

City of Waltham



Boat Dock at Lazazzero Playground

Fiscal Year 2014 Budget

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	406,852.68	365,162.87	430,909.00	221,306.32	434,953.00	611,505.00	57,683.00	488,592.00	487,807.00
Personnel	354,937.27	311,945.15	343,079.00	157,965.35	347,123.00	397,960.00	57,683.00	400,762.00	400,762.00
General	51,915.41	53,217.72	87,830.00	63,340.97	87,830.00	213,545.00	-	87,830.00	87,045.00
Equip/Unusual	-	-	-	-	-				
Special									
Auditors	63,159,260.91	62,476,802.01	63,994,182.00	55,516,749.19	63,660,616.44	68,825,678.00	2,931,496.00	66,925,678.00	66,925,378.00
-City Auditor	565,652.87	437,318.12	485,689.00	203,045.39	458,284.73	511,561.00	25,872.00	511,561.00	511,261.00
Personnel	560,125.54	431,140.78	478,154.00	200,928.15	450,734.73	504,026.00	25,872.00	504,026.00	504,026.00
General	5,527.33	6,177.34	7,535.00	2,117.24	7,550.00	7,535.00	-	7,535.00	7,235.00
Equip/Unusual									
Special									
-Interest & Certification	2,818,163.61	2,681,138.50	2,977,619.00	1,446,185.71	2,910,150.71	2,901,000.00	(76,619.00)	2,901,000.00	2,901,000.00
Personnel									
General	2,818,163.61	2,681,138.50	2,977,619.00	1,446,185.71	2,910,150.71	2,901,000.00	(76,619.00)	2,901,000.00	2,901,000.00
Equip/Unusual									
Special									
-Redemption of Bonds	7,133,638.00	6,700,138.00	7,720,738.00	3,730,638.00	7,660,738.00	7,745,000.00	24,262.00	7,745,000.00	7,745,000.00
Personnel									
General	7,133,638.00	6,700,138.00	7,720,738.00	3,730,638.00	7,660,738.00	7,745,000.00	24,262.00	7,745,000.00	7,745,000.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	13,906,941.27	13,763,322.99	13,888,860.00	13,871,090.41	13,888,860.00	14,334,117.00	445,257.00	14,334,117.00	14,334,117.00
Personnel									
General	13,906,941.27	13,763,322.99	13,888,860.00	13,871,090.41	13,888,860.00	14,334,117.00	445,257.00	14,334,117.00	14,334,117.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	36,787,415.83	36,644,045.58	35,886,000.00	34,483,567.91	35,887,100.00	40,086,000.00	2,300,000.00	38,186,000.00	38,186,000.00
Personnel									
General	36,787,415.83	36,644,045.58	35,886,000.00	34,483,567.91	35,887,100.00	40,086,000.00	2,300,000.00	38,186,000.00	38,186,000.00
Equip/Unusual									
Special									
-Group Life Ins & Social Security	104,426.50	104,400.44	115,000.00	47,861.73	115,000.00	115,000.00	-	115,000.00	115,000.00
Personnel									
General	104,426.50	104,400.44	115,000.00	47,861.73	115,000.00	115,000.00	-	115,000.00	115,000.00
Equip/Unusual									
Special									

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Redemption of Bonds (Sewer/Water)</i>	1,387,931.68	1,665,837.79	2,122,901.00	1,428,603.83	2,101,504.00	2,373,000.00	250,099.00	2,373,000.00	2,373,000.00
Personnel									
General	1,387,931.68	1,665,837.79	2,122,901.00	1,428,603.83	2,101,504.00	2,373,000.00	250,099.00	2,373,000.00	2,373,000.00
Equip/Unusual									
Special									
<i>-Interest & Certification (Sewer/Water)</i>	455,091.15	480,600.59	797,375.00	305,756.21	638,979.00	760,000.00	(37,375.00)	760,000.00	760,000.00
Personnel									
General	455,091.15	480,600.59	797,375.00	305,756.21	638,979.00	760,000.00	(37,375.00)	760,000.00	760,000.00
Equip/Unusual									
Special									
Building	2,828,844.03	2,533,010.47	3,000,506.00	1,118,848.58	2,932,819.03	3,161,679.00	18,871.00	3,019,377.00	2,964,327.00
<i>-General</i>	1,647,825.23	1,434,864.15	1,689,656.00	734,515.02	1,621,969.03	1,850,829.00	18,871.00	1,708,527.00	1,706,227.00
Personnel	1,364,869.81	1,198,210.86	1,408,656.00	622,138.70	1,314,356.00	1,562,879.00	16,621.00	1,425,277.00	1,425,277.00
General	282,955.42	226,653.29	281,000.00	107,706.32	302,943.03	287,950.00	2,250.00	283,250.00	280,950.00
Equip/Unusual	-	10,000.00	-	4,670.00	4,670.00	-	-	-	-
Special									
<i>-Utilities</i>	1,181,018.80	1,098,146.32	1,310,850.00	384,333.56	1,310,850.00	1,310,850.00	-	1,310,850.00	1,258,100.00
General	1,181,018.80	1,098,146.32	1,310,850.00	384,333.56	1,310,850.00	1,310,850.00	-	1,310,850.00	1,258,100.00
City Clerk/Voter Registration	671,113.23	745,664.22	764,790.00	360,683.70	791,995.08	818,360.00	39,586.00	804,376.00	804,376.00
<i>-Records Management</i>	367,585.03	408,676.12	430,587.00	182,264.45	421,209.28	447,577.00	12,059.00	442,646.00	442,646.00
Personnel	338,563.26	340,108.67	340,387.00	173,156.39	351,009.28	357,377.00	12,059.00	352,446.00	352,446.00
General	29,021.77	36,187.99	40,200.00	5,550.79	40,200.00	40,200.00	-	40,200.00	40,200.00
Equip/Unusual	-	32,379.46	50,000.00	3,557.27	30,000.00	50,000.00	-	50,000.00	50,000.00
Special									
<i>-Voter Registration</i>	303,528.20	336,988.10	334,203.00	178,419.25	370,785.80	370,783.00	27,527.00	361,730.00	361,730.00
Personnel	214,528.95	215,720.83	218,703.00	110,644.53	225,285.80	235,283.00	7,527.00	226,230.00	226,230.00
General	88,999.25	121,267.27	115,500.00	67,774.72	145,500.00	135,500.00	20,000.00	135,500.00	135,500.00
Equip/Unusual									
Special									
City Council	331,857.49	334,612.02	352,917.00	167,694.03	343,309.00	463,208.00	106,191.00	459,108.00	459,108.00
Personnel	272,675.30	274,910.04	280,117.00	138,357.14	280,117.00	288,916.00	5,299.00	285,416.00	285,416.00
General	59,182.19	59,701.98	62,800.00	29,336.89	63,192.00	64,292.00	892.00	63,692.00	63,692.00
Equip/Unusual	-	-	10,000.00	-	-	110,000.00	100,000.00	110,000.00	110,000.00
Special									
Conservation Commission	61,078.37	35,702.18	44,400.00	16,511.61	22,525.00	45,550.00	180.00	44,580.00	44,580.00
Personnel	59,479.79	34,532.16	41,500.00	15,672.11	20,750.00	42,150.00	180.00	41,680.00	41,680.00
General	1,598.58	1,170.02	2,900.00	839.50	1,775.00	3,400.00	-	2,900.00	2,900.00
Equip/Unusual									
Special									

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Consolidated Public Works	12,078,855.75	10,318,149.10	11,567,390.00	4,400,350.40	12,274,832.75	12,385,309.00	266,077.00	11,833,467.00	11,783,467.00
-CPW Administration	4,609,263.97	4,577,013.91	5,064,390.00	2,352,077.02	5,123,920.75	5,437,809.00	136,077.00	5,200,467.00	5,150,467.00
Personnel	3,504,769.94	3,401,520.61	3,680,590.00	1,782,372.44	3,738,552.75	3,878,009.00	111,077.00	3,791,667.00	3,791,667.00
General	920,154.35	953,777.25	1,170,800.00	478,502.65	1,172,368.00	1,306,800.00	15,000.00	1,185,800.00	1,135,800.00
Equip/Unusual	184,339.68	221,716.05	213,000.00	91,201.93	213,000.00	253,000.00	10,000.00	223,000.00	223,000.00
Special									
-Snow & Ice	2,939,910.58	460,219.47	1,368,000.00	60,784.48	1,759,895.00	1,368,000.00	-	1,368,000.00	1,368,000.00
Personnel	353,821.32	60,884.30	100,000.00	22,233.44	233,500.00	100,000.00	-	100,000.00	100,000.00
General	2,586,089.26	399,335.17	1,268,000.00	38,551.04	1,526,395.00	1,268,000.00	-	1,268,000.00	1,268,000.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	4,529,681.20	5,280,915.72	5,135,000.00	1,987,488.90	5,391,017.00	5,579,500.00	130,000.00	5,265,000.00	5,265,000.00
General									
Equip/Unusual	4,529,681.20	5,280,915.72	5,135,000.00	1,987,488.90	5,391,017.00	5,579,500.00	130,000.00	5,265,000.00	5,265,000.00
Special									
Board of Survey & Planning	12,025.31	15,670.32	21,400.00	7,068.20	21,400.00	22,100.00	700.00	22,100.00	22,100.00
Personnel	9,300.00	11,772.28	17,000.00	5,795.78	17,000.00	17,000.00	-	17,000.00	17,000.00
General	2,725.31	3,898.04	4,400.00	1,272.42	4,400.00	5,100.00	700.00	5,100.00	5,100.00
Equip/Unusual									
Special									
Cemetery Commission	2,900.00	2,300.00	3,000.00	1,100.00	3,000.00	3,000.00	-	3,000.00	3,000.00
Personnel	2,900.00	2,300.00	3,000.00	1,100.00	3,000.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
Council on Aging / Meals on Wheels	449,331.78	459,543.43	495,612.00	246,053.90	503,845.00	521,361.00	13,291.00	508,903.00	508,903.00
Personnel	303,229.50	306,092.38	342,875.00	179,558.42	351,363.00	368,577.00	13,244.00	356,119.00	356,119.00
General	146,102.28	153,451.05	152,737.00	66,495.48	152,482.00	152,784.00	47.00	152,784.00	152,784.00
Equip/Unusual									
Special									
Disabilities Service Commission	7,077.00	6,800.00	7,200.00	2,800.00	7,200.00	7,200.00	-	7,200.00	7,200.00
Personnel	7,000.00	6,600.00	7,000.00	2,600.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	77.00	200.00	200.00	200.00	200.00	200.00	-	200.00	200.00
Equip/Unusual									
Special									
Engineering	357,781.87	352,916.30	362,192.00	184,076.78	364,257.01	451,894.00	16,558.00	378,750.00	378,750.00
Personnel	351,057.58	347,361.55	355,342.00	179,628.94	357,315.38	443,094.00	14,958.00	370,300.00	370,300.00
General	6,724.29	5,554.75	6,850.00	4,447.84	6,941.63	8,800.00	1,600.00	8,450.00	8,450.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Water	9,142,664.29	9,087,794.96	9,527,570.00	4,649,783.08	9,449,425.70	9,859,477.00	64,443.00	9,592,013.00	9,592,013.00
-Water & Sewer Billing & Compliance	180,375.73	183,649.00	192,281.00	77,695.97	174,747.07	202,070.00	(34,794.00)	157,487.00	157,487.00
Personnel	145,941.03	152,510.90	156,981.00	63,081.99	139,447.07	164,970.00	(35,494.00)	121,487.00	121,487.00
General	34,434.70	31,138.10	35,300.00	14,613.98	35,300.00	37,100.00	700.00	36,000.00	36,000.00
Equip/Unusual									
Special									
-Water & Sewer Administration	343,214.90	345,369.43	570,947.00	191,007.69	438,598.55	582,294.00	47,045.00	617,992.00	617,992.00
Personnel	341,034.90	343,766.18	568,347.00	190,332.69	436,583.55	579,694.00	5,525.00	573,872.00	573,872.00
General	2,180.00	1,603.25	2,600.00	675.00	2,015.00	2,600.00		2,600.00	2,600.00
Equip/Unusual							41,520.00	41,520.00	41,520.00
Special									
-Operations & Maintenance	8,619,073.66	8,558,776.53	8,764,342.00	4,381,079.42	8,836,080.08	9,075,113.00	52,192.00	8,816,534.00	8,816,534.00
Personnel-Operations & Maint	528,336.15	482,506.93	487,374.00	295,184.50	592,608.00	519,974.00	(2,600.00)	484,774.00	484,774.00
Personnel-Meter Read & Install	125,177.81	99,475.16	105,626.00	61,248.47	114,235.69	136,956.00	28,351.00	133,977.00	133,977.00
General	198,266.29	191,126.77	221,800.00	97,786.95	212,800.00	273,200.00	3,000.00	224,800.00	224,800.00
Equip/Unusual	7,767,293.41	7,785,667.67	7,949,542.00	3,926,859.50	7,916,436.39	8,144,983.00	23,441.00	7,972,983.00	7,972,983.00
Special									
Sewer	12,638,266.83	13,335,533.85	13,649,359.00	6,673,709.31	13,494,492.19	14,073,034.00	180,992.00	13,830,351.00	13,830,351.00
Personnel	430,461.46	535,523.62	582,132.00	257,600.37	574,128.59	730,165.00	(26,650.00)	555,482.00	555,482.00
General	204,106.75	245,817.18	244,600.00	121,400.34	244,600.00	301,600.00	4,000.00	248,600.00	248,600.00
Equip/Unusual	12,003,698.62	12,554,193.05	12,822,627.00	6,294,708.60	12,675,763.60	13,041,269.00	203,642.00	13,026,269.00	13,026,269.00
Special									
Fire	12,906,348.29	13,297,280.17	13,474,387.00	7,127,391.55	14,393,953.32	14,053,197.00	85,115.00	13,559,502.00	13,559,502.00
Personnel	12,488,447.48	12,828,962.65	12,945,444.00	6,917,658.78	13,812,294.00	13,468,374.00	33,555.00	12,978,999.00	12,978,999.00
General	239,302.13	272,103.57	307,818.00	61,238.05	360,534.32	329,898.00	38,560.00	346,378.00	346,378.00
Equip/Unusual	45,554.96	44,108.99	63,700.00	29,254.77	63,700.00	78,700.00	-	63,700.00	63,700.00
Special	133,043.72	152,104.96	157,425.00	119,239.95	157,425.00	176,225.00	13,000.00	170,425.00	170,425.00
Fire Auxiliary	13,316.03	10,677.51	16,100.00	107.40	12,500.00	12,500.00	(3,600.00)	12,500.00	12,500.00
General	6,216.03	7,927.34	9,000.00	107.40	9,000.00	9,000.00	-	9,000.00	9,000.00
Equip/Unusual	3,600.00	-	3,600.00	-	-	-	(3,600.00)	-	-
Special	3,500.00	2,750.17	3,500.00	-	3,500.00	3,500.00	-	3,500.00	3,500.00
Emergency Management	72,310.27	71,749.39	71,124.00	34,411.49	73,363.00	72,563.00	1,439.00	72,563.00	72,563.00
Personnel	67,613.34	67,623.91	67,624.00	33,719.14	69,063.00	69,063.00	1,439.00	69,063.00	69,063.00
General	183.80	747.20	400.00	-	400.00	400.00	-	400.00	400.00
Equip/Unusual	4,513.13	3,378.28	3,100.00	692.35	3,900.00	3,100.00	-	3,100.00	3,100.00
Special									

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Health	761,387.22	767,495.93	781,445.00	409,677.20	797,537.00	813,829.00	25,412.00	806,857.00	806,857.00
Personnel	719,213.23	724,610.72	736,920.00	372,719.52	753,012.00	768,679.00	24,787.00	761,707.00	761,707.00
General	41,732.16	42,545.39	43,925.00	36,581.42	43,925.00	44,550.00	625.00	44,550.00	44,550.00
Equip/Unusual	441.83	339.82	600.00	376.26	600.00	600.00	-	600.00	600.00
Special									
Historical Commission	38,398.98	38,844.27	38,575.00	14,778.60	38,575.00	41,875.00	1,800.00	40,375.00	40,375.00
Personnel	28,799.96	28,699.96	30,500.00	11,749.98	30,500.00	30,500.00	-	30,500.00	30,500.00
General	3,760.36	4,230.31	3,875.00	617.95	3,875.00	3,875.00	-	3,875.00	3,875.00
Equip/Unusual	5,838.66	5,914.00	4,200.00	2,410.67	4,200.00	7,500.00	1,800.00	6,000.00	6,000.00
Special									
Information Technology	1,422,571.58	1,392,610.50	1,466,746.00	744,825.40	1,489,570.34	1,641,762.00	36,016.00	1,502,762.00	1,502,762.00
-Information Technology	1,195,779.41	1,212,195.97	1,259,039.00	676,912.76	1,281,863.34	1,434,055.00	36,016.00	1,295,055.00	1,295,055.00
Personnel	926,290.63	929,525.26	948,814.00	477,082.92	971,888.34	985,080.00	36,266.00	985,080.00	985,080.00
General	267,618.78	268,355.71	300,225.00	195,839.84	299,975.00	299,975.00	(250.00)	299,975.00	299,975.00
Equip/Unusual	1,870.00	14,315.00	10,000.00	3,990.00	10,000.00	149,000.00	-	10,000.00	10,000.00
Special									
-Central Telephone	226,792.17	180,414.53	207,707.00	67,912.64	207,707.00	207,707.00	-	207,707.00	207,707.00
Personnel	24,386.72	25,656.54	27,707.00	12,525.24	27,707.00	27,707.00	-	27,707.00	27,707.00
General	175,405.45	154,757.99	180,000.00	55,387.40	180,000.00	180,000.00	-	180,000.00	180,000.00
Equip/Unusual	27,000.00	-	-	-	-	-	-	-	-
Special									
Law	824,975.16	731,588.63	845,438.00	354,722.33	831,088.84	879,802.00	35,200.00	880,638.00	880,638.00
Personnel	722,765.80	668,017.20	755,588.00	333,585.69	714,638.84	780,852.00	26,100.00	781,688.00	781,688.00
General	46,215.54	55,071.43	63,850.00	20,741.64	66,450.00	72,950.00	9,100.00	72,950.00	72,950.00
Equip/Unusual	55,993.82	8,500.00	26,000.00	395.00	50,000.00	26,000.00	-	26,000.00	26,000.00
Special									
Library	2,141,163.92	2,208,207.70	2,223,115.00	1,091,917.17	2,202,064.64	2,315,287.00	63,876.00	2,286,991.00	2,286,991.00
Personnel	1,788,553.18	1,833,141.90	1,901,515.00	906,338.15	1,835,074.64	1,993,687.00	63,876.00	1,965,391.00	1,965,391.00
General	295,007.20	312,097.58	260,600.00	129,714.12	305,990.00	260,600.00	-	260,600.00	260,600.00
Equip/Unusual	57,603.54	62,968.22	61,000.00	55,864.90	61,000.00	61,000.00	-	61,000.00	61,000.00
Special									
Mayor	412,664.39	428,946.12	2,657,510.00	1,172,809.06	2,271,474.69	2,659,712.00	13,302.00	2,670,812.00	2,670,812.00
-Mayor	401,664.39	418,516.37	2,646,410.00	1,162,809.06	2,260,374.69	2,659,712.00	13,302.00	2,659,712.00	2,659,712.00
Personnel	256,314.63	256,058.87	280,060.00	132,246.42	284,024.69	289,762.00	9,702.00	289,762.00	289,762.00
General	23,719.53	22,655.88	24,850.00	16,559.12	24,850.00	25,000.00	150.00	25,000.00	25,000.00
Equip/Unusual	121,630.23	139,801.62	2,341,500.00	1,014,003.52	1,951,500.00	2,344,950.00	3,450.00	2,344,950.00	2,344,950.00
Special									

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	11,000.00	10,429.75	11,100.00	10,000.00	11,100.00	-	-	11,100.00	11,100.00
Personnel									
General	11,000.00	10,429.75	11,100.00	10,000.00	11,100.00	-	-	11,100.00	11,100.00
Equip/Unusual									
Special									
Personnel	899,546.13	708,468.32	809,054.00	390,248.97	770,042.77	875,939.00	(34,721.00)	774,333.00	774,333.00
<i>-General/Work Study/Unemploy</i>	384,863.36	283,689.50	324,054.00	178,852.76	320,042.77	345,939.00	10,279.00	334,333.00	334,333.00
Personnel	280,534.65	243,160.35	249,304.00	143,686.04	255,292.77	270,389.00	9,479.00	258,783.00	258,783.00
General	89,001.71	9,548.21	51,750.00	29,041.72	41,750.00	52,550.00	800.00	52,550.00	52,550.00
Equip/Unusual	15,327.00	30,980.94	23,000.00	6,125.00	23,000.00	23,000.00	-	23,000.00	23,000.00
Special									
<i>-Workers Comp</i>	514,682.77	424,778.82	485,000.00	211,396.21	450,000.00	530,000.00	(45,000.00)	440,000.00	440,000.00
Personnel									
General	514,682.77	424,778.82	485,000.00	211,396.21	450,000.00	530,000.00	(45,000.00)	440,000.00	440,000.00
Equip/Unusual									
Special									
Planning	546,658.76	553,249.44	506,921.00	243,100.58	423,816.95	512,373.00	55,493.00	562,414.00	562,414.00
<i>-City Planner</i>	188,707.71	204,062.28	165,804.00	59,435.03	75,161.00	192,246.50	29,881.00	195,685.00	195,685.00
Personnel	187,228.97	203,212.28	164,654.00	59,056.06	74,011.00	189,596.50	28,381.00	193,035.00	193,035.00
General	849.93	850.00	1,150.00	378.97	1,150.00	2,650.00	1,500.00	2,650.00	2,650.00
Equip/Unusual	628.81	-	-	-	-	-	-	-	-
Special									
<i>-Housing</i>	231,080.37	154,399.34	142,997.00	78,710.90	149,133.24	115,584.50	19,190.00	162,187.00	162,187.00
Personnel	229,730.37	153,049.71	141,647.00	78,426.43	147,783.24	114,034.50	18,990.00	160,637.00	160,637.00
General	1,350.00	1,349.63	1,350.00	284.47	1,350.00	1,550.00	200.00	1,550.00	1,550.00
Equip/Unusual									
Special									
<i>-Paine Estate</i>	126,870.68	194,787.82	198,120.00	104,954.65	199,522.71	204,542.00	6,422.00	204,542.00	204,542.00
Personnel	98,973.17	165,951.90	166,120.00	95,297.06	171,942.71	171,942.00	5,822.00	171,942.00	171,942.00
General	27,897.51	28,835.92	32,000.00	9,657.59	27,580.00	32,600.00	600.00	32,600.00	32,600.00
Equip/Unusual									
Special									
Police	14,794,800.01	14,560,205.73	15,064,887.00	7,935,631.39	15,101,386.87	15,433,391.00	287,955.00	15,352,842.00	15,303,738.00
<i>-Police & Animal Control</i>	13,408,809.10	13,183,143.76	13,623,218.00	7,177,439.16	13,728,824.17	13,972,010.00	239,139.00	13,862,357.00	13,862,357.00
Personnel	12,851,769.68	12,657,126.08	13,006,891.00	6,892,652.82	13,087,172.86	13,317,133.00	200,589.00	13,207,480.00	13,207,480.00
General	288,004.28	250,026.28	304,835.00	103,568.43	317,893.00	307,785.00	2,950.00	307,785.00	307,785.00
Equip/Unusual	130,449.27	134,587.84	159,267.00	51,891.92	171,533.31	194,867.00	35,600.00	194,867.00	194,867.00
Special	138,585.87	141,403.56	152,225.00	129,325.99	152,225.00	152,225.00	-	152,225.00	152,225.00

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Dispatch</i>	1,385,990.91	1,377,061.97	1,441,669.00	758,192.23	1,372,562.70	1,461,381.00	48,816.00	1,490,485.00	1,441,381.00
Personnel	1,371,506.69	1,341,266.01	1,399,174.00	725,342.30	1,329,817.70	1,410,796.00	40,726.00	1,439,900.00	1,390,796.00
General	9,237.28	30,090.16	35,895.00	28,097.27	36,145.00	43,295.00	7,400.00	43,295.00	43,295.00
Equip/Unusual									
Special	5,246.94	5,705.80	6,600.00	4,752.66	6,600.00	7,290.00	690.00	7,290.00	7,290.00
Purchasing	419,135.31	390,843.89	456,803.00	308,863.08	483,038.58	463,400.00	6,597.00	463,400.00	463,400.00
Personnel	193,927.81	200,264.55	208,018.00	103,023.09	214,217.00	217,349.00	9,331.00	217,349.00	217,349.00
General	5,831.38	10,140.74	7,360.00	3,156.74	6,942.81	7,173.00	(187.00)	7,173.00	7,173.00
Equip/Unusual									
Special	219,376.12	180,438.60	241,425.00	202,683.25	261,878.77	238,878.00	(2,547.00)	238,878.00	238,878.00
Recreation/Veteran's Rink	1,186,384.63	1,205,907.54	1,423,477.00	566,085.60	1,479,252.31	1,700,046.00	176,427.00	1,599,904.00	1,599,904.00
<i>-General Support</i>	456,963.40	438,568.19	483,462.00	275,845.33	540,654.31	690,279.00	155,575.00	639,037.00	639,037.00
Personnel	423,005.46	399,001.94	436,962.00	217,233.24	450,404.31	572,329.00	84,125.00	521,087.00	521,087.00
General	8,334.20	13,566.25	14,500.00	5,763.97	14,500.00	15,950.00	1,450.00	15,950.00	15,950.00
Equip/Unusual	25,623.74	26,000.00	32,000.00	52,848.12	75,750.00	102,000.00	70,000.00	102,000.00	102,000.00
Special									
<i>-Playgrounds</i>	223,960.17	263,994.25	323,000.00	50,909.48	357,500.00	370,450.00	47,450.00	370,450.00	370,450.00
Personnel	44,111.25	42,531.00	55,200.00	37,768.00	55,200.00	61,950.00	6,750.00	61,950.00	61,950.00
General	177,796.82	220,262.61	264,300.00	11,957.48	299,300.00	305,500.00	41,200.00	305,500.00	305,500.00
Equip/Unusual	2,052.10	1,200.64	3,500.00	1,184.00	3,000.00	3,000.00	(500.00)	3,000.00	3,000.00
Special									
<i>-Summer Fun</i>	69,023.41	67,588.68	73,096.00	54,356.84	73,096.00	81,100.00	8,004.00	81,100.00	81,100.00
Personnel	59,796.00	55,758.00	59,796.00	50,549.75	59,796.00	67,300.00	7,504.00	67,300.00	67,300.00
General	9,227.41	11,830.68	13,300.00	3,807.09	13,300.00	13,800.00	500.00	13,800.00	13,800.00
Equip/Unusual									
Special									
<i>-Support of Rec Act.</i>	79,416.65	85,739.28	110,000.00	24,717.85	110,000.00	113,000.00	3,000.00	113,000.00	113,000.00
Personnel									
General	71,402.50	78,145.21	102,000.00	22,896.65	102,000.00	105,000.00	3,000.00	105,000.00	105,000.00
Equip/Unusual	8,014.15	7,594.07	8,000.00	1,821.20	8,000.00	8,000.00	-	8,000.00	8,000.00
Special									
<i>-Vet Rink</i>	357,021.00	350,017.14	433,919.00	160,256.10	398,002.00	445,217.00	(37,602.00)	396,317.00	396,317.00
Personnel	126,021.29	123,485.29	184,919.00	66,185.21	139,012.00	174,667.00	(59,152.00)	125,767.00	125,767.00
General	216,809.28	209,030.06	227,500.00	87,278.11	233,951.00	234,550.00	7,050.00	234,550.00	234,550.00
Equip/Unusual	8,225.43	11,898.79	15,000.00	6,792.78	15,000.00	24,000.00	9,000.00	24,000.00	24,000.00
Special	5,965.00	5,603.00	6,500.00	-	10,039.00	12,000.00	5,500.00	12,000.00	12,000.00

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Transportation	653,639.01	650,155.66	726,486.00	380,133.46	746,861.20	873,176.00	45,734.00	772,220.00	772,220.00
-Traffic Engineering	328,326.62	323,746.64	390,180.00	177,658.84	400,199.20	513,407.00	24,021.00	414,201.00	414,201.00
Personnel	205,455.01	200,458.16	295,160.00	148,261.06	301,241.00	357,417.00	21,551.00	316,711.00	316,711.00
General	23,086.06	45,712.23	45,020.00	25,459.58	45,020.00	55,990.00	2,470.00	47,490.00	47,490.00
Equip/Unusual	99,785.55	77,576.25	50,000.00	3,938.20	53,938.20	100,000.00	-	50,000.00	50,000.00
Special									
-Parking Management	325,312.39	326,409.02	336,306.00	202,474.62	346,662.00	359,769.00	21,713.00	358,019.00	358,019.00
Personnel	195,573.64	194,393.47	200,156.00	100,983.63	206,148.00	207,569.00	7,413.00	207,569.00	207,569.00
General	68,306.58	70,644.14	74,650.00	40,630.78	79,014.00	89,950.00	13,800.00	88,450.00	88,450.00
Equip/Unusual	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	-	60,000.00	60,000.00
Special	1,432.17	1,371.41	1,500.00	860.21	1,500.00	2,250.00	500.00	2,000.00	2,000.00
Treasurer & Collector	1,117,034.73	1,069,784.43	1,118,401.00	520,656.97	1,130,342.08	1,209,145.00	30,640.00	1,149,041.00	1,149,041.00
-Treas & Collector / Paymaster	1,097,467.96	1,050,440.60	1,097,401.00	515,142.21	1,122,126.00	1,205,145.00	47,640.00	1,145,041.00	1,145,041.00
Personnel	832,331.56	778,933.90	808,801.00	402,247.86	833,226.00	895,545.00	37,640.00	846,441.00	846,441.00
General	265,136.40	270,526.70	283,600.00	109,470.35	283,900.00	294,600.00	10,000.00	293,600.00	293,600.00
Equip/Unusual	-	980.00	5,000.00	3,424.00	5,000.00	15,000.00	-	5,000.00	5,000.00
Special									
-Trust Funds	19,566.77	19,343.83	21,000.00	5,514.76	8,216.08	4,000.00	(17,000.00)	4,000.00	4,000.00
Personnel	3,600.00	2,800.00	4,000.00	1,298.68	4,000.00	4,000.00	-	4,000.00	4,000.00
General	15,966.77	16,543.83	17,000.00	4,216.08	4,216.08	-	(17,000.00)	-	-
Equip/Unusual									
Special									
Veterans/License Commission	353,710.51	376,666.71	385,637.00	193,051.69	420,434.63	438,898.00	45,601.00	431,238.00	431,238.00
-Veterans	338,147.51	362,061.12	369,137.00	185,383.66	403,934.63	422,398.00	45,601.00	414,738.00	414,738.00
Personnel	158,862.11	158,862.30	158,862.00	79,213.45	163,659.63	172,123.00	5,601.00	164,463.00	164,463.00
General	179,285.40	203,198.82	210,275.00	106,170.21	240,275.00	250,275.00	40,000.00	250,275.00	250,275.00
Equip/Unusual									
Special									
-License Commission	15,563.00	14,605.59	16,500.00	7,668.03	16,500.00	16,500.00	-	16,500.00	16,500.00
Personnel	12,600.00	11,400.00	12,600.00	6,295.78	12,600.00	12,600.00	-	12,600.00	12,600.00
General	2,963.00	3,205.59	3,900.00	1,372.25	3,900.00	3,900.00	-	3,900.00	3,900.00
Equip/Unusual									
Special									
Wires	1,181,748.36	1,176,147.03	1,308,316.00	624,868.42	1,294,952.10	1,385,397.00	24,283.00	1,332,599.00	1,332,599.00
-General	711,173.43	685,854.77	778,316.00	369,165.61	764,952.10	855,397.00	24,283.00	802,599.00	802,599.00
Personnel	517,268.18	520,799.08	545,766.00	284,125.56	555,182.10	611,922.00	13,483.00	559,249.00	559,249.00
General	189,333.25	158,950.18	224,550.00	81,862.15	201,770.00	235,475.00	10,800.00	235,350.00	235,350.00
Equip/Unusual	4,572.00	6,105.51	8,000.00	3,177.90	8,000.00	8,000.00	-	8,000.00	8,000.00
Special									

	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Street Lighting	470,574.93	490,292.26	530,000.00	255,702.81	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	470,574.93	490,292.26	530,000.00	255,702.81	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	33,129.77	32,416.87	38,100.00	16,232.05	38,100.00	39,100.00	1,000.00	39,100.00	39,100.00
Personnel	16,600.00	13,100.00	17,600.00	9,000.00	17,600.00	17,600.00	-	17,600.00	17,600.00
General	16,529.77	19,316.87	20,500.00	7,232.05	20,500.00	21,500.00	1,000.00	21,500.00	21,500.00
Equip/Unusual									
Special									
Grand Total	141,926,832.60	139,740,907.57	147,633,949.00	95,696,247.51	148,303,024.52	156,670,747.00	4,593,637.00	152,227,586.00	152,072,347.00
Schools	62,022,679.66	62,799,455.46	66,699,448.00	-	-	68,750,952.00	2,051,504.00	68,750,952.00	68,750,952.00
Total with Schools	203,949,512.26	202,540,363.03	214,333,397.00	95,696,247.51	148,303,024.52	225,421,699.00	6,645,141.00	220,978,538.00	220,823,299.00

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 2011	FY 2012
Pension-Contributory/FICA	164,486	146,165
Pension Administration	14,043	12,634
Medical & Life Insurance	143,215	130,574
Heat, Light, Water	13,159	12,919
Building Repair & Maintenance	7,421	26,726
Building Insurance	378	341
Motor Vehicle Insurance	379	272
Motor Vehicle Maint & Repair	4,519	4,723
Total	\$347,600	\$334,354

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Real Estate Parcels Assessed	14,685	14,716	14,800
Personal Prop Parcels Assessed	1,550	1,554	1,565
Field Inspections	2,800	2,800	2,800
Real Estate, Personal Property, Abatements & Exemptions	730	730	730
Motor Vehicle Excise Tax Processed	54,800	54,900	55,000
Motor Vehicle Excise Abatements	2,500	2,500	2,550
Appellate Tax Board Cases - Properties	40	40	35

ASSESSOR

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014						
			#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Chairperson, Assessors	17-6 (L11)			1	117,754	51,816.21	121,310.00						
2.	Assessor	15-6 (L8)			1	88,899	40,704.30	91,584.00						
3.	Assessor (PT monthly)				0.5	6,000		0.00						
4.	*Assistant Assessor	13-5 (L9)			1	71,662	35,733.10	73,826.00	1	77,322	1	77,322	77,322	
5.	Office Coordinator	9-6 (L8)			1	54,264	26,701.74	55,903.00	1	59,581	1	59,581	59,581	
6.	Part Time/ Temporary					4,500	3,010.00	4,500.00		4,500		4,500	4,500	
Subtotal			4.5	311,945.15	4.5	343,079	157,965.35	347,123.00	2	141,403		2	141,403	141,403

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary		10,977
Chairperson, Assessors	19-6 (L11)	3,556
Assessor	16-6 (L8)	8,710
Assessor (PT 19 hrs)	16-1	34,440

Explanation

Held in ordinance & rules, hold over FY13

Held in ordinance & rules, hold over FY13

1	121,310	1	121,310	121,310.00
1	97,609	1	97,609	97,609
0.5	37,638	0.5	40,440	40,440
2.5	256,557	2.5	259,359	259,359

New Positions

Subtotal

Grand Total

4.5	311,945.15	4.5	343,079	157,965.35	347,123.00	4.5	397,960		4.5	400,762	400,762
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ASSESSOR

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	354,937.27	308,050.15	332,579.00	154,955.35	342,623.00	355,822.00	23,243.00	355,822.00	355,822.00
5121 Salaries - Part Time	0.00	3,895.00	10,500.00	3,010.00	4,500.00	42,138.00	34,440.00	44,940.00	44,940.00
General Expenses 001-141-5200									
5248 Computer Equipment License	13,065.00	13,700.00	14,300.00	14,300.00	14,300.00	15,015.00	715.00	15,015.00	15,015.00
5310 Valuation Services	29,040.00	30,075.00	60,000.00	45,753.80	60,000.00	185,000.00	0.00	60,000.00	60,000.00
5312 Training	2,139.91	2,727.59	1,500.00	1,178.25	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	4,591.28	2,891.98	7,000.00	136.90	7,000.00	7,000.00	(715.00)	6,285.00	5,500.00
5343 Printing & Binding	2,323.56	3,016.93	4,200.00	1,488.24	4,200.00	4,200.00	0.00	4,200.00	4,200.00
5420 Office Supplies	755.66	576.22	600.00	253.78	600.00	600.00	0.00	600.00	600.00
5730 Dues		230.00	230.00	230.00	230.00	230.00	0.00	230.00	230.00
Equipment & Unusual 001-141-5400									
6571 Valuation Services									

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	Yearly increase	715.00
5310 Valuation Services	33% full measure and list DOR Requirement (once every 10 years) (Mayor: fund through CIP)	125,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	354,937.27	311,945.15	343,079.00	157,965.35	347,123.00	397,960.00	57,683.00	400,762.00	400,762.00
General Expenses	51,915.41	53,217.72	87,830.00	63,340.97	87,830.00	213,545.00	0.00	87,830.00	87,045.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	406,852.68	365,162.87	430,909.00	221,306.32	434,953.00	611,505.00	57,683.00	488,592.00	487,807.00

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	249,720	249,293
Pension Administration	21,383	21,719
Medical & Life Insurance	181,247	170,456
Heat, Light, Water	13,159	12,919
Building Repair & Maintenance	7,421	26,726
Building Insurance	378	341
Total	\$473,308	\$481,454

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Cash Flow in Millions	\$600	\$620	\$640
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	61	61	61

AUDITOR

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014			
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/12	#	Department Request	#	Mayor's Recommendation Council Approval
1.	*City Auditor	21-5 (L11)			1	122,637	61,150.71	126,340.64	1	131,342	131,342
2.	Asst City Auditor	17-6 (L11)			1	103,917	51,816.24	107,055.29	1	107,055	107,055
3.	Business Manager	15-6			1	81,632	40,704.30	84,097.29	1	84,098	84,098
4.	Senior Accountant							597.30			
5.	*Accountant	11-2			1	51,386		8,823.00	1	53,283	53,283
6.	*Accountant (PT 19 hrs)	11-2			0.5	23,246	6,919.56	25,923.16	0.5	29,674	29,674
7.	Administrative Assistant	10-6 (L8)			1	62,360	31,094.74	64,243.27	1	64,244	64,244
8.	*Principal Off Asst (PT 19 hrs)	8-2			0.5	22,476	4,809.60	23,154.78	0.5	23,830	23,830
9.	Students					10,500	4,433.00	10,500.00		10,500	10,500
Subtotal			5	431,140.78	6	478,154	200,928.15	450,734.73	6	504,026	504,026

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 25,872

Explanation

New Positions

Subtotal

0	0		0		0		0		0		0

Grand Total

5	431,140.78	6	478,154	200,928.15	450,734.73	6	504,026		6	504,026	504,026
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AUDITOR

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	557,277.54	423,333.28	421,932.00	184,765.99	391,156.79	440,022.00	18,090.00	440,022.00	440,022.00
5121 Salaries - Part Time	2,848.00	7,807.50	56,222.00	16,162.16	59,577.94	64,004.00	7,782.00	64,004.00	64,004.00
General Expenses 001-135-5200									
5192 Mileage Allowance	750.00	687.50	800.00	375.00	800.00	800.00	0.00	800.00	500.00
5242 Maintenance of Office Equipment	908.63	1,014.72	1,100.00	1,090.43	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5312 Collective Bargaining/ Training			250.00		250.00	250.00	0.00	250.00	250.00
5342 Postage	118.39	145.02	300.00	86.31	300.00	300.00	0.00	300.00	300.00
5343 Printing & Binding	96.90	104.57	200.00	96.59	200.00	200.00	0.00	200.00	200.00
5420 Office Supplies	3,178.41	4,115.53	4,200.00	318.91	4,200.00	4,200.00	0.00	4,200.00	4,200.00
5730 Dues-Mandatory	150.00	60.00	135.00	150.00	150.00	135.00	0.00	135.00	135.00
5731 Conference Expense	325.00	50.00	550.00		550.00	550.00	0.00	550.00	550.00

Department Explanation for Requested Increases

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

Personnel	560,125.54	431,140.78	478,154.00	200,928.15	450,734.73	504,026.00	25,872.00	504,026.00	504,026.00
General Expenses	5,527.33	6,177.34	7,535.00	2,117.24	7,550.00	7,535.00	0.00	7,535.00	7,235.00
Equipment & Unusual									
Total Operating Budget	565,652.87	437,318.12	485,689.00	203,045.39	458,284.73	511,561.00	25,872.00	511,561.00	511,261.00

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.

