| 1 | 63,267 | 0.5 | 31,634 | 31,634 |

Subtotal

Grand Total

| | | | | | | | | | | |
|-----------|---------------------|-----------|------------------|-------------------|---------------------|-----------|------------------|-------------|------------------|------------------|
| 15 | 1,405,572.86 | 16 | 1,369,885 | 982,786.39 | 1,356,308.00 | 17 | 1,493,334 | 16.5 | 1,461,701 | 1,461,701 |
|-----------|---------------------|-----------|------------------|-------------------|---------------------|-----------|------------------|-------------|------------------|------------------|

CONSOLIDATED PUBLIC WORKS

PERSONNEL

| PERSONNEL | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|------------------------------------|--------------------|---------|---------------------|---------|--------|----------------------------------|---------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. MECH | *Working Foreman II | 11-6 (L11) | | | 1 | 70,481 | 52,742.04 | 72,067.00 | 1 | 73,888 | 1 | 73,888 | 73,888 |
| 2. MECH | *Working Foreman II | 11-6 (L11) | | | 1 | 70,481 | 52,742.05 | 72,067.00 | 1 | 73,888 | 1 | 73,888 | 73,888 |
| 3. LAB | *Working Foreman I | 10-6 (L9) | | | 1 | 64,953 | 47,423.21 | 64,953.00 | 1 | 65,182 | 1 | 65,182 | 65,182 |
| 4. LAB | *Working Foreman I | 10-6 (L8) | | | 1 | 63,851 | 39,491.16 | 63,851.00 | 1 | 64,584 | 1 | 64,584 | 64,584 |
| 5. LAB | *Working Foreman I | 10-6 (L8) | | | 1 | 60,552 | 43,761.92 | 60,552.00 | 1 | 64,584 | 1 | 64,584 | 64,584 |
| 6. LAB | Working Foreman I | 10-6 | | | 1 | 59,800 | 30,014.72 | 59,800.00 | 1 | 59,800 | 1 | 59,800 | 59,800 |
| 7. LAB | *Working Foreman I | 10-6 | | | 1 | 58,456 | 42,120.32 | 58,456.00 | 1 | 59,800 | 1 | 59,800 | 59,800 |
| 8. MECH | *Motor Equipment Repair Pers | 10-6 (L11) | | | 1 | 66,378 | 49,672.46 | 67,872.00 | 1 | 69,577 | 1 | 69,577 | 69,577 |
| 9. MECH | *Motor Equipment Repair Pers | 10-6 (L10) | | | 1 | 65,780 | 49,224.90 | 67,261.00 | 1 | 68,950 | 1 | 68,950 | 68,950 |
| 10. MECH | *Auto Body / Metal Worker | 10-6 (L11) | | | 1 | 66,378 | 49,672.47 | 67,872.00 | 1 | 69,577 | 1 | 69,577 | 69,577 |
| 11. MECH | *Welder | 10-3 (L10) | | | 1 | 56,050 | 41,708.99 | 57,311.00 | 1 | 60,957 | 1 | 60,957 | 60,957 |
| 12. LAB | WF I /Tree Surgeon | 10-6 (L10) | | | 1 | 65,780 | 48,138.11 | 65,780.00 | 1 | 65,780 | 1 | 65,780 | 65,780 |
| 13. LAB | *Tree Surgeon | 10-3 | | | 1 | 51,097 | 37,190.96 | 51,097.00 | 1 | 53,033 | 1 | 53,033 | 53,033 |
| 14. LAB | *S M E O - Open Space - Grass | 9-4 | | | 1 | 47,588 | 35,801.92 | 47,588.00 | 1 | 52,128 | 1 | 52,128 | 52,128 |
| 15. LAB | S M E O | 9-6 (L11) | | | 1 | 63,365 | 46,370.98 | 63,365.00 | 1 | 63,365 | 1 | 63,365 | 63,365 |
| 16. LAB | S M E O | 9-6 (L11) | | | 1 | 63,365 | 46,370.97 | 63,365.00 | 1 | 63,365 | 1 | 63,365 | 63,365 |
| 17. LAB | S M E O | 9-6 (L11) | | | 1 | 63,365 | 46,370.98 | 63,365.00 | 1 | 63,365 | 1 | 63,365 | 63,365 |
| 18. LAB | S M E O | 9-6 (L10) | | | 1 | 62,795 | 45,953.07 | 62,795.00 | 1 | 62,795 | 1 | 62,795 | 62,795 |
| 19. LAB | S M E O | 9-6 (L10) | | | 1 | 62,795 | 45,953.06 | 62,795.00 | 1 | 62,795 | 1 | 62,795 | 62,795 |
| 20. LAB | S M E O | 9-6 (L9) | | | 1 | 62,224 | 45,535.15 | 62,224.00 | 1 | 62,224 | 1 | 62,224 | 62,224 |
| 21. LAB | S M E O | 9-6 | | | 1 | 57,086 | 41,598.40 | 57,086.00 | 1 | 57,086 | 1 | 57,086 | 57,086 |
| 22. LAB | S M E O | 9-6 | | | 1 | 57,086 | 42,145.52 | 57,086.00 | 1 | 57,086 | 1 | 57,086 | 57,086 |
| 23. LAB | S M E O | 9-6 | | | 1 | 57,086 | 41,775.52 | 57,086.00 | 1 | 57,086 | 1 | 57,086 | 57,086 |
| 24. LAB | *S M E O (sidewalk) | 9-5 | | | 1 | 47,064 | 12,081.60 | 23,532.00 | 1 | 53,615 | 1 | 53,615 | 53,615 |
| 25. LAB | H M E O | 8-6 (L11) | | | 1 | 60,491 | 29,202.77 | 60,491.00 | 1 | 60,491 | 1 | 60,491 | 60,491 |
| 26. LAB | *H M E O | 8-6 (L10) | | | 1 | 59,487 | 43,614.25 | 59,487.00 | 1 | 59,946 | 1 | 59,946 | 59,946 |
| 27. LAB | *H M E O | 8-6 (L8) | | | 1 | 55,182 | 39,880.80 | 55,182.00 | 1 | 58,857 | 1 | 58,857 | 58,857 |
| 28. LAB | *H M E O | 8-6 (L8) | | | 1 | 54,497 | 34,243.20 | 54,497.00 | 1 | 58,857 | 1 | 58,857 | 58,857 |
| 29. LAB | *H M E O | 8-6 | | | 1 | 53,505 | 26,100.00 | 53,505.00 | 1 | 54,497 | 1 | 54,497 | 54,497 |
| 30. LAB | *H M E O | 8-5 | | | 1 | 49,933 | 36,380.00 | 49,933.00 | 1 | 51,767 | 1 | 51,767 | 51,767 |
| 31. LAB | H M E O | 8-4 | | | 1 | 48,969 | 24,398.96 | 48,969.00 | 1 | 48,969 | 1 | 48,969 | 48,969 |
| 32. LAB | *H M E O (sidewalk) | 8-6 | | | 1 | 44,829 | 12,617.28 | 22,415.00 | 1 | 54,497 | 1 | 54,497 | 54,497 |
| 33. MECH | M E Repair Pers Helper (PT 19 hrs) | 8-3 | 0.5 | 22,484 | | 22,484 | 15,819.97 | 22,990.00 | | | | | |

CONSOLIDATED PUBLIC WORKS

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|--|--------------------|---------|---------------------|---------|-----------|----------------------------------|---------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 34. LAB | M E O | 7-6 (L11) | | | 1 | 57,803 | 42,300.39 | 57,803.00 | 1 | 57,803 | 1 | 57,803 | 57,803 |
| 35. LAB | M E O | 7-6 (L11) | | | 1 | 57,803 | 42,366.03 | 57,803.00 | 1 | 57,803 | 1 | 57,803 | 57,803 |
| 36. LAB | *M E O | 7-5 | | | 1 | 46,566 | 33,893.52 | 46,566.00 | 1 | 48,298 | 1 | 48,298 | 48,298 |
| 37. LAB | *M E O | 7-3 | | | 1 | 44,314 | 32,504.96 | 44,314.00 | 1 | 46,033 | 1 | 46,033 | 46,033 |
| 38. LAB | *M E O | 7-3 | | | 1 | 44,314 | 25,540.48 | 44,314.00 | 1 | 45,502 | 1 | 45,502 | 45,502 |
| 39. LAB | M E O | 7-2 | | | 1 | 50,971 | 37,906.13 | 50,971.00 | 1 | 44,433 | 1 | 44,433 | 44,433 |
| 40. LAB | *M E O | 7-2 | | | 1 | 43,485 | 16,734.12 | 43,485.00 | 1 | 43,959 | 1 | 43,959 | 43,959 |
| 41. LAB | *M E O | 7-2 | | | 1 | 43,485 | 16,902.24 | 43,485.00 | 1 | 43,959 | 1 | 43,959 | 43,959 |
| | | | | | | | | | | | | | |
| 42. LAB | Highway Maintenance | 7-6 (L11) | | | 1 | 57,803 | 42,300.37 | 57,803.00 | 1 | 57,803 | 1 | 57,803 | 57,803 |
| 43. LAB | Highway Maintenance | 7-6 (L11) | | | 1 | 57,803 | 42,300.34 | 57,803.00 | 1 | 57,803 | 1 | 57,803 | 57,803 |
| 44. LAB | *Highway Maintenance | 6-4 | | | 1 | 43,152 | 31,395.84 | 43,152.00 | 1 | 44,747 | 1 | 44,747 | 44,747 |
| | | | | | | | | | | | | | |
| 45. LAB | Laborer | 7-6 (L10) | | | 1 | 57,282 | 42,446.23 | 57,282.00 | 1 | 57,282 | 1 | 57,282 | 57,282 |
| 46. LAB | Laborer | 7-6 (L10) | | | 1 | 57,282 | 41,919.15 | 57,282.00 | 1 | 57,282 | 1 | 57,282 | 57,282 |
| 47. LAB | *Laborer | 7-5 | | | 1 | 46,566 | 5,151.63 | 12,000.00 | 1 | 48,298 | 1 | 48,298 | 48,298 |
| 48. LAB | Laborer | 6-2 | | | 1 | 41,732 | 17,356.88 | 41,732.00 | 1 | 41,732 | 1 | 41,732 | 41,732 |
| 49. LAB | Laborer | 6-2 | | | 1 | 41,732 | 6,146.40 | 41,732.00 | 1 | 41,732 | 1 | 41,732 | 41,732 |
| | | | | | | | | | | | | | |
| 50. LAB | Laborer / Gardener | 6-2 | | | 1 | 57,282 | 25,675.93 | 57,282.00 | 1 | 42,560 | 1 | 42,560 | 42,560 |
| 51. LAB | Laborer / Gardener | 6-2 | | | 1 | 57,803 | 36,985.11 | 57,803.00 | 1 | 41,732 | 1 | 41,732 | 41,732 |
| | | | | | | | | | | | | | |
| 52. | Part Time | | | | | 35,000 | 17,712.00 | 35,000.00 | | 35,000 | | 35,000 | 35,000 |
| | | | | | | | | | | | | | |
| 53. | Temporary / Seasonal - Summer | | | | | 30,000 | 18,892.50 | 30,000.00 | | 60,000 | | 60,000 | 60,000 |
| | | | | | | | | | | | | | |
| 54. | Part Time / Seasonal - Parks & Playgrounds | | | | | 40,000 | 18,792.00 | 40,000.00 | | 40,000 | | 40,000 | 40,000 |
| | | | | | | | | | | | | | |
| Subtotal | | | 48.5 | 2,813,041.97 | 50.5 | 2,925,411 | 1,891,339.96 | 2,854,307.00 | 50 | 2,966,152 | 50 | 2,966,152 | 2,966,152 |

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

| FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|---------|--------------|---------|--------------|----------------------------------|---------|--------------------|---|------------------------|------------------|
| Actual | | | July - March | | | | | | |
| # | Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity/Contract Settlement included in * position salary 70,556

MECH M E Repair Pers Helper (PT 19 hrs) 8-3 (22,484) Not requested - see new position request below

LAB M E O 7-2 (6,538) New employee to be hired at lower step

LAB Laborer / Gardener 6-2 (14,722) New employee hired at lower step

LAB Laborer / Gardener 6-2 (16,071) New employee to be hired at lower step

Temporary / Seasonal - Summer 30,000 Adding additional hours and weeks to the summer works program to try and draw more applicants. Minimum wage increase.

New Positions

| | | | | | | |
|--|--|---|--------|---|--------|--------|
| MECH Motor Equipment Repair Pers 10-2 | This position would replace the part time mechanic and enable him to work 40 hours per week with the other 5 mechanics. The Public Vehicles Division maintains a fleet of 225 registered vehicles and an additional 50 pieces of equipment that are not registered. An additional full time mechanic will help increase our preventative maintenance program which has suffered in recent years. | 1 | 55,729 | 1 | 53,683 | 53,683 |
|--|--|---|--------|---|--------|--------|

Subtotal

Grand Total

| | | | | | | | | | | |
|------|--------------|------|-----------|--------------|--------------|----|-----------|----|-----------|-----------|
| 48.5 | 2,813,041.97 | 50.5 | 2,925,411 | 1,891,339.96 | 2,854,307.00 | 51 | 3,021,881 | 51 | 3,019,835 | 3,019,835 |
|------|--------------|------|-----------|--------------|--------------|----|-----------|----|-----------|-----------|

CONSOLIDATED PUBLIC WORKS

| EXPENDITURES | | | | | | | | | |
|--|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| | Actual | Actual | July - March | Actual | Expenditures | Department | Mayor's | Mayor's | Council |
| Classification | Expenditures | Expenditures | Budget | Expenditures | Thru 6/30/17 | Request | Incr/Decr | Recommendation | Approval |
| Personnel 001-420-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 1,109,421.72 | 1,405,572.86 | 1,369,885.00 | 982,786.39 | 1,356,308.00 | 1,493,334.00 | 91,816.00 | 1,461,701.00 | 1,461,701.00 |
| 5112 Wages - Full Time | 2,338,236.32 | 2,738,530.98 | 2,797,927.00 | 1,820,123.49 | 2,726,317.00 | 2,886,881.00 | 86,908.00 | 2,884,835.00 | 2,884,835.00 |
| 5122 Wages - Part Time | 71,952.88 | 74,510.99 | 127,484.00 | 71,216.47 | 127,990.00 | 135,000.00 | 7,516.00 | 135,000.00 | 135,000.00 |
| 5131 Overtime | 243,363.85 | 278,754.02 | 160,000.00 | 177,134.19 | 260,000.00 | 260,000.00 | 40,000.00 | 200,000.00 | 200,000.00 |
| 5135 Standby | 10,777.69 | 12,330.93 | 11,500.00 | 8,191.64 | 11,500.00 | 11,500.00 | 0.00 | 11,500.00 | 11,500.00 |
| 5195 Buyback Sick Time | 25,803.84 | 33,748.35 | 32,000.00 | 37,414.51 | 37,414.51 | 50,000.00 | 18,000.00 | 50,000.00 | 50,000.00 |
| Offset Receipt - Cemetery Perpetual Care | | | (25,000.00) | | (25,000.00) | (25,000.00) | 0.00 | (25,000.00) | (25,000.00) |
| <hr/> | | | | | | | | | |
| General Expenses | | | | | | | | | |
| CPW Administration 001-420-5200 | | | | | | | | | |
| 5192 Mileage | 25.30 | 369.56 | 400.00 | 42.35 | 150.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5193 Tool Allowance | 5,800.00 | 3,300.00 | 3,900.00 | 3,900.00 | 3,900.00 | 4,200.00 | 300.00 | 4,200.00 | 4,200.00 |
| 5213 Light | 782.93 | 277.41 | 400.00 | 207.51 | 350.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5231 Water Usage | 591.16 | 454.65 | 1,000.00 | 482.69 | 600.00 | 2,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5241 Equipment Repair/Maint | 4,403.66 | 2,411.00 | 5,000.00 | 3,929.72 | 6,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5242 Office Equipment Repair/Maint | 1,073.13 | | 1,000.00 | 2,173.16 | 2,173.16 | 2,200.00 | 1,200.00 | 2,200.00 | 2,200.00 |
| 5244 Motor Equipment Repair/Maint | 190,080.91 | 334,203.54 | 160,000.00 | 143,970.93 | 200,000.00 | 200,000.00 | 40,000.00 | 200,000.00 | 200,000.00 |
| 5245 Building/Grounds Maint | 681.45 | 4,413.01 | 5,000.00 | 1,104.90 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5247 Alarms / Intrusion | 499.40 | 468.00 | 500.00 | 516.00 | 516.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5255 Vehicle Washing | 325.00 | 189.00 | 650.00 | 441.00 | 565.00 | 600.00 | (50.00) | 600.00 | 600.00 |
| 5271 Uniform Rental | 2,840.08 | 2,431.30 | 4,700.00 | 1,663.42 | 3,000.00 | 3,500.00 | (1,200.00) | 3,500.00 | 3,500.00 |
| 5276 Truck/Equipment Rental | 24,984.71 | 13,348.50 | 30,000.00 | 21,822.69 | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 30,000.00 |
| 5291 Custodial Services | 3,281.27 | 8,612.59 | 10,000.00 | 8,375.86 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5312 Training | 1,523.50 | 2,405.35 | 4,000.00 | 2,922.22 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5341 Advertising | 300.00 | 1,443.55 | 1,500.00 | | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5342 Postage | 1,065.20 | 1,931.01 | 1,500.00 | 619.00 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5411 Batteries | 12,220.30 | 3,492.73 | 10,000.00 | 8,928.07 | 11,800.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5420 Office Supplies | 5,188.46 | 4,210.03 | 5,500.00 | 2,964.65 | 5,500.00 | 5,500.00 | 0.00 | 5,500.00 | 5,500.00 |
| 5425 Software License | 5,100.00 | 10,323.88 | 14,000.00 | 5,100.00 | 14,000.00 | 14,000.00 | 0.00 | 14,000.00 | 14,000.00 |
| 5460 Groundskeeping Supplies/Trees | 70,456.51 | 53,832.96 | 75,000.00 | 42,932.67 | 85,000.00 | 75,000.00 | 0.00 | 75,000.00 | 75,000.00 |
| 5470 Public Safety Supplies | 3,236.30 | 877.76 | 8,000.00 | 4,093.59 | 8,000.00 | 8,000.00 | 0.00 | 8,000.00 | 8,000.00 |
| 5480 Vehicle Supplies | 245,075.51 | 209,143.37 | 245,000.00 | 198,460.34 | 275,000.00 | 265,000.00 | 5,000.00 | 250,000.00 | 250,000.00 |
| 5485 Vehicle Fuel & Oil | 545,995.21 | 341,440.93 | 325,000.00 | 184,551.05 | 277,000.00 | 375,000.00 | 50,000.00 | 375,000.00 | 375,000.00 |
| 5510 Education Supplies | | 860.36 | 1,000.00 | | 500.00 | 0.00 | (1,000.00) | 0.00 | 0.00 |
| 5533 Street Cleaning Supplies | 4,741.91 | 6,772.00 | 5,000.00 | 5,748.00 | 8,000.00 | 7,500.00 | 2,500.00 | 7,500.00 | 7,500.00 |
| 5536 Lumber | 1,950.65 | 518.44 | 1,000.00 | 888.24 | 1,000.00 | 2,500.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5538 Street/Sidewalk Materials | 20,204.49 | 23,003.87 | 20,000.00 | 32,728.97 | 40,000.00 | 27,000.00 | 7,000.00 | 27,000.00 | 27,000.00 |
| 5539 Castings & Pipes | 7,835.90 | 24,336.21 | 22,000.00 | 14,843.99 | 22,000.00 | 22,000.00 | 0.00 | 22,000.00 | 22,000.00 |
| 5541 Welding Supplies | 3,315.61 | 19,132.41 | 10,000.00 | 9,554.39 | 14,000.00 | 16,000.00 | 3,000.00 | 13,000.00 | 13,000.00 |
| 5581 Clothing, Gloves, Shoes | 32,174.12 | 30,493.78 | 41,000.00 | 32,362.14 | 41,000.00 | 41,000.00 | 0.00 | 41,000.00 | 41,000.00 |
| 5587 Tools | 9,895.33 | 18,977.56 | 11,000.00 | 16,369.89 | 24,000.00 | 20,000.00 | 7,000.00 | 18,000.00 | 18,000.00 |
| 5733 Licenses | 944.00 | 2,296.00 | 1,700.00 | 2,025.00 | 2,500.00 | 2,500.00 | 300.00 | 2,000.00 | 2,000.00 |
| 5740 Insurance Surety Bond | | | 200.00 | | 0.00 | 0.00 | (200.00) | 0.00 | 0.00 |
| | 1,206,592.00 | 1,125,970.76 | 1,024,950.00 | 753,722.44 | 1,098,554.16 | 1,161,800.00 | 113,850.00 | 1,138,800.00 | 1,138,800.00 |

CONSOLIDATED PUBLIC WORKS

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|------------------------------------|---------------------|---------------------|---------------------|----------------------------------|---------------------------|---------------------|-------------------|------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Snow & Ice 001-421-5200 | | | | | | | | | |
| 5245 Buildings/Grounds Maint | 14,204.00 | 26,493.00 | 5,000.00 | 54.00 | 15,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5276 Truck / Equipment Rental | 3,383,698.86 | 1,128,546.00 | 1,200,000.00 | 1,218,498.10 | 2,000,000.00 | 1,400,000.00 | 0.00 | 1,200,000.00 | 1,200,000.00 |
| 5387 Weather Service | 3,195.00 | 3,225.00 | 3,200.00 | 3,245.00 | 3,245.00 | 3,245.00 | 0.00 | 3,200.00 | 3,200.00 |
| 5460 Groundskeeping Supplies | 4,663.89 | 1,006.15 | 1,500.00 | | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5531 Salt & Sand | 881,470.67 | 705,170.94 | 500,000.00 | 605,538.20 | 1,000,000.00 | 700,000.00 | 0.00 | 500,000.00 | 500,000.00 |
| 5532 Plows, Blades & Parts | 75,359.98 | 31,616.69 | 50,000.00 | 28,665.70 | 50,000.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 |
| 5587 Tools | 2,162.35 | | | | | | | | |
| 5121 Management | | 6,000.00 | 21,000.00 | 8,000.00 | 12,000.00 | 28,000.00 | (9,000.00) * | 12,000.00 | 12,000.00 |
| 5131 Overtime | 451,069.15 | 198,639.31 | 125,000.00 | 289,766.21 | 280,000.00 | 200,000.00 | 0.00 | 125,000.00 | 125,000.00 |
| | 4,815,823.90 | 2,100,697.09 | 1,905,700.00 | 2,153,767.21 | 3,361,745.00 | 2,387,745.00 | (9,000.00) | 1,896,700.00 | 1,896,700.00 |

*MAYOR: Based upon actual expenditure

Equipment & Unusual

CPW Administration 001-420-5400

| | | | | | | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 5249 Rec Facilities Repair/Maint | 30,450.00 | 34,671.00 | 40,000.00 | 28,047.00 | 32,000.00 | 55,000.00 | 15,000.00 | 55,000.00 | 55,000.00 |
| 5310 Environmental Services | 6,000.00 | 3,267.50 | 10,000.00 | 4,790.00 | 6,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5394-44 Disposal Street Sweepings | 13,440.00 | 22,526.00 | 40,000.00 | 4,480.00 | 30,000.00 | 30,000.00 | (10,000.00) | 30,000.00 | 30,000.00 |
| 5394-46 Drain System | | 288.00 | 1,000.00 | | 0.00 | 0.00 | (1,000.00) | 0.00 | 0.00 |
| 5394-47 Paving Projects | 113,842.57 | 125,891.16 | 110,000.00 | 86,431.23 | 130,000.00 | 200,000.00 | 90,000.00 | 200,000.00 | 200,000.00 |
| 5394-48 Pond Management | 4,800.00 | 31,195.00 | 40,000.00 | 26,275.00 | 35,000.00 | 35,000.00 | (5,000.00) | 35,000.00 | 35,000.00 |
| 6710 ADA Ramps | | | | | | | 50,000.00 ** | 50,000.00 | 50,000.00 |
| 5394-50 Concrete Projects | | | | | 30,000.00 | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |
| | 168,532.57 | 217,838.66 | 241,000.00 | 150,023.23 | 263,000.00 | 430,000.00 | 239,000.00 | 480,000.00 | 480,000.00 |

Solid Waste 001-422-5400

| | | | | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| 5295 Household Hazard Waste | 81,699.10 | 97,385.96 | 110,000.00 | 66,301.15 | 110,000.00 | 110,000.00 | (55,000.00) | 55,000.00 | 55,000.00 |
| 5296 Trash Disposal | 1,692,086.14 | 1,120,881.02 | 1,225,000.00 | 782,509.53 | 1,200,000.00 | 1,225,000.00 | 0.00 | 1,225,000.00 | 1,225,000.00 |
| 5297 Trash/Recycle Collection | 2,333,083.66 | 2,527,544.40 | 2,640,000.00 | 2,062,514.40 | 3,234,000.00 | 3,557,000.00 | 900,000.00 | 3,540,000.00 | 3,540,000.00 |
| 5298 Yard Waste / Leaves | 185,726.10 | 205,388.30 | 215,000.00 | 170,371.73 | 226,000.00 | 230,000.00 | 15,000.00 | 230,000.00 | 230,000.00 |
| 5299 DPW Yard Clean Up | 5,663.20 | 17,523.95 | 25,000.00 | 6,782.47 | 15,000.00 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| | 4,298,258.20 | 3,968,723.63 | 4,215,000.00 | 3,088,479.28 | 4,785,000.00 | 5,147,000.00 | 860,000.00 | 5,075,000.00 | 5,075,000.00 |

**MAYOR: Transfer from Traffic budget

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|------------------------------------|--|---|
| 5131 Overtime | Increase funding due to account history. | 100,000.00 |
| 5195 Buyback Sick Time | Increase funding due to knowledge of potential retirement and account history. | 18,000.00 |
| 5193 Tool Allowance | Increase funding for addition of full time Mechanic. The amount is determined by the union contract. | 300.00 |
| 5231 Water Usage | Increase funding due to adding irrigation on at least one island. | 1,000.00 |
| 5242 Office Equipment Repair/Maint | Copier warranty ran out in 2016. Increase funding due to maintenance agreement for 2017 and beyond. | 1,200.00 |
| 5244 Motor Equipment Repair/Maint | Increase funding due to account history. | 40,000.00 |

CONSOLIDATED PUBLIC WORKS

| EXPENDITURES | | | | | | | | | |
|---|---|---------------------|---------------|----------------------------------|---------------------------|---|-------------------|------------------------|------------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| <u>Department Explanation for Requested Increases (continued)</u> | | | | | | <u>Department Cost for Requested Increase</u> | | | |
| <u>Item</u> | <u>Reason</u> | | | | | | | | |
| 5480 Vehicle Supplies | Increase funding due to account history. | | | | | 20,000.00 | | | |
| 5485 Vehicle Fuel & Oil | Increase based on fuel usage and bid prices for FY18. | | | | | 50,000.00 | | | |
| 5533 Street Cleaning Supplies | Increase funding due to account history. | | | | | 2,500.00 | | | |
| 5536 Lumber | Increase funding for sidewalk crew supplies. This is the first construction season this crew is together. Need wood to use as concrete forms when pouring sidewalks. | | | | | 1,500.00 | | | |
| 5538 Street/Sidewalk Materials | Increase funding for sidewalk crew supplies. This is the first construction season this crew is together. | | | | | 7,000.00 | | | |
| 5541 Welding Supplies | Increase funding due to account history. | | | | | 6,000.00 | | | |
| 5587 Tools | Increase funding due to account history and additional tools that the new sidewalk crew will need throughout the year. | | | | | 9,000.00 | | | |
| 5733 Licenses | Increase funding due to account history. | | | | | 800.00 | | | |
| 5276 Truck / Equipment Rental | Plow contract will be rebid in 2017. Expecting an increase in cost, assumed 10%. | | | | | 200,000.00 | | | |
| 5387 Weather Service | Increase funding due to actual cost. | | | | | 45.00 | | | |
| 5531 Salt & Sand | Increase funding due to account history. | | | | | 200,000.00 | | | |
| 5121 Management | Increase funding for the fourth Assistant Superintendent that was added in FY17. | | | | | 7,000.00 | | | |
| 5131 Overtime | Increase funding due to account history. | | | | | 75,000.00 | | | |
| 5249 Rec Facilities Repair/Maint | With each park upgrade the City is adding irrigation and drainage particle separators. The number of irrigation systems is becoming too much for the department to handle. The additional funding will be used to hire an irrigation company to open and close the systems each year and perform maintenance throughout the year. We also need to hire a contractor to clean the particle separators. CPW does not have the equipment to perform this work. | | | | | 15,000.00 | | | |
| 5394-47 Paving Projects | Increase funding due to account history and with the addition of a sidewalk crew we will have an additional crew performing asphalt work. | | | | | 90,000.00 | | | |
| Concrete Projects | New item to fund concrete sidewalk repairs that will be performed by the new sidewalk crew. | | | | | 100,000.00 | | | |
| 5297 Trash/Recycle Collection | Increase funding due to new collection contract. | | | | | 917,000.00 | | | |
| 5298 Yard Waste / Leaves | Increase funding due to new yard waste collection contract. | | | | | 15,000.00 | | | |
| COST SUMMARY BY CLASSIFICATION | | | | | | | | | |
| Personnel | 3,799,556.30 | 4,543,448.13 | 4,473,796.00 | 3,096,866.69 | 4,494,529.51 | 4,811,715.00 | 244,240.00 | 4,718,036.00 | 4,718,036.00 |
| General Expenses | | | | | | | | | |
| CPW Administration | 1,206,592.00 | 1,125,970.76 | 1,024,950.00 | 753,722.44 | 1,098,554.16 | 1,161,800.00 | 113,850.00 | 1,138,800.00 | 1,138,800.00 |
| Snow & Ice | 4,815,823.90 | 2,100,697.09 | 1,905,700.00 | 2,153,767.21 | 3,361,745.00 | 2,387,745.00 | (9,000.00) | 1,896,700.00 | 1,896,700.00 |
| Equipment & Unusual | | | | | | | | | |
| CPW Administration | 168,532.57 | 217,838.66 | 241,000.00 | 150,023.23 | 263,000.00 | 430,000.00 | 239,000.00 | 480,000.00 | 480,000.00 |
| Solid Waste | 4,298,258.20 | 3,968,723.63 | 4,215,000.00 | 3,088,479.28 | 4,785,000.00 | 5,147,000.00 | 860,000.00 | 5,075,000.00 | 5,075,000.00 |
| Total Operating Budget | 14,288,762.97 | 11,956,678.27 | 11,860,446.00 | 9,242,858.85 | 14,002,828.67 | 13,938,260.00 | 1,448,090.00 | 13,308,536.00 | 13,308,536.00 |

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 2015 | FY 2016 |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| Meetings | 17 | 20 | 18 |

BOARD OF SURVEY & PLANNING

PERSONNEL

| | | FY 2016 | FY 2017 | | | FY 2018 | | | | | |
|-----------------|----------|--------------------|---------|---------------------|----------------------------------|-----------|--------------------|-----------|------------------------|------------------|--------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | July - March | | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| | | | | Actual Expenditures | Actual Expenditures Thru 6/30/17 | | | | | | |
| 1. | Members | | 7 | 14,000 | 8,500.00 | 13,000.00 | 7 | 14,000 | 7 | 14,000 | 14,000 |
| 2. | Clerk | | 1 | 3,000 | 2,202.58 | 3,000.00 | 1 | 3,000 | 1 | 3,000 | 3,000 |
| Subtotal | | | 8 | 13,100.00 | 8 | 17,000 | 10,702.58 | 16,000.00 | 8 | 17,000 | 17,000 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|-----------|---|--------|-----------|-----------|---|--------|---|--------|--------|
| 8 | 13,100.00 | 8 | 17,000 | 10,702.58 | 16,000.00 | 8 | 17,000 | 8 | 17,000 | 17,000 |
|---|-----------|---|--------|-----------|-----------|---|--------|---|--------|--------|

BOARD OF SURVEY & PLANNING

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-174-5100 | | | | | | | | | |
| 5121 Salaries - Part Time | 3,000.00 | 3,000.00 | 3,000.00 | 2,202.58 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5194 Boards & Commissions | 10,300.00 | 10,100.00 | 14,000.00 | 8,500.00 | 13,000.00 | 14,000.00 | 0.00 | 14,000.00 | 14,000.00 |
| General Expenses 001-174-5200 | | | | | | | | | |
| 5308 Stenographer | 2,700.00 | 2,400.00 | 2,300.00 | 1,950.00 | 2,550.00 | 2,500.00 | 200.00 | 2,500.00 | 2,500.00 |
| 5312 Training | | 711.87 | 700.00 | | 350.00 | 700.00 | 0.00 | 700.00 | 700.00 |
| 5341 Advertising | 1,265.56 | 1,008.28 | 1,500.00 | 765.92 | 1,300.00 | 1,300.00 | (200.00) | 1,300.00 | 1,300.00 |
| 5342 Postage | 147.00 | 343.00 | 300.00 | 194.00 | 200.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5420 Office Supplies | 592.26 | 221.55 | 300.00 | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------------|---|---|
| 5308 Stenographer | Reallocate funding based on expenditure history | 200.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|------------------|
| Personnel | 13,300.00 | 13,100.00 | 17,000.00 | 10,702.58 | 16,000.00 | 17,000.00 | 0.00 | 17,000.00 | 17,000.00 |
| General Expenses | 4,704.82 | 4,684.70 | 5,100.00 | 2,909.92 | 4,700.00 | 5,100.00 | 0.00 | 5,100.00 | 5,100.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 18,004.82 | 17,784.70 | 22,100.00 | 13,612.50 | 20,700.00 | 22,100.00 | 0.00 | 22,100.00 | 22,100.00 |

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

| | | |
|--|------------|------------|
| There are no indirect costs directly associated with this element. | | |
| Indirect Costs | FY 2015 | FY 2016 |
| | | |
| | | |
| | | |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-----------------------|---------------------------|------------------------------|------------------------------|
| Total Burials | 165 | 210 | 210 |
| New Lots sold | 37 | 40 | 40 |
| Single Graves sold | 7 | 15 | 15 |
| Single Graves welfare | 1 | 8 | 8 |
| Urn Garden plots sold | 2 | 5 | 5 |
| Veterans Graves | 5 | 10 | 10 |
| Acres Maintained | 94 | 94 | 94 |

CEMETERY COMMISSION

PERSONNEL

| | | |
|--------------------|---------------|-----------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step |
| 1. | Commissioners | |
| Total | | |

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|-----------------------------|----------|--------------|------------------------|------------------------------|----------|-----------------------|-------|---------------------------|---------------------|--|
| Actual # Expenditures | # | July - March | | | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| | | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | | | | | | |
| | | | | | | | | | | |
| | 3 | 3,000 | 1,200.00 | 1,800.00 | 3 | 3,000 | 3 | 3,000 | 3,000 | |
| 3 | 2,800.00 | 3 | 3,000 | 1,200.00 | 1,800.00 | 3 | 3,000 | 3 | 3,000 | |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Explanation

| | | | | |
|---|---|--|---|---|
| | | | | |
| 0 | 0 | | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|----------|---|-------|----------|----------|---|-------|---|-------|-------|
| 3 | 2,800.00 | 3 | 3,000 | 1,200.00 | 1,800.00 | 3 | 3,000 | 3 | 3,000 | 3,000 |
|---|----------|---|-------|----------|----------|---|-------|---|-------|-------|

CEMETERY COMMISSION

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-------------------------------|--------------------------------|--------------------------------|----------------|--|--------------------------------------|-------------------------------|------------------------------|-----------------------------------|-----------------------------|
| Classification | 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 001-491-5100 | | | | | | | | | |
| 5194 Boards & Commissions | 2,600.00 | 2,800.00 | 3,000.00 | 1,200.00 | 1,800.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-----------------|-----------------|
| Personnel | 2,600.00 | 2,800.00 | 3,000.00 | 1,200.00 | 1,800.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| General Expenses | | | | | | | | | |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>2,600.00</u> | <u>2,800.00</u> | <u>3,000.00</u> | <u>1,200.00</u> | <u>1,800.00</u> | <u>3,000.00</u> | <u>0.00</u> | <u>3,000.00</u> | <u>3,000.00</u> |

COUNCIL ON AGING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

The continuation of providing our elder population with services, fitness, educational, social and recreational programs. The Meals on Wheel program provides a hot dinner and cold supper (delivered at the same time between 11:30 and 12:30) Monday through Friday. This is accomplished by one paid coordinator and approximately 150 volunteers. The 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 2015 | FY 2016 |
| Pension-Contributory/FICA | 76,537 | 78,005 |
| Pension Administration | 7,025 | 6,770 |
| Medical & Life Insurance | 152,006 | 162,399 |
| Heat, Light, Water | 65,397 | 52,204 |
| Building Repair & Maintenance | 59,530 | 66,314 |
| Building Insurance | 2,080 | 2,003 |
| Motor Vehicle Insurance | 632 | 637 |
| Motor Vehicle Maint & Repair | 10,747 | 10,639 |
| Total | \$373,954 | \$378,971 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-------------------------------|---------------------------|------------------------------|------------------------------|
| Total Number of Participants | 3,067 | 3,067 | 3,067 |
| Male / Female / Minority | 951/2116/165 | 952/2114/165 | 952/2114/165 |
| # of Participants | | | |
| Service Programs: | 1,875 | 1,875 | 1,875 |
| Social/Recreation Programs: | 1,564 | 1,564 | 1,564 |
| Fitness Programs: | 417 | 417 | 417 |
| Transportation: | 539 | 539 | 539 |
| # of 1 way rides | 3,928 | 3,928 | 3,928 |
| Meals Served Daily | 107 | 115 | 118 |
| Recipients Served Annually | 133 | 140 | 140 |
| Meals Served Annually | 26,528 | 26,700 | 26,700 |
| Total Revenue Meals on Wheels | \$175,085 | \$176,220 | \$176,220 |
| Total Revenue Programs | \$100,057 | \$100,057 | \$100,057 |

City Funding: \$679,876

State Funding: \$37,500

COUNCIL ON AGING

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|-----------------|-----------------------------|--------------------|---------|---------------------|---------|---------|---|------------|--------------------|---------|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | Council on Aging Board | | 9 | 9,000 | | 9,000 | 5,000.00 | 9,000.00 | 9 | 9,000 | 9,000 | 9,000 |
| 2. | *Council on Aging Director | 16-6 (L8) | 1 | 99,268 | | 99,268 | 74,527.51 | 100,484.00 | 1 | 111,669 | 111,669 | 111,669 |
| 3. | *Administrative Assistant | 10-6 (L11) | 1 | 72,141 | | 72,141 | 54,053.82 | 72,879.00 | 1 | 76,007 | 76,007 | 76,007 |
| 4. | *Meals Coordinator | 9-6 | 1 | 59,073 | | 59,073 | 43,913.55 | 59,677.00 | 1 | 63,506 | 63,506 | 63,506 |
| 5. | *Office Coordinator | 9-6 (L9) | 1 | 65,442 | | 65,442 | 49,131.28 | 66,111.00 | 1 | 68,851 | 68,851 | 68,851 |
| 6. LAB | *Bus Operator | 7-6 (L8) | 1 | 52,075 | | 52,075 | 38,108.32 | 52,075.00 | 1 | 53,048 | 53,048 | 53,048 |
| 7. | *Associate Office Assistant | 7-6 | 1 | 53,579 | | 53,579 | 40,225.48 | 54,127.00 | 1 | 56,154 | 56,154 | 56,154 |
| 8. | *Associate Office Assistant | 7-6 | 1 | 53,579 | | 53,579 | 40,225.50 | 54,127.00 | 1 | 56,154 | 56,154 | 56,154 |
| 9. | Bus Operator PT | 7 | | 17,800 | | 17,800 | 12,864.20 | 17,800.00 | | 23,800 | 23,800 | 23,800 |
| Subtotal | | | 16 | 516,194.12 | 16 | 481,957 | 358,049.66 | 486,280.00 | 16 | 518,189 | 518,189 | 518,189 |

Summary of Changes

Adjustments to FY 2017 Positions

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

30,232

Explanation

Bus Operator PT

7

6,000

Due to the growing demand, another day of grocery shopping was added. This increase reflects the cost of an additional day of an on call driver.

New Positions

Subtotal

| | | | | | | | | | | |
|---|---|--|---|---|--|---|--|--|--|--|
| | | | | | | | | | | |
| 0 | 0 | | 0 | 0 | | 0 | | | | |

Grand Total

| | | | | | | | | | | |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------------|
| 16 | 516,194.12 | 16 | 481,957 | 358,049.66 | 486,280.00 | 16 | 518,189 | 16 | 518,189 | 518,189 |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|-----------|----------------|----------------|

COUNCIL ON AGING

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|-------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-541-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 343,181.68 | 433,199.95 | 403,082.00 | 302,077.14 | 407,405.00 | 432,341.00 | 29,259.00 | 432,341.00 | 432,341.00 |
| 5112 Wages - Full Time | 50,874.83 | 58,243.88 | 52,075.00 | 38,108.32 | 52,075.00 | 53,048.00 | 973.00 | 53,048.00 | 53,048.00 |
| 5121 Salaries - Part Time | 3,692.37 | | | | | | | | |
| 5122 Wages - Part Time | 15,706.40 | 17,350.29 | 17,800.00 | 12,864.20 | 17,800.00 | 23,800.00 | 6,000.00 | 23,800.00 | 23,800.00 |
| 5131 Overtime | 391.83 | 299.66 | 600.00 | 523.75 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5194 Boards & Commissions | 7,600.00 | 7,400.00 | 9,000.00 | 5,000.00 | 9,000.00 | 9,000.00 | 0.00 | 9,000.00 | 9,000.00 |
| Receipt offset - Grant | (36,509.00) | (37,500.00) | (37,500.00) | | (37,500.00) | (37,500.00) | 0.00 | (37,500.00) | (37,500.00) |
| General Expenses 001-541-5200 | | | | | | | | | |
| 5192 Mileage | 501.52 | 559.92 | 700.00 | 389.43 | 700.00 | 700.00 | 0.00 | 700.00 | 700.00 |
| 5242 Office Equipment Repair/Maint | 1,470.00 | 1,518.00 | 1,590.00 | 1,539.08 | 1,590.00 | 1,590.00 | 0.00 | 1,590.00 | 1,590.00 |
| 5342 Postage | 550.00 | 550.00 | 550.00 | 550.00 | 550.00 | 550.00 | 0.00 | 550.00 | 550.00 |
| 5343 Printing | 75.00 | 112.50 | 125.00 | 57.50 | 125.00 | 125.00 | 0.00 | 125.00 | 125.00 |
| 5381 Contract Labor /Instruction | 2,000.00 | 2,000.00 | 2,000.00 | 1,782.00 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5420 Office Supplies | 1,983.60 | 1,913.02 | 2,000.00 | 1,894.08 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5490 Food Supplies | 162,526.87 | 175,707.93 | 190,872.00 | 132,312.06 | 190,872.00 | 190,872.00 | 0.00 | 190,872.00 | 190,872.00 |
| 5581 Clothing, Gloves, Shoes | 775.00 | 750.00 | 750.00 | 750.00 | 750.00 | 750.00 | 0.00 | 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> |
|-------------|---------------|---|
|-------------|---------------|---|

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 384,938.11 | 478,993.78 | 445,057.00 | 358,573.41 | 449,380.00 | 481,289.00 | 36,232.00 | 481,289.00 | 481,289.00 |
| General Expenses | 162,216.99 | 183,111.37 | 198,587.00 | 139,274.15 | 198,587.00 | 198,587.00 | 0.00 | 198,587.00 | 198,587.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 547,155.10 | 662,105.15 | 643,644.00 | 497,847.56 | 647,967.00 | 679,876.00 | 36,232.00 | 679,876.00 | 679,876.00 |

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 2015 | FY 2016 |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| | | | |
|---------------------------|----------------|------------------|------------------|
| | FY 2016 | FY 2017 | FY 2018 |
| Output Measure | Actual | Estimated | Projected |
| ADA Transition Plan (1) | \$15,000 | \$15,000 | \$15,000 |
| WHS Scholarships (5 each) | \$2,500 | \$2,500 | \$2,500 |
| WSEPAC Special Education | \$6,600 | \$5,000 | \$2,500 |

DISABILITIES SERVICES COMMISSION

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|-----------------|---------------|--------------------|-----------------------|----------|---------|----------------------------------|----------|--------------------|-------|------------------------|------------------|-------|
| Bargaining Unit | | FY 2018 Grade-Step | Actual # Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. | Board Members | | | 7 | 7,000 | 4,400.00 | 7,000.00 | 7 | 7,000 | 7 | 7,000 | 7,000 |
| Subtotal | | | 7 | 6,300.00 | 7 | 7,000 | 4,400.00 | 7,000.00 | 7 | 7,000 | 7 | 7,000 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|----------|---|-------|----------|----------|---|-------|---|-------|-------|
| 7 | 6,300.00 | 7 | 7,000 | 4,400.00 | 7,000.00 | 7 | 7,000 | 7 | 7,000 | 7,000 |
|---|----------|---|-------|----------|----------|---|-------|---|-------|-------|

DISABILITIES SERVICES COMMISSION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-560-5100 | | | | | | | | | |
| 5194 Boards & Commissions | 6,500.00 | 6,300.00 | 7,000.00 | 4,400.00 | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 7,000.00 |
| <hr/> | | | | | | | | | |
| General Expenses 001-560-5200 | | | | | | | | | |
| 5420 Office Supplies | | 200.00 | 200.00 | | 200.00 | 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> |
|-------------|---------------|---|
|-------------|---------------|---|

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-----------------|-----------------|
| Personnel | 6,500.00 | 6,300.00 | 7,000.00 | 4,400.00 | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 7,000.00 |
| General Expenses | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 |
| Equipment & Unusual | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Operating Budget | <u>6,500.00</u> | <u>6,500.00</u> | <u>7,200.00</u> | <u>4,400.00</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 2015 | FY 2016 |
| Pension-Contributory/FICA | 7,513 | 7,694 |
| Pension Administration | 647 | 624 |
| Medical & Life Insurance | 31,830 | 33,029 |
| Heat, Light, Water | 28,171 | 33,092 |
| Building Repair & Maintenance | 6,846 | 114,029 |
| Building Insurance | 839 | 808 |
| Motor Vehicle Insurance | 1,581 | 26,598 |
| Motor Vehicle Maint & Repair | 26,868 | 1,592 |
| Total | \$104,295 | \$217,466 |

| | | | |
|------------------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| District Coordinators | 1 | 1 | 2 |
| Total Grants Received | \$46,435 | \$24,460 | \$24,023 |
| FEMA Reimbursement-Disasters | \$85,609 | \$701,574 | \$0 |
| Total Receipts | \$132,044 | \$726,034 | \$24,023 |

EMERGENCY MANAGEMENT

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|---------------------------------------|--------------------|---------|--------------|--------------|--------|---------------------|--------------|---|--------------------|---|------------------------|------------------|--------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual | | July - March | | | | | | | | | |
| | | | # | Expenditures | # | Budget | Actual Expenditures | Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. | *Environmental Specialist (PT 19 hrs) | 16-6 | | | 1 | 54,774 | 40,155.88 | 54,774.00 | 1 | 57,407 | 1 | 57,407 | 57,407 | |
| 2. | Director of Emergency Mgmt PT | | | | 1 | 10,000 | 7,342.44 | 10,000.00 | 1 | 10,000 | 1 | 10,000 | 10,000 | |
| 3. | Environmental Committee Chairperson | | | | | 10,000 | 7,342.43 | 10,000.00 | | 10,000 | | 10,000 | 10,000 | |
| Subtotal | | | 2 | 80,854.27 | 2 | 74,774 | 54,840.75 | 74,774.00 | 2 | 77,407 | | 2 | 77,407 | 77,407 |

Summary of Changes

Adjustments to FY 2017 Positions

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

2,633

Explanation

| | | | | |
|---|---|--|---|---|
| | | | | |
| 0 | 0 | | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|-----------|---|--------|-----------|-----------|---|--------|---|--------|--------|
| 2 | 80,854.27 | 2 | 74,774 | 54,840.75 | 74,774.00 | 2 | 77,407 | 2 | 77,407 | 77,407 |
|---|-----------|---|--------|-----------|-----------|---|--------|---|--------|--------|

EMERGENCY MANAGEMENT

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|----------------------------|----------------------------|----------------|---|----------------------------------|---------------------------|--------------------------|-------------------------------|-------------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-291-5100 | | | | | | | | | |
| 5121 Salaries - Part Time | 69,037.18 | 80,854.27 | 74,774.00 | 54,840.75 | 74,774.00 | 77,407.00 | 2,633.00 | 77,407.00 | 77,407.00 |
| General Expenses 001-291-5200 | | | | | | | | | |
| 5241 Equipment Repair/Maint | 392.00 | | 1,000.00 | | 1,000.00 | 1,100.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5312 Training | 88.52 | 166.64 | 300.00 | 84.64 | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5313 Training (Environmental) | | | 300.00 | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5420 Office Supplies | 378.75 | 443.18 | 400.00 | | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5421 Office Supplies (Environmental) | | | 400.00 | | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5470 Public Safety Supplies | 2,218.63 | 2,089.50 | 1,000.00 | | 1,000.00 | 1,100.00 | 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 | 2,232.38 | 3,533.67 | 1,500.00 | 1,317.50 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5384 Fuel Tank Testing | 2,190.00 | 3,390.00 | 2,190.00 | | 2,190.00 | 2,300.00 | 110.00 | 2,300.00 | 2,300.00 |
| Special Items 001-291-5500 | | | | | | | | | |
| 5190 Uniform | 399.95 | 399.25 | 400.00 | | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |

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

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|------------------------------|---------------------------------------|--|
| 5241 Equipment Repairs/Maint | Price increase for goods and services | 100.00 |
| 5470 Public Safety Supplies | Price increase for goods and services | 100.00 |
| 5384 Fuel Tank Testing | Per vendor price quote | 110.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|
| Personnel | 69,037.18 | 80,854.27 | 74,774.00 | 54,840.75 | 74,774.00 | 77,407.00 | 2,633.00 | 77,407.00 | 77,407.00 |
| General Expenses | 3,077.90 | 2,699.32 | 3,400.00 | 84.64 | 3,400.00 | 3,600.00 | 0.00 | 3,400.00 | 3,400.00 |
| Equipment & Unusual | 4,422.38 | 6,923.67 | 6,190.00 | 1,317.50 | 6,190.00 | 6,300.00 | 110.00 | 6,300.00 | 6,300.00 |
| Special Items | 399.95 | 399.25 | 400.00 | 0.00 | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| Total Operating Budget | 76,937.41 | 90,876.51 | 84,764.00 | 56,242.89 | 84,764.00 | 87,707.00 | 2,743.00 | 87,507.00 | 87,507.00 |

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, and construct Water, Sewer and Drain improvements in accordance with State and Federal guidelines, to continue the efficient processing of permit applications, and to maintain the Sewer Bank. This year we are focusing on compliance with the EPA's new Stormwater Discharge Permit.

