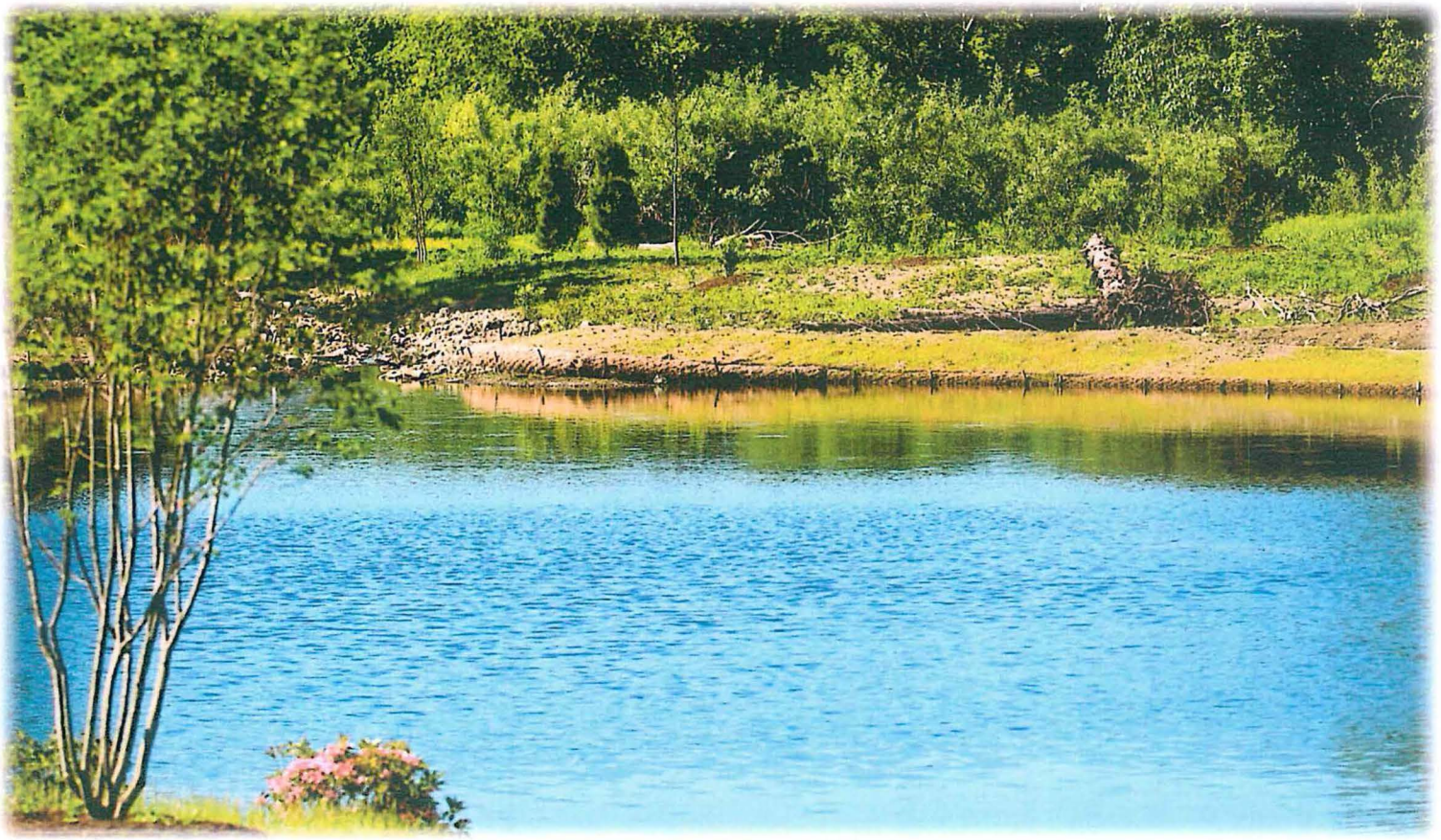
CITY OF WALTHAM

Fiscal Year 2024 Budget



WETLANDS RESTORATION & STREAM DAYLIGHTING

282 TRAPELO ROAD

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Assessors	**682,242.96**	**694,979.23**	**722,694.00**	**447,400.27**	**668,250.00**	**779,614.00**	**22,337.00**	**745,031.00**	**745,031.00**
Personnel	564,183.79	566,331.24	584,924.00	365,768.24	530,480.00	585,364.00	2,337.00	587,261.00	587,261.00
General	118,059.17	128,647.99	137,770.00	81,632.03	137,770.00	194,250.00	20,000.00	157,770.00	157,770.00
Equip/Unusual									
Special									
Auditors	**83,826,259.14**	**94,662,852.53**	**102,111,057.00**	**91,331,134.98**	**101,874,753.17**	**106,056,538.00**	**1,445,481.00**	**103,556,538.00**	**103,556,538.00**
-City Auditor	666,735.74	622,835.03	2,349,425.00	407,681.71	2,299,556.00	1,357,369.00	(992,056.00)	1,357,369.00	1,357,369.00
Personnel	647,821.91	602,093.89	627,325.00	404,151.85	578,031.00	675,769.00	48,444.00	675,769.00	675,769.00
General	4,063.83	5,891.14	7,100.00	3,529.86	6,525.00	6,600.00	(500.00)	6,600.00	6,600.00
Equip/Unusual	14,850.00	14,850.00	1,715,000.00	-	1,715,000.00	675,000.00	(1,040,000.00)	675,000.00	675,000.00
Special									
-Interest & Certification	3,697,498.42	9,398,090.20	7,315,000.00	4,041,865.36	7,250,746.17	7,626,000.00	311,000.00	7,626,000.00	7,626,000.00
Personnel									
General	3,697,498.42	9,398,090.20	7,315,000.00	4,041,865.36	7,250,746.17	7,626,000.00	311,000.00	7,626,000.00	7,626,000.00
Equip/Unusual									
Special									
-Redemption of Bonds	9,595,406.90	10,231,237.90	11,193,000.00	8,072,238.00	11,192,238.00	11,223,000.00	30,000.00	11,223,000.00	11,223,000.00
Personnel									
General	9,595,406.90	10,231,237.90	11,193,000.00	8,072,238.00	11,192,238.00	11,223,000.00	30,000.00	11,223,000.00	11,223,000.00
Equip/Unusual									
Special									
-Contributory & Non-Cont. Retirement	18,460,074.00	19,209,960.00	20,406,632.00	20,406,632.00	20,406,632.00	21,629,169.00	1,222,537.00	21,629,169.00	21,629,169.00
Personnel									
General	18,460,074.00	19,209,960.00	20,406,632.00	20,406,632.00	20,406,632.00	21,629,169.00	1,222,537.00	21,629,169.00	21,629,169.00
Equip/Unusual									
Special									
-Hospital & Medical Insurance & OME	47,905,807.14	51,894,783.91	57,604,000.00	56,358,529.88	57,493,020.00	61,250,500.00	1,146,500.00	58,750,500.00	58,750,500.00
Personnel									
General	47,905,807.14	51,894,783.91	57,604,000.00	56,358,529.88	57,493,020.00	61,250,500.00	1,146,500.00	58,750,500.00	58,750,500.00
Equip/Unusual									
Special									
-Social Security	5,321.80	4,769.80	6,000.00	2,290.93	5,500.00	5,500.00	(500.00)	5,500.00	5,500.00
Personnel									
General	5,321.80	4,769.80	6,000.00	2,290.93	5,500.00	5,500.00	(500.00)	5,500.00	5,500.00
Equip/Unusual									
Special									
-Redemption of Bonds (Sewer/Water)	2,882,354.16	2,762,638.34	2,752,000.00	1,665,895.32	2,749,778.00	2,534,000.00	(218,000.00)	2,534,000.00	2,534,000.00
Personnel									
General	2,882,354.16	2,762,638.34	2,752,000.00	1,665,895.32	2,749,778.00	2,534,000.00	(218,000.00)	2,534,000.00	2,534,000.00
Equip/Unusual									
Special									

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Interest & Certification (Sewer/Water)	613,060.98	538,537.35	485,000.00	376,001.78	477,283.00	431,000.00	(54,000.00)	431,000.00	431,000.00
Personnel									
General	613,060.98	538,537.35	485,000.00	376,001.78	477,283.00	431,000.00	(54,000.00)	431,000.00	431,000.00
Equip/Unusual									
Special									
Building	**3,177,935.95**	**3,489,560.21**	**1,032,859.00**	**606,531.03**	**932,622.88**	**1,044,166.00**	**66,388.00**	**1,099,247.00**	**1,099,247.00**
-Inspection	2,252,941.03	2,479,599.15	1,032,859.00	606,531.03	932,622.88	1,044,166.00	66,388.00	1,099,247.00	1,099,247.00
Personnel	1,719,506.88	1,711,097.86	1,022,859.00	596,834.87	922,401.34	1,021,166.00	53,388.00	1,076,247.00	1,076,247.00
General	533,434.15	768,501.29	10,000.00	9,696.16	10,221.54	23,000.00	13,000.00	23,000.00	23,000.00
Equip/Unusual									
Special									
-Utilities	924,994.92	1,009,961.06	-	-	-	-	-	-	-
General	924,994.92	1,009,961.06	-	-	-	-	-	-	-
Building Maintenance	**-**	**-**	**2,798,772.00**	**2,121,441.41**	**2,975,827.71**	**3,254,369.00**	**322,435.00**	**3,121,207.00**	**3,121,207.00**
-Maintenance	-	-	1,598,072.00	1,265,939.99	1,791,661.71	2,053,669.00	322,435.00	1,920,507.00	1,920,507.00
Personnel	-	-	1,005,172.00	718,454.45	1,017,211.71	1,238,419.00	142,435.00	1,147,607.00	1,147,607.00
General	-	-	592,900.00	547,485.54	774,450.00	807,750.00	180,000.00	772,900.00	772,900.00
Equip/Unusual	-	-	-	-	-	7,500.00	-	-	-
Special									
-Utilities	-	-	1,200,700.00	855,501.42	1,184,166.00	1,200,700.00	-	1,200,700.00	1,200,700.00
General	-	-	1,200,700.00	855,501.42	1,184,166.00	1,200,700.00	-	1,200,700.00	1,200,700.00
City Clerk/Voter Registration	**821,179.97**	**792,745.44**	**879,857.00**	**655,873.55**	**871,275.66**	**968,165.00**	**83,817.00**	**963,674.00**	**963,674.00**
-City Clerk	489,761.45	495,552.05	490,849.00	347,680.54	488,174.00	524,123.00	42,880.00	533,729.00	533,729.00
Personnel	402,515.74	409,313.48	387,924.00	283,550.70	387,924.00	414,223.00	38,880.00	426,804.00	426,804.00
General	87,245.71	85,313.57	102,925.00	64,129.84	100,250.00	107,900.00	2,000.00	104,925.00	104,925.00
Equip/Unusual									
Special									
Other Charges	-	925.00	-	-	-	2,000.00	2,000.00	2,000.00	2,000.00
-Voter Registration	331,418.52	297,193.39	389,008.00	308,193.01	383,101.66	444,042.00	40,937.00	429,945.00	429,945.00
Personnel	202,113.44	197,496.11	214,308.00	156,379.10	214,308.00	223,842.00	20,937.00	235,245.00	235,245.00
General	129,305.08	99,697.28	174,700.00	151,813.91	168,793.66	200,200.00	20,000.00	194,700.00	194,700.00
Equip/Unusual	-	-	-	-	-	20,000.00	-	-	-
Special									
City Council	**379,279.61**	**383,079.51**	**401,666.00**	**300,881.07**	**401,087.00**	**417,262.00**	**15,596.00**	**417,262.00**	**417,262.00**
Personnel	319,539.71	323,418.92	330,301.00	246,028.72	330,301.00	345,822.00	15,521.00	345,822.00	345,822.00
General	59,739.90	59,410.59	71,115.00	54,566.35	70,500.00	71,115.00	-	71,115.00	71,115.00
Equip/Unusual	-	250.00	250.00	286.00	286.00	325.00	75.00	325.00	325.00
Special									

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Conservation Commission	**45,379.52**	**48,189.86**	**89,156.00**	**42,873.55**	**58,422.37**	**149,349.00**	**9,042.00**	**98,198.00**	**98,198.00**
Personnel	38,546.43	46,305.66	87,056.00	41,797.17	56,322.37	97,249.00	9,242.00	96,298.00	96,298.00
General	1,333.09	1,884.20	2,100.00	1,076.38	2,100.00	2,100.00	(200.00)	1,900.00	1,900.00
Equip/Unusual	5,500.00	-	-	-	-	50,000.00	-	-	-
Special									
Consolidated Public Works	**14,081,219.78**	**14,147,079.00**	**15,050,538.00**	**10,470,307.47**	**15,160,320.91**	**16,952,904.00**	**836,374.00**	**15,886,912.00**	**15,886,912.00**
-CPW Administration	5,732,430.30	5,973,784.12	6,913,593.00	4,674,784.73	6,752,630.91	7,900,404.00	558,874.00	7,472,467.00	7,472,467.00
Personnel	4,346,827.30	4,345,587.58	5,060,193.00	3,420,199.69	4,836,750.91	5,777,904.00	430,474.00	5,490,667.00	5,490,667.00
General	997,248.08	1,236,406.62	1,298,400.00	1,008,550.81	1,418,820.00	1,534,100.00	120,000.00	1,418,400.00	1,418,400.00
Equip/Unusual	388,354.92	391,789.92	555,000.00	246,034.23	497,060.00	588,400.00	8,400.00	563,400.00	563,400.00
Special									
-Snow & Ice	2,569,069.99	2,750,234.09	1,411,945.00	1,365,708.23	2,282,690.00	2,050,000.00	-	1,411,945.00	1,411,945.00
Personnel	356,385.76	372,139.97	137,000.00	308,739.38	356,000.00	362,000.00	-	137,000.00	137,000.00
General	2,212,684.23	2,378,094.12	1,274,945.00	1,056,968.85	1,926,690.00	1,688,000.00	-	1,274,945.00	1,274,945.00
Equip/Unusual									
Special									
-Collection & Disposal of Rubbish	5,779,719.49	5,423,060.79	6,725,000.00	4,429,814.51	6,125,000.00	7,002,500.00	277,500.00	7,002,500.00	7,002,500.00
General									
Equip/Unusual	5,779,719.49	5,423,060.79	6,725,000.00	4,429,814.51	6,125,000.00	7,002,500.00	277,500.00	7,002,500.00	7,002,500.00
Special									
Board of Survey & Planning	**15,989.37**	**15,564.37**	**25,700.00**	**8,286.38**	**17,300.00**	**21,900.00**	**(3,800.00)**	**21,900.00**	**21,900.00**
Personnel	11,400.00	11,900.00	17,000.00	7,102.58	12,400.00	17,000.00	-	17,000.00	17,000.00
General	4,589.37	3,664.37	8,700.00	1,183.80	4,900.00	4,900.00	(3,800.00)	4,900.00	4,900.00
Equip/Unusual									
Special									
Cemetery Commission	**2,300.00**	**1,300.00**	**3,000.00**	**1,800.00**	**2,600.00**	**3,000.00**	**-**	**3,000.00**	**3,000.00**
Personnel	2,300.00	1,300.00	3,000.00	1,800.00	2,600.00	3,000.00	-	3,000.00	3,000.00
General									
Equip/Unusual									
Special									
CPW Water Admin	**477,039.38**	**434,905.94**	**556,284.00**	**342,775.91**	**501,595.75**	**627,128.00**	**62,873.00**	**619,157.00**	**619,157.00**
Personnel	473,654.87	432,104.13	551,484.00	339,865.13	496,795.75	622,328.00	63,173.00	614,657.00	614,657.00
General	3,384.51	2,801.81	4,800.00	2,910.78	4,800.00	4,800.00	(300.00)	4,500.00	4,500.00
Equip/Unusual									
Special									
Water Ops & Maint	**11,404,625.00**	**11,775,066.43**	**12,907,117.00**	**7,935,571.57**	**12,859,020.85**	**14,142,970.00**	**1,114,403.00**	**14,021,520.00**	**14,021,520.00**
Personnel-Operations & Maint	598,277.34	703,610.38	794,697.00	559,230.88	760,228.20	872,564.00	62,867.00	857,564.00	857,564.00
Personnel-Meter Read & Install	139,718.20	168,607.52	164,660.00	87,203.52	127,381.25	185,421.00	20,761.00	185,421.00	185,421.00
General	369,156.94	372,137.55	473,550.00	345,021.83	473,550.00	550,000.00	50,000.00	523,550.00	523,550.00
Equip/Unusual	10,297,472.52	10,530,710.98	11,474,210.00	6,944,115.34	11,497,861.40	12,534,985.00	980,775.00	12,454,985.00	12,454,985.00
Special									

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Sewer Ops & Maint	**15,229,249.33**	**15,588,952.89**	**16,796,947.00**	**10,186,232.30**	**16,589,560.15**	**17,088,016.00**	**261,069.00**	**17,058,016.00**	**17,058,016.00**
Personnel	728,815.46	738,161.12	1,024,104.00	679,280.68	929,823.15	1,110,277.00	86,173.00	1,110,277.00	1,110,277.00
General	344,473.86	372,883.32	471,100.00	375,026.95	471,100.00	551,100.00	50,000.00	521,100.00	521,100.00
Equip/Unusual	14,155,960.01	14,477,908.45	15,301,743.00	9,131,924.67	15,188,637.00	15,426,639.00	124,896.00	15,426,639.00	15,426,639.00
Special									
Council on Aging / Meals on Wheels	**512,513.85**	**664,850.62**	**977,793.00**	**555,670.00**	**706,996.00**	**1,048,880.00**	**(549.00)**	**977,244.00**	**977,244.00**
Personnel	432,585.94	486,917.07	593,117.00	398,151.54	515,818.00	664,204.00	(549.00)	592,568.00	592,568.00
General	79,927.91	177,933.55	384,676.00	157,518.46	191,178.00	384,676.00	-	384,676.00	384,676.00
Equip/Unusual									
Special									
Disabilities Service Commission	**7,400.00**	**6,900.00**	**7,190.00**	**4,800.00**	**7,190.00**	**7,190.00**	**(90.00)**	**7,100.00**	**7,100.00**
Personnel	7,400.00	6,900.00	7,000.00	4,800.00	7,000.00	7,000.00	-	7,000.00	7,000.00
General	-	-	190.00	-	190.00	190.00	(90.00)	100.00	100.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
Emergency Management	**90,350.01**	**121,173.19**	**96,196.00**	**64,630.01**	**96,196.00**	**102,696.00**	**6,075.00**	**102,271.00**	**102,271.00**
Personnel	81,044.00	82,347.01	82,596.00	59,750.57	82,596.00	87,171.00	4,575.00	87,171.00	87,171.00
General	4,528.51	4,771.25	5,400.00	1,125.12	5,400.00	7,225.00	1,400.00	6,800.00	6,800.00
Equip/Unusual	4,377.50	33,654.93	7,800.00	3,354.32	7,800.00	7,900.00	100.00	7,900.00	7,900.00
Special	400.00	400.00	400.00	400.00	400.00	400.00	-	400.00	400.00
Engineering	**480,019.94**	**520,596.08**	**583,516.00**	**364,571.32**	**486,021.51**	**588,324.00**	**11,242.00**	**594,758.00**	**594,758.00**
Personnel	462,336.89	478,322.87	505,016.00	307,072.32	407,521.51	509,824.00	19,742.00	524,758.00	524,758.00
General	17,683.05	42,273.21	78,500.00	57,499.00	78,500.00	78,500.00	(8,500.00)	70,000.00	70,000.00
Equip/Unusual									
Special									
Water Admin (Engineering)	**474,895.84**	**571,523.97**	**812,611.00**	**444,134.76**	**711,680.71**	**864,521.00**	**48,752.00**	**861,363.00**	**861,363.00**
-Water & Sewer Billing & Compliance	254,347.71	244,592.20	252,585.00	173,750.69	252,585.00	285,543.00	18,573.00	271,158.00	271,158.00
Personnel	196,935.86	184,461.38	179,585.00	131,254.75	179,585.00	206,493.00	16,573.00	196,158.00	196,158.00
General	57,411.85	60,130.82	73,000.00	42,495.94	73,000.00	79,050.00	2,000.00	75,000.00	75,000.00
Equip/Unusual	-	-	-	-	-	-	-		
Special									
-Engineering Water Administration	220,548.13	326,931.77	560,026.00	270,384.07	459,095.71	578,978.00	30,179.00	590,205.00	590,205.00
Personnel	220,247.93	297,054.43	513,676.00	267,765.04	412,745.71	532,628.00	45,179.00	558,855.00	558,855.00
General	300.20	8,149.34	46,350.00	2,619.03	46,350.00	46,350.00	(15,000.00)	31,350.00	31,350.00
Equip/Unusual	-	21,728.00	-	-	-	-	-	-	-
Special									
Fire	**18,425,673.29**	**19,416,311.13**	**19,089,808.00**	**15,146,356.12**	**20,385,510.19**	**24,598,152.00**	**1,944,986.00**	**21,034,794.00**	**21,034,794.00**
Personnel	17,640,865.85	18,623,365.10	18,126,570.00	14,479,814.63	19,142,691.00	23,123,520.00	1,745,102.00	19,871,672.00	19,871,672.00
General	328,884.94	358,887.61	414,000.00	334,860.67	572,856.46	651,266.00	86,000.00	500,000.00	500,000.00
Equip/Unusual	239,165.91	245,767.16	249,000.00	65,128.64	384,424.73	423,400.00	161,500.00	410,500.00	410,500.00
Special	216,756.59	188,291.26	300,238.00	266,552.18	285,538.00	399,966.00	(47,616.00)	252,622.00	252,622.00

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Fire Auxiliary	**11,005.73**	**6,105.68**	**12,000.00**	**7,031.00**	**12,000.00**	**12,000.00**	**(500.00)**	**11,500.00**	**11,500.00**
General	7,505.73	4,456.68	8,500.00	5,180.00	8,500.00	8,500.00	(500.00)	8,000.00	8,000.00
Equip/Unusual									
Special	3,500.00	1,649.00	3,500.00	1,851.00	3,500.00	3,500.00	-	3,500.00	3,500.00
Health	**913,507.53**	**899,264.95**	**948,781.00**	**647,093.43**	**878,891.00**	**995,392.00**	**67,806.00**	**1,016,587.00**	**1,016,587.00**
Personnel	760,017.32	743,149.90	770,998.00	562,237.93	769,998.00	817,609.00	67,806.00	838,804.00	838,804.00
General	70,411.66	65,947.55	77,783.00	57,060.26	73,893.00	167,783.00	90,000.00	167,783.00	167,783.00
Equip/Unusual	83,078.55	90,167.50	100,000.00	27,795.24	35,000.00	10,000.00	(90,000.00)	10,000.00	10,000.00
Special									
Historical Commission	**15,302.64**	**15,210.42**	**23,400.00**	**10,935.22**	**22,200.00**	**61,495.00**	**32,932.00**	**56,332.00**	**56,332.00**
Personnel	6,300.00	5,400.00	7,000.00	5,600.00	8,400.00	45,095.00	33,332.00	40,332.00	40,332.00
General	2,777.64	2,319.23	5,900.00	1,535.22	3,300.00	5,900.00	(400.00)	5,500.00	5,500.00
Equip/Unusual	6,225.00	7,491.19	10,500.00	3,800.00	10,500.00	10,500.00	-	10,500.00	10,500.00
Special									
Human Resources	**988,715.05**	**906,748.19**	**824,314.00**	**619,130.18**	**1,012,048.79**	**1,053,636.00**	**178,422.00**	**1,002,736.00**	**1,002,736.00**
-General/Work Study/Unemploy	346,862.69	373,709.17	424,314.00	302,499.70	447,048.79	503,636.00	78,422.00	502,736.00	502,736.00
Personnel	255,693.15	289,095.81	356,414.00	219,052.84	329,148.79	400,736.00	44,322.00	400,736.00	400,736.00
General	82,024.54	38,293.36	29,900.00	46,864.86	59,900.00	49,900.00	19,100.00	49,000.00	49,000.00
Equip/Unusual	9,145.00	46,320.00	38,000.00	36,582.00	58,000.00	53,000.00	15,000.00	53,000.00	53,000.00
Special									
-Workers Comp	641,852.36	533,039.02	400,000.00	316,630.48	565,000.00	550,000.00	100,000.00	500,000.00	500,000.00
Personnel									
General	641,852.36	533,039.02	400,000.00	316,630.48	565,000.00	550,000.00	100,000.00	500,000.00	500,000.00
Equip/Unusual									
Special									
Information Technology	**1,792,023.67**	**1,868,474.08**	**1,916,241.00**	**1,463,474.06**	**1,908,557.75**	**2,335,264.00**	**107,031.00**	**2,023,272.00**	**2,023,272.00**
-Information Technology	1,570,262.84	1,686,168.01	1,702,703.00	1,325,062.92	1,721,393.00	2,145,816.00	131,121.00	1,833,824.00	1,833,824.00
Personnel	1,174,999.83	1,177,357.58	1,208,197.00	886,287.67	1,208,287.00	1,263,616.00	97,521.00	1,305,718.00	1,305,718.00
General	339,282.75	437,992.83	464,506.00	416,328.75	464,506.00	483,600.00	15,000.00	479,506.00	479,506.00
Equip/Unusual	55,980.26	70,817.60	30,000.00	22,446.50	48,600.00	398,600.00	18,600.00	48,600.00	48,600.00
Special									
-Central Telephone	221,760.83	182,306.07	213,538.00	138,411.14	187,164.75	189,448.00	(24,090.00)	189,448.00	189,448.00
Personnel	26,005.00	26,109.02	28,538.00	18,931.64	28,538.00	30,822.00	2,284.00	30,822.00	30,822.00
General	195,755.83	156,197.05	185,000.00	119,479.50	158,626.75	158,626.00	(26,374.00)	158,626.00	158,626.00
Equip/Unusual	-	-	-	-	-	-	-	-	-
Special									
Law	**1,290,928.93**	**1,254,217.04**	**1,343,102.00**	**853,950.43**	**1,376,559.22**	**1,636,416.00**	**150,256.00**	**1,493,358.00**	**1,493,358.00**
Personnel	1,020,134.06	1,026,845.86	1,038,452.00	759,777.13	1,071,909.22	1,226,766.00	80,256.00	1,118,708.00	1,118,708.00
General	77,721.57	102,225.45	169,650.00	70,622.75	169,650.00	174,650.00	(30,000.00)	139,650.00	139,650.00
Equip/Unusual	193,073.30	125,145.73	135,000.00	23,550.55	135,000.00	235,000.00	100,000.00	235,000.00	235,000.00
Special									

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Library	**2,667,330.85**	**2,767,858.11**	**3,160,106.00**	**2,036,637.71**	**2,918,072.67**	**3,774,530.00**	**155,525.00**	**3,315,631.00**	**3,315,631.00**
Personnel	2,191,374.63	2,190,015.19	2,614,601.00	1,601,271.87	2,291,061.17	3,087,720.00	102,635.00	2,717,236.00	2,717,236.00
General	410,294.09	471,118.84	463,685.00	355,543.21	545,191.50	567,100.00	50,000.00	513,685.00	513,685.00
Equip/Unusual	65,662.13	106,724.08	81,820.00	79,822.63	81,820.00	119,710.00	2,890.00	84,710.00	84,710.00
Special									
Other Charges									
Mayor	**646,506.99**	**682,715.67**	**704,277.00**	**603,665.24**	**720,676.00**	**733,825.00**	**29,548.00**	**733,825.00**	**733,825.00**
-Mayor	646,506.99	672,215.67	681,777.00	592,665.24	698,176.00	711,325.00	29,548.00	711,325.00	711,325.00
Personnel	301,137.87	317,168.27	325,437.00	239,470.07	330,339.00	349,985.00	24,548.00	349,985.00	349,985.00
General	24,151.04	21,130.27	24,615.00	20,164.71	23,612.00	24,615.00	-	24,615.00	24,615.00
Equip/Unusual	321,218.08	333,917.13	331,725.00	333,030.46	344,225.00	336,725.00	5,000.00	336,725.00	336,725.00
Special									
-Celebration of Holidays	-	10,500.00	22,500.00	11,000.00	22,500.00	22,500.00	-	22,500.00	22,500.00
Personnel									
General	-	10,500.00	22,500.00	11,000.00	22,500.00	22,500.00	-	22,500.00	22,500.00
Equip/Unusual									
Special									
Planning	**958,725.97**	**984,521.91**	**1,051,853.00**	**674,703.41**	**930,614.91**	**1,066,793.00**	**20,958.00**	**1,072,811.00**	**1,072,811.00**
-City Planner	257,878.80	304,598.21	346,124.00	255,015.89	321,124.00	353,733.00	7,609.00	353,733.00	353,733.00
Personnel	249,016.34	278,975.54	333,324.00	243,119.92	308,324.00	340,933.00	7,609.00	340,933.00	340,933.00
General	1,988.63	2,772.67	2,800.00	1,895.97	2,800.00	2,800.00	-	2,800.00	2,800.00
Equip/Unusual	6,873.83	22,850.00	10,000.00	10,000.00	10,000.00	10,000.00	-	10,000.00	10,000.00
Special									
-Housing	547,356.59	534,057.46	557,060.00	332,247.06	482,058.87	571,307.00	14,247.00	571,307.00	571,307.00
Personnel	376,152.39	337,454.70	357,060.00	196,373.37	273,058.87	356,307.00	(753.00)	356,307.00	356,307.00
General	88,870.08	76,864.98	100,000.00	50,073.69	110,000.00	115,000.00	15,000.00	115,000.00	115,000.00
Equip/Unusual	82,334.12	119,737.78	100,000.00	85,800.00	99,000.00	100,000.00	-	100,000.00	100,000.00
Special									
-Paine Estate	153,490.58	145,866.24	148,669.00	87,440.46	127,432.04	141,753.00	(898.00)	147,771.00	147,771.00
Personnel	136,362.96	121,135.00	121,369.00	68,922.46	101,133.04	114,453.00	(898.00)	120,471.00	120,471.00
General	17,127.62	24,731.24	27,300.00	18,518.00	26,299.00	27,300.00	-	27,300.00	27,300.00
Equip/Unusual									
Special									
Police	**19,804,430.60**	**20,464,446.31**	**21,073,104.00**	**15,781,162.08**	**24,299,805.44**	**22,080,934.00**	**1,385,334.00**	**22,458,438.00**	**22,458,438.00**
-Police & Animal Control	18,128,783.91	18,417,912.06	18,943,372.00	14,113,128.90	22,229,640.62	19,867,601.00	1,384,043.00	20,327,415.00	20,327,415.00
Personnel	17,460,971.68	17,757,883.24	18,164,280.00	13,536,934.23	21,463,485.00	19,031,193.00	1,337,277.00	19,501,557.00	19,501,557.00
General	278,237.51	280,747.80	303,250.00	235,816.43	290,313.62	328,250.00	23,500.00	326,750.00	326,750.00
Equip/Unusual	187,239.46	160,618.08	223,667.00	126,681.58	223,667.00	255,233.00	25,566.00	249,233.00	249,233.00
Special	202,335.26	218,662.94	252,175.00	213,696.66	252,175.00	252,925.00	(2,300.00)	249,875.00	249,875.00