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.

Indirect Costs			FY 2011	FY 2012
Total		\$0		\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
BANS Issued (June 2012)	6,376,560		
Interest Rate	1.25%		
Bonds Issued (Feb 2012)	13,338,500		
Interest Rate	3.40%		
Maximum Borrowing Term	20 years		
BANS Issued (June 2013)		3,500,000	3,500,000
Interest Rate		2.0%	2.0%
Bonds issued (June 2013)		8,603,460	
Interest Rate		3.50%	
Moody's Rating	AA+	AA+	AA+
Standard & Poors	AA1	AA1	AA1

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013		FY 2014				
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	50,735.64	72,407.55	70,000.00	134.00	70,000.00	70,000.00	0.00	70,000.00	70,000.00
5915 Debt Inside Interest	2,663,205.68	2,410,918.70	2,692,619.00	1,446,051.71	2,648,190.71	2,721,000.00	28,381.00	2,721,000.00	2,721,000.00
5925 Interest on Bond Anticipation Notes	77,442.89	189,700.00	175,000.00		81,160.00	70,000.00	(105,000.00)	70,000.00	70,000.00
5930 Interest on Tax Refunds	26,779.40	8,112.25	40,000.00		110,800.00	40,000.00	0.00	40,000.00	40,000.00
LESS: Transfer from Stabilization Reserve for Debt Service Fund									
LESS: Bond Premiums									

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5915 Debt Inside Interest	Net increase in interest payments for outstanding municipal and school bond issues	28,381.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	2,818,163.61	2,681,138.50	2,977,619.00	1,446,185.71	2,910,150.71	2,901,000.00	(76,619.00)	2,901,000.00	2,901,000.00
Equipment & Unusual									
Total Operating Budget	<u>2,818,163.61</u>	<u>2,681,138.50</u>	<u>2,977,619.00</u>	<u>1,446,185.71</u>	<u>2,910,150.71</u>	<u>2,901,000.00</u>	<u>(76,619.00)</u>	<u>2,901,000.00</u>	<u>2,901,000.00</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.

[illegible]

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Building	\$4,277,000	\$3,613,400	\$4,319,800
Building - School Construction	\$42,807,844	\$39,834,206	\$36,866,568
City Yard Project	\$686,000	\$614,000	\$542,000
Design / Engineering	\$432,500	\$332,000	\$234,000
Equipment	\$4,037,000	\$3,347,000	\$4,586,000
Land Acquisition	\$10,825,000	\$9,950,000	\$9,995,000
Land Development	\$6,888,000	\$5,594,000	\$5,953,000
Pond Preservation	\$70,000	\$35,000	\$0
Removal Solid Waste Facility	\$1,070,000	\$985,000	\$900,000
Recreation Facilities	\$70,000	\$64,000	\$598,000
Signals	\$512,000	\$290,000	\$483,000
Streets	\$2,928,000	\$2,326,000	\$3,239,000
Technology	\$210,000	\$108,000	\$236,000
Total Outstanding Bonds	\$74,813,344	\$67,092,606	\$67,952,368
Bonds Retired In 5 Years	41%	43%	46%
Bonds Retired In 10 Years	76%	75%	82%
Bonds Retired In 15 Years	97%	96%	97%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	7,133,638.00	6,700,138.00	7,720,738.00	3,730,638.00	7,660,738.00	7,745,000.00	24,262.00	7,745,000.00	7,745,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Inside Limit	Net increase in principal payments for outstanding municipal and school bond issues	24,262.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	7,133,638.00	6,700,138.00	7,720,738.00	3,730,638.00	7,660,738.00	7,745,000.00	24,262.00	7,745,000.00	7,745,000.00
Equipment & Unusual									
Total Operating Budget	<u>7,133,638.00</u>	<u>6,700,138.00</u>	<u>7,720,738.00</u>	<u>3,730,638.00</u>	<u>7,660,738.00</u>	<u>7,745,000.00</u>	<u>24,262.00</u>	<u>7,745,000.00</u>	<u>7,745,000.00</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 annual funding provides for the normal cost and reduction of the unfunded liability.

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Non-Contributory			
Retirees	2	2	2

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Contributory			
Active Participants	868	899	920
Retirees	534	527	530
Disabled Retirees	104	106	107
Surviving Spouses	142	142	145
Actuarial Valuation Date	1/1/2011	1/1/2013	
Actuarial Liability	\$301,356,797	\$319,661,881	
Actuarial Assets	\$168,017,364	\$165,040,789	
Unfunded Actuarial Liability	\$133,339,433	\$154,621,092	
Funded Ratio	55.8%	51.6%	

AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
Classification	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	13,720,343.00	13,738,814.00	13,857,860.00	13,857,860.00	13,857,860.00	14,303,117.00	445,257.00	14,303,117.00	14,303,117.00
Non-Contributory Retirement 001-918-5200									
5170 Pension - Non-Contributory	186,598.27	24,508.99	31,000.00	13,230.41	31,000.00	31,000.00	0.00	31,000.00	31,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Pension - Contributory	PERAC mandated funding	445,257.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	13,906,941.27	13,763,322.99	13,888,860.00	13,871,090.41	13,888,860.00	14,334,117.00	445,257.00	14,334,117.00	14,334,117.00
Equipment & Unusual									
Total Operating Budget	<u>13,906,941.27</u>	<u>13,763,322.99</u>	<u>13,888,860.00</u>	<u>13,871,090.41</u>	<u>13,888,860.00</u>	<u>14,334,117.00</u>	<u>445,257.00</u>	<u>14,334,117.00</u>	<u>14,334,117.00</u>

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Employees / Retirees			
BC/BS - Family	114	96	74
BC/BS - Individual	208	192	163
BC/BS - Individual C/O	732	713	635
BC/BS PPO - Family	302	288	279
BC/BS PPO - Individual	141	145	156
Tufts HMO - Family	528	548	562
Tufts HMO - Individual	235	229	246
Harvard HMO - Family	177	190	204
Harvard HMO - Individual	127	133	136
Medex - Individual	370	409	512

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Annual Total Cost			
BC/BS - Family	\$31,657	\$31,129	\$33,435
BC/BS - Individual	\$13,635	\$13,409	\$14,402
BC/BS - Individual C/O	\$6,635	\$6,585	\$7,029
BC/BS PPO - Family	\$25,454	\$24,971	\$26,847
BC/BS PPO - Individual	\$10,961	\$10,755	\$11,562
Tufts HMO - Family	\$22,834	\$21,411	\$22,623
Tufts HMO - Individual	\$8,475	\$7,933	\$8,387
Harvard HMO - Family	\$20,210	\$20,731	\$20,435
Harvard HMO - Individual	\$8,064	\$8,267	\$8,149
Medex - Individual	\$5,158	\$4,925	\$4,869
Medicare Part D Recoveries	\$667,615	\$635,668	
Stop Loss Recoveries	\$737,971	\$680,514	

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Medical Insurance 001-914-5200									
5171 Blue Cross/Blue Shield	16,200,000.00	16,200,000.00	15,600,000.00	15,600,000.00	15,600,000.00	16,135,000.00	0.00	15,600,000.00	15,600,000.00
5172 Tufts	11,400,000.00	11,400,000.00	10,220,000.00	10,220,000.00	10,220,000.00	12,320,000.00	1,780,000.00	12,000,000.00	12,000,000.00
5173 Harvard	3,000,000.00	3,000,000.00	3,700,000.00	3,700,000.00	3,700,000.00	4,460,000.00	0.00	3,700,000.00	3,700,000.00
5175 Delta Dental	829,835.01	845,222.91	820,000.00	421,209.09	876,000.00	920,000.00	55,000.00	875,000.00	875,000.00
5174 Medicare B Reimbursement	1,802,154.68	1,802,526.49	1,800,000.00	1,800,000.00	1,800,000.00	1,900,000.00	100,000.00	1,900,000.00	1,900,000.00
5185 FICA - Medicare	1,188,677.50	1,231,897.50	1,300,000.00	610,685.56	1,250,000.00	1,300,000.00	0.00	1,300,000.00	1,300,000.00
5186 Stop Loss	799,964.52	596,149.08	720,000.00	417,205.11	715,500.00	785,000.00	65,000.00	785,000.00	785,000.00
5187 Audits / Consulting	2,814.61		10,000.00	7,500.00	9,600.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	12,258.30	17,211.62	15,000.00	6,368.15	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5189 Wellness Programs	1,711.21	1,037.98	1,000.00	600.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	1,550,000.00	1,550,000.00	1,700,000.00	1,700,000.00	1,700,000.00	2,240,000.00	300,000.00	2,000,000.00	2,000,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5171 Blue Cross/Blue Shield	Recommended funding per provider	535,000.00
5172 Tufts	Recommended funding per provider	2,100,000.00
5173 Harvard	Recommended funding per provider	760,000.00
5175 Delta Dental	Recommended funding per provider	100,000.00
5174 Medicare B Reimbursement	Increase based upon FY2013 actual	100,000.00
5186 Stop Loss	Recommended funding per provider	65,000.00
5170 Optional Medicare Extension (OME)	Recommended funding per provider	540,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	36,787,415.83	36,644,045.58	35,886,000.00	34,483,567.91	35,887,100.00	40,086,000.00	2,300,000.00	38,186,000.00	38,186,000.00
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Equipment & Unusual

Total Operating Budget	36,787,415.83	36,644,045.58	35,886,000.00	34,483,567.91	35,887,100.00	40,086,000.00	2,300,000.00	38,186,000.00	38,186,000.00
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AUDITOR - OTHER EMPLOYEE BENEFITS

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Social Security Employees Part-Time < 20 Hours	38	34	34

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Life Insurance			
Employees	986	985	989
Retirees	910	931	945
Coverage Amounts			
Employees - Basic Life	\$15,000	\$15,000	\$15,000
Employees - Accidental Death	\$30,000	\$30,000	\$30,000
Retirees - Basic Life	\$5,000	\$5,000	\$5,000
Retirees - Accidental Death	\$10,000	\$10,000	\$10,000
Annual City Contribution			
Employees - Basic Life	\$59	\$59	\$59
Retirees - Basic Life	\$19	\$19	\$19

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	74,426.50	74,400.44	85,000.00	31,429.14	85,000.00	85,000.00	0.00	85,000.00	85,000.00
Social Security 001-917-5200									
5170 Social Security	30,000.00	30,000.00	30,000.00	16,432.59	30,000.00	30,000.00	0.00	30,000.00	30,000.00

Department Explanation for Requested Increases

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

Personnel									
General Expenses	104,426.50	104,400.44	115,000.00	47,861.73	115,000.00	115,000.00	0.00	115,000.00	115,000.00
Equipment & Unusual									
Total Operating Budget	<u>104,426.50</u>	<u>104,400.44</u>	<u>115,000.00</u>	<u>47,861.73</u>	<u>115,000.00</u>	<u>115,000.00</u>	<u>0.00</u>	<u>115,000.00</u>	<u>115,000.00</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 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Sewer Equipment	\$440,000	\$375,000	\$310,000
Sewer Improvements (City)	\$10,985,500	\$10,216,700	\$10,805,400
Sewer Improvement (MWRA)	\$1,461,240	\$1,065,680	\$670,120
Sewer Improvements (SRF)	\$3,262,143	\$3,026,594	\$2,775,498
Total Outstanding Bonds	<u>\$16,148,883</u>	<u>\$14,683,974</u>	<u>\$14,561,018</u>
Bonds Retired In 10 Years	64%	66%	70%
Bonds Retired In 15 Years	86%	88%	92%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Water Equipment	\$80,000	\$40,000	\$0
Water Improvements	\$6,185,866	\$5,187,114	\$5,713,363
Water Improvements (MWRA)		\$1,320,000	\$1,188,000
Water Improvements (MWRA)		\$836,450	\$752,805
Total Outstanding Bonds	<u>\$6,265,866</u>	<u>\$7,383,564</u>	<u>\$7,654,168</u>
Bonds Retired In 10 Years	72%	73%	65%
Bonds Retired In 15 Years	87%	89%	83%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	919,931.68	1,092,185.99	1,422,149.00	953,952.03	1,447,752.00	1,563,000.00	140,851.00	1,563,000.00	1,563,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	468,000.00	573,651.80	700,752.00	474,651.80	653,752.00	810,000.00	109,248.00	810,000.00	810,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5910 Serial Bond Sewer	Net increase in principal payments for outstanding sewer bond issues	140,851.00
5910 Serial Bond Water	Net increase in principal payments for outstanding water bond issues	109,248.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,387,931.68	1,665,837.79	2,122,901.00	1,428,603.83	2,101,504.00	2,373,000.00	250,099.00	2,373,000.00	2,373,000.00
Equipment & Unusual									
Total Operating Budget	<u>1,387,931.68</u>	<u>1,665,837.79</u>	<u>2,122,901.00</u>	<u>1,428,603.83</u>	<u>2,101,504.00</u>	<u>2,373,000.00</u>	<u>250,099.00</u>	<u>2,373,000.00</u>	<u>2,373,000.00</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.

DESCRIPTION OF OUTPUT STATEMENT:

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
SEWER			
BANS issued (June 2012)	\$1,233,440		
Interest Rate	1.25%		
Bonds Issued (City)	\$6,914,500	\$1,439,440	
Interest Rate	3.40%	3.50%	
Maximum Borrowing Term	20 years	20 years	
Bonds Issued (MWRA)			
Interest Rate			
Maximum Borrowing Term			
Bonds Issued (SRF)	\$384,193		
Interest Rate	2.00%		
Maximum Borrowing Term	20 years		
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
WATER			
BANS issued (June 2012)	\$1,890,000		
Interest Rate	1.25%		
Bonds Issued	\$2,435,000	\$1,079,900	
Interest Rate	3.40%	3.50%	
Maximum Borrowing Term	20 years	20 years	
Bonds Issued (MWRA)		\$1,320,000	
Interest Rate		0.00%	
Maximum Borrowing Term		10 years	
Bonds Issued (MWRA)		\$836,450	
Interest Rate		0.00%	
Maximum Borrowing Term		10 years	
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	31,080.40	38,775.14	40,000.00	2,158.46	8,000.00	40,000.00	0.00	40,000.00	40,000.00
5915 Debt Interest Sewer	297,910.38	305,888.77	502,600.00	221,129.04	465,321.00	500,000.00	(2,600.00)	500,000.00	500,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	9,035.65	14,082.24	40,000.00		15,000.00	40,000.00	0.00	40,000.00	40,000.00
5915 Debt Interest Water	117,064.72	121,854.44	214,775.00	82,468.71	150,658.00	180,000.00	(34,775.00)	180,000.00	180,000.00

Department Explanation for Requested Increases

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

Personnel									
General Expenses	455,091.15	480,600.59	797,375.00	305,756.21	638,979.00	760,000.00	(37,375.00)	760,000.00	760,000.00
Equipment & Unusual									
Total Operating Budget	<u>455,091.15</u>	<u>480,600.59</u>	<u>797,375.00</u>	<u>305,756.21</u>	<u>638,979.00</u>	<u>760,000.00</u>	<u>(37,375.00)</u>	<u>760,000.00</u>	<u>760,000.00</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 2011	FY 2012
Pension-Contributory/FICA	372,104	499,454
Pension Administration	30,804	42,663
Medical & Life Insurance	715,647	725,933
Heat, Light, Water	194,117	192,696
Building Repair & Maintenance	137,845	192,083
Building Insurance	2,567	2,314
Motor Vehicle Insurance	1,515	1,086
Motor Vehicle Maint & Repair	18,075	18,892
Workers Compensation	25,558	62,269
Total	<u>\$1,498,232</u>	<u>\$1,737,390</u>

OUTPUT MEASURES

GENERAL SUPPORT, MAINTENANCE & REPAIR			
The Building department issues and records all building, plumbing, heating, gas and sign permits and certificates of occupancy and zoning complaints. The maintenance element directly supports all elements housed in public buildings through proper maintenance and custodial care of those buildings. The efficiency of all departments of municipal government is improved when the required physical plant of each department is kept in proper repair.			
Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Revenue	\$1,726,601	\$2,242,065	\$2,242,065
Buildings Maintained and Repaired	56	56	56

CODE ENFORCEMENT

Physical inspection or review of construction and use activities provides the means to eliminate unsafe construction practices, unsanitary or dangerous conditions in the City's dwellings and illegal use or exploitation of real property.

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Sign Permits	67	59	59
Plumbing Permits	971	835	835
Gas Permits	649	641	641
Building Permits	1,463	1,210	1,210
Building Inspections	4,392	3,114	3,114
Plumbing Inspections	1,226	850	850
Trench Permits	151	135	135

PERSONNEL

BUILDING

				FY 2012		FY 2013				FY 2014				
Bargaining Unit Position		FY 2014 Grade-Step		# Actual Expenditures		# Budget		Actual Expenditures Thru 6/30/13		# Department Request		# Mayor's Recommendation		Council Approval
1.	*Insp of Bldg/Superintendent	19-3 (L9)	(Acting Insp of Bldg)	1	87,399	48,923.68	101,079.00	1	97,288	1	105,233	105,233		
2.	Director of Maintenance	15-6 (L10)		1	89,183	44,367.70	91,877.00	1	92,508	1	92,508	92,508		
3.	SPMG Sr Building Inspector	13-6 (L11)		1	79,501	41,658.41	82,103.00	1	82,163	1	82,163	82,163		
4.	SPMG *Sr Building Inspector	13-6 (L9)		2	154,820	81,272.31	159,887.00	2	160,070	2	160,070	160,070		
5.	SPMG Sr Building Inspector	13 (1-6)		1	77,410			1	80,066	1	80,066	80,066		
6.	SPMG Sr Plumbing & Gas Inspector	13-6 (L9)		1	78,127	41,006.84	80,683.00	1	80,683	1	80,683	80,683		
7.	SPMG Inspectors Admin Asst	11-6 (L11)		1	69,120	36,284.02	71,381.00	1	71,381	1	71,381	71,381		
8.	Administrative Assistant	10-6 (L10)		1	63,515	31,670.60	65,434.00	1	65,434	1	65,434	65,434		
9.	Office Coordinator	9-6 (L8)		1	57,834	28,837.90	59,581.00	1	59,581	1	59,581	59,581		
10.	Sub Inspector PT (Plumbing)			1	15,000	4,200.00	15,000.00	1	15,000	1	5,000	5,000		
11.	Access Analyst 1 Day	12-1		1	11,081	5,525.26	11,416.00	1	11,416	1	11,416	11,416		
12.	LAB Working Foreman II	11-6 (L11)		1	62,025	30,861.31	62,025.00	1	62,067	1	62,067	62,067		
13.	LAB Painter	10-6 (L8)		1	58,504	27,482.90	58,504.00	1	56,962	1	56,962	56,962		
14.	LAB *Carpenter	10-2		1	43,242	6,627.20	43,242.00	1	44,415	1	44,415	44,415		
15.	LAB *Bldg Maint Person	7-6 (L11)		1	50,599	25,202.32	50,599.00	1	50,917	1	50,917	50,917		
16.	LAB *Bldg Maint Person	7-6 (L9)		1	49,751		0.00	2	100,207	2	100,207	100,207		
17.	LAB *Bldg Maint Person Nights	7-6 (L9)						1	52,773	1	52,773	52,773		
18.	LAB Bldg Maint Person	7-6 (L8)		3	148,473	63,157.94	148,473.00	1	49,679	1	49,679	49,679		
19.	LAB Bldg Maint Person Nights	7-6 (L8)		2	105,318	52,457.60	105,318.00	1	52,659	1	52,659	52,659		
20.	LAB Bldg Maint Person	7-6		1	45,999	22,911.20	45,999.00	1	45,999	1	45,999	45,999		
21.	LAB Bldg Maint Person Nights	7-6		1	48,755	24,285.81	48,755.00							
22.	LAB *Bldg Maint Person	7-4						1	41,698	1	41,698	41,698		
23.	LAB Bldg Maint Person Nights	7-2						1	41,366	1	41,366	41,366		
24.	Compliance Officer				3,000	1,495.78	3,000.00		3,000		3,000	3,000		
Subtotal				24	1,189,954.04	618,228.78	1,304,356.00	24	1,417,332		24	1,415,277	1,415,277	

PERSONNEL

BUILDING

Bargaining Unit Position FY 2014 Grade-Step

FY 2012		FY 2013				FY 2014			
#	Actual Expenditures	July-December		Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
		Budget	Actual Expenditures						

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 16,621

Explanation

New Positions

SPMG Entry Level Building Inspector 13-1

Multi family inspections required every 5 years, fire escape inspections required every five years, back up inspector required to fill gaps in coverage (vacation, sick, seminars, etc.) (Already being funded but not filled)

1 61,052

Assistant to Superintendent 16-1

Require Assistant to Superintendent - Many large projects in progress & projected in near future

1 74,495

Subtotal

2	135,547		0	0	0
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Grand Total

24	1,189,954.04	24	1,398,656	618,228.78	1,304,356.00	26	1,552,879		24	1,415,277	1,415,277
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BUILDING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/13	Request	Incr/Decr	Recommendation	Approval
Personnel 001-192-5100									
5111 Salaries - Full Time	743,788.44	677,992.10	756,909.00	354,021.46	712,025.00	924,721.00	40,210.00	797,119.00	797,119.00
5112 Wages - Full Time	592,808.61	491,597.12	612,666.00	252,986.28	562,915.00	598,742.00	(13,924.00)	598,742.00	598,742.00
5121 Salaries - Part Time	18,149.33	20,364.82	29,081.00	11,221.04	29,416.00	29,416.00	(9,665.00)	19,416.00	19,416.00
5131 Overtime	10,123.43	8,256.82	10,000.00	3,909.92	10,000.00	10,000.00	0.00	10,000.00	10,000.00
General Expenses 001-192-5200									
5192 Mileage	203.30	89.64	500.00	108.23	500.00	500.00	0.00	500.00	200.00
5241 Equipment Repair/Maint	1,059.81	214.75	2,100.00	1,676.80	2,100.00	2,100.00	0.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	531.61	1,889.38	1,000.00	604.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5245 Maint/Repair of Buildings/Elevator	449.71	20,087.36	11,340.00	422.92	11,340.00	11,340.00	0.00	11,340.00	11,340.00
5247 Intrusion Detection	1,971.00	2,509.25	1,600.00	144.00	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5271 Uniform Rental			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5276 Equipment Rental	1,125.00	934.59	3,000.00	1,212.92	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5291 Custodial Services	2,165.78		3,400.00		3,400.00	3,400.00	0.00	3,400.00	3,400.00
5307 Public Safety Service	220.88	105.00	1,150.00	125.00	1,150.00	1,150.00	0.00	1,150.00	1,150.00
5312 Training	145.00	165.25	250.00	270.00	270.00	500.00	250.00	500.00	500.00
5342 Postage	791.75	1,163.90	900.00	814.65	900.00	1,000.00	0.00	900.00	900.00
5343 Printing	771.15	1,351.20	2,000.00	474.80	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5382 Pest Control	1,425.00	811.84	1,500.00	850.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5420 Office Supplies	2,019.07	2,662.67	3,000.00	1,234.65	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	3,990.40	5,516.26	5,000.00	5,831.92	5,831.92	5,000.00	0.00	5,000.00	5,000.00
5431 Paint Supplies	2,020.98	1,132.09	4,000.00	309.84	4,000.00	4,000.00	0.00	4,000.00	2,500.00
5450 Custodial Supplies	14,684.13	25,076.86	21,000.00	25,534.71	25,534.71	21,000.00	0.00	21,000.00	21,000.00
5470 Public Safety Supplies	147.86	271.39	1,600.00		1,600.00	1,600.00	0.00	1,600.00	1,600.00
5510 Education Supplies	1,000.68	300.30	900.00	493.87	900.00	2,000.00	0.00	900.00	900.00
5536 Lumber	214.00	14.99	2,000.00	382.03	2,000.00	2,000.00	0.00	2,000.00	1,500.00
5581 Clothing, Gloves, Shoes	8,720.93	8,034.87	9,000.00	5,972.91	9,000.00	9,000.00	0.00	9,000.00	9,000.00
5588 Signs & Flags	955.32	702.70	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues	325.00					500.00	0.00	0.00	0.00
5733 Licenses	100.00	1,212.00	1,160.00	260.00	1,160.00	1,160.00	0.00	1,160.00	1,160.00
5781 Holiday	900.90	905.75	1,000.00	576.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00

BUILDING									
EXPENDITURES	FY 2011	FY 2012	FY 2013			FY 2014			
Classification	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200									
5245 Repair to Buildings									
-41 City Hall	12,516.70	18,944.79	20,000.00	5,259.31	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-42 Government Center	29,271.77	13,029.41	25,000.00	4,589.02	25,000.00	25,000.00	0.00	25,000.00	25,000.00
-43 Municipal Center	53,452.60	40,521.98	50,000.00	18,867.57	50,000.00	50,000.00	0.00	50,000.00	50,000.00
-45 Cutter St Voting Booth	876.57								
-46 73 Charles Street									
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	1,542.00	993.90		150.00	150.00				
-52 Animal Control / Future vacant schools									
-53 Wires Building	7,333.09	2,962.97							
-54 Emergency Management	7,295.14	487.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
-55 Lake St. Fire Station	417.40	3,950.55	5,500.00	1,302.50	5,500.00	5,500.00	0.00	5,500.00	5,500.00
-56 Moody St. Fire Station	5,236.79	4,849.11	9,000.00	5,350.17	9,000.00	9,000.00	0.00	9,000.00	9,000.00
-57 Prospect St. Fire Station	409.20	1,323.10	5,050.00	241.95	5,050.00	5,050.00	0.00	5,050.00	5,050.00
-58 Willow St. Fire Station	1,742.13	2,066.54	5,050.00	1,400.00	5,050.00	5,050.00	0.00	5,050.00	5,050.00
-59 Trapelo Rd. Fire Station	1,431.80	1,217.21	5,000.00	420.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-61 25 Lexington Street	3,791.81	1,372.90		461.25	1,000.00				
-62 Hardy School	3,102.27	3,599.72		461.25	1,000.00				
-63 Main St Library	23,594.06	10,646.66	20,000.00	4,928.96	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-64 Wellington House		333.20							
-65 Teen Center				1,676.10	1,676.10				
-66 Paine Estate	8,416.17	6,032.75	2,000.00	3,670.75	5,068.00	5,000.00	0.00	2,000.00	2,000.00
-67 Banks School	3,798.31	2,378.89		611.25	2,631.00				
-68 Senior Center	30,733.57	10,446.52	15,000.00	2,655.05	15,000.00	15,000.00	0.00	15,000.00	15,000.00
-69 Met State			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
-71 Leary Field Recreation Building	600.00	4,202.80		845.71	845.71				
-72 Vet's Fieldhouse	5,275.79	3,631.00		2,430.66	3,581.00				
-73 Recreation Building Prospect Hill Park	9,521.51	1,735.01		601.60	601.60				
-74 Cacciatore Field									
-75 Lazazzero Field									
-76 Prospect Hill			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
-77 Cornelia Warren									
-78 Bright School	3,106.53	153.75		461.25	922.00				
-79 South Middle School	19,789.98	9,259.23	10,000.00	2,591.63	10,000.00	10,000.00	0.00	10,000.00	10,000.00
-81 Pumping Station	1,787.81	775.00							
-82 Garages	1,151.00								
Public Parking Garage-Moody St									
Public Parking Garage-Common St									
-83 Cemetery	822.16	2,684.53							
-84 Nipper Maher		627.50							
-85 Fitch		1,525.23		1,080.99	1,080.99	2,000.00	2,000.00	2,000.00	2,000.00
-86 509 Moody St		1,750.00	20,000.00	350.10	20,000.00	20,000.00	0.00	20,000.00	20,000.00

BUILDING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-192-5400									
5302 Banks School Conversion - Architect				4,670.00	4,670.00				
5310 Oil Tank Removal - Bright/South		10,000.00							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Insufficient (free Seminars)	250.00
5342 Postage	Ran out of funds	100.00
5510 Education Supplies	Require new code books and RS Means Books	1,100.00
5730 Dues	Inspectors Dues	500.00
5245 Repair to Buildings		
-66 Paine Estate	Routine maintenance required	3,000.00
-85 Fitch	Routine maintenance required	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,364,869.81	1,198,210.86	1,408,656.00	622,138.70	1,314,356.00	1,562,879.00	16,621.00	1,425,277.00	1,425,277.00
General Expenses	282,955.42	226,653.29	281,000.00	107,706.32	302,943.03	287,950.00	2,250.00	283,250.00	280,950.00
Equipment & Unusual	0.00	10,000.00	0.00	4,670.00	4,670.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>1,647,825.23</u>	<u>1,434,864.15</u>	<u>1,689,656.00</u>	<u>734,515.02</u>	<u>1,621,969.03</u>	<u>1,850,829.00</u>	<u>18,871.00</u>	<u>1,708,527.00</u>	<u>1,706,227.00</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 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of buildings	56	56	56

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual	Actual	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13				
General Expenses 001-193-5200									
-41 City Hall	87,726.84	86,124.88	120,000.00	35,913.11	120,000.00	120,000.00	0.00	120,000.00	100,000.00
-42 Government Center	129,885.59	118,267.67	130,000.00	43,482.12	130,000.00	130,000.00	0.00	130,000.00	130,000.00
-43 Municipal Center	314,281.19	289,965.56	330,000.00	112,974.68	330,000.00	330,000.00	0.00	330,000.00	300,000.00
-45 Cutter St Voting Booth	3,909.97	1,701.52	1,150.00	105.24	1,150.00	1,150.00	0.00	1,150.00	1,150.00
-46 73 Charles Street									
-47 Veterans Building	2,014.50	1,921.52	5,750.00	376.26	5,750.00	5,750.00	0.00	5,750.00	3,000.00
-50 Lake St Sub Station	195.35	624.93	575.00	229.95	575.00	575.00	0.00	575.00	575.00
-51 Carter St. Police Sub Station	11,479.08	10,514.41	15,000.00	2,551.53	15,000.00	15,000.00	0.00	15,000.00	15,000.00
-52 Animal Control / Future vacant schools	1,431.20	1,388.11	744.00	268.13	744.00	744.00	0.00	744.00	744.00
-53 Wires Bldg	44,826.59	40,241.19	11,500.00	10,194.54	11,500.00	11,500.00	0.00	11,500.00	11,500.00
-54 Emergency Management	21,839.72	20,764.24	35,000.00	9,872.16	35,000.00	35,000.00	0.00	35,000.00	35,000.00
-55 Lake St. Fire Station	11,532.84	11,840.83	17,250.00	3,522.98	17,250.00	17,250.00	0.00	17,250.00	17,250.00
-56 Moody St. Fire Station	36,749.38	37,760.03	51,750.00	14,201.73	51,750.00	51,750.00	0.00	51,750.00	51,750.00
-57 Prospect St. Fire Station	12,751.73	13,648.33	13,800.00	4,826.43	13,800.00	13,800.00	0.00	13,800.00	13,800.00
-58 Willow St. Fire Station	11,416.56	11,579.75	13,800.00	4,064.98	13,800.00	13,800.00	0.00	13,800.00	13,800.00
-59 Trapelo Rd. Fire Station	13,924.02	15,631.96	16,100.00	6,085.07	16,100.00	16,100.00	0.00	16,100.00	16,100.00
-61 25 Lexington Street	11,481.59	15,087.74	13,800.00	7,078.73	13,800.00	13,800.00	0.00	13,800.00	13,800.00
-62 Hardy School	23,567.38	13,282.54	3,450.00	2,691.72	3,450.00	3,450.00	0.00	3,450.00	3,450.00
-63 Main St Library	134,037.00	149,890.40	183,000.00	61,846.64	183,000.00	183,000.00	0.00	183,000.00	183,000.00
-64 Wellington House	398.30	2,033.03	5,000.00	661.14	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-65 Teen Center	2,003.98	1,685.60	362.00	243.96	362.00	362.00	0.00	362.00	362.00
-66 Paine Estate	32,516.43	30,106.41	19,550.00	9,930.92	19,550.00	19,550.00	0.00	19,550.00	19,550.00
-67 Banks School	30,702.67	50,214.85	16,100.00	4,359.33	16,100.00	16,100.00	0.00	16,100.00	16,100.00
-68 Senior Center	58,541.31	56,538.78	57,500.00	19,995.10	57,500.00	57,500.00	0.00	57,500.00	57,500.00
-71 Leary Field Recreation Building	11,856.17	10,291.78	6,944.00	1,667.90	6,944.00	6,944.00	0.00	6,944.00	6,944.00
-73 Recreation Building Prospect Hill Park	7,429.83	3,010.86	5,750.00	2,264.34	5,750.00	5,750.00	0.00	5,750.00	5,750.00
-78 Bright School	45,020.93	1,698.24							
-79 South Middle	106,480.72	91,799.29	145,000.00	18,956.54	145,000.00	145,000.00	0.00	145,000.00	145,000.00
-81 Pumping Station			650.00		650.00	650.00	0.00	650.00	650.00
-83 Cemetery	13,017.93	9,679.04	6,325.00	2,365.61	6,325.00	6,325.00	0.00	6,325.00	6,325.00
-85 Fitch		852.83	5,000.00	955.72	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-86 509 Moody St			80,000.00	2,647.00	80,000.00	80,000.00	0.00	80,000.00	80,000.00

BUILDING UTILITIES

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
Classification	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>		<u>Reason</u>							

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	1,181,018.80	1,098,146.32	1,310,850.00	384,333.56	1,310,850.00	1,310,850.00	0.00	1,310,850.00	1,258,100.00
Equipment & Unusual									
Total Operating Budget	<u>1,181,018.80</u>	<u>1,098,146.32</u>	<u>1,310,850.00</u>	<u>384,333.56</u>	<u>1,310,850.00</u>	<u>1,310,850.00</u>	<u>0.00</u>	<u>1,310,850.00</u>	<u>1,258,100.00</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 2011	FY 2012
Pension-Contributory/FICA	126,288	120,397
Pension Administration	10,266	9,923
Medical & Life Insurance	263,668	216,602
Heat, Light, Water	59,718	13,933
Building Repair & Maintenance	20,692	19,264
Building Insurance	304	274
Total	<u>\$480,936</u>	<u>\$380,393</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Births Recorded	750	775	800
Deaths Recorded	585	590	600
Marriage Licenses	475	480	500
Licenses - Dog	1,750	1,800	1,800
Marriage Intentions	500	525	525
Customers Served at Counter	33,000	33,000	33,000
City Clerk Receipts	\$124,888	\$128,000	\$134,000

