

# City of Waltham



**Fitch Spray Park**

## Fiscal Year 2015 Budget

	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Assessors</b>	<b>365,162.87</b>	<b>421,103.57</b>	<b>487,807.00</b>	<b>261,469.19</b>	<b>447,792.00</b>	<b>614,187.00</b>	<b>65,477.00</b>	<b>553,284.00</b>	<b>553,284.00</b>
Personnel	311,945.15	328,780.26	400,762.00	182,367.39	360,322.00	474,992.00	13,327.00	414,089.00	414,089.00
General	53,217.72	92,323.31	87,045.00	79,101.80	87,470.00	139,195.00	52,150.00	139,195.00	139,195.00
Equip/Unusual									
Special									
<b>Auditors</b>	<b>62,476,802.01</b>	<b>63,733,148.78</b>	<b>66,925,378.00</b>	<b>57,801,342.42</b>	<b>66,604,909.37</b>	<b>70,552,330.00</b>	<b>(433,048.00)</b>	<b>66,492,330.00</b>	<b>66,391,330.00</b>
-City Auditor	437,318.12	440,318.96	511,261.00	246,086.64	511,261.00	518,748.00	7,487.00	518,748.00	518,748.00
Personnel	431,140.78	434,552.95	504,026.00	242,745.87	504,026.00	512,648.00	8,622.00	512,648.00	512,648.00
General	6,177.34	5,766.01	7,235.00	3,340.77	7,235.00	6,100.00	(1,135.00)	6,100.00	6,100.00
Equip/Unusual									
Special									
-Interest & Certification	2,681,138.50	2,838,251.47	2,901,000.00	1,378,459.62	2,681,500.00	2,880,000.00	(21,000.00)	2,880,000.00	2,785,000.00
Personnel									
General	2,681,138.50	2,838,251.47	2,901,000.00	1,378,459.62	2,681,500.00	2,880,000.00	(21,000.00)	2,880,000.00	2,785,000.00
Equip/Unusual									
Special									
-Redemption of Bonds	6,700,138.00	7,720,738.00	7,745,000.00	3,453,638.00	7,745,000.00	7,657,238.00	(87,762.00)	7,657,238.00	7,657,238.00
Personnel									
General	6,700,138.00	7,720,738.00	7,745,000.00	3,453,638.00	7,745,000.00	7,657,238.00	(87,762.00)	7,657,238.00	7,657,238.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	13,763,322.99	13,879,853.87	14,334,117.00	14,307,498.37	14,308,148.37	15,290,344.00	956,227.00	15,290,344.00	15,290,344.00
Personnel									
General	13,763,322.99	13,879,853.87	14,334,117.00	14,307,498.37	14,308,148.37	15,290,344.00	956,227.00	15,290,344.00	15,290,344.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	36,644,045.58	35,985,617.05	38,186,000.00	36,707,532.54	38,201,000.00	41,246,000.00	(1,000,000.00)	37,186,000.00	37,186,000.00
Personnel									
General	36,644,045.58	35,985,617.05	38,186,000.00	36,707,532.54	38,201,000.00	41,246,000.00	(1,000,000.00)	37,186,000.00	37,186,000.00
Equip/Unusual									
Special									
-Group Life Ins & Social Security	104,400.44	99,192.53	115,000.00	54,002.63	115,000.00	107,000.00	(8,000.00)	107,000.00	107,000.00
Personnel									
General	104,400.44	99,192.53	115,000.00	54,002.63	115,000.00	107,000.00	(8,000.00)	107,000.00	107,000.00
Equip/Unusual									
Special									

	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Redemption of Bonds (Sewer/Water)</i>	1,665,837.79	2,101,503.83	2,373,000.00	1,333,310.11	2,373,000.00	2,124,000.00	(249,000.00)	2,124,000.00	2,124,000.00
Personnel									
General	1,665,837.79	2,101,503.83	2,373,000.00	1,333,310.11	2,373,000.00	2,124,000.00	(249,000.00)	2,124,000.00	2,124,000.00
Equip/Unusual									
Special									
<i>-Interest &amp; Certification (Sewer/Water)</i>	480,600.59	667,673.07	760,000.00	320,814.51	670,000.00	729,000.00	(31,000.00)	729,000.00	723,000.00
Personnel									
General	480,600.59	667,673.07	760,000.00	320,814.51	670,000.00	729,000.00	(31,000.00)	729,000.00	723,000.00
Equip/Unusual									
Special									
<b>Building</b>	<b>2,533,010.47</b>	<b>2,694,679.29</b>	<b>2,964,327.00</b>	<b>1,159,152.32</b>	<b>2,953,028.78</b>	<b>2,919,935.00</b>	<b>(118,709.00)</b>	<b>2,845,618.00</b>	<b>2,845,618.00</b>
<i>-General</i>	1,434,864.15	1,562,167.96	1,706,227.00	808,525.21	1,694,428.78	1,741,335.00	(9,953.00)	1,696,274.00	1,696,274.00
Personnel	1,198,210.86	1,283,102.49	1,425,277.00	647,010.48	1,338,951.99	1,451,385.00	(9,953.00)	1,415,324.00	1,415,324.00
General	226,653.29	262,115.47	280,950.00	133,954.73	327,916.79	289,950.00	-	280,950.00	280,950.00
Equip/Unusual	10,000.00	16,950.00	-	27,560.00	27,560.00	-	-	-	-
Special									
<i>-Utilities</i>	1,098,146.32	1,132,511.33	1,258,100.00	350,627.11	1,258,600.00	1,178,600.00	(108,756.00)	1,149,344.00	1,149,344.00
General	1,098,146.32	1,132,511.33	1,258,100.00	350,627.11	1,258,600.00	1,178,600.00	(108,756.00)	1,149,344.00	1,149,344.00
<b>City Clerk/Voter Registration</b>	<b>745,664.22</b>	<b>795,065.35</b>	<b>804,376.00</b>	<b>450,091.50</b>	<b>842,872.53</b>	<b>820,915.00</b>	<b>(2,865.00)</b>	<b>801,511.00</b>	<b>801,511.00</b>
<i>-Records Management</i>	408,676.12	432,924.82	442,646.00	194,887.35	436,936.42	445,834.00	(6,992.00)	435,654.00	435,654.00
Personnel	340,108.67	369,249.40	352,446.00	166,735.95	352,446.00	347,734.00	(14,892.00)	337,554.00	337,554.00
General	68,567.45	63,675.42	90,200.00	28,151.40	84,490.42	98,100.00	7,900.00	98,100.00	98,100.00
Equip/Unusual									
Special									
<i>-Voter Registration</i>	336,988.10	362,140.53	361,730.00	255,204.15	405,936.11	375,081.00	4,127.00	365,857.00	365,857.00
Personnel	215,720.83	227,356.18	226,230.00	112,809.11	226,230.00	238,381.00	2,927.00	229,157.00	229,157.00
General	121,267.27	134,784.35	135,500.00	142,395.04	179,706.11	136,700.00	1,200.00	136,700.00	136,700.00
Equip/Unusual									
Special									
<b>City Council</b>	<b>334,612.02</b>	<b>339,493.22</b>	<b>459,108.00</b>	<b>167,534.56</b>	<b>348,551.00</b>	<b>490,102.00</b>	<b>3,744.00</b>	<b>462,852.00</b>	<b>462,352.00</b>
Personnel	274,910.04	278,698.91	285,416.00	133,290.86	285,416.00	292,660.00	3,744.00	289,160.00	289,160.00
General	59,701.98	60,794.31	63,692.00	34,243.70	63,135.00	63,692.00	-	63,692.00	63,192.00
Equip/Unusual	-	-	110,000.00	-	-	133,750.00	-	110,000.00	110,000.00
Special									
<b>Conservation Commission</b>	<b>35,702.18</b>	<b>30,783.10</b>	<b>44,580.00</b>	<b>14,644.61</b>	<b>39,380.00</b>	<b>45,495.00</b>	<b>(835.00)</b>	<b>43,745.00</b>	<b>43,745.00</b>
Personnel	34,532.16	28,326.64	41,680.00	14,201.50	36,830.00	42,595.00	(1,835.00)	39,845.00	39,845.00
General	1,170.02	2,456.46	2,900.00	443.11	2,550.00	2,900.00	1,000.00	3,900.00	3,900.00
Equip/Unusual									
Special									



	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Consolidated Public Works</b>	<b>10,318,149.10</b>	<b>11,380,351.47</b>	<b>11,783,467.00</b>	<b>4,995,722.86</b>	<b>13,097,945.58</b>	<b>12,172,379.00</b>	<b>15,033.00</b>	<b>11,798,500.00</b>	<b>11,798,500.00</b>
-CPW Administration	4,577,013.91	4,735,249.12	5,150,467.00	2,245,332.08	4,691,888.25	5,279,379.00	5,033.00	5,155,500.00	5,155,500.00
Personnel	3,401,520.61	3,487,516.81	3,791,667.00	1,625,051.45	3,320,770.25	3,843,479.00	(72,067.00)	3,719,600.00	3,719,600.00
General	953,777.25	1,078,181.26	1,135,800.00	524,435.21	1,148,118.00	1,212,900.00	77,100.00	1,212,900.00	1,212,900.00
Equip/Unusual	221,716.05	169,551.05	223,000.00	95,845.42	223,000.00	223,000.00	-	223,000.00	223,000.00
Special									
-Snow & Ice	460,219.47	1,739,966.77	1,368,000.00	97,883.22	3,109,057.33	1,628,000.00	260,000.00	1,628,000.00	1,628,000.00
Personnel	60,884.30	249,713.40	100,000.00	62,989.39	265,000.00	110,000.00	10,000.00	110,000.00	110,000.00
General	399,335.17	1,490,253.37	1,268,000.00	34,893.83	2,844,057.33	1,518,000.00	250,000.00	1,518,000.00	1,518,000.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	5,280,915.72	4,905,135.58	5,265,000.00	2,652,507.56	5,297,000.00	5,265,000.00	(250,000.00)	5,015,000.00	5,015,000.00
General									
Equip/Unusual	5,280,915.72	4,905,135.58	5,265,000.00	2,652,507.56	5,297,000.00	5,265,000.00	(250,000.00)	5,015,000.00	5,015,000.00
Special									
<b>Board of Survey &amp; Planning</b>	<b>15,670.32</b>	<b>17,507.11</b>	<b>22,100.00</b>	<b>7,336.51</b>	<b>22,100.00</b>	<b>22,100.00</b>	<b>-</b>	<b>22,100.00</b>	<b>22,100.00</b>
Personnel	11,772.28	14,300.00	17,000.00	6,095.78	17,000.00	17,000.00	-	17,000.00	17,000.00
General	3,898.04	3,207.11	5,100.00	1,240.73	5,100.00	5,100.00	-	5,100.00	5,100.00
Equip/Unusual									
Special									
<b>Cemetery Commission</b>	<b>2,300.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>800.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>-</b>	<b>3,000.00</b>	<b>3,000.00</b>
Personnel	2,300.00	3,000.00	3,000.00	800.00	3,000.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
<b>Council on Aging / Meals on Wheels</b>	<b>459,543.43</b>	<b>497,422.55</b>	<b>508,903.00</b>	<b>271,007.36</b>	<b>517,509.00</b>	<b>552,620.00</b>	<b>43,717.00</b>	<b>552,620.00</b>	<b>552,620.00</b>
Personnel	306,092.38	342,035.50	356,119.00	190,630.47	356,719.00	386,910.00	30,791.00	386,910.00	386,910.00
General	153,451.05	155,387.05	152,784.00	80,376.89	160,790.00	165,710.00	12,926.00	165,710.00	165,710.00
Equip/Unusual									
Special									
<b>Disabilities Service Commission</b>	<b>6,800.00</b>	<b>6,900.00</b>	<b>7,200.00</b>	<b>2,500.00</b>	<b>7,200.00</b>	<b>57,200.00</b>	<b>-</b>	<b>7,200.00</b>	<b>7,200.00</b>
Personnel	6,600.00	6,700.00	7,000.00	2,500.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	200.00	200.00	200.00	-	200.00	200.00	-	200.00	200.00
Equip/Unusual	-	-	-	-	-	50,000.00	-	-	-
Special									
<b>Emergency Management</b>	<b>71,749.39</b>	<b>73,663.34</b>	<b>72,563.00</b>	<b>35,573.95</b>	<b>73,056.03</b>	<b>79,653.00</b>	<b>7,090.00</b>	<b>79,653.00</b>	<b>79,653.00</b>
Personnel	67,623.91	69,536.55	69,063.00	34,435.44	69,063.00	69,063.00	-	69,063.00	69,063.00
General	747.20	154.19	400.00	509.61	893.03	2,700.00	2,300.00	2,700.00	2,700.00
Equip/Unusual	3,378.28	3,972.60	3,100.00	628.90	3,100.00	7,490.00	4,390.00	7,490.00	7,490.00
Special	-	-	-	-	-	400.00	400.00	400.00	400.00



	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Engineering</b>	<b>352,916.30</b>	<b>371,606.22</b>	<b>378,750.00</b>	<b>175,238.17</b>	<b>354,368.00</b>	<b>434,697.00</b>	<b>7,354.00</b>	<b>386,104.00</b>	<b>386,104.00</b>
Personnel	347,361.55	363,991.88	370,300.00	172,385.52	345,809.00	425,497.00	7,354.00	377,654.00	377,654.00
General	5,554.75	7,614.34	8,450.00	2,852.65	8,559.00	9,200.00	-	8,450.00	8,450.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
<b>Water</b>	<b>9,087,794.96</b>	<b>9,448,259.69</b>	<b>9,592,013.00</b>	<b>4,731,527.87</b>	<b>9,595,600.50</b>	<b>10,062,634.00</b>	<b>351,450.00</b>	<b>9,943,463.00</b>	<b>9,943,463.00</b>
<i>-Water &amp; Sewer Billing &amp; Compliance</i>	183,649.00	171,007.04	157,487.00	76,145.40	157,487.00	207,382.00	30,396.00	187,883.00	187,883.00
Personnel	152,510.90	141,041.10	121,487.00	60,576.92	121,487.00	166,382.00	25,396.00	146,883.00	146,883.00
General	31,138.10	29,965.94	36,000.00	15,568.48	36,000.00	41,000.00	5,000.00	41,000.00	41,000.00
Equip/Unusual									
Special									
<i>-Water &amp; Sewer Administration</i>	345,369.43	435,706.26	617,992.00	259,419.04	578,865.00	628,605.00	10,613.00	628,605.00	628,605.00
Personnel	343,766.18	433,656.26	573,872.00	244,707.85	534,745.00	583,285.00	9,413.00	583,285.00	583,285.00
General	1,603.25	2,050.00	2,600.00	1,050.00	2,600.00	3,800.00	1,200.00	3,800.00	3,800.00
Equip/Unusual	-	-	41,520.00	13,661.19	41,520.00	41,520.00	-	41,520.00	41,520.00
Special									
<i>-Operations &amp; Maintenance</i>	8,558,776.53	8,841,546.39	8,816,534.00	4,395,963.43	8,859,248.50	9,226,647.00	310,441.00	9,126,975.00	9,126,975.00
Personnel-Operations & Maint	482,506.93	564,061.33	484,774.00	229,074.11	469,315.50	584,109.00	6,918.00	491,692.00	491,692.00
Personnel-Meter Read & Install	99,475.16	114,307.77	133,977.00	65,642.72	133,977.00	139,045.00	2,813.00	136,790.00	136,790.00
General	191,126.77	218,496.36	224,800.00	114,320.23	282,900.00	265,200.00	40,400.00	265,200.00	265,200.00
Equip/Unusual	7,785,667.67	7,944,680.93	7,972,983.00	3,986,926.37	7,973,056.00	8,238,293.00	260,310.00	8,233,293.00	8,233,293.00
Special									
<b>Sewer</b>	<b>13,335,533.85</b>	<b>13,391,652.83</b>	<b>13,830,351.00</b>	<b>6,876,307.25</b>	<b>13,836,614.00</b>	<b>14,153,090.00</b>	<b>257,739.00</b>	<b>14,088,090.00</b>	<b>14,088,090.00</b>
Personnel	535,523.62	545,010.16	555,482.00	260,952.76	563,902.00	648,980.00	43,498.00	598,980.00	598,980.00
General	245,817.18	252,217.34	248,600.00	129,230.82	319,100.00	341,900.00	78,300.00	326,900.00	326,900.00
Equip/Unusual	12,554,193.05	12,594,425.33	13,026,269.00	6,486,123.67	12,953,612.00	13,162,210.00	135,941.00	13,162,210.00	13,162,210.00
Special									
<b>Fire</b>	<b>13,297,280.17</b>	<b>13,192,607.28</b>	<b>13,559,502.00</b>	<b>8,858,207.75</b>	<b>14,759,448.54</b>	<b>15,034,297.00</b>	<b>777,610.00</b>	<b>14,337,112.00</b>	<b>14,337,112.00</b>
Personnel	12,828,962.65	12,728,806.94	12,978,999.00	8,651,680.98	14,039,112.00	14,433,156.00	762,772.00	13,741,771.00	13,741,771.00
General	272,103.57	346,109.42	346,378.00	66,136.85	419,485.35	383,716.00	37,338.00	383,716.00	383,716.00
Equip/Unusual	44,108.99	65,970.97	63,700.00	12,652.17	88,001.34	63,700.00	-	63,700.00	63,700.00
Special	152,104.96	122,719.95	170,425.00	127,737.75	212,849.85	153,725.00	(22,500.00)	147,925.00	147,925.00
<b>Fire Auxiliary</b>	<b>10,677.51</b>	<b>10,510.03</b>	<b>12,500.00</b>	<b>481.47</b>	<b>12,607.40</b>	<b>12,500.00</b>	<b>-</b>	<b>12,500.00</b>	<b>12,500.00</b>
General	7,927.34	7,015.06	9,000.00	481.47	9,107.40	9,000.00	-	9,000.00	9,000.00
Equip/Unusual									
Special	2,750.17	3,494.97	3,500.00	-	3,500.00	3,500.00	-	3,500.00	3,500.00

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<b>Health</b>	<b>767,495.93</b>	<b>802,026.68</b>	<b>806,857.00</b>	<b>383,125.30</b>	<b>806,857.00</b>	<b>793,711.00</b>	<b>(44,832.00)</b>	<b>762,025.00</b>	<b>762,025.00</b>
Personnel	724,610.72	759,687.72	761,707.00	377,302.84	761,707.00	748,892.00	(44,501.00)	717,206.00	717,206.00
General	42,545.39	41,738.96	44,550.00	5,285.00	44,550.00	44,219.00	(331.00)	44,219.00	44,219.00
Equip/Unusual	339.82	600.00	600.00	537.46	600.00	600.00	-	600.00	600.00
Special									
<b>Historical Commission</b>	<b>38,844.27</b>	<b>35,469.21</b>	<b>40,375.00</b>	<b>15,484.36</b>	<b>38,775.00</b>	<b>42,875.00</b>	<b>2,500.00</b>	<b>42,875.00</b>	<b>42,875.00</b>
Personnel	28,699.96	28,299.96	30,500.00	13,149.98	28,900.00	30,500.00	-	30,500.00	30,500.00
General	4,230.31	3,337.56	3,875.00	389.38	3,875.00	3,875.00	-	3,875.00	3,875.00
Equip/Unusual	5,914.00	3,831.69	6,000.00	1,945.00	6,000.00	8,500.00	2,500.00	8,500.00	8,500.00
Special									
<b>Information Technology</b>	<b>1,392,610.50</b>	<b>1,464,653.60</b>	<b>1,502,762.00</b>	<b>801,410.87</b>	<b>1,514,762.00</b>	<b>1,504,251.00</b>	<b>1,489.00</b>	<b>1,504,251.00</b>	<b>1,504,251.00</b>
-Information Technology	1,212,195.97	1,280,640.72	1,295,055.00	713,483.38	1,307,055.00	1,296,544.00	1,489.00	1,296,544.00	1,296,544.00
Personnel	929,525.26	978,318.98	985,080.00	488,010.70	985,080.00	974,569.00	(10,511.00)	974,569.00	974,569.00
General	268,355.71	292,641.91	299,975.00	221,381.01	311,975.00	311,975.00	12,000.00	311,975.00	311,975.00
Equip/Unusual	14,315.00	9,679.83	10,000.00	4,091.67	10,000.00	10,000.00	-	10,000.00	10,000.00
Special									
<b>-Central Telephone</b>	<b>180,414.53</b>	<b>184,012.88</b>	<b>207,707.00</b>	<b>87,927.49</b>	<b>207,707.00</b>	<b>207,707.00</b>	<b>-</b>	<b>207,707.00</b>	<b>207,707.00</b>
Personnel	25,656.54	25,194.78	27,707.00	12,474.74	27,707.00	27,707.00	-	27,707.00	27,707.00
General	154,757.99	158,818.10	180,000.00	75,452.75	180,000.00	180,000.00	-	180,000.00	180,000.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
<b>Law</b>	<b>731,588.63</b>	<b>805,344.97</b>	<b>880,638.00</b>	<b>433,172.97</b>	<b>885,138.00</b>	<b>923,265.00</b>	<b>50,127.00</b>	<b>930,765.00</b>	<b>930,765.00</b>
Personnel	668,017.20	710,734.26	781,688.00	391,512.67	786,188.00	799,265.00	17,577.00	799,265.00	799,265.00
General	55,071.43	49,215.71	72,950.00	31,660.30	72,950.00	83,000.00	10,050.00	83,000.00	83,000.00
Equip/Unusual	8,500.00	45,395.00	26,000.00	10,000.00	26,000.00	41,000.00	22,500.00	48,500.00	48,500.00
Special									
<b>Library</b>	<b>2,208,207.70</b>	<b>2,210,309.84</b>	<b>2,286,991.00</b>	<b>1,176,668.13</b>	<b>2,257,762.00</b>	<b>2,345,876.00</b>	<b>68,498.00</b>	<b>2,355,489.00</b>	<b>2,355,489.00</b>
Personnel	1,833,141.90	1,841,452.94	1,965,391.00	985,788.90	1,903,072.00	2,013,676.00	57,898.00	2,023,289.00	2,023,289.00
General	312,097.58	307,006.32	260,600.00	137,002.52	293,690.00	271,200.00	10,600.00	271,200.00	271,200.00
Equip/Unusual	62,968.22	61,850.58	61,000.00	53,876.71	61,000.00	61,000.00	-	61,000.00	61,000.00
Special									
<b>Mayor</b>	<b>428,946.12</b>	<b>1,430,535.60</b>	<b>2,670,812.00</b>	<b>447,615.29</b>	<b>2,670,500.00</b>	<b>4,229,389.00</b>	<b>1,558,577.00</b>	<b>4,229,389.00</b>	<b>4,229,389.00</b>
-Mayor	418,516.37	1,419,535.60	2,659,712.00	437,615.29	2,659,400.00	4,219,389.00	1,559,677.00	4,219,389.00	4,219,389.00
Personnel	256,058.87	273,396.59	289,762.00	134,271.66	289,762.00	294,389.00	4,627.00	294,389.00	294,389.00
General	22,655.88	23,195.61	25,000.00	16,729.14	24,688.00	25,000.00	-	25,000.00	25,000.00
Equip/Unusual	139,801.62	1,122,943.40	2,344,950.00	286,614.49	2,344,950.00	3,900,000.00	1,555,050.00	3,900,000.00	3,900,000.00
Special									

	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Celebration of Holidays</i>	10,429.75	11,000.00	11,100.00	10,000.00	11,100.00	10,000.00	(1,100.00)	10,000.00	10,000.00
Personnel									
General	10,429.75	11,000.00	11,100.00	10,000.00	11,100.00	10,000.00	(1,100.00)	10,000.00	10,000.00
Equip/Unusual									
Special									
<b>Personnel</b>	<b>708,468.32</b>	<b>969,349.77</b>	<b>774,333.00</b>	<b>616,449.66</b>	<b>1,013,098.04</b>	<b>879,267.00</b>	<b>14,934.00</b>	<b>789,267.00</b>	<b>789,267.00</b>
<i>-General/Work Study/Unemploy</i>	283,689.50	266,266.66	334,333.00	212,134.09	334,333.00	349,267.00	14,934.00	349,267.00	349,267.00
Personnel	243,160.35	254,871.55	258,783.00	145,235.27	258,783.00	268,017.00	9,234.00	268,017.00	268,017.00
General	9,548.21	(539.89)	52,550.00	57,584.32	52,550.00	52,250.00	(300.00)	52,250.00	52,250.00
Equip/Unusual	30,980.94	11,935.00	23,000.00	9,314.50	23,000.00	29,000.00	6,000.00	29,000.00	29,000.00
Special									
<i>-Workers Comp</i>	424,778.82	703,083.11	440,000.00	404,315.57	678,765.04	530,000.00	-	440,000.00	440,000.00
Personnel									
General	424,778.82	703,083.11	440,000.00	404,315.57	678,765.04	530,000.00	-	440,000.00	440,000.00
Equip/Unusual									
Special									
<b>Planning</b>	<b>553,249.44</b>	<b>423,605.74</b>	<b>562,414.00</b>	<b>292,607.64</b>	<b>556,225.00</b>	<b>590,651.00</b>	<b>(7,666.00)</b>	<b>554,748.00</b>	<b>554,748.00</b>
<i>-City Planner</i>	204,062.28	76,045.57	195,685.00	98,544.34	189,496.00	237,995.00	6,407.00	202,092.00	202,092.00
Personnel	203,212.28	74,941.36	193,035.00	97,871.67	186,846.00	200,345.00	(28,593.00)	164,442.00	164,442.00
General	850.00	1,104.21	2,650.00	672.67	2,650.00	2,650.00	-	2,650.00	2,650.00
Equip/Unusual						35,000.00	35,000.00	35,000.00	35,000.00
Special									
<i>-Housing</i>	154,399.34	147,160.47	162,187.00	85,571.38	162,187.00	148,584.00	(13,603.00)	148,584.00	148,584.00
Personnel	153,049.71	145,817.03	160,637.00	85,041.16	160,637.00	147,034.00	(13,603.00)	147,034.00	147,034.00
General	1,349.63	1,343.44	1,550.00	530.22	1,550.00	1,550.00	-	1,550.00	1,550.00
Equip/Unusual									
Special									
<i>-Paine Estate</i>	194,787.82	200,399.70	204,542.00	108,491.92	204,542.00	204,072.00	(470.00)	204,072.00	204,072.00
Personnel	165,951.90	173,821.52	171,942.00	96,981.92	171,942.00	171,472.00	(470.00)	171,472.00	171,472.00
General	28,835.92	26,578.18	32,600.00	11,510.00	32,600.00	32,600.00	-	32,600.00	32,600.00
Equip/Unusual									
Special									
<b>Police</b>	<b>14,560,205.73</b>	<b>14,957,885.46</b>	<b>15,303,738.00</b>	<b>7,877,393.20</b>	<b>15,432,633.13</b>	<b>15,736,966.00</b>	<b>75,997.00</b>	<b>15,379,735.00</b>	<b>15,379,735.00</b>
<i>-Police &amp; Animal Control</i>	13,183,143.76	13,629,286.77	13,862,357.00	7,103,196.80	13,962,650.45	14,007,488.00	22,026.00	13,884,383.00	13,884,383.00
Personnel	12,657,126.08	13,059,186.46	13,207,480.00	6,770,929.16	13,295,226.00	13,349,078.00	18,493.00	13,225,973.00	13,225,973.00
General	250,026.28	269,828.25	307,785.00	122,890.37	339,039.69	310,985.00	3,200.00	310,985.00	310,985.00
Equip/Unusual	134,587.84	156,287.58	194,867.00	77,913.43	181,074.76	194,200.00	(667.00)	194,200.00	194,200.00
Special	141,403.56	143,984.48	152,225.00	131,463.84	147,310.00	153,225.00	1,000.00	153,225.00	153,225.00



	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<i>-Dispatch</i>	1,377,061.97	1,328,598.69	1,441,381.00	774,196.40	1,469,982.68	1,729,478.00	53,971.00	1,495,352.00	1,495,352.00
Personnel	1,341,266.01	1,289,208.04	1,390,796.00	741,632.36	1,421,638.68	1,676,998.00	52,986.00	1,443,782.00	1,443,782.00
General	30,090.16	32,841.91	43,295.00	28,324.04	41,054.00	44,280.00	985.00	44,280.00	44,280.00
Equip/Unusual									
Special	5,705.80	6,548.74	7,290.00	4,240.00	7,290.00	8,200.00	-	7,290.00	7,290.00
<b>Purchasing</b>	<b>390,843.89</b>	<b>458,234.84</b>	<b>463,400.00</b>	<b>347,954.95</b>	<b>462,931.38</b>	<b>483,038.00</b>	<b>16,138.00</b>	<b>479,538.00</b>	<b>479,538.00</b>
Personnel	200,264.55	215,981.89	217,349.00	107,472.61	217,349.00	223,605.00	3,256.00	220,605.00	220,605.00
General	10,140.74	6,666.02	7,173.00	3,421.34	7,172.38	7,423.00	(250.00)	6,923.00	6,923.00
Equip/Unusual									
Special	180,438.60	235,586.93	238,878.00	237,061.00	238,410.00	252,010.00	13,132.00	252,010.00	252,010.00
<b>Recreation/Veteran's Rink</b>	<b>1,205,907.54</b>	<b>1,349,156.43</b>	<b>1,599,904.00</b>	<b>595,578.90</b>	<b>1,598,377.00</b>	<b>1,776,115.00</b>	<b>205,679.00</b>	<b>1,805,583.00</b>	<b>1,805,583.00</b>
<i>-General Support</i>	438,568.19	530,659.48	639,037.00	270,046.33	639,037.00	778,841.00	169,272.00	808,309.00	808,309.00
Personnel	399,001.94	442,744.12	521,087.00	250,596.41	521,087.00	659,091.00	167,472.00	688,559.00	688,559.00
General	13,566.25	12,165.36	15,950.00	6,685.64	15,950.00	17,750.00	1,800.00	17,750.00	17,750.00
Equip/Unusual	26,000.00	75,750.00	102,000.00	12,764.28	102,000.00	102,000.00	-	102,000.00	102,000.00
Special									
<i>-Playgrounds</i>	263,994.25	307,033.71	370,450.00	59,269.63	370,450.00	390,950.00	20,500.00	390,950.00	390,950.00
Personnel	42,531.00	44,898.25	61,950.00	46,249.00	61,950.00	61,950.00	-	61,950.00	61,950.00
General	220,262.61	260,549.42	305,500.00	11,464.23	305,500.00	326,000.00	20,500.00	326,000.00	326,000.00
Equip/Unusual	1,200.64	1,586.04	3,000.00	1,556.40	3,000.00	3,000.00	-	3,000.00	3,000.00
Special									
<i>-Summer Fun</i>	67,588.68	70,522.47	81,100.00	57,151.70	81,100.00	81,100.00	-	81,100.00	81,100.00
Personnel	55,758.00	59,796.00	67,300.00	54,348.50	67,300.00	67,300.00	-	67,300.00	67,300.00
General	11,830.68	10,726.47	13,800.00	2,803.20	13,800.00	13,800.00	-	13,800.00	13,800.00
Equip/Unusual									
Special									
<i>-Support of Rec Act.</i>	85,739.28	79,988.47	113,000.00	28,868.05	113,000.00	115,500.00	2,500.00	115,500.00	115,500.00
Personnel									
General	78,145.21	74,788.62	105,000.00	26,409.64	105,000.00	105,000.00	-	105,000.00	105,000.00
Equip/Unusual	7,594.07	5,199.85	8,000.00	2,458.41	8,000.00	10,500.00	2,500.00	10,500.00	10,500.00
Special									
<i>-Vet Rink</i>	350,017.14	360,952.30	396,317.00	180,243.19	394,790.00	409,724.00	13,407.00	409,724.00	409,724.00
Personnel	123,485.29	133,101.68	125,767.00	80,460.32	125,767.00	133,174.00	7,407.00	133,174.00	133,174.00
General	209,030.06	208,281.77	234,550.00	89,037.23	234,550.00	244,550.00	10,000.00	244,550.00	244,550.00
Equip/Unusual	11,898.79	13,068.85	24,000.00	10,745.64	23,950.00	20,000.00	(4,000.00)	20,000.00	20,000.00
Special	5,603.00	6,500.00	12,000.00	-	10,523.00	12,000.00	-	12,000.00	12,000.00

	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Transportation</b>	<b>650,155.66</b>	<b>695,006.35</b>	<b>772,220.00</b>	<b>376,689.40</b>	<b>783,777.23</b>	<b>764,771.00</b>	<b>(15,164.00)</b>	<b>757,056.00</b>	<b>757,056.00</b>
-Traffic Engineering	323,746.64	349,111.95	414,201.00	181,342.05	472,508.65	448,092.00	26,476.00	440,677.00	440,677.00
Personnel	200,458.16	299,811.48	316,711.00	161,200.71	316,711.00	339,152.00	15,176.00	331,887.00	331,887.00
General	45,712.23	45,362.27	47,490.00	20,141.34	55,797.65	58,940.00	11,300.00	58,790.00	58,790.00
Equip/Unusual	77,576.25	3,938.20	50,000.00	-	100,000.00	50,000.00	-	50,000.00	50,000.00
Special									
-Parking Management	326,409.02	345,894.40	358,019.00	195,347.35	311,268.58	316,679.00	(41,640.00)	316,379.00	316,379.00
Personnel	194,393.47	207,260.15	207,569.00	102,609.63	186,839.18	156,379.00	(51,190.00)	156,379.00	156,379.00
General	70,644.14	77,134.25	88,450.00	31,286.70	62,429.40	98,050.00	9,550.00	98,000.00	98,000.00
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	1,371.41	1,500.00	2,000.00	1,451.02	2,000.00	2,250.00	-	2,000.00	2,000.00
<b>Treasurer &amp; Collector</b>	<b>1,069,784.43</b>	<b>1,117,319.02</b>	<b>1,149,041.00</b>	<b>555,042.34</b>	<b>1,141,114.00</b>	<b>1,178,931.00</b>	<b>(26,714.00)</b>	<b>1,122,327.00</b>	<b>1,122,327.00</b>
-Treas & Collector / Paymaster	1,050,440.60	1,109,902.94	1,145,041.00	553,943.66	1,138,114.00	1,174,931.00	(26,714.00)	1,118,327.00	1,118,327.00
Personnel	778,933.90	840,719.06	846,441.00	420,537.46	839,514.00	873,831.00	(21,714.00)	824,727.00	824,727.00
General	270,526.70	262,163.88	293,600.00	130,718.50	293,600.00	293,600.00	-	293,600.00	293,600.00
Equip/Unusual	980.00	7,020.00	5,000.00	2,687.70	5,000.00	7,500.00	(5,000.00)	-	-
Special									
-Trust Funds	19,343.83	7,416.08	4,000.00	1,098.68	3,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	2,800.00	3,200.00	4,000.00	1,098.68	3,000.00	4,000.00	-	4,000.00	4,000.00
General	16,543.83	4,216.08	-	-	-	-	-	-	-
Equip/Unusual									
Special									
<b>Veterans/License Commission</b>	<b>376,666.71</b>	<b>412,580.64</b>	<b>431,238.00</b>	<b>212,598.07</b>	<b>431,238.00</b>	<b>440,134.00</b>	<b>5,272.00</b>	<b>436,510.00</b>	<b>436,510.00</b>
-Veterans	362,061.12	396,620.24	414,738.00	205,064.97	414,738.00	423,609.00	2,247.00	416,985.00	416,985.00
Personnel	158,862.30	174,128.35	164,463.00	78,306.82	164,463.00	172,884.00	697.00	165,160.00	165,160.00
General	203,198.82	222,491.89	250,275.00	126,758.15	250,275.00	250,725.00	1,550.00	251,825.00	251,825.00
Equip/Unusual									
Special									
-License Commission	14,605.59	15,960.40	16,500.00	7,533.10	16,500.00	16,525.00	3,025.00	19,525.00	19,525.00
Personnel	11,400.00	12,476.50	12,600.00	6,238.25	12,600.00	12,600.00	3,000.00	15,600.00	15,600.00
General	3,205.59	3,483.90	3,900.00	1,294.85	3,900.00	3,925.00	25.00	3,925.00	3,925.00
Equip/Unusual									
Special									
<b>Wires</b>	<b>1,176,147.03</b>	<b>1,344,662.18</b>	<b>1,332,599.00</b>	<b>612,190.46</b>	<b>1,346,897.60</b>	<b>1,471,777.00</b>	<b>83,729.00</b>	<b>1,416,328.00</b>	<b>1,416,328.00</b>
-General	685,854.77	789,642.52	802,599.00	418,596.27	816,897.60	941,777.00	83,729.00	886,328.00	886,328.00
Personnel	520,799.08	557,180.39	559,249.00	283,979.39	562,247.60	656,477.00	72,479.00	631,728.00	631,728.00
General	158,950.18	226,409.39	235,350.00	133,262.75	249,650.00	277,300.00	11,250.00	246,600.00	246,600.00
Equip/Unusual	6,105.51	6,052.74	8,000.00	1,354.13	5,000.00	8,000.00	-	8,000.00	8,000.00
Special									

	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Street Lighting	490,292.26	555,019.66	530,000.00	193,594.19	530,000.00	530,000.00	-	530,000.00	530,000.00
Personnel									
General	490,292.26	555,019.66	530,000.00	193,594.19	530,000.00	530,000.00	-	530,000.00	530,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	32,416.87	36,292.51	39,100.00	10,882.33	39,100.00	39,500.00	400.00	39,500.00	39,500.00
Personnel	13,100.00	17,300.00	17,600.00	4,900.00	17,600.00	18,000.00	400.00	18,000.00	18,000.00
General	19,316.87	18,992.51	21,500.00	5,982.33	21,500.00	21,500.00	-	21,500.00	21,500.00
Equip/Unusual									
Special									
<b>Grand Total</b>	<b>139,740,907.57</b>	<b>144,920,186.67</b>	<b>152,072,347.00</b>	<b>100,563,801.66</b>	<b>154,495,168.11</b>	<b>161,227,651.00</b>	<b>2,962,721.00</b>	<b>155,035,068.00</b>	<b>154,933,568.00</b>
<b>Schools</b>	<b>62,860,088.62</b>	<b>65,390,098.99</b>	<b>68,750,952.00</b>	<b>26,713,879.33</b>	<b>67,203,651.68</b>	<b>75,386,089.00</b>	<b>6,027,037.00</b>	<b>74,777,989.00</b>	<b>74,575,851.00</b>
<b>Total with Schools</b>	<b>202,600,996.19</b>	<b>210,310,285.66</b>	<b>220,823,299.00</b>	<b>127,277,680.99</b>	<b>221,698,819.79</b>	<b>236,613,740.00</b>	<b>8,989,758.00</b>	<b>229,813,057.00</b>	<b>229,509,419.00</b>



## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	146,165	146,364
Pension Administration	12,634	13,069
Medical & Life Insurance	130,574	126,945
Heat, Light, Water	12,919	14,334
Building Repair & Maintenance	26,726	16,512
Building Insurance	341	511
Motor Vehicle Insurance	272	267
Motor Vehicle Maint & Repair	4,723	5,155
<b>Total</b>	<b>\$334,354</b>	<b>\$323,157</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Real Estate Parcels Assessed	15,000	15,660	15,670
Personal Prop Parcels Assessed	1,554	1,558	1,565
Field Inspections	2,800	5,000	5,000
Real Estate, Personal Property, Abatements & Exemptions	730	740	740
Motor Vehicle Excise Tax Processed	54,800	54,900	55,000
Motor Vehicle Excise Abatements	2,500	2,500	2,500
Appellate Tax Board Cases - Properties	35	35	35

**ASSESSOR**

**PERSONNEL**

			FY 2013	FY 2014			FY 2015				
Bargaining Unit	Position	FY 2015 Grade-Step	Actual # Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Chairperson, Assessors	19-6 (L11)		1	121,310	61,347.94	1	121,310	1	121,310	121,310
2.	Assessor	16-6 (L8)		1	97,609	49,079.83	1	97,609	1	97,609	97,609
3.	Assessor (PT 19 hrs)	16-1		0.5	40,440	0.00	0.5	40,440	0.5	40,440	40,440
4.	*Assistant Assessor	13-6 (L9)		1	77,322	38,450.46	1	80,486	1	80,486	80,486
5.	Office Coordinator	9-6 (L8)		1	59,581	29,709.16					
6.	Part Time / Temporary				4,500	3,780.00		10,000		10,000	10,000
<b>Subtotal</b>			<b>4.5</b>	<b>328,780.26</b>	<b>4.5</b>	<b>400,762</b>	<b>182,367.39</b>	<b>360,322.00</b>	<b>3.5</b>	<b>349,845</b>	<b>349,845</b>

**Summary of Changes**

**Adjustments to FY 2014 Positions**

**Explanation**

Step Raises/Longevity included in * position salary	3,164
Part Time / Temporary	5,500
Administrative Assistant	4,663

Increase due to more hours  
Performing administrative assistant duties

**New Positions**

Assistant Assessor	13-1
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Valuation and permit work

1	64,244	1	64,244	64,244
1	60,903			
<b>2</b>	<b>125,147</b>	<b>1</b>	<b>64,244</b>	<b>64,244</b>

**Subtotal**

**Grand Total**

<b>4.5</b>	<b>328,780.26</b>	<b>4.5</b>	<b>400,762</b>	<b>182,367.39</b>	<b>360,322.00</b>	<b>5.5</b>	<b>474,992</b>	<b>4.5</b>	<b>414,089</b>	<b>414,089</b>
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**ASSESSOR**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-141-5100</b>									
5111 Salaries - Full Time	308,050.15	324,720.26	355,822.00	178,587.39	355,822.00	424,552.00	7,827.00	363,649.00	363,649.00
5121 Salaries - Part Time	3,895.00	4,060.00	44,940.00	3,780.00	4,500.00	50,440.00	5,500.00	50,440.00	50,440.00
<b>General Expenses 001-141-5200</b>									
5248 Computer Equipment License	13,700.00	14,300.00	15,015.00	15,015.00	15,015.00	15,665.00	650.00	15,665.00	15,665.00
5305 Legal Services		550.00		425.00	425.00				
5310 Valuation Services	30,075.00	59,553.80	60,000.00	59,940.00	60,000.00	110,000.00	50,000.00	110,000.00	110,000.00
5312 Training	2,727.59	1,178.25	1,500.00	1,293.82	1,500.00	3,000.00	1,500.00	3,000.00	3,000.00
5342 Postage	2,891.98	12,699.42	5,500.00	1,652.10	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5343 Printing	3,016.93	3,298.08	4,200.00	576.88	4,200.00	4,200.00	0.00	4,200.00	4,200.00
5420 Office Supplies	576.22	438.76	600.00	49.00	600.00	600.00	0.00	600.00	600.00
5730 Dues	230.00	305.00	230.00	150.00	230.00	230.00	0.00	230.00	230.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5248 Computer Equipment License	Yearly increase	650.00
5310 Valuation Services	ATB Appraisals RE, PP audits Reg. of Deeds recordings (Mayor: Commercial and Personal Property)	50,000.00
5312 Training	State designations for existing staff	1,500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	311,945.15	328,780.26	400,762.00	182,367.39	360,322.00	474,992.00	13,327.00	414,089.00	414,089.00
<b>General Expenses</b>	53,217.72	92,323.31	87,045.00	79,101.80	87,470.00	139,195.00	52,150.00	139,195.00	139,195.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<b>365,162.87</b>	<b>421,103.57</b>	<b>487,807.00</b>	<b>261,469.19</b>	<b>447,792.00</b>	<b>614,187.00</b>	<b>65,477.00</b>	<b>553,284.00</b>	<b>553,284.00</b>



## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	249,293	249,121
Pension Administration	21,719	22,467
Medical & Life Insurance	170,456	145,455
Heat, Light, Water	12,919	14,334
Building Repair & Maintenance	26,726	16,512
Building Insurance	341	511
<b>Total</b>	<b>\$481,454</b>	<b>\$448,400</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Cash Flow in Millions	\$620	\$640	\$660
Accts/Pay Invoices Processed	36,000	36,000	36,000
Fund Accounts Controlled	61	61	61

**AUDITOR**

## PERSONNEL

Bargaining Unit	Position	FY 2015 Grade-Step
1.	*City Auditor	21-6 (L11)
2.	Asst City Auditor	17-6 (L11)
3.	Business Manager	15-6
4.	*Accountant	11-3
5.	*Accountant (PT 19 hrs)	11-3
6.	Administrative Assistant	10-6 (L8)
7.	*Principal Off Asst (PT 19 hrs)	8-3
8.	Students	
<b>Subtotal</b>		

FY 2013		FY 2014			FY 2015											
#	Actual Expenditures	#	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval							
			Budget	Actual Expenditures						Expenditures Thru 6/30/14						
			1	131,342						65,491.14	131,342.00	1	135,792	1	135,792	135,792
			1	107,055						53,380.86	107,055.00	1	107,055	1	107,055	107,055
			1	84,098						41,933.82	84,098.00	1	84,098	1	84,098	84,098
			1	53,283						26,396.50	53,283.00	1	55,367	1	55,367	55,367
			0.5	29,674						8,093.59	29,674.00	0.5	30,835	0.5	30,835	30,835
			1	64,244						32,033.82	64,244.00	1	64,244	1	64,244	64,244
			0.5	23,830						11,874.14	23,830.00	0.5	24,757	0.5	24,757	24,757
			10,500				10,500		10,500							
6	434,552.95	6	504,026	242,745.87	504,026.00	6	512,648		6	512,648	512,648					

### Summary of Changes

### Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary	8,622
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**Explanation**

0	0		0	0

### New Positions

**Subtotal**

**Grand Total**

6	434,552.95	6	504,026	242,745.87	504,026.00	6	512,648	6	512,648	512,648
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AUDITOR

EXPENDITURES

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-135-5100</b>									
5111 Salaries - Full Time	423,333.28	390,941.35	440,022.00	219,236.14	440,022.00	446,556.00	6,534.00	446,556.00	446,556.00
5121 Salaries - Part Time	7,807.50	43,611.60	64,004.00	23,509.73	64,004.00	66,092.00	2,088.00	66,092.00	66,092.00
<b>General Expenses 001-135-5200</b>									
5192 Mileage Allowance	687.50	785.00	500.00	410.00	573.00	600.00	100.00	600.00	600.00
5242 Office Equipment Repair/Maint	1,014.72	1,090.43	1,100.00	1,090.43	1,093.00	500.00	(600.00)	500.00	500.00
5312 Collective Bargaining/ Training			250.00	999.00	999.00	500.00	250.00	500.00	500.00
5342 Postage	145.02	409.69	300.00	134.26	300.00	300.00	0.00	300.00	300.00
5343 Printing	104.57	96.59	200.00	75.62	200.00	200.00	0.00	200.00	200.00
5420 Office Supplies	4,115.53	3,234.30	4,200.00	521.46	3,370.00	3,600.00	(600.00)	3,600.00	3,600.00
5730 Dues-Mandatory	60.00	150.00	135.00	60.00	150.00	150.00	15.00	150.00	150.00
5731 Conference Expense	50.00		550.00	50.00	550.00	250.00	(300.00)	250.00	250.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	Reflect actual expenditures	100.00
5312 Collective Bargaining/ Training	Anticipated expenses	250.00
5730 Dues-Mandatory	Reflect actual cost	15.00

COST SUMMARY BY CLASSIFICATION

Personnel	431,140.78	434,552.95	504,026.00	242,745.87	504,026.00	512,648.00	8,622.00	512,648.00	512,648.00
General Expenses	6,177.34	5,766.01	7,235.00	3,340.77	7,235.00	6,100.00	(1,135.00)	6,100.00	6,100.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>437,318.12</b>	<b>440,318.96</b>	<b>511,261.00</b>	<b>246,086.64</b>	<b>511,261.00</b>	<b>518,748.00</b>	<b>7,487.00</b>	<b>518,748.00</b>	<b>518,748.00</b>



## AUDITOR - INTEREST & CERTIFICATION

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
BANS Issued	\$3,500,000	\$3,500,000	\$15,000,000
Interest Rate	1.00%	2.00%	2.00%
Bonds Issued (June 2013)	\$8,568,660		
Interest Rate	3.07%		
Bonds Issued (June 2014)		\$4,582,000	
Interest Rate		4.00%	
Moody's Rating	AA+	AA+	AA+
Standard & Poors	AA1	AA1	AA1

**AUDITOR - INTEREST & CERTIFICATION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Debt Requirements 001-750-5200</b>									
5911 Certification Charges	72,407.55	3,942.00	70,000.00	75,490.78	75,500.00	70,000.00	0.00	70,000.00	70,000.00
5915 Debt Inside Interest	2,410,918.70	2,648,190.64	2,721,000.00	1,302,968.84	2,571,000.00	2,700,000.00	(21,000.00)	2,700,000.00	2,640,000.00
5925 Interest on Bond Anticipation Notes	189,700.00	75,394.50	70,000.00		35,000.00	70,000.00	0.00	70,000.00	35,000.00
5930 Interest on Tax Refunds	8,112.25	110,724.33	40,000.00		0.00	40,000.00	0.00	40,000.00	40,000.00

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**

<b>Personnel</b>									
<b>General Expenses</b>	2,681,138.50	2,838,251.47	2,901,000.00	1,378,459.62	2,681,500.00	2,880,000.00	(21,000.00)	2,880,000.00	2,785,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>2,681,138.50</u>	<u>2,838,251.47</u>	<u>2,901,000.00</u>	<u>1,378,459.62</u>	<u>2,681,500.00</u>	<u>2,880,000.00</u>	<u>(21,000.00)</u>	<u>2,880,000.00</u>	<u>2,785,000.00</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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Building	\$5,342,955	\$4,868,800	\$4,358,200
Building - School Construction	\$39,834,206	\$36,866,568	\$33,903,930
City Yard Project	\$614,000	\$542,000	\$490,000
Design / Engineering	\$332,000	\$629,000	\$497,000
Equipment	\$5,202,442	\$5,167,000	\$3,860,000
Land Acquisition	\$10,890,200	\$10,340,000	\$9,455,000
Land Development	\$6,942,000	\$5,953,000	\$5,272,000
Pond Preservation	\$35,000	\$0	\$0
Removal Solid Waste Facility	\$985,000	\$900,000	\$815,000
Recreation Facilities	\$644,000	\$593,000	\$542,000
Signals	\$655,000	\$560,000	\$456,000
Streets	\$3,810,463	\$5,675,000	\$4,864,000
Technology	\$374,000	\$380,000	\$304,000
<b>Total Outstanding Bonds</b>	<b>\$75,661,266</b>	<b>\$72,474,368</b>	<b>\$64,817,130</b>
Bonds Retired In 5 Years	10%	7%	8%
Bonds Retired In 10 Years	26%	24%	51%
Bonds Retired In 15 Years	91%	91%	90%
Bonds Retired In 20 Years	100%	100%	100%

**AUDITOR - REDEMPTION OF BONDS**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	6,700,138.00	7,720,738.00	7,745,000.00	3,453,638.00	7,745,000.00	7,657,238.00	(87,762.00)	7,657,238.00	7,657,238.00

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	6,700,138.00	7,720,738.00	7,745,000.00	3,453,638.00	7,745,000.00	7,657,238.00	(87,762.00)	7,657,238.00	7,657,238.00
Equipment & Unusual									
Total Operating Budget	<u>6,700,138.00</u>	<u>7,720,738.00</u>	<u>7,745,000.00</u>	<u>3,453,638.00</u>	<u>7,745,000.00</u>	<u>7,657,238.00</u>	<u>(87,762.00)</u>	<u>7,657,238.00</u>	<u>7,657,238.00</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. As of FY14, the City is liable only for 38C payments.

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Non-Contributory</b>			
Retirees	2	0	0

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>Contributory</b>			
Active Participants	899	920	935
Retirees	527	530	535
Disabled Retirees	106	107	110
Surviving Spouses	142	145	150
Actuarial Valuation Date	1/1/2013		
Actuarial Liability	\$319,661,881		
Actuarial Assets	\$165,040,789		
Unfunded Actuarial Liability	\$154,621,092		
Funded Ratio	51.6%		

**AUDITOR - CONTRIBUTORY & NON-CONTRIBUTORY RETIREMENT**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses</b>									
<b>Contributory Retirement 001-911-5200</b>									
5170 Pension - Contributory	13,738,814.00	13,857,860.00	14,303,117.00	14,303,117.00	14,303,117.00	15,289,594.00	986,477.00	15,289,594.00	15,289,594.00
<b>Non-Contributory Retirement 001-918-5200</b>									
5170 Pension - Non-Contributory	24,508.99	21,993.87	31,000.00	4,381.37	5,031.37	750.00	(30,250.00)	750.00	750.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Pension - Contributory	PERAC mandated funding The City Auditor recommended and the Retirement Board voted to change the actuarial assumption for salaries from 4.0% to 3.5% which resulted in \$500K in savings in FY15.	986,477.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	13,763,322.99	13,879,853.87	14,334,117.00	14,307,498.37	14,308,148.37	15,290,344.00	956,227.00	15,290,344.00	15,290,344.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>13,763,322.99</u>	<u>13,879,853.87</u>	<u>14,334,117.00</u>	<u>14,307,498.37</u>	<u>14,308,148.37</u>	<u>15,290,344.00</u>	<u>956,227.00</u>	<u>15,290,344.00</u>	<u>15,290,344.00</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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Employees / Retirees			
BC/BS - Family	96	74	53
BC/BS - Individual	192	163	156
BC/BS - Individual C/O	713	635	574
BC/BS PPO - Family	288	279	273
BC/BS PPO - Individual	145	156	154
Tufts HMO - Family	548	562	689
Tufts HMO - Individual	229	246	573
Harvard HMO - Family	190	204	207
Harvard HMO - Individual	133	136	134
Medex - Individual	409	512	590

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Annual Total Cost			
BC/BS - Family	\$31,129	\$33,435	\$34,388
BC/BS - Individual	\$13,409	\$14,402	\$14,798
BC/BS - Individual C/O	\$6,585	\$7,029	\$7,200
BC/BS PPO - Family	\$24,971	\$26,847	\$27,575
BC/BS PPO - Individual	\$10,755	\$11,562	\$11,861
Tufts HMO - Family	\$21,411	\$22,623	\$23,804
Tufts HMO - Individual	\$7,933	\$8,387	\$8,822
Harvard HMO - Family	\$20,731	\$20,435	\$23,302
Harvard HMO - Individual	\$8,267	\$8,149	\$9,288
Medex - Individual	\$4,925	\$4,869	\$5,066
Medicare Part D Recoveries	\$635,668	\$655,701	
Stop Loss Recoveries	\$799,301	\$368,820	



**AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses</b>									
<b>Medical Insurance 001-914-5200</b>									
5171 Blue Cross/Blue Shield	16,200,000.00	15,600,000.00	15,600,000.00	15,600,000.00	15,600,000.00	15,305,000.00	(3,100,000.00)	12,500,000.00	12,500,000.00
5172 Tufts	11,400,000.00	10,220,000.00	12,000,000.00	12,000,000.00	12,000,000.00	13,100,000.00	900,000.00	12,900,000.00	12,900,000.00
5173 Harvard	3,000,000.00	3,700,000.00	3,700,000.00	3,700,000.00	3,700,000.00	5,000,000.00	800,000.00	4,500,000.00	4,500,000.00
5175 Delta Dental	845,222.91	934,497.59	875,000.00	417,846.80	875,000.00	1,000,000.00	0.00	875,000.00	875,000.00
5174 Medicare B Reimbursement	1,802,526.49	1,802,459.50	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	0.00	1,900,000.00	1,900,000.00
5185 FICA - Medicare	1,231,897.50	1,287,698.32	1,300,000.00	626,615.24	1,300,000.00	1,335,000.00	35,000.00	1,335,000.00	1,335,000.00
5186 Stop Loss	596,149.08	715,208.76	785,000.00	456,221.85	785,000.00	860,000.00	45,000.00	830,000.00	830,000.00
5187 Audits / Consulting		9,030.38	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5188 Section 125 Plan Administration	17,211.62	14,401.33	15,000.00	6,723.65	15,000.00	20,000.00	5,000.00	20,000.00	20,000.00
5189 Wellness Programs	1,037.98	2,321.17	1,000.00	125.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5179 Section 9A1/2 Reimbursements					15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
<b>Optional Medicare Extension (OME) 001-916-5200</b>									
5170 Optional Medicare Extension (OME)	1,550,000.00	1,700,000.00	2,000,000.00	2,000,000.00	2,000,000.00	2,700,000.00	300,000.00	2,300,000.00	2,300,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5172 Tufts	Recommended funding per provider	1,100,000.00
5173 Harvard	Recommended funding per provider	1,300,000.00
5175 Delta Dental	Recommended funding per provider	125,000.00
5185 FICA - Medicare	Increase based upon FY2014 experience	50,000.00
5186 Stop Loss	Recommended funding per provider	75,000.00
5188 Section 125 Plan Administration	Increase based upon increased employee participation	5,000.00
5179 Section 9A1/2 Reimbursements	New account - statutory requirement	15,000.00
5170 Optional Medicare Extension (OME)	Recommended funding per provider	700,000.00

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

<b>General Expenses</b>	36,644,045.58	35,985,617.05	38,186,000.00	36,707,532.54	38,201,000.00	41,246,000.00	(1,000,000.00)	37,186,000.00	37,186,000.00
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**Equipment & Unusual**

<b>Total Operating Budget</b>	<u>36,644,045.58</u>	<u>35,985,617.05</u>	<u>38,186,000.00</u>	<u>36,707,532.54</u>	<u>38,201,000.00</u>	<u>41,246,000.00</u>	<u>(1,000,000.00)</u>	<u>37,186,000.00</u>	<u>37,186,000.00</u>
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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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Social Security Employees Part-Time < 20 Hours	34	34	34

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Life Insurance			
Employees	985	966	975
Retirees	931	920	925
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 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses</b>									
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	74,400.44	69,192.53	85,000.00	37,620.38	85,000.00	77,000.00	(8,000.00)	77,000.00	77,000.00
Social Security 001-917-5200									
5170 Social Security	30,000.00	30,000.00	30,000.00	16,382.25	30,000.00	30,000.00	0.00	30,000.00	30,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for  
Requested Increase

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
General Expenses	104,400.44	99,192.53	115,000.00	54,002.63	115,000.00	107,000.00	(8,000.00)	107,000.00	107,000.00
<b>Equipment &amp; Unusual</b>									
Total Operating Budget	<u>104,400.44</u>	<u>99,192.53</u>	<u>115,000.00</u>	<u>54,002.63</u>	<u>115,000.00</u>	<u>107,000.00</u>	<u>(8,000.00)</u>	<u>107,000.00</u>	<u>107,000.00</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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Sewer Equipment	\$375,000	\$310,000	\$245,000
Sewer Improvements (City)	\$10,216,700	\$10,805,400	\$10,093,100
Sewer Improvement (MWRA)	\$1,065,680	\$670,120	\$335,000
Sewer Improvements (SRF)	\$3,043,751	\$2,792,653	\$2,536,444
<b>Total Outstanding Bonds</b>	<b>\$14,701,131</b>	<b>\$14,578,173</b>	<b>\$13,209,544</b>
Bonds Retired In 10 Years	17%	13%	8%
Bonds Retired In 15 Years	50%	46%	47%
Bonds Retired In 20 Years	100%	100%	100%

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Water Equipment	\$40,000	\$0	\$0
Water Improvements	\$6,267,014	\$5,949,363	\$5,410,611
Water Improvements (MWRA)	\$1,320,000	\$1,188,000	\$1,056,000
Water Improvements (MWRA)	\$836,450	\$752,805	\$669,160
<b>Total Outstanding Bonds</b>	<b>\$8,463,464</b>	<b>\$7,890,168</b>	<b>\$7,135,771</b>
Bonds Retired In 10 Years	46%	45%	43%
Bonds Retired In 15 Years	65%	65%	64%
Bonds Retired In 20 Years	100%	100%	100%

**AUDITOR - REDEMPTION OF WATER & SEWER BONDS**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Debt Requirements</b>									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,092,185.99	1,447,752.03	1,563,000.00	993,658.31	1,563,000.00	1,369,000.00	(194,000.00)	1,369,000.00	1,369,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	573,651.80	653,751.80	810,000.00	339,651.80	810,000.00	755,000.00	(55,000.00)	755,000.00	755,000.00

**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**

<b>Personnel</b>									
General Expenses	1,665,837.79	2,101,503.83	2,373,000.00	1,333,310.11	2,373,000.00	2,124,000.00	(249,000.00)	2,124,000.00	2,124,000.00
<b>Equipment &amp; Unusual</b>									
Total Operating Budget	<u>1,665,837.79</u>	<u>2,101,503.83</u>	<u>2,373,000.00</u>	<u>1,333,310.11</u>	<u>2,373,000.00</u>	<u>2,124,000.00</u>	<u>(249,000.00)</u>	<u>2,124,000.00</u>	<u>2,124,000.00</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 and sewer funds are budgeted under this element.

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>SEWER</b>			
BANS Issued			\$13,000,000
Interest Rate			2.00%
Bonds Issued (City)	\$1,439,440		
Interest Rate	3.16%		
Maximum Borrowing Term	20 years		
Standard & Poors Rating	AA+	AA+	AA+
Moody's	AA1	AA1	AA1

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
<b>WATER</b>			
BANS Issued			\$10,000,000
Interest Rate			2.00%
Bonds Issued	\$1,079,900	\$236,000	
Interest Rate	3.18%	4.00%	
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 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Debt Requirements</b>									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	38,775.14	7,477.22	40,000.00	10,414.79	11,000.00	40,000.00	0.00	40,000.00	40,000.00
5915 Debt Interest Sewer	305,888.77	483,339.53	500,000.00	228,906.91	482,000.00	469,000.00	(31,000.00)	469,000.00	469,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges	14,082.24	796.00	40,000.00	9,704.54	11,000.00	40,000.00	0.00	40,000.00	40,000.00
5915 Debt Interest Water	121,854.44	176,060.32	180,000.00	71,788.27	166,000.00	180,000.00	0.00	180,000.00	174,000.00

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**

<b>Personnel</b>									
General Expenses	480,600.59	667,673.07	760,000.00	320,814.51	670,000.00	729,000.00	(31,000.00)	729,000.00	723,000.00
<b>Equipment &amp; Unusual</b>									
Total Operating Budget	<u>480,600.59</u>	<u>667,673.07</u>	<u>760,000.00</u>	<u>320,814.51</u>	<u>670,000.00</u>	<u>729,000.00</u>	<u>(31,000.00)</u>	<u>729,000.00</u>	<u>723,000.00</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 2012	FY 2013
Pension-Contributory/FICA	499,454	419,672
Pension Administration	42,663	36,715
Medical & Life Insurance	725,933	646,100
Heat, Light, Water	192,696	199,070
Building Repair & Maintenance	192,083	202,516
Building Insurance	2,314	3,471
Motor Vehicle Insurance	1,086	1,337
Motor Vehicle Maint & Repair	18,892	25,775
Workers Compensation	62,269	81,731
<b>Total</b>	<b>\$1,737,390</b>	<b>\$1,616,387</b>

### 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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Revenue	\$3,400,436	\$3,430,156	\$3,430,156
Buildings Maintained and Repaired	57	54	54

#### CODE ENFORCEMENT

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

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Sign Permits	59	64	64
Plumbing Permits	360	758	758
Gas Permits	214	618	618
Building Permits	1,291	1,192	1,192
Building Inspections	3,000	4,622	4,622
Plumbing & Gas Inspections	867	1,200	1,200
Trench Permits	135	44	44

**BUILDING**

**PERSONNEL**

				FY 2013		FY 2014			FY 2015						
Bargaining Unit Position		FY 2015 Grade-Step		#	Actual Expenditures	#	July-December Actual Expenditures		Expenditures Thru 6/30/14	Department Request		#	Mayor's Recommendation	Council Approval	
							Budget								
1.	*Insp of Bldg/Superintendent	19-4 (L9)	(Acting Insp of Bldg)			1	105,233	52,391.56	105,233.00	1	110,235	1	110,235	110,235	
2.	Director of Maintenance	15-6 (L10)				1	92,508	46,127.03	92,508.00	1	92,508	1	92,508	92,508	
3.	SPMG Sr Building Inspector	13-6 (L11)				1	82,163	40,969.24	82,163.00	1	82,163	1	82,163	82,163	
4.	SPMG Sr Building Inspector	13-6 (L9)				2	160,070	79,723.80	160,070.00	2	161,366	2	161,366	161,366	
5.	SPMG Sr Building Inspector	13-2				1	80,066		40,000.00	1	62,249	1	62,249	62,249	
6.	SPMG Sr Plumbing & Gas Inspector	13-1				1	80,683	43,634.99	58,898.00	1	61,850	1	61,850	61,850	
7.	SPMG Inspectors Admin Asst	11-6 (L8)				1	71,381	30,390.70	63,806.00	1	68,141	1	68,141	68,141	
8.	*Administrative Assistant	10-6 (L11)				1	65,434	32,627.14	65,434.00	1	65,483	1	65,483	65,483	
9.	Office Coordinator	9				1	59,581	29,709.15	34,609.00						
10.	Office Coordinator (PT 14 hrs)	9-2								0.5	18,459	0.5	18,459	18,459	
11.	Sub Inspectors - Building (\$11K) & Plumbing (\$5K)					1	5,000	6,600.00	45,600.00	1	10,000	1	16,000	16,000	
12.	Access Analyst 1 Day	12-1				1	11,416	3,940.74	3,940.74	1	11,416	1	11,416	11,416	
13. LAB	Working Foreman II	11-6 (L11)				1	62,067	30,914.82	62,067.00	1	62,067	1	62,067	62,067	
14. LAB	Painter	10-6 (L8)				1	56,962	28,372.01	56,962.00	1	56,962	1	56,962	56,962	
15. LAB	*Carpenter	10-3				1	44,415	21,791.02	44,415.00	1	46,165	1	46,165	46,165	
16. LAB	Bldg Maint Person	7-6 (L11)				1	50,917	25,272.83	50,917.00	1	51,058	1	51,058	51,058	
17. LAB	Bldg Maint Person	7-6 (L9)				2	100,207	29,760.16	75,155.25	1	50,139	1	50,139	50,139	
18. LAB	Bldg Maint Person Nights	7-6 (L9)				1	52,773	26,228.80	52,773.00	1	53,147	1	53,147	53,147	
19. LAB	Bldg Maint Person	7-6 (L8)				1	49,679	24,744.20	49,679.00	1	49,679	1	49,679	49,679	
20. LAB	Bldg Maint Person Nights	7-6 (L8)				1	52,659	26,228.80	52,659.00	1	52,659	1	52,659	52,659	
21. LAB	Bldg Maint Person	7-6				1	45,999	22,911.20	45,999.00	1	45,999	1	45,999	45,999	
22. LAB	*Bldg Maint Person	7-5				1	41,698	20,432.00	41,698.00	1	43,307	1	43,307	43,307	
23. LAB	*Bldg Maint Person Nights	7-3				1	41,366	19,254.06	41,366.00	1	41,624	1	41,624	41,624	
24. LAB	Bldg Maint Person	7-2								1	38,596	1	38,596	38,596	
25.	Compliance Officer						3,000	1,495.78	3,000.00		3,000		3,000	3,000	
Subtotal				24	1,273,913.91	24	1,415,277	643,520.03	1,328,951.99	23.5	1,338,272		23.5	1,344,272	1,344,272

**BUILDING**

**PERSONNEL**

Bargaining Unit Position      FY 2015 Grade-Step

FY 2013		FY 2014			FY 2015				
		July-December							
Actual			Actual	Expenditures	Department		Mayor's	Council	
#	Expenditures	#	Budget	Expenditures	#	Request	#	Recommendation	Approval
				Thru 6/30/14					

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in * position salary	10,479		
SPMG Sr Building Inspector      13-2	(17,817)	New employee hired at lower step	
SPMG Sr Plumbing & Gas Inspector      13-1	(18,833)	New employee hired at lower step	
SPMG Inspectors Admin Asst      11-6 (L8)	(3,240)	Internal promotion resulting from retirement	
Office Coordinator (PT 14 hrs)      9-2	(41,122)	Converted FT position to PT position	
Sub Inspectors - Building (\$11K) & Plumbing (\$5K)	11,000	Anticipated increase in inspections that will require more part time funding	
LAB Bldg Maint Person      7-2	(11,472)	New employee hired at lower step	

**New Positions**

SPMG Foreman      13-1		Position Long Vacant - Possible Promotion
Assistant to Superintendent      16		Requires assistant - busiest time in city history - possible promotion
SPMG Building Inspector (PT 19 hrs)      12-1		Volume of current and future construction requires manpower

1	61,052		1	61,052	61,052
	11,000				
0.5	31,061				
1.5	103,113		1	61,052	61,052

**Subtotal**

**Grand Total**

24	1,273,913.91	24	1,415,277	643,520.03	1,328,951.99	25	1,441,385	24.5	1,405,324	1,405,324
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**BUILDING**

**EXPENDITURES**

	FY 2012	FY 2013	FY 2014			FY 2015			
			July-December						
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-192-5100</b>									
5111 Salaries - Full Time	677,992.10	717,187.75	797,119.00	355,573.61	702,721.00	776,047.00	(32,072.00)	765,047.00	765,047.00
5112 Wages - Full Time	491,597.12	533,381.05	598,742.00	275,909.90	573,690.25	591,402.00	(7,340.00)	591,402.00	591,402.00
5121 Salaries - Part Time	20,364.82	23,345.11	19,416.00	12,036.52	52,540.74	73,936.00	29,459.00	48,875.00	48,875.00
5131 Overtime	8,256.82	9,188.58	10,000.00	3,490.45	10,000.00	10,000.00	0.00	10,000.00	10,000.00
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<b>General Expenses 001-192-5200</b>									
5192 Mileage	89.64	187.58	200.00	173.17	200.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	214.75	1,676.80	2,100.00	655.45	2,100.00	2,100.00	0.00	2,100.00	2,100.00
5242 Office Equipment Repair/Maint	1,889.38	801.51	1,000.00	1,945.00	3,945.00	2,500.00	1,500.00	2,500.00	2,500.00
5245 Maint/Repair of Buildings/Elevator	20,087.36	2,684.63	11,340.00	1,881.25	11,340.00	36,540.00	22,200.00	33,540.00	33,540.00
5247 Alarms / Intrusion	2,509.25	1,108.00	1,600.00	291.00	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	934.59	1,212.92	3,000.00	1,532.00	3,000.00	2,000.00	(1,000.00)	2,000.00	2,000.00
5291 Custodial Services		1,332.00	3,400.00		3,400.00	3,400.00	0.00	3,400.00	3,400.00
5307 Public Safety Service	105.00	170.00	1,150.00		1,150.00	1,150.00	0.00	1,150.00	1,150.00
5312 Training	165.25	400.75	500.00	35.00	500.00	500.00	0.00	500.00	500.00
5342 Postage	1,163.90	1,239.50	900.00	640.35	900.00	1,700.00	800.00	1,700.00	1,700.00
5343 Printing	1,351.20	913.20	2,000.00	515.91	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5382 Pest Control	811.84	1,938.97	1,500.00	1,966.00	3,000.00	3,000.00	1,500.00	3,000.00	3,000.00
5420 Office Supplies	2,662.67	3,396.38	3,000.00	1,985.95	3,000.00	7,400.00	4,400.00	7,400.00	7,400.00
5430 Building Supplies	5,516.26	8,093.29	5,000.00	3,728.57	5,000.00	6,000.00	1,000.00	6,000.00	6,000.00
5431 Paint Supplies	1,132.09	886.38	2,500.00	456.03	2,500.00	1,000.00	(1,500.00)	1,000.00	1,000.00
5450 Custodial Supplies	25,076.86	25,897.31	21,000.00	19,631.88	21,000.00	24,000.00	3,000.00	24,000.00	24,000.00
5470 Public Safety Supplies	271.39		1,600.00		1,600.00	1,600.00	0.00	1,600.00	1,600.00
5510 Education Supplies	300.30	730.88	900.00		900.00	1,500.00	600.00	1,500.00	1,500.00
5536 Lumber	14.99	382.03	1,500.00	685.35	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5581 Clothing, Gloves, Shoes	8,034.87	6,466.87	9,000.00	6,649.95	9,000.00	9,000.00	0.00	9,000.00	9,000.00
5588 Signs & Flags	702.70	717.94	1,000.00	274.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5733 Licenses	1,212.00	845.00	1,160.00	100.00	1,160.00	1,160.00	0.00	1,160.00	1,160.00
5781 Holiday	905.75	576.00	1,000.00	751.97	1,000.00	1,000.00	0.00	1,000.00	1,000.00

**BUILDING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-192-5200</b>									
5245 Repair to Buildings									
-41 City Hall	18,944.79	14,280.76	20,000.00	7,258.48	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-42 Government Center	13,029.41	13,691.39	25,000.00	6,541.46	25,000.00	25,000.00	0.00	25,000.00	25,000.00
-43 Municipal Center	40,521.98	64,640.36	50,000.00	16,269.30	50,000.00	50,000.00	0.00	50,000.00	50,000.00
-45 Cutter St Voting Booth									
-46 73 Charles Street									
-47 Veterans Building									
-48 80 Hall St		66.91							
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station	993.90	264.50		300.00	500.00	500.00	500.00	500.00	500.00
-52 Animal Control / Future vacant schools									
-53 Wires Building	2,962.97	3,228.62							
-54 Emergency Management	487.00	4,995.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
-55 Lake St. Fire Station	3,950.55	4,506.06	5,500.00	685.45	5,500.00	1,500.00	(4,000.00)	1,500.00	1,500.00
-56 Moody St. Fire Station	4,849.11	9,696.11	9,000.00	7,463.37	9,000.00	9,000.00	0.00	9,000.00	9,000.00
-57 Prospect St. Fire Station	1,323.10	1,083.70	5,050.00	854.51	5,050.00	1,050.00	(4,000.00)	1,050.00	1,050.00
-58 Willow St. Fire Station	2,066.54	3,088.03	5,050.00	3,553.24	5,050.00	5,050.00	0.00	5,050.00	5,050.00
-59 Trapelo Rd. Fire Station	1,217.21	2,149.74	5,000.00	980.85	5,000.00	2,000.00	(3,000.00)	2,000.00	2,000.00
-61 25 Lexington Street	1,372.90	4,269.75		583.50	4,000.00	4,000.00	3,000.00	3,000.00	3,000.00
-62 Hardy School	3,599.72	2,483.97		997.14	1,000.00	1,000.00	0.00	0.00	0.00
-63 Main St Library	10,646.66	10,236.01	20,000.00	1,825.70	20,000.00	20,000.00	0.00	20,000.00	20,000.00
-64 Wellington House	333.20			206.63	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
-65 Teen Center		1,676.10		72.00	72.00	0.00	0.00	0.00	0.00
-66 Paine Estate	6,032.75	5,487.51	2,000.00	571.45	2,000.00	2,000.00	0.00	2,000.00	2,000.00
-67 Banks School	2,378.89	3,726.35		2,333.06	2,333.06	2,000.00	0.00	0.00	0.00
-68 Senior Center	10,446.52	21,044.38	15,000.00	2,283.45	15,000.00	5,000.00	(10,000.00)	5,000.00	5,000.00
-69 Met State			2,000.00		2,000.00	0.00	(2,000.00)	0.00	0.00
-71 Leary Field Recreation Building	4,202.80	955.59				0.00	0.00	0.00	0.00
-72 Vet's Fieldhouse	3,631.00	5,399.66		130.50	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
-73 Recreation Building Prospect Hill Park	1,735.01	4,483.82		30,511.17	30,511.17	0.00	0.00	0.00	0.00
-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	153.75	1,691.25		615.00	2,000.00	2,000.00	0.00	0.00	0.00
-79 South Middle School	9,259.23	10,914.16	10,000.00	5,077.98	10,000.00	10,000.00	0.00	10,000.00	10,000.00
-81 Pumping Station	775.00	1,107.35				0.00	0.00	0.00	0.00
-82 Garages				105.56	105.56	0.00	0.00	0.00	0.00
Public Parking Garage-Moody St									
Public Parking Garage-Common St									
-83 Cemetery	2,684.53	1,108.25				0.00	0.00	0.00	0.00
-84 Nipper Maher	627.50					0.00	0.00	0.00	0.00
-85 Fitch	1,525.23	1,080.99	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
-86 509 Moody St	1,750.00	3,101.21	20,000.00	836.10	20,000.00	5,000.00	(15,000.00)	5,000.00	5,000.00

**BUILDING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-192-5400</b>									
5302 Banks School Conversion - Architect		16,950.00		27,560.00	27,560.00		0.00		
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>
5242 Office Equipment Repair/Maint	Older printer requires more maintenance	1,500.00
5245 Maint/Repair of Buildings/Elevator	Older equipment requires more maintenance, state regulated elevator inspections, aging buildings	25,200.00
5342 Postage	Multi-family program inspections requires more mailings	800.00
5382 Pest Control	More bugs, departments requesting regular service, proactive	1,500.00
5420 Office Supplies	More required documentation	4,400.00
5430 Building Supplies	Additional projects requiring more funding	1,000.00
5450 Custodial Supplies	Historical expenditures reflect need for increase	3,000.00
5510 Education Supplies	Need to update code books	600.00
 5245 Repair to Buildings		
-51 Carter St. Police Sub Station	Aging building	500.00
-61 25 Lexington Street	Anticipated maintenance costs based on prior years expenditures	4,000.00
-62 Hardy School	Anticipated maintenance costs based on prior years expenditures	1,000.00
-64 Wellington House	Anticipated maintenance costs based on prior years expenditures	1,000.00
-67 Banks School	Anticipated maintenance costs based on prior years expenditures	2,000.00
-72 Vet's Fieldhouse	Anticipated maintenance costs based on prior years expenditures	1,000.00
-78 Bright School	To fund elevator inspections and other anticipated costs	2,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	1,198,210.86	1,283,102.49	1,425,277.00	647,010.48	1,338,951.99	1,451,385.00	(9,953.00)	1,415,324.00	1,415,324.00
<b>General Expenses</b>	226,653.29	262,115.47	280,950.00	133,954.73	327,916.79	289,950.00	0.00	280,950.00	280,950.00
<b>Equipment &amp; Unusual</b>	10,000.00	16,950.00	0.00	27,560.00	27,560.00	0.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<u>1,434,864.15</u>	<u>1,562,167.96</u>	<u>1,706,227.00</u>	<u>808,525.21</u>	<u>1,694,428.78</u>	<u>1,741,335.00</u>	<u>(9,953.00)</u>	<u>1,696,274.00</u>	<u>1,696,274.00</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.

<b>There are no indirect costs directly associated with this element.</b>					
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>			
Total	\$0	\$0			

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Number of buildings	57	54	54



**BUILDING UTILITIES**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual	Actual	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
	Expenditures	Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14				
<b>General Expenses 001-193-5200</b>									
-41 City Hall	86,124.88	95,559.89	100,000.00	35,066.67	100,000.00	100,000.00	0.00	100,000.00	100,000.00
-42 Government Center	118,267.67	123,083.13	130,000.00	39,297.51	130,000.00	130,000.00	0.00	130,000.00	130,000.00
-43 Municipal Center	289,965.56	282,070.20	300,000.00	76,282.79	300,000.00	300,000.00	0.00	300,000.00	300,000.00
-45 Cutter St Voting Booth	1,701.52	2,402.97	1,150.00	(20.96)	1,150.00	1,150.00	50.00	1,200.00	1,200.00
-46 73 Charles Street						0.00	0.00	0.00	0.00
-47 Veterans Building	1,921.52	2,256.32	3,000.00	331.05	3,000.00	3,000.00	0.00	3,000.00	3,000.00
-48 80 Hall St				269.20	500.00	500.00	500.00	500.00	500.00
-50 Lake St Sub Station	624.93	259.45	575.00	29.50	575.00	575.00	25.00	600.00	600.00
-51 Carter St. Police Sub Station	10,514.41	6,614.37	15,000.00	3,104.74	15,000.00	8,300.00	(6,700.00)	8,300.00	8,300.00
-52 Animal Control / Future vacant schools	1,388.11	932.56	744.00	389.47	744.00	744.00	0.00	744.00	744.00
-53 Wires Bldg	40,241.19	38,275.81	11,500.00	10,809.27	11,500.00	2,000.00	(9,500.00)	2,000.00	2,000.00
-54 Emergency Management	20,764.24	24,332.18	35,000.00	9,673.55	35,000.00	35,000.00	(10,000.00)	25,000.00	25,000.00
-55 Lake St. Fire Station	11,840.83	15,933.11	17,250.00	4,672.21	17,250.00	17,250.00	750.00	18,000.00	18,000.00
-56 Moody St. Fire Station	37,760.03	40,747.74	51,750.00	14,161.02	51,750.00	51,750.00	(6,750.00)	45,000.00	45,000.00
-57 Prospect St. Fire Station	13,648.33	13,190.99	13,800.00	5,155.45	13,800.00	13,800.00	200.00	14,000.00	14,000.00
-58 Willow St. Fire Station	11,579.75	12,515.10	13,800.00	3,993.63	13,800.00	13,800.00	200.00	14,000.00	14,000.00
-59 Trapelo Rd. Fire Station	15,631.96	15,773.81	16,100.00	5,453.03	16,100.00	16,100.00	(100.00)	16,000.00	16,000.00
-61 25 Lexington Street	15,087.74	20,659.02	13,800.00	7,451.87	13,800.00	40,000.00	16,200.00	30,000.00	30,000.00
-62 Hardy School	13,282.54	14,227.69	3,450.00	5,709.50	3,450.00	3,450.00	550.00	4,000.00	4,000.00
-63 Main St Library	149,890.40	140,705.90	183,000.00	62,339.44	183,000.00	183,000.00	(20,000.00)	163,000.00	163,000.00
-64 Wellington House	2,033.03	3,111.00	5,000.00	725.38	5,000.00	5,000.00	0.00	5,000.00	5,000.00
-65 Teen Center	1,685.60	2,131.61	362.00	250.25	362.00	362.00	638.00	1,000.00	1,000.00
-66 Paine Estate	30,106.41	34,735.27	19,550.00	6,172.82	19,550.00	19,550.00	10,450.00	30,000.00	30,000.00
-67 Banks School	50,214.85	57,155.51	16,100.00	10,166.01	16,100.00	16,100.00	(100.00)	16,000.00	16,000.00
-68 Senior Center	56,538.78	69,336.34	57,500.00	21,696.55	57,500.00	57,500.00	2,500.00	60,000.00	60,000.00
-71 Leary Field Recreation Building	10,291.78	8,176.87	6,944.00	1,887.49	6,944.00	6,944.00	2,056.00	9,000.00	9,000.00
-73 Recreation Building Prospect Hill Park	3,010.86	9,779.16	5,750.00	1,425.32	5,750.00	5,750.00	250.00	6,000.00	6,000.00
-78 Bright School	1,698.24					0.00	0.00	0.00	0.00
-79 South Middle	91,799.29	80,748.01	145,000.00	17,848.30	145,000.00	85,000.00	(60,000.00)	85,000.00	85,000.00
-81 Pumping Station			650.00		650.00	650.00	(650.00)	0.00	0.00
-83 Cemetery	9,679.04	8,772.68	6,325.00	2,577.05	6,325.00	6,325.00	2,675.00	9,000.00	9,000.00
-85 Fitch	852.83	2,574.84	5,000.00	1,441.64	5,000.00	5,000.00	(2,000.00)	3,000.00	3,000.00
-86 509 Moody St		6,449.80	80,000.00	2,267.36	80,000.00	50,000.00	(30,000.00)	50,000.00	50,000.00

**BUILDING UTILITIES**

**EXPENDITURES**

	FY 2012	FY 2013	FY 2014			FY 2015			
			July-December	Actual	Expenditures				
Classification	Actual	Actual	Budget	Expenditures	Thru 6/30/14	Department	Mayor's	Mayor's	Council
	Expenditures	Expenditures				Request	Incr/Decr	Recommendation	Approval

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
-48 80 Hall St	Reallocation based on historical expenditure, figure should be increased for FY15	500.00
-61 25 Lexington Street	Reallocation based on historical expenditure, figure should be increased for FY15	26,200.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	1,098,146.32	1,132,511.33	1,258,100.00	350,627.11	1,258,600.00	1,178,600.00	(108,756.00)	1,149,344.00	1,149,344.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>1,098,146.32</u>	<u>1,132,511.33</u>	<u>1,258,100.00</u>	<u>350,627.11</u>	<u>1,258,600.00</u>	<u>1,178,600.00</u>	<u>(108,756.00)</u>	<u>1,149,344.00</u>	<u>1,149,344.00</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:		
<b>Indirect Costs for Clerk/Voter Registration</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	120,397	121,207
Pension Administration	9,923	10,264
Medical & Life Insurance	216,602	211,650
Heat, Light, Water	13,933	14,215
Building Repair & Maintenance	19,264	24,045
Building Insurance	274	410
<b>Total</b>	<b>\$380,393</b>	<b>\$381,791</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Births Recorded	775	800	850
Deaths Recorded	590	600	615
Marriage Licenses	480	500	500
Licenses - Dog	1,800	1,800	1,815
Marriage Intentions	525	525	530
Customers Served at Counter	33,000	33,000	33,500
City Clerk Receipts	\$125,611	\$128,321	\$130,500

**CITY CLERK**

**PERSONNEL**

Bargaining Unit	Position	FY 2015 Grade-Step
1.	City Clerk	18-6 (L10)
2.	Assistant City Clerk	16-2 (L8)
3.	SPMG Executive Assistant	12-6 (L10)
4.	SPMG Administrative Assistant	10-6 (L8)
<b>Subtotal</b>		

FY 2013		FY 2014			FY 2015				
#	Actual Expenditures	July-December		Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
		#	Budget						
		1	113,238	56,464.20	113,238.00	1	113,238	113,238	113,238
		1	98,513	40,117.22	98,513.00	1	83,621	83,621	83,621
		1	76,293	38,041.93	76,293.00				
		1	64,402	32,112.60	64,402.00				
<b>4</b>	<b>369,249.40</b>	<b>4</b>	<b>352,446</b>	<b>166,735.95</b>	<b>352,446.00</b>	<b>2</b>	<b>196,859</b>	<b>4</b>	<b>337,554</b>

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary

**Explanation**

Assistant City Clerk	16-2 (L8)	(14,892)	New employee hired at lower step
Office Manager	11-6 (L8)	5,050	Working with Executive Assistant on cross training new program systems with the city clerk's staff
SPMG Exec Asst/Sr Program Support Mg	13-6 (L10)	5,130	Increase in programming regarding city council business

1	69,452
1	81,423
<b>2</b>	<b>150,875</b>
<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>

**New Positions**

**Subtotal**

**Grand Total**

<b>4</b>	<b>369,249.40</b>	<b>4</b>	<b>352,446</b>	<b>166,735.95</b>	<b>352,446.00</b>	<b>4</b>	<b>347,734</b>	<b>4</b>	<b>337,554</b>	<b>337,554</b>
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## CITY CLERK

## EXPENDITURES

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-161-5100</b>									
5111 Salaries - Full Time	340,108.67	369,249.40	352,446.00	166,735.95	352,446.00	347,734.00	(14,892.00)	337,554.00	337,554.00
<b>General Expenses 001-161-5200</b>									
5192 Mileage	82.70	268.63	200.00	390.42	390.42	500.00	300.00	500.00	500.00
5242 Office Equipment Repair/Maint	3,002.25	3,745.25	3,500.00	2,484.00	4,000.00	4,000.00	500.00	4,000.00	4,000.00
5272 Office Equipment Rental	2,184.48	2,577.89	2,500.00	920.94	2,500.00	5,000.00	2,500.00	5,000.00	5,000.00
5308 Stenographer	2,400.00	2,300.00	2,000.00	400.00	2,600.00	2,600.00	600.00	2,600.00	2,600.00
5341 Advertising	2,307.69		10,000.00	1,230.39	3,000.00	9,000.00	(1,000.00)	9,000.00	9,000.00
5342 Postage	6,551.63	200.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5343 Printing	7,928.84	7,034.20	10,000.00	2,264.62	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5420 Office Supplies	10,702.42	4,723.50	5,000.00	1,955.62	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5730 Dues & Subscriptions	375.00	289.36	800.00	650.00	800.00	800.00	0.00	800.00	800.00
5731 Conference Expense	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	100.00	200.00	100.00	200.00	200.00	0.00	200.00	200.00
<b>Bright School 001-161-5200-xxxx-78</b>									
- 78 Bright School Utilities	32,379.46	* 42,436.59	30,000.00	7,013.12	30,000.00	35,000.00	5,000.00	35,000.00	35,000.00
5245 Building/Grounds Maint			20,000.00	5,742.29	20,000.00	20,000.00	0.00	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>
5192 Mileage	Trips to Bright School, transferring records and trips to 18 Precincts	300.00
5242 Office Equipment Repair/Maint	Increase of maintenance contract	500.00
5272 Office Equipment Rental	Rental of copy machine	2,500.00
5308 Stenographer	Increase in Public Hearings	600.00
- 78 Bright School Utilities	Increase in electricity due to more activity	5,000.00

## COST SUMMARY BY CLASSIFICATION

<b>Personnel</b>	340,108.67	369,249.40	352,446.00	166,735.95	352,446.00	347,734.00	(14,892.00)	337,554.00	337,554.00
<b>General Expenses</b>	68,567.45	63,675.42	90,200.00	28,151.40	84,490.42	98,100.00	7,900.00	98,100.00	98,100.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>408,676.12</u>	<u>432,924.82</u>	<u>442,646.00</u>	<u>194,887.35</u>	<u>436,936.42</u>	<u>445,834.00</u>	<u>(6,992.00)</u>	<u>435,654.00</u>	<u>435,654.00</u>

## VOTER REGISTRATION & ELECTION

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Registered Voters	35,000	35,100	35,100
Elections Conducted	5	4	2
Precincts	18	18	18
People in Annual Census List	60,632	60,632	60,632
Voting Machines	20	20	20

**VOTER REGISTRATION & ELECTION**

**PERSONNEL**

PERSONNEL

		FY 2015 Grade-Step	FY 2013	FY 2014			FY 2015							
Bargaining Unit	Position		Actual # Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/14	#	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	3,000			
4.	SPMG Administrative Assistant	10-6 (L10)		1	65,594	32,707.21	65,594.00	1	65,594	1	65,594			
5.	Assistant Registrar	7-6 (L9)		1	53,171	26,512.72	53,171.00			1	53,171			
6.	Assistant Registrar	7-6 (L8)		1	52,684	26,269.62	52,684.00			1	52,684			
7.	*Assistant Registrar	7-6 (L8)		1	48,781	24,323.78	48,781.00			1	51,708			
Subtotal			7	227,356.18	7	226,230	112,809.11	226,230.00	4	71,594		7	229,157	229,157

**Summary of Changes**

**Adjustments to FY 2014 Positions**

**Explanation**

Step Raises/Longevity included in \* position salary 2,927

Assistant Registrar 8-6 (L9) 3,113

Changing Grade from 7 to 8 because of increase in vital records. Responsible for two computer systems, vital record system and voter registration system.