DESCRIPTION OF OUTPUT STATEMENT:

To implement the Department's Capital Improvement Program, provide construction oversight on all public projects, and to maintain the integrity of the Water-Sewer-Drain systems by requiring consistent construction inspections and submission of as-built plans. This year we will work with other City Departments to address the new EPA Stormwater Permit Requirements.

| | | |
|---|------------------|------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 234,451 | 236,762 |
| Pension Administration | 22,878 | 22,078 |
| Medical & Life Insurance | 148,654 | 195,482 |
| Heat, Light, Water | 10,487 | 8,662 |
| Building Repair & Maintenance | 20,846 | 22,134 |
| Building Insurance | 272 | 262 |
| Motor Vehicle Insurance | 316 | 318 |
| Motor Vehicle Maint & Repair | 5,374 | 5,320 |
| Workers Compensation | 1,082 | |
| Total | \$444,360 | \$491,018 |

| | | | |
|---|----------------|------------------|------------------|
| | FY 2016 | FY 2017 | FY 2018 |
| Output Measure | Actual | Estimated | Projected |
| CIP - Project Administration | 10 | 10 | 10 |
| Plans/Project Submittals | 109 | 127 | 135 |
| Compliance reports | 9 | 9 | 11 |
| Construction Inspections | 1,901 | 1,945 | 1,970 |
| Project/Redevelopment, Major Developments | 7 | 7 | 9 |
| Permit Applications | 414 | 425 | 430 |

ENGINEERING

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|-----------------------------|--------------------|---------|---------------------|--------------|-----------|----------------------------------|------------|--------------------|---------|------------------------|------------------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | July - March | | | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| | | | | | # | Budget | Actual Expenditures Thru 6/30/17 | | | | | | |
| 1. | *City Engineer | 20-6 | 1 | | 127,535 | 95,749.39 | 127,535.00 | 1 | 133,665 | 1 | 133,665 | 133,665 | |
| 2. | SPMG *Jr. Civil Engineer | 14-3 | 1 | | 73,936 | 54,105.17 | 73,936.00 | 1 | 76,741 | 1 | 76,741 | 76,741 | |
| 3. | SPMG Jr. Civil Engineer | 14-1 | 1 | | 59,477 | | 14,869.00 | 1 | 71,764 | 1 | 59,477 | 59,477 | |
| 4. | SPMG *Gen Construction Insp | 13-6 (L9) | 1 | | 87,925 | 64,388.56 | 87,925.00 | 1 | 88,398 | 1 | 88,398 | 88,398 | |
| 5. | *Administrative Assistant | 10-6 (L9) | 1 | | 71,215 | 53,466.01 | 71,215.00 | 1 | 74,639 | 1 | 74,639 | 74,639 | |
| 6. | Co-op Students | | | | 14,560 | 9,336.00 | 14,560.00 | | 14,560 | | 14,560 | 14,560 | |
| 7. | Part Time | | 0.5 | | 41,000 | 29,866.90 | 41,000.00 | 0.5 | 41,000 | 0.5 | 41,000 | 41,000 | |
| Subtotal | | | 5.5 | 434,352.63 | 5.5 | 475,648 | 306,912.03 | 431,040.00 | 5.5 | 500,767 | 5.5 | 488,480 | 488,480 |

Summary of Changes

Adjustments to FY 2017 Positions

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

12,832

Explanation

SPMG Jr. Civil Engineer

14-1

12,287

Amend the Job Requirement to not include a Professional Land Surveyor designation; No qualified applicants apply with PLS requirement. Position funded at 12 months.
MAYOR: Professional Land Surveyor only requirement

New Positions

SPMG Sr Code Enforcement Inspector

13-1

This position would be dedicated to the enforcement of the EPA's MS4 Permit which begins implementation on 7-1-2017; chiefly responsible for conducting site inspections for Sediment and Erosion controls as part of the enforcement of the MS4 Permit.

SPMG Assistant City Engineer

16-1

Add an Assistant City Engineer with a Professional Engineer (P.E.) or Professional Land Surveyor (P.L.S.) designation to provide additional support to the City's Capital Improvement Plan project, which will include Stormwater Management Plan (20 year).

| | | | | |
|----------|----------------|--|----------|----------|
| 1 | 67,336 | | 0 | 0 |
| 1 | 81,795 | | 0 | 0 |
| 2 | 149,131 | | 0 | 0 |

Subtotal

Grand Total

| | | | | | | | | | | |
|------------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|------------|----------------|----------------|
| 5.5 | 434,352.63 | 5.5 | 475,648 | 306,912.03 | 431,040.00 | 7.5 | 649,898 | 5.5 | 488,480 | 488,480 |
|------------|-------------------|------------|----------------|-------------------|-------------------|------------|----------------|------------|----------------|----------------|

ENGINEERING

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|------------------------|------------------------|------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-410-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 258,594.32 | 380,592.49 | 420,088.00 | 267,709.13 | 375,480.00 | 594,338.00 | 12,832.00 | 432,920.00 | 432,920.00 |
| 5121 Salaries - Part Time | 45,690.49 | 53,760.14 | 55,560.00 | 39,202.90 | 55,560.00 | 55,560.00 | 0.00 | 55,560.00 | 55,560.00 |
| 5131 Overtime | | 3,196.47 | 10,000.00 | 1,691.75 | 10,000.00 | 5,000.00 | (5,000.00) | 5,000.00 | 5,000.00 |
| General Expenses 001-410-5200 | | | | | | | | | |
| 5242 Office Equipment Repair/Maint | 2,337.28 | 2,160.00 | 2,500.00 | 2,739.70 | 3,350.00 | 3,000.00 | 500.00 | 3,000.00 | 3,000.00 |
| 5303 Engineer Services /Consultants | | | | 58.00 | 58.00 | 500.00 | 0.00 | 0.00 | 0.00 |
| 5312 Training | | | 1,000.00 | 530.00 | 1,020.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5341 Advertising | | | 200.00 | | 100.00 | 200.00 | (100.00) | 100.00 | 100.00 |
| 5342 Postage | 517.70 | 686.07 | 500.00 | 314.50 | 400.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5343 Printing | 425.00 | 302.50 | 450.00 | 57.50 | 400.00 | 400.00 | (50.00) | 400.00 | 400.00 |
| 5420 Office Supplies | 4,041.37 | 4,076.08 | 3,200.00 | 1,559.79 | 2,367.00 | 3,200.00 | 0.00 | 3,200.00 | 3,200.00 |
| 5581 Clothing, Gloves | 84.99 | 491.74 | 600.00 | 146.75 | 600.00 | 1,000.00 | 0.00 | 600.00 | 600.00 |
| 5730 Dues | 472.75 | 655.00 | 500.00 | 50.00 | 655.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5731 Conference Expense | 360.00 | 120.00 | | | | | | | |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------------------------------|---|---|
| 5242 Office Equipment Repair/Maint | Additional cost for Maintenance Agreement on copier, plotter and scanner machines | 500.00 |
| 5303 Engineer Services /Consultants | Assistance with Easement Plans | 500.00 |
| 5581 Clothing, Gloves | Per collective bargaining agreement | 400.00 |
| | <i>MAYOR: Budgeted positions provided for</i> | |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| Personnel | 304,284.81 | 437,549.10 | 485,648.00 | 308,603.78 | 441,040.00 | 654,898.00 | 7,832.00 | 493,480.00 | 493,480.00 |
| General Expenses | 8,239.09 | 8,491.39 | 8,950.00 | 5,456.24 | 8,950.00 | 10,300.00 | 350.00 | 9,300.00 | 9,300.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>312,523.90</u> | <u>446,040.49</u> | <u>494,598.00</u> | <u>314,060.02</u> | <u>449,990.00</u> | <u>665,198.00</u> | <u>8,182.00</u> | <u>502,780.00</u> | <u>502,780.00</u> |

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

The mission of Water & Sewer Billing and Compliance is to bill and collect fees for all water and sewer usage within the City. To practice a high level of customer service and conduct an informational and educational program regarding water usage, leaks and proper use of the sanitary sewer system through mailings and direct customer contact via phone and in person at the water billing office. Billing and Compliance is also responsible for the meter upgrade program which aims to replace first all commercial and later all residential meters with a new AMR (Automatic Meter Reading) program.

DESCRIPTION OF OUTPUT STATEMENT:

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

| There are no indirect costs directly associated with this element. | | |
|--|---------|---------|
| Indirect Costs | FY 2015 | FY 2016 |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-----------------------------------|---------------------------|------------------------------|------------------------------|
| Number of times billed/year | | | |
| Residential | 4 | 4 | 4 |
| Commercial | 12 | 12 | 12 |
| Billion Gallons Per Year | 2.5920 | 2.6332 | 2.7000 |
| Number of Accounts | 14,142 | 14,174 | 14,200 |
| Number of Bills Sent out annually | 59,531 | 59,634 | 60,000 |

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|---------------------------------|--------------------|---------|---------------------|---------|---------|---|------------|--------------------|---------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| | | | | | | | | | | | | | | |
| 1. | *Administrative Assistant | 10-6 (L9) | 1 | | 1 | 71,052 | 53,257.37 | 71,052.00 | 1 | 74,638 | 1 | 74,638 | 74,638 | |
| 2. | *Administrative Assistant | 10-6 (L8) | 1 | | 1 | 67,513 | 49,625.32 | 67,513.00 | 1 | 73,953 | 1 | 73,953 | 73,953 | |
| 3. | *Principal Off Asst (PT 19 hrs) | 8-3 | 0.5 | | 0.5 | 26,688 | 18,945.58 | 26,688.00 | 0.5 | 29,059 | 0.5 | 29,059 | 29,059 | |
| Subtotal | | | 2.5 | 173,109.96 | 2.5 | 165,253 | 121,828.27 | 165,253.00 | 2.5 | 177,650 | | 2.5 | 177,650 | 177,650 |

Summary of Changes

Adjustments to FY 2017 Positions

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

12,397

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | | |
|-----|------------|-----|---------|------------|------------|-----|---------|--|-----|---------|---------|
| 2.5 | 173,109.96 | 2.5 | 165,253 | 121,828.27 | 165,253.00 | 2.5 | 177,650 | | 2.5 | 177,650 | 177,650 |
|-----|------------|-----|---------|------------|------------|-----|---------|--|-----|---------|---------|

WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 610-451-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 123,728.79 | 152,172.66 | 138,565.00 | 102,882.69 | 138,565.00 | 148,591.00 | 10,026.00 | 148,591.00 | 148,591.00 |
| 5121 Salaries - Part Time | 13,008.62 | 20,937.30 | 26,688.00 | 18,945.58 | 26,688.00 | 29,059.00 | 2,371.00 | 29,059.00 | 29,059.00 |
| General Expenses 610-451-5200 | | | | | | | | | |
| 5242 Office Equipment Repair/Maint | 1,988.24 | 1,570.34 | 1,600.00 | 1,665.98 | 1,666.00 | 300.00 | (1,300.00) | 300.00 | 300.00 |
| 5248 Computer Software/License | | | | | 3,700.00 | 5,500.00 | 5,500.00 | 5,500.00 | 5,500.00 |
| 5342 Postage | 29,417.48 | 32,697.57 | 40,000.00 | 25,507.52 | 36,278.00 | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 |
| 5343 Printing | 548.72 | 6,760.66 | 5,000.00 | 2,956.00 | 5,856.00 | 6,000.00 | 1,000.00 | 6,000.00 | 6,000.00 |
| 5420 Office Supplies | 1,764.28 | 1,947.42 | 1,400.00 | 5.90 | 500.00 | 1,300.00 | (100.00) | 1,300.00 | 1,300.00 |

Department Explanation for Requested Increases

Item

5248 Computer Software/License
5343 Printing

Reason

Incr Cost of Sensus Support for Meter Reader Prog & Add'l Cost of Meganet Software Maint. for AMR program
Increased cost of Printing Bills/Public Information Flyers/Envelopes

Department Cost for Requested Increase

5,500.00
1,000.00

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 136,737.41 | 173,109.96 | 165,253.00 | 121,828.27 | 165,253.00 | 177,650.00 | 12,397.00 | 177,650.00 | 177,650.00 |
| General Expenses | 33,718.72 | 42,975.99 | 48,000.00 | 30,135.40 | 48,000.00 | 53,100.00 | 5,100.00 | 53,100.00 | 53,100.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 170,456.13 | 216,085.95 | 213,253.00 | 151,963.67 | 213,253.00 | 230,750.00 | 17,497.00 | 230,750.00 | 230,750.00 |

WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

The mission of Water Administration is: To Furnish high quality drinking water in the most efficient and economical manner, employing well qualified staff, keeping well-informed of technology and advances in water supply and system management, utilizing that which is most cost effective and protective of public health and welfare. To promote and develop resources to efficiently operate and maintain its facilities and infrastructure, planning for future water needs. To effectively administer and organize the daily operation of the other sections within the Water and Sewer Department to ensure compliance with MassDEP, EPA and local regulations as well as industry standards. Keeping abreast of newly promulgated drinking water regulations and maintaining compliance with said regulations. Inspections of contractors doing work on private property connected to the City's water system. Collecting all water samples as required by law and submitting them to the MWRA for analysis. And to identify and prioritize the repair, replacement and improvement of parts of the distribution system.

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 450,842 | 415,284 |
| Pension Administration | 42,973 | 37,628 |
| Medical & Life Insurance | 501,779 | 579,002 |
| Heat, Light, Water | 34,083 | 28,151 |
| Building Repair & Maintenance | 67,750 | 71,935 |
| Building Insurance | 430 | 414 |
| Motor Vehicle Insurance | 4,426 | 3,502 |
| Motor Vehicle Maint & Repair | 75,230 | 58,515 |
| Workers Compensation | 53,895 | 24,877 |
| Other Dept Allocations | 547,975 | 652,543 |
| Total | <u>\$1,779,383</u> | <u>\$1,871,851</u> |

| | | | |
|------------------------------------|----------------|------------------|------------------|
| | FY 2016 | FY 2017 | FY 2018 |
| Output Measure | Actual | Estimated | Projected |
| Sampling of Water System- #samples | 875 | 890 | 900 |
| Lead & Copper Samples | 17 | 647 | 220 |
| Cross Connection Devices City Wide | 1,750 | 1,897 | 1,950 |
| Cross Connection Devices Tested | 3,000 | 3,038 | 3,100 |

WATER ADMINISTRATION

PERSONNEL

| Bargaining Unit Position | FY 2018 Grade-Step | FY 2016 | | | | FY 2017 | | | | FY 2018 | | | |
|--|-----------------------|----------|------------------------|----------|----------------|--|------------------------------|----------|-----------------------|----------|---------------------------|---------------------|--|
| | | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. SPMG *Assistant City Engineer | 16-2 | | | 1 | 62,232 | 39,217.00 | 46,674.00 | 1 | 84,135 | 1 | 84,135 | 84,135 | |
| 2. *Water/Sewer Superintendent | 16-5 | | | 1 | 90,135 | 67,114.23 | 90,135.00 | 1 | 98,193 | 1 | 98,193 | 98,193 | |
| 3. *Business Manager | 15-6 (L8) | | | 1 | 88,304 | 66,037.91 | 88,304.00 | 1 | 99,423 | 1 | 99,423 | 99,423 | |
| 4. SPMG *Foreman | 13-6 | | | 1 | 77,173 | 56,361.08 | 77,173.00 | 1 | 80,108 | 1 | 80,108 | 80,108 | |
| 5. SPMG Sr Code Enforcement Inspector | 13-6 (L9) | | | 1 | 87,993 | 64,481.86 | 87,993.00 | 1 | 88,398 | | 0 | 0 | |
| 6. SPMG *Sr Code Enforcement Inspector | 13-6 (L8) | | | 1 | 86,506 | 62,782.10 | 86,506.00 | 1 | 87,587 | 1 | 87,587 | 87,587 | |
| 7. SPMG *Code Enforcement Inspector | 12-3 (L10) | | | 1 | 70,248 | 51,099.23 | 70,248.00 | 1 | 72,891 | 1 | 72,891 | 72,891 | |
| 8. *Principal Office Assistant | 8-5 | | | 1 | 50,729 | 37,962.81 | 50,729.00 | 1 | 55,238 | 1 | 55,238 | 55,238 | |
| 9. Co-op Students | | | | | 14,560 | | 14,560.00 | | 14,560 | | 14,560 | 14,560 | |
| Subtotal | | 8 | 563,662.22 | 8 | 627,880 | 445,056.22 | 612,322.00 | 8 | 680,533 | 7 | 592,135 | 592,135 | |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity/Compensation 52,248
Ordinance included in * position salary

Explanation

SPMG Sr Code Enforcement Inspector 13-6 (L9) (87,993) MAYOR: See recommendation for new position

New Positions

SPMG Senior Engineering Aide 13-1

Update GIS features and maintain the integrity of utility datasets relating to water, sewer & drain systems in the City's GIS & Asset Mgmt Systems. Update & Edit newly installed or located utility GIS features throughout the year to make available for City Staff in a timely manner. Integrate data related to utility assets, maintained as hardcopy maps & files, spreadsheets, databases and field data. Maintains GIS data sets for Water/Sewer/Drain compliance progs & prepares reports & data queries of GIS data for same.
MAYOR: Bid job in conjunction with IT Dept then Engineering Dept will maintain it

SPMG Code Enforcement Inspector 12-1 MAYOR: Split position between CPW and Water Administration departments

Subtotal

| | | | | |
|----------|---------------|------------|---------------|---------------|
| 1 | 67,336 | | | |
| | | 0.5 | 31,634 | 31,634 |
| 1 | 67,336 | 0.5 | 31,634 | 31,634 |

Grand Total

| | | | | | | | | | | |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|------------|----------------|----------------|
| 8 | 563,662.22 | 8 | 627,880 | 445,056.22 | 612,322.00 | 9 | 747,869 | 7.5 | 623,769 | 623,769 |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|------------|----------------|----------------|

WATER ADMINISTRATION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 610-450-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 525,967.75 | 563,662.22 | 613,320.00 | 445,056.22 | 597,762.00 | 733,309.00 | (4,111.00) | 609,209.00 | 609,209.00 |
| 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 | 14,455.07 | 25,000.00 | 2,003.59 | 2,500.00 | 25,000.00 | (10,000.00) | 15,000.00 | 15,000.00 |
| General Expenses 610-450-5200 | | | | | | | | | |
| 5312 Training | 2,743.50 | 2,084.69 | 2,600.00 | 1,988.75 | 2,600.00 | 3,800.00 | 1,200.00 | 3,800.00 | 3,800.00 |
| 5581 Clothing, Gloves, Shoes | 516.48 | 1,102.66 | 1,200.00 | 259.98 | 1,200.00 | 1,400.00 | 0.00 | 1,200.00 | 1,200.00 |
| Equipment & Unusual 610-450-5400 | | | | | | | | | |
| 6478 Water Meter Network Upgrade | 28,915.02 | 22,703.83 | 41,520.00 | 11,470.87 | 41,520.00 | 41,520.00 | (11,520.00) | 30,000.00 | 30,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|------------------------------|---|---|
| 5312 Training | Training added for new Stormwater Regulations | 1,200.00 |
| 5581 Clothing, Gloves, Shoes | Collective Bargaining item under the Middle Managers Union Contract | 200.00 |

MAYOR: Budgeted positions provided for

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|
| Personnel | 526,515.31 | 578,117.29 | 652,880.00 | 447,059.81 | 614,822.00 | 772,869.00 | (14,111.00) | 638,769.00 | 638,769.00 |
| General Expenses | 3,259.98 | 3,187.35 | 3,800.00 | 2,248.73 | 3,800.00 | 5,200.00 | 1,200.00 | 5,000.00 | 5,000.00 |
| Equipment & Unusual | 28,915.02 | 22,703.83 | 41,520.00 | 11,470.87 | 41,520.00 | 41,520.00 | (11,520.00) | 30,000.00 | 30,000.00 |
| Total Operating Budget | 558,690.31 | 604,008.47 | 698,200.00 | 460,779.41 | 660,142.00 | 819,589.00 | (24,431.00) | 673,769.00 | 673,769.00 |

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Water Operations and Maintenance is charged with operating, maintaining and repairing the water distribution system including fire hydrants, valves and piping; Replacing or repairing water services found to be leaking or deficient. Testing of backflow devices within the City and surveys of properties for backflow devices as required by the DEP. Proper maintenance and inspection of the City's storage facilities at Cedarwood and Prospect Hill as well as the Cedarwood booster pump station. The installation, replacement, and upgrading of water meters within the City. Reading of all residential meters quarterly and commercial meters monthly for billing. Final reading of meters before all real estate sales. Markouts of the water utilities for contractors, other utilities and City Departments excavating within the City. Water Ops & Maint. is also responsible for responding to emergency water main breaks, water leaks, broken and frozen water meters, and customer problems calls 24/7.

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance & Operations: Protect the water through water sampling for bacteria once each week, and for lead and copper annually throughout the year as necessary at Public Schools, in accordance with DEP and EPA requirements. 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. Our Cross Connection Program is transitioning to paperless technology, by use of electronic tablets and forms. A key to compliance is cross-connection control and backflow prevention.

| | | |
|--|----------------|----------------|
| There are no indirect costs directly associated with this element. | | |
| Indirect Costs | FY 2015 | FY 2016 |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|------------------------------|---------------------------|------------------------------|------------------------------|
| Water Main Repairs | 41 | 36 | 40 |
| Water Service Repairs/Relays | 155 | 152 | 150 |
| Valve Repairs | 10 | 10 | 25 |
| Hydrant Replacement | 29 | 55 | 50 |
| Hydrant Repairs | 40 | 50 | 50 |
| Leak Detection (Miles) | 340 | 170 | 340 |
| Water Overtime - # of Calls | 443 | 377 | 410 |
| Water Overtime - Man-hours | 3,998 | 3,450 | 3,750 |

WATER OPERATIONS & MAINTENANCE

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|------------------------------|---------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. LAB | Working Foreman II | 11-6 (L9) | | | 1 | 69,097 | 52,565.31 | 69,097.00 | 1 | 69,097 | 1 | 69,097 | 69,097 |
| 2. LAB | Working Foreman I | 10-6 (L11) | | | 1 | 66,378 | 48,575.69 | 66,378.00 | 1 | 66,378 | 1 | 66,378 | 66,378 |
| 3. LAB | *Working Foreman I Nights | 10-4 | | | 1 | 52,344 | | 13,086.00 | 1 | 55,123 | 1 | 55,123 | 55,123 |
| 4. LAB | *Cross Connect Inspector | 9-4 | | | 1 | 47,064 | 30,472.16 | 47,064.00 | 1 | 54,367 | 1 | 54,367 | 54,367 |
| 5. LAB | *S M E O | 9-4 | | | 1 | 50,399 | 37,099.52 | 50,399.00 | 1 | 52,270 | 1 | 52,270 | 52,270 |
| 6. LAB | *H M E O | 8-6 | | | 1 | 49,520 | 7,588.00 | 18,071.00 | 1 | 54,497 | 1 | 54,497 | 54,497 |
| 7. LAB | M E O | 7-6 | | | 1 | 52,075 | 40,284.69 | 52,075.00 | 1 | 52,075 | 1 | 52,075 | 52,075 |
| 8. LAB | *Highway Maintenance | 7-5 | | | 1 | 47,091 | 34,161.28 | 47,091.00 | 1 | 48,848 | 1 | 48,848 | 48,848 |
| 9. LAB | *Laborer Nights | 6-3 | | | 1 | 44,486 | 31,095.40 | 44,486.00 | 1 | 46,112 | 1 | 46,112 | 46,112 |
| Meter Read, Repair & Install | | | | | | | | | | | | | |
| 10. LAB | Water Meter Installer | 8-6 | | | 1 | 54,497 | 39,880.80 | 54,497.00 | | | | | |
| 11. LAB | M E O | 7-6 | | | 1 | 52,075 | 38,108.32 | 52,075.00 | 1 | 52,075 | 1 | 52,075 | 52,075 |
| 12. LAB | M E O | 7-1 | | | 1 | 43,722 | 8,098.92 | 17,004.90 | 1 | 42,888 | 1 | 42,888 | 42,888 |
| Subtotal | | | 12 | 506,953.16 | 12 | 628,748 | 367,930.09 | 531,323.90 | 11 | 593,730 | 11 | 593,730 | 593,730 |

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

| FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|---------|--------------|--------------|--------|----------------------------------|------------|---------|---------|----------------|----------|
| Actual | | July - March | | | Department | | Mayor's | | Council |
| # | Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Request | # | Recommendation | Approval |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary 20,313

LAB M E O 7-2 (834)

LAB Senior Water Service Inspector 9-6 2,589

Explanation

New employee to be hired at lower step

Recommend Water Meter Installer (8-6) be promoted to Senior Water Service Inspector (9-6) to align with increased responsibilities and complexity of job requirements such as installation of AMR program's MTU's & conducts meter and water service inspections to determine causes of leaks and faulty meter readings, damaged or irregular meters & connections; also performs office work including scheduling & customer contact, ordering and maintaining proper stock of meters, MTU's & related materials and works with staff to resolve all metering issues.

MAYOR: Subject to Collective Bargaining

New Positions

Subtotal

Grand Total

| | | | | | | | | | |
|---|--------|---|--------|--------|--|--|--|--|--|
| | | | | | | | | | |
| 1 | 57,086 | 1 | 57,086 | 57,086 | | | | | |
| 1 | 57,086 | 1 | 57,086 | 57,086 | | | | | |

| | | | | | | | | | | |
|----|------------|----|---------|------------|------------|----|---------|----|---------|---------|
| 12 | 506,953.16 | 12 | 628,748 | 367,930.09 | 531,323.90 | 12 | 650,816 | 12 | 650,816 | 650,816 |
|----|------------|----|---------|------------|------------|----|---------|----|---------|---------|

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel | | | | | | | | | |
| Water Maintenance & Operations 610-452-5100 | | | | | | | | | |
| 5112 Wages - Full Time | 285,682.72 | 364,639.31 | 478,454.00 | 281,842.05 | 407,747.00 | 498,767.00 | 20,313.00 | 498,767.00 | 498,767.00 |
| 5131 Overtime | 187,015.81 | 170,490.27 | 55,000.00 | 107,109.05 | 143,578.00 | 90,000.00 | 0.00 | 55,000.00 | 55,000.00 |
| 5135 Standby | 34,905.78 | 36,642.76 | 40,000.00 | 16,977.92 | 21,616.00 | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 |
| 5195 Buyback Sick Time | 5,646.02 | 5,007.45 | 6,000.00 | 3,984.59 | 3,985.00 | 6,000.00 | 0.00 | 6,000.00 | 6,000.00 |
| Meter Read, Repair & Install 610-454-5100 | | | | | | | | | |
| 5112 Wages - Full Time | 131,473.66 | 142,313.85 | 150,294.00 | 86,088.04 | 123,576.90 | 152,049.00 | 1,755.00 | 152,049.00 | 152,049.00 |
| <hr/> | | | | | | | | | |
| General Expenses | | | | | | | | | |
| Water Maintenance & Operations 610-452-5200 | | | | | | | | | |
| 5192 Mileage | 412.39 | 1,312.78 | 800.00 | 238.54 | 500.00 | 800.00 | 0.00 | 800.00 | 800.00 |
| 5211 Heat | 18,735.06 | 6,751.52 | 15,000.00 | 3,692.58 | 8,500.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5213 Light | 18,739.09 | 22,718.21 | 23,000.00 | 17,417.36 | 28,500.00 | 30,000.00 | 2,000.00 | 25,000.00 | 25,000.00 |
| 5231 Water | | | | | | 200.00 | 200.00 | 200.00 | 200.00 |
| 5241 Equipment Repair/Maint | 13,415.88 | 10,830.93 | 20,000.00 | 5,134.71 | 18,500.00 | 20,000.00 | 0.00 | 20,000.00 | 20,000.00 |
| 5242 Office Equipment Repair/Maint | 1,841.50 | 1,194.50 | 800.00 | | 800.00 | 800.00 | 0.00 | 800.00 | 800.00 |
| 5245 Building/Grounds Maint | | 486.75 | 1,000.00 | 132.86 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5261 Water/Sewer Infrastructure | 1,620.00 | 6,644.00 | 4,000.00 | 12,620.00 | 14,000.00 | 8,000.00 | 4,000.00 | 8,000.00 | 8,000.00 |
| 5303 Engineer Services /Consultants | 45,218.53 | 103,487.99 | 45,000.00 | 28,948.00 | 41,500.00 | 30,000.00 | (15,000.00) | 30,000.00 | 30,000.00 |
| 5307 Public Safety Service | | | | | | 3,500.00 | 3,500.00 | 3,500.00 | 3,500.00 |
| 5312 Training | 2,880.00 | 6,008.00 | 5,000.00 | 444.00 | 2,500.00 | 7,000.00 | 2,000.00 | 7,000.00 | 7,000.00 |
| 5342 Postage | 327.73 | 68.02 | 500.00 | 16.43 | 450.00 | 300.00 | (200.00) | 300.00 | 300.00 |
| 5343 Printing | 668.00 | 1,258.50 | 2,500.00 | 1,113.00 | 2,250.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5420 Office Supplies | 4,912.00 | 3,274.19 | 3,500.00 | 1,563.79 | 3,400.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 |
| 5431 Paint Supplies | 2,250.67 | 3,236.80 | 3,000.00 | 1,342.00 | 3,200.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5452 Custodial Supplies | 899.10 | 954.36 | 500.00 | 2,027.53 | 4,500.00 | 2,500.00 | 2,000.00 | 2,500.00 | 2,500.00 |
| 5460 Groundskeeping Supplies | 185.03 | 52.65 | 2,000.00 | | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5470 Public Safety Supplies | 3,168.84 | 1,950.00 | 3,000.00 | | 4,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5538 Street/Sidewalk Materials | 39,749.35 | 65,868.44 | 45,000.00 | 32,313.33 | 42,000.00 | 45,000.00 | 0.00 | 45,000.00 | 45,000.00 |
| 5539 Castings & Pipes | 72,020.19 | 92,526.74 | 85,000.00 | 45,742.32 | 77,200.00 | 85,000.00 | 0.00 | 85,000.00 | 85,000.00 |
| 5581 Clothing, Gloves, Shoes | 10,697.07 | 11,227.43 | 12,000.00 | 9,298.09 | 14,300.00 | 13,000.00 | 1,000.00 | 13,000.00 | 13,000.00 |
| 5587 Tools | 17,518.54 | 10,518.95 | 15,000.00 | 9,919.68 | 17,500.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5730 Dues | | 1,225.00 | 1,000.00 | 500.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5733 Licenses/Stipends | 811.49 | 1,367.00 | 1,500.00 | 874.00 | 1,500.00 | 6,500.00 | 5,000.00 | 6,500.00 | 6,500.00 |

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|------------------------|------------------------|--------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual | | | | | | | | | |
| Water Maintenance & Operations 610-452-5400 | | | | | | | | | |
| 5303 Eng -Water Survey | 840.00 | 16,170.00 | 25,000.00 | 15,708.00 | 25,000.00 | 35,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| 5394-45 Disposal of Trench Tailings | 20,645.75 | 29,532.75 | 30,000.00 | 23,391.75 | 30,000.00 | 35,000.00 | 5,000.00 | 35,000.00 | 35,000.00 |
| 5394-49 Service Repairs | 13,081.74 | 42,168.26 | 30,000.00 | 10,553.38 | 30,000.00 | 40,000.00 | 0.00 | 30,000.00 | 30,000.00 |
| 5690 State Assessment - MWRA | 8,061,502.00 | 8,631,171.00 | 9,421,137.00 | 6,568,911.30 | 9,384,159.00 | 9,074,300.00 | (346,837.00) | 9,074,300.00 | 9,074,300.00 |
| 5692 State Assessment - DEP | 21,219.15 | 21,177.07 | 25,000.00 | 21,033.28 | 21,033.28 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| 5876 Hydrants | 17,260.00 | 49,224.11 | 65,000.00 | 44,714.88 | 65,000.00 | 65,000.00 | 0.00 | 65,000.00 | 65,000.00 |
| Meter Read, Repair & Install 610-454-5400 | | | | | | | | | |
| 5543 Meters & Parts | 20,397.43 | 25,933.13 | 20,000.00 | 15,587.45 | 20,000.00 | 40,000.00 | 20,000.00 | 40,000.00 | 40,000.00 |

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

| | FY 2015 | FY 2016 | | FY 2017 | | FY 2018 | | | |
|---|--|---------------------|--------|----------------------------------|---------------------------|---|-------------------|------------------------|------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | 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> | | | | | | | | |
| 5131 Overtime | Run rate for Water Operations/Maintenance Overtime | | | | | 35,000.00 | | | |
| 5213 Light | Run rate for increased cost of electricity from Eversource | | | | | 7,000.00 | | | |
| 5231 Water | Add in New Account number to classify expense of Water-Sewer utility cost in appropriate account | | | | | 200.00 | | | |
| 5261 Water/Sewer Infrastructure | To cover increased costs of miscellaneous water infrastructure maintenance/repair projects | | | | | 4,000.00 | | | |
| 5307 Public Safety Service | To cover police details & traffic control on repairs and projects | | | | | 3,500.00 | | | |
| 5312 Training | Add'l licensed employees require add'l training/also adding training for Stormwater Management | | | | | 2,000.00 | | | |
| 5452 Custodial Supplies | To cover the increased cost of sanitizing products and Red-B-Gone | | | | | 2,000.00 | | | |
| 5581 Clothing, Gloves, Shoes | Collective Bargaining item under the Laborers Union Contract | | | | | 1,000.00 | | | |
| 5733 Licenses/Stipends | To cover add'l licenses that are required for Water Ops/Maint Employees/Stipends paid per Collective Bargaining Agmt D1-D4 | | | | | 5,000.00 | | | |
| 5303 Eng -Water Survey | To cover two annual water leak surveys per year - One correlation & One listening | | | | | 10,000.00 | | | |
| 5394-45 Disposal of Trench Tailings | To cover additional cost for increased debris removal from water repairs | | | | | 5,000.00 | | | |
| 5394-49 Service Repairs | Add'l water repairs, increased contractor costs | | | | | 10,000.00 | | | |
| 5543 Meters & Parts | To cover the purchase of meters to replace old non-functioning meters and meter parts & accessories | | | | | 20,000.00 | | | |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|---------------------|---------------------|----------------------|---------------------|----------------------|----------------------|---------------------|----------------------|----------------------|
| Personnel | 644,723.99 | 719,093.64 | 729,748.00 | 496,001.65 | 700,502.90 | 786,816.00 | 22,068.00 | 751,816.00 | 751,816.00 |
| General Expenses | 256,070.46 | 352,962.76 | 289,100.00 | 173,338.22 | 289,100.00 | 298,600.00 | 4,500.00 | 293,600.00 | 293,600.00 |
| Equipment & Unusual | 8,154,946.07 | 8,815,376.32 | 9,616,137.00 | 6,699,900.04 | 9,575,192.28 | 9,314,300.00 | (321,837.00) | 9,294,300.00 | 9,294,300.00 |
| Total Operating Budget | 9,055,740.52 | 9,887,432.72 | 10,634,985.00 | 7,369,239.91 | 10,564,795.18 | 10,399,716.00 | (295,269.00) | 10,339,716.00 | 10,339,716.00 |

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Sewer Operations and Maintenance is responsible for maintaining, repairing and operating the City's wastewater collection system, which includes the sewer mains and manholes, the six sewer pump stations located within the City, and miscellaneous system appurtenances. Maintenance and repair of the City's drainage system, and cleaning of roughly 1/3 of the catch basins in the city annually. Markouts of the sewer utilities for contractors, other utilities and City Departments excavating within the City. Responsible for maintenance work related to the City's compliance with the Administrative Consent Order from MassDEP relative to SSO's (Sanitary Sewer Overflows) and Administrative Order from the EPA relative to illicit discharge. Sewer Ops staff also conduct FOG (Fats, Oils & Grease) inspections at all commercial properties required to have grease traps to prevent their release to the sewer system, reducing the amount of sewer stoppages caused by the buildup of FOG in the sewer system. Response to sewer stoppages and other emergency service calls 24/7.