CITY CLERK

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	City Clerk	18-6 (L10)
2.	Assistant City Clerk	16-6 (L9)
3.	SPMG Executive Assistant	12-6 (L10)
4.	SPMG Administrative Assistant	10-6 (L8)

Subtotal

FY 2012		FY 2013			FY 2014				
#	Actual Expenditures	#	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures Thru 6/30/13					
		1	109,086	54,310.62	112,380.40	1	113,238	1	113,238
		1	95,625	47,681.40	98,512.88	1	98,513	1	98,513
		1	73,316	38,428.31	75,715.27			1	76,293
		1	62,360	32,736.06	64,400.73	1	64,402	1	64,402
4	340,108.67	4	340,387	173,156.39	351,009.28	3	276,153	4	352,446

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	12,059
Senior Executive Assistant	13-6 (L10)
	7,908

Explanation

Due to the increase in the ethics program established by the Attorney General and the testing required to be done by the City Clerk's Office we feel it is imperative to establish a grade/position change

1	81,224		0	0	0
1	81,224		0	0	0

Subtotal

Grand Total

4	340,108.67	4	340,387	173,156.39	351,009.28	4	357,377	4	352,446	352,446
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CITY CLERK

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	338,563.26	340,108.67	340,387.00	173,156.39	351,009.28	357,377.00	12,059.00	352,446.00	352,446.00
General Expenses 001-161-5200									
5192 Mileage Allowances	56.10	82.70	200.00	268.63	200.00	200.00	0.00	200.00	200.00
5242 Office Equipment Repair/Maint	3,022.00	3,002.25	3,500.00	378.25	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5272 Office Equipment Rental	2,582.20	2,184.48	2,500.00	1,656.95	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5308 Stenographer	2,800.00	2,400.00	2,000.00	1,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5341 Advertising	1,466.36	2,307.69	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5342 Postage	4,222.75	6,551.63	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5343 Printing	6,369.38	7,928.84	10,000.00	1,936.20	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5420 Office Supplies	7,254.31	10,702.42	5,000.00	135.76	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5730 Dues & Subscriptions	150.00	375.00	800.00	175.00	800.00	800.00	0.00	800.00	800.00
5731 Conference Expense	898.67	452.98	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5740 Insurance & Surety Bonds	200.00	200.00	200.00		200.00	200.00	0.00	200.00	200.00
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities		32,379.46	* 50,000.00	3,557.27	30,000.00	30,000.00	(20,000.00)	30,000.00	30,000.00
5245 Building/Grounds Maint						20,000.00	20,000.00	20,000.00	20,000.00

* Transfer from Building Dept per Council Order #31246

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5245 Building/Grounds Maint	The savings regarding utilities by unit heaters in the gymnasium allowed us to create a new line item for building maintenance	20,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	338,563.26	340,108.67	340,387.00	173,156.39	351,009.28	357,377.00	12,059.00	352,446.00	352,446.00
General Expenses	29,021.77	68,567.45	90,200.00	9,108.06	70,200.00	90,200.00	0.00	90,200.00	90,200.00
Equipment & Unusual									
Total Operating Budget	367,585.03	408,676.12	430,587.00	182,264.45	421,209.28	447,577.00	12,059.00	442,646.00	442,646.00

VOTER REGISTRATION & ELECTION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Registered Voters	35,620	35,000	35,100
Elections Conducted	3	5	4
Precincts	18	18	18
People in Annual Census List	60,632	60,632	60,632
Voting Machines	20	20	20

VOTER REGISTRATION & ELECTION

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014			
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation Council Approval
1.	Registration Clerk					2,500	1,246.48	2,500.00	2,500		2,500
2.	Voting Machine Custodian					500	249.30	500.00	500		500
3.	Registrars		3			3,000	1,500.00	3,000.00	3	3,000	3,000
4.	SPMG Administrative Assistant	10-6 (L10)	1			63,034	33,039.16	65,096.79	1	65,594	65,594
5.	Assistant Registrar	7-6 (L9)	1			51,179	25,499.50	52,724.61	1		53,171
6.	Assistant Registrar	7-6 (L8)	1			51,139	25,499.49	52,683.40	1		52,684
7.	Assistant Registrar	7-6	1			47,351	23,610.60	48,781.00	1		48,781
Subtotal			7	215,720.83	7	218,703	110,644.53	225,285.80	4	71,594	226,230

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	7,527
Assistant Registrar 8-6 (L9)	5,105
Assistant Registrar 8-6 (L8)	4,629
Assistant Registrar 8-6	4,286

Explanation

Increase in volume with the ethics issues, demands on knowledge as a result of statute changes, more demands on transparency and open meeting law, changes in vital record process, new enforcement of dog license fines, increase in absentee ballots due to off season elections

1	56,284
1	55,768
1	51,637
3	163,689
0	0
0	0

New Positions

Subtotal

Grand Total

7	215,720.83	7	218,703	110,644.53	225,285.80	7	235,283	7	226,230	226,230
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VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	208,778.95	209,720.83	212,703.00	107,648.75	219,285.80	229,283.00	7,527.00	220,230.00	220,230.00
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,495.78	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	2,750.00	3,000.00	3,000.00	1,500.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200									
5192 Mileage	75.70	125.99	300.00	83.25	300.00	300.00	0.00	300.00	300.00
5241 Equipment Repair/Maint	8,473.20	5,678.86	12,000.00	6,910.75	12,000.00	15,000.00	3,000.00	15,000.00	15,000.00
5330 Transport Services			200.00		200.00	200.00	0.00	200.00	200.00
5341 Advertising	2,705.65	946.16	4,000.00	963.90	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	19,867.64	16,137.96	15,000.00	7,551.44	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5343 Printing	9,908.88	16,281.20	15,000.00	9,256.26	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	40,702.25	56,622.00	60,000.00	39,027.00	90,000.00	60,000.00	0.00	60,000.00	60,000.00
5420 Office Supplies	6,150.93	2,008.77	7,500.00	3,982.12	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5425 Software License		10,500.00				6,000.00	6,000.00	6,000.00	6,000.00
5490 Groceries & Provisions	900.00	1,288.56	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5585 Inaugural Expenses		11,677.77				11,000.00	11,000.00	11,000.00	11,000.00
5730 Dues	215.00		500.00		500.00	500.00	0.00	500.00	500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5241 Equipment Repair/Maint	Increase in cost of maintenance of the voting machines and increase in number of elections	3,000.00
5425 Software License	18 new voting cards	6,000.00
5585 Inaugural Expenses	Municipal election year	11,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	214,528.95	215,720.83	218,703.00	110,644.53	225,285.80	235,283.00	7,527.00	226,230.00	226,230.00
General Expenses	88,999.25	121,267.27	115,500.00	67,774.72	145,500.00	135,500.00	20,000.00	135,500.00	135,500.00
Equipment & Unusual									
Total Operating Budget	303,528.20	336,988.10	334,203.00	178,419.25	370,785.80	370,783.00	27,527.00	361,730.00	361,730.00

CITY COUNCIL

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	60,968	60,661
Pension Administration	4,942	4,990
Medical & Life Insurance	280,989	301,261
Heat, Light, Water	13,159	12,919
Building Repair & Maintenance	7,421	26,726
Building Insurance	378	341
Total	<u>\$367,857</u>	<u>\$406,898</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
City Council Meetings	20	20	20
Committee Meetings	20	20	20
Public Hearings	60	65	70
Communications, resolutions	80	80	80

CITY COUNCIL

PERSONNEL

Bargaining Unit Position FY 2014 Grade-Step

1. *Council President
2. *City Councilor
3. Clerk-Council
4. Clerk-Committees
5. Clerk-Finance/Committee of the Whole
6. Clerk-LT Debt-Community Development

Subtotal

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	July-December		Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		1	17,041	8,410.02	17,041.00	1	17,394	1	17,394	17,394
		14	231,576	114,240.00	231,576.00	14	236,522	14	236,522	236,522
		1	7,000	3,490.50	7,000.00	1	7,000	1	7,000	7,000
		1	7,000	3,490.50	7,000.00	1	7,000	1	7,000	7,000
		1	7,000	3,490.50	7,000.00	1	7,000	1	7,000	7,000
		2	10,500	5,235.62	10,500.00	1	7,000	2	10,500	10,500
20	274,910.04	20	280,117	138,357.14	280,117.00	19	281,916	20	285,416	285,416

Summary of Changes

Adjustments to FY 2013 Positions

Cost of Living Adjustment included in * position 5,299

Clerk-LT Debt 3,500

Explanation

Increase 1/2 clerk for committees

1	7,000		0	0	0
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New Positions

Subtotal

Grand Total

20	274,910.04	20	280,117	138,357.14	280,117.00	20	288,916	20	285,416	285,416
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CITY COUNCIL

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	272,675.30	274,910.04	280,117.00	138,357.14	280,117.00	288,916.00	5,299.00	285,416.00	285,416.00
General Expenses 001-111-5200									
5191 Council Monthly Expense	54,300.00	54,300.00	54,300.00	27,150.00	54,300.00	54,300.00	0.00	54,300.00	54,300.00
5342 Postage			500.00		500.00	1,000.00	0.00	500.00	500.00
5381 Printing & Binding		575.00	2,000.00	889.02	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5383 Photographs		190.00		392.00	392.00	392.00	392.00	392.00	392.00
5420 Office Supplies	2,656.14	946.80	2,500.00	905.87	2,500.00	3,000.00	500.00	3,000.00	3,000.00
5490 Groceries & Provisions	224.05					100.00	0.00	0.00	0.00
5731 Conference Expense	2,002.00	3,690.18	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00
Equipment & Unusual 001-111-5400									
5315 Legal Assistance			10,000.00			10,000.00	0.00	10,000.00	10,000.00
5425 Minute Software Consultant - Comprehensive Zoning Review						100,000.00	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>
5342 Postage	Increased mailings	500.00
5383 Photographs	Need based on current year's expense	392.00
5420 Office Supplies	Increased usage	500.00
5490 Groceries & Provisions	Anticipated need	100.00
Consultant - Comprehensive Zoning Review	Funding for consultant to perform comprehensive review of city zoning code and make recommendations for revisions	100,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	272,675.30	274,910.04	280,117.00	138,357.14	280,117.00	288,916.00	5,299.00	285,416.00	285,416.00
General Expenses	59,182.19	59,701.98	62,800.00	29,336.89	63,192.00	64,292.00	892.00	63,692.00	63,692.00
Equipment & Unusual	0.00	0.00	10,000.00	0.00	0.00	110,000.00	100,000.00	110,000.00	110,000.00
Total Operating Budget	331,857.49	334,612.02	352,917.00	167,694.03	343,309.00	463,208.00	106,191.00	459,108.00	459,108.00

CONSERVATION COMMISSION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	23,719	23,434
Pension Administration	1,991	2,022
Medical & Life Insurance	11,099	11,855
Heat, Light, Water	3,143	2,900
Building Repair & Maintenance	2,113	3,811
Building Insurance	67	60
Total	\$42,132	\$44,082

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Meetings	22	22	22
Filings		50	50
Notice of Intent (NOI)		20	20
Req for Determination of Applicability	15 +/-	20	20
Abbr Notice of Resource Area Delineation	0	5	5
Site Visits (estimated at 4 per project)	>100	>100	100
Inquiries at window/day	0 to 5	5	5
Telephone inquiries/day	10 to 15	15	15
Investigated number of complaints	>30	30	30
Violation notices issued	3	5	5

CONSERVATION COMMISSION

PERSONNEL

	Bargaining Unit Position	FY 2014 Grade-Step
1.	Members	
2.	*Principal Office Asst (PT 19 hrs)	8-2
3.	Board Stenographer	
	Subtotal	

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	Budget	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/13					
		7	15,400	4,700.00	7,700.00	7	15,400	7	15,400	15,400
		0.5	23,350	9,847.11	11,675.00	0.5	24,000	0.5	23,530	23,530
			2,750	1,125.00	1,375.00		2,750		2,750	2,750
7.5	34,532.16	7.5	41,500	15,672.11	20,750.00	7.5	42,150	7.5	41,680	41,680

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 180

Explanation

0	0	0	0	0
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New Positions

Subtotal

Grand Total

7.5	34,532.16	7.5	41,500	15,672.11	20,750.00	7.5	42,150	7.5	41,680	41,680
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CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-171-5100									
5111 Salaries - Full Time	47,854.79	21,982.16	23,350.00	9,847.11	11,675.00	24,000.00	180.00	23,530.00	23,530.00
5121 Salaries - Part Time	2,625.00	2,750.00	2,750.00	1,125.00	1,375.00	2,750.00	0.00	2,750.00	2,750.00
5194 Boards & Commissions	9,000.00	9,800.00	15,400.00	4,700.00	7,700.00	15,400.00	0.00	15,400.00	15,400.00
General Expenses 001-171-5200									
5192 Mileage			100.00			100.00	0.00	100.00	100.00
5242 Maintenance of Office Equipment	325.60	271.01	500.00	45.17	250.00	500.00	0.00	500.00	500.00
5312 Training		125.00				500.00	0.00	0.00	0.00
5341 Advertising		55.60	150.00	164.43	200.00	150.00	0.00	150.00	150.00
5342 Postage	718.63	73.17	1,000.00	127.50	500.00	1,000.00	0.00	1,000.00	1,000.00
5343 Printing		110.00	150.00		75.00	150.00	0.00	150.00	150.00
5420 Office Supplies	554.35	535.24	1,000.00	502.40	750.00	1,000.00	0.00	1,000.00	1,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	So that new office staff can better understand the Wetlands Protection Act (Mayor: Filing Fee money available to meet training needs)	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	59,479.79	34,532.16	41,500.00	15,672.11	20,750.00	42,150.00	180.00	41,680.00	41,680.00
General Expenses	1,598.58	1,170.02	2,900.00	839.50	1,775.00	3,400.00	0.00	2,900.00	2,900.00
Equipment & Unusual									
Total Operating Budget	61,078.37	35,702.18	44,400.00	16,511.61	22,525.00	45,550.00	180.00	44,580.00	44,580.00

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

To maintain and clean our city's streets, parks, cemeteries and other public property. To promote vehicular and pedestrian traffic by plowing and sanding our thoroughfares. To manage the city's trash/recycling programs.

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	1,555,421	1,580,095
Pension Administration	131,020	135,682
Medical & Life Insurance	2,548,101	2,242,564
Heat, Light, Water	134,872	121,459
Building Repair & Maintenance	84,121	204,065
Building Insurance	3,190	2,876
Motor Vehicle Insurance	33,720	24,166
Motor Vehicle Maint & Repair	402,166	420,347
Workers Compensation	88,899	99,981
Total	<u>\$4,981,510</u>	<u>\$4,831,235</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of emergency calls	1,115	1,000	1,000
Miles of streets cleaned	155	155	155
Number of Vehicles used	3	3	3
Number of times cleaned	4	4	4
Trees planted	25	30	30
Snow fall in inches	14	74	50
Overtime Hours	1,020	4,500	2,500
Number of private equipment	125	125	125
Public Vehicles:			
Registered vehicles maintained	205	205	205
Non registered equipment maintained	56	56	56

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012	FY 2013			FY 2014							
			#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*CPW Director	20-3		1	96,513		48,124.44		99,427.69	1	103,357	1	103,357	103,357
2.	Assistant CPW Director	18-6 (L9)		1	108,253		53,812.20		111,522.24	1	112,209	1	112,209	112,209
3.	Asst Supt Street	14-6 (L11)		1	84,206		41,955.94		86,749.02	1	87,471	1	87,471	87,471
4.	Asst Supt Parks/Forestry/Cem	14-6 (L11)		1	84,907		42,337.36		87,471.19	1	87,471	1	87,471	87,471
5.	Asst Supt Street	14-6 (L9)		1	83,377		41,574.51		85,894.99	1	85,895	1	85,895	85,895
6.	SPMG Foreman - Public Vehicles	13-6 (L11)		1	79,560		41,764.99		82,163.60	1	82,164	1	82,164	82,164
7.	SPMG Foreman - Street	13-6 (L11)		1	79,262		41,388.62		81,855.85	1	82,164	1	82,164	82,164
8.	SPMG Foreman - Forestry	13-6 (L8)		1	77,410		40,636.15		79,943.24	1	79,943	1	79,943	79,943
9.	SPMG Sr Engineering Aide (311)	13-6 (L8)		1	73,587		37,626.01		75,995.13	1	79,943	1	79,943	79,943
10.	SPMG Sr Code Enforce Inspector	13-6 (L8)		1	72,632		37,580.85		75,008.88	1	79,943	1	79,943	79,943
11.	SPMG Recycling Coordinator	12-6 (L9)		1	73,204		38,426.85		75,599.60	1	75,599	1	75,599	75,599
12.	Administrative Assistant	10-6 (L9)		1	62,938		31,382.78		64,838.73	1	64,839	1	64,839	64,839
13.	Administrative Assistant	10-6 (L8)		1	62,360		31,079.29		64,243.27	1	64,244	1	64,244	64,244
14.	*Administrative Assistant	10-5		1	53,472		26,662.75		55,086.85	1	57,243	1	57,243	57,243
15.	Office Coordinator	9-6 (L11)		1	59,441		29,638.96		61,236.12	1	61,236	1	61,236	61,236
Subtotal			15	1,131,793.28	15	1,151,122	583,991.70	1,187,036.40	15	1,203,721		15	1,203,721	1,203,721

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 52,599

New Positions

Snow Stipend 9,000

Explanation

Stipend for working snow storms for non-union managers (3 Asst Supts) who are not covered under the snow management portion of the middle managers union contract

Subtotal

Grand Total

				9,000			
0	9,000		0	0		0	

15	1,131,793.28	15	1,151,122	583,991.70	1,187,036.40	15	1,212,721		15	1,203,721	1,203,721
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CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1. LAB	Working Foreman II	11-6 (L11)
2. LAB	Working Foreman II	11-6 (L11)
3. LAB	Working Foreman I	10-6 (L11)
4. LAB	*Working Foreman I	10-6 (L9)
5. LAB	Working Foreman I	10-6 (L8)
6. LAB	*Working Foreman I	10-6
7. LAB	Motor Equipment Repair Pers	10-6 (L11)
8. LAB	*Motor Equipment Repair Pers	10-6 (L10)
9. LAB	Auto Body / Metal Worker	10-6 (L10)
10. LAB	Welder	10-6
11. LAB	WF I /Tree Surgeon	10-6 (L9)
12. LAB	*S M E O	9-6 (L11)
13. LAB	*S M E O	9-6 (L10)
14. LAB	*S M E O	9-6 (L9)
15. LAB	S M E O	9-6 (L8)
16. LAB	S M E O	9-6
17. LAB	H M E O	8-6 (L11)
18. LAB	H M E O	8-6 (L10)
19. LAB	*H M E O	8-6 (L9)
20. LAB	H M E O	8-6
21. LAB	*H M E O	8-4
22. LAB	*M E Repair Pers Helper (PT 19 hrs)	8-3
23. LAB	M E O	7-6 (L11)
24. LAB	M E O	7-6 (L8)
25. LAB	M E O	7-6
26. LAB	*M E O	7-3

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/13					
		1	62,067	30,914.85	62,067.00	1	62,067	1	62,067	62,067
		1	61,982	30,786.27	61,982.00	1	62,067	1	62,067	62,067
		1	58,545	29,160.13	58,545.00	1	58,545	1	58,545	58,545
		1	57,490	19,603.80	57,490.00	2	114,697	2	114,697	114,697
		3	170,886	73,179.69	170,886.00	1	56,962	1	56,962	56,962
						1	52,568	1	52,568	52,568
		1	58,545	29,160.18	58,545.00	1	58,545	1	58,545	58,545
		1	58,017	28,634.80	58,017.00	1	57,936	1	57,936	57,936
		1	58,017	28,897.43	58,017.00	1	58,017	1	58,017	58,017
		1	52,743	18,793.44	52,743.00	1	52,743	1	52,743	52,743
		1	57,490	28,634.78	57,490.00	1	57,490	1	57,490	57,490
		3	167,475	83,281.68	167,475.00	4	223,415	4	223,415	223,415
		1	55,399	27,526.98	55,399.00	1	55,360	1	55,360	55,360
		1	54,895	27,342.43	54,895.00	1	54,625	1	54,625	54,625
		3	163,176	81,402.84	163,176.00	2	108,784	2	108,784	108,784
		1	46,228	19,720.80	46,228.00	1	50,363	1	50,363	50,363
		2	106,798	26,597.48	106,798.00	2	106,798	2	106,798	106,798
		1	52,918	26,256.39	52,918.00	1	52,918	1	52,918	52,918
		1	51,956	25,878.59	51,956.00	1	52,179	1	52,179	52,179
		2	96,216	47,923.20	96,216.00	2	96,216	2	96,216	96,216
		1	42,428	21,132.80	42,428.00	1	44,078	1	44,078	44,078
		0.5	19,073	9,297.08	19,073.00	0.5	19,816	0.5	19,816	19,816
		2	102,011	51,287.37	102,011.00	2	102,116	2	102,116	102,116
		1	49,679	2,653.73	49,679.00	1	49,679	1	49,679	49,679
		2	91,998	36,743.21	91,998.00	1	45,999	1	45,999	45,999
		3	115,146	53,591.40	115,146.00	4	159,406	4	159,406	159,406

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014						
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval		
27. LAB	*Highway Maintenance	6-6 (L11)			2	97,384	48,505.60	97,384.00	2	98,066	2	98,066	98,066	
28. LAB	Highway Maintenance	6-1			1	36,875	16,914.72	16,914.72	1	36,227	1	36,227	36,227	
29. LAB	Laborer	6-6 (L10)			1	48,692			1	48,692	1	48,692	48,692	
30. LAB	Laborer	6-6 (L9)			2	96,500	48,309.98	96,500.00	2	96,500	2	96,500	96,500	
31. LAB	*Laborer	6-2			2	72,454	9,022.00	72,454.00	2	74,287	2	74,287	74,287	
32. LAB	Laborer / Gardener	6-6 (L11)			1	49,135	24,473.29	49,135.00	1	49,135	1	49,135	49,135	
33. LAB	Laborer / Gardener	6-6 (L9)			1	48,250	24,032.28	48,250.00	1	48,250	1	48,250	48,250	
34.	Part Time					30,000	11,452.50	30,000.00		35,000		35,000	35,000	
35.	Temporary / Seasonal					30,000	27,832.50	30,000.00		30,000		30,000	30,000	
Subtotal			46.5	2,080,389.71	46.5	2,420,468	1,068,944.22	2,351,815.72	46.5	2,429,546		46.5	2,429,546	2,429,546

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 9,078

Explanation

New Positions

LAB EVT Motor Equip Repair Pers 10-1
(Emergency Vehicle Technician)

A new repair person will be required to hold licenses allowing them to work on fire apparatus. Due to the different types of equipment on fire vehicles, our current staff can only perform certain repairs, and much of the repair work needs to be sent out for repairs. This repair person would be dedicated to working on fire equipment, which would reduce the amount of time a piece of equipment is out of service. Having an employee dedicated to fire trucks would also free up time for the other mechanics so that they can concentrate on the rest of the City fleet. When not working on fire vehicles, the repair person would assist with repairs to the rest of the City fleet. This request is being made in conjunction with the Fire Department.

1	43,242		0	0	0
1	43,242		0	0	0

Subtotal

Grand Total

46.5	2,080,389.71	46.5	2,420,468	1,068,944.22	2,351,815.72	47.5	2,472,788		46.5	2,429,546	2,429,546
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CONSOLIDATED PUBLIC WORKS

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,181,171.61	1,131,793.28	1,151,122.00	583,991.70	1,187,036.40	1,203,721.00	52,599.00	1,203,721.00	1,203,721.00
5112 Wages - Full Time	2,045,294.78	2,021,579.37	2,341,395.00	1,020,362.14	2,272,742.72	2,387,972.00	3,335.00	2,344,730.00	2,344,730.00
5121 Salaries - Part Time						9,000.00	0.00	0.00	
5122 Wages - Part Time	54,691.65	58,810.34	79,073.00	48,582.08	79,073.00	84,816.00	5,743.00	84,816.00	84,816.00
5131 Overtime	228,510.74	165,808.48	110,000.00	124,048.52	200,000.00	180,000.00	0.00	110,000.00	110,000.00
5135 Standby	10,315.12	10,153.72	10,000.00	5,388.00	10,500.00	10,500.00	500.00	10,500.00	10,500.00
5195 Buyback Sick Time	44,786.04	13,375.42	14,000.00		14,200.63	27,000.00	0.00	14,000.00	14,000.00
Offset from Rink for Off-Season Work							48,900.00	48,900.00	48,900.00
Offset Receipt - Cemetery Perpetual Care	(60,000.00)		(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 Allowance	123.61	194.83	400.00	14.90	400.00	400.00	0.00	400.00	400.00
5193 Tool Allowance	2,400.00	2,400.00	2,600.00	2,400.00	2,600.00	3,000.00	0.00	2,600.00	2,600.00
5213 Light	542.16	193.98	400.00	51.57	400.00	400.00	0.00	400.00	400.00
5231 Water Usage	643.14	524.83	1,000.00	107.56	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	11,583.41	6,128.68	12,000.00	5,932.34	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5242 Office Equipment/ Repair/Vehicle Washing	6,096.50	6,352.95	1,500.00	277.65	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5255 Vehicle Washing			1,000.00	282.35	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5244 Motor Equipment Repair/Maint	79,312.34	55,712.43	80,000.00	49,452.70	120,000.00	120,000.00	5,000.00	85,000.00	85,000.00
5245 Building/Grounds Maint	450.00	7,217.18	6,500.00	5,403.43	7,000.00	7,500.00	0.00	6,500.00	6,500.00
5247 Intrusion Detection	468.00	468.00	500.00	468.00	468.00	500.00	0.00	500.00	500.00
5271 Uniform Rental	3,209.42	2,918.36	4,700.00	1,087.20	4,700.00	4,700.00	0.00	4,700.00	4,700.00
5276 Truck/Equipment Rental	6,995.60	3,180.00	3,000.00	4,010.00	6,000.00	6,000.00	0.00	3,000.00	3,000.00
5291 Custodial Services	6,800.00	8,150.00	7,000.00		7,000.00	12,000.00	5,000.00	12,000.00	12,000.00
5312 Training		1,023.00	6,000.00	1,265.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5341 Advertising	129.04	222.40	400.00		400.00	400.00	0.00	400.00	400.00
5342 Postage	762.71	705.80	1,500.00	210.75	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5411 Batteries	9,032.05	3,371.68	8,000.00	3,471.66	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5420 Office Supplies	4,411.42	5,650.67	5,500.00	2,523.17	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5425 Software License				5,100.00	5,100.00	5,100.00	0.00	0.00	0.00
5460 Groundskeeping Supplies	49,020.54	61,581.76	62,800.00	15,667.25	62,800.00	62,800.00	0.00	62,800.00	62,800.00
5470 Public Safety Supplies	16,970.01	8,385.40	12,000.00	3,970.18	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5480 Vehicle Supplies	220,926.55	195,788.07	210,000.00	110,631.08	230,000.00	240,000.00	5,000.00	215,000.00	215,000.00
5485 Vehicle Fuel & Oil	411,642.88	511,122.51	670,000.00	212,705.07	600,000.00	713,000.00	0.00	670,000.00	620,000.00
5510 Education Supplies	1,500.00	1,500.00	3,750.00		3,750.00	3,750.00	0.00	3,750.00	3,750.00
5533 Street Cleaning Supplies	5,939.70	4,118.58	4,500.00	2,303.88	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5536 Lumber	723.67	96.98	1,000.00	529.53	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	23,128.17	15,077.36	14,500.00	8,209.32	14,500.00	18,000.00	0.00	14,500.00	14,500.00
5539 Castings & Pipes	9,718.23	4,705.49	6,000.00	4,623.00	8,000.00	8,000.00	0.00	6,000.00	6,000.00
5541 Welding Supplies	1,574.79	2,790.32	3,000.00	1,496.37	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	26,891.60	28,515.42	30,000.00	28,489.05	30,000.00	31,000.00	0.00	30,000.00	30,000.00
5582 Photo Supplies		92.98					0.00	0.00	0.00
5587 Tools	14,578.81	10,648.59	10,000.00	6,843.64	11,000.00	12,000.00	0.00	10,000.00	10,000.00
5733 Licenses	4,380.00	4,739.00	1,050.00	976.00	1,050.00	1,050.00	0.00	1,050.00	1,050.00
5740 Insurance Surety Bond	200.00	200.00	200.00		200.00	200.00	0.00	200.00	200.00
	920,154.35	953,777.25	1,170,800.00	478,502.65	1,172,368.00	1,306,800.00	15,000.00	1,185,800.00	1,135,800.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Snow & Ice 001-421-5200									
5241 Equipment Repair/Maint	5,035.86								
5245 Buildings/Grounds Maint	12,173.72	8,267.69	5,000.00	1,580.00	10,000.00	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	2,216,662.37	245,390.34	1,000,000.00	14,388.00	1,200,000.00	1,000,000.00	0.00	1,000,000.00	1,000,000.00
5387 Weather Service	1,395.00	1,395.00	1,500.00	1,395.00	1,395.00	1,500.00	0.00	1,500.00	1,500.00
5460 Groundskeeping Supplies	230.80		1,500.00	95.00	5,000.00	1,500.00	0.00	1,500.00	1,500.00
5480 Vehicle Supplies		1,880.80							
5531 Salt & Sand	330,653.69	129,396.11	250,000.00	20,855.45	300,000.00	250,000.00	0.00	250,000.00	250,000.00
5532 Plows, Blades & Parts	19,937.82	12,927.28	10,000.00	237.59	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5587 Tools		77.95							
5121 Management	19,500.00	6,500.00			13,500.00				
5131 Overtime	334,321.32	54,384.30	100,000.00	22,233.44	220,000.00	100,000.00	0.00	100,000.00	100,000.00
	2,939,910.58	460,219.47	1,368,000.00	60,784.48	1,759,895.00	1,368,000.00	0.00	1,368,000.00	1,368,000.00
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Equipment & Unusual									
CPW Administration 001-420-5400									
5249 Rec Facilities Repair/Maint	34,122.23	32,670.00	40,000.00	17,512.50	40,000.00	50,000.00	0.00	40,000.00	40,000.00
5310 Environmental Services		543.27	2,000.00	75.40	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5394-44 Disposal Street Sweepings	23,404.64	17,550.00	40,000.00	3,800.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5394-46 Drain System		9,537.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5394-47 Paving Project	89,878.97	138,915.78	100,000.00	42,514.03	100,000.00	120,000.00	10,000.00	110,000.00	110,000.00
5394-48 Pond Management	31,883.84	22,500.00	30,000.00	27,300.00	30,000.00	40,000.00	0.00	30,000.00	30,000.00
7210 Drainage-Hemlock	5,050.00								
	184,339.68	221,716.05	213,000.00	91,201.93	213,000.00	253,000.00	10,000.00	223,000.00	223,000.00
Solid Waste 001-422-5400									
5295 Household Hazard Waste	90,169.21	99,141.12	105,000.00	57,538.65	114,000.00	118,000.00	5,000.00	110,000.00	110,000.00
5296 Trash Disposal	2,016,530.83	2,532,645.99	2,340,000.00	780,504.14	2,313,147.00	2,394,000.00	10,000.00	2,350,000.00	2,350,000.00
5297 Trash/Recycle Collection	2,210,711.99	2,449,526.83	2,465,000.00	1,027,949.61	2,721,332.00	2,817,000.00	110,000.00	2,575,000.00	2,575,000.00
5298 Yard Waste / Leaves	179,966.88	181,994.56	200,000.00	115,135.60	217,538.00	225,500.00	5,000.00	205,000.00	205,000.00
5299 DPW Yard Clean Up	32,302.29	17,607.22	25,000.00	6,360.90	25,000.00	25,000.00	0.00	25,000.00	25,000.00
	4,529,681.20	5,280,915.72	5,135,000.00	1,987,488.90	5,391,017.00	5,579,500.00	130,000.00	5,265,000.00	5,265,000.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	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>							
5122 Wages - Part Time	Rate change	5,000.00							
5131 Overtime	Account history	70,000.00							
5135 Standby	Account history	500.00							
5195 Buyback Sick Time	Expected retirements	13,000.00							
5193 Tool Allowance	Contractual obligation for newly requested position	400.00							
5244 Motor Equipment Repair/Maint	This year's account usage and aging vehicles and equipment	40,000.00							
5245 Building/Grounds Maint	Account history	1,000.00							
5276 Truck/Equipment Rental	Account history, renting equipment for assisting with tree work for larger trees	3,000.00							
5291 Custodial Services	New turf field at Falzone requires yearly grooming and sanitizing	5,000.00							
5425 Software License	Reclassifying existing expenditures to proper account	5,100.00							
5480 Vehicle Supplies	Account history and aging fleet	30,000.00							
5485 Vehicle Fuel & Oil	Cost increase of market rates	43,000.00							
5538 Street/Sidewalk Materials	Material cost increase and account history	3,500.00							
5539 Castings & Pipes	Material cost increase	2,000.00							
5581 Clothing, Gloves, Shoes	Contractual obligation for newly requested position	1,000.00							
5587 Tools	Account history	2,000.00							
5249 Rec Facilities Repair/Maint	Increase in contract for grass cutting/trimming. Equipment and field maintenance for new field at Falzone	10,000.00							
5394-47 Paving Project	Material cost increase	20,000.00							
5394-48 Pond Management	Yearly Charles River weed harvesting and semi-annual water sampling of Hardy Pond	10,000.00							
5295 Household Hazard Waste	3.5% increase of expected FY13 expenditures	13,000.00							
5296 Trash Disposal	3.5% increase of expected FY13 expenditures	54,000.00							
5297 Trash/Recycle Collection	3.5% increase of expected FY13 expenditures	352,000.00							
5298 Yard Waste / Leaves	3.5% increase of expected FY13 expenditures	25,500.00							

COST SUMMARY BY CLASSIFICATION

Personnel	3,504,769.94	3,401,520.61	3,680,590.00	1,782,372.44	3,738,552.75	3,878,009.00	111,077.00	3,791,667.00	3,791,667.00
General Expenses									
CPW Administration	920,154.35	953,777.25	1,170,800.00	478,502.65	1,172,368.00	1,306,800.00	15,000.00	1,185,800.00	1,135,800.00
Snow & Ice	2,939,910.58	460,219.47	1,368,000.00	60,784.48	1,759,895.00	1,368,000.00	0.00	1,368,000.00	1,368,000.00
Equipment & Unusual									
CPW Administration	184,339.68	221,716.05	213,000.00	91,201.93	213,000.00	253,000.00	10,000.00	223,000.00	223,000.00
Solid Waste	4,529,681.20	5,280,915.72	5,135,000.00	1,987,488.90	5,391,017.00	5,579,500.00	130,000.00	5,265,000.00	5,265,000.00
Total Operating Budget	12,078,855.75	10,318,149.10	11,567,390.00	4,400,350.40	12,274,832.75	12,385,309.00	266,077.00	11,833,467.00	11,783,467.00

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 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Meetings	13	15	12

BOARD OF SURVEY & PLANNING

PERSONNEL

Bargaining Unit Position FY 2014 Grade-Step

1. Members

2. Clerk

Subtotal

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

New Positions

Subtotal

Grand Total

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	July-December		Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
		7	14,000	4,300.00	14,000.00	7	14,000	7	14,000	14,000
		1	3,000	1,495.78	3,000.00	1	3,000	1	3,000	3,000
8	11,772.28	8	17,000	5,795.78	17,000.00	8	17,000	8	17,000	17,000

Explanation

0	0		0	0

8	11,772.28	8	17,000	5,795.78	17,000.00	8	17,000	8	17,000	17,000
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BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	3,000.00	2,972.28	3,000.00	1,495.78	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	6,300.00	8,800.00	14,000.00	4,300.00	14,000.00	14,000.00	0.00	14,000.00	14,000.00
General Expenses 001-174-5200									
5308 Stenographer	1,350.00	1,800.00	2,100.00	900.00	2,100.00	2,100.00	0.00	2,100.00	2,100.00
5312 Training						700.00	700.00	700.00	700.00
5341 Advertising	869.84	1,433.04	1,500.00	147.42	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5340 Postage		665.00	500.00	225.00	500.00	500.00	0.00	500.00	500.00
5420 Office Supplies	505.47		300.00		300.00	300.00	0.00	300.00	300.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Members of the Board have expressed interest in attending training events/seminars	700.00

COST SUMMARY BY CLASSIFICATION

Personnel	9,300.00	11,772.28	17,000.00	5,795.78	17,000.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	2,725.31	3,898.04	4,400.00	1,272.42	4,400.00	5,100.00	700.00	5,100.00	5,100.00
Equipment & Unusual									
Total Operating Budget	12,025.31	15,670.32	21,400.00	7,068.20	21,400.00	22,100.00	700.00	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 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total Burials	170	200	200
New Lots sold	30	31	32
Single Graves sold	12	15	19
Single Graves welfare	2	4	4
Urn Garden plots sold	1	2	5
Veterans Graves	0	2	3
Acres Maintained	80	80	80

CEMETERY COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014				
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Commissioners				3	3,000	1,100.00	3	3,000	3	3,000	3,000
	Total		3	2,300.00	3	3,000	1,100.00	3	3,000		3	3,000

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0		0	0

Grand Total

3	2,300.00	3	3,000	1,100.00	3,000.00	3	3,000		3	3,000	3,000
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CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	2,900.00	2,300.00	3,000.00	1,100.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	2,900.00	2,300.00	3,000.00	1,100.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	<u>2,900.00</u>	<u>2,300.00</u>	<u>3,000.00</u>	<u>1,100.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>3,000.00</u>

COUNCIL ON AGING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	75,417	75,498
Pension Administration	6,135	6,232
Medical & Life Insurance	100,983	101,094
Heat, Light, Water	58,541	56,539
Building Repair & Maintenance	121,482	98,249
Building Insurance	2,108	1,900
Motor Vehicle Insurance	758	543
Motor Vehicle Maint & Repair	9,037	9,446
Total	\$374,461	\$349,501

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total Number of Participants	2,818	2,822	2,826
Male / Female /Minority	832/1986/85	833/1988/86	834/1990/87
# of Participants			
Service Programs:	1,379	1,380	1,381
Social/Recreation Programs:	1,171	1,173	1,178
Fitness Programs:	442	443	444
Transportation:	529	529	529
# of 1 way rides	2,932	2,932	2,932
Total Number of Meals / Week	200	200	200
Recipients Served / Week	100	100	100
Recipients Served Annually	143	143	143
Units Annually	43,404	43,405	43,406

COUNCIL ON AGING

PERSONNEL

			FY 2012	FY 2013				FY 2014						
Bargaining Unit	Position	FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Council on Aging Board				7	7,000	1,500.00	6,000.00	7	7,000	7	7,000	7,000	
2.	Council on Aging Director	16-6			1	87,452	43,425.18	90,093.00	1	90,379	1	90,379	90,379	
3.	Administrative Assistant	10-6 (L10)			1	63,515	31,670.60	65,434.00			1	65,434	65,434	
4.	*Meals Coordinator	9-3			1	44,794	20,886.51	46,147.00	1	47,944	1	47,944	47,944	
5.	Office Coordinator	9-6 (L8)			1	55,335	26,701.74	57,006.00			1	59,581	59,581	
6. LAB	Bus Operator	7-6			1	44,319	21,913.62	44,319.00	1	45,999	1	45,999	45,999	
7.	Cstmr Srvc Asst (PT 19 hrs)	5-6			0.5	22,660	15,476.28	23,344.00						
8.	Bus Operator PT	7				17,800	6,617.93	17,800.00		17,800		17,800	17,800	
9.	*Jr Office Assistant PT grant	5-4			0.5	20,214	9,854.92	20,824.00	0.5	21,564	0.5	21,564	21,564	
10.	Jr Office Assistant PT grant				0.5	20,214	1,511.64	20,824.00						
Subtotal			13	344,617.91	13.5	383,303	179,558.42	391,791.00	10.5	230,686		12.5	355,701	355,701

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	15,272
Executive Assistant 12-5 (L10)	9,714
Administrative Assistant 10-6 (L8)	8,909
Customer Service Assistant 5-6	672

Explanation

Has assumed more responsibility in assisting the Director.