Assistant Registrar 8-6 (L8) 3,084

Reference above

Assistant Registrar 8-6 (L8) 5,954

Reference above

1	56,284
1	55,768
1	54,735
<b>3</b>	<b>166,787</b>
<b>0</b>	<b>0</b>
<b>0</b>	<b>0</b>

**New Positions**

**Subtotal**

**Grand Total**

<b>7</b>	<b>227,356.18</b>	<b>7</b>	<b>226,230</b>	<b>112,809.11</b>	<b>226,230.00</b>	<b>7</b>	<b>238,381</b>	<b>7</b>	<b>229,157</b>	<b>229,157</b>
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**VOTER REGISTRATION & ELECTION**

**EXPENDITURES**

	FY 2012	FY 2013	FY 2014			FY 2015			
			July-December						
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	209,720.83	221,356.18	220,230.00	109,813.33	220,230.00	232,381.00	2,927.00	223,157.00	223,157.00
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	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
General Expenses 001-163-5200									
5192 Mileage	125.99	420.57	300.00	380.81	500.00	500.00	200.00	500.00	500.00
5241 Equipment Repair/Maint	5,678.86	9,146.75	15,000.00	13,258.57	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5307 Public Safety Service				10,155.60	13,432.00	12,000.00	12,000.00	12,000.00	12,000.00
5330 Transport Services			200.00		200.00	200.00	0.00	200.00	200.00
5341 Advertising	946.16	963.90	4,000.00	2,656.66	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	16,137.96	15,371.82	15,000.00	5,382.20	18,000.00	15,000.00	0.00	15,000.00	15,000.00
5343 Printing	16,281.20	17,136.90	15,000.00	10,011.90	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5381 Contract Labor	56,622.00	84,734.75	60,000.00	87,113.50	90,000.00	60,000.00	0.00	60,000.00	60,000.00
5420 Office Supplies	2,008.77	5,469.66	7,500.00	5,035.80	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5425 Software License	10,500.00		6,000.00	7,000.00	7,000.00	6,000.00	0.00	6,000.00	6,000.00
5490 Groceries & Provisions	1,288.56	1,540.00	1,000.00	1,400.00	1,400.00	1,000.00	0.00	1,000.00	1,000.00
5585 Inaugural Expenses	11,677.77		11,000.00		7,174.11	0.00	(11,000.00)	0.00	0.00
5730 Dues			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>
5192 Mileage	Increase in trips by employees	200.00
5307 Public Safety Service	Additional police security at all elementary schools for elections	12,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	215,720.83	227,356.18	226,230.00	112,809.11	226,230.00	238,381.00	2,927.00	229,157.00	229,157.00
<b>General Expenses</b>	121,267.27	134,784.35	135,500.00	142,395.04	179,706.11	136,700.00	1,200.00	136,700.00	136,700.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>336,988.10</u>	<u>362,140.53</u>	<u>361,730.00</u>	<u>255,204.15</u>	<u>405,936.11</u>	<u>375,081.00</u>	<u>4,127.00</u>	<u>365,857.00</u>	<u>365,857.00</u>



# CITY COUNCIL

## STATEMENT OF OBJECTIVES:

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

## DESCRIPTION OF OUTPUT STATEMENT:

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

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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	60,661	41,269
Pension Administration	4,990	3,408
Medical & Life Insurance	301,261	258,769
Heat, Light, Water	12,919	14,334
Building Repair & Maintenance	26,726	16,512
Building Insurance	341	511
<b>Total</b>	<b>\$406,898</b>	<b>\$334,803</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
City Council Meetings	20	20	20
Committee Meetings	20	20	20
Public Hearings	65	70	75
Communications, resolutions	80	80	80

**CITY COUNCIL**

**PERSONNEL**

Bargaining Unit	Position	FY 2015 Grade-Step	FY 2013	FY 2014			FY 2015			
			Actual # Expenditures	#	Budget	Actual Expenditures Thru 6/30/14	Department # Request	# Recommendation	Mayor's	Council Approval
1.	*Council President			1	17,394	8,631.00	17,394.00	1	17,644	17,644
2.	*City Councillor			14	236,522	108,952.74	236,522.00	14	240,016	240,016
3.	Clerk-Council			1	7,000	3,490.50	7,000.00	1	7,000	7,000
4.	Clerk-Committees			1	7,000	3,490.50	7,000.00	1	7,000	7,000
5.	Clerk-Finance/Committee of the Whole			1	7,000	3,490.50	7,000.00	1	7,000	7,000
6.	Clerk-LT Debt			1	3,500	1,745.12	3,500.00	1	3,500	3,500
7.	Clerk-Community Development			1	7,000	3,490.50	7,000.00	1	7,000	7,000
<b>Subtotal</b>			<b>20 278,698.91</b>	<b>20</b>	<b>285,416</b>	<b>133,290.86</b>	<b>285,416.00</b>	<b>19</b>	<b>285,660</b>	<b>289,160</b>

**Summary of Changes**

Adjustments to FY 2014 Positions

Cost of Living Adjustment included in \* position 3,744

Clerk-LT Debt / Other Committees 3,500

Explanation

CC approved 3/10/2014

New Positions

Subtotal

1	7,000		0	0	0
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Grand Total

20	278,698.91	20	285,416	133,290.86	285,416.00	20	292,660	20	289,160	289,160
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## CITY COUNCIL

## EXPENDITURES

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-111-5100</b>									
5111 Salaries - Full Time	274,910.04	278,698.91	285,416.00	133,290.86	285,416.00	292,660.00	3,744.00	289,160.00	289,160.00
<b>General Expenses 001-111-5200</b>									
5191 Council Monthly Expense	54,300.00	51,900.00	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	500.00	0.00	500.00	0.00
5381 Printing	575.00	2,683.02	2,000.00	2,214.00	2,500.00	2,500.00	500.00	2,500.00	2,500.00
5383 Photographs	190.00	392.00	392.00		392.00	392.00	0.00	392.00	392.00
5420 Office Supplies	946.80	2,888.10	3,000.00	2,436.70	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5731 Conference Expense	3,690.18	2,931.19	3,500.00	2,443.00	2,443.00	3,000.00	(500.00)	3,000.00	3,000.00
<b>Equipment &amp; Unusual 001-111-5400</b>									
5300 Consultant - Comprehensive Zoning Review			100,000.00		0.00	100,000.00	0.00	100,000.00	100,000.00
5315 Legal Assistance			10,000.00		0.00	10,000.00	0.00	10,000.00	10,000.00
Software - Agenda Management						10,000.00	0.00	0.00	0.00
Software - Online Fillable Forms Conversion						2,000.00	0.00	0.00	0.00
Computer Equipment - Tablets						11,750.00	0.00	0.00	0.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5381 Printing	based on recent expenditure experience	500.00
Software - Agenda Management	Councillor Rourke request - CC approved 3/10/2014 (Mayor: fund through CIP)	10,000.00
Software - Online Fillable Forms Conversion	Councillor Rourke request - CC approved 3/10/2014 (Mayor: fund through CIP)	2,000.00
Computer Equipment - Tablets	Councillor LeBlanc request - CC approved 3/10/2014 (Mayor: fund through CIP)	11,750.00

## COST SUMMARY BY CLASSIFICATION

Personnel	274,910.04	278,698.91	285,416.00	133,290.86	285,416.00	292,660.00	3,744.00	289,160.00	289,160.00
General Expenses	59,701.98	60,794.31	63,692.00	34,243.70	63,135.00	63,692.00	0.00	63,692.00	63,192.00
Equipment & Unusual	0.00	0.00	110,000.00	0.00	0.00	133,750.00	0.00	110,000.00	110,000.00
<b>Total Operating Budget</b>	<b>334,612.02</b>	<b>339,493.22</b>	<b>459,108.00</b>	<b>167,534.56</b>	<b>348,551.00</b>	<b>490,102.00</b>	<b>3,744.00</b>	<b>462,852.00</b>	<b>462,352.00</b>

## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	23,434	23,340
Pension Administration	2,022	2,092
Medical & Life Insurance	11,855	11,901
Heat, Light, Water	2,900	2,821
Building Repair & Maintenance	3,811	4,983
Building Insurance	60	90
<b>Total</b>	<b>\$44,082</b>	<b>\$45,227</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
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		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 2015 Grade-Step
1.	Members	
2.	*Principal Office Asst (PT 19 hrs)	8-3
3.	Board Stenographer	
<b>Subtotal</b>		

FY 2013		FY 2014				FY 2015					
Actual # Expenditures	July-December				# Department Request	# Recommendation	Mayor's	Council Approval			
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/14							
	7	15,400	3,100.00	13,300.00							
	0.5	23,530	11,101.50	23,530.00							
		2,750		0.00							
7.5	28,326.64	7.5	41,680	14,201.50	36,830.00	7.5	42,595		7.5	39,845	39,845

## Summary of Changes

### Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 915

**Explanation**

0	0	0	0	0

### ***New Positions***

**Subtotal****Grand Total**

7.5	28,326.64	7.5	41,680	14,201.50	36,830.00	7.5	42,595		7.5	39,845	39,845
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**CONSERVATION COMMISSION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-171-5100</b>									
5111 Salaries - Full Time	21,982.16	17,901.64	23,530.00	11,101.50	23,530.00	24,445.00	915.00	24,445.00	24,445.00
5121 Salaries - Part Time	2,750.00	1,125.00	2,750.00	0.00	0.00	2,750.00	(2,750.00)	0.00	0.00
5194 Boards & Commissions	9,800.00	9,300.00	15,400.00	3,100.00	13,300.00	15,400.00	0.00	15,400.00	15,400.00
<b>General Expenses 001-171-5200</b>									
5192 Mileage			100.00		100.00	100.00	0.00	100.00	100.00
5242 Office Equipment Repair/Maint	271.01	127.13	500.00		350.00	500.00	0.00	500.00	500.00
5308 Stenographer		1,261.25					1,000.00	1,000.00	1,000.00
5312 Training	125.00				75.00				
5341 Advertising	55.60	277.83	150.00		350.00	150.00	0.00	150.00	150.00
5342 Postage	73.17	180.88	1,000.00	399.95	700.00	1,000.00	0.00	1,000.00	1,000.00
5343 Printing	110.00	25.01	150.00	14.17	125.00	150.00	0.00	150.00	150.00
5420 Office Supplies	535.24	584.36	1,000.00	28.99	850.00	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>
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**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	34,532.16	28,326.64	41,680.00	14,201.50	36,830.00	42,595.00	(1,835.00)	39,845.00	39,845.00
<b>General Expenses</b>	1,170.02	2,456.46	2,900.00	443.11	2,550.00	2,900.00	1,000.00	3,900.00	3,900.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>35,702.18</u>	<u>30,783.10</u>	<u>44,580.00</u>	<u>14,644.61</u>	<u>39,380.00</u>	<u>45,495.00</u>	<u>(835.00)</u>	<u>43,745.00</u>	<u>43,745.00</u>

# **CONSOLIDATED PUBLIC WORKS**

## **STATEMENT OF OBJECTIVES:**

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

## **DESCRIPTION OF OUTPUT STATEMENT:**

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	1,580,095	1,599,063
Pension Administration	135,682	141,763
Medical & Life Insurance	2,242,564	2,229,219
Heat, Light, Water	121,459	115,675
Building Repair & Maintenance	204,065	190,306
Building Insurance	2,876	4,314
Motor Vehicle Insurance	24,166	24,333
Motor Vehicle Maint & Repair	420,347	469,107
Workers Compensation	99,981	227,558
<b>Total</b>	<b>\$4,831,235</b>	<b>\$5,001,338</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of emergency calls	1,120	1,000	1,000
Miles of streets cleaned	155	155	155
Number of Vehicles used	3	3	3
Number of times cleaned	4	2	4
Trees planted	20	20	40
Snow fall in inches	71	73	50
Overtime Hours	6,000	6,200	3,000
Registered vehicles maintained	205	205	205
Non registered equipment maintained	56	56	56
Street Opening Permit Revenue	\$53,050	\$50,000	\$50,000

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

Bargaining Unit	Position	FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015		
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/14	#	Department Request	Mayor's Recommendation Council Approval
1.	*CPW Director	20-4	1	103,357	1	103,357	51,476.66	1	107,444	107,444
2.	Assistant CPW Director	18-6 (L9)	1	112,209	1	112,209	55,950.96	1	112,209	112,209
3.	*Asst Supt Street	14-6 (L10)	1	85,895	1	85,895	42,830.06	1	86,618	86,618
4.	Asst Supt Street	14-3 (L9)	1	87,471	1	87,471	18,184.01	1	76,022	76,022
5.	Asst Supt Parks/Forestry/Cem	14-3 (L9)	1	87,471	1	87,471	18,462.77	1	75,261	75,261
6.	SPMG Foreman - Public Vehicles	13-6 (L11)	1	82,164	1	82,164	40,969.21	1	82,164	82,164
7.	SPMG Foreman - Street	13-6 (L11)	1	82,164	1	82,164	40,969.24	1	82,164	82,164
8.	SPMG Foreman - Forestry	13-2	1	79,943	1	79,943	11,827.16	1	62,050	62,050
9.	SPMG Sr Engineering Aide (311)	13-6 (L8)	1	79,943	1	79,943	39,861.90	1	79,943	79,943
10.	SPMG Sr Code Enforce Inspector	13-6 (L8)	1	79,943	1	79,943	39,861.90	1	79,943	79,943
11.	SPMG Recycling Coordinator	12-6 (L9)	1	75,599	1	75,599	37,696.10	1	75,599	75,599
12.	*Administrative Assistant	10-6 (L10)	1	64,839	1	64,839	32,330.48	1	65,384	65,384
13.	*Administrative Assistant	10-6 (L9)	1	64,244	1	64,244	31,906.68	1	64,541	64,541
14.	*Administrative Assistant	10-6 (L8)	1	57,243	1	57,243	28,543.06	1	63,054	63,054
15.	Office Coordinator	9-6 (L11)	1	61,236	1	61,236	30,534.40	1	61,236	61,236
<b>Subtotal</b>			<b>15</b>	<b>1,211,787.10</b>	<b>15</b>	<b>1,203,721</b>	<b>521,404.59</b>	<b>14</b>	<b>1,112,396</b>	<b>1,173,632</b>

**Summary of Changes**

Adjustments to FY 2014 Positions

Explanation

Step Raises/Longevity included in * position salary	11,463	
Asst Supt Street	14-3 (L9)	(11,449)
Asst Supt Parks/Forestry/Cem	14-3 (L9)	(12,210)
SPMG Foreman - Forestry	13-2	(17,893)
Administrative Assistant	10-6 (L11)	4,792

New Positions

Snow Stipend			Snow stipend for Assistant Superintendents who put in over 350 hours, outside of their regular hours, for snow and ice. Stipend could be given out based on hours worked and capped at \$7,000 for each Asst. Superintendent. It is expected that these positions work every storm including weekends and holidays.
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1	66,028		
	21,000		
<b>1</b>	<b>87,028</b>	<b>0</b>	<b>0</b>

**Subtotal**

**Grand Total**

<b>15</b>	<b>1,211,787.10</b>	<b>15</b>	<b>1,203,721</b>	<b>521,404.59</b>	<b>1,132,669.22</b>	<b>15</b>	<b>1,199,424</b>	<b>15</b>	<b>1,173,632</b>	<b>1,173,632</b>
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**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

PERSONNEL			FY 2013	FY 2014			FY 2015					
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Working Foreman II	11-6 (L11)			1	62,067	30,914.85	1	62,067	1	62,067	62,067
2. LAB	Working Foreman II	11-6 (L11)			1	62,067	30,914.81	1	62,067	1	62,067	62,067
3. LAB	Working Foreman I	10-6 (L11)			1	58,545	29,160.13	1	58,545	1	58,545	58,545
4. LAB	Working Foreman I	10-6 (L9)			2	114,697	47,008.96					
5. LAB	Working Foreman I	10-6 (L8)			1	56,962	18,308.45	1	56,962	1	56,962	56,962
6. LAB	Working Foreman I	10-6			1	52,568	26,043.70	3	158,229	3	158,229	158,229
7. LAB	Motor Equipment Repair Pers	10-6 (L11)			1	58,545	29,160.16	1	58,545	1	58,545	58,545
8. LAB	Motor Equipment Repair Pers	10-6 (L10)			1	57,936	28,796.43	1	58,017	1	58,017	58,017
9. LAB	*Auto Body / Metal Worker	10-6 (L11)			1	58,017	28,897.43	1	58,464	1	58,464	58,464
10. LAB	Welder	10-6			1	52,743	5,014.11	1	52,743	1	52,743	52,743
11. LAB	*WF I /Tree Surgeon	10-6 (L10)			1	57,490		1	57,613	1	57,613	57,613
12. LAB	S M E O	9-6 (L11)			4	223,415	85,408.54	4	223,608	4	223,608	223,608
13. LAB	*S M E O	9-6 (L10)			1	55,360	27,535.40	2	110,759	2	110,759	110,759
14. LAB	S M E O	9-6 (L9)			1	54,625	27,091.57	1	54,895	1	54,895	54,895
15. LAB	S M E O	9-6 (L8)			2	108,784	42,614.41	1	54,392	1	54,392	54,392
16. LAB	*S M E O	9-5			1	50,363	20,347.63	1	47,198	1	47,198	47,198
17. LAB	H M E O	8-6 (L11)			2	106,798	3,068.94	1	53,399	1	53,399	53,399
18. LAB	H M E O	8-6 (L10)			1	52,918	12,089.10					
19. LAB	H M E O	8-6 (L9)			1	52,179	25,916.93	1	52,437	1	52,437	52,437
20. LAB	H M E O	8-6			2	96,216	34,283.52	2	96,216	2	96,216	96,216
21. LAB	*H M E O	8-5			1	44,078	22,123.20	1	45,748	1	45,748	45,748
22. LAB	*H M E O	8-4						2	86,892	2	86,892	86,892
23. LAB	*M E Repair Pers Helper (PT 19 hrs)	8-4			0.5	19,816	9,672.52	0.5	20,577	0.5	20,577	20,577
24. LAB	M E O	7-6 (L11)			2	102,116	53,223.35	2	102,116	2	102,116	102,116
25. LAB	M E O	7-6 (L9)						1	50,139	1	50,139	50,139
26. LAB	M E O	7-6 (L8)			1	49,679						
27. LAB	M E O	7-6			1	45,999	20,611.60					
28. LAB	*M E O	7-4			4	159,406	83,709.72	2	82,796	2	82,796	82,796
29. LAB	*M E O	7-3						1	40,125	1	40,125	40,125
30. LAB	M E O	7-2						2	76,120	2	76,120	76,120

**CONSOLIDATED PUBLIC WORKS**

**PERSONNEL**

			FY 2013		FY 2014			FY 2015					
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
31. LAB	Highway Maintenance	6-6 (L11)	2		2	98,066	48,717.60	98,066.00	2	98,270	2	98,270	98,270
32. LAB	Highway Maintenance	6-2	1		1	36,227		9,000.00	1	36,661	1	36,661	36,661
33. LAB	Laborer	6-6 (L10)	1		1	48,692		0.00					
34. LAB	Laborer	6-6 (L9)	2		2	96,500	49,002.72	96,500.00	2	96,500	2	96,500	96,500
35. LAB	Laborer	6-2	2		2	74,287	32,330.64	44,000.00	3	109,983	3	109,983	109,983
36. LAB	Laborer / Gardener	6-6 (L11)	1		1	49,135	24,473.28	49,135.00	1	49,135	1	49,135	49,135
37. LAB	Laborer / Gardener	6-6 (L9)	1		1	48,250	24,032.29	48,250.00	1	48,250	1	48,250	48,250
38.	Part Time					35,000	14,130.00	35,000.00		35,000		35,000	35,000
39.	Temporary / Seasonal - Summer					30,000	23,385.00	30,000.00		30,000		30,000	30,000
Subtotal			46.5	2,077,666.34	46.5	2,429,546	957,986.99	1,967,212.70	46.5	2,384,468	46.5	2,384,468	2,384,468

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

Internal promotions/replacement employees hired at lower step (45,078)

Explanation

New Positions

Part Time / Seasonal - Parks & Playgrounds

Inspection and maintenance of City parks and playgrounds

40,000	40,000	40,000.00
0	40,000	0
40,000	40,000	40,000

**Subtotal**

**Grand Total**

<b>46.5</b>	<b>2,077,666.34</b>	<b>46.5</b>	<b>2,429,546</b>	<b>957,986.99</b>	<b>1,967,212.70</b>	<b>46.5</b>	<b>2,424,468</b>	<b>46.5</b>	<b>2,424,468</b>	<b>2,424,468</b>
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**CONSOLIDATED PUBLIC WORKS**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-420-5100</b>									
5111 Salaries - Full Time	1,131,793.28	1,211,787.10	1,203,721.00	521,404.59	1,132,669.22	1,178,424.00	(30,089.00)	1,173,632.00	1,173,632.00
5112 Wages - Full Time	2,021,579.37	2,006,214.50	2,344,730.00	910,799.47	1,882,396.70	2,298,891.00	(45,839.00)	2,298,891.00	2,298,891.00
5121 Salaries - Part Time						21,000.00	0.00		
5122 Wages - Part Time	58,810.34	71,451.84	84,816.00	47,187.52	84,816.00	125,577.00	40,761.00	125,577.00	125,577.00
5131 Overtime	165,808.48	173,128.92	110,000.00	140,835.29	170,000.00	170,000.00	12,000.00	122,000.00	122,000.00
5135 Standby	10,153.72	10,733.82	10,500.00	4,824.58	10,500.00	10,500.00	0.00	10,500.00	10,500.00
5195 Buyback Sick Time	13,375.42	14,200.63	14,000.00		16,488.33	14,000.00	0.00	14,000.00	14,000.00
Offset from Rink for Off-Season Work			48,900.00		48,900.00	50,087.00	(48,900.00)		
Offset Receipt - Cemetery Perpetual Care			(25,000.00)		(25,000.00)	(25,000.00)	0.00	(25,000.00)	(25,000.00)
<hr/>									
<b>General Expenses</b>									
<b>CPW Administration 001-420-5200</b>									
5192 Mileage	194.83	148.24	400.00	117.93	400.00	400.00	0.00	400.00	400.00
5193 Tool Allowance	2,400.00	2,400.00	2,600.00	2,600.00	2,600.00	2,600.00	0.00	2,600.00	2,600.00
5213 Light	193.98	250.40	400.00	40.70	400.00	400.00	0.00	400.00	400.00
5231 Water Usage	524.83	1,778.49	1,000.00	131.80	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	6,128.68	13,939.05	12,000.00	1,808.05	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5242 Office Equipment Repair/Maint	1,046.95	878.45	1,500.00	300.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5244 Motor Equipment Repair/Maint	55,712.43	127,385.87	85,000.00	82,174.66	130,000.00	130,000.00	45,000.00	130,000.00	130,000.00
5245 Building/Grounds Maint	7,217.18	9,451.43	6,500.00	2,805.30	7,500.00	7,500.00	1,000.00	7,500.00	7,500.00
5247 Alarms / Intrusion	468.00	468.00	500.00	468.00	468.00	500.00	0.00	500.00	500.00
5255 Vehicle Washing	5,306.00	634.85	1,000.00	238.50	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5271 Uniform Rental	2,918.36	2,805.86	4,700.00	1,449.00	3,000.00	4,700.00	0.00	4,700.00	4,700.00
5276 Truck/Equipment Rental	3,180.00	9,717.00	3,000.00	22,500.00	32,000.00	10,000.00	7,000.00	10,000.00	10,000.00
5291 Custodial Services	8,150.00		12,000.00	600.00	10,000.00	12,000.00	0.00	12,000.00	12,000.00
5312 Training	1,023.00	2,613.00	6,000.00	849.00	3,000.00	6,000.00	0.00	6,000.00	6,000.00
5341 Advertising	222.40		400.00		400.00	400.00	0.00	400.00	400.00
5342 Postage	705.80	608.90	1,500.00	416.46	1,000.00	1,500.00	0.00	1,500.00	1,500.00
5411 Batteries	3,371.68	9,891.73	8,000.00	6,460.64	9,000.00	10,000.00	2,000.00	10,000.00	10,000.00
5420 Office Supplies	5,650.67	6,955.88	5,500.00	2,308.57	5,500.00	5,500.00	0.00	5,500.00	5,500.00
5425 Software License		5,100.00		5,100.00	5,100.00	5,100.00	5,100.00	5,100.00	5,100.00
5460 Groundskeeping Supplies	61,581.76	51,353.85	62,800.00	15,775.57	60,000.00	62,800.00	0.00	62,800.00	62,800.00
5470 Public Safety Supplies	8,385.40	9,699.61	12,000.00	900.48	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5480 Vehicle Supplies	195,788.07	238,287.58	215,000.00	117,067.98	215,000.00	215,000.00	0.00	215,000.00	215,000.00
5485 Vehicle Fuel & Oil	511,122.51	507,820.02	620,000.00	217,861.65	565,000.00	620,000.00	0.00	620,000.00	620,000.00
5510 Education Supplies	1,500.00		3,750.00		1,000.00	3,750.00	0.00	3,750.00	3,750.00
5533 Street Cleaning Supplies	4,118.58	4,506.85	4,500.00	1,165.97	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5536 Lumber	96.98	1,199.38	1,000.00	544.94	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	15,077.36	18,224.11	14,500.00	5,659.87	14,500.00	14,500.00	0.00	14,500.00	14,500.00
5539 Castings & Pipes	4,705.49	6,468.00	6,000.00		7,000.00	22,000.00	16,000.00	22,000.00	22,000.00
5541 Welding Supplies	2,790.32	3,022.73	3,000.00	1,886.19	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	28,515.42	29,445.14	30,000.00	27,406.70	28,000.00	30,000.00	0.00	30,000.00	30,000.00
5582 Photo Supplies	92.98						0.00		
5587 Tools	10,648.59	11,560.84	10,000.00	5,152.25	10,000.00	11,000.00	1,000.00	11,000.00	11,000.00
5733 Licenses	4,739.00	1,366.00	1,050.00	645.00	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
	<b>953,777.25</b>	<b>1,078,181.26</b>	<b>1,135,800.00</b>	<b>524,435.21</b>	<b>1,148,118.00</b>	<b>1,212,900.00</b>	<b>77,100.00</b>	<b>1,212,900.00</b>	<b>1,212,900.00</b>

**CONSOLIDATED PUBLIC WORKS**

EXPENDITURES									
	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/14	Request	Incr/Decr	Recommendation	Approval
<b>Snow &amp; Ice 001-421-5200</b>									
5244 Motor Equipment Repair/Maint		8,847.09							
5245 Buildings/Grounds Maint	8,267.69	4,411.79	5,000.00	1,451.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5276 Truck / Equipment Rental	245,390.34	1,113,595.95	1,000,000.00	15,171.05	2,023,000.00	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	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5460 Groundskeeping Supplies		435.00	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5480 Vehicle Supplies	1,880.80	104.50					0.00		
5531 Salt & Sand	129,396.11	327,589.26	250,000.00	12,436.78	770,000.00	500,000.00	250,000.00	500,000.00	500,000.00
5532 Plows, Blades & Parts	12,927.28	33,874.78	10,000.00	4,440.00	30,000.00	10,000.00	0.00	10,000.00	10,000.00
5587 Tools	77.95				13,057.33		0.00		
5121 Management	6,500.00	13,500.00		3,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
5131 Overtime	54,384.30	236,213.40	100,000.00	59,989.39	255,000.00	100,000.00	0.00	100,000.00	100,000.00
	<b>460,219.47</b>	<b>1,739,966.77</b>	<b>1,368,000.00</b>	<b>97,883.22</b>	<b>3,109,057.33</b>	<b>1,628,000.00</b>	<b>260,000.00</b>	<b>1,628,000.00</b>	<b>1,628,000.00</b>
<hr/>									
<b>Equipment &amp; Unusual</b>									
<b>CPW Administration 001-420-5400</b>									
5249 Rec Facilities Repair/Maint	32,670.00	39,718.00	40,000.00	19,866.65	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5310 Environmental Services	543.27	75.40	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5394-44 Disposal Street Sweepings	17,550.00	6,300.00	40,000.00	8,080.00	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 Projects	138,915.78	96,157.65	110,000.00	40,598.77	110,000.00	110,000.00	0.00	110,000.00	110,000.00
5394-48 Pond Management	22,500.00	27,300.00	30,000.00	27,300.00	30,000.00	30,000.00	0.00	30,000.00	30,000.00
	<b>221,716.05</b>	<b>169,551.05</b>	<b>223,000.00</b>	<b>95,845.42</b>	<b>223,000.00</b>	<b>223,000.00</b>	<b>0.00</b>	<b>223,000.00</b>	<b>223,000.00</b>
<b>Solid Waste 001-422-5400</b>									
5295 Household Hazard Waste	99,141.12	108,020.11	110,000.00	56,972.85	142,000.00	140,000.00	0.00	110,000.00	110,000.00
5296 Trash Disposal	2,532,645.99	2,061,501.28	2,350,000.00	1,185,808.91	2,350,000.00	2,320,000.00	(250,000.00)	2,100,000.00	2,100,000.00
5297 Trash/Recycle Collection	2,449,526.83	2,517,172.00	2,575,000.00	1,264,795.55	2,575,000.00	2,575,000.00	0.00	2,575,000.00	2,575,000.00
5298 Yard Waste / Leaves	181,994.56	199,198.49	205,000.00	141,367.25	205,000.00	205,000.00	0.00	205,000.00	205,000.00
5299 DPW Yard Clean Up	17,607.22	19,243.70	25,000.00	3,563.00	25,000.00	25,000.00	0.00	25,000.00	25,000.00
	<b>5,280,915.72</b>	<b>4,905,135.58</b>	<b>5,265,000.00</b>	<b>2,652,507.56</b>	<b>5,297,000.00</b>	<b>5,265,000.00</b>	<b>(250,000.00)</b>	<b>5,015,000.00</b>	<b>5,015,000.00</b>

**CONSOLIDATED PUBLIC WORKS**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/14	Request	Incr/Decr	Recommendation	Approval
<u>Department Explanation for Requested Increases</u>						<u>Department Cost for Requested Increase</u>			
<u>Item</u>	<u>Reason</u>								
5131 Overtime	Account history					60,000.00			
Offset from Rink for Off-Season Work	Employee step raises					1,187.00			
5244 Motor Equipment Repair/Maint	Account history					45,000.00			
5245 Building/Grounds Maint	Account history					1,000.00			
5276 Truck/Equipment Rental	Account history					7,000.00			
5411 Batteries	Account history					2,000.00			
5425 Software License	Account history					5,100.00			
5539 Castings & Pipes	Increase of \$13.00 per manhole frame and cover, Increase of \$13.25 per catch basin (CB) frame and cover, per our existing 3 year contract. At this cost and with the additional funding, CPW could then purchase 40 manholes and 40 CBs. There are approximately 15,000 structures (CB's and manholes) throughout the City. Over the past year CPW has replaced 40 manholes and 25 catch basins.					16,000.00			
5587 Tools	Account history					1,000.00			
5531 Salt & Sand	As part of our new snow and ice program we are treating more streets before a storm and after a storm. In past years we would pretreat 135 lane miles of roadway. We now pretreat 398 lane miles of roadway.					250,000.00			
5121 Management	Contractual snow allowance for managers union positions paid during snow emergencies. Account history					10,000.00			
5295 Household Hazard Waste	This year we have seen an increase in our HHW costs. The overall trash budget will not increase; we have reduced our disposal budget by \$30,000.					30,000.00			
COST SUMMARY BY CLASSIFICATION									
Personnel	3,401,520.61	3,487,516.81	3,791,667.00	1,625,051.45	3,320,770.25	3,843,479.00	(72,067.00)	3,719,600.00	3,719,600.00
General Expenses									
CPW Administration	953,777.25	1,078,181.26	1,135,800.00	524,435.21	1,148,118.00	1,212,900.00	77,100.00	1,212,900.00	1,212,900.00
Snow & Ice	460,219.47	1,739,966.77	1,368,000.00	97,883.22	3,109,057.33	1,628,000.00	260,000.00	1,628,000.00	1,628,000.00
Equipment & Unusual									
CPW Administration	221,716.05	169,551.05	223,000.00	95,845.42	223,000.00	223,000.00	0.00	223,000.00	223,000.00
Solid Waste	5,280,915.72	4,905,135.58	5,265,000.00	2,652,507.56	5,297,000.00	5,265,000.00	(250,000.00)	5,015,000.00	5,015,000.00
Total Operating Budget	10,318,149.10	11,380,351.47	11,783,467.00	4,995,722.86	13,097,945.58	12,172,379.00	15,033.00	11,798,500.00	11,798,500.00

## 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.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Meetings	15	15	15

**BOARD OF SURVEY & PLANNING**

**PERSONNEL**

**Bargaining Unit      Position      FY 2015 Grade-Step**

1.      Members

2.      Clerk

**Subtotal**

FY 2013		FY 2014				FY 2015				
#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
		7	14,000	4,600.00	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
<b>8</b>	<b>14,300.00</b>	<b>8</b>	<b>17,000</b>	<b>6,095.78</b>	<b>17,000.00</b>	<b>8</b>	<b>17,000</b>	<b>8</b>	<b>17,000</b>	<b>17,000</b>

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary

**Explanation**

0	0	0	0	0

**Subtotal**

**Grand Total**

<b>8</b>	<b>14,300.00</b>	<b>8</b>	<b>17,000</b>	<b>6,095.78</b>	<b>17,000.00</b>	<b>8</b>	<b>17,000</b>	<b>8</b>	<b>17,000</b>	<b>17,000</b>
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**BOARD OF SURVEY & PLANNING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-174-5100</b>									
5121 Salaries - Part Time	2,972.28	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	8,800.00	11,300.00	14,000.00	4,600.00	14,000.00	14,000.00	0.00	14,000.00	14,000.00
<b>General Expenses 001-174-5200</b>									
5308 Stenographer	1,800.00	1,950.00	2,100.00	600.00	2,100.00	2,100.00	0.00	2,100.00	2,100.00
5312 Training			700.00		700.00	700.00	0.00	700.00	700.00
5341 Advertising	1,433.04	453.60	1,500.00	589.68	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5342 Postage	665.00	332.27	500.00		500.00	500.00	0.00	500.00	500.00
5420 Office Supplies		471.24	300.00	51.05	300.00	300.00	0.00	300.00	300.00

**Department Explanation for Requested Increases**

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

<b>Personnel</b>	11,772.28	14,300.00	17,000.00	6,095.78	17,000.00	17,000.00	0.00	17,000.00	17,000.00
<b>General Expenses</b>	3,898.04	3,207.11	5,100.00	1,240.73	5,100.00	5,100.00	0.00	5,100.00	5,100.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<b>15,670.32</b>	<b>17,507.11</b>	<b>22,100.00</b>	<b>7,336.51</b>	<b>22,100.00</b>	<b>22,100.00</b>	<b>0.00</b>	<b>22,100.00</b>	<b>22,100.00</b>



# 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 2012	FY 2013
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Total Burials	170	210	214
New Lots sold	28	45	39
Single Graves sold	15	18	18
Single Graves welfare	3	3	3
Urn Garden plots sold	5	5	5
Veterans Graves	3	3	3
Acres Maintained	80	80	80

**CEMETERY COMMISSION**

PERSONNEL

Bargaining Unit		FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015				
Position			Actual #	Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department #	Request	Mayor's #	Recommendation	Council Approval
1.	Commissioners		3		3,000	800.00	3,000.00	3	3,000	3	3,000	3,000
Total			3	3,000.00	3	3,000	800.00	3,000.00	3	3,000	3	3,000

Summary of Changes

<u>Adjustments to FY 2014 Positions</u>	<u>Explanation</u>
Step Raises/Longevity included in * position salary	
<u>New Positions</u>	
Subtotal	000000
Grand Total	330008003000330003000

**CEMETERY COMMISSION**

**EXPENDITURES**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>			<b>FY 2015</b>			
<b>Classification</b>	<b>Actual Expenditures</b>	<b>Actual Expenditures</b>	<b>Budget</b>	<b>July-December Actual Expenditures</b>	<b>Expenditures Thru 6/30/14</b>	<b>Department Request</b>	<b>Mayor's Incr/Decr</b>	<b>Mayor's Recommendation</b>	<b>Council Approval</b>
<b>Personnel 001-491-5100</b>									
5194 Boards & Commissions	2,300.00	3,000.00	3,000.00	800.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	2,300.00	3,000.00	3,000.00	800.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
<b>General Expenses</b>									
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>2,300.00</u>	<u>3,000.00</u>	<u>3,000.00</u>	<u>800.00</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 program is self-sustaining. Seniors pay for their own meals or they are paid for by Springwell.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	75,498	76,064
Pension Administration	6,232	6,446
Medical & Life Insurance	101,094	116,244
Heat, Light, Water	56,539	69,336
Building Repair & Maintenance	98,249	162,220
Building Insurance	1,900	2,850
Motor Vehicle Insurance	543	535
Motor Vehicle Maint & Repair	9,446	10,310
<b>Total</b>	<b>\$349,501</b>	<b>\$444,005</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Total Number of Participants	2,652	2,653	2,654
Male / Female /Minority	792/1860/80	792/1681/80	792/1982/80
# of Participants			
Service Programs:	1,240	1,241	1,242
Social/Recreation Programs:	1,837	1,838	1,839
Fitness Programs:	380	381	382
Transportation:	568	569	570
# of 1 way rides	4,055	4,056	4,057
Meals Served Daily	100	100	100
Recipients Served Daily	100	100	100
Recipients Served Annually	153	154	155
Meals Served Annually	22,260	22,265	22,270
Total Revenue Meals on Wheels	\$143,858	\$146,949	\$146,982
Total Revenue Programs	\$86,501	\$86,505	\$86,510

**COUNCIL ON AGING**

**PERSONNEL**

PERSONNEL

			FY 2013	FY 2014				FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	Actual # Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Council on Aging Board			7	7,000	1,300.00	7,600.00	9	9,000	9	9,000	9,000		
2.	Council on Aging Director	16-6		1	90,379	45,065.80	90,379.00	1	90,379	1	90,379	90,379		
3.	Administrative Assistant	10-6 (L10)		1	65,434	32,627.14	65,434.00	1	65,434	1	65,434	65,434		
4.	*Meals Coordinator	9-4		1	47,944	23,599.68	47,944.00	1	49,815	1	49,815	49,815		
5.	Office Coordinator	9-6 (L8)		1	59,581	29,709.16	59,581.00	1	59,581	1	59,581	59,581		
6. LAB	Bus Operator	7-6		1	45,999	22,911.20	45,999.00	1	45,999	1	45,999	45,999		
7.	Customer Service Assistant	5-6		1	43,546	21,713.40	43,546.00	1	43,546	1	43,546	43,546		
8.	Bus Operator PT	7			17,800	8,110.72	17,200.00		17,800		17,800	17,800		
9.	Jr Office Assistant PT grant	5-5		0.5	21,564	10,543.86	21,564.00							
Subtotal			13	381,924.54	13.5	399,247	195,580.96	399,247.00	15	381,554		15	381,554	381,554