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|--------------------|--------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 223,362 | 203,557 |
| Pension Administration | 21,486 | 18,814 |
| Medical & Life Insurance | 300,220 | 280,756 |
| Heat, Light, Water | 18,352 | 15,158 |
| Building Repair & Maintenance | 62,235 | 123,483 |
| Building Insurance | 1,158 | 1,115 |
| Motor Vehicle Insurance | 2,213 | 3,502 |
| Motor Vehicle Maint & Repair | 37,615 | 58,515 |
| Other Dept Allocations | 1,203,299 | 1,415,193 |
| Total | \$1,869,940 | \$2,120,093 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-------------------------------------|---------------------------|------------------------------|------------------------------|
| Sewer Stoppages Main | 77 | 90 | 80 |
| Sewer Stoppages Laterals/Svc Lines | 164 | 296 | 250 |
| Sewer Main Repairs, Lineal Feet | 500 | 960 | 1,800 |
| Sewer Lateral Repairs/Relays | 49 | 36 | 45 |
| Catch Basin Cleaned | 2,230 | 2,300 | 2,500 |
| Number of Catch Basins (city owned) | 5,400 | 5,400 | 5,400 |
| Number of Catch Basins Total | 7,400 | 7,400 | 7,400 |
| Drain Mains Repaired | 2 | 3 | 5 |
| Sanitary Grease Locations Citywide | 220 | 221 | 230 |
| Sanitary Grease Traps Citywide | 330 | 343 | 360 |
| Sanitary Grease Traps Inspections | 720 | 750 | 770 |
| Sewer Overtime - # of Calls | 258 | 191 | 225 |
| Sewer Overtime - Man-hours | 1,585 | 1,148 | 1,300 |
| Sanitary Sewer Overflows - # | 10 | 8 | 6 |
| Sewer Manhole Repairs | 35 | 45 | 55 |

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|------------------------------|--------------------|---------|---------------------|---------|---------|----------------------------------|---------------------------|----|--------------------|---|------------------------|------------------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. LAB | Working Foreman I | 10-6 (L10) | | | 1 | 65,780 | | 16,445.00 | 1 | 65,780 | 1 | 65,780 | 65,780 | |
| 2. LAB | Working Foreman I | 10-6 | | | 1 | 65,182 | 35,463.12 | 40,831.47 | 1 | 59,800 | 1 | 59,800 | 59,800 | |
| 3. LAB | Working Foreman I/Video Insp | 10-1 | | | 1 | 59,800 | | 14,950.00 | 1 | 49,381 | 1 | 49,381 | 49,381 | |
| 4. LAB | S M E O | 9-6 (L11) | | | 1 | 63,365 | 46,370.98 | 63,365.00 | 1 | 63,365 | 1 | 63,365 | 63,365 | |
| 5. LAB | S M E O | 9-6 (L9) | | | 1 | 62,224 | 46,247.69 | 62,224.00 | 1 | 62,224 | 1 | 62,224 | 62,224 | |
| 6. LAB | *S M E O Nights | 9-6 | | | 1 | 51,405 | 13,123.86 | 20,986.79 | 1 | 60,511 | 1 | 60,511 | 60,511 | |
| 7. LAB | Pump Station Operator | 9-6 (L11) | | | 1 | 63,365 | 46,370.94 | 63,365.00 | 1 | 63,365 | 1 | 63,365 | 63,365 | |
| 8. LAB | H M E O Nights | 8-6 | | | 1 | 57,767 | 37,974.03 | 57,767.00 | 1 | 57,767 | 1 | 57,767 | 57,767 | |
| 9. LAB | M E O | 7-6 (L11) | | | 1 | 57,803 | 41,879.58 | 57,803.00 | 1 | 57,803 | 1 | 57,803 | 57,803 | |
| 10. LAB | *Laborer | 7-6 | | | 1 | 50,971 | 36,888.25 | 50,971.00 | 1 | 52,075 | 1 | 52,075 | 52,075 | |
| Subtotal | | | 10 | 575,852.63 | 10 | 597,662 | 304,318.45 | 448,708.26 | 10 | 592,071 | | 10 | 592,071 | 592,071 |

Summary of Changes

Adjustments to FY 2017 Positions

| | | | | |
|---|------------------------------|--------|----------|--|
| Step Raises/Longevity included in * position salary | | 10,210 | | |
| LAB | Working Foreman I | 10-6 | (5,382) | New employee to be hired at lower step |
| LAB | Working Foreman I/Video Insp | 10-1 | (10,419) | New employee to be hired at lower step |

New Positions

Subtotal

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

Grand Total

| | | | | | | | | | | | |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|--|-----------|----------------|----------------|
| 10 | 575,852.63 | 10 | 597,662 | 304,318.45 | 448,708.26 | 10 | 592,071 | | 10 | 592,071 | 592,071 |
|-----------|-------------------|-----------|----------------|-------------------|-------------------|-----------|----------------|--|-----------|----------------|----------------|

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|------------------------|------------------------|---------------|------------------------|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| | | | | Actual Expenditures | | | | | |
| Personnel 600-440-5100 | | | | | | | | | |
| 5112 Wages - Full Time | 450,234.26 | 575,852.63 | 597,662.00 | 304,318.45 | 448,708.26 | 592,071.00 | (5,591.00) | 592,071.00 | 592,071.00 |
| 5131 Overtime | 74,053.40 | 75,320.91 | 60,000.00 | 37,834.62 | 50,280.00 | 60,000.00 | 0.00 | 60,000.00 | 60,000.00 |
| 5135 Standby | 33,781.14 | 34,824.38 | 40,000.00 | 16,927.04 | 21,616.00 | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 |
| 5195 Buyback Sick Time | 3,728.09 | 4,185.08 | 5,500.00 | 3,100.54 | 3,101.00 | 5,500.00 | 0.00 | 5,500.00 | 5,500.00 |
| General Expenses 600-440-5200 | | | | | | | | | |
| 5211 Heat | | 3,086.84 | 2,500.00 | 1,613.31 | 2,250.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5213 Light | 92,763.82 | 72,135.53 | 90,000.00 | 55,499.05 | 71,500.00 | 90,000.00 | 0.00 | 90,000.00 | 90,000.00 |
| 5231 Water | | | | | | 800.00 | 800.00 | 800.00 | 800.00 |
| 5241 Equipment Repair/Maint | 40,919.87 | 57,912.90 | 70,000.00 | 10,416.17 | 42,500.00 | 90,000.00 | 0.00 | 70,000.00 | 70,000.00 |
| 5244 Motor Equipment Repair/Maint | 46,087.12 | 52,407.56 | 50,000.00 | 33,178.78 | 37,500.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 |
| 5245 Building/Grounds Maint | 4,138.29 | 2,141.25 | 5,000.00 | 3,246.90 | 3,450.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5261 W/S Infrastructure Repair/Maint | 22,230.00 | 11,663.84 | 15,000.00 | 5,142.58 | 32,500.00 | 30,000.00 | 10,000.00 | 25,000.00 | 25,000.00 |
| 5276 Truck/ Equipment Rental | 7,958.50 | 34,078.30 | 10,000.00 | 29,279.17 | 42,500.00 | 30,000.00 | 10,000.00 | 20,000.00 | 20,000.00 |
| 5303 Engineering Services/ Consulting | 10,980.00 | 35,402.50 | 10,000.00 | 5,782.50 | 6,500.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5307 Public Safety Service | 890.38 | 1,161.60 | 1,000.00 | | 20,300.00 | 5,000.00 | 2,500.00 | 3,500.00 | 3,500.00 |
| 5340 Communication | 479.88 | 7,294.64 | 4,000.00 | 3,644.83 | 5,420.00 | 22,000.00 | 18,000.00 | 22,000.00 | 22,000.00 |
| 5431 Paint Supplies | 631.80 | 860.20 | 1,000.00 | | 750.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5450 Custodial Supplies | 45,569.11 | 50,563.77 | 45,000.00 | 42,923.63 | 39,250.00 | 30,000.00 | (15,000.00) | 30,000.00 | 30,000.00 |
| 5460 Groundskeeping Supplies | 3,805.71 | 620.00 | 3,300.00 | 5,285.00 | 4,600.00 | 5,000.00 | 700.00 | 4,000.00 | 4,000.00 |
| 5500 Medical Supplies | 403.82 | 944.41 | 1,000.00 | 2,069.28 | 2,250.00 | 3,000.00 | 1,000.00 | 2,000.00 | 2,000.00 |
| 5510 Education Supplies | | 1,600.90 | 500.00 | | 0.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5538 Street/Sidewalk Materials | 30,963.22 | 36,718.15 | 30,000.00 | 15,869.96 | 32,100.00 | 40,000.00 | 10,000.00 | 40,000.00 | 40,000.00 |
| 5539 Castings & Pipes | 350.51 | 11,522.27 | 15,000.00 | 4,478.30 | 4,850.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5542 Water/Sewer Materials | | 827.00 | 2,000.00 | | 0.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5581 Clothing, Gloves, Shoes | 6,433.86 | 7,406.88 | 8,500.00 | 6,524.88 | 6,680.00 | 11,000.00 | 1,500.00 | 10,000.00 | 10,000.00 |
| 5587 Tools | 14,514.56 | 13,772.73 | 8,500.00 | 15,925.01 | 17,400.00 | 15,000.00 | 6,500.00 | 15,000.00 | 15,000.00 |
| Equipment & Unusual 600-440-5400 | | | | | | | | | |
| 5394-41 Catch Basin Cleaning | 14,824.22 | 41,585.18 | 45,000.00 | 24,910.54 | 38,500.00 | 45,000.00 | 0.00 | 45,000.00 | 45,000.00 |
| 5394-43 Contaminated Soils | 1,486.12 | 4,423.55 | 10,000.00 | | 7,500.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5394-45 Disposal of Trench Tailings | 20,676.25 | 29,532.75 | 30,000.00 | 23,391.75 | 30,000.00 | 35,000.00 | 5,000.00 | 35,000.00 | 35,000.00 |
| 5394-49 Service Repairs | 78,563.67 | 96,267.60 | 95,000.00 | 22,480.80 | 85,000.00 | 95,000.00 | 0.00 | 95,000.00 | 95,000.00 |
| 5690 State Assessment - MWRA | 12,953,820.00 | 12,680,425.00 | 13,203,950.00 | 9,185,485.40 | 13,122,122.00 | 13,622,399.00 | 418,449.00 | 13,622,399.00 | 13,622,399.00 |
| 5740 Insurance | 5,605.60 | 5,605.60 | 7,500.00 | | 5,605.60 | 7,500.00 | 0.00 | 7,500.00 | 7,500.00 |
| 5877 Safety Equipment | 2,311.85 | 2,411.34 | 8,000.00 | | 7,550.00 | 8,000.00 | 0.00 | 8,000.00 | 8,000.00 |

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | FY 2018 | | | | |
|----------------|---------------------|---------------------|---------|---------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | | | | July - March | | | | | |
| Classification | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | 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> |
|--------------------------------------|---|---|
| 5231 Water | Adjust billing to reflect appropriate account for Water-Sewer Utility Billings for Sewer Pump Stations | 800.00 |
| 5241 Equipment Repair/Maint | To cover the replacement of deficient valves & pumps in the sewer pump stations | 20,000.00 |
| 5261 W/S Infrastructure Repair/Maint | To cover hiring of Root Treatment Contractor to maintain sewer mains clogged with roots | 15,000.00 |
| 5276 Truck/ Equipment Rental | To cover cost of rental for 3 passenger vehicles needed by staff to perform daily work duties | 20,000.00 |
| 5307 Public Safety Service | To cover police details and traffic controls for repairs and projects | 4,000.00 |
| 5340 Communication | To cover purchase & service plan for add'l iPad Tablets/Asset Mgmt Support for FOG Programs/Mission Support for Pump Stations | 18,000.00 |
| 5460 Groundskeeping Supplies | To cover the purchase of root control products and other sewer treatment items | 1,700.00 |
| 5500 Medical Supplies | To cover the supplies for first aid kits in department and vehicles | 2,000.00 |
| 5538 Street/Sidewalk Materials | To cover increased cost of cold patch and crushed stone used for patching sewer repairs (deeper trenches) | 10,000.00 |
| 5581 Clothing, Gloves, Shoes | To cover add'l licenses that are required for Water Ops/Maint Employees/Stipends paid per Collective Bargaining Agmt D1-D4 | 2,500.00 |
| 5587 Tools | To cover purchase of tools required by sewer crew for execution of daily duties | 6,500.00 |
| 5394-45 Disposal of Trench Tailings | To cover additional cost for removal of debris from sewer repairs and excavations | 5,000.00 |
| 5690 State Assessment - MWRA | Preliminary Sewer Assessment FY2018 MWRA | 418,449.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|-------------------|----------------------|----------------------|
| Personnel | 561,796.89 | 690,183.00 | 703,162.00 | 362,180.65 | 523,705.26 | 697,571.00 | (5,591.00) | 697,571.00 | 697,571.00 |
| General Expenses | 329,120.45 | 402,121.27 | 372,300.00 | 240,879.35 | 372,300.00 | 457,800.00 | 46,000.00 | 418,300.00 | 418,300.00 |
| Equipment & Unusual | 13,077,287.71 | 12,860,251.02 | 13,399,450.00 | 9,256,268.49 | 13,296,277.60 | 13,822,899.00 | 423,449.00 | 13,822,899.00 | 13,822,899.00 |
| Total Operating Budget | <u>13,968,205.05</u> | <u>13,952,555.29</u> | <u>14,474,912.00</u> | <u>9,859,328.49</u> | <u>14,192,282.86</u> | <u>14,978,270.00</u> | <u>463,858.00</u> | <u>14,938,770.00</u> | <u>14,938,770.00</u> |

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
|---|---------------------|---------------------|
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 5,591,243 | 5,688,849 |
| Pension Administration | 537,615 | 524,072 |
| Medical & Life Insurance | 5,978,586 | 6,237,813 |
| Heat, Light, Water | 137,228 | 115,738 |
| Building Repair & Maintenance | 220,506 | 345,795 |
| Building Insurance | 5,485 | 5,281 |
| Motor Vehicle Insurance | 9,485 | 9,232 |
| Motor Vehicle Maint & Repair | 161,208 | 154,266 |
| Total | \$12,641,356 | \$13,081,046 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Number of Personnel | 163 | 170 | 180 |
| Vehicles & Apparatus | 22 | 22 | 22 |
| Number of Buildings Maintained | 5 | 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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------------|-------------------|----------------------|----------------------|
| Oil Burn - LP Gas - Tanks - BLST | 542 | 550 | 560 |
| Co In Service - Indus - Mer | 3,238 | 3,300 | 3,300 |
| Schools - Nurs Homes - Hosp | 177 | 180 | 180 |
| Truck Insp (Fuel - Gas) | 90 | 30 | 200 |
| Permits | 303 | 320 | 320 |
| Fire Warning Systems | 2,157 | 2,200 | 2,200 |
| Educational Classes | 348 | 360 | 360 |
| Hotel Motel Lodge AP | 166 | 168 | 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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| Box Alarms | 1,950 | 2,000 | 2,000 |
| Still Alarms | 6,850 | 7,000 | 7,000 |
| Bomb Scares | 13 | 15 | 15 |
| False Alarms | 175 | 180 | 180 |
| System Trouble | 710 | 725 | 725 |

FIRE

PERSONNEL

| PERSONNEL | | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|-----------------------------|--------------------------------|--------------------|---|---------------------|---|---------|----------------------------------|---------------------------|---------|--------------------|---|------------------------|------------------|
| Bargaining Unit Position | | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | *Fire Chief | 22-6 (L7) (CC 3) | 1 | 178,850 | 1 | 178,850 | 139,648.71 | 182,850.00 | 1 | 192,849 | 1 | 192,849 | 192,849 |
| 2. | FIRE *Deputy Chief | (L7) (CC 7.5) | 1 | 128,772 | 1 | 128,772 | 103,340.51 | 128,772.00 | 1 | 129,883 | 1 | 129,883 | 129,883 |
| 3. | FIRE *Deputy Chief | (L7) (CC 7.5) | 1 | 128,772 | 1 | 128,772 | 103,795.61 | 128,772.00 | 1 | 129,883 | 1 | 129,883 | 129,883 |
| 4. | FIRE *Deputy Chief | (L6) (CC 7.5) | 1 | 127,489 | 1 | 127,489 | 102,463.87 | 127,489.00 | 1 | 128,589 | 1 | 128,589 | 128,589 |
| 5. | FIRE *Deputy Chief | (L6) (CC 7.5) | 1 | 126,206 | 1 | 126,206 | 101,050.47 | 126,206.00 | 1 | 128,589 | 1 | 128,589 | 128,589 |
| 6. | FIRE *Deputy Chief - Fire Prev | (L7) (CC 10) | 1 | 145,953 | 1 | 145,953 | 118,286.77 | 145,953.00 | 1 | 147,136 | 1 | 147,136 | 147,136 |
| 7. | FIRE *Deputy Chief - Fire Prev | (L6) (CC 7.5) | 1 | 135,691 | 1 | 135,691 | 108,538.13 | 135,691.00 | 1 | 138,877 | 1 | 138,877 | 138,877 |
| 8. | FIRE *Captain | (L7) (CC 7.5) | 1 | 109,783 | 1 | 109,783 | 88,693.54 | 109,783.00 | 1 | 110,460 | 1 | 110,460 | 110,460 |
| 9. | FIRE *Captain | (L7) (CC 3) | 1 | 109,783 | 1 | 109,783 | 137,245.93 | 109,783.00 | 1 | 105,828 | 1 | 105,828 | 105,828 |
| 10. | FIRE *Captain | (L7) (CC 1.5) | 1 | 103,270 | 1 | 103,270 | 80,133.14 | 103,270.00 | 1 | 103,909 | 1 | 103,909 | 103,909 |
| 11. | FIRE *Captain | (L6) (CC 7.5) | 1 | 108,689 | 1 | 108,689 | 85,969.63 | 108,689.00 | 1 | 109,360 | 1 | 109,360 | 109,360 |
| 12. | FIRE *Captain | (L6) (CC 7.5) | 1 | 108,689 | 1 | 108,689 | 86,504.75 | 108,689.00 | 1 | 109,360 | 1 | 109,360 | 109,360 |
| 13. | FIRE *Captain | (L6) (CC 7.5) | 1 | 108,689 | 1 | 108,689 | 86,264.94 | 108,689.00 | 1 | 109,360 | 1 | 109,360 | 109,360 |
| 14. | FIRE *Captain | (L5) (CC 7.5) | 1 | 107,595 | 1 | 107,595 | 85,058.18 | 107,595.00 | 1 | 108,259 | 1 | 108,259 | 108,259 |
| 15. | FIRE *Captain | (L5) (CC 7.5) | 1 | 107,595 | 1 | 107,595 | 84,673.48 | 107,595.00 | 1 | 108,259 | 1 | 108,259 | 108,259 |
| 16. | FIRE *Captain | (L4) (CC 7.5) | 1 | 106,501 | 1 | 106,501 | 85,049.32 | 106,501.00 | 1 | 107,158 | 1 | 107,158 | 107,158 |
| 17. | FIRE *Captain | (CC 12.5) | 1 | 106,875 | 1 | 106,875 | 86,488.06 | 106,875.00 | 1 | 107,535 | 1 | 107,535 | 107,535 |
| 18. | FIRE *Captain Training/Admin | (L5) (CC 7.5) | 1 | 112,810 | 1 | 112,810 | 79,528.20 | 112,810.00 | 1 | 116,406 | 1 | 116,406 | 116,406 |
| 19. | FIRE *Lieutenant | (L7) (CC 7.5) | 1 | 93,690 | 1 | 93,690 | 74,657.81 | 93,690.00 | 1 | 94,000 | 1 | 94,000 | 94,000 |
| 20. | FIRE *Lieutenant | (L7) (CC 5) | 1 | 91,369 | 1 | 91,369 | 117,847.51 | 93,505.00 | 1 | 91,672 | 1 | 91,672 | 91,672 |
| 21. | FIRE *Lieutenant | (L7) (CC 5) | 1 | 91,369 | 1 | 91,369 | 71,674.18 | 91,369.00 | 1 | 91,672 | 1 | 91,672 | 91,672 |
| 22. | FIRE *Lieutenant | (L7) (CC 5) | 1 | 91,369 | 1 | 91,369 | 71,071.47 | 91,369.00 | 1 | 91,672 | 1 | 91,672 | 91,672 |
| 23. | FIRE *Lieutenant | (L7) (CC 5) | 1 | 91,369 | 1 | 91,369 | 72,366.23 | 91,369.00 | 1 | 91,672 | 1 | 91,672 | 91,672 |
| 24. | FIRE *Lieutenant | (L7) | 1 | 86,749 | 1 | 86,749 | 66,392.20 | 86,749.00 | 1 | 87,036 | 1 | 87,036 | 87,036 |
| 25. | FIRE *Lieutenant | (L7) | 1 | 86,749 | 1 | 86,749 | 66,392.87 | 86,749.00 | 1 | 87,036 | 1 | 87,036 | 87,036 |
| 26. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,724.02 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 27. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,594.98 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 28. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,823.08 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 29. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,394.11 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 30. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 89,981.29 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 31. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,544.17 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 32. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,106.37 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 33. | FIRE *Lieutenant | (L6) (CC 7.5) | 1 | 92,756 | 1 | 92,756 | 73,284.51 | 92,756.00 | 1 | 93,064 | 1 | 93,064 | 93,064 |
| 34. | FIRE *Lieutenant | (L5) (CC 7.5) | 1 | 91,822 | 1 | 91,822 | 72,987.44 | 91,822.00 | 1 | 92,127 | 1 | 92,127 | 92,127 |
| 35. | FIRE *Lieutenant | (L5) (CC 7.5) | 1 | 91,822 | 1 | 91,822 | 72,638.29 | 91,822.00 | 1 | 92,127 | 1 | 92,127 | 92,127 |
| 36. | FIRE *Lieutenant | (L5) (CC 7.5) | 1 | 91,822 | 1 | 91,822 | 71,767.61 | 91,822.00 | 1 | 92,127 | 1 | 92,127 | 92,127 |
| 37. | FIRE *Lieutenant | (L5) (CC 7.5) | 1 | 91,822 | 1 | 91,822 | 109,257.60 | 91,822.00 | 1 | 92,127 | 1 | 92,127 | 92,127 |
| 38. | FIRE *Lieutenant | (L5) (CC 7.5) | 1 | 91,822 | 1 | 91,822 | 72,113.31 | 91,822.00 | 1 | 92,127 | 1 | 92,127 | 92,127 |
| 39. | FIRE *Lieutenant | (L5) (CC 7.5) | 1 | 91,822 | 1 | 91,822 | 71,867.08 | 91,822.00 | 1 | 92,127 | 1 | 92,127 | 92,127 |
| 40. | FIRE *Lieutenant | (L5) | 1 | 85,127 | 1 | 85,127 | 64,574.20 | 85,127.00 | 1 | 85,410 | 1 | 85,410 | 85,410 |
| 41. | FIRE *Lieutenant | (L4) (CC 12.5) | 1 | 95,290 | 1 | 95,290 | 77,108.31 | 95,290.00 | 1 | 95,606 | 1 | 95,606 | 95,606 |

FIRE

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|--------------------------|------------------------------|--------------------|---------|---------------------|---------|---------|---------------------|---------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit Position | | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 42. | FIRE *Lieutenant | (L4) (CC 7.5) | 1 | | 1 | 90,889 | 70,448.60 | 90,889.00 | 1 | 91,190 | 1 | 91,190 | 91,190 |
| 43. | FIRE *Lieutenant | (L4) (CC 7.5) | 1 | | 1 | 90,889 | 70,703.25 | 90,889.00 | 1 | 91,190 | 1 | 91,190 | 91,190 |
| 44. | FIRE Lieutenant | (L4) (CC 7.5) | 1 | | 1 | 91,822 | 89,241.83 | 91,822.00 | 1 | 91,190 | 1 | 91,190 | 91,190 |
| 45. | FIRE *Lieutenant | (L4) (CC 7.5) | 1 | | 1 | 90,889 | 70,597.43 | 90,889.00 | 1 | 91,190 | 1 | 91,190 | 91,190 |
| 46. | FIRE *Lieutenant | (L4) | 1 | | 1 | 84,317 | 63,954.42 | 84,317.00 | 1 | 84,596 | 1 | 84,596 | 84,596 |
| 47. | FIRE *Lieutenant | | 1 | | 1 | 81,074 | 60,496.25 | 81,074.00 | 1 | 81,343 | 1 | 81,343 | 81,343 |
| 48. | FIRE Lieutenant | | 1 | | 1 | 93,690 | 114,136.75 | 93,690.00 | 1 | 81,343 | 1 | 81,343 | 81,343 |
| 49. | FIRE *Lieutenant - Fire Prev | (L6) (CC 7.5) | 1 | | 1 | 103,009 | 81,565.75 | 103,009.00 | 1 | 105,410 | 1 | 105,410 | 105,410 |
| 50. | FIRE *Lieutenant - Fire Prev | (L4) | 1 | | 1 | 91,773 | 69,611.61 | 91,773.00 | 1 | 93,949 | 1 | 93,949 | 93,949 |
| 51. | FIRE *Lieutenant - Fire Prev | (CC 7.5) | 1 | | 1 | 94,861 | 73,788.45 | 94,861.00 | 1 | 97,111 | 1 | 97,111 | 97,111 |
| 52. | FIRE Fire Fighter | (L7) (CC 10) | 1 | | 1 | 82,040 | 65,061.68 | 82,040.00 | 1 | 82,040 | 1 | 82,040 | 82,040 |
| 53. | FIRE Fire Fighter | (L7) (CC 7.5) | 1 | | 1 | 80,052 | 62,391.74 | 80,052.00 | 1 | 80,052 | 1 | 80,052 | 80,052 |
| 54. | FIRE Fire Fighter | (L7) (CC 7.5) | 1 | | 1 | 80,052 | 62,861.63 | 80,052.00 | 1 | 80,052 | 1 | 80,052 | 80,052 |
| 55. | FIRE Fire Fighter | (L7) (CC 7.5) | 1 | | 1 | 80,052 | 62,239.86 | 80,052.00 | 1 | 80,052 | 1 | 80,052 | 80,052 |
| 56. | FIRE Fire Fighter | (L7) (CC 7.5) | 1 | | 1 | 80,052 | 63,588.74 | 80,052.00 | 1 | 80,052 | 1 | 80,052 | 80,052 |
| 57. | FIRE Fire Fighter | (L7) (CC 7.5) | 1 | | 1 | 80,052 | 62,641.57 | 80,052.00 | 1 | 80,052 | 1 | 80,052 | 80,052 |
| 58. | FIRE Fire Fighter | (L7) (CC 3) | 1 | | 1 | 76,487 | 59,012.19 | 76,487.00 | 1 | 76,487 | 1 | 76,487 | 76,487 |
| 59. | FIRE Fire Fighter | (L7) (CC 3) | 1 | | 1 | 76,487 | 58,939.47 | 76,487.00 | 1 | 76,487 | 1 | 76,487 | 76,487 |
| 60. | FIRE Fire Fighter | (L7) (CC 1.5) | 1 | | 1 | 75,303 | 57,331.81 | 75,303.00 | 1 | 75,303 | 1 | 75,303 | 75,303 |
| 61. | FIRE Fire Fighter | (L7) | 1 | | 1 | 74,121 | 56,634.47 | 74,121.00 | 1 | 74,121 | 1 | 74,121 | 74,121 |
| 62. | FIRE Fire Fighter | (L7) | 1 | | 1 | 74,121 | 56,296.89 | 74,121.00 | 1 | 74,121 | 1 | 74,121 | 74,121 |
| 63. | FIRE Fire Fighter | (L7) | 1 | | 1 | 74,121 | 56,803.26 | 74,121.00 | 1 | 74,121 | 1 | 74,121 | 74,121 |
| 64. | FIRE Fire Fighter | (L7) | 1 | | 1 | 74,121 | 56,296.89 | 74,121.00 | 1 | 74,121 | 1 | 74,121 | 74,121 |
| 65. | FIRE Fire Fighter | (L7) | 1 | | 1 | 74,121 | 56,128.10 | 74,121.00 | 1 | 74,121 | 1 | 74,121 | 74,121 |
| 66. | FIRE Fire Fighter | (L7) | 1 | | 1 | 74,121 | 56,465.68 | 74,121.00 | 1 | 74,121 | 1 | 74,121 | 74,121 |
| 67. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 62,287.97 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 68. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 61,511.36 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 69. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 61,895.85 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 70. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 62,668.51 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 71. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 61,365.60 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 72. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 57,170.22 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 73. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 61,563.24 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 74. | FIRE Fire Fighter | (L6) (CC 7.5) | 1 | | 1 | 79,254 | 62,478.13 | 79,254.00 | 1 | 79,254 | 1 | 79,254 | 79,254 |
| 75. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,774.57 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 76. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,440.15 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 77. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,607.36 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 78. | FIRE *Fire Fighter | (L6) | 1 | | 1 | 72,736 | 54,586.48 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 79. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,607.36 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 80. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,760.37 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 81. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,272.94 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 82. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,774.57 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 83. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 56,610.62 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 84. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 55,774.57 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |
| 85. | FIRE Fire Fighter | (L6) | 1 | | 1 | 73,428 | 49,483.83 | 73,428.00 | 1 | 73,428 | 1 | 73,428 | 73,428 |

FIRE

PERSONNEL

| | | | FY 2018 | FY 2016 | FY 2017 | | | | FY 2018 | | | |
|------------|------|---------------|----------------|---------|--------------|--------------|--------------|--------------|------------|---------|----------------|----------|
| | | | Grade-Step | | Actual | July - March | Expenditures | | Department | Mayor's | Council | |
| Bargaining | Unit | Position | | # | Expenditures | Budget | Actual | Thru 6/30/17 | # | Request | Recommendation | Approval |
| 86. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,234.90 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 87. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 60,945.76 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 88. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 60,311.25 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 89. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,581.86 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 90. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,062.67 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 91. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 60,513.64 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 92. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 60,857.63 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 93. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,845.28 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 94. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 60,672.52 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 95. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,224.32 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 96. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,534.60 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 97. | FIRE | Fire Fighter | (L5) (CC 7.5) | 1 | | 78,456 | 61,877.78 | 78,456.00 | 1 | 78,456 | 78,456 | 78,456 |
| 98. | FIRE | Fire Fighter | (L5) | 1 | | 72,736 | 54,917.75 | 72,736.00 | 1 | 72,736 | 72,736 | 72,736 |
| 99. | FIRE | Fire Fighter | (L5) | 1 | | 72,736 | 54,752.12 | 72,736.00 | 1 | 72,736 | 72,736 | 72,736 |
| 100. | FIRE | Fire Fighter | (L5) | 1 | | 72,736 | 54,914.61 | 72,736.00 | 1 | 72,736 | 72,736 | 72,736 |
| 101. | FIRE | Fire Fighter | (L5) | 1 | | 72,736 | 54,914.61 | 72,736.00 | 1 | 72,736 | 72,736 | 72,736 |
| 102. | FIRE | Fire Fighter | (L5) | 1 | | 72,736 | 55,080.24 | 72,736.00 | 1 | 72,736 | 72,736 | 72,736 |
| 103. | FIRE | Fire Fighter | (L5) | 1 | | 72,736 | 55,078.66 | 72,736.00 | 1 | 72,736 | 72,736 | 72,736 |
| 104. | FIRE | Fire Fighter | (L4) (CC 12.5) | 1 | | 81,419 | 64,412.31 | 81,419.00 | 1 | 81,419 | 81,419 | 81,419 |
| 105. | FIRE | *Fire Fighter | (L4) (CC 12.5) | 1 | | 77,659 | 32,599.91 | 77,659.00 | 1 | 81,419 | 81,419 | 81,419 |
| 106. | FIRE | Fire Fighter | (L4) (CC 10) | 1 | | 79,537 | 63,122.23 | 79,537.00 | 1 | 79,537 | 79,537 | 79,537 |
| 107. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 60,823.86 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 108. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 61,009.14 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 109. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 60,523.73 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 110. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 60,792.21 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 111. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 60,799.38 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 112. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 60,362.26 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 113. | FIRE | Fire Fighter | (L4) (CC 7.5) | 1 | | 77,659 | 60,490.54 | 77,659.00 | 1 | 77,659 | 77,659 | 77,659 |
| 114. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,392.27 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 115. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,392.27 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 116. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,228.21 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 117. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,556.33 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 118. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,392.27 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 119. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,392.27 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 120. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 54,228.21 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 121. | FIRE | Fire Fighter | (L4) | 1 | | 72,043 | 60,563.28 | 72,043.00 | 1 | 72,043 | 72,043 | 72,043 |
| 122. | FIRE | *Fire Fighter | (CC 12.5) | 1 | | 69,272 | 61,894.88 | 77,931.00 | 1 | 77,931 | 77,931 | 77,931 |
| 123. | FIRE | *Fire Fighter | (CC 12.5) | 1 | | 69,272 | 61,447.24 | 77,931.00 | 1 | 77,931 | 77,931 | 77,931 |
| 124. | FIRE | *Fire Fighter | (CC 12.5) | 1 | | 76,199 | 62,355.67 | 77,931.00 | 1 | 77,931 | 77,931 | 77,931 |
| 125. | FIRE | Fire Fighter | (CC 7.5) | 1 | | 74,468 | 57,770.78 | 74,468.00 | 1 | 74,468 | 74,468 | 74,468 |
| 126. | FIRE | *Fire Fighter | (CC 7.5) | 1 | | 69,272 | 57,891.52 | 74,468.00 | 1 | 74,468 | 74,468 | 74,468 |
| 127. | FIRE | Fire Fighter | (CC 7.5) | 1 | | 74,468 | 57,522.17 | 74,468.00 | 1 | 74,468 | 74,468 | 74,468 |
| 128. | FIRE | Fire Fighter | (CC 7.5) | 1 | | 74,468 | 57,347.94 | 74,468.00 | 1 | 74,468 | 74,468 | 74,468 |
| 129. | FIRE | Fire Fighter | (CC 7.5) | 1 | | 74,468 | 57,258.63 | 74,468.00 | 1 | 74,468 | 74,468 | 74,468 |
| 130. | FIRE | *Fire Fighter | (CC 7.5) | 1 | | 69,272 | 57,316.95 | 74,468.00 | 1 | 74,468 | 74,468 | 74,468 |

FIRE

PERSONNEL

| PERSONNEL | | | FY 2016 | | | FY 2017 | | | FY 2018 | | | | |
|-----------------|---------------|--------------------|---------|---------------------|---|---------|----------------------------------|---------------------------|---------|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 131. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 57,438.68 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 132. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 57,663.18 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 133. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 56,952.43 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 134. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 52,771.41 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 135. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 57,299.91 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 136. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 57,220.36 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 137. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 57,762.30 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 138. FIRE | *Fire Fighter | (CC 7.5) | 1 | 69,272 | 1 | 69,272 | 56,947.85 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 139. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 57,341.81 | 74,468.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 140. FIRE | *Fire Fighter | (CC 7.5) | 1 | 69,272 | 1 | 69,272 | 52,100.94 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 141. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,785.44 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 142. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,785.44 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 143. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,627.69 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 144. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 37,115.16 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 145. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,943.19 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 146. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 52,100.93 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 147. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,785.43 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 148. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,627.69 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 149. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,469.94 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 150. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 52,100.93 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 151. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,627.70 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 152. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,943.19 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 153. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,785.44 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 154. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,943.18 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 155. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 52,100.93 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 156. FIRE | Fire Fighter | | 1 | 69,272 | 1 | 69,272 | 51,943.18 | 69,272.00 | 1 | 69,272 | 1 | 69,272 | 69,272 |
| 157. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 14,514.05 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 158. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 10,132.45 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 159. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 10,132.45 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 160. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | 10,132.45 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 161. FIRE | *Fire Fighter | (CC 7.5) | 1 | 74,121 | 1 | 74,121 | 34,672.43 | 74,121.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 162. FIRE | Fire Fighter | (CC 7.5) | 1 | 76,487 | 1 | 76,487 | 50,695.55 | 76,487.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 163. FIRE | Fire Fighter | (CC 7.5) | 1 | 77,659 | 1 | 77,659 | 10,132.45 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 164. FIRE | Fire Fighter | (CC 7.5) | 1 | 76,199 | 1 | 76,199 | 24,959.49 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 165. FIRE | Fire Fighter | (CC 7.5) | 1 | 74,468 | 1 | 74,468 | | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 166. FIRE | *Fire Fighter | (CC 7.5) | 1 | 74,121 | 1 | 74,121 | 69,061.41 | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |
| 167. FIRE | *Fire Fighter | (CC 7.5) | 1 | 69,272 | 1 | 69,272 | | 69,272.00 | 1 | 74,468 | 1 | 74,468 | 74,468 |

FIRE

PERSONNEL

Summary of Changes

Adjustments to FY 2017 Positions

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

75,678

Explanation

Administrative Assistant 10-4 (L11)

10,179

Change Principal Office Assistant 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.

New Positions

FIRE Fire Fighter

Additional

LAB Fire Dept Mechanic (WF II)

11-6

To perform minor repairs in house to avoid tying up trucks for long periods
MAYOR: See CPW budget

FIRE Lieutenant - Fire Prev

To handle School and Elder safety and Truck Maintenance

| | | | | |
|-----------|----------------|----------|---------------|---------------|
| 1 | 70,388 | 1 | 70,388 | 70,388 |
| 8 | 595,736 | | 0 | 0 |
| 1 | 63,392 | | 0 | 0 |
| 1 | 97,111 | | 0 | 0 |
| 11 | 826,627 | 1 | 70,388 | 70,388 |

Subtotal

Grand Total

| | | | | | | | | | | |
|------------|----------------------|------------|-------------------|----------------------|----------------------|------------|-------------------|------------|-------------------|-------------------|
| 170 | 15,151,514.43 | 170 | 14,030,872 | 10,657,491.60 | 14,029,369.00 | 180 | 14,879,281 | 170 | 14,123,042 | 14,123,042 |
|------------|----------------------|------------|-------------------|----------------------|----------------------|------------|-------------------|------------|-------------------|-------------------|

FIRE

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|--------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-220-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 4,425,467.26 | 5,109,719.91 | 4,470,898.00 | 3,556,755.39 | 4,392,596.97 | 4,521,212.00 | 64,960.00 | 4,535,858.00 | 4,535,858.00 |
| 5112 Wages - Full Time | 6,743,608.98 | 7,942,594.64 | 7,659,170.00 | 5,222,515.58 | 7,553,446.97 | 8,213,171.00 | 20,897.00 | 7,680,067.00 | 7,680,067.00 |
| 5122 Temporary Help | 600.00 | | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5131 Overtime | 976,272.52 | 1,119,765.66 | 725,000.00 | 988,859.48 | 1,200,000.00 | 900,000.00 | 75,000.00 | 800,000.00 | 800,000.00 |
| 5132 Overtime (Training) | | 4,696.62 | 8,000.00 | | 8,000.00 | 10,000.00 | 0.00 | 8,000.00 | 8,000.00 |
| 5139 Temporary Promotions - FT | | 4,549.50 | 5,000.00 | 5,000.00 | 11,000.00 | 15,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5141 Longevity | 477,294.11 | 586,806.63 | 537,770.00 | 549,367.08 | 538,946.68 | 587,770.00 | 12,230.00 | 550,000.00 | 550,000.00 |
| 5142 College Credits | 604,314.57 | 717,071.62 | 655,916.00 | 718,207.34 | 712,260.38 | 798,339.00 | 94,084.00 | 750,000.00 | 750,000.00 |
| 5143 Holiday | 685,353.06 | 795,321.63 | 830,618.00 | 605,646.21 | 830,618.00 | 882,289.00 | 0.00 | 830,618.00 | 830,618.00 |
| 5144 Out of Grade | 54,762.51 | 71,182.36 | 80,000.00 | 40,902.99 | 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 | 23,863.10 | 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 | (5,801.25) | (16,646.25) | | (8,467.56) | (10,000.00) | | | | |
| General Expenses 001-220-5200 | | | | | | | | | |
| 5146 Emergency Medical Technician | 124,185.43 | 140,647.49 | 145,207.00 | | 145,207.00 | 152,207.00 | 0.00 * | 145,207.00 | 145,207.00 |
| 5241 Equipment Repair/Maint | 35,734.48 | 21,295.29 | 25,000.00 | 22,934.76 | 32,498.10 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| 5242 Office Equipment Repair/Maint | 198.00 | 396.00 | 1,000.00 | 568.00 | 1,086.91 | 1,500.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5244 Motor Equipment Repair/Maint | 40,209.31 | 72,508.00 | 135,000.00 | 96,770.63 | 168,720.04 | 175,000.00 | 20,000.00 | 155,000.00 | 155,000.00 |
| 5291 Maintenance of SCBA | 15,869.84 | 27,350.35 | 22,000.00 | 3,874.60 | 22,813.27 | 22,000.00 | 0.00 | 22,000.00 | 22,000.00 |
| 5306 Medical Services | 38,965.37 | 74,992.75 | 60,000.00 | 59,716.53 | 101,822.47 | 80,000.00 | 0.00 | 60,000.00 | 60,000.00 |
| 5312 Training | 17,615.47 | 13,036.95 | 20,000.00 | 7,781.03 | 29,320.00 | 30,000.00 | 0.00 | 20,000.00 | 20,000.00 |
| 5313 Training - JLMC | 7,865.38 | 24,000.00 | 24,000.00 | 15,644.49 | 24,000.00 | 24,000.00 | 0.00 | 24,000.00 | 24,000.00 |
| 5342 Postage | 205.87 | 245.00 | 500.00 | 18.00 | 413.09 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5343 Printing | 793.00 | 1,152.53 | 1,000.00 | 1,199.75 | 1,500.00 | 1,500.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5420 Office Supplies | 2,968.95 | 3,205.44 | 3,000.00 | 1,595.31 | 3,000.00 | 4,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5430 Building Supplies | 2,207.38 | 4,269.52 | 3,000.00 | 877.21 | 3,000.00 | 4,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5450 Custodial Supplies | 5,581.08 | 4,249.49 | 2,600.00 | 3,271.21 | 2,600.00 | 4,000.00 | 0.00 | 2,600.00 | 2,600.00 |
| 5460 Groundskeeping Supplies | 372.46 | 494.55 | 600.00 | 139.99 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5470 Public Safety Supplies | 9,658.54 | 15,359.57 | 10,000.00 | 2,819.49 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5500 Medical Supplies | 4,158.09 | 3,605.32 | 4,000.00 | 2,251.65 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5510 Education Supplies | 1,115.75 | 425.00 | 700.00 | 30.00 | 1,335.00 | 700.00 | 0.00 | 700.00 | 700.00 |
| 5587 Tools | 1,246.31 | 600.00 | 300.00 | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5730 Dues | 1,824.50 | 480.00 | | 29.00 | 29.00 | | | | |
| 5730 Dues - Metro Fire | 2,500.00 | 2,500.00 | 3,500.00 | 2,500.00 | 2,971.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 |
| 5730 Dues - NFPA Internet Access | | | 1,500.00 | | 865.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |

*MAYOR: Actual expense paid in May 2017 will be \$127,402

FIRE

| EXPENDITURES | | | | | | | | | |
|---|------------------------|------------------------|------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| Classification | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual 001-220-5400 | | | | | | | | | |
| 5245 Tower Repair & Maint | | 5,800.00 | 5,000.00 | 358.20 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5471 Patches & Badges | 927.00 | 1,208.00 | 800.00 | | 800.00 | 800.00 | 0.00 | 800.00 | 800.00 |
| 5850 Safety Equipment | 44,763.36 | 27,182.66 | 41,700.00 | 52,651.95 | 59,467.00 | 50,000.00 | 0.00 | 41,700.00 | 41,700.00 |
| 5854 Hoses, Cable, Wire | 3,157.00 | 41,436.00 | 21,000.00 | 20,880.00 | 21,000.00 | 21,000.00 | 0.00 | 21,000.00 | 21,000.00 |
| 5873 Helmets & Shields | 822.50 | 1,097.00 | 1,000.00 | | 800.00 | 1,300.00 | 0.00 | 1,000.00 | 1,000.00 |
| 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 | 108,025.00 | 114,550.00 | 116,000.00 | 112,375.00 | 116,000.00 | 121,800.00 | 0.00 | 116,000.00 | 116,000.00 |
| 5190 Uniform Allowance 6 @ 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 | 42,724.08 | 27,021.73 | 22,500.00 | 13,664.25 | 44,062.00 | 45,000.00 | 13,500.00 | 36,000.00 | 36,000.00 |
| Promotional Uniforms | | | | | | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| 5196 Uniforms-Special Positions | 1,104.00 | | 4,000.00 | 1,452.00 | 6,904.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |

FIRE

| EXPENDITURES | | | | | | | | | |
|---|---|---------------------|---------------|----------------------------------|---------------------------|---|-------------------|------------------------|------------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | 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 to maintain minimum staffing level without putting fire trucks out of service. | | | | | 175,000.00 | | | |
| 5132 Overtime (Training) | Necessary to fund overtime to cover members while on training. | | | | | 2,000.00 | | | |
| 5139 Temporary Promotions - FT | We are required by Civil Service to make these promotions, just (1) Temp. promotion for a year would increase the amount of a person's salary by a minimum of 10%, which would not be included in the salary budgeted for that Fiscal Year. | | | | | 10,000.00 | | | |
| 5141 Longevity | Projected increases in members Longevity, along with retirement payments not currently budgeted | | | | | 49,230.00 | | | |
| 5142 College Credits | Necessary to account for new hires from FY-17 with college credits, along with new hires in FY-18, and retirement payments. | | | | | 142,423.00 | | | |
| 5143 Holiday | Increase in personnel from FY-17, increase in Holiday longevity and college credit holiday. | | | | | 51,671.00 | | | |
| Accrued Benefits | These funds would only be used to pay for a member's accrued benefits at retirement. Anticipating approx. 5 retirements. | | | | | 250,000.00 | | | |
| 5146 Emergency Medical Technician | The Union Contract requires that we allow up to (5) F.F.'s per year to take an EMT course at a cost of \$1400. per year | | | | | 7,000.00 | | | |
| 5242 Office Equipment Repair/Maint | Needed to cover annual contracts for our (2) Ricoh printer/fax/scanners (Chief's office, Fire Prevention) | | | | | 500.00 | | | |
| 5244 Motor Equipment Repair/Maint | First year of covering all repairs by Fire Dept only. Funded amount is insufficient. | | | | | 40,000.00 | | | |
| 5306 Medical Services | Necessary to cover costs of on the job injuries, spent 99% of FY-17 Budget by March 2017. | | | | | 20,000.00 | | | |
| 5312 Training | Cost of quality training classes is increasing | | | | | 10,000.00 | | | |
| 5343 Printing | Cost for printing items necessary for Fire Prevention, Fire Suppression and the Fire Chief's office. | | | | | 500.00 | | | |
| 5420 Office Supplies | Cost to supply entire dept.'s office supplies, our (2) printers alone need (4) toner's each at a current cost of \$185. ea. for color and \$85. for black | | | | | 1,000.00 | | | |
| 5430 Building Supplies | Need and cost increases | | | | | 1,000.00 | | | |
| 5450 Custodial Supplies | Needed to purchase necessary supplies for each station that aren't purchased by the Building Dept. | | | | | 1,400.00 | | | |
| 5850 Safety Equipment | Need and cost increases | | | | | 8,300.00 | | | |
| 5873 Helmets & Shields | Need | | | | | 300.00 | | | |
| 5190 Uniform Allowance 160 @ 725 | Uniforms for (8) additional firefighters | | | | | 5,800.00 | | | |
| 5190 Uniform Allowance 6 @ 775 | Uniform for additional LT in Fire Prevention | | | | | 775.00 | | | |
| 5190 Uniform Allowance 10 @ 4,500 | Necessary to cover cost of uniforms and gear for expected (10) new hires to replace personnel through retirements | | | | | 22,500.00 | | | |
| Promotional Uniforms | 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 | 13,994,371.75 | 16,367,562.31 | 15,006,372.00 | 11,702,649.61 | 15,350,869.00 | 16,291,781.00 | 267,171.00 | 15,273,543.00 | 15,273,543.00 |
| General Expenses | 313,275.21 | 410,813.25 | 462,907.00 | 222,021.65 | 556,080.88 | 544,307.00 | 20,000.00 | 482,907.00 | 482,907.00 |
| Equipment & Unusual | 49,669.86 | 76,723.66 | 69,500.00 | 73,890.15 | 87,067.00 | 78,100.00 | 0.00 | 69,500.00 | 69,500.00 |
| Special Items | 157,278.08 | 146,996.73 | 147,925.00 | 132,916.25 | 172,391.00 | 182,000.00 | 18,500.00 | 166,425.00 | 166,425.00 |
| Total Operating Budget | 14,514,594.90 | 17,002,095.95 | 15,686,704.00 | 12,131,477.66 | 16,166,407.88 | 17,096,188.00 | 305,671.00 | 15,992,375.00 | 15,992,375.00 |

FIRE AUXILIARY

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-292-5200 | | | | | | | | | |
| 5241 Equipment Repairs/Maint | 5,755.50 | 1,035.00 | 5,000.00 | 363.40 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5312 Training | 2,050.00 | 1,600.00 | 3,000.00 | 1,250.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5470 Public Safety Supplies | | 472.63 | 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 | 1,045.20 | 3,500.00 | 1,917.63 | 3,500.00 | 9,000.00 | 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> |
|--------------|-------------------------------------|---|
| 5190 Uniform | Replace Fire Auxiliary Turnout Gear | 5,500.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|------------------|-----------------|------------------|-----------------|------------------|------------------|-------------|------------------|------------------|
| Personnel | | | | | | | | | |
| General Expenses | 7,805.50 | 3,107.63 | 9,000.00 | 1,613.40 | 9,000.00 | 9,000.00 | 0.00 | 9,000.00 | 9,000.00 |
| Equipment & Unusual | | | | | | | | | |
| Special Items | 3,130.90 | 1,045.20 | 3,500.00 | 1,917.63 | 3,500.00 | 9,000.00 | 0.00 | 3,500.00 | 3,500.00 |
| Total Operating Budget | <u>10,936.40</u> | <u>4,152.83</u> | <u>12,500.00</u> | <u>3,531.03</u> | <u>12,500.00</u> | <u>18,000.00</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 2015 | FY 2016 |
| Pension-Contributory/FICA | 171,822 | 174,181 |
| Pension Administration | 16,338 | 15,789 |
| Medical & Life Insurance | 195,947 | 177,055 |
| Heat, Light, Water | 11,337 | 9,032 |
| Building Repair & Maintenance | 21,117 | 26,868 |
| Building Insurance | 363 | 349 |
| Motor Vehicle Insurance | 1,581 | 1,591 |
| Motor Vehicle Maint & Repair | 26,868 | 26,598 |
| Total | <u>\$445,373</u> | <u>\$431,463</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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Total Permits issued | 923 | 925 | 925 |
| Burial permits issued | 229 | 230 | 230 |
| Food service estab permits | 291 | 295 | 295 |
| Retail food permits | 82 | 85 | 85 |
| Swimming pool permits | 45 | 45 | 45 |
| Tobacco permits | 73 | 73 | 73 |
| Day camp permits | 23 | 25 | 25 |
| DNA research permits | 22 | 25 | 25 |
| Mobile food permits | 26 | 26 | 26 |
| Transportation of grease & garbage | 35 | 35 | 35 |
| Contagious follow-up | 457 | 457 | 457 |
| Tuberculosis follow-up | 594 | 597 | 597 |
| Catch basin larva control | 3,400 | 3,400 | 3,400 |
| B.T.I. treated acres | 25 | 25 | 25 |
| Aerosol application/acres | 5 | 5 | 5 |
| Funeral Home permits | 3 | 3 | 3 |
| Temporary caterers permits | 94 | 94 | 94 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Food establishment inspections | 972 | 980 | 980 |
| Housing inspections | 879 | 880 | 880 |
| Swimming pool inspections | 77 | 77 | 77 |
| Housing complaints | 879 | 879 | 879 |
| Trash complaints | 410 | 410 | 410 |
| Food complaints | 39 | 39 | 39 |
| Rodent & pest complaints | 295 | 300 | 300 |
| No heat complaints | 57 | 55 | 55 |
| Day camp inspections | 57 | 27 | 27 |
| Conferences owner or operator | 280 | 275 | 275 |

| INSPECTION OF WEIGHTS & MEASURE | | | |
|-------------------------------------|-------------------|----------------------|----------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Total devices inspected | 2,719 | 2,719 | 2,719 |
| Gas pumps sealed | 346 | 346 | 346 |
| Scanners inspected | 3,415 | 3,415 | 3,415 |
| Weights tested & sealed | 122 | 122 | 122 |
| Taxi meters sealed | 62 | 62 | 62 |
| Package testing | 2,013 | 2,013 | 2,013 |
| Scales inspected & sealed | 940 | 940 | 940 |
| Adjustments | 123 | 125 | 125 |
| Sealing fees | \$16,294 | \$16,294 | \$16,294 |
| Violator fines | \$700 | \$700 | \$700 |
| Annual loss restored for consumers | \$532,778 | \$532,778 | \$532,778 |
| Annual loss restored for businesses | \$387,799 | \$387,799 | \$387,799 |