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Dispatch	1,675,646.69	2,046,534.25	2,129,732.00	1,668,033.18	2,070,164.82	2,213,333.00	1,291.00	2,131,023.00	2,131,023.00
Personnel	1,640,634.22	2,009,029.85	2,082,282.00	1,629,327.51	2,023,165.00	2,164,383.00	291.00	2,082,573.00	2,082,573.00
General	24,412.47	26,217.53	32,050.00	27,348.98	31,599.82	33,550.00	1,000.00	33,050.00	33,050.00
Equip/Unusual									
Special	10,600.00	11,286.87	15,400.00	11,356.69	15,400.00	15,400.00	-	15,400.00	15,400.00
Purchasing	**623,801.32**	**673,842.95**	**759,846.00**	**607,653.88**	**760,226.00**	**848,873.00**	**78,127.00**	**837,973.00**	**837,973.00**
Personnel	233,079.03	223,785.31	239,146.00	175,503.71	239,146.00	264,473.00	25,327.00	264,473.00	264,473.00
General	5,227.61	9,388.80	13,700.00	5,321.17	14,080.00	14,200.00	(1,200.00)	12,500.00	12,500.00
Equip/Unusual	-	-	-	-	-	9,200.00	-	-	-
Special	385,494.68	440,668.84	507,000.00	426,829.00	507,000.00	561,000.00	54,000.00	561,000.00	561,000.00
Recreation/Veteran's Rink	**1,664,928.66**	**1,835,176.65**	**2,358,273.00**	**1,339,950.52**	**1,984,286.43**	**2,487,376.00**	**88,103.00**	**2,446,376.00**	**2,446,376.00**
-General Support	1,047,179.67	1,117,182.87	1,397,332.00	753,879.46	1,181,506.00	1,512,158.00	109,826.00	1,507,158.00	1,507,158.00
Personnel	1,015,374.58	1,072,160.60	1,295,332.00	731,893.82	1,134,156.00	1,410,158.00	114,826.00	1,410,158.00	1,410,158.00
General	11,806.98	12,092.67	30,000.00	7,503.58	17,350.00	30,000.00	(5,000.00)	25,000.00	25,000.00
Equip/Unusual	19,998.11	32,929.60	72,000.00	14,482.06	30,000.00	72,000.00	-	72,000.00	72,000.00
Special									
-Playgrounds	150,103.39	183,436.51	263,200.00	174,365.80	245,000.00	273,200.00	5,000.00	268,200.00	268,200.00
Personnel	38,749.50	56,865.50	78,000.00	52,402.50	65,000.00	78,000.00	-	78,000.00	78,000.00
General	107,800.53	121,640.81	177,700.00	119,359.30	172,500.00	187,700.00	5,000.00	182,700.00	182,700.00
Equip/Unusual	3,553.36	4,930.20	7,500.00	2,604.00	7,500.00	7,500.00	-	7,500.00	7,500.00
Special									
-Summer Fun	41,467.34	42,056.17	88,200.00	41,895.94	56,000.00	88,200.00	(1,000.00)	87,200.00	87,200.00
Personnel	32,714.00	34,487.00	76,000.00	39,339.00	45,500.00	76,000.00	-	76,000.00	76,000.00
General	8,753.34	7,569.17	12,200.00	2,556.94	10,500.00	12,200.00	(1,000.00)	11,200.00	11,200.00
Equip/Unusual									
Special									
-Support of Rec Act.	93,407.36	120,582.39	187,200.00	56,364.76	150,500.00	187,700.00	(19,500.00)	167,700.00	167,700.00
Personnel									
General	90,046.19	110,939.52	176,700.00	49,370.95	140,000.00	176,700.00	(20,000.00)	156,700.00	156,700.00
Equip/Unusual	3,361.17	9,642.87	10,500.00	6,993.81	10,500.00	11,000.00	500.00	11,000.00	11,000.00
Special									
-Vet Rink	332,770.90	371,918.71	422,341.00	313,444.56	351,280.43	426,118.00	(6,223.00)	416,118.00	416,118.00
Personnel	160,648.63	156,632.61	172,541.00	139,809.14	169,741.00	176,318.00	3,777.00	176,318.00	176,318.00
General	149,188.41	194,382.76	216,800.00	154,644.05	156,966.43	216,800.00	(10,000.00)	206,800.00	206,800.00
Equip/Unusual	11,778.86	9,845.34	21,000.00	8,918.37	14,500.00	21,000.00	-	21,000.00	21,000.00
Special	11,155.00	11,058.00	12,000.00	10,073.00	10,073.00	12,000.00	-	12,000.00	12,000.00
Transportation	**911,868.44**	**934,545.85**	**1,045,946.00**	**761,744.37**	**1,015,543.00**	**1,382,639.00**	**136,580.00**	**1,182,526.00**	**1,182,526.00**
-Traffic Engineering	540,296.89	555,707.80	613,478.00	458,139.10	607,478.00	922,545.00	97,217.00	710,695.00	710,695.00
Personnel	419,829.79	423,305.83	447,178.00	317,327.62	441,178.00	477,945.00	37,217.00	484,395.00	484,395.00
General	50,701.45	61,577.12	66,300.00	40,193.28	66,300.00	77,600.00	10,000.00	76,300.00	76,300.00
Equip/Unusual	69,765.65	70,824.85	100,000.00	100,618.20	100,000.00	367,000.00	50,000.00	150,000.00	150,000.00
Special									

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
-Parking Management	371,571.55	378,838.05	432,468.00	303,605.27	408,065.00	460,094.00	39,363.00	471,831.00	471,831.00
Personnel	191,309.59	178,592.86	207,920.00	132,079.65	189,920.00	228,296.00	20,376.00	228,296.00	228,296.00
General	115,448.01	141,284.32	164,875.00	113,309.17	158,472.00	172,125.00	6,000.00	170,875.00	170,875.00
Equip/Unusual	62,888.00	57,029.00	57,673.00	57,673.00	57,673.00	57,673.00	12,987.00	70,660.00	70,660.00
Special	1,925.95	1,931.87	2,000.00	543.45	2,000.00	2,000.00	-	2,000.00	2,000.00
Treasurer & Collector	**1,221,234.76**	**1,218,213.15**	**1,408,396.00**	**882,785.01**	**1,383,805.00**	**1,500,586.00**	**60,190.00**	**1,468,586.00**	**1,468,586.00**
-Treas & Collector/Life Insurance	1,218,434.76	1,215,413.15	1,404,396.00	880,850.69	1,379,805.00	1,496,586.00	60,190.00	1,464,586.00	1,464,586.00
Personnel	846,215.70	855,568.37	918,246.00	642,752.25	893,655.00	998,436.00	80,190.00	998,436.00	998,436.00
General	372,019.06	358,319.78	446,150.00	229,424.90	446,150.00	446,150.00	(20,000.00)	426,150.00	426,150.00
Equip/Unusual	200.00	1,525.00	40,000.00	8,673.54	40,000.00	52,000.00	-	40,000.00	40,000.00
Special									
-Trust Funds	2,800.00	2,800.00	4,000.00	1,934.32	4,000.00	4,000.00	-	4,000.00	4,000.00
Personnel	2,800.00	2,800.00	4,000.00	1,934.32	4,000.00	4,000.00	-	4,000.00	4,000.00
General									
Equip/Unusual									
Special									
Veterans/License Commission	**342,970.76**	**360,608.27**	**402,054.00**	**261,088.23**	**359,415.69**	**417,631.00**	**(9,423.00)**	**392,631.00**	**392,631.00**
-Veterans	324,312.88	341,598.84	382,754.00	247,298.91	340,374.00	398,331.00	(9,423.00)	373,331.00	373,331.00
Personnel	207,895.08	208,053.65	208,054.00	153,412.60	208,054.00	223,631.00	15,577.00	223,631.00	223,631.00
General	116,417.80	133,545.19	174,700.00	93,886.31	132,320.00	174,700.00	(25,000.00)	149,700.00	149,700.00
Equip/Unusual									
Special									
-License Commission	18,657.88	19,009.43	19,300.00	13,789.32	19,041.69	19,300.00	-	19,300.00	19,300.00
Personnel	15,600.00	15,600.00	15,600.00	11,747.63	15,600.00	15,600.00	-	15,600.00	15,600.00
General	3,057.88	3,409.43	3,700.00	2,041.69	3,441.69	3,700.00	-	3,700.00	3,700.00
Equip/Unusual									
Special									
Wires	**1,408,828.49**	**1,846,478.61**	**1,704,775.00**	**1,089,825.43**	**1,671,900.91**	**1,715,188.00**	**26,014.00**	**1,730,789.00**	**1,730,789.00**
-General	1,150,690.52	1,259,961.40	1,274,775.00	881,687.72	1,241,900.91	1,285,188.00	26,014.00	1,300,789.00	1,300,789.00
Personnel	891,003.14	902,235.10	914,175.00	671,527.60	908,790.16	944,588.00	46,014.00	960,189.00	960,189.00
General	256,598.14	351,479.49	353,100.00	209,804.49	325,610.75	333,100.00	(20,000.00)	333,100.00	333,100.00
Equip/Unusual	3,089.24	6,246.81	7,500.00	355.63	7,500.00	7,500.00	-	7,500.00	7,500.00
Special									
					`				
-Street Lighting	258,137.97	586,517.21	430,000.00	208,137.71	430,000.00	430,000.00	-	430,000.00	430,000.00
Personnel									
General	258,137.97	586,517.21	430,000.00	208,137.71	430,000.00	430,000.00	-	430,000.00	430,000.00
Equip/Unusual									
Special									
Zoning Board Of Appeals	**48,914.93**	**47,386.54**	**66,700.00**	**60,020.69**	**96,000.00**	**97,500.00**	**25,000.00**	**91,700.00**	**91,700.00**
Personnel	19,300.00	15,900.00	25,500.00	14,100.00	25,500.00	25,500.00	-	25,500.00	25,500.00
General	29,614.93	31,486.54	41,200.00	45,920.69	70,500.00	72,000.00	25,000.00	66,200.00	66,200.00
Equip/Unusual									
Special									

	FY 2021	FY 2022	FY 2023			FY 2024			
	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Grand Total	**185,444,578.26**	**200,101,444.78**	**213,745,929.00**	**168,732,122.59**	**216,656,833.67**	**230,915,222.00**	**8,778,334.00**	**222,524,263.00**	**222,524,263.00**
Schools	**89,577,108.81**	**93,382,074.80**	**98,784,463.00**	**60,449,521.65**	**98,784,463.00**	**105,709,717.00**	**6,925,254.00**	**105,709,717.00**	**105,709,717.00**
Total with Schools	**275,021,687.07**	**293,483,519.58**	**312,530,392.00**	**229,181,644.24**	**315,441,296.67**	**336,624,939.00**	**15,703,588.00**	**328,233,980.00**	**328,233,980.00**

ASSESSOR

STATEMENT OF OBJECTIVES:
To assess all real & personal property at equitable value for the purpose of raising operating revenue for city government. To commit for collection all motor vehicle and trailer excise taxes, betterments and water liens. To further establish stable department procedures and functions which will build public confidence and increase efficiency of operation. To update assessed valuations in accordance with state Department of Revenue directives. To defend valuations in court.

DESCRIPTION OF OUTPUT STATEMENT:
Commitment of real estate, personal property, motor vehicle excise bills, together with betterment assessments and water liens to the collector. The process of all applications for abatement and statutory exemption from the above.

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	141,566	140,096
Pension Administration	12,903	14,622
Medical & Life Insurance	170,954	163,428
Heat, Light, Water	12,508	10,495
Building Repair & Maintenance	14,379	56,674
Building Insurance	986	973
Motor Vehicle Insurance	236	251
Motor Vehicle Maint & Repair	4,925	4,888
Total	$358,457	$391,427

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Real Estate Parcels Assessed	15,975	15,950	15,950
Personal Prop Parcels Assessed	1,450	1,456	1,450
Cyclic Inspections	1,508	3,120	3,120
Real Estate & Personal Property Abatements	128	75	100
Real Estate & Personal Property Exemptions	520	500	500
Motor Vehicle Excise Tax Processed	56,877	56,197	56,400
Motor Vehicle Excise Abatements	1,684	1,693	1,700
Appellate Tax Board Cases - Properties	12	5	10
Abutters Plan Certifications	165	160	170
Non-Profit Filings	65	68	70

ASSESSOR

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Chairperson, Assessors	19-6 (L8)			1	139,007	101,123.88	143,525.00	1	158,802		1	158,802	158,802
2.		*Assessor	16-2 (L8)			1	93,506	62,946.08	128,843.00	1	110,992		1	110,992	110,992
3.		Assessor	16-1			1	124,787	92,001.06	96,545.00	1	100,482		1	100,482	100,482
4.		*Assistant Assessor	13-2			1	76,445	32,503.54	52,100.00	1	84,691		1	84,691	84,691
5.		Assistant Assessor	13-1			1	101,179	74,493.68	104,467.00				1	82,294	82,294
6.		Part Time / Temporary					50,000	2,700.00	5,000.00		50,000			50,000	50,000
		Subtotal		**5**	**566,331.24**	**5**	**584,924**	**365,768.24**	**530,480.00**	**4**	**504,967**		**5**	**587,261**	**587,261**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***						
Step Raises/Longevity/Compensation		45,527							
Ordinance included in * position salary									
Assessor	16-1	(24,305)	New employee to be hired at lower step/longevity						
Assistant Assessor	13-1	(18,885)	New employee to be hired at lower step/longevity						
			Not requested - see new position request below *Mayor: No new positions*						
New Positions									
Administrative Assistant	10-6		Position left vacant in FY23 to hire Asst Assessor due to expected retirements. Office has a significant need for clerical assistance to free up Assessors.	1	80,397		0	0	0
Subtotal				**1**	**80,397**		**0**	**0**	**0**
Grand Total				**5**	**566,331.24**	**5**	**584,924**	**365,768.24**	**530,480.00**	**5**	**585,364**		**5**	**587,261**	**587,261**

ASSESSOR

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-141-5100									
5111 Salaries - Full Time	545,769.79	557,010.24	534,924.00	363,068.24	525,480.00	535,364.00	2,337.00	537,261.00	537,261.00
5121 Salaries - Part Time	18,414.00	9,321.00	50,000.00	2,700.00	5,000.00	50,000.00	0.00	50,000.00	50,000.00
General Expenses 001-141-5200			137,770.00			194,250.00	20,000.00	157,770.00	157,770.00
5248 Computer Equipment License	20,290.00	21,090.00		21,490.00	21,490.00				
5310 Valuation Services	89,190.00	93,482.64		49,013.80	103,350.00				
5312 Training	2,754.01	3,229.00		3,995.00	3,995.00				
5342 Postage	1,217.71	4,291.08		3,026.44	3,676.00				
5343 Printing	3,126.64	4,382.74		2,654.73	3,559.00				
5420 Office Supplies	329.02	898.24		567.06	815.00				
5730 Dues	1,151.79	1,274.29		885.00	885.00				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*	
5310 Valuation Services	Upgrade of Patriot Properties software to current version (AP5).	27,000.00	*Mayor: In process*
5310 Valuation Services	Upgrade personal property discovery.	25,000.00	
5312 Training	All assessors must reach and maintain state certification standards.	4,480.00	

COST SUMMARY BY CLASSIFICATION

Personnel	564,183.79	566,331.24	584,924.00	365,768.24	530,480.00	585,364.00	2,337.00	587,261.00	587,261.00
General Expenses	118,059.17	128,647.99	137,770.00	81,632.03	137,770.00	194,250.00	20,000.00	157,770.00	157,770.00
Equipment & Unusual									
Total Operating Budget	**682,242.96**	**694,979.23**	**722,694.00**	**447,400.27**	**668,250.00**	**779,614.00**	**22,337.00**	**745,031.00**	**745,031.00**

AUDITOR

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	212,962	229,963
Pension Administration	20,410	24,919
Medical & Life Insurance	185,714	195,705
Heat, Light, Water	12,508	10,495
Building Repair & Maintenance	14,379	56,674
Building Insurance	1,636	1,614
Total	$447,609	$519,370

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Fund Accounts Controlled	75	75	75
Accts/Pay invoices processed	38,000	38,000	38,000
Payrolls processed/verified	154	160	160
Original POs reviewed/certified	990	980	985
Vendor contracts reviewed/certified	110	115	115
ACFR award received	Received	Expected	Expected
CBAs negotiated (9 unions)	N/A	9	N/A
Union grievances/arbitrations	4	5	5
Acctg Systems Updated/Maintained:			
General Ledger	1	1	1
Accounts/Payable	1	1	1
Payroll	1	1	1
Miscellaneous Billing	1	1	1
Auditor's Webpage	1	1	1
Financial Transparency	1	1	1
ARPA Funds Committed/Reported:			
Public Health & Economic Impact	$283,354	$2,073,998	$1,000,000
Premium Pay		$2,507,385	$159,500
Revenue Replacement	$7,613,028	$2,220,458	$166,514
Water/Sewer Infrastructure	$9,645,213	$7,315,321	$1,967,539

AUDITOR

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*City Auditor	21-6 (L11)			1	170,445	125,639.61	175,985.00	1	182,592		1	182,592	182,592
2.		*Asst City Auditor	17-6 (L9)			1	129,030	94,253.90	133,224.00	1	141,541		1	141,541	141,541
3.		*Accounting Manager	14-2			1	81,606	56,229.03	81,606.00	1	91,166		1	91,166	91,166
4.		*Accountant	11-1			1	66,447		5,322.00	1	71,636		1	71,636	71,636
5.		*Administrative Assistant	10-6 (L10)			1	82,132	60,575.06	84,802.00	1	88,437		1	88,437	88,437
6.		*Administrative Assistant	10-6			1	74,665	55,068.03	77,092.00	1	80,397		1	80,397	80,397
7.		MSBA Pro-Pay Administrator					5,000	3,671.22	5,000.00		5,000			5,000	5,000
8.		Financial Advisor (Building, Water & Sewer, CIP, CH 90 and CPA)					3,000		0.00		0			0	0
9.		Students / Part Time / Temporary					15,000	8,715.00	15,000.00		15,000			15,000	15,000
		Subtotal		**6**	**602,093.89**	**6**	**627,325**	**404,151.85**	**578,031.00**	**6**	**675,769**		**6**	**675,769**	**675,769**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***
Step Raises/Longevity/Compensation Ordinance included in * position salary	51,444	
Financial Advisor (Building, Water & Sewer, CIP, CH 90 and CPA)	(3,000)	Not Requested

New Positions

Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total			**6**	**602,093.89**	**6**	**627,325**	**404,151.85**	**578,031.00**	**6**	**675,769**		**6**	**675,769**	**675,769**

AUDITOR

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-135-5100									
5111 Salaries - Full Time	644,027.90	594,374.89	604,325.00	391,765.63	558,031.00	655,769.00	51,444.00	655,769.00	655,769.00
5121 Salaries - Part Time	3,794.01	7,719.00	23,000.00	12,386.22	20,000.00	20,000.00	(3,000.00)	20,000.00	20,000.00
General Expenses 001-135-5200			7,100.00			6,600.00	(500.00)	6,600.00	6,600.00
5192 Mileage				90.00	120.00				
5242 Office Equipment Repair/Maint	390.00	390.00		390.00	500.00				
5290 Shredding Services		705.00			500.00				
5312 Collective Bargaining/ Training	85.00	1,400.00		599.00	800.00				
5342 Postage	477.15				500.00				
5420 Office Supplies	2,456.68	2,741.14		1,345.86	3,000.00				
5730 Dues-Mandatory	655.00	655.00		1,105.00	1,105.00				
Equipment & Unusual 001-135-5400									
5111 Contingency/Collective Bargaining - City			1,700,000.00		1,700,000.00	660,000.00	(1,040,000.00)	660,000.00	660,000.00
5248 Financial Transparency Annual License	14,850.00	14,850.00	15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	647,821.91	602,093.89	627,325.00	404,151.85	578,031.00	675,769.00	48,444.00	675,769.00	675,769.00
General Expenses	4,063.83	5,891.14	7,100.00	3,529.86	6,525.00	6,600.00	(500.00)	6,600.00	6,600.00
Equipment & Unusual	14,850.00	14,850.00	1,715,000.00	0.00	1,715,000.00	675,000.00	(1,040,000.00)	675,000.00	675,000.00
Total Operating Budget	**666,735.74**	**622,835.03**	**2,349,425.00**	**407,681.71**	**2,299,556.00**	**1,357,369.00**	**(992,056.00)**	**1,357,369.00**	**1,357,369.00**

AUDITOR - INTEREST & CERTIFICATION

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

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
BANS Issued	$14,294,325	$64,729,341	TBD
Interest Rate	3.0%	4.0%	
Bonds Issued			TBD
Interest Rate			
Maximum Borrowing Term			
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Debt Requirements 001-750-5200									
5911 Certification Charges	3,417.99	1,500.00	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5915 Debt Inside Interest	3,694,080.43	9,395,284.43	6,945,000.00	4,033,486.19	6,944,875.00	6,463,000.00	(482,000.00)	6,463,000.00	6,463,000.00
5925 Interest on Bond Anticipation Notes			360,000.00		292,492.00	1,153,000.00	793,000.00	1,153,000.00	1,153,000.00
5930 Interest on Tax Refunds		1,305.77	5,000.00	8,379.17	8,379.17	5,000.00	0.00	5,000.00	5,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5925 Interest on Bond Anticipation Notes	Interest on short term borrowing in April 2023	793,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	3,697,498.42	9,398,090.20	7,315,000.00	4,041,865.36	7,250,746.17	7,626,000.00	311,000.00	7,626,000.00	7,626,000.00
Equipment & Unusual									
Total Operating Budget	**3,697,498.42**	**9,398,090.20**	**7,315,000.00**	**4,041,865.36**	**7,250,746.17**	**7,626,000.00**	**311,000.00**	**7,626,000.00**	**7,626,000.00**

AUDITOR - REDEMPTION OF BONDS

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

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	6/30/2022 Actual	6/30/2023 Estimated	6/30/2024 Projected
Building	$10,174,000	$9,885,000	$9,586,000
Building - School Construction	157,956,466	152,067,228	146,032,990
City Yard Project	176,000	140,000	105,000
Design / Engineering	40,000	26,000	13,000
Equipment	960,000	480,000	-
Land Acquisition	31,435,000	30,120,000	28,795,000
Land Development	7,221,000	6,280,000	5,450,000
Removal Solid Waste Facility	226,000	178,000	132,000
Revaluation	80,000	50,000	25,000
Streets	10,005,000	8,005,000	6,010,000
Technology	5,000	-	-
Traffic & Signals	445,000	300,000	160,000
Total Outstanding Bonds	$218,723,466	$207,531,228	$196,308,990
Bonds Retired In 5 Years	23%	23%	23%
Bonds Retired In 10 Years	39%	39%	39%
Bonds Retired In 15 Years	53%	54%	54%
Bonds Retired In 20 Years	67%	69%	71%
Bonds Retired In 30 Years	100%	100%	100%

AUDITOR - REDEMPTION OF BONDS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Debt Requirements 001-710-5200									
5910 Serial Bond Inside Limit	9,595,406.90	10,231,237.90	11,193,000.00	8,072,238.00	11,192,238.00	11,223,000.00	30,000.00	11,223,000.00	11,223,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5910 Serial Bond Inside Limit	Net increase in required principal payments on outstanding debt	30,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	9,595,406.90	10,231,237.90	11,193,000.00	8,072,238.00	11,192,238.00	11,223,000.00	30,000.00	11,223,000.00	11,223,000.00
Equipment & Unusual									
Total Operating Budget	**9,595,406.90**	**10,231,237.90**	**11,193,000.00**	**8,072,238.00**	**11,192,238.00**	**11,223,000.00**	**30,000.00**	**11,223,000.00**	**11,223,000.00**

AUDITOR - 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.

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 actuary determines the funding, which provides for the annual normal cost and reduction of the unfunded liability payments.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Contributory			
Active Participants	928	926	930
Retirees	594	616	620
Disabled Retirees	93	88	85
Surviving Spouses	119	112	110
Actuarial Valuation Date	1/1/2021	1/1/2023	1/1/2025
Actuarial Liability	$470,113,985	$500,552,114	TBD
Actuarial Assets	$289,156,061	$335,606,963	TBD
Unfunded Actuarial Liability	$180,957,824	$164,945,151	TBD
Funded Ratio	61.5%	67.0%	
Scheduled year to be fully funded	2032	2032	2032

AUDITOR - CONTRIBUTORY RETIREMENT

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses									
Contributory Retirement 001-911-5200									
5170 Pension - Contributory	18,460,074.00	19,209,960.00	20,406,632.00	20,406,632.00	20,406,632.00	21,629,169.00	1,222,537.00	21,629,169.00	21,629,169.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5170 Pension - Contributory	Required amount from PERAC approved funding schedule	1,222,537.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	18,460,074.00	19,209,960.00	20,406,632.00	20,406,632.00	20,406,632.00	21,629,169.00	1,222,537.00	21,629,169.00	21,629,169.00
Equipment & Unusual									
Total Operating Budget	**18,460,074.00**	**19,209,960.00**	**20,406,632.00**	**20,406,632.00**	**20,406,632.00**	**21,629,169.00**	**1,222,537.00**	**21,629,169.00**	**21,629,169.00**

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

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

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

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

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

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Employees / Retirees			
BC/BS - Family	15	10	9
BC/BS - Individual	64	69	53
BC/BS - Individual C/O	259	234	214
BC/BS PPO - Family	225	232	228
BC/BS PPO - Individual	140	124	117
BC/BS Medex - Ind	1,052	1,067	1,085
Tufts HMO - Fam	625	623	638
Tufts HMO - Ind	259	283	281
Tufts Med Comp - Ind	103	115	0
Tufts Med Pref HMO - Ind	31	32	32
Tufts Med Pref - Ind	0	0	186
Harvard HMO - Fam	271	285	277
Harvard HMO - Ind	186	189	198
Harvard Enhance - Ind	65	71	0
Delta Dental - Fam	936	947	971
Delta Dental - Ind	473	496	518
Medicare Part B	1,487	1,493	1,500

* FY2024 Projected enrollment does not include the possible increase for new positions requested by the City or School Department.

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Annual Total Cost			
BC/BS - Family	$51,243	$55,391	$57,230
BC/BS - Individual	$22,087	$23,875	$24,667
BC/BS - Individual C/O	$10,723	$11,553	$11,939
BC/BS PPO - Family	$40,918	$44,168	$45,654
BC/BS PPO - Individual	$17,637	$19,035	$19,676
BC/BS Medex - Individual	$7,261	$6,953	$6,612
Tufts HMO - Family	$27,991	$30,264	$31,310
Tufts HMO - Individual	$10,402	$11,247	$11,636
Tufts Med Comp - Ind	$8,208	$8,544	$0
Tufts Med Pref HMO - Ind	$4,152	$4,452	$4,692
Tufts Med Pref - Ind	$0	$0	$5,172
Harvard HMO - Family	$25,139	$28,538	$30,421
Harvard HMO - Individual	$10,056	$11,415	$12,170
Harvard Enhance - Ind	$12,832	$13,440	$0
Delta Dental - Fam	$1,247	$1,262	$1,270
Delta Dental - Ind	$511	$516	$519
Medicare Part B Reimburse - Base	$1,782	$2,041	$1,979
OPEB - Contributions - Employees	$429,815	$850,000	$850,000
OPEB - Contributions - City	$200,000	$200,000	$200,000
OPEB - Trust Fund	$16,002,800	$17,500,000	$19,000,000
OPEB - Unfunded Liability	$770,952,361	$698,910,356	TBD
Medicare Part D Recoveries	$658,415	$650,000	$650,000
Stop Loss Recoveries	$337,296	$1,300,000	$400,000

AUDITOR - MEDICAL INSURANCE & OPTIONAL MEDICARE EXTENSION (OME)

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses									
Medical Insurance 001-914-5200	40,008,769.80	43,005,000.00	47,773,000.00	47,773,000.00	47,773,000.00	51,328,500.00	1,055,500.00	48,828,500.00	48,828,500.00
5171 Blue Cross/Blue Shield									
5172 Tufts									
5173 Harvard									
5175 Delta Dental									
5174 Medicare B Reimbursement									
5185 FICA - Medicare	1,984,520.70	2,070,738.59	2,300,000.00	1,470,653.40	2,300,000.00	2,400,000.00	100,000.00	2,400,000.00	2,400,000.00
5186 Stop Loss	884,984.64	901,114.32	1,000,000.00	594,832.48	893,000.00	1,000,000.00	0.00	1,000,000.00	1,000,000.00
5187 Audits / Consulting	10,900.00	1,000.00	10,000.00	9,500.00	9,500.00	2,000.00	(8,000.00)	2,000.00	2,000.00
5188 Section 125 Plan Administration	16,632.00	16,931.00	20,000.00	10,544.00	17,520.00	20,000.00	0.00	20,000.00	20,000.00
5189 Wellness Programs			1,000.00		0.00	0.00	(1,000.00)	0.00	0.00
Optional Medicare Extension (OME) 001-916-5200									
5170 Optional Medicare Extension (OME)	5,000,000.00	5,900,000.00	6,500,000.00	6,500,000.00	6,500,000.00	6,500,000.00	0.00	6,500,000.00	6,500,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
Medical Insurance 5171-5174	Increase based upon FY2024 carrier renewals	3,555,500.00
5185 FICA - Medicare	Increase in employee compensation	100,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	47,905,807.14	51,894,783.91	57,604,000.00	56,358,529.88	57,493,020.00	61,250,500.00	1,146,500.00	58,750,500.00	58,750,500.00
Equipment & Unusual									
Total Operating Budget	**47,905,807.14**	**51,894,783.91**	**57,604,000.00**	**56,358,529.88**	**57,493,020.00**	**61,250,500.00**	**1,146,500.00**	**58,750,500.00**	**58,750,500.00**

AUDITOR - OTHER EMPLOYEE BENEFITS

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

DESCRIPTION OF OUTPUT STATEMENT:
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.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Social Security	5	4	4

AUDITOR - OTHER EMPLOYEE BENEFITS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses									
Social Security 001-917-5200									
5170 Social Security	5,321.80	4,769.80	6,000.00	2,290.93	5,500.00	5,500.00	(500.00)	5,500.00	5,500.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	5,321.80	4,769.80	6,000.00	2,290.93	5,500.00	5,500.00	(500.00)	5,500.00	5,500.00
Equipment & Unusual									
Total Operating Budget	**5,321.80**	**4,769.80**	**6,000.00**	**2,290.93**	**5,500.00**	**5,500.00**	**(500.00)**	**5,500.00**	**5,500.00**

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

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

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

Output Measure	6/30/2022 Actual	6/30/2023 Estimated	6/30/2024 Projected
Sewer Improvements	$9,581,223	$8,153,232	$6,730,241
Sewer Improvements (MWRA)	$176,625	$117,750	$58,875
Sewer Improvements (MWPAT)	$165,311	$151,846	$138,088
Sewer Improvements (SRF)	$837,073	$692,629	$545,276
Sewer Improvements (MWRA)	$673,663	$577,425	$481,188
Total Outstanding Bonds	$11,433,895	$9,692,882	$7,953,668
Bonds Retired In 5 Years	64%	70%	74%
Bonds Retired In 10 Years	96%	99%	100%
Bonds Retired In 15 Years	100%	100%	100%

Output Measure	6/30/2022 Actual	6/30/2023 Estimated	6/30/2024 Projected
Water Improvements	$3,181,645	$2,724,900	$2,351,800
Water Improvements (MWRA) 2013	$132,000	$0	$0
Water Improvements (MWRA) 2014	$143,511	$95,674	$47,837
Water Improvements (MWRA) 2017	$1,260,000	$1,008,000	$756,000
Water Improvements (MWRA) 2018	$841,282	$721,099	$600,916
Total Outstanding Bonds	$5,558,438	$4,549,673	$3,756,553
Bonds Retired In 5 Years	66%	73%	76%
Bonds Retired In 10 Years	95%	97%	97%
Bonds Retired In 15 Years	99%	99%	99%
Bonds Retired In 20 Years	100%	100%	100%

AUDITOR - REDEMPTION OF WATER & SEWER BONDS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Debt Requirements									
Redemption of Bonds - Sewer 600-710-5200									
5910 Serial Bond Sewer	1,676,856.26	1,748,873.24	1,742,000.00	1,209,775.22	1,741,013.00	1,740,000.00	(2,000.00)	1,740,000.00	1,740,000.00
Redemption of Bonds - Water 610-710-5200									
5910 Serial Bond Water	1,205,497.90	1,013,765.10	1,010,000.00	456,120.10	1,008,765.00	794,000.00	(216,000.00)	794,000.00	794,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	2,882,354.16	2,762,638.34	2,752,000.00	1,665,895.32	2,749,778.00	2,534,000.00	(218,000.00)	2,534,000.00	2,534,000.00
Equipment & Unusual									
Total Operating Budget	**2,882,354.16**	**2,762,638.34**	**2,752,000.00**	**1,665,895.32**	**2,749,778.00**	**2,534,000.00**	**(218,000.00)**	**2,534,000.00**	**2,534,000.00**

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

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

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

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
SEWER			
Bonds Issued			TBD
Interest Rate			
Maximum Borrowing Term			
BANS Issued	$705,675	$1,444,353	TBD
Interest Rate	3.0%	4.0%	
Standard & Poors Bond Rating	AA+	AA+	AA+

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
WATER			
Bonds Issued			TBD
Interest Rate			
Maximum Borrowing Term			
BANS Issued		$415,891	TBD
Interest Rate		4.0%	
Standard & Poors Bond Rating	AA+	AA+	AA+

AUDITOR - WATER & SEWER INTEREST & CERTIFICATION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Debt Requirements									
Interest & Certification - Sewer 600-750-5200									
5911 Certification Charges	3,000.00	2,119.66	3,000.00	1,385.14	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes			20,000.00		14,440.00	27,000.00	7,000.00	27,000.00	27,000.00
5915 Debt Interest Sewer	462,249.06	405,319.41	345,000.00	285,686.86	342,940.00	290,000.00	(55,000.00)	290,000.00	290,000.00
Interest & Certification - Water 610-750-5200									
5911 Certification Charges		500.00	3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00
5925 Interest on Bond Anticipation Notes						8,000.00	8,000.00	8,000.00	8,000.00
5915 Debt Interest Water	147,811.92	130,598.28	114,000.00	88,929.78	113,903.00	100,000.00	(14,000.00)	100,000.00	100,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5925 Sewer Interest on Bond Anticipation Notes	Interest on short term borrowing in April 2023	7,000.00
5925 Water Interest on Bond Anticipation Notes	Interest on short term borrowing in April 2023	8,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	613,060.98	538,537.35	485,000.00	376,001.78	477,283.00	431,000.00	(54,000.00)	431,000.00	431,000.00
Equipment & Unusual									
Total Operating Budget	**613,060.98**	**538,537.35**	**485,000.00**	**376,001.78**	**477,283.00**	**431,000.00**	**(54,000.00)**	**431,000.00**	**431,000.00**

BUILDING INSPECTION

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.