The Office Coordinator functions as an outreach worker which requires a higher skill level and more responsibility.

The salaries for the Cstmr Srvc Asst (PT 19 hrs) and the Jr Office Assistant PT have been combined into one full time position (ref CO# 31781).

1	73,229			
1	64,244			
1	43,546	1	43,546	43,546.00
3	181,019	1	43,546	43,546

New Positions

Subtotal

Grand Total

13	344,617.91	13.5	383,303	179,558.42	391,791.00	13.5	411,705		13.5	399,247	399,247
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COUNCIL ON AGING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	196,224.90	200,486.23	251,096.00	122,684.03	258,680.00	319,342.00	55,788.00	306,884.00	306,884.00
5112 Wages - Full Time	35,585.20	42,452.16	44,319.00	21,913.62	44,319.00	45,999.00	1,680.00	45,999.00	45,999.00
5121 Salaries - Part Time	79,369.15	83,689.70	63,088.00	26,842.84	64,992.00	21,564.00	(41,524.00)	21,564.00	21,564.00
5122 Wages - Part Time	14,996.52	12,789.82	17,800.00	6,617.93	17,800.00	17,800.00	0.00	17,800.00	17,800.00
5194 Boards & Commissions	5,600.00	5,200.00	7,000.00	1,500.00	6,000.00	7,000.00	0.00	7,000.00	7,000.00
Receipt offset - Grant	(28,546.27)	(38,525.53)	(40,428.00)		(40,428.00)	(43,128.00)	(2,700.00)	(43,128.00)	(43,128.00)
General Expenses 001-541-5200									
5192 Mileage	998.31	872.43	1,200.00	487.90	950.00	950.00	(250.00)	950.00	950.00
5242 Office Equipment Repair/Maint	1,076.40	1,076.40	1,093.00	94.24	1,093.00	1,390.00	297.00	1,390.00	1,390.00
5306 Medical Services	250.00	250.00	250.00	250.00	250.00	250.00	0.00	250.00	250.00
5342 Postage	489.60	500.00	500.00	495.00	495.00	500.00	0.00	500.00	500.00
5343 Printing	144.00	175.00	144.00		144.00	144.00	0.00	144.00	144.00
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5420 Office Supplies	2,253.20	1,798.63	1,750.00	1,363.59	1,750.00	1,750.00	0.00	1,750.00	1,750.00
5490 Food Supplies	138,240.77	146,123.60	145,100.00	61,254.75	145,100.00	145,100.00	0.00	145,100.00	145,100.00
5581 Clothing, Gloves, Shoes	650.00	654.99	700.00	550.00	700.00	700.00	0.00	700.00	700.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Current contract for \$94 expires. New contract is \$400.	297.00

COST SUMMARY BY CLASSIFICATION

Personnel	303,229.50	306,092.38	342,875.00	179,558.42	351,363.00	368,577.00	13,244.00	356,119.00	356,119.00
General Expenses	146,102.28	153,451.05	152,737.00	66,495.48	152,482.00	152,784.00	47.00	152,784.00	152,784.00
Equipment & Unusual									
Total Operating Budget	449,331.78	459,543.43	495,612.00	246,053.90	503,845.00	521,361.00	13,291.00	508,903.00	508,903.00

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 2011	FY 2012
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Sidewalk Accessibility Repairs (6)	\$25,000		\$25,000
Assisted Listening Devices (3)	\$12,000		
Waltham Museum Lexington St		\$25,000	
Thermo Imaging Cameras (3)	\$30,000		
Paine Estate Intercom door release			\$1,000
Traffic Signals (2 locations)		\$14,000	
Francis Cabot Lowell Mill Curb Cut	\$3,000		
WHS Scholarships (5 each)		\$5,000	\$5,000
WHS Special Education Equipment	\$5,000		
Library Audio Books (100 each)		\$20,000	
ADA Transition Plan (1)			\$20,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

Bargaining Unit Position FY 2014 Grade-Step

1. Board Members

Subtotal

FY 2012		FY 2013				FY 2014				
Actual # Expenditures	July-December				# Department Request	Mayor's			Council Approval	
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13		#	Recommendation			
	7	7,000	2,600.00	7,000.00	7	7,000	7	7,000	7,000	
7	6,600.00	7	7,000	2,600.00	7,000.00	7	7,000	7	7,000	

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

7	6,600.00	7	7,000	2,600.00	7,000.00	7	7,000	7	7,000	7,000
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DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	7,000.00	6,600.00	7,000.00	2,600.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<hr/>									
General Expenses 001-560-5200									
5420 Office Supplies	77.00	200.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00

Department Explanation for Requested Increases

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

Personnel	7,000.00	6,600.00	7,000.00	2,600.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	77.00	200.00	200.00	200.00	200.00	200.00	0.00	200.00	200.00
Equipment & Unusual									
Total Operating Budget	<u>7,077.00</u>	<u>6,800.00</u>	<u>7,200.00</u>	<u>2,800.00</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>

ENGINEERING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Provide technical support and information and records to all City Departments. Improve communications by regularly scheduled meetings with Departmental staff and to the public by updating the Engineering Department website page on the City's website.

The 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 2011	FY 2012
Pension-Contributory/FICA	204,186	203,883
Pension Administration	17,413	17,686
Medical & Life Insurance	195,636	180,297
Heat, Light, Water	12,571	11,599
Building Repair & Maintenance	8,451	15,244
Building Insurance	200	180
Motor Vehicle Insurance	758	543
Motor Vehicle Maint & Repair	9,037	9,446
Workers Compensation		2,594
Total	\$448,252	\$441,472

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
CIP - Project Administration	5	4	6
Plans/Project Submittals	149	134	150
Compliance reports	8	8	8
Construction Inspections	1,044	1,100	1,200
Permit Applications	208	306	325

ENGINEERING

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	*City Engineer	20-5
2.	SPMG Asst City Engineer	16-6 (L11)
3.	SPMG Gen Construction Insp	13-6 (L8)
4.	Administrative Assistant	10-6 (L8)
5.	Co-op Students	
Subtotal		

FY 2012		FY 2013				FY 2014					
Actual # Expenditures	July-December				# Department Request	#	Mayor's Recommendation	Council Approval			
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13							
	1	103,633	51,015.38	106,762.58							
	1	97,379	51,119.16	100,565.92							
	1	77,410	40,599.66	79,943.32							
	1	62,360	31,094.74	64,243.56							
		14,560	5,800.00	5,800.00							
4	347,361.55	4	355,342	179,628.94	357,315.38	3	306,056		4	370,300	370,300

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	14,958
Executive Assistant	9,538

Explanation

Promote Administrative Assistant to Executive Assistant/Office Manager. This employee has been performing the duties of an Executive Assistant for the Engineering Department, including but not limited to the facilitation of various highly technical permit filings with Regional, State and Federal Agencies, Oversight of the entire Permitting process including tracking of all permits, I&I submittals and covenants, curb cuts, special permit plans and prospecti submittals to the City Council; Review and oversight of clerical staffing, especially in the payroll and attendance functions, update of the Engineering Dept's webpage with daily/weekly projects and/or emergency work, prepares and maintains the City Engineer's calendar and all correspondence, of especially technical and confidential nature, related to department workings, especially with formation of policy, procedures and protocols; acts as liaison between the Engineering Department and other city departments, as well as outside organizations, consultants, contractors and constituents.

New Positions

SPMG Junior Civil Engineer	14-1
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Add entry level engineer to the Engineering Department staff to increase productivity, minimize the outsourcing of engineering plans and Engineering Department records for water, sewer and drain systems.

1	71,898			
1	65,140			
2	137,038	0	0	0

Subtotal

Grand Total

4	347,361.55	4	355,342	179,628.94	357,315.38	5	443,094	4	370,300	370,300
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ENGINEERING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-410-5100									
5111 Salaries - Full Time	327,026.91	332,886.55	340,782.00	173,828.94	351,515.38	428,534.00	14,958.00	355,740.00	355,740.00
5121 Salaries - Part Time	24,030.67	14,475.00	14,560.00	5,800.00	5,800.00	14,560.00	0.00	14,560.00	14,560.00
General Expenses 001-410-5200									
5242 Office Equipment Repair/Maint	1,210.87	530.31	1,000.00	1,762.26	1,762.26	2,600.00	1,600.00	2,600.00	2,600.00
5340 Communication	99.99								
5341 Advertising	335.36	373.94	400.00		400.00	400.00	0.00	400.00	400.00
5342 Postage	210.98	311.61	250.00	119.66	250.00	300.00	0.00	250.00	250.00
5343 Printing	1,166.38		300.00	55.00	264.00	300.00	0.00	300.00	300.00
5420 Office Supplies	2,820.74	3,501.22	4,000.00	2,005.94	3,500.00	4,000.00	0.00	4,000.00	4,000.00
5581 Clothing, Gloves	549.97	539.67	500.00	209.98	350.00	500.00	0.00	500.00	500.00
5730 Dues		238.00	400.00		120.37	400.00	0.00	400.00	400.00
5731 Conference Expense	330.00	60.00		295.00	295.00	300.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Three service plans renewing for large format scanner, printer and copier machine	1,600.00
5342 Postage	Increase in postage costs	50.00
5731 Conference Expense	American Water Works Association Annual Conf/American Public Works Meeting	300.00

COST SUMMARY BY CLASSIFICATION

Personnel	351,057.58	347,361.55	355,342.00	179,628.94	357,315.38	443,094.00	14,958.00	370,300.00	370,300.00
General Expenses	6,724.29	5,554.75	6,850.00	4,447.84	6,941.63	8,800.00	1,600.00	8,450.00	8,450.00
Equipment & Unusual									
Total Operating Budget	357,781.87	352,916.30	362,192.00	184,076.78	364,257.01	451,894.00	16,558.00	378,750.00	378,750.00

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.5	2.5	2.5
Number of Accounts	15,000	15,000	15,000
Number of Bills Sent out annually	60,000	60,000	60,000

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014				
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Office Coordinator	9-6 (L8)			1	57,834	28,837.93	59,580.59				
2.	Principal Office Assistant	8-6			1	50,123	24,992.76	51,636.71				
3.	Principal Office Assistant	8-2			1	49,024	9,251.30	28,229.77	1	43,483		
Subtotal			3	152,510.90	3	156,981	63,081.99	139,447.07	1	43,483		0

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Principal Office Assistant 8-2 (5,541)

Administrative Assistant 10-6 (L8) 6,410

Administrative Assistant 10-5 7,120

Explanation

New employee hired at lower step

Performing Administrative Assistant Duties

Performing Administrative Assistant Duties

Both clerks in the Water Billing Department handle technical duties beyond the scope of their current job descriptions, including tracking work orders for the water & sewer department, troubleshooting water & sewer billing accounts for error & updates, and addressing customer issues. They have coordinated the meter reading schedule to establish a consistent read/billing cycle which in turn provides a consistent revenue stream, work in conjunction with the IT Dept and the Software company to manage software issues with the billing program, all while continuing to improve on the efficiency of the water billing program; they also provide administrative support to the water-sewer department.

Principal Office Assistant 8-2 (49,024)

Align to funding source: Water Administration

New Positions

Subtotal

Grand Total

1	64,244	1	64,244	64,244
1	57,243	1	57,243	57,243
2	121,487	2	121,487	121,487

3	152,510.90	3	156,981	63,081.99	139,447.07	3	164,970	2	121,487	121,487
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WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	145,941.03	152,510.90	156,981.00	63,081.99	139,447.07	164,970.00	(35,494.00)	121,487.00	121,487.00
General Expenses 610-451-5200									
5242 Office Equipment Repair/Maint	1,384.30		900.00	1,524.60	1,524.60	1,600.00	700.00	1,600.00	1,600.00
5342 Postage	27,913.96	25,667.16	30,500.00	13,044.28	29,045.40	30,500.00	0.00	30,500.00	30,500.00
5343 Printing	4,133.20	4,476.20	2,500.00		3,545.00	3,600.00	0.00	2,500.00	2,500.00
5420 Office Supplies	1,003.24	994.74	1,400.00	45.10	1,185.00	1,400.00	0.00	1,400.00	1,400.00

Department Explanation for Requested Increases

Item

5242 Office Equipment Repair/Maint
5343 Printing

Reason

Software Support of Sensus Metering for Interrogator Guns
Increase for Cost of Printing Water/Sewer Rate Chart and Envelopes for Water Bills

Department Cost for

Requested Increase

700.00
1,100.00

COST SUMMARY BY CLASSIFICATION

Personnel	145,941.03	152,510.90	156,981.00	63,081.99	139,447.07	164,970.00	(35,494.00)	121,487.00	121,487.00
General Expenses	34,434.70	31,138.10	35,300.00	14,613.98	35,300.00	37,100.00	700.00	36,000.00	36,000.00
Equipment & Unusual									
Total Operating Budget	<u>180,375.73</u>	<u>183,649.00</u>	<u>192,281.00</u>	<u>77,695.97</u>	<u>174,747.07</u>	<u>202,070.00</u>	<u>(34,794.00)</u>	<u>157,487.00</u>	<u>157,487.00</u>

WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

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

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 2011	FY 2012
Pension-Contributory/FICA	466,839	406,686
Pension Administration	39,167	34,426
Medical & Life Insurance	485,563	556,546
Heat, Light, Water	40,857	37,696
Building Repair & Maintenance	27,467	49,544
Building Insurance	55	50
Motor Vehicle Insurance	5,172	3,706
Motor Vehicle Maint & Repair	61,681	64,469
Workers Compensation	68,412	53,133
Other Dept Allocations	530,563	508,235
Total	<u>\$1,725,776</u>	<u>\$1,714,491</u>

	FY 2012	FY 2013	FY 2014
Output Measure	Actual	Estimated	Projected
Sampling of Water System (samples)	870	935	900
Lead & Copper Samples	15	15	15
Cross Connection Devices City Wide	1,665	1,665	1,700
Cross Connection Devices Tested	2,765	2,800	2,800

PERSONNEL

Summary of Changes

Explanation

		1	43,483	43,483.00
1	74,495	1	74,495	74,495
1	74,495	2	117,978	117,978

Water/Sewer Superintendent	16-1	Replace Asst Superintendent (14-1) with Superintendent (16-1)
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1	74,495	2	117,978	117,978
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5.5	343,766.18	7.5	568,347	190,332.69	436,583.55	7.5	579,694		8	573,872	573,872
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EXPENDITURES

Department Explanation for Requested Increases

COST SUMMARY BY CLASSIFICATION

6

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Maintenance & Operations: Ensure that the water distribution system is operational and maintained to provide each customer with high quality water. Also, ensure that there is sufficient operating pressure for both internal use and fire protection use. Also, repair leaks, services, valves and hydrants within a reasonable time.

Buildings & Grounds: Prevent mechanical disruptions and properly maintain the Cedarwood pump station and the water storage tanks at Cedarwood and Prospect Hill. Also, upgrade the City's water meters and technology for reading water meters.

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

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance & Operations: Protect the water through water sampling for bacteria once each week, and for lead and copper twice annually. Maintain the water system through the repair of leaks and maintenance of valves, services, and hydrants. Ensure adequate operating pressure and sufficient supply to meet demands.

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

Cross Connection Program: Provide the most efficient and consistent public service with available resources to maintain compliance with the Safe Drinking Water Act - Administrative Consent Order, and Administrative Order - NPDES National Pollution Discharge and Elimination System Permit, Stormwater Permit, and MWRA Sewer Use Discharge Permit. At this time the City is seeking to keep up with the dynamic commercial and industrial market. A key to compliance is cross-connection control and backflow prevention. The Cross Connection Control Program (CCCP) is well suited to contract service for surveying and testing, with the City overseeing the administration of the program. The contracted service will be funded by the revenue generated through fees charged for testing backflow devices. The two positions currently assigned to this program would be involved in overseeing the Contract Service, and also be assigned supplemental water quality and compliance tasks.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Water Main Repairs	11	21	25
Water Service Repairs/Relays	94	115	125
Valve Repairs	6	5	25
Hydrant Replacement	20	15	25
Hydrant Repairs	0	5	25
Leak Detection (Miles)	150	150	340

WATER OPERATIONS & MAINTENANCE

PERSONNEL

				FY 2012		FY 2013				FY 2014					
Bargaining Unit		Position	FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	LAB	Working Foreman I	10-6 (L11)			1	58,464	29,049.00	58,464.00	1	58,545	1	58,545	58,545	
2.	LAB	Working Foreman I	10-6 (L9)			1	57,490	28,634.83	57,490.00						
3.	LAB	Cross Connect Inspector	9-6 (L9)			1	54,895	27,342.45	54,895.00	1	54,895	1	54,895	54,895	
4.	LAB	S M E O	9-6 (L9)			1	54,895	27,347.38	54,895.00	1	54,895	1	54,895	54,895	
5.	LAB	H M E O	8-6			1	47,927	23,717.12	47,927.00	1	48,108	1	48,108	48,108	
6.	LAB	M E O	7-4			1	49,920	25,046.58	49,920.00						
7.	LAB	Highway Maintenance	6-1			1	36,983	18,070.88	36,983.00	1	36,227	1	36,227	36,227	
Meter Read, Repair & Install															
8.	LAB	Working Foreman II	11-6 (L9)			1	60,390	30,162.46	60,390.00						
9.	LAB	*Water Meter Installer	8-6			1	45,236	22,476.32	45,236.00			1	47,384	47,384	
10.	LAB	Water Service Inspector						8,609.69	8,609.69						
Subtotal				10	406,891.21	9	466,200	240,456.71	474,809.69	5	252,670		6	300,054	300,054

WATER OPERATIONS & MAINTENANCE

PERSONNEL

Bargaining Unit Position		FY 2014 Grade-Step	FY 2012		FY 2013		FY 2014							
			Actual # Expenditures	# Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	# Department Request	# Mayor's Recommendation	Council Approval					
Summary of Changes														
<u>Adjustments to FY 2013 Positions - Water Ops/Maint</u>			<u>Explanation</u>											
	Step Raises/Longevity included in * position salary	1,654												
LAB	Working Foreman II	11-6 (L9)	60,649	Align to funding source: Water Ops/Maint, from Water Meters		1	60,649	1	60,649	60,649				
LAB	Working Foreman I	10-6 (L9)	(57,490)	Align to funding source: Sewer Ops/Maint, from Water Ops/Maint										
LAB	M E O	7-6	44,655	Align to funding source: Water Ops/Maint, from Sewer Ops/Maint		1	44,655	1	44,655	44,655				
LAB	M E O	7-4	(49,920)	Align to funding source: Water Meters, from Water Ops/Maint										
<u>Adjustments to FY 2013 Positions - Water Meter Read, Repair & Install</u>														
LAB	Working Foreman II	11-6 (L9)	(60,390)	Align to funding source: Water Ops/Maint, from Water Meters										
LAB	M E O	7-6	45,495	Align to funding source: Water Meters, from Sewer Ops/Maint		1	45,495	1	45,495	45,495				
LAB	M E O	7-4	41,098	Align to funding source: Water Meters, from Water Ops/Maint		1	41,098	1	41,098	41,098				
LAB	Senior Water Service Inspector	9-6	5,127	Promote Water Meter Installer to Senior Water Service Inspector		1	50,363							
<u>New Positions</u>														
Subtotal														
Grand Total			10	406,891.21	9	466,200	240,456.71	474,809.69	10	494,930		10	491,951	491,951

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	329,452.79	307,416.05	360,574.00	179,208.24	360,574.00	357,974.00	(2,600.00)	357,974.00	357,974.00
5131 Overtime	164,146.69	142,139.33	90,000.00	95,092.86	190,184.00	120,000.00	0.00	90,000.00	90,000.00
5135 Standby	28,512.84	29,796.65	28,800.00	14,896.01	29,792.00	30,000.00	0.00	28,800.00	28,800.00
5195 Buyback Sick Time	6,223.83	3,154.90	8,000.00	5,987.39	12,058.00	12,000.00	0.00	8,000.00	8,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	125,177.81	99,475.16	105,626.00	61,248.47	114,235.69	136,956.00	28,351.00	133,977.00	133,977.00
General Expenses									
Water Maintenance & Operations 610-452-5200									
5192 Mileage	556.78	321.97	600.00	163.33	350.00	600.00	0.00	600.00	600.00
5211 Heat	11,664.99	12,725.22	12,000.00	2,466.25	14,525.00	16,500.00	0.00	12,000.00	12,000.00
5213 Light	7,550.94	15,076.79	8,000.00	3,536.98	8,000.00	10,500.00	0.00	8,000.00	8,000.00
5241 Equipment Repair/Maint	22,441.98	16,591.75	25,000.00	12,261.33	25,000.00	32,000.00	0.00	25,000.00	25,000.00
5242 Office Equipment Repair/Maint	3,773.32	2,193.47	3,000.00	558.95	2,128.00	3,000.00	0.00	3,000.00	3,000.00
5245 Buildings & Grounds Maint	248.38	2,315.00	2,000.00	1,558.80	7,887.00	5,000.00	3,000.00	5,000.00	5,000.00
5261 Water/Sewer Infrastructure	5,158.14	2,800.00	4,000.00		0.00	4,000.00	0.00	4,000.00	4,000.00
5303 Engineer Services /Consultants	11,881.68	19,750.00	25,000.00	6,747.00	19,000.00	25,000.00	0.00	25,000.00	25,000.00
5312 Training	1,780.00	2,775.00	4,000.00	50.00	2,418.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	245.51	211.73	500.00	5,324.28	5,700.00	500.00	0.00	500.00	500.00
5343 Printing	801.00	920.00	800.00	1,789.20	800.00	1,500.00	0.00	800.00	800.00
5420 Office Supplies	4,754.64	2,568.79	3,500.00	1,657.14	3,500.00	4,000.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	4,457.68	1,812.96	2,500.00	987.42	1,636.00	2,500.00	0.00	2,500.00	2,500.00
5452 Custodial Supplies	859.42	1,031.14	1,000.00	605.86	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5460 Groundskeeping Supplies	352.95	1,320.07	600.00	48.39	929.00	1,000.00	0.00	600.00	600.00
5470 Public Safety Supplies	3,669.48	1,783.27	1,800.00	367.95	865.00	1,800.00	0.00	1,800.00	1,800.00
5510 Education Supplies	24.78								
5538 Street/Sidewalk Material	30,841.57	22,868.78	30,000.00	12,632.50	32,000.00	42,000.00	0.00	30,000.00	30,000.00
5539 Castings & Pipes	60,923.86	64,522.51	75,000.00	34,618.08	73,548.00	90,000.00	0.00	75,000.00	75,000.00
5581 Clothing, Gloves, Shoes	11,461.34	9,159.26	10,000.00	9,172.11	1,000.00	12,000.00	0.00	10,000.00	10,000.00
5587 Tools	13,602.60	8,072.81	10,000.00	2,471.38	10,000.00	13,000.00	0.00	10,000.00	10,000.00
5730 Dues	918.25	699.25	1,000.00	290.00	580.00	1,000.00	0.00	1,000.00	1,000.00
5731 Conference Expense	62.00	825.00		480.00	800.00	800.00	0.00		
5733 Licenses	235.00	782.00	1,500.00		1,134.00	1,500.00	0.00	1,500.00	1,500.00
Equipment & Unusual									
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	16,255.42	16,168.00	16,000.00	13,658.11	23,000.00	23,000.00	0.00	16,000.00	16,000.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	53,049.00	11,139.00	40,000.00		24,573.00	190,000.00	0.00	40,000.00	40,000.00
5394-45 Disposal of Trench Tailings	16,756.00	11,887.75	30,000.00	6,412.00	16,956.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	6,084.37	19,484.35	25,000.00		25,000.00	30,000.00	0.00	25,000.00	25,000.00
5690 State Assessment - MWRA	7,639,702.00	7,698,671.00	7,803,542.00	3,896,150.00	7,792,300.00	7,826,983.00	23,441.00	7,826,983.00	7,826,983.00
5692 State Assessment - DEP	22,844.60	23,305.39	25,000.00		23,968.00	25,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	12,602.02	5,012.18	10,000.00	10,639.39	10,639.39	20,000.00	0.00	10,000.00	10,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	To cover the additional expense of increased overtime for after hours service calls & emergencies	30,000.00
5135 Standby	Run Rate - Standby based on wage rate of person on standby	1,200.00
5195 Buyback Sick Time	Run Rate - based on current payback rate of \$12,058	4,000.00
5211 Heat	Increased utility prices for natural gas/heating oil/propane gas	4,500.00
5213 Light	Increased utility prices for electricity	2,500.00
5241 Equipment Repair/Maint	Increase of funding will cover cost to repair aged pump stations-equipment breakdowns need. Immediate repair to avoid public safety issues	7,000.00
5245 Buildings & Grounds Maint	Clearing, cleaning and maintaining the grounds around the Water Pump Station to comply with Homeland Security Regulations; covering the acquisition of equipment & necessary products	3,000.00
5343 Printing	Cost of repair forms/business cards/emergency notices	700.00
5420 Office Supplies	Increased cost of toner/paper/general office supplies	500.00
5460 Groundskeeping Supplies	Adequate funds for purchase of disinfectants/chlorine and bleach treatments/sanitizing products	400.00
5538 Street/Sidewalk Material	Covers cold patch and crushed stone used for trenches after repairs	12,000.00
5539 Castings & Pipes	As of 1/1/2014, only lead free brass allowed to be installed in all water infrastructure - pricing is 50% higher than current type	15,000.00
5581 Clothing, Gloves, Shoes	Crews are full staffed resulting in greater demand for boots/gloves etc	2,000.00
5587 Tools	Water crew to have designated set of tools to be kept separate from sewer tools	3,000.00
5731 Conference Expense	Funding to allow for attendance at New England Wtr Wks Assn Conference to attend courses & seminars for staff	800.00
5303 Eng -Water Survey	Additional cost for contracting services for testing & surveying cross connection prog-funded thru fees	150,000.00
5394-49 Service Repairs	Cover the cost of emergency main and service repairs	5,000.00
5690 State Assessment - MWRA	0.4% increase - based on preliminary FY2014 MWRA Community Assessment	23,441.00
5876 Hydrants	To cover the replacement of non-functioning hydrants throughout the city to comply with fire safety regulations	10,000.00
5543 Meters & Parts	Increased for new meters to replace non-functioning meters & installation of new meters in new construction locations	7,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	653,513.96	581,982.09	593,000.00	356,432.97	706,843.69	656,930.00	25,751.00	618,751.00	618,751.00
General Expenses	198,266.29	191,126.77	221,800.00	97,786.95	212,800.00	273,200.00	3,000.00	224,800.00	224,800.00
Equipment & Unusual	7,767,293.41	7,785,667.67	7,949,542.00	3,926,859.50	7,916,436.39	8,144,983.00	23,441.00	7,972,983.00	7,972,983.00
Total Operating Budget	8,619,073.66	8,558,776.53	8,764,342.00	4,381,079.42	8,836,080.08	9,075,113.00	52,192.00	8,816,534.00	8,816,534.00

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Prevent Sewer System Overflows by increasing the level of enforcement in the Fat Oil & Grease (F.O.G.) program;
Conduct Public Education program on F.O.G. with flyers and website information.

DESCRIPTION OF OUTPUT STATEMENT:

Update security, alarms and data acquisitions at the City's six sewage pumping stations.

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 2011	FY 2012
Pension-Contributory/FICA	247,860	214,809
Pension Administration	21,090	18,537
Medical & Life Insurance	383,104	296,169
Heat, Light, Water	22,000	20,298
Building Repair & Maintenance	21,857	33,966
Building Insurance	54	49
Motor Vehicle Insurance	2,785	1,996
Motor Vehicle Maint & Repair	33,213	34,714
Workers Compensation	169,269	64,251
Other Dept Allocations	1,176,128	1,163,541
Total	<u>\$2,077,360</u>	<u>\$1,848,330</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Sewer Stoppages Main	105	124	150
Sewer Stoppages Laterals/Svc Lines	286	281	300
Sewer Main Repairs	0	2	6
Sewer Lateral Repairs/Relays	41	57	75
Catch Basin Cleaned	2,067	1,294	1,300
Number of Catch Basins (city owned)	5,083	5,083	5,083
Number of Catch Basins Total	6,529	6,529	6,529
Sanitary Grease Traps Citywide	369	369	369
Sanitary Grease Traps Inspections	877	1,082	1,200

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

			FY 2012	FY 2013				FY 2014					
Bargaining Unit	Position	FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. LAB	Working Foreman I	10-6 (L8)			1	56,962	28,697.03	56,962.00	1	56,962	1	56,962	56,962
2. LAB	Working Foreman I/Video Insp	10-6 (L11)			1	58,545	29,160.22	58,545.00	1	58,545	1	58,545	58,545
3. LAB	S M E O	9-6 (L11)			1	55,902	27,844.18	55,902.00	1	55,902	1	55,902	55,902
4. LAB	*S M E O	9-6 (L9)			1	54,392	833.59	28,029.59	1	54,741	1	54,741	54,741
5. LAB	Pump Station Operator	9-6 (L11)			1	55,902	27,854.31	55,902.00	1	55,902	1	55,902	55,902
6. LAB	M E O	7-6 (L11)			1	50,706	25,202.32	50,706.00	1	51,058	1	51,058	51,058
7. LAB	M E O	7-6			1	42,808	21,008.00	42,808.00					
8. LAB	M E O	7-6			1	43,432	21,302.10	43,432.00					
9. LAB	*Laborer	6-3			1	36,983	8,328.00	36,983.00	1	38,382	1	38,382	38,382
Subtotal			10	363,249.36	9	455,632	190,229.75	429,269.59	7	371,492	7	371,492	371,492

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 2,100

Explanation

LAB M E O 7-6 (42,808) Align to funding source: Water Ops/Maint, from Sewer Ops/Maint

LAB M E O 7-6 (43,432) Align to funding source: Water Meters, from Sewer Ops/Maint

LAB Working Foreman I 10-6 (L9) 57,490 Align to funding source: Sewer Ops/Maint, from Water Ops/Maint

New Positions

LAB Working Foreman I 10-1 New position to run second crew for sewer digs

LAB S M E O 9-1 New position for sewer dig crew

LAB H M E O 8-1 New position for sewer dig crew

LAB Laborer 6-1 New position for sewer dig crew

Subtotal

1	57,490	1	57,490	57,490.00
1	43,243			
1	41,217			
1	39,296			
1	36,227			
5	217,473	1	57,490	57,490

Grand Total

10	363,249.36	9	455,632	190,229.75	429,269.59	12	588,965	8	428,982	428,982
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SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
			July-December						
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	290,258.45	363,249.36	455,632.00	190,229.75	429,269.59	588,965.00	(26,650.00)	428,982.00	428,982.00
5131 Overtime	104,286.74	131,784.52	90,000.00	51,967.00	104,934.00	100,000.00	0.00	90,000.00	90,000.00
5135 Standby	29,824.47	31,185.16	32,000.00	15,403.62	30,806.00	32,000.00	0.00	32,000.00	32,000.00
5195 Buyback Sick Time	6,091.80	9,304.58	4,500.00		9,119.00	9,200.00	0.00	4,500.00	4,500.00
General Expenses 600-440-5200									
5213 Light	85,773.69	85,627.85	90,000.00	34,938.29	68,279.00	90,000.00	0.00	90,000.00	90,000.00
5241 Equipment Repair/Maint	52,500.52	79,663.83	85,000.00	55,860.68	85,000.00	105,000.00	0.00	85,000.00	85,000.00
5244 Motor Equipment Repair/Maint	18,833.06	6,004.75	5,000.00	3,629.30	20,000.00	11,000.00	0.00	5,000.00	5,000.00
5245 Building/Grounds Maint	1,035.50		1,000.00		1,970.00	5,000.00	4,000.00	5,000.00	5,000.00
5261 W/S Infrastructure Repair/Maint	4,057.19	33,750.40	25,000.00	2,088.38	6,550.00	25,000.00	0.00	25,000.00	25,000.00
5276 Truck/ Equipment Rental					8,500.00	12,000.00	0.00	0.00	0.00
5303 Engineering Services/ Consulting	8,738.20	3,000.00		1,500.00	1,500.00				
5340 Communication	479.88	519.87	600.00	199.99	480.00	600.00	0.00	600.00	600.00
5431 Paint Supplies	466.04	480.60	500.00	423.69	631.00	500.00	0.00	500.00	500.00
5450 Custodial Supplies	3,446.16	13,704.27	10,000.00	8,879.60	16,500.00	15,000.00	0.00	10,000.00	10,000.00
5460 Groundskeeping Supplies	10,514.97	3,456.28	5,000.00	567.00	3,500.00	5,000.00	0.00	5,000.00	5,000.00
5500 Medical Supplies	1,620.79	1,228.14	1,000.00	136.98	336.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	1,652.83	4,752.00	5,000.00	5,549.38	8,500.00	10,000.00	0.00	5,000.00	5,000.00
5539 Castings & Pipes	135.00		2,000.00	830.64	2,197.00	2,000.00	0.00	2,000.00	2,000.00
5542 Water/Sewer Materials	1,917.71		2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5581 Clothing, Gloves, Shoes	7,150.60	5,793.18	6,000.00	5,987.77	8,581.00	8,500.00	0.00	6,000.00	6,000.00
5587 Tools	5,784.61	7,836.01	6,500.00	808.64	10,076.00	9,000.00	0.00	6,500.00	6,500.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	42,939.62	44,516.35	45,000.00	38,171.69	56,911.00	60,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils			10,000.00	3,154.00	3,154.00	10,000.00	0.00	10,000.00	10,000.00
5394-45 Disposal of Trench Tailings	18,702.16	11,887.75	30,000.00	6,412.00	20,169.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	27,333.84	144,737.95	100,000.00	4,008.91	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5690 State Assessment - MWRA	11,906,428.00	12,347,461.00	12,626,127.00	6,242,962.00	12,485,924.00	12,829,769.00	203,642.00	12,829,769.00	12,829,769.00
5740 Insurance	5,590.00	5,590.00	7,500.00		5,605.60	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	2,705.00		4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	To cover the additional expense of increased overtime for after hours service calls & emergencies	10,000.00
5195 Buyback Sick Time	Increase is based on current buy-back rate of \$9,119	4,700.00
5241 Equipment Repair/Maint	Increased expenses of sewer pump station operations & maintenance of aged equipment	20,000.00
5244 Motor Equipment Repair/Maint	Increased expense of repairing our sewer jet, vactor truck and CCTV camera truck	6,000.00
5245 Building/Grounds Maint	Clearing, cleaning and maintaining the grounds around the various sewer pump stations to comply with Homeland Security Regulations; covering the acquisition of equipment & necessary products	4,000.00
5276 Truck/ Equipment Rental	To cover the expense of renting vehicles for crews	12,000.00
5450 Custodial Supplies	Increased cost of degreasers/cleaners for sewer pump stations/mint control treatments/rags	5,000.00
5538 Street/Sidewalk Materials	To cover the cost of cold patch & crushed stone to shore up trenches after repairs	5,000.00
5581 Clothing, Gloves, Shoes	To cover the cost to outfit bigger crew since vacancies have been filled	2,500.00
5587 Tools	The sewer crew should have their own set of tools for working on the sewer system	2,500.00
5394-41 Catch Basin Cleaning	Increase is based on rates and tons of catch basin debris removal	15,000.00
5690 State Assessment - MWRA	Increase of 2.8% over FY2013 - based on the preliminary FY2014 MWRA Community Assessments	203,642.00