**Summary of Changes**

Adjustments to FY 2014 Positions

Explanation

Step Raises/Longevity included in \* position salary 1,871

Council on Aging Board 2,000

Jr Office Assistant grant 5-5 19,701

(2) Additional board members added

Convert PT position to FT. Expanded activities

1	41,265	1	41,265	41,265
1	41,265	1	41,265	41,265

New Positions

Subtotal

Grand Total

13	381,924.54	13.5	399,247	195,580.96	399,247.00	16	422,819	16	422,819	422,819
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**COUNCIL ON AGING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-541-5100</b>									
5111 Salaries - Full Time	200,348.12	289,432.64	306,884.00	152,715.18	306,884.00	350,020.00	43,136.00	350,020.00	350,020.00
5112 Wages - Full Time	42,452.16	43,999.60	45,999.00	22,911.20	45,999.00	45,999.00	0.00	45,999.00	45,999.00
5121 Salaries - Part Time	83,689.70	30,611.40	21,564.00	10,543.86	21,564.00	0.00	(21,564.00)	0.00	0.00
5122 Wages - Part Time	12,789.82	13,580.90	17,800.00	8,110.72	17,200.00	17,800.00	0.00	17,800.00	17,800.00
5131 Overtime	138.11	538.96		305.67	600.00	600.00	600.00	600.00	600.00
5194 Boards & Commissions	5,200.00	4,300.00	7,000.00	1,300.00	7,600.00	9,000.00	2,000.00	9,000.00	9,000.00
Receipt offset - Grant	(38,525.53)	(40,428.00)	(43,128.00)	(5,256.16)	(43,128.00)	(36,509.00)	6,619.00	(36,509.00)	(36,509.00)
<b>General Expenses 001-541-5200</b>									
5192 Mileage	872.43	687.74	950.00	607.97	950.00	950.00	0.00	950.00	950.00
5242 Office Equipment Repair/Maint	1,076.40	1,084.24	1,390.00	400.00	1,390.00	1,390.00	0.00	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	500.00	495.00	500.00	506.00	506.00	550.00	50.00	550.00	550.00
5343 Printing	175.00	110.00	144.00		144.00	125.00	(19.00)	125.00	125.00
5381 Contract Labor /Instruction	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5420 Office Supplies	1,798.63	2,120.06	1,750.00	1,039.40	1,750.00	1,750.00	0.00	1,750.00	1,750.00
5490 Food Supplies	146,123.60	148,090.01	145,100.00	75,023.52	153,100.00	165,660.00	20,560.00	165,660.00	165,660.00
5581 Clothing, Gloves, Shoes	654.99	550.00	700.00	550.00	700.00	700.00	0.00	700.00	700.00
Receipt offset - CDBG						(7,665.00)	(7,665.00)	(7,665.00)	(7,665.00)

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	Bus driver has extended hours on senior day trips	600.00
5342 Postage	Increase in cost of stamps	50.00
5490 Food Supplies	This amount requested covers the meals on wheels program when it runs at full census. The program is self-sustaining. When seniors are hospitalized, the census is lower. (Reflects no wait list)	20,560.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	306,092.38	342,035.50	356,119.00	190,630.47	356,719.00	386,910.00	30,791.00	386,910.00	386,910.00
<b>General Expenses</b>	153,451.05	155,387.05	152,784.00	80,376.89	160,790.00	165,710.00	12,926.00	165,710.00	165,710.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<b>459,543.43</b>	<b>497,422.55</b>	<b>508,903.00</b>	<b>271,007.36</b>	<b>517,509.00</b>	<b>552,620.00</b>	<b>43,717.00</b>	<b>552,620.00</b>	<b>552,620.00</b>

## 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.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Sidewalk Accessibility Repairs (6)			\$20,000
Assisted Listening Devices (3)			\$2,000
Thermo Imaging Cameras (1)			\$20,000
ADA Transition Plan (1)		\$50,000	\$25,000
Francis Cabot Lowell Mill Curb Cut			\$10,000
WHS Scholarships (5 each)		\$5,000	\$5,000
WSEPAC Special Education			\$2,000
Paine Estate Intercom door release		\$1,000	

**DISABILITIES SERVICES COMMISSION**

**PERSONNEL**

		FY 2013	FY 2014			FY 2015					
Bargaining Unit	Position	FY 2015 Grade-Step	Actual #	Actual Expenditures	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department #	Request	Mayor's #	Recommendation	Council Approval
1.	Board Members		7	7,000	2,500.00	7,000.00	7	7,000	7	7,000	7,000
	Subtotal		7	6,700.00	7	7,000	2,500.00	7,000.00	7	7,000	7,000

Summary of Changes

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

New Positions

Subtotal

Grand Total

Explanation

0	0		0	0	0						
7	6,700.00	7	7,000	2,500.00	7,000.00	7	7,000		7	7,000	7,000



**DISABILITIES SERVICES COMMISSION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-560-5100</b>									
5194 Boards & Commissions	6,600.00	6,700.00	7,000.00	2,500.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<hr/>									
<b>General Expenses 001-560-5200</b>									
5420 Office Supplies	200.00	200.00	200.00		200.00	200.00	0.00	200.00	200.00
<hr/>									
<b>Equipment &amp; Unusual 001-560-5400</b>									
ADA Transition Plan						50,000.00	0.00	0.00	

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
ADA Transition Plan	Federally mandated program (Mayor: Bid awarded)	50,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	6,600.00	6,700.00	7,000.00	2,500.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
<b>General Expenses</b>	200.00	200.00	200.00	0.00	200.00	200.00	0.00	200.00	200.00
<b>Equipment &amp; Unusual</b>	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<u>6,800.00</u>	<u>6,900.00</u>	<u>7,200.00</u>	<u>2,500.00</u>	<u>7,200.00</u>	<u>57,200.00</u>	<u>0.00</u>	<u>7,200.00</u>	<u>7,200.00</u>

## EMERGENCY MANAGEMENT

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	7,485	7,512
Pension Administration	574	594
Medical & Life Insurance	29,301	30,052
Heat, Light, Water	20,764	24,332
Building Repair & Maintenance	4,580	38,504
Building Insurance	496	744
Motor Vehicle Insurance	1,086	1,070
Motor Vehicle Maint & Repair	18,892	20,620
<b>Total</b>	<b>\$83,178</b>	<b>\$123,428</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
District Coordinators		1	2
Total Grants Received	\$29,272	\$23,530	\$23,000
FEMA Reimbursement-Disasters	\$399,725		
Total Receipts	\$428,997	\$23,530	\$23,000

**EMERGENCY MANAGEMENT**

**PERSONNEL**

	Bargaining Unit Position	FY 2015 Grade-Step
1.	Environmental Specialist (PT 19 hrs)	16-6
2.	Director of Emergency Mgmt PT	
3.	Environmental Committee Chairperson	
<b>Subtotal</b>		

FY 2013		FY 2014				FY 2015					
Actual # Expenditures	July-December				#	Department Request	#	Mayor's Recommendation	Council Approval		
	#	Budget	Actual Expenditures	Expenditures Thru 6/30/14							
	1	49,063	24,462.88	49,063.00							
	1	10,000	4,986.28	10,000.00							
		10,000	4,986.28	10,000.00							
2	69,536.55	2	69,063	34,435.44	69,063.00	2	69,063		2	69,063	69,063

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary

**Explanation**

<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

**New Positions**

**Subtotal**

**Grand Total**

<b>2</b>	<b>69,536.55</b>	<b>2</b>	<b>69,063</b>	<b>34,435.44</b>	<b>69,063.00</b>	<b>2</b>	<b>69,063</b>	<b>2</b>	<b>69,063</b>	<b>69,063</b>
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**EMERGENCY MANAGEMENT**

EXPENDITURES	FY 2012		FY 2013		FY 2014		FY 2015		
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-291-5100</b>									
5121 Salaries - Part Time	67,623.91	69,536.55	69,063.00	34,435.44	69,063.00	69,063.00	0.00	69,063.00	69,063.00
<b>General Expenses 001-291-5200</b>									
5241 Equipment Repairs/Maint						1,000.00	1,000.00	1,000.00	1,000.00
5312 Training						300.00	300.00	300.00	300.00
5420 Office Supplies	747.20	154.19	400.00	509.61	893.03	400.00	0.00	400.00	400.00
5470 Public Safety Supplies						1,000.00	1,000.00	1,000.00	1,000.00
<b>Equipment &amp; Unusual 001-291-5400</b>									
5310 Environmental Services	3,378.28	3,972.60	3,100.00	628.90	3,100.00	2,800.00	(300.00)	2,800.00	2,800.00
Fuel Tank Testing						2,190.00	2,190.00	2,190.00	2,190.00
Environmental Mitigation/Assessment						2,500.00	2,500.00	2,500.00	2,500.00
<b>Special Items 001-291-5500</b>									
5190 Uniform						400.00	400.00	400.00	400.00

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

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5241 Equipment Repairs/Maint	Prior to this budget, all EM expense requests including Aux PD & FD were lumped together in each line category. In FY 2014 these amounts were transferred in their entirety to the Fire Dept. to support the operation of the Aux. FD. This budget request	1,000.00
5312 Training	is a level funded breakout of the past two years expense requests in these categories, not part of or related to the Aux FD, needed to support the EM Dept and the LEPC's mission of disaster preparedness, sheltering, planning and mitigation.	300.00
5470 Public Safety Supplies		1,000.00
5190 Uniform		400.00
Fuel Tank Testing	Annual testing based on actual price quote	2,190.00
Environmental Mitigation/Assessment	This account is used to hire a consultant to assess environmental damage to city property for which no responsible party can be found. Funds had been carried over in the Environmental account in prior years but were not brought forward in FY 2014.	2,500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	67,623.91	69,536.55	69,063.00	34,435.44	69,063.00	69,063.00	0.00	69,063.00	69,063.00
<b>General Expenses</b>	747.20	154.19	400.00	509.61	893.03	2,700.00	2,300.00	2,700.00	2,700.00
<b>Equipment &amp; Unusual</b>	3,378.28	3,972.60	3,100.00	628.90	3,100.00	7,490.00	4,390.00	7,490.00	7,490.00
<b>Special Items</b>	0.00	0.00	0.00	0.00	0.00	400.00	400.00	400.00	400.00
<b>Total Operating Budget</b>	<u>71,749.39</u>	<u>73,663.34</u>	<u>72,563.00</u>	<u>35,573.95</u>	<u>73,056.03</u>	<u>79,653.00</u>	<u>7,090.00</u>	<u>79,653.00</u>	<u>79,653.00</u>

## ENGINEERING

### STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, review, construct and maintain the public infrastructure of the City of Waltham - as required by the DEP Consent Order and EPA Administrative Order for storm drains, waterworks and wastewater. Also, the Engineering Department provides updated information on Engineering projects through neighborhood public information meetings (pre-construction) and on the Engineering Department web page.

### 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 Engineering Department provides quality assurance and quality control on CIP projects through construction oversight.

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	203,883	204,279
Pension Administration	17,686	18,296
Medical & Life Insurance	180,297	178,719
Heat, Light, Water	11,599	11,283
Building Repair & Maintenance	15,244	19,931
Building Insurance	180	271
Motor Vehicle Insurance	543	535
Motor Vehicle Maint & Repair	9,446	10,310
Workers Compensation	2,594	
<b>Total</b>	<b>\$441,472</b>	<b>\$443,624</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
CIP - Project Administration	6	8	9
Plans/Project Submittals	139	45	130
Compliance reports	7	7	7
Construction Inspections	1,866	1,840	1,860
Project/Redevelopment, Major Developments	8	8	10
Permit Applications	300	100	300

**ENGINEERING**

**PERSONNEL**

Bargaining Unit Position	FY 2015 Grade-Step	FY 2013				FY 2014				FY 2015			
		Actual # Expenditures	Budget	Actual Expenditures	Thru 6/30/14	Actual # Expenditures	Thru 6/30/14	Department Request	Mayor's Recommendation	Council Approval			
1. *City Engineer	20-6					1	110,987	54,634.71	110,987.00	1	115,378	1	115,378
2. SPMG Asst City Engineer	16-1					1	100,566	43,519.09	76,075.00	1	75,413	1	62,232
3. SPMG Gen Construction Insp	13-6 (L8)					1	79,943	39,861.90	79,943.00	1	79,943	1	79,943
4. *Administrative Assistant	10-6 (L9)					1	64,244	32,033.82	64,244.00			1	64,541
5. Co-op Students							14,560	2,336.00	14,560.00		14,560		14,560
<b>Subtotal</b>		<b>4</b>	<b>363,991.88</b>	<b>4</b>	<b>370,300</b>	<b>172,385.52</b>	<b>345,809.00</b>	<b>3</b>	<b>285,294</b>		<b>4</b>	<b>336,654</b>	<b>336,654</b>

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary	4,688												
SPMG Asst City Engineer	16-1	(38,334)	New employee to be hired at lower step. Mayor: New Asst Engineer who has experience to design in-house and review projects										
Part Time		41,000	Funding to assist with transition of new Assistant City Engineer who has experience to design in-house and review projects	0.5	41,000			0.5	41,000			41,000.00	
Executive Assistant	12-5 (L9)	8,319	Executive Assistant/Office Manager to support City Engineer & Assistant City Engineer; supervise, organize and categorize departmental reports, records permits and plans in conjunction with the Assistant City Engineer; supervise and oversee payroll for the entire department	1	72,563								
Stipend - Gen Construction Insp			Stipend for Engineering General Construction Inspector for handling higher level responsibilities and projects		2,500								
<u>New Positions</u>													
SPMG Jr. Civil Engineer	14-1		To supplement the understaffed City Engineering Department; local projects and neighborhood projects all require contract services which is expensive; hiring in-house staffing is an investment in the City's future; this employee would also support in-house design team of Assistant City Engineer/City Engineer	1	65,140								
<b>Subtotal</b>				<b>2.5</b>	<b>181,203</b>			<b>0.5</b>	<b>41,000</b>			<b>41,000</b>	

<b>Grand Total</b>	<b>4</b>	<b>363,991.88</b>	<b>4</b>	<b>370,300</b>	<b>172,385.52</b>	<b>345,809.00</b>	<b>5.5</b>	<b>466,497</b>		<b>4.5</b>	<b>377,654</b>	<b>377,654</b>
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**ENGINEERING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-410-5100</b>									
5111 Salaries - Full Time	332,886.55	354,639.88	355,740.00	170,049.52	331,249.00	408,437.00	(33,646.00)	322,094.00	322,094.00
5121 Salaries - Part Time	14,475.00	9,352.00	14,560.00	2,336.00	14,560.00	17,060.00	41,000.00	55,560.00	55,560.00
<b>General Expenses 001-410-5200</b>									
5242 Office Equipment Repair/Maint	530.31	2,362.26	2,600.00	954.99	2,600.00	3,000.00	400.00	3,000.00	3,000.00
5341 Advertising	373.94		400.00	79.38	400.00	400.00	0.00	400.00	400.00
5342 Postage	311.61	368.12	250.00	326.43	500.00	500.00	250.00	500.00	500.00
5343 Printing		55.00	300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	3,501.22	3,806.24	4,000.00	1,471.85	4,000.00	4,000.00	(850.00) *	3,150.00	3,150.00
5510 Education Supplies		56.51							
5581 Clothing, Gloves	539.67	459.96	500.00		489.00	600.00	100.00	600.00	600.00
5730 Dues	238.00	211.25	400.00		250.00	400.00	100.00 *	500.00	500.00
5731 Conference Expense	60.00	295.00		20.00	20.00				

\*Mayor: Account History

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5242 Office Equipment Repair/Maint	Cost to cover service contracts on large format scanners/printers	400.00
5342 Postage	Cost to cover 2014 increased postage rate	250.00
5581 Clothing, Gloves	To cover Boots and Outerwear for Engineering Personnel (3)	100.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	347,361.55	363,991.88	370,300.00	172,385.52	345,809.00	425,497.00	7,354.00	377,654.00	377,654.00
<b>General Expenses</b>	5,554.75	7,614.34	8,450.00	2,852.65	8,559.00	9,200.00	0.00	8,450.00	8,450.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>352,916.30</u>	<u>371,606.22</u>	<u>378,750.00</u>	<u>175,238.17</u>	<u>354,368.00</u>	<u>434,697.00</u>	<u>7,354.00</u>	<u>386,104.00</u>	<u>386,104.00</u>

## WATER & SEWER BILLING & COMPLIANCE

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Number of times billed/year			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.4910	2.4910	2.4910
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 2015 Grade-Step
1.	Administrative Assistant	10-6 (L8)
2.	*Administrative Assistant	10-6
<b>Subtotal</b>		

FY 2013		FY 2014				FY 2015					
#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval		
		#	Budget	Actual Expenditures							
										Expenditures Thru 6/30/14	
1	64,244	32,033.86	64,244.00	1	64,244	1	64,244	64,244			
1	57,243	28,543.06	57,243.00	1	59,485	1	59,485	59,485			
3	141,041.10	2	121,487	60,576.92	121,487.00	2	123,729		2	123,729	123,729

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary 2,242

**Explanation**

**New Positions**

Principal Office Assistant 8-1

New position to assist Water & Sewer Superintendent and the Foreman; in addition to providing customer support for the fixed meter program, this position would provide back up customer service for the general water billing and assist in tracking the water & sewer inventory.

1	42,653	0.5	23,154	23,154
<b>1</b>	<b>42,653</b>	<b>0.5</b>	<b>23,154</b>	<b>23,154</b>

**Subtotal**

**Grand Total**

<b>3</b>	<b>141,041.10</b>	<b>2</b>	<b>121,487</b>	<b>60,576.92</b>	<b>121,487.00</b>	<b>3</b>	<b>166,382</b>	<b>2.5</b>	<b>146,883</b>	<b>146,883</b>
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**WATER & SEWER BILLING & COMPLIANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 610-451-5100</b>									
5111 Salaries - Full Time	152,510.90	141,041.10	121,487.00	60,576.92	121,487.00	166,382.00	2,242.00	123,729.00	123,729.00
5121 Salaries - Part Time							23,154.00	23,154.00	23,154.00
<b>General Expenses 610-451-5200</b>									
5242 Office Equipment Repair/Maint		1,723.55	1,600.00	1,810.71	2,100.00	1,600.00	0.00	1,600.00	1,600.00
5342 Postage	25,667.16	25,067.13	30,500.00	12,625.11	30,500.00	35,000.00	4,500.00	35,000.00	35,000.00
5343 Printing	4,476.20	1,309.00	2,500.00	750.00	2,400.00	3,000.00	500.00	3,000.00	3,000.00
5420 Office Supplies	994.74	1,866.26	1,400.00	382.66	1,000.00	1,400.00	0.00	1,400.00	1,400.00

**Department Explanation for Requested Increases**

**Item**

**Reason**

**Department Cost for  
Requested Increase**

5342 Postage	Increased Postage Rates in 2014; also mailing to go out on Fixed Meter Network to all customers	4,500.00
5343 Printing	Additional Printing cost for Fixed Meter Network Notice	500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	152,510.90	141,041.10	121,487.00	60,576.92	121,487.00	166,382.00	25,396.00	146,883.00	146,883.00
<b>General Expenses</b>	31,138.10	29,965.94	36,000.00	15,568.48	36,000.00	41,000.00	5,000.00	41,000.00	41,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<b>183,649.00</b>	<b>171,007.04</b>	<b>157,487.00</b>	<b>76,145.40</b>	<b>157,487.00</b>	<b>207,382.00</b>	<b>30,396.00</b>	<b>187,883.00</b>	<b>187,883.00</b>

## 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 2012	FY 2013
Pension-Contributory/FICA	406,686	382,712
Pension Administration	34,426	33,244
Medical & Life Insurance	556,546	499,376
Heat, Light, Water	37,696	36,669
Building Repair & Maintenance	49,544	64,776
Building Insurance	50	75
Motor Vehicle Insurance	3,706	3,209
Motor Vehicle Maint & Repair	64,469	61,860
Workers Compensation	53,133	65,241
Other Dept Allocations	508,235	502,234
Total	<u>\$1,714,491</u>	<u>\$1,649,396</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Sampling of Water System (samples)	896	870	875
Lead & Copper Samples	15	15	15
Cross Connection Devices City Wide	1,682	1,682	1,700
Cross Connection Devices Tested	2,645	2,750	2,800

## WATER ADMINISTRATION

## PERSONNEL

FY 2013		FY 2014				FY 2015				
#	Actual Expenditures	#	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/14					
		1	76,882	37,766.55	76,882.00	1	79,911	1	79,911	79,911
		1	74,495		37,248.00	1	75,961	1	75,961	75,961
		1	71,605	35,397.56	71,605.00	1	74,422	1	74,422	74,422
		1	62,648	35,569.26	62,648.00	1	65,106	1	65,106	65,106
		1	79,943	39,861.90	79,943.00	1	79,943	1	79,943	79,943
		1	74,021	36,909.08	74,021.00	1	74,021	1	74,021	74,021
		1	76,235	37,935.50	76,235.00	1	76,293	1	76,293	76,293
		1	43,483	21,268.00	41,603.00	1	43,068	1	43,068	43,068
			14,560		14,560.00		14,560		14,560	14,560
7.5	433,656.26	8	573,872	244,707.85	534,745.00	8	583,285	8	583,285	583,285

## Summary of Changes

### **Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary 9,413

### Explanation

0	0	0	0	0
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### ***New Positions***

**Subtotal****Grand Total**

7.5	433,656.26	8	573,872	244,707.85	534,745.00	8	583,285	8	583,285	583,285
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**WATER ADMINISTRATION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 610-450-5100</b>									
5111 Salaries - Full Time	343,766.18	433,656.26	559,312.00	244,707.85	520,185.00	568,725.00	9,413.00	568,725.00	568,725.00
5121 Salaries - Part Time			14,560.00	0.00	14,560.00	14,560.00	0.00	14,560.00	14,560.00
<b>General Expenses 610-450-5200</b>									
5312 Training	1,603.25	2,050.00	2,600.00	1,050.00	2,600.00	2,600.00	0.00	2,600.00	2,600.00
5581 Clothing, Gloves, Shoes						1,200.00	1,200.00	1,200.00	1,200.00
<b>Equipment &amp; Unusual 610-450-5400</b>									
6478 Water Meter Network Upgrade			41,520.00	13,661.19	41,520.00	41,520.00	0.00	41,520.00	41,520.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5581 Clothing, Gloves, Shoes	Align contractual clothing expense to appropriate account classification for middle managers union employees	1,200.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	343,766.18	433,656.26	573,872.00	244,707.85	534,745.00	583,285.00	9,413.00	583,285.00	583,285.00
<b>General Expenses</b>	1,603.25	2,050.00	2,600.00	1,050.00	2,600.00	3,800.00	1,200.00	3,800.00	3,800.00
<b>Equipment &amp; Unusual</b>	0.00	0.00	41,520.00	13,661.19	41,520.00	41,520.00	0.00	41,520.00	41,520.00
<b>Total Operating Budget</b>	<u>345,369.43</u>	<u>435,706.26</u>	<u>617,992.00</u>	<u>259,419.04</u>	<u>578,865.00</u>	<u>628,605.00</u>	<u>10,613.00</u>	<u>628,605.00</u>	<u>628,605.00</u>

## WATER OPERATIONS & MAINTENANCE

### STATEMENT OF OBJECTIVES:

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

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

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

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

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2012	FY 2013
Total	\$0	\$0

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Water Main Repairs	22	25	28
Water Service Repairs/Relays	121	125	150
Valve Repairs	9	9	12
Hydrant Replacement	12	10	15
Hydrant Repairs	3	5	12
Leak Detection (Miles)	157	340	340

**WATER OPERATIONS & MAINTENANCE**

**PERSONNEL**

PERSONNEL

			FY 2013	FY 2014				FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval	
1. LAB	Working Foreman II	11-6 (L9)			1	60,649	30,079.40	60,649.00	1	60,949	1	60,949	60,949.00	
2. LAB	Working Foreman I	10-6 (L11)			1	58,545	29,160.13	58,545.00	1	58,545	1	58,545	58,545	
3. LAB	Cross Connect Inspector	9-2			1	54,895	26,921.89	47,254.00	1	41,697	1	41,697	41,697	
4. LAB	S M E O	9-2			1	54,895	24,822.75	39,077.00	1	41,815	1	41,815	41,815	
5. LAB	H M E O	8-6			1	48,108	23,961.60	48,108.00	1	48,108	1	48,108	48,108	
6. LAB	M E O	7-4			1	44,655	12,545.61	26,334.00	1	42,558	1	42,558	42,558	
7. LAB	*Highway Maintenance	6-2			1	36,227		18,113.50	1	36,983	1	36,983	36,983	
Meter Read, Repair & Install														
8. LAB	Water Meter Installer	8-6			1	47,384	23,039.52	47,384.00			1	48,108	48,108	
9. LAB	M E O	7-6			1	45,495	22,197.20	45,495.00	1	45,999	1	45,999	45,999	
10. LAB	*M E O	7-5			1	41,098	20,406.00	41,098.00	1	42,683	1	42,683	42,683	
Subtotal			9	454,156.19	10	491,951	213,134.10	432,057.50	9	419,337		10	467,445	467,445

**WATER OPERATIONS & MAINTENANCE**

**PERSONNEL**

FY 2013		FY 2014			FY 2015			
Actual		July-December						
Expenditures		Actual Expenditures			Department		Mayor's	
#		#	Budget	Thru 6/30/14	#	Request	#	Council
							Recommendation	Approval

**Summary of Changes**

**Adjustments to FY 2014 Positions**

**Explanation**

Step Raises/Longevity included in * position salary			1,772												
	Cross Connect Inspector	9-2	(13,198)	New employee to be hired at lower step											
	S M E O	9-2	(13,080)	New employee hired at lower step											
LAB	Senior Water Service Inspector	9-6	2,979	Promote the Water Meter Installer from current position to Senior Water Service Inspector; Currently the employee is going above and beyond the scope of his current duties; he has taken on the role of troubleshooting problematic meters, is an expert on hooking up house to house connections so that residents do not lose service during water breaks; he has excellent customer service abilities to see problems through to complete resolution.	1	50,363									
<b><u>New Positions - Water Ops/Maint</u></b>															
LAB	Cross Connect Inspector	9-1		Add a second Cross Connection Control Program Inspector to provide more coverage and increased productivity for surveying and testing of backflow devices.	1	41,217									
LAB	Working Foreman I	10-1		Add a second shift crew (3PM to 11PM) to reduce overtime expenditures, enhance response to 24/7 water and sewer requests, emergencies and necessary preventative maintenance. This WFI position would head the crew and the rest of the crew will be completed with 2 positions (SMEO & HMEO) requested in the Sewer Operations, as well as a Laborer requested below; A very high percentage of sewer stoppages occur at night when sewer use/activity increases for normal households.	1	45,837	1	45,837	45,837						
LAB	Laborer	6-1		To complete requested new second shift crew	1	38,400	1	38,400	38,400						
<b>Subtotal</b>					<b>4</b>	<b>175,817</b>	<b>2</b>	<b>84,237</b>	<b>84,237</b>						
<b>Grand Total</b>					<b>9</b>	<b>454,156.19</b>	<b>10</b>	<b>491,951</b>	<b>213,134.10</b>	<b>432,057.50</b>	<b>13</b>	<b>595,154</b>	<b>12</b>	<b>551,682</b>	<b>551,682</b>



**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel</b>									
<b>Water Maintenance &amp; Operations 610-452-5100</b>									
5112 Wages - Full Time	307,416.05	339,848.42	357,974.00	147,491.38	298,080.50	456,109.00	56,918.00	414,892.00	414,892.00
5131 Overtime	142,139.33	181,458.58	90,000.00	66,217.52	132,435.00	90,000.00	(50,000.00)	40,000.00	40,000.00
5135 Standby	29,796.65	30,696.03	28,800.00	15,365.21	30,800.00	30,000.00	0.00	28,800.00	28,800.00
5195 Buyback Sick Time	3,154.90	12,058.30	8,000.00		8,000.00	8,000.00	0.00	8,000.00	8,000.00
<b>Meter Read, Repair &amp; Install 610-454-5100</b>									
5112 Wages - Full Time	99,475.16	114,307.77	133,977.00	65,642.72	133,977.00	139,045.00	2,813.00	136,790.00	136,790.00
<b>General Expenses</b>									
<b>Water Maintenance &amp; Operations 610-452-5200</b>									
5192 Mileage	321.97	667.90	600.00	1,171.71	3,000.00	1,200.00	600.00	1,200.00	1,200.00
5211 Heat	12,725.22	13,221.25	12,000.00	1,790.03	12,000.00	12,000.00	0.00	12,000.00	12,000.00
5213 Light	15,076.79	8,429.23	8,000.00	3,390.26	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5241 Equipment Repair/Maint	16,591.75	19,222.47	25,000.00	17,585.45	19,000.00	30,000.00	5,000.00	30,000.00	30,000.00
5242 Office Equipment Repair/Maint	2,193.47	2,986.64	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5245 Building/Grounds Maint	2,315.00	5,283.77	5,000.00	499.50	4,000.00	5,000.00	0.00	5,000.00	5,000.00
5261 Water/Sewer Infrastructure	2,800.00		4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00
5303 Engineer Services /Consultants	19,750.00	17,750.32	25,000.00	20,130.90	53,000.00	35,000.00	10,000.00	35,000.00	35,000.00
5312 Training	2,775.00	2,126.25	4,000.00	2,556.00	4,400.00	4,000.00	0.00	4,000.00	4,000.00
5341 Advertising		624.00							
5342 Postage	211.73	5,650.68	500.00	5,459.00	5,800.00	5,500.00	5,000.00	5,500.00	5,500.00
5343 Printing	920.00	2,116.91	800.00	4,766.39	5,000.00	2,500.00	1,700.00	2,500.00	2,500.00
5420 Office Supplies	2,568.79	3,621.71	3,500.00	979.77	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5431 Paint Supplies	1,812.96	1,910.76	2,500.00	3,043.05	3,050.00	4,000.00	1,500.00	4,000.00	4,000.00
5452 Custodial Supplies	1,031.14	929.86	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5460 Groundskeeping Supplies	1,320.07	48.39	600.00	3,630.00	6,000.00	3,500.00	2,900.00	3,500.00	3,500.00
5470 Public Safety Supplies	1,783.27	579.90	1,800.00	449.32	3,500.00	3,500.00	1,700.00	3,500.00	3,500.00
5538 Street/Sidewalk Materials	22,868.78	39,285.71	30,000.00	10,043.49	33,150.00	35,000.00	5,000.00	35,000.00	35,000.00
5539 Castings & Pipes	64,522.51	70,921.11	75,000.00	22,833.59	80,000.00	80,000.00	5,000.00	80,000.00	80,000.00
5581 Clothing, Gloves, Shoes	9,159.26	11,677.88	10,000.00	7,594.36	12,000.00	10,000.00	0.00	10,000.00	10,000.00
5587 Tools	8,072.81	8,963.62	10,000.00	8,337.41	16,000.00	12,000.00	2,000.00	12,000.00	12,000.00
5730 Dues	699.25	628.00	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5731 Conference Expense	825.00	1,150.00			1,000.00		0.00		
5733 Licenses	782.00	700.00	1,500.00	60.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00

**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual</b>									
<b>Water Maintenance &amp; Operations 610-452-5400</b>									
5303 Eng -Water Survey	11,139.00	18,850.00	40,000.00	21,827.00	40,000.00	40,000.00	0.00	40,000.00	40,000.00
5394-45 Disposal of Trench Tailings	11,887.75	17,734.00	30,000.00	7,471.75	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	19,484.35	62,289.58	25,000.00	38,817.30	46,000.00	30,000.00	0.00	25,000.00	25,000.00
5690 State Assessment - MWRA	7,698,671.00	7,792,300.00	7,826,983.00	3,904,597.00	7,809,194.00	8,078,293.00	251,310.00	8,078,293.00	8,078,293.00
5692 State Assessment - DEP	23,305.39	23,698.00	25,000.00		21,862.00	25,000.00	0.00	25,000.00	25,000.00
5876 Hydrants	5,012.18	10,639.39	10,000.00	4,802.65	10,000.00	15,000.00	5,000.00	15,000.00	15,000.00
 <b>Meter Read, Repair &amp; Install 610-454-5400</b>									
5543 Meters & Parts	16,168.00	19,169.96	16,000.00	9,410.67	16,000.00	20,000.00	4,000.00	20,000.00	20,000.00

**WATER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5135 Standby	To cover the run rate of the stand-by which is based on wage rate of employee on standby	1,200.00
5192 Mileage	To provide reimbursements to employees utilizing their own vehicles	600.00
5241 Equipment Repair/Maint	Increase will provide for high costs associated with the ordinary repair of pump stations & equipment breakdowns; repairs are necessary to avoid public safety issues with water service interruptions and/or sewer stoppages/overflows	5,000.00
5303 Engineer Services /Consultants	To cover the cost of hiring a secondary operator contractor to comply with MA state drinking water regulations when the new Superintendent is on vacation or unavailable	10,000.00
5342 Postage	To cover the 2014 increased cost of postage and mailing expenses for emergency public notices	5,000.00
5343 Printing	To provide increased printing expense for forms and emergency public notices	1,700.00
5431 Paint Supplies	Additional paint supplies needed to cover pump stations and water tank graffiti	1,500.00
5460 Groundskeeping Supplies	Adequate funding for purchase of chlorine disinfectants and treatments/sanitizing products used to maintain sanitary conditions for water leaks, breaks and repairs	2,900.00
5470 Public Safety Supplies	To cover the cost of public safety items such as traffic cones and out of service fire hydrants	1,700.00
5538 Street/Sidewalk Materials	To cover the increased cost of trench materials such as cold patch and crushed stone used after main and service repairs have been completed	5,000.00
5539 Castings & Pipes	To cover the increased cost of lead free brass used in all water infrastructure, as well as covering the additional materials used for service repairs	5,000.00
5587 Tools	To cover the cost of providing water crew with separate set of tools from the sewer crew (should be separated for hygiene purposes)	2,000.00
5543 Meters & Parts	To cover the cost of ongoing replacement of broken, non-functioning meters which fail to capture the full extent of water consumption. Also, new construction locations necessitate the installation of meters.	4,000.00
5394-49 Service Repairs	To cover the cost of emergency water main and water service repairs that fall outside of the scope of the city crews	5,000.00
5690 State Assessment - MWRA	To cover the estimated 3.4% water assessment increase based on preliminary FY2015 MWRA rates	251,310.00
5876 Hydrants	To cover the cost of the repair and/or replacement of non-functioning fire hydrants to comply with fire safety regulations	5,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	581,982.09	678,369.10	618,751.00	294,716.83	603,292.50	723,154.00	9,731.00	628,482.00	628,482.00
<b>General Expenses</b>	191,126.77	218,496.36	224,800.00	114,320.23	282,900.00	265,200.00	40,400.00	265,200.00	265,200.00
<b>Equipment &amp; Unusual</b>	<u>7,785,667.67</u>	<u>7,944,680.93</u>	<u>7,972,983.00</u>	<u>3,986,926.37</u>	<u>7,973,056.00</u>	<u>8,238,293.00</u>	<u>260,310.00</u>	<u>8,233,293.00</u>	<u>8,233,293.00</u>
<b>Total Operating Budget</b>	<u><b>8,558,776.53</b></u>	<u><b>8,841,546.39</b></u>	<u><b>8,816,534.00</b></u>	<u><b>4,395,963.43</b></u>	<u><b>8,859,248.50</b></u>	<u><b>9,226,647.00</b></u>	<u><b>310,441.00</b></u>	<u><b>9,126,975.00</b></u>	<u><b>9,126,975.00</b></u>

## SEWER OPERATIONS & MAINTENANCE

### STATEMENT OF OBJECTIVES:

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

### 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	214,809	201,539
Pension Administration	18,537	17,901
Medical & Life Insurance	296,169	294,371
Heat, Light, Water	20,298	19,745
Building Repair & Maintenance	33,966	43,415
Building Insurance	49	73
Motor Vehicle Insurance	1,996	1,604
Motor Vehicle Maint & Repair	34,714	30,930
Workers Compensation	64,251	176,763
Other Dept Allocations	1,163,541	1,171,619
<b>Total</b>	<b>\$1,848,330</b>	<b>\$1,957,960</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Sewer Stoppages Main	122	120	115
Sewer Stoppages Laterals/Svc Lines	278	270	265
Sewer Main Repairs	3	2	6
Sewer Lateral Repairs/Relays	54	50	75
Catch Basin Cleaned	1,682	1,680	1,690
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	394	400	400
Sanitary Grease Traps Inspections	1,188	1,190	1,200

**SEWER OPERATIONS & MAINTENANCE**

**PERSONNEL**

PERSONNEL

			FY 2013	FY 2014				FY 2015					
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1. LAB	Working Foreman I	10-6 (L9)			1	57,490	28,634.81	57,490.00	1	57,490	1	57,490	57,490
2. LAB	Working Foreman I	10-6 (L8)			1	56,962	25,971.32	56,692.00	1	56,962	1	56,962	56,962
3. LAB	Working Foreman I/Video Insp	10-6 (L)			1	58,545	29,160.21	50,735.00	1	58,545	1	58,545	58,545
4. LAB	S M E O	9-6 (L11)			1	55,902	27,844.14	55,902.00	1	55,902	1	55,902	55,902
5. LAB	S M E O	9-6 (L9)			1	54,741	27,149.48	54,741.00	1	54,895	1	54,895	54,895
6. LAB	Pump Station Operator	9-6 (L11)			1	55,902	27,844.17	55,902.00	1	55,902	1	55,902	55,902
7. LAB	M E O	7-6 (L11)			1	51,058	25,431.43	51,058.00	1	51,058	1	51,058	51,058
8. LAB	*Laborer	6-4			1	38,382	18,764.10	38,382.00	1	39,882	1	39,882	39,882
Subtotal			9	409,526.13	8	428,982	210,799.66	420,902.00	8	430,636		430,636	430,636

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary 1,654

**Explanation**

**New Positions**

LAB S M E O 9-1

To complete the newly requested second shift crew, this position is required for operating special equipment (i.e. backhoe) for water and sewer services repairs; this crew would reduce overtime expenditures, by providing available crews for the after regular hours shift to respond to emergencies and also to provide preventative maintenance work. This Crew will be completed with the 2 positions requested in the Water Ops/Maint budget.

LAB H M E O 8-1

Additionally, this position would also be part of the newly requested second shift crew; this position is required for operating heavy motor equipment (i.e. dump truck) for water and sewer service repairs; this crew would reduce overtime expenditures, by providing available crews for the after regular shifts to respond to emergencies and also to provide preventative maintenance work. This Crew will be completed with the 2 positions requested in the Water Ops/Maint budget.