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.

Multi Residence Inspection: Develop a citywide database of all multi family properties, inspect and enforce all inspections there in.

Nuisance Property Enforcement: To track all nuisance property complaints.

Electronic Permitting and Record Access: To develop real time electronic field inspection and on-line permitting.

Scanning: To secure funding to scan all plans on file.

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 2021	FY 2022
Pension-Contributory/FICA	643,218	644,158
Pension Administration	60,280	68,536
Medical & Life Insurance	746,421	739,901
Heat, Light, Water	205,153	211,939
Building Repair & Maintenance	347,283	742,666
Building Insurance	2,393	2,361
Motor Vehicle Insurance	1,886	2,008
Motor Vehicle Maint & Repair	39,400	39,102
Workers Compensation	55,265	10,203
Total	$2,101,299	$2,460,874

OUTPUT MEASURES

GENERAL SUPPORT

The Building department issues and records all building, plumbing, heating, gas and sign permits and certificates of occupancy and zoning complaints.

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Revenue	$13,102,755	$10,000,000	$10,000,000

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. Provide inspection and enforcement of nuisance properties.

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Sign Permits	188	130	150
Plumbing Permits	1,009	900	1,000
Gas Permits	424	550	500
Building Permits	2,249	2,250	2,250
Building Inspections	9,831	9,800	9,800
Plumbing & Gas Inspections	3,347	3,700	3,700
Trench Permits	34	35	35
Multi-Family Inspections	350	300	300
Code Enforcement Cases	230	300	300

BUILDING INSPECTION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Insp of Bldg/Superintendent	19-6			1	137,178	40,326.56	40,326.56					
2.		Chief Building Inspector	18-2 (L11)					52,074.92	116,818.00	1	129,622	1	129,622	129,622
3.	SPMG	*Sr Building Inspector	13-6 (L8)			1	92,679	68,049.41	92,679.00	1	96,386	1	103,584	103,584
4.	SPMG	Sr Building Inspector	13-6			1	101,947	51,944.07	83,478.95	1	91,264	1	98,091	98,091
5.	SPMG	*Sr Building Inspector	13-4			1	81,112	59,014.29	81,112.00	1	84,183	1	90,543	90,543
6.	SPMG	Sr Building Inspector	13-2			1	51,301	17,414.09	38,475.00	1	78,402	1	84,381	84,381
7.	SPMG	Sr Building Inspector	13-1			1	101,947	29,885.86	49,123.86	1	77,918	1	83,865	83,865
8.	SPMG	*Sr Plumbing & Gas Inspector	13-6 (L8)			1	92,679	68,049.40	92,679.00	1	94,533	1	101,592	101,592
9.	SPMG	*Sr Plumbing & Gas Inspector PT	13-2			0.5	42,460	14,420.34	28,307.00	0.5	43,527	0.5	46,844	46,844
10.	SPMG	Code Enforcement Inspector	12-1			1	82,823	37,801.75	55,876.75	1	73,207	1	78,843	78,843
11.	SPMG	*Inspectors Admin Asst	11-6 (L10)			1	88,990	65,340.68	88,990.00	1	88,990	1	95,748	95,748
12.		*Administrative Assistant	10-6			1	67,410	55,068.05	77,725.22	1	80,397	1	80,397	80,397
13.		*Administrative Assistant	10-5			0.5	37,333	24,552.06	38,546.00	0.5	37,737	0.5	37,737	37,737
14.		Sub Inspectors - Building ($11K) & Plumbing ($21K)					32,000	8,750.00	32,000.00		32,000		32,000	32,000
15.		Compliance Officer					3,000	879.39	3,000.00		3,000		3,000	3,000
16.		Part time student intern (summer & breaks)					10,000	3,264.00	3,264.00		10,000		10,000	10,000
		Subtotal		**25**	**1,608,477.96**	**11.0**	**1,022,859**	**596,834.87**	**922,401.34**	**11.0**	**1,021,166**	**11.0**	**1,076,247**	**1,076,247**

BUILDING INSPECTION

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes														
Adjustments to FY 2023 Positions									***Explanation***					
	Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		53,782											
	Insp of Bldg/Superintendent	19-6	(137,178)						Not requested					
	Chief Building Inspector	18-2 (L11)	129,622						Insp of Bldg/Superintendent position replaced as a result of requested ordinance change for Building Inspection department					
SPMG	Sr Building Inspector	13-6	(3,856)						Internal promotion - replaced at lower step					
SPMG	Sr Building Inspector	13-2	33,080						Position funded for 12 months					
SPMG	Sr Building Inspector	13-1	(18,082)						New employee to be hired at lower step					
SPMG	Code Enforcement Inspector	12-1	(3,980)						New employee to be hired at lower step					
New Positions														
Subtotal										0.0	0		0.0	0	0
Grand Total				25	1,608,477.96	11.0	1,022,859	596,834.87	922,401.34	11.0	1,021,166		11.0	1,076,247	1,076,247

BUILDING INSPECTION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures		FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-191-5100										
5111 Salaries - Full Time	1,025,947.07	914,128.72		935,399.00	569,521.14	855,830.34	932,639.00	49,004.00	984,403.00	984,403.00
5112 Wages - Full Time	604,175.94	670,441.24	**							
5121 Salaries - Part Time	23,142.70	23,908.00		87,460.00	27,313.73	66,571.00	88,527.00	4,384.00	91,844.00	91,844.00
5131 Overtime	54,255.00	73,419.72	**							
5195 Buyback Sick Time	11,986.17	29,200.18	**							
General Expenses 001-191-5200			**	10,000.00			23,000.00	13,000.00	23,000.00	23,000.00
5192 Mileage		150.40								
5241 Equipment Repair/Maint	2,222.29	2,549.37			586.59	686.59				
5242 Office Equipment Repair/Maint	516.98	976.27								
5245 Maint/Repair of Buildings/Elevator	28,547.08	31,745.57								
5247 Alarms / Intrusion	904.56	1,000.38								
5272 Office Equipment Rental		700.00								
5276 Truck / Equipment Rental	8,366.60	9,325.00								
5305 Legal Services	50.00				75.00	100.00				
5307 Public Safety Service	3,110.00	11,507.00								
5312 Training	2,038.00	4,703.00			1,040.00	1,085.00				
5342 Postage	5,700.10	2,030.47			721.18	725.00				
5343 Printing	786.00	728.91			1,854.16	1,854.16				
5382 Pest Control	14,017.00	12,656.00								
5420 Office Supplies	2,804.14	3,719.60			1,232.78	1,520.79				
5430 Building Supplies	13,141.84	26,467.94								
5431 Paint Supplies	2,481.77	2,607.98								
5450 Custodial Supplies	23,956.13	24,471.56								
5470 Public Safety Supplies	129.00									
5510 Education Supplies	639.70				1,836.45	1,900.00				
5581 Clothing, Gloves, Shoes	11,126.81	9,400.00			2,050.00	2,050.00				
5588 Signs & Flags	1,120.23	1,923.76								
5730 Dues	335.00	140.00			300.00	300.00				
5733 Licenses	500.00	972.00								
5781 Holiday	719.65	838.12								

*** Transfer to Building Maintenance Department*

BUILDING INSPECTION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures		FY 2023 Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-192-5200										
5245 Repair to All Buildings			**							
-41 City Hall	17,454.47	94,277.92								
-42 Government Center	41,187.39	72,067.31								
-43 Municipal Center	91,351.55	99,447.05								
-45 Cutter St Voting Booth		477.46								
-47 Veterans Building										
-50 Lake St Sub Station										
-51 Carter St. Police Sub Station	874.31	13,853.26								
-52 92 Felton Street	50.00									
-53 14 Church Street	21,918.09	14,949.02								
-54 Emergency Management	8,305.82	8,226.27								
-55 Lake St. Fire Station	2,857.19	5,554.55								
-56 Moody St. Fire Station	5,210.26									
-57 Prospect St. Fire Station	1,861.32	4,304.57								
-58 Willow St. Fire Station	8,916.78	3,391.25								
-59 Trapelo Rd. Fire Station	8,378.08	810.47								
-61 25 Lexington Street	6,327.48	13,353.85								
-63 Main St Library	19,975.45	55,491.21								
-64 Wellington House		1,894.86								
-66 Paine Estate	23,189.84	2,694.89								
-67 Banks School (property sold)										
-68 Senior Center	67,561.04	33,329.22								
-69 Met State										
-71 Leary Field Recreation Building	1,446.29	8,091.34								
-72 Vet's Fieldhouse	889.57	1,319.38								
-73 Recreation Building Prospect Hill Park	1,909.18	18,321.67								
-74 Cacciatore Field		432.15								
-75 Lazazzero Field										
-76 Prospect Hill										
-77 Cornelia Warren	2,179.15	389.42								
-78 Bright School	800.00	652.50								
-79 South Middle School	26,534.05	26,372.12								
-81 Pumping Station	2,587.07	3,155.49								
-82 Public Parking Garages (Moody St & Common St)	10,527.03	3,160.00								
-83 Cemetery	19,003.12	1,273.19								
-84 Nipper Maher		384.50								
-85 Fitch		9,350.93								
-86 509 Moody St										
-87 Veteran's Rink	2,527.47	283.75								
-88 Fernald Property	16,399.27	122,402.00								
-89 380 Lexington Street										
-90 Arrigo Farms										
-92 554 Lexington St - Stigmatines										
-93 240 Beaver Street		176.36								
TOTAL - BUILDING REPAIR ACCOUNTS	410,221.27	619,887.96		0.00	0.00	0.00	0.00	0.00	0.00	0.00

*** Transfer to Building Maintenance Department*

BUILDING INSPECTION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-191-5200 5192 Mileage 5241 Equipment Repair/Maint 5305 Legal Services 5312 Training 5342 Postage 5343 Printing 5420 Office Supplies 5510 Education Supplies 5581 Clothing, Gloves, Shoes 5730 Dues 5733 Licenses	Due to the separation of the Building Dept and Building Maintenance, the following accounts reflect accurate monies to be spent for the Building Inspection department in FY2024. Due to expected new code changes, the department will need to purchase new International Code books. The request includes the cost of the service contract and required cartridges for the new plotter/scanner.	13,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,719,506.88	1,711,097.86	1,022,859.00	596,834.87	922,401.34	1,021,166.00	53,388.00	1,076,247.00	1,076,247.00
General Expenses	533,434.15	768,501.29	10,000.00	9,696.16	10,221.54	23,000.00	13,000.00	23,000.00	23,000.00
Equipment & Unusual									
Total Operating Budget	**2,252,941.03**	**2,479,599.15**	**1,032,859.00**	**606,531.03**	**932,622.88**	**1,044,166.00**	**66,388.00**	**1,099,247.00**	**1,099,247.00**

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:
To provide heat, light and water for all city buildings.

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of buildings			

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures		FY 2023 Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
General Expenses 001-193-5200			**							
-41 City Hall	83,387.54	69,968.45								
-42 Government Center	82,407.05	85,116.15								
-43 Municipal Center	233,733.34	259,478.99								
-45 Cutter St Voting Booth	3,276.44	4,334.66								
-47 Veterans Building	2,625.15	4,075.13								
-50 Lake St Sub Station	230.31	102.36								
-51 Carter St. Police Sub Station	6,531.23	8,250.06								
-52 92 Felton Street	2,442.63	2,956.32								
-53 14 Church Street	28,685.95	32,614.12								
-54 Emergency Management	22,393.02	22,141.26								
-55 Lake St. Fire Station	12,434.33	12,564.64								
-56 Moody St. Fire Station	37,758.52	50,558.98								
-57 Prospect St. Fire Station	14,822.34	10,403.38								
-58 Willow St. Fire Station	10,911.09	10,158.67								
-59 Trapelo Rd. Fire Station	13,636.85	12,274.18								
-61 25 Lexington Street	33,013.11	28,981.89								
-63 Main St Library	100,057.79	114,481.92								
-64 Wellington House	5,484.11	4,728.37								
-65 Teen Center (transfer to School Dept 3/2018)	515.55	374.51								
-66 Paine Estate	19,279.33	20,597.71								
-67 Banks School (property sold)										
-68 Senior Center	32,855.24	74,568.89								
-71 Leary Field Recreation Building	6,864.34	7,312.48								
-72 Vet's Fieldhouse										
-73 Recreation Building Prospect Hill Park	6,581.02	5,401.97								
-77 Cornelia Warren Building	88.00	88.00								
-79 South Middle	130,291.47	142,039.50								
-81 Pumping Station										
-83 Cemetery	9,037.51	10,745.31								
-85 Fitch	811.16	2,822.11								
-86 509 Moody St										
-88 Fernald Property	24,840.50	12,821.05								
-89 380 Lexington Street										
-92 554 Lexington St - Stigmatines										
-93 240 Beaver Street		5,587.61								

*** Transfer to Building Maintenance Department*

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	924,994.92	1,015,548.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Equipment & Unusual									
Total Operating Budget	**924,994.92**	**1,015,548.67**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BUILDING MAINTENANCE

STATEMENT OF OBJECTIVES:

General Support: To provide the administrative support necessary for the management and maintenance of public buildings.

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.

DESCRIPTION OF OUTPUT STATEMENT:

Building maintenance 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.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Maintenance emails received	1,440	1,600	1,800

BUILDING MAINTENANCE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Director of Maintenance/Clerk of Works	15-6 (L11)			1	87,882	53,799.47	116,042.00	1	124,759	1	124,759	124,759
2.	SPMG	*Foreman	13-1			1	76,951		0.00	1	76,951	1	83,349	83,349
3.		*Administrative Assistant	10-5			0.5	37,333	24,552.06	38,546.00	0.5	37,737	0.5	37,737	37,737
4.	LAB	*Working Foreman II	11-6 (L8)			1	76,473	57,633.77	78,958.37	1	84,293	1	84,293	84,293
5.	LAB	*Painter	10-6 (L10)			1	75,047	57,264.28	77,486.03	1	81,008	1	81,008	81,008
6.	LAB	*Carpenter	10-6			1	68,319	52,187.64	70,359.37	1	73,644	1	73,644	73,644
7.	LAB	*Bldg Maint Craftsperson (contingency)	9-6 (L)				6,200		6,401.50		7,004		7,004	7,004
8.	LAB	*Bldg Maint Craftsperson (contingency)	9-6 (L)				5,742		5,928.62		6,457		6,457	6,457
9.	LAB	*Bldg Maint Person Nights	7-6 (L11)			1	69,386	53,083.94	71,641.05	1	75,072	1	75,072	75,072
10.	LAB	*Bldg Maint Person	7-6 (L10)			1	65,459	50,079.20	67,586.42	1	70,673	1	70,673	70,673
11.	LAB	*Bldg Maint Person	7-6 (L8)			1	64,269	49,168.67	66,357.74	1	69,388	1	69,388	69,388
12.	LAB	*Bldg Maint Person Nights	7-6 (L8)			1	64,258	52,863.33	66,346.39	1	73,551	1	73,551	73,551
13.	LAB	*Bldg Maint Person	7-6 (L8)			1	59,508	49,855.02	61,442.01	1	67,812	1	67,812	67,812
14.	LAB	*Bldg Maint Person Nights	7-5			1	57,379	43,702.35	59,243.82	1	64,292	1	64,292	64,292
15.	LAB	*Bldg Maint Person	7-4			1	51,556	39,037.96	53,231.57	1	57,865	1	57,865	57,865
16.	LAB	*Bldg Maint Person	7-3			1	49,705	37,615.39	51,320.41	1	55,433	1	55,433	55,433
17.	LAB	*Bldg Maint Person	7-3			1	49,705	37,615.39	51,320.41	1	55,270	1	55,270	55,270
		Subtotal				**14.5**	**965,172**	**658,458.47**	**942,211.71**	**14.5**	**1,081,209**	**14.5**	**1,087,607**	**1,087,607**

BUILDING MAINTENANCE

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes														
Adjustments to FY 2023 Positions					***Explanation***									
	Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		122,435											
LAB	Working Foreman II	11-6 (L)			I would like to fund 1 position to support the work that needs to be accomplished for the upkeep of the current City buildings. This position will not require the hiring of new staff, instead promote from within the building maintenance department.						12,210		0	0
New Positions														
	Plumber				This position will help manage plumbing repairs, maintain plumbing systems, repair & replace valves, faucets, sinks & other manual duties related to plumbing. This position will help decrease the cost of outsourcing to Boston Mechanical. In the last 6 months, I have spent a total of $30,000, just in labor for all small plumbing related repairs. Pay range: $60,000 - $70,000 *Mayor: No new positions*					1	70,000		0	0
	Subtotal									**1**	**82,210**		**0**	**0**	**0**
	Grand Total			**0**	**0.00**	**14.5**	**965,172**	**658,458.47**	**942,211.71**	**15.5**	**1,163,419**		**14.5**	**1,087,607**	**1,087,607**

BUILDING MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-192-5100									
5111 Salaries - Full Time			202,166.00	78,351.53	154,588.00	239,447.00	43,679.00	245,845.00	245,845.00
5112 Wages - Full Time			763,006.00	580,106.94	787,623.71	923,972.00	78,756.00	841,762.00	841,762.00
5131 Overtime			30,000.00	51,855.53	65,000.00	65,000.00	20,000.00	50,000.00	50,000.00
5195 Buyback Sick Time			10,000.00	8,140.45	10,000.00	10,000.00	0.00	10,000.00	10,000.00
General Expenses 001-192-5200			142,900.00			168,650.00	25,750.00	168,650.00	168,650.00
5192 Mileage				41.92	150.00				
5241 Equipment Repair/Maint					2,500.00				
5242 Office Equipment Repair/Maint									
5245 Maint/Repair of Buildings/Elevator				28,041.66	51,000.00				
5247 Alarms / Intrusion				625.14	1,000.00				
5272 Office Equipment Rental									
5276 Truck / Equipment Rental				9,368.60	18,000.00				
5291 Custodial Services									
5305 Legal Services									
5307 Public Safety Service				50.00					
5312 Training				1,440.00	1,500.00				
5342 Postage									
5343 Printing				69.00	500.00				
5382 Pest Control				13,102.00	18,000.00				
5420 Office Supplies				1,394.16	3,000.00				
5430 Building Supplies				10,673.69	12,000.00				
5431 Paint Supplies				863.28	3,000.00				
5450 Custodial Supplies				26,049.80	40,000.00				
5470 Public Safety Supplies									
5510 Education Supplies				115.00	200.00				
5536 Lumber				4,463.91	5,000.00				
5581 Clothing, Gloves, Shoes				10,800.00	10,800.00				
5588 Signs & Flags				1,957.34	4,000.00				
5730 Dues					300.00				
5733 Licenses				400.00	400.00				
5781 Holiday				935.25	2,000.00				

BUILDING MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-192-5200									
5245 Repair to All Buildings			350,000.00			539,100.00	154,250.00	504,250.00	504,250.00
-41 City Hall				13,485.48	14,000.00				
-42 Government Center				40,880.55	57,000.00				
-43 Municipal Center				83,354.81	85,000.00				
-45 Cutter St Voting Booth				605.00	1,000.00				
-47 Veterans Building									
-50 Lake St Sub Station									
-51 Carter St. Police Sub Station				763.50	1,200.00				
-52 92 Felton Street				605.00	20,000.00				
-53 14 Church Street				4,540.78	4,600.00				
-54 Emergency Management				1,038.75	1,100.00				
-55 Lake St. Fire Station				35,066.57	50,000.00				
-56 Moody St. Fire Station				6,126.00	7,000.00				
-57 Prospect St. Fire Station				4,791.68	5,000.00				
-58 Willow St. Fire Station				10,284.08	11,600.00				
-59 Trapelo Rd. Fire Station				1,088.31	1,100.00				
-61 25 Lexington Street				9,393.87	10,000.00				
-63 Main St Library				51,860.95	85,000.00				
-64 Wellington House				201.25	300.00				
-66 Paine Estate				12,466.97	13,000.00				
-67 Banks School (property sold)									
-68 Senior Center				66,882.25	75,000.00				
-69 Met State									
-71 Leary Field Recreation Building				115.00	200.00				
-72 Vet's Fieldhouse				1,761.00	2,800.00				
-73 Recreation Building Prospect Hill Park				971.00	1,500.00				
-74 Cacciatore Field				184.00	200.00				
-75 Lazazzero Field									
-76 Prospect Hill									
-77 Cornelia Warren				395.00	700.00				
-78 Bright School				315.00	1,000.00				
-79 South Middle School				10,459.16	14,800.00				
-81 Pumping Station				1,841.35	2,000.00				
-82 Public Parking Garages (Moody St & Common St)				9,860.00	11,800.00				
-83 Cemetery				631.90	1,000.00				
-84 Nipper Maher				981.31					
-85 Fitch				195.00	2,200.00				
-86 509 Moody St									
-87 Veteran's Rink				2,624.50	5,000.00				
-88 Fernald Property			100,000.00	58,925.00	100,000.00	100,000.00	0.00	100,000.00	100,000.00
-89 380 Lexington Street									
-90 Arrigo Farms					2,000.00				
-92 554 Lexington St - Stigmatines									
-93 240 Beaver Street				4,399.77	14,000.00				
TOTAL - BUILDING REPAIR ACCOUNTS	0.00	0.00	450,000.00	437,094.79	601,100.00	639,100.00	154,250.00	604,250.00	604,250.00

BUILDING MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Equipment & Unusual 001-192-5400									
Maintenance Equipment						7,500.00	0.00	0.00	0.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*	
5131 Overtime	Increase in OT is based on future repairs and extensive cleaning to buildings (installing floors, moving furniture, and painting)	35,000.00	
General Expenses 001-192-5200	Due to the departments being split, the increases that we are requesting will relate to the building maintenance dept	25,750.00	
5245 Repair to All Buildings	Increase is for the extra repairs due to boiler replacements, roof repairs and general maintenance of the city buildings	189,100.00	
Maintenance Equipment	We would like to have additional funds to purchase additional equipment	7,500.00	*Mayor: In process*

COST SUMMARY BY CLASSIFICATION

Personnel	0.00	0.00	1,005,172.00	718,454.45	1,017,211.71	1,238,419.00	142,435.00	1,147,607.00	1,147,607.00
General Expenses	0.00	0.00	592,900.00	547,485.54	774,450.00	807,750.00	180,000.00	772,900.00	772,900.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	0.00	0.00
Total Operating Budget	**0.00**	**0.00**	**1,598,072.00**	**1,265,939.99**	**1,791,661.71**	**2,053,669.00**	**322,435.00**	**1,920,507.00**	**1,920,507.00**

BUILDING UTILITIES

STATEMENT OF OBJECTIVES:
To provide heat, light and water for all city buildings.

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of buildings	54	43	43

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-193-5200			1,200,700.00			1,200,700.00	0.00	1,200,700.00	1,200,700.00
-41 City Hall				63,803.35	85,000.00				
-42 Government Center				70,608.73	90,000.00				
-43 Municipal Center				183,011.42	290,000.00				
-45 Cutter St Voting Booth				94.50	3,000.00				
-47 Veterans Building				3,097.26	4,000.00				
-50 Lake St Sub Station				684.95	1,500.00				
-51 Carter St. Police Sub Station				5,790.27	7,000.00				
-52 92 Felton Street				2,444.68	3,500.00				
-53 14 Church Street				33,175.00	40,000.00				
-54 Emergency Management				17,619.72	25,000.00				
-55 Lake St. Fire Station				9,230.92	13,000.00				
-56 Moody St. Fire Station				41,269.69	50,000.00				
-57 Prospect St. Fire Station				7,647.16	8,000.00				
-58 Willow St. Fire Station				7,525.19	12,000.00				
-59 Trapelo Rd. Fire Station				9,604.46	14,000.00				
-61 25 Lexington Street				28,316.92	35,000.00				
-63 Main St Library				100,929.90	150,000.00				
-64 Wellington House				3,056.40	5,500.00				
-65 Teen Center (transfer to School Dept 3/2018)				16.00	16.00				
-66 Paine Estate				24,773.70	30,000.00				
-67 Banks School (property sold)									
-68 Senior Center				39,438.44	53,500.00				
-71 Leary Field Recreation Building				4,686.57	6,000.00				
-72 Vet's Fieldhouse									
-73 Recreation Building Prospect Hill Park				5,333.52	6,000.00				
-77 Cornelia Warren Building				66.94	150.00				
-79 South Middle				97,562.45	115,000.00				
-81 Pumping Station									
-83 Cemetery				11,084.90	15,000.00				
-85 Fitch				2,047.29	3,000.00				
-86 509 Moody St									
-88 Fernald Property				4,605.56	7,000.00				
-89 380 Lexington Street									
-92 554 Lexington St - Stigmatines									
-93 240 Beaver Street				77,975.53	112,000.00				

BUILDING UTILITIES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	0.00	0.00	1,200,700.00	855,501.42	1,184,166.00	1,200,700.00	0.00	1,200,700.00	1,200,700.00
Equipment & Unusual									
Total Operating Budget	**0.00**	**0.00**	**1,200,700.00**	**855,501.42**	**1,184,166.00**	**1,200,700.00**	**0.00**	**1,200,700.00**	**1,200,700.00**

CITY CLERK

STATEMENT OF OBJECTIVES:
To directly serve the general public and support the City Council in its operations and 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, etc. Records and issues business certificates and issues attested or certified copies of numerous public records. Responds to requests for public records made to the City. Records communications, orders, ordinances, resolutions, minutes and details of City Council meetings. Also maintains records of City departments and boards and commissions in accordance with Massachusetts law. Administers the petition process for special permits, zone changes, extended hours, street openings, grants of location and betterments. Provides care and maintenance for the City's archives and records located at the Rosario C. Malone Archives and Records Center.