HEALTH

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|-----------------|--|--------------------|---------|---------------------|---------|---------|----------------------------------|------------|--------------------|---------|------------------------|------------------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. | Commissioners | | 5 | 5,000 | | 5,000 | 3,300.00 | 5,000.00 | 5 | 5,000 | 5 | 5,000 | 5,000 |
| 2. | *Dir of Public Health | 18-6 (L11) | 1 | 125,507 | | 125,507 | 93,956.19 | 128,331.00 | 1 | 131,538 | 1 | 131,538 | 131,538 |
| 3. | *Asst Dir of Public Health | 15-6 (L11) | 1 | 102,530 | | 102,530 | 76,975.75 | 104,837.00 | 1 | 107,457 | 1 | 107,457 | 107,457 |
| 4. | *Inspector, Wgts & Meas | 13-6 (L10) | 1 | 89,212 | | 89,212 | 66,977.73 | 91,219.00 | 1 | 93,500 | 1 | 93,500 | 93,500 |
| 5. | SPMG Sr Code Enforce Insp | 13-6 (L9) | 1 | 88,398 | | 88,398 | 64,906.15 | 88,398.00 | 1 | 88,398 | 1 | 88,398 | 88,398 |
| 6. | SPMG Sr Code Enforce Insp | 13-6 (L8) | 1 | 87,587 | | 87,587 | 64,310.81 | 87,587.00 | 1 | 87,587 | 1 | 87,587 | 87,587 |
| 7. | SPMG Sr Code Enforce Insp | 13-2 | 1 | 89,209 | | 89,209 | 16,529.79 | 34,701.00 | 1 | 68,818 | 1 | 68,818 | 68,818 |
| 8. | *Public Health Nurse, RN | 13-6 | 1 | 81,102 | | 81,102 | 60,888.77 | 82,927.00 | 1 | 85,000 | 1 | 85,000 | 85,000 |
| 9. | *Social Worker/Certified Addiction Counselor | 13-2 | 1 | 55,744 | | 55,744 | 28,858.28 | 46,785.00 | 1 | 72,170 | 1 | 72,170 | 72,170 |
| 10. | *Principal Off Asst (PT 19 hrs) | 8-6 (L9) | 0.5 | 33,850 | | 33,850 | 25,326.98 | 34,612.00 | 0.5 | 39,514 | 0.5 | 37,526 | 37,526 |
| Subtotal | | | 13.5 | 785,550.15 | 13.5 | 758,139 | 502,030.45 | 704,397.00 | 13.5 | 778,982 | | 776,994 | 776,994 |

Summary of Changes

Adjustments to FY 2017 Positions

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

39,246

Explanation

SPMG Sr Code Enforce Insp 13-2

(20,391)

New employee hired at lower step

New Positions

Subtotal

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Grand Total

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|------|------------|------|---------|------------|------------|------|---------|--|------|---------|---------|
| 13.5 | 785,550.15 | 13.5 | 758,139 | 502,030.45 | 704,397.00 | 13.5 | 778,982 | | 13.5 | 776,994 | 776,994 |
|------|------------|------|---------|------------|------------|------|---------|--|------|---------|---------|

HEALTH

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-510-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 611,207.92 | 745,597.94 | 719,289.00 | 473,403.47 | 664,785.00 | 734,468.00 | 15,179.00 | 734,468.00 | 734,468.00 |
| 5121 Salaries - Part Time | 25,773.53 | 35,452.21 | 33,850.00 | 25,326.98 | 34,612.00 | 39,514.00 | 3,676.00 | 37,526.00 | 37,526.00 |
| 5194 Boards & Commissions | 3,300.00 | 4,500.00 | 5,000.00 | 3,300.00 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| General Expenses 001-510-5200 | | | | | | | | | |
| 5192 Mileage | 41.41 | 18.92 | 400.00 | | 400.00 | 1,000.00 | 600.00 | 1,000.00 | 1,000.00 |
| 5242 Office Equipment Repair/Maint | | 186.00 | 750.00 | 744.00 | 744.00 | 750.00 | 0.00 | 750.00 | 750.00 |
| 5305 Legal Services/Constable | 241.96 | 362.94 | 400.00 | 425.00 | 400.00 | 600.00 | 200.00 | 600.00 | 600.00 |
| 5306 Medical Services | 2,546.24 | 983.67 | 1,800.00 | | 1,800.00 | 1,800.00 | 0.00 | 1,800.00 | 1,800.00 |
| 5342 Postage | 900.00 | 1,863.70 | 1,300.00 | 1,280.30 | 1,300.00 | 1,500.00 | 200.00 | 1,500.00 | 1,500.00 |
| 5343 Printing | 844.50 | 826.06 | 1,000.00 | | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5386 Public Safety /Mosquito Control | 32,819.00 | 33,800.00 | 34,706.00 | 34,706.00 | 34,706.00 | 35,746.00 | 1,040.00 | 35,746.00 | 35,746.00 |
| 5420 Office Supplies | 1,480.33 | 1,456.87 | 1,500.00 | 1,109.08 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5510 Education Supplies | 290.00 | 280.00 | 400.00 | 385.00 | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5581 Clothing, Gloves & Shoes | 375.94 | 114.99 | 400.00 | 60.15 | 400.00 | 600.00 | 200.00 | 600.00 | 600.00 |
| 5587 Tools | 600.00 | 600.00 | 600.00 | 460.80 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5730 Dues | 150.00 | 150.00 | | | | | | | |
| Equipment & Unusual 001-510-5400 | | | | | | | | | |
| 5395-72 Medical Waste Pickup | 62.54 | 848.79 | 600.00 | | 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> |
|--------------------------------------|----------------------------|---|
| 5192 Mileage | Employee using own vehicle | 600.00 |
| 5305 Legal Services/Constable | Utilizing more service | 200.00 |
| 5342 Postage | Increase in certified mail | 200.00 |
| 5386 Public Safety /Mosquito Control | Increase in assessment | 1,040.00 |
| 5581 Clothing, Gloves & Shoes | Added inspector | 200.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 640,281.45 | 785,550.15 | 758,139.00 | 502,030.45 | 704,397.00 | 778,982.00 | 18,855.00 | 776,994.00 | 776,994.00 |
| General Expenses | 40,289.38 | 40,643.15 | 43,256.00 | 39,170.33 | 43,250.00 | 45,496.00 | 2,240.00 | 45,496.00 | 45,496.00 |
| Equipment & Unusual | 62.54 | 848.79 | 600.00 | 0.00 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| Total Operating Budget | <u>680,633.37</u> | <u>827,042.09</u> | <u>801,995.00</u> | <u>541,200.78</u> | <u>748,247.00</u> | <u>825,078.00</u> | <u>21,095.00</u> | <u>823,090.00</u> | <u>823,090.00</u> |

HUMAN RESOURCES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|------------------|------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 57,934 | 58,699 |
| Pension Administration | 5,388 | 5,193 |
| Medical & Life Insurance | 81,947 | 88,355 |
| Heat, Light, Water | 22,240 | 13,392 |
| Building Repair & Maintenance | 21,116 | 26,867 |
| Building Insurance | 363 | 349 |
| Total | \$188,988 | \$192,855 |

| | FY 2016 | FY 2017 | FY 2018 |
|-------------------------------|----------------|------------------|------------------|
| Output Measure | Actual | Estimated | Projected |
| Total Applicants | 667 | 600 | 610 |
| Department Requisitions | 107 | 125 | 120 |
| Preplacement Physicals | 28 | 21 | 23 |
| CORI Checks completed | 161 | 150 | 155 |
| # Persons Employed | 111 | 106 | 100 |
| # Persons Promoted | 29 | 22 | 25 |
| # Departments Affected | 22 | 16 | 18 |
| Qualifying Exams given | 1 | 0 | 0 |
| EAP Program Providers | 1 | 1 | 1 |
| EAP Program Utilization | 26 | 40 | 50 |
| Summer Works Applications | 70 | 100 | 105 |
| # Summer Works Students Hired | 44 | 55 | 55 |
| # Work Study Students | 2 | 2 | 2 |
| Departments Affected | 2 | 2 | 2 |
| Participating Colleges | 2 | 2 | 2 |
| Insurance Claims Appealed | 6 | 5 | 5 |

HUMAN RESOURCES

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|----------------------------|--------------------|---------|---------------------|---------|---------|---------------------|---------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March | | # | Department Request | # | Mayor's Recommendation | Council Approval |
| | | | | | | | Actual Expenditures | Expenditures Thru 6/30/17 | | | | | |
| 1. | *Human Resources Director | 17-6 | | | 1 | 105,931 | 79,529.53 | 105,931.00 | | | 1 | 111,022 | 111,022 |
| 2. | *Personnel Technician | 10-6 (L9) | | | 1 | 71,215 | 53,466.01 | 71,215.00 | 1 | 74,638 | 1 | 74,638 | 74,638 |
| 3. | *Administrative Assistant | 10-6 (L8) | | | 1 | 69,255 | 51,593.31 | 69,255.00 | 1 | 73,953 | 1 | 73,953 | 73,953 |
| 4. | Workers Comp Agent Stipend | | | | | 6,000 | 4,405.54 | 6,000.00 | | 6,000 | | 6,000 | 6,000 |
| 5. | Youth Employment Program | | | | | 55,000 | 43,527.50 | 55,000.00 | | 58,000 | | 58,000 | 58,000 |
| Subtotal | | | 3 | 317,464.14 | 3 | 307,401 | 232,521.89 | 307,401.00 | 2 | 212,591 | | 323,613 | 323,613 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary 13,212

Human Resources Director 18-6 12,572

Youth Employment Program 3,000

Explanation

Duties consistent with Grade 18

Increase SummerWorks minimum wage \$11.00/hr. Increase interns to \$15.00/hr.

| | | | | |
|---|---------|--|---|---|
| 1 | 118,503 | | 0 | 0 |
| 1 | 118,503 | | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 3 | 317,464.14 | 3 | 307,401 | 232,521.89 | 307,401.00 | 3 | 331,094 | 3 | 323,613 | 323,613 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

HUMAN RESOURCES

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-152-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 216,969.20 | 270,244.15 | 246,401.00 | 184,588.85 | 246,401.00 | 267,094.00 | 13,212.00 | 259,613.00 | 259,613.00 |
| 5121 Salaries - Part Time | 50,038.00 | 47,219.99 | 61,000.00 | 47,933.04 | 61,000.00 | 64,000.00 | 3,000.00 | 64,000.00 | 64,000.00 |
| <hr/> | | | | | | | | | |
| General Expenses 001-152-5200 | | | | | | | | | |
| 5242 Office Equipment Repair/Maint | | 453.78 | | | | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 5312 Training | | | 3,000.00 | 501.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5341 Advertising | 4,160.00 | 2,445.40 | 4,500.00 | 1,190.00 | 4,500.00 | 4,500.00 | 0.00 | 4,500.00 | 4,500.00 |
| 5342 Postage | 845.55 | 399.85 | 400.00 | 368.30 | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5343 Printing | | 259.70 | 250.00 | 222.72 | 250.00 | 250.00 | 0.00 | 250.00 | 250.00 |
| 5420 Office Supplies | 487.69 | 987.43 | 700.00 | | 700.00 | 700.00 | 0.00 | 700.00 | 700.00 |
| 5730 Dues | 425.00 | 475.00 | 600.00 | 445.00 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| General Expenses 001-153-5200 | | | | | | | | | |
| 5125 Work-study | 5,210.00 | 5,290.00 | 6,000.00 | 2,479.50 | 6,000.00 | 6,000.00 | 0.00 | 6,000.00 | 6,000.00 |
| General Expenses 001-913-5200 | | | | | | | | | |
| 5170 Unemployment Compensation | 18,289.08 | 22,552.93 | 20,000.00 | 16,600.64 | 20,000.00 | 20,000.00 | 0.00 | 20,000.00 | 20,000.00 |
| <hr/> | | | | | | | | | |
| Equipment & Unusual 001-152-5400 | | | | | | | | | |
| 5306 Pre-emp Physical/Psychological, EAP | 5,230.00 | 14,819.50 | 25,000.00 | 19,308.50 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| 5311 Civil Service Exams | 4,103.50 | | | | | | | | |
| 5312 Training / Employment / Diversity | 140.00 | 701.00 | 3,000.00 | 1,585.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| ADA Transition Plan | | | | | | 100,000.00 | 0.00 * | 0.00 | 0.00 |

*MAYOR: Capital Budget item

EXPENDITURES

COST SUMMARY BY CLASSIFICATION

4

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 2015 | FY 2016 |
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| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--------------------------------------|-------------------|----------------------|----------------------|
| Number of Injuries | 106 | 90 | 95 |
| Number on Payroll | 7 | 7 | 7 |
| Retirees | 5 | 4 | 4 |
| W/C Total Invoices (City & School) | \$ 507,507.00 | \$ 300,000.00 | \$ 500,000.00 |
| W/C Total Invoices Paid (City & Sch) | \$ 260,145.00 | \$ 150,000.00 | \$ 200,000.00 |
| W/C Savings on Bills | \$ 247,362.00 | \$ 150,000.00 | \$ 300,000.00 |

WORKERS COMPENSATION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-912-5200 | | | | | | | | | |
| 5170 Worker's Compensation | 241,704.63 | 196,703.42 | 250,000.00 | 156,541.32 | 250,000.00 | 250,000.00 | 0.00 | 250,000.00 | 250,000.00 |
| 5305 Legal Services (IAB Orders) | 5,837.45 | 10,255.94 | 10,000.00 | 1,254.63 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5306 Medical Services | 227,936.37 | 225,156.04 | 230,000.00 | 26,319.37 | 150,000.00 | 200,000.00 | (30,000.00) | 200,000.00 | 200,000.00 |
| 5760 Claims & Settlements | | 25,000.00 | 30,000.00 | 11,738.06 | 60,000.00 | 60,000.00 | 30,000.00 | 60,000.00 | 60,000.00 |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

5760 Claims & Settlements

Claims settlements (no overall increase, reduce medical by \$30,000)

30,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

| | | | | | | | | | |
|------------------|------------|------------|------------|------------|------------|------------|------|------------|------------|
| General Expenses | 475,478.45 | 457,115.40 | 520,000.00 | 195,853.38 | 470,000.00 | 520,000.00 | 0.00 | 520,000.00 | 520,000.00 |
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Equipment & Unusual

| | | | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------------|-------------------|
| Total Operating Budget | <u>475,478.45</u> | <u>457,115.40</u> | <u>520,000.00</u> | <u>195,853.38</u> | <u>470,000.00</u> | <u>520,000.00</u> | <u>0.00</u> | <u>520,000.00</u> | <u>520,000.00</u> |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------------|-------------------|

INFORMATION TECHNOLOGY

STATEMENT OF OBJECTIVES:

To organize, promote and develop comprehensive data processing systems that will improve preparation, collection and retrieval of significant data and to maintain a bank of this data, make systems studies, simplify accounting and record keeping, produce revenue and expenditure documents rapidly and accurately, operate the data center economically and efficiently, enhance interoffice communication and workflow.

DESCRIPTION OF OUTPUT STATEMENT:

IT is responsible for the City's computer hardware and software needs. Presently, the City is greatly expanding its computer capabilities through the installation of a wide area network to most city buildings and offices. IT now provides tax collection and billing for real estate and personal property, excise tax collection, water billing and collection, city/school payroll and employee records, retirees' payroll, accounts payable, general ledger, purchasing records, police detail billing and collection, miscellaneous billing, interoffice e-mail, word processing and the City website.

| | | |
|---|------------------|------------------|
| 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 2015 | FY 2016 |
| Pension-Contributory/FICA | 70,468 | 149,543 |
| Pension Administration | 5,910 | 13,005 |
| Medical & Life Insurance | 305,896 | 308,072 |
| Heat, Light, Water | 22,673 | 18,063 |
| Building Repair & Maintenance | 42,233 | 53,734 |
| Building Insurance | 2,002 | 1,928 |
| Motor Vehicle Insurance | 316 | 318 |
| Motor Vehicle Maint & Repair | 5,374 | 5,320 |
| Total | \$454,872 | \$549,983 |

| | | | |
|------------------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Number of Systems Operating | 32 | 32 | 32 |
| Networked Personal Computers | 450 | 450 | 450 |

INFORMATION TECHNOLOGY

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|-----------------------------------|--------------------|---------|---------------------|---------|-----------|----------------------------------|---------------------------|------|--------------------|-----|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | *IT Director | 19-6 (L9) | 1 | | 1 | 130,840 | 98,230.78 | 133,783.90 | 1 | 137,129 | 1 | 137,129 | 137,129 |
| 2. | *Asst Director IT | 16-6 (L10) | 1 | | 1 | 110,187 | 60,324.79 | 112,666.21 | 1 | 114,443 | 1 | 114,443 | 114,443 |
| 3. | *GIS Administrator | 16-6 (L8) | 1 | | 1 | 107,209 | 80,489.71 | 109,621.20 | 1 | 112,362 | 1 | 112,362 | 112,362 |
| 4. | Server/Desktop Sys Mgr | 15-1 | 1 | | 1 | 101,375 | 19,860.58 | 19,860.58 | 1 | 79,812 | 1 | 79,812 | 79,812 |
| 5. | SPMG Sr App Analyst / Programmer | 13-6 (L11) | 1 | | 1 | 90,020 | 66,097.20 | 90,020.00 | 1 | 90,020 | 1 | 90,020 | 90,020 |
| 6. | SPMG Sr App Analyst / Programmer | 13-6 (L9) | 1 | | 1 | 90,020 | 23,734.34 | 48,000.00 | 1 | 88,398 | 1 | 88,398 | 88,398 |
| 7. | SPMG Server/Desktop Support Spec | 12-6 (L9) | 1 | | 1 | 83,004 | 60,945.08 | 83,004.00 | 1 | 83,004 | 1 | 83,004 | 83,004 |
| 8. | SPMG *Server/Desktop Support Spec | 12-6 (L9) | 1 | | 1 | 82,559 | 60,473.41 | 82,559.00 | 1 | 83,004 | 1 | 83,004 | 83,004 |
| 9. | SPMG *Server/Desktop Support Spec | 12-6 (L9) | 1 | | 1 | 79,236 | 58,178.60 | 79,236.00 | 1 | 82,623 | 1 | 82,623 | 82,623 |
| 10. | SPMG *Server/Desktop Support Spec | 12-5 (L9) | 1 | | 1 | 74,483 | 54,517.70 | 74,483.00 | 1 | 77,296 | 1 | 77,296 | 77,296 |
| 11. | SPMG Server/Desktop Support Spec | 12-1 | 1 | | 1 | 83,004 | 38,659.21 | 49,159.21 | 1 | 63,664 | 1 | 63,664 | 63,664 |
| 12. | *Social Media Coordinator | 10-4 | 1 | | 1 | 57,315 | 42,775.08 | 58,604.59 | 1 | 62,418 | 1 | 62,418 | 62,418 |
| 13. | *Office Coordinator (PT 19 hrs) | 9-6 | 0.5 | | | 31,873 | 23,191.85 | 32,590.14 | 0.5 | 34,712 | 0.5 | 34,712 | 34,712 |
| 14. | Temporary | | | | | 14,848 | 10,200.00 | 14,848.00 | | 14,848 | | 14,848 | 14,848 |
| Subtotal | | | 12.5 | 1,274,105.22 | 12.5 | 1,135,973 | 697,678.33 | 988,435.83 | 12.5 | 1,123,733 | | 1,123,733 | 1,123,733 |

INFORMATION TECHNOLOGY

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

| FY 2016 | | FY 2017 | | | FY 2018 | | | |
|---------|--------------|--------------|--------|----------------------------------|------------|---------|---------|---------------------------------|
| Actual | | July - March | | | Department | | Mayor's | |
| # | Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Request | # | Council Recommendation Approval |

Summary of Changes

Adjustments to FY 2017 Positions

Explanation

| | | | |
|--|----------|---|--|
| Step Raises/Longevity/Compensation Ordinance included in * position salary | 30,285 | | |
| Server/Desktop Sys Mgr 15-1 | (21,563) | New employee to be hired at lower step | |
| SPMG Sr App Analyst / Programmer 13-6 (L9) | (1,622) | Internal promotion - replaced at lower step/longevity | |
| SPMG Server/Desktop Support Spec 12-1 | (19,340) | New employee to be hired at lower step | |

New Positions

| | | | | | | | | |
|---|---|--|---|---|---|--|---|---|
| | | | | | | | | |
| | | | | | | | | |
| 0 | 0 | | 0 | 0 | 0 | | 0 | 0 |

Subtotal

Grand Total

| | | | | | | | | | | | |
|------|--------------|------|-----------|------------|------------|------|-----------|--|------|-----------|-----------|
| 12.5 | 1,274,105.22 | 12.5 | 1,135,973 | 697,678.33 | 988,435.83 | 12.5 | 1,123,733 | | 12.5 | 1,123,733 | 1,123,733 |
|------|--------------|------|-----------|------------|------------|------|-----------|--|------|-----------|-----------|

INFORMATION TECHNOLOGY

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|--------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-155-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 952,903.36 | 1,215,595.51 | 1,089,252.00 | 664,286.48 | 940,997.69 | 1,074,173.00 | (15,079.00) | 1,074,173.00 | 1,074,173.00 |
| 5112 Wages - Full Time | 3,238.78 | | | | | | | | |
| 5121 Salaries - Part Time | 26,433.95 | 33,690.67 | 31,873.00 | 23,191.85 | 32,590.14 | 34,712.00 | 2,839.00 | 34,712.00 | 34,712.00 |
| 5122 Temporary Help | 15,048.00 | 14,464.00 | 14,848.00 | 10,200.00 | 14,848.00 | 14,848.00 | 0.00 | 14,848.00 | 14,848.00 |
| 5131 Overtime - Callbacks | 10,120.62 | 10,355.04 | 11,000.00 | 7,296.00 | 11,000.00 | 11,000.00 | 0.00 | 11,000.00 | 11,000.00 |
| General Expenses 001-155-5200 | | | | | | | | | |
| 5192 Mileage | 325.09 | 398.44 | 200.00 | 259.39 | 350.00 | 350.00 | 150.00 | 350.00 | 350.00 |
| 5241 Equipment Repair/Maint | 6,951.86 | 134.93 | 750.00 | 148.42 | 750.00 | 750.00 | 0.00 | 750.00 | 750.00 |
| 5243 Computer Equip Repair/Maint | 69,740.30 | 55,739.42 | 82,900.00 | 52,771.49 | 82,900.00 | 82,900.00 | 0.00 | 82,900.00 | 82,900.00 |
| 5247 Alarms / Intrusion | 145.00 | | 650.00 | | 0.00 | 0.00 | (650.00) | 0.00 | 0.00 |
| 5248 Computer Software/License | 174,063.36 | 188,727.18 | 180,200.00 | 185,329.71 | 184,920.71 | 192,814.00 | 12,614.00 | 192,814.00 | 192,814.00 |
| 5309 Technology Services | | | | 1,912.50 | | | | | |
| 5312 Training | 298.00 | 5,295.00 | 5,000.00 | 475.00 | 5,000.00 | 10,000.00 | 6,000.00 | 11,000.00 | 11,000.00 |
| 5340 Communication Line | 13,834.37 | 13,475.05 | 15,000.00 | 8,964.07 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5342 Postage | 537.39 | 139.57 | 850.00 | 10.19 | 200.00 | 200.00 | (650.00) | 200.00 | 200.00 |
| 5343 Printing | 1,692.00 | 1,298.00 | 2,800.00 | | 1,500.00 | 1,500.00 | (1,300.00) | 1,500.00 | 1,500.00 |
| 5420 Office Supplies | 4,158.88 | 2,514.37 | 3,000.00 | 1,346.08 | 4,300.00 | 4,300.00 | 1,300.00 | 4,300.00 | 4,300.00 |
| 5424 Computer Supplies | 32,359.98 | 45,368.52 | 30,000.00 | 22,472.40 | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 30,000.00 |
| 5510 Education Supplies | 615.14 | 896.82 | 750.00 | 300.00 | 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 | 9,909.17 | 9,998.93 | 30,000.00 | 25,895.50 | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 30,000.00 |

INFORMATION TECHNOLOGY

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|------------------------|------------------------|---------|--|------------------------------|---|----------------------|---------------------------|---------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures Thru 6/30/17 | 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> | | | | | | | | | |
| 5192 Mileage | | | | | | | 150.00 | | |
| 5248 Computer Software/License | | | | | | | 12,614.00 | | |
| 5312 Training | | | | | | | 5,000.00 | | |
| 5420 Office Supplies | | | | | | | 1,300.00 | | |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------|---------------------|---------------------|
| Personnel | 1,007,744.71 | 1,274,105.22 | 1,146,973.00 | 704,974.33 | 999,435.83 | 1,134,733.00 | (12,240.00) | 1,134,733.00 | 1,134,733.00 |
| General Expenses | 304,721.37 | 313,987.30 | 322,175.00 | 273,989.25 | 325,745.71 | 338,639.00 | 17,464.00 | 339,639.00 | 339,639.00 |
| Equipment & Unusual | 9,909.17 | 9,998.93 | 30,000.00 | 25,895.50 | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 30,000.00 |
| Total Operating Budget | 1,322,375.25 | 1,598,091.45 | 1,499,148.00 | 1,004,859.08 | 1,355,181.54 | 1,503,372.00 | 5,224.00 | 1,504,372.00 | 1,504,372.00 |

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 2015 | FY 2016 |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| | | | |

CENTRAL TELEPHONE SERVICE

PERSONNEL

| Bargaining Unit | Position | FY 2018 Grade-Step |
|--------------------|-----------------------------------|-----------------------|
| 1. | Telephone Operators (7 available) | |
| Subtotal | | |

| FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|---------|---------------------|---------|--------------|----------------------------------|-----------|--------------------|---|------------------------|------------------|
| # | Actual Expenditures | # | July - March | | # | Department Request | # | Mayor's Recommendation | Council Approval |
| | | | Budget | Actual Expenditures Thru 6/30/17 | | | | | |
| | | | | | | | | | |
| | | | 27,707 | 18,571.42 | 27,707.00 | 28,538 | | 28,538 | 28,538 |
| | 25,303.01 | | 27,707 | 18,571.42 | 27,707.00 | 28,538 | | 28,538 | 28,538 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Explanation

Telephone Operators 831 3% increase

New Positions

Subtotal

| | | | |
|---|--|---|---|
| | | | |
| 0 | | 0 | 0 |

Grand Total

| | | | | | | | |
|-----------|--------|-----------|-----------|--------|--|--------|--------|
| 25,303.01 | 27,707 | 18,571.42 | 27,707.00 | 28,538 | | 28,538 | 28,538 |
|-----------|--------|-----------|-----------|--------|--|--------|--------|

CENTRAL TELEPHONE SERVICE

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|------------------------|------------------------|------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-156-5100 | | | | | | | | | |
| 5121 Salaries - Part Time | 25,151.49 | 25,303.01 | 27,707.00 | 18,571.42 | 27,707.00 | 28,538.00 | 831.00 | 28,538.00 | 28,538.00 |
| General Expenses 001-156-5200 | | | | | | | | | |
| 5128 Substitute Telephone Operator | 6,137.34 | 5,105.29 | 10,000.00 | 752.07 | 10,000.00 | 10,000.00 | (10,000.00) * | 0.00 | 0.00 |
| 5241 Equipment Repair/Maint | 32,081.25 | 43,044.80 | 50,000.00 | 57,876.01 | 60,000.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 |
| 5340 Communication | 130,846.12 | 134,256.82 | 127,000.00 | 104,814.67 | 135,000.00 | 140,000.00 | 13,000.00 | 140,000.00 | 140,000.00 |
| Equipment & Unusual 001-156-5400 | | | | | | | | | |
| 6422 911 Interface System | | 30,771.63 | | 2,930.00 | 2,930.00 | | | | |

*MAYOR: No longer utilizing current personnel

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|--------------------|------------------|---|
| 5340 Communication | Slowly increases | 13,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| Personnel | 25,151.49 | 25,303.01 | 27,707.00 | 18,571.42 | 27,707.00 | 28,538.00 | 831.00 | 28,538.00 | 28,538.00 |
| General Expenses | 169,064.71 | 182,406.91 | 187,000.00 | 163,442.75 | 205,000.00 | 200,000.00 | 3,000.00 | 190,000.00 | 190,000.00 |
| Equipment & Unusual | 0.00 | 30,771.63 | 0.00 | 2,930.00 | 2,930.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Operating Budget | <u>194,216.20</u> | <u>238,481.55</u> | <u>214,707.00</u> | <u>184,944.17</u> | <u>235,637.00</u> | <u>228,538.00</u> | <u>3,831.00</u> | <u>218,538.00</u> | <u>218,538.00</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 2015 | FY 2016 |
| Pension-Contributory/FICA | 104,368 | 106,653 |
| Pension Administration | 9,605 | 9,257 |
| Medical & Life Insurance | 188,727 | 204,269 |
| Heat, Light, Water | 17,005 | 13,548 |
| Building Repair & Maintenance | 31,674 | 40,301 |
| Building Insurance | 544 | 524 |
| Total | \$351,923 | \$374,552 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--|---------------------------|------------------------------|------------------------------|
| Amount Paid for Personal Inj claims | \$100,000 | \$0 | \$0 |
| Amount Paid in Property/Judgments | \$35,750 | \$30,000 | \$30,000 |
| Claims/Collections brought by the City against others | \$311,689 | \$320,000 | \$320,000 |
| Request for Opinions | 190 | 142 | 215 |
| a. Review of Special Permits | 9 | 3 | 15 |
| Basic Small Street Defect Claims | 42 | 31 | 50 |
| Contracts | 74 | 73 | 100 |
| Cases (Appeals, Worker's Comp, Personnel Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning) | 47 | 3 | 75 |
| ATB | 11 | 35 | 50 |
| Claimants Demands for Damages-Totals: | 148 | 81 | 175 |
| Water & Sewer Claims: | \$29,520 | \$15,000 | \$25,000 |
| Property Damage: | \$3,750 | \$30,000 | \$35,000 |
| Personal Injury: | \$30,000 | \$30,000 | \$30,000 |
| Street Defects: | \$20,989 | \$25,000 | \$25,000 |

LAW

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|---------------------------|--------------------|---------|---------------------|---------|---------|---|------------|--------------------|---------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| | | | | | | | | | | | | | | |
| 1. | *City Solicitor | 21-6 (L11) | 1 | | 1 | 149,147 | 111,974.97 | 149,147.00 | 1 | 156,316 | 1 | 156,316 | 156,316 | |
| 2. | First Asst City Solicitor | | | | | 1,500 | 1,125.00 | 1,500.00 | | 1,500 | | 1,500 | 1,500 | |
| 3. | *Asst City Solicitor | 18-6 (L11) | 1 | | 1 | 125,507 | 94,212.01 | 125,507.00 | | | 1 | 131,538 | 131,538 | |
| 4. | *Asst City Solicitor | 18-6 (L9) | 1 | | 1 | 123,245 | 92,528.55 | 123,245.00 | | | 1 | 129,168 | 129,168 | |
| 5. | *Asst City Solicitor | 18-6 (L8) | 1 | | 1 | 122,115 | 91,679.64 | 122,115.00 | | | 1 | 127,983 | 127,983 | |
| 6. | *Asst City Solicitor | 18-6 (L8) | 1 | | 1 | 122,115 | 91,679.64 | 122,115.00 | | | 1 | 127,983 | 127,983 | |
| 7. | *Asst City Solicitor | 18-6 | 1 | | 1 | 105,324 | 78,556.55 | 105,324.00 | | | 1 | 114,749 | 114,749 | |
| 8. | *Legal Secretary | 10-6 (L9) | 1 | | 1 | 71,215 | 53,466.00 | 71,215.00 | | | 1 | 74,638 | 74,638 | |
| 9. | *Legal Secretary | 10-6 (L8) | 1 | | 1 | 70,562 | 52,975.53 | 70,562.00 | | | 1 | 73,953 | 73,953 | |
| 10. | Part Time / Temporary | | | | | 7,500 | 5,180.70 | 7,500.00 | | 7,500 | | 7,500 | 7,500 | |
| Subtotal | | | 8 | 994,094.12 | 8 | 898,230 | 673,378.59 | 898,230.00 | 1 | 165,316 | | 8 | 945,328 | 945,328 |

LAW

PERSONNEL

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|---------|--------------|--------------|--------|--------------|--------------|------------|---------|---------|----------------|----------|
| | | July - March | | | | | | | | |
| Actual | | | Actual | Expenditures | | Department | | Mayor's | Council | |
| # | Expenditures | # | Budget | Expenditures | Thru 6/30/17 | # | Request | # | Recommendation | Approval |

Bargaining Unit Position FY 2018 Grade-Step

Summary of Changes

Adjustments to FY 2017 PositionsExplanation

Step Raises/Longevity/Compensation Ordinance included in * position salary 47,098

Asst City Solicitor 19-6 (L11) 15,638

Change grade from 18 to 19

1 141,145 0 0

Asst City Solicitor 19-6 (L9) 13,884

Change grade from 18 to 19

1 137,129 0 0

Asst City Solicitor 19-6 (L8) 13,755

Change grade from 18 to 19

1 135,870 0 0

Asst City Solicitor 19-6 (L8) 13,755

Change grade from 18 to 19

1 135,870 0 0

Asst City Solicitor 19-5 15,696

Change grade from 18 to 19

1 121,020 0 0

Executive Assistant 12-5 (L9) 12,315

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

1 83,530 0 0

Executive Assistant 12-5 (L8) 12,202

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

1 82,764 0 0

New Positions

Subtotal

7 837,328 0 0 0

Grand Total

8 994,094.12 8 898,230 673,378.59 898,230.00 8 1,002,644 8 945,328 945,328

LAW

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|------------|---|--------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-151-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 790,992.30 | 989,624.62 | 890,730.00 | 668,197.89 | 890,730.00 | 995,144.00 | 47,098.00 | 937,828.00 | 937,828.00 |
| 5121 Salaries - Part Time | 1,617.00 | 4,469.50 | 7,500.00 | 5,180.70 | 7,500.00 | 7,500.00 | 0.00 | 7,500.00 | 7,500.00 |
| General Expenses 001-151-5200 | | | | | | | | | |
| 5192 Mileage | 1,127.95 | 1,201.96 | 1,500.00 | 1,411.48 | 1,500.00 | 2,000.00 | 500.00 | 2,000.00 | 2,000.00 |
| 5242 Office Equipment Repair/Maint | 1,199.60 | 1,465.41 | 2,500.00 | 880.97 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5305 Arbitration Costs | 15,231.44 | 22,170.21 | 15,000.00 | 10,202.42 | 15,000.00 | 20,000.00 | 5,000.00 | 20,000.00 | 20,000.00 |
| 5308 Stenographer | 545.25 | | 4,000.00 | 527.00 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5312 Training | 597.50 | 1,285.50 | 2,000.00 | 525.00 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5342 Postage | 345.53 | 314.20 | 750.00 | 338.26 | 750.00 | 750.00 | 0.00 | 750.00 | 750.00 |
| 5420 Office Supplies | 1,600.92 | 2,348.32 | 2,000.00 | 1,310.29 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5424 Computer Supplies | 821.96 | 824.97 | 750.00 | | 750.00 | 750.00 | 0.00 | 750.00 | 750.00 |
| 5520 Educational Materials | | 340.50 | 500.00 | 35.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5730 Licenses & Law Library | 47,723.17 | 51,430.32 | 55,000.00 | 47,875.33 | 55,000.00 | 60,000.00 | 5,000.00 | 60,000.00 | 60,000.00 |
| Equipment & Unusual 001-151-5400 | | | | | | | | | |
| 5305 Title Searches for Foreclosures* | 3,021.00 | 2,396.55 | 7,500.00 | 859.10 | 7,500.00 | 7,500.00 | 0.00 | 7,500.00 | 7,500.00 |
| 5316 Federal Court Cases | | 233.55 | 11,000.00 | | 11,000.00 | 11,000.00 | 0.00 | 11,000.00 | 11,000.00 |
| 5760 Judgments, Claims & Settlements | 1,650.00 | 137,176.77 | 40,000.00 | 637.50 | 40,000.00 | 40,000.00 | 0.00 | 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> |
|-----------------------------|---|---|
| 5192 Mileage | Increase in parking fees at different courts, especially Boston located courts | 500.00 |
| 5305 Arbitration Costs | Request increase in arbitration costs because of the increasing number of arbitrations and also to cover anticipated title exams necessary to acquire additional land | 5,000.00 |
| 5730 Licenses & Law Library | Law Department will be expecting an increase in WestLaw computer service and also library/book updating | 5,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------------|---------------------|---------------------|
| Personnel | 792,609.30 | 994,094.12 | 898,230.00 | 673,378.59 | 898,230.00 | 1,002,644.00 | 47,098.00 | 945,328.00 | 945,328.00 |
| General Expenses | 69,193.32 | 81,381.39 | 84,000.00 | 63,105.75 | 84,000.00 | 94,500.00 | 10,500.00 | 94,500.00 | 94,500.00 |
| Equipment & Unusual | 4,671.00 | 139,806.87 | 58,500.00 | 1,496.60 | 58,500.00 | 58,500.00 | 0.00 | 58,500.00 | 58,500.00 |
| Total Operating Budget | 866,473.62 | 1,215,282.38 | 1,040,730.00 | 737,980.94 | 1,040,730.00 | 1,155,644.00 | 57,598.00 | 1,098,328.00 | 1,098,328.00 |

LIBRARY

STATEMENT OF OBJECTIVES:

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

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

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

DESCRIPTION OF OUTPUT STATEMENT:

2016 was a great year at the Waltham Public Library. We introduced a variety of new and exciting programs including:

Watch! Read! Listen! Our new, annual community-wide initiative to encourage Waltham to experience a story together. The WPL chooses a story, makes it available in multiple formats, and hosts related programming to foster a deeper experience of the story all summer long. This summer over 650 people participated!

Sensory Storytime: books, songs, and sensory play for autistic children, or those with developmental disabilities who are biologically/developmentally aged 3-6 and their neuro-typical developing peers. We also hosted a Be Empowered Series to assist with the financial and legal aspects of helping children with disabilities.

Music Train/El tren de la musica: Singing and rhyming in English and Spanish. This new program supports the City of Waltham new immersion kindergarten and addresses the needs of our Spanish speaking residents.

#HackYourTeenRoom, an initiative to promote the idea that the Teen Room is guided by teen input and to invite teens to design their own programming.

J.O.B.: Journey of Becoming, an ongoing teen career event. We host professionals from interesting and/or unusual fields or fields of interest to the teens. Our goal is to encourage teens to think outside-the-box about their career possibilities and view their career paths as a process of self knowledge.

And we've added new circulating materials, to expand on the idea of what a library should be, including: a MIDI keyboard for iPads (used by all students at Waltham Public Schools); littleBits kits for teens to design their own circuits and musical instruments; a Sphero SPRK+ that teens can program and drive using an app; Bloxels kits for teens to experiment with designing their own video games; a bean-bag toss set, built by Waltham Teens at one of our Maker Mondays; a variety of board games: chess, checkers, Forbidden Island, Exploding Kittens, Uno, Catan; Google Cardboard viewers; Roku.

| | | |
|---|--------------------|--------------------|
| 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 2015 | FY 2016 |
| Pension-Contributory/FICA | 328,835 | 328,739 |
| Pension Administration | 27,847 | 27,031 |
| Medical & Life Insurance | 434,246 | 481,397 |
| Heat, Light, Water | 146,021 | 120,306 |
| Building Repair & Maintenance | 134,465 | 173,353 |
| Building Insurance | 5,252 | 4,815 |
| Total | \$1,076,666 | \$1,135,641 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--|---------------------------|------------------------------|------------------------------|
| Number of Registered Borrowers | 26,955 | 27,500 | 27,750 |
| Physical Items Circulated | 410,440 | 410,000 | 415,000 |
| Digital Items Circulated | 25,045 | 32,000 | 27,500 |
| Inter Library Loans IN | 47,347 | 44,000 | 44,000 |
| Inter Library Loans OUT | 54,673 | 55,000 | 60,000 |
| Added Books & Other Materials | 13,853 | 15,000 | 15,500 |
| Overdrive Advantage Mats Added | 83 | n/a | 200 |
| Added Overdrive titles (Consortium) | 2,025 | n/a | 3,000 |
| Added Audio Visual Items | 2,037 | 2,200 | 2,400 |
| Number of Visits to building | 247,264 | 280,000 | 280,000 |
| Number of Programs | 541 | 500 | 575 |
| Program Attendance | 8,181 | 6,750 | 9,000 |
| Study Room Use | 4,532 | 3,500 | 4,500 |
| Meeting Room Use | 789 | 700 | 800 |
| Internet desktop sessions | 60,320 | 60,000 | 60,000 |
| Wireless Sessions | 56,575 | 50,000 | 57,500 |
| Reference desk transactions | 35,735 | 30,000 | 30,000 |
| Saturdays open to the public | 49 | 49 | 49 |
| Sundays open to the public | 50 | 46 | 49 |
| Evening hours open to the public | 784 | 792 | 816 |

LIBRARY

PERSONNEL

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|-----------------------------|--------------------------------|--------------------|---------|---------------------|---------|---------|---|------------|--------------------|---------|------------------------|------------------|
| Bargaining Unit Position | | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | Library Trustees | | | | 6 | 6,000 | 1,900.00 | 5,000.00 | 6 | 6,000 | 6 | 6,000 |
| 2. | Library Director | 18-6 | | | 1 | 107,392 | 79,938.38 | 109,809.00 | | | 1 | 117,001 |
| 3. | *Asst Library Director | 15-6 (L10) | | | 1 | 101,606 | 76,282.43 | 103,893.00 | 1 | 106,489 | 1 | 106,489 |
| 4. LIBR | Library Dept Head | 13-6 (L11) | | | 1 | 89,323 | 65,829.69 | 89,323.00 | 1 | 89,323 | 1 | 89,323 |
| 5. LIBR | Library Dept Head | 13-6 (L9) | | | 1 | 87,445 | 64,074.65 | 87,445.00 | 1 | 87,713 | 1 | 87,713 |
| 6. LIBR | Library Dept Head | 13-6 (L8) | | | 1 | 86,909 | 63,812.32 | 86,909.00 | 1 | 86,909 | 1 | 86,909 |
| 7. LIBR | *Library Dept Head | 13-5 (L9) | | | 1 | 79,260 | 57,895.06 | 79,260.00 | 1 | 82,409 | 1 | 82,409 |
| 8. LIBR | Library Dept Head (PT 19 hrs) | 13-3 | | | 0.5 | 37,759 | 29,415.08 | 37,759.00 | | | | |
| 9. LIBR | Librarian I | 12-6 (L11) | | | 1 | 83,843 | 64,409.45 | 83,843.00 | 1 | 83,843 | 1 | 83,843 |
| 10. LIBR | *Librarian I | 12-6 (L8) | | | 1 | 77,548 | 55,956.97 | 77,548.00 | 1 | 81,577 | 1 | 81,577 |
| 11. LIBR | *Librarian I | 12-2 | | | 1 | 52,236 | 14,047.87 | 31,342.00 | 1 | 63,870 | 1 | 63,870 |
| 12. LIBR | *Librarian I - Teen Specialist | 12-3 | | | 1 | 64,067 | 46,734.75 | 64,067.00 | 1 | 66,495 | 1 | 66,495 |
| 13. | *Administrative Assistant | 10-6 (L11) | | | 1 | 72,522 | 54,446.94 | 74,154.00 | 1 | 76,007 | 1 | 76,007 |
| 14. LIBR | Library Assistant I | 9-6 (L11) | | | 1 | 67,328 | 49,434.92 | 67,328.00 | 1 | 67,328 | 1 | 67,328 |
| 15. LIBR | Library Assistant I | 9-6 (L11) | | | 1 | 67,328 | 41,110.47 | 67,328.00 | 1 | 67,328 | 1 | 67,328 |
| 16. LIBR | Library Assistant I | 9-6 (L10) | | | 1 | 66,722 | 50,187.08 | 66,722.00 | 1 | 66,722 | 1 | 66,722 |
| 17. LIBR | Library Assistant I | 9-6 (L9) | | | 1 | 66,115 | 49,300.17 | 66,115.00 | 1 | 66,115 | 1 | 66,115 |
| 18. LIBR | *Library Assistant I | 9-6 (L8) | | | 1 | 60,656 | 46,246.88 | 60,656.00 | 1 | 65,508 | 1 | 65,508 |
| 19. LIBR | Library Assistant I | 9-1 | | | 1 | 66,722 | 45,796.33 | 33,631.19 | 1 | 50,455 | 1 | 50,455 |
| 20. LAB | *Working Foreman I | 10-6 (L11) | | | 1 | 65,780 | 48,138.11 | 65,780.00 | 1 | 65,966 | 1 | 65,966 |
| 21. LAB | *Building Maint Person Nights | 7-6 | | | 1 | 53,842 | 38,090.46 | 53,842.00 | 1 | 55,199 | 1 | 55,199 |
| 22. LAB | *Bldg Custodian Jr (PT 19 hrs) | 7-5 | | | 0.5 | 22,530 | 16,153.89 | 22,530.00 | 0.5 | 23,434 | 0.5 | 23,434 |
| 23. LIBR | Librarian II - Archivist | 11-6 (L9) | | | 0.5 | 42,215 | 32,333.95 | 42,215.00 | 0.5 | 42,215 | 0.5 | 42,215 |
| 24. LIBR | *Librarian II | 10-3 | | | 0.5 | 30,477 | 22,117.96 | 30,477.00 | 0.5 | 31,620 | 0.5 | 31,620 |
| 25. LIBR | Librarian II | 10-2 | | | 0.5 | 31,133 | 12,650.17 | 31,133.00 | 0.5 | 30,570 | 0.5 | 30,570 |