1	43,690	1	43,690	43,690
1	41,654	1	41,654	41,654
<b>2</b>	<b>85,344</b>	<b>2</b>	<b>85,344</b>	<b>85,344</b>

**Subtotal**

**Grand Total**

<b>9</b>	<b>409,526.13</b>	<b>8</b>	<b>428,982</b>	<b>210,799.66</b>	<b>420,902.00</b>	<b>10</b>	<b>515,980</b>	<b>10</b>	<b>515,980</b>	<b>515,980</b>
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**SEWER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 600-440-5100</b>									
5112 Wages - Full Time	363,249.36	409,526.13	428,982.00	210,799.66	420,902.00	515,980.00	86,998.00	515,980.00	515,980.00
5131 Overtime	131,784.52	95,380.28	90,000.00	34,795.24	100,000.00	90,000.00	(50,000.00)	40,000.00	40,000.00
5135 Standby	31,185.16	30,984.41	32,000.00	15,357.86	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5195 Buyback Sick Time	9,304.58	9,119.34	4,500.00		11,000.00	11,000.00	6,500.00	11,000.00	11,000.00
<b>General Expenses 600-440-5200</b>									
5213 Light	85,627.85	71,786.27	90,000.00	36,719.02	80,000.00	90,000.00	0.00	90,000.00	90,000.00
5241 Equipment Repair/Maint	79,663.83	90,196.32	85,000.00	31,361.47	85,000.00	95,000.00	0.00	85,000.00	85,000.00
5244 Motor Equipment Repair/Maint	6,004.75	16,847.93	5,000.00	3,476.65	44,000.00	20,000.00	15,000.00	20,000.00	20,000.00
5245 Building/Grounds Maint		6,570.00	5,000.00	4,653.50	6,500.00	6,600.00	1,600.00	6,600.00	6,600.00
5261 W/S Infrastructure Repair/Maint	33,750.40	4,447.97	25,000.00	5,962.02	6,500.00	25,000.00	0.00	25,000.00	25,000.00
5276 Truck/ Equipment Rental		10,545.60		10,047.09	12,000.00	10,000.00	10,000.00	10,000.00	10,000.00
5303 Engineering Services/ Consulting	3,000.00	2,050.00		400.00	1,000.00	5,000.00	0.00		
5340 Communication	519.87	439.93	600.00	199.95	600.00	4,800.00	4,200.00	4,800.00	4,800.00
5431 Paint Supplies	480.60	1,017.69	500.00		500.00	500.00	0.00	500.00	500.00
5450 Custodial Supplies	13,704.27	19,760.50	10,000.00	21,119.92	44,000.00	40,000.00	30,000.00	40,000.00	40,000.00
5460 Groundskeeping Supplies	3,456.28	3,842.74	5,000.00	999.99	4,500.00	5,000.00	0.00	5,000.00	5,000.00
5500 Medical Supplies	1,228.14	224.88	1,000.00	142.30	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5538 Street/Sidewalk Materials	4,752.00	9,029.26	5,000.00	4,733.35	13,000.00	15,000.00	10,000.00	15,000.00	15,000.00
5539 Castings & Pipes		1,734.24	2,000.00		2,000.00	5,000.00	3,000.00	5,000.00	5,000.00
5542 Water/Sewer Materials			2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5581 Clothing, Gloves, Shoes	5,793.18	6,972.89	6,000.00	4,899.00	7,000.00	7,500.00	1,500.00	7,500.00	7,500.00
5587 Tools	7,836.01	6,751.12	6,500.00	4,516.56	9,500.00	9,500.00	3,000.00	9,500.00	9,500.00

**SEWER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 600-440-5400</b>									
5394-41 Catch Basin Cleaning	44,516.35	51,345.87	45,000.00	19,729.22	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils		3,154.00	10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5394-45 Disposal of Trench Tailings	11,887.75	17,734.00	30,000.00	7,471.75	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5394-49 Service Repairs	144,737.95	30,661.86	100,000.00	79,298.70	100,000.00	100,000.00	0.00	100,000.00	100,000.00
5690 State Assessment - MWRA	12,347,461.00	12,485,924.00	12,829,769.00	6,379,624.00	12,759,248.00	12,965,710.00	135,941.00	12,965,710.00	12,965,710.00
5740 Insurance	5,590.00	5,605.60	7,500.00		5,364.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment			4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00

**SEWER OPERATIONS & MAINTENANCE**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5195 Buyback Sick Time	To cover the run rate of the sick-time buy back	6,500.00
5241 Equipment Repair/Maint	Increase will provide for high costs associated with the ordinary repair of pump stations & equipment breakdowns; repairs are necessary to avoid public safety issues with sewer stoppages and/or overflows	10,000.00 Only 62% expended as of 5/3/14
5244 Motor Equipment Repair/Maint	Ability to repair Vactor and Jet	15,000.00
5245 Building/Grounds Maint	Cleaning, clearing and maintaining the grounds around the Sewer Pump Stations complies with the Federal Homeland Security regulations; this account will cover the acquisition of equipment and materials necessary to accomplish this purpose	1,600.00
5276 Truck/ Equipment Rental	To cover the cost of renting emergency by-pass pumps	10,000.00
5303 Engineering Services/ Consulting	To cover the cost of contract service work	5,000.00
5340 Communication	To cover the implementation of the Mission System - web-based monitoring/alarm/security system for 7 Pump Stations	4,200.00
5450 Custodial Supplies	Increased cost to cover necessary sanitation products such as disinfectants and rags for the treatments of sewer stoppages and overflows; also this provides the degreasing agents and bacterial treatments for the sewer pump station wet wells	30,000.00
5538 Street/Sidewalk Materials	To cover the increased cost of trench materials such as cold patch and crushed stone used after main and service repairs have been completed	10,000.00
5539 Castings & Pipes	To cover the increased cost of PVC sewer pipes and other related sewer parts used in all sewer infrastructure, as well as covering the additional materials used for service repairs	3,000.00
5581 Clothing, Gloves, Shoes	Increased cost to outfit the larger crew now that most vacancies have been filled	1,500.00
5587 Tools	To cover the cost of providing sewer crew with a separate set of tools from the water crew (should be separated for hygiene purposes)	3,000.00
5690 State Assessment - MWRA	To cover the estimated 1.6% sewer assessment increased based on preliminary FY2015 MWRA raises	135,941.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	535,523.62	545,010.16	555,482.00	260,952.76	563,902.00	648,980.00	43,498.00	598,980.00	598,980.00
<b>General Expenses</b>	245,817.18	252,217.34	248,600.00	129,230.82	319,100.00	341,900.00	78,300.00	326,900.00	326,900.00
<b>Equipment &amp; Unusual</b>	12,554,193.05	12,594,425.33	13,026,269.00	6,486,123.67	12,953,612.00	13,162,210.00	135,941.00	13,162,210.00	13,162,210.00
<b>Total Operating Budget</b>	<b>13,335,533.85</b>	<b>13,391,652.83</b>	<b>13,830,351.00</b>	<b>6,876,307.25</b>	<b>13,836,614.00</b>	<b>14,153,090.00</b>	<b>257,739.00</b>	<b>14,088,090.00</b>	<b>14,088,090.00</b>



## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	5,094,286	5,442,825
Pension Administration	436,161	482,649
Medical & Life Insurance	6,135,867	5,862,084
Heat, Light, Water	133,956	140,471
Building Repair & Maintenance	183,254	232,947
Building Insurance	2,848	4,272
Motor Vehicle Insurance	7,603	7,487
Motor Vehicle Maint & Repair	132,244	144,341
<b>Total</b>	<b>\$12,126,219</b>	<b>\$12,317,076</b>

### OUTPUT MEASURES

<b>GENERAL SUPPORT</b>			
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.			
<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of Personnel	178	178	178
Vehicles & Apparatus	22	22	22
Number of Buildings Maintained	6	6	6

### FIRE PREVENTION & INVESTIGATION

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

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Oil Burn - LP Gas - Tanks - BLST	346	350	350
Co In Service - Indus - Mer	3,425	3,500	3,500
Schools - Nurs Homes - Hosp	100	100	100
Truck Insp (Fuel - Gas)	47	50	90
Permits	930	950	950
Fire Warning Systems	790	790	800
Educational Classes	332	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.

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Box Alarms	1,650	1,900	1,900
Still Alarms	6,460	6,600	6,600
Bomb Scares	11	12	15
False Alarms	144	150	150
System Trouble	545	600	600

**FIRE**

**PERSONNEL**

			FY 2013		FY 2014			FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*Fire Chief	22-4	1		1	125,712	65,640.86	125,712.00	1	131,248	1	131,248	131,248	
2.	FIRE Deputy Chief		6		6	567,246	360,210.75	603,594.00	6	603,594	6	603,594	603,594	
3.	FIRE Captain		10		10	782,810	497,190.29	833,960.00	10	833,960	10	833,960	833,960	
4.	FIRE Captain Training/Admin		1		1	84,224	52,883.32	89,687.00	1	89,687	1	89,687	89,687	
5.	FIRE Lieutenant		30		30	2,002,230	1,325,546.12	2,135,460.00	30	2,135,460	30	2,135,460	2,135,460	
6.	FIRE Lieutenant - Fire Prev		3		3	219,538	139,055.61	233,992.00	3	233,992	3	233,992	233,992	
7.	FIRE Fire Fighter		116		116	6,607,476	3,868,577.90	7,056,164.00	116	7,056,164	116	7,056,164	7,056,164	
8.	Executive Assistant	12-6 (L11)	1		1	76,799	38,294.09	76,799.00	1	76,799	1	76,799	76,799	
9.	*Principal Office Assist	8-3 (L11)	1		1	48,879	24,130.21	48,879.00			1	50,782	50,782	
10.	Sr Office Assistant	6-6	1		1	46,085	22,979.31	46,085.00	1	46,085	1	46,085	46,085	
11.	Part Time / Temporary					1,500	345.00	1,500.00		1,500		1,500	1,500	
Subtotal Salaries			54	4,089,931.14	54	3,955,023	2,526,275.56	4,195,668.00	53	4,152,325		54	4,203,107	4,203,107
Subtotal Wages			116	6,123,729.48	116	6,607,476	3,868,577.90	7,056,164.00	116	7,056,164		116	7,056,164	7,056,164

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary	696,772
Public Relations Officer	
Office Coordinator	9-2 (L11) 3,656

Explanation

Contractual
Stipend for public information and social media duties
Change classification to Office Coordinator from Principal Office Assistant
8 more positions bring dept. to full complement

	3,000
1	52,535
8	486,632
9	542,167
0	0
0	0

New Positions

FIRE Fire Fighter

Subtotal

Grand Total Salaries  
Grand Total Wages

54	4,089,931.14	54	3,955,023	2,526,275.56	4,195,668.00	54	4,207,860	54	4,203,107	4,203,107
116	6,123,729.48	116	6,607,476	3,868,577.90	7,056,164.00	124	7,542,796	116	7,056,164	7,056,164

**FIRE**

EXPENDITURES									
	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/14	Request	Incr/Decr	Recommendation	Approval
<b>Personnel 001-220-5100</b>									
5111 Salaries - Full Time	4,044,193.73	4,089,337.76	3,953,523.00	2,525,930.56	4,194,168.00	4,203,360.00	248,084.00	4,201,607.00	4,201,607.00
5112 Wages - Full Time	6,219,967.22	6,123,729.48	6,607,476.00	3,868,577.90	7,056,164.00	7,542,796.00	448,688.00	7,056,164.00	7,056,164.00
5121 Salaries - Part Time	48,676.86					3,000.00	0.00		
5122 Temporary Help		593.38	1,500.00	345.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	756,606.23	786,989.15	500,000.00	668,380.05	850,000.00	750,000.00	50,000.00	550,000.00	550,000.00
5141 Longevity	462,597.06	462,688.51	490,000.00	501,962.86	510,780.00	510,000.00	20,000.00	510,000.00	510,000.00
5142 College Credits	595,975.06	571,737.86	614,000.00	600,078.37	614,000.00	610,000.00	(4,000.00)	610,000.00	610,000.00
5143 Holiday	617,455.53	615,503.23	700,000.00	439,360.81	700,000.00	700,000.00	0.00	700,000.00	700,000.00
5144 Out of Grade	50,991.20	50,720.89	80,000.00	30,840.15	80,000.00	80,000.00	0.00	80,000.00	80,000.00
5145 LEPC Chairperson Stipend	32,499.76	32,500.00	32,500.00	16,205.28	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Receipt offset - Grant		(4,993.32)							
<b>General Expenses 001-220-5200</b>									
5146 Emergency Medical Technician	101,390.58	116,204.60	139,220.00		139,220.00	141,558.00	2,338.00	141,558.00	141,558.00
5241 Equipment Repair/Maint	16,638.47	25,681.23	18,958.00	8,349.98	20,568.00	18,958.00	0.00	18,958.00	18,958.00
5242 Office Equipment Repair/Maint	684.08	452.59	1,100.00	99.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5244 Motor Equipment Repair/Maint	35,769.47	34,885.48	50,000.00	25,029.45	74,016.87	85,000.00	35,000.00	85,000.00	85,000.00
5291 Maintenance of SCBA	9,473.19	7,850.38	10,000.00	1,203.42	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	76,926.66	34,944.86	60,000.00	16,380.51	92,914.98	60,000.00	0.00	60,000.00	60,000.00
5312 Training	4,529.33	22,133.11	15,000.00	2,925.79	21,675.00	15,000.00	0.00	15,000.00	15,000.00
5313 Training - JLMC			24,000.00		29,000.00	24,000.00	0.00	24,000.00	24,000.00
5342 Postage	232.00	233.31	500.00	46.00	500.00	500.00	0.00	500.00	500.00
5343 Printing	1,829.40	748.38	1,000.00	743.75	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	3,164.30	2,318.23	3,000.00	1,387.93	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5430 Building Supplies	2,920.44	4,432.05	3,000.00	1,959.33	4,246.50	3,000.00	0.00	3,000.00	3,000.00
5450 Custodial Supplies	5,852.27	3,844.48	2,500.00	1,379.64	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5460 Groundskeeping Supplies	132.81	132.93	600.00	100.00	600.00	600.00	0.00	600.00	600.00
5470 Public Safety Supplies	5,929.02	17,554.13	7,500.00	2,777.70	8,148.00	7,500.00	0.00	7,500.00	7,500.00
5500 Medical Supplies	1,864.30	173.66	4,000.00	996.60	4,996.00	4,000.00	0.00	4,000.00	4,000.00
5510 Education Supplies	1,478.27	1,020.00	700.00		700.00	700.00	0.00	700.00	700.00
5587 Tools	299.98		300.00	92.75	300.00	300.00	0.00	300.00	300.00
5730 Dues	489.00								
5730 Dues - Metro Fire	2,500.00	2,500.00	3,500.00	2,665.00	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
<b>Equipment &amp; Unusual 001-220-5400</b>									
5245 Tower Repair & Maint	112.46		5,000.00	8,900.00	13,900.00	5,000.00	0.00	5,000.00	5,000.00
5471 Patches & Badges		390.00	500.00		835.00	500.00	0.00	500.00	500.00
5850 Safety Equipment	30,594.50	32,813.82	36,700.00	3,752.17	51,766.34	36,700.00	0.00	36,700.00	36,700.00
5854 Hoses, Cable, Wire	12,940.00	32,433.72	21,000.00		21,000.00	21,000.00	0.00	21,000.00	21,000.00
5873 Helmets & Shields	462.03	333.43	500.00		500.00	500.00	0.00	500.00	500.00

**FIRE**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Special Items 001-220-5500</b>									
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	146,840.81	113,628.00	116,000.00	105,125.00	116,000.00	121,800.00	0.00	116,000.00	116,000.00
5190 Uniform Allowance 6 @ 775	3,875.00	3,875.00	4,650.00	4,650.00	4,650.00	4,650.00	0.00	4,650.00	4,650.00
5190 Uniform Allowance 10 @ 4,500			45,000.00	16,457.83	85,000.00	22,500.00	(22,500.00)	22,500.00	22,500.00
5196 Uniforms-Special Positions	614.15	4,441.95	4,000.00	729.92	6,424.85	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	JLMC award will increase overtime costs	250,000.00
5141 Longevity	JLMC award increases longevity amounts	20,000.00
5146 Emergency Medical Technician	Additional EMT stipends	2,338.00
5244 Motor Equipment Repair/Maint	Begin specialized truck maintenance program	35,000.00
5190 Uniform Allowance 8 @ 725	Uniform for add'l 8 fire fighters	5,800.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	12,828,962.65	12,728,806.94	12,978,999.00	8,651,680.98	14,039,112.00	14,433,156.00	762,772.00	13,741,771.00	13,741,771.00
<b>General Expenses</b>	272,103.57	275,109.42	346,378.00	66,136.85	419,485.35	383,716.00	37,338.00	383,716.00	383,716.00
<b>Equipment &amp; Unusual</b>	44,108.99	65,970.97	63,700.00	12,652.17	88,001.34	63,700.00	0.00	63,700.00	63,700.00
<b>Special Items</b>	152,104.96	122,719.95	170,425.00	127,737.75	212,849.85	153,725.00	(22,500.00)	147,925.00	147,925.00
<b>Total Operating Budget</b>	<u>13,297,280.17</u>	<u>13,192,607.28</u>	<u>13,559,502.00</u>	<u>8,858,207.75</u>	<u>14,759,448.54</u>	<u>15,034,297.00</u>	<u>777,610.00</u>	<u>14,337,112.00</u>	<u>14,337,112.00</u>

**FIRE AUXILIARY**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-292-5200</b>									
5241 Equipment Repairs/Maint	6,913.35	5,404.13	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
5341 Advertising		107.40		107.40	107.40				
5342 Postage	45.00								
5470 Public Safety Supplies	968.99	1,503.53	1,000.00	374.07	1,000.00	1,000.00	0.00	1,000.00	1,000.00
<b>Special Items 001-292-5500</b>									
5190 Uniform	2,750.17	3,494.97	3,500.00		3,500.00	3,500.00	0.00	3,500.00	3,500.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

**Personnel**

<b>General Expenses</b>	7,927.34	7,015.06	9,000.00	481.47	9,107.40	9,000.00	0.00	9,000.00	9,000.00
<b>Equipment &amp; Unusual</b>									
<b>Special Items</b>	2,750.17	3,494.97	3,500.00	0.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
<b>Total Operating Budget</b>	<u>10,677.51</u>	<u>10,510.03</u>	<u>12,500.00</u>	<u>481.47</u>	<u>12,607.40</u>	<u>12,500.00</u>	<u>0.00</u>	<u>12,500.00</u>	<u>12,500.00</u>

## HEALTH

### STATEMENT OF OBJECTIVES:

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

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

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

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

### INDIRECT COSTS

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2012	FY 2013
Pension-Contributory/FICA	117,024	117,587
Pension Administration	9,674	10,013
Medical & Life Insurance	251,931	232,103
Heat, Light, Water	11,827	12,308
Building Repair & Maintenance	12,254	10,554
Building Insurance	192	289
Motor Vehicle Insurance	1,358	1,337
Motor Vehicle Maint & Repair	23,615	25,775
<b>Total</b>	<b>\$427,875</b>	<b>\$409,966</b>

### 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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Total Permits issued	692	772	690
Burial permits issued	199	220	225
Food service estab permits	272	272	272
Retail food permits	77	77	77
Swimming pool permits	41	42	42
Tobacco permits	13	85	15
Day camp permits	14	14	14
DNA research permits	16	16	17
Mobile food & Caterer	16	16	16
Transportation of garbage	35	35	35
Contagious follow-up	243	230	235
Tuberculosis follow-up	125	128	129
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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Food establishment inspections	1,651	1,650	1,650
Housing inspections	1,556	1,500	1,500
Swimming pool inspections	43	43	43
Housing complaints	1,272	1,225	1,225
Trash complaints	417	400	400
Food complaints	99	90	90
Rodent & pest complaints	43	35	35
No heat complaints	94	80	80
Day camp inspections	14	14	14
Conferences owner or operator	325	300	300

#### INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Total devices inspected	2,001	2,150	2,200
Gas pumps sealed	310	325	325
Scanners inspected	3,375	3,350	3,350
Oil truck meters sealed	22	22	50
Weights tested	101	102	102
Taxi meters sealed	79	80	80
Package testing	1,978	1,975	1,975
Scales inspected & sealed	568	560	560
Adjustments	141	140	140
Sealing fees	\$15,785	\$15,775	\$15,775
Violator fines	\$775	\$700	\$700
Annual loss restored for consumers	\$319,336	\$300,000	\$300,000
Annual loss restored for businesses	\$613,018	\$600,000	\$600,000

**HEALTH**

**PERSONNEL**

PERSONNEL

Bargaining Unit	Position	FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015						
			#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	Commissioners				5	5,000	1,100.00	5,000.00	5	5,000	5	5,000	5,000	
2.	Dir of Public Health	18-6 (L11)			1	114,268	56,977.44	114,268.00	1	114,268	1	114,268	114,268	
3.	Asst Dir of Public Health	15-6 (L11)			1	93,349	46,546.50	93,349.00	1	93,349	1	93,349	93,349	
4.	SPMG *Sr Code Enforce Insp	13-6 (L11)			1	82,040	40,813.04	82,040.00	1	81,855	1	81,855	81,855	
5.	SPMG Sr Code Enforce Insp	13-6 (L10)			1	81,423	40,600.04	81,423.00						
6.	*Inspector, Wgts & Meas	13-6 (L10)			1	80,486	40,132.56	80,486.00	1	81,224	1	81,224	81,224	
7.	SPMG Sr Code Enforce Insp	13-6 (L9)							1	80,683	1	80,683	80,683	
8.	SPMG *Sr Code Enforce Insp	13-6 (L8)			2	159,392	79,042.38	159,392.00	2	159,886	2	159,886	159,886	
9.	*Public Health Nurse, RN	13-6			1	70,150	34,394.78	70,150.00	1	72,909	1	72,909	72,909	
10.	SPMG Code Enforcement Insp	12-6 (L9)			1	75,599	37,696.10	75,599.00						
Subtotal			14	759,687.72	14	761,707	377,302.84	761,707.00	13	689,174		13	689,174	689,174

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 4,423

Sr Code Enforce Insp 13-6 (L9) (1,357)

Code Enforcement Insp (75,599)

New Positions

Public Health Nurse (PT 19 hrs) 13-1 In place of full time code inspector

Administrative Asst (PT 19 hrs) 10-1 In place of full time code inspector

Principal Off Asst (PT 19 hrs) 8-6 Mayor: Fund clerical request at Grade 8

**Subtotal**

Explanation

Code Inspector promoted to Sr Code Inspector (retirement vacancy)

Code Inspector position will not be filled (new position request below)

0.5	33,062			
0.5	26,656			
		0.5	28,032	28,032
<b>1</b>	<b>59,718</b>	<b>0.5</b>	<b>28,032</b>	<b>28,032</b>

**Grand Total**

<b>14</b>	<b>759,687.72</b>	<b>14</b>	<b>761,707</b>	<b>377,302.84</b>	<b>761,707.00</b>	<b>14</b>	<b>748,892</b>	<b>13.5</b>	<b>717,206</b>	<b>717,206</b>
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**HEALTH**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-510-5100</b>									
5111 Salaries - Full Time	720,810.72	755,087.72	756,707.00	376,202.84	756,707.00	684,174.00	(72,533.00)	684,174.00	684,174.00
5121 Salaries - Part Time						59,718.00	28,032.00	28,032.00	28,032.00
5194 Boards & Commissions	3,800.00	4,600.00	5,000.00	1,100.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00
<b>General Expenses 001-510-5200</b>									
5192 Mileage	3,470.93	1,983.92	3,587.00	1,006.64	3,587.00	2,300.00	(1,287.00)	2,300.00	2,300.00
5305 Legal Services	292.21	258.15	350.00	175.92	350.00	350.00	0.00	350.00	350.00
5306 Medical Services	2,630.30	2,285.08	2,400.00	1,656.13	2,400.00	2,400.00	0.00	2,400.00	2,400.00
5342 Postage	1,299.40	1,297.79	1,300.00	829.70	1,300.00	1,300.00	0.00	1,300.00	1,300.00
5343 Printing	910.00	972.00	1,000.00	800.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5381 Contract Labor / Instruction	643.00	800.00	550.00		550.00	550.00	0.00	550.00	550.00
5386 Public Safety /Mosquito Control	30,625.00	31,238.00	31,863.00		31,863.00	32,819.00	956.00	32,819.00	32,819.00
5420 Office Supplies	1,193.89	1,603.55	1,500.00	435.97	1,500.00	1,500.00	0.00	1,500.00	1,500.00
5510 Education Supplies	373.95	432.51	400.00	220.00	400.00	400.00	0.00	400.00	400.00
5581 Clothing, Gloves & Shoes	559.96	267.96	1,000.00	160.64	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5587 Tools	546.75	600.00	600.00		600.00	600.00	0.00	600.00	600.00
<b>Equipment &amp; Unusual 001-510-5400</b>									
5395-72 Medical Waste Pickup	339.82	600.00	600.00	537.46	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>
5386 Public Safety /Mosquito Control	3% increase in state assessment rate	956.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	724,610.72	759,687.72	761,707.00	377,302.84	761,707.00	748,892.00	(44,501.00)	717,206.00	717,206.00
<b>General Expenses</b>	42,545.39	41,738.96	44,550.00	5,285.00	44,550.00	44,219.00	(331.00)	44,219.00	44,219.00
<b>Equipment &amp; Unusual</b>	339.82	600.00	600.00	537.46	600.00	600.00	0.00	600.00	600.00
<b>Total Operating Budget</b>	<u>767,495.93</u>	<u>802,026.68</u>	<u>806,857.00</u>	<u>383,125.30</u>	<u>806,857.00</u>	<u>793,711.00</u>	<u>(44,832.00)</u>	<u>762,025.00</u>	<u>762,025.00</u>

## HISTORICAL COMMISSION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

Managed historic tax rehabilitation advocacy for the Waltham Watch Factory, completion of the Historic Survey and Inventory of Properties, administration of Historic applications to, and recipients of CPA funding, final stage CPC-funded restoration of the Wellington House, supervision of special permit conditions for the restoration of the Farwell Street Bridge, reorganization of committee process, rules, and regulations, comprehensive research and document gathering at Stonehurst.

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Monthly Meetings	7	7	
CPC Related Budget Oversight (Actual Spending)	1 \$1,161,859		
Waltham Event Participation	4	\$792,314	
Developmental Prospectus Review	14		
Site Visits	73		
Daily Inquiries by phone/mail/e-mail	5-10		
Demolition Delays Issued	1		

# HISTORICAL COMMISSION

## PERSONNEL

		FY 2013	FY 2014			FY 2015			
Bargaining Unit	Position		July-December			Department		Mayor's	
		#	Budget	Actual Expenditures	Expenditures Thru 6/30/14	#	Request	#	Recommendation
									Council Approval
1.	Board Members		7,000	1,400.00	5,400.00	7	7,000	7	7,000
2.	Program Director		23,500	11,749.98	23,500.00	1	23,500	1	23,500
Subtotal		8	30,500	13,149.98	28,900.00	8	30,500	8	30,500

## Summary of Changes

### Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

### Explanation

0	0		0	0

### New Positions

Subtotal

Grand Total

8	28,299.96	8	30,500	13,149.98	28,900.00	8	30,500	8	30,500
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**HISTORICAL COMMISSION**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-691-5100</b>									
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	5,200.00	4,800.00	7,000.00	1,400.00	5,400.00	7,000.00	0.00	7,000.00	7,000.00
<b>General Expenses 001-691-5200</b>									
5192 Mileage	298.01		375.00		50.00	50.00	(325.00)	50.00	50.00
5342 Postage	90.00	92.00	50.00		50.00	50.00	0.00	50.00	50.00
5343 Printing	1,000.00	1,000.00	1,000.00	241.57	1,325.00	1,325.00	325.00	1,325.00	1,325.00
5420 Office Supplies	1,547.08	1,382.53	1,600.00	109.15	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5430 Building Supplies	668.22	215.41	400.00	38.66	400.00	400.00	0.00	400.00	400.00
5450 Custodial Supplies	627.00	647.62	450.00		450.00	450.00	0.00	450.00	450.00
<b>Equipment &amp; Unusual 001-691-5400</b>									
5430 Paine Building Furnishings	3,114.00	1,676.69	3,000.00		3,000.00	5,500.00	2,500.00	5,500.00	5,500.00
6266 Landscape Maintenance-Paine Estate	2,800.00	2,155.00	3,000.00	1,945.00	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>
5343 Printing	Increased demands on historical budget for printing. Decreased need for mileage.	325.00
5430 Paine Building Furnishings	Increase for maintenance of collections and emergency repairs to historical collections	2,500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	28,699.96	28,299.96	30,500.00	13,149.98	28,900.00	30,500.00	0.00	30,500.00	30,500.00
<b>General Expenses</b>	4,230.31	3,337.56	3,875.00	389.38	3,875.00	3,875.00	0.00	3,875.00	3,875.00
<b>Equipment &amp; Unusual</b>	5,914.00	3,831.69	6,000.00	1,945.00	6,000.00	8,500.00	2,500.00	8,500.00	8,500.00
<b>Total Operating Budget</b>	<u>38,844.27</u>	<u>35,469.21</u>	<u>40,375.00</u>	<u>15,484.36</u>	<u>38,775.00</u>	<u>42,875.00</u>	<u>2,500.00</u>	<u>42,875.00</u>	<u>42,875.00</u>

## INFORMATION TECHNOLOGY

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	68,135	68,784
Pension Administration	5,243	5,423
Medical & Life Insurance	259,896	249,945
Heat, Light, Water	23,654	24,617
Building Repair & Maintenance	24,508	21,108
Building Insurance	385	577
Motor Vehicle Insurance	272	267
Motor Vehicle Maint & Repair	4,723	5,155
<b>Total</b>	<b>\$386,816</b>	<b>\$375,876</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of Systems Operating	33	33	33
Networked Personal Computers	453	453	453

**INFORMATION TECHNOLOGY**

**PERSONNEL**

			FY 2013	FY 2014			FY 2015				
Bargaining Unit	Position	FY 2015 Grade-Step	#	July-December		Expenditures Thru 6/30/14	Department		#	Mayor's	
				Budget	Actual Expenditures		Request			Recommendation	Council Approval
1.	IT Director	19-6 (L9)	1	118,122	58,853.86	118,122.00	1	119,124	1	119,124	119,124
2.	Asst Director IT	16-6 (L11)	1	100,321	50,022.96	100,321.00	1	100,321	1	100,321	100,321
3.	GIS Administrator	16-6 (L8)	1	93,994	45,065.80	93,994.00	1	97,609	1	97,609	97,609
4.	Server/Desktop Sys Mgr	15-6 (L9)	1	91,667	45,708.00	91,667.00	1	91,667	1	91,667	91,667
5.	SPMG Sr App Analyst / Programmer	13-6 (L11)	2	164,326	81,938.48	164,326.00	2	164,326	2	164,326	164,326
6.	SPMG Server/Desktop Support Spec	12-6 (L8)	3	224,718	112,051.00	224,718.00	3	224,718	3	224,718	224,718
7.	SPMG Server/Desktop Support Spec	12-1	1	76,986	38,387.82	76,986.00	1	57,779	1	57,779	57,779
8.	SPMG Principal Comp Operator N	9-6 (L8)	1	63,311	30,055.22	63,311.00					
9.	*Office Coordinator (PT 19 hrs)	9-3	0.5	25,787	12,497.25	25,787.00	0.5	26,444	0.5	26,444	26,444
10.	Temporary			14,848	7,032.00	14,848.00		14,848		14,848	14,848
<b>Subtotal</b>			<b>11.5</b>	<b>966,005.39</b>	<b>11.5</b>	<b>974,080</b>	<b>481,612.39</b>	<b>974,080.00</b>	<b>10.5</b>	<b>896,836</b>	<b>896,836</b>

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in * position salary	5,274
SPMG Server/Desktop Support Spec 12-1	(19,207)
SPMG Server/Desktop Support Spec 12-3 (L8)	3,422

**Explanation**

New employee to be hired at lower step  
  
Restructure  
\*\*will present to Mayor\*\*

1	66,733	1	66,733	66,733
<b>1</b>	<b>66,733</b>	<b>1</b>	<b>66,733</b>	<b>66,733</b>

**New Positions**

**Subtotal**

**Grand Total**

<b>11.5</b>	<b>966,005.39</b>	<b>11.5</b>	<b>974,080</b>	<b>481,612.39</b>	<b>974,080.00</b>	<b>11.5</b>	<b>963,569</b>	<b>11.5</b>	<b>963,569</b>	<b>963,569</b>
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**INFORMATION TECHNOLOGY**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-155-5100</b>									
5111 Salaries - Full Time	831,103.32	874,740.87	870,134.00	432,027.92	870,134.00	922,277.00	52,143.00	922,277.00	922,277.00
5112 Wages - Full Time	54,079.46	58,239.66	63,311.00	30,055.22	63,311.00	0.00	(63,311.00)	0.00	0.00
5121 Salaries - Part Time	18,437.21	18,624.86	25,787.00	12,497.25	25,787.00	26,444.00	657.00	26,444.00	26,444.00
5122 Temporary Help	14,656.00	14,400.00	14,848.00	7,032.00	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	11,249.27	12,313.59	11,000.00	6,398.31	11,000.00	11,000.00	0.00	11,000.00	11,000.00
<hr/>									
<b>General Expenses 001-155-5200</b>									
5192 Mileage Allowance	195.24	288.68	200.00	181.99	200.00	200.00	0.00	200.00	200.00
5241 Equipment Repair/Maint	471.91	999.80	750.00		750.00	750.00	0.00	750.00	750.00
5243 Computer Equip Repair/Maint	57,713.64	70,354.25	84,000.00	29,438.36	82,900.00	82,900.00	(1,100.00)	82,900.00	82,900.00
5247 Alarms / Intrusion		47.28	500.00		650.00	650.00	150.00	650.00	650.00
5248 Computer Software/License	160,119.09	164,982.29	170,000.00	168,323.82	170,000.00	170,000.00	0.00	170,000.00	170,000.00
5312 Training		30.00	5,000.00	32.97	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5340 Communication Line	22,403.35	23,116.16	15,000.00	7,728.40	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5342 Postage	26.25	37.48	250.00	616.27	850.00	850.00	600.00	850.00	850.00
5343 Printing	4,325.15	3,132.25	2,800.00		2,800.00	2,800.00	0.00	2,800.00	2,800.00
5420 Office Supplies	3,277.23	1,149.47	3,000.00	307.95	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5424 Computer Supplies	19,823.85	28,404.25	18,000.00	14,560.19	30,000.00	30,000.00	12,000.00	30,000.00	30,000.00
5510 Education Supplies			400.00	191.06	750.00	750.00	350.00	750.00	750.00
5730 Dues		100.00	75.00		75.00	75.00	0.00	75.00	75.00

**INFORMATION TECHNOLOGY**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-155-5400</b>									
6530 Computer Equipment		4,800.85							
6565 Computer Equipment/Software			10,000.00	4,091.67	10,000.00	10,000.00	0.00	10,000.00	10,000.00
6571 Computer Software	14,315.00	4,878.98							

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5247 Alarms / Intrusion	Computer Rooms	150.00
5342 Postage	Mobile unit wireless cards returns, etc.	600.00
5424 Computer Supplies	To account for city wide bid for toner cartridges	12,000.00
5510 Education Supplies	XP replacement and wireless	350.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	929,525.26	978,318.98	985,080.00	488,010.70	985,080.00	974,569.00	(10,511.00)	974,569.00	974,569.00
<b>General Expenses</b>	268,355.71	292,641.91	299,975.00	221,381.01	311,975.00	311,975.00	12,000.00	311,975.00	311,975.00
<b>Equipment &amp; Unusual</b>	14,315.00	9,679.83	10,000.00	4,091.67	10,000.00	10,000.00	0.00	10,000.00	10,000.00
<b>Total Operating Budget</b>	<u>1,212,195.97</u>	<u>1,280,640.72</u>	<u>1,295,055.00</u>	<u>713,483.38</u>	<u>1,307,055.00</u>	<u>1,296,544.00</u>	<u>1,489.00</u>	<u>1,296,544.00</u>	<u>1,296,544.00</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 2012	FY 2013
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected

**CENTRAL TELEPHONE SERVICE**

**PERSONNEL**

**Bargaining Unit      Position      FY 2015 Grade-Step**

1.      Telephone Operators (8 available)

**Subtotal**

FY 2013		FY 2014			FY 2015				
#	Actual Expenditures	#	July-December		#	Department Request	#	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures Thru 6/30/14					
			27,707	12,474.74					
					27,707		27,707	27,707	

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary

**Explanation**

<b>0</b>		<b>0</b>	

**Subtotal**

**New Positions**

**Grand Total**

<b>25,194.78</b>	<b>27,707</b>	<b>12,474.74</b>	<b>27,707.00</b>	<b>27,707</b>		<b>27,707</b>	<b>27,707</b>
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**CENTRAL TELEPHONE SERVICE**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-156-5100</b>									
5121 Salaries - Part Time	25,656.54	25,194.78	27,707.00	12,474.74	27,707.00	27,707.00	0.00	27,707.00	27,707.00
<b>General Expenses 001-156-5200</b>									
5128 Substitute Telephone Operator	10,319.85	6,304.59	10,000.00	3,793.44	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5241 Equipment Repair/Maint	34,509.59	28,018.62	50,000.00	14,352.74	50,000.00	50,000.00	0.00	50,000.00	50,000.00
5340 Communication	109,928.55	124,494.89	120,000.00	57,306.57	120,000.00	120,000.00	0.00	120,000.00	120,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel	25,656.54	25,194.78	27,707.00	12,474.74	27,707.00	27,707.00	0.00	27,707.00	27,707.00
General Expenses	154,757.99	158,818.10	180,000.00	75,452.75	180,000.00	180,000.00	0.00	180,000.00	180,000.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>180,414.53</b>	<b>184,012.88</b>	<b>207,707.00</b>	<b>87,927.49</b>	<b>207,707.00</b>	<b>207,707.00</b>	<b>0.00</b>	<b>207,707.00</b>	<b>207,707.00</b>

# 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	102,671	103,269
Pension Administration	8,521	8,815
Medical & Life Insurance	163,623	151,621
Heat, Light, Water	17,740	18,462
Building Repair & Maintenance	18,381	15,831
Building Insurance	288	433
<b>Total</b>	<b>\$311,224</b>	<b>\$298,431</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Amount Paid for Personal Inj claims	\$45,000	\$200,000	\$30,000
Amount Paid in Property/Judgments	\$0	\$0	\$0
Claims/Collections brought by the City against others	\$0	\$0	\$0
Request for Opinions	155	356	400
a. Review of Special Permits	8	22	35
Basic Small Street Defect Claims	30	70	100
Contracts	87	100	130
Cases (Appeals, Worker's Comp, Personnel Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning)	39	49	60
ATB	26	27	35
Claimants Demands for Damages-Totals:			
Water & Sewer Claims:	\$42,000	\$30,000	\$50,000
Property Damage:	\$3,000	\$12,000	\$20,000
Personal Injury:	\$45,000	\$210,000	\$75,000
Street Defects:	\$37,000	\$17,000	\$50,000

**LAW**

## PERSONNEL

PERSONNEL

			FY 2013		FY 2014				FY 2015					
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval	
						Budget	Actual Expenditures	Expenditures Thru 6/30/14						
1.	City Solicitor	21-6 (L11)			1	135,792	67,709.99	135,792.00	1	135,792	1	135,792	135,792	
2.	First Asst City Solicitor					500	250.00	500.00		500		500	500	
3.	Asst City Solicitor	18-6 (L11)			1	114,268	57,004.08	114,268.00	1	114,268	1	114,268	114,268	
4.	Asst City Solicitor	18-6 (L9)			1	111,352	55,437.46	111,352.00	1	112,209	1	112,209	112,209	
5.	*Asst City Solicitor	18-6 (L8)			2	205,888	102,662.03	205,888.00	2	212,751	2	212,751	212,751	
6.	*Asst City Solicitor	18-3			1	85,659	42,295.24	85,509.00	1	88,748	1	88,748	88,748	
7.	Legal Secretary	10-6 (L9)			1	64,244	32,033.81	64,394.00	1	64,839	1	64,839	64,839	
8.	*Legal Secretary	10-6 (L8)			1	59,485	29,661.06	59,485.00	1	62,658	1	62,658	62,658	
9.	Part Time / Temporary					4,500	4,459.00	9,000.00		7,500		7,500	7,500	
Subtotal			8	710,734.26	8	781,688	391,512.67	786,188.00	8	799,265		8	799,265	799,265

### Summary of Changes

### Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary	14,577
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Part Time / Temporary	3,000
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**Explanation**

Council approved supplemental appropriation in FY14 - need extra help in administrative area

### New Positions

**Subtotal**

<b>Grand Total</b>	<b>8</b>	<b>710,734.26</b>	<b>8</b>	<b>781,688</b>	<b>391,512.67</b>	<b>786,188.00</b>	<b>8</b>	<b>799,265</b>	<b>8</b>	<b>799,265</b>	<b>799,265</b>
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**LAW**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-151-5100</b>									
5111 Salaries - Full Time	666,547.20	706,632.26	777,188.00	387,053.67	777,188.00	791,765.00	14,577.00	791,765.00	791,765.00
5121 Salaries - Part Time	1,470.00	4,102.00	4,500.00	4,459.00	9,000.00	7,500.00	3,000.00	7,500.00	7,500.00
<b>General Expenses 001-151-5200</b>									
5192 Mileage Allowance	908.28	1,372.49	1,000.00	577.11	1,000.00	2,500.00	1,500.00	2,500.00	2,500.00
5242 Office Equipment Repair/Maint	1,560.32	992.00	1,700.00	992.40	1,700.00	2,500.00	800.00	2,500.00	2,500.00
5305 Legal Services	4,728.58	3,460.00	3,000.00	227.46	3,000.00	5,000.00	2,000.00	5,000.00	5,000.00
5308 Stenographer	1,272.40	949.35	3,000.00	1,160.00	3,000.00	5,000.00	2,000.00	5,000.00	5,000.00
5312 Training			2,000.00	292.50	2,000.00	2,000.00	0.00	2,000.00	2,000.00
5342 Postage	552.63	746.00	750.00		750.00	750.00	0.00	750.00	750.00
5420 Office Supplies	2,045.43	2,070.44	2,500.00	953.69	2,500.00	3,000.00	500.00	3,000.00	3,000.00
5424 Computer Supplies			500.00	599.98	500.00	750.00	250.00	750.00	750.00
5520 Educational Materials			1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5730 Licenses & Law Library	44,003.79	39,625.43	57,000.00	26,857.16	57,000.00	60,000.00	3,000.00	60,000.00	60,000.00
<b>Equipment &amp; Unusual 001-151-5400</b>									
5305 Title Searches for Foreclosures*						0.00	7,500.00	7,500.00	7,500.00
5316 Federal Court Cases			11,000.00		11,000.00	11,000.00	0.00	11,000.00	11,000.00
5760 Judgments, Claims & Settlements	8,500.00	45,395.00	15,000.00	10,000.00	15,000.00	30,000.00	15,000.00	30,000.00	30,000.00
*5305 - Transfer from Treasurer to Law for title searches									

## LAW

## EXPENDITURES

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage Allowance	Traveling for attorney's to different courts, seminars, agencies, etc.	1,500.00
5242 Office Equipment Repair/Maint	The BizHub601 warranty will be running out in 2015 and we will have to start paying for maintenance/service agreement - (charged per copy this is approximate estimate from Konica)	800.00
5305 Legal Services	The Law Department has had an increase with Title Search requests - the city is considering more property but needs title search before they can complete	2,000.00
5308 Stenographer	Increased because we need to order Depositions to prepare for cases that we are Appealing the Decision or Filing with Courts - And the taking of Depositions for court cases, union issues, appeals, etc.	2,000.00
5420 Office Supplies	Office supplies and copy paper increases every year - because of special instructions from courts they call for specific copying and binding instructions for them to accept the documents/briefs/appeals	500.00
5424 Computer Supplies	Computer Supplies and Programs need updates to be done every year(s) for specific programs like Microsoft and Adobe which are requirements for filing with some specific courts - also receiving documents from other attorney's that need to be changed/worked on between the attorney's (example - contracts for City projects)	250.00
5730 Licenses & Law Library	WestLaw on line services and books will need to be updated so the price will increase every year so we can maintain the Law Department Library	3,000.00
5760 Judgments, Claims & Settlements	Several claims have been filed with Waltham District Court and due to the large amount of claims from the severe winter Massachusetts has had we may have to pay out on some	15,000.00

## COST SUMMARY BY CLASSIFICATION

Personnel	668,017.20	710,734.26	781,688.00	391,512.67	786,188.00	799,265.00	17,577.00	799,265.00	799,265.00
General Expenses	55,071.43	49,215.71	72,950.00	31,660.30	72,950.00	83,000.00	10,050.00	83,000.00	83,000.00
Equipment & Unusual	8,500.00	45,395.00	26,000.00	10,000.00	26,000.00	41,000.00	22,500.00	48,500.00	48,500.00
<b>Total Operating Budget</b>	<b>731,588.63</b>	<b>805,344.97</b>	<b>880,638.00</b>	<b>433,172.97</b>	<b>885,138.00</b>	<b>923,265.00</b>	<b>50,127.00</b>	<b>930,765.00</b>	<b>930,765.00</b>

## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	295,773	294,725
Pension Administration	22,047	22,603
Medical & Life Insurance	420,977	397,916
Heat, Light, Water	149,890	140,706
Building Repair & Maintenance	100,131	78,904
Building Insurance	3,692	5,539
<b>Total</b>	<b>\$992,510</b>	<b>\$940,393</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of Registered Borrowers	27,418	27,000	27,000
Physical Items Circulated	463,251	425,000	410,000
Digital Items Circulated	2,595	9,247	18,000
Inter Library Loans IN	50,696	47,500	44,000
Inter Library Loans OUT	70,436	67,500	63,500
Added Books & Other Materials	9,173	10,000	10,000
Added Periodical Issues	3,178	3,100	3,000
Added Audio Visual Items	2,628	2,500	2,500
Removed damaged, outdated item	26,041	25,000	20,000
Number of Visits to building	319,845	315,750	315,750
Number of Programs	342	250	300
Program Attendance	7,359	5,380	6,450
Study Room Use	5,548	5,550	5,750
Meeting Room Use	594	600	600
Online Subscription Searches	18,270	18,275	19,000
Internet desktop sessions	99,370	99,000	98,000
Reference desk transactions	34,816	34,000	34,000
Saturdays open to the public	50	51	51
Sundays open to the public	50	42	50
Evening hours open to the public	784	760	784



**LIBRARY**

**PERSONNEL**

			FY 2013	FY 2014				FY 2015			
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	July-December Budget	Actual Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Library Trustees				6,000	1,500.00	5,500.00	6,000	6	6,000	6,000
2.	Library Director	18-6 (L11)	1	114,268	56,977.46	114,268.00	1	114,268	1	114,268	114,268
3.	Asst Library Director	15-6 (L9)	1	91,316	45,288.62	91,316.00	1	91,667	1	91,667	91,667
4. LIBR	Library Dept Head	13-6 (L11)	2	159,121	79,915.55	120,000.00	1	81,962	1	81,962	81,962
5. LIBR	Library Dept Head	13-6 (L8)	1	77,410	42,849.39	77,410.00	1	79,747	1	79,747	79,747
6. LIBR	Library Dept Head	13-6	1	71,676	39,700.54	71,676.00	1	73,840	1	73,840	73,840
7. LIBR	Library Dept Head	13-2 (L8)					1	66,635	1	66,635	66,635
8. LIBR	Library Dept Head (PT 19 hrs)	13-1	0.5	32,093		0.00	0.5	33,062	0.5	33,062	33,062
9. LIBR	Librarian I	12-6 (L11)	1	74,548	41,273.74	74,548.00	1	76,799	1	76,799	76,799
10. LIBR	Librarian I	12-6	1	67,160	37,191.54	67,160.00	1	69,188	1	69,188	69,188
11.	Administrative Assistant	10-6 (L11)	1	66,028	32,923.80	66,028.00	1	66,028	1	66,028	66,028
12. LIBR	Library Assistant I	9-6 (L11)	2	118,882	61,575.01	118,882.00	2	122,472	2	122,472	122,472
13. LIBR	*Library Assistant I	9-6 (L10)					1	60,547	1	60,547	60,547
14. LIBR	Library Assistant I	9-6 (L9)	3	174,663	97,043.49	174,663.00	2	120,266	2	120,266	120,266
15. LIBR	Library Assistant I	9-6 (L8)	1	57,834	32,030.97	57,834.00					
16. LIBR	Library Assistant I	9-6					1	45,555	1	55,168	55,168
17. LAB	Working Foreman I	10-6 (L10)	1	58,017	28,897.44	58,017.00	1	58,017	1	58,017	58,017
18. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-4	0.5	18,886	8,144.16	18,886.00	0.5	19,635	0.5	19,635	19,635
19. LAB	*Bldg Custodian Jr (PT 19 hrs)	7-2	0.5	18,136	2,633.68	18,136.00	0.5	18,129	0.5	18,129	18,129
20. LIBR	*Librarian II - Archivist	11-6 (L9)	1	36,507	24,280.82	36,507.00	1	37,813	1	37,813	37,813
21. LIBR	Librarian II - Teen Specialist	11-1	0.5	27,898		0.00	0.5	28,741	0.5	28,741	28,741
22. LIBR	Librarian II	10-6 (L10)	1	34,246	16,707.48	34,246.00	1	35,516	1	35,516	35,516
23. LIBR	Librarian II	10-1	1	34,794	8,763.30	34,794.00	1	26,660	1	26,660	26,660
24. LIBR	*Library Assistant II - Specialis	7 (L)	9	250,664	131,145.91	250,664.00	9	255,549	9	255,549	255,549
25. LIBR	Library Assistant II	6 (L)	6	181,747	88,427.61	181,747.00	6	187,235	6	187,235	187,235
26. LIBR	Library II / Assistant II - Substitutes			35,000	38,530.93	80,000.00		35,000		35,000	35,000
27.	Pages			57,000	26,282.72	57,000.00		57,000		57,000	57,000
28.	Weekend Staff			83,792	30,824.07	72,750.00		81,370		81,370	81,370
29.	Building Maint Person PT - Subs	7		15,205	11,692.80	15,205.00		15,205		15,205	15,205
<b>Subtotal</b>			<b>41.5</b>	<b>1,832,924.48</b>	<b>42</b>	<b>1,962,891</b>	<b>984,601.03</b>	<b>1,897,237.00</b>	<b>42</b>	<b>1,963,906</b>	<b>1,973,519</b>

**LIBRARY**

**PERSONNEL**

**Bargaining Unit Position FY 2015 Grade-Step**

FY 2013		FY 2014				FY 2015				
Actual		July-December								
#	Expenditures	#	Budget	Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary 26,219

LIBR Library Dept Head 13-2 (L8) (12,925)

LIBR Library Assistant I 9-1 (2,666)

**Explanation**

Internal promotion resulting from vacancy

Internal promotion resulting from vacancy

**New Positions**

LIBR Library Assistant II - Specialist 7-1

LIBR Library Assistant II - Specialist 7-1

Added staffers are required to keep current library hours - including evenings & weekends - in compliance with union contract and state law.