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

Indirect Costs for Clerk/Voter Registration	FY 2021	FY 2022
Pension-Contributory/FICA	136,320	188,312
Pension Administration	12,413	19,857
Medical & Life Insurance	230,736	208,009
Heat, Light, Water	14,240	15,406
Building Repair & Maintenance	13,980	42,311
Building Insurance	6,111	6,030
Total	$413,800	$479,925

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Births Recorded	649	700	750
Deaths Recorded	508	525	520
Marriage Licenses	516	550	600
Licenses - Dog	1,384	1,500	1,550
Marriage Intentions	533	550	555
City Clerk Receipts	$156,452	$150,000	$150,000

CITY CLERK

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*City Clerk	18-6			1	126,759	92,705.45	126,759.00	1	138,550		1	138,550	138,550
2.		*Assistant City Clerk	16-4			1	99,101	72,490.09	99,101.00	1	110,610		1	110,610	110,610
3.	SPMG	*Executive Assistant	12-5			1	79,315	57,597.28	79,315.00	1	82,314		1	88,551	88,551
4.	SPMG	Administrative Assistant	10-6 (L10)			1	82,749	60,757.88	82,749.00	1	82,749		1	89,093	89,093
		Subtotal		4	409,313.48	4	387,924	283,550.70	387,924.00	4	414,223		4	426,804	426,804

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***											
Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary	38,880												
New Positions													
Subtotal									0	0		0	0	0
Grand Total			4	409,313.48	4	387,924	283,550.70	387,924.00	4	414,223		4	426,804	426,804

CITY CLERK

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-161-5100									
5111 Salaries - Full Time	402,515.74	409,313.48	387,924.00	283,550.70	387,924.00	414,223.00	38,880.00	426,804.00	426,804.00
General Expenses 001-161-5200			102,925.00			107,900.00	2,000.00	104,925.00	104,925.00
5192 Mileage		34.86		39.17	150.00				
5241 Equipment Repair/Maint		1,195.00			700.00				
5242 Office Equipment Repair/Maint	2,081.70								
5248 Computer Software/License	3,079.65	17,820.00		2,457.00	6,000.00				
5272 Office Equipment Rental	5,418.54	5,606.96		3,481.40	6,000.00				
5312 Training	235.00	1,486.84		302.92	400.00				
5341 Advertising	6,353.48	8,056.80		15,510.29	20,000.00				
5342 Postage	7,060.30	4,500.00		4,500.00	4,500.00				
5343 Printing	2,846.99	8,676.00		5,169.50	5,200.00				
5378 Transaction Fees	379.80	299.48		178.20	300.00				
5381 Contract Labor	11,363.75	27.40		2,595.50	3,000.00				
5420 Office Supplies	3,944.90	6,426.64		4,990.89	5,000.00				
5581 Clothing	200.00	200.00		200.00	200.00				
5730 Dues & Subscriptions	275.00	480.00		150.00	300.00				
5740 Insurance & Surety Bonds	200.00	200.00		500.00	500.00				
Bright School 001-161-5200-xxxx-78									
- 78 Bright School Utilities	* 25,527.67	21,258.62		14,563.95	28,000.00				
5245 Building/Grounds Maint	18,278.93	9,044.97		9,491.02	20,000.00				
Other Charges 001-161-5700									
5720 Out of State Travel		925.00				2,000.00	2,000.00	2,000.00	2,000.00

* Transfer from Building Dept per Council Order #31246

CITY CLERK

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
General Expenses 001-161-5200		
5245 Building/Grounds Maint	Annual sprinkler testing	4,975.00
5720 Out of State Travel	Required certification for Assistant City Clerk	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	402,515.74	409,313.48	387,924.00	283,550.70	387,924.00	414,223.00	38,880.00	426,804.00	426,804.00
General Expenses	87,245.71	85,313.57	102,925.00	64,129.84	100,250.00	107,900.00	2,000.00	104,925.00	104,925.00
Equipment & Unusual									
Other Charges	0.00	925.00	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00
Total Operating Budget	**489,761.45**	**495,552.05**	**490,849.00**	**347,680.54**	**488,174.00**	**524,123.00**	**42,880.00**	**533,729.00**	**533,729.00**

VOTER REGISTRATION & ELECTION

STATEMENT OF OBJECTIVES:
To conduct all state primary and general elections and early voting. To conduct all municipal preliminary and general elections, and all recounts, if necessary. To facilitate and ensure 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. It conducts registration of voters, certifies signatures of registered voters on nomination papers for all offices, and supervises conduct of all elections. The Board oversees the training of election workers, testing and maintenance of voting machines, ensures compliance with all election laws and directives of the Secretary of the Commonwealth's Election Division.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Registered Voters	35,583	36,200	36,800
Elections Conducted	2	2	3
Precincts	24	24	24
People in Annual Census List	42,735	43,000	43,500
Voting Machines	24	24	24

VOTER REGISTRATION & ELECTION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Registration Clerk					1,000	734.14	1,000.00		1,000			1,000	1,000
2.		Voting Machine Custodian					500	367.11	500.00		500			500	500
3.		Registrar of Voters					1,500	1,101.33	1,500.00		1,500			1,500	1,500
4.		Registrars				3	3,000	2,000.00	3,000.00	3	3,000			3,000	3,000
5.	SPMG	*Administrative Assistant	10-6 (L9)			1	81,996	60,205.41	81,996.00	1	81,996			88,283	88,283
6.	SPMG	*Administrative Assistant	10-3			1	63,383	45,968.89	63,383.00	1	65,340			70,456	70,456
7.		*Assistant Registrar	9-5			1	62,929	46,002.22	62,929.00	1	70,506			70,506	70,506
		Subtotal		**6**	**197,496.11**	**6**	**214,308**	**156,379.10**	**214,308.00**	**6**	**223,842**		**0**	**235,245**	**235,245**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***								
Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary	20,937									
New Positions										
Subtotal						**0**	**0**		**0**	**0**	**0**
Grand Total			**6**	**197,496.11**	**6**	**214,308**	**156,379.10**	**214,308.00**	**6**	**223,842**		**0**	**235,245**	**235,245**

VOTER REGISTRATION & ELECTION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-163-5100									
5111 Salaries - Full Time	196,113.44	191,504.32	208,308.00	152,176.52	208,308.00	217,842.00	20,937.00	229,245.00	229,245.00
5121 Salaries - Part Time	3,000.00	2,991.79	3,000.00	2,202.58	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	3,000.00	3,000.00	3,000.00	2,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses 001-163-5200			174,700.00			200,200.00	20,000.00	194,700.00	194,700.00
5241 Equipment Repair/Maint	3,047.45	6,200.00		6,483.00	7,500.00				
5248 Computer Software/License				5,263.00	9,700.00				
5272 Office Equipment Rental				5,000.00	5,000.00				
5307 Public Safety Service	2,740.17			2,880.00	2,880.00				
5342 Postage	41,859.42	28,414.29		44,249.62	45,000.00				
5343 Printing	16,452.49	19,294.19		5,755.94	15,000.00				
5381 Contract Labor	55,109.91	35,081.97		75,513.66	75,513.66				
5420 Office Supplies	7,937.15	3,082.57		4,068.69	5,500.00				
5490 Election Workers Appreciation	602.49			2,400.00	2,500.00				
5581 Clothing	200.00	200.00		200.00	200.00				
5585 Inaugural Expenses	1,356.00	7,424.26			0.00				
Equipment & Unusual 001-163-5400									
Election Equipment/Poll Pads						20,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*	
General Expenses 001-163-5200			
5381 Contract Labor	The Presidential Primary will be in March of 2024	25,500.00	
Election Equipment/Poll Pads	Additional poll pads are needed for the busy precincts	20,000.00	*Mayor: In process*

COST SUMMARY BY CLASSIFICATION

Personnel	202,113.44	197,496.11	214,308.00	156,379.10	214,308.00	223,842.00	20,937.00	235,245.00	235,245.00
General Expenses	129,305.08	99,697.28	174,700.00	151,813.91	168,793.66	200,200.00	20,000.00	194,700.00	194,700.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	0.00	0.00
Total Operating Budget	**331,418.52**	**297,193.39**	**389,008.00**	**308,193.01**	**383,101.66**	**444,042.00**	**40,937.00**	**429,945.00**	**429,945.00**

CITY COUNCIL

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

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	74,461	69,038
Pension Administration	6,784	7,078
Medical & Life Insurance	109,838	56,780
Heat, Light, Water	12,508	10,495
Building Repair & Maintenance	14,379	56,674
Building Insurance	1,636	1,614
Total	$219,606	$201,679

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
City Council Meetings	22	24	24
Committee Meetings	136	130	145
Public Hearings	36	30	34
Communications	231	300	250
Resolutions	30	25	25
Other Meetings (Special, Policy, Ad Hoc, & Citizen input)	3	4	4
Charter Amendments	0	0	0
Council Rule Changes	0	0	0
General Ordinance Amendments	2	4	4
Zoning:			
Zoning Text Amendments	0	0	0
Zoning Map Amendments	0	0	0
Overlay Zoning:			
Overlay Zoning Text Amendments	0	0	
Overlay Zoning Map Amendments	0	0	0
Special Permits	14	15	15
Grants of Location	16	17	15
Lodging House Licenses	38	38	38
2nd Hand Licenses	11	11	11
Fuel Storage Licenses	4	7	7
Original Approved Budget	$296,602,504	$312,530,392	
Supplemental Appropriations:			
Unreserved Fund Balance (GF)	$5,415,759	$5,987,188	
Retained Earnings (W/S/R)	$3,529,800	$2,078,700	
Unreserved Fund Balance (PK)	$1,482,750	$15,700	
Stabilization Fund	$1,971,738	$1,046,215	
Loan Authorizations	$19,332,120	$17,812,000	
CPA Fund Approvals	$6,485,000	$4,212,000	
ARPA Fund Approvals	$17,041,273	$14,837,035	

CITY COUNCIL

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Council President				1	20,353	15,185.49	20,353.00	1	21,388		1	21,388	21,388
2.		*City Councillor				14	277,948	207,347.28	277,948.00	14	292,434		14	292,434	292,434
3.		Clerk-Council				1	4,000	2,936.90	4,000.00	1	4,000		1	4,000	4,000
4.		Clerk-Committees (Ord/Rules, Pub Wks/Pub Safety, Lic/Franchise)				1	7,000	5,139.86	7,000.00	1	7,000		1	7,000	7,000
5.		Clerk-Finance/Committee of the Whole				1	7,000	5,139.86	7,000.00	1	7,000		1	7,000	7,000
6.		Clerk-LT Debt & Capital Planning, Veterans' Services, Fernald Use & other Ad-Hoc Comm				1	7,000	5,139.47	7,000.00	1	7,000		1	7,000	7,000
7.		Clerk-Community Development & Other				1	7,000	5,139.86	7,000.00	1	7,000		1	7,000	7,000
		Subtotal		**20**	**323,418.92**	**20**	**330,301**	**246,028.72**	**330,301.00**	**20**	**345,822**		**20**	**345,822**	**345,822**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***										
Cost of Living Adjustment included in * position	15,521											
New Positions												
Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total			**20**	**323,418.92**	**20**	**330,301**	**246,028.72**	**330,301.00**	**20**	**345,822**		**20**	**345,822**	**345,822**

CITY COUNCIL

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-111-5100									
5111 Salaries - Full Time	319,539.71	323,418.92	330,301.00	246,028.72	330,301.00	345,822.00	15,521.00	345,822.00	345,822.00
General Expenses 001-111-5200			71,115.00			71,115.00	0.00	71,115.00	71,115.00
5191 Council Monthly Expense	54,300.00	54,150.00		40,875.00	54,300.00				
5242 Office Equipment Repair/Maint	2,079.77								
5272 Office Equipment Rental		1,712.18		2,896.57	4,200.00				
5341 Advertising	733.74	218.88		4,981.81	5,000.00				
5343 Printing		163.90							
5383 Photographs									
5420 Office Supplies	1,473.39	3,165.63		1,377.97	2,500.00				
5731 Conference Expense	1,153.00			4,435.00	4,500.00				
Equipment & Unusual 001-111-5400									
5591 Ritcey Award		250.00	250.00	286.00	286.00	325.00	75.00	325.00	325.00

Note: Monitors for City Council Chambers funded under the allotment for PEG items for the City Council (Order# 35494). To purchase monitors, City Council must follow Purchasing rules.

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5591 Ritcey Award	Increased cost of award	75.00

COST SUMMARY BY CLASSIFICATION

Personnel	319,539.71	323,418.92	330,301.00	246,028.72	330,301.00	345,822.00	15,521.00	345,822.00	345,822.00
General Expenses	59,739.90	59,410.59	71,115.00	54,566.35	70,500.00	71,115.00	0.00	71,115.00	71,115.00
Equipment & Unusual	0.00	250.00	250.00	286.00	286.00	325.00	75.00	325.00	325.00
Total Operating Budget	**379,279.61**	**383,079.51**	**401,666.00**	**300,881.07**	**401,087.00**	**417,262.00**	**15,596.00**	**417,262.00**	**417,262.00**

CONSERVATION COMMISSION

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

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	25,118	25,517
Pension Administration	2,426	2,750
Medical & Life Insurance	6,590	7,337
Heat, Light, Water	824	851
Building Repair & Maintenance	2,262	2,888
Building Insurance	69	68
Total	$37,289	$39,411

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Meetings	23	24	24
Notice of Intent (NOI)	17	24	24
Req for Determination of Applicability (RDA)	25	25	25
Abbr Notice of Resource Area Delineation (ANRAD)	0	2	2
Req for Cert of Compliance (RCOC)	12	20	24
Site Visits	29	30	36
Inquiries in office/day		1	1
Telephone inquiries/day		2	2
Potential violation letters issued	9	10	12
Formal enforcement orders issued	2	2	3
Letters to abutters encroaching on conservation land	9	10	12

CONSERVATION COMMISSION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Members				7	16,800	9,900.00	16,800.00	7	16,800	7	16,800	16,800
2.	SPMG	*Code Enforcement Inspector (PT 19 hrs)	12-3			0.5	40,519	9,785.37	9,785.37			0.5	43,110	43,110
3.		*Principal Office Assistant (PT 19 hrs)	8-4			0.5	29,737	22,111.80	29,737.00	0.5	34,651	0.5	34,651	34,651
		Subtotal		**7.5**	**46,305.66**	**8.0**	**87,056**	**41,797.17**	**56,322.37**	**7.5**	**51,451**	**8.0**	**94,561**	**94,561**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***					
Step Raises/Longevity/Compensation Ordinance included in * position salary		7,505						
SPMG Sr Code Enforcement Inspector (PT 19 hrs)	13-2	3,542	For the Code Enforcement Inspector, the Commission unanimously requests to upgrade this position to Senior Code Enforcement Inspector as originally requested for FY2022. When that request was downgraded from the senior level, we were not permitted to require a 4-year college degree as part of the job description. As this is a technical field, all qualified individuals serving in these roles for other municipalities have at least a bachelors degree and many have masters degrees. The candidates we would like to recruit are overqualified relative to our current job posting, making it hard to fill the position. *Mayor: Resolve existing budgeted position. No new positions.*	0.5	44,061		0	0
Principal Office Assistant (PT 19 hrs)	8-4		For the Principal Office Assistant, in addition to the standard step increase, the Commission unanimously requests an additional 50 hrs/yr at a cost of $1,737 to allow the employee to attend periodic training opportunities from MACC, DEP, MSMCP, and other organizations, and to work on special projects such as website improvements, and thereby further increase his valuable contributions to the work of the Commission.		1,737		1,737	1,737
New Positions								
Subtotal				**0.5**	**45,798**		**1,737**	**1,737**
Grand Total				**7.5**	**46,305.66**	**8.0**	**87,056**	**41,797.17**	**56,322.37**	**8.0**	**97,249**	**8.0**	**96,298**	**96,298**

CONSERVATION COMMISSION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-171-5100									
5121 Salaries - Part Time	26,746.43	36,005.66	70,256.00	31,897.17	39,522.37	80,449.00	9,242.00	79,498.00	79,498.00
5194 Boards & Commissions	11,800.00	10,300.00	16,800.00	9,900.00	16,800.00	16,800.00	0.00	16,800.00	16,800.00
General Expenses 001-171-5200			2,100.00			2,100.00	(200.00)	1,900.00	1,900.00
5192 Mileage				57.92	88.00				
5272 Office Equipment Rental	370.00	370.00			370.00				
5342 Postage	201.80	352.02		155.04	350.00				
5420 Office Supplies	176.29	557.18		146.42	575.00				
5730 Dues	585.00	605.00		717.00	717.00				
Equipment & Unusual 001-171-5400									
5245 Conservation Maint/Supplies	5,500.00								
Surveying - Shady's Pond CA						50,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
Surveying - Shady's Pond CA	We request $50,000 to hire a professional land surveyor to survey Shady's Pond Conservation Area, document encroachments, and install monuments. Based on aerial photos, we estimate 1.3 acres of this conservation land have been degraded by encroachments that include landscaping, pavement, electrical equipment, trash and recycling areas, dumped trash and construction debris, tennis courts, swimming pools, snow dumping areas, fences, and sheds. We would welcome the assistance of the Engineering Dept. in procuring a surveyor's services and if the Mayor so prefers, we are happy to have Engineering hold the funds and the contract, consistent with our successful collaboration at Storer Conservation Land.	50,000.00

Mayor: Refer all Conservation Commission paperwork regarding encroachments to Law Department for review and any follow up, including funding for survey work.

COST SUMMARY BY CLASSIFICATION

Personnel	38,546.43	46,305.66	87,056.00	41,797.17	56,322.37	97,249.00	9,242.00	96,298.00	96,298.00
General Expenses	1,333.09	1,884.20	2,100.00	1,076.38	2,100.00	2,100.00	(200.00)	1,900.00	1,900.00
Equipment & Unusual	5,500.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00
Total Operating Budget	**45,379.52**	**48,189.86**	**89,156.00**	**42,873.55**	**58,422.37**	**149,349.00**	**9,042.00**	**98,198.00**	**98,198.00**

CONSOLIDATED PUBLIC WORKS

STATEMENT OF OBJECTIVES:

The objectives of the Consolidated Public Works Department (CPW) are to respond to requests from our citizens in a timely manner, record requests in our 311 system, generate work orders, and complete the work. CPW will maintain and improve the City's public streets and sidewalks, and perform snow removal on 165 centerline miles of road, school parking lots, municipal parking lots, municipal building parking lots, and cemeteries. CPW will maintain all City islands, City trees, public shade trees, and right of way trees. CPW will plant new trees, flowers, and shrubbery to enhance the quality of life and the unique character and aesthetic environment of Waltham. We will maintain and improve the City's 23 parks, 2 cemeteries, Waltham Common, Prospect Hill Park, and other open space areas. We will maintain, repair, and provide fuel to all Police, Fire, School, and City vehicles which includes 225 registered vehicles and 55 unregistered pieces of equipment. CPW will oversee and enhance the City's trash and recycling programs.

DESCRIPTION OF OUTPUT STATEMENT:

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	1,759,297	1,620,861
Pension Administration	165,224	172,054
Medical & Life Insurance	2,231,864	2,177,783
Heat, Light, Water	97,797	108,963
Building Repair & Maintenance	357,687	192,975
Building Insurance	14,741	14,544
Motor Vehicle Insurance	13,912	20,580
Motor Vehicle Maint & Repair	290,574	400,799
Workers Compensation	297,841	294,310
Total	$5,228,937	$5,002,869

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Work Orders Logged	5,000	5,000	5,000
Miles of streets cleaned	165	165	165
Number of vehicles used	5	5	5
Number of times cleaned	5	5	5
Trees planted	25	50	100
Snow fall in inches	51.0	40.0	50.0
Registered vehicles maintained	210	225	225
Non registered equipment maintained	55	55	55
Street Opening Permit Revenue	$80,980	$80,000	$95,000

CONSOLIDATED PUBLIC WORKS

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*CPW Director	21-6 (L8)			1	165,838	122,243.82	171,227.74	1	177,657	1	177,657	177,657
2.		*Assistant CPW Director	18-6 (L11)			1	142,567	104,844.90	147,200.43	1	153,791	1	153,791	153,791
3.		*Asst Supt Street	14-6 (L11)			1	108,804	80,225.89	112,340.13	1	117,313	1	117,313	117,313
4.		*Asst Supt Parks/Forestry/Cem	14-6 (L10)			1	108,804	80,225.87	112,340.13			1	116,871	116,871
5.		*Asst Supt (sidewalk)	14-6			1	98,913	72,932.51	102,127.67			1	106,246	106,246
6.		Asst Supt Street	14-1			1	109,793	71,350.87	80,000.00			1	87,751	87,751
7.	SPMG	*Foreman - Public Vehicles	13-6 (L11)			1	95,779	70,103.44	95,779.00	1	99,417	1	106,872	106,872
8.	SPMG	*Foreman - Street	13-6 (L10)			1	98,833	72,110.76	98,833.00	1	101,947	1	109,560	109,560
9.	SPMG	*Foreman - Forestry	13-6			1	92,679	68,049.39	92,679.00	1	92,679	1	99,600	99,600
10.	SPMG	*Sr Engineering Aide (311)	13-6 (L10)			1	101,329	74,209.14	101,329.00	1	101,947	1	109,560	109,560
11.	SPMG	*Sr Code Enforce Inspector	13-6 (L10)			1	101,175	74,173.57	101,175.00			1	109,560	109,560
12.	SPMG	*Recycling Coordinator	12-6 (L9)			1	94,856	69,647.84	94,856.00			1	101,993	101,993
13.	SPMG	*Sr Code Enforce Inspector	13-6 (L11)			0.5	49,552	36,383.10	49,552.00	0.5	51,437	0.5	55,278	55,278
14.		*Administrative Assistant	10-6 (L10)			1	82,132	60,575.07	84,801.29	1	88,437	1	88,437	88,437
15.		*Administrative Assistant	10-6 (L8)			1	74,665	55,068.02	77,091.61	1	84,685	1	84,685	84,685
16.		*Administrative Assistant	10-6			1	70,724	51,734.71	73,022.53	1	79,147	1	79,147	79,147
17.		*Administrative Assistant	10-4			1	64,873	47,273.39	66,981.37	1	72,662	1	72,662	72,662
		Subtotal		**16.5**	**1,643,662.57**	**16.5**	**1,661,316**	**1,211,152.29**	**1,661,335.90**	**11.5**	**1,221,119**	**16.5**	**1,776,983**	**1,776,983**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***				
Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		137,709					
Superintendent of Public Works	16-5 (L11)	21,226	The job duties and what we require and expect out of our Assistant Superintendents is consistent with the duties listed for Superintendent. The purpose of these positions is to plan, organize and direct operations of the division. Maintain and improve upon the efficiency and effectiveness of all areas under their direction. Exercise considerable initiative and independent judgement in planning, administration and execution of the divisions' programs and services. Works independently in formulating decisions regarding policies, procedure operations and planning. Supervises all division employees, developing job direction, assigning tasks and providing instruction and training.	1	130,030	0	0
Superintendent of Parks & Cem	16-5 (L10)	29,946		1	128,859	0	0
Asst Supt Street	14-1	(22,042)	New employee to be hired at lower step				

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes														
	Asst Supt Street	14	(109,793)	Not requested - see new position requested										
SPMG	Code Enforce Inspector	12-6	(101,175)	In FY13 this position was changed from Code Enforcement Inspector to a Sr. Code Enforcement Inspector. Since that time CPW and Water & Sewer operations merged which gave CPW two additional Sr. Code Enforcement Inspectors that oversee the bulk of the trenches in the City. This position can fulfill all of its duties at a grade 12.						1	87,024		0	0
SPMG	Recycling Coordinator	13-6 (L9)	(94,856)	Over the past few years this position has evolved and will continue to evolve due to changes by DEP and the recycling market. With the addition of recycling carts, this position has had to perform cart inspections to make sure only recyclables are going into the carts. The City now hosts bi-annual recycling collection events, bi-annual rain barrel events and a home composting program. Recently we had to research and establish a mattress collection and recycling program for the City, due to a DEP regulation. This position continues to explore options for better programs to offer our residents, including curbside composting collection and textile recycling. This position will also be more involved on the trash side of collection and disposal so that they can work together with the Code Enforcement Inspector.						1	101,020		0	0
New Positions														
	Superintendent of CIP Projects	16-1		The purpose of this position is to plan, organize and direct operations related to preparing construction documents, bidding and construction oversight of capital improvement projects for the Department of Public Works and assisting other City departments that require assistance with the oversight of contractors on construction projects. Projects may include Chapter 90, street and sidewalk projects not included under Chapter 90, parking lot reconstruction, and intersection projects. Maintains all Chapter 90 records for budgetary and planning purposes.						1	100,482		0	0
	Administrative Assistant	10-1		New position to handle Water & Sewer Operations accounts payable and support to Business Manager, weekly W&S/CPW payroll backup, Infiltration and Inflow permitting backup, provide customer service on phones and at counter, provide assistance to Recycling Coordinator to help with recycling program, coordinate mattress disposals and other issues with trash and recycling; position to be split 1/2 CPW Admin and 1/2 CPW. *Mayor: No new positions*						0.5	33,253		0	0
Subtotal										**5.5**	**580,668**		**0**	**0**
Grand Total				**16.5**	**1,643,662.57**	**16.5**	**1,661,316**	**1,211,152.29**	**1,661,335.90**	**17.0**	**1,801,787**		**16.5**	**1,776,983**	**1,776,983**

CONSOLIDATED PUBLIC WORKS

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	MECH	Working Foreman II	11-6 (L11)			1	80,540		0.00	1	80,540	1	80,540	80,540
2.	MECH	Working Foreman II	11-6			1	72,558	53,098.00	72,558.00	1	72,558	1	72,558	72,558
3.	LAB	*Working Foreman I	10-6 (L11)			1	75,834	57,928.24	78,298.61	1	81,745	1	81,745	81,745
4.	LAB	*Working Foreman I	10-6 (L10)			1	75,151	57,406.47	77,593.41	1	81,008	1	81,008	81,008
5.	LAB	*Working Foreman I	10-6 (L9)			1	74,468	56,884.52	76,888.21	1	80,272	1	80,272	80,272
6.	LAB	*Working Foreman I	10-6 (L8)			1	73,785	56,362.57	76,183.01	1	79,535	1	79,535	79,535
7.	LAB	*Working Foreman I	10-6 (L8)			1	73,785	56,362.50	76,183.01	1	79,535	1	79,535	79,535
8.	LAB	*Working Foreman I	10-3			1	57,895	43,903.07	59,776.59	1	64,854	1	64,854	64,854
9.	MECH	Motor Equipment Repair Pers	10-6 (L11)			1	75,858	55,512.62	75,858.00	1	75,858	1	75,858	75,858
10.	MECH	*Motor Equipment Repair Pers	10-6 (L8)			1	73,097	53,206.08	73,097.00	1	73,807	1	73,807	73,807
11.	MECH	Motor Equipment Repair Pers	10-6			1	58,063	15,136.80	30,000.00	1	66,587	1	66,587	66,587
12.	MECH	Auto Body / Metal Worker	10-1			1	75,858	53,768.75	60,000.00					
13.	MECH	Welder	10-6 (L11)			1	75,858	58,934.96	80,844.00	1	75,858	1	75,858	75,858
14.	LAB	*WF I /Tree Surgeon	10-6 (L11)			1	75,834	57,928.19	78,298.61	1	81,745	1	81,745	81,745
15.	LAB	*Tree Surgeon	10-6 (L8)			1	68,319	52,187.64	70,539.37	1	75,021	1	75,021	75,021
16.	LAB	*S M E O - Open Space - Grass	9-6			1	65,250	36,292.91	67,370.63	1	70,366	1	70,366	70,366
17.	LAB	*S M E O	9-6 (L11)			1	72,428	55,018.68	74,781.91	1	78,106	1	78,106	78,106
18.	LAB	*S M E O	9-6 (L11)			1	71,775	54,857.77	74,107.69	1	77,728	1	77,728	77,728
19.	LAB	*S M E O	9-6 (L8)			1	70,470	54,138.98	72,760.28	1	75,995	1	75,995	75,995
20.	LAB	*S M E O	9-6 (L8)			1	70,470	53,860.37	72,760.28	1	75,995	1	75,995	75,995
21.	LAB	*S M E O	9-6			1	65,250	49,895.14	67,370.63	1	70,366	1	70,366	70,366
22.	LAB	*S M E O	9-6			1	65,250	49,871.34	67,370.63	1	70,366	1	70,366	70,366
23.	LAB	*S M E O	9-6			1	64,799	49,169.67	66,904.97	1	70,366	1	70,366	70,366
24.	LAB	*S M E O	9-3			1	55,729	12,288.35	28,000.00	1	61,481	1	61,481	61,481
25.	LAB	*S M E O (sidewalk)	9-3			1	54,846	41,595.04	56,628.50	1	61,481	1	61,481	61,481
26.	LAB	*H M E O	8-6 (L9)			1	67,891	51,910.94	70,097.46	1	73,239	1	73,239	73,239
27.	LAB	*H M E O	8-6			1	62,285		20,000.00	1	67,192	1	67,192	67,192
28.	LAB	H M E O	8-6			1	51,219	3,740.40	20,000.00	1	67,192	1	67,192	67,192
29.	LAB	*H M E O	8-3			1	52,302	39,584.70	54,001.82	1	58,662	1	58,662	58,662
30.	LAB	*H M E O	8-2			1	53,223		13,000.00	1	56,403	1	56,403	56,403
31.	LAB	*H M E O	8-1			1	51,219		15,000.00	1	56,403	1	56,403	56,403
32.	LAB	*H M E O	8-1			1	51,219		13,000.00	1	56,403	1	56,403	56,403
33.	LAB	H M E O (sidewalk)	8-1											

CONSOLIDATED PUBLIC WORKS

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
34.	LAB	*M E O	7-6 (L11)			1	66,054	50,534.46	68,200.76	1	71,315	1	71,315	71,315
35.	LAB	M E O	7-4			1	66,054	33,968.36	68,200.76	1	58,499	1	58,499	58,499
36.	LAB	*M E O	7-4			1	52,170	39,077.36	53,865.53	1	58,499	1	58,499	58,499
37.	LAB	*M E O	7-4			1	51,863	39,432.28	53,548.55	1	58,182	1	58,182	58,182
38.	LAB	*M E O	7-3			1	49,839	34,193.09	51,458.77	1	55,923	1	55,923	55,923
39.	LAB	M E O	7-1			1	57,622	40,154.10	59,494.72	1	53,927	1	53,927	53,927
40.	LAB	M E O	7-1											
41.	LAB	M E O	7-1											
42.	LAB	M E O	7-1			1	24,514		15,000.00	1	53,927	1	53,927	53,927
43.	LAB	*Highway Maintenance	7-6 (L11)			1	66,054	50,593.24	68,200.76	1	71,315	1	71,315	71,315
44.	LAB	*Highway Maintenance	6-3			1	48,096	36,696.16	49,659.12	1	53,952	1	53,952	53,952
45.	LAB	*Highway Maintenance	6-3			1	47,688	35,991.50	49,237.86	1	53,097	1	53,097	53,097
46.	LAB	*Laborer	7-6 (L11)			1	66,054	50,534.46	68,200.76	1	71,315	1	71,315	71,315
47.	LAB	*Laborer	6-2			1	47,824	14,741.11	49,378.28	1	51,786	1	51,786	51,786
48.	LAB	*Laborer	6-2			1	47,824	19,220.48	49,378.28	1	51,786	1	51,786	51,786
49.	LAB	*Laborer	6-1			1	47,001		15,000.00	1	51,786	1	51,786	51,786
50.	LAB	Laborer	6-1											
51.	LAB	*Laborer / Gardener	6-3			1	47,824	36,320.20	49,378.28	1	53,667	1	53,667	53,667
52.	LAB	*Laborer / Gardener	6-1			1	48,368	23,911.04	49,939.96	1	51,786	1	51,786	51,786
53.		Part Time					35,000	13,413.75	35,000.00		35,000		35,000	35,000
54.		Temporary / Seasonal - Summer					60,000	23,850.00	40,000.00		60,000		60,000	60,000
55.		Part Time / Seasonal - Parks & Playgrounds					40,000	5,166.00	10,000.00		40,000		40,000	40,000
		Subtotal		**51**	**2,298,739.05**	**48**	**3,102,377**	**1,828,642.29**	**2,742,415.01**	**47**	**3,272,429**	**47**	**3,272,429**	**3,272,429**