LIBRARY

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|-----------------------------|--|--------------------|---------|---------------------|---------|-----------|----------------------------------|--------------|--------------------|-----------|------------------------|------------------|
| Bargaining Unit Position | | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 26. | LIBR Library Assistant II - Specialist | 7-6 (L10) | | | 0.5 | 32,699 | 19,806.27 | 0.5 | 32,699 | 0.5 | 32,699 | 32,699 |
| 27. | LIBR Library Assistant II - Specialist | 7-6 (L10) | | | 0.5 | 32,699 | 24,990.36 | 0.5 | 32,699 | 0.5 | 32,699 | 32,699 |
| 28. | LIBR Library Assistant II - Specialist | 7-6 (L9) | | | 0.5 | 32,402 | 15,823.45 | 0.5 | 32,402 | 0.5 | 32,402 | 32,402 |
| 29. | LIBR Library Assistant II - Specialist | 7-6 (L9) | | | 0.5 | 32,402 | 17,961.07 | 0.5 | 32,402 | 0.5 | 32,402 | 32,402 |
| 30. | LIBR *Library Assistant II - Specialist | 7-3 | | | 0.5 | 25,679 | 18,249.48 | 0.5 | 26,635 | 0.5 | 26,635 | 26,635 |
| 31. | LIBR *Library Assistant II - Specialist | 7-3 | | | 0.5 | 25,679 | 19,830.87 | 0.5 | 26,635 | 0.5 | 26,635 | 26,635 |
| 32. | LIBR Library Assistant II - Specialist | 7-2 | | | 0.5 | 32,402 | 6,277.60 | 0.5 | 25,068 | 0.5 | 25,068 | 25,068 |
| 33. | LIBR Library Assistant II - Specialist | 7-2 | | | 0.5 | 25,679 | 12,827.48 | 0.5 | 25,068 | 0.5 | 25,068 | 25,068 |
| 34. | LIBR Library Assistant II - Specialist | 7-2 | | | 0.5 | 25,679 | 7,266.93 | 0.5 | 25,068 | 0.5 | 25,068 | 25,068 |
| 35. | LIBR Library Assistant II - Specialist | 7-1 | | | 0.5 | 32,699 | 26,445.08 | 0.5 | 24,915 | 0.5 | 24,915 | 24,915 |
| 36. | LIBR Library Assistant II - Specialist | 7-1 | | | 0.5 | 32,699 | 18,427.85 | 0.5 | 24,915 | 0.5 | 24,915 | 24,915 |
| | | | | | | | | | | | | |
| 37. | LIBR Library Assistant II | 6-6 (L10) | | | 0.5 | 30,960 | 23,043.97 | 0.5 | 30,960 | 0.5 | 30,960 | 30,960 |
| 38. | LIBR *Library Assistant II | 6-6 (L10) | | | 0.5 | 30,679 | 23,695.67 | 0.5 | 30,960 | 0.5 | 30,960 | 30,960 |
| 39. | LIBR Library Assistant II | 6-6 (L9) | | | 0.5 | 30,679 | 16,467.10 | 0.5 | 30,679 | 0.5 | 30,679 | 30,679 |
| 40. | LIBR Library Assistant II | 6-6 (L8) | | | 0.5 | 30,397 | 20,282.49 | 0.5 | 30,397 | 0.5 | 30,397 | 30,397 |
| 41. | LIBR *Library Assistant II | 6-3 | | | 0.5 | 24,116 | 17,204.49 | 0.5 | 25,009 | 0.5 | 25,009 | 25,009 |
| 42. | LIBR Library Assistant II | 6-1 | | | 1 | 42,532 | 155.12 | | | | | |
| | | | | | | | | | | | | |
| 43. | Librarian II - Substitutes | | | | | 16,800 | 7,958.74 | | 12,602 | | 12,000 | 12,000 |
| 44. | Library Assistant II - Substitutes | | | | | 43,200 | 46,008.91 | | 66,306 | | 18,000 | 18,000 |
| | | | | | | | | | | | | |
| 45. | LIBR Adult Pages | | | | | 37,600 | 16,379.40 | | 37,600 | | 37,600 | 37,600 |
| 46. | Pages | | | | | 19,400 | 13,200.00 | | 19,400 | | 19,400 | 19,400 |
| | | | | | | | | | | | | |
| 47. | Weekend Staff | | | | | 30,000 | 46,649.58 | | 68,344 | | 68,000 | 68,000 |
| | | | | | | | | | | | | |
| 48. | Building Maint Person PT - Subs | 7 | | | | 5,000 | 3,273.39 | | 5,000 | | 5,000 | 5,000 |
| | | | | | | | | | | | | |
| Subtotal | | | 35.5 | 2,160,410.91 | 36.5 | 2,258,839 | 1,548,529.28 | 2,163,103.11 | 34 | 2,128,858 | 35 | 2,196,607 |

LIBRARY

PERSONNEL

| | | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------|----------|--------------------|--------------|---------------------|---------------------------|--------------------|------------------------|------------------|--|
| Bargaining Unit | Position | FY 2018 Grade-Step | July - March | | | Department Request | Mayor's Recommendation | Council Approval | |
| | | | Actual # | Actual Expenditures | Expenditures Thru 6/30/17 | | | | |

Summary of Changes

Adjustments to FY 2017 Positions

Explanation

| | | | | | | | | | |
|------|---|------|--------|--------|---|---|---------|---|---------------|
| | | | | 50,450 | Step Raises/Longevity/Compensation Ordinance included in * position salary | | | | |
| LIBR | Library Director | 20-5 | 21,184 | | WPL respectfully requests upgrading the pay grade of the Library Director to Grade 20. Director is currently at Grade 18 of the City of Waltham's pay scale. For purposes of this salary study, the Police, Fire & School Departments were not used for comparison, nor was longevity. The Library Director manages the second highest number of staff and the second highest personnel budget in the City behind only Consolidated Public Works (CPW) at Grade 20. The Library Director position requires a Master's Degree and state certification (closest to the requirement for the Planning Director, also Grade 20 or IT Director at Grade 19). Also, the Library is one of only a few City Department Heads that manages a building and staff seven days a week year round, other than CPW and not including any "on call" staff. Currently the Library Director position is paid at the same level as the Assistant Head of CPW. The Library serves an average of 100 patrons per hour open, providing information, materials and programming for a multi-ethnic, economically diverse population of infants, children, teens, students and adults. Managing these dichotomies requires a very specific skillset, thoughtful consideration, planning and expertise and should be recognized at the Grade 20 pay scale. | 1 | 128,576 | 0 | 0 |
| LIBR | Library Dept Head (PT 19 hrs) | 13-3 | 33,274 | | The Waltham Public Library is known throughout Minuteman Network for having one of the best collections of material. Patrons from around the state come to Waltham to borrow from our collection. The AV Dept. is one of the busiest departments; with new technology, it's the fastest continually changing department. We need a full-time person 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. All other Department Heads are FT positions. New salary reflects current employee. | 1 | 71,033 | 1 | 71,033 71,033 |
| LIBR | Library Assistant II to Library Assistant I | 9-1 | 7,923 | | Currently the Library does not have a FT Library Assistant II position in existence, so we're requesting to upgrade it to its FT counterpart, Library Assistant I. | 1 | 50,455 | 1 | 50,455 50,455 |

LIBRARY

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

| FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|---------|---------------------|---------|--------------|----------------------------------|---------|--------------------|---|------------------------|------------------|
| # | Actual Expenditures | # | July - March | | # | Department Request | # | Mayor's Recommendation | Council Approval |
| | | | Budget | Actual Expenditures Thru 6/30/17 | | | | | |

| | | | | |
|------|-----------------------------------|-----|----------|--|
| LIBR | Library Assistant I | 9-1 | (16,267) | New employee to be hired at lower step |
| LIBR | Library Assistant II - Specialist | 7-2 | (7,334) | New employee to be hired at lower step |
| LIBR | Library Assistant II - Specialist | 7-2 | (611) | New employee to be hired at lower step |
| LIBR | Library Assistant II - Specialist | 7-2 | (611) | New employee to be hired at lower step |
| LIBR | Library Assistant II - Specialist | 7-1 | (7,784) | New employee to be hired at lower step |
| LIBR | Library Assistant II - Specialist | 7-1 | (7,784) | New employee to be hired at lower step |

Librarian II - Substitutes

(4,800)

Library Assistant II - Substitutes

(25,200)

Weekend Staff

38,000

FY17 is the first year that we separated sub budgets, so what we spend this year will help us determine future need. The Weekend Staff line item also covers subs, so our data is limited until the end of FY17 when we will be able to see for the first time how it was spread out. Based on hours we need coverage, it costs us approx. \$68k for weekends, including some sub coverage. We know in calendar year 2016, we spent \$12,602 on the Librarian II subs and \$66,306 on Library Assistant subs, but parts of these funds are from the Weekend Staff line item, and we hadn't separated it out yet. So we've asked for the full amount for FY18, with the intent to use less, and use the full FY17 data for an accurate picture for FY19.

LIBRARY

PERSONNEL

Bargaining Unit Position **FY 2018 Grade-Step**

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|--|--------------|--------------|--------|---------------------|--------------|------------|---------|---------|----------------|----------|
| Actual | | July - March | | | | Department | | Mayor's | | Council |
| # | Expenditures | # | Budget | Actual Expenditures | Thru 6/30/17 | # | Request | # | Recommendation | Approval |
| <p>This position, in addition to desk coverage, will provide free classes, year round, in both the English language and computer literacy. An ideal candidate would be fluent in Spanish. Currently, there is only one program in Waltham for English language learning meeting consistently and there is a cost for students (and a 200 person waiting list). According to the Massachusetts Department of Education, 45.2% students in the Waltham Public Schools (WPS) have a first language other than English. 19.3% of all students in the Waltham Public Library are enrolled in the district's English Language Learning Program. Non-native English speakers account for 10% of the WPS dropout rate. According to the United States Census and American Community Survey (American Fact Finder), 13.7% of Waltham residents consider themselves Latin American; 31.9% of Waltham residents speak a language other than English; 11.7% of Waltham residents don't consider themselves well versed in English. It is worth noting that Project Literacy from the Watertown Public Library, serves 300 students a year, and 60 are from Waltham. Waltham learners also account for several spots on the large waiting list. The computer literacy component would also support Waltham Public Schools Tech for Families initiative.</p> | | | | | | 1 | 62,683 | 1 | 62,683 | 62,683 |
| <p>These positions will provide desk coverage, one position for the Circulation Department, and one position to work collaboratively with the Teen Room and the Children's Room, providing desk coverage, ready reference, and some programming assistance. Circulation and attendance at library programming (in particular in the Teen Room and the Children's Room) is growing and our goal is to be fully operational with permanent staff, to save money and reduce reliance on substitutes.</p> | | | | | | 1 | 50,455 | 0 | 0 | |
| | | | | | | 1 | 50,455 | 0 | 0 | |
| | | | | | | 6 | 413,657 | 3 | 184,171 | 184,171 |

| | | | | | | | | | | |
|------|--------------|------|-----------|--------------|--------------|----|-----------|----|-----------|-----------|
| 35.5 | 2,160,410.91 | 36.5 | 2,258,839 | 1,548,529.28 | 2,163,103.11 | 40 | 2,542,515 | 38 | 2,380,778 | 2,380,778 |
|------|--------------|------|-----------|--------------|--------------|----|-----------|----|-----------|-----------|

LIBRARY

| EXPENDITURES | | | | | | | | | |
|---|---------------------|---------------------|--------------|---|---------------------------|--------------------|-------------------|------------------------|------------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-610-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 1,157,238.21 | 1,234,870.45 | 1,297,022.00 | 925,504.36 | 1,249,373.19 | 1,621,748.00 | 212,241.00 | 1,509,263.00 | 1,509,263.00 |
| 5112 Wages - Full Time | 64,520.69 | 113,254.14 | 119,622.00 | 86,228.57 | 119,622.00 | 121,165.00 | 1,543.00 | 121,165.00 | 121,165.00 |
| 5121 Salaries - Part Time | | 24,590.56 | 37,759.00 | 29,415.08 | 37,759.00 | 0.00 | (37,759.00) | 0.00 | 0.00 |
| 5122 Wages - Part Time | 762,571.30 | 782,095.76 | 798,436.00 | 505,481.27 | 751,348.92 | 793,602.00 | (54,086.00) | 744,350.00 | 744,350.00 |
| 5131 Overtime | 3,708.21 | 2,428.32 | 2,500.00 | 3,346.24 | 2,750.00 | 2,750.00 | 250.00 | 2,750.00 | 2,750.00 |
| 5194 Boards & Commissions | 8,800.00 | 5,600.00 | 6,000.00 | 1,900.00 | 5,000.00 | 6,000.00 | 0.00 | 6,000.00 | 6,000.00 |
| 5195 Buyback Sick Time | 3,443.88 | 3,276.42 | 3,500.00 | 3,780.48 | 3,500.00 | 3,800.00 | 300.00 | 3,800.00 | 3,800.00 |
| General Expenses 001-610-5200 | | | | | | | | | |
| 5192 Mileage | 686.00 | 966.80 | 1,000.00 | 339.99 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5241 Equipment Repair/Maint | 942.76 | 2,044.21 | 2,500.00 | 796.96 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5242 Office Equipment Repair/Maint | 568.00 | 323.00 | 1,500.00 | | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5248 Computer Software/License | | 3,157.83 | 7,000.00 | 1,786.11 | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 7,000.00 |
| 5272 Office Equipment Rental | 808.80 | 606.60 | 1,000.00 | 808.80 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5291 Custodial Services | 7,448.16 | 9,322.70 | 8,000.00 | 6,496.15 | 8,000.00 | 9,500.00 | 1,500.00 | 9,500.00 | 9,500.00 |
| 5312 Training/Professional Development | 1,804.00 | 3,533.97 | 3,000.00 | 432.87 | 3,500.00 | 5,000.00 | 2,000.00 | 5,000.00 | 5,000.00 |
| 5342 Postage | 59.70 | | 500.00 | | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5343 Printing | 260.38 | 527.59 | 375.00 | 453.40 | 375.00 | 500.00 | 125.00 | 500.00 | 500.00 |
| 5420 Office Supplies | 2,440.94 | 3,076.92 | 3,000.00 | 2,480.97 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5430 Building Supplies | 6,196.57 | 2,055.68 | 1,000.00 | 1,038.29 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5450 Custodial Supplies | 4,701.44 | 5,097.85 | 9,500.00 | 4,532.83 | 9,500.00 | 9,500.00 | 0.00 | 9,500.00 | 9,500.00 |
| 5460 Groundskeeping Supplies | 3,280.72 | 1,938.29 | 2,500.00 | 1,538.85 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5510 Education Supplies | 251,275.55 | 289,174.51 | 244,000.00 | 203,165.57 | 304,000.00 | 300,000.00 | 46,000.00 | 290,000.00 | 290,000.00 |
| 5581 Clothing, Gloves, Shoes | 1,501.00 | 1,514.00 | 1,875.00 | 1,875.00 | 1,875.00 | 1,875.00 | 0.00 | 1,875.00 | 1,875.00 |
| 5583 Library Supplies | 19,783.41 | 21,580.60 | 20,000.00 | 13,516.45 | 22,000.00 | 27,800.00 | 7,800.00 | 27,800.00 | 27,800.00 |
| 5730 Dues | 566.27 | 1,046.22 | 3,500.00 | | 3,500.00 | 3,700.00 | 200.00 | 3,700.00 | 3,700.00 |
| Equipment & Unusual 001-610-5400 | | | | | | | | | |
| 5396 Minuteman Network | 54,022.30 | 50,599.79 | 52,000.00 | 51,679.50 | 51,679.00 | 54,579.00 | 2,579.00 | 54,579.00 | 54,579.00 |
| 6540 Computers | | 9,987.94 | 10,000.00 | 1,950.54 | 10,000.00 | 16,750.00 | 6,750.00 | 16,750.00 | 16,750.00 |

LIBRARY

| EXPENDITURES | | | | | | | | | |
|---|--|---------------------|--------------|----------------------------------|---------------------------|---|-------------------|------------------------|------------------|
| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | 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 | This FY, primarily HVAC calls during off hours, e.g. the day we had closed for no heat. Teamster contract requires minimum amount. | | | | | 250.00 | | | |
| 5195 Buyback Sick Time | Per Teamster Contract | | | | | 300.00 | | | |
| 5291 Custodial Services | Library single use restrooms are now unisex and required additional hazardous waste management systems, including sharps disposal which will increase our monthly expenses. | | | | | 1,500.00 | | | |
| 5312 Training/Professional Development | With the extra \$2,000 we will cover the cost of approximately two staff to attend an annual out of state American Library Association conferences. | | | | | 2,000.00 | | | |
| 5343 Printing | Library hosts over 500 programs each year, and this total amount is for the print publicity for these programs, including summer reading. | | | | | 125.00 | | | |
| 5510 Education Supplies | This is the required increase to remain certified for State Aid, to participate in Minuteman Network shared eCollections approx. \$21k, plus the addition of a wildly popular database for digital materials, Hoopla, for \$16k, minus approx. \$45,000 we will supplement from State Aid account. | | | | | 56,000.00 | | | |
| 5583 Library Supplies | Primarily for patrons, we go through \$650/month worth of toner, and earn \$667 per month back to the City. After a modest increase last year, we will still be over spent in this category and need the full \$7,800. | | | | | 7,800.00 | | | |
| 5730 Dues | This increase covers the cost for our professional staff memberships at American Library Association and Mass Library Association. | | | | | 200.00 | | | |
| 5396 Minuteman Network | Minuteman Library Network uses a set formula to determine the cost for each member library to continue to be an active member of Minuteman, which provides Waltham card holders access to the other member libraries and their collections, interlibrary loan and many valued databases. | | | | | 2,579.00 | | | |
| 6540 Computers | Increase will fund computers for the sole use by Teens in the Teen Room for the first time. These computers will also support the move from iPads to Chrome books, per the high school. | | | | | 6,750.00 | | | |
| | | | | | | | | | |
| COST SUMMARY BY CLASSIFICATION | | | | | | | | | |
| Personnel | 2,000,282.29 | 2,166,115.65 | 2,264,839.00 | 1,555,656.00 | 2,169,353.11 | 2,549,065.00 | 122,489.00 | 2,387,328.00 | 2,387,328.00 |
| General Expenses | 302,323.70 | 345,966.77 | 310,250.00 | 239,262.24 | 372,750.00 | 377,875.00 | 57,625.00 | 367,875.00 | 367,875.00 |
| Equipment & Unusual | 54,022.30 | 60,587.73 | 62,000.00 | 53,630.04 | 61,679.00 | 71,329.00 | 9,329.00 | 71,329.00 | 71,329.00 |
| Total Operating Budget | 2,356,628.29 | 2,572,670.15 | 2,637,089.00 | 1,848,548.28 | 2,603,782.11 | 2,998,269.00 | 189,443.00 | 2,826,532.00 | 2,826,532.00 |

MAYOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

| Indirect Costs | FY 2015 | FY 2016 |
|-------------------------------|------------------|------------------|
| Pension-Contributory/FICA | 60,729 | 61,331 |
| Pension Administration | 5,636 | 5,431 |
| Medical & Life Insurance *** | 77,807 | 84,173 |
| Heat, Light, Water | 9,557 | 8,706 |
| Building Repair & Maintenance | 14,670 | 16,532 |
| Building Insurance | 484 | 466 |
| Total | <u>\$168,883</u> | <u>\$176,639</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| | | | |

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

| | | | FY 2016 | FY 2017 | | | | FY 2018 | | | |
|-----------------|-----------------------------|--------------------|---------|---------------------|----------------------------------|---------------------------|-----|--------------------|-----|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | *Mayor | | 1 | 130,704 | 95,861.62 | 130,704.00 | 1 | 132,059 | 1 | 132,059 | 132,059 |
| 2. | Executive Assistant | 12-2 | 1 | 83,592 | 45,487.33 | 64,104.00 | 1 | 68,279 | 1 | 68,279 | 68,279 |
| 3. | *Constituency Serv Admin | 10-6 (L8) | 1 | 70,562 | 52,975.53 | 72,150.00 | 1 | 73,953 | 1 | 73,953 | 73,953 |
| 4. | *Constituency Serv Admin PT | 10-6 | 0.5 | 36,051 | 14,512.52 | 36,051.00 | 0.5 | 37,783 | 0.5 | 37,783 | 37,783 |
| Subtotal | | | 3.5 | 320,005.48 | 208,837.00 | 303,009.00 | 3.5 | 312,074 | 3.5 | 312,074 | 312,074 |

Summary of Changes

Adjustments to FY 2017 Positions

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

6,478

Explanation

Executive Assistant 12-2

(15,313)

New employee hired at lower step

New Positions

Subtotal

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

Grand Total

| | | | | | | | | | | |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---------|
| 3.5 | 320,005.48 | 3.5 | 320,909 | 208,837.00 | 303,009.00 | 3.5 | 312,074 | 3.5 | 312,074 | 312,074 |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---------|

MAYOR

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|----------------------------|----------------------------|----------------|----------------------------|----------------------------------|---------------------------|--------------------------|-------------------------------|-------------------------|
| | | | | July - March | | | | | |
| Classification | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-121-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 267,723.39 | 311,424.33 | 284,858.00 | 194,324.48 | 266,958.00 | 274,291.00 | (10,567.00) | 274,291.00 | 274,291.00 |
| 5121 Salaries - Part Time | 6,036.00 | 8,581.15 | 36,051.00 | 14,512.52 | 36,051.00 | 37,783.00 | 1,732.00 | 37,783.00 | 37,783.00 |
| General Expenses 001-121-5200 | | | | | | | | | |
| 5192 Mileage Allowance | 3,002.00 | 3,000.00 | 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 | 543.00 | 570.00 | 1,000.00 | | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5342 Postage | 147.00 | 674.85 | 500.00 | | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5343 Printing & Binding | | 947.00 | 1,000.00 | | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5420 Office Supplies | 1,408.20 | 2,215.94 | 3,000.00 | 1,498.79 | 2,969.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5730 MMA Membership for Council & Mayor | 12,636.00 | 12,889.00 | 12,900.00 | 13,214.00 | 12,931.00 | 12,900.00 | 0.00 | 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 | 71,900.00 | 67,450.00 | 81,000.00 | 62,450.00 | 81,000.00 | 81,000.00 | 0.00 | 81,000.00 | 81,000.00 |
| 5303 Appraisal of Land | 1,450.00 | 1,450.00 | | 100.00 | 100.00 | | | | |
| 5303-02 Appraisal - 101 R Elm Street | | | | 4,200.00 | 4,200.00 | | | | |
| 5355 Tourism | 2,050.50 | 3,521.41 | | | | | | | |
| 5360 Box Art | 690.12 | 149.84 | 2,000.00 | | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5386 Fernald Security | | | 50,000.00 | | 50,000.00 | 25,000.00 | (25,000.00) | 25,000.00 | 25,000.00 |
| 5391 Senior Volunteer Program | 23,887.88 | 26,359.04 | 35,000.00 | 23,329.94 | 35,000.00 | 35,000.00 | 0.00 | 35,000.00 | 35,000.00 |
| 5790 Waltham Day / Special Events | 25,320.43 | 32,865.95 | 35,000.00 | 17,423.83 | 35,000.00 | 35,000.00 | 0.00 | 35,000.00 | 35,000.00 |
| 5810 Land Acquisition - Open Space | | 1,463.40 | | | | | | | |
| 6310 Land Develop - Met State | | 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 | 273,759.39 | 320,005.48 | 320,909.00 | 208,837.00 | 303,009.00 | 312,074.00 | (8,835.00) | 312,074.00 | 312,074.00 |
| General Expenses | 21,036.20 | 23,596.79 | 24,750.00 | 19,437.79 | 24,750.00 | 24,750.00 | 0.00 | 24,750.00 | 24,750.00 |
| Equipment & Unusual | 329,198.93 | 347,521.40 | 403,000.00 | 307,503.77 | 407,300.00 | 378,000.00 | (25,000.00) | 378,000.00 | 378,000.00 |
| Total Operating Budget | 623,994.52 | 691,123.67 | 748,659.00 | 535,778.56 | 735,059.00 | 714,824.00 | (33,835.00) | 714,824.00 | 714,824.00 |

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 2015 | FY 2016 |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| | | | |

CELEBRATION OF HOLIDAYS

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-692-5200 | | | | | | | | | |
| 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 | 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 |
|------------------|-----------|-----------|-----------|-----------|-----------|-----------|------|-----------|-----------|

Equipment & Unusual

| | | | | | | | | | |
|------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|------------------|
| Total Operating Budget | <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>10,000.00</u> | <u>0.00</u> | <u>10,000.00</u> | <u>10,000.00</u> |
|------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|------------------|

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 69,142 | 76,956 |
| Pension Administration | 6,434 | 6,835 |
| Medical & Life Insurance | 66,776 | 93,661 |
| Heat, Light, Water | 11,336 | 9,032 |
| Building Repair & Maintenance | 33,160 | 69,560 |
| Building Insurance | 363 | 349 |
| Motor Vehicle Insurance | 632 | 318 |
| Motor Vehicle Maint & Repair | 10,747 | 5,320 |
| Total | \$198,590 | \$262,031 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------------|---------------------------|------------------------------|------------------------------|
| Administration of CDBG Budget | \$252,586 | \$186,161 | \$188,997 |
| Peter Gilmore Playground Design | \$6,625 | \$396,151 | \$0 |
| Met State Dog Ranch | \$0 | \$0 | \$20,000 |
| Prospect Hill ADA Clivus Install | \$7,994 | \$0 | \$0 |
| Memorial Donation Benches | | \$5,000 | \$5,000 |

City Funding: \$376,827

Federal Funding: \$120,716

PLANNING

PERSONNEL

| | | | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------|---------------------------|--------------------|-----------------------|----------------------------------|---------------------------|----------------------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual # Expenditures | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department # Request | Mayor's Recommendation | Council Approval | | |
| 1. | *Planning Director | 20-5 (L8) | | 1 | 127,452 | 95,393.45 | 130,319.00 | 1 | 138,862 | 138,862 |
| 2. | *Asst Dir of Planning | 15-5 | | 1 | 83,070 | 34,921.37 | 83,070.00 | 1 | 90,490 | 90,490 |
| 3. | *Principal Planner | 14-6 (L8) | | 1 | 86,553 | 64,980.93 | 88,500.00 | 1 | 97,365 | 97,365 |
| 4. | *Administrative Assistant | 10-3 | | 0.5 | 27,756 | 20,699.48 | 28,380.00 | 0.5 | 30,226 | 30,226 |
| 5. | Fair Housing Officer | | | | 3,000 | 2,202.58 | 3,000.00 | | 3,000 | 3,000 |
| 6. | Part Time / Temporary | | | | 25,000 | 13,677.28 | 25,000.00 | | 25,000 | 25,000 |
| Subtotal | | | 3.5 292,618.03 | 3.5 | 352,831 | 231,875.09 | 358,269.00 | 3.5 | 384,943 | 384,943 |

Summary of Changes

Adjustments to FY 2017 Positions

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

32,112

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---------|
| 3.5 | 292,618.03 | 3.5 | 352,831 | 231,875.09 | 358,269.00 | 3.5 | 384,943 | 3.5 | 384,943 | 384,943 |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---------|

PLANNING

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|-------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-175-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 297,082.20 | 331,217.15 | 324,831.00 | 215,995.23 | 330,269.00 | 356,943.00 | 32,112.00 | 356,943.00 | 356,943.00 |
| 5121 Salaries - Part Time | 3,000.00 | 3,000.00 | 3,000.00 | 2,202.58 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5122 Wages - Part Time | 686.72 | 12,855.51 | 25,000.00 | 13,677.28 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| Offset Receipt - CDBG / HOME Program | (159,189.56) | (142,820.45) | (96,225.00) | (35,109.27) | (70,218.52) | (120,716.00) | (24,491.00) | (120,716.00) | (120,716.00) |
| General Expenses 001-175-5200 | | | | | | | | | |
| 5192 Mileage | | 18.63 | 20.00 | 164.05 | 333.10 | 500.00 | 480.00 | 500.00 | 500.00 |
| 5242 Office Equipment Repair/Maint | 247.40 | 1,044.92 | 600.00 | | 447.00 | 500.00 | (100.00) | 500.00 | 500.00 |
| 5312 Training | | 520.00 | 520.00 | 610.00 | 610.00 | 0.00 | (520.00) | 0.00 | 0.00 |
| 5341 Advertising | 148.20 | 86.35 | 230.00 | 69.24 | 69.24 | 100.00 | (130.00) | 100.00 | 100.00 |
| 5342 Postage | 99.00 | 32.29 | 200.00 | 143.00 | 145.00 | 100.00 | (100.00) | 100.00 | 100.00 |
| 5343 Printing | 49.72 | | | | | | | | |
| 5420 Office Supplies | 1,515.32 | 916.46 | 850.00 | 406.90 | 850.00 | 745.00 | (105.00) | 745.00 | 745.00 |
| 5581 Clothing | | | | 147.99 | 147.99 | | | | |
| 5710 Travel Expenses | | | | 1,720.19 | 3,000.00 | | | | |
| 5730 Dues | 674.45 | 31.00 | 180.00 | 49.01 | 49.01 | 655.00 | 475.00 | 655.00 | 655.00 |
| Equipment & Unusual 001-175-5400 | | | | | | | | | |
| 5355 Tourism Brochures | | 2,000.00 | | | | | | | |
| 5356 "Waltham Assets" | | 3,568.00 | | 1,600.00 | | | | | |
| 5358 Cultural Grants | | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5389 Warming Shelter | | | | 89,775.00 | 115,000.00 | 115,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|----------------------|---|---|
| 5192 Mileage | Reclassification of funds - Planning vehicle reassigned to Wires Department | 480.00 |
| 5730 Dues | Reclassification of expense | 475.00 |
| 5389 Warming Shelter | Shelter services MAYOR: CDC unable to do it anymore at its location | 115,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel | 141,579.36 | 204,252.21 | 256,606.00 | 196,765.82 | 288,050.48 | 264,227.00 | 7,621.00 | 264,227.00 | 264,227.00 |
| General Expenses | 2,734.09 | 2,649.65 | 2,600.00 | 3,310.38 | 5,651.34 | 2,600.00 | 0.00 | 2,600.00 | 2,600.00 |
| Equipment & Unusual | 0.00 | 15,568.00 | 10,000.00 | 101,375.00 | 125,000.00 | 125,000.00 | 100,000.00 | 110,000.00 | 110,000.00 |
| Total Operating Budget | <u>144,313.45</u> | <u>222,469.86</u> | <u>269,206.00</u> | <u>301,451.20</u> | <u>418,701.82</u> | <u>391,827.00</u> | <u>107,621.00</u> | <u>376,827.00</u> | <u>376,827.00</u> |

HOUSING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|------------------|------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 42,697 | 43,857 |
| Pension Administration | 3,896 | 3,755 |
| Medical & Life Insurance | 40,097 | 67,796 |
| Heat, Light, Water | 5,668 | 4,516 |
| Building Repair & Maintenance | 10,558 | 13,434 |
| Building Insurance | 834 | 803 |
| Total | \$103,750 | \$134,161 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---|---------------------------|------------------------------|------------------------------|
| De-lead Loans / Grants | \$0 | \$15,000 | \$15,000 |
| CDBG Rehabilitation Loans | \$118,258 | \$50,000 | \$50,000 |
| HOME Program WHA Loans | \$426,432 | \$250,000 | \$0 |
| HOME Program Brookline Repayment | \$181,235 | \$20,297 | \$0 |
| HOME Program TBRA Program | \$299,249 | \$141,741 | \$141,741 |
| Municipal Housing Trust DPA | \$150,000 | \$0 | \$0 |
| Fernald Cardinal Cottages | \$100,000 | \$0 | \$0 |
| Total CDBG applied to deferred Loans | \$118,258 | \$50,000 | \$50,000 |
| Total HOME Program Grants | \$725,681 | \$391,741 | \$141,741 |
| Total CDBG Emergency Asst Grants | \$13,202 | \$13,202 | \$13,202 |
| Total Municipal Housing Trust | \$150,000 | \$0 | \$0 |

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

| | |
|--------------------------------|----------------------------------|
| City Funding: \$335,620 | Federal Funding: \$29,287 |
|--------------------------------|----------------------------------|

HOUSING

PERSONNEL

| | Bargaining Unit Position | FY 2018 Grade-Step |
|----------|---------------------------------|-----------------------|
| 1. | *Housing Supervisor | 16-6 (L10) |
| 2. | *Asst Housing Supervisor | 14-6 (L10) |
| 3. | *Housing Specialist (PT 19 hrs) | 12-3 |
| 4. | *Asst Finance Rehab Advisor | 11-6 (L9) |
| 5. | *Administrative Assistant | 10-3 |
| Subtotal | | |

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | | |
|-----------------------------|--------------|------------|------------------------|------------------------------|------------|-----------------------|-----|---------------------------|---------------------|---|---------|
| Actual # Expenditures | July - March | | | | | | | | | | |
| | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| | 1 | 109,195 | 81,980.31 | 111,652.00 | 1 | 114,443 | 1 | 114,443 | 114,443 | | |
| | 1 | 95,208 | 71,479.10 | 97,350.00 | 1 | 99,784 | 1 | 99,784 | 99,784 | | |
| | 0.5 | 35,270 | 25,647.95 | 36,064.00 | 0.5 | 38,413 | 0.5 | 38,413 | 38,413 | | |
| | 1 | 76,800 | 57,658.96 | 78,528.00 | 1 | 80,491 | 1 | 80,491 | 80,491 | | |
| | 0.5 | 27,756 | 20,699.47 | 28,381.00 | 0.5 | 30,226 | 0.5 | 30,226 | 30,226 | | |
| | 4 | 345,342.28 | 4 | 344,229 | 257,465.79 | 351,975.00 | 4 | 363,357 | | 4 | 363,357 |

Summary of Changes

Adjustments to FY 2017 Positions

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

19,128

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

Subtotal

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 4 | 345,342.28 | 4 | 344,229 | 257,465.79 | 351,975.00 | 4 | 363,357 | 4 | 363,357 | 363,357 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

HOUSING

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|---------------------|---------------------|-------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-183-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 201,537.70 | 328,417.82 | 308,959.00 | 231,817.84 | 315,911.00 | 324,944.00 | 15,985.00 | 324,944.00 | 324,944.00 |
| 5121 Salaries - Part Time | | 16,924.46 | 35,270.00 | 25,647.95 | 36,064.00 | 38,413.00 | 3,143.00 | 38,413.00 | 38,413.00 |
| Offset Receipt - CDBG / HOME Program | | (17,557.45) | (15,681.00) | (13,940.06) | (14,174.00) | (14,174.00) | 1,507.00 | (14,174.00) | (14,174.00) |
| Offset Receipt - CDBG Program Administration | (55,531.74) | (51,745.21) | (49,549.00) | (12,926.69) | (36,622.00) | (15,113.00) | 34,436.00 | (15,113.00) | (15,113.00) |
| General Expenses 001-183-5200 | | | | | | | | | |
| 5242 Office Equipment Repair/Maint | 510.45 | 96.26 | 200.00 | 194.26 | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 |
| 5342 Postage | 554.98 | 467.70 | 500.00 | 364.30 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5420 Office Supplies | 469.57 | 834.41 | 800.00 | 621.59 | 775.00 | 750.00 | (50.00) | 750.00 | 750.00 |
| 5731 Conference Expense | | 50.00 | 50.00 | 75.00 | 75.00 | 100.00 | 50.00 | 100.00 | 100.00 |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

5731 Conference Expense

Reallocation of fund to reflect expenditures

50.00

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 146,005.96 | 276,039.62 | 278,999.00 | 230,599.04 | 301,179.00 | 334,070.00 | 55,071.00 | 334,070.00 | 334,070.00 |
| General Expenses | 1,535.00 | 1,448.37 | 1,550.00 | 1,255.15 | 1,550.00 | 1,550.00 | 0.00 | 1,550.00 | 1,550.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>147,540.96</u> | <u>277,487.99</u> | <u>280,549.00</u> | <u>231,854.19</u> | <u>302,729.00</u> | <u>335,620.00</u> | <u>55,071.00</u> | <u>335,620.00</u> | <u>335,620.00</u> |

PAINE ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|------------------|------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 1,848 | 2,220 |
| Medical & Life Insurance | 45,565 | 23,668 |
| Heat, Light, Water | 33,285 | 19,862 |
| Building Repair & Maintenance | 48,157 | 81,319 |
| Building Insurance | 4,439 | 4,274 |
| Total | \$133,294 | \$131,343 |

| | | | |
|-----------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Private events | 51 | 55 | 55 |
| City events | 12 | 12 | 12 |
| School Programs | 12 | 12 | 12 |
| Public Programs | 6 | 10 | 10 |
| Total Income | \$85,411 | \$85,000 | \$85,000 |

PAINÉ ESTATE

PERSONNEL

| Bargaining Unit | Position | FY 2018 Grade-Step |
|--------------------|--------------------------|-----------------------|
| 1. | *Paine Estate Curator | 13-6 (L9) |
| 3. | SPMG *Events Coordinator | 8-6 (L10) |
| Subtotal | | |

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | | |
|---------|---------------------|---------|--------------|---------------------|---------------------------|---------|--------------------|---|------------------------|------------------|---------|
| # | Actual Expenditures | # | July - March | | | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| | | | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | 1 | 75,772 | 56,888.99 | 77,477.00 | 1 | 79,414 | 1 | 79,414 | 79,414 | |
| | | 1 | 63,035 | 46,231.03 | 63,035.00 | 1 | 63,226 | 1 | 63,226 | 63,226 | |
| 2 | 165,440.68 | 2 | 138,807 | 103,120.02 | 140,512.00 | 2 | 142,640 | | 2 | 142,640 | 142,640 |

Summary of Changes

Adjustments to FY 2017 Positions

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

3,833

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 2 | 165,440.68 | 2 | 138,807 | 103,120.02 | 140,512.00 | 2 | 142,640 | 2 | 142,640 | 142,640 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

PAINE ESTATE

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|-------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-670-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 193,853.24 | 165,440.68 | 138,807.00 | 103,120.02 | 140,512.00 | 142,640.00 | 3,833.00 | 142,640.00 | 142,640.00 |
| Offset Receipt - Gift | (22,850.00) | (22,966.00) | (25,257.00) | | (25,257.00) | (26,472.00) | (1,215.00) | (26,472.00) | (26,472.00) |
| General Expenses 001-670-5200 | | | | | | | | | |
| 5128 Substitutes | 200.00 | | | | | | | | |
| 5291 Custodial Services | 8,573.50 | 10,010.86 | 10,500.00 | 5,435.88 | 10,000.00 | 10,500.00 | 0.00 | 10,500.00 | 10,500.00 |
| 5307 Public Safety Service | 18,081.00 | 18,212.00 | 20,000.00 | 11,294.00 | 19,500.00 | 20,000.00 | 0.00 | 20,000.00 | 20,000.00 |
| 5330 Transport Services | | 360.00 | | | | | | | |
| 5342 Postage | 196.00 | 98.00 | 150.00 | 141.00 | 150.00 | 150.00 | 0.00 | 150.00 | 150.00 |
| 5343 Printing | 202.27 | | | 179.95 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| 5382 Pest Control | 940.00 | 960.00 | 1,100.00 | 640.00 | 1,100.00 | 1,100.00 | 0.00 | 1,100.00 | 1,100.00 |
| 5420 Office Supplies | 549.14 | 979.57 | 500.00 | 345.51 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5430 Building Supplies | 949.93 | 1,394.60 | 1,500.00 | 1,073.32 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| Equipment & Unusual 001-670-5400 | | | | | | | | | |
| 5868 Event Equipment - Chairs | | | | | | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|--------------------------|---|---|
| 5343 Printing | Paine Estate printing (brochures, applications, etc) was formally done under Historical Commission budget. The Paine Estate continues to have printing needs, and the Historical Commission has new printing needs. | 1,000.00 |
| Event Equipment - Chairs | Better quality chairs to replace broken set. Half of a new, better quality set was purchased in 2014. This will complete the set. | 4,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| Personnel | 171,003.24 | 142,474.68 | 113,550.00 | 103,120.02 | 115,255.00 | 116,168.00 | 2,618.00 | 116,168.00 | 116,168.00 |
| General Expenses | 29,691.84 | 32,015.03 | 33,750.00 | 19,109.66 | 33,750.00 | 34,750.00 | 1,000.00 | 34,750.00 | 34,750.00 |
| Equipment & Unusual | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 4,000.00 | 4,000.00 |
| Total Operating Budget | 200,695.08 | 174,489.71 | 147,300.00 | 122,229.68 | 149,005.00 | 154,918.00 | 7,618.00 | 154,918.00 | 154,918.00 |

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 2015 | FY 2016 |
|-------------------------------|---------------------|---------------------|
| Pension-Contributory/FICA | 5,086,014 | 5,120,408 |
| Pension Administration | 484,231 | 462,143 |
| Medical & Life Insurance | 5,987,564 | 5,948,688 |
| Heat, Light, Water | 74,022 | 66,334 |
| Building Repair & Maintenance | 132,236 | 199,796 |
| Building Insurance | 3,293 | 3,171 |
| Motor Vehicle Insurance | 21,184 | 20,373 |
| Motor Vehicle Maint & Repair | 360,032 | 340,450 |
| Worker's Compensation | 2,667 | |
| Total | \$12,151,243 | \$12,161,363 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--|-------------------|----------------------|----------------------|
| Total Training <i>Hours</i> in Service | 4,576 | 4,676 | 4,676 |
| Total Training <i>Hours</i> Specialized | 4,454 | 4,600 | 4,640 |
| Total Training <i>Hours</i> Firearms | 1,144 | 1,168 | 1,168 |
| Total Training <i>Hours</i> Firearms - Special | 2,532 | 2,616 | 2,616 |
| Total Evidence Received | 1,378 | 1,400 | 1,425 |
| Background Investigations | 42 | 47 | 52 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------------|-------------------|----------------------|----------------------|
| Taxi Inspections | 146 | 150 | 160 |
| Accidents Reported | 2,077 | 2,110 | 2,200 |
| Accidents Investigated | 1,292 | 1,355 | 1,400 |
| Taxi License | 133 | 130 | 140 |
| Taxi Registrations | 73 | 75 | 80 |
| F.I.D. Cards Issued | 6 | 10 | 15 |
| License to Carry Firearms Issued | 220 | 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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---------------------------|-------------------|----------------------|----------------------|
| Arrests | 825 | 852 | 877 |
| Incapacitated Persons | 402 | 441 | 481 |
| Traffic Citations Issued | 11,487 | 12,250 | 12,900 |
| OUI Arrests | 75 | 85 | 95 |
| Parking Tags Issued | 3,684 | 4,150 | 4,550 |
| Frequency Checks | 9,544 | 10,100 | 10,500 |
| Incident Reports Prepared | 7,815 | 8,000 | 8,250 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---|-------------------|----------------------|----------------------|
| Report Review | 7,815 | 7,900 | 7,950 |
| Criminal Investigations | 1,674 | 1,700 | 1,710 |
| Crime Scene Photographs | 7,541 | 7,570 | 7,600 |
| Crime Scene Negatives Stored | 7,541 | 7,570 | 7,600 |
| Aggravated Assault Investigations | 104 | 115 | 117 |
| Simple Assault Investigations | 329 | 350 | 358 |
| Sex Offender Registration | 45 | 46 | 46 |
| Sex Offender Auditing | 68 | 72 | 72 |
| Missing Person Investigations | 140 | 145 | 148 |
| Juvenile Investigations | 63 | 65 | 65 |
| Domestic Violence Investigations | 762 | 775 | 780 |
| Property Crime | 671 | 680 | 685 |
| Incidents @ Establishments with a Liquor License | 1,584 | 1,600 | 1,610 |
| Drug Investigations | 65 | 68 | 70 |
| Prosecution Events | 3,039 | 3,105 | 3,120 |

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 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------------|-------------------|----------------------|----------------------|
| Total Calls Answered | 840 | 784 | 825 |
| Dogs Impounded | 53 | 52 | 55 |
| Dogs Returned to owner | 51 | 50 | 60 |
| Dogs Adopted | 2 | 2 | 10 |
| Dogs Euthanized | 0 | 0 | 0 |
| Citations Issued | 15 | 14 | 30 |
| Coyote Calls | 8 | 6 | 25 |
| Raccoon Calls | 77 | 32 | 70 |
| Deer Calls | 12 | 8 | 20 |
| Cat Calls | 31 | 46 | 50 |
| Dog Calls | 457 | 464 | 465 |
| Injured / Problem Wildlife Calls | 195 | 134 | 150 |
| Other Animal Calls | 61 | 92 | 95 |

City Funding: \$16,977,355

Federal Funding: \$25,000

POLICE

PERSONNEL

PERSONNEL

| | | | FY 2016 | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|-------------------------------|----------------------|---------|---------------------|---|---------|---------------------|---------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. | *Police Chief | 22-6 (L10.5) (CC 25) | | | 1 | 206,321 | 160,457.60 | 210,417.00 | 1 | 222,388 | 1 | 222,388 | 222,388 |
| 2. | *Deputy Police Chief | 18-6 (L10.5) (CC 25) | | | 1 | 173,284 | 135,117.17 | 177,183.00 | 1 | 181,612 | 1 | 181,612 | 181,612 |
| 3. | PSUP *Police Captain | (L10.5) (CC 25) | | | 1 | 144,457 | 112,623.44 | 147,707.00 | 1 | 151,400 | 1 | 151,400 | 151,400 |
| 4. | PSUP *Police Captain | (L10.5) (CC 25) | | | 1 | 144,457 | 112,623.43 | 147,707.00 | 1 | 151,400 | 1 | 151,400 | 151,400 |
| 5. | PSUP *Police Captain | (L10.5) (CC 25) | | | 1 | 144,457 | 112,959.86 | 147,707.00 | 1 | 151,400 | 1 | 151,400 | 151,400 |
| 6. | PSUP *Police Captain | (L9.5) (CC 25) | | | 1 | 143,150 | 111,632.24 | 146,371.00 | 1 | 150,030 | 1 | 150,030 | 150,030 |
| 7. | PSUP *Police Lieutenant | (L10.5) (CC 25) | | | 1 | 123,923 | 96,613.65 | 126,710.00 | 1 | 129,878 | 1 | 129,878 | 129,878 |
| 8. | PSUP *Police Lieutenant | (L9.5) (CC 25) | | | 1 | 122,802 | 92,903.59 | 125,563.00 | 1 | 128,702 | 1 | 128,702 | 128,702 |
| 9. | PSUP *Police Lieutenant | (L9.5) (CC 25) | | | 1 | 122,802 | 95,477.36 | 125,563.00 | 1 | 128,702 | 1 | 128,702 | 128,702 |
| 10. | PSUP *Police Lieutenant | (L9.5) (CC 20) | | | 1 | 117,890 | 86,716.48 | 120,540.00 | 1 | 123,554 | 1 | 123,554 | 123,554 |
| 11. | PSUP *Police Lieutenant Night | (L10.5) (CC 25) | | | 1 | 131,421 | 102,766.76 | 134,380.00 | 1 | 137,738 | 1 | 137,738 | 137,738 |
| 12. | PSUP *Police Lieutenant Night | (L10.5) (CC 25) | | | 1 | 131,421 | 103,684.93 | 134,380.00 | 1 | 137,738 | 1 | 137,738 | 137,738 |
| 13. | PSUP *Police Lieutenant Night | (L10.5) (CC 25) | | | 1 | 131,421 | 103,072.82 | 134,380.00 | 1 | 137,738 | 1 | 137,738 | 137,738 |
| 14. | PSUP *Police Lieutenant Night | (L10.5) (CC 25) | | | 1 | 131,421 | 102,460.71 | 134,380.00 | 1 | 137,738 | 1 | 137,738 | 137,738 |
| 15. | PSUP *Police Lieutenant Night | (L10.5) (CC 10) | | | 1 | 115,651 | 91,512.33 | 118,254.00 | 1 | 121,209 | 1 | 121,209 | 121,209 |
| 16. | PSUP *Police Lieutenant Night | (L9.5) (CC 25) | | | 1 | 130,232 | 101,558.97 | 133,164.00 | 1 | 136,491 | 1 | 136,491 | 136,491 |
| 17. | PSUP *Police Sergeant | (L10.5) (CC 25) | | | 1 | 105,801 | 82,731.78 | 108,180.00 | 1 | 110,885 | 1 | 110,885 | 110,885 |
| 18. | PSUP *Police Sergeant | (L10.5) (CC 25) | | | 1 | 105,801 | 83,470.96 | 108,180.00 | 1 | 110,885 | 1 | 110,885 | 110,885 |
| 19. | PSUP *Police Sergeant | (L10.5) (CC 20) | | | 1 | 101,569 | 80,132.12 | 103,853.00 | 1 | 106,450 | 1 | 106,450 | 106,450 |
| 20. | PSUP *Police Sergeant | (L9.5) (CC 25) | | | 1 | 103,886 | 79,351.17 | 107,201.00 | 1 | 109,882 | 1 | 109,882 | 109,882 |
| 21. | PSUP *Police Sergeant | (L9.5) (CC 25) | | | 1 | 104,844 | 81,515.31 | 107,201.00 | 1 | 109,882 | 1 | 109,882 | 109,882 |
| 22. | PSUP *Police Sergeant | (L9.5) (CC 25) | | | 1 | 104,844 | 82,491.96 | 107,201.00 | 1 | 109,882 | 1 | 109,882 | 109,882 |
| 23. | PSUP *Police Sergeant | (L8.5) (CC 25) | | | 1 | 103,886 | 80,782.67 | 106,222.00 | 1 | 108,878 | 1 | 108,878 | 108,878 |
| 24. | PSUP *Police Sergeant Night | (L10.5) (CC 25) | | | 1 | 112,157 | 88,485.34 | 114,680.00 | 1 | 117,547 | 1 | 117,547 | 117,547 |
| 25. | PSUP *Police Sergeant Night | (L10.5) (CC 25) | | | 1 | 111,142 | 86,929.90 | 113,642.00 | 1 | 117,547 | 1 | 117,547 | 117,547 |
| 26. | PSUP *Police Sergeant Night | (L10.5) (CC 25) | | | 1 | 112,157 | 88,485.35 | 114,680.00 | 1 | 117,547 | 1 | 117,547 | 117,547 |
| 27. | PSUP *Police Sergeant Night | (L10.5) (CC 20) | | | 1 | 107,671 | 84,695.07 | 110,092.00 | 1 | 112,845 | 1 | 112,845 | 112,845 |
| 28. | PSUP *Police Sergeant Night | (L9.5) (CC 25) | | | 1 | 111,142 | 86,671.06 | 113,642.00 | 1 | 116,483 | 1 | 116,483 | 116,483 |
| 29. | PSUP *Police Sergeant Night | (L9.5) (CC 25) | | | 1 | 110,128 | 80,767.48 | 112,604.00 | 1 | 116,483 | 1 | 116,483 | 116,483 |
| 30. | PSUP *Police Sergeant Night | (L9.5) (CC 25) | | | 1 | 111,142 | 81,753.31 | 113,642.00 | 1 | 116,483 | 1 | 116,483 | 116,483 |
| 31. | PSUP *Police Sergeant Night | (L9.5) (CC 20) | | | 1 | 106,696 | 79,935.04 | 109,096.00 | 1 | 111,824 | 1 | 111,824 | 111,824 |
| 32. | PSUP *Police Sergeant Night | (L8.5) (CC 25) | | | 1 | 110,128 | 86,141.96 | 112,604.00 | 1 | 115,419 | 1 | 115,419 | 115,419 |
| 33. | PSUP *Police Sergeant Night | (L8.5) (CC 25) | | | 1 | 110,128 | 86,409.71 | 112,604.00 | 1 | 115,419 | 1 | 115,419 | 115,419 |