Added staffers are required to keep current library hours - including evenings & weekends - in compliance with union contract and state law.

0.5	21,885	0.5	21,885	21,885
0.5	21,885	0.5	21,885	21,885
1	43,770	1	43,770	43,770

**Subtotal**

**Grand Total**

41.5	1,832,924.48	42	1,962,891	984,601.03	1,897,237.00	43	2,007,676	43	2,017,289	2,017,289
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Library Trustees are in the process of creating a security plan to be presented to the Mayor  
 See Library Employee Emergency Procedures, Library 2013 Accomplishments, Library 2014 Goals

**LIBRARY**

EXPENDITURES									
	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual	Actual	July-December	Actual	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Thru 6/30/14	Request	Incr/Decr	Recommendation	Approval
<b>Personnel 001-610-5100</b>									
5111 Salaries - Full Time	1,047,139.85	1,066,079.98	1,072,906.00	566,770.11	1,033,785.00	1,068,974.00	5,681.00	1,078,587.00	1,078,587.00
5112 Wages - Full Time	57,489.89	57,380.75	58,017.00	28,897.44	58,017.00	58,017.00	0.00	58,017.00	58,017.00
5121 Salaries - Part Time			32,093.00	0.00	0.00	33,062.00	969.00	33,062.00	33,062.00
5122 Wages - Part Time	718,617.34	704,363.75	793,875.00	387,433.48	799,935.00	841,623.00	47,748.00	841,623.00	841,623.00
5131 Overtime	1,631.35	5,224.45	2,500.00	1,187.87	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5194 Boards & Commissions	5,400.00	5,100.00	6,000.00	1,500.00	5,500.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	2,863.47	3,304.01			3,335.00	3,500.00	3,500.00	3,500.00	3,500.00
<b>General Expenses 001-610-5200</b>									
5192 Mileage	846.82	920.92	1,000.00	341.48	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5241 Equipment Repair/Maint	1,619.33	4,446.18	2,250.00	2,957.07	3,000.00	3,000.00	750.00	3,000.00	3,000.00
5242 Office Equipment Repair/Maint	741.59	477.00	500.00	450.82	500.00	500.00	0.00	500.00	500.00
5272 Office Equipment Rental	1,599.15	319.83	1,300.00		640.00	3,500.00	2,200.00	3,500.00	3,500.00
5291 Custodial Services	7,520.19	6,738.98	6,000.00	4,918.54	7,000.00	10,000.00	4,000.00	10,000.00	10,000.00
5342 Postage	750.00	910.74	750.00		750.00	750.00	0.00	750.00	750.00
5343 Printing	750.00	229.80	500.00		300.00	500.00	0.00	500.00	500.00
5420 Office Supplies	4,122.98	2,118.36	4,000.00	675.80	3,000.00	3,000.00	(1,000.00)	3,000.00	3,000.00
5430 Building Supplies	6,963.30	5,441.67	5,000.00	1,979.58	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5450 Custodial Supplies	1,928.43	2,987.22	3,000.00	1,612.03	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5460 Groundskeeping Supplies	1,874.22	1,797.42	1,250.00	1,395.00	1,395.00	1,250.00	0.00	1,250.00	1,250.00
5510 Education Supplies	265,252.60	256,921.98	213,000.00	114,789.24	248,000.00	218,000.00	5,000.00	218,000.00	218,000.00
5581 Clothing, Gloves, Shoes	700.00	649.99	700.00	700.00	700.00	700.00	0.00	700.00	700.00
5583 Library Supplies	16,235.07	19,916.23	18,000.00	6,777.96	18,000.00	18,000.00	0.00	18,000.00	18,000.00
5730 Dues	434.90	1,345.00	3,350.00	405.00	1,405.00	3,000.00	(350.00)	3,000.00	3,000.00
5731 Conference Expense	759.00	1,785.00							

**LIBRARY**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	July-December Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-610-5400</b>									
5396 Minuteman Network	62,968.22	61,850.58	61,000.00	53,876.71	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>
5195 Buyback Sick Time	Contractual funding necessary for Laborers Union employee	3,500.00
5241 Equipment Repair/Maint	Heavily used equipment includes snow blower, lawn mower, video surveillance, disc buffer, vacuums, alarm system and printers	750.00
5272 Office Equipment Rental	Copiers for public and staff; with declining use, coin-op income will not cover costs; new lease arrangement required	2,200.00
5291 Custodial Services	Adding HVAC calibration & improved carpet cleaning to sanitary disposal services & pest control. <u>HVAC calibration will save on energy costs.</u>	4,000.00
5510 Education Supplies	State Materials Expenditure Requirement increases by 2.28% over FY2014	5,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	1,833,141.90	1,841,452.94	1,965,391.00	985,788.90	1,903,072.00	2,013,676.00	57,898.00	2,023,289.00	2,023,289.00
<b>General Expenses</b>	312,097.58	307,006.32	260,600.00	137,002.52	293,690.00	271,200.00	10,600.00	271,200.00	271,200.00
<b>Equipment &amp; Unusual</b>	62,968.22	61,850.58	61,000.00	53,876.71	61,000.00	61,000.00	0.00	61,000.00	61,000.00
<b>Total Operating Budget</b>	<u>2,208,207.70</u>	<u>2,210,309.84</u>	<u>2,286,991.00</u>	<u>1,176,668.13</u>	<u>2,257,762.00</u>	<u>2,345,876.00</u>	<u>68,498.00</u>	<u>2,355,489.00</u>	<u>2,355,489.00</u>

**MAYOR**

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
Indirect Costs	FY 2012	FY 2013
Pension-Contributory/FICA	70,024	70,334
Pension Administration	5,845	6,047
Medical & Life Insurance ***	90,486	86,923
Heat, Light, Water	8,612	9,556
Building Repair & Maintenance	17,818	11,008
Building Insurance	227	341
<b>Total</b>	<b>\$193,012</b>	<b>\$184,209</b>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected

\*\*\*No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

	Bargaining Unit Position	FY 2015 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 2013		FY 2014				FY 2015				
#	Actual Expenditures	July-December			Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
		#	Budget	Actual Expenditures						
		1	125,531	62,102.82	125,531.00	1	127,382	1	127,382	127,382
		1	76,107	37,949.08	76,107.00	1	76,107	1	76,107	76,107
		1	61,468	29,661.06	61,468.00	1	64,244	1	64,244	64,244
		0.5	26,656	4,558.70	26,656.00	0.5	26,656	0.5	26,656	26,656
3.5	273,396.59	3.5	289,762	134,271.66	289,762.00	3.5	294,389	3.5	294,389	294,389

Summary of Changes

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 4,627

Explanation

0	0	0	0	0

New Positions

Subtotal

Grand Total

3.5	273,396.59	3.5	289,762	134,271.66	289,762.00	3.5	294,389	3.5	294,389	294,389
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**MAYOR**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-121-5100</b>									
5111 Salaries - Full Time	241,756.19	259,371.48	263,106.00	129,712.96	263,106.00	267,733.00	4,627.00	267,733.00	267,733.00
5121 Salaries - Part Time	14,302.68	14,025.11	26,656.00	4,558.70	26,656.00	26,656.00	0.00	26,656.00	26,656.00
<b>General Expenses 001-121-5200</b>									
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 Office Equipment Repair/Maint	593.00	480.00	1,000.00	518.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	158.00	517.29	1,000.00		750.00	750.00	(250.00)	750.00	750.00
5343 Printing & Binding	562.88	1,371.76	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5420 Office Supplies	1,573.00	2,316.32	3,500.00	623.14	3,150.00	3,150.00	(350.00)	3,150.00	3,150.00
5730 MMA Membership for Council & Mayor	13,469.00	11,992.24	12,150.00	12,438.00	12,438.00	12,750.00	600.00	12,750.00	12,750.00
5731 Mayor Expense	3,300.00	3,518.00	3,350.00	1,650.00	3,350.00	3,350.00	0.00	3,350.00	3,350.00
<b>Equipment &amp; Unusual 001-121-5400</b>									
5178 OPEB Trust		1,000,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5301 Audit	69,000.00	60,450.00	69,950.00	65,000.00	69,950.00	75,000.00	5,050.00	75,000.00	75,000.00
5303 Appraisal of Land	9,500.00			4,800.00					
5391 Senior Volunteer Program	29,392.53	29,041.08	37,500.00		37,500.00	37,500.00	0.00	37,500.00	37,500.00
5790 Waltham Day / Special Events	31,909.09	23,597.34	35,000.00	15,964.28	35,000.00	35,000.00	0.00	35,000.00	35,000.00
5810 Land Acquisition - Open Space		5,218.10							
5111 Contingency/Collective Bargaining - City		4,636.88	2,000,000.00	850.21	2,000,000.00	3,500,000.00	1,500,000.00	3,500,000.00	3,500,000.00
5360 Box Art			2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
Security - Fernald Property						50,000.00	50,000.00	50,000.00	50,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5730 MMA Membership for Council & Mayor	Increase in MMA dues (offset with corresponding account decreases)	600.00
5301 Audit	Estimated rate increase	5,050.00
5111 Contingency/Collective Bargaining - City	Collective bargaining contingency for new contracts and non-union employees	1,500,000.00
Security - Fernald Property	Funding for six months (RFP)	50,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	256,058.87	273,396.59	289,762.00	134,271.66	289,762.00	294,389.00	4,627.00	294,389.00	294,389.00
<b>General Expenses</b>	22,655.88	23,195.61	25,000.00	16,729.14	24,688.00	25,000.00	0.00	25,000.00	25,000.00
<b>Equipment &amp; Unusual</b>	139,801.62	1,122,943.40	2,344,950.00	286,614.49	2,344,950.00	3,900,000.00	1,555,050.00	3,900,000.00	3,900,000.00
<b>Total Operating Budget</b>	<b>418,516.37</b>	<b>1,419,535.60</b>	<b>2,659,712.00</b>	<b>437,615.29</b>	<b>2,659,400.00</b>	<b>4,219,389.00</b>	<b>1,559,677.00</b>	<b>4,219,389.00</b>	<b>4,219,389.00</b>

## 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.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected



**CELEBRATION OF HOLIDAYS**

**EXPENDITURES**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>			<b>FY 2015</b>			
				July-December	Expenditures				
<b>Classification</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Thru 6/30/14</b>	<b>Department</b>	<b>Mayor's</b>	<b>Mayor's</b>	<b>Council</b>
	<b>Expenditures</b>	<b>Expenditures</b>		<b>Expenditures</b>		<b>Request</b>	<b>Incr/Decr</b>	<b>Recommendation</b>	<b>Approval</b>
<b>General Expenses 001-692-5200</b>									
5793 Memorial Day	1,000.00	1,000.00	1,000.00		1,000.00		(1,000.00)		
5794 Veteran's Day			100.00		100.00		(100.00)		
5795 July 4th	9,429.75	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00

**Department Explanation for Requested Increases**

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

<b>Personnel</b>									
<b>General Expenses</b>	10,429.75	11,000.00	11,100.00	10,000.00	11,100.00	10,000.00	(1,100.00)	10,000.00	10,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>10,429.75</u>	<u>11,000.00</u>	<u>11,100.00</u>	<u>10,000.00</u>	<u>11,100.00</u>	<u>10,000.00</u>	<u>(1,100.00)</u>	<u>10,000.00</u>	<u>10,000.00</u>

## PERSONNEL

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	116,584	116,618
Pension Administration	9,974	10,318
Medical & Life Insurance	93,266	82,399
Heat, Light, Water	11,827	18,758
Building Repair & Maintenance	12,254	10,554
Building Insurance	192	288
<b>Total</b>	<b>\$244,097</b>	<b>\$238,935</b>

	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>
<b>Output Measure</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Total Applicants	467	450	450
Civil Service Applications	60	65	70
Department Requisitions	82	90	85
Preplacement Physicals	26	25	25
CORI Checks completed	148	150	150
Skill Check computer testing	1	2	2
# Persons Employed	107	90	90
# Persons Promoted	35	30	30
# Departments Affected	19	15	15
Qualifying Exams given	0	0	4
EAP Program Providers	1	1	1
EAP Program Utilization	46	50	55
Educational Incentive Program	0	5	5
Summer Works Applications	97	100	100
# Summer Works Students Hired	51	50	50
# Work Study Students	2	4	4
Departments Affected	1	2	2
Participating Colleges	2	2	2
Insurance Claims Appealed	2	2	2

**PERSONNEL**

**PERSONNEL**

			FY 2013	FY 2014			FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval	
1.	*Personnel Director	17-6			1	91,902	45,318.25	91,902.00	1	95,530	1	95,530	95,530
2.	Personnel Technician	10-6 (L8)			1	64,244	32,033.82	64,244.00	1	64,244	1	64,244	64,244
3.	Principal Office Assistant	8-6			1	51,637	25,747.80	51,637.00					
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	39,151.90	45,000.00		45,000		45,000	45,000
Subtotal			3	254,871.55	3	258,783	145,235.27	258,783.00	2	210,774		210,774	210,774

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary 3,628

Administrative Assistant 10-5 5,606

**Explanation**

Duties consistent with Grade 10

1	57,243	1	57,243	57,243.00
<b>1</b>	<b>57,243</b>	<b>1</b>	<b>57,243</b>	<b>57,243</b>

**New Positions**

**Subtotal**

**Grand Total**

<b>3</b>	<b>254,871.55</b>	<b>3</b>	<b>258,783</b>	<b>145,235.27</b>	<b>258,783.00</b>	<b>3</b>	<b>268,017</b>	<b>3</b>	<b>268,017</b>	<b>268,017</b>
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**PERSONNEL**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-152-5100</b>									
5111 Salaries - Full Time	193,115.65	206,161.30	207,783.00	103,099.87	207,783.00	217,017.00	9,234.00	217,017.00	217,017.00
5121 Salaries - Part Time	50,044.70	48,710.25	51,000.00	42,135.40	51,000.00	51,000.00	0.00	51,000.00	51,000.00
<b>General Expenses 001-152-5200</b>									
5242 Office Equipment Repair/Maint	226.47								
5341 Advertising	2,841.00	2,136.00	4,000.00	2,225.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5342 Postage	904.89	734.28	800.00	13.56	800.00	500.00	(300.00)	500.00	500.00
5343 Printing			350.00		350.00	350.00	0.00	350.00	350.00
5420 Office Supplies	410.02	796.92	800.00	89.11	800.00	800.00	0.00	800.00	800.00
5730 Dues		40.00	600.00	275.00	600.00	600.00	0.00	600.00	600.00
5731 Conference Expense	265.00	150.00							
<b>General Expenses 001-153-5200</b>									
5125 Work-study	2,520.00	1,160.27	6,000.00		6,000.00	6,000.00	0.00	6,000.00	6,000.00
<b>General Expenses 001-913-5200</b>									
5170 Unemployment Compensation	2,380.83	(5,557.36)	40,000.00	54,981.65	40,000.00	40,000.00	0.00	40,000.00	40,000.00
<b>Equipment &amp; Unusual 001-152-5400</b>									
5306 Pre-emp Physical/Psychological, EAP	24,830.00	11,605.00	20,000.00	9,009.50	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5311 Civil Service Exams	6,150.94					6,000.00	6,000.00	6,000.00	6,000.00
5312 Training / Employment / Diversity		330.00	3,000.00	305.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
ADA Transition Plan (bid awarded, funded by DSC in FY14)									

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5311 Civil Service Exams	Clerical, ETD, ETD Supervisor, Cadet - Civil Service Exams	6,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	243,160.35	254,871.55	258,783.00	145,235.27	258,783.00	268,017.00	9,234.00	268,017.00	268,017.00
<b>General Expenses</b>	9,548.21	(539.89)	52,550.00	57,584.32	52,550.00	52,250.00	(300.00)	52,250.00	52,250.00
<b>Equipment &amp; Unusual</b>	30,980.94	11,935.00	23,000.00	9,314.50	23,000.00	29,000.00	6,000.00	29,000.00	29,000.00
<b>Total Operating Budget</b>	<u>283,689.50</u>	<u>266,266.66</u>	<u>334,333.00</u>	<u>212,134.09</u>	<u>334,333.00</u>	<u>349,267.00</u>	<u>14,934.00</u>	<u>349,267.00</u>	<u>349,267.00</u>

## WORKERS COMPENSATION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of Injuries	91	90	90
Number on Payroll	14	15	15
Retirees	2	2	2
W/C Total Invoices (City & School)	\$ 313,234.04	\$500,000.00	\$ 400,000.00
W/C Total Invoices Paid (City & Sch)	\$ 173,137.96	\$272,303.19	\$ 160,000.00
W/C Savings on Bills	55%	54%	40%

**WORKERS COMPENSATION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-912-5200</b>									
5170 Worker's Compensation	294,617.11	320,985.37	250,000.00	190,345.27	336,461.85	300,000.00	0.00	250,000.00	250,000.00
5305 Legal Services (IAB Orders)	20,056.77	15,824.66	10,000.00	7,217.83	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5306 Medical Services	56,454.26	128,773.08	120,000.00	171,752.47	272,303.19	160,000.00	0.00	120,000.00	120,000.00
5760 Claims & Settlements	53,650.68	237,500.00	60,000.00	35,000.00	60,000.00	60,000.00	0.00	60,000.00	60,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5170 Worker's Compensation	Increase based on claims history	50,000.00
5306 Medical Services	Increase in surgeries, growing cost of medical care	40,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	424,778.82	703,083.11	440,000.00	404,315.57	678,765.04	530,000.00	0.00	440,000.00	440,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>424,778.82</u>	<u>703,083.11</u>	<u>440,000.00</u>	<u>404,315.57</u>	<u>678,765.04</u>	<u>530,000.00</u>	<u>0.00</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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	67,416	67,888
Pension Administration	5,687	5,904
Medical & Life Insurance	70,978	66,601
Heat, Light, Water	11,827	12,308
Building Repair & Maintenance	28,713	34,459
Building Insurance	192	288
Motor Vehicle Insurance	543	535
Motor Vehicle Maint & Repair	9,446	10,310
<b>Total</b>	<b>\$194,802</b>	<b>\$198,293</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Administration of CDBG Budget	\$966,316	\$1,104,250	\$944,250
Met State Parking Lot		\$467,500	
Met State Parking Lot (PARC Grant)		\$280,500	
Downtown Coordinated Signs	\$9,999	\$136,000	

**PLANNING**

**PERSONNEL**

			FY 2013		FY 2014			FY 2015					
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	*Planning Director	20-2			1	95,650	38,522.19	90,147.00	1	99,428	1	99,428	99,428
2.	Asst Dir of Planning	15-2			1	75,877	26,715.55	44,005.00	1	70,015	1	70,015	70,015
3.	Principal Planner	14-6			1	78,803	39,236.30	78,803.00	1	78,803	1	78,803	78,803
4.	Administrative Assistant	10-6 (L8)			0.5	30,139	14,504.59	30,139.00	0.5	32,122	0.5	32,122	32,122
5.	Fair Housing Officer					3,000	1,150.60	2,827.00		3,000		3,000	3,000
Subtotal			3.5	175,374.41	3.5	283,469	120,129.23	245,921.00	3.5	283,368		283,368	283,368

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in * position salary	5,761
Asst Dir of Planning	15-2
(5,862)	

**Explanation**

New employee hired at lower step

**New Positions**

Senior Planner 13-1

Vacancies through attrition has left the dept. understaffed (Mayor: Asst Director hired April 2014)

Part Time / Temporary

Mayor: Parking initiative for downtown  
Trolley driver to provide transportation from Common Garage to Moody St for Thursday, Friday, and Saturday nights

1	60,903			
			25,000	25,000
<b>1</b>	<b>60,903</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>

**Subtotal**

**Grand Total**

<b>3.5</b>	<b>175,374.41</b>	<b>3.5</b>	<b>283,469</b>	<b>120,129.23</b>	<b>245,921.00</b>	<b>4.5</b>	<b>344,271</b>	<b>3.5</b>	<b>308,368</b>	<b>308,368</b>
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**PLANNING**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-175-5100</b>									
5111 Salaries - Full Time	295,419.51	175,374.41	280,469.00	118,978.63	243,094.00	341,271.00	(101.00)	280,368.00	280,368.00
5121 Salaries - Part Time	2,254.21		3,000.00	1,150.60	2,827.00	3,000.00	0.00	3,000.00	3,000.00
5122 Wages - Part Time							25,000.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(94,461.44)	(100,433.05)	(90,434.00)	(22,257.56)	(59,075.00)	(143,926.00)	(53,492.00)	(143,926.00)	(143,926.00)
<b>General Expenses 001-175-5200</b>									
5242 Office Equipment Repair/Maint		200.83	600.00	64.07	600.00	600.00	0.00	600.00	600.00
5340 Communication	357.66								
5341 Advertising		45.24	1,000.00	105.70	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5342 Postage	91.00	66.60	200.00	72.08	200.00	200.00	0.00	200.00	200.00
5420 Office Supplies	367.35	791.54	850.00	430.82	850.00	850.00	0.00	850.00	850.00
5510 Education Supplies	33.99								
<b>Equipment &amp; Unusual 001-175-5400</b>									
Tourism Brochures						10,000.00	10,000.00	10,000.00	10,000.00
"Waltham Assets"						25,000.00	25,000.00	25,000.00	25,000.00

Department Explanation for Requested Increases

Item

Tourism Brochures  
"Waltham Assets"

Reason

To provide tourism brochures, working with the Tourism Council  
To provide an overview of the community of Waltham's Assets

Department Cost for Requested Increase

10,000.00  
25,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	203,212.28	74,941.36	193,035.00	97,871.67	186,846.00	200,345.00	(28,593.00)	164,442.00	164,442.00
<b>General Expenses</b>	850.00	1,104.21	2,650.00	672.67	2,650.00	2,650.00	0.00	2,650.00	2,650.00
<b>Equipment &amp; Unusual</b>						35,000.00	35,000.00	35,000.00	35,000.00
<b>Total Operating Budget</b>	<u>204,062.28</u>	<u>76,045.57</u>	<u>195,685.00</u>	<u>98,544.34</u>	<u>189,496.00</u>	<u>237,995.00</u>	<u>6,407.00</u>	<u>202,092.00</u>	<u>202,092.00</u>

## HOUSING

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	49,952	45,531
Pension Administration	4,215	3,920
Medical & Life Insurance	59,768	50,977
Heat, Light, Water	5,913	6,154
Building Repair & Maintenance	6,127	5,277
Building Insurance	133	199
<b>Total</b>	<b>\$126,108</b>	<b>\$112,058</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
De-lead Loans / Grants	\$37,890	\$30,000	\$30,000
CDBG Rehabilitation Loans	\$78,590	\$75,000	\$75,000
HOME Program WHA Loans	\$703,721	\$146,746	\$0
HOME Program Brookline	\$0	\$300,000	\$0
HOME Program TBRA Program	\$0	\$200,000	\$300,000
<b>Total CDBG applied to deferred Loans</b>	<b>\$116,480</b>	<b>\$105,000</b>	<b>\$105,000</b>
<b>Total HOME Program Grants</b>	<b>\$703,721</b>	<b>\$346,746</b>	<b>\$300,000</b>
<b>Total HOME Program Loans</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$0</b>

#### Property Management:

Hardy Apartments - 19 units

WATCH (509 Moody St) - residential and commercial units

# HOUSING

## PERSONNEL

Bargaining Unit	Position	FY 2015 Grade-Step
1.	Housing Supervisor	16-6 (L10)
2.	*Asst Housing Supervisor	14-6 (L10)
3.	Administrative Assistant	10-6 (L8)
Subtotal		

FY 2013		FY 2014				FY 2015					
#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval		
		#	Budget	Actual Expenditures							
				Expenditures Thru 6/30/14							
		1	98,965	49,121.54	98,965.00	1	99,417	1	99,417	99,417	
		1	85,895	42,830.06	85,895.00	1	86,289	1	86,289	86,289	
		0.5	30,139	14,504.59	30,139.00	0.5	32,122	0.5	32,122	32,122	
2.5	207,365.03	2.5	214,999	106,456.19	214,999.00	2.5	217,828		2.5	217,828	217,828

## Summary of Changes

### Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 2,829

### Explanation

0	0	0	0	0

### New Positions

Subtotal

Grand Total

2.5	207,365.03	2.5	214,999	106,456.19	214,999.00	2.5	217,828	2.5	217,828	217,828
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**HOUSING**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-183-5100</b>									
5111 Salaries - Full Time	226,254.31	207,365.03	214,999.00	106,456.19	214,999.00	217,828.00	2,829.00	217,828.00	217,828.00
Offset Receipt - CDBG / HOME Program	(25,469.00)	(15,489.00)	(13,940.00)		(13,940.00)	(13,940.00)	0.00	(13,940.00)	(13,940.00)
Offset Receipt - CDBG Program Administration	(47,735.60)	(46,059.00)	(40,422.00)	(21,415.03)	(40,422.00)	(56,854.00)	(16,432.00)	(56,854.00)	(56,854.00)
<b>General Expenses 001-183-5200</b>									
5242 Office Equipment Repair/Maint		108.00							
5341 Advertising		107.73	200.00		200.00	200.00	0.00	200.00	200.00
5342 Postage	749.63	348.98	750.00	302.11	750.00	750.00	0.00	750.00	750.00
5420 Office Supplies	600.00	778.73	600.00	228.11	600.00	600.00	0.00	600.00	600.00

**Department Explanation for Requested Increases**

Item

Reason

**Department Cost for  
Requested Increase**

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	153,049.71	145,817.03	160,637.00	85,041.16	160,637.00	147,034.00	(13,603.00)	147,034.00	147,034.00
<b>General Expenses</b>	1,349.63	1,343.44	1,550.00	530.22	1,550.00	1,550.00	0.00	1,550.00	1,550.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>154,399.34</u>	<u>147,160.47</u>	<u>162,187.00</u>	<u>85,571.38</u>	<u>162,187.00</u>	<u>148,584.00</u>	<u>(13,603.00)</u>	<u>148,584.00</u>	<u>148,584.00</u>

## PAINE ESTATE

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	2,469	2,651
Medical & Life Insurance	42,771	41,202
Heat, Light, Water	30,106	34,735
Building Repair & Maintenance	56,738	42,300
Building Insurance	1,297	1,945
<b>Total</b>	<b>\$133,381</b>	<b>\$122,833</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Private events	39	40	45
City events	12	11	11
School Programs	19	19	19
Total Income	\$89,903	\$90,000	\$100,000
<u>Grant funded Projects completed:</u>			
Elevator/Restroom renovations	\$151,444	\$202,756	
Elevator Design Services	\$23,294	\$6,636	
Exhibits & Signage		\$190,000	

**PAINE ESTATE**

**PERSONNEL**

			FY 2013	FY 2014				FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	July-December	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval	
							Actual Expenditures							
1.	*Paine Estate Curator	13-6 (L9)			1	68,355	34,302.16	68,355.00	1	68,618	1	68,618	68,618	
2.	Asst Finance Rehab Advisor	11-6 (L8)			1	69,282	34,546.20	69,282.00	1	69,282	1	69,282	69,282	
3.	SPMG Events Coordinator	8-6 (L9)			1	56,422	28,133.56	56,422.00	1	56,422	1	56,422	56,422	
Subtotal			3	195,938.52	3	194,059	96,981.92	194,059.00	3	194,322		3	194,322	194,322

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 263

Explanation

<b>0</b>		<b>0</b>		<b>0</b>

New Positions

**Subtotal**

**Grand Total**

<b>3</b>	<b>195,938.52</b>	<b>3</b>	<b>194,059</b>	<b>96,981.92</b>	<b>194,059.00</b>	<b>3</b>	<b>194,322</b>	<b>3</b>	<b>194,322</b>	<b>194,322</b>
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**PAINE ESTATE**

**EXPENDITURES**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>			<b>FY 2015</b>			
<b>Classification</b>	<b>Actual Expenditures</b>	<b>Actual Expenditures</b>	<b>Budget</b>	<b>July-December Actual Expenditures</b>	<b>Expenditures Thru 6/30/14</b>	<b>Department Request</b>	<b>Mayor's Incr/Decr</b>	<b>Mayor's Recommendation</b>	<b>Council Approval</b>
<b>Personnel 001-670-5100</b>									
5111 Salaries - Full Time	188,068.90	195,938.52	194,059.00	96,981.92	194,059.00	194,322.00	263.00	194,322.00	194,322.00
Offset Receipt - Gift	(22,117.00)	(22,117.00)	(22,117.00)		(22,117.00)	(22,850.00)	(733.00)	(22,850.00)	(22,850.00)
<b>General Expenses 001-670-5200</b>									
5291 Custodial Services	8,192.66	6,976.00	10,000.00	3,421.50	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5307 Public Safety Service	17,067.00	13,239.60	20,000.00	7,578.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5330 Transport Services	357.00	327.00							
5340 Postage		46.00							
5360 Education Services		1,115.00							
5382 Pest Control	1,080.00	1,080.00	1,100.00	421.50	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5420 Office Supplies	375.99	824.55	500.00		500.00	500.00	0.00	500.00	500.00
5430 Building Supplies	1,763.27	2,970.03	1,000.00	89.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00

**Department Explanation for Requested Increases**

Item

Reason

**Department Cost for Requested Increase**

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	165,951.90	173,821.52	171,942.00	96,981.92	171,942.00	171,472.00	(470.00)	171,472.00	171,472.00
<b>General Expenses</b>	28,835.92	26,578.18	32,600.00	11,510.00	32,600.00	32,600.00	0.00	32,600.00	32,600.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<b>194,787.82</b>	<b>200,399.70</b>	<b>204,542.00</b>	<b>108,491.92</b>	<b>204,542.00</b>	<b>204,072.00</b>	<b>(470.00)</b>	<b>204,072.00</b>	<b>204,072.00</b>

## 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 2012	FY 2013
Pension-Contributory/FICA	4,917,183	4,915,715
Pension Administration	416,633	429,706
Medical & Life Insurance	5,687,872	5,845,928
Heat, Light, Water	85,019	78,324
Building Repair & Maintenance	104,625	126,608
Building Insurance	1,683	2,525
Motor Vehicle Insurance	16,835	16,578
Motor Vehicle Maint & Repair	292,826	319,612
<b>Total</b>	<b>\$11,522,676</b>	<b>\$11,734,996</b>

### 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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Total Training <i>in Service</i>	132	114	160
Total Training Specialized	98	321	380
Training Firearms	292	293	294
Training Firearms - Special	131	70	260
Total Evidence	1,207	1,153	1,200
Background Investigations	44	33	54

### 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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Taxi Inspections	110	142	150
Accidents Reported	1,848	1,967	2,100
Accidents Investigated	1,475	1,116	1,500
Taxi License	156	181	200
Taxi Registrations	55	71	75
F.I.D. Cards Issued	44	77	85
License to Carry Firearms Issued	304	399	425

#### 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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Arrests	928	912	900
Incapacitated Persons	365	377	400
Traffic Citations Issued	8,698	7,243	7,500
OUI Arrests	78	97	105
Parking Tags Issued	3,837	3,500	3,600
Frequency Checks	4,711	6,176	6,200
Incident Reports Prepared	7,983	8,372	8,700



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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Report Review	8,013	8,394	8,432
Criminal Investigations	1,450	1,615	1,690
Crime Scene Photographs & Negatives Stored	13,922	11,826	13,500
Aggravated Assault Investigation	149	151	158
Simple Assault Investigations	366	390	405
Sex Offender Registration	78	92	107
Sex Offender Auditing	94	105	115
Missing Person Investigations	144	218	195
Juvenile Investigations	53	69	76
Domestic Violence Investigations	717	** 608	590
Property Crime	1,199	921	975
Liquor Incidents	1,065	1,138	1,175
Drug Investigations	54	49	60
Prosecution Events	3,090	3,055	3,125

\*\* Does not include Harassment or Restraining Orders

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 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Total Calls Answered	785	865	950
Dogs Impounded	39	52	55
Dogs Returned to owner	16	34	35
Dogs Adopted	21	18	20
Dogs Euthanized	2	0	0
Citations Issued	30	15	25
Coyote Calls	51	42	50
Raccoon Calls	68	60	65
Deer Calls	10	10	10
Cat Calls	38	36	40
Dog Calls	455	480	500
Injured / Problem Wildlife Calls	120	187	200
Other Animal Calls	45	55	60

**POLICE**

**PERSONNEL**

PERSONNEL

			FY 2013		FY 2014				FY 2015				
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	#	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Police Chief	22-4			1	131,904	71,124.36	131,904.00	1	118,910	1	118,910	118,910
2.	PSUP Deputy Police Chief				1	114,481		31,062.00	1	99,450	1	99,450	99,450
3.	PSUP Police Captain				4	339,372	211,524.67	312,873.00	4	339,372	4	339,372	339,372
4.	PSUP Police Lieutenant				10	757,520	464,531.32	757,520.00	10	757,520	10	757,520	757,520
5.	PSUP Police Sergeant				17	1,101,709	680,252.06	1,101,709.00	17	1,101,709	17	1,101,709	1,101,709
6.	PPAT Police Officer				108	5,896,567	3,270,510.74	5,896,567.00	108	5,930,954	108	5,930,954	5,930,954
7.	PPAT Police Officer Maint / Safety				2	109,954	65,791.76	109,954.00	2	109,954	2	109,954	109,954
8.	PPAT Police Officer SRO				4	207,768	97,124.92	207,768.00	4	207,768	4	207,768	207,768
9.	Cadet Program				2	80,752		0.00	2	80,752	2	80,752	80,752
10.	TRAF School Traffic Supervisor				36	269,485	135,458.58	269,485.00	36	269,625	36	269,625	269,625
11.	*Business Manager	15-4 (L11)			1	83,133	41,452.32	83,133.00	1	86,406	1	86,406	86,406
12.	SPMG *Animal Control Officer	11-4 (L9)			1	60,085	29,695.64	60,085.00	1	62,866	1	62,866	62,866
13.	Administrative Assistant	10-6 (L10)			1	65,434	32,627.14	65,434.00	1	65,434	1	65,434	65,434
14.	Office Coordinator	9-6 (L9)			1	61,237	30,534.40	52,454.00	1	60,134	1	60,134	60,134
15.	*Principal Office Assistant	8-6 (L9)			2	112,053	55,847.32	102,948.00	1	56,070	1	56,070	56,070
16.	Principal Office Assistant	8-2							1	43,068	1	43,068	43,068
17.	Proj Coord - Community Policing				1	24,883	12,010.44	24,883.00	1	24,883	1	24,883	24,883
18.	Animal Inspector					1,500	748.02	1,500.00		1,500		1,500	1,500
19.	Part Time					25,020	11,599.98	25,020.00		35,880		35,880	35,880
Subtotal Salaries			78	3,732,616.48	78	3,228,568	1,777,406.25	3,020,010.00	78	3,203,579		3,203,579	3,203,579
Subtotal Wages			114	7,085,168.19	114	6,214,289	3,433,427.42	6,214,289.00	114	6,248,676		6,248,676	6,248,676

POLICE

PERSONNEL

Bargaining Unit Position FY 2015 Grade-Step

FY 2013		FY 2014				FY 2015			
Actual		July-December		Actual		Department		Mayor's	
#	Expenditures	#	Budget	Expenditures	Thru 6/30/14	#	Request	#	Recommendation
									Council Approval

Summary of Changes

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 39,780

Police Chief (12,994)

Deputy Police Chief (15,031)

Principal Office Assistant 8-1 (13,217)

Part Time 10,860

Explanation

New Police Chief appointed

Previously budgeted as Acting Police Chief

Decrease due to promotion for 1 of the 2 positions. Anticipate replacement @ Gr 8 St 1

Increase PT employee \$15/hr 16-20 hrs/wk - more comparable to other PT employee currently 16-20 hrs/wk @ \$19.73/hr

New Positions

TRAF School Traffic Supervisor

Two new STS posts have been added due to safety concerns @ Lexington & Lake; and Lyman & Summer

Assistant to Supervisor of Attendance

Request to move this stipend from the school department to the police department for the SSO (Compensation Ordinance will be submitted)

Subtotal

2	14,470	2	14,470	14,470
	3,105			
2	17,575	2	14,470	14,470

Grand Total Salaries

Grand Total Wages

78	3,732,616.48	78	3,228,568	1,777,406.25	3,020,010.00	80	3,221,154	80	3,218,049	3,218,049
114	7,085,168.19	114	6,214,289	3,433,427.42	6,214,289.00	114	6,248,676	114	6,248,676	6,248,676

## POLICE

EXPENDITURES									
	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-210-5100</b>									
5111 Salaries - Full Time	2,804,152.88	2,884,280.09	2,957,583.00	1,366,153.97	2,749,025.00	2,935,559.00	(25,129.00)	2,932,454.00	2,932,454.00
5112 Wages - Full Time	5,941,201.57	6,122,404.82	6,214,289.00	2,971,268.49	6,214,289.00	6,248,676.00	34,387.00	6,248,676.00	6,248,676.00
5121 Salaries - Part Time	245,802.88	268,157.25	270,985.00	136,206.60	270,985.00	285,595.00	14,610.00	285,595.00	285,595.00
5131 Overtime	1,045,015.72	1,047,978.27	800,000.00	561,437.80	1,211,000.00	950,000.00	30,000.00	830,000.00	830,000.00
5132 Overtime (Preventive Training for potential liability issues)		29,578.18	50,000.00		30,000.00	50,000.00	0.00	50,000.00	50,000.00
5141 Longevity	714,501.60	775,778.20	804,623.00	771,408.54	800,310.00	779,248.00	(25,375.00)	779,248.00	779,248.00
5142 College Credits	1,523,330.56	1,542,942.51	1,625,000.00	737,204.62	1,625,000.00	1,615,000.00	(10,000.00)	1,615,000.00	1,615,000.00
5143 Holiday	421,448.35	436,958.46	500,000.00	227,249.15	418,000.00	500,000.00	0.00	500,000.00	500,000.00
Receipt Offset - Grant	(38,327.48)	(48,891.32)	(15,000.00)		(23,383.00)	(15,000.00)	0.00	(15,000.00)	(15,000.00)
<b>General Expenses 001-210-5200</b>									
5241 Equipment Repair/Maint	8,023.05	4,599.34	6,000.00	2,646.57	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5242 Office Equipment Repair/Maint	3,699.10	3,998.54	4,000.00	3,871.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5243 Computer Equip Repair/Maint	33,726.99	40,437.93	39,000.00	31,365.00	39,000.00	39,000.00	0.00	39,000.00	39,000.00
5255 Vehicle Washing		4,460.00	4,000.00	1,359.00	4,200.00	4,000.00	0.00	4,000.00	4,000.00
5291 Custodial Services	1,347.50	2,681.25	3,000.00	1,708.15	5,500.00	5,500.00	2,500.00	5,500.00	5,500.00
5306 Medical Services	87,544.56	91,954.52	119,000.00	29,803.54	149,000.00	119,000.00	0.00	119,000.00	119,000.00
5308 Stenographer	1,516.20	853.00	1,000.00		0.00	1,000.00	0.00	1,000.00	1,000.00
5312 Training	24,371.89	24,741.27	30,000.00	10,677.68	30,000.00	30,000.00	0.00	30,000.00	30,000.00
5315 Legal Services	7,561.28	450.00							
5340 Communication	39,010.62	46,141.63	47,000.00	22,180.39	47,000.00	47,000.00	0.00	47,000.00	47,000.00
5342 Postage	1,252.15	1,991.85	2,000.00	1,586.41	2,150.00	2,200.00	200.00	2,200.00	2,200.00
5343 Printing	2,907.00	2,913.43	2,500.00	1,750.36	3,200.00	3,500.00	1,000.00	3,500.00	3,500.00
5386 Accreditation	1,886.78	2,366.39	2,500.00	1,857.20	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	9,077.88	11,049.87	10,000.00	2,055.18	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5424 Computer Supplies	6,905.54	6,938.18	7,000.00	1,782.07	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5430 Building Supplies	3,772.75	2,920.71	4,000.00	860.18	3,500.00	4,000.00	0.00	4,000.00	4,000.00
5470 Public Safety Supplies	8,537.66	9,211.60	12,500.00	5,654.77	12,500.00	12,500.00	0.00	12,500.00	12,500.00
5490 Food Supplies	2,438.23	1,638.16	3,000.00	812.77	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5500 Medical Supplies	40.11	1,632.31	1,000.00		951.83	1,000.00	0.00	1,000.00	1,000.00
5510 Education Supplies	612.69	86.82	1,000.00	30.15	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5581 Clothing, Glove, Shoes	497.80	483.57	750.00	381.87	760.82	750.00	0.00	750.00	750.00
5582 Photo Supplies	893.03	1,458.97	2,000.00	37.07	1,500.00	1,500.00	(500.00)	1,500.00	1,500.00
5587 Tools	299.70	337.08	500.00	524.47	500.00	500.00	0.00	500.00	500.00
5730 Dues	3,208.72	5,525.19	4,785.00	954.50	4,785.00	4,785.00	0.00	4,785.00	4,785.00
5733 Licenses Taxi / Medallions	895.05	956.64	1,250.00	992.04	992.04	1,250.00	0.00	1,250.00	1,250.00