CONSOLIDATED PUBLIC WORKS

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes															
Adjustments to FY 2023 Positions															
	Step Raises/Longevity/Contract Settlement included in * position salary		203,250												
MECH	Motor Equipment Repair Pers	10-6	8,524												
MECH	Auto Body / Metal Worker / Motor Equipment Repair Pers	10-1	(18,603)							1	57,255		1	57,255	57,255
LAB	H M E O	8-6	15,973												
LAB	M E O	7-4	(7,555)												
LAB	M E O	7-1	(3,695)												
LAB	M E O	7-1	29,413												
LAB	H M E O (sidewalk)	8-1								1	55,416			0	0
LAB	M E O	7-1								1	53,056			0	0
LAB	M E O	7-1								1	53,056			0	0
LAB	Laborer	6-1								1	50,905			0	0
New Positions															
Subtotal										**5**	**269,688**		**1**	**57,255**	**57,255**
Grand Total				**51**	**2,298,739.05**	**48**	**3,102,377**	**1,828,642.29**	**2,742,415.01**	**52**	**3,542,117**		**48**	**3,329,684**	**3,329,684**

Explanation

Internal promotion - replaced at higher step

This position is currently vacant due to an employee's retirement. We would like to change this position from Auto Body / Metal Worker to a Mechanic. The City sends most body work out to vendors. We would also like to consider splitting the position.
Mayor: No new positions

Internal promotion - replaced at higher step

Internal promotion - replaced at lower step

New employee to be hired at lower step

Funded for 12 months, previously funded for 6 months

Requesting to fund position that was previously 'on hold'

Requesting to fund position that was previously 'on hold'

Requesting to fund position that was previously 'on hold'

Requesting to fund position that was previously 'on hold'

Mayor: No new positions

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-420-5100									
5111 Salaries - Full Time	1,629,917.67	1,643,662.57	1,661,316.00	1,211,152.29	1,661,335.90	1,801,787.00	115,667.00	1,776,983.00	1,776,983.00
5112 Wages - Full Time	2,320,244.24	2,262,105.05	2,967,377.00	1,786,212.54	2,657,415.01	3,407,117.00	227,307.00	3,194,684.00	3,194,684.00
5122 Wages - Part Time	21,762.00	36,634.00	135,000.00	42,429.75	85,000.00	135,000.00	0.00	135,000.00	135,000.00
5131 Overtime	281,969.73	348,293.37	265,000.00	329,394.06	375,000.00	400,000.00	85,000.00	350,000.00	350,000.00
5135 Standby	13,034.75	12,308.60	11,500.00	9,253.20	13,000.00	14,000.00	2,500.00	14,000.00	14,000.00
5195 Buyback Sick Time	79,898.91	42,583.99	45,000.00	41,757.85	45,000.00	45,000.00	0.00	45,000.00	45,000.00
Offset Receipt - Cemetery Perpetual Care			(25,000.00)		0.00	(25,000.00)	0.00	(25,000.00)	(25,000.00)
General Expenses									
CPW Administration 001-420-5200			1,298,400.00			1,534,100.00	120,000.00	1,418,400.00	1,418,400.00
5192 Mileage	83.40	40.40		124.89	200.00				
5193 Tool Allowance	4,800.00	3,500.00		3,500.00	4,900.00				
5213 Light	966.67	702.43		406.72	700.00				
5231 Water Usage	33,553.44	1,634.90		5,746.87	10,000.00				
5241 Equipment Repair/Maint	14,475.00	5,687.27		1,005.75	8,000.00				
5242 Office Equipment Repair/Maint	445.00	4,548.00		2,424.00	4,000.00				
5244 Motor Equipment Repair/Maint	112,409.59	192,483.49		124,074.77	200,000.00				
5245 Building/Grounds Maint	19,763.45	25,321.43		19,241.97	33,000.00				
5247 Alarms / Intrusion	3,465.10	1,093.00		516.00	2,000.00				
5255 Vehicle Washing	754.65	1,316.25		772.20	920.00				
5271 Uniform Rental	3,510.25	3,867.80		3,049.89	4,000.00				
5276 Truck/Equipment Rental	22,385.34	89,977.64		53,200.00	64,000.00				
5291 Custodial Services	9,413.25	11,747.73		2,836.50	12,000.00				
5312 Training	6,638.31	6,138.75		4,679.00	7,000.00				
5341 Advertising	2,514.64	2,769.78		5,848.34	8,000.00				
5342 Postage	1,389.21	1,131.52		834.45	1,100.00				
5411 Batteries	8,006.28	12,560.47		8,797.70	10,250.00				
5420 Office Supplies	3,902.97	5,875.01		4,149.92	5,000.00				
5425 Software License	28,841.00	18,998.00		15,600.00	19,000.00				
5460 Groundskeeping Supplies/Trees	69,971.04	67,021.87		43,876.39	82,000.00				
5470 Public Safety Supplies	8,148.19	5,948.38		14,193.83	17,000.00				
5480 Vehicle Supplies	206,389.56	270,875.32		217,111.65	295,000.00				
5485 Vehicle Fuel & Oil	320,312.56	336,081.10		371,450.53	500,000.00				
5533 Street Cleaning Supplies	7,264.99	8,328.00		9,197.00	10,000.00				
5536 Lumber	3,859.40	1,248.28		1,078.82	1,250.00				
5538 Street/Sidewalk Materials	22,057.76	79,420.35		4,810.31	12,000.00				
5539 Castings & Pipes	13,859.98	8,142.60		11,456.30	20,000.00				
5541 Welding Supplies	16,848.19	11,959.34		18,502.70	23,500.00				
5581 Clothing, Gloves, Shoes	31,129.37	30,647.43		32,050.00	33,000.00				
5587 Tools	14,439.78	21,337.85		20,427.69	24,000.00				
5730 Dues	260.00	250.00		963.75	1,000.00				
5733 Licenses	5,389.71	5,752.23		6,622.87	6,000.00				
	997,248.08	**1,236,406.62**	**1,298,400.00**	**1,008,550.81**	**1,418,820.00**	**1,534,100.00**	**120,000.00**	**1,418,400.00**	**1,418,400.00**

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Snow & Ice 001-421-5200			1,274,945.00			1,688,000.00	0.00	1,274,945.00	1,274,945.00
5245 Buildings/Grounds Maint (snow damages)		8,345.00			8,000.00				
5276 Truck / Equipment Rental	1,662,977.62	1,590,158.90		472,341.94	1,250,000.00				
5387 Weather Service	3,490.00	3,490.00		18,690.00	18,690.00				
5531 Salt & Sand	508,639.33	711,135.93		499,726.18	600,000.00				
5532 Plows, Blades & Parts	37,577.28	64,964.29		66,210.73	50,000.00				
5121 Management	8,000.00	8,000.00	12,000.00		6,000.00	12,000.00	0.00	12,000.00	12,000.00
5131 Overtime	348,385.76	364,139.97	125,000.00	308,739.38	350,000.00	350,000.00	0.00	125,000.00	125,000.00
	2,569,069.99	**2,750,234.09**	**1,411,945.00**	**1,365,708.23**	**2,282,690.00**	**2,050,000.00**	**0.00**	**1,411,945.00**	**1,411,945.00**
Equipment & Unusual									
CPW Administration 001-420-5400									
5249 Rec Facilities Repair/Maint	69,194.55	72,350.75	110,000.00	50,007.20	85,000.00	110,000.00	0.00	110,000.00	110,000.00
5310 Environmental Services	12,437.00	6,123.00	10,000.00	990.00	9,500.00	10,000.00	0.00	10,000.00	10,000.00
5394-44 Disposal Street Sweepings	20,116.50	18,427.50	50,000.00	10,773.00	25,000.00	50,000.00	0.00	50,000.00	50,000.00
5394-47 Paving Projects	124,150.28	202,046.67	200,000.00	101,293.96	200,000.00	225,000.00	0.00	200,000.00	200,000.00
5394-48 Pond Management	25,155.00	19,270.00	35,000.00		26,000.00	35,000.00	0.00	35,000.00	35,000.00
5394-50 Concrete Projects	76,654.59	66,074.80	100,000.00	21,410.07	90,000.00	100,000.00	0.00	100,000.00	100,000.00
6422 Time Clock System		7,497.20		11,560.00	11,560.00	8,400.00	8,400.00	8,400.00	8,400.00
6710 ADA Ramps	60,647.00		50,000.00	50,000.00	50,000.00	50,000.00	0.00	50,000.00	50,000.00
	388,354.92	**391,789.92**	**555,000.00**	**246,034.23**	**497,060.00**	**588,400.00**	**8,400.00**	**563,400.00**	**563,400.00**
Solid Waste 001-422-5400									
5295 Household Hazard Waste	41,493.03	35,291.73	50,000.00	23,182.56	50,000.00	62,500.00	12,500.00	62,500.00	62,500.00
5296 Trash Disposal	1,650,628.00	1,694,292.16	1,850,000.00	1,084,517.56	1,850,000.00	1,850,000.00	0.00	1,850,000.00	1,850,000.00
5294 Recycling Disposal						665,000.00	665,000.00	665,000.00	665,000.00
5297 Trash/Recycle Collection	3,876,109.23	3,525,032.91	4,300,000.00	3,157,917.37	3,800,000.00	4,000,000.00	(300,000.00)	4,000,000.00	4,000,000.00
5298 Yard Waste / Leaves	205,796.35	159,629.90	500,000.00	146,819.50	400,000.00	400,000.00	(100,000.00)	400,000.00	400,000.00
5299 DPW Yard Clean Up	5,692.88	8,814.09	25,000.00	17,377.52	25,000.00	25,000.00	0.00	25,000.00	25,000.00
	5,779,719.49	**5,423,060.79**	**6,725,000.00**	**4,429,814.51**	**6,125,000.00**	**7,002,500.00**	**277,500.00**	**7,002,500.00**	**7,002,500.00**

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5131 Overtime	Increase funding due to account history and Laborers' CBA rate increase. Many of our overtime hours are for events out of our control, including funerals, events on the common, parades, road races, Phantom Gourmet, July 4th, leaf vacuuming and extreme weather events.	135,000.00
5135 Standby	Increase funding due to account history and Laborers' CBA rate increase.	2,500.00

CONSOLIDATED PUBLIC WORKS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Department Explanation for Requested Increases									

Item	***Reason***	***Department Cost for Requested Increase***
CPW Admin General Expenses 001-420-5200	This budget increase in part is due to increases in the vast number of items we purchase and the vendors we use to assist us in the work we do and the equipment they repair. We have seen increases in equipment parts and repairs, motor equipment parts and repairs, groundskeeping supplies, flowers, trees, vehicle supplies, lumber, street and sidewalk materials, tools, and manholes and catch basins. A few items have also increased due to vacant positions being filled and contractual obligations, clothing, licenses and training. Our water use has increased since the addition of water meters at Grove Hill Cemetery. Vehicle washing has increased since adding Fire Department cars and SUVs to the list of vehicles eligible to be washed at the car wash.	235,700.00
Snow & Ice General Expenses 001-421-5200	In FY21 this budget item was reduced by $500,000, $1,759,945 to $1,259,945, due to the COVID-19 pandemic. Since that time we have seen cost increases in each of the individual line items that make up this budget.	413,055.00
5131 Overtime (Snow & Ice)	Increase funding due to account history and Laborers' CBA rate increase	225,000.00
CPW Admin Equipment & Unusual 001-420-5400		
5394-47 Paving Projects	Over the past few years the cost of asphalt has risen with the cost of fuel. Since asphalt is, in part, a byproduct of the crude oil refining process, when oil prices fluctuate, so does the price of asphalt.	25,000.00
6422 Time Clock System	Annual contract fee for time clocks	8,400.00
Solid Waste Equipment & Unusual 001-422-5400		
5295 Household Hazard Waste	Minuteman costs are expected to increase by approximately 25% this year including set up fees, per car costs, and special item costs.	12,500.00
Recycling Disposal	New line item to accurately track disposal of recyclable materials. The City now pays 100% of the disposal cost for recycling. This cost is market based and changes monthly. This account will also include the cost to collect and recycle mattresses. Mattresses were recently banned from waste stream by MassDEP and must now be collected and recycled. The trash/recycling collection budget was decreased to fund a portion of this budget.	665,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	4,346,827.30	4,345,587.58	5,060,193.00	3,420,199.69	4,836,750.91	5,777,904.00	430,474.00	5,490,667.00	5,490,667.00
General Expenses									
CPW Administration	997,248.08	1,236,406.62	1,298,400.00	1,008,550.81	1,418,820.00	1,534,100.00	120,000.00	1,418,400.00	1,418,400.00
Snow & Ice	2,569,069.99	2,750,234.09	1,411,945.00	1,365,708.23	2,282,690.00	2,050,000.00	0.00	1,411,945.00	1,411,945.00
Equipment & Unusual									
CPW Administration	388,354.92	391,789.92	555,000.00	246,034.23	497,060.00	588,400.00	8,400.00	563,400.00	563,400.00
Solid Waste	5,779,719.49	5,423,060.79	6,725,000.00	4,429,814.51	6,125,000.00	7,002,500.00	277,500.00	7,002,500.00	7,002,500.00
Total Operating Budget	**14,081,219.78**	**14,147,079.00**	**15,050,538.00**	**10,470,307.47**	**15,160,320.91**	**16,952,904.00**	**836,374.00**	**15,886,912.00**	**15,886,912.00**

BOARD OF SURVEY & PLANNING

STATEMENT OF OBJECTIVES:
Oversees subdivision of land and issues certain special permits.

DESCRIPTION OF OUTPUT STATEMENT:
The Board of Survey and Planning (BOSP) adopts rules and regulations for the filing for subdivision plans and establishes standards and specifications for subdivision roadways. The 7 member board has authority over the planning and design of streets, including the alignment and grade and also the drainage of the contiguous areas. BOSP guides, controls and approves subdivision plans. The BOSP makes recommendations to City Council regarding Zoning.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Meetings	14	15	18
Special Permits	5	4	4
ANR Plans	10	8	8
Zoning Amendments	3	4	4
Preliminary Subdivisions	2	2	2
Utility/Road Extension Plans	2	1	1

BOARD OF SURVEY & PLANNING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Members				7	14,000	4,900.00	9,400.00	7	14,000		7	14,000	14,000
2.		Clerk				1	3,000	2,202.58	3,000.00	1	3,000		1	3,000	3,000
		Subtotal		**8**	**11,900.00**	**8**	**17,000**	**7,102.58**	**12,400.00**	**8**	**17,000**		**8**	**17,000**	**17,000**

Summary of Changes

Adjustments to FY 2023 Positions	***Explanation***									
Step Raises/Longevity included in * position salary										
New Positions										
Subtotal						**0**	**0**		**0**	**0**	**0**
Grand Total		**8**	**11,900.00**	**8**	**17,000**	**7,102.58**	**12,400.00**	**8**	**17,000**		**8**	**17,000**	**17,000**

BOARD OF SURVEY & PLANNING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-174-5100									
5121 Salaries - Part Time	3,000.00	3,000.00	3,000.00	2,202.58	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	8,400.00	8,900.00	14,000.00	4,900.00	9,400.00	14,000.00	0.00	14,000.00	14,000.00
General Expenses 001-174-5200			8,700.00			4,900.00	(3,800.00)	4,900.00	4,900.00
5308 Stenographer	1,800.00	1,650.00		900.00	2,400.00				
5341 Advertising	2,457.42	2,001.72		283.80	1,500.00				
5342 Postage	220.00	12.65			500.00				
5420 Office Supplies	111.95				500.00				

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	11,400.00	11,900.00	17,000.00	7,102.58	12,400.00	17,000.00	0.00	17,000.00	17,000.00
General Expenses	4,589.37	3,664.37	8,700.00	1,183.80	4,900.00	4,900.00	(3,800.00)	4,900.00	4,900.00
Equipment & Unusual									
Total Operating Budget	**15,989.37**	**15,564.37**	**25,700.00**	**8,286.38**	**17,300.00**	**21,900.00**	**(3,800.00)**	**21,900.00**	**21,900.00**

CEMETERY COMMISSION

STATEMENT OF OBJECTIVES:
To properly maintain Grove Hill and Mt. Feake Cemeteries. Plan future expansions with assurance that lots and graves will be available. To maintain records of sales, services and burials.

DESCRIPTION OF OUTPUT STATEMENT:

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Burials	202	200	200
New Lots sold	34	35	35
Single Graves sold	31	30	30
Single Graves welfare	1	2	2
Urn Garden plots sold	4	2	2
Veterans Graves	3	5	5
Niches sold	8	10	10
Acres Maintained	94	94	94

CEMETERY COMMISSION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Commissioners				3	3,000	1,800.00	2,600.00	3	3,000		3	3,000	3,000
		Total		3	1,300.00	3	3,000	1,800.00	2,600.00	3	3,000		3	3,000	3,000

Summary of Changes

Adjustments to FY 2023 Positions — ***Explanation***

Step Raises/Longevity included in * position salary

New Positions

Subtotal								0	0		0	0	0
Grand Total	3	1,300.00	3	3,000	1,800.00	2,600.00	3	3,000		3	3,000	3,000

CEMETERY COMMISSION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-491-5100									
5194 Boards & Commissions	2,300.00	1,300.00	3,000.00	1,800.00	2,600.00	3,000.00	0.00	3,000.00	3,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	2,300.00	1,300.00	3,000.00	1,800.00	2,600.00	3,000.00	0.00	3,000.00	3,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	**2,300.00**	**1,300.00**	**3,000.00**	**1,800.00**	**2,600.00**	**3,000.00**	**0.00**	**3,000.00**	**3,000.00**

CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:
The mission of CPW Water Administration is: to furnish high quality drinking water in the most efficient and economical manner, employing well qualified staff, keeping well-informed of technology and advances in water supply and system management, utilizing that which is most cost effective and protective of public health and welfare; to promote and develop resources to efficiently operate and maintain its facilities and infrastructure, planning for future water needs; to effectively administer and organize the daily operation of the other sections within the Water and Sewer Department to ensure compliance with Mass DEP, EPA and local regulations, as well as industry standards; to keep abreast of newly promulgated drinking water regulations and maintain compliance with said regulations; to inspect the work of contractors doing repairs/installations on private property connected to the City's water and sewer system; to collect all water samples as required by law and submit them to the MWRA for analysis, and to identify and prioritize the repair, replacement and improvement of parts of the distribution system; to protect the water through water sampling for bacteria once each week, and for lead and copper annually throughout the year as necessary and at the public schools, in accordance with DEP and EPA requirements. CPW Water Admin also maintains the FOG (Fats, Oils and Grease Program) and strives for FOG education and enforcement of the FOG ordinances. CPW Admin also oversees the testing of backflow (cross connection) devices within the City and the surveying of properties for backflow devices as required by the DEP.

DESCRIPTION OF OUTPUT STATEMENT:
Maintenance and Operations: Update water and sewer system activities on a weekly basis, respond to customers' requests for service in an orderly and efficient manner.

Cross Connection Program: CPW Admin Staff provide the most efficient and consistent public service with available resources to maintain compliance with the Safe Drinking Water Act. Our Cross Connection Program is transitioning to paperless technology by use of electronic tablets and forms. A key to compliance is cross-connection control and backflow prevention.

Fats, Oils and Grease Program: CPW Admin staff conduct FOG (Fats, Oils & Grease) inspections at all commercial properties required to have grease traps to prevent their release to the sewer system, reducing the amount of sewer stoppages caused by the buildup of FOG in the sewer system.

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 2021	FY 2022
Pension-Contributory/FICA	377,660	272,937
Pension Administration	34,407	27,812
Medical & Life Insurance	537,788	482,385
Heat, Light, Water	23,373	25,948
Building Repair & Maintenance	65,222	51,811
Building Insurance	726	716
Motor Vehicle Insurance	4,244	4,768
Motor Vehicle Maint & Repair	88,649	92,868
Workers Compensation	1,712	
Other Dept Allocations	675,043	942,239
Total	$1,808,824	$1,901,484

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Sampling of Water System - Number of Samples	864	864	864
Lead and Copper Samples	22	22	22
Cross Connection Devices Citywide	2,060	2,090	2,100
Cross Connection Devices Tested	3,259	3,260	3,260
Facilities w/Grease Devices Citywide	187	190	195
Total # of Grease Devices Citywide	312	315	320
Sanitary Grease Trap Inspections	615	630	640
Water/Sewer/Drain & ROW Inspections	3,000	3,100	3,100

CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Water/Sewer Superintendent	16-6 (L8)			1	113,443	83,637.41	113,443.00	1	126,605	1	126,605	126,605
2.	SPMG	*Assistant City Engineer	16-6			1	112,784	82,811.23	112,784.00	1	112,784	1	121,034	121,034
3.		*Business Manager	15-6 (L9)			0.5	57,222	42,069.84	57,222.00	0.5	61,765	0.5	61,765	61,765
4.	SPMG	*Foreman	13-1			1	77,918		19,479.50	1	77,918	1	83,865	83,865
5.	SPMG	*Sr Code Enforcement Inspector	13-6 (L9)			1	101,020	74,173.58	101,020.00	1	101,020	1	108,564	108,564
6.	SPMG	*Sr Code Enforcement Inspector	13-6 (L11)			0.5	49,552	36,383.11	49,552.00	0.5	51,437	0.5	55,278	55,278
7.		*Principal Off Asst (PT 19 hrs)	8-2			0.5	29,545	5,678.48	13,295.25	0.5	32,546	0.5	32,546	32,546
		Subtotal		**5**	**430,692.62**	**5.5**	**541,484**	**324,753.65**	**466,795.75**	**5.5**	**564,075**	**5.5**	**589,657**	**589,657**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***							
Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary		48,173								
New Positions										
Administrative Assistant	10-1		New position to handle Water & Sewer Operations accounts payable and support to Business Manager, weekly W&S/CPW payroll backup, Infiltration and Inflow permitting backup, provide customer service on phones and at counter, provide assistance to Recycling Coordinator to help with recycling program, coordinate mattress disposals and other issues with trash and recycling; position to be split 1/2 CPW Admin and 1/2 CPW. *Mayor: No new positions*	0.5	33,253		0	0
Subtotal				**0.5**	**33,253**		**0.0**	**0**	**0**
Grand Total				**5**	**430,692.62**	**5.5**	**541,484**	**324,753.65**	**466,795.75**	**6.0**	**597,328**		**5.5**	**589,657**	**589,657**

CONSOLIDATED PUBLIC WORKS
WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 610-455-5100									
5111 Salaries - Full Time	469,861.74	430,692.62	511,939.00	319,075.17	453,500.50	564,782.00	45,172.00	557,111.00	557,111.00
5121 Salaries - Part Time			29,545.00	5,678.48	13,295.25	32,546.00	3,001.00	32,546.00	32,546.00
5131 Overtime	3,793.13	1,411.51	10,000.00	15,111.48	30,000.00	25,000.00	15,000.00	25,000.00	25,000.00
General Expenses 610-455-5200			4,800.00			4,800.00	(300.00)	4,500.00	4,500.00
5312 Training	1,155.00	1,281.00		2,055.84	2,400.00				
5581 Clothing, Gloves, Shoes	2,028.10	646.86		600.00	1,000.00				
5730 Dues		500.00		77.00	750.00				
5733 Licenses	201.41	373.95		177.94	650.00				

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5131 Overtime	Increase to account for the amount of overtime needed for the oversight of utility projects by inhouse staff for large and small developments and inspections of water-sewer-drain repairs and replacements.	15,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	473,654.87	432,104.13	551,484.00	339,865.13	496,795.75	622,328.00	63,173.00	614,657.00	614,657.00
General Expenses	3,384.51	2,801.81	4,800.00	2,910.78	4,800.00	4,800.00	(300.00)	4,500.00	4,500.00
Equipment & Unusual									
Total Operating Budget	**477,039.38**	**434,905.94**	**556,284.00**	**342,775.91**	**501,595.75**	**627,128.00**	**62,873.00**	**619,157.00**	**619,157.00**

WATER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Water Operations and Maintenance is charged with operating, maintaining and repairing the water distribution system including fire hydrants, valves and piping, replacing or repairing water services found to be leaking or deficient, providing proper maintenance and inspection of the City's storage facilities at Cedarwood Standpipe (Brandeis) and Prospect Hill Water Tanks, as well as the Cedarwood water booster pump station. Water O&M installs, replaces, and upgrades water meters within the City, and reads all residential meters (quarterly) and commercial meters (monthly) for billing purposes. Water O&M provides markouts of the water infrastructure for contractors, utility companies and other municipal departments that are excavating within the City. Water O&M also responds to emergency water main breaks, water leaks, broken and frozen water meters, and general customer calls 24 hours per day and 7 days per week.

DESCRIPTION OF OUTPUT STATEMENT:

Maintenance & Operations: To maintain and protect the water system through the repair of leaks and maintenance of valves, and hydrants, and 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.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Water Main Repairs	34	43	40
Water Service Repairs/Relays	137	168	150
Valve Repairs	10	25	20
Hydrant Replacement	10	15	15
Hydrant Repairs	60	60	60
Leak Detection (Miles)	340	340	340
Water Overtime - # of Calls	535	719	600
Water Overtime - Man-hours	3,332	5,226	4,500

WATER OPERATIONS & MAINTENANCE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	LAB	*Working Foreman II	11-6			1	70,482	52,926.07	70,482.00	1	78,049		1	78,049	78,049
2.	LAB	*Working Foreman I	10-1			1	57,242		14,310.50	1	61,821		1	61,821	61,821
3.	LAB	*Working Foreman I Nights	10-6 (L8)			1	78,212	56,362.50	78,212.00	1	84,307		1	84,307	84,307
4.	LAB	*Working Foreman I-Cross Connect Inspector	10-6			1	68,319	52,187.64	68,319.00	1	73,644		1	73,644	73,644
5.	LAB	*S M E O	9-6			1	65,250	49,882.98	65,250.00	1	70,366		1	70,366	70,366
6.	LAB	H M E O	8-3			1	62,285	30,111.34	46,723.22	1	59,296		1	59,296	59,296
7.	LAB	*M E O	7-6			1	58,670	45,042.43	58,670.00	1	64,248		1	64,248	64,248
8.	LAB	*Highway Maintenance	6-3			1	47,688	34,352.93	45,712.48	1	53,097		1	53,097	53,097
9.	LAB	*Laborer Nights	6-3			1	50,549	36,085.73	50,549.00	1	56,736		1	56,736	56,736
		Meter Read, Repair & Install													
10.	LAB	*Senior Water Service Inspector	9-6			1	65,250	49,870.71	65,250.00	1	70,366		1	70,366	70,366
11.	LAB	*M E O	7-3			1	49,705	37,332.81	49,705.00	1	55,923		1	55,923	55,923
12.	LAB	M E O	7-4			1	49,705		12,426.25	1	59,132		1	59,132	59,132
		Subtotal		**12**	**637,597.67**	**12**	**723,357**	**444,155.14**	**625,609.45**	**12**	**786,985**		**12**	**786,985**	**786,985**

Summary of Changes

				Explanation					
Adjustments to FY 2023 Positions									
	Step Raises/Longevity/Contract Settlement included in * position salary		57,190						
LAB	H M E O	8-3	(2,989)	Internal promotion - replaced at lower step					
LAB	M E O	7-4	9,427	Internal promotion - replaced at higher step					
New Positions									
	Subtotal				**0**	**0**	**0**	**0**	**0**
	Grand Total				**12**	**637,597.67**	**12**	**723,357**	**444,155.14**	**625,609.45**	**12**	**786,985**	**12**	**786,985**	**786,985**

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel									
Water Maintenance & Operations 610-452-5100									
5112 Wages - Full Time	389,117.57	468,990.15	558,697.00	356,951.62	498,228.20	601,564.00	42,867.00	601,564.00	601,564.00
5131 Overtime	168,746.18	170,227.12	190,000.00	171,617.40	220,000.00	220,000.00	15,000.00	205,000.00	205,000.00
5135 Standby	40,413.59	40,995.92	40,000.00	30,661.86	42,000.00	45,000.00	5,000.00	45,000.00	45,000.00
5195 Buyback Sick Time		23,397.19	6,000.00		0.00	6,000.00	0.00	6,000.00	6,000.00
Meter Read, Repair & Install 610-454-5100									
5112 Wages - Full Time	139,718.20	168,607.52	164,660.00	87,203.52	127,381.25	185,421.00	20,761.00	185,421.00	185,421.00
General Expenses									
Water Maintenance & Operations 610-452-5200			473,550.00			550,000.00	50,000.00	523,550.00	523,550.00
5192 Mileage	133.50	330.56		200.00	200.00				
5211 Heat	4,643.04	5,496.17		8,170.35	7,250.00				
5213 Light	67,916.79	81,030.46		55,179.25	74,400.00				
5231 Water	891.11	215.97		148.14	200.00				
5241 Equipment Repair/Maint	32,130.32	9,359.07		10,383.76	14,500.00				
5242 Office Equipment Repair/Maint	1,008.34	1,461.20		1,279.20	1,780.00				
5244 Motor Equipment Repair/Maint				7,166.08	7,700.00				
5245 Building/Grounds Maint	458.00	28.08		890.00	1,450.00				
5246 Communication Equip Repair/Maint	2,217.23	2,446.36		2,360.85	2,950.00				
5248 Computer Software/License	6,494.00	13,850.43		15,481.99	15,500.00				
5261 Water/Sewer Infrastructure	11,246.04	11,339.94		6,507.00	17,500.00				
5276 Truck/ Equipment Rental	1,000.00	18,900.00		2,100.00	2,100.00				
5303 Engineer Services /Consultants	23,400.00	3,500.00			250.00				
5307 Public Safety Service					1,440.00				
5312 Training	4,294.00	5,565.00		2,465.00	4,030.00				
5342 Postage	235.54			84.47	350.00				
5343 Printing	785.55	2,793.08		5,032.32	7,500.00				
5420 Office Supplies	1,412.58	2,239.65		1,038.60	1,480.00				
5425 Software License		2,750.00		2,750.00	2,750.00				
5431 Paint Supplies	3,590.46	478.08		1,840.48	2,500.00				
5452 Custodial Supplies	1,408.00	1,437.14		824.00	1,500.00				
5460 Groundskeeping Supplies	61.59	62.55		63.55	250.00				
5470 Public Safety Supplies	3,065.02	2,212.50			500.00				
5538 Street/Sidewalk Materials	79,063.81	84,454.70		75,722.80	103,600.00				
5539 Castings & Pipes	93,590.62	79,920.37		87,891.17	138,250.00				
5581 Clothing, Gloves, Shoes	10,250.44	13,135.99		9,541.16	12,620.00				
5587 Tools	17,912.31	17,401.86		32,964.73	35,000.00				
5730 Dues	794.00	3,974.00		4,937.00	6,000.00				
5733 Licenses/Stipends	1,154.65	7,754.39		9,999.93	10,000.00				