COST SUMMARY BY CLASSIFICATION

Personnel	430,461.46	535,523.62	582,132.00	257,600.37	574,128.59	730,165.00	(26,650.00)	555,482.00	555,482.00
General Expenses	204,106.75	245,817.18	244,600.00	121,400.34	244,600.00	301,600.00	4,000.00	248,600.00	248,600.00
Equipment & Unusual	12,003,698.62	12,554,193.05	12,822,627.00	6,294,708.60	12,675,763.60	13,041,269.00	203,642.00	13,026,269.00	13,026,269.00
Total Operating Budget	12,638,266.83	13,335,533.85	13,649,359.00	6,673,709.31	13,494,492.19	14,073,034.00	180,992.00	13,830,351.00	13,830,351.00

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	4,759,993	5,094,286
Pension Administration	401,273	436,161
Medical & Life Insurance	6,295,375	6,135,867
Heat, Light, Water	133,517	133,956
Building Repair & Maintenance	68,206	183,254
Building Insurance	3,160	2,848
Motor Vehicle Insurance	10,608	7,603
Motor Vehicle Maint & Repair	126,524	132,244
Total	\$11,798,656	\$12,126,219

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 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Personnel	179	179	179
Vehicles & Apparatus	21	21	21
Number of Buildings Maintained	6	6	6

FIRE PREVENTION & INVESTIGATION

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Oil Burn - LP Gas - Tanks - BLST	336	350	350
Co In Service - Indus - Mer	3,325	3,350	3,355
Schools - Nurs Homes - Hosp	100	100	100
Truck Insp (Fuel - Gas)	86	45	50
Permits	910	915	920
Fire Warning Systems	790	790	790
Educational Classes	350	350	350
Hotel Motel Lodge AP	250	250	250
Mercantile & Industrial	550	550	550
Hydrant Inspections	1,301	1,301	1,301

FIRE FIGHTING & TRAINING

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Box Alarms	1,875	1,900	1,900
Still Alarms	6,250	6,300	6,300
Bomb Scares	10	12	12
False Alarms	140	150	150
System Trouble	556	600	600

FIRE

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014					
			#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Fire Chief	22-3			1	117,473	57,821.91	121,021.00	1	125,712	1	125,712	125,712
2.	FIRE Deputy Chief				6	565,760	282,847.53	565,760.00	6	567,246	6	567,246	567,246
3.	FIRE Captain				10	782,810	394,839.60	782,810.00	10	782,810	10	782,810	782,810
4.	FIRE Captain Training/Admin				1	84,224	37,378.94	842,244.00	1	84,224	1	84,224	84,224
5.	FIRE Lieutenant				30	2,002,230	1,057,895.81	2,002,230.00	30	2,002,230	30	2,002,230	2,002,230
6.	FIRE Lieutenant - Fire Prev				3	218,052	108,728.18	218,052.00	3	219,538	3	219,538	219,538
7.	FIRE Fire Fighter				116	6,607,476	3,105,408.57	6,607,476.00	116	6,607,476	116	6,607,476	6,607,476
8.	Executive Assistant	12-6 (L11)			1	74,548	37,171.68	76,799.00	1	76,799	1	76,799	76,799
9.	*Principal Office Assist	8-2 (L11)			1	55,637	19,576.24	57,317.00			1	48,879	48,879
10.	Sr Office Assistant	6-6			1	44,734	22,306	46,085.00	1	46,085	1	46,085	46,085
Subtotal Salaries			53	4,092,870.59	54	3,945,468	2,018,565.55	4,712,318.00	53	3,904,644		3,953,523	3,953,523
Subtotal Wages			116	6,219,967.22	116	6,607,476	3,105,408.57	6,607,476.00	116	6,607,476		6,607,476	6,607,476

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 8,055

Office Coordinator 9-1 (L11) (5,071)

New Positions

FIRE Fire Fighter 8 more positions bring dept. to full complement

Explanation

Change classification to Office Coordinator from Principal Office Assistant

1	50,566			
8	455,688			
9	506,254		0	0

Subtotal

Grand Total Salaries

Grand Total Wages

53	4,092,870.59	54	3,945,468	2,018,565.55	4,712,318.00	54	3,955,210		54	3,953,523	3,953,523
116	6,219,967.22	116	6,607,476	3,105,408.57	6,607,476.00	124	7,063,164		116	6,607,476	6,607,476

FIRE									
EXPENDITURES	FY 2011	FY 2012	FY 2013			FY 2014			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-220-5100									
5111 Salaries - Full Time	3,947,862.77	4,044,193.73	3,945,468.00	2,018,565.55	4,712,318.00	3,955,210.00	8,055.00	3,953,523.00	3,953,523.00
5112 Wages - Full Time	5,870,119.80	6,219,967.22	6,607,476.00	3,105,408.57	6,607,476.00	7,063,164.00	0.00	6,607,476.00	6,607,476.00
5121 Salaries - Part Time	48,240.26	48,676.86							
5122 Temporary Help						1,500.00	1,500.00	1,500.00	1,500.00
5131 Overtime	945,854.05	756,606.23	500,000.00	422,290.17	600,000.00	500,000.00	0.00	500,000.00	500,000.00
5141 Longevity	462,463.39	462,597.06	490,000.00	426,300.05	490,000.00	502,000.00	0.00	490,000.00	490,000.00
5142 College Credits	551,322.82	595,975.06	590,000.00	540,782.81	590,000.00	614,000.00	24,000.00	614,000.00	614,000.00
5143 Holiday	606,088.64	617,455.53	700,000.00	358,340.56	700,000.00	700,000.00	0.00	700,000.00	700,000.00
5144 Out of Grade	45,595.65	50,991.20	80,000.00	29,765.79	80,000.00	100,000.00	0.00	80,000.00	80,000.00
5145 LEPC Chairperson Stipend	32,500.00	32,499.76	32,500.00	16,205.28	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Receipt offset - Grant	(21,599.90)								
General Expenses 001-220-5200									
5146 Emergency Medical Technician	100,060.40	101,390.58	126,660.00		133,198.00	143,740.00	12,560.00	139,220.00	139,220.00
5241 Equipment Repair/Maint	17,166.63	16,638.47	18,958.00	628.79	18,958.00	18,958.00	0.00	18,958.00	18,958.00
5242 Office Equipment Repair/Maint	474.00	684.08	1,100.00	254.59	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5244 Motor Equipment Repair/Maint	39,355.16	35,769.47	50,000.00	8,658.70	56,699.72	50,000.00	0.00	50,000.00	50,000.00
5291 Maintenance of SCBA	2,855.76	9,473.19	8,000.00	3,592.48	8,587.99	13,000.00	2,000.00	10,000.00	10,000.00
5306 Medical Services	48,492.85	76,926.66	60,000.00	13,533.83	67,859.84	60,000.00	0.00	60,000.00	60,000.00
5312 Training	11,807.48	4,529.33	15,000.00	14,037.15	28,922.30	15,000.00	0.00	15,000.00	15,000.00
5312-1 Training - JLMC							24,000.00	24,000.00	24,000.00
5342 Postage	184.80	232.00	500.00	135.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	736.75	1,829.40	1,000.00	494.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	2,131.05	3,164.30	3,000.00	254.50	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	1,236.25	2,920.44	3,000.00	1,070.07	5,997.73	3,000.00	0.00	3,000.00	3,000.00
5450 Custodial Supplies	2,276.64	5,852.27	2,500.00	1,517.20	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	101.76	132.81	600.00		600.00	600.00	0.00	600.00	600.00
5470 Public Safety Supplies	3,525.52	5,929.02	7,500.00	13,541.74	20,797.00	7,500.00	0.00	7,500.00	7,500.00
5500 Medical Supplies	2,415.00	1,864.30	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5510 Education Supplies	234.00	1,478.27	700.00	1,020.00	1,200.00	700.00	0.00	700.00	700.00
5587 Tools	163.20	299.98	300.00		613.74	300.00	0.00	300.00	300.00
5730 Dues	6,084.88	489.00							
5730 Dues - Metro Fire		2,500.00	3,500.00	2,500.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5730 Dues - NFPA Internet Access			1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
Equipment & Unusual 001-220-5400									
5245 Tower Repair & Maint	113.40	112.46	5,000.00		5,000.00	20,000.00	0.00 *	5,000.00	5,000.00
5471 Patches & Badges			500.00		500.00	500.00	0.00	500.00	500.00
5850 Safety Equipment	35,385.06	30,594.50	36,700.00	17,323.34	36,700.00	36,700.00	0.00	36,700.00	36,700.00
5854 Hoses, Cable, Wire	9,856.50	12,940.00	21,000.00	11,598.00	21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields	200.00	462.03	500.00	333.43	500.00	500.00	0.00	500.00	500.00

* Balance of request will be funded in CIP

FIRE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 001-220-5500									
5190 Uniform Allowance 1 @ 775	775.00	775.00	775.00	775.00	775.00	775.00	0.00	775.00	775.00
5190 Uniform Allowance 160 @ 725	128,483.72	146,840.81	116,000.00	108,025.00	116,000.00	121,800.00	0.00	116,000.00	116,000.00
5190 Uniform Allowance 6 @ 775	3,785.00	3,875.00	4,650.00	3,875.00	4,650.00	4,650.00	0.00	4,650.00	4,650.00
5190 Uniform Allowance 10 @ 4,500			32,000.00	3,096.00	32,000.00	45,000.00	13,000.00	45,000.00	45,000.00
5196 Uniforms-Special Positions		614.15	4,000.00	3,468.95	4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5122 Temporary Help	To hire a student part time who is extremely capable of assisting the office staff while on school breaks	1,500.00
5141 Longevity	We will have several employees begin receiving longevity, also members whose longevity increases	12,000.00
5142 College Credits	To cover college credits of new hires and also increase in % of current employees	24,000.00
5144 Out of Grade	To cover some of the add'l expenses of making temporary promotions - per Civil Service Law	20,000.00
5146 Emergency Medical Technician	Cost of add'l EMT's and contract requirement that we allow up to 9 people to take the course annually	17,080.00
5291 Maintenance of SCBA	NFPA 1500 requires self breathing apparatus to be fit tested annually	5,000.00
5245 Tower Repair & Maint	Complete rehab on both interior and exterior of the training tower	15,000.00
5190 Uniform Allowance 168 @ 725	Allowance for maximum staffing	5,800.00
5190 Uniform Allowance 10 @ 4,500	Increase in amt. per person for Turnout gear (filling positions due to retirements)	13,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,488,447.48	12,828,962.65	12,945,444.00	6,917,658.78	13,812,294.00	13,468,374.00	33,555.00	12,978,999.00	12,978,999.00
General Expenses	239,302.13	272,103.57	307,818.00	61,238.05	360,534.32	329,898.00	38,560.00	346,378.00	346,378.00
Equipment & Unusual	45,554.96	44,108.99	63,700.00	29,254.77	63,700.00	78,700.00	0.00	63,700.00	63,700.00
Special Items	133,043.72	152,104.96	157,425.00	119,239.95	157,425.00	176,225.00	13,000.00	170,425.00	170,425.00
Total Operating Budget	<u>12,906,348.29</u>	<u>13,297,280.17</u>	<u>13,474,387.00</u>	<u>7,127,391.55</u>	<u>14,393,953.32</u>	<u>14,053,197.00</u>	<u>85,115.00</u>	<u>13,559,502.00</u>	<u>13,559,502.00</u>

FIRE AUXILIARY

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-291-5200									
5241 Equipment Repairs/Maint	4,923.77	6,913.35	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5312 Training			3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5340 Communication	374.90								
5341 Advertising				107.40					
5342 Postage		45.00							
5470 Public Safety Supplies	917.36	968.99	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
Equipment & Unusual 001-291-5400									
5875 Mobile Radios & Battery	3,600.00		3,600.00			0.00	(3,600.00)	0.00	0.00
Special Items 001-291-5500									
5190 Uniform	3,500.00	2,750.17	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00

Department Explanation for Requested Increases

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

Personnel

General Expenses	6,216.03	7,927.34	9,000.00	107.40	9,000.00	9,000.00	0.00	9,000.00	9,000.00
Equipment & Unusual	3,600.00	0.00	3,600.00	0.00	0.00	0.00	(3,600.00)	0.00	0.00
Special Items	3,500.00	2,750.17	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	13,316.03	10,677.51	16,100.00	107.40	12,500.00	12,500.00	(3,600.00)	12,500.00	12,500.00

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	7,495	7,485
Pension Administration	565	574
Medical & Life Insurance	29,897	29,301
Heat, Light, Water	21,840	20,764
Building Repair & Maintenance	28,836	4,580
Building Insurance	550	496
Motor Vehicle Insurance	1,515	1,086
Motor Vehicle Maint & Repair	18,075	18,892
Total	\$108,773	\$83,178

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
AUXILIARY POLICE & FIRE Active Members	12	20	30
District Coordinators		2	2
Total Grants Received	24,998	54,075	27,000
FEMA Reimbursement-Storms	286,559	53,330	424,840
Total Receipts	311,557	107,405	451,840

EMERGENCY MANAGEMENT

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
Subtotal		

FY 2012		FY 2013				FY 2014					
Actual # Expenditures	July-December										
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval		
	1	47,624	23,746.58	49,063.00	1	49,063	1	49,063	49,063		
	1	10,000	4,986.28	10,000.00	1	10,000	1	10,000	10,000		
		10,000	4,986.28	10,000.00		10,000		10,000	10,000		
2	67,623.91	2	67,624	33,719.14	69,063.00	2	69,063		2	69,063	69,063

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 1,439

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

2	67,623.91	2	67,624	33,719.14	69,063.00	2	69,063	2	69,063	69,063
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EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-291-5100									
5121 Salaries - Part Time	67,613.34	67,623.91	67,624.00	33,719.14	69,063.00	69,063.00	1,439.00	69,063.00	69,063.00
General Expenses 001-291-5200									
5420 Office Supplies	183.80	747.20	400.00		400.00	400.00	0.00	400.00	400.00
Equipment & Unusual 001-291-5400									
5310 Environmental Services	4,513.13	3,378.28	3,100.00	692.35	3,900.00	3,100.00	0.00	3,100.00	3,100.00

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>
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COST SUMMARY BY CLASSIFICATION

Personnel	67,613.34	67,623.91	67,624.00	33,719.14	69,063.00	69,063.00	1,439.00	69,063.00	69,063.00
General Expenses	183.80	747.20	400.00	0.00	400.00	400.00	0.00	400.00	400.00
Equipment & Unusual	4,513.13	3,378.28	3,100.00	692.35	3,900.00	3,100.00	0.00	3,100.00	3,100.00
Special Items									
Total Operating Budget	72,310.27	71,749.39	71,124.00	34,411.49	73,363.00	72,563.00	1,439.00	72,563.00	72,563.00

HEALTH

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	117,097	117,024
Pension Administration	9,525	9,674
Medical & Life Insurance	237,438	251,931
Heat, Light, Water	12,989	11,827
Building Repair & Maintenance	11,570	12,254
Building Insurance	213	192
Motor Vehicle Insurance	1,894	1,358
Motor Vehicle Maint & Repair	22,594	23,615
Total	\$413,320	\$427,875

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 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total Permits issued	782	780	781
Burial permits issued	225	230	235
Food service estab permits	274	275	275
Retail food permits	74	75	75
Swimming pool permits	49	49	48
Tobacco permits	70	70	70
Day camp permits	18	19	19
DNA research permits	16	17	18
Mobile food & Caterer	17	18	18
Transportation of garbage	34	35	35
Contagious follow-up	123	115	116
Tuberculosis follow-up	157	153	150
Catch basin larva control	3,400	3,400	3,400
B.T.I. treated acres	25	25	25
Aerosol application/acres	3	3	3

HEALTH

OUTPUT MEASURES

HEALTH INSPECTIONS

Relationship of output program objective: Inspections of all eating and drinking establishments, markets and stores, bakeries, nursing homes, housing inspections and code enforcement nuisance complaints, mobile caterers, air pollution, septic tank installations, demolition inspections, rodent and pest complaints, day camp inspections, swimming pool inspections, mobile food servers inspections, advise on new restaurant construction and renovation, food borne illness investigations, lodging house inspections, no heat, water or electricity and gas, installation and maintenance of dwelling facilities, kitchen, bath, heat, hot water, electrical, security and abatement orders are issued to violators.

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Food establishment inspections	1,705	1,710	1,720
Housing inspections	1,597	1,550	1,560
Swimming pool inspections	49	48	48
Housing complaints	1,202	1,150	1,100
Trash complaints	401	370	350
Food complaints	91	80	75
Rodent & pest complaints	55	47	45
No heat complaints	87	85	85
Day camp inspections	18	18	18
Conferences owner or operator	322	320	310

INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total devices inspected	2,364	2,364	2,364
Gas pumps sealed	367	367	367
Scanners inspected	3,113	3,113	3,113
Oil truck meters sealed	49	49	49
Weights tested	106	106	106
Taxi meters sealed	69	69	69
Package testing	1,958	1,958	1,958
Scales inspected & sealed	499	499	499
Adjustments	149	149	149
Sealing fees	17,597	17,597	17,597
Violator fines	\$500	\$500	\$500
Annual loss restored for consumers	\$926,429	\$900,000	\$900,000
Annual loss restored for businesses	\$947,811	\$900,000	\$900,000

HEALTH

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014						
			#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	Commissioners				5	5,000	1,700.00	5,000.00	5	5,000	5	5,000	5,000	
2.	Dir of Public Health	18-6 (L11)			1	110,918	55,306.94	114,268.00	1	114,268	1	114,268	114,268	
3.	Asst Dir of Public Health	15-6 (L11)			**1	97,379	45,181.76	93,349.00			1	93,349	93,349	
4.	SPMG *Sr Code Enforce Insp	13-6 (L11)							1	82,040	1	82,040	82,040	
5.	SPMG Sr Code Enforce Insp	13-6 (L10)			2	157,688	82,777.27	162,848.00	1	81,423	1	81,423	81,423	
6.	Inspector, Wgts & Meas	13-6 (L9)			1	78,127	38,956.27	80,486.00	1	80,486	1	80,486	80,486	
7.	SPMG *Sr Code Enforce Insp	13-6 (L8)			1	77,410	40,636.15	79,943.00	2	159,392	2	159,392	159,392	
8.	SPMG Sr Code Enforce Insp	13-6			1	71,676	37,626.01	74,022.00						
9.	*Public Health Nurse, RN	13-5			1	65,518	32,124.44	67,497.00	1	70,150	1	70,150	70,150	
10.	SPMG Code Enforcement Insp	12-6 (L9)			1	73,204	38,410.68	75,599.00	1	75,599	1	75,599	75,599	
Subtotal			14	724,610.72	13	736,920	372,719.52	753,012.00	13	668,358		14	761,707	761,707

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 24,787

Asst Dir of Public Health 16-6 (L11) 2,942

Explanation

Grade 15 to 16

**Council did not approve

1	100,321		0	0	0
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New Positions

Subtotal

Grand Total

14	724,610.72	13	736,920	372,719.52	753,012.00	14	768,679	14	761,707	761,707
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HEALTH

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	714,713.23	720,810.72	731,920.00	371,019.52	748,012.00	763,679.00	24,787.00	756,707.00	756,707.00
5194 Boards & Commissions	4,500.00	3,800.00	5,000.00	1,700.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-510-5200									
5192 Mileage	3,194.78	3,470.93	3,587.00	1,083.92	3,587.00	3,587.00	0.00	3,587.00	3,587.00
5305 Legal Services		292.21	150.00	151.80	151.80	350.00	200.00	350.00	350.00
5306 Medical Services	2,736.66	2,630.30	2,500.00	1,526.89	2,498.20	2,400.00	(100.00)	2,400.00	2,400.00
5342 Postage	1,245.50	1,299.40	1,300.00	500.00	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5343 Printing	800.00	910.00	1,000.00	910.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5381 Contract Labor / Instruction	772.19	643.00	800.00	165.00	800.00	550.00	(250.00)	550.00	550.00
5386 Public Safety /Mosquito Control	30,025.00	30,625.00	31,238.00	31,238.00	31,238.00	31,863.00	625.00	31,863.00	31,863.00
5420 Office Supplies	1,134.45	1,193.89	1,500.00	827.84	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	402.95	373.95	500.00		500.00	400.00	(100.00)	400.00	400.00
5581 Clothing, Gloves & Shoes	490.77	559.96	750.00	177.97	750.00	1,000.00	250.00	1,000.00	1,000.00
5587 Tools	929.86	546.75	600.00		600.00	600.00	0.00	600.00	600.00
Equipment & Unusual 001-510-5400									
5395-72 Medical Waste Pickup	441.83	339.82	600.00	376.26	600.00	600.00	0.00	600.00	600.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5305 Legal Services	Increase in constable services	200.00
5581 Clothing, Gloves & Shoes	Contractual agreement	250.00
5386 Public Safety /Mosquito Control	State Assessment rate increase 2%	625.00

COST SUMMARY BY CLASSIFICATION

Personnel	719,213.23	724,610.72	736,920.00	372,719.52	753,012.00	768,679.00	24,787.00	761,707.00	761,707.00
General Expenses	41,732.16	42,545.39	43,925.00	36,581.42	43,925.00	44,550.00	625.00	44,550.00	44,550.00
Equipment & Unusual	441.83	339.82	600.00	376.26	600.00	600.00	0.00	600.00	600.00
Total Operating Budget	761,387.22	767,495.93	781,445.00	409,677.20	797,537.00	813,829.00	25,412.00	806,857.00	806,857.00

HISTORICAL COMMISSION

STATEMENT OF OBJECTIVES:

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

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

DESCRIPTION OF OUTPUT STATEMENT:

Managed acceptance of \$200,000 in direct, non-city contributions to the improvement of the city-owned Robert Treat Paine Estate. Organized and managed contribution of labor and consultation from various historic organizations including Historic New England, Harvard University, the North Bennett Street School and others at a value of over \$20,000. Oversaw submission and implementation and support for more than \$250,000 in CPC grants for restoration, stabilization, maintenance and upkeep of city-owned properties including Grove Hill Cemetery, the Robert Treat Paine Estate and the Wellington House.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Monthly Meetings	10	10	10
Off Site Meetings (Prog. Director)	263	275	275
Waltham Event Participation	7	8	8
Developmental Prospectus Review	20	25	25
Site Visits	122	150	150
Daily Inquiries by phone/mail	8	8	8
Demolition Delays Issued	0	2	N/A

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit Position FY 2014 Grade-Step

- Board Members
- Program Director

Subtotal

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	July-December		Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
		#	Budget							
7		7	7,000		7,000.00	7	7,000	7	7,000	7,000
1		1	23,500	11,749.98	23,500.00	1	23,500	1	23,500	23,500
8	28,699.96	8	30,500	11,749.98	30,500.00	8	30,500	8	30,500	30,500

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

8	28,699.96	8	30,500	11,749.98	30,500.00	8	30,500	8	30,500	30,500
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HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time	23,499.96	23,499.96	23,500.00	11,749.98	23,500.00	23,500.00	0.00	23,500.00	23,500.00
5194 Boards & Commissions	5,300.00	5,200.00	7,000.00	0.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-691-5200									
5192 Mileage	209.05	298.01	375.00		375.00	375.00	0.00	375.00	375.00
5342 Postage	416.00	90.00	50.00		50.00	50.00	0.00	50.00	50.00
5343 Printing	1,109.72	1,000.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	1,531.12	1,547.08	1,600.00	594.55	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5430 Building Supplies	284.99	668.22	400.00	23.40	400.00	400.00	0.00	400.00	400.00
5450 Custodial Supplies	209.48	627.00	450.00		450.00	450.00	0.00	450.00	450.00
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	2,023.42	3,114.00	1,200.00	930.67	1,200.00	3,000.00	1,800.00	3,000.00	3,000.00
6266 Landscape Maintenance-Paine Estate	3,815.24	2,800.00	3,000.00	1,480.00	3,000.00	4,500.00	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>
5430 Paine Building Furnishings	One-time \$3,000 picture restoration	1,800.00
6266 Landscape Maintenance-Paine Estate	Increased usage, public health (ticks), long-term maintenance	1,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	28,799.96	28,699.96	30,500.00	11,749.98	30,500.00	30,500.00	0.00	30,500.00	30,500.00
General Expenses	3,760.36	4,230.31	3,875.00	617.95	3,875.00	3,875.00	0.00	3,875.00	3,875.00
Equipment & Unusual	5,838.66	5,914.00	4,200.00	2,410.67	4,200.00	7,500.00	1,800.00	6,000.00	6,000.00
Total Operating Budget	38,398.98	38,844.27	38,575.00	14,778.60	38,575.00	41,875.00	1,800.00	40,375.00	40,375.00

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 2011	FY 2012
Pension-Contributory/FICA	68,241	68,135
Pension Administration	5,162	5,243
Medical & Life Insurance	266,587	259,896
Heat, Light, Water	25,977	23,654
Building Repair & Maintenance	23,141	24,508
Building Insurance	427	385
Total	\$389,535	\$381,821

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Systems Operating	32	32	34
Networked Personal Computers	450	450	450

INFORMATION TECHNOLOGY

PERSONNEL

			FY 2012		FY 2013				FY 2014				
Bargaining Unit	Position	FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*IT Director	19-6 (L9)	1		1	114,572	57,128.96	118,032.00	1	118,122	1	118,122	118,122
2.	Asst Director IT	16-6 (L11)	1		1	97,379	48,556.31	100,321.00	1	100,321	1	100,321	100,321
3.	*GIS Administrator	16-6 (L8)	1		1	87,729	43,744.48	90,378.00	1	93,994	1	93,994	93,994
4.	Server/Desktop Sys Mgr	15-6 (L9)	1		1	88,979	44,367.70	91,666.00	1	91,667	1	91,667	91,667
5.	SPMG Sr App Analyst / Programmer	13-6 (L11)	2		2	159,121	83,529.98	164,326.00	2	164,326	2	164,326	164,326
6.	SPMG Server/Desktop Support Spec	12-6 (L11)	1		1	74,548	39,133.40	76,988.00	1	76,986	1	76,986	76,986
7.	SPMG Server/Desktop Support Spec	12-6 (L8)	2		2	145,066	76,118.39	149,813.00	2	149,812	2	149,812	149,812
8.	SPMG Server/Desktop Support Spec	12-6 (L8)	1		1	72,533	38,022.96	74,907.00	1	74,906	1	74,906	74,906
9.	SPMG Principal Comp Operator N	9-6 (L8)	1		1	59,034	28,355.67	60,966.00	1	63,311	1	63,311	63,311
10.	*Office Coordinator (PT 19 hrs)	9-2	0.5		0.5	24,005	5,936.43	18,643.34	0.5	25,787	0.5	25,787	25,787
11.	Temporary					14,848	6,328.00	14,848.00		14,848		14,848	14,848
Subtotal			11.5	918,275.99	11.5	937,814	471,222.28	960,888.34	11.5	974,080		974,080	974,080

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 36,266

Explanation

New Positions

Subtotal

0	0		0	0

Grand Total

11.5	918,275.99	11.5	937,814	471,222.28	960,888.34	11.5	974,080		11.5	974,080	974,080
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INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures					
Personnel 001-155-5100									
5111 Salaries - Full Time	826,453.31	831,103.32	839,927.00	430,602.18	866,431.00	870,134.00	30,207.00	870,134.00	870,134.00
5112 Wages - Full Time	54,476.76	54,079.46	59,034.00	28,355.67	60,966.00	63,311.00	4,277.00	63,311.00	63,311.00
5121 Salaries - Part Time	19,578.17	18,437.21	24,005.00	5,936.43	18,643.34	25,787.00	1,782.00	25,787.00	25,787.00
5122 Temporary Help	14,720.00	14,656.00	14,848.00	6,328.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	11,062.39	11,249.27	11,000.00	5,860.64	11,000.00	11,000.00	0.00	11,000.00	11,000.00
General Expenses 001-155-5200									
5192 Mileage Allowance	278.48	195.24	200.00	186.02	200.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint		471.91	750.00		750.00	750.00	0.00	750.00	750.00
5243 Computer Equip Repair/Maint	67,911.52	57,713.64	84,000.00	28,534.32	84,000.00	84,000.00	0.00	84,000.00	84,000.00
5247 Intrusion Detection			500.00		500.00	500.00	0.00	500.00	500.00
5248 Computer Software/License	148,429.63	160,119.09	170,000.00	150,083.03	170,000.00	170,000.00	0.00	170,000.00	170,000.00
5312 Training			5,000.00	30.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5340 Communication Line	17,197.14	22,403.35	15,000.00	7,409.08	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	50.34	26.25	500.00	0.90	250.00	250.00	(250.00)	250.00	250.00
5343 Printing	2,217.98	4,325.15	2,800.00	1,617.75	2,800.00	2,800.00	0.00	2,800.00	2,800.00
5420 Office Supplies	1,937.43	3,277.23	3,000.00	770.06	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5424 Computer Supplies	28,944.31	19,823.85	18,000.00	7,208.68	18,000.00	18,000.00	0.00	18,000.00	18,000.00
5510 Education Supplies	651.95		400.00		400.00	400.00	0.00	400.00	400.00
5730 Dues			75.00		75.00	75.00	0.00	75.00	75.00

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-155-5400									
6530 Computer Equipment	1,870.00		5,000.00		5,000.00	50,000.00	(5,000.00)		
6571 Computer Software		14,315.00	5,000.00	3,990.00	5,000.00	99,000.00	(5,000.00)		
Computer Equipment/Software							10,000.00	10,000.00	10,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
6530 Computer Equipment	Inventory issues - 100 PC upgrades (not new)	45,000.00
6571 Computer Software	Software desktop - 400 Office Home/Business @225.00	94,000.00
	Software desktop - 30 Office Professional @ \$300	

COST SUMMARY BY CLASSIFICATION

Personnel	926,290.63	929,525.26	948,814.00	477,082.92	971,888.34	985,080.00	36,266.00	985,080.00	985,080.00
General Expenses	267,618.78	268,355.71	300,225.00	195,839.84	299,975.00	299,975.00	(250.00)	299,975.00	299,975.00
Equipment & Unusual	1,870.00	14,315.00	10,000.00	3,990.00	10,000.00	149,000.00	0.00	10,000.00	10,000.00
Total Operating Budget	<u>1,195,779.41</u>	<u>1,212,195.97</u>	<u>1,259,039.00</u>	<u>676,912.76</u>	<u>1,281,863.34</u>	<u>1,434,055.00</u>	<u>36,016.00</u>	<u>1,295,055.00</u>	<u>1,295,055.00</u>

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:

To provide telephone service for all departments of city government.

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	Telephone Operators (8 available)	
Subtotal		

FY 2012		FY 2013			FY 2014					
#	Actual Expenditures	#	July-December		Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures						
			27,707	12,525.24	27,707.00		27,707		27,707	27,707
25,656.54			27,707	12,525.24	27,707.00		27,707		27,707	27,707

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

Subtotal		0	0

New Positions

Subtotal

Grand Total

25,656.54	27,707	12,525.24	27,707.00	27,707		27,707	27,707
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CENTRAL TELEPHONE SERVICE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-156-5100									
5121 Salaries - Part Time	24,386.72	25,656.54	27,707.00	12,525.24	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses 001-156-5200									
5128 Substitute Telephone Operator	9,615.68	10,319.85	10,000.00	3,652.27	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	44,663.49	34,509.59	50,000.00	500.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	121,126.28	109,928.55	120,000.00	51,235.13	120,000.00	120,000.00	0.00	120,000.00	120,000.00
Equipment & Unusual 001-156-5400									
6422 911 Interface System	27,000.00								

Department Explanation for Requested Increases

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

Personnel	24,386.72	25,656.54	27,707.00	12,525.24	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses	175,405.45	154,757.99	180,000.00	55,387.40	180,000.00	180,000.00	0.00	180,000.00	180,000.00
Equipment & Unusual	27,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	<u>226,792.17</u>	<u>180,414.53</u>	<u>207,707.00</u>	<u>67,912.64</u>	<u>207,707.00</u>	<u>207,707.00</u>	<u>0.00</u>	<u>207,707.00</u>	<u>207,707.00</u>

LAW

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	99,330	102,671
Pension Administration	8,094	8,521
Medical & Life Insurance	186,272	163,623
Heat, Light, Water	19,483	17,740
Building Repair & Maintenance	17,356	18,381
Building Insurance	320	288
Total	\$330,855	\$311,224

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Amount Paid for Personal Inj claims	\$7,000	\$45,000	\$50,000
Amount Paid in Property/Judgments	\$1,500	\$395	\$20,000
Claims/Collections brought by the City against others			
Request for Opinions	396	224** (500)	
a. Review of Special Permits	42	16** (75)	
Basic Small Street Defect Claims	20	40** (75)	
Contracts	132	71** (200)	
Cases (Appeals, Worker's Comp, Personnel	62	22** (75)	
Issues, Collections, I&I Agreements, Disciplinary			
Actions, Wrongful Death Action, Zoning)			
ATB	35	21** (50)	
Claimants Demands for Damages-Totals:			
Water & Sewer Claims:	\$18,301	\$41,055.16**	\$75,000
Property Damage:	\$9,500	\$2,579.07**	\$20,000
Personal Injury:	\$2,444	\$0**	\$50,000
Street Defects:	\$29,856	\$21,194.95**	\$50,000

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

** To date of what has come into the Law Department - (In parenthesis is estimates for FY 2013)

LAW

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	City Solicitor	21-6 (L11)
2.	First Asst City Solicitor	
3.	Asst City Solicitor	18-6 (L11)
4.	*Asst City Solicitor	18-6 (L9)
5.	Asst City Solicitor	18-6
6.	*Asst City Solicitor	18-2
7.	Legal Secretary	10-6
8.	*Legal Secretary	10-6 (L8)
9.	Part Time / Temporary	
Subtotal		

FY 2012		FY 2013			FY 2014				
#	Actual Expenditures	#	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures					
		1	131,811	65,725.12	135,791.69	1	135,792	1	135,792
			500	250.00	500.00		500		500
		1	110,918	55,333.84	114,267.72	1	114,268	1	114,268
		1	107,920	53,812.20	111,179.18	1	111,352	1	111,352
		2	199,852	99,652.28	205,887.53	2	205,888	2	205,888
		1	82,336		21,205.64	1	84,823	1	85,659
		1	57,741	28,791.37	59,484.78	1	59,485	1	59,485
		1	60,010	29,922.88	61,822.30	1	64,244	1	64,244
			4,500	98.00	4,500.00		4,500		4,500
7	668,017.20	8	755,588	333,585.69	714,638.84	8	780,852	8	781,688

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 26,100

Explanation

New Positions

Subtotal

0	0	0	0	0

Grand Total

7	668,017.20	8	755,588	333,585.69	714,638.84	8	780,852	8	781,688	781,688
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LAW

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	722,765.80	666,547.20	751,088.00	333,487.69	710,138.84	776,352.00	26,100.00	777,188.00	777,188.00
5121 Salaries - Part Time	0.00	1,470.00	4,500.00	98.00	4,500.00	4,500.00	0.00	4,500.00	4,500.00
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General Expenses 001-151-5200									
5192 Mileage Allowance	1,265.14	908.28	400.00	384.35	1,000.00	1,000.00	600.00	1,000.00	1,000.00
5242 Maintenance of Office Equipment	1,415.36	1,560.32	1,700.00	894.00	1,700.00	1,700.00	0.00	1,700.00	1,700.00
5305 Legal Services	2,045.45	4,728.58	2,000.00	1,825.00	2,000.00	3,000.00	1,000.00	3,000.00	3,000.00
5308 Stenographer	1,246.75	1,272.40	3,000.00	949.35	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5342 Postage	530.62	552.63	750.00		750.00	750.00	0.00	750.00	750.00
5420 Office Supplies	547.36	2,045.43	500.00	429.17	2,500.00	2,500.00	2,000.00	2,500.00	2,500.00
5424 Computer Supplies			500.00		500.00	500.00	0.00	500.00	500.00
5730 Licenses & Law Library	39,164.86	44,003.79	55,000.00	16,259.77	55,000.00	57,000.00	2,000.00	57,000.00	57,000.00
Professional Development (Seminars)						2,000.00	2,000.00	2,000.00	2,000.00
Specialty Books/Legal Materials						1,500.00	1,500.00	1,500.00	1,500.00
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Equipment & Unusual 001-151-5400									
5315 Legal Issues	8,890.78								
5316 Federal Court Cases			11,000.00			11,000.00	0.00	11,000.00	11,000.00
5760 Judgments, Claims & Settlements	47,103.04	8,500.00	15,000.00	395.00	50,000.00	15,000.00	0.00	15,000.00	15,000.00

LAW

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
			July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Actual	Actual	Budget	Expenditures	Thru 6/30/13	Request	Incr/Decr	Recommendation	Approval
	Expenditures	Expenditures							

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	The Law Department has court appearances and also filings and recordings that are attending Seminars and Training Programs	600.00
5305 Legal Services	The Law Department has several Appeals and Arbitrations	1,000.00
5420 Office Supplies	The Law Department budget for Office Supplies has been under funded for many years	2,000.00
5730 Licenses & Law Library	The Law Department requests for increase in Licenses & Law Library due to the increase in On Line (West Law) and the increase in books in the Law Department Library is increasing 20% every year	2,000.00
Professional Development (Seminars)	So the Law Department can keep up to date with the changes in the Law	2,000.00
Specialty Books/Legal Materials	So the Law Department can keep up to date with unusual/odd areas of the Law that aren't in the normal course of Law Department business	1,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	722,765.80	668,017.20	755,588.00	333,585.69	714,638.84	780,852.00	26,100.00	781,688.00	781,688.00
General Expenses	46,215.54	55,071.43	63,850.00	20,741.64	66,450.00	72,950.00	9,100.00	72,950.00	72,950.00
Equipment & Unusual	55,993.82	8,500.00	26,000.00	395.00	50,000.00	26,000.00	0.00	26,000.00	26,000.00
Total Operating Budget	<u>824,975.16</u>	<u>731,588.63</u>	<u>845,438.00</u>	<u>354,722.33</u>	<u>831,088.84</u>	<u>879,802.00</u>	<u>35,200.00</u>	<u>880,638.00</u>	<u>880,638.00</u>