POLICE

EXPENDITURES		FY 2012	FY 2013	FY 2014		FY 2015				
Classification		Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Equipment & Unusual 001-210-5400										
5306	Boarding / Care of Animals		2,640.00	5,000.00	1,561.82	5,000.00	6,000.00	1,000.00	6,000.00	6,000.00
5312	Training Academy Fee	8,899.99	5,833.31	1,667.00	1,666.68	1,666.68	0.00	(1,667.00)	0.00	0.00
5315	Legal Issues	35,366.25	38,700.00	38,700.00	28,500.00	28,500.00	38,700.00	0.00	38,700.00	38,700.00
5392-21	COP	2,666.30	2,915.91	3,000.00	2,989.54	2,989.54	3,000.00	0.00	3,000.00	3,000.00
5392-22	SRO / GREAT	3,262.74	3,850.00	4,000.00	2,934.29	2,934.29	4,000.00	0.00	4,000.00	4,000.00
5392-23	Domestic Violence			500.00		500.00	500.00	0.00	500.00	500.00
5392-24	K-9 Unit	1,797.16	1,958.79	4,500.00	1,185.95	3,500.00	4,500.00	0.00	4,500.00	4,500.00
5392-25	NEMLEC	8,887.99	8,885.89	12,500.00	5,682.04	12,500.00	12,500.00	0.00	12,500.00	12,500.00
5392-26	Recreational - PAL	2,406.60	2,932.28	3,000.00	675.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-27	PAL-Summer Youth Program	2,500.00	3,000.00	3,000.00	1,506.70	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-29	Wellness Program		499.99	1,500.00		0.00	1,500.00	0.00	1,500.00	1,500.00
5850	Safety Equipment	7,801.93	5,754.12	4,000.00	921.17	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5852	Firearm Range Service	22,830.00	22,202.00	25,500.00	9,450.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
5853	Firearms/ Ammunition	30,178.81	44,563.01	75,000.00	19,294.00	75,000.00	75,000.00	0.00	75,000.00	75,000.00
5856	Photography Equipment	500.00	1,500.00	1,000.00	499.95	984.25	1,000.00	0.00	1,000.00	1,000.00
5871	Bicycle Equipment		2,228.81	2,000.00		2,000.00	2,000.00	0.00	2,000.00	2,000.00
5872	Cruiser Equipment	5,295.07	5,558.11	7,000.00	1,046.29	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5875	Mobile Radios & Equipment	2,195.00	3,265.36	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00

POLICE

EXPENDITURES

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	July-December		Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures					
<b>Special Items 001-210-5500</b>									
5190 Uniform Allowance 146 @ 800 / 1@1,600	119,900.00	118,912.49	120,700.00	117,761.89	120,700.00	120,700.00	0.00	120,700.00	120,700.00
5196 Uniforms-Special Positions	4,397.98	6,720.57	8,500.00	1,751.95	8,500.00	9,500.00	1,000.00	9,500.00	9,500.00
5197 Uniform Allowance Civilians	2,064.13	2,184.44	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 36 @ 325	13,565.45	13,782.98	12,025.00	11,110.00	11,110.00	12,025.00	0.00	12,025.00	12,025.00
5198 Uniform Allowance - STS / new hires			6,000.00		2,000.00	5,000.00	(1,000.00)	5,000.00	5,000.00
5471 Patches & Badges	1,476.00	2,384.00	2,500.00	840.00	2,500.00	3,500.00	1,000.00	3,500.00	3,500.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime	This increase is due to the projected needs, using past experience (pending JLMC issue)	150,000.00
5291 Custodial Services	This reflects an increased need for bio-hazardous management - professional cleaning of area contaminated by bodily fluids	2,500.00
5342 Postage	First class postage increase	200.00
5343 Printing	Price increases for certain forms that are required for departmental use	1,000.00
5306 Boarding / Care of Animals	The \$2,000 gift account has developed more stringent guidelines for the usage of the funds such as no boarding	1,000.00
5196 Uniforms-Special Positions	To outfit 1 new motorcycle officer	1,000.00
5471 Patches & Badges	Increase due to necessary items for new hires	1,000.00

COST SUMMARY BY CLASSIFICATION

<b>Personnel</b>	12,657,126.08	13,059,186.46	13,207,480.00	6,770,929.16	13,295,226.00	13,349,078.00	18,493.00	13,225,973.00	13,225,973.00
<b>General Expenses</b>	250,026.28	269,828.25	307,785.00	122,890.37	339,039.69	310,985.00	3,200.00	310,985.00	310,985.00
<b>Equipment &amp; Unusual</b>	134,587.84	156,287.58	194,867.00	77,913.43	181,074.76	194,200.00	(667.00)	194,200.00	194,200.00
<b>Special Items</b>	141,403.56	143,984.48	152,225.00	131,463.84	147,310.00	153,225.00	1,000.00	153,225.00	153,225.00
<b>Total Operating Budget</b>	<u>13,183,143.76</u>	<u>13,629,286.77</u>	<u>13,862,357.00</u>	<u>7,103,196.80</u>	<u>13,962,650.45</u>	<u>14,007,488.00</u>	<u>22,026.00</u>	<u>13,884,383.00</u>	<u>13,884,383.00</u>

## DISPATCH

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Emergency Calls	41,542	42,657	43,770
Police	33,559	35,960	38,360
Fire	7,729	8,157	8,590
Medical	6,638	6,987	7,340
Emergency Medical Dispatch Reviews	1,040	1,040	1,040
Quality Control Reviews	2,100	2,100	2,100

## DISPATCH

## PERSONNEL

PERSONNEL

Bargaining Unit    Position	FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015						
		#	Actual Expenditures	#	Budget	Actual Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval		
1. SPMG Chief Emerg Tele Disp	14-6			1	80,444	40,028.45	80,444.00	1	80,444	1	80,444	80,444	
2. FAOP Sr Fire Alarm Operator				3	185,648	92,569.71	185,648.00	3	185,648	3	185,648	185,648	
3. FAOP Supervisor - ETD's				1	63,230	31,528.39	63,230.00	1	63,230	1	63,230	63,230	
4. FAOP *Emerg Tele Dispatcher				17	901,663	430,552.67	901,663.00	17	907,474	17	907,474	907,474	
Subtotal		21	1,160,737.70	22	1,230,985	594,679.22	1,230,985.00	22	1,236,796		22	1,236,796	1,236,796

## Summary of Changes

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 5,811

Explanation

Additional staff requested by Fire Chief for Metro Fire.

FY14 Budget Department Comment: 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.

New Positions

FAOP Emerg Tele Dispatcher

2	93,216		0	0	0
<b>2</b>	<b>93,216</b>		<b>0</b>	<b>0</b>	<b>0</b>

**Subtotal**

**Grand Total**

<b>21</b>	<b>1,160,737.70</b>	<b>22</b>	<b>1,230,985</b>	<b>594,679.22</b>	<b>1,230,985.00</b>	<b>24</b>	<b>1,330,012</b>	<b>22</b>	<b>1,236,796</b>	<b>1,236,796</b>
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## DISPATCH

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
			July-December						
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,135,108.65	1,160,737.70	1,230,985.00	594,679.22	1,230,985.00	1,330,012.00	5,811.00	1,236,796.00	1,236,796.00
5131 Overtime - Callbacks Nt	149,754.71	152,598.35	130,000.00	63,748.26	153,390.00	305,000.00	35,000.00	165,000.00	165,000.00
5141 Longevity	34,974.10	34,999.39	37,311.00	37,310.68	37,310.68	37,311.00	0.00	37,311.00	37,311.00
5143 Holiday	69,655.72	68,755.94	77,500.00	40,617.47	71,200.00	79,900.00	2,400.00	79,900.00	79,900.00
5144 Out of Grade / FTO	12,144.74	11,221.43	15,000.00	5,276.73	24,775.00	24,775.00	9,775.00	24,775.00	24,775.00
Receipt Offset - Grant	(60,371.91)	(139,104.77)	(100,000.00)		(96,022.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
General Expenses 001-215-5200									
5242 Office Equipment Repair/Maint	1,150.00	2,527.00	5,750.00	599.00	4,750.00	4,750.00	(1,000.00)	4,750.00	4,750.00
5312 Training E-911	4,415.00	3,506.00	6,300.00	3,602.06	6,300.00	8,250.00	1,950.00	8,250.00	8,250.00
5340 Communication	23,500.00	23,500.00	26,400.00	23,500.00	26,400.00	26,400.00	0.00	26,400.00	26,400.00
5342 Postage		50.00	50.00	50.00	50.00	85.00	35.00	85.00	85.00
5420 Office Supplies	584.94	873.49	1,200.00	218.99	1,200.00	1,200.00	0.00	1,200.00	1,200.00
5424 Computer Supplies	220.98	1,779.75	1,550.00		1,400.00	1,400.00	(150.00)	1,400.00	1,400.00
5430 Building Supplies	144.24	79.98	300.00	149.99	450.00	450.00	150.00	450.00	450.00
5470 Public Safety Supplies		416.69	300.00		300.00	300.00	0.00	300.00	300.00
5730 Dues	75.00	109.00	1,445.00	204.00	204.00	1,445.00	0.00	1,445.00	1,445.00
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 200 /ea	5,705.80	6,548.74	7,290.00	4,240.00	7,290.00	8,200.00	0.00	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 increased staffing needs due to changes in the Metro Fire mandate	175,000.00
5143 Holiday	Increase due to step increases, plus the addition of 2 new ETD positions	2,400.00
5144 Out of Grade / FTO	Projection based on the total amount of OOG/FTO projected for FY14	9,775.00
5312 Training E-911	Mandatory training to maintain certification = \$8,250	1,950.00
5342 Postage	Postage rate has increased and packages of grant reimbursements need to be submitted monthly	35.00
5430 Building Supplies	Increase in cost of cleaning and sanitizing	150.00
5190 Uniform Allowance/Clothing Maint	Increase in cost of uniform shirt/sweatshirt, plus clothing maintenance for 2 new ETDs	910.00

## COST SUMMARY BY CLASSIFICATION

<b>Personnel</b>	1,341,266.01	1,289,208.04	1,390,796.00	741,632.36	1,421,638.68	1,676,998.00	52,986.00	1,443,782.00	1,443,782.00
<b>General Expenses</b>	30,090.16	32,841.91	43,295.00	28,324.04	41,054.00	44,280.00	985.00	44,280.00	44,280.00
<b>Equipment &amp; Unusual</b>									
<b>Special Items</b>	5,705.80	6,548.74	7,290.00	4,240.00	7,290.00	8,200.00	0.00	7,290.00	7,290.00
<b>Total Operating Budget</b>	<u>1,377,061.97</u>	<u>1,328,598.69</u>	<u>1,441,381.00</u>	<u>774,196.40</u>	<u>1,469,982.68</u>	<u>1,729,478.00</u>	<u>53,971.00</u>	<u>1,495,352.00</u>	<u>1,495,352.00</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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	53,647	53,867
Pension Administration	4,563	4,720
Medical & Life Insurance	62,574	61,736
Heat, Light, Water	8,612	9,556
Building Repair & Maintenance	17,818	11,008
Building Insurance	227	341
<b>Total</b>	<b>\$147,441</b>	<b>\$141,228</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Contracts Bid	87	90	90
Number of PO's w/ values of \$1,000+	685	690	700
Number of PO's w/ values of \$999.00 or less	2,685	2,700	2,750

**PURCHASING**

**PERSONNEL**

Bargaining Unit	Position	FY 2015 Grade-Step
1.	*Purchasing Agent	16-5
2.	Administrative Assistant	10-6 (L11)
3.	Administrative Assistant	10-6 (L11)
4.	Insurance & Claims Admin	
<b>Subtotal</b>		

FY 2013		FY 2014			FY 2015				
#	Actual Expenditures	July-December			#	Department Request	#	Mayor's Recommendation	Council Approval
		Budget	Actual Expenditures	Expenditures Thru 6/30/14					
					1	85,849	1	85,849	85,849
					1	66,028	1	66,028	66,028
					1	66,028	1	66,028	66,028
						2,700		2,700	2,700
<b>3</b>	<b>215,981.89</b>	<b>3</b>	<b>217,349</b>	<b>107,472.61</b>	<b>3</b>	<b>220,605</b>	<b>3</b>	<b>220,605</b>	<b>220,605</b>

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 3,256

Explanation

New Positions

Part Time / Temporary

Part time summer help at 20 hrs x 10 wks x \$15/hr (no benefits).  
The summertime is the busiest time of the year preparing school and winter bids and in the middle of vacation time.

3,000				
<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Subtotal**

**Grand Total**

<b>3</b>	<b>215,981.89</b>	<b>3</b>	<b>217,349</b>	<b>107,472.61</b>	<b>217,349.00</b>	<b>3</b>	<b>223,605</b>	<b>3</b>	<b>220,605</b>	<b>220,605</b>
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**PURCHASING**

**EXPENDITURES**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>			<b>FY 2015</b>			
<b>Classification</b>	<b>Actual Expenditures</b>	<b>Actual Expenditures</b>	<b>Budget</b>	<b>July-December Actual Expenditures</b>	<b>Expenditures Thru 6/30/14</b>	<b>Department Request</b>	<b>Mayor's Incr/Decr</b>	<b>Mayor's Recommendation</b>	<b>Council Approval</b>
<b>Personnel 001-138-5100</b>									
5111 Salaries - Full Time	197,564.55	213,281.89	214,649.00	106,126.33	214,649.00	217,905.00	3,256.00	217,905.00	217,905.00
5121 Salaries - Part Time	2,700.00	2,700.00	2,700.00	1,346.28	2,700.00	5,700.00	0.00	2,700.00	2,700.00
<b>General Expenses 001-138-5200</b>									
5192 Mileage Allowance	26.25		100.00	138.81	238.00	300.00	200.00	300.00	300.00
5242 Office Equipment Repair/Maint	880.81	1,079.08	1,000.00	1,189.38	1,189.38	1,000.00	(500.00)	500.00	500.00
5272 Office Equipment Rental		792.92			0.00	0.00	0.00	0.00	0.00
5312 Training					450.00	650.00	650.00	650.00	650.00
5341 Advertising	3,202.56		100.00		0.00	100.00	0.00	100.00	100.00
5342 Postage	1,321.63	728.80	1,250.00	127.14	1,000.00	1,000.00	(250.00)	1,000.00	1,000.00
5343 Printing & Binding	735.44	722.81	723.00	336.12	720.00	723.00	0.00	723.00	723.00
5420 Office Supplies	3,639.05	2,678.41	3,600.00	1,304.89	3,250.00	3,250.00	(350.00)	3,250.00	3,250.00
5730 Dues	335.00	664.00	400.00	325.00	325.00	400.00	0.00	400.00	400.00
<b>Special Items 001-138-5500</b>									
5741 Auto Insurance	67,066.99	65,511.48	75,000.00	74,196.00	75,510.00	86,510.00	11,510.00	86,510.00	86,510.00
5742 Building Insurance	113,371.61	170,075.45	163,878.00	162,865.00	162,900.00	165,500.00	1,622.00	165,500.00	165,500.00

**Department Explanation for Requested Increases**

<b><u>Item</u></b>	<b><u>Reason</u></b>	<b><u>Department Cost for Requested Increase</u></b>
5192 Mileage Allowance	Expected expenditure for 2014 is \$238. A slight increase is anticipated for FY15.	200.00
5312 Training	\$450 was spent this year for training. Additional training to maintain MCPPO Certification.	650.00
5741 Auto Insurance	City has added 9 new vehicles and 2 new fire pumpers (CIP). The fleet is newer with 30 vehicles purchased in the last 2 years. Cost of premiums for new vehicles is higher.	11,510.00
5742 Building Insurance	Added \$1,500 for the premium cost to insure Library works of art valued at approximately \$220,000	1,622.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	200,264.55	215,981.89	217,349.00	107,472.61	217,349.00	223,605.00	3,256.00	220,605.00	220,605.00
<b>General Expenses</b>	10,140.74	6,666.02	7,173.00	3,421.34	7,172.38	7,423.00	(250.00)	6,923.00	6,923.00
<b>Equipment &amp; Unusual</b>									
<b>Special Items</b>	180,438.60	235,586.93	238,878.00	237,061.00	238,410.00	252,010.00	13,132.00	252,010.00	252,010.00
<b>Total Operating Budget</b>	<b>390,843.89</b>	<b>458,234.84</b>	<b>463,400.00</b>	<b>347,954.95</b>	<b>462,931.38</b>	<b>483,038.00</b>	<b>16,138.00</b>	<b>479,538.00</b>	<b>479,538.00</b>

## RECREATION

### STATEMENT OF OBJECTIVES:

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

### 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	40,932	41,851
Pension Administration	3,075	3,180
Medical & Life Insurance	114,907	148,810
Heat, Light, Water	3,011	9,779
Building Repair & Maintenance	50,467	76,186
Building Insurance	681	1,021
Motor Vehicle Insurance	272	267
Motor Vehicle Maint & Repair	4,723	5,155
<b>Total</b>	<b>\$218,068</b>	<b>\$286,249</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Total # of Rec Activities	152	160	170
Total Attend / Participants	141,197	142,600	143,990
Total Cost / Participant	6.99	8.87	9.51
Total Number of Diff Part	5,883	6,000	6,140
Total Revenue	\$107,975	\$112,000	\$115,600
Net Cost / Participant	6.24	8.08	8.51

**RECREATION**

**PERSONNEL**

Bargaining Unit	Position	FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015			
			#	Actual Expenditures	#	Budget	Actual Expenditures July-December Thru 6/30/14	#	Department Request	#	Mayor's Recommendation Council Approval
1.	Recreation Board		10		11,000		2,897.36	11,000.00	10	11,000	11,000
2.	Director of Recreation	18-6 (L11)	1		114,268		42,542.97	114,268.00	1	114,268	114,268
3.	Asst Director Recreation	14-6 (L9)	1		85,633		56,977.44	85,633.00	1	85,895	85,895
4.	Recreation Supervisor	12-6 (L11)	1		76,799		38,294.10	76,799.00	1	76,799	76,799
5.	Rec Super / Spec Needs	12-6 (L8)	1		74,723		37,259.31	74,723.00	1	74,723	74,723
6.	*Rec Super / Teen Center	12-5	1		63,251		31,106.08	63,251.00	1	65,734	65,734
7.	*Recreation Supervisor	12-2	1		57,079		17,514.72	57,079.00	1	58,942	58,942
8.	Administrative Assistant (PT 19 hrs)	10-4	0.5		28,778		13,202.57	28,778.00			
9.	Office Coordinator (PT 19 hrs)	9-5	0.5		27,303		13,251.68	27,303.00			
10. LAB	*Bldg Maint Person Nights	7-3	1		41,253		19,267.83	41,253.00	1	42,920	42,920
11.	Recreation Board Clerk				1,000		300.00	1,000.00		1,000	1,000
<b>Subtotal</b>			<b>17</b>	<b>502,746.12</b>	<b>18</b>	<b>581,087</b>	<b>272,614.06</b>	<b>581,087.00</b>	<b>12</b>	<b>169,188</b>	<b>17</b> <b>531,281</b> <b>531,281</b>

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary 6,275

Asst Director Recreation 15-6 (L9) 6,034

Recreation Supervisor 13-6 (L11) 5,163

Rec Super / Spec Needs 13-6 (L8) 5,024

Rec Super / Teen Center 13-4 5,107

Recreation Supervisor 13-1 3,824

Administrative Assistant 10-5 28,465

Office Coordinator (PT 19 hrs) 9-6 2,645

New Positions

Temporary / Seasonal

**Subtotal**

Explanation

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

To 9-6 (requesting 2 step increase)

W.C.C. - New resources - bowling/virtual/exercise - birthday party expansion

1	91,667			
1	81,962			
1	79,747			
1	68,358			
1	60,903			
1	57,243	1	57,243	57,243
0.5	30,023	0.5	29,948	29,948
	20,000		20,000	20,000
<b>6.5</b>	<b>489,903</b>	<b>1.5</b>	<b>107,191</b>	<b>107,191</b>

**Grand Total**

<b>17</b>	<b>502,746.12</b>	<b>18</b>	<b>581,087</b>	<b>272,614.06</b>	<b>581,087.00</b>	<b>18.5</b>	<b>659,091</b>	<b>18.5</b>	<b>638,472</b>	<b>638,472</b>
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**RECREATION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-630-5100</b>									
5111 Salaries - Full Time	390,460.05	408,443.99	471,753.00	223,694.62	471,753.00	554,148.00	61,851.00	533,604.00	533,604.00
5112 Wages - Full Time	32,926.81	31,702.33	41,253.00	19,267.83	41,253.00	42,920.00	1,667.00	42,920.00	42,920.00
5121 Salaries - Part Time	47,898.06	53,199.80	57,081.00	26,754.25	57,081.00	31,023.00	(26,133.00)	30,948.00	30,948.00
5122 Wages - Part Time						20,000.00	20,000.00	20,000.00	20,000.00
5194 Boards & Commissions	8,900.00	9,400.00	11,000.00	2,897.36	11,000.00	11,000.00	0.00	11,000.00	11,000.00
CDBG Teen Center Funding	(81,182.98)	(60,002.00)	(60,000.00)	(22,017.65)	(60,000.00)	0.00	60,000.00		
Offset from Rink for Off-Season Work							50,087.00	50,087.00	50,087.00
<b>General Expenses 001-630-5200</b>									
5192 Mileage	976.71	1,278.60	1,500.00	541.09	1,500.00	1,700.00	200.00	1,700.00	1,700.00
5213 Light	3,744.74	1,398.65	3,800.00	522.76	3,800.00	3,000.00	(800.00)	3,000.00	3,000.00
5231 Water		112.65							
5247 Alarms / Intrusion	960.00	1,452.51	2,200.00	1,946.34	2,200.00	2,800.00	600.00	2,800.00	2,800.00
5272 Office Equipment Rental						1,200.00	1,200.00	1,200.00	1,200.00
5342 Postage	258.08	508.05	500.00		500.00	400.00	(100.00)	400.00	400.00
5343 Printing	3,636.20	4,242.80	3,800.00	1,701.00	3,800.00	4,000.00	200.00	4,000.00	4,000.00
5420 Office Supplies	2,955.04	2,326.25	2,500.00	1,030.75	2,500.00	3,000.00	500.00	3,000.00	3,000.00
5460 Groundskeeping Supplies	685.48	545.85	500.00	93.70	500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes			850.00	550.00	850.00	850.00	0.00	850.00	850.00
5730 Dues	350.00	300.00	300.00	300.00	300.00	300.00	0.00	300.00	300.00
<b>Equipment &amp; Unusual 001-630-5400</b>									
5300 Youth Programs	26,000.00	32,000.00	32,000.00	12,764.28	32,000.00	32,000.00	0.00	32,000.00	32,000.00
5693 Conservation Trust - Connors Pool		43,750.00	70,000.00		70,000.00	70,000.00	0.00	70,000.00	70,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5192 Mileage	Anticipated expenditure increase	200.00
5247 Alarms / Intrusion	Increased costs for various building alarm systems and video security system at WCC	600.00
5272 Office Equipment Rental	Three (3) year lease of replacement copy machine - \$1,200 per year	1,200.00
5343 Printing	Anticipated expenditure increase	200.00
5420 Office Supplies	Anticipated expenditure increase	500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	399,001.94	442,744.12	521,087.00	250,596.41	521,087.00	659,091.00	167,472.00	688,559.00	688,559.00
<b>General Expenses</b>	13,566.25	12,165.36	15,950.00	6,685.64	15,950.00	17,750.00	1,800.00	17,750.00	17,750.00
<b>Equipment &amp; Unusual</b>	26,000.00	75,750.00	102,000.00	12,764.28	102,000.00	102,000.00	0.00	102,000.00	102,000.00
<b>Total Operating Budget</b>	<b>438,568.19</b>	<b>530,659.48</b>	<b>639,037.00</b>	<b>270,046.33</b>	<b>639,037.00</b>	<b>778,841.00</b>	<b>169,272.00</b>	<b>808,309.00</b>	<b>808,309.00</b>

## KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

**STATEMENT OF OBJECTIVES:**

To provide outdoor environments which are designed to offer a wide range of year round recreational activities for all ages. To provide neighborhood and regional recreational areas with athletic facilities and water spray parks, play equipment, and green open space, which are all safe, inviting and well maintained. To provide a comprehensive outdoor summer recreation program for pre-schoolers, elementary age boys and girls, and middle school age youths.

**DESCRIPTION OF OUTPUT STATEMENT:**

Twenty-five recreational areas are available for use by the citizens of Waltham at all times throughout the year on an unsupervised basis. During the summer season, recreational program instructors are hired to provide the Kaleidoscope program. The Kaleidoscope Program continues to be held at the Fitzgerald Elementary School and Msgr. McCabe playground, Monday through Fridays. Weekly enrollment numbers will be increased from (42) per week to (48) per week. Having the combination of indoor school facilities with newly renovated outdoor facilities provides top quality resources for program offering. Water Park facility attendants are hired to supervise the larger, heavily populated water spray park facilities. Smaller sites are unsupervised, but open the same hours each day. Hours of operations have been expanded to seven days a week and week night evenings. The traditional (8) week season has also been extended both prior and beyond the summer season to Labor Day when weather conditions permit. In 2012, the Fitch Water Spray Park opened. A small Water Spray Area is designated for Nipper Maher Park, opening in 2014.

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Kaleidoscope Attendance	1,673	1,700	1,872
Wading Pool Attendance	8,130	9,000	9,900
Total Attendance	9,803	10,700	11,772
Gross Element Cost	31.32	34.63	33.33
Element Net Cost / Participant	27.41	30.98	29.77
Revenue	\$38,410	\$39,000	\$40,600



KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

PERSONNEL

Bargaining Unit	Position	FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015						
			Actual #	Actual Expenditures	July-December #	Budget	Actual Expenditures Thru 6/30/14	Department #	Request	Mayor's #	Recommendation	Council Approval		
1.	Program Instructors for Kaleidoscope and Water Spray Park attendants				17	55,450	41,821.50	55,450.00	17	55,450	17	55,450	55,450	
2.	Kaleidoscope Asst. Program Director				1	6,500	4,427.50	6,500.00	1	6,500	1	6,500	6,500	
Subtotal			17	44,898.25	18	61,950	46,249.00	61,950.00	18	61,950		18	61,950	61,950

Summary of Changes

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0	0	0

New Positions

Subtotal

Grand Total

17	44,898.25	18	61,950	46,249.00	61,950.00	18	61,950	18	61,950	61,950
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**KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-631-5100</b>									
5122 Temporary Help / PT Wage	42,531.00	44,898.25	61,950.00	46,249.00	61,950.00	61,950.00	0.00	61,950.00	61,950.00
<b>General Expenses 001-631-5200</b>									
5231 Water	196,801.39	238,910.00	280,000.00	242.46	280,000.00	300,000.00	20,000.00	300,000.00	300,000.00
5312 First Aid Training	347.10	105.50	1,000.00	120.00	1,000.00	500.00	(500.00)	500.00	500.00
5381 Transportation of Persons	1,950.00	2,307.50	3,500.00	1,710.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5460 Groundskeeping Supplies	2,957.31	1,744.94	3,000.00	1,188.56	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5470 Public Safety Supplies	599.26	145.00					0.00		
5500 First Aid Supplies	1,415.27		1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5584 Recreational	16,192.28	17,336.48	17,000.00	8,203.21	17,000.00	18,000.00	1,000.00	18,000.00	18,000.00
<b>Equipment &amp; Unusual 001-631-5400</b>									
5276 Rental of Equipment / Spray Parks	1,200.64	1,586.04	3,000.00	1,556.40	3,000.00	3,000.00	0.00	3,000.00	3,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5231 Water	Additional spray element at Nipper Maher Park	20,000.00
5584 Recreational	Increased cost for field trips, performers, and supplies	1,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	42,531.00	44,898.25	61,950.00	46,249.00	61,950.00	61,950.00	0.00	61,950.00	61,950.00
<b>General Expenses</b>	220,262.61	260,549.42	305,500.00	11,464.23	305,500.00	326,000.00	20,500.00	326,000.00	326,000.00
<b>Equipment &amp; Unusual</b>	1,200.64	1,586.04	3,000.00	1,556.40	3,000.00	3,000.00	0.00	3,000.00	3,000.00
<b>Total Operating Budget</b>	<u>263,994.25</u>	<u>307,033.71</u>	<u>370,450.00</u>	<u>59,269.63</u>	<u>370,450.00</u>	<u>390,950.00</u>	<u>20,500.00</u>	<u>390,950.00</u>	<u>390,950.00</u>

# SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

## STATEMENT OF OBJECTIVES:

To provide an opportunity for adventure, discovery, and developing social relationships through summer fun experiences for kindergarteners with a 1/2 day program and extended day options and elementary age boys and girls with a full day of activities. To provide middle school age youths with summer fun activities combined with volunteer job experiences as staff assistants. 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 are offered, but operate totally on a self-supporting basis. These additions include weekly activities for Waltham youths for most sports, drama, dance and art. Program opportunities have been expanded to include gardening, science, Lego engineering and yoga. This element provides affordable summer recreation for children ages 5-15.

There are no indirect costs directly associated with this element.		
Indirect Costs	FY 2012	FY 2013
Total	\$0	\$0

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Number of Summer Fun Programs	3	3	3
Different Participants	529	550	600
Total Attended	3,356	3,400	3,420
Revenue	\$69,565	\$73,000	\$75,000
Gross Cost / Participant	21.02	23.86	23.72
Net Cost / Different Participant	1.81	14.73	10.17

**SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)**

**PERSONNEL**

PERSONNEL

Bargaining Unit Position		FY 2015 Grade-Step	FY 2013		FY 2014			FY 2015						
			#	Actual Expenditures	#	Budget	July-December		#	Department Request		#	Mayor's Recommendation	Council Approval
							Actual Expenditures	Expenditures Thru 6/30/14						
1.	Summer Fun Prog Instructors/Pre-K Instructors		15	47,200	39,963.50	47,200.00	15	47,200		15	47,200		47,200	
2.	Lifeguard / Swimming Instructor		2	8,000	6,061.00	8,000.00	2	8,000		2	8,000		8,000	
3.	Asst Program Director		1	6,500	4,176.00	6,500.00	1	6,500		1	6,500		6,500	
4.	Middle School Program Supervisor		1	5,600	4,148.00	5,600.00	1	5,600		1	5,600		5,600	
Subtotal			19	59,796.00	19	67,300	54,348.50	67,300.00	19	67,300		19	67,300	67,300

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

Explanation

0	0		0	0	0				

New Positions

Subtotal

Grand Total

19	59,796.00	19	67,300	54,348.50	67,300.00	19	67,300	19	67,300	67,300
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**SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-632-5100</b>									
5122 Temporary Help / PT Wage	55,758.00	59,796.00	67,300.00	54,348.50	67,300.00	67,300.00	0.00	67,300.00	67,300.00
<b>General Expenses 001-632-5200</b>									
5312 First Aid Training	832.00	849.06	800.00		800.00	800.00	0.00	800.00	800.00
5381 Contract Labor	1,937.50	1,922.50	2,500.00	1,875.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5584 Recreational	9,061.18	7,954.91	10,500.00	928.20	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

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	55,758.00	59,796.00	67,300.00	54,348.50	67,300.00	67,300.00	0.00	67,300.00	67,300.00
<b>General Expenses</b>	11,830.68	10,726.47	13,800.00	2,803.20	13,800.00	13,800.00	0.00	13,800.00	13,800.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>67,588.68</u>	<u>70,522.47</u>	<u>81,100.00</u>	<u>57,151.70</u>	<u>81,100.00</u>	<u>81,100.00</u>	<u>0.00</u>	<u>81,100.00</u>	<u>81,100.00</u>

## 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       |

\*New Request - Prospect Hill Park - Stewardship Program - \$2,500

**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.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Games Played	4,836	4,900	4,930
Element Cost / Game	16.54	23.07	27.49
Element Cost / Diff Prt	16.73	23.45	27.86
Total Diff Participants	4,781	4,820	4,865
Total Attendants	124,798	125,000	125,250

**SUPPORT OF RECREATIONAL ACTIVITIES**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>General Expenses 001-633-5200</b>									
5213 Light	32,752.25	33,584.61	48,000.00	22,651.09	48,000.00	48,000.00	0.00	48,000.00	48,000.00
5381 Contract Labor		5,500.00	15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00
5584 Recreational	45,392.96	35,704.01	42,000.00	3,758.55	42,000.00	42,000.00	0.00	42,000.00	42,000.00
<b>Equipment &amp; Unusual 001-633-5400</b>									
5397 Summer Youth Programs-PAL	7,594.07	5,199.85	8,000.00	2,458.41	8,000.00	8,000.00	0.00	8,000.00	8,000.00
Stewardship Program - P.H.P.						2,500.00	2,500.00	2,500.00	2,500.00

**Department Explanation for Requested Increases**

**Item**

Stewardship Program - P.H.P.

**Reason**

Partnership with Waltham Land Trust and volunteers

**Department Cost for Requested Increase**

2,500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>									
<b>General Expenses</b>	78,145.21	74,788.62	105,000.00	26,409.64	105,000.00	105,000.00	0.00	105,000.00	105,000.00
<b>Equipment &amp; Unusual</b>	7,594.07	5,199.85	8,000.00	2,458.41	8,000.00	10,500.00	2,500.00	10,500.00	10,500.00
<b>Total Operating Budget</b>	<u>85,739.28</u>	<u>79,988.47</u>	<u>113,000.00</u>	<u>28,868.05</u>	<u>113,000.00</u>	<u>115,500.00</u>	<u>2,500.00</u>	<u>115,500.00</u>	<u>115,500.00</u>

# VETERAN'S MEMORIAL ICE SKATING RINK

## STATEMENT OF OBJECTIVES:

To continue to provide indoor ice skating for general public and provide necessary ice rental time for youth hockey programs at an affordable price. To expand upon programs and services to meet the needs of the community, while offering surrounding communities the opportunity to also enjoy the recreational benefits of this winter activity. To provide a facility built for winter indoor recreational activities which is clean, safe and enjoyed by many. These winter recreational activities promote and encourage vigorous exercise and relaxing skating during an extended winter season. The ninth year of operations began September 9, 2013 and will close on April 6, 2014.

## 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 2013-2014 season remained the same. A skate sharpening machine was purchased this year to offer this service to rink users which has proven to be very popular.

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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	1,746	1,585
Medical & Life Insurance	58,808	19,234
Building Insurance	2,674	4,011
Worker's Compensation	24,476	37,880
Other Dept Allocations	18,428	17,809
<b>Total</b>	<b>\$106,132</b>	<b>\$80,519</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Total Number of Ice Rental Hours	1,971	1,962	1,971
Total Number of Public Skating Hrs	174	166	174
Total Number of In-House Prgm Hrs	54	59	60
Total Number of Non-Profit Groups	8	9	10
Total Number of Private Groups	16	12	15
Total Attendance	61,191	61,097	6,200
Total Revenue	\$385,832	\$398,395	\$405,000



**VETERAN'S MEMORIAL ICE SKATING RINK**

**PERSONNEL**

			FY 2013	FY 2014			FY 2015			
Bargaining Unit	Position	FY 2015 Grade-Step	Actual # Expenditures	July-December Budget	Actual Expenditures Thru 6/30/14	Department # Request	# Recommendation	Mayor's	Council Approval	
1. LAB	Rec Facilities Supervisor I N	9-6		1 53,384	25,450.22 53,384.00	1 53,384	1	53,384	53,384	
2. LAB	*Rec Facilities Supervisor I N	9-6		1 49,593	23,672.57 49,593.00	1 51,675	1	51,675	51,675	
3. LAB	*Rec Facilities Supervisor I N	9-2		1 43,690	17,185.09 43,690.00	1 45,202	1	45,202	45,202	
4.	Temporary / Seasonal			20,000	9,904.50 20,000.00	25,000		25,000	25,000	
5.	Rink Director			5,000	2,493.14 5,000.00	5,000		5,000	5,000	
<b>Subtotal</b>			<b>3 130,518.17</b>	<b>3 171,667</b>	<b>78,705.52 171,667.00</b>	<b>3 180,261</b>	<b>3</b>	<b>180,261</b>	<b>180,261</b>	

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary	3,594
Temporary / Seasonal	5,000

Explanation

Skate sharpening service added, need more people to operate

New Positions

Subtotal

0	0	0	0	0

Grand Total

3	130,518.17	3	171,667	78,705.52	171,667.00	3	180,261	3	180,261	180,261
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Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance including swimming pool and outdoor grounds, as well as the Veterans Memorial Athletic Complex on Forest St and other assignments

**VETERAN'S MEMORIAL ICE SKATING RINK**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 640-630-5100</b>									
5112 Wages - Full Time	93,194.27	96,789.67	146,667.00	66,307.88	146,667.00	150,261.00	3,594.00	150,261.00	150,261.00
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	24,501.00	28,728.50	20,000.00	9,904.50	20,000.00	25,000.00	5,000.00	25,000.00	25,000.00
5131 Overtime	790.02	2,583.51	3,000.00	1,754.80	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)	(50,087.00)	48,900.00		
Offset to Recreation for Off-Season Work							(50,087.00)	(50,087.00)	(50,087.00)
<b>General Expenses 640-630-5200</b>									
5211 Heat	10,434.88	10,167.50	14,000.00	2,590.49	14,000.00	14,000.00	0.00	14,000.00	14,000.00
5213 Lights	143,247.33	147,374.40	150,000.00	67,878.47	150,000.00	160,000.00	10,000.00	160,000.00	160,000.00
5231 Water	16,808.67	10,245.42	15,000.00	335.75	15,000.00	15,000.00	0.00	15,000.00	15,000.00
5241 Equipment Repair/Maint/Compressor	16,796.83	14,984.24	25,000.00	5,289.80	25,000.00	20,000.00	(5,000.00)	20,000.00	20,000.00
5244 Motor Equipment Repair/Maint	10,215.04	7,305.36	12,000.00	6,388.74	12,000.00	17,000.00	5,000.00	17,000.00	17,000.00
5245 Building/Grounds Maint	5,204.87	11,997.58	8,000.00	1,515.73	7,932.00	8,000.00	0.00	8,000.00	8,000.00
5247 Alarms / Intrusion	419.21	1,307.45	1,500.00	1,567.45	1,568.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training	425.00	550.00	425.00	387.00	425.00	425.00	0.00	425.00	425.00
5430 Building Supplies	2,016.26	2,298.83	3,000.00	1,430.57	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5460 Groundskeeping Supplies	800.00		3,000.00	101.56	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5581 Clothing, Gloves, Shoes	2,661.97	2,050.99	2,500.00	1,551.67	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5730 Dues			125.00		125.00	125.00	0.00	125.00	125.00
<b>Equipment &amp; Unusual 640-630-5400</b>									
5241 Contractual Services-Refrigeration Service	7,889.50	9,210.53	10,000.00	9,959.15	10,000.00	15,000.00	5,000.00	15,000.00	15,000.00
5301 Energy Audit			9,000.00		8,950.00	0.00	(9,000.00)	0.00	0.00
5691 State Assessment	4,009.29	3,858.32	5,000.00	786.49	5,000.00	5,000.00	0.00	5,000.00	5,000.00

**VETERAN'S MEMORIAL ICE SKATING RINK**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Special Items 640-630-5500</b>									
5747 Liability Insurance	5,603.00	6,500.00	12,000.00		10,523.00	12,000.00	0.00	12,000.00	12,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5213 Lights	Anticipated increase for electrical expenses	10,000.00
5244 Motor Equipment Repair/Maint	Maintenance repairs for Zamboni machines	5,000.00
5241 Contractual Services-Refrigeration Service	Increase cost to keep refrigeration/compressors operating	5,000.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	123,485.29	133,101.68	125,767.00	80,460.32	125,767.00	133,174.00	7,407.00	133,174.00	133,174.00
<b>General Expenses</b>	209,030.06	208,281.77	234,550.00	89,037.23	234,550.00	244,550.00	10,000.00	244,550.00	244,550.00
<b>Equipment &amp; Unusual</b>	11,898.79	13,068.85	24,000.00	10,745.64	23,950.00	20,000.00	(4,000.00)	20,000.00	20,000.00
<b>Special Items</b>	5,603.00	6,500.00	12,000.00	0.00	10,523.00	12,000.00	0.00	12,000.00	12,000.00
<b>Total Operating Budget</b>	<b>350,017.14</b>	<b>360,952.30</b>	<b>396,317.00</b>	<b>180,243.19</b>	<b>394,790.00</b>	<b>409,724.00</b>	<b>13,407.00</b>	<b>409,724.00</b>	<b>409,724.00</b>

**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 2012	FY 2013
Pension-Contributory/FICA	2,447,973	2,452,229
Pension-Non Contributory	17,443	15,218
Pension Administration	155,371	158,363
Medical & Life Insurance	21,820,010	20,930,450
Building Insurance	88,272	132,422
Motor Vehicle Maint & Repair	66,122	67,015
Motor Vehicle Insurance	3,801	3,476
Worker's Compensation	118,074	97,024
Total	<u>\$24,717,066</u>	<u>\$23,856,197</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected

	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December Actual Expenditures	Estimated Expenditures	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>COST SUMMARY BY CLASSIFICATION</b>									
Personnel									
General Expenses									
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>62,860,088.62</b>	<b>65,390,098.99</b>	<b>68,750,952.00</b>	<b>26,713,879.33</b>	<b>67,203,651.68</b>	<b>75,386,089.00</b>	<b>6,027,037.00</b>	<b>74,777,989.00</b>	<b>74,575,851.00</b>

Mayor's Recommendation reflects 75% Circuit Breaker funding versus 70% in School Department request and funding capital request items in the Capital Improvement Budget

## TRAFFIC ENGINEERING

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	2,209	4,175
Medical & Life Insurance	78,824	78,137
Heat, Light, Water	5,913	6,154
Building Repair & Maintenance	6,127	5,277
Building Insurance	96	144
Motor Vehicle Insurance	543	535
Motor Vehicle Maint & Repair	9,446	10,310
Workers' Compensation		16,886
<b>Total</b>	<b>\$103,158</b>	<b>\$121,618</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Aluminum Sign Recycling (income)	\$160.00	\$600.00	\$600.00
Gallons of White Paint Used	603	600	800
Gallons of Yellow Paint Used	0	300	500
Signs Installed	358	500	350
Signs Removed	600	1,000	1,000

**TRAFFIC ENGINEERING**

**PERSONNEL**

PERSONNEL

			FY 2013		FY 2014			FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	Actual # Expenditures	July-December Actual Expenditures	Expenditures Thru 6/30/14	Department # Request	Mayor's # Recommendation	Council Approval						
1.	Clerk		1	2,500	1,246.70	2,500.00	1	2,500	1	2,500	2,500			
2.	*Traffic Engineer	19-5	1	101,133	50,339.56	101,133.00	1	105,130	1	105,130	105,130			
3.	Asst to Traffic Engineer	13-6 (L11)	1	81,962	40,868.95	81,962.00	1	81,962	1	81,962	81,962			
4.	Principal Office Asst (PT 19.5 hrs)	8-6	0.5	28,769	14,345.24	28,769.00	0.5	28,769	0.5	28,769	28,769			
5. LAB	Heavy Motor Equip Operator	8-6	1	48,108	21,657.60	48,108.00			1	48,108	48,108			
6. LAB	*Motor Equipment Operator	7-4	1	39,639	19,437.60	39,639.00			1	41,218	41,218			
7.	Temporary / Seasonal			9,600	8,640.00	9,600.00		9,600		9,600	9,600			
Subtotal			5.5	294,835.12	5.5	311,711	156,535.65	311,711.00	3.5	227,961		5.5	317,287	317,287

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in * position salary		5,576
LAB Painter - Sign Fabricator	9-6	2,255
LAB Painter - Sign Fabricator	9-4	6,589

**Explanation**

Upgrade HMEO and MEO to Painter-Sign Fabricators. Our current HMEO and MEO perform at least equal to and greater than the Painter position which is a Grade 10. A Municipal Position Classification and Rating Factors test was given and the job came in at Grade 9.