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Equipment & Unusual									
Water Maintenance & Operations 610-452-5400									
5303 Eng -Water Survey	17,165.00	14,195.00	45,000.00	27,200.00	75,651.40	50,000.00	5,000.00	50,000.00	50,000.00
5394-45 Disposal of Trench Tailings	71,712.41	86,877.59	105,000.00	74,426.74	105,000.00	115,000.00	10,000.00	115,000.00	115,000.00
5394-49 Service Repairs	25,589.69	4,013.15	40,000.00	12,895.00	40,000.00	50,000.00	0.00	40,000.00	40,000.00
5690 State Assessment - MWRA	10,046,663.00	10,338,346.00	11,044,210.00	6,626,526.00	11,044,210.00	11,989,985.00	945,775.00	11,989,985.00	11,989,985.00
5692 State Assessment - DEP	22,731.53	22,094.14	30,000.00	22,287.45	23,000.00	30,000.00	0.00	30,000.00	30,000.00
5876 Hydrants	65,000.00	27,804.52	100,000.00	129,785.14	100,000.00	150,000.00	25,000.00	125,000.00	125,000.00
5879 Repair/Replacement Pump Station Equipment		2,795.00	50,000.00	6,150.00	50,000.00	50,000.00	(25,000.00)	25,000.00	25,000.00
Meter Read, Repair & Install 610-454-5400									
5543 Meters & Parts	48,610.89	34,585.58	60,000.00	44,845.01	60,000.00	100,000.00	20,000.00	80,000.00	80,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5131 Overtime	Expected overtime trending higher due to leaks and breaks	30,000.00
5135 Standby	Standby costs are increasing - higher paid employees handling phone/taking shifts	5,000.00
Water Maintenance & Operations 610-452-5200		
5211 Heat	Increased costs passed on by heating utility companies (heating oil/natural gas) at water pump station & various booster pumps in water system	2,500.00
5213 Light	Increased costs of electricity for power generation and delivery by electric utilities	5,000.00
5538 Street/Sidewalk Materials	Infrastructure materials have increased dramatically due to higher trucking costs	20,000.00
5539 Castings & Pipes	Brass, copper and other castings & pipe materials have increased in price due to supply issues	40,000.00
5587 Tools	Cost of tools has increased due to supply chain and other global economic factors	8,950.00

WATER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Department Explanation for Requested Increases									

Item	***Reason***	***Department Cost for Requested Increase***
Equipment & Unusual:		
Water Maintenance & Operations 610-452-5400		
5303 Eng -Water Survey	Leak Detection Survey contractors have increased due to cost factors (gasoline/equipment)	5,000.00
5394-45 Disposal of Trench Tailings	Contracted price is increasing by $1.00 per CY & more tailings are hauled out due to increased water & sewer repair projects by department crews	10,000.00
5394-49 Service Repairs	Contracted repairs are increasing due to higher operating costs of outside contractors	10,000.00
5690 State Assessment - MWRA	Preliminary assmt released 2/8/23 is 8.6% over last year's final assmt of $11,044,210; final assmts are to be released in June 2023	945,775.00
5876 Hydrants	Manufacturing costs have driven hydrants up 25-30% higher/supply chain issues	50,000.00
Meter Read, Repair & Install 610-454-5400		
5543 Meters & Parts	Meter prices have increased dramatically due to commodity price increases & higher delivery costs	40,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	737,995.54	872,217.90	959,357.00	646,434.40	887,609.45	1,057,985.00	83,628.00	1,042,985.00	1,042,985.00
General Expenses	369,156.94	372,137.55	473,550.00	345,021.83	473,550.00	550,000.00	50,000.00	523,550.00	523,550.00
Equipment & Unusual	10,297,472.52	10,530,710.98	11,474,210.00	6,944,115.34	11,497,861.40	12,534,985.00	980,775.00	12,454,985.00	12,454,985.00
Total Operating Budget	**11,404,625.00**	**11,775,066.43**	**12,907,117.00**	**7,935,571.57**	**12,859,020.85**	**14,142,970.00**	**1,114,403.00**	**14,021,520.00**	**14,021,520.00**

SEWER OPERATIONS & MAINTENANCE

STATEMENT OF OBJECTIVES:

Sewer Operations and Maintenance is responsible for maintaining, repairing and operating the City's wastewater collection system, which includes the sewer mains and manholes, the six sewer pump stations located within the City, and miscellaneous system appurtenances. Sewer O&M Department also maintains and repairs the City's drainage system, cleans roughly 1/3 of the catch basins in the city annually, provides markouts of the sewer/drain infrastructure for contractors, utility companies and municipal departments excavating within the City; Sewer O&M is responsible for maintenance work related to the City's compliance with the Administrative Consent Order from Mass DEP relative to SSO's (Sanitary Sewer Overflows) and with the Administrative Order from the EPA relative to illicit discharges in the drain system; Sewer O&M also responds to sewer stoppages and other emergency service calls 24 hours per day, 7 days per week.

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	198,077	264,717
Pension Administration	18,527	27,812
Medical & Life Insurance	222,277	289,110
Heat, Light, Water	23,373	25,948
Building Repair & Maintenance	49,328	40,544
Building Insurance	1,957	1,931
Motor Vehicle Insurance	1,886	2,008
Motor Vehicle Maint & Repair	39,400	39,102
Workers Compensation	98,910	
Other Dept Allocations	1,438,509	1,805,237
Total	$2,092,244	$2,496,409

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Sewer Stoppages Main	68	72	70
Sewer Stoppages Laterals/Svc Lines	105	125	120
Sewer Main Repairs	4	13	10
Sewer Lateral Repairs/Relays	55	79	70
Drain Mains Repaired	1	7	5
Sanitary Sewer Overflows - #	5	7	5
Sewer Overtime - # of Calls	383	60	500
Sewer Overtime - Man-hours	1,775	2,302	2,000

SEWER OPERATIONS & MAINTENANCE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	LAB	*Working Foreman I	10-6 (L11)			1	75,151	57,406.45	75,151.00	1	81,519		1	81,519	81,519
2.	LAB	*Working Foreman I	10-6			1	68,319	52,187.64	68,319.00	1	73,644		1	73,644	73,644
3.	LAB	*Working Foreman I	10-1			1	57,242		14,310.50	1	61,821		1	61,821	61,821
4.	LAB	*Working Foreman I/Video Insp	10-1			1	57,242		14,310.50	1	61,821		1	61,821	61,821
5.	LAB	*S M E O	9-6 (L9)			1	70,470	53,873.70	70,470.00	1	76,375		1	76,375	76,375
6.	LAB	*S M E O	9-6 (L8)			1	65,250	38,354.01	53,875.00	1	71,250		1	71,250	71,250
7.	LAB	*S M E O	9-6 (L8)			1	65,250	49,870.70	65,250.00	1	73,407		1	73,407	73,407
8.	LAB	*S M E O	9-6			1	65,024	49,438.25	65,024.00	1	70,366		1	70,366	70,366
9.	LAB	*S M E O Nights	9-6			1	69,165	49,919.58	69,165.00	1	74,588		1	74,588	74,588
10.	LAB	*Pump Station Operator	9-6 (L11)			1	72,428	55,356.50	72,428.00	1	78,106		1	78,106	78,106
11.	LAB	*H M E O	8-6			1	59,178	44,623.20	59,178.00	1	66,953		1	66,953	66,953
12.	LAB	H M E O Nights	8-4			1	66,022	23,489.90	56,816.65	1	64,080		1	64,080	64,080
13.	LAB	*M E O	7-6			1	55,675	42,159.67	55,675.00	1	62,680		1	62,680	62,680
14.	LAB	*Laborer	6-3			1	47,688	36,538.07	47,688.00	1	53,667		1	53,667	53,667
		Subtotal		**14**	**569,063.25**	**14**	**894,104**	**553,217.67**	**787,660.65**	**14**	**970,277**		**14**	**970,277**	**970,277**

Summary of Changes

Adjustments to FY 2023 Positions				***Explanation***
Step Raises/Longevity/Contract Settlement included in * position salary			78,115	
LAB	H M E O Nights	8-4	(1,942)	Internal promotion - replaced at lower step
New Positions				
Subtotal				

Subtotal								**0**	**0**	**0**	**0**
Grand Total	**14**	**569,063.25**	**14**	**894,104**	**553,217.67**	**787,660.65**	**14**	**970,277**	**14**	**970,277**	**970,277**

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 600-440-5100									
5112 Wages - Full Time	570,982.31	569,063.25	894,104.00	553,217.67	787,660.65	970,277.00	76,173.00	970,277.00	970,277.00
5131 Overtime	82,797.01	92,027.95	80,000.00	90,198.24	97,000.00	90,000.00	10,000.00	90,000.00	90,000.00
5135 Standby	40,947.71	40,994.92	40,000.00	31,517.45	41,000.00	40,000.00	0.00	40,000.00	40,000.00
5195 Buyback Sick Time	34,088.43	36,075.00	10,000.00	4,347.32	4,162.50	10,000.00	0.00	10,000.00	10,000.00
General Expenses 600-440-5200			471,100.00			551,100.00	50,000.00	521,100.00	521,100.00
5211 Heat	2,204.11	4,153.08		3,268.65	4,500.00				
5213 Light	33,761.76	56,086.77		30,855.94	32,000.00				
5231 Water	2,368.36	2,783.02		1,298.64	2,100.00				
5241 Equipment Repair/Maint	80,022.55	39,540.25		39,157.49	42,000.00				
5244 Motor Equipment Repair/Maint	68,608.28	36,465.84		48,404.80	48,500.00				
5245 Building/Grounds Maint	376.00	1,085.54							
5248 Computer Software/License	2,015.50	11,177.00		5,669.40	5,700.00				
5261 W/S Infrastructure Repair/Maint	29,589.53	48,885.70		89,529.80	138,400.00				
5276 Truck/ Equipment Rental		25,000.00		2,932.32	3,000.00				
5303 Engineering Services/ Consulting		460.00							
5307 Public Safety Service	2,320.00			4,491.00	9,800.00				
5312 Training	3,031.00	2,856.00		1,643.00	3,000.00				
5340 Communication	6,160.86	5,914.30		5,946.75	6,000.00				
5425 Software License		2,750.00		2,750.00	2,750.00				
5431 Paint Supplies	63.55	845.55		2,470.52	3,500.00				
5450 Custodial Supplies	36,840.64	44,462.58		26,782.94	36,500.00				
5460 Groundskeeping Supplies	3,443.00	53.97		2,970.23	3,500.00				
5500 Medical Supplies	328.02	723.75		641.81	750.00				
5538 Street/Sidewalk Materials	36,325.77	41,719.22		44,319.18	63,500.00				
5539 Castings & Pipes	19,548.34	17,467.96		20,931.87	28,500.00				
5581 Clothing, Gloves, Shoes	8,827.22	9,027.90		12,776.93	12,400.00				
5587 Tools	8,639.37	10,580.85		19,755.75	18,000.00				
5733 Licenses		10,844.04		8,429.93	6,700.00				
Equipment & Unusual 600-440-5400									
5394-41 Catch Basin Cleaning	23,002.89	15,339.71	45,000.00	5,984.49	45,000.00	45,000.00	0.00	45,000.00	45,000.00
5394-43 Contaminated Soils	11,480.00	7,082.50	25,000.00		22,500.00	25,000.00	0.00	25,000.00	25,000.00
5394-45 Disposal of Trench Tailings	101,232.57	86,877.76	105,000.00	74,426.91	105,000.00	115,000.00	10,000.00	115,000.00	115,000.00
5394-49 Service Repairs	39,341.55	29,596.48	95,000.00	102,797.48	103,000.00	100,000.00	5,000.00	100,000.00	100,000.00
5690 State Assessment - MWRA	13,972,854.00	14,299,920.00	14,909,243.00	8,872,341.60	14,787,237.00	15,019,139.00	109,896.00	15,019,139.00	15,019,139.00
5740 Insurance	7,500.00	5,892.66	7,500.00		5,900.00	7,500.00	0.00	7,500.00	7,500.00
5877 Safety Equipment	549.00	13,184.34	15,000.00	20,000.00	20,000.00	15,000.00	0.00	15,000.00	15,000.00
5879 Repair/Replacement Pump Station Equipment		20,015.00	100,000.00	56,374.19	100,000.00	100,000.00	0.00	100,000.00	100,000.00

SEWER OPERATIONS & MAINTENANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel	728,815.46	738,161.12	1,024,104.00	679,280.68	929,823.15	1,110,277.00	86,173.00	1,110,277.00	1,110,277.00
General Expenses	344,473.86	372,883.32	471,100.00	375,026.95	471,100.00	551,100.00	50,000.00	521,100.00	521,100.00
Equipment & Unusual	14,155,960.01	14,477,908.45	15,301,743.00	9,131,924.67	15,188,637.00	15,426,639.00	124,896.00	15,426,639.00	15,426,639.00
Total Operating Budget	**15,229,249.33**	**15,588,952.89**	**16,796,947.00**	**10,186,232.30**	**16,589,560.15**	**17,088,016.00**	**261,069.00**	**17,058,016.00**	**17,058,016.00**

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5131 Overtime	Expected overtime trending higher due to service and main stoppages as well as repairs	10,000.00
General Expenses 600-440-5200		
5211 Heat	Increased costs passed on by heating utility companies (heating oil/natural gas) - servicing the sewer pump stations	2,500.00
5213 Light	Increased costs of electricity for power generation and delivery to sewer pump stations	7,500.00
5244 Motor Equipment Repair/Maint	Maintenance and repair costs for specialty equipment increased (vactor truck/clam truck/excavator)	10,000.00
5261 W/S Infrastructure Repair/Maint	Increased costs of root control svcs/sewer pumping/CCTV & cleaning service contracts	25,000.00
5538 Street/Sidewalk Materials	Infrastructure materials have increased dramatically due to higher delivery costs by truckers	15,000.00
5539 Castings & Pipes	The costs of PVC and other related sewer pipe materials have increased due to supply issues/global impacts	7,500.00
5587 Tools	Cost of tools has increased due to supply chain and other global economic factors	12,500.00
Equipment & Unusual 600-440-5400		
5394-45 Disposal of Trench Tailings	Contracted price is increasing by $1.00 per CY & more tailings are hauled out due to increased water & sewer repair projects by department crews	10,000.00
5394-49 Service Repairs	Contracted repairs are increasing due to higher operating costs of outside contractors	5,000.00
5690 State Assessment - MWRA	Preliminary assmt released 2/8/23 is 1.6% over last year's final assmt of $14,787,236; final assmts are to be released in June 2023	109,896.00

COST SUMMARY BY CLASSIFICATION

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. To be inclusive and welcoming to all seniors regardless of race, ethnicity, religion, and sexual orientation.

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	96,592	97,001
Pension Administration	8,814	9,988
Medical & Life Insurance	160,789	205,168
Heat, Light, Water	32,855	74,569
Building Repair & Maintenance	371,046	133,570
Building Insurance	4,122	4,068
Motor Vehicle Insurance	707	753
Motor Vehicle Maint & Repair	14,775	14,663
Workers Compensation	63,273	68,370
Total	$752,973	$608,150

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Number of Participants	2,819	2,839	2,859
Male / Female / Minority # of Participants	829/1787/203	834/1799/206	839/1791/208
Service Programs:	1,525	1,530	1,535
Minority Outreach	80	84	88
Offsite Outreach	25	30	40
Connections for Healthy Aging	57	58	60
Social/Recreation Programs:	678	680	682
Fitness Programs:	365	370	375
Transportation:	229	235	241
Meals Served Daily	80	82	82
Recipients Served Annually	161	163	164
Meals Served Annually	39,034	39,134	39,250
Total Revenue Meals on Wheels	$158,579	$175,000	$200,000
Total Revenue Programs	$41,859	$42,000	$42,500

City Funding: $977,244 State Funding: $37,500

COUNCIL ON AGING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Council on Aging Board				9	9,000	1,700.00	3,000.00	9	9,000		9	9,000	9,000
2.		*Council on Aging Director	16-6 (L9)			1	123,558	91,049.87	123,558.00	1	132,692		1	132,692	132,692
3.		*Social Worker/Outreach Worker	11-3			1	68,180	49,752.08	68,180.00	1	76,327		1	76,327	76,327
4.		*Administrative Assistant	10-6 (L11)			1	82,878	61,125.79	82,878.00	1	89,241		1	89,241	89,241
5.		*Meals Coordinator	9-6 (L9)			1	74,787	55,162.63	74,787.00	1	80,777		1	80,777	80,777
6.		*Office Coordinator	9-6 (L8)			1	74,787	53,188.99	74,787.00	1	80,591		1	80,591	80,591
7.	LAB	Bus Operator	8			1	51,219		0.00		0			0	0
8.		*Associate Office Assistant	7-6 (L8)			1	66,128	48,783.70	66,128.00	1	71,360		1	71,360	71,360
9.		Bus Operator PT	7				80,080	37,388.48	60,000.00		90,080			90,080	90,080
		Subtotal		**16**	**486,917.07**	**16**	**630,617**	**398,151.54**	**553,318.00**	**15**	**630,068**		**15**	**630,068**	**630,068**

Summary of Changes

Adjustments to FY 2023 Positions				***Explanation***							
	Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		40,670								
LAB	Bus Operator	8	(51,219)	Not requested							
	Bus Operator PT	7	10,000	Increased hours to compensate for decreased taxi services							
New Positions											
	Social Worker/Outreach Worker	11-1		The demand for these services has grown exponentially			1	71,636		0	0
				Mayor: No new positions							
	Subtotal						**1**	**71,636**		**0**	**0**
	Grand Total				**16**	**486,917.07**	**16**	**630,617**	**398,151.54**	**553,318.00**	**16**	**701,704**		**15**	**630,068**	**630,068**

COUNCIL ON AGING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-541-5100									
5111 Salaries - Full Time	412,255.06	454,129.80	490,318.00	359,063.06	490,318.00	602,624.00	40,670.00	530,988.00	530,988.00
5112 Wages - Full Time	485.74		51,219.00	0.00	0.00	0.00	(51,219.00)	0.00	0.00
5122 Wages - Part Time	19,834.21	27,587.27	80,080.00	37,388.48	60,000.00	90,080.00	10,000.00	90,080.00	90,080.00
5131 Overtime	10.93								
5194 Boards & Commissions		5,200.00	9,000.00	1,700.00	3,000.00	9,000.00	0.00	9,000.00	9,000.00
Receipt offset - Grant			(37,500.00)		(37,500.00)	(37,500.00)	0.00	(37,500.00)	(37,500.00)
General Expenses 001-541-5200			384,676.00			384,676.00	0.00	384,676.00	384,676.00
5192 Mileage	106.09	16.07		294.15	200.00				
5242 Office Equipment Repair/Maint	321.62	57.50		300.00	300.00				
5248 Computer Software/License	990.00	990.00		990.00	990.00				
5312 Training	64.00								
5342 Postage	550.00	550.00		550.00	550.00				
5343 Printing		138.00		69.00	138.00				
5381 Contract Labor / Instruction		2,000.00		1,903.00	2,000.00				
5420 Office Supplies	875.72	1,101.97		1,211.48	2,000.00				
5490 Food Supplies	77,020.48	173,080.01		152,200.83	185,000.00				
5581 Clothing, Gloves, Shoes									

Mayor: Working on new food program

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	432,585.94	486,917.07	593,117.00	398,151.54	515,818.00	664,204.00	(549.00)	592,568.00	592,568.00
General Expenses	79,927.91	177,933.55	384,676.00	157,518.46	191,178.00	384,676.00	0.00	384,676.00	384,676.00
Equipment & Unusual									
Total Operating Budget	**512,513.85**	**664,850.62**	**977,793.00**	**555,670.00**	**706,996.00**	**1,048,880.00**	**(549.00)**	**977,244.00**	**977,244.00**

DISABILITIES SERVICES COMMISSION

STATEMENT OF OBJECTIVES:
To address all disability issues and concerns within the City of Waltham and promote opportunities for citizens of all abilities. To receive and respond to various requests of disabled citizens by directing them to different organizations that may provide beneficial resources. To maintain a working relationship with City Officials in conjunction with meeting all regulatory requirements.

DESCRIPTION OF OUTPUT STATEMENT:
The Waltham Disability Services Commission is the first commission in the United States, awarded a police grant that focused on parking fines as a source of revenue for funding future improvements for the disabled community in Waltham. The current Waltham program serves as a model and has been replicated and implemented across the United States. The Commission strives to make Waltham more accessible for all disabled residents. We would like to take this opportunity to share with you some of the accomplishments the DSC has been able to bring to the City of Waltham and its disabled individuals. One aim is to continue to monitor the mandates issued by the Federal ADA Transition Plan. The plan is also required by the State and Waltham is moving forward in this area. Another area is offering knowledge and information in order to assist the disabled and City employees to be aware of accessibility issues and enhancements within our City. During the coming year the Disability Services Commission will continue to explore ways to advance Waltham in the accessibility of its buildings and public areas throughout the City.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
ADA Transition Plan (1)		$1,000	$1,000
WHS Scholarships (5 each)	$2,500	$2,500	$2,500
WSEPAC Special Education	$1,000	$1,000	$1,000

DISABILITIES SERVICES COMMISSION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Board Members				7	7,000	4,800.00	7,000.00	7	7,000		7	7,000	7,000
		Subtotal		**7**	**6,900.00**	**7**	**7,000**	**4,800.00**	**7,000.00**	**7**	**7,000**		**7**	**7,000**	**7,000**

Summary of Changes

Adjustments to FY 2023 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal										**0**	**0**		**0**	**0**	**0**
Grand Total				**7**	**6,900.00**	**7**	**7,000**	**4,800.00**	**7,000.00**	**7**	**7,000**		**7**	**7,000**	**7,000**

DISABILITIES SERVICES COMMISSION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-560-5100									
5194 Boards & Commissions	7,400.00	6,900.00	7,000.00	4,800.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses 001-560-5200									
5420 Office Supplies			190.00		190.00	190.00	(90.00)	100.00	100.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

Note: Benches to be installed on Moody Street and Main Street. Existing CPW bench inventory and DSC funds will be used.

COST SUMMARY BY CLASSIFICATION

Personnel	7,400.00	6,900.00	7,000.00	4,800.00	7,000.00	7,000.00	0.00	7,000.00	7,000.00
General Expenses	0.00	0.00	190.00	0.00	190.00	190.00	(90.00)	100.00	100.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	**7,400.00**	**6,900.00**	**7,190.00**	**4,800.00**	**7,190.00**	**7,190.00**	**(90.00)**	**7,100.00**	**7,100.00**

EMERGENCY MANAGEMENT

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	7,722	7,688
Pension Administration	635	720
Medical & Life Insurance	13,144	13,466
Heat, Light, Water	22,393	22,141
Building Repair & Maintenance	45,616	32,968
Building Insurance	1,417	1,399
Motor Vehicle Insurance	472	753
Motor Vehicle Maint & Repair	9,850	14,663
Total	$101,249	$93,798

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
District Coordinators	1	1	2
Total Grants Received	$25,600	$25,600	$30,600
FEMA Reimbursement-Disasters	$0	$189,168	$0
Total Receipts	$25,600	$214,768	$30,600

EMERGENCY MANAGEMENT

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Environmental Specialist (PT 19 hrs)	16-6			1	62,596	45,065.70	62,596.00	1	67,171		1	67,171	67,171
2.		Director of Emergency Mgmt PT				1	10,000	7,342.44	10,000.00	1	10,000		1	10,000	10,000
3.		Environmental Committee Chairperson					10,000	7,342.43	10,000.00		10,000			10,000	10,000
		Subtotal		2	82,347.01	2	82,596	59,750.57	82,596.00	2	87,171		2	87,171	87,171

Summary of Changes

Adjustments to FY 2023 Positions

Explanation

Step Raises/Longevity/Compensation Ordinance 4,575
included in * position salary

New Positions

Subtotal									0	0		0	0	0
Grand Total	2	82,347.01	2	82,596	59,750.57	82,596.00	2	87,171		2	87,171	87,171

EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-291-5100									
5111 Salaries - Full Time									
5121 Salaries - Part Time	81,044.00	82,347.01	82,596.00	59,750.57	82,596.00	87,171.00	4,575.00	87,171.00	87,171.00
General Expenses 001-291-5200			5,400.00			7,225.00	1,400.00	6,800.00	6,800.00
5192 Mileage	68.88	139.23			100.00				
5241 Equipment Repair/Maint	404.99	2,089.68		874.62	2,500.00				
5312 Training					100.00				
5313 Training (Environmental)		133.50			100.00				
5420 Office Supplies	543.06				100.00				
5421 Office Supplies (Environmental)	60.26	67.26			100.00				
5470 Public Safety Supplies	3,451.32	2,341.58		250.50	1,100.00				
EOC/Media Room Equipment Repair					1,300.00				
Equipment & Unusual 001-291-5400									
5300 Environmental Mitigation/Assessment			2,500.00		2,500.00	2,500.00	0.00	2,500.00	2,500.00
5310 Environmental Services	2,077.50	29,954.93	1,600.00	999.00	1,600.00	1,600.00	0.00	1,600.00	1,600.00
5384 Fuel Tank Testing	2,300.00	3,700.00	2,300.00	2,300.00	2,300.00	2,400.00	100.00	2,400.00	2,400.00
5850 Safety Equipment			1,400.00	55.32	1,400.00	1,400.00	0.00	1,400.00	1,400.00
Special Items 001-291-5500									
5190 Uniform	400.00	400.00	400.00	400.00	400.00	400.00	0.00	400.00	400.00

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

EMERGENCY MANAGEMENT

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
General Expenses 001-291-5200		
EOC/Media Room Equipment Repair	EOC/Media Room Equipment Repair - ongoing support for 5 months per vendor quote	1,825.00
5384 Fuel Tank Testing	Price per vendor quote	100.00

COST SUMMARY BY CLASSIFICATION

Personnel	81,044.00	82,347.01	82,596.00	59,750.57	82,596.00	87,171.00	4,575.00	87,171.00	87,171.00
General Expenses	4,528.51	4,771.25	5,400.00	1,125.12	5,400.00	7,225.00	1,400.00	6,800.00	6,800.00
Equipment & Unusual	4,377.50	33,654.93	7,800.00	3,354.32	7,800.00	7,900.00	100.00	7,900.00	7,900.00
Special Items	400.00	400.00	400.00	400.00	400.00	400.00	0.00	400.00	400.00
Total Operating Budget	**90,350.01**	**121,173.19**	**96,196.00**	**64,630.01**	**96,196.00**	**102,696.00**	**6,075.00**	**102,271.00**	**102,271.00**

ENGINEERING

STATEMENT OF OBJECTIVES:

The mission of the Engineering department is to plan, design, and construct water, sewer and drain improvements in accordance with State and Federal guidelines, to continue the effective review and processing of permit applications, and to provide support services to all departments and engineering advice to the Director of Public Works, Legal, the Mayor's Office and to City Council. In addition, assure compliance with City regulatory requirements related to Illicit Detection and Elimination, Stormwater MS4, Sewer Infiltration and Inflow, the Sewer Bank, and the FOG program.

DESCRIPTION OF OUTPUT STATEMENT:

To implement the Department's Capital Improvement Program, provide construction engineering and oversight on all public projects, and to maintain the integrity of the Water-Sewer-Drain systems by analyzing and planning for future CIP requirements. In addition, plan and develop projects to meet required regulatory requirements and review of permits and development submittals.