LIBRARY

STATEMENT OF OBJECTIVES:

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

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

Goals:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	279,103	295,773
Pension Administration	22,418	22,047
Medical & Life Insurance	419,412	420,977
Heat, Light, Water	134,037	149,890
Building Repair & Maintenance	93,262	100,131
Building Insurance	4,097	3,692
Total	\$952,329	\$992,510

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Registered Borrowers	26,874	25,000	26,000
Physical Items Circulated	486,592	447,665	407,375
Digital Items Circulated	5,857	10,000	20,000
Inter Library Loans IN	51,439	50,000	50,000
Inter Library Loans OUT	81,416	80,000	79,000
Added Books & Other Materials	11,411	10,000	9,000
Added Periodical Issues	3,568	3,000	3,000
Added Audio Visual Items	2,442	2,000	1,500
Removed damaged, outdated item	24,014	10,000	9,000
Number of Visits to building	338,057	330,000	335,000
Number of Programs	310	300	310
Program Attendance	7,505	7,000	7,000
Study Room Use	5,476	5,500	5,500
Meeting Room Use	608	600	600
Online Subscription Searches	11,122	12,000	13,000
Internet desktop sessions	105,700	100,000	100,000
Reference desk transactions	46,590	46,000	46,000
Saturdays open to the public	51	51	51
Sundays open to the public	45	48	49
Evening hours open to the public	784	780	784

LIBRARY

PERSONNEL

			FY 2012	FY 2013				FY 2014						
Bargaining Unit	Position	FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Library Trustees		6	6,000		1,500.00	5,800.00	6	6,000	6	6,000	6,000		
2.	Library Director	18-6 (L11)	1	110,751		55,115.34	114,095.68	1	114,268	1	114,268	114,268		
3.	*Asst Library Director	15-6 (L9)	1	88,163		43,960.54	90,825.52	1	91,316	1	91,316	91,316		
4. LIBR	Library Dept Head	13-6 (L11)	2	159,121		79,342.60	159,121.00	2	159,121	2	159,121	159,121		
5. LIBR	Library Dept Head	13-6 (L8)	1	77,410		38,471.83	77,410.00	1	77,410	1	77,410	77,410		
6. LIBR	Library Dept Head	13-6	1	71,676		35,739.86	71,676.00	1	71,676	1	71,676	71,676		
7. LIBR	Library Dept Head (PT 19 hrs)	13-1	0.5	32,093			2,674.42	0.5	32,093	0.5	32,093	32,093		
8. LIBR	Librarian I	12-6 (L11)	1	74,212		36,836.80	74,212.00	1	74,548	1	74,548	74,548		
9. LIBR	Librarian I	12-6	1	67,160		33,488.00	67,160.00	1	67,160	1	67,160	67,160		
10.	Administrative Assistant	10-6 (L11)	1	64,093		31,958.39	66,028.00	1	66,028	1	66,028	66,028		
11. LIBR	Library Assistant I	9-6 (L11)	2	106,708		54,879.49	106,708.00	1	59,441	1	59,441	59,441		
12. LIBR	*Library Assistant I	9-6 (L9)	2	116,740		58,209.84	116,740.00	3	174,663	3	174,663	174,663		
13. LIBR	Library Assistant I	9-6 (L8)	2	115,668		57,675.85	115,668.00	1	57,834	1	57,834	57,834		
14. LAB	Working Foreman I	10-6 (L10)	1	57,653		28,634.81	57,653.00	1	58,017	1	58,017	58,017		
15. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-1	0.5	19,059		1,807.10	4,983.60	0.5	18,136	0.5	18,136	18,136		
16. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-3	0.5	18,180		10,793.98	13,823.98	0.5	18,886	0.5	18,886	18,886		
17. LIBR	Librarian II - Archivist	11-6 (L8)	1	34,586		20,691.04	34,586.00	1	36,507	1	36,507	36,507		
18. LIBR	Librarian II	10-6 (L11)	1	32,963		16,418.80	32,963.00	1	34,794	1	34,794	34,794		
19. LIBR	*Librarian II	10-6 (L10)	1	32,369		14,010.55	32,369.00	1	34,246	1	34,246	34,246		
20. LIBR	*Library Assistant II - Specialist	7 (L)	9	236,496		124,404.01	236,496.00	9	250,664	9	250,664	250,664		
21. LIBR	*Library Assistant II	6 (L)	6	158,538		61,300.56	158,538.00	6	167,561	5	132,096	132,096		
22. LIBR	Library II / Assistant II - Substitutes			26,000		23,451.59	46,903.18							
23.	Pages			95,000		24,851.10	49,702.20							
24.	Weekend Staff			83,171		43,856.34	83,171.00		83,792		83,792	83,792		
25.	Building Maint Person PT - Subs	7		15,205		5,883.53	11,767.06		15,205		15,205	15,205		
Subtotal			41	1,831,510.55	41.5	1,899,015	903,281.95	1,831,074.64	40.5	1,769,366		39.5	1,733,901	1,733,901

PERSONNEL

Summary of Changes

Library Trustees are in the process of creating a security plan to be presented to the Mayor

LIBRARY

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/13				
Personnel 001-610-5100									
5111 Salaries - Full Time	1,035,735.60	1,047,139.85	1,051,702.00	525,678.54	1,059,644.20	1,072,906.00	70,855.00	1,122,557.00	1,122,557.00
5112 Wages - Full Time	57,489.89	60,353.36	57,653.00	28,634.81	57,653.00	58,017.00	364.00	58,017.00	58,017.00
5121 Salaries - Part Time			32,093.00	0.00	2,674.42	32,093.00	0.00	32,093.00	32,093.00
5122 Wages - Part Time	686,284.69	718,617.34	751,567.00	347,468.60	705,303.02	822,171.00	(7,343.00)	744,224.00	744,224.00
5194 Boards & Commissions	4,500.00	5,400.00	6,000.00	1,500.00	5,800.00	6,000.00	0.00	6,000.00	6,000.00
5131 Overtime	4,543.00	1,631.35	2,500.00	3,056.20	4,000.00	2,500.00	0.00	2,500.00	2,500.00
General Expenses 001-610-5200									
5192 Mileage Allowance	586.96	846.82	1,000.00	496.93	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	3,485.12	1,619.33	2,250.00	274.97	2,250.00	2,250.00	0.00	2,250.00	2,250.00
5242 Office Equipment Repair/Maint	129.00	741.59	500.00	477.00	500.00	500.00	0.00	500.00	500.00
5272 Office Equipment Rental	959.49	1,599.15	1,300.00	319.83	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5291 Custodial Services	7,218.39	7,520.19	6,000.00	2,535.49	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5342 Postage	1,611.24	750.00	750.00	160.74	750.00	750.00	0.00	750.00	750.00
5343 Printing		750.00	500.00	229.80	500.00	500.00	0.00	500.00	500.00
5420 Office Supplies	3,251.47	4,122.98	4,000.00	1,212.74	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5430 Building Supplies	4,335.79	6,963.30	5,000.00	3,122.09	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5450 Custodial Supplies	4,540.58	1,928.43	2,000.00	1,838.88	3,000.00	3,000.00	1,000.00	3,000.00	3,000.00
5460 Maintenance of Grounds		1,874.22	1,250.00	75.00	1,640.00	1,250.00	0.00	1,250.00	1,250.00
5510 Education Supplies	250,047.33	265,252.60	210,000.00	108,591.96	255,000.00	213,000.00	3,000.00	213,000.00	213,000.00
5581 Clothing, Gloves, Shoes	700.00	700.00	700.00	649.99	700.00	700.00	0.00	700.00	700.00
5583 Library Supplies	17,911.83	16,235.07	22,000.00	7,514.70	21,000.00	18,000.00	(4,000.00)	18,000.00	18,000.00
5730 Dues	230.00	434.90	3,350.00	415.00	415.00	3,350.00	0.00	3,350.00	3,350.00
5731 Conference Expense		759.00		1,799.00	2,935.00				

LIBRARY

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	57,603.54	62,968.22	61,000.00	55,864.90	61,000.00	61,000.00	0.00	61,000.00	61,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5450 Custodial Supplies	Cover costs for 100 visits/hour, 68 hours/week, PUBLIC use	1,000.00
5510 Education Supplies	Meet 12% state requirement	3,000.00

MAR: \$2,234,415

COST SUMMARY BY CLASSIFICATION

Personnel	1,788,553.18	1,833,141.90	1,901,515.00	906,338.15	1,835,074.64	1,993,687.00	63,876.00	1,965,391.00	1,965,391.00
General Expenses	295,007.20	312,097.58	260,600.00	129,714.12	305,990.00	260,600.00	0.00	260,600.00	260,600.00
Equipment & Unusual	57,603.54	62,968.22	61,000.00	55,864.90	61,000.00	61,000.00	0.00	61,000.00	61,000.00
Total Operating Budget	<u>2,141,163.92</u>	<u>2,208,207.70</u>	<u>2,223,115.00</u>	<u>1,091,917.17</u>	<u>2,202,064.64</u>	<u>2,315,287.00</u>	<u>63,876.00</u>	<u>2,286,991.00</u>	<u>2,286,991.00</u>

MAYOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	70,098	70,024
Pension Administration	5,755	5,845
Medical & Life Insurance ***	89,767	90,486
Heat, Light, Water	8,773	8,612
Building Repair & Maintenance	4,948	17,818
Building Insurance	252	227
Total	<u>\$179,593</u>	<u>\$193,012</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	Mayor	**
2.	Executive Assistant	12-6 (L10)
3.	*Constituency Serv Admin	10-6 (L8)
4.	Constituency Serv Admin PT	10
Subtotal		

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	July-December			Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
		#	Budget	Actual Expenditures						
		1	122,904	60,464.30	122,904.00	1	125,531	1	125,531	125,531
		1	73,540	36,501.92	75,760.91	1	76,107	1	76,107	76,107
		1	57,741	28,791.36	59,484.78	1	61,468	1	61,468	61,468
		0.5	25,875	6,488.84	25,875.00	0.5	26,656	0.5	26,656	26,656
3.5	256,058.87	3.5	280,060	132,246.42	284,024.69	3.5	289,762		289,762	289,762

** No COLA increase for Mayor for FY10 - FY12

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 9,702

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3.5	256,058.87	3.5	280,060	132,246.42	284,024.69	3.5	289,762		289,762	289,762
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MAYOR

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	241,754.11	241,756.19	254,185.00	125,757.58	258,149.69	263,106.00	8,921.00	263,106.00	263,106.00
5121 Salaries - Part Time	14,560.52	14,302.68	25,875.00	6,488.84	25,875.00	26,656.00	781.00	26,656.00	26,656.00
General Expenses 001-121-5200									
5192 Mileage Allowance	3,000.00	3,000.00	3,000.00	1,500.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5242 Maintenance of Office Equipment	565.00	593.00	1,000.00	480.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	356.93	158.00	1,500.00	155.00	1,500.00	1,000.00	(500.00)	1,000.00	1,000.00
5343 Printing & Binding	1,106.18	562.88	1,500.00	56.37	1,500.00	1,000.00	(500.00)	1,000.00	1,000.00
5420 Office Supplies	1,870.42	1,573.00	2,500.00	725.51	2,500.00	3,500.00	1,000.00	3,500.00	3,500.00
5730 MMA Membership for Council & Mayor	13,272.00	13,469.00	12,000.00	11,992.24	12,000.00	12,150.00	150.00	12,150.00	12,150.00
5731 Mayor Expense	3,549.00	3,300.00	3,350.00	1,650.00	3,350.00	3,350.00	0.00	3,350.00	3,350.00
Equipment & Unusual 001-121-5400									
5178 OPEB Trust			1,000,000.00	1,000,000.00	1,000,000.00	200,000.00	(800,000.00)	200,000.00	200,000.00
5301 Audit	69,000.00	69,000.00	69,000.00		69,000.00	69,950.00	950.00	69,950.00	69,950.00
5303 Appraisal of Land		9,500.00							
5391 Senior Volunteer Program	33,282.68	29,392.53	37,500.00		37,500.00	37,500.00	0.00	37,500.00	37,500.00
5790 Waltham Day / Special Events	19,347.55	31,909.09	35,000.00	14,003.52	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5111 Contingency/Collective Bargaining - City			1,200,000.00		810,000.00	2,000,000.00	800,000.00	2,000,000.00	2,000,000.00
Box Art						2,500.00	2,500.00	2,500.00	2,500.00
Continuation of an Adult Literacy Program via RFP process									

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5420 Office Supplies	Anticipated expenditure increase, offset with reductions to postage and printing accounts	1,000.00
5730 MMA Membership for Council & Mayor	Increased membership cost	150.00
5301 Audit	Contractual increase	950.00
5111 Contingency/Collective Bargaining - City	Collective bargaining contingency for new contracts and non-union employees	800,000.00
Box Art	To reimburse for out of pocket expenses related to box art program	2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	256,314.63	256,058.87	280,060.00	132,246.42	284,024.69	289,762.00	9,702.00	289,762.00	289,762.00
General Expenses	23,719.53	22,655.88	24,850.00	16,559.12	24,850.00	25,000.00	150.00	25,000.00	25,000.00
Equipment & Unusual	121,630.23	139,801.62	2,341,500.00	1,014,003.52	1,951,500.00	2,344,950.00	3,450.00	2,344,950.00	2,344,950.00
Total Operating Budget	401,664.39	418,516.37	2,646,410.00	1,162,809.06	2,260,374.69	2,659,712.00	13,302.00	2,659,712.00	2,659,712.00

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 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-692-5200									
5793 Memorial Day	1,000.00	1,000.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5794 Veteran's Day			100.00		100.00	100.00	0.00	100.00	100.00
5795 July 4th	10,000.00	9,429.75	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00

Department Explanation for Requested Increases

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

Personnel									
General Expenses	11,000.00	10,429.75	11,100.00	10,000.00	11,100.00	0.00	0.00	11,100.00	11,100.00
Equipment & Unusual									
Total Operating Budget	<u>11,000.00</u>	<u>10,429.75</u>	<u>11,100.00</u>	<u>10,000.00</u>	<u>11,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>11,100.00</u>	<u>11,100.00</u>

PERSONNEL

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	116,142	116,584
Pension Administration	9,820	9,974
Medical & Life Insurance	92,981	93,266
Heat, Light, Water	12,989	11,827
Building Repair & Maintenance	11,570	12,254
Building Insurance	213	192
Total	\$243,715	\$244,097

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total Applicants	726	700	600
Civil Service Applications	73	85	80
Department Requisitions	98	110	100
Preplacement Physicals	54	50	50
CORI Checks completed	140	210	175
Skill Check computer testing	5	5	3
# Persons Employed	218	294	250
# Persons Promoted	38	26	35
# Departments Affected	20	34	20
Qualifying Exams given	0	0	0
EAP Program Providers	2	2	2
EAP Program Utilization	41	45	50
Educational Incentive Program	0	0	0
Summer Works Applications	120	125	125
# Summer Works Students Hired	53	51	50
# Work Study Students	2	2	2
Departments Affected	2	2	2
Participating Colleges	2	2	2
Insurance Claims Appealed	2	2	2

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014					
			Actual # Expenditures	July-December # Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department # Request	Mayor's # Recommendation	Council Approval				
1.	*Personnel Director	17-5		1	85,821	42,319.78	88,412.79	1	91,902	1	91,902	91,902	
2.	Personnel Technician	10-6 (L8)		1	62,360	31,094.75	64,243.27	1	64,244	1	64,244	64,244	
3.	Principal Office Assistant	8-6		1	50,123	24,992.76	51,636.71			1	51,637	51,637	
4.	Workers Comp Agent Stipend				6,000	2,983.50	6,000.00		6,000		6,000	6,000	
5.	Youth Employment Program				45,000	42,295.25	45,000.00		45,000		45,000	45,000	
Subtotal			3	243,160.35	3	249,304	143,686.04	255,292.77	2	207,146	3	258,783	258,783

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	9,479
Administrative Assistant	10-5
	7,120

Explanation

Grade 8 to 10

New Positions

Temporary Employee	ADA transition plan (Mayor: DSC funds)
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Subtotal

1	57,243			
1	6,000			
2	63,243	0	0	0

Grand Total

3	243,160.35	3	249,304	143,686.04	255,292.77	4	270,389	3	258,783	258,783
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PERSONNEL

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	240,622.15	193,115.65	198,304.00	98,407.29	204,292.77	213,389.00	9,479.00	207,783.00	207,783.00
5121 Salaries - Part Time	39,912.50	50,044.70	51,000.00	45,278.75	51,000.00	57,000.00	0.00	51,000.00	51,000.00
General Expenses 001-152-5200									
5242 Maintenance of Office Equipment	1,164.00	226.47							
5341 Advertising	1,970.00	2,841.00	3,000.00	1,831.00	3,000.00	4,000.00	1,000.00	4,000.00	4,000.00
5342 Postage	510.23	904.89	1,000.00	1.20	1,000.00	800.00	(200.00)	800.00	800.00
5343 Printing	762.25		350.00		350.00	350.00	0.00	350.00	350.00
5420 Office Supplies	479.14	410.02	800.00	207.50	800.00	800.00	0.00	800.00	800.00
5730 Dues			600.00	40.00	600.00	600.00	0.00	600.00	600.00
5731 Conference Expense	40.00	265.00							
General Expenses 001-153-5200									
5125 Work-study	4,527.48	2,520.00	6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
General Expenses 001-913-5200									
5170 Unemployment Compensation	79,548.61	2,380.83	40,000.00	26,962.02	30,000.00	40,000.00	0.00	40,000.00	40,000.00
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	12,051.00	24,830.00	20,000.00	5,880.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5300 Youth Programs									
5311 Civil Service Exams	951.00	6,150.94							
5312 Training / Employment / Diversity	2,325.00		3,000.00	245.00	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>
5341 Advertising	Increase in number of ads placed	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	280,534.65	243,160.35	249,304.00	143,686.04	255,292.77	270,389.00	9,479.00	258,783.00	258,783.00
General Expenses	89,001.71	9,548.21	51,750.00	29,041.72	41,750.00	52,550.00	800.00	52,550.00	52,550.00
Equipment & Unusual	15,327.00	30,980.94	23,000.00	6,125.00	23,000.00	23,000.00	0.00	23,000.00	23,000.00
Total Operating Budget	384,863.36	283,689.50	324,054.00	178,852.76	320,042.77	345,939.00	10,279.00	334,333.00	334,333.00

WORKERS COMPENSATION

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Injuries	91	85	90
Number on Payroll	13	13	13
Retirees	2	2	2
W/C Total Invoices (City & School)	\$ 214,011.34	\$500,000.00	\$ 300,000.00
W/C Total Invoices Paid (City & Sch)	\$ 109,723.83	\$165,000.00	\$ 150,000.00
W/C Savings on Bills	51%	33%	50%

WORKERS COMPENSATION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-912-5200									
5170 Worker's Compensation	294,250.65	294,617.11	250,000.00	142,185.00	250,000.00	250,000.00	0.00	250,000.00	250,000.00
5305 Legal Services (IAB Orders)	8,621.60	20,056.77	10,000.00	6,029.05	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	199,273.93	56,454.26	165,000.00	48,182.16	130,000.00	120,000.00	(45,000.00)	120,000.00	120,000.00
5760 Claims & Settlements	12,536.59	53,650.68	60,000.00	15,000.00	60,000.00	150,000.00	0.00	60,000.00	60,000.00

Department Explanation for Requested Increases

Item

5760 Claims & Settlements

Reason

Increase to settle outstanding claims
(Mayor: Processed in FY2013)

Department Cost for Requested Increase

90,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	514,682.77	424,778.82	485,000.00	211,396.21	450,000.00	530,000.00	(45,000.00)	440,000.00	440,000.00
Equipment & Unusual									
Total Operating Budget	<u>514,682.77</u>	<u>424,778.82</u>	<u>485,000.00</u>	<u>211,396.21</u>	<u>450,000.00</u>	<u>530,000.00</u>	<u>(45,000.00)</u>	<u>440,000.00</u>	<u>440,000.00</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 2011	FY 2012
Pension-Contributory/FICA	5,318	67,416
Pension Administration		5,687
Medical & Life Insurance	48,191	70,978
Heat, Light, Water	12,989	11,827
Building Repair & Maintenance	11,570	28,713
Building Insurance	213	192
Motor Vehicle Insurance	758	543
Motor Vehicle Maint & Repair	9,037	9,446
Total	\$88,076	\$194,802

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
See Department Divisions			

PLANNING

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	Planning Director	20-1
2.	*Asst Dir of Planning	15-4
3.	*Principal Planner	14-6
4.	*Administrative Assistant	10-6 (L8)
5.	Fair Housing Officer	
Subtotal		

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	Budget	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/13					
		1	92,846		0.00	1	95,650	1	95,650	95,650
		1	70,864	34,877.19	73,004.00	1	75,877	1	75,877	75,877
		1	73,595	36,643.21	75,818.00	1	78,803	1	78,803	78,803
		0.5	27,823	11,767.64	28,663.00	0.5	30,139	0.5	30,139	30,139
			3,000		0.00		3,000		3,000	3,000
4	297,673.72	3.5	268,128	83,288.04	177,485.00	3.5	283,469	3.5	283,469	283,469

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 15,341

Explanation

0	0	0.0	0	0

New Positions

Subtotal

Grand Total

4	297,673.72	3.5	268,128	83,288.04	177,485.00	3.5	283,469	3.5	283,469	283,469
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PLANNING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	296,164.36	295,419.51	265,128.00	83,288.04	177,485.00	280,469.00	15,341.00	280,469.00	280,469.00
5121 Salaries - Part Time	3,000.00	2,254.21	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	3,000.00
Offset Receipt - CDBG / HOME Program	(111,935.39)	(94,461.44)	(103,474.00)	(24,231.98)	(103,474.00)	(93,872.50)	13,040.00	(90,434.00)	(90,434.00)
General Expenses 001-175-5200									
5242 Office Equipment Repair/Maint				85.26	200.83	600.00	600.00	600.00	600.00
5340 Communication	127.56	357.66							
5341 Advertising				45.24	45.24	1,000.00	1,000.00	1,000.00	1,000.00
5342 Postage	135.54	91.00	300.00		100.00	200.00	(100.00)	200.00	200.00
5420 Office Supplies	586.83	367.35	850.00	248.47	803.93	850.00	0.00	850.00	850.00
5510 Education Supplies		33.99							
Equipment & Unusual 001-175-5400									
5342 Bike Rack Shipping	628.81								

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Maintenance of Office Equipment	Maintenance of Ricoh copy/scan/fax	600.00
5341 Advertising	Public Hearing notices and legal ads required by HUD	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	187,228.97	203,212.28	164,654.00	59,056.06	74,011.00	189,596.50	28,381.00	193,035.00	193,035.00
General Expenses	849.93	850.00	1,150.00	378.97	1,150.00	2,650.00	1,500.00	2,650.00	2,650.00
Equipment & Unusual	628.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	188,707.71	204,062.28	165,804.00	59,435.03	75,161.00	192,246.50	29,881.00	195,685.00	195,685.00

HOUSING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	10,922	49,952
Pension Administration	757	4,215
Medical & Life Insurance	62,670	59,768
Heat, Light, Water	6,494	5,913
Building Repair & Maintenance	5,785	6,127
Building Insurance	147	133
Total	\$86,775	\$126,108

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
De-lead Loans / Grants	2	6	5
CDBG Rehabilitation Loans	11	7	15
HOME Program WHA Loans		\$850,000.00	\$300,000.00
Total CDBG applied to deferred Loans	\$102,229.00	\$73,126.52	\$150,000.00
Total CDBG Funds applied to Delead grant:	\$29,900.00	\$53,590.00	\$50,000.00
Total Home funds applied to deferred loans	\$0.00	\$850,000.00	\$300,000.00

HOUSING

PERSONNEL

Bargaining Unit Position		FY 2014 Grade-Step
1.	*Housing Supervisor	16-6 (L10)
2.	Asst Housing Supervisor	14-6 (L9)
3.	*Administrative Assistant	10-6 (L8)
Subtotal		

FY 2012		FY 2013				FY 2014					
Actual # Expenditures	July-December										
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval		
	1	91,995	45,871.54	94,773.25	1	98,965	1	98,965	98,965		
	1	83,377	41,574.51	85,894.99	1	85,895	1	85,895	85,895		
	0.5	27,823	11,767.63	28,663.00	0.5	30,139	0.5	30,139	30,139		
3	226,254.31	2.5	203,195	99,213.68	209,331.24	2.5	214,999		2.5	214,999	214,999

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	11,804
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Explanation

0	0		0	0

New Positions

Subtotal

Grand Total	3	226,254.31	2.5	203,195	99,213.68	209,331.24	2.5	214,999	2.5	214,999	214,999
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HOUSING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	320,503.40	226,254.31	203,195.00	99,213.68	209,331.24	214,999.00	11,804.00	214,999.00	214,999.00
Offset Receipt - CDBG / HOME Program	(28,506.00)	(25,469.00)	(15,489.00)		(15,489.00)	(13,940.00)	1,549.00	(13,940.00)	(13,940.00)
Offset Receipt - CDBG Program Administration	(62,267.03)	(47,735.60)	(46,059.00)	(20,787.25)	(46,059.00)	(87,024.50)	5,637.00	(40,422.00)	(40,422.00)
General Expenses 001-183-5200									
5242 Office Equipment Repair/Maint					108.00				
5341 Advertising				107.73	107.73	200.00	200.00	200.00	200.00
5342 Postage	750.56	749.63	750.00	29.23	471.46	750.00	0.00	750.00	750.00
5420 Office Supplies	599.44	600.00	600.00	147.51	662.81	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>
5341 Advertising	Additional expenditures for public hearing notices related to HUD reporting	200.00

COST SUMMARY BY CLASSIFICATION

Personnel	229,730.37	153,049.71	141,647.00	78,426.43	147,783.24	114,034.50	18,990.00	160,637.00	160,637.00
General Expenses	1,350.00	1,349.63	1,350.00	284.47	1,350.00	1,550.00	200.00	1,550.00	1,550.00
Equipment & Unusual									
Total Operating Budget	231,080.37	154,399.34	142,997.00	78,710.90	149,133.24	115,584.50	19,190.00	162,187.00	162,187.00

PAINE ESTATE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA		2,469
Medical & Life Insurance	19,877	42,771
Heat, Light, Water	32,516	30,106
Building Repair & Maintenance	33,267	56,738
Building Insurance	1,439	1,297
Total	\$87,099	\$133,381

	FY 2012	FY 2013	FY 2014
Output Measure	Actual	Estimated	Projected
Private events	45	40	45
City events	11	11	11
Attendance	1,600	2,000	2,000
School Programs	16	19	19
Total Income	\$75,800	\$80,000	\$80,000

PAINE ESTATE

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	Paine Estate Curator	13-6 (L8)
2.	Asst Finance Rehab Advisor	11-6 (L8)
3.	SPMG Events Coordinator	8-6 (L9)
Subtotal		

FY 2012		FY 2013				FY 2014					
Actual # Expenditures	July-December										
	#	Budget	Actual	Expenditures	#	Department Request	#	Mayor's Recommendation	Council/ Approval		
			Expenditures	Thru 6/30/13							
	1	66,351	33,084.98	68,354.80	1	68,355	1	68,355	68,355		
	1	67,252	33,533.76	69,283.01	1	69,282	1	69,282	69,282		
	1	54,634	28,678.32	56,421.90	1	56,422	1	56,422	56,422		
3	188,068.90	3	188,237	95,297.06	194,059.71	3	194,059		3	194,059	194,059

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 5,822

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	188,068.90	3	188,237	95,297.06	194,059.71	3	194,059	3	194,059	194,059
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PAINE ESTATE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	124,536.17	188,068.90	188,237.00	95,297.06	194,059.71	194,059.00	5,822.00	194,059.00	194,059.00
Offset Receipt - Gift	(25,563.00)	(22,117.00)	(22,117.00)		(22,117.00)	(22,117.00)	0.00	(22,117.00)	(22,117.00)
General Expenses 001-670-5200									
5291 Custodial Services	8,051.50	8,192.66	10,000.00	2,769.50	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5307 Public Safety Service	18,456.00	17,067.00	20,000.00	6,249.60	15,000.00	20,000.00	0.00	20,000.00	20,000.00
5330 Transport Services		357.00							
5340 Postage	6.00								
5382 Pest Control	1,170.00	1,080.00	1,000.00	450.00	1,080.00	1,100.00	100.00	1,100.00	1,100.00
5420 Office Supplies	214.01	375.99	500.00	78.99	500.00	500.00	0.00	500.00	500.00
5434 Building Supplies		1,763.27	500.00	109.50	1,000.00	1,000.00	500.00	1,000.00	1,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5382 Pest Control	Cover actual cost for pest control services	100.00
5434 Building Supplies	Ongoing care, prevent disrepair and protect the City's investment	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	98,973.17	165,951.90	166,120.00	95,297.06	171,942.71	171,942.00	5,822.00	171,942.00	171,942.00
General Expenses	27,897.51	28,835.92	32,000.00	9,657.59	27,580.00	32,600.00	600.00	32,600.00	32,600.00
Equipment & Unusual									
Total Operating Budget	126,870.68	194,787.82	198,120.00	104,954.65	199,522.71	204,542.00	6,422.00	204,542.00	204,542.00

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 2011	FY 2012
Pension-Contributory/FICA	4,896,308	4,917,183
Pension Administration	408,879	416,633
Medical & Life Insurance	6,274,585	5,687,872
Heat, Light, Water	91,676	85,019
Building Repair & Maintenance	58,916	104,625
Building Insurance	1,868	1,683
Motor Vehicle Insurance	23,490	16,835
Motor Vehicle Maint & Repair	280,161	292,826
Total	<u>\$12,035,883</u>	<u>\$11,522,676</u>

OUTPUT MEASURES

GENERAL SUPPORT

The specific services the Administration Division provides are diverse and wide ranging but include such items as accreditation, crime analysis and dissemination of current information on arrests and crime patterns. The Administration Division bears responsibility for payroll, workers' compensation, and overall supervision of property, evidence, motor vehicles, buildings and grounds. Also included are all training issues, firearm maintenance and background investigations for Police, Fire and 911 personnel. Other functions of the Administration Division are computer maintenance, planning and research and maintaining the Police web page.

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total Training <i>in Service</i>	117	168	143
Total Training Specialized	111	98	220
Training Firearms	324	385	420
Training Firearms - Special	78	93	150
Total Evidence	1,396	1,207	1,200
Background Investigations	54	42	48

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 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Taxi Inspections	120	110	120
Accidents Reported	1,998	1,848	2,000
Accidents Investigated	1,322	1,475	1,500
Taxi License	149	156	200
Taxi Registrations	62	55	75
F.I.D. Cards Issued	19	44	50
License to Carry Firearms Issued	163	304	325

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 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Arrests	1,049	928	900
Incapacitated Persons	319	365	400
Traffic Citations Issued	8,067	8,698	9,000
OUI Arrests	90	78	75
Parking Tags Issued	4,947	3,837	3,800
Frequency Checks	4,105	4,711	5,000
Incident Reports Prepared	8,322	7,983	7,900

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, including assistance with restraining orders and harassment orders. **Property Crime** represents the number of investigations involving property such as burglary, motor vehicle breaks, and larceny. **Liquor Incidents** represent the number of incidents occurring at licensed establishments. Each incident is reviewed to determine if a follow up investigation is warranted or referral to the Waltham License Commission. **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 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Report Review	8,396	8,013	8,175
Criminal Investigations	1,529	1,450	1,495
Crime Scene Photographs & Negatives Stored	14,432	13,922	14,150
Aggravated Assault Investigation	168	149	158
Simple Assault Investigations	400	366	380
Sex Offender Registration	63	78	82
Sex Offender Auditing	97	94	98
Missing Person Investigations	175	144	155
Juvenile Investigations	130	53	60
Domestic Violence Investigations	886	717	740
Property Crime	863	1,199	1,225
Liquor Incidents	1,065	1,065	1,120
Drug Investigations (Task Force Cases)	42	54	65
Prosecution Events	2,995	3,090	3,125

ANIMAL CONTROL

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

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total Calls Answered	645	787	835
Dogs Impounded	56	39	50
Dogs Returned to owner	51	16	25
Dogs Adopted	2	21	25
Dogs Euthanized	2	2	5
Citations Issued	32	30	45
Coyote Calls	17	51	50
Raccoon Calls	52	68	70
Deer Calls	11	10	15
Cat Calls	46	38	45
Dog Calls	463	455	475
Injured / Problem Wildlife Calls	35	120	125
Other Animal Calls	21	45	55

POLICE

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013				FY 2014				
			#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Police Chief	22-6			1	127,787	79,290.22	131,822.00	1	131,904	1	131,904	131,904
2.	PSUP *Deputy Police Chief	(Acting Police Chief)			1	99,450	66,517.12	110,221.00	1	114,481	1	114,481	114,481
3.	PSUP Police Captain				4	339,372	211,524.71	339,372.00	4	339,372	4	339,372	339,372
4.	PSUP Police Lieutenant				10	757,520	464,531.30	757,520.00	10	757,520	10	757,520	757,520
5.	PSUP Police Sergeant				17	1,101,709	680,324.75	1,101,709.00	17	1,101,709	17	1,101,709	1,101,709
6.	PPAT Police Officer				108	5,877,323	3,379,257.67	5,877,323.00	108	5,896,567	108	5,896,567	5,896,567
7.	PPAT Police Officer Maint / Safety				2	109,954	65,791.73	109,954.00	2	109,954	2	109,954	109,954
8.	PPAT Police Officer SRO				4	207,768	92,144.12	207,768.00	4	207,768	4	207,768	207,768
9.	Cadet Program				2	80,034	19,518.28	20,499.77	2	80,752	2	80,752	80,752
10.	TRAF School Traffic Supervisor				36	260,912	126,610.00	269,385.00	36	269,485	36	269,485	269,485
11.	*Business Manager	15-3 (L11)			1	77,640	38,713.74	79,986.00	1	83,133	1	83,133	83,133
12.	SPMG *Animal Control Officer	11-3 (L9)			1	56,040	28,671.26	57,688.00	1	60,085	1	60,085	60,085
13.	Administrative Assistant	10-6 (L10)			1	63,515	31,670.60	65,434.00	1	65,434	1	65,434	65,434
14.	Office Coordinator	9-6 (L11)			1	58,994	29,371.94	60,685.00	1	61,237	1	61,237	61,237
15.	*Principal Office Assistant	8-6 (L8 & L9)			2	108,266	53,984.84	111,536.00	2	112,053	2	112,053	112,053
16.	Proj Coord - Community Policing				1	24,087	12,010.44	24,087.00	1	24,883	1	24,883	24,883
17.	Animal Inspector					1,500	748.02	1,500.00		1,500		1,500	1,500
18.	Part Time					25,020	9,499.78	19,420.00		21,020		25,020	25,020
Subtotal Salaries			77	3,629,453.65	78	3,181,846	1,852,987.00	3,150,864.77	78	3,224,568		78	3,228,568
Subtotal Wages			114	6,885,034.24	114	6,195,045	3,537,193.52	6,195,045.00	114	6,214,289		114	6,214,289

POLICE

PERSONNEL

FY 2012		FY 2013				FY 2014			
		July-December							
Bargaining Unit	Position	Actual #	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Recommendation	Council Approval	

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 65,966

Explanation

New Positions

Principal Office Assistant 8-1

Principal Office Asst in the Chief's office to help balance and absorb some of the increased workload

1	42,653		0	0	0
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Subtotal

Grand Total Salaries

Grand Total Wages

77	3,629,453.65	78	3,181,846	1,852,987.00	3,150,864.77	79	3,267,221	78	3,228,568	3,228,568
114	6,885,034.24	114	6,195,045	3,537,193.52	6,195,045.00	114	6,214,289	114	6,214,289	6,214,289