POLICE

PERSONNEL

| PERSONNEL | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------|----------------------------|--------------------|---------|---------------------|---------|--------|---------------------|---------------------------|---|--------------------|---|------------------------|------------------|
| | | | | Actual Expenditures | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 34. | PPAT *Police Officer | (L10.5) (CC 25) | | | 1 | 92,563 | 68,714.81 | 94,644.00 | 1 | 97,010 | 1 | 97,010 | 97,010 |
| 35. | PPAT *Police Officer | (L10.5) (CC 25) | | | 1 | 92,563 | 72,163.89 | 94,645.00 | 1 | 97,010 | 1 | 97,010 | 97,010 |
| 36. | PPAT *Police Officer | (L10.5) (CC 25) | | | 1 | 92,563 | 72,810.45 | 94,644.00 | 1 | 97,010 | 1 | 97,010 | 97,010 |
| 37. | PPAT *Police Officer | (L10.5) (CC 20) | | | 1 | 88,860 | 69,277.23 | 90,858.00 | 1 | 93,130 | 1 | 93,130 | 93,130 |
| 38. | PPAT *Police Officer | (L10.5) (CC 20) | | | 1 | 88,860 | 69,277.20 | 90,858.00 | 1 | 93,130 | 1 | 93,130 | 93,130 |
| 39. | PPAT *Police Officer | (L10.5) (CC 10) | | | 1 | 86,195 | 66,186.62 | 83,287.00 | 1 | 85,369 | 1 | 85,369 | 85,369 |
| 40. | PPAT *Police Officer | (L10.5) (CC 10) | | | 1 | 81,456 | 63,693.65 | 83,287.00 | 1 | 85,369 | 1 | 85,369 | 85,369 |
| 41. | PPAT *Police Officer | (L10.5) | | | 1 | 73,380 | 56,710.22 | 75,030.00 | 1 | 77,608 | 1 | 77,608 | 77,608 |
| 42. | PPAT *Police Officer | (L10.5) | | | 1 | 74,050 | 58,420.81 | 75,715.00 | 1 | 77,608 | 1 | 77,608 | 77,608 |
| 43. | PPAT *Police Officer | (L10.5) | | | 1 | 74,050 | 57,903.42 | 75,715.00 | 1 | 77,608 | 1 | 77,608 | 77,608 |
| 44. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 91,725 | 71,315.04 | 93,787.00 | 1 | 96,132 | 1 | 96,132 | 96,132 |
| 45. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 86,798 | 67,888.72 | 88,751.00 | 1 | 90,969 | 1 | 90,969 | 90,969 |
| 46. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 91,725 | 71,528.13 | 93,787.00 | 1 | 96,132 | 1 | 96,132 | 96,132 |
| 47. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 86,798 | 67,686.57 | 88,751.00 | 1 | 90,969 | 1 | 90,969 | 90,969 |
| 48. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 86,798 | 67,484.44 | 88,751.00 | 1 | 90,969 | 1 | 90,969 | 90,969 |
| 49. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 91,725 | 68,140.57 | 98,826.00 | 1 | 96,132 | 1 | 96,132 | 96,132 |
| 50. | PPAT *Police Officer | (L9.5) (CC 25) | | | 1 | 93,397 | 71,742.29 | 93,787.00 | 1 | 96,132 | 1 | 96,132 | 96,132 |
| 51. | PPAT *Police Officer | (L9.5) (CC 20) | | | 1 | 82,565 | 65,532.56 | 84,422.00 | 1 | 87,329 | 1 | 87,329 | 87,329 |
| 52. | PPAT *Police Officer | (L9.5) (CC 20) | | | 1 | 83,326 | 61,333.11 | 85,200.00 | 1 | 87,329 | 1 | 87,329 | 87,329 |
| 53. | PPAT *Police Officer | (L9.5) (CC 20) | | | 1 | 83,326 | 64,979.18 | 85,200.00 | 1 | 87,329 | 1 | 87,329 | 87,329 |
| 54. | PPAT *Police Officer | (L9.5) (CC 20) | | | 1 | 88,056 | 68,462.45 | 90,036.00 | 1 | 92,287 | 1 | 92,287 | 92,287 |
| 55. | PPAT *Police Officer | (L9.5) (CC 20) | | | 1 | 82,565 | 60,937.64 | 84,422.00 | 1 | 87,329 | 1 | 87,329 | 87,329 |
| 56. | PPAT *Police Officer | (L9.5) (CC 20) | | | 1 | 83,326 | 65,367.26 | 85,200.00 | 1 | 87,329 | 1 | 87,329 | 87,329 |
| 57. | PPAT *Police Officer | (L9.5) (CC 10) | | | 1 | 76,383 | 59,564.34 | 78,100.00 | 1 | 80,052 | 1 | 80,052 | 80,052 |
| 58. | PPAT *Police Officer | (L9.5) | | | 1 | 73,380 | 57,393.81 | 75,030.00 | 1 | 76,906 | 1 | 76,906 | 76,906 |
| 59. | PPAT *Police Officer | (L9.5) | | | 1 | 69,439 | 53,987.69 | 71,001.00 | 1 | 72,775 | 1 | 72,775 | 72,775 |
| 60. | PPAT *Police Officer | (L9.5) | | | 1 | 69,439 | 53,987.69 | 71,001.00 | 1 | 72,775 | 1 | 72,775 | 72,775 |
| 61. | PPAT *Police Officer | (L8.5) (CC 25) | | | 1 | 86,005 | 63,076.09 | 87,940.00 | 1 | 90,138 | 1 | 90,138 | 90,138 |
| 62. | PPAT *Police Officer | (L8.5) (CC 25) | | | 1 | 86,005 | 67,482.45 | 87,940.00 | 1 | 90,138 | 1 | 90,138 | 90,138 |
| 63. | PPAT *Police Officer | (L8.5) (CC 25) | | | 1 | 91,293 | 68,032.91 | 87,940.00 | 1 | 90,138 | 1 | 90,138 | 90,138 |
| 64. | PPAT *Police Officer | (L8.5) (CC 20) | | | 1 | 82,565 | 64,206.33 | 84,422.00 | 1 | 86,532 | 1 | 86,532 | 86,532 |
| 65. | PPAT *Police Officer | (L8.5) (CC 20) | | | 1 | 87,641 | 67,363.44 | 85,200.00 | 1 | 87,329 | 1 | 87,329 | 87,329 |
| 66. | PPAT *Police Officer | (L8.5) (CC 20) | | | 1 | 82,565 | 60,553.07 | 84,422.00 | 1 | 86,532 | 1 | 86,532 | 86,532 |
| 67. | PPAT *Police Officer | (L8.5) (CC 20) | | | 1 | 82,565 | 60,553.09 | 84,422.00 | 1 | 86,532 | 1 | 86,532 | 86,532 |
| 68. | PPAT *Police Officer | (L8.5) (CC 20) | | | 1 | 81,804 | 59,813.99 | 83,644.00 | 1 | 86,532 | 1 | 86,532 | 86,532 |
| 69. | PPAT *Police Officer | (L8.5) | | | 1 | 68,170 | 53,337.68 | 69,704.00 | 1 | 72,110 | 1 | 72,110 | 72,110 |
| 70. | PPAT *Police Officer | (L8.5) | | | 1 | 68,170 | 52,702.66 | 69,704.00 | 1 | 72,110 | 1 | 72,110 | 72,110 |
| 71. | PPAT *Police Officer | (L7.5) (CC 25) | | | 1 | 85,212 | 62,306.19 | 87,130.00 | 1 | 89,307 | 1 | 89,307 | 89,307 |
| 72. | PPAT *Police Officer | (L7.5) (CC 25) | | | 1 | 90,451 | 64,659.77 | 87,130.00 | 1 | 89,307 | 1 | 89,307 | 89,307 |
| 73. | PPAT *Police Officer | (L7.5) (CC 20) | | | 1 | 83,379 | 60,457.66 | 88,392.00 | 1 | 85,734 | 1 | 85,734 | 85,734 |
| 74. | PPAT *Police Officer | (L7.5) | | | 1 | 76,231 | 55,996.87 | 73,659.00 | 1 | 72,110 | 1 | 72,110 | 72,110 |
| 75. | PPAT *Police Officer | (L7.5) | | | 1 | 68,170 | 52,861.42 | 69,704.00 | 1 | 71,445 | 1 | 71,445 | 71,445 |
| 76. | PPAT *Police Officer Night | (L10.5) (CC 25) | | | 1 | 97,949 | 77,047.44 | 100,151.00 | 1 | 102,655 | 1 | 102,655 | 102,655 |
| 77. | PPAT *Police Officer Night | (L10.5) (CC 25) | | | 1 | 97,949 | 75,450.72 | 100,151.00 | 1 | 102,655 | 1 | 102,655 | 102,655 |
| 78. | PPAT *Police Officer Night | (L10.5) (CC 25) | | | 1 | 97,949 | 76,363.11 | 100,151.00 | 1 | 102,655 | 1 | 102,655 | 102,655 |

POLICE

PERSONNEL

| PERSONNEL | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------------------|----------------------------|--------------------|---------|---------------------|---------|--------|---------------------|---------------------------|---|--------------------|---|------------------------|------------------|
| Bargaining Unit Position | | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 79. | PPAT *Police Officer Night | (L10.5) (CC 20) | 1 | | 1 | 94,031 | 73,308.48 | 96,145.00 | 1 | 98,549 | 1 | 98,549 | 98,549 |
| 80. | PPAT *Police Officer Night | (L10.5) (CC 20) | 1 | | 1 | 94,031 | 73,308.47 | 96,145.00 | 1 | 98,549 | 1 | 98,549 | 98,549 |
| 81. | PPAT *Police Officer Night | (L10.5) (CC 10) | 1 | | 1 | 86,195 | 67,400.28 | 88,134.00 | 1 | 90,337 | 1 | 90,337 | 90,337 |
| 82. | PPAT *Police Officer Night | (L9.5) (CC 25) | 1 | | 1 | 91,293 | 71,206.97 | 93,347.00 | 1 | 96,562 | 1 | 96,562 | 96,562 |
| 83. | PPAT *Police Officer Night | (L9.5) (CC 25) | 1 | | 1 | 97,062 | 77,690.14 | 99,245.00 | 1 | 101,726 | 1 | 101,726 | 101,726 |
| 84. | PPAT *Police Officer Night | (L9.5) (CC 20) | 1 | | 1 | 90,054 | 65,061.20 | 90,439.00 | 1 | 92,700 | 1 | 92,700 | 92,700 |
| 85. | PPAT *Police Officer Night | (L9.5) (CC 10) | 1 | | 1 | 81,078 | 61,527.59 | 82,902.00 | 1 | 84,975 | 1 | 84,975 | 84,975 |
| 86. | PPAT *Police Officer Night | (L9.5) (CC 10) | 1 | | 1 | 81,078 | 59,639.42 | 82,902.00 | 1 | 84,975 | 1 | 84,975 | 84,975 |
| 87. | PPAT *Police Officer Night | (L9.5) | 1 | | 1 | 73,707 | 56,105.81 | 75,366.00 | 1 | 77,250 | 1 | 77,250 | 77,250 |
| 88. | PPAT *Police Officer Night | (L9.5) | 1 | | 1 | 73,707 | 57,307.38 | 75,366.00 | 1 | 77,250 | 1 | 77,250 | 77,250 |
| 89. | PPAT *Police Officer Night | (L8.5) (CC 25) | 1 | | 1 | 90,451 | 69,929.25 | 93,347.00 | 1 | 95,680 | 1 | 95,680 | 95,680 |
| 90. | PPAT *Police Officer Night | (L8.5) (CC 25) | 1 | | 1 | 91,293 | 67,625.38 | 98,339.00 | 1 | 95,680 | 1 | 95,680 | 95,680 |
| 91. | PPAT *Police Officer Night | (L8.5) (CC 25) | 1 | | 1 | 92,093 | 66,556.71 | 92,487.00 | 1 | 95,680 | 1 | 95,680 | 95,680 |
| 92. | PPAT *Police Officer Night | (L8.5) (CC 25) | 1 | | 1 | 92,093 | 69,929.25 | 92,487.00 | 1 | 95,680 | 1 | 95,680 | 95,680 |
| 93. | PPAT *Police Officer Night | (L8.5) (CC 25) | 1 | | 1 | 92,950 | 66,954.89 | 93,347.00 | 1 | 95,680 | 1 | 95,680 | 95,680 |
| 94. | PPAT *Police Officer Night | (L8.5) (CC 20) | 1 | | 1 | 87,641 | 64,276.64 | 89,613.00 | 1 | 91,853 | 1 | 91,853 | 91,853 |
| 95. | PPAT *Police Officer Night | (L8.5) (CC 20) | 1 | | 1 | 88,833 | 65,328.52 | 94,405.00 | 1 | 91,853 | 1 | 91,853 | 91,853 |
| 96. | PPAT *Police Officer Night | (L8.5) (CC 20) | 1 | | 1 | 86,833 | 64,300.97 | 88,787.00 | 1 | 91,853 | 1 | 91,853 | 91,853 |
| 97. | PPAT *Police Officer Night | (L8.5) (CC 20) | 1 | | 1 | 86,833 | 63,492.09 | 88,787.00 | 1 | 91,853 | 1 | 91,853 | 91,853 |
| 98. | PPAT *Police Officer Night | (L8.5) (CC 10) | 1 | | 1 | 80,338 | 58,920.30 | 82,145.00 | 1 | 84,199 | 1 | 84,199 | 84,199 |
| 99. | PPAT *Police Officer Night | (L8.5) | 1 | | 1 | 72,361 | 56,617.44 | 73,989.00 | 1 | 76,544 | 1 | 76,544 | 76,544 |
| 100. | PPAT *Police Officer Night | (L8.5) | 1 | | 1 | 73,034 | 57,305.73 | 74,677.00 | 1 | 76,544 | 1 | 76,544 | 76,544 |
| 101. | PPAT *Police Officer Night | (L8.5) | 1 | | 1 | 76,231 | 53,446.48 | 78,671.00 | 1 | 76,544 | 1 | 76,544 | 76,544 |
| 102. | PPAT *Police Officer Night | (L8.5) | 1 | | 1 | 74,360 | 53,563.88 | 74,677.00 | 1 | 76,544 | 1 | 76,544 | 76,544 |
| 103. | PPAT *Police Officer Night | (L7.5) (CC 25) | 1 | | 1 | 92,093 | 66,137.65 | 92,487.00 | 1 | 94,798 | 1 | 94,798 | 94,798 |
| 104. | PPAT *Police Officer Night | (L7.5) (CC 25) | 1 | | 1 | 85,212 | 67,068.70 | 92,487.00 | 1 | 94,798 | 1 | 94,798 | 94,798 |
| 105. | PPAT *Police Officer Night | (L7.5) (CC 25) | 1 | | 1 | 90,451 | 69,929.24 | 92,487.00 | 1 | 94,798 | 1 | 94,798 | 94,798 |
| 106. | PPAT *Police Officer Night | (L7.5) (CC 25) | 1 | | 1 | 92,093 | 66,808.13 | 97,432.00 | 1 | 94,798 | 1 | 94,798 | 94,798 |
| 107. | PPAT *Police Officer Night | (L7.5) (CC 25) | 1 | | 1 | 90,451 | 70,982.51 | 92,487.00 | 1 | 94,798 | 1 | 94,798 | 94,798 |
| 108. | PPAT *Police Officer Night | (L7.5) (CC 20) | 1 | | 1 | 86,833 | 67,132.08 | 88,787.00 | 1 | 91,007 | 1 | 91,007 | 91,007 |
| 109. | PPAT *Police Officer Night | (L7.5) (CC 20) | 1 | | 1 | 88,409 | 63,896.53 | 88,787.00 | 1 | 91,007 | 1 | 91,007 | 91,007 |
| 110. | PPAT *Police Officer Night | (L7.5) (CC 20) | 1 | | 1 | 81,804 | 60,772.74 | 88,787.00 | 1 | 91,007 | 1 | 91,007 | 91,007 |
| 111. | PPAT *Police Officer Night | (L7.5) (CC 10) | 1 | | 1 | 74,988 | 55,708.45 | 81,388.00 | 1 | 83,423 | 1 | 83,423 | 83,423 |
| 112. | PPAT *Police Officer Night | (L7.5) (CC 10) | 1 | | 1 | 79,597 | 60,265.71 | 81,388.00 | 1 | 83,423 | 1 | 83,423 | 83,423 |
| 113. | PPAT *Police Officer Night | (L7.5) (CC 10) | 1 | | 1 | 81,042 | 61,035.81 | 85,741.00 | 1 | 83,423 | 1 | 83,423 | 83,423 |
| 114. | PPAT *Police Officer Night | (L7.5) | 1 | | 1 | 72,361 | 56,221.49 | 73,989.00 | 1 | 75,839 | 1 | 75,839 | 75,839 |
| 115. | PPAT *Police Officer Night | (L7.5) | 1 | | 1 | 72,361 | 52,910.10 | 73,989.00 | 1 | 76,544 | 1 | 76,544 | 76,544 |
| 116. | PPAT *Police Officer Night | (CC 25) | 1 | | 1 | 84,141 | 60,008.35 | 86,034.00 | 1 | 88,185 | 1 | 88,185 | 88,185 |
| 117. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 59,864.89 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 118. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 57,607.96 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 119. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 57,896.66 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 120. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 77,464 | 51,895.84 | 80,194.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 121. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 59,112.56 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 122. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 57,520.49 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 123. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 61,825.57 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 124. | PPAT *Police Officer Night | (CC 20) | 1 | | 1 | 80,775 | 57,607.96 | 82,593.00 | 1 | 84,657 | 1 | 84,657 | 84,657 |

POLICE

PERSONNEL

| | | | FY 2016 | FY 2017 | | | FY 2018 | | | | | |
|-----------------|-----------------------------|--------------------|---------|---------------------|----|----------------------------------|---------------------------|----|--------------------|----|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | July - March Actual Expenditures | Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 125. PPAT | *Police Officer Night | (CC 20) | 1 | 80,775 | 1 | 80,775 | 56,837.91 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 126. PPAT | *Police Officer Night | (CC 20) | 1 | 80,775 | 1 | 80,775 | 62,028.13 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 127. PPAT | *Police Officer Night | (CC 20) | 1 | 74,044 | 1 | 74,044 | 52,807.31 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 128. PPAT | *Police Officer Night | (CC 20) | 1 | 77,464 | 1 | 77,464 | 34,977.84 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 129. PPAT | *Police Officer Night | (CC 20) | 1 | 77,464 | 1 | 77,464 | 34,977.84 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 130. PPAT | *Police Officer Night | (CC 20) | 1 | 77,464 | 1 | 77,464 | 34,977.84 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 131. PPAT | *Police Officer Night | (CC 20) | 1 | 77,464 | 1 | 77,464 | 34,977.84 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 132. PPAT | *Police Officer Night | (CC 20) | 1 | 76,383 | 1 | 76,383 | 47,064.79 | 1 | 84,657 | 1 | 84,657 | 84,657 |
| 133. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 50,863.10 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 134. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 50,594.76 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 135. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 48,006.64 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 136. PPAT | *Police Officer Night | | 1 | 68,535 | 1 | 68,535 | 52,007.89 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 137. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 47,919.97 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 138. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 48,006.65 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 139. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 50,827.82 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 140. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 49,800.75 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 141. PPAT | *Police Officer Night | | 1 | 67,313 | 1 | 67,313 | 48,560.68 | 1 | 70,548 | 1 | 70,548 | 70,548 |
| 142. PPAT | *Police Officer Maint | (L10.5) (CC 10) | 1 | 81,456 | 1 | 81,456 | 63,503.96 | 1 | 85,369 | 1 | 85,369 | 85,369 |
| 143. PPAT | *Police Officer Safety | (L10.5) (CC 10) | 1 | 81,456 | 1 | 81,456 | 63,883.36 | 1 | 85,369 | 1 | 85,369 | 85,369 |
| 144. PPAT | *Police Officer SRO | (L9.5) (CC 25) | 1 | 86,798 | 1 | 86,798 | 67,484.43 | 1 | 90,969 | 1 | 90,969 | 90,969 |
| 145. PPAT | *Police Officer SRO | (L8.5) (CC 25) | 1 | 86,005 | 1 | 86,005 | 66,681.27 | 1 | 90,138 | 1 | 90,138 | 90,138 |
| 146. PPAT | *Police Officer SRO | (L8.5) (CC 25) | 1 | 85,212 | 1 | 85,212 | 62,306.19 | 1 | 90,138 | 1 | 90,138 | 90,138 |
| 147. PPAT | *Police Officer SRO | (L8.5) (CC 20) | 1 | 82,565 | 1 | 82,565 | 63,244.94 | 1 | 86,532 | 1 | 86,532 | 86,532 |
| 148. | *Cadet Program | | 1 | 45,491 | 1 | 45,491 | 33,867.76 | 1 | 49,527 | 1 | 49,527 | 49,527 |
| 149. | *Cadet Program | | 1 | 45,491 | 1 | 45,491 | 33,867.76 | 1 | 49,527 | 1 | 49,527 | 49,527 |
| 150. | *Cadet Program | | 1 | 44,775 | 1 | 44,775 | 31,410.48 | 1 | 45,987 | 1 | 45,987 | 45,987 |
| 151. | *Cadet Program | | 1 | 44,775 | 1 | 44,775 | 33,295.03 | 1 | 48,746 | 1 | 48,746 | 48,746 |
| 152. | *Cadet Program | | 1 | 44,775 | 1 | 44,775 | 29,990.54 | 1 | 48,746 | 1 | 48,746 | 48,746 |
| 153. TRAF | School Traffic Supervisor | | 43 | 353,934 | 43 | 353,934 | 248,960.49 | 43 | 353,934 | 43 | 353,934 | 353,934 |
| 154. | *Business Manager | 15-6 (L11) | 1 | 102,530 | 1 | 102,530 | 76,975.75 | 1 | 107,457 | 1 | 107,457 | 107,457 |
| 155. SPMG | *Animal Control Officer | 11-6 (L9) | 1 | 74,822 | 1 | 74,822 | 54,593.90 | 1 | 77,162 | 1 | 77,162 | 77,162 |
| 156. | *Administrative Assistant | 10-6 (L11) | 1 | 71,923 | 1 | 71,923 | 53,956.47 | 1 | 76,007 | 1 | 76,007 | 76,007 |
| 157. | *Office Coordinator | 9-6 (L9) | 1 | 66,047 | 1 | 66,047 | 49,586.27 | 1 | 69,222 | 1 | 69,222 | 69,222 |
| 158. | *Principal Office Assistant | 8-6 (L9) | 1 | 61,820 | 1 | 61,820 | 46,412.71 | 1 | 64,792 | 1 | 64,792 | 64,792 |
| 159. | *Principal Office Assistant | 8-5 | 1 | 50,893 | 1 | 50,893 | 37,962.82 | 1 | 55,417 | 1 | 55,417 | 55,417 |

POLICE

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|----------------------------------|--------------------|---------|---------------------|---------|------------|---|---------------|--------------------|------------|------------------------|------------------|------------|------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| 160. | *Proj Coord - Community Policing | | | | 1 | 27,331 | 20,519.14 | 27,946.00 | 1 | 28,645 | 1 | 28,645 | 28,645 | |
| 161. | Animal Inspector | | | | | 1,500 | 1,101.48 | 1,500.00 | | 1,500 | | 1,500 | 1,500 | |
| 162. | School Safety Officer | | | | | 3,105 | 2,279.91 | 3,105.00 | | 3,105 | | 3,105 | 3,105 | |
| 163. | *Part Time | | | | | 41,033 | 20,566.89 | 32,184.00 | | 42,290 | | 42,290 | 42,290 | |
| Subtotal | | | 198 | 17,648,904.04 | 202 | 14,502,530 | 10,888,388.21 | 14,722,971.00 | 202 | 15,202,676 | | 202 | 15,202,676 | 15,202,676 |

Summary of Changes

Adjustments to FY 2017 Positions

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

537,135

Explanation

This would increase minimum staffing by 1, per shift, to be able to provide additional coverage at the Fernald Property.
St Pol Ofc for 6 mos (@\$1,009) = \$25,505 + Pol Ofc St1 N w-20% Coll for 6 mos. w-5 Hol (@\$78,447) = \$39,224 TOTAL = \$64,729 ea.

MAYOR: Chief requested 3 additional Police Officers (predicated by Chief on move to Fernald). At time of submission of budget, no resolution on Police Station funding by City Council and no decision by City Council on Fernald zoning or Chief's request to use Marquardt.

| | | | | | |
|---|---------|--|---|---|---|
| 3 | 194,187 | | 0 | 0 | 0 |
| 3 | 194,187 | | 0 | 0 | 0 |

Subtotal

Grand Total

| | | | | | | | | | | | |
|-----|---------------|-----|------------|---------------|---------------|-----|------------|--|-----|------------|------------|
| 198 | 17,648,904.04 | 202 | 14,502,530 | 10,888,388.21 | 14,722,971.00 | 205 | 15,396,863 | | 202 | 15,202,676 | 15,202,676 |
|-----|---------------|-----|------------|---------------|---------------|-----|------------|--|-----|------------|------------|

POLICE

| EXPENDITURES | FY 2015 | | FY 2016 | | FY 2017 | | FY 2018 | | | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|------------|--------------|----------------|----------|
| | Actual | Actual | Actual | Actual | July - March | Expenditures | Department | Mayor's | Mayor's | Council |
| Classification | Expenditures | Expenditures | Budget | Expenditures | Expenditures | Thru 6/30/17 | Request | Incr/Decr | Recommendation | Approval |
| Personnel 001-210-5100 | | | | | | | | | | |
| 5111 Salaries - Full Time | 2,926,811.57 | 4,556,782.73 | 3,584,083.00 | 2,557,953.97 | 3,731,903.14 | 3,745,808.00 | 179,842.00 | 3,763,925.00 | 3,763,925.00 | |
| 5112 Wages - Full Time | 5,918,976.11 | 9,298,873.93 | 7,171,751.00 | 5,453,050.57 | 7,398,005.27 | 7,689,583.00 | 357,293.00 | 7,529,044.00 | 7,529,044.00 | |
| 5121 Salaries - Part Time | 308,923.36 | 312,221.61 | 358,539.00 | 252,341.88 | 357,923.00 | 358,539.00 | 0.00 | 358,539.00 | 358,539.00 | |
| 5131 Overtime | 1,384,918.83 | 1,952,260.47 | 940,000.00 | 865,999.11 | 1,183,133.00 | 1,090,000.00 | 60,000.00 | 1,000,000.00 | 1,000,000.00 | |
| 5132 Overtime (Preventive Training for potential liability issues) | | | 50,000.00 | | 0.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 | |
| 5141 Longevity | 766,474.45 | 1,165,367.06 | 922,053.00 | 943,242.99 | 953,428.59 | 976,636.00 | 54,583.00 | 976,636.00 | 976,636.00 | |
| 5142 College Credits | 1,421,517.21 | 1,685,169.13 | 1,787,832.00 | 1,312,715.72 | 1,787,832.00 | 1,933,886.00 | 106,054.00 | 1,893,886.00 | 1,893,886.00 | |
| 5143 Holiday | 410,460.94 | 630,489.58 | 691,125.00 | 404,083.08 | 493,879.00 | 730,265.00 | 27,375.00 | 718,500.00 | 718,500.00 | |
| Receipt Offset - Grant | (75,818.71) | (181,362.03) | (25,000.00) | | (30,000.00) | (25,000.00) | 0.00 | (25,000.00) | (25,000.00) | |
| General Expenses 001-210-5200 | | | | | | | | | | |
| 5241 Equipment Repair/Maint | 2,896.50 | 4,864.18 | 5,000.00 | 212.50 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 | |
| 5242 Office Equipment Repair/Maint | 2,800.00 | 3,144.95 | 4,000.00 | 408.00 | 3,000.00 | 3,000.00 | (1,000.00) | 3,000.00 | 3,000.00 | |
| 5243 Computer Equip Repair/Maint | 31,056.80 | 30,808.80 | 36,000.00 | 32,014.75 | 36,000.00 | 36,000.00 | 0.00 | 36,000.00 | 36,000.00 | |
| 5255 Vehicle Washing | 4,288.50 | 4,459.50 | 5,500.00 | 3,631.50 | 6,000.00 | 6,000.00 | 500.00 | 6,000.00 | 6,000.00 | |
| 5291 Custodial Services | 3,625.85 | 5,755.91 | 6,000.00 | 3,681.80 | 7,000.00 | 7,000.00 | 1,000.00 | 7,000.00 | 7,000.00 | |
| 5306 Medical Services | 174,529.93 | 80,241.32 | 119,000.00 | 69,621.75 | 100,000.00 | 119,000.00 | 0.00 | 119,000.00 | 119,000.00 | |
| 5312 Training | 23,955.63 | 26,096.31 | 30,000.00 | 22,160.32 | 30,000.00 | 30,000.00 | 0.00 | 30,000.00 | 30,000.00 | |
| 5340 Communication | 48,094.26 | 48,769.58 | 49,000.00 | 40,834.40 | 49,000.00 | 49,000.00 | 0.00 | 49,000.00 | 49,000.00 | |
| 5342 Postage | 2,206.05 | 1,313.95 | 2,000.00 | 1,955.60 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 | |
| 5343 Printing | 2,621.62 | 4,295.80 | 3,500.00 | 2,043.75 | 3,500.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 | |
| 5386 Accreditation | 3,152.20 | 2,546.89 | 2,500.00 | 1,700.02 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 | |
| 5420 Office Supplies | 6,804.00 | 7,296.96 | 9,000.00 | 2,096.16 | 9,000.00 | 9,000.00 | 0.00 | 9,000.00 | 9,000.00 | |
| 5424 Computer Supplies | 8,906.54 | 10,126.00 | 9,000.00 | 7,489.48 | 11,000.00 | 9,500.00 | 500.00 | 9,500.00 | 9,500.00 | |
| 5430 Building Supplies | 5,159.11 | 2,401.90 | 5,000.00 | 4,224.52 | 6,000.00 | 6,000.00 | 1,000.00 | 6,000.00 | 6,000.00 | |
| 5470 Public Safety Supplies | 9,595.07 | 9,512.46 | 12,500.00 | 3,873.96 | 12,500.00 | 12,500.00 | 0.00 | 12,500.00 | 12,500.00 | |
| 5490 Food Supplies | 1,960.91 | 2,326.79 | 2,500.00 | 2,735.90 | 4,000.00 | 3,000.00 | 500.00 | 3,000.00 | 3,000.00 | |
| 5500 Medical Supplies | 3,177.45 | 3,330.01 | 3,000.00 | 274.28 | 1,000.00 | 1,000.00 | (2,000.00) | 1,000.00 | 1,000.00 | |
| 5510 Education Supplies | 1,937.19 | 1,367.80 | 1,000.00 | | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | |
| 5581 Clothing, Glove, Shoes | 882.49 | 770.47 | 750.00 | 527.61 | 750.00 | 750.00 | 0.00 | 750.00 | 750.00 | |
| 5582 Photo Supplies | 1,831.72 | 1,404.88 | 1,000.00 | | 1,000.00 | 500.00 | (500.00) | 500.00 | 500.00 | |
| 5587 Tools | 434.44 | 255.40 | 500.00 | 300.01 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 | |
| 5730 Dues | 2,678.95 | 2,425.00 | 3,400.00 | 2,629.00 | 3,400.00 | 3,400.00 | 0.00 | 3,400.00 | 3,400.00 | |
| 5733 Licenses Taxi / Medallions | 1,053.00 | 1,102.50 | 1,250.00 | 737.00 | 1,250.00 | 1,250.00 | 0.00 | 1,250.00 | 1,250.00 | |

POLICE

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual 001-210-5400 | | | | | | | | | |
| 5306 Boarding / Care of Animals | 1,989.64 | 1,668.78 | 4,000.00 | 1,919.43 | 4,000.00 | 5,000.00 | 1,000.00 | 5,000.00 | 5,000.00 |
| 5312 Training Academy Fee | | 6,199.98 | 6,200.00 | 6,199.98 | 6,200.00 | 6,200.00 | 0.00 | 6,200.00 | 6,200.00 |
| 5315 Legal Issues | 38,045.00 | 37,125.00 | 38,900.00 | 36,500.00 | 38,900.00 | 39,900.00 | 1,000.00 | 39,900.00 | 39,900.00 |
| 5392-21 COP | 2,140.05 | 2,377.71 | 3,000.00 | 1,350.38 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5392-22 SRO / GREAT | 3,689.82 | 3,892.87 | 4,000.00 | 3,475.99 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5392-23 Domestic Violence | | | 500.00 | | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5392-24 K-9 Unit | 1,452.81 | 1,744.06 | 3,000.00 | 823.89 | 2,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5392-25 NEMLEC | 16,362.60 | 10,690.32 | 12,500.00 | 6,818.55 | 12,500.00 | 12,500.00 | 0.00 | 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 |
| 5392-27 PAL-Summer Youth Program | 3,000.00 | 3,000.00 | 3,000.00 | 1,881.86 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5850 Safety Equipment | 679.60 | 1,743.62 | 4,000.00 | 4,720.25 | 6,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5852 Firearm Range Service | 24,795.00 | | 25,500.00 | 14,395.20 | 25,500.00 | 25,500.00 | 0.00 | 25,500.00 | 25,500.00 |
| 5853 Firearms/ Ammunition | 47,677.85 | 55,959.60 | 65,000.00 | 55,087.17 | 65,000.00 | 65,000.00 | 0.00 | 65,000.00 | 65,000.00 |
| 5856 Photography Equipment | 880.65 | 999.90 | 1,000.00 | | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5871 Bicycle Equipment | 1,207.93 | | 2,000.00 | 1,581.33 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5872 Cruiser Equipment | 4,651.91 | 3,240.65 | 7,000.00 | 3,553.50 | 6,500.00 | 7,000.00 | 0.00 | 7,000.00 | 7,000.00 |
| 5875 Mobile Radios & Equipment | | 2,769.50 | 3,000.00 | | 2,850.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| Special Items 001-210-5500 | | | | | | | | | |
| 5190 Uniform Allowance 146 @ 1,150 / 1 @ 2,300 | 116,748.93 | 162,822.65 | 140,000.00 | 172,016.95 | 168,875.00 | 176,450.00 | 30,200.00 | 170,200.00 | 170,200.00 |
| 5196 Uniforms-Special Positions | 7,913.81 | 13,477.53 | 17,500.00 | 3,609.50 | 17,500.00 | 17,500.00 | 0.00 | 17,500.00 | 17,500.00 |
| 5197 Uniform Allowance Civilians | 3,648.10 | 1,364.00 | 2,500.00 | 1,484.87 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5198 Uniform Allowance STS 43 @ 375 | 10,075.00 | 12,375.00 | 15,375.00 | 12,000.00 | 12,000.00 | 16,125.00 | 750.00 | 16,125.00 | 16,125.00 |
| 5198 Uniform Allowance - STS / new hires | 1,848.60 | 4,471.79 | 4,000.00 | 1,486.80 | 1,500.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5471 Patches & Badges | 2,652.87 | 2,386.05 | 2,500.00 | 1,796.70 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |

POLICE

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|----------------|---------------------|---------------------|---------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March | Expenditures Thru 6/30/17 | 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 due to projection based on this year's (FY17) experience after CBA increase. | 150,000.00 |
| 5141 Longevity | Increase due to projection based on this year's (FY17) experience after CBA increase; plus there will be 2 Police Officers newly eligible to receive Longevity and 27 who will increase their percentages; plus 2 STSs newly eligible. | 54,583.00 |
| 5142 College Credits | Increase due to projection based on this year's (FY17) experience after CBA increase; plus request for 3 additional police officers. | 146,054.00 |
| 5143 Holiday | Increase due to projection based on this year's (FY17) experience after CBA increase; plus request for 3 additional police officers. | 39,140.00 |
| 5255 Vehicle Washing | Upon review of spending history this acct requires an increase where other accts are being decreased. | 500.00 |
| 5291 Custodial Services | Upon review of spending history this acct requires an increase where other accts are being decreased. | 1,000.00 |
| 5424 Computer Supplies | Upon review of spending history this acct requires an increase where other accts are being decreased. | 500.00 |
| 5430 Building Supplies | Upon review of spending history this acct requires an increase where other accts are being decreased. | 1,000.00 |
| 5490 Food Supplies | Upon review of spending history this acct requires an increase where other accts are being decreased. | 500.00 |
| 5306 Boarding / Care of Animals | Increase due to projection based on this year's (FY17) experience, after the \$2,000 gift acct developed more stringent guidelines on usage of their funds. | 1,000.00 |
| 5315 Legal Issues | 1 Chief, 1 Deputy, 31 Ranking Officers, 114 + 3 (new) Police Officers @ \$250 ea.; plus up to 15 Auxiliary Officers @ \$160 ea. | 1,000.00 |
| 5190 Uniform Allowance 146 @ 1,150 / 1 @ 2,300 | This increase is due to CBA increase from \$900 ea. to \$1,150 ea.; plus our request for 3 new police officers @ a cost of \$1,150 ea. | 36,450.00 |
| 5198 Uniform Allowance STS 43 @ 375 | In the past we did not budget for double clothing for 2 STS's that work double posts, but feel we should have funds available to uniform every position that has been appropriated for, should the double posts revert back to single posts. | 750.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|----------------------|----------------------|
| Personnel | 13,062,263.76 | 19,419,802.48 | 15,480,383.00 | 11,789,387.32 | 15,876,104.00 | 16,549,717.00 | 785,147.00 | 16,265,530.00 | 16,265,530.00 |
| General Expenses | 343,648.21 | 254,617.36 | 311,400.00 | 203,152.31 | 295,400.00 | 311,400.00 | 0.00 | 311,400.00 | 311,400.00 |
| Equipment & Unusual | 149,572.86 | 134,411.99 | 185,600.00 | 141,307.53 | 185,950.00 | 187,600.00 | 2,000.00 | 187,600.00 | 187,600.00 |
| Special Items | 142,887.31 | 196,897.02 | 181,875.00 | 192,394.82 | 204,875.00 | 219,075.00 | 30,950.00 | 212,825.00 | 212,825.00 |
| Total Operating Budget | <u>13,698,372.14</u> | <u>20,005,728.85</u> | <u>16,159,258.00</u> | <u>12,326,241.98</u> | <u>16,562,329.00</u> | <u>17,267,792.00</u> | <u>818,097.00</u> | <u>16,977,355.00</u> | <u>16,977,355.00</u> |

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|--|----------------|----------------|
| There are no indirect costs directly associated with this element. | | |
| Indirect Costs | FY 2015 | FY 2016 |
| | | |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|---|---------------------------|------------------------------|------------------------------|
| Emergency Calls | 31,538 | 32,000 | 33,000 |
| Police | 41,323 | 41,000 | 41,250 |
| Fire | 8,568 | 8,600 | 8,800 |
| Medical | 7,772 | 7,800 | 7,900 |
| 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 |
| <div> <div>City Funding: \$1,905,502</div> <div>State Funding: \$100,000</div> </div> | | | |

DISPATCH

PERSONNEL

| Bargaining Unit Position | FY 2018 Grade-Step | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|---|-----------------------|---------|------------------------|---------|-----------|--|--------------|-----------------------|-----------|---------------------------|---------------------|-----------|
| | | # | Actual Expenditures | # | Budget | Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. SPMG *Chief Emerg Tele Disp | 14-6 (L8) | | | 1 | 94,523 | 68,872.38 | 95,705.00 | 1 | 95,705 | 1 | 95,705 | 95,705 |
| 2. FAOP *Sr Fire Alarm Operator | (L8) | | | 1 | 77,612 | 59,657.45 | 77,612.00 | 1 | 78,338 | 1 | 78,338 | 78,338 |
| 3. FAOP Sr Fire Alarm Operator Night | (L8) | | | 1 | 83,644 | 64,475.72 | 83,644.00 | 1 | 83,644 | 1 | 83,644 | 83,644 |
| 4. FAOP Sr Fire Alarm Operator Night | (L7) | | | 1 | 82,869 | 62,942.89 | 82,869.00 | 1 | 82,869 | 1 | 82,869 | 82,869 |
| 5. FAOP ETD Supervisor Night | (L6) | | | 1 | 82,095 | 62,271.14 | 82,095.00 | 1 | 82,095 | 1 | 82,095 | 82,095 |
| 6. FAOP *Emerg Tel Dispatcher | 6 (L8) | | | 1 | 66,158 | 50,551.43 | 66,158.00 | 1 | 66,776 | 1 | 66,776 | 66,776 |
| 7. FAOP *Emerg Tel Dispatcher | 6 (L8) | | | 1 | 66,158 | 50,250.17 | 66,158.00 | 1 | 66,776 | 1 | 66,776 | 66,776 |
| 8. FAOP Emerg Tel Dispatcher | 6 (L6) | | | 1 | 65,539 | 49,485.47 | 65,539.00 | 1 | 65,539 | 1 | 65,539 | 65,539 |
| 9. FAOP *Emerg Tel Dispatcher | 6 (L5) | | | 1 | 61,830 | 45,941.80 | 61,829.00 | 1 | 64,921 | 1 | 64,921 | 64,921 |
| 10. FAOP Emerg Tel Dispatcher | 6 | | | 1 | 62,928 | 44,683.34 | 59,656.00 | 1 | 61,111 | 1 | 61,111 | 61,111 |
| 11. FAOP Emerg Tel Dispatcher Night | 6 (L6) | | | 1 | 69,952 | 54,091.78 | 69,952.00 | 1 | 69,952 | 1 | 69,952 | 69,952 |
| 12. FAOP Emerg Tel Dispatcher Night | 6 (L6) | | | 1 | 69,952 | 53,454.58 | 69,952.00 | 1 | 69,952 | 1 | 69,952 | 69,952 |
| 13. FAOP *Emerg Tel Dispatcher Night | 6 (L5) | | | 1 | 69,292 | 52,319.75 | 69,292.00 | 1 | 69,308 | 1 | 69,308 | 69,308 |
| 14. FAOP Emerg Tel Dispatcher Night | 6 (L5) | | | 1 | 69,292 | 52,336.66 | 69,292.00 | 1 | 69,292 | 1 | 69,292 | 69,292 |
| 15. FAOP Emerg Tel Dispatcher Night | 6 (L5) | | | 1 | 69,292 | 52,918.21 | 69,292.00 | 1 | 69,292 | 1 | 69,292 | 69,292 |
| 16. FAOP Emerg Tel Dispatcher Night | 6 (L5) | | | 1 | 69,292 | 52,161.97 | 69,292.00 | 1 | 69,292 | 1 | 69,292 | 69,292 |
| 17. FAOP Emerg Tel Dispatcher Night | 6 (L5) | | | 1 | 69,292 | 41,011.44 | 69,292.00 | 1 | 69,292 | 1 | 69,292 | 69,292 |
| 18. FAOP *Emerg Tel Dispatcher Night | 6 (L5) | | | 1 | 65,993 | 49,485.93 | 65,993.00 | 1 | 69,292 | 1 | 69,292 | 69,292 |
| 19. FAOP Emerg Tel Dispatcher Night | 6 | | | 1 | 65,993 | 49,422.07 | 65,993.00 | 1 | 65,993 | 1 | 65,993 | 65,993 |
| 20. FAOP Emerg Tel Dispatcher Night | 6 | | | 1 | 65,993 | 49,035.12 | 65,992.00 | 1 | 65,993 | 1 | 65,993 | 65,993 |
| 21. FAOP *Emerg Tel Dispatcher Night | 6 | | | 1 | 65,605 | 49,040.49 | 65,993.00 | 1 | 65,993 | 1 | 65,993 | 65,993 |
| 22. FAOP *Emerg Tel Dispatcher Night | 4 | | | 1 | 57,235 | 42,152.21 | 57,213.00 | 1 | 59,815 | 1 | 59,815 | 59,815 |
| 23. FAOP Emerg Tel Dispatcher Night PT | 2 | | | 0.5 | 28,590 | | 0.00 | 0.5 | 28,590 | | 0 | 0 |
| Subtotal | | 22 | 1,530,784.01 | 22.5 | 1,579,129 | 1,156,562.00 | 1,548,813.00 | 22.5 | 1,589,830 | 22 | 1,561,240 | 1,561,240 |