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 2021	FY 2022
Pension-Contributory/FICA	266,598	265,433
Pension Administration	25,350	28,727
Medical & Life Insurance	228,139	226,698
Heat, Light, Water	8,241	8,512
Building Repair & Maintenance	22,620	28,882
Building Insurance	472	676
Motor Vehicle Insurance	685	502
Motor Vehicle Maint & Repair	9,850	9,776
Total	$561,955	$569,206

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Project Design Administration	18	10	10
Projects Designed	7	7	8
Engineering Services During Construction	10	15	12
Compliance Reports	8	8	8
Major Development Applications	10	10	10
Permit Applications	342	350	350
Plans/Project Submittals	58	60	60
Requests for Information - (Records Request, Legal Requests, Resident Issues, Betterments, Grant of Locations)	118	120	120
Stormwater BMP Compliance (Locations)	0	0	120

ENGINEERING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*City Engineer	20-4			1	129,322	95,006.70	129,322.00	1	144,115		1	144,115	144,115
2.	SPMG	*Jr. Civil Engineer	14-6			1	98,712	72,479.07	98,712.00	1	98,712		1	106,033	106,033
3.	SPMG	*Gen Construction Inspector	13-6 (L10)			1	101,947	74,854.31	101,947.00	1	101,947		1	109,560	109,560
4.		Administrative Assistant	10-1			1	82,132	135.01	135.01	1	67,147		1	67,147	67,147
5.		Co-op Student					36,400	21,992.50	20,102.50		36,400			36,400	36,400
6.		Part Time				0.5	54,003	39,463.85	54,003.00	0.5	54,003		0.5	54,003	54,003
		Subtotal		**5.5**	**475,588.51**	**4.5**	**502,516**	**303,931.44**	**404,221.51**	**4.5**	**502,324**		**4.5**	**517,258**	**517,258**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***
Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		29,727	
Administrative Assistant	10-1	(14,985)	New employee to be hired at lower step

New Positions

Subtotal							**0**	**0**		**0**	**0**	**0**
Grand Total	**5.5**	**475,588.51**	**4.5**	**502,516**	**303,931.44**	**404,221.51**	**4.5**	**502,324**		**4.5**	**517,258**	**517,258**

ENGINEERING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-410-5100									
5111 Salaries - Full Time	399,441.95	407,711.79	412,113.00	242,475.09	330,116.01	411,921.00	14,742.00	426,855.00	426,855.00
5121 Salaries - Part Time	62,666.27	67,876.72	90,403.00	61,456.35	74,105.50	90,403.00	0.00	90,403.00	90,403.00
5131 Overtime	228.67	2,734.36	2,500.00	3,140.88	3,300.00	7,500.00	5,000.00	7,500.00	7,500.00
General Expenses 001-410-5200			78,500.00			78,500.00	(8,500.00)	70,000.00	70,000.00
5192 Mileage					100.00				
5242 Office Equipment Repair/Maint	3,442.09	2,775.34		2,305.94	2,400.00				
5248 Computer Software/License		3,822.00		5,171.39	5,200.00				
5303 Engineer Services /Consultants	912.50	22,345.00		24,628.33	37,250.00				
5312 Training	7,136.00			1,495.83	1,500.00				
5340 Communication	1,720.86	1,873.92		1,043.73	1,400.00				
5341 Advertising	109.44	238.78			200.00				
5342 Postage	426.22	3,175.53		416.71	500.00				
5343 Printing	69.00	1,833.70		4,759.19	7,450.00				
5387 Weather Service				15,000.00	16,000.00				
5420 Office Supplies	2,556.31	3,663.33		1,156.58	3,500.00				
5424 Computer Supplies		1,335.42		841.30	1,000.00				
5581 Clothing, Gloves	1,010.63	976.66		600.00	1,200.00				
5730 Dues	300.00	233.53		80.00	400.00				
5733 Licenses					400.00				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5131 Overtime	Increase for amount of OT needed for the oversight of engineering projects by inhouse staff, and water, sewer and drain inspections of large and small developments	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	462,336.89	478,322.87	505,016.00	307,072.32	407,521.51	509,824.00	19,742.00	524,758.00	524,758.00
General Expenses	17,683.05	42,273.21	78,500.00	57,499.00	78,500.00	78,500.00	(8,500.00)	70,000.00	70,000.00
Equipment & Unusual									
Total Operating Budget	**480,019.94**	**520,596.08**	**583,516.00**	**364,571.32**	**486,021.51**	**588,324.00**	**11,242.00**	**594,758.00**	**594,758.00**

WATER & SEWER BILLING & COMPLIANCE

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of times billed/year:			
Residential	4	4	4
Commercial	12	12	12
Billion Gallons Per Year	2.4604	2.6951	2.3500
Number of Accounts	14,333	14,350	14,400
Number of Bills Sent out annually	60,502	60,750	60,800

WATER & SEWER BILLING & COMPLIANCE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Administrative Assistant	10-6 (L9)			1	81,385	60,024.38	81,385.00				1	87,633	87,633
2.		*Administrative Assistant	10-3			1	62,436	45,468.39	62,436.00	1	69,958		1	69,958	69,958
3.		*Principal Off Asst (PT 19 hrs)	8-6			0.5	35,764	25,761.98	35,764.00	0.5	38,567		0.5	38,567	38,567
		Subtotal		**2.5**	**184,461.38**	**2.5**	**179,585**	**131,254.75**	**179,585.00**	**1.5**	**108,525**		**2.5**	**196,158**	**196,158**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***						
Step Raises/Longevity/Compensation Ordinance included in * position salary		16,573							
Executive Assistant	12-5 (L9)	16,583	Promote Administrative Assistant (Grade 10-6 L9) to Executive Assistant (Grade 12-5 L9). Commensurate with job duties and supervisory responsibilities	1	97,968			0	0
			Mayor: No new positions						
New Positions									
Subtotal				**1**	**97,968**		**0**	**0**	**0**
Grand Total				**2.5**	**184,461.38**	**2.5**	**179,585**	**131,254.75**	**179,585.00**	**2.5**	**206,493**		**2.5**	**196,158**	**196,158**

WATER & SEWER BILLING & COMPLIANCE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 610-451-5100									
5111 Salaries - Full Time	161,898.98	149,691.95	143,821.00	105,492.77	143,821.00	167,926.00	13,770.00	157,591.00	157,591.00
5121 Salaries - Part Time	35,036.88	34,769.43	35,764.00	25,761.98	35,764.00	38,567.00	2,803.00	38,567.00	38,567.00
General Expenses 610-451-5200			73,000.00			79,050.00	2,000.00	75,000.00	75,000.00
5242 Office Equipment Repair/Maint	1,331.01	737.10		945.37	1,750.00				
5246 Communication Equip Repair/Maint	4,351.98	4,587.00			5,500.00				
5248 Computer Software/License	5,549.82	6,540.90		3,600.00	6,800.00				
5342 Postage	33,916.62	35,537.68		30,490.67	42,650.00				
5343 Printing	11,638.48	12,027.33		6,965.36	15,500.00				
5420 Office Supplies	623.94	700.81		494.54	800.00				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 610-451-5200		
5246 Communication Equip Repair/Maint	To cover increased cost of maintenance of Mueller MCM communications equipment	1,000.00
5248 Computer Software/License	Increased cost of support programs (Sensus Meter Reading & Meganet MCM)	700.00
5342 Postage	Postage charges increased as of 1/1/2023 by USPS .531 per piece (bulk rate)	2,350.00
5343 Printing	Increase printing costs for water bills/envelopes/public information brochures	2,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	196,935.86	184,461.38	179,585.00	131,254.75	179,585.00	206,493.00	16,573.00	196,158.00	196,158.00
General Expenses	57,411.85	60,130.82	73,000.00	42,495.94	73,000.00	79,050.00	2,000.00	75,000.00	75,000.00
Equipment & Unusual									
Total Operating Budget	**254,347.71**	**244,592.20**	**252,585.00**	**173,750.69**	**252,585.00**	**285,543.00**	**18,573.00**	**271,158.00**	**271,158.00**

ENGINEERING
WATER ADMINISTRATION

STATEMENT OF OBJECTIVES:

The mission of Water Administration Department is to provide support to the Engineering Department and the Water, Sewer and Drain Division of CPW through Operating Budget Management and tracking of invoice processing, oversight of the bid process and contracts for supplies and services fundamental to the daily functions of both departments, and providing inspectional services of new and repaired water, sewer and drain/stormwater utilities throughout the City; the Engineering Water Administration employees also provide contract management of Engineering CIP projects, oversight and management of the Engineering Capital Improvement Plan Budget, and CIP contract requisition review and pay application processing; Daily oversight of department functions and design of utility projects is also provided by employees of the Engineering Water Admin Dept.

DESCRIPTION OF OUTPUT STATEMENT:

To provide efficient and expeditious management of Capital Improvement Program projects, conduct construction inspections in a consistent and professional manner, as well as to provide the utmost customer service in the course of carrying out all general responsibilities.

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 2021	FY 2022
Pension-Contributory/FICA	377,660	272,937
Pension Administration	34,407	27,812
Medical & Life Insurance	537,788	482,385
Heat, Light, Water	23,373	25,948
Building Repair & Maintenance	65,222	51,811
Building Insurance	726	716
Motor Vehicle Insurance	4,244	4,768
Motor Vehicle Maint & Repair	88,649	92,868
Workers Compensation	1,712	
Other Dept Allocations	675,043	942,239
Total	$1,808,824	$1,901,484

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Purchase Orders Managed	115	135	140
Accounts Payable Invoices	1,334	1,430	1,450
Procurement Bids Managed	18	23	25

ENGINEERING
WATER ADMINISTRATION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Business Manager	15-6 (L9)			0.5	57,222	42,069.84	57,222.00	0.5	61,765		0.5	61,765	61,765
2.	SPMG	*Jr. Civil Engineer	14-3			1	84,494	61,795.32	84,494.00	1	87,699		1	94,292	94,292
3.	SPMG	*Jr. Civil Engineer	14-2			1	81,909	34,558.92	56,663.10	1	84,236		1	90,599	90,599
4.	SPMG	*Jr. Civil Engineer	14-2			1	81,909		20,420.00	1	82,943		1	88,946	88,946
5.	SPMG	*Code Enforcement Inspector	12-6 (L11)			1	94,242	68,467.82	94,242.00	1	96,597		1	103,865	103,865
6.		*Principal Office Assistant	8-6 (L8)			1	70,000	49,142.93	67,794.61	1	75,488		1	75,488	75,488
7.		Co-op Student					36,400	8,600.00	26,800.00		36,400			36,400	36,400
		Subtotal		**3.5**	**288,095.76**	**5.5**	**506,176**	**264,634.83**	**407,635.71**	**5.5**	**525,128**		**5.5**	**551,355**	**551,355**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***
Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary	45,179	

New Positions

Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total				**3.5**	**288,095.76**	**5.5**	**506,176**	**264,634.83**	**407,635.71**	**5.5**	**525,128**		**5.5**	**551,355**	**551,355**

ENGINEERING
WATER ADMINISTRATION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 610-450-5100									
5111 Salaries - Full Time	217,310.97	282,968.26	469,776.00	256,034.83	380,835.71	488,728.00	45,179.00	514,955.00	514,955.00
5121 Salaries - Part Time	2,240.00	5,127.50	36,400.00	8,600.00	26,800.00	36,400.00	0.00	36,400.00	36,400.00
5131 Overtime	696.96	8,958.67	7,500.00	3,130.21	5,110.00	7,500.00	0.00	7,500.00	7,500.00
General Expenses 610-450-5200			46,350.00			46,350.00	(15,000.00)	31,350.00	31,350.00
5303 Engineer Services /Consultants		6,650.00			40,000.00				
5312 Training		745.81		1,554.83	3,000.00				
5581 Clothing, Gloves, Shoes	300.00	600.00		900.00	2,100.00				
5733 Licenses	0.20	153.53		164.20	1,250.00				
Equipment & Unusual 610-450-5400									
6471 Survey Equipment		21,728.00							

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	220,247.93	297,054.43	513,676.00	267,765.04	412,745.71	532,628.00	45,179.00	558,855.00	558,855.00
General Expenses	300.20	8,149.34	46,350.00	2,619.03	46,350.00	46,350.00	(15,000.00)	31,350.00	31,350.00
Equipment & Unusual	0.00	21,728.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	**220,548.13**	**326,931.77**	**560,026.00**	**270,384.07**	**459,095.71**	**578,978.00**	**30,179.00**	**590,205.00**	**590,205.00**

FIRE

STATEMENT OF OBJECTIVES:

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

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

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

INDIRECT COSTS

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	6,594,105	6,754,949
Pension Administration	616,788	717,153
Medical & Life Insurance	6,555,732	6,686,106
Heat, Light, Water	136,310	147,856
Building Repair & Maintenance	249,853	136,059
Building Insurance	9,355	9,232
Motor Vehicle Insurance	5,423	7,027
Motor Vehicle Maint & Repair	113,274	136,858
Total	$14,280,840	$14,595,240

OUTPUT MEASURES

GENERAL SUPPORT

The overall direction of the department is administered by the Fire Chief along with his administrative staff whose functions are of a department-wide supportive or administrative nature. Included among these are management of personnel and fiscal matters, communications, maintenance of equipment and buildings, maintaining of fire records, training safety, and a number of small scale activities which are not readily assignable to other program elements within this department. The Fire Department is responsible for the ordinary maintenance of its own buildings and grounds. These buildings are occupied on a twenty-four hour basis and act as a living quarters for the employees of the department who are on duty at any given time.

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Personnel	162	166	176
Vehicles & Apparatus	22	22	25
Number of Buildings Maintained	6	6	6

FIRE PREVENTION & INVESTIGATION

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

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Other permits	898	1,000	1,100
Smoke alarm/carbon monoxide inspections	884	1,000	1,100
Oil burner permits and inspections	80 permits/54 insp	100	110
Propane permits installation/inspections	89	125	150
Schools - Nursing Homes - Day care	132 (by trucks)	135	140
Lodging house/hotels/theaters	139 (by trucks)	150	155
Building construction inspections	393	700	1,000
Facilities inspection/state license renewals	48	60	75
Fire drills	40	40	40
Drawings and plans reviewed	353	400	450
Liquor establishment inspections	81	85	100
Hydrant inspections	1,390	1,400	1,410
Tent plan reviews	52	60	70
Other inspections	54	60	75

FIRE FIGHTING & TRAINING

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

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Underground tank removals	8	9	10
Total calls	8,743	9,617	10,579
Total company responses	12,927	14,220	15,642
Total building fires	84	92	101
Other fires and electrical	120	132	145
Medical, rescue and pedestrian accidents	5,321	5,853	6,438
Other hazards, service calls and false alarms	3,081	3,389	3,728
Electrical problems	137	151	166

FIRE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Fire Chief	22-2 (L8.25) (CC 7.5)			1	225,171	223,052.45	225,171.00	1	214,995	1	214,995	214,995
2.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	153,646	128,041.93	160,145.00	1	165,260	1	165,260	165,260
3.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	152,408	125,337.06	158,855.00	1	164,023	1	164,023	164,023
4.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	152,408	125,499.84	158,855.00	1	164,023	1	164,023	164,023
5.	FIRE	*Deputy Chief	(L8.25) (CC 7.5)			1	152,408	122,673.95	158,855.00	1	164,023	1	164,023	164,023
6.	FIRE	*Deputy Chief - Training	(L8.25) (CC 7.5)			1	164,604	135,307.66	171,567.00	1	179,776	1	179,776	179,776
7.	FIRE	*Deputy Chief - Fire Prev	(L7.25) (CC 7.5)			1	162,985	132,832.73	169,879.00	1	178,007	1	178,007	178,007
8.	FIRE	*Captain	(L8.25) (CC 12.5)			1	136,127	112,953.35	141,885.00	1	146,496	1	146,496	146,496
9.	FIRE	*Captain	(L8.25) (CC 7.5)			1	129,612	106,635.62	135,095.00	1	139,485	1	139,485	139,485
10.	FIRE	*Captain	(L8.25) (CC 7.5)			1	129,612	107,613.19	135,095.00	1	139,485	1	139,485	139,485
11.	FIRE	*Captain	(L7.25) (CC 7.5)			1	128,337	103,471.79	133,766.00	1	138,112	1	138,112	138,112
12.	FIRE	*Captain	(L7.25) (CC 7.5)			1	125,467	102,102.12	130,774.00	1	138,112	1	138,112	138,112
13.	FIRE	*Captain	(L5) (CC 7.5)			1	125,467	104,166.84	130,774.00	1	135,024	1	135,024	135,024
14.	FIRE	*Captain	(L4) (CC 12.5)			1	130,204	109,392.15	135,712.00	1	140,122	1	140,122	140,122
15.	FIRE	*Captain	(L4) (CC 12.5)			1	124,192	108,080.74	129,445.00	1	140,122	1	140,122	140,122
16.	FIRE	*Captain	(L4) (CC 7.5)			1	124,192	102,711.81	129,445.00	1	133,652	1	133,652	133,652
17.	FIRE	*Captain	(L4) (CC 7.5)			1	129,612	98,135.33	135,095.00	1	133,652	1	133,652	133,652
18.	FIRE	*Captain - Training	(L7.25) (CC 7.5)			1	142,828	116,973.15	148,870.00	1	153,710	1	153,710	153,710
19.	FIRE	*Lieutenant	(L8.25) (CC 10)			1	113,062	98,196.23	117,845.00	1	121,669	1	121,669	121,669
20.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	110,295	91,978.83	114,960.00	1	118,691	1	118,691	118,691
21.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	110,295	91,330.60	114,960.00	1	118,691	1	118,691	118,691
22.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	110,295	91,067.88	114,960.00	1	118,691	1	118,691	118,691
23.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	110,295	91,558.87	114,960.00	1	118,691	1	118,691	118,691
24.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	110,295	91,500.90	114,960.00	1	118,691	1	118,691	118,691
25.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,209	90,641.77	113,829.00	1	118,691	1	118,691	118,691
26.	FIRE	*Lieutenant	(L8.25) (CC 7.5)			1	109,209	89,051.85	113,829.00	1	118,691	1	118,691	118,691
27.	FIRE	*Lieutenant	(L8.25) (CC 5)			1	107,536	86,792.54	113,629.00	1	115,723	1	115,723	115,723
28.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	102,048	86,725.09	106,365.00	1	117,523	1	117,523	117,523
29.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	109,209	88,812.77	113,629.00	1	117,523	1	117,523	117,523
30.	FIRE	*Lieutenant	(L7.25) (CC 7.5)			1	106,767	87,030.96	111,283.00	1	117,523	1	117,523	117,523
31.	FIRE	*Lieutenant	(L7.25)			1	101,105	80,687.97	105,382.00	1	108,802	1	108,802	108,802
32.	FIRE	*Lieutenant	(L7.25)			1	101,105	79,374.23	105,382.00	1	108,802	1	108,802	108,802
33.	FIRE	*Lieutenant	(L5) (CC 12.5)			1	111,984	90,649.61	116,721.00	1	120,509	1	120,509	120,509
34.	FIRE	*Lieutenant	(L5) (CC 10)			1	106,767	89,632.29	111,283.00	1	117,699	1	117,699	117,699
35.	FIRE	*Lieutenant	(L5) (CC 7.5)			1	106,767	86,113.34	111,283.00	1	114,895	1	114,895	114,895
36.	FIRE	*Lieutenant	(L5)			1	98,984	77,776.06	103,171.00	1	106,520	1	106,520	106,520
37.	FIRE	*Lieutenant	(L4) (CC 12.5)			1	110,798	92,287.94	115,485.00	1	119,233	1	119,233	119,233
38.	FIRE	*Lieutenant	(L4) (CC 12.5)			1	109,209	84,201.92	113,829.00	1	119,233	1	119,233	119,233
39.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	105,682	84,235.79	110,152.00	1	113,727	1	113,727	113,727
40.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	105,682	86,433.35	110,152.00	1	113,727	1	113,727	113,727
41.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	105,682	84,970.85	110,152.00	1	113,727	1	113,727	113,727
42.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	109,209	84,177.93	113,829.00	1	113,727	1	113,727	113,727
43.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	101,341	81,029.66	105,628.00	1	113,727	1	113,727	113,727
44.	FIRE	*Lieutenant	(L4) (CC 7.5)			1	101,341	83,876.06	105,628.00	1	113,727	1	113,727	113,727

FIRE

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	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
45.	FIRE	*Lieutenant	(L4)			1	98,042	76,568.54	102,189.00	1	105,505	1	105,505	105,505
46.	FIRE	*Lieutenant	(L4)			1	98,042	77,263.46	102,189.00	1	105,505	1	105,505	105,505
47.	FIRE	*Lieutenant	(L4)			1	94,271	74,010.20	98,259.00	1	105,505	1	105,505	105,505
48.	FIRE	*Lieutenant	(CC 7.5)			1	101,341	81,748.15	105,628.00	1	109,056	1	109,056	109,056
49.	FIRE	*Lieutenant - Training	(L8.25) (CC 7.5)			1	122,491	101,582.95	127,672.00	1	131,819	1	131,819	131,819
50.	FIRE	*Lieutenant - Fire Prev	(L7.25) (CC 7.5)			1	119,705	97,694.40	124,769.00	1	127,922	1	127,922	127,922
51.	FIRE	*Lieutenant - Fire Prev	(L7.25) (CC 7.5)			1	115,437	94,876.68	120,320.00	1	127,922	1	127,922	127,922
52.	FIRE	*Lieutenant - Fire Prev	(L5)			1	112,118	87,302.30	116,861.00	1	120,657	1	120,657	120,657
53.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	75,797.84	97,896.00	1	101,068	1	101,068	101,068
54.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	77,501.69	97,896.00	1	101,068	1	101,068	101,068
55.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	78,665.24	97,896.00	1	101,068	1	101,068	101,068
56.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	77,451.99	97,896.00	1	101,068	1	101,068	101,068
57.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	76,147.02	97,896.00	1	101,068	1	101,068	101,068
58.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	68,113.51	97,896.00	1	101,068	1	101,068	101,068
59.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	93,923	76,437.12	97,896.00	1	101,068	1	101,068	101,068
60.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	92,999	76,136.12	96,933.00	1	101,068	1	101,068	101,068
61.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	92,999	75,315.33	96,933.00	1	101,068	1	101,068	101,068
62.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	92,999	108,804.76	120,000.00	1	101,068	1	101,068	101,068
63.	FIRE	*Fire Fighter	(L8.25) (CC 7.5)			1	92,999	77,417.00	96,933.00	1	101,068	1	101,068	101,068
64.	FIRE	*Fire Fighter	(L8.25)			1	86,900	69,136.55	90,576.00	1	93,512	1	93,512	93,512
65.	FIRE	*Fire Fighter	(L8.25)			1	86,900	68,725.99	90,576.00	1	93,512	1	93,512	93,512
66.	FIRE	*Fire Fighter	(L8.25)			1	86,900	68,725.92	90,576.00	1	93,512	1	93,512	93,512
67.	FIRE	*Fire Fighter	(L8.25)			1	86,900	63,241.27	90,576.00	1	93,512	1	93,512	93,512
68.	FIRE	*Fire Fighter	(L8.25)			1	86,900	69,547.16	90,576.00	1	93,512	1	93,512	93,512
69.	FIRE	*Fire Fighter	(L8.25)			1	86,900	68,931.26	90,576.00	1	93,512	1	93,512	93,512
70.	FIRE	*Fire Fighter	(L8.25)			1	86,900	68,931.23	90,576.00	1	93,512	1	93,512	93,512
71.	FIRE	*Fire Fighter	(L7.25) (CC 12.5)			1	95,361	80,674.23	99,395.00	1	105,061	1	105,061	105,061
72.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	77,625.65	96,933.00	1	100,074	1	100,074	100,074
73.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	74,947.12	96,933.00	1	100,074	1	100,074	100,074
74.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	76,634.91	96,933.00	1	100,074	1	100,074	100,074
75.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	74,873.90	96,933.00	1	100,074	1	100,074	100,074
76.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	75,528.02	96,933.00	1	100,074	1	100,074	100,074
77.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	75,516.82	96,933.00	1	100,074	1	100,074	100,074
78.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	79,289.61	96,933.00	1	100,074	1	100,074	100,074
79.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	92,999	74,814.77	96,933.00	1	100,074	1	100,074	100,074
80.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	90,919	74,210.58	94,765.00	1	100,074	1	100,074	100,074
81.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	90,919	75,628.94	94,765.00	1	100,074	1	100,074	100,074
82.	FIRE	*Fire Fighter	(L7.25) (CC 7.5)			1	90,919	73,958.34	94,765.00	1	100,074	1	100,074	100,074
83.	FIRE	*Fire Fighter	(L7.25)			1	86,098	68,100.28	89,740.00	1	92,648	1	92,648	92,648
84.	FIRE	*Fire Fighter	(L7.25)			1	86,098	67,083.20	89,740.00	1	92,648	1	92,648	92,648
85.	FIRE	*Fire Fighter	(L7.25)			1	86,098	68,100.21	89,740.00	1	92,648	1	92,648	92,648
86.	FIRE	*Fire Fighter	(L7.25)			1	86,098	68,913.82	89,740.00	1	92,648	1	92,648	92,648
87.	FIRE	*Fire Fighter	(L7.25)			1	86,098	68,100.21	89,740.00	1	92,648	1	92,648	92,648
88.	FIRE	*Fire Fighter	(L7.25)			1	84,291	66,230.79	87,857.00	1	92,648	1	92,648	92,648
89.	FIRE	*Fire Fighter	(L7.25)			1	84,291	65,832.46	87,857.00	1	92,648	1	92,648	92,648
90.	FIRE	*Fire Fighter	(L7.25)			1	84,291	65,849.42	87,857.00	1	92,648	1	92,648	92,648

FIRE

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	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
91.	FIRE	*Fire Fighter	(L5) (CC 12.5)			1	95,361	79,805.14	99,395.00	1	102,617	1	102,617	102,617
92.	FIRE	*Fire Fighter	(L5) (CC 10)			1	93,138	78,022.10	97,078.00	1	100,224	1	100,224	100,224
93.	FIRE	*Fire Fighter	(L5) (CC 7.5)			1	90,919	75,826.18	94,765.00	1	97,836	1	97,836	97,836
94.	FIRE	*Fire Fighter	(L5) (CC 7.5)			1	90,919	74,183.91	94,765.00	1	97,836	1	97,836	97,836
95.	FIRE	*Fire Fighter	(L5) (CC 7.5)			1	90,919	74,528.25	94,765.00	1	97,836	1	97,836	97,836
96.	FIRE	*Fire Fighter	(L5) (CC 7.5)			1	90,919	74,144.11	94,765.00	1	97,836	1	97,836	97,836
97.	FIRE	*Fire Fighter	(L5)			1	84,291	65,633.28	87,857.00	1	90,704	1	90,704	90,704
98.	FIRE	*Fire Fighter	(L5)			1	84,291	66,230.73	87,857.00	1	90,704	1	90,704	90,704
99.	FIRE	*Fire Fighter	(L4) (CC 12.5)			1	94,352	77,195.64	96,343.00	1	101,530	1	101,530	101,530
100.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	89,995	72,283.00	93,802.00	1	96,842	1	96,842	96,842
101.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	89,995	72,811.14	93,802.00	1	96,842	1	96,842	96,842
102.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	89,995	72,689.03	93,802.00	1	96,842	1	96,842	96,842
103.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	89,995	72,326.66	93,802.00	1	96,842	1	96,842	96,842
104.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	89,995	74,589.29	93,802.00	1	96,842	1	96,842	96,842
105.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	89,995	73,435.70	93,802.00	1	96,842	1	96,842	96,842
106.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	86,298	69,125.93	89,948.00	1	96,842	1	96,842	96,842
107.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	86,298	68,653.22	89,948.00	1	96,842	1	96,842	96,842
108.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	86,298	68,265.52	89,948.00	1	96,842	1	96,842	96,842
109.	FIRE	*Fire Fighter	(L4) (CC 7.5)			1	86,298	70,124.74	89,948.00	1	96,842	1	96,842	96,842
110.	FIRE	*Fire Fighter	(L4)			1	83,489	66,188.69	87,021.00	1	89,840	1	89,840	89,840
111.	FIRE	*Fire Fighter	(L4)			1	83,489	65,202.42	87,021.00	1	89,840	1	89,840	89,840
112.	FIRE	*Fire Fighter	(L4)			1	83,489	65,202.55	87,021.00	1	89,840	1	89,840	89,840
113.	FIRE	*Fire Fighter	(L4)			1	80,278	62,454.96	83,674.00	1	89,840	1	89,840	89,840
114.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	76,017.03	94,132.00	1	97,183	1	97,183	97,183
115.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	72,979.49	94,132.00	1	97,183	1	97,183	97,183
116	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	76,699.97	94,132.00	1	97,183	1	97,183	97,183
117.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	73,140.47	94,132.00	1	97,183	1	97,183	97,183
118.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	76,150.74	94,132.00	1	97,183	1	97,183	97,183
119.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	74,742.27	94,132.00	1	97,183	1	97,183	97,183
120.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	73,761.15	94,132.00	1	97,183	1	97,183	97,183
121.	FIRE	*Fire Fighter	(CC 12.5)			1	90,312	73,962.67	94,132.00	1	97,183	1	97,183	97,183
122.	FIRE	*Fire Fighter	(CC 10)			1	88,305	71,617.54	92,040.00	1	95,024	1	95,024	95,024
123.	FIRE	*Fire Fighter	(CC 10)			1	88,305	70,051.60	92,040.00	1	95,024	1	95,024	95,024
124.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	68,123.72	89,948.00	1	92,864	1	92,864	92,864
125.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	69,292.17	89,948.00	1	92,864	1	92,864	92,864
126.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	68,843.24	89,948.00	1	92,864	1	92,864	92,864
127.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	68,337.66	89,948.00	1	92,864	1	92,864	92,864
128.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	69,498.29	89,948.00	1	92,864	1	92,864	92,864
129.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	69,951.17	89,948.00	1	92,864	1	92,864	92,864
130.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	68,703.42	89,948.00	1	92,864	1	92,864	92,864
131.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	65,103.35	89,948.00	1	92,864	1	92,864	92,864
132.	FIRE	*Fire Fighter				1	80,278	62,454.91	83,674.00	1	86,385	1	86,385	86,385
133.	FIRE	*Fire Fighter				1	80,278	62,265.28	83,674.00	1	86,385	1	86,385	86,385
134.	FIRE	*Fire Fighter				1	80,278	60,905.70	83,674.00	1	86,385	1	86,385	86,385
135.	FIRE	*Fire Fighter				1	80,278	58,565.08	83,674.00	1	86,385	1	86,385	86,385
136.	FIRE	*Fire Fighter				1	80,278	60,405.31	83,674.00	1	86,385	1	86,385	86,385
137.	FIRE	*Fire Fighter				1	80,278	60,766.30	83,674.00	1	86,385	1	86,385	86,385

FIRE

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	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
138.	FIRE	*Fire Fighter				1	80,278	60,530.65	83,674.00	1	86,385	1	86,385	86,385
139.	FIRE	*Fire Fighter				1	80,278	61,885.89	83,674.00	1	86,385	1	86,385	86,385
140.	FIRE	*Fire Fighter				1	80,278	62,075.57	83,674.00	1	86,385	1	86,385	86,385
141.	FIRE	*Fire Fighter				1	80,278	62,075.57	83,674.00	1	86,385	1	86,385	86,385
142.	FIRE	*Fire Fighter				1	80,278	62,265.23	83,674.00	1	86,385	1	86,385	86,385
143.	FIRE	*Fire Fighter				1	80,278	60,937.53	83,674.00	1	86,385	1	86,385	86,385
144.	FIRE	*Fire Fighter				1	80,278	62,075.55	83,674.00	1	86,385	1	86,385	86,385
145.	FIRE	*Fire Fighter				1	80,278	62,075.56	83,674.00	1	86,385	1	86,385	86,385
146.	FIRE	*Fire Fighter				1	80,278	62,454.91	83,674.00	1	86,385	1	86,385	86,385
147.	FIRE	*Fire Fighter				1	80,278	62,265.26	83,674.00	1	86,385	1	86,385	86,385
148.	FIRE	*Fire Fighter				1	80,278	60,410.68	83,674.00	1	86,385	1	86,385	86,385
149.	FIRE	*Fire Fighter				1	80,278	61,273.79	83,674.00	1	86,385	1	86,385	86,385
150.	FIRE	*Fire Fighter				1	80,278	60,343.12	83,674.00	1	86,385	1	86,385	86,385
151.	FIRE	*Fire Fighter				1	80,278	61,082.69	83,674.00	1	86,385	1	86,385	86,385
152.	FIRE	*Fire Fighter				1	80,278	60,127.68	83,674.00	1	86,385	1	86,385	86,385
153.	FIRE	*Fire Fighter				1	80,278	61,263.33	83,674.00	1	86,385	1	86,385	86,385
154.	FIRE	*Fire Fighter				1	80,278	61,263.23	83,674.00	1	86,385	1	86,385	86,385
155.	FIRE	*Fire Fighter	(CC 7.5)			1	90,919	10,864.76	34,864.00	1	91,819	1	91,819	91,819
156.	FIRE	*Fire Fighter	(CC 7.5)			1	93,923	20,699.51	44,699.00	1	91,819	1	91,819	91,819
157.	FIRE	*Fire Fighter	(CC 7.5)			1	86,900	10,864.76	34,864.00	1	91,819	1	91,819	91,819
158.	FIRE	*Fire Fighter	(CC 7.5)			1	86,900	10,864.76	34,864.00	1	91,819	1	91,819	91,819
159.	FIRE	*Fire Fighter	(CC 7.5)			1	89,995	33,540.52	56,874.00	1	91,819	1	91,819	91,819
160.	FIRE	*Fire Fighter	(CC 7.5)			1	80,278	10,864.76	34,864.00	1	91,819	1	91,819	91,819
161.	FIRE	*Fire Fighter	(CC 7.5)			1	80,278	10,864.76	34,864.00	1	91,819	1	91,819	91,819
162.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	10,864.76	34,864.00	1	91,819	1	91,819	91,819
163.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	10,864.76	34,864.00	1	91,819	1	91,819	91,819
164.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	10,864.76	34,864.00	1	91,819	1	91,819	91,819
165.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	10,864.76	34,864.00	1	91,819	1	91,819	91,819
166.	FIRE	*Fire Fighter	(CC 7.5)			1	86,298	10,864.76	34,846.00	1	91,819	1	91,819	91,819
167.	FIRE	Fire Fighter												
168.	FIRE	Fire Fighter												
169.	FIRE	Fire Fighter												
170.		*Executive Assistant	12-6 (L11)			1	96,398	71,086.35	96,398.00			1	103,653	103,653
171.		*Administrative Assistant	10-5 (L10)			1	75,299	55,287.51	75,299.00	1	84,608	1	84,608	84,608
172.		*Principal Office Assist	8-6 (L9)			1	70,162	51,636.10	70,162.00			1	76,187	76,187
173.		Part Time / Temporary					1,500				1,500		1,500	1,500
		Subtotal		**172**	**16,016,345.77**	**169**	**16,419,070**	**12,599,668.51**	**16,480,191.00**	**167**	**17,524,332**	**169**	**17,704,172**	**17,704,172**