**New Positions**

Temporary / Seasonal

Assist paint crew during busy paint season of May - September. 16 weeks at 40 hrs/week. Tuesday - Saturday

1	50,363			
1	46,228			
	9,600		9,600	9,600
<b>2</b>	<b>106,191</b>		<b>0</b>	<b>9,600</b>

**Subtotal**

**Grand Total**

<b>5.5</b>	<b>294,835.12</b>	<b>5.5</b>	<b>311,711</b>	<b>156,535.65</b>	<b>311,711.00</b>	<b>5.5</b>	<b>334,152</b>		<b>5.5</b>	<b>326,887</b>	<b>326,887</b>
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**TRAFFIC ENGINEERING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	July-December		Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
				Actual Expenditures	Expenditures Thru 6/30/14				
<b>Personnel 001-480-5100</b>									
5111 Salaries - Full Time	78,843.72	177,578.67	183,095.00	91,208.51	183,095.00	187,092.00	3,997.00	187,092.00	187,092.00
5112 Wages - Full Time	84,013.52	85,788.40	87,747.00	41,095.20	87,747.00	96,591.00	1,579.00	89,326.00	89,326.00
5121 Salaries - Part Time	30,272.98	31,468.05	31,269.00	15,591.94	31,269.00	31,269.00	0.00	31,269.00	31,269.00
5122 Wages - Part Time			9,600.00	8,640.00	9,600.00	19,200.00	9,600.00	19,200.00	19,200.00
5131 Overtime	7,327.94	4,976.36	5,000.00	4,665.06	5,000.00	5,000.00	0.00	5,000.00	5,000.00
<hr/>									
<b>General Expenses 001-480-5200</b>									
5242 Office Equipment Repair/Maint	101.25		100.00		100.00	100.00	0.00	100.00	100.00
5244 Motor Equipment Repair/Maint	64.68		1,000.00	335.60	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5276 Truck/Equipment Rental						3,700.00	3,700.00	3,700.00	3,700.00
5342 Postage		6.00	40.00	64.65	64.65	40.00	0.00	40.00	40.00
5343 Printing	400.00	202.20	500.00		615.00	650.00	0.00	500.00	500.00
5420 Office Supplies	678.48	1,474.62	1,000.00	763.44	1,140.00	1,000.00	0.00	1,000.00	1,000.00
5431 Paint Supplies	16,041.38	25,152.80	21,500.00	6,187.07	25,000.00	25,000.00	3,500.00	25,000.00	25,000.00
5534 Traffic Signs	25,273.69	15,996.01	21,000.00	10,947.34	25,000.00	25,000.00	4,000.00	25,000.00	25,000.00
5541 Welding Supplies	447.91	155.76	150.00	308.26	618.00	150.00	0.00	150.00	150.00
5581 Clothing, Gloves	1,608.98	1,339.98	1,300.00	1,359.98	1,360.00	1,400.00	100.00	1,400.00	1,400.00
5587 Tools	1,095.86	636.15	400.00		400.00	400.00	0.00	400.00	400.00
5730 Dues		398.75	500.00	175.00	500.00	500.00	0.00	500.00	500.00

**TRAFFIC ENGINEERING**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-480-5400</b>									
5300 Engineer Consultants (12 months)	77,576.25	3,938.20							
5388 Thermoplastic outsource			50,000.00		100,000.00	50,000.00	0.00	50,000.00	50,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5276 Truck/Equipment Rental	To rent an F-150 Pickup to allow for two paint crew at \$1,230/month for 3 months	3,700.00
5343 Printing	Cost to print yearly update of Traffic Commission Rules and Regulation	150.00
5431 Paint Supplies	Increase in the number of streets being painted	3,500.00
5534 Traffic Signs	Increase in the number of signs being replaced	4,000.00
5581 Clothing, Gloves	Per Labor Union contract: \$550 for uniform + \$150 boots = \$700 per person	100.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	200,458.16	299,811.48	316,711.00	161,200.71	316,711.00	339,152.00	15,176.00	331,887.00	331,887.00
<b>General Expenses</b>	45,712.23	45,362.27	47,490.00	20,141.34	55,797.65	58,940.00	11,300.00	58,790.00	58,790.00
<b>Equipment &amp; Unusual</b>	77,576.25	3,938.20	50,000.00	0.00	100,000.00	50,000.00	0.00	50,000.00	50,000.00
<b>Total Operating Budget</b>	<u>323,746.64</u>	<u>349,111.95</u>	<u>414,201.00</u>	<u>181,342.05</u>	<u>472,508.65</u>	<u>448,092.00</u>	<u>26,476.00</u>	<u>440,677.00</u>	<u>440,677.00</u>



## PARKING MANAGEMENT

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

Currently we have 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	13,080	13,302
Pension Administration	998	1,033
Medical & Life Insurance	50,373	72,368
Heat, Light, Water	5,913	6,154
Building Repair & Maintenance	6,127	5,277
Building Insurance	96	144
Motor Vehicle Insurance	272	267
Motor Vehicle Maint & Repair	4,723	5,155
<b>Total</b>	<b>\$81,582</b>	<b>\$103,700</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Meter Revenue	\$411,338.97	\$405,960.00	\$363,840.00
Monthly Stickers Revenue	\$32,445.00	\$38,000.00	\$38,000.00
Yearly Stickers Revenue	\$68,285.00	\$70,000.00	\$70,000.00
Senior Stickers Revenue	\$4,940.00	\$4,900.00	\$4,900.00
PCO Ticket issuance	14,499	14,500	14,500
PCO & Police Ticket Revenue	\$612,442.00	\$700,000.00	\$700,000.00

Budget offset by receipts from meters

**PARKING MANAGEMENT**

**PERSONNEL**

		FY 2015 Grade-Step	FY 2013	FY 2014			FY 2015			
Bargaining Unit	Position		#	Actual Expenditures	July-December Actual Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval
1.	Supervisor		1	2,500	1,246.70	2,500.00	1	2,500	1	2,500
2.	SPMG Parking Control Supervisor	11	1	71,381	35,592.72	50,651.18				
3.	Parking Control Officer	7-6 (L9)	1	45,189	21,813.65	45,189.00	1	45,189	1	45,189
4.	Parking Control Officer	7-6 (L8)	1	44,771	22,299.78	44,771.00	1	44,771	1	44,771
5.	*Parking Control Officer	7-4 (L9)	1	38,728	19,269.36	38,728.00	1	40,646	1	40,646
<b>Subtotal</b>			<b>5</b>	<b>202,379.30</b>	<b>100,222.21</b>	<b>181,839.18</b>	<b>4</b>	<b>133,106</b>	<b>4</b>	<b>133,106</b>

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in * position salary	1,918		
SPMG Parking Control Supervisor	11	(71,381)	Not requested

**New Positions**

LAB	Meter Repair Person (PT 19.5 hrs)	7-1	To replace Parking Control Supervisor who retired. Position is 19.5 hrs/week.
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0.5	18,273	0.5	18,273	18,273.00
<b>0.5</b>	<b>18,273</b>	<b>0.5</b>	<b>18,273</b>	<b>18,273</b>

**Subtotal**

**Grand Total**

<b>5</b>	<b>202,379.30</b>	<b>5</b>	<b>202,569</b>	<b>100,222.21</b>	<b>181,839.18</b>	<b>4.5</b>	<b>151,379</b>	<b>4.5</b>	<b>151,379</b>	<b>151,379</b>
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**PARKING MANAGEMENT**

EXPENDITURES	FY 2012		FY 2013		FY 2014		FY 2015			
	Actual	Actual	Actual	Actual	July-December	Expenditures	Department	Mayor's	Mayor's	Council
Classification	Expenditures	Expenditures	Budget	Expenditures	Expenditures	Thru 6/30/14	Request	Incr/Decr	Recommendation	Approval
<b>Personnel 232-480-5100</b>										
5111 Salaries - Full Time	188,882.73	199,879.30	200,069.00	98,975.51	179,339.18		130,606.00	(69,463.00)	130,606.00	130,606.00
5121 Salaries - Part Time	2,499.78	2,500.00	2,500.00	1,246.70	2,500.00		2,500.00	0.00	2,500.00	2,500.00
5122 Wages - Part Time							18,273.00	18,273.00	18,273.00	18,273.00
5131 Overtime	3,010.96	4,880.85	5,000.00	2,387.42	5,000.00		5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(194,393.47)	(207,260.15)	(207,569.00)							
<b>General Expenses 232-480-5200</b>										
5213 Light	35,099.90	35,837.04	40,000.00	11,776.91	4,000.00		40,000.00	0.00	40,000.00	40,000.00
5241 Equipment Repair/Maint	15,833.95	14,788.94	17,000.00	6,749.68	17,000.00		17,000.00	0.00	17,000.00	17,000.00
5242 Office Equipment Repair/Maint	150.93		100.00		100.00		100.00	0.00	100.00	100.00
5245 Building/Grounds Maint	292.12	350.13	300.00	1,358.41	1,360.00		300.00	0.00	300.00	300.00
5291 Custodial Services	9,227.59	9,360.00	9,400.00	4,680.00	9,400.00		9,400.00	0.00	9,400.00	9,400.00
5343 Printing	5,130.10	6,886.71	8,000.00	4,535.75	8,000.00		8,000.00	0.00	8,000.00	8,000.00
5375 Coin Processing		1,882.05	4,000.00	1,199.25	3,000.00		3,000.00	(1,000.00)	3,000.00	3,000.00
5385 Banking / Financial - CC Fees					10,000.00		10,000.00	10,000.00	10,000.00	10,000.00
5411 Batteries	830.00	632.88	500.00	366.36	500.00		500.00	0.00	500.00	500.00
5543 Meters & Parts	569.55	3,782.90	5,500.00	570.34	5,500.00		5,500.00	0.00	5,500.00	5,500.00
5581 Clothing, Glove, Shoes		119.20	150.00		0.00		700.00	550.00	700.00	700.00
5730 Dues				50.00	50.00		50.00	0.00	0.00	0.00
5740 Insurance Surety Bond	3,510.00	3,494.40	3,500.00		3,519.40		3,500.00	0.00	3,500.00	3,500.00
Offset Receipt - Meter Revenue	(70,644.14)	(77,134.25)	(88,450.00)							
<b>Equipment &amp; Unusual 232-480-5400</b>										
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	FY 2012	FY 2013	FY 2014			FY 2015			
Classification	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Special Items 232-480-5500</b>									
5190 Uniform Allowance	1,371.41	1,500.00	2,000.00	1,451.02	2,000.00	2,250.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,371.41)	(1,500.00)	(2,000.00)						

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5385 Banking / Financial - CC Fees	Received supplemental appropriation of \$10,000 in FY14. Now needs to be included annually.	10,000.00
5581 Clothing, Glove, Shoes	New meter repair person will be in the Laborers Union	550.00
5730 Dues	To attend Parking Meter seminars	50.00
5190 Uniform Allowance	Parking Control Officers uniform cost has risen	250.00

**COST SUMMARY BY CLASSIFICATION**

Personnel	194,393.47	207,260.15	207,569.00	102,609.63	186,839.18	156,379.00	(51,190.00)	156,379.00	156,379.00
General Expenses	70,644.14	77,134.25	88,450.00	31,286.70	62,429.40	98,050.00	9,550.00	98,000.00	98,000.00
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	1,371.41	1,500.00	2,000.00	1,451.02	2,000.00	2,250.00	0.00	2,000.00	2,000.00
Less Receipts	(326,409.02)	(345,894.40)	(358,019.00)	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Operating Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>195,347.35</b>	<b>311,268.58</b>	<b>316,679.00</b>	<b>(41,640.00)</b>	<b>316,379.00</b>	<b>316,379.00</b>

## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	135,593	136,614
Pension Administration	10,978	11,356
Medical & Life Insurance	242,263	236,421
Heat, Light, Water	17,225	19,112
Building Repair & Maintenance	35,635	22,017
Building Insurance	455	682
<b>Total</b>	<b><u>\$442,149</u></b>	<b><u>\$426,202</u></b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
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	\$612,442	\$700,000	\$700,000
Parking Violations	17,025	20,000	20,000
Municipal Liens	69,775	65,000	65,000
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**

PERSONNEL

			FY 2013	FY 2014				FY 2015						
Bargaining Unit	Position	FY 2015 Grade-Step	#	Actual Expenditures	July-December Actual Expenditures		Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval		
1.	*Treasurer & Collector	19-6 (L11)	1	120,218	59,943.78		120,218.00	1	120,763	1	120,763	120,763		
2.	Asst Treasurer & Collector	16-6 (L11)	1	100,321	50,022.96		100,321.00	1	100,321	1	100,321	100,321		
3.	Dept Coll / AR Manager	14-6 (L10)	1	85,895	42,830.06		85,895.00	1	86,683	1	86,683	86,683		
4.	*Senior Accountant	13-6 (L10)	1	80,486	40,132.56		80,486.00	1	81,162	1	81,162	81,162		
5.	Junior Accountant	10-2	1	64,244	30,924.96		60,000.00	1	49,742	1	49,742	49,742		
6.	Administrative Assistant	10-6 (L8)	1	64,244	32,033.82		64,244.00	1	64,244	1	64,244	64,244		
7.	Principal Office Asst	8-6 (L11)	1	57,317	28,579.98		57,317.00	1	57,317	1	57,317	57,317		
8.	Associate Office Asst	7-6	1	48,781	23,909.47		48,781.00	1	48,781	1	48,781	48,781		
9.	Associate Office Asst	7-6	1	48,781	24,323.77		48,781.00	1	48,781	1	48,781	48,781		
Payroll														
10.	*Payroll Spvr / Benefits Coord	12-4 (L9)	1	67,187	33,501.26		67,187.00	1	69,822	1	69,822	69,822		
11.	Principal Office Asst	8-6 (L9)	1	56,284	28,065.22		56,284.00	1	56,284	1	56,284	56,284		
12.	Associate Office Asst	7-2	1	52,683	26,269.62		50,000.00	1	40,827	1	40,827	40,827		
Subtotal			12	840,719.06	12	846,441	420,537.46	839,514.00	12	824,727		12	824,727	824,727

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in * position salary	4,644
Junior Accountant 10-2	(14,502)
Associate Office Asst 7-2	(11,856)

**Explanation**

New employee hired at lower step  
New employee hired at lower step

**New Positions**

Assistant Parking Clerk 10-1 Requesting to restore previously funded position

**Subtotal**

1	49,104	0	0	0
<b>1</b>	<b>49,104</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Grand Total**

<b>12</b>	<b>840,719.06</b>	<b>12</b>	<b>846,441</b>	<b>420,537.46</b>	<b>839,514.00</b>	<b>13</b>	<b>873,831</b>	<b>12</b>	<b>824,727</b>	<b>824,727</b>
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**TREASURER & COLLECTOR**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-145-5100</b>									
5111 Salaries - Full Time	778,933.90	840,719.06	846,441.00	420,537.46	839,514.00	873,831.00	(21,714.00)	824,727.00	824,727.00
<b>General Expenses 001-145-5200</b>									
5242 Office Equipment Repair/Maint	3,970.68	3,058.78	3,000.00	1,451.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5247 Alarms / Intrusion	480.00	649.00	500.00		500.00	500.00	0.00	500.00	500.00
5304 Financial Services	5,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5305 Legal Services	16,356.20	21,538.82	20,000.00	7,224.02	20,000.00	20,000.00	0.00	20,000.00	20,000.00
5342 Postage	58,585.95	70,061.24	65,000.00	36,463.99	65,000.00	65,000.00	0.00	65,000.00	65,000.00
5343 Printing	15,020.71	11,610.44	19,000.00	6,893.71	19,000.00	19,000.00	0.00	19,000.00	19,000.00
5345 Shortages		30.00	100.00		100.00	100.00	0.00	100.00	100.00
5385 Banking / Financial	161,521.99	140,074.22	170,000.00	66,714.50	170,000.00	170,000.00	0.00	170,000.00	170,000.00
5420 Office Supplies	5,121.45	4,617.62	5,500.00	2,771.28	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	469.72	523.76	200.00		200.00	200.00	0.00	200.00	200.00
5740 Insurance Premium	3,700.00	3,700.00	4,000.00	2,900.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00
<b>Equipment &amp; Unusual 001-145-5400</b>									
5305 Title Searches for Foreclosures	980.00	7,020.00	5,000.00	2,687.70	5,000.00	7,500.00	(5,000.00)	0.00	

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5305 Title Searches for Foreclosures	Additional cases need to be researched.	2,500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	778,933.90	840,719.06	846,441.00	420,537.46	839,514.00	873,831.00	(21,714.00)	824,727.00	824,727.00
<b>General Expenses</b>	270,526.70	262,163.88	293,600.00	130,718.50	293,600.00	293,600.00	0.00	293,600.00	293,600.00
<b>Equipment &amp; Unusual</b>	980.00	7,020.00	5,000.00	2,687.70	5,000.00	7,500.00	(5,000.00)	0.00	0.00
<b>Total Operating Budget</b>	<u>1,050,440.60</u>	<u>1,109,902.94</u>	<u>1,145,041.00</u>	<u>553,943.66</u>	<u>1,138,114.00</u>	<u>1,174,931.00</u>	<u>(26,714.00)</u>	<u>1,118,327.00</u>	<u>1,118,327.00</u>

## ADMINISTRATION OF TRUST FUNDS

**STATEMENT OF OBJECTIVES:**

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

**DESCRIPTION OF OUTPUT STATEMENT:**

**DESCRIPTION OF OUTPUT STATEMENT:**  
The Trust Fund Committee is responsible for the management of monies bequeathed to the City of Waltham for the benefit of the City's residents.

There are no indirect costs directly associated with this element.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Number of Trust Funds	77	80	80
Library Income	\$2,822	\$2,830	\$2,830
Charity Income	\$2,668	\$2,670	\$2,670
Cemetery Income	\$51,822	\$52,000	\$52,000
Scholarship Income	\$82,553	\$83,000	\$83,000
Other Income	\$5,258	\$5,300	\$5,300
Library Book Value	\$92,275	\$93,000	\$93,000
Charity Book Value	\$87,261	\$88,000	\$88,000
Scholarship Book Value	\$2,765,330	\$2,800,000	\$2,800,000
Cemetery Book Value	\$1,702,859	\$1,710,000	\$1,710,000
Other Book Value	\$171,943	\$172,000	\$172,000
OPEB	\$8,151,478	\$8,200,000	\$8,300,000



**ADMINISTRATION OF TRUST FUNDS**

**PERSONNEL**

Bargaining Unit      Position      FY 2015 Grade-Step

1.      Trust Fund Commissioner

2.      Asst Clerk & Custodian

**Subtotal**

FY 2013		FY 2014				FY 2015											
#	Actual Expenditures	#	July-December		Expenditures Thru 6/30/14	#	Department Request	#	Mayor's Recommendation	Council Approval							
			Budget	Actual Expenditures													
			3	3,000							600.00	2,000.00	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	3,200.00	4	4,000	1,098.68	3,000.00	4	4,000		4	4,000	4,000						

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

Explanation

New Positions

**Subtotal**

<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

**Grand Total**

<b>4</b>	<b>3,200.00</b>	<b>4</b>	<b>4,000</b>	<b>1,098.68</b>	<b>3,000.00</b>	<b>4</b>	<b>4,000</b>	<b>4</b>	<b>4,000</b>	<b>4,000</b>
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**ADMINISTRATION OF TRUST FUNDS**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-149-5100</b>									
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	1,800.00	2,200.00	3,000.00	600.00	2,000.00	3,000.00	0.00	3,000.00	3,000.00
<hr/>									
<b>General Expenses 001-149-5200</b>									
5385 Banking/Financial	16,543.83	4,216.08							

**Department Explanation for Requested Increases**

**Item**

**Reason**

**Department Cost for Requested Increase**

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	2,800.00	3,200.00	4,000.00	1,098.68	3,000.00	4,000.00	0.00	4,000.00	4,000.00
<b>General Expenses</b>	16,543.83	4,216.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>19,343.83</u>	<u>7,416.08</u>	<u>4,000.00</u>	<u>1,098.68</u>	<u>3,000.00</u>	<u>4,000.00</u>	<u>0.00</u>	<u>4,000.00</u>	<u>4,000.00</u>

## VETERANS BENEFITS & SERVICES

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	100,195	101,574
Pension Administration	8,632	8,929
Medical & Life Insurance	101,893	98,963
Heat, Light, Water	4,731	4,923
Building Repair & Maintenance	4,902	4,222
Building Insurance	77	115
<b>Total</b>	<b><u>\$220,430</u></b>	<b><u>\$218,726</u></b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of Cases Yearly	1,065	1,080	2,000
Yearly Cash Benefits	\$230,000	\$240,000	\$240,000

**VETERANS BENEFITS & SERVICES**

**PERSONNEL**

**Bargaining Unit Position FY 2015 Grade-Step**

1. \*\* \*Dir of Vets Service/License 16-6 (L11)
2. Administrative Assistant 10-6 (L9)

**Subtotal**

FY 2013		FY 2014				FY 2015					
Actual # Expenditures	July-December										
	#	Budget	Actual	Expenditures	#	Department Request	#	Mayor's Recommendation	Council Approval		
			Expenditures	Thru 6/30/14							
	1	100,170	46,273.00	100,170.00	1	100,321	1	100,321	100,321		
	1	64,293	32,033.82	64,293.00			1	64,839	64,839		
2	174,128.35	2	164,463	78,306.82	164,463.00	1	100,321		2	165,160	165,160

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary 697

Executive Assistant 12-5 (L9) 8,270

**Explanation**

Liaison, support of office functions when VSO is in or out of office

1	72,563		0	0
<b>1</b>	<b>72,563</b>		<b>0</b>	<b>0</b>

**Subtotal**

**Grand Total**

<b>2</b>	<b>174,128.35</b>	<b>2</b>	<b>164,463</b>	<b>78,306.82</b>	<b>164,463.00</b>	<b>2</b>	<b>172,884</b>	<b>2</b>	<b>165,160</b>	<b>165,160</b>
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\*\* State law requires full-time director due to City's population

**VETERANS BENEFITS & SERVICES**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-543-5100</b>									
5111 Salaries - Full Time	158,862.30	174,128.35	164,463.00	78,306.82	164,463.00	172,884.00	697.00	165,160.00	165,160.00
<b>General Expenses 001-543-5200</b>									
5192 Mileage Allowance	699.96	583.30	700.00	349.98	700.00	700.00	0.00	700.00	700.00
5242 Office Equipment Repair/Maint	252.00	252.00	450.00	252.00	450.00	450.00	0.00	450.00	450.00
5245 Maintenance Vets Square Signs	822.95	787.95	1,500.00		1,500.00	1,500.00	0.00	1,500.00	1,500.00
5312 Training						450.00	450.00	450.00	450.00
5342 Postage	336.20	335.20	600.00		600.00	600.00	0.00	600.00	600.00
5343 Printing	66.00		300.00		300.00	300.00	0.00	300.00	300.00
5420 Office Supplies	379.42	250.51	425.00	360.93	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	3,696.36	68.10	4,500.00	4,262.40	4,500.00	4,500.00	0.00	4,500.00	4,500.00
5770 Veterans Benefits	196,102.98	219,371.88	240,000.00	120,622.39	240,000.00	240,000.00	0.00	240,000.00	240,000.00
5781 Holiday Expenses	842.95	842.95	1,650.00	910.45	1,650.00	1,650.00	0.00	1,650.00	1,650.00
5793 Memorial Day							1,000.00	1,000.00	1,000.00
5794 Veteran's Day							100.00	100.00	100.00

Department Explanation for Requested Increases

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5312 Training	Training Classes for newly appointed VSO (per State Legislation Valor Act II)	450.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	158,862.30	174,128.35	164,463.00	78,306.82	164,463.00	172,884.00	697.00	165,160.00	165,160.00
<b>General Expenses</b>	203,198.82	222,491.89	250,275.00	126,758.15	250,275.00	250,725.00	1,550.00	251,825.00	251,825.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>362,061.12</u>	<u>396,620.24</u>	<u>414,738.00</u>	<u>205,064.97</u>	<u>414,738.00</u>	<u>423,609.00</u>	<u>2,247.00</u>	<u>416,985.00</u>	<u>416,985.00</u>

## LICENSE COMMISSION

### STATEMENT OF OBJECTIVES:

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

### DESCRIPTION OF OUTPUT STATEMENT:

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

The cost of this element should include the cost of services provided by other departments. The following costs can be directly attributed to this element:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	122	133
Heat, Light, Water	1,183	1,231
Building Repair & Maintenance	1,225	1,055
Building Insurance	19	29
<b>Total</b>	<b>\$2,549</b>	<b>\$2,448</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
Number of Licenses	100	110	110
Common Victualer	140	135	140
Filing Fee	20	20	25
Amusement Device Permits	9	9	9
Entertainment	38	39	40
Dance Permits	14	14	14
Special Permits	200	200	200
Revenue from Licenses & Permits	\$327,500	\$334,481	\$350,000

**LICENSE COMMISSION**

**PERSONNEL**

**Bargaining Unit      Position      FY 2015 Grade-Step**

1. License Commission
2. Assistants to License Commission

**Subtotal**

FY 2013		FY 2014				FY 2015					
Actual # Expenditures	July-December				# Department Request				Council Approval		
	#	Budget	Actual	Expenditures		#	Mayor's Recommendation				
			Expenditures	Thru 6/30/14							
	3	9,600	4,800.00	9,600.00	3	9,600	3	9,600	9,600		
	1	3,000	1,438.25	3,000.00	2	3,000	2	6,000	6,000		
4	12,476.50	4	12,600	6,238.25	12,600.00	5	12,600		5	15,600	15,600

**Summary of Changes**

**Adjustments to FY 2014 Positions**

Step Raises/Longevity included in \* position salary

Assistants to License Commission

3,000

**Explanation**

Mayor: Attends all meetings and serves in absence of VSA

**New Positions**

**Subtotal**

<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Grand Total**

<b>4</b>	<b>12,476.50</b>	<b>4</b>	<b>12,600</b>	<b>6,238.25</b>	<b>12,600.00</b>	<b>5</b>	<b>12,600</b>	<b>5</b>	<b>15,600</b>	<b>15,600</b>
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**LICENSE COMMISSION**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-165-5100</b>									
5121 Salaries - Part Time	3,000.00	2,876.50	3,000.00	1,438.25	3,000.00	3,000.00	3,000.00	6,000.00	6,000.00
5194 Boards & Commissions	8,400.00	9,600.00	9,600.00	4,800.00	9,600.00	9,600.00	0.00	9,600.00	9,600.00
<b>General Expenses 001-165-5200</b>									
5308 Stenographer	2,400.00	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	323.20	355.45	500.00	19.85	500.00	500.00	0.00	500.00	500.00
5343 Printing	268.00	523.00	600.00		575.00	600.00	0.00	600.00	600.00
5420 Office Supplies	214.39	155.45	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	75.00	75.00	75.00	25.00	75.00	75.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5730 Dues	Increased dues for membership for Chairman Brasco	25.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	11,400.00	12,476.50	12,600.00	6,238.25	12,600.00	12,600.00	3,000.00	15,600.00	15,600.00
<b>General Expenses</b>	3,205.59	3,483.90	3,900.00	1,294.85	3,900.00	3,925.00	25.00	3,925.00	3,925.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<b>14,605.59</b>	<b>15,960.40</b>	<b>16,500.00</b>	<b>7,533.10</b>	<b>16,500.00</b>	<b>16,525.00</b>	<b>3,025.00</b>	<b>19,525.00</b>	<b>19,525.00</b>



## 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:		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
Pension-Contributory/FICA	189,462	189,005
Pension-Non Contributory	14,133	14,955
Pension Administration	16,066	16,619
Medical & Life Insurance	205,655	222,344
Heat, Light, Water	40,241	38,276
Building Repair & Maintenance	27,867	24,888
Building Insurance	310	465
Motor Vehicle Insurance	2,172	1,872
Motor Vehicle Maint & Repair	37,784	36,085
<b>Total</b>	<b>\$533,690</b>	<b>\$544,509</b>

<b>Output Measure</b>	<b>FY 2013 Actual</b>	<b>FY 2014 Estimated</b>	<b>FY 2015 Projected</b>
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	10	12	12
Playgrounds	9	9	9
Parking Lots	7	7	7
Common Lights	35	35	35
Fire Boxes	715	718	721
Traffic Lights	75	79	81

**WIRES**

**PERSONNEL**

Bargaining Unit	Position	FY 2015 Grade-Step
1.	Inspector of Wires	16-6 (L11)
2.	SPMG *S, E & C Supervisor/Foreman	14-6 (L10)
3.	SPMG *Sr Wires Inspector	13-4
4.	LAB Electrician	11-6 (L9)
5.	LAB Electrician	11-6 (L9)
6.	LAB Signal Maintainer	9-6 (L11)
7.	Office Coordinator	9-6 (L10)
8.	Part Time Help	

FY 2013		FY 2014				FY 2015						
#	Actual Expenditures	#	July-December			#	Department Request		#	Mayor's Recommendation		Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/14							
		1	100,019	49,641.70	100,019.00	1	100,321		1	100,321		100,321
		1	86,106	42,934.82	86,106.00	1	86,764		1	86,764		86,764
		1	65,936	32,877.78	65,936.00	1	68,526		1	68,526		68,526
		1	77,614	38,700.49	77,614.00	1	77,614		1	77,614		77,614
		1	77,079	38,345.32	77,079.00	1	77,614		1	77,614		77,614
		1	55,902	27,844.18	55,902.00	1	55,902		1	55,902		55,902
		1	60,593	30,153.52	60,593.00				1	60,685		60,685
			16,000	11,246.30	16,000.00		16,000			16,000		16,000
7	537,080.98	7	539,249	271,744.11	539,249.00	6	482,741		7	543,426		543,426

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in * position salary		4,085
Administrative Assistant	10-6 (L10)	4,841

Explanation

Promotion: She has highly responsible clerical, administrative and supervisory office duties - the maintenance of financial, personnel and other records. In the absence of the Dept. Head, she acts as the liaison between other city departments, organizations, electricians, vendors and outside crews.

New Positions

LAB Electrician	11-1
Part Time Inspector	

Need additional Electrician to handle increased workload

To be used as needed per Department Head

1	65,434			
1	60,302	1	60,302	60,302.00
	20,000			
<b>2</b>	<b>145,736</b>	<b>1</b>	<b>60,302</b>	<b>60,302</b>

**Subtotal**

**Grand Total**

<b>7</b>	<b>537,080.98</b>	<b>7</b>	<b>539,249</b>	<b>271,744.11</b>	<b>539,249.00</b>	<b>8</b>	<b>628,477</b>	<b>8</b>	<b>603,728</b>	<b>603,728</b>
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**WIRES**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	July-December			Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
			Budget	Actual Expenditures	Expenditures Thru 6/30/14				
<b>Personnel 001-245-5100</b>									
5111 Salaries - Full Time	237,014.51	311,471.12	312,654.00	155,607.82	312,654.00	321,045.00	3,642.00	316,296.00	316,296.00
5112 Wages - Full Time	208,949.43	209,816.51	210,595.00	104,889.99	210,595.00	271,432.00	60,837.00	271,432.00	271,432.00
5121 Salaries - Part Time	41,655.00						0.00		
5122 Wages - Part Time	15,033.75	15,793.35	16,000.00	11,246.30	16,000.00	36,000.00	0.00	16,000.00	16,000.00
5131 Overtime - Callbacks	18,146.39	18,653.66	20,000.00	12,235.28	20,000.00	25,000.00	5,000.00	25,000.00	25,000.00
5195 Buyback Sick Time		1,445.75			2,998.60	3,000.00	3,000.00	3,000.00	3,000.00
<b>General Expenses 001-245-5200</b>									
5193 Tool Allowance	375.00	336.48	375.00	375.00	375.00	500.00	125.00	500.00	500.00
5212 Clocks - City & Common	939.72	784.61	2,500.00	87.02	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5213 Light	33,455.77	34,717.43	38,000.00	12,092.17	38,000.00	38,000.00	0.00	38,000.00	38,000.00
5241 Equipment Repair/Maint	726.20	6,799.34	7,500.00	6,240.52	7,500.00	7,500.00	0.00	7,500.00	7,500.00
5242 Office Equipment Repair/Maint	799.11	550.32	700.00		700.00	700.00	0.00	700.00	700.00
5246 Communication Equip Repair/Maint	23,235.05	49,073.85	65,000.00	29,162.93	65,000.00	90,000.00	0.00	65,000.00	65,000.00
5271 Uniform Rental	60.00								
5312 Training	740.00	1,219.00	2,500.00	42.00	2,500.00	2,500.00	0.00	2,500.00	2,500.00
5340 Communication	52,093.73	62,714.89	53,000.00	27,301.55	53,000.00	58,000.00	0.00	53,000.00	53,000.00
5342 Postage	138.85	119.92	150.00		150.00	150.00	0.00	150.00	150.00
5411 Batteries	1,943.70	4,872.34	6,225.00	6,002.24	6,225.00	8,000.00	1,775.00	8,000.00	8,000.00
5420 Office Supplies	926.63	604.47	1,000.00	737.39	1,000.00	1,200.00	0.00	1,000.00	1,000.00
5435 Electrical Supplies	18,870.30	32,352.35	25,000.00	35,497.05	40,000.00	35,000.00	10,000.00	35,000.00	35,000.00
5470 Public Safety Supplies	11,104.67	16,903.14	13,000.00	4,103.87	13,000.00	13,000.00	0.00	13,000.00	13,000.00
5510 Education Supplies		98.67	500.00		500.00	500.00	0.00	500.00	500.00
5581 Clothing, Gloves, Shoes	2,431.56	2,424.94	2,700.00	2,320.71	2,700.00	3,250.00	550.00	3,250.00	3,250.00
5587 Tools	1,255.18	861.52	1,000.00	728.64	1,500.00	1,500.00	0.00	1,000.00	1,000.00
5733 Licenses		1,426.12	1,200.00			0.00	(1,200.00)	0.00	0.00
5781 Holiday	9,854.71	10,550.00	15,000.00	8,571.66	15,000.00	15,000.00	0.00	15,000.00	15,000.00

**WIRES**

**EXPENDITURES**

Classification	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December Thru 6/30/14	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Equipment &amp; Unusual 001-245-5400</b>									
5590 Office Support / Equipment		390.95	1,000.00		1,000.00	1,000.00	0.00	1,000.00	1,000.00
5854 Hoses, Cable, Wire	6,105.51	5,661.79	7,000.00	1,354.13	4,000.00	7,000.00	0.00	7,000.00	7,000.00

**Department Explanation for Requested Increases**

<u>Item</u>	<u>Reason</u>	<u>Department Cost for Requested Increase</u>
5131 Overtime - Callbacks	Unforeseen overtime calls	5,000.00
5195 Buyback Sick Time	Employees eligible for buyback sick time - contractual item	3,000.00
5193 Tool Allowance	Contractual requirement for new position	125.00
5246 Communication Equip Repair/Maint	Need to cover maintenance for portable radio - Police/Fire	25,000.00
5340 Communication	Upgrade phones	5,000.00
5411 Batteries	Replacement batteries for Police/Fire portables	1,775.00
5420 Office Supplies	Cost of supplies has increased	200.00
5435 Electrical Supplies	Aging buildings need more repairs and we have acquired new buildings	10,000.00
5581 Clothing, Gloves, Shoes	Contractual requirement for new position	550.00
5587 Tools	Need new equipment to perform daily repairs	500.00

**COST SUMMARY BY CLASSIFICATION**

<b>Personnel</b>	520,799.08	557,180.39	559,249.00	283,979.39	562,247.60	656,477.00	72,479.00	631,728.00	631,728.00
<b>General Expenses</b>	158,950.18	226,409.39	235,350.00	133,262.75	249,650.00	277,300.00	11,250.00	246,600.00	246,600.00
<b>Equipment &amp; Unusual</b>	6,105.51	6,052.74	8,000.00	1,354.13	5,000.00	8,000.00	0.00	8,000.00	8,000.00
<b>Total Operating Budget</b>	<b>685,854.77</b>	<b>789,642.52</b>	<b>802,599.00</b>	<b>418,596.27</b>	<b>816,897.60</b>	<b>941,777.00</b>	<b>83,729.00</b>	<b>886,328.00</b>	<b>886,328.00</b>

## 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 2012	FY 2013
Total	<u>\$0</u>	<u>\$0</u>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Lights	4,170	4,177	4,185

**STREET LIGHTING**

**EXPENDITURES**

	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>			<b>FY 2015</b>			
			July-December						
<b>Classification</b>	<b>Actual Expenditures</b>	<b>Actual Expenditures</b>	<b>Budget</b>	<b>Actual Expenditures</b>	<b>Expenditures Thru 6/30/14</b>	<b>Department Request</b>	<b>Mayor's Incr/Decr</b>	<b>Mayor's Recommendation</b>	<b>Council Approval</b>
<b>General Expenses 001-424-5200</b>									
5213 Light & Supplies	490,292.26	555,019.66	530,000.00	193,594.19	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**

<b>Personnel</b>									
<b>General Expenses</b>	490,292.26	555,019.66	530,000.00	193,594.19	530,000.00	530,000.00	0.00	530,000.00	530,000.00
<b>Equipment &amp; Unusual</b>									
<b>Total Operating Budget</b>	<u>490,292.26</u>	<u>555,019.66</u>	<u>530,000.00</u>	<u>193,594.19</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.		
<b>Indirect Costs</b>	<b>FY 2012</b>	<b>FY 2013</b>
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

Output Measure	FY 2013 Actual	FY 2014 Estimated	FY 2015 Projected
Number of Meetings	30	35 (15*)	35
Cases Heard	34	22*	
Granted	26	14*	
Denied	3	0*	
Withdrawn	1	0*	
Pending		7*	
Number of Cases Filed	26	30 (21*)	35
Fees Received FY 2012	\$22,512.52		
Fees Received FY 2013	\$31,382.69		
Fees Received FY14 to date	\$9,963.52	Through 1/28/14	
** ZBA adopted new rules and fees in March 2007. One of the rules adopted requires that Petitioners have all taxes and fees paid to date, prior to filing.			

**ZONING BOARD OF APPEALS**

**PERSONNEL**

		FY 2013	FY 2014			FY 2015			
Bargaining Unit	Position		July-December			Department Request		Mayor's Recommendation	Council Approval
		# Actual Expenditures	# Budget	Actual Expenditures	Expenditures Thru 6/30/14	#		#	
1.	Members		10	17,100	4,650.00	10	17,500	10	17,500
2.	Chairperson			500	250.00	1	500	1	500
	Subtotal	10 17,300.00	10 17,600	4,900.00	17,600.00	11 18,000		11 18,000	18,000

**Summary of Changes**

Adjustments to FY 2014 Positions

Step Raises/Longevity included in \* position salary

Explanation

Members

400

\$100/member per meeting, 5 members/meeting, 35 meetings/year

New Positions

Subtotal

0	0	0	0	0

Grand Total

10	17,300.00	10	17,600	4,900.00	17,600.00	11	18,000	11	18,000	18,000
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**ZONING BOARD OF APPEALS**

EXPENDITURES	FY 2012	FY 2013	FY 2014			FY 2015			
	Actual Expenditures	Actual Expenditures	Budget	Actual Expenditures July-December	Expenditures Thru 6/30/14	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
<b>Personnel 001-176-5100</b>									
5194 Boards & Commissions	13,100.00	17,300.00	17,600.00	4,900.00	17,600.00	18,000.00	400.00	18,000.00	18,000.00
<b>General Expenses 001-176-5200</b>									
5308 Stenographer	7,402.50	7,848.75	8,000.00	2,250.00	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5341 Advertising	9,160.30	8,164.80	10,000.00	3,299.94	10,000.00	10,000.00	0.00	10,000.00	10,000.00
5342 Postage	1,228.25	2,014.85	2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5420 Office Supplies	1,525.82	964.11	1,000.00	432.39	1,000.00	1,000.00	0.00	1,000.00	1,000.00

Department Explanation for Requested Increases

Item

Reason

Department Cost for Requested Increase

**COST SUMMARY BY CLASSIFICATION**

Personnel	13,100.00	17,300.00	17,600.00	4,900.00	17,600.00	18,000.00	400.00	18,000.00	18,000.00
General Expenses	19,316.87	18,992.51	21,500.00	5,982.33	21,500.00	21,500.00	0.00	21,500.00	21,500.00
Equipment & Unusual									
<b>Total Operating Budget</b>	<b>32,416.87</b>	<b>36,292.51</b>	<b>39,100.00</b>	<b>10,882.33</b>	<b>39,100.00</b>	<b>39,500.00</b>	<b>400.00</b>	<b>39,500.00</b>	<b>39,500.00</b>