DISPATCH

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | | |
|---------|--------------|--------------|--------|--------------|--------------|------------|---------|---------|----------------|----------|--|
| Actual | | July - March | | | | | | | | | |
| Actual | | Actual | | Expenditures | | Department | | Mayor's | | Council | |
| # | Expenditures | # | Budget | Expenditures | Thru 6/30/17 | # | Request | # | Recommendation | Approval | |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary 1,247

FAOP Emerg Tel Dispatcher 6 (1,725)

FAOP Emerg Tel Dispatcher Night PT 2 (25,823)

Explanation

Employee switched from Night to Day shift

MAYOR: Position converted from PT to FT as part of recommendation below

New Positions

FAOP Emerg Tel Dispatcher Night 2

To provide adequate staffing on all shifts, which is crucial during major incidents; and to help reduce forced OT during periods where long term absences take place, which is expected to be much greater than usual during the upcoming mos.
ETD St1N for 6 mos. = 26,231 + 6 Hol = 1,505 St1 total = \$27,736 ETD St2N for 6 mos. = 27,174 + 5 Hol = 1,299.30 St2 total = \$28,474 TOTAL: \$56,210

| | | | | |
|---|---------|---|---------|---------|
| 3 | 168,630 | 2 | 112,420 | 112,420 |
| 3 | 168,630 | 2 | 112,420 | 112,420 |

Subtotal

Grand Total

| | | | | | | | | | | |
|----|--------------|------|-----------|--------------|--------------|------|-----------|----|-----------|-----------|
| 22 | 1,530,784.01 | 22.5 | 1,579,129 | 1,156,562.00 | 1,548,813.00 | 25.5 | 1,758,460 | 24 | 1,673,660 | 1,673,660 |
|----|--------------|------|-----------|--------------|--------------|------|-----------|----|-----------|-----------|

DISPATCH

| EXPENDITURES | FY 2015 | | FY 2016 | | FY 2017 | | FY 2018 | | | |
|---|--------------|--------------|--------------|--------|--------------|--------------|--------------|-----------|----------------|--------------|
| | Actual | Actual | Actual | Budget | Actual | Expenditures | Department | Mayor's | Mayor's | Council |
| Classification | Expenditures | Expenditures | Expenditures | | Expenditures | Thru 6/30/17 | Request | Incr/Decr | Recommendation | Approval |
| Personnel 001-215-5100 | | | | | | | | | | |
| 5112 Wages - Full Time | 1,533,751.06 | 1,400,495.74 | 1,450,959.00 | | 1,031,017.67 | 1,409,409.03 | 1,610,696.00 | 80,509.00 | 1,531,468.00 | 1,531,468.00 |
| 5131 Overtime - Callbacks Nt | 255,337.16 | 246,072.91 | 211,000.00 | | 203,032.86 | 324,800.00 | 431,000.00 | 39,000.00 | 250,000.00 | 250,000.00 |
| 5141 Longevity | 47,451.36 | 48,706.75 | 55,213.00 | | 55,212.69 | 64,485.97 | 63,148.00 | 7,935.00 | 63,148.00 | 63,148.00 |
| 5143 Holiday | 90,759.93 | 81,581.52 | 84,000.00 | | 70,331.64 | 85,961.00 | 95,242.00 | 5,670.00 | 89,670.00 | 89,670.00 |
| 5144 Out of Grade / FTO | 12,421.21 | 8,470.54 | 24,775.00 | | 6,053.50 | 12,220.00 | 24,775.00 | 0.00 | 24,775.00 | 24,775.00 |
| Receipt Offset - Grant | (122,448.95) | (163,666.66) | (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 | 500.00 | 500.00 | 2,500.00 | | | 1,000.00 | 2,000.00 | (500.00) | 2,000.00 | 2,000.00 |
| 5312 Training E-911 | 2,698.26 | 7,040.00 | 10,196.00 | | 2,559.24 | 5,000.00 | 19,050.00 | 3,500.00 | 13,696.00 | 13,696.00 |
| 5340 Communication | 23,956.00 | 19,995.00 | 19,995.00 | | 25,194.95 | 25,194.95 | 20,195.00 | 200.00 | 20,195.00 | 20,195.00 |
| 5342 Postage | 84.00 | 61.00 | 50.00 | | 50.00 | 50.00 | 50.00 | 0.00 | 50.00 | 50.00 |
| 5420 Office Supplies | 1,071.85 | 688.15 | 1,200.00 | | 251.46 | 1,200.00 | 1,000.00 | (200.00) | 1,000.00 | 1,000.00 |
| 5424 Computer Supplies | 237.00 | 920.00 | 1,400.00 | | 55.24 | 1,400.00 | 1,400.00 | 0.00 | 1,400.00 | 1,400.00 |
| 5430 Building Supplies | 643.09 | 840.71 | 900.00 | | 742.08 | 1,000.00 | 1,000.00 | 100.00 | 1,000.00 | 1,000.00 |
| 5470 Public Safety Supplies | 142.24 | | 300.00 | | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5730 Dues | 271.00 | 221.08 | 300.00 | | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| Special Items 001-215-5500 | | | | | | | | | | |
| 5190 Uniform Allowance/Clothing Maint @ 400 /ea | 11,600.00 | 8,800.00 | 9,200.00 | | 8,800.00 | 9,200.00 | 12,100.00 | 2,800.00 | 12,000.00 | 12,000.00 |

DISPATCH

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|----------------|------------------------|------------------------|---------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | 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 - Callbacks Nt | Staffing requirements; plus our projection based on this year's (FY17) OT experience. | 220,000.00 |
| 5141 Longevity | 2 - Dispatch personnel will become eligible; plus 3 will receive increases in Longevity percentages. | 7,935.00 |
| 5143 Holiday | Request for additional 3 - ETDs; plus minimal increase due to longevity increase. | 11,242.00 |
| 5312 Training E-911 | We have been able to accomplish training needs in past years through State grand funding, which are not guaranteed; plus the request for additional 3 - ETDs in FY18. | 8,854.00 |
| 5340 Communication | The annual maintenance cost for the Emergency Notification System remains the same as FY17, which was under budgeted. | 200.00 |
| 5430 Building Supplies | Increase cost in disinfectant cleaning products required due to a severe allergy issue with one of the staff. | 100.00 |
| 5190 Uniform Allowance/Clothing Maint @ 400 /ea | 21 current positions + 3 new positions @ 400 ea + 1 up to 400 for the Chief ETD = 10,000, plus up to 300 ea for 1 currently appropriated PT position, and 6 anticipated new hires that will replace personnel retiring late FY17 / early FY18 = 2,100 | 2,900.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| Personnel | 1,817,271.77 | 1,621,660.80 | 1,725,947.00 | 1,365,648.36 | 1,796,876.00 | 2,124,861.00 | 133,114.00 | 1,859,061.00 | 1,859,061.00 |
| General Expenses | 29,603.44 | 30,265.94 | 36,841.00 | 28,852.97 | 35,444.95 | 45,295.00 | 3,100.00 | 39,941.00 | 39,941.00 |
| Equipment & Unusual | | | | | | | | | |
| Special Items | 11,600.00 | 8,800.00 | 9,200.00 | 8,800.00 | 9,200.00 | 12,100.00 | 2,800.00 | 12,000.00 | 12,000.00 |
| Total Operating Budget | 1,858,475.21 | 1,660,726.74 | 1,771,988.00 | 1,403,301.33 | 1,841,520.95 | 2,182,256.00 | 139,014.00 | 1,911,002.00 | 1,911,002.00 |

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 45,077 | 46,141 |
| Pension Administration | 4,229 | 4,076 |
| Medical & Life Insurance | 62,031 | 66,595 |
| Heat, Light, Water | 9,557 | 8,706 |
| Building Repair & Maintenance | 14,670 | 16,532 |
| Building Insurance | 484 | 466 |
| Total | \$136,048 | \$142,516 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--|---------------------------|------------------------------|------------------------------|
| Contracts Bid | 69 | 70 | 70 |
| Number of PO's w/ values of \$1,000+ | 2,495 | 2,557 | 2,600 |
| Number of PO's w/ values of \$999.00 or less | 249 | 255 | 261 |

PURCHASING

PERSONNEL

| | | | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------|---------------------------|--------------------|-----------------------|---------------------|---------------------|---------------------------|----------------------|--------------------------|------------------|----------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual # Expenditures | July - March Budget | Actual Expenditures | Expenditures Thru 6/30/17 | Department # Request | Mayor's # Recommendation | Council Approval | |
| 1. | *Purchasing Agent | 16-6 | | 1 | 99,268 | 74,527.51 | 101,501.53 | 1 | 104,039 | 104,039 |
| 2. | *Administrative Assistant | 10-6 (L11) | | 1 | 72,522 | 54,446.93 | 74,153.75 | 1 | 76,007 | 76,007 |
| 3. | *Administrative Assistant | 10-4 | | 1 | 56,950 | 42,388.62 | 58,231.38 | 1 | 62,021 | 62,021 |
| 4. | Insurance & Claims Admin | | | | 2,700 | 1,982.43 | 2,700.00 | | 2,700 | 2,700 |
| 5. | Part Time | | | | 7,500 | 3,556.00 | 7,500.00 | | 7,500 | 7,500 |
| Subtotal | | | 3 254,907.22 | 3 | 238,940 | 176,901.49 | 244,086.66 | 3 252,267 | 3 252,267 | 252,267 |

Summary of Changes

Adjustments to FY 2017 Positions

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

13,327

Explanation

New Positions

Part Time

Subtotal

Grand Total

| | | | | | | | | | | |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------------|
| 3 | 254,907.22 | 3 | 238,940 | 176,901.49 | 244,086.66 | 3 | 252,267 | 3 | 252,267 | 252,267 |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------------|

PURCHASING

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|---|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-138-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 197,343.24 | 252,207.22 | 228,740.00 | 171,363.06 | 233,886.66 | 242,067.00 | 13,327.00 | 242,067.00 | 242,067.00 |
| 5121 Salaries - Part Time | 2,700.00 | 2,700.00 | 10,200.00 | 5,538.43 | 10,200.00 | 10,200.00 | 0.00 | 10,200.00 | 10,200.00 |
| General Expenses 001-138-5200 | | | | | | | | | |
| 5192 Mileage | 80.00 | 105.60 | 150.00 | 203.56 | 250.00 | 250.00 | 100.00 | 250.00 | 250.00 |
| 5242 Office Equipment Repair/Maint | 196.00 | 901.81 | 500.00 | 235.95 | 350.00 | 350.00 | (150.00) | 350.00 | 350.00 |
| 5312 Training | 777.00 | 1,120.00 | 900.00 | 454.00 | 500.00 | 500.00 | (400.00) | 500.00 | 500.00 |
| 5341 Advertising | | 395.95 | 100.00 | 413.25 | 500.00 | 500.00 | 400.00 | 500.00 | 500.00 |
| 5342 Postage | 816.96 | 700.62 | 650.00 | 440.22 | 650.00 | 650.00 | 0.00 | 650.00 | 650.00 |
| 5343 Printing | 1,123.10 | 74.95 | 550.00 | 38.22 | 200.00 | 200.00 | (350.00) | 200.00 | 200.00 |
| 5420 Office Supplies | 3,182.74 | 2,125.04 | 2,250.00 | 1,055.26 | 2,250.00 | 2,250.00 | 0.00 | 2,250.00 | 2,250.00 |
| 5730 Dues | 58.22 | 175.00 | 500.00 | 175.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| Special Items 001-138-5500 | | | | | | | | | |
| 5741 Auto Insurance | 82,522.00 | 81,811.00 | 89,000.00 | 81,424.78 | 89,000.00 | 89,000.00 | 0.00 | 89,000.00 | 89,000.00 |
| 5742 Building Insurance | 157,572.48 | 151,717.16 | 175,000.00 | 176,186.92 | 175,000.00 | 215,000.00 | 40,000.00 | 215,000.00 | 215,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------------------|--|---|
| 5192 Mileage | Increase offset by decrease in other operating expense accounts | 100.00 |
| 5341 Advertising | Increase offset by decrease in other operating expense accounts | 400.00 |
| 5742 Building Insurance | Building Insurance estimated cost for Fernald Buildings: Marquardt, Administration Bldg, Howe Hall, Hillside, Chapel | 40,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 200,043.24 | 254,907.22 | 238,940.00 | 176,901.49 | 244,086.66 | 252,267.00 | 13,327.00 | 252,267.00 | 252,267.00 |
| General Expenses | 6,234.02 | 5,598.97 | 5,600.00 | 3,015.46 | 5,200.00 | 5,200.00 | (400.00) | 5,200.00 | 5,200.00 |
| Equipment & Unusual | | | | | | | | | |
| Special Items | 240,094.48 | 233,528.16 | 264,000.00 | 257,611.70 | 264,000.00 | 304,000.00 | 40,000.00 | 304,000.00 | 304,000.00 |
| Total Operating Budget | <u>446,371.74</u> | <u>494,034.35</u> | <u>508,540.00</u> | <u>437,528.65</u> | <u>513,286.66</u> | <u>561,467.00</u> | <u>52,927.00</u> | <u>561,467.00</u> | <u>561,467.00</u> |

RECREATION

STATEMENT OF OBJECTIVES:

To continue to organize, promote and develop a comprehensive cultural and recreational program that strives to accommodate and attract as many residents as possible which includes all ages, backgrounds, capabilities and interests. The opportunity to participate in various year round leisure time activities and to accomplish the above objectives through the administration, supervision and scheduling of all parks and recreation facilities. To provide recreational programs at the least possible cost per participant for activities and to promote public use of all facilities. 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. Looking ahead with an emphasis on programming and meeting the needs of all residents, high school aged programming is a priority.

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 77,565 | 79,852 |
| Pension Administration | 6,759 | 6,513 |
| Medical & Life Insurance | 178,680 | 223,629 |
| Heat, Light, Water | 9,489 | 5,119 |
| Building Repair & Maintenance | 74,114 | 67,544 |
| Building Insurance | 9,578 | 9,222 |
| Motor Vehicle Insurance | 632 | 1,273 |
| Motor Vehicle Maint & Repair | 10,747 | 21,278 |
| Total | \$367,564 | \$414,430 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-----------------------------|---------------------------|------------------------------|------------------------------|
| Total # of Rec Activities | 330 | 345 | 350 |
| Total Attend / Participants | 103,374 | 105,817 | 107,640 |
| Total Revenue | \$135,610 | \$136,320 | \$138,000 |
| Net Cost / Participant | \$12 | \$12 | \$13 |

RECREATION

PERSONNEL

| Bargaining Unit Position | | FY 2018 Grade-Step | FY 2016 | | FY 2017 | | | FY 2018 | | | | | |
|-----------------------------|---------------------------------|--------------------|---------|---------------------|---------|---------|---|------------|--------------------|---------|------------------------|------------------|---------|
| | | | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | |
| 1. | Recreation Board | | | | 10 | 11,000 | 4,853.56 | 11,000.00 | 10 | 11,000 | 10 | 11,000 | 11,000 |
| 2. | Director of Recreation | 18-3 (L9) | | | 1 | 125,507 | 106,645.56 | 138,793.00 | 1 | 112,447 | 1 | 112,447 | 112,447 |
| 3. | Asst Director Recreation | 14-5 | | | 1 | 94,343 | 59,729.36 | 61,897.00 | 1 | 87,277 | 1 | 87,277 | 87,277 |
| 4. | *Rec Super / Spec Needs | 12-6 (L9) | | | 1 | 82,832 | 62,187.91 | 84,696.00 | 1 | 86,813 | 1 | 86,813 | 86,813 |
| 5. | *Rec Super / Teen Center | 12-6 | | | 1 | 75,993 | 57,053.25 | 77,703.00 | 1 | 79,645 | 1 | 79,645 | 79,645 |
| 6. | *Recreation Supervisor | 12-5 | | | 1 | 69,914 | 52,296.39 | 71,487.00 | 1 | 76,151 | 1 | 76,151 | 76,151 |
| 7. | *Recreation Supervisor | 12-4 | | | 1 | 67,063 | 50,162.68 | 68,572.00 | 1 | 73,043 | 1 | 73,043 | 73,043 |
| 8. | *Administrative Assistant | 10-6 | | | 1 | 65,335 | 49,051.31 | 66,805.00 | 1 | 68,475 | 1 | 68,475 | 68,475 |
| 9. | *Office Coordinator (PT 19 hrs) | 9-6 | | | 0.5 | 33,435 | 18,060.91 | 34,187.00 | 0.5 | 35,041 | 0.5 | 35,041 | 35,041 |
| 10. LAB | *Bldg Maint Person Nights | 7-6 | | | 1 | 52,508 | 36,257.81 | 52,508.00 | 1 | 55,004 | 1 | 55,004 | 55,004 |
| 11. | Recreation Board Clerk | | | | | 1,000 | 600.00 | 1,000.00 | | 1,000 | | 1,000 | 1,000 |
| 12. | Temporary / Seasonal | | | | | 20,000 | 9,796.00 | 20,000.00 | | 25,000 | | 25,000 | 25,000 |
| Subtotal | | | 19.5 | 744,732.44 | 18.5 | 698,930 | 506,694.74 | 688,648.00 | 18.5 | 710,896 | | 710,896 | 710,896 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary 27,092

Director of Recreation 18-3 (L9) (13,060) Internal promotion - replaced at lower step/longevity

Asst Director Recreation 14-5 (7,066) Employee expected to be hired at lower step

Temporary / Seasonal 5,000 Cover costs of having more of a nightly presence at Waltham Recreation

New Positions

Asst. Superintendent of Recreation 14-1 New position will oversee rink operations, Veteran's Field Complex, Prospect Hill Park. Will also supervise Recreational facilities supervisors and building maintenance staff. This position will report directly to the Recreation Director.

Subtotal

| | | | | |
|----------|---------------|----------|---------------|---------------|
| 1 | 74,802 | 1 | 74,802 | 74,802 |
| 1 | 74,802 | 1 | 74,802 | 74,802 |

Grand Total

| | | | | | | | | | | |
|-------------|-------------------|-------------|----------------|-------------------|-------------------|-------------|----------------|-------------|----------------|----------------|
| 19.5 | 744,732.44 | 18.5 | 698,930 | 506,694.74 | 688,648.00 | 19.5 | 785,698 | 19.5 | 785,698 | 785,698 |
|-------------|-------------------|-------------|----------------|-------------------|-------------------|-------------|----------------|-------------|----------------|----------------|

RECREATION

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|---------------------|---------------------|------------|---|--------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-630-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 500,105.64 | 635,931.04 | 580,987.00 | 437,126.46 | 569,953.00 | 658,653.00 | 77,666.00 | 658,653.00 | 658,653.00 |
| 5112 Wages - Full Time | 62,159.62 | 53,651.33 | 52,508.00 | 36,257.81 | 52,508.00 | 55,004.00 | 2,496.00 | 55,004.00 | 55,004.00 |
| 5121 Salaries - Part Time | 33,786.07 | 35,500.57 | 34,435.00 | 18,660.91 | 35,187.00 | 36,041.00 | 1,606.00 | 36,041.00 | 36,041.00 |
| 5122 Wages - Part Time | 9,244.07 | 11,749.50 | 20,000.00 | 9,796.00 | 20,000.00 | 25,000.00 | 5,000.00 | 25,000.00 | 25,000.00 |
| 5131 Overtime | | 968.17 | 2,000.00 | 1,526.38 | 2,000.00 | 3,000.00 | 1,000.00 | 3,000.00 | 3,000.00 |
| 5194 Boards & Commissions | 9,100.00 | 7,900.00 | 11,000.00 | 4,853.56 | 11,000.00 | 11,000.00 | 0.00 | 11,000.00 | 11,000.00 |
| Offset from Rink for Off-Season Work | 24,687.92 | 54,801.55 | 59,762.00 | 29,881.00 | 59,762.00 | 55,268.00 | (4,494.00) | 55,268.00 | 55,268.00 |
| General Expenses 001-630-5200 | | | | | | | | | |
| 5192 Mileage | 1,605.05 | 1,295.21 | 1,500.00 | 250.00 | 750.00 | 750.00 | (750.00) | 750.00 | 750.00 |
| 5213 Light | 3,180.86 | 2,254.63 | | | | | | | |
| 5247 Alarms / Intrusion | 2,558.40 | 4,403.30 | 3,200.00 | 2,720.97 | 3,200.00 | 3,200.00 | 0.00 | 3,200.00 | 3,200.00 |
| 5272 Office Equipment Rental | 1,065.00 | 1,188.00 | 1,200.00 | 990.00 | 1,200.00 | 1,700.00 | 500.00 | 1,700.00 | 1,700.00 |
| 5342 Postage | 5.29 | 317.63 | 300.00 | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5343 Printing | 4,547.00 | 5,000.00 | 5,000.00 | 5,192.50 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5420 Office Supplies | 2,759.36 | 2,277.83 | 3,400.00 | 1,822.12 | 3,400.00 | 3,400.00 | 0.00 | 3,400.00 | 3,400.00 |
| 5460 Groundskeeping Supplies | 499.99 | 866.90 | 525.00 | | 525.00 | 525.00 | 0.00 | 525.00 | 525.00 |
| 5581 Clothing, Gloves, Shoes | 750.00 | 725.00 | 1,500.00 | 750.00 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5730 Dues | 300.00 | 500.00 | 500.00 | 450.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| Equipment & Unusual 001-630-5400 | | | | | | | | | |
| 5300 Chill Zone Program (Middle & High School Programs) | 31,356.05 | 32,115.02 | 32,000.00 | 21,543.51 | 32,000.00 | 42,000.00 | 10,000.00 | 42,000.00 | 42,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|------------------------------|---|---|
| 5131 Overtime | To cover cost for Waltham Community and Cultural Center building use | 1,000.00 |
| 5272 Office Equipment Rental | To cover cost for lease of office copy machine | 500.00 |
| 5300 Chill Zone Program | To cover cost for additional staff and supplies for High School Program | 10,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 639,083.32 | 800,502.16 | 760,692.00 | 538,102.12 | 750,410.00 | 843,966.00 | 83,274.00 | 843,966.00 | 843,966.00 |
| General Expenses | 17,270.95 | 18,828.50 | 17,125.00 | 12,175.59 | 16,375.00 | 16,875.00 | (250.00) | 16,875.00 | 16,875.00 |
| Equipment & Unusual | 31,356.05 | 32,115.02 | 32,000.00 | 21,543.51 | 32,000.00 | 42,000.00 | 10,000.00 | 42,000.00 | 42,000.00 |
| Total Operating Budget | <u>687,710.32</u> | <u>851,445.68</u> | <u>809,817.00</u> | <u>571,821.22</u> | <u>798,785.00</u> | <u>902,841.00</u> | <u>93,024.00</u> | <u>902,841.00</u> | <u>902,841.00</u> |

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 2017, (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 2015 | FY 2016 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--------------------------------|---------------------------|------------------------------|------------------------------|
| Kaleidoscope Attendance | 1,810 | 1,799 | 1,862 |
| Wading Pool Attendance | 8,420 | 7,262 | 8,138 |
| Total Attendance | 10,230 | 9,061 | 10,000 |
| Gross Element Cost | \$40.00 | \$45.00 | \$44.00 |
| Element Net Cost / Participant | \$36.00 | \$41.00 | \$40.00 |
| Revenue | \$45,800 | \$46,100 | \$46,500 |

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

| | | FY 2016 | FY 2017 | | | FY 2018 | | | | |
|-----------------|--|-----------|------------------|---------------------|---------------------------|------------------|------------------|-----------|----------------|---------------|
| Bargaining Unit | Position | | July - March | | | Department | | Mayor's | | Council |
| | FY 2018 Grade-Step | # | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | # | Request | # | Recommendation | Approval |
| 1. | Program Instructors for Kaleidoscope and Water Spray Park Attendants | 17 | 55,450 | 39,092.50 | 55,450.00 | 17 | 59,500 | 17 | 59,500 | 59,500 |
| 2. | Kaleidoscope Asst. Program Director | 1 | 6,500 | 4,464.00 | 6,500.00 | 1 | 7,000 | 1 | 7,000 | 7,000 |
| Subtotal | | 18 | 58,634.00 | 18 | 61,950 | 43,556.50 | 61,950.00 | 18 | 66,500 | 66,500 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Program Instructors for Kaleidoscope and Water Spray Park Attendants

4,050

Explanation

Increase Program Instructor rate from \$11.00 to \$12.00 per hour

Kaleidoscope Asst. Program Director

500

Increase Kaleidoscope Asst Program Director from \$16.00 to \$18.00 per hour

New Positions

Subtotal

| | | | | | | | | | | |
|---|---|--|---|---|---|--|--|--|--|--|
| | | | | | | | | | | |
| 0 | 0 | | 0 | 0 | 0 | | | | | |

Grand Total

| | | | | | | | | | | |
|-----------|------------------|-----------|---------------|------------------|------------------|-----------|---------------|-----------|---------------|---------------|
| 18 | 58,634.00 | 18 | 61,950 | 43,556.50 | 61,950.00 | 18 | 66,500 | 18 | 66,500 | 66,500 |
|-----------|------------------|-----------|---------------|------------------|------------------|-----------|---------------|-----------|---------------|---------------|

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-631-5100 | | | | | | | | | |
| 5122 Temporary Help / PT Wage | 47,947.50 | 58,634.00 | 61,950.00 | 43,556.50 | 61,950.00 | 66,500.00 | 4,550.00 | 66,500.00 | 66,500.00 |
| General Expenses 001-631-5200 | | | | | | | | | |
| 5231 Water | 312,556.55 | 314,585.02 | 325,000.00 | 269,527.31 | 300,000.00 | 350,000.00 | 25,000.00 | 350,000.00 | 350,000.00 |
| 5312 First Aid Training | 45.00 | 1,304.58 | 500.00 | 244.95 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5381 Transportation of Persons | 2,000.00 | 2,535.00 | 3,500.00 | 1,860.00 | 3,500.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 |
| 5460 Groundskeeping Supplies | 929.65 | 2,696.76 | 3,000.00 | 464.13 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5500 First Aid Supplies | 922.83 | 1,116.71 | 1,000.00 | | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5584 Recreational | 14,097.64 | 19,177.43 | 18,000.00 | 8,634.34 | 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 | 2,344.00 | 2,543.23 | 3,500.00 | 1,448.18 | 3,500.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---|---|
| 5231 Water | Anticipated increase in water/sewer bills. Addition of Drake, Gilmore, Elsie Turner, and Graverson. Drake was closed this past season so water bill was much lower than normal. | 25,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 47,947.50 | 58,634.00 | 61,950.00 | 43,556.50 | 61,950.00 | 66,500.00 | 4,550.00 | 66,500.00 | 66,500.00 |
| General Expenses | 330,551.67 | 341,415.50 | 351,000.00 | 280,730.73 | 326,000.00 | 376,000.00 | 25,000.00 | 376,000.00 | 376,000.00 |
| Equipment & Unusual | 2,344.00 | 2,543.23 | 3,500.00 | 1,448.18 | 3,500.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 |
| Total Operating Budget | 380,843.17 | 402,592.73 | 416,450.00 | 325,735.41 | 391,450.00 | 446,000.00 | 29,550.00 | 446,000.00 | 446,000.00 |

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

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

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 2017 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 2015 | FY 2016 |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| | | | |
|-------------------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Number of Summer Fun Programs | 3 | 3 | 3 |
| Different Participants | 527 | 529 | 535 |
| Total Attended | 3,937 | 3,818 | 3,950 |
| Revenue | \$89,040 | \$90,320 | \$91,500 |
| Gross Cost / Participant | \$20.00 | \$21.00 | \$22.00 |

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

| | | FY 2016 | FY 2017 | | | | FY 2018 | | | |
|-----------------|---|--------------------|---------|---------------------|--------------|----------------------------------|---------|--------------------|----|---|
| Bargaining Unit | Position | FY 2018 Grade-Step | | | July - March | | | | | |
| | | | # | Actual Expenditures | Budget | Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation Council Approval |
| 1. | Summer Fun Prog Instructors/Pre-K Instructors | | 15 | | 47,200 | 41,150.00 | 15 | 51,500 | 15 | 51,500 |
| 2. | Lifeguard / Swimming Instructors | | 2 | | 8,000 | 6,643.00 | 2 | 9,500 | 2 | 9,500 |
| 3. | Asst Program Director | | 1 | | 6,500 | 4,480.00 | 1 | 7,000 | 1 | 7,000 |
| 4. | Middle School Program Supervisor | | 1 | | 5,600 | 4,025.00 | 1 | 6,000 | 1 | 6,000 |
| Subtotal | | | 19 | 67,300.00 | 67,300 | 56,298.00 | 19 | 74,000 | 19 | 74,000 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Summer Fun Prog Instructors/Pre-K Instructors

4,300

Lifeguard / Swimming Instructors

1,500

Asst Program Director

500

Middle School Program Supervisor

400

Explanation

Increase in rate of pay for staff at Summer Fun at Prospect Hill

Program Instructors from \$11.00 to \$12.00

Lifeguard/swimming from \$14.00 to \$16.00

Asst Program Director from \$16.00 to \$18.00

Middle School Program Supervisor from \$14.00 to \$16.00

New Positions

Subtotal

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

Grand Total

| | | | | | | | | | | |
|----|-----------|----|--------|-----------|-----------|----|--------|----|--------|--------|
| 19 | 67,300.00 | 19 | 67,300 | 56,298.00 | 67,300.00 | 19 | 74,000 | 19 | 74,000 | 74,000 |
|----|-----------|----|--------|-----------|-----------|----|--------|----|--------|--------|

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-632-5100 | | | | | | | | | |
| 5122 Temporary Help / PT Wage | 59,171.50 | 67,300.00 | 67,300.00 | 56,298.00 | 67,300.00 | 74,000.00 | 6,700.00 | 74,000.00 | 74,000.00 |
| <hr/> | | | | | | | | | |
| General Expenses 001-632-5200 | | | | | | | | | |
| 5312 First Aid Training | | 927.65 | 800.00 | 730.00 | 800.00 | 800.00 | 0.00 | 800.00 | 800.00 |
| 5381 Contract Labor | 2,800.00 | 956.00 | 2,500.00 | 626.00 | 1,000.00 | 1,000.00 | (1,500.00) | 1,000.00 | 1,000.00 |
| 5584 Recreational | 9,920.44 | 9,511.96 | 10,500.00 | 703.30 | 10,500.00 | 10,500.00 | 0.00 | 10,500.00 | 10,500.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|-------------|---------------|---|
|-------------|---------------|---|

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|
| Personnel | 59,171.50 | 67,300.00 | 67,300.00 | 56,298.00 | 67,300.00 | 74,000.00 | 6,700.00 | 74,000.00 | 74,000.00 |
| General Expenses | 12,720.44 | 11,395.61 | 13,800.00 | 2,059.30 | 12,300.00 | 12,300.00 | (1,500.00) | 12,300.00 | 12,300.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>71,891.94</u> | <u>78,695.61</u> | <u>81,100.00</u> | <u>58,357.30</u> | <u>79,600.00</u> | <u>86,300.00</u> | <u>5,200.00</u> | <u>86,300.00</u> | <u>86,300.00</u> |

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 | Prospect Hill Park - Stewardship Program |
| 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 | | |

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 2015 | FY 2016 |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-------------------------|-------------------|----------------------|----------------------|
| Games Played | 2,445 | 2,450 | 2,475 |
| Element Cost / Game | \$39.16 | \$47.96 | \$47.47 |
| Element Cost / Diff Prt | \$21.22 | \$25.41 | \$25.27 |
| Total Diff Participants | 4,512 | 4,625 | 4,650 |
| Total Attendants | 107,063 | 108,250 | 108,500 |

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-633-5200 | | | | | | | | | |
| 5213 Light | 36,415.22 | 39,744.77 | 50,000.00 | 32,998.12 | 50,000.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 |
| 5381 Contract Labor | 137.56 | | 2,000.00 | | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5584 Recreational | 42,791.60 | 47,016.81 | 55,000.00 | 10,734.03 | 55,000.00 | 55,000.00 | 0.00 | 55,000.00 | 55,000.00 |
| Equipment & Unusual 001-633-5400 | | | | | | | | | |
| 5397 Summer Youth Programs-PAL | 5,506.52 | 8,563.46 | 8,000.00 | 3,158.71 | 8,000.00 | 8,000.00 | 0.00 | 8,000.00 | 8,000.00 |
| 5398 Stewardship Program - P.H.P. | 1,748.20 | 416.82 | 2,500.00 | 831.01 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

| | | | | | | | | | |
|-------------------------------|------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------|-------------------|-------------------|
| General Expenses | 79,344.38 | 86,761.58 | 107,000.00 | 43,732.15 | 107,000.00 | 107,000.00 | 0.00 | 107,000.00 | 107,000.00 |
| Equipment & Unusual | 7,254.72 | 8,980.28 | 10,500.00 | 3,989.72 | 10,500.00 | 10,500.00 | 0.00 | 10,500.00 | 10,500.00 |
| Total Operating Budget | 86,599.10 | 95,741.86 | 117,500.00 | 47,721.87 | 117,500.00 | 117,500.00 | 0.00 | 117,500.00 | 117,500.00 |

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 twelfth year of operations began September 2016 and will close on April 2017.

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. These rates remained the same for 2016-17 season. 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 as well as items such as tape, skate laces and mouth guards available for purchase.

| | | |
|---|------------------|-----------------|
| 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 2015 | FY 2016 |
| Pension-Contributory/FICA | 2,349 | 2,804 |
| Medical & Life Insurance | 42,294 | 54,802 |
| Building Repair & Maintenance | 43,110 | 3,527 |
| Building Insurance | 2,831 | 2,725 |
| Worker's Compensation | 816 | |
| Other Dept Allocations | 16,312 | 18,628 |
| Total | \$107,712 | \$82,486 |

| | | | |
|------------------------------------|----------------|------------------|------------------|
| | FY 2016 | FY 2017 | FY 2018 |
| Output Measure | Actual | Estimated | Projected |
| Total Number of Ice Rental Hours | 2,267 | 2,263 | 2,270 |
| Total Number of Public Skating Hrs | 178 | 162 | 180 |
| Total Number of In-House Prgm Hrs | 72 | 109 | 110 |
| Total Number of Non-Profit Groups | 6 | 8 | 8 |
| Total Number of Private Groups | 14 | 6 | 7 |
| Total Attendance | 63,152 | 62,590 | 63,000 |
| Total Revenue | \$441,329 | \$428,174 | \$440,000 |

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

| | | | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------|------------------------------------|--------------------|----------|---------------------|---|----------|--------------------|----------|------------------------|------------------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval |
| 1. LAB | Rec Facilities Supervisor I Night | 9-6 | | | | 1 | 60,511 | 1 | 60,511 | 60,511 |
| 2. LAB | *Rec Facilities Supervisor I Night | 9-4 | | | | 1 | 55,407 | 1 | 55,407 | 55,407 |
| 3. LAB | Rec Facilities Supervisor I Night | 9-1 | | | | 1 | 49,887 | 1 | 49,887 | 49,887 |
| 4. | Temporary / Seasonal | | | 28,000 | 34,805.00 | | 28,000 | | 28,000 | 28,000 |
| 5. | Rink Director | | | 6,000 | 3,715.12 | | 0 | | 0 | 0 |
| Subtotal | | | 3 | 219,414.34 | 169,333.37 | 3 | 193,805 | 3 | 193,805 | 193,805 |

Summary of Changes

Adjustments to FY 2017 Positions

| | |
|---|----------|
| Step Raises/Longevity included in * position salary | 1,884 |
| LAB Rec Facilities Supervisor I Night 9-1 | (15,465) |
| Rink Director | (6,000) |

Explanation

New employee to be hired at lower step
Not requested

New Positions

Subtotal

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 3 | 219,414.34 | 3 | 213,386 | 169,333.37 | 195,926.13 | 3 | 193,805 | 3 | 193,805 | 193,805 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

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 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|------------------------|------------------------|-------------|------------------------|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| | | | | Actual Expenditures | | | | | |
| Personnel 640-630-5100 | | | | | | | | | |
| 5112 Wages - Full Time | 133,768.55 | 189,890.34 | 179,386.00 | 130,813.25 | 164,211.13 | 165,805.00 | (13,581.00) | 165,805.00 | 165,805.00 |
| 5121 Salaries - Part Time | 5,000.00 | 5,000.00 | 6,000.00 | 3,715.12 | 3,715.00 | 0.00 | (6,000.00) | 0.00 | 0.00 |
| 5122 Temporary Help / Seasonal | 23,646.75 | 24,524.00 | 28,000.00 | 34,805.00 | 28,000.00 | 28,000.00 | 0.00 | 28,000.00 | 28,000.00 |
| 5131 Overtime | 2,841.20 | 2,793.81 | 4,000.00 | 3,587.24 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| Offset to Recreation for Off-Season Work | (24,687.92) | (54,801.55) | (59,762.00) | (29,881.00) | (59,762.00) | (55,268.00) | 4,494.00 | (55,268.00) | (55,268.00) |
| General Expenses 640-630-5200 | | | | | | | | | |
| 5211 Heat | 12,115.58 | 13,412.53 | 13,000.00 | 8,886.93 | 13,000.00 | 13,000.00 | 0.00 | 13,000.00 | 13,000.00 |
| 5213 Lights | 154,153.26 | 136,874.54 | 160,000.00 | 117,176.61 | 160,000.00 | 160,000.00 | 0.00 | 160,000.00 | 160,000.00 |
| 5231 Water | 19,157.68 | 26,071.52 | 20,000.00 | 20,042.44 | 22,000.00 | 22,000.00 | 2,000.00 | 22,000.00 | 22,000.00 |
| 5241 Equipment Repair/Maint/Compressor | 8,607.74 | 3,285.05 | 15,000.00 | 3,944.95 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 15,000.00 |
| 5244 Motor Equipment Repair/Maint | 1,963.55 | 12,246.54 | 13,000.00 | 2,735.65 | 13,000.00 | 13,000.00 | 0.00 | 13,000.00 | 13,000.00 |
| 5245 Building/Grounds Maint | 8,400.14 | 11,211.96 | 10,000.00 | 4,503.81 | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 10,000.00 |
| 5247 Alarms / Intrusion | 1,307.45 | 1,307.45 | 1,500.00 | 1,539.45 | 1,539.45 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5312 Training | 20.50 | 415.00 | 425.00 | 450.00 | 450.00 | 450.00 | 25.00 | 450.00 | 450.00 |
| 5430 Building Supplies | 2,982.17 | 4,467.34 | 5,000.00 | 1,134.77 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| 5460 Groundskeeping Supplies | 817.22 | | 3,000.00 | 77.88 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5581 Clothing, Gloves, Shoes | 2,275.00 | 2,936.50 | 2,825.00 | 3,032.00 | 2,825.00 | 2,825.00 | 0.00 | 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 | 10,832.50 | 14,976.05 | 16,000.00 | 14,484.00 | 16,000.00 | 16,000.00 | 0.00 | 16,000.00 | 16,000.00 |
| 5301 Energy Audit | 5,910.00 | | | | | | | | |
| 5691 State Assessment | 3,908.78 | 4,413.29 | 5,000.00 | 2,956.85 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------------------------|---------------------|---------------------|------------------------|---------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | July - December Budget | Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Special Items 640-630-5500 | | | | | | | | | |
| 5747 Liability Insurance | 9,910.00 | 8,900.00 | 12,000.00 | 8,900.00 | 8,900.00 | 12,000.00 | 0.00 | 12,000.00 | 12,000.00 |

Department Explanation for Requested Increases

Item

5231 Water
5312 Training

Reason

Increase in water rates
Increase in staff safety training

Department Cost for Requested Increase

2,000.00
25.00

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|
| Personnel | 140,568.58 | 167,406.60 | 157,624.00 | 143,039.61 | 140,164.13 | 142,537.00 | (15,087.00) | 142,537.00 | 142,537.00 |
| General Expenses | 211,800.29 | 212,228.43 | 243,875.00 | 163,524.49 | 245,939.45 | 245,900.00 | 2,025.00 | 245,900.00 | 245,900.00 |
| Equipment & Unusual | 20,651.28 | 19,389.34 | 21,000.00 | 17,440.85 | 21,000.00 | 21,000.00 | 0.00 | 21,000.00 | 21,000.00 |
| Special Items | 9,910.00 | 8,900.00 | 12,000.00 | 8,900.00 | 8,900.00 | 12,000.00 | 0.00 | 12,000.00 | 12,000.00 |
| Total Operating Budget | 382,930.15 | 407,924.37 | 434,499.00 | 332,904.95 | 416,003.58 | 421,437.00 | (13,062.00) | 421,437.00 | 421,437.00 |

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

| | | |
|---|---------------------|---------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 2,515,739 | 2,597,465 |
| Pension Administration | 169,295 | 167,406 |
| Medical & Life Insurance | 22,187,442 | 23,965,286 |
| Building Insurance | 100,689 | 96,947 |
| Motor Vehicle Maint & Repair | 75,230 | 50,962 |
| Motor Vehicle Insurance | 4,426 | 4,138 |
| Total | \$25,052,821 | \$26,882,204 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| | | | |

| COST SUMMARY BY CLASSIFICATION | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------|------------------------|------------------------|----------------------|--|---------------------------|-----------------------|----------------------|---------------------------|----------------------|
| | 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 | 74,014,925.70 | 76,710,965.37 | 79,555,977.00 | 55,043,280.10 | 0.00 | 84,065,464.00 | 3,684,487.00 | 83,240,464.00 | 83,240,464.00 |

Mayor's Recommendation reflects \$500,000 in Circuit Breaker funding and a technology request of \$325,000 that will be funded from FY17 funds.