POLICE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	2,869,400.03	2,804,152.88	2,919,434.00	1,435,539.41	2,879,979.77	2,996,236.00	38,149.00	2,957,583.00	2,957,583.00
5112 Wages - Full Time	6,004,783.95	5,941,201.57	6,195,045.00	3,055,811.84	6,195,045.00	6,214,289.00	19,244.00	6,214,289.00	6,214,289.00
5121 Salaries - Part Time	240,645.61	245,802.88	262,412.00	127,358.02	270,885.00	270,985.00	8,573.00	270,985.00	270,985.00
5131 Overtime	1,105,453.24	1,045,015.72	705,000.00	500,159.05	950,000.00	850,000.00	95,000.00	800,000.00	800,000.00
5132 Overtime (Preventive Training for potential liability issues)			50,000.00		3,354.71	50,000.00	0.00	50,000.00	50,000.00
5141 Longevity	728,251.97	714,501.60	775,000.00	761,889.13	769,910.09	804,623.00	29,623.00	804,623.00	804,623.00
5142 College Credits	1,511,886.60	1,523,330.56	1,600,000.00	771,471.26	1,600,000.00	1,646,000.00	25,000.00	1,625,000.00	1,625,000.00
5143 Holiday	421,865.53	421,448.35	500,000.00	240,424.12	449,975.00	500,000.00	0.00	500,000.00	500,000.00
Receipt Offset - Grant	(30,517.25)	(38,327.48)			(31,976.71)	(15,000.00)	(15,000.00)	(15,000.00)	(15,000.00)
General Expenses 001-210-5200									
5241 Equipment Repair/Maint	6,867.56	8,023.05	6,000.00	195.36	5,725.00	6,000.00	0.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	2,570.70	3,699.10	4,000.00	3,998.54	5,300.00	4,000.00	0.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	26,049.00	33,726.99	39,000.00	29,955.00	55,059.00	39,000.00	0.00	39,000.00	39,000.00
5255 Vehicle Washing			4,000.00	963.50	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5291 Custodial Services	1,127.25	1,347.50	2,000.00	1,052.50	3,000.00	3,000.00	1,000.00	3,000.00	3,000.00
5306 Medical Services	149,076.95	87,544.56	119,000.00	27,004.93	110,000.00	119,000.00	0.00	119,000.00	119,000.00
5308 Stenographer		1,516.20		274.00	274.00	1,000.00	1,000.00	1,000.00	1,000.00
5312 Training	24,332.55	24,371.89	30,000.00	5,673.58	31,500.00	30,000.00	0.00	30,000.00	30,000.00
5315 Legal Services		7,561.28							
5340 Communication	33,996.91	39,010.62	45,000.00	18,697.49	47,000.00	47,000.00	2,000.00	47,000.00	47,000.00
5342 Postage	1,199.89	1,252.15	2,000.00	793.25	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5343 Printing	1,992.00	2,907.00	2,000.00	137.83	2,650.00	2,500.00	500.00	2,500.00	2,500.00
5386 Accreditation	2,250.00	1,886.78	2,500.00	1,350.00	2,000.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	12,508.66	9,077.88	12,000.00	3,408.79	10,000.00	10,000.00	(2,000.00)	10,000.00	10,000.00
5424 Computer Supplies	7,259.83	6,905.54	7,000.00	2,397.44	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5430 Building Supplies	3,953.69	3,772.75	4,000.00	1,077.29	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5470 Public Safety Supplies	8,554.00	8,537.66	12,500.00	1,445.60	12,500.00	12,500.00	0.00	12,500.00	12,500.00
5490 Food Supplies	900.00	2,438.23	3,000.00	355.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5500 Medical Supplies		40.11	1,000.00	1,531.04	1,600.00	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	1,331.45	612.69	1,000.00	49.92	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes		497.80	500.00	298.75	750.00	750.00	250.00	750.00	750.00
5582 Photo Supplies	229.66	893.03	2,000.00	1,105.00	3,000.00	2,000.00	0.00	2,000.00	2,000.00
5587 Tools	300.00	299.70	300.00	26.98	500.00	500.00	200.00	500.00	500.00
5730 Dues	2,285.00	3,208.72	4,785.00	820.00	4,785.00	4,785.00	0.00	4,785.00	4,785.00
5733 Licenses Taxi / Medallions	1,219.18	895.05	1,250.00	956.64	1,250.00	1,250.00	0.00	1,250.00	1,250.00

POLICE

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400									
5306 Boarding / Care of Animals	532.60		4,000.00	1,278.94	4,000.00	5,000.00	1,000.00	5,000.00	5,000.00
5312 Training Academy Fee	9,200.00	8,899.99	1,667.00	5,833.31	5,833.31	1,667.00	0.00	1,667.00	1,667.00
5315 Legal Issues	35,750.00	35,366.25	38,700.00		38,700.00	38,700.00	0.00	38,700.00	38,700.00
5392-21 COP	3,000.00	2,666.30	3,000.00	2,012.60	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	3,953.32	3,262.74	4,000.00	3,850.00	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	2,459.22	1,797.16	4,500.00	676.78	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5392-25 NEMLEC	8,558.00	8,887.99	8,900.00	8,284.29	8,900.00	12,500.00	3,600.00	12,500.00	12,500.00
5392-26 Recreational - PAL	2,500.00	2,406.60	3,000.00	30.56	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-27 PAL-Summer Youth Program	2,476.61	2,500.00	3,000.00	1,763.72	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-29 Wellness Program	1,000.00		500.00		500.00	1,500.00	1,000.00	1,500.00	1,500.00
5850 Safety Equipment	3,287.50	7,801.93	4,000.00	2,134.08	5,750.00	4,000.00	0.00	4,000.00	4,000.00
5852 Firearm Range Service	20,536.00	22,830.00	25,500.00	3,752.00	29,250.00	25,500.00	0.00	25,500.00	25,500.00
5853 Firearms/ Ammunition	31,282.73	30,178.81	45,000.00	17,460.95	45,000.00	75,000.00	30,000.00	75,000.00	75,000.00
5856 Photography Equipment	899.97	500.00	1,000.00	500.00	1,500.00	1,000.00	0.00	1,000.00	1,000.00
5871 Bicycle Equipment	821.34		2,000.00	914.91	2,900.00	2,000.00	0.00	2,000.00	2,000.00
5872 Cruiser Equipment	4,191.98	5,295.07	7,000.00	3,129.78	8,000.00	7,000.00	0.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment		2,195.00	3,000.00	270.00	3,200.00	3,000.00	0.00	3,000.00	3,000.00

POLICE

EXPENDITURES

Classification	FY 2011		FY 2012		FY 2013		FY 2014		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 001-210-5500									
5190 Uniform Allowance 146 @ 800 / 1@1,600	116,353.99	119,900.00	120,700.00	118,084.99	120,700.00	120,700.00	0.00	120,700.00	120,700.00
5196 Uniforms-Special Positions	3,619.88	4,397.98	8,500.00	212.00	8,500.00	8,500.00	0.00	8,500.00	8,500.00
5197 Uniform Allowance Civilians	1,337.00	2,064.13	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 36 @ 325	16,866.00	13,565.45	12,025.00	10,725.00	12,025.00	12,025.00	0.00	12,025.00	12,025.00
5198 Uniform Allowance -STS / new hires			6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
5471 Patches & Badges	409.00	1,476.00	2,500.00	304.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Increase cost for Patrol rifle training due to a new program of rifles in all cruisers FY11 & FY12 > \$1,000,000 and FY13 is on track to spend \$950,000	145,000.00
5141 Longevity	25 - increases due to contractual obligation	29,623.00
5142 College Credits	This reflects the actual amt of college credit increases for Base Salary & Holidays, per contractual obligation	46,000.00
5291 Custodial Services	There has been an increased need for Bio-hazardous management - cleaning cells & cruisers of bodily fluids	1,000.00
5308 Stenographer	This acct necessitates funding for legal transcripts as the amount requested is an avg expended to date for the past 2 years	1,000.00
5340 Communication	Monthly service fees have increased for the cruiser lap tops	2,000.00
5343 Printing	Specific forms are required for departmental use and there has been a price increase for printing some of them	500.00
5581 Clothing, Glove, Shoes	Wear and tear due to a very proactive ACO who also requires different seasonal items - hats, gloves, rain gear	250.00
5587 Tools	Repair or replace damaged tools, equipment, and cages	200.00
5306 Boarding / Care of Animals	There has been a steady increase in pet abandonment - stray dogs causing a burden to the city	1,000.00
5392-25 NEMLEC	Must begin replacing weapons and other equipment for the NEMLEC officers	3,600.00
5392-29 Wellness Program	Equipment is certifiably beneficial and warrants replacing due to age	1,000.00
5853 Firearms/ Ammunition	Along with consistent price increases for ammo, we intend to add patrol rifles to all cruisers as a result of the increase in school violence, which results in more ammo being required for qualifications	30,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	12,851,769.68	12,657,126.08	13,006,891.00	6,892,652.82	13,087,172.86	13,317,133.00	200,589.00	13,207,480.00	13,207,480.00
General Expenses	288,004.28	250,026.28	304,835.00	103,568.43	317,893.00	307,785.00	2,950.00	307,785.00	307,785.00
Equipment & Unusual	130,449.27	134,587.84	159,267.00	51,891.92	171,533.31	194,867.00	35,600.00	194,867.00	194,867.00
Special Items	138,585.87	141,403.56	152,225.00	129,325.99	152,225.00	152,225.00	0.00	152,225.00	152,225.00
Total Operating Budget	13,408,809.10	13,183,143.76	13,623,218.00	7,177,439.16	13,728,824.17	13,972,010.00	239,139.00	13,862,357.00	13,862,357.00

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Emergency Calls	41,542	42,500	43,500
Police	33,559	34,000	34,500
Fire	7,729	7,850	7,900
Medical	6,638	6,700	6,750
Emergency Medical Dispatch Reviews	1,040	1,040	1,040
Quality Control Reviews	2,100	2,100	2,100

DISPATCH

PERSONNEL

Bargaining Unit Position		FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014						
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval		
1. SPMG Chief Emerg Tele Disp		13-6			1	70,863	36,925.96	73,135.00						
2. FAOP Sr Fire Alarm Operator					3	185,648	92,580.35	185,648.00	3	185,648	3	185,648	185,648	
3. FAOP Supervisor - ETD's					1	63,230	31,528.41	63,230.00	1	63,230	1	63,230	63,230	
4. FAOP *Emerg Tele Dispatcher					16	845,417	412,678.49	845,417.00	16	855,053	16	855,053	855,053	
Subtotal			21	1,135,108.65	21	1,165,158	573,713.21	1,167,430.00	20	1,103,931		20	1,103,931	1,103,931

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 9,636

SPMG Chief Emerg Tele Disp 14-6 9,581

Explanation

Request grade increase to Grade 14 in FY14 for performing duties similar to other positions in the city at Grade 14, subject to bargaining.

New Positions

Emerg Tele Dispatcher

By adding an ETD this will help to balance the shifts and reduce OT costs. Excluding the Chief ETD, we need 21 bodies to cover staffing of 5-5-4. There is a very small pool of candidates to work 24/7 with the staffing levels we currently have. We receive 911 Grant funding (based on cell phone surcharge) that would cover this cost.

Mayor: Filling of position is subject to receipt and continuation of grant

Social Media Coordinator 10-1

Mayor's Recommendation anticipates that the functions of the new position will be to serve as social media liaison for the City, coordinate the City website and departmental websites, and City calendar.

Subtotal

Grand Total

1	80,444	1	80,444	80,444
1	46,610	1	46,610	46,610
		1	49,104	0.00
2	127,054	3	176,158	127,054

21	1,135,108.65	21	1,165,158	573,713.21	1,167,430.00	22	1,230,985	23	1,280,089	1,230,985
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DISPATCH

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,139,277.41	1,135,108.65	1,165,158.00	573,713.21	1,167,430.00	1,230,985.00	114,931.00	1,280,089.00	1,230,985.00
5131 Overtime - Callbacks Nt	143,832.32	149,754.71	130,000.00	72,224.45	150,800.00	150,000.00	0.00	130,000.00	130,000.00
5141 Longevity	32,417.86	34,974.10	33,526.00	34,483.70	34,483.70	37,311.00	3,785.00	37,311.00	37,311.00
5143 Holiday	66,705.01	69,655.72	75,490.00	39,584.06	68,814.00	77,500.00	2,010.00	77,500.00	77,500.00
5144 Out of Grade / FTO	10,796.76	12,144.74	15,000.00	5,336.88	48,256.00	15,000.00	0.00	15,000.00	15,000.00
Receipt Offset - Grant	(21,522.67)	(60,371.91)	(20,000.00)		(139,966.00)	(100,000.00)	(80,000.00)	(100,000.00)	(100,000.00)
General Expenses 001-215-5200									
5242 Office Equipment Repair/Maint	4,506.22	1,150.00	3,000.00	636.00	3,000.00	5,750.00	2,750.00	5,750.00	5,750.00
5312 Training E-911	3,059.00	4,415.00	5,000.00	3,228.00	5,000.00	6,300.00	1,300.00	6,300.00	6,300.00
5340 Communication		23,500.00	23,500.00	23,500.00	23,500.00	26,400.00	2,900.00	26,400.00	26,400.00
5342 Postage	50.00		50.00		50.00	50.00	0.00	50.00	50.00
5420 Office Supplies	750.00	584.94	750.00	318.52	1,000.00	1,200.00	450.00	1,200.00	1,200.00
5424 Computer Supplies	98.95	220.98	1,550.00	414.75	1,550.00	1,550.00	0.00	1,550.00	1,550.00
5430 Building Supplies	172.67	144.24	300.00		300.00	300.00	0.00	300.00	300.00
5470 Public Safety Supplies	225.44		300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	375.00	75.00	1,445.00		1,445.00	1,445.00	0.00	1,445.00	1,445.00
Special Items 001-245-5500									
5190 Uniform Allowance/Clothing Maint @ 200 /ea	5,246.94	5,705.80	6,600.00	4,752.66	6,600.00	7,290.00	690.00	7,290.00	7,290.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks Nt	Projection based on the total amount of OT we've projected for FY13	20,000.00
5141 Longevity	3 Longevity increases; plus 1 who is newly eligible for Longevity	3,785.00
5143 Holiday	Increase in holiday compensation due to Longevity & Step increases, plus the addition of 1 new ETD position	2,010.00
5242 Office Equipment Repair/Maint	Increases in copy machine maintenance, and EMD program maintenance	2,750.00
5312 Training E-911	State mandate as of July 2012 - all dispatchers must have 12 continuing ed credits per yr to maintain certification	1,300.00
5340 Communication	Price increase for annual maintenance cost for the emergency notification system through Everbridge	2,900.00
5420 Office Supplies	Based on the FY13 spending history this account requires an increase	450.00
5190 Uniform Allowance/Clothing Maint @ 200 /ea	Increase in cost for uniform shirts, plus uniform allowance for 1 new ETD	690.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,371,506.69	1,341,266.01	1,399,174.00	725,342.30	1,329,817.70	1,410,796.00	40,726.00	1,439,900.00	1,390,796.00
General Expenses	9,237.28	30,090.16	35,895.00	28,097.27	36,145.00	43,295.00	7,400.00	43,295.00	43,295.00
Equipment & Unusual									
Special Items	5,246.94	5,705.80	6,600.00	4,752.66	6,600.00	7,290.00	690.00	7,290.00	7,290.00
Total Operating Budget	<u>1,385,990.91</u>	<u>1,377,061.97</u>	<u>1,441,669.00</u>	<u>758,192.23</u>	<u>1,372,562.70</u>	<u>1,461,381.00</u>	<u>48,816.00</u>	<u>1,490,485.00</u>	<u>1,441,381.00</u>

PURCHASING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	53,591	53,647
Pension Administration	4,492	4,563
Medical & Life Insurance	62,818	62,574
Heat, Light, Water	8,773	8,612
Building Repair & Maintenance	4,948	17,818
Building Insurance	252	227
Total	\$134,874	\$147,441

	FY 2012	FY 2013	FY 2014
Output Measure	Actual	Estimated	Projected
Contracts Bid	90	90	94
Number of PO's w/ values of \$1,000+	678	700	700
Number of PO's w/ values of \$999.00 or less	2,800	2,800	2,850

PURCHASING

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	*Purchasing Agent	16-4
2.	Administrative Assistant	10-6 (L11)
3.	Administrative Assistant	10-6 (L11)
4.	Insurance & Claims Admin	
Subtotal		

FY 2012		FY 2013				FY 2014					
Actual # Expenditures	July-December				#	Department Request	#	Mayor's Recommendation	Council Approval		
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13							
	1	77,132	37,760.04	79,461.00							
	1	64,093	31,958.38	66,028.00							
	1	64,093	31,958.39	66,028.00							
		2,700	1,346.28	2,700.00							
3	200,264.55	3	208,018	103,023.09	214,217.00	3	217,349		3	217,349	217,349

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 9,331

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3	200,264.55	3	208,018	103,023.09	214,217.00	3	217,349	3	217,349	217,349
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PURCHASING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	191,617.71	197,564.55	205,318.00	101,676.81	211,517.00	214,649.00	9,331.00	214,649.00	214,649.00
5113 Salaries - Part Time	2,310.10	2,700.00	2,700.00	1,346.28	2,700.00	2,700.00	0.00	2,700.00	2,700.00
General Expenses 001-138-5200									
5192 Mileage Allowance		26.25				100.00	100.00	100.00	100.00
5242 Office Equipment Repair/Maint	1,090.94	880.81	1,000.00	855.08	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5341 Advertising	2,263.44	3,202.56	250.00		0.00	100.00	(150.00)	100.00	100.00
5342 Postage	436.63	1,321.63	1,250.00	108.66	1,250.00	1,250.00	0.00	1,250.00	1,250.00
5343 Printing & Binding	364.00	735.44	900.00	722.81	722.81	723.00	(177.00)	723.00	723.00
5420 Office Supplies	1,491.37	3,639.05	3,600.00	1,100.19	3,600.00	3,600.00	0.00	3,600.00	3,600.00
5730 Dues	185.00	335.00	360.00	370.00	370.00	400.00	40.00	400.00	400.00
Special Items 001-138-5500									
5741 Auto Insurance	93,582.00	67,066.99	77,000.00	63,804.48	73,000.00	75,000.00	(2,000.00)	75,000.00	75,000.00
5742 Building Insurance	125,794.12	113,371.61	164,425.00	138,878.77	188,878.77	163,878.00	(547.00)	163,878.00	163,878.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	I use my personal auto for meetings, conventions, site visits, etc but I have not been seeking reimbursement	100.00
5730 Dues	MAPPO annual fee is \$185 plus MMA annual meeting cost is \$195	40.00

COST SUMMARY BY CLASSIFICATION

Personnel	193,927.81	200,264.55	208,018.00	103,023.09	214,217.00	217,349.00	9,331.00	217,349.00	217,349.00
General Expenses	5,831.38	10,140.74	7,360.00	3,156.74	6,942.81	7,173.00	(187.00)	7,173.00	7,173.00
Equipment & Unusual									
Special Items	219,376.12	180,438.60	241,425.00	202,683.25	261,878.77	238,878.00	(2,547.00)	238,878.00	238,878.00
Total Operating Budget	<u>419,135.31</u>	<u>390,843.89</u>	<u>456,803.00</u>	<u>308,863.08</u>	<u>483,038.58</u>	<u>463,400.00</u>	<u>6,597.00</u>	<u>463,400.00</u>	<u>463,400.00</u>

RECREATION

STATEMENT OF OBJECTIVES:

To continue to organize, promote and develop a comprehensive cultural and recreational program that strives to accommodate and attract as many residents as possible which includes all ages, backgrounds, capabilities and interests. The opportunity to participate in various year round leisure time activities and to accomplish the above objectives through the administration, supervision and scheduling of all parks and recreation facilities. To provide recreational programs at the least possible cost per participant for activities and to promote public use of all facilities. Having moved administrative offices to Waltham's Community & Cultural Center on Moody St. in the spring of 2010, space available in the former South Jr High School Building has allowed us the opportunity to expand services and incorporate a new middle school teen program known as "The Chill Zone". A summer season of Chill Zone programming is offered on a self-supporting basis with expanded 5th grade events and ninth grade mentoring program, known as S.T.E.P., throughout the school year.

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 2011	FY 2012
Pension-Contributory/FICA	41,065	40,932
Pension Administration	3,027	3,075
Medical & Life Insurance	171,326	114,907
Heat, Light, Water	7,430	3,011
Building Repair & Maintenance	58,490	50,467
Building Insurance	755	681
Motor Vehicle Insurance	379	272
Motor Vehicle Maint & Repair	4,519	4,723
Total	\$286,991	\$218,068

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Total # of Rec Activities	216	227	239
Total Attend / Participants	251,000	253,315	255,413
Total Cost / Participant	5.00	6.00	7.00
Total Number of Diff Part	12,907	14,625	16,840
Total Cost / Diff Participant	65.00	78.00	79.00
Total Revenue	\$113,970	\$120,665	\$124,500
Net Cost / Participant	3.00	4.00	5.00
Net Cost / Diff Participant	56.00	70.00	71.00

RECREATION

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014			
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation Approval
1.	Recreation Board		10		10	11,000	4,197.36	10	11,000	10	11,000
2.	Director of Recreation	17-6 (L11)	1		1	103,917	51,816.24				
3.	*Asst Director Recreation	14-6 (L9)	1		1	82,612	41,193.10			1	85,633
4.	Recreation Supervisor	12-6 (L11)	1		1	74,548	37,171.68			1	76,799
5.	Rec Super / Spec Needs	12-6 (L8)	1		1	72,533	36,167.04			1	74,723
6.	*Rec Super / Teen Center	12-4	1		1	59,080	29,072.58			1	63,251
7.	*Administrative Assistant (PT 19 hrs)	10-3	0.5		0.5	26,884	12,469.28			0.5	28,778
8.	*Office Coordinator (PT 19 hrs)	9-4	0.5		0.5	25,507	12,435.80			0.5	27,303
9. LAB	*Bldg Maint Person Nights	7-2	1		1	39,883	12,882.66	1	41,253	1	41,253
10.	Recreation Board Clerk					1,000	400.00		1,000		1,000
Subtotal			17	480,184.92	17	496,964	237,805.74	11	53,253	16	409,740

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 16,693

Director of Recreation 18-6 (L11) 10,351

Asst Director Recreation 15-6 (L9) 8,774

Recreation Supervisor 13-6 (L11) 7,414

Rec Super / Spec Needs 13-6 (L8) 7,214

Rec Super / Teen Center 13-3 6,695

Administrative Assistant 10-4 28,203

Office Coordinator (PT 19 hrs) 9-5 4,441

New Positions

Recreation Supervisor 12-1

Subtotal

Explanation

FY13 submitted for Grade 19, City Council indicated support for Grade 18

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

Grade change from 12 to 13; Appropriate compensation for evenings, weekends and on many occasions, exceeding 40 hour work week. Increased programming responsibilities and schedule due to new resources and new programs offered.

To return position to full time status with a 2 step increase.

To 9-5 (requesting 2 step increase)

Program, resources and supervision expansion

1	114,268	1	114,268	114,268
1	91,386			
1	81,962			
1	79,747			
1	65,775			
1	55,087			
0.5	29,948			
1	60,903	1	57,079	57,079
7.5	579,076	2	171,347	171,347

Grand Total

17	480,184.92	17	496,964	237,805.74	510,404.31	18.5	632,329	18	581,087	581,087
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RECREATION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	426,951.84	390,460.05	392,690.00	195,420.64	404,548.10	549,128.00	79,063.00	471,753.00	471,753.00
5112 Wages - Full Time	26,499.63	32,926.81	39,883.00	12,882.66	39,883.00	41,253.00	1,370.00	41,253.00	41,253.00
5121 Salaries - Part Time	12,727.50	47,898.06	53,391.00	25,305.08	54,973.21	30,948.00	3,690.00	57,081.00	57,081.00
5194 Boards & Commissions	10,300.00	8,900.00	11,000.00	4,197.36	11,000.00	11,000.00	0.00	11,000.00	11,000.00
CDBG Teen Center Funding	(53,473.51)	(81,182.98)	(60,002.00)	(20,572.50)	(60,000.00)	(60,000.00)	2.00	(60,000.00)	(60,000.00)
General Expenses 001-630-5200									
5192 Mileage	500.00	976.71	1,200.00	600.27	1,500.00	1,500.00	300.00	1,500.00	1,500.00
5213 Light	4,252.37	3,744.74	3,800.00	781.55	3,800.00	3,800.00	0.00	3,800.00	3,800.00
5247 Intrusion Detection	1,057.71	960.00	1,200.00	984.00	1,450.00	2,200.00	1,000.00	2,200.00	2,200.00
5342 Postage	306.38	258.08	500.00	243.20	500.00	500.00	0.00	500.00	500.00
5343 Printing	1,260.00	3,636.20	3,800.00	1,545.80	3,800.00	3,800.00	0.00	3,800.00	3,800.00
5420 Office Supplies	16.34	2,955.04	2,500.00	1,080.15	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5460 Maintenance of Grounds	641.40	685.48	500.00	79.00	500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes			700.00	150.00	150.00	850.00	150.00	850.00	850.00
5730 Dues	300.00	350.00	300.00	300.00	300.00	300.00	0.00	300.00	300.00
Equipment & Unusual 001-630-5400									
5300 Youth Programs	25,623.74	26,000.00	32,000.00	9,098.12	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5693 Conservation Trust - Connors Pool				43,750.00	43,750.00	70,000.00	70,000.00	70,000.00	70,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Employee - reimbursement	300.00
5247 Intrusion Detection	WCC - security service contract	1,000.00
5581 Clothing, Gloves, Shoes	Asst. Director (boots only)	150.00
5693 Conservation Trust - Connors Pool	City's share of pool's operating cost (awaiting DCR confirmation)	70,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	423,005.46	399,001.94	436,962.00	217,233.24	450,404.31	572,329.00	84,125.00	521,087.00	521,087.00
General Expenses	8,334.20	13,566.25	14,500.00	5,763.97	14,500.00	15,950.00	1,450.00	15,950.00	15,950.00
Equipment & Unusual	25,623.74	26,000.00	32,000.00	52,848.12	75,750.00	102,000.00	70,000.00	102,000.00	102,000.00
Total Operating Budget	<u>456,963.40</u>	<u>438,568.19</u>	<u>483,462.00</u>	<u>275,845.33</u>	<u>540,654.31</u>	<u>690,279.00</u>	<u>155,575.00</u>	<u>639,037.00</u>	<u>639,037.00</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 in 2013 will be held at the Fitzgerald Elementary School and Msgr. McCabe playground, Monday through Fridays. Weekly enrollment numbers will be increased from (42) per week to (49) 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 2012, the Fitch Water Spray Park opened. A small Water Spray Area is designated for Nipper Maher Park, to open in 2013.

[illegible]

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Kaleidoscope Attendance	1,613	1,846	1,846
Wading Pool Attendance	8,265	9,765	10,200
Total Attendance	9,878	11,611	12,046
Gross Element Cost	27.00	31.00	31.00
Element Net Cost / Participant	24.00	28.00	28.00
Revenue	\$35,365	\$39,865	\$40,000

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step
1.	Program Instructors for Kaleidoscope and Water Spray Park attendants	
2.	Kaleidoscope Asst. Program Director	
Subtotal		

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	Budget	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/13					
		16	49,200	37,768.00	49,200.00					
		1	6,000		6,000.00					
15	42,531.00	17	55,200	37,768.00	55,200.00	0	0	0	0	0

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Program Instructors for Kaleidoscope and Water Spray Park attendants

Kaleidoscope Asst. Program Director

3,170

500

Explanation

Hourly wage increase for all position of \$1.00 more per hour. Rate has been the same for 5 years.

Hourly wage increase for all position of \$1.00 more per hour. Rate has been the same for 5 years.

Expanding enrollment numbers from (42) to (49) - need additional supervisor

16	52,370	16	52,370	52,370
1	6,500	1	6,500	6,500
1	3,080	1	3,080	3,080
18	61,950	18	61,950	61,950

New Positions

(1) Additional Program Instructor

Subtotal

Grand Total

15	42,531.00	17	55,200	37,768.00	55,200.00	18	61,950	18	61,950	61,950
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KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	44,111.25	42,531.00	55,200.00	37,768.00	55,200.00	61,950.00	6,750.00	61,950.00	61,950.00
General Expenses 001-631-5200									
5231 Water	162,814.05	196,801.39	240,000.00	188.58	275,000.00	280,000.00	40,000.00	280,000.00	280,000.00
5312 First Aid Training		347.10	1,000.00	85.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5381 Transportation of Persons	2,225.00	1,950.00	3,700.00	2,307.50	3,000.00	3,500.00	(200.00)	3,500.00	3,500.00
5460 Maintenance of Grounds	2,626.31	2,957.31	2,500.00		2,500.00	3,000.00	500.00	3,000.00	3,000.00
5470 Public Safety Supplies	724.49	599.26							
5500 First Aid Supplies	1,280.33	1,415.27	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	8,126.64	16,192.28	16,100.00	9,376.40	16,800.00	17,000.00	900.00	17,000.00	17,000.00
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks	2,052.10	1,200.64	3,500.00	1,184.00	3,000.00	3,000.00	(500.00)	3,000.00	3,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5231 Water	New Water Spray Park at Nipper Maher Park and increase in water and sewer rates	40,000.00
5460 Maintenance of Grounds	Slight increase for maintenance expenses	500.00
5584 Recreational	Slight increase for recreation expenses	900.00

COST SUMMARY BY CLASSIFICATION

Personnel	44,111.25	42,531.00	55,200.00	37,768.00	55,200.00	61,950.00	6,750.00	61,950.00	61,950.00
General Expenses	177,796.82	220,262.61	264,300.00	11,957.48	299,300.00	305,500.00	41,200.00	305,500.00	305,500.00
Equipment & Unusual	2,052.10	1,200.64	3,500.00	1,184.00	3,000.00	3,000.00	(500.00)	3,000.00	3,000.00
Total Operating Budget	223,960.17	263,994.25	323,000.00	50,909.48	357,500.00	370,450.00	47,450.00	370,450.00	370,450.00

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Summer Fun Programs	3	3	3
Different Participants	544	560	590
Total Attended	3,778	3,824	4,002
Revenue	\$70,835	\$72,000	\$74,500
Gross Cost / Participant	18.00	20.00	21.00
Net Cost / Session / Participant	(6.00)	2.00	12.00

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

Bargaining Unit	Position	FY 2014 Grade-Step	FY 2012		FY 2013			FY 2014			
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation Council Approval
1.	Summer Fun Prog Instructors/Pre-K Instructors		15		40,756	50,549.75	40,756.00				
2.	Lifeguard / Swimming Instructor		2		7,640		7,640.00				
3.	Asst Program Director		1		6,000		6,000.00				
4.	Middle School Program Supervisor		1		5,400		5,400.00				
Subtotal			19	55,758.00	19	59,796	50,549.75	59,796.00	0	0	0

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Summer Fun Prog Instructors/Pre-K Instructors

6,444

Explanation

Hourly rate increase - \$1.00/hour more. Rate has been the same for 5 years.

Lifeguard / Swimming Instructor

360

Hourly rate increase - \$1.00/hour more. Rate has been the same for 5 years.

Asst Program Director

500

Hourly rate increase - \$1.00/hour more. Rate has been the same for 5 years.

Middle School Program Supervisor

200

Hourly rate increase - \$1.00/hour more. Rate has been the same for 5 years.

15	47,200	15	47,200	47,200
2	8,000	2	8,000	8,000
1	6,500	1	6,500	6,500
1	5,600	1	5,600	5,600
19	67,300	19	67,300	67,300

New Positions

Subtotal

Grand Total

19	55,758.00	19	59,796	50,549.75	59,796.00	19	67,300	19	67,300	67,300
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SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	59,796.00	55,758.00	59,796.00	50,549.75	59,796.00	67,300.00	7,504.00	67,300.00	67,300.00
General Expenses 001-632-5200									
5312 First Aid Training	550.00	832.00	800.00		800.00	800.00	0.00	800.00	800.00
5381 Contract Labor	1,450.00	1,937.50	2,000.00	1,922.50	2,000.00	2,500.00	500.00	2,500.00	2,500.00
5584 Recreational	7,227.41	9,061.18	10,500.00	1,884.59	10,500.00	10,500.00	0.00	10,500.00	10,500.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

5381 Contract Labor

Increase in cost to provide weekly special events with special event presenters

500.00

COST SUMMARY BY CLASSIFICATION

Personnel	59,796.00	55,758.00	59,796.00	50,549.75	59,796.00	67,300.00	7,504.00	67,300.00	67,300.00
General Expenses	9,227.41	11,830.68	13,300.00	3,807.09	13,300.00	13,800.00	500.00	13,800.00	13,800.00
Equipment & Unusual									
Total Operating Budget	69,023.41	67,588.68	73,096.00	54,356.84	73,096.00	81,100.00	8,004.00	81,100.00	81,100.00

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

To support the (14) fourteen youth sport organizations in the City with operating expenses. To cover electrical costs of youth league concession stand buildings and the lighting of: baseball, softball, and football fields, basketball courts, and tennis courts, from May-November. To provide free recreational youth programs sponsored by the Waltham Police Athletic League (PAL), which include winter basketball program held at W.C.C., summer street hockey program held at the Veterans Rink on Totten Pond Road and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house.

Youth sport organizations subsidized with funding:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Games Played	5,204	5,250	5,300
Element Cost / Game	17.00	21.00	22.00
Element Cost / Diff Prt	11.00	15.00	15.00
Total Diff Participants	7,747	7,800	7,900
Total Attendants	144,644	145,650	146,425

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-633-5200									
5213 Light	29,186.50	32,752.25	45,000.00	22,611.65	45,000.00	48,000.00	3,000.00	48,000.00	48,000.00
5350 Umpires	370.00								
5381 Contract Labor	10,000.00		15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00
5584 Recreational	31,846.00	45,392.96	42,000.00	285.00	42,000.00	42,000.00	0.00	42,000.00	42,000.00
Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	8,014.15	7,594.07	8,000.00	1,821.20	8,000.00	8,000.00	0.00	8,000.00	8,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5213 Light	Electrical utility increase	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel

General Expenses	71,402.50	78,145.21	102,000.00	22,896.65	102,000.00	105,000.00	3,000.00	105,000.00	105,000.00
Equipment & Unusual	8,014.15	7,594.07	8,000.00	1,821.20	8,000.00	8,000.00	0.00	8,000.00	8,000.00
Total Operating Budget	79,416.65	85,739.28	110,000.00	24,717.85	110,000.00	113,000.00	3,000.00	113,000.00	113,000.00

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 eighth year of operations began September 10, 2012 and will close on April 7, 2013.

DESCRIPTION OF OUTPUT STATEMENT:

The indoor Veteran's Memorial Ice Rink is managed and operated by the Recreation Department to provide a facility within the City of Waltham to accommodate Waltham Youth Hockey, high school and middle school hockey teams, public ice skating, ice skating lessons and department sponsored programs including: stick and puck for adults. The rink also provides available ice time for non-profit groups, and private groups wishing to rent the ice. Ice rental fees were increased for the 2011-2012 season. Public skating fees for 2012-2013 season remained the same, although Super Saturday discounts were not offered.

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 2011	FY 2012
Pension-Contributory/FICA	1,471	1,746
Medical & Life Insurance		58,808
Building Insurance	2,967	2,674
Worker's Compensation	28,390	24,476
Other Dept Allocations	19,301	18,428
Total	\$52,129	\$106,132

	FY 2012	FY 2013	FY 2014
Output Measure	Actual	Estimated	Projected
Total Number of Ice Rental Hours	1,984	1,972	1,990
Total Number of Public Skating Hrs	186	174	190
Total Number of In-House Prgm Hrs	62	56	65
Total Number of Non-Profit Groups	4	8	8
Total Number of Private Groups	19	16	18
Total Attendance	63,159	61,137	65,000
Total Revenue	\$398,769	\$385,182	\$400,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

			FY 2012	FY 2013			FY 2014							
Bargaining Unit Position			FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures Thru 6/30/13	#	Department Request	#	Recommendation	Mayor's	Council Approval
1.	LAB	Rec Facilities Supervisor II N	10-6			1	55,907							
2.	LAB	Rec Facilities Supervisor I N	9-6			1	53,384	25,601.42	53,384.00	1	53,384	1	53,384	53,384
3.	LAB	*Rec Facilities Supervisor I N	9-5			1	47,628	22,723.89	47,628.00	1	49,593	1	49,593	49,593
4.		Temporary / Seasonal					20,000	14,000.25	30,000.00		20,000		20,000	20,000
5.		Rink Director					5,000	2,493.14	5,000.00		5,000		5,000	5,000
Subtotal				3	122,695.27	3	181,919	64,818.70	136,012.00	2	127,977	2	127,977	127,977

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary		1,965
LAB	Rec Facilities Supervisor II N	10-6

Explanation

Remove position from budget

Temporary / Seasonal

Hourly rate increases for seasonal/temporary staff. Current rate has remained the same for 8 years. Available funding within temp./seasonal appropriation, with appointment of 3rd full time employee

New Positions

LAB	Rec Facilities Supervisor I N	9-1
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Re-organization of FT Staff positions

1	43,690	1	43,690	43,690
1	43,690	1	43,690	43,690

Subtotal

Grand Total

3	122,695.27	3	181,919	64,818.70	136,012.00	3	171,667	3	171,667	171,667
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All three positions include maintenance responsibilities

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

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

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 640-630-5100									
5112 Wages - Full Time	97,981.74	93,194.27	156,919.00	48,325.31	101,012.00	146,667.00	(10,252.00)	146,667.00	146,667.00
5121 Salaries - Part Time	5,000.00	5,000.00	5,000.00	2,493.14	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5122 Temporary Help / Seasonal	20,131.00	24,501.00	20,000.00	14,000.25	30,000.00	20,000.00	0.00	20,000.00	20,000.00
5131 Overtime	2,908.55	790.02	3,000.00	1,366.51	3,000.00	3,000.00	0.00	3,000.00	3,000.00
Offset to CPW for Off-Season Work							(48,900.00)	(48,900.00)	(48,900.00)
General Expenses 640-630-5200									
5211 Heat	10,558.45	10,434.88	14,000.00	2,251.86	14,000.00	14,000.00	0.00	14,000.00	14,000.00
5213 Lights	140,607.97	143,247.33	150,000.00	65,047.55	150,000.00	150,000.00	0.00	150,000.00	150,000.00
5231 Water	16,955.00	16,808.67	15,000.00	335.75	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5241 Equipment Repair/Maint/Compressor	21,175.24	16,796.83	18,000.00	10,540.98	25,000.00	25,000.00	7,000.00	25,000.00	25,000.00
5244 Motor Equipment Repair/Maint	14,058.26	10,215.04	12,000.00	1,243.76	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5245 Repair to Buildings & Grounds	8,901.85	5,204.87	8,000.00	3,403.55	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5247 Intrusion Detection	1,307.45	419.21	1,500.00	1,307.45	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training	425.00	425.00	500.00	550.00	550.00	425.00	(75.00)	425.00	425.00
5430 Building Supplies	948.08	2,016.26	3,000.00	696.22	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5460 Maintenance of Grounds/Supplies		800.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	1,871.98	2,661.97	2,500.00	1,900.99	1,901.00	2,500.00	0.00	2,500.00	2,500.00
5730 Dues						125.00	125.00	125.00	125.00
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	4,427.67	7,889.50	10,000.00	5,780.53	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5691 State Assessment	3,797.76	4,009.29	5,000.00	1,012.25	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Energy Audit						9,000.00	9,000.00	9,000.00	9,000.00

VETERAN'S MEMORIAL ICE SKATING RINK

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 640-630-5500									
5747 Liability Insurance	5,965.00	5,603.00	6,500.00		10,039.00	12,000.00	5,500.00	12,000.00	12,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5241 Equipment Repair/Maint/Compressor	Actual anticipated cost for aging compressors & service to keep operational	7,000.00
Energy Audit	Evaluating equipment operations and utility expenses. Possible 50% reimbursement and Nstar rebates. Improve efficiency of mechanical equipment and utility operations to achieve overall cost savings.	9,000.00
5730 Dues	Actual cost to belong to NE Ice Skating/Rink Association. FY2013 expense charged to Training.	125.00
5747 Liability Insurance	Anticipated increase	5,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	126,021.29	123,485.29	184,919.00	66,185.21	139,012.00	174,667.00	(59,152.00)	125,767.00	125,767.00
General Expenses	216,809.28	209,030.06	227,500.00	87,278.11	233,951.00	234,550.00	7,050.00	234,550.00	234,550.00
Equipment & Unusual	8,225.43	11,898.79	15,000.00	6,792.78	15,000.00	24,000.00	9,000.00	24,000.00	24,000.00
Special Items	5,965.00	5,603.00	6,500.00	0.00	10,039.00	12,000.00	5,500.00	12,000.00	12,000.00
Total Operating Budget	<u>357,021.00</u>	<u>350,017.14</u>	<u>433,919.00</u>	<u>160,256.10</u>	<u>398,002.00</u>	<u>445,217.00</u>	<u>(37,602.00)</u>	<u>396,317.00</u>	<u>396,317.00</u>

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	2,384,171	2,447,973
Pension-Non Contributory	17,083	17,443
Pension Administration	150,569	155,371
Medical & Life Insurance	21,924,390	21,820,010
Building Insurance	97,944	88,272
Motor Vehicle Maint & Repair	63,262	66,122
Motor Vehicle Insurance	5,304	3,801
Worker's Compensation	113,827	118,074
Total	\$24,756,550	\$24,717,066

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected

COST SUMMARY BY CLASSIFICATION	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
General Expenses									
Equipment & Unusual									
Total Operating Budget	62,022,679.66	62,799,455.46	66,699,448.00			68,750,952.00	2,051,504.00	68,750,952.00	68,750,952.00

TRAFFIC ENGINEERING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

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 2011	FY 2012
Pension-Contributory/FICA	2,780	2,209
Medical & Life Insurance	79,381	78,824
Heat, Light, Water	6,494	5,913
Building Repair & Maintenance	5,785	6,127
Building Insurance	107	96
Motor Vehicle Insurance	758	543
Motor Vehicle Maint & Repair	9,037	9,446
Workers' Compensation	20,328	
Total	\$124,670	\$103,158

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Aluminum Sign Recycling (income)	\$300.00	\$500.00	\$500.00
Pre-Made Signs	\$10,596.00	\$1,816.00	\$10,000.00
Sign Blanks	\$1,463.00	\$3,256.00	\$5,000.00
Sign Film	\$6,525.00	\$7,391.00	\$8,000.00
Sign Post & Brackets	\$6,182.00	\$6,386.00	\$7,000.00
Paint / Thermoplastic	\$14,564.00	\$20,000.00	\$25,000.00

TRAFFIC ENGINEERING

PERSONNEL

	Bargaining Unit Position	FY 2014 Grade-Step
1.	Clerk	
2.	*Traffic Engineer	19-4
3.	Asst to Traffic Engineer	13-6 (L11)
4.	Principal Office Asst (PT 19.5 hrs)	8-6
5.	LAB Heavy Motor Equip Operator	8-6
6.	LAB *Motor Equipment Operator	7-3
Subtotal		

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	July-December			Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval
		#	Budget	Actual Expenditures						
		1	2,500	1,246.70	2,500.00	1	2,500	1	2,500	2,500
		1	94,436	45,277.50	97,288.00	1	101,133	1	101,133	101,133
		1	79,023	39,313.82	81,409.00	1	81,962	1	81,962	81,962
		0.5	27,926	13,924.56	28,769.00			0.5	28,769	28,769
		1	48,108	23,961.60	48,108.00			1	48,108	48,108
		1	38,167	18,754.56	38,167.00			1	39,639	39,639
5.5	193,130.22	5.5	290,160	142,478.74	296,241.00	3	185,595	5.5	302,111	302,111

Summary of Changes

Adjustments to FY 2013 Positions

	Step Raises/Longevity included in * position salary	11,951
	Principal Office Asst (FT)	23,711
LAB	Painter	4,635
LAB	Painter	5,075

Explanation

As the traffic staff will be out in the field on a more consistent basis we feel there should be a continual presence in the office fielding calls and give assistance to walk-ins. Also assist in office filing and organization.

Upgrade HMEO and MEO to Painters. Our current HMEO and MEO perform at least equal to and greater than the Painter position.

New Positions

	Temporary/Seasonal Worker	Assist paint crew during busy paint season of May - Oct. 16 weeks 40 hrs/week Tues - Sat
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1	51,637			
1	52,743			
1	43,242			
2	19,200	1	9,600	9,600
5	166,822	1	9,600	9,600

Subtotal

Grand Total

5.5	193,130.22	5.5	290,160	142,478.74	296,241.00	8	352,417	6.5	311,711	311,711
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TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/13				
Personnel 001-480-5100									
5111 Salaries - Full Time	78,843.65	78,843.72	173,459.00	84,591.32	178,697.00	234,732.00	9,636.00	183,095.00	183,095.00
5112 Wages - Full Time	87,095.53	84,013.52	86,275.00	42,716.16	86,275.00	95,985.00	1,472.00	87,747.00	87,747.00
5121 Salaries - Part Time	30,349.12	30,272.98	30,426.00	15,171.26	31,269.00	2,500.00	843.00	31,269.00	31,269.00
5122 Wages - Part Time						19,200.00	9,600.00	9,600.00	9,600.00
5131 Overtime	9,166.71	7,327.94	5,000.00	5,782.32	5,000.00	5,000.00	0.00	5,000.00	5,000.00
General Expenses 001-480-5200									
5242 Office Equipment Repair/Maint	217.45	101.25	100.00		50.00	100.00	0.00	100.00	100.00
5244 Motor Equipment Repair/Maint	1,028.33	64.68	1,030.00		1,000.00	1,000.00	(30.00)	1,000.00	1,000.00
5342 Postage			40.00	6.00	20.00	40.00	0.00	40.00	40.00
5343 Printing	89.08	400.00	500.00	189.20	200.00	500.00	0.00	500.00	500.00
5420 Office Supplies	1,034.20	678.48	1,000.00	1,101.00	1,100.00	1,000.00	0.00	1,000.00	1,000.00
5431 Paint Supplies	8,882.23	16,041.38	20,000.00	13,858.57	20,000.00	25,000.00	1,500.00	21,500.00	21,500.00
5534 Traffic Signs	9,033.73	25,273.69	20,000.00	8,849.93	20,000.00	25,000.00	1,000.00	21,000.00	21,000.00
5541 Welding Supplies	929.29	447.91	150.00	64.90	150.00	150.00	0.00	150.00	150.00
5581 Clothing, Gloves	1,284.98	1,608.98	1,300.00	1,339.98	1,340.00	1,300.00	0.00	1,300.00	1,300.00
5587 Tools	511.77	1,095.86	400.00		660.00	400.00	0.00	400.00	400.00
5730 Dues	75.00		500.00	50.00	500.00	500.00	0.00	500.00	500.00
5731 Conference Expense						1,000.00	0.00	0.00	0.00

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-480-5400									
5300 Engineer Consultants (12 months)	99,785.55	77,576.25		3,938.20	3,938.20				
5388 Thermoplastic outsource			50,000.00		50,000.00	100,000.00	0.00	50,000.00	50,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5431 Paint Supplies	Increase in staff will allow us to be able to paint more pavement markings	5,000.00
5534 Traffic Signs	With new sign inventory more older signs can be replaced	5,000.00
5731 Conference Expense	More conferences for Traffic Engineer and staff to attend	1,000.00
5388 Thermoplastic outsource	Identify additional large streets for thermoplastic markings	50,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	205,455.01	200,458.16	295,160.00	148,261.06	301,241.00	357,417.00	21,551.00	316,711.00	316,711.00
General Expenses	23,086.06	45,712.23	45,020.00	25,459.58	45,020.00	55,990.00	2,470.00	47,490.00	47,490.00
Equipment & Unusual	99,785.55	77,576.25	50,000.00	3,938.20	53,938.20	100,000.00	0.00	50,000.00	50,000.00
Total Operating Budget	328,326.62	323,746.64	390,180.00	177,658.84	400,199.20	513,407.00	24,021.00	414,201.00	414,201.00

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

Currently we have 362 parking spaces in three parking lots being enforced with six (6) Parkeon Pay-by-Space machines, and an additional 300 spaces in two parking lots being enforced by four (4) Ventek Pay-&-Display machines. We still have 410 parking spaces in five (5) parking lots that need to be converted over to Parkeon Pay-By-Space machines. We have 206 on-street metered spaces. There are 203 parking spaces monitored without meters but by time limits. The meters are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	13,110	13,080
Pension Administration	983	998
Medical & Life Insurance	69,565	50,373
Heat, Light, Water	6,494	5,913
Building Repair & Maintenance	5,785	6,127
Building Insurance	107	96
Motor Vehicle Insurance	379	272
Motor Vehicle Maint & Repair	4,519	4,723
Total	\$100,942	\$81,582

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Meter Revenue	\$403,286.98	\$420,000.00	\$420,000.00
Monthly Stickers Revenue	\$34,580.00	\$35,000.00	\$35,000.00
Yearly Stickers Revenue	\$93,100.00	\$90,000.00	\$90,000.00
Senior Stickers Revenue	\$3,855.00	\$4,000.00	\$4,000.00
PCO Ticket issuance	14,298	15,000	15,000
PCO & Police Ticket Revenue	\$645,769.00	\$700,000.00	\$700,000.00

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

FY 2012		FY 2013				FY 2014					
Actual # Expenditures	July-December				#	Department Request	#	Mayor's Recommendation	Council Approval		
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/13							
	1	2,500	1,246.70	2,500.00							
	1	69,120	36,284.05	71,381.00							
	1	43,864	21,667.39	45,189.00							
	1	43,449	21,641.25	44,761.00							
	1	36,223	17,874.02	37,317.00							
	5	191,382.51	5	195,156						98,713.41	201,148.00

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 7,413

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

5	191,382.51	5	195,156	98,713.41	201,148.00	5	202,569		5	202,569	202,569
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PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/13				
Personnel 232-480-5100									
5111 Salaries - Full Time	193,073.64	188,882.73	192,656.00	97,466.71	198,648.00	200,069.00	7,413.00	200,069.00	200,069.00
5121 Salaries - Part Time	2,500.00	2,499.78	2,500.00	1,246.70	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5131 Overtime		3,010.96	5,000.00	2,270.22	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(195,573.64)	(194,393.47)	(200,156.00)						
General Expenses 232-480-5200									
5213 Light	41,104.79	35,099.90	40,000.00	17,478.67	36,000.00	40,000.00	0.00	40,000.00	40,000.00
5241 Equipment Repair/Maint	7,055.00	15,833.95	7,100.00	7,672.42	14,000.00	17,000.00	9,900.00	17,000.00	17,000.00
5242 Office Equipment Repair/Maint	484.32	150.93	100.00		100.00	100.00	0.00	100.00	100.00
5245 Building/Grounds Maint	282.65	292.12	300.00	190.73	350.00	300.00	0.00	300.00	300.00
5291 Custodial Services	8,224.47	9,227.59	9,000.00	4,680.00	9,400.00	9,400.00	400.00	9,400.00	9,400.00
5343 Printing	4,294.63	5,130.10	7,000.00	6,886.71	6,887.00	8,000.00	1,000.00	8,000.00	8,000.00
5375 Coin Processing			5,000.00	649.65	3,000.00	4,000.00	(1,000.00)	4,000.00	4,000.00
5411 Batteries	876.85	830.00	500.00	632.88	633.00	500.00	0.00	500.00	500.00
5543 Meters & Parts	2,473.87	569.55	2,000.00	2,439.72	5,000.00	6,500.00	3,500.00	5,500.00	5,500.00
5581 Clothing, Glove, Shoes			150.00		150.00	150.00	0.00	150.00	150.00
5731 Conference Expense						500.00	0.00	0.00	0.00
5740 Insurance Surety Bond	3,510.00	3,510.00	3,500.00		3,494.00	3,500.00	0.00	3,500.00	3,500.00
Offset Receipt - Meter Revenue	(68,306.58)	(70,644.14)	(74,650.00)						
Equipment & Unusual 232-480-5400									
5176 Transfer to Medical Insurance Trust	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00
Offset Receipt - Meter Revenue	(60,000.00)	(60,000.00)	(60,000.00)						

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,432.17	1,371.41	1,500.00	860.21	1,500.00	2,250.00	500.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,432.17)	(1,371.41)	(1,500.00)						

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5241 Equipment Repair/Maint	Monthly & Yearly cost for Ventek Pay & Display and Parkeon PBS	9,900.00
5291 Custodial Services	Regular cost for employee is \$9,360	400.00
5343 Printing	Increase in sticker cost and flyers for new pay stations	1,000.00
5543 Meters & Parts	Cost of paper receipt rolls for pay stations	4,500.00
5731 Conference Expense	Attend Parking Meter shows in New England area	500.00
5190 Uniform Allowance	Cost of uniforms have increased	750.00

COST SUMMARY BY CLASSIFICATION

Personnel	195,573.64	194,393.47	200,156.00	100,983.63	206,148.00	207,569.00	7,413.00	207,569.00	207,569.00
General Expenses	68,306.58	70,644.14	74,650.00	40,630.78	79,014.00	89,950.00	13,800.00	88,450.00	88,450.00
Equipment & Unusual	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00
Special Items	1,432.17	1,371.41	1,500.00	860.21	1,500.00	2,250.00	500.00	2,000.00	2,000.00
Less Receipts	(325,312.39)	(326,409.02)	(336,306.00)	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>202,474.62</u>	<u>346,662.00</u>	<u>359,769.00</u>	<u>21,713.00</u>	<u>358,019.00</u>	<u>358,019.00</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 2011	FY 2012
Pension-Contributory/FICA	105,887	135,593
Pension Administration	8,157	10,978
Medical & Life Insurance	228,126	242,263
Heat, Light, Water	17,545	17,225
Building Repair & Maintenance	9,895	35,635
Building Insurance	504	455
Motor Vehicle Insurance	379	272
Motor Vehicle Maint & Repair	4,519	4,723
Total	<u>\$375,012</u>	<u>\$447,144</u>

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Committed Bills:			
Real Estate	64,000	64,000	64,000
Water	60,000	60,000	60,000
Excise	60,000	60,000	60,000
Departmental	4,000	4,000	4,000
Parking Ticket Revenue	645,769	690,000	690,000
Parking Violations	18,866	20,000	20,000
Municipal Liens	61,125	62,000	62,000
Number of Employees	2,001	2,000	2,000
Number of Payroll Checks	68,905	69,000	69,000
Number of Vendor Checks	12,770	13,000	13,000

TREASURER & COLLECTOR

PERSONNEL

			FY 2012		FY 2013			FY 2014						
Bargaining Unit	Position	FY 2014 Grade-Step	#	Actual Expenditures	#	July-December Actual Budget	Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Treasurer & Collector	19-6 (L10)			1	116,694	58,186.96	120,218.00	1	120,218	1	120,218		
2.	Asst Treasurer & Collector	16-6 (L11)			1	97,379	48,556.33	100,320.00	1	100,321	1	100,321		
3.	Dept Coll / AR Manager	14-6 (L9)			1	83,377	41,574.52	85,895.00	1	85,895	1	85,895		
4.	*Senior Accountant	13-6 (L9)			1	75,170	37,481.86	77,440.00	1	80,486	1	80,486		
5.	Junior Accountant	10-6 (L8)			1	58,896	28,791.36	60,675.00	1	64,244	1	64,244		
6.	Administrative Assistant	10-6 (L8)			1	58,511	28,791.38	60,278.00	1	64,244	1	64,244		
7.	Principal Office Asst	8-6 (L11)			1	55,637	27,742.00	57,317.00	1	57,317	1	57,317		
8.	Associate Office Asst	7-6			1	47,351	23,610.60	48,781.00	1	48,781	1	48,781		
9.	Associate Office Asst	7-6			1	47,351	23,610.60	48,781.00	1	48,781	1	48,781		
Payroll														
10.	*Payroll Spvr / Benefits Coord	12-3 (L9)			1	62,662	31,160.48	64,554.00	1	67,187	1	67,187		
11.	Principal Office Asst	8-6 (L9)			1	54,634	27,242.28	56,284.00	1	56,284	1	56,284		
12.	Associate Office Asst	7-6 (L8)			1	51,139	25,499.49	52,683.00	1	52,683	1	52,683		
Subtotal			12	778,933.90	12	808,801	402,247.86	833,226.00	12	846,441		12	846,441	846,441

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary 37,640

Explanation

New Positions

Assistant Parking Clerk 10-1

Requesting to restore position

Subtotal

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

Grand Total

12	778,933.90	12	808,801	402,247.86	833,226.00	13	895,545		12	846,441	846,441
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TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	832,331.56	778,933.90	808,801.00	402,247.86	833,226.00	895,545.00	37,640.00	846,441.00	846,441.00
General Expenses 001-145-5200									
5242 Office Equipment Repair/Maint	2,128.75	3,970.68	3,000.00	806.05	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	480.00	480.00	500.00		500.00	500.00	0.00	500.00	500.00
5304 Financial Services	4,805.00	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5305 Legal Services	19,058.32	16,356.20	20,000.00	6,740.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5342 Postage	62,195.11	58,585.95	60,000.00	28,232.60	60,000.00	65,000.00	5,000.00	65,000.00	65,000.00
5343 Printing	15,001.38	15,020.71	19,000.00	7,890.86	19,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages	20.00		100.00		100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	151,720.14	161,521.99	165,000.00	54,748.78	165,000.00	171,000.00	5,000.00	170,000.00	170,000.00
5420 Office Supplies	5,439.84	5,121.45	5,500.00	1,852.06	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5730 Dues & Subscriptions	300.00	300.00	300.00	300.00	300.00	300.00	0.00	300.00	300.00
5731 Conference Expense	287.86	469.72	200.00		500.00	200.00	0.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
Equipment & Unusual 001-145-5400									
5305 Title Searches for Foreclosures		980.00	5,000.00	3,424.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Legal Services						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>
5342 Postage	Postal service fee increase.	5,000.00
5385 Banking / Financial	Banking service fee(s) increases.	6,000.00
Legal Services	Legal assistance for real estate matters.	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	832,331.56	778,933.90	808,801.00	402,247.86	833,226.00	895,545.00	37,640.00	846,441.00	846,441.00
General Expenses	265,136.40	270,526.70	283,600.00	109,470.35	283,900.00	294,600.00	10,000.00	293,600.00	293,600.00
Equipment & Unusual	0.00	980.00	5,000.00	3,424.00	5,000.00	15,000.00	0.00	5,000.00	5,000.00
Total Operating Budget	<u>1,097,467.96</u>	<u>1,050,440.60</u>	<u>1,097,401.00</u>	<u>515,142.21</u>	<u>1,122,126.00</u>	<u>1,205,145.00</u>	<u>47,640.00</u>	<u>1,145,041.00</u>	<u>1,145,041.00</u>

ADMINISTRATION OF TRUST FUNDS

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

[illegible]

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Trust Funds	77	80	80
Library Income	2,443	2,500	2,500
Charity Income	2,769	2,800	2,800
Cemetery Income	54,471	55,000	55,000
Scholarship Income	71,892	72,000	72,000
Other Income	6,895	7,000	7,000
Library Book Value	94,779	95,000	95,000
Charity Book Value	64,934	65,000	65,000
Scholarship Book Value	1,780,965	1,781,000	1,781,000
Cemetery Book Value	2,652,401	2,653,000	2,653,000
Other Book Value	1,355,107	1,356,000	1,356,000

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit Position FY 2014 Grade-Step

1. Trust Fund Commissioner

2. Asst Clerk & Custodian

Subtotal

FY 2012		FY 2013				FY 2014					
#	Actual Expenditures	July-December			Expenditures Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
		#	Budget	Actual Expenditures							
	3	3,000	800.00	3,000.00	3	3,000	3	3,000	3,000		
	1	1,000	498.68	1,000.00	1	1,000	1	1,000	1,000		
4	2,800.00	4	4,000	1,298.68	4,000.00	4	4,000		4	4,000	4,000

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal

0	0		0	0		0		0		0

Grand Total

4	2,800.00	4	4,000	1,298.68	4,000.00	4	4,000	4	4,000	4,000
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ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	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	498.68	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	2,600.00	1,800.00	3,000.00	800.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
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General Expenses 001-149-5200									
5385 Banking/Financial	15,966.77	16,543.83	17,000.00	4,216.08	4,216.08	0.00	(17,000.00)	0.00	0.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel	3,600.00	2,800.00	4,000.00	1,298.68	4,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses	15,966.77	16,543.83	17,000.00	4,216.08	4,216.08	0.00	(17,000.00)	0.00	0.00
Equipment & Unusual									
Total Operating Budget	<u>19,566.77</u>	<u>19,343.83</u>	<u>21,000.00</u>	<u>5,514.76</u>	<u>8,216.08</u>	<u>4,000.00</u>	<u>(17,000.00)</u>	<u>4,000.00</u>	<u>4,000.00</u>

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2011	FY 2012
Pension-Contributory/FICA	112,703	100,195
Pension Administration	9,580	8,632
Medical & Life Insurance	103,283	101,893
Heat, Light, Water	5,195	4,731
Building Repair & Maintenance	4,628	4,902
Building Insurance	85	77
Total	\$235,474	\$220,430

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Cases Yearly	1,065	1,065	1,080
Yearly Cash Benefits	\$200,000	\$230,000	\$240,000

VETERANS BENEFITS & SERVICES

PERSONNEL

				FY 2012		FY 2013			FY 2014					
Bargaining Unit		Position	FY 2014 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/13	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	**	*Dir of Vets Service / License	16-6 (L11)	1	96,502		48,118.72	99,416.36	1	100,170	1	100,170	100,170	
2.		*Administrative Assistant	10-6 (L9)	1	62,360		31,094.73	64,243.27			1	64,293	64,293	
Subtotal				2	158,862.30	2	158,862	79,213.45	163,659.63	1	100,170	2	164,463	164,463

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	5,601
Executive Assistant	12-5 (L9)
	9,593

Explanation

Reclass

1	71,953		0	0	0
1	71,953		0	0	0

New Positions

Subtotal

Grand Total

2	158,862.30	2	158,862	79,213.45	163,659.63	2	172,123		2	164,463	164,463
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** State law requires full-time director due to City's population

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	158,862.11	158,862.30	158,862.00	79,213.45	163,659.63	172,123.00	5,601.00	164,463.00	164,463.00
General Expenses 001-543-5200									
5192 Mileage Allowance	699.96	699.96	700.00	291.65	700.00	700.00	0.00	700.00	700.00
5242 Office Equipment Repair/Maint	481.76	252.00	450.00	252.00	450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	822.95	822.95	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	355.95	336.20	600.00		600.00	600.00	0.00	600.00	600.00
5343 Printing	66.00	66.00	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	246.55	379.42	425.00	51.93	425.00	425.00	0.00	425.00	425.00
5510 Education Supplies			150.00		150.00	150.00	0.00	150.00	150.00
5588 Flags & Bunting	4,204.80	3,696.36	4,500.00		4,500.00	4,500.00	0.00	4,500.00	4,500.00
5770 Veterans Benefits	171,564.48	196,102.98	200,000.00	105,266.68	230,000.00	240,000.00	40,000.00	240,000.00	240,000.00
5781 Holiday Expenses	842.95	842.95	1,650.00	307.95	1,650.00	1,650.00	0.00	1,650.00	1,650.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5770 Veterans Benefits	Unemployment/homeless issues resulting from economy bringing in more indigent Veterans	40,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	158,862.11	158,862.30	158,862.00	79,213.45	163,659.63	172,123.00	5,601.00	164,463.00	164,463.00
General Expenses	179,285.40	203,198.82	210,275.00	106,170.21	240,275.00	250,275.00	40,000.00	250,275.00	250,275.00
Equipment & Unusual									
Total Operating Budget	338,147.51	362,061.12	369,137.00	185,383.66	403,934.63	422,398.00	45,601.00	414,738.00	414,738.00

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 2011	FY 2012
Pension-Contributory/FICA	139	122
Heat, Light, Water	1,299	1,183
Building Repair & Maintenance	1,157	1,225
Building Insurance	21	19
Total	\$2,616	\$2,549

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Number of Licenses	100	100	110
Common Victualer	140	131	135
Filing Fee	20	20	24
Amusement Device Permits	15	9	9
Entertainment	37	37	37
Dance Permits	14	14	14
Special Permits	200	200	200
Revenue from Licenses & Permits	\$315,975	\$327,500	\$350,000

LICENSE COMMISSION

PERSONNEL

Bargaining Unit Position FY 2014 Grade-Step

1. License Commission
2. Assistant to License Commission

Subtotal

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	Budget	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/13					
		3	9,600	4,800.00	9,600.00	3	9,600	3	9,600	9,600
		1	3,000	1,495.78	3,000.00	1	3,000	1	3,000	3,000
4	11,400.00	4	12,600	6,295.78	12,600.00	4	12,600	4	12,600	12,600

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0		0	0

New Positions

Subtotal

Grand Total

4	11,400.00	4	12,600	6,295.78	12,600.00	4	12,600	4	12,600	12,600
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LICENSE COMMISSION

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	1,495.78	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	9,600.00	8,400.00	9,600.00	4,800.00	9,600.00	9,600.00	0.00	9,600.00	9,600.00
General Expenses 001-165-5200									
5308 Stenographer	1,900.00	2,400.00	2,250.00	1,200.00	2,250.00	2,250.00	0.00	2,250.00	2,250.00
5342 Postage	440.83	323.20	500.00	7.25	500.00	500.00	0.00	500.00	500.00
5343 Printing	365.47	268.00	600.00	115.00	600.00	600.00	0.00	600.00	600.00
5420 Office Supplies	206.70	214.39	300.00		300.00	300.00	0.00	300.00	300.00
5510 Education Supplies			200.00		200.00	200.00	0.00	200.00	200.00
5730 Dues	50.00		50.00	50.00	50.00	50.00	0.00	50.00	50.00

Department Explanation for Requested Increases

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

Personnel	12,600.00	11,400.00	12,600.00	6,295.78	12,600.00	12,600.00	0.00	12,600.00	12,600.00
General Expenses	2,963.00	3,205.59	3,900.00	1,372.25	3,900.00	3,900.00	0.00	3,900.00	3,900.00
Equipment & Unusual									
Total Operating Budget	<u>15,563.00</u>	<u>14,605.59</u>	<u>16,500.00</u>	<u>7,668.03</u>	<u>16,500.00</u>	<u>16,500.00</u>	<u>0.00</u>	<u>16,500.00</u>	<u>16,500.00</u>

WIRES

STATEMENT OF OBJECTIVES:

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

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

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

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

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 2011	FY 2012
Pension-Contributory/FICA	189,685	189,462
Pension-Non Contributory	13,773	14,133
Pension Administration	15,818	16,066
Medical & Life Insurance	205,730	205,655
Heat, Light, Water	44,827	40,241
Building Repair & Maintenance	28,986	27,867
Building Insurance	344	310
Motor Vehicle Insurance	3,031	2,172
Motor Vehicle Maint & Repair	36,150	37,784
Total	\$538,344	\$533,690

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	10	10	10
Playgrounds	7	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	711	715	718
Traffic Lights	73	75	79

WIRES

PERSONNEL

			FY 2012	FY 2013			FY 2014			
Bargaining Unit	Position	FY 2014 Grade-Step	Actual # Expenditures	July-December # Budget	Actual Expenditures Thru 6/30/13	Department # Request	Mayor's # Recommendation	Council Approval		
1.	*Inspector of Wires	16-6 (L11)		1 96,502	48,118.72 99,416.36		1 100,019	100,019		
2.	SPMG S, E & C Supervisor/Foreman	14-6 (L9)		1 83,377	43,768.67 86,105.51	1 86,106	1 86,106	86,106		
3.	SPMG *Sr Wires Inspector	13-3		1 61,435	31,635.98 63,445.46	1 65,936	1 65,936	65,936		
4.	LAB Electrician	11-6 (L9)		1 77,317	38,372.63 77,317.00	1 77,614	1 77,614	77,614		
5.	LAB *Electrician	11-6 (L9)		1 76,901	38,345.31 76,901.00	1 77,079	1 77,079	77,079		
6.	LAB Signal Maintainer	9-6 (L11)		1 55,864	27,786.29 55,864.00	1 55,902	1 55,902	55,902		
7.	*Office Coordinator	9-6 (L10)		1 58,370	29,104.92 60,132.77		1 60,593	60,593		
8.	Part Time Help			16,000	14,485.15 16,000.00	16,000		16,000		
Subtotal			6.5 502,652.69	7 525,766	271,617.67 535,182.10	5 378,637	7 539,249	539,249		

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary	13,483
Inspector of Wires	17-6 (L11) 10,232
Administrative Assistant	10-6 (L10) 6,964

Explanation

Promotion/multiple duties
Reclassify Position

New Positions

LAB Signal Maintainer 9-1

Need additional Signal Maintainer to handle increased workload. It would give the Wires Department a complete crew.

Subtotal

1 106,734				
1 65,334				
1 41,217				
3 213,285	0	0	0	0

Grand Total

7 502,652.69	7 525,766	271,617.67 535,182.10	8 591,922	7 539,249	539,249
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WIRES

EXPENDITURES

	FY 2011	FY 2012	FY 2013			FY 2014			
			July-December						
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-245-5100									
5111 Salaries - Full Time	237,206.65	237,014.51	299,684.00	152,628.29	309,100.10	324,110.00	12,970.00	312,654.00	312,654.00
5112 Wages - Full Time	209,737.99	208,949.43	210,082.00	104,504.23	210,082.00	251,812.00	513.00	210,595.00	210,595.00
5121 Salaries - Part Time	33,205.45	41,655.00							
5122 Wages - Part Time	19,274.85	15,033.75	16,000.00	14,485.15	16,000.00	16,000.00	0.00	16,000.00	16,000.00
5131 Overtime - Callbacks	17,843.24	18,146.39	20,000.00	12,507.89	20,000.00	20,000.00	0.00	20,000.00	20,000.00
General Expenses 001-245-5200									
5193 Tool Allowance	247.82	375.00	375.00		375.00	500.00	0.00	375.00	375.00
5212 Clocks - City & Common	863.73	939.72	2,500.00	673.21	1,500.00	2,500.00	0.00	2,500.00	2,500.00
5213 Light	42,128.07	33,455.77	38,000.00	13,967.35	38,000.00	38,000.00	0.00	38,000.00	38,000.00
5241 Equipment Repair/Maint	575.00	726.20	2,500.00	2,567.00	5,500.00	7,500.00	5,000.00	7,500.00	7,500.00
5242 Office Equipment Repair/Maint	524.04	799.11	700.00	275.16	620.00	700.00	0.00	700.00	700.00
5246 Communication Equip Repair/Maint	54,380.66	23,235.05	65,000.00	6,727.85	41,000.00	65,000.00	0.00	65,000.00	65,000.00
5271 Uniform Rental	850.50	60.00							
5312 Training	1,640.00	740.00	2,500.00	165.00	1,000.00	2,500.00	0.00	2,500.00	2,500.00
5340 Communication	40,900.35	52,093.73	53,000.00	23,604.55	53,000.00	53,000.00	0.00	53,000.00	53,000.00
5342 Postage	159.37	138.85	150.00		150.00	150.00	0.00	150.00	150.00
5411 Batteries	3,619.89	1,943.70	6,225.00	827.02	6,225.00	6,225.00	0.00	6,225.00	6,225.00
5420 Office Supplies	872.22	926.63	1,000.00	385.42	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	19,608.54	18,870.30	22,000.00	14,348.27	25,000.00	25,000.00	3,000.00	25,000.00	25,000.00
5470 Public Safety Supplies	10,480.27	11,104.67	13,000.00	7,642.00	13,000.00	13,000.00	0.00	13,000.00	13,000.00
5510 Education Supplies	411.25		500.00		250.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	2,228.72	2,431.56	2,700.00	2,254.95	2,700.00	2,700.00	0.00	2,700.00	2,700.00
5587 Tools	698.63	1,255.18	1,000.00	290.25	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5730 Dues	210.00								
5733 Licenses	390.00		900.00	685.12	900.00	1,200.00	300.00	1,200.00	1,200.00
5781 Holiday	8,544.19	9,854.71	12,500.00	7,449.00	10,550.00	15,000.00	2,500.00	15,000.00	15,000.00

WIRES

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment			1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5854 Hoses, Cable, Wire	4,572.00	6,105.51	7,000.00	3,177.90	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>
5193 Tool Allowance	Pending new Signal Maintainer position being funded	125.00
5241 Equipment Repair/Maint	Replace defective traffic cameras	5,000.00
5435 Electrical Supplies	More maintenance required - buildings are older	3,000.00
5733 Licenses	Electrical licenses expire in 2013, 5 employees need new licenses	300.00
5781 Holiday	Cost going up - would like to purchase LED Christmas lights	2,500.00

COST SUMMARY BY CLASSIFICATION

Personnel	517,268.18	520,799.08	545,766.00	284,125.56	555,182.10	611,922.00	13,483.00	559,249.00	559,249.00
General Expenses	189,333.25	158,950.18	224,550.00	81,862.15	201,770.00	235,475.00	10,800.00	235,350.00	235,350.00
Equipment & Unusual	4,572.00	6,105.51	8,000.00	3,177.90	8,000.00	8,000.00	0.00	8,000.00	8,000.00
Total Operating Budget	711,173.43	685,854.77	778,316.00	369,165.61	764,952.10	855,397.00	24,283.00	802,599.00	802,599.00

STREET LIGHTING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated	FY 2014 Projected
Lights	4,166	4,170	4,175

STREET LIGHTING

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/13	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-424-5200									
5213 Light	470,574.93	490,292.26	530,000.00	255,702.81	530,000.00	530,000.00	0.00	530,000.00	530,000.00

Department Explanation for Requested Increases

Item

Reason

**Department Cost for
Requested Increase**

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	470,574.93	490,292.26	530,000.00	255,702.81	530,000.00	530,000.00	0.00	530,000.00	530,000.00
Equipment & Unusual									
Total Operating Budget	<u>470,574.93</u>	<u>490,292.26</u>	<u>530,000.00</u>	<u>255,702.81</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 2011	FY 2012
Total	\$0	\$0

Output Measure	FY 2012 Actual	FY 2013 Estimated to March 15, 2013	FY 2014 Projected
Number of Meetings	27	22 (35)	40
Cases Heard	33	25 (35)	40
Granted	22	18	
Denied	3	1	
Withdrawn	2	4	
Pending	11	2	
Number of Cases Filed	29	16 (35)	40
Fees Received FY 2011	\$26,834.21		
Fees Received FY 2012	\$22,512.52		
Fees Received FY13 to date	\$11,962.40		

**** 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 2014 Grade-Step

1. Members

2. Chairperson

Subtotal

FY 2012		FY 2013				FY 2014				
#	Actual Expenditures	#	Budget	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/13					
		10	17,100	9,000.00	17,100.00	10	17,100	10	17,100	17,100
			500		500.00		500		500	500
10	13,100.00	10	17,600	9,000.00	17,600.00	10	17,600	10	17,600	17,600

Summary of Changes

Adjustments to FY 2013 Positions

Step Raises/Longevity included in * position salary

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

10	13,100.00	10	17,600	9,000.00	17,600.00	10	17,600	10	17,600	17,600
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ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2011	FY 2012	FY 2013			FY 2014			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/13	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	16,600.00	13,100.00	17,600.00	9,000.00	17,600.00	17,600.00	0.00	17,600.00	17,600.00
General Expenses 001-176-5200									
5308 Stenographer	7,750.00	7,402.50	7,000.00	3,600.00	7,000.00	8,000.00	1,000.00	8,000.00	8,000.00
5341 Advertising	7,080.24	9,160.30	10,000.00	1,712.34	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5342 Postage	1,343.89	1,228.25	2,500.00	1,750.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5343 Printing	78.00								
5420 Office Supplies	277.64	1,525.82	1,000.00	169.71	1,000.00	1,000.00	0.00	1,000.00	1,000.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5308 Stenographer	Cost of outside stenographer has gone up together with the number of meetings with complex issues	1,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	16,600.00	13,100.00	17,600.00	9,000.00	17,600.00	17,600.00	0.00	17,600.00	17,600.00
General Expenses	16,529.77	19,316.87	20,500.00	7,232.05	20,500.00	21,500.00	1,000.00	21,500.00	21,500.00
Equipment & Unusual									
Total Operating Budget	33,129.77	32,416.87	38,100.00	16,232.05	38,100.00	39,100.00	1,000.00	39,100.00	39,100.00