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 2015 | FY 2016 |
| Pension-Contributory/FICA | 15,981 | 17,315 |
| Pension Administration | 3,860 | 3,770 |
| Medical & Life Insurance | 85,374 | 89,922 |
| Heat, Light, Water | 5,668 | 4,516 |
| Building Repair & Maintenance | 10,558 | 13,434 |
| Building Insurance | 181 | 175 |
| Motor Vehicle Insurance | 632 | 637 |
| Motor Vehicle Maint & Repair | 10,747 | 10,639 |
| Workers' Compensation | 50,338 | 61,634 |
| Total | \$183,339 | \$202,042 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------------------------|-------------------|----------------------|----------------------|
| Aluminum Sign Recycling (income) | \$1,098.00 | \$800.00 | \$700.00 |
| Gallons of White Paint Used | 900 | 755 | 900 |
| Gallons of Yellow Paint Used | 455 | 210 | 500 |
| Signs Installed | 574 | 500 | 400 |
| Signs Removed | 303 | 200 | 150 |

TRAFFIC ENGINEERING

PERSONNEL

| | | | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------|--------------------------------------|--------------------|-----------------------|---------------------|----------------------------------|----------------------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual # Expenditures | July - March Budget | Actual Expenditures Thru 6/30/17 | Department # Request | Mayor's Recommendation | Council Approval | | |
| 1. | Clerk | | | 2,500 | 1,835.80 | 2,500.00 | 1 | 2,500 | 2,500 | 2,500 |
| 2. | *Traffic Engineer | 19-6 | | 120,037 | 90,119.92 | 122,737.83 | 1 | 125,806 | 125,806 | 125,806 |
| 3. | *Asst to Traffic Engineer | 13-6 (L11) | | 90,023 | 67,586.48 | 92,048.52 | 1 | 94,350 | 94,350 | 94,350 |
| 4. | *Principal Office Asst (PT 19.5 hrs) | 8-6 | | 32,118 | 24,038.95 | 32,840.66 | 0.5 | 33,662 | 33,662 | 33,662 |
| 5. LAB | *Painter - Traffic | 9-6 (L9) | | 57,086 | 15,933.18 | 35,363.00 | 1 | 62,224 | 62,224 | 62,224 |
| 6. LAB | Painter - Traffic | 9-6 (L8) | | 61,653 | 35,196.48 | 61,653.00 | 1 | 61,653 | 61,653 | 61,653 |
| 7. | Temporary / Seasonal | | | 19,200 | 7,897.50 | 16,300.00 | | 19,200 | 19,200 | 19,200 |
| Subtotal | | | 5.5 414,334.69 | 5.5 382,617 | 242,608.31 | 363,443.01 | 5.5 399,395 | 5.5 399,395 | 399,395 | |

Summary of Changes

Adjustments to FY 2017 Positions

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

16,778

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---------|
| 5.5 | 414,334.69 | 5.5 | 382,617 | 242,608.31 | 363,443.01 | 5.5 | 399,395 | 5.5 | 399,395 | 399,395 |
|-----|------------|-----|---------|------------|------------|-----|---------|-----|---------|---------|

TRAFFIC ENGINEERING

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-480-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 187,007.00 | 234,522.63 | 210,060.00 | 157,706.40 | 214,786.35 | 220,156.00 | 10,096.00 | 220,156.00 | 220,156.00 |
| 5112 Wages - Full Time | 94,402.54 | 123,849.07 | 118,739.00 | 51,129.66 | 97,016.00 | 123,877.00 | 5,138.00 | 123,877.00 | 123,877.00 |
| 5121 Salaries - Part Time | 31,388.53 | 37,925.49 | 34,618.00 | 25,874.75 | 35,340.66 | 36,162.00 | 1,544.00 | 36,162.00 | 36,162.00 |
| 5122 Wages - Part Time | 11,280.00 | 18,037.50 | 19,200.00 | 7,897.50 | 16,300.00 | 19,200.00 | 0.00 | 19,200.00 | 19,200.00 |
| 5131 Overtime | 9,076.37 | 6,030.78 | 5,000.00 | 11,188.54 | 20,000.00 | 15,000.00 | 5,000.00 | 10,000.00 | 10,000.00 |
| | | | | | | | | | |
| General Expenses 001-480-5200 | | | | | | | | | |
| 5242 Office Equipment Repair/Maint | | 1,607.25 | 1,000.00 | 756.00 | 756.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5244 Motor Equipment Repair/Maint | | 2,369.33 | 2,000.00 | 3,186.09 | 3,500.00 | 3,000.00 | 1,000.00 | 3,000.00 | 3,000.00 |
| 5276 Truck/Equipment Rental | 1,658.00 | 3,800.00 | 5,000.00 | 2,862.09 | 5,000.00 | 5,000.00 | (1,000.00) | 4,000.00 | 4,000.00 |
| 5342 Postage | 3.42 | | 50.00 | 1.47 | 50.47 | 50.00 | 0.00 | 50.00 | 50.00 |
| 5343 Printing | 698.00 | 793.20 | 700.00 | 115.00 | 810.00 | 700.00 | 0.00 | 700.00 | 700.00 |
| 5420 Office Supplies | 1,382.25 | 639.96 | 1,000.00 | 820.24 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5431 Paint Supplies | 23,076.52 | 22,571.10 | 25,000.00 | 557.50 | 25,000.00 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| 5534 Traffic Signs | 26,720.83 | 23,188.65 | 25,000.00 | 13,610.31 | 23,400.00 | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 |
| 5541 Welding Supplies | 661.87 | 327.89 | 350.00 | 143.73 | 800.00 | 350.00 | 0.00 | 350.00 | 350.00 |
| 5581 Clothing, Gloves | 1,550.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 |
| 5587 Tools | | 152.59 | 400.00 | | 400.00 | 400.00 | 0.00 | 400.00 | 400.00 |
| 5730 Dues | 875.00 | 900.00 | 500.00 | 280.00 | 280.00 | 500.00 | 0.00 | 500.00 | 500.00 |

TRAFFIC ENGINEERING

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual 001-480-5400 | | | | | | | | | |
| 5388 Thermoplastic outsource | 33,112.65 | 28,019.87 | 50,000.00 | 14,449.50 | 50,000.00 | 50,000.00 | 0.00 | 50,000.00 | 50,000.00 |
| 6710 ADA Ramps | | | 50,000.00 | 48,013.00 | 50,000.00 | 50,000.00 | (50,000.00) * | 0.00 | 0.00 |

*MAYOR: See CPW budget

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> |
|-----------------------------------|---|
| 5131 Overtime | Increase in pay for Wages Full Time employees plus working more overtime on weekends. |
| 5244 Motor Equipment Repair/Maint | High use of the machines getting more wear and tear which means more repairs. |

| <u>Department Cost for Requested Increase</u> |
|---|
| 10,000.00 |
| 1,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|
| Personnel | 333,154.44 | 420,365.47 | 387,617.00 | 253,796.85 | 383,443.01 | 414,395.00 | 21,778.00 | 409,395.00 | 409,395.00 |
| General Expenses | 56,625.89 | 57,849.97 | 62,500.00 | 23,832.43 | 62,496.47 | 63,500.00 | 0.00 | 62,500.00 | 62,500.00 |
| Equipment & Unusual | 33,112.65 | 28,019.87 | 100,000.00 | 62,462.50 | 100,000.00 | 100,000.00 | (50,000.00) | 50,000.00 | 50,000.00 |
| Total Operating Budget | <u>422,892.98</u> | <u>506,235.31</u> | <u>550,117.00</u> | <u>340,091.78</u> | <u>545,939.48</u> | <u>577,895.00</u> | <u>(28,222.00)</u> | <u>521,895.00</u> | <u>521,895.00</u> |

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Currently we have 714 parking spaces in six parking lots being enforced with seventeen (17) VenTek Pay-by-Space machines, and an additional 256 spaces in the Embassy Parking Facility being enforced with four (4) VenTek Pay & Display machines. We are looking into converting 19 parking spaces in the Church Street Lot from individual Duncan Parking Meters to one (1) VenTek Pay-By-Space machine within the year. This will leave 17 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-three 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 2015 | FY 2016 |
| Pension-Contributory/FICA | 41,053 | 42,246 |
| Pension Administration | 1,125 | 1,084 |
| Medical & Life Insurance | 80,236 | 80,108 |
| Heat, Light, Water | 5,668 | 4,516 |
| Building Repair & Maintenance | 10,558 | 13,434 |
| Building Insurance | 181 | 175 |
| Motor Vehicle Insurance | 316 | 318 |
| Motor Vehicle Maint & Repair | 5,374 | 5,320 |
| Worker's Compensation | 1,507 | |
| Total | \$146,018 | \$147,201 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|-----------------------------|---------------------------|------------------------------|------------------------------|
| Meter Revenue | \$490,282 | \$472,159 | \$475,000 |
| Monthly Stickers Revenue | \$45,675 | \$39,550 | \$40,000 |
| Yearly Stickers Revenue | \$78,750 | \$80,850 | \$80,000 |
| Senior Stickers Revenue | \$4,515 | \$4,895 | \$5,000 |
| Credit Card Revenue | \$90,883 | \$93,456 | \$100,000 |
| Bill & Coin Revenue | \$270,459 | \$253,408 | \$250,000 |
| PCO Ticket issuance | 11,479 | 12,208 | 12,000 |
| PCO & Police Ticket Revenue | \$519,273 | \$486,000 | \$500,000 |

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

| Bargaining Unit | Position | FY 2018 Grade-Step |
|-----------------|------------------------------------|--------------------|
| 1. | Supervisor | |
| 2. | *Parking Control Officer | 7-6 (L11) |
| 3. | *Parking Control Officer | 7-6 (L10) |
| 4. | *Parking Control Officer | 7-6 (L9) |
| 5. LAB | *Meter Repair Person (PT 19.5 hrs) | 7-4 |
| 6. | Part Time - Maintenance Attendant | |
| Subtotal | | |

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | |
|---------|---------------------|---------|---|--------------|--------------|---------|--------------------|-----|------------------------|------------------|
| # | Actual Expenditures | # | July - March Actual Expenditures Thru 6/30/17 | | | # | Department Request | # | Mayor's Recommendation | Council Approval |
| | | | Budget | Expenditures | Expenditures | | | | | |
| | | | 2,500 | 1,835.80 | 2,500.00 | | 2,500 | | 2,500 | 2,500 |
| | | 1 | 48,301 | 35,883.16 | 49,387.77 | 1 | 52,658 | 1 | 52,658 | 52,658 |
| | | 1 | 49,626 | 37,327.57 | 50,742.59 | 1 | 52,302 | 1 | 52,302 | 52,302 |
| | | 1 | 49,478 | 36,979.77 | 50,591.23 | 1 | 52,016 | 1 | 52,016 | 52,016 |
| | | 0.5 | 22,786 | 16,344.85 | 22,786.00 | 0.5 | 23,634 | 0.5 | 23,634 | 23,634 |
| | | 0.5 | 14,310 | 10,380.00 | 14,310.00 | 0.5 | 14,310 | 0.5 | 14,310 | 14,310 |
| 4 | 205,208.77 | 4 | 187,001 | 138,751.15 | 190,317.59 | 4 | 197,420 | | 197,420 | 197,420 |

Summary of Changes

Adjustments to FY 2017 Positions

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

10,419

Explanation

| | | | | |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 4 | 205,208.77 | 4 | 187,001 | 138,751.15 | 190,317.59 | 4 | 197,420 | 4 | 197,420 | 197,420 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

PARKING MANAGEMENT

| EXPENDITURES | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---|---------------------|---------------------|--------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 232-480-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 129,098.41 | 165,554.28 | 147,405.00 | 110,190.50 | 150,721.59 | 156,976.00 | 9,571.00 | 156,976.00 | 156,976.00 |
| 5121 Salaries - Part Time | 2,500.00 | 2,499.99 | 2,500.00 | 1,835.80 | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5122 Wages - Part Time | 16,479.38 | 37,154.50 | 37,096.00 | 26,724.85 | 37,096.00 | 37,944.00 | 848.00 | 37,944.00 | 37,944.00 |
| 5131 Overtime | 4,960.93 | 4,511.96 | 5,000.00 | 913.43 | 914.00 | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 |
| Offset Receipt - Meter Revenue | (153,038.72) | (209,720.73) | (192,001.00) | | | | | | |
| General Expenses 232-480-5200 | | | | | | | | | |
| 5213 Light | 37,565.03 | 39,605.06 | 40,000.00 | 23,608.40 | 40,000.00 | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 |
| 5241 Equipment Repair/Maint | 14,573.50 | 12,592.98 | 17,000.00 | 12,274.19 | 17,000.00 | 17,000.00 | 0.00 | 17,000.00 | 17,000.00 |
| 5242 Office Equipment Repair/Maint | | 1,334.61 | 520.00 | 572.89 | 573.00 | 520.00 | 0.00 | 520.00 | 520.00 |
| 5245 Building/Grounds Maint | 512.66 | 307.15 | 100.00 | 222.92 | 223.00 | 100.00 | 0.00 | 100.00 | 100.00 |
| 5291 Custodial Services | 9,360.00 | | | | | | | | |
| 5343 Printing | 6,984.14 | 4,061.77 | 4,000.00 | 4,059.17 | 4,059.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| 5375 Coin Processing | 2,083.92 | 2,397.56 | 3,000.00 | 2,585.26 | 3,460.00 | 3,500.00 | 500.00 | 3,500.00 | 3,500.00 |
| 5385 Banking / Financial - CC Fees | 11,491.92 | 28,634.44 | 30,000.00 | 22,297.12 | 30,000.00 | 40,000.00 | 10,000.00 | 40,000.00 | 40,000.00 |
| 5411 Batteries | 375.36 | 68.81 | 50.00 | | 50.00 | 50.00 | 0.00 | 50.00 | 50.00 |
| 5543 Meters & Parts | 3,020.94 | 4,684.38 | 6,500.00 | 2,606.56 | 5,810.00 | 6,500.00 | 0.00 | 6,500.00 | 6,500.00 |
| 5581 Clothing, Glove, Shoes | 725.00 | 376.00 | 375.00 | 375.00 | 375.00 | 375.00 | 0.00 | 375.00 | 375.00 |
| 5740 Insurance Surety Bond | 3,494.40 | 3,494.40 | 3,500.00 | | 3,494.00 | 3,500.00 | 0.00 | 3,500.00 | 3,500.00 |
| Offset Receipt - Meter Revenue | (90,186.87) | (97,557.16) | (105,045.00) | | | | | | |
| Equipment & Unusual 232-480-5400 | | | | | | | | | |
| 5176 Transfer to Medical Insurance Trust | 60,000.00 | 60,000.00 | 63,000.00 | 63,000.00 | 63,000.00 | 63,000.00 | 320.00 | 63,320.00 | 63,320.00 |
| Offset Receipt - Meter Revenue | (60,000.00) | (60,000.00) | (63,000.00) | | | | | | |

PARKING MANAGEMENT

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-----------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Special Items 232-480-5500 | | | | | | | | | |
| 5190 Uniform Allowance | 1,998.76 | 1,759.72 | 2,000.00 | 1,464.40 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| Offset Receipt - Meter Revenue | (1,998.76) | (1,759.72) | (2,000.00) | | | | | | |

Department Explanation for Requested Increases

Item

5375 Coin Processing

5385 Banking / Financial - CC Fees

Reason

Processing more coin

PayByPhone transactions

MAYOR: More credit card payments

Department Cost for Requested Increase

500.00

10,000.00

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|--------------|--------------|--------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Personnel | 153,038.72 | 209,720.73 | 192,001.00 | 139,664.58 | 191,231.59 | 202,420.00 | 10,419.00 | 202,420.00 | 202,420.00 |
| General Expenses | 90,186.87 | 97,557.16 | 105,045.00 | 68,601.51 | 105,044.00 | 115,545.00 | 10,500.00 | 115,545.00 | 115,545.00 |
| Equipment & Unusual | 60,000.00 | 60,000.00 | 63,000.00 | 63,000.00 | 63,000.00 | 63,000.00 | 320.00 | 63,320.00 | 63,320.00 |
| Special Items | 1,998.76 | 1,759.72 | 2,000.00 | 1,464.40 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| Less Receipts | (305,224.35) | (369,037.61) | (362,046.00) | 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>272,730.49</u> | <u>361,275.59</u> | <u>382,965.00</u> | <u>21,239.00</u> | <u>383,285.00</u> | <u>383,285.00</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 2015 | FY 2016 |
| Pension-Contributory/FICA | 155,613 | 158,657 |
| Pension Administration | 14,298 | 13,779 |
| Medical & Life Insurance | 286,697 | 274,283 |
| Heat, Light, Water | 19,114 | 17,413 |
| Building Repair & Maintenance | 29,340 | 33,064 |
| Building Insurance | 968 | 932 |
| Total | \$506,030 | \$498,128 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|--------------------------|---------------------------|------------------------------|------------------------------|
| Committed Bills: | | | |
| Real Estate | 15,745 | 15,800 | 15,800 |
| Personal Property | 1,598 | 1,600 | 1,600 |
| Water | 55,380 | 55,400 | 55,400 |
| Excise | 58,465 | 59,000 | 59,000 |
| Departmental | 3,950 | 4,000 | 4,000 |
| Parking Violations | 15,129 | 16,000 | 17,000 |
| Municipal Liens | 2,450 | 2,400 | 2,350 |
| Number of Employees | 2,217 | 2,220 | 2,220 |
| Number of Payroll Checks | 11,019 | 11,100 | 11,100 |
| Number of Vendor Checks | 13,278 | 13,280 | 13,280 |

TREASURER & COLLECTOR

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|--------------------------------|--------------------|---------|---------------------|---------|---------|---|------------|--------------------|---------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | # | Actual Expenditures | # | Budget | July - March Actual Expenditures Thru 6/30/17 | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| 1. | *Treasurer & Collector | 19-6 (L11) | 1 | | 1 | 133,241 | 100,033.22 | 133,241.00 | 1 | 139,645 | 1 | 139,645 | 139,645 | |
| 2. | *Asst Treasurer & Collector | 16-6 (L11) | 1 | | 1 | 110,187 | 82,725.43 | 110,187.00 | 1 | 115,483 | 1 | 115,483 | 115,483 | |
| 3. | *Dept Coll / AR Manager | 14-6 (L10) | 1 | | 1 | 95,208 | 71,479.09 | 95,208.00 | 1 | 99,784 | 1 | 99,784 | 99,784 | |
| 4. | *Senior Accountant | 13-6 (L10) | 1 | | 1 | 89,212 | 66,977.72 | 89,212.00 | 1 | 93,500 | 1 | 93,500 | 93,500 | |
| 5. | *Junior Accountant | 10-5 | 1 | | 1 | 58,986 | 43,804.26 | 58,986.00 | 1 | 64,240 | 1 | 64,240 | 64,240 | |
| 6. | Assistant to Parking Clerk | 10 | | | | 7,500 | | | | | | | | |
| 7. | *Administrative Assistant | 10-6 (L9) | 1 | | 1 | 70,562 | 52,975.53 | 70,562.00 | 1 | 74,067 | 1 | 74,067 | 74,067 | |
| 8. | *Principal Office Asst | 8-6 (L11) | 1 | | 1 | 62,955 | 47,264.39 | 62,955.00 | 1 | 65,981 | 1 | 65,981 | 65,981 | |
| 9. | *Associate Office Asst | 7-6 (L8) | 1 | | 1 | 57,865 | 32,907.13 | 57,865.00 | 1 | 60,646 | 1 | 60,646 | 60,646 | |
| 10. | *Associate Office Asst | 7-6 (L8) | 1 | | 1 | 53,579 | 40,225.47 | 53,579.00 | 1 | 60,646 | 1 | 60,646 | 60,646 | |
| Payroll | | | | | | | | | | | | | | |
| 11. | *Payroll Spvr / Benefits Coord | 12-6 (L10) | 1 | | 1 | 82,832 | 62,187.91 | 82,832.00 | 1 | 87,477 | 1 | 87,477 | 87,477 | |
| 12. | Principal Office Asst | 8-5 | 1 | | 1 | 62,388 | 43,464.50 | 62,388.00 | 1 | 55,775 | 1 | 55,775 | 55,775 | |
| 13. | *Associate Office Asst | 7-2 (L9) | 1 | | 1 | 48,396 | 34,931.05 | 48,396.00 | 1 | 46,848 | 1 | 50,870 | 50,870 | |
| Subtotal | | | 12 | 1,019,710.33 | 12 | 932,911 | 678,975.70 | 925,411.00 | 12 | 964,092 | | 12 | 968,114 | 968,114 |

TREASURER & COLLECTOR

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

| FY 2016 | | FY 2017 | | | FY 2018 | | | | |
|---------|--------------|--------------|--------|---------------------------|------------|---------|---------|----------------|----------|
| | | July - March | | | | | | | |
| Actual | | | Actual | Expenditures | Department | | Mayor's | Council | |
| # | Expenditures | # | Budget | Expenditures Thru 6/30/17 | # | Request | # | Recommendation | Approval |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity/Compensation Ordinance included in * position salary 49,316

Assistant to Parking Clerk 10 (7,500)

Principal Office Asst 8-5 (6,613)

Explanation

Not requested

Employee replaced at lower step

New Positions

Subtotal

Grand Total

| | | | | | | | | | |
|---|---|--|---|---|---|--|--|--|--|
| | | | | | | | | | |
| 0 | 0 | | 0 | 0 | 0 | | | | |

| | | | | | | | | | | |
|----|--------------|----|---------|------------|------------|----|---------|----|---------|---------|
| 12 | 1,019,710.33 | 12 | 932,911 | 678,975.70 | 925,411.00 | 12 | 964,092 | 12 | 968,114 | 968,114 |
|----|--------------|----|---------|------------|------------|----|---------|----|---------|---------|

TREASURER & COLLECTOR

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|---|--------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-145-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 823,400.36 | 1,019,710.33 | 932,911.00 | 678,975.70 | 925,411.00 | 964,092.00 | 35,203.00 | 968,114.00 | 968,114.00 |
| General Expenses 001-145-5200 | | | | | | | | | |
| 5242 Office Equipment Repair/Maint | 4,318.82 | 3,624.14 | 3,000.00 | 3,610.96 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |
| 5247 Alarms / Intrusion | 235.00 | 480.00 | 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 | 6,000.00 | 0.00 | 6,000.00 | 6,000.00 |
| 5305 Legal Services | 19,970.04 | 17,260.31 | 22,000.00 | 10,224.82 | 22,000.00 | 22,000.00 | 0.00 | 22,000.00 | 22,000.00 |
| 5312 Training | | | | | | 5,000.00 | 0.00 | 0.00 | 0.00 |
| 5342 Postage | 70,216.32 | 70,636.99 | 70,000.00 | 48,481.04 | 70,000.00 | 75,000.00 | 2,000.00 | 72,000.00 | 72,000.00 |
| 5343 Printing | 17,501.81 | 20,939.48 | 19,000.00 | 9,508.97 | 19,000.00 | 19,000.00 | 0.00 | 19,000.00 | 19,000.00 |
| 5345 Shortages | (30.00) | (40.00) | 100.00 | (78.31) | 100.00 | 100.00 | 0.00 | 100.00 | 100.00 |
| 5385 Banking / Financial | 136,342.91 | 173,037.84 | 170,000.00 | 117,513.64 | 185,000.00 | 185,000.00 | 10,000.00 | 180,000.00 | 180,000.00 |
| 5420 Office Supplies | 6,684.91 | 5,757.30 | 5,500.00 | 3,857.71 | 6,000.00 | 5,500.00 | 0.00 | 5,500.00 | 5,500.00 |
| 5730 Dues & Subscriptions | 140.00 | 140.00 | 300.00 | 200.00 | 3,000.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5731 Conference Expense | 383.02 | 522.16 | 200.00 | 240.60 | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 |
| 5740 Insurance Premium | 3,700.00 | 3,700.00 | 4,000.00 | 3,700.00 | 3,700.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |

Department Explanation for Requested Increases

| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> | |
|--------------------------|---|---|------------------------------|
| 5312 Training | New and current staff would benefit from software/system training | 5,000.00 | MAYOR: Training in IT Budget |
| 5342 Postage | Additional funds needed | 5,000.00 | |
| 5385 Banking / Financial | Contractual increases | 15,000.00 | |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------------|---------------------|---------------------|
| Personnel | 823,400.36 | 1,019,710.33 | 932,911.00 | 678,975.70 | 925,411.00 | 964,092.00 | 35,203.00 | 968,114.00 | 968,114.00 |
| General Expenses | 265,462.83 | 302,058.22 | 300,600.00 | 197,739.43 | 318,500.00 | 325,600.00 | 12,000.00 | 312,600.00 | 312,600.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 1,088,863.19 | 1,321,768.55 | 1,233,511.00 | 876,715.13 | 1,243,911.00 | 1,289,692.00 | 47,203.00 | 1,280,714.00 | 1,280,714.00 |

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 2015 | FY 2016 |
| | | |
| Total | <u>\$0</u> | <u>\$0</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|------------------------|-------------------|----------------------|----------------------|
| Number of Trust Funds | 77 | 77 | 77 |
| Library Income | \$2,786 | \$2,800 | \$2,800 |
| Charity Income | \$2,729 | \$2,800 | \$2,800 |
| Cemetery Income | \$53,336 | \$54,000 | \$54,000 |
| Scholarship Income | \$83,229 | \$84,000 | \$84,000 |
| Other Income | \$5,746 | \$5,800 | \$5,800 |
| Library Book Value | \$91,836 | \$92,000 | \$92,000 |
| Charity Book Value | \$89,965 | \$90,000 | \$90,000 |
| Scholarship Book Value | \$2,723,962 | \$2,810,000 | \$2,810,000 |
| Cemetery Book Value | \$1,765,887 | \$1,800,000 | \$1,800,000 |
| Other Book Value | \$189,534 | \$190,000 | \$190,000 |
| OPEB | \$9,433,873 | \$9,300,000 | \$9,300,000 |

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

| Bargaining Unit | Position | FY 2018 Grade-Step |
|--------------------|-------------------------|-----------------------|
| 1. | Trust Fund Commissioner | |
| 2. | Asst Clerk & Custodian | |
| Subtotal | | |

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | | | |
|---------|---------------------|---------|--------------|---------------------|---------------------------|--------------------|----------|------------------------|-------|------------------|-------|-------|
| # | Actual Expenditures | # | July - March | | Expenditures Thru 6/30/17 | Department Request | | Mayor's Recommendation | | Council Approval | | |
| | | | Budget | Actual Expenditures | | | | | | | | |
| | | | 3 | 3,000 | | 1,500.00 | 3,000.00 | 3 | 3,000 | 3 | 3,000 | 3,000 |
| | | | 1 | 1,000 | | 734.32 | 1,000.00 | 1 | 1,000 | 1 | 1,000 | 1,000 |
| 4 | 4,000.00 | 4 | 4,000 | 2,234.32 | 4,000.00 | 4 | 4,000 | | 4 | 4,000 | 4,000 | |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Explanation

| | | | | |
|---|---|--|---|---|
| | | | | |
| | | | | |
| 0 | 0 | | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|----------|-----------------|----------|--------------|-----------------|-----------------|----------|--------------|----------|--------------|--------------|
| 4 | 4,000.00 | 4 | 4,000 | 2,234.32 | 4,000.00 | 4 | 4,000 | 4 | 4,000 | 4,000 |
|----------|-----------------|----------|--------------|-----------------|-----------------|----------|--------------|----------|--------------|--------------|

ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-------------------------------|------------------------|------------------------|----------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | 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 | 734.32 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5194 Boards & Commissions | 2,000.00 | 3,000.00 | 3,000.00 | 1,500.00 | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 |

Department Explanation for Requested Increases

| | | |
|--------------------|----------------------|--|
| <u>Item</u> | <u>Reason</u> | <u>Department Cost for Requested Increase</u> |
|--------------------|----------------------|--|

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-----------------|-----------------|
| Personnel | 3,000.00 | 4,000.00 | 4,000.00 | 2,234.32 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |
| General Expenses | | | | | | | | | |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 3,000.00 | 4,000.00 | 4,000.00 | 2,234.32 | 4,000.00 | 4,000.00 | 0.00 | 4,000.00 | 4,000.00 |

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|------------------|------------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 100,312 | 100,895 |
| Pension Administration | 9,730 | 9,377 |
| Medical & Life Insurance | 119,226 | 112,164 |
| Heat, Light, Water | 4,535 | 3,613 |
| Building Repair & Maintenance | 8,447 | 10,747 |
| Building Insurance | 145 | 140 |
| Total | \$242,395 | \$236,936 |

| | | | |
|------------------------|---------------------------|------------------------------|------------------------------|
| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
| Number of Cases Yearly | 2,000 | 2,000 | 2,000 |
| Yearly Cash Benefits | \$240,000 | \$180,000 | \$180,000 |

VETERANS BENEFITS & SERVICES

PERSONNEL

| | | | | FY 2016 | | FY 2017 | | | | FY 2018 | | | |
|-----------------|----|------------------------------|------------|---------------------|------------|---|---------|--------------------|------------|------------------------|---------|------------------|---------|
| Bargaining Unit | | FY 2018 Grade-Step | | Actual Expenditures | | July - March Actual Expenditures Thru 6/30/17 | | Department Request | | Mayor's Recommendation | | Council Approval | |
| Position | | | | # | | # | Budget | Expenditures | | # | | # | |
| 1. | ** | *Dir of Vets Service/License | 16-6 (L11) | | | 1 | 110,187 | 82,725.43 | 112,666.21 | 1 | 115,483 | 1 | 115,483 |
| 2. | | *Administrative Assistant | 10-6 (L9) | | | 1 | 71,215 | 53,466.00 | 72,817.34 | 1 | 74,638 | 1 | 74,638 |
| Subtotal | | | | 2 | 202,940.60 | 2 | 181,402 | 136,191.43 | 185,483.55 | 2 | 190,121 | 2 | 190,121 |

Summary of Changes

Adjustments to FY 2017 Positions

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

8,719

Explanation

| | | | | |
|---|---|---|---|---|
| | | | | |
| | | | | |
| 0 | 0 | 0 | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|
| 2 | 202,940.60 | 2 | 181,402 | 136,191.43 | 185,483.55 | 2 | 190,121 | 2 | 190,121 | 190,121 |
|---|------------|---|---------|------------|------------|---|---------|---|---------|---------|

** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|------------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-543-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 165,092.61 | 202,940.60 | 181,402.00 | 136,191.43 | 185,483.55 | 190,121.00 | 8,719.00 | 190,121.00 | 190,121.00 |
| 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 | 339.94 | 427.00 | 450.00 | 419.08 | 450.00 | 450.00 | 0.00 | 450.00 | 450.00 |
| 5245 Maintenance Vets Square Signs | 1,493.47 | 859.22 | 2,000.00 | 1,186.31 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5312 Training | 767.00 | 577.96 | 600.00 | 25.00 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5342 Postage | 401.85 | 426.85 | 600.00 | | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5343 Printing | 123.50 | 268.40 | 300.00 | | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5420 Office Supplies | 278.76 | 360.33 | 425.00 | 162.78 | 425.00 | 425.00 | 0.00 | 425.00 | 425.00 |
| 5510 Education Supplies | | 94.75 | | | | | | | |
| 5588 Flags & Bunting | 4,618.15 | 4,263.90 | 4,500.00 | 4,104.00 | 4,500.00 | 4,500.00 | 0.00 | 4,500.00 | 4,500.00 |
| 5770 Veterans Benefits | 164,689.85 | 126,338.40 | 180,000.00 | 75,090.10 | 130,000.00 | 180,000.00 | 0.00 | 180,000.00 | 180,000.00 |
| 5781 Holiday Expenses | 557.95 | 1,507.95 | 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 | 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> |
|-------------|---------------|---|
|-------------|---------------|---|

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|
| Personnel | 165,092.61 | 202,940.60 | 181,402.00 | 136,191.43 | 185,483.55 | 190,121.00 | 8,719.00 | 190,121.00 | 190,121.00 |
| General Expenses | 175,070.43 | 136,824.72 | 192,325.00 | 81,512.24 | 142,325.00 | 192,325.00 | 0.00 | 192,325.00 | 192,325.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 340,163.04 | 339,765.32 | 373,727.00 | 217,703.67 | 327,808.55 | 382,446.00 | 8,719.00 | 382,446.00 | 382,446.00 |

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

| | | |
|---|----------------|----------------|
| The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element: | | |
| Indirect Costs | FY 2015 | FY 2016 |
| Pension-Contributory/FICA | 151 | 151 |
| Heat, Light, Water | 1,134 | 903 |
| Building Repair & Maintenance | 2,112 | 2,687 |
| Building Insurance | 36 | 35 |
| Total | \$3,433 | \$3,776 |

| | | | |
|---------------------------------|----------------|------------------|------------------|
| | FY 2016 | FY 2017 | FY 2018 |
| Output Measure | Actual | Estimated | Projected |
| Number of Licenses | 100 | 100 | 108 |
| Common Victualer | 140 | 143 | 143 |
| Filing Fee | 15 | 15 | 15 |
| Amusement Device Permits | 6 | 6 | 6 |
| Entertainment | 35 | 35 | 35 |
| Special Permits | 211 | 220 | 220 |
| Revenue from Licenses & Permits | \$332,175 | \$333,000 | \$335,000 |

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position FY 2018 Grade-Step

1. License Commission
2. Assistants to License Commission

Subtotal

| FY 2016 | | FY 2017 | | | | FY 2018 | | | | | |
|-----------------------------|-----------|--------------|------------------------|------------------------------|-----------|-----------------------|--------|---------------------------|---------------------|----------|--------|
| Actual # Expenditures | # | July - March | | | # | Department Request | # | Mayor's Recommendation | Council Approval | | |
| | | Budget | Actual Expenditures | Expenditures Thru 6/30/17 | | | | | | | |
| | | 3 | 9,600 | 7,200.00 | | | | | | 9,600.00 | |
| | | 2 | 6,000 | 4,405.16 | | | | | | 6,000.00 | |
| 5 | 15,600.00 | 5 | 15,600 | 11,605.16 | 15,600.00 | 5 | 15,600 | | 5 | 15,600 | 15,600 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Explanation

| | | | | |
|----------|----------|--|----------|----------|
| | | | | |
| | | | | |
| 0 | 0 | | 0 | 0 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|----------|------------------|----------|---------------|------------------|------------------|----------|---------------|--|---------------|---------------|
| 5 | 15,600.00 | 5 | 15,600 | 11,605.16 | 15,600.00 | 5 | 15,600 | | 15,600 | 15,600 |
|----------|------------------|----------|---------------|------------------|------------------|----------|---------------|--|---------------|---------------|

LICENSE COMMISSION

EXPENDITURES

| | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|----------------------------|----------------------------|----------------|---|----------------------------------|---------------------------|--------------------------|-------------------------------|-------------------------|
| Classification | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-165-5100 | | | | | | | | | |
| 5121 Salaries - Part Time | 5,999.98 | 6,000.00 | 6,000.00 | 4,405.16 | 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 | 2,400.00 | 1,800.00 | 1,200.00 | 2,400.00 | 0.00 | 2,400.00 | 2,400.00 |
| 5342 Postage | 298.00 | 140.45 | 500.00 | 67.61 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5343 Printing | 571.70 | 830.96 | 600.00 | | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5420 Office Supplies | 256.20 | 267.95 | 300.00 | 117.34 | 300.00 | 300.00 | 0.00 | 300.00 | 300.00 |
| 5510 Education Supplies | | 231.50 | | | | | | | |
| 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

Item

Reason

Department Cost for Requested Increase

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|------------------|------------------|
| Personnel | 15,599.98 | 15,600.00 | 15,600.00 | 11,605.16 | 15,600.00 | 15,600.00 | 0.00 | 15,600.00 | 15,600.00 |
| General Expenses | 3,600.90 | 3,945.86 | 3,875.00 | 2,059.95 | 2,675.00 | 3,875.00 | 0.00 | 3,875.00 | 3,875.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | 19,200.88 | 19,545.86 | 19,475.00 | 13,665.11 | 18,275.00 | 19,475.00 | 0.00 | 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 2015 | FY 2016 |
| Pension-Contributory/FICA | 191,519 | 193,270 |
| Pension Administration | 18,110 | 17,453 |
| Medical & Life Insurance | 262,560 | 316,808 |
| Heat, Light, Water | 40,481 | 27,024 |
| Building Repair & Maintenance | 52,939 | 42,501 |
| Building Insurance | 904 | 871 |
| Motor Vehicle Insurance | 2,213 | 2,865 |
| Motor Vehicle Maint & Repair | 37,615 | 47,876 |
| Total | <u>\$606,341</u> | <u>\$648,668</u> |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 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 | 727 | 732 | 735 |
| Traffic Lights | 83 | 84 | 90 |

WIRES

PERSONNEL

| | | | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|----------------------------------|--------------------|-----------------------|------------|---------|---|------------|--------------------|---------|---------|------------------------|------------------|---------|---------|
| Bargaining Unit | Position | FY 2018 Grade-Step | Actual # Expenditures | # | Budget | Actual Expenditures July - March Thru 6/30/17 | # | Department Request | | # | Mayor's Recommendation | Council Approval | | |
| 1. | *Inspector of Wires | 17-6 (L11) | | 1 | 117,584 | 88,277.68 | 120,230.00 | 1 | 123,234 | | 1 | 123,234 | 123,234 | |
| 2. | SPMG S, E & C Supervisor/Foreman | 14-6 (L10) | | 1 | 95,016 | 69,765.38 | 95,016.00 | 1 | 95,016 | | 1 | 95,016 | 95,016 | |
| 3. | SPMG Sr Wires Inspector | 13-6 | | 1 | 81,099 | 59,546.93 | 81,099.00 | 1 | 81,099 | | 1 | 81,099 | 81,099 | |
| 4. | LAB *Electrician | 11-6 (L10) | | 1 | 87,833 | 64,494.56 | 87,833.00 | 1 | 88,303 | | 1 | 88,303 | 88,303 | |
| 5. | LAB Electrician | 11-6 (L9) | | 1 | 87,833 | 64,494.54 | 87,833.00 | 1 | 87,833 | | 1 | 87,833 | 87,833 | |
| 6. | LAB *Electrician | 11-4 | | 1 | 72,578 | 53,102.33 | 72,578.00 | 1 | 74,849 | | 1 | 74,849 | 74,849 | |
| 7. | LAB Signal Maintainer | 9-6 (L11) | | 1 | 63,365 | 46,370.98 | 63,365.00 | 1 | 63,365 | | 1 | 63,365 | 63,365 | |
| 8. | Office Coordinator | 9-6 (L10) | | 1 | 66,654 | 50,041.13 | 68,154.00 | | | | | | | |
| 9. | Part Time Help | | | | 16,000 | | 16,000.00 | | 16,000 | | | 16,000 | 16,000 | |
| Subtotal | | | 8 | 738,461.06 | 8 | 687,962 | 496,093.53 | 692,108.00 | 7 | 629,699 | | 7 | 629,699 | 629,699 |

Summary of Changes

Adjustments to FY 2017 Positions

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

8,391

Explanation

Administrative Assistant 10-6 (L10)

8,669

Performs duties that are consistent with a grade 10 and are not part of her current job description. Prepares Fire Alarm bills for mailing in Govern, batch processes warrants, address changes, posting to accounts receivable. Also sends out collection notices to delinquent Fire Alarm bills (this use to be handled by Treasurers). Handles all accounts payable for the department with recording in tracking system. This person also processes documentation for motor vehicle/traffic equipment accidents and follows up.

| | | | | | |
|----------|---------------|--|----------|---------------|---------------|
| 1 | 75,323 | | 1 | 75,323 | 75,323 |
| 1 | 75,323 | | 1 | 75,323 | 75,323 |

New Positions

Subtotal

Grand Total

| | | | | | | | | | | |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------------|
| 8 | 738,461.06 | 8 | 687,962 | 496,093.53 | 692,108.00 | 8 | 705,022 | 8 | 705,022 | 705,022 |
|----------|-------------------|----------|----------------|-------------------|-------------------|----------|----------------|----------|----------------|----------------|

WIRES

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|---------------------------------------|------------------------|------------------------|------------|------------------------|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March | | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| | | | | Actual Expenditures | Expenditures Thru 6/30/17 | | | | |
| Personnel 001-245-5100 | | | | | | | | | |
| 5111 Salaries - Full Time | 316,234.75 | 390,957.79 | 360,353.00 | 267,631.12 | 364,499.00 | 374,672.00 | 14,319.00 | 374,672.00 | 374,672.00 |
| 5112 Wages - Full Time | 283,356.43 | 341,595.27 | 311,609.00 | 228,462.41 | 311,609.00 | 314,350.00 | 2,741.00 | 314,350.00 | 314,350.00 |
| 5122 Wages - Part Time | 14,305.80 | 5,908.00 | 16,000.00 | 0.00 | 16,000.00 | 16,000.00 | 0.00 | 16,000.00 | 16,000.00 |
| 5131 Overtime - Callbacks | 23,996.15 | 30,678.36 | 28,000.00 | 20,671.63 | 28,000.00 | 28,000.00 | 0.00 | 28,000.00 | 28,000.00 |
| 5195 Buyback Sick Time | 3,021.05 | 3,058.53 | 3,600.00 | 3,156.13 | 3,157.00 | 3,600.00 | 0.00 | 3,600.00 | 3,600.00 |
| General Expenses 001-245-5200 | | | | | | | | | |
| 5193 Tool Allowance | 750.00 | 600.00 | 600.00 | 600.00 | 600.00 | 600.00 | 0.00 | 600.00 | 600.00 |
| 5212 Clocks - City & Common | 750.47 | 878.13 | 1,000.00 | 752.26 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5213 Light | 36,974.53 | 42,275.62 | 42,000.00 | 37,310.78 | 42,000.00 | 42,000.00 | 0.00 | 42,000.00 | 42,000.00 |
| 5241 Equipment Repair/Maint | 15,298.08 | 7,694.35 | 11,000.00 | 2,134.75 | 11,000.00 | 11,000.00 | 0.00 | 11,000.00 | 11,000.00 |
| 5242 Office Equipment Repair/Maint | | 144.35 | 500.00 | | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5246 Communication Equip Repair/Maint | 65,899.71 | 37,966.81 | 70,000.00 | 27,594.85 | 70,000.00 | 70,000.00 | 0.00 | 70,000.00 | 70,000.00 |
| 5312 Training | 420.00 | 673.50 | 2,000.00 | 1,651.25 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5340 Communication | 68,202.72 | 76,685.61 | 65,000.00 | 38,391.41 | 65,000.00 | 65,000.00 | 0.00 | 65,000.00 | 65,000.00 |
| 5342 Postage | 98.00 | 136.84 | 150.00 | 108.10 | 150.00 | 150.00 | 0.00 | 150.00 | 150.00 |
| 5411 Batteries | 1,245.29 | 5,940.92 | 7,000.00 | 2,774.47 | 7,000.00 | 7,000.00 | 0.00 | 7,000.00 | 7,000.00 |
| 5420 Office Supplies | 511.77 | 687.32 | 1,000.00 | 676.95 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 |
| 5435 Electrical Supplies | 32,512.46 | 40,672.81 | 40,000.00 | 27,494.06 | 40,000.00 | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 |
| 5470 Public Safety Supplies | 16,520.90 | 17,157.15 | 16,000.00 | 22,385.05 | 16,000.00 | 16,000.00 | 0.00 | 16,000.00 | 16,000.00 |
| 5510 Education Supplies | | 720.73 | 500.00 | 156.00 | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5581 Clothing, Gloves, Shoes | 3,334.99 | 3,529.61 | 3,250.00 | 3,176.88 | 3,250.00 | 3,250.00 | 0.00 | 3,250.00 | 3,250.00 |
| 5587 Tools | 2,283.76 | 771.76 | 2,000.00 | 713.35 | 2,000.00 | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| 5781 Holiday | 8,800.00 | 12,730.40 | 12,000.00 | 12,828.38 | 12,900.00 | 13,000.00 | 12,000.00 | 24,000.00 | 24,000.00 |

WIRES

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|----------------------------------|---------------------|---------------------|----------|---|--------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Equipment & Unusual 001-245-5400 | | | | | | | | | |
| 5590 Office Support / Equipment | 207.43 | | 500.00 | | 500.00 | 500.00 | 0.00 | 500.00 | 500.00 |
| 5854 Hoses, Cable, Wire | 5,194.04 | 6,391.67 | 7,000.00 | 3,052.75 | 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> |
|--------------|--------------------|---|
| 5781 Holiday | Negative line item | 1,000.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|------------------------|-------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------------|---------------------|---------------------|
| Personnel | 640,914.18 | 772,197.95 | 719,562.00 | 519,921.29 | 723,265.00 | 736,622.00 | 17,060.00 | 736,622.00 | 736,622.00 |
| General Expenses | 253,602.68 | 249,265.91 | 274,000.00 | 178,748.54 | 274,900.00 | 275,000.00 | 12,000.00 | 286,000.00 | 286,000.00 |
| Equipment & Unusual | 5,401.47 | 6,391.67 | 7,500.00 | 3,052.75 | 7,500.00 | 7,500.00 | 0.00 | 7,500.00 | 7,500.00 |
| Total Operating Budget | <u>899,918.33</u> | <u>1,027,855.53</u> | <u>1,001,062.00</u> | <u>701,722.58</u> | <u>1,005,665.00</u> | <u>1,019,122.00</u> | <u>29,060.00</u> | <u>1,030,122.00</u> | <u>1,030,122.00</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 2015 | FY 2016 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | FY 2017 Estimated | FY 2018 Projected |
|----------------|-------------------|----------------------|----------------------|
| Lights | 4,431 | 4,451 | 4,500 |

STREET LIGHTING

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|-------------------------------|------------------------|------------------------|------------|--|------------------------------|-----------------------|----------------------|---------------------------|---------------------|
| | Actual Expenditures | Actual Expenditures | Budget | Actual Expenditures July - March Thru 6/30/17 | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| General Expenses 001-424-5200 | | | | | | | | | |
| 5213 Light & Supplies | 536,291.56 | 474,396.09 | 530,000.00 | 355,020.31 | 530,000.00 | 530,000.00 | 0.00 | 530,000.00 | 530,000.00 |

Department Explanation for Requested IncreasesItemReasonDepartment Cost for
Requested Increase

COST SUMMARY BY CLASSIFICATION

Personnel

| | | | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|-------------------|-------------------|
| General Expenses | 536,291.56 | 474,396.09 | 530,000.00 | 355,020.31 | 530,000.00 | 530,000.00 | 0.00 | 530,000.00 | 530,000.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>536,291.56</u> | <u>474,396.09</u> | <u>530,000.00</u> | <u>355,020.31</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 2015 | FY 2016 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | \$0 | \$0 |

| Output Measure | FY 2016 Actual | *to 2/28/17 FY 2017 Estimated | FY 2018 Projected |
|--|---------------------------|--|------------------------------|
| Number of Meetings | 36 | 25* (39) | 45 |
| Cases Heard | 48 | 45* | 50 |
| Granted | 38 | 25* | |
| Denied | 3 | 3* | |
| Withdrawn | 3 | 6* | |
| Pending | 3 | 7* | |
| Number of Cases Filed | 44 | 33* | 50 |
| Fees Received FY 2015 | \$26,680.63 | | |
| Fees Received FY 2016 | \$37,363.23 | | |
| Fees Received FY17 to date | \$29,819.28 | | |
| ** ZBA adopted new rules and fees in March 2007. One of the rules adopted requires that Petitioners have all taxes and fees paid to date, prior to filing. | | | |

ZONING BOARD OF APPEALS

PERSONNEL

| Bargaining Unit | | Position | FY 2018 Grade-Step | FY 2016 | | FY 2017 | | | FY 2018 | | | | | | |
|-----------------|-------------|----------|--------------------|----------|--------------|---|-----------|--------------|-----------|-----------|----------------|------------------|----|--------|--------|
| | | | | Actual # | Expenditures | July - March Actual Expenditures Thru 6/30/17 | | Department # | Request | Mayor's # | Recommendation | Council Approval | | | |
| 1. | Members | | | 10 | 20,000 | 15,500.00 | 22,000.00 | 10 | 22,500 | 10 | 22,500 | 22,500 | | | |
| 2. | Chairperson | | | | 500 | 300.00 | 500.00 | | 500 | | 500 | 500 | | | |
| Subtotal | | | | 10 | 17,700.00 | 10 | 20,500 | 15,800.00 | 22,500.00 | 10 | 23,000 | | 10 | 23,000 | 23,000 |

Summary of Changes

Adjustments to FY 2017 Positions

Step Raises/Longevity included in * position salary

Members

2,500

Explanation

Board has had a lot more hearings than in previous years- estimating increase on potential 45 meetings instead of 40.

MAYOR: More cases, more meetings

New Positions

Subtotal

| | | | | | | | | | | |
|---|---|--|---|--|---|--|---|--|---|--|
| | | | | | | | | | | |
| 0 | 0 | | 0 | | 0 | | 0 | | 0 | |

Grand Total

| | | | | | | | | | | | |
|----|-----------|----|--------|-----------|-----------|----|--------|--|----|--------|--------|
| 10 | 17,700.00 | 10 | 20,500 | 15,800.00 | 22,500.00 | 10 | 23,000 | | 10 | 23,000 | 23,000 |
|----|-----------|----|--------|-----------|-----------|----|--------|--|----|--------|--------|

ZONING BOARD OF APPEALS

EXPENDITURES

| Classification | FY 2015 | FY 2016 | FY 2017 | | | FY 2018 | | | |
|--------------------------------------|---------------------|---------------------|-----------|----------------------------------|---------------------------|--------------------|-------------------|------------------------|------------------|
| | Actual Expenditures | Actual Expenditures | Budget | July - March Actual Expenditures | Expenditures Thru 6/30/17 | Department Request | Mayor's Incr/Decr | Mayor's Recommendation | Council Approval |
| Personnel 001-176-5100 | | | | | | | | | |
| 5194 Boards & Commissions | 12,400.00 | 17,700.00 | 20,500.00 | 15,800.00 | 22,500.00 | 23,000.00 | 2,500.00 | 23,000.00 | 23,000.00 |
| General Expenses 001-176-5200 | | | | | | | | | |
| 5308 Stenographer | 7,743.75 | 10,120.00 | 12,000.00 | 6,812.50 | 13,000.00 | 15,000.00 | 3,000.00 | 15,000.00 | 15,000.00 |
| 5341 Advertising | 9,726.71 | 9,649.35 | 12,000.00 | 9,219.36 | 12,000.00 | 15,000.00 | 3,000.00 | 15,000.00 | 15,000.00 |
| 5342 Postage | 1,900.00 | 320.35 | 2,500.00 | 2,180.30 | 2,180.30 | 2,500.00 | 0.00 | 2,500.00 | 2,500.00 |
| 5420 Office Supplies | 196.90 | 271.20 | 1,000.00 | 643.11 | 1,000.00 | 1,500.00 | 500.00 | 1,500.00 | 1,500.00 |

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

| | | |
|----------------------|--|----------|
| 5308 Stenographer | Board has had a lot more hearings than in previous years. | 3,000.00 |
| 5341 Advertising | Board has had a lot more hearings than in previous years and cost of advertising increases every year. | 3,000.00 |
| 5420 Office Supplies | Board has had a lot more hearings than in previous years, with the extra hearings need more documents. | 500.00 |

COST SUMMARY BY CLASSIFICATION

| | | | | | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|------------------|------------------|
| Personnel | 12,400.00 | 17,700.00 | 20,500.00 | 15,800.00 | 22,500.00 | 23,000.00 | 2,500.00 | 23,000.00 | 23,000.00 |
| General Expenses | 19,567.36 | 20,360.90 | 27,500.00 | 18,855.27 | 28,180.30 | 34,000.00 | 6,500.00 | 34,000.00 | 34,000.00 |
| Equipment & Unusual | | | | | | | | | |
| Total Operating Budget | <u>31,967.36</u> | <u>38,060.90</u> | <u>48,000.00</u> | <u>34,655.27</u> | <u>50,680.30</u> | <u>57,000.00</u> | <u>9,000.00</u> | <u>57,000.00</u> | <u>57,000.00</u> |