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes														
Adjustments to FY 2023 Positions				***Explanation***										
	Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary		1,345,278											
	Fire Chief	22-2 (L8.25) (CC 7.5)	(10,176)	Internal promotion - replaced at lower step										
	Business Manager	15-4 (L11)	20,110	Promote Executive Assistant to Business Manager. Change in grade to reflect actual job responsibilities.						1	116,508		0	0
	Office Coordinator	9-6 (L9)	11,175	Promote Principal Office Assistant to Office Coordinator. Change in grade to reflect actual job responsibilities.						1	81,337		0	0
FIRE	Fire Fighter	(CC 7.5)		Requesting to fund 'on hold' position						1	90,103		0	0
FIRE	Fire Fighter	(CC 7.5)		Requesting to fund 'on hold' position						1	90,103		0	0
FIRE	Fire Fighter	(CC 7.5)		Requesting to fund 'on hold' position						1	90,103		0	0
New Positions														
FIRE	Captain	(L7.25) (CC 7.5)		The new Captain position in Fire Prevention will be primarily responsible for the millions of square feet of lab space in use and under construction with more proposed. Oversight of all these lab spaces and hazardous materials associated with them is critical. In addition, the new Captain will complete the rank structure of Fire Prevention and allow the Fire Prevention Division to meet the increasing scope of work.						1	153,710		0	0
FIRE	Fire Fighter	(CC 7.5)		Increase number of FF's to fully staff all apparatus according to N.F.P.A. guidelines						8	720,824		0	0
				Mayor: No new positions										
	Subtotal									**14**	**1,342,688**		**0**	**0**	**0**
	Grand Total			**172**	**16,016,345.77**	**169**	**16,419,070**	**12,599,668.51**	**16,480,191.00**	**181**	**18,867,020**		**169**	**17,704,172**	**17,704,172**

FIRE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-220-5100									
5111 Salaries - Full Time	5,603,648.87	5,556,378.60	5,401,106.00	4,148,397.81	5,515,702.59	5,787,647.00	286,100.50	5,687,206.50	5,687,206.50
5112 Wages - Full Time	8,139,099.70	7,895,511.71	8,653,753.00	6,055,412.13	8,319,678.82	10,339,195.00	765,583.50	9,419,336.50	9,419,336.50
5122 Temporary Help			1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00
5131 Overtime	2,145,285.83	2,602,057.32	1,350,000.00	2,004,285.61	2,700,000.00	3,839,000.00	400,000.00	1,750,000.00	1,750,000.00
5132 Overtime (Training)	4,866.20	9,786.42	25,000.00		25,000.00	35,000.00	10,000.00	35,000.00	35,000.00
5139 Temporary Promotions - FT	20,161.40	7,865.94	15,000.00		15,000.00	15,000.00	0.00	15,000.00	15,000.00
5141 Longevity	696,340.11	710,447.22	664,111.00	657,483.83	664,111.00	735,337.00	61,449.00	725,560.00	725,560.00
5142 College Credits	876,091.33	969,883.09	967,700.00	1,025,692.42	1,018,430.35	1,204,254.00	158,684.00	1,126,384.00	1,126,384.00
5143 Holiday	900,177.12	884,125.15	955,900.00	712,682.32	962,268.24	1,074,087.00	63,285.00	1,019,185.00	1,019,185.00
5144 Out of Grade	32,875.85	8,929.86	60,000.00	22,430.07	60,000.00	60,000.00	0.00	60,000.00	60,000.00
5145 LEPC Chairperson Stipend	32,500.00	32,500.00	32,500.00	20,123.26	32,500.00	32,500.00	0.00	32,500.00	32,500.00
Receipt offset - Grant	(810,180.56)	(54,120.21)		(166,692.82)	(170,000.00)				
General Expenses 001-220-5200			414,000.00			651,266.00	86,000.00	500,000.00	500,000.00
5146 Emergency Medical Technician									
5192 Mileage	91.75	170.90		162.05	881.18				
5241 Equipment Repair/Maint	40,334.24	42,061.23		11,438.80	45,000.00				
5242 Office Equipment Repair/Maint	653.82	1,950.00		2,225.30	2,225.30				
5244 Motor Equipment Repair/Maint	197,358.71	188,963.67		202,537.29	299,728.79				
5291 Maintenance of SCBA	1,816.07	11,959.22		2,877.08	25,000.00				
5306 Medical Services	20,463.46	31,262.40		50,981.37	75,394.28				
5312 Training	18,759.90	20,445.62		35,897.05	54,445.62				
5313 Training - JLMC	15,837.38	24,062.88		6,409.50	24,000.00				
5342 Postage	273.75	3.80		298.75	300.00				
5343 Printing	819.00	640.00		1,004.65	1,004.65				
5378 Transaction Fees	15.64	277.92							
5420 Office Supplies	3,197.80	4,025.14		1,116.22	4,000.00				
5430 Building Supplies	3,544.34	3,911.58		1,903.07	9,000.00				
5450 Custodial Supplies	5,112.47	8,759.35		7,140.76	10,711.14				
5460 Groundskeeping Supplies	887.38	992.49		135.00	1,000.00				
5470 Public Safety Supplies	6,611.77	6,679.34			7,000.00				
5500 Medical Supplies	6,972.48	6,318.93		3,483.28	5,000.00				
5510 Education Supplies	620.46	285.00		85.00	500.00				
5587 Tools	739.52	292.64			300.00				
5730 Dues	700.00	1,805.00		645.00	845.00				
5730 Dues - Metro Fire	2,500.00	2,500.00		5,000.00	5,000.00				
5730 Dues - NFPA Internet Access	1,575.00	1,520.50		1,520.50	1,520.50				

FIRE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Equipment & Unusual 001-220-5400									
5146 Emergency Medical Technician	159,047.52	148,488.18	160,000.00		262,566.00	321,100.00	155,000.00	315,000.00	315,000.00
5245 Tower Repair & Maint	5,820.83	3,556.98	5,000.00	998.90	5,000.00	6,000.00	0.00	5,000.00	5,000.00
5248 Computer Software Program		16,000.00	16,000.00	16,000.00	16,000.00	16,000.00	0.00	16,000.00	16,000.00
5278 Building Rental (Moody St Fire Station project)	31,500.00								
5313 FEMA Training				17,031.87	32,858.73				
5471 Patches & Badges	777.50	906.00	1,000.00	808.00	1,000.00	1,500.00	0.00	1,000.00	1,000.00
5850 Safety Equipment	41,040.06	55,824.00	45,000.00	8,311.87	45,000.00	51,300.00	3,000.00	48,000.00	48,000.00
5854 Hoses, Cable, Wire		20,992.00	21,000.00	20,998.00	21,000.00	26,000.00	3,000.00	24,000.00	24,000.00
5873 Helmets & Shields	980.00		1,000.00	980.00	1,000.00	1,500.00	500.00	1,500.00	1,500.00
Special Items 001-220-5500									
5190 Uniform Allowance 1 @ 1,100	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	0.00	1,100.00	1,100.00
5190 Uniform Allowance 158 @ 1,050	159,600.00	150,150.00	169,050.00	153,300.00	154,350.00	174,300.00	(3,150.00)	165,900.00	165,900.00
5190 Uniform Allowance 7 @ 1,100	7,700.00	7,700.00	7,700.00	7,700.00	7,700.00	8,800.00	0.00	7,700.00	7,700.00
5190 Uniform Allowance 6 @ 11,487	44,546.50	29,220.26	113,388.00	104,452.18	113,388.00	206,766.00	(44,466.00)	68,922.00	68,922.00
5190 Promotional Uniforms			5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
5196 Uniforms-Special Positions	3,810.09	121.00	4,000.00		4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5131 Overtime	Increase due to CBA cost of living increase and increase in vacation time use due to carry forward language change.	2,489,000.00
5132 Overtime (Training)	Increase to cover CBA cost of living increase and provide additional professional development.	10,000.00
5141 Longevity	Increase due to employees reaching longevity and others going up in their longevity steps.	71,226.00
5142 College Credits	Increase due to anticipation of new Firefighters w/college credits.	236,554.00
5143 Holiday	Increase to cover CBA cost of living increase, along with an increase in Fire personnel.	118,187.00

FIRE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-220-5200	Major increase due to CBA contractual obligations, major apparatus repairs needed for an aging fleet, loss of Narcan Grant funding, and a 14-20% increase in all goods and services required to operate the Department. The Training increase is to contract outside vendors for specialty training classes.	237,266.00
	Mayor's Recommendation includes $10,000 transfer for radio repairs from Wires budget	
Equipment & Unusual 001-220-5400		
5146 Emergency Medical Technician	This account was originally part of the General Expense category and is now being requested as an Equipment & Unusual account. The EMT increase is due to CBA cost of living increase and anticipated reimbursements for classes and certificates.	161,100.00
5245 Tower Repair & Maint	Increase costs for supplies and services to make repairs.	1,000.00
5471 Patches & Badges	Increase costs to purchase products.	500.00
5850 Safety Equipment	Average of 14-20% increase costs to purchase products.	6,300.00
5854 Hoses, Cable, Wire	Average of 14-20% increase costs to purchase products.	5,000.00
5873 Helmets & Shields	Average of 14-20% increase costs to purchase products.	500.00
Special Items 001-220-5500		
5190 Uniform Allowance 166 @ 1,050	Increase associated with cost of new firefighters.	5,250.00
5190 Uniform Allowance 8 @ 1,100	Increase to cover new Captain in FP.	1,100.00
5190 Uniform Allowance 18 @ 11,487	Increase in cost associated with outfitting a new hire.	93,378.00

COST SUMMARY BY CLASSIFICATION

Personnel	17,640,865.85	18,623,365.10	18,126,570.00	14,479,814.63	19,142,691.00	23,123,520.00	1,745,102.00	19,871,672.00	19,871,672.00
General Expenses	328,884.94	358,887.61	414,000.00	334,860.67	572,856.46	651,266.00	86,000.00	500,000.00	500,000.00
Equipment & Unusual	239,165.91	245,767.16	249,000.00	65,128.64	384,424.73	423,400.00	161,500.00	410,500.00	410,500.00
Special Items	216,756.59	188,291.26	300,238.00	266,552.18	285,538.00	399,966.00	(47,616.00)	252,622.00	252,622.00
Total Operating Budget	**18,425,673.29**	**19,416,311.13**	**19,089,808.00**	**15,146,356.12**	**20,385,510.19**	**24,598,152.00**	**1,944,986.00**	**21,034,794.00**	**21,034,794.00**

FIRE AUXILIARY

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-292-5200			8,500.00			8,500.00	(500.00)	8,000.00	8,000.00
5241 Equipment Repairs/Maint	3,852.30			5,180.00	5,180.00				
5312 Training		457.39			500.00				
5470 Public Safety Supplies	3,653.43	3,999.29			2,820.00				
Special Items 001-292-5500									
5190 Uniform	3,500.00	1,649.00	3,500.00	1,851.00	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									
General Expenses	7,505.73	4,456.68	8,500.00	5,180.00	8,500.00	8,500.00	(500.00)	8,000.00	8,000.00
Equipment & Unusual									
Special Items	3,500.00	1,649.00	3,500.00	1,851.00	3,500.00	3,500.00	0.00	3,500.00	3,500.00
Total Operating Budget	**11,005.73**	**6,105.68**	**12,000.00**	**7,031.00**	**12,000.00**	**12,000.00**	**(500.00)**	**11,500.00**	**11,500.00**

HEALTH

STATEMENT OF OBJECTIVES:

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

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

Inspection of Weights & Measure: To develop and maintain accuracy and fairness in quantity determination in all commercial transactions. To implement rules, regulations and statutes pertaining to Weights and Measures. To test all commercial devices used and seal, not seal, or condemn these devices. Annual and timely re-inspection of weighing and measuring devices is essential.

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 2021	FY 2022
Pension-Contributory/FICA	251,664	251,447
Pension Administration	23,259	26,357
Medical & Life Insurance	208,985	227,854
Heat, Light, Water	4,120	4,256
Building Repair & Maintenance	11,310	14,441
Building Insurance	754	744
Motor Vehicle Insurance	1,415	1,506
Motor Vehicle Maint & Repair	29,550	29,327
Total	$531,057	$555,932

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 nurse, 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. 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 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total permits issued	1,245	1,262	1,287
Burial permits issued	245	260	275
Food service estab permits	295	300	315
Retail food permits	91	95	97
Swimming pool permits	50	50	50
Tobacco permits	66	68	72
Day camp permits	26	26	26
DNA research permits	55	63	70
Mobile food permits	28	39	45
Transportation of grease & garbage	32	32	32
Contagious follow-up	571	576	563
Tuberculosis follow-up	304	314	320
Catch basin larva control	3,400	3,400	3,400
B.T.I. treated acres	25	25	25
Aerosol application/acres	5	5	5
Funeral Home permits	3	3	4
Temporary caterers permits	330	345	350
Rat complaints	260	275	300
Demolition Sign-offs	45	50	60
COVID-19 follow-up	500	375	200

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 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Food establishment inspections	1,247	1,556	1,751
Housing inspections	251	279	285
Swimming pool inspections	47	55	63
Housing complaints	249	279	285
Trash complaints	207	235	247
Food complaints	41	45	47
Rodent & pest complaints	255	265	277
No heat complaints	36	40	42
Day camp inspections	25	25	25
Conferences owner or operator	29	30	33

INSPECTION OF WEIGHTS & MEASURE

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total devices inspected	2,718	2,800	2,900
Gas pumps sealed	364	350	364
Scanners inspected	2,767	2,800	2,800
Weights tested & sealed	64	64	64
Oil truck meters sealed	15	20	23
Taxi meters sealed	11	11	12
Package testing	1,361	1,300	1,310
Scales inspected	791	790	795
Scales sealed	265	265	270
Adjustments	110	110	115
Sealing fees	$14,048	$14,000	$14,050
Violator fines	$600	$600	$700
Annual loss restored for consumers	$811,237	$500,000	$550,000
Annual loss restored for businesses	$323,295	$500,000	$560,000

HEALTH

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Commissioners				5	5,000	2,100.00	4,000.00	5	5,000		5	5,000	5,000
2.		*Dir of Public Health	18-6 (L11)			1	143,429	105,735.65	143,429.00	1	153,791		1	153,791	153,791
3.		*Asst Dir of Public Health	15-6 (L10)			1	115,059	84,833.62	115,059.00	1	124,570		1	124,570	124,570
4.		*Inspector, Wgts & Meas	13-6 (L11)			1	102,878	75,860.54	102,878.00	1	110,562		1	110,562	110,562
5.	SPMG	*Sr Code Enforce Insp	13-6 (L10)			1	101,947	74,854.31	101,947.00	1	101,947		1	109,560	109,560
6.	SPMG	*Sr Code Enforce Insp	13-6			1	92,679	68,049.41	92,679.00	1	92,679		1	99,600	99,600
7.	SPMG	*Sr Code Enforce Insp	13-5			1	85,492	62,488.43	85,492.00	1	88,738		1	95,399	95,399
8.		*Public Health Nurse, RN	13-6			1	92,683	68,342.61	92,683.00	1	99,605		1	99,605	99,605
9.		*Principal Off Asst (PT 19 hrs)	8-3			0.5	31,831	19,973.36	31,831.00	0.5	35,717		0.5	35,717	35,717
		Subtotal		**12.5**	**743,149.90**	**12.5**	**770,998**	**562,237.93**	**769,998.00**	**12.5**	**812,609**		**12.5**	**833,804**	**833,804**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***								
Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary	62,806									
New Positions										
Bio-Safety Committee Members		5 Committee members that meet once per month for 10 months for rDNA companies				5	5,000		5	5,000	5,000
Subtotal						**5**	**5,000**		**5**	**5,000**	**5,000**
Grand Total			**12.5**	**743,149.90**	**12.5**	**770,998**	**562,237.93**	**769,998.00**	**17.5**	**817,609**		**17.5**	**838,804**	**838,804**

HEALTH

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-510-5100									
5111 Salaries - Full Time	613,365.79	613,025.30	631,289.00	464,304.03	631,289.00	661,330.00	51,236.00	682,525.00	682,525.00
5121 Salaries - Part Time	41,051.95	21,946.60	31,831.00	19,973.36	31,831.00	35,717.00	3,886.00	35,717.00	35,717.00
5194 Boards & Commissions	2,800.00	5,300.00	5,000.00	2,100.00	4,000.00	10,000.00	5,000.00	10,000.00	10,000.00
Personnel: Weights & Measures 001-244-5100									
5111 Salaries - Full Time	102,799.58	102,878.00	102,878.00	75,860.54	102,878.00	110,562.00	7,684.00	110,562.00	110,562.00
General Expenses 001-510-5200			76,358.00			166,358.00	90,000.00	166,358.00	166,358.00
5192 Mileage		329.60							
5242 Office Equipment Repair/Maint	744.00	594.00		683.10	1,000.00				
5305 Legal Services/Constable	534.95	1,031.29		386.89	1,000.00				
5306 Medical Services	1,208.00	369.68			700.00				
5312 Training		450.00		135.00	450.00				
5342 Postage	1,428.30	1,200.00		1,200.00	1,400.00				
5343 Printing	936.45			100.95	1,000.00				
5382 Pest Control (Rat Prevention)	24,488.00	20,775.00		12,980.00	25,000.00				
5386 Public Safety /Mosquito Control	37,688.00	37,688.00		37,688.00	37,688.00				
5420 Office Supplies	768.09	1,085.15		2,192.35	2,500.00				
5500 Medical Supplies		475.36			350.00				
5581 Clothing, Gloves & Shoes	900.00	900.00		900.00	900.00				
5587 Tools	218.00	141.22			250.00				
5730 Dues	150.00	60.00		290.00	230.00				
General Expenses: Weights & Measures 001-244-5200			1,425.00			1,425.00	0.00	1,425.00	1,425.00
5312 Education/Certification	180.49								
5470 Sealing Supplies	900.00				825.00				
5587 Tools	267.38	848.25		503.97	600.00				
Equipment & Unusual 001-510-5400									
5306 Medical & Behavioral Services	82,037.26	90,167.50	100,000.00	27,795.24	35,000.00	10,000.00	(90,000.00)	10,000.00	10,000.00
5395-72 Medical Waste Pickup	1,041.29								

HEALTH

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-510-5200	Increase in rat control for city properties. Mechanical traps and birth control methods will be used (no chemicals used)	90,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	760,017.32	743,149.90	770,998.00	562,237.93	769,998.00	817,609.00	67,806.00	838,804.00	838,804.00
General Expenses	70,411.66	65,947.55	77,783.00	57,060.26	73,893.00	167,783.00	90,000.00	167,783.00	167,783.00
Equipment & Unusual	83,078.55	90,167.50	100,000.00	27,795.24	35,000.00	10,000.00	(90,000.00)	10,000.00	10,000.00
Total Operating Budget	**913,507.53**	**899,264.95**	**948,781.00**	**647,093.43**	**878,891.00**	**995,392.00**	**67,806.00**	**1,016,587.00**	**1,016,587.00**

HISTORICAL COMMISSION

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

DESCRIPTION OF OUTPUT STATEMENT:
Preserve, protect, and promote the historical assets of the City of Waltham, including but not limited to: advising concerned parties on the Walter Fernald property, working with City Council on special permits, oversight of section 106 properties, maintenance and implementation of the demolition delay bylaw, review of historical CPA applications, maintaining an inventory of historic assets and educating new owners of houses in the inventory on the history of their properties, maintenance and restoration of the William Wellington House, and historical oversight of the Robert Treat Paine Estate. Special outreach programs and accomplishments from Jan. 2020 to March 2022: Grant from Mass Historical Commission and CPC for $30,000 historical surveys of three areas in city, including two on Southside; presentation to League of Women Voters of Waltham on role of historical commission; tour for Waltham Land Trust of historic resources on part of MCRT; distributed historical tour book and brochures to members of City Council; reports on historic colonial walls on AstraZeneca land and history of Leland Home area on website; helped Waltham Land Trust with brochure on historic sites along Charles River; surveyed and worked with Planning Department to preserve historic resources along MCRT Wayside Trail; helped Waltham Historical Society begin a historic building plaque program. From April 2022 to March 2023: Completed $30,000 historic survey - print and electronic copies available from WPL and WHC. Added additional historic maps to WHC website. Consulted with Building Maintenance on Arrigo Farm and 92 Felton Street.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Monthly Meetings	11	12	12
Demolition Reviews	23	30	30
Demolition Delays Hearings	6	13	13
Demolition Delays Issued	2	8	8
Developmental Prospectus Review	5	6	6
Federal Section 106 Review	3	4	4
CPA Reviews, Proposals, & Inspections	3	1	3
Estimated Site Visits	1	1	1
Educational and Outreach Prgms	0	0	1
Estimated Inquiries	10	10	10
Educational and Outreach Events	0	0	1

HISTORICAL COMMISSION

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	Board Members				7	7,000	5,600.00	8,400.00	7	8,400		7	8,400	8,400
	Subtotal		**7**	**5,400.00**	**7**	**7,000**	**5,600.00**	**8,400.00**	**7**	**8,400**		**7**	**8,400**	**8,400**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***						
Step Raises/Longevity/Compensation Ordinance included in * position salary									
Board Members		1,400	Commission must meet 12 mo/yr, not just 10 mo/yr, to conduct delayed demolition hearings in the summer. Also, the commission now has 7 members.						
New Positions									
Administrative Assistant/ Preservationist (PT 19 hrs)	10-1		Commission's former part time administrative assistant was transferred last year, and a replacement is needed for this quasi judicial board.	0.5	36,695			0	0
Principal Office Assistant (PT 19 hrs)	8-1		*Mayor: Request funded as Grade 8 Principal Office Assistant PT. Position was previously split 1/2 Historical, 1/2 Building Maint and funded 100% by Building. As a result of the Building department reorganization, the position will now be funded in this budget.*			0.5	31,932	31,932	
Subtotal				**0.5**	**36,695**		**0.5**	**31,932**	**31,932**
Grand Total			**7 5,400.00 7 7,000 5,600.00 8,400.00**	**7.5**	**45,095**		**7.5**	**40,332**	**40,332**

HISTORICAL COMMISSION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-691-5100									
5121 Salaries - Part Time						36,695.00	31,932.00	31,932.00	31,932.00
5194 Boards & Commissions	6,300.00	5,400.00	7,000.00	5,600.00	8,400.00	8,400.00	1,400.00	8,400.00	8,400.00
General Expenses 001-691-5200			5,900.00			5,900.00	(400.00)	5,500.00	5,500.00
5245 Building/Grounds Maint	50.00	425.92			400.00				
5272 Office Equipment Rental									
5308 Stenographer	1,500.00	1,595.58		1,311.51	2,000.00				
5342 Postage	55.00								
5343 Printing					500.00				
5420 Office Supplies	347.64	297.73		223.71	400.00				
5450 Custodial Supplies	825.00								
Equipment & Unusual 001-691-5400									
5430 Paine Building Furnishings	1,440.00	7,491.19	6,500.00	2,800.00	6,500.00	6,500.00	0.00	6,500.00	6,500.00
6266 Landscape Maintenance-Paine Estate	4,785.00		4,000.00	1,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	6,300.00	5,400.00	7,000.00	5,600.00	8,400.00	45,095.00	33,332.00	40,332.00	40,332.00
General Expenses	2,777.64	2,319.23	5,900.00	1,535.22	3,300.00	5,900.00	(400.00)	5,500.00	5,500.00
Equipment & Unusual	6,225.00	7,491.19	10,500.00	3,800.00	10,500.00	10,500.00	0.00	10,500.00	10,500.00
Total Operating Budget	**15,302.64**	**15,210.42**	**23,400.00**	**10,935.22**	**22,200.00**	**61,495.00**	**32,932.00**	**56,332.00**	**56,332.00**

HUMAN RESOURCES

STATEMENT OF OBJECTIVES:

It shall be the function of the department to plan, administer and direct all phases of the personnel function, recruitment and hiring process, including wage and salary administration, position classification, SummerWorks Youth Employment Program, sick and vacation leave, accident prevention and safety programs, physical and psychological examination programs, to maintain personnel transactions and management training programs, record keeping in accordance with all applicable rules and regulations ordinances and statutes. 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:

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	91,915	93,311
Pension Administration	8,610	9,757
Medical & Life Insurance	82,895	83,562
Heat, Light, Water	8,241	8,512
Building Repair & Maintenance	22,620	28,882
Building Insurance	685	676
Total	$214,966	$224,700

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Applicants	341	550	525
Department Requisitions	119	125	125
Preplacement Physicals	46	97	100
CORI Checks completed	270	300	300
# Persons Employed	70	90	85
# Persons Promoted	25	32	30
# Departments Affected	22	22	22
Qualifying Exams given	0	0	0
EAP Program Providers	1	1	1
EAP Program Utilization	55	60	65
Summer Works Applications	49	75	75
# Summer Works Students Hired	31	60	60
Insurance Claims Appealed	4	4	4

HUMAN RESOURCES

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Human Resources Director	17-6 (L8)			1	130,743	96,387.72	130,743.00	1	140,242		1	140,242	140,242
2.		Administrative Assistant	10-6 (L10)			1	62,036	60,440.06	82,221.79	1	88,437		1	88,437	88,437
3.		*Administrative Assistant	10-1			1	61,635		14,184.00	1	67,360		1	67,360	67,360
4.		*Administrative Assistant Perm PT	10-1			0.5	34,000	24,499.52	34,000.00	0.5	36,697		1	36,697	36,697
5.		Workers Comp Agent Stipend					6,000	4,405.54	6,000.00		6,000			6,000	6,000
6.		Youth Employment Program					62,000	33,320.00	62,000.00		62,000			62,000	62,000
		Subtotal		**4**	**289,095.81**	**3.5**	**356,414**	**219,052.84**	**329,148.79**	**3.5**	**400,736**		**4**	**400,736**	**400,736**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***				
Step Raises/Longevity/Compensation		17,921					
Ordinance included in * position salary							
Administrative Assistant	10-6 (L10)	26,401	Employee transferred from another department at higher step/longevity				
New Positions							
Subtotal				**0.0**	**0**	**0.0**	**0**	**0**
Grand Total				**4**	**289,095.81**	**3.5**	**356,414**	**219,052.84**	**329,148.79**	**3.5**	**400,736**	**3.5**	**400,736**	**400,736**

HUMAN RESOURCES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-152-5100									
5111 Salaries - Full Time	245,605.65	252,041.81	254,414.00	156,827.78	227,148.79	296,039.00	41,625.00	296,039.00	296,039.00
5121 Salaries - Part Time	10,087.50	37,054.00	102,000.00	62,225.06	102,000.00	104,697.00	2,697.00	104,697.00	104,697.00
General Expenses 001-152-5200			9,900.00			9,900.00	(900.00)	9,000.00	9,000.00
5242 Office Equipment Repair/Maint	212.67	118.41		598.45	1,000.00				
5312 Training	670.00	1,125.00		325.00	325.00				
5341 Advertising	1,198.00	2,071.88		1,849.00	5,000.00				
5342 Postage	1,046.45	1,162.80			375.00				
5420 Office Supplies	351.56	2,717.73		179.97	3,200.00				
5730 Dues	325.00								
General Expenses 001-913-5200									
5170 Unemployment Compensation	78,220.86	31,097.54	20,000.00	43,912.44	50,000.00	40,000.00	20,000.00	40,000.00	40,000.00
Equipment & Unusual 001-152-5400									
5306 Pre-emp Physical/Psychological, EAP	8,595.00	42,820.00	35,000.00	36,582.00	55,000.00	50,000.00	15,000.00	50,000.00	50,000.00
5311 Civil Service Exams	500.00	3,500.00							
5312 Training / Employment / Diversity	50.00		3,000.00		3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5170 Unemployment Compensation	Increase in monthly costs	20,000.00
5306 Pre-emp Physical/Psychological, EAP	Costs for pre-employment backgrounds and medical exams	15,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	255,693.15	289,095.81	356,414.00	219,052.84	329,148.79	400,736.00	44,322.00	400,736.00	400,736.00
General Expenses	82,024.54	38,293.36	29,900.00	46,864.86	59,900.00	49,900.00	19,100.00	49,000.00	49,000.00
Equipment & Unusual	9,145.00	46,320.00	38,000.00	36,582.00	58,000.00	53,000.00	15,000.00	53,000.00	53,000.00
Total Operating Budget	**346,862.69**	**373,709.17**	**424,314.00**	**302,499.70**	**447,048.79**	**503,636.00**	**78,422.00**	**502,736.00**	**502,736.00**

WORKERS COMPENSATION

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

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Injuries	80	80	80
Number on Payroll	17	15	15
Retirees	7	5	5
W/C Total Invoices (City & School)	$ 725,000.00	$ 700,000.00	$ 725,000.00
W/C Total Invoices Paid (City & Sch)	$ 424,753.00	$ 400,000.00	$ 425,000.00
W/C Savings on Bills	$ 300,247.00	$ 300,000.00	$ 300,000.00

WORKERS COMPENSATION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-912-5200			400,000.00			550,000.00	100,000.00	500,000.00	500,000.00
5170 Worker's Compensation	374,095.19	319,010.15		246,891.35	350,000.00				
5305 Legal Services (IAB Orders)	1,258.01	17,702.54		10,162.08	5,000.00				
5306 Medical Services	243,921.91	196,326.33		59,577.05	150,000.00				
5760 Claims & Settlements	22,577.25				60,000.00				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-912-5200	Increase in medical costs and weekly wages	150,000.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	641,852.36	533,039.02	400,000.00	316,630.48	565,000.00	550,000.00	100,000.00	500,000.00	500,000.00
Equipment & Unusual									
Total Operating Budget	**641,852.36**	**533,039.02**	**400,000.00**	**316,630.48**	**565,000.00**	**550,000.00**	**100,000.00**	**500,000.00**	**500,000.00**

INFORMATION TECHNOLOGY

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

IT is responsible for the City's computer hardware and software needs. Presently, the City is greatly expanding its computer capabilities through the installation of a wide area network to most city buildings and offices. IT now provides tax collection and billing for real estate and personal property, excise tax collection, water billing and collection, city/school payroll and employee records, retirees' payroll, accounts payable, general ledger, purchasing records, police detail billing and collection, miscellaneous billing, interoffice e-mail, word processing and the City website. IT implemented a new security, data protection and layered network environment to continue to enhance our city's data protection. We migrated our business continuity methods from Marathon to Microsoft Hyper-V (Virtual Server Environment). The department completed a network security and data protection scheme. IT updated the current GIS website 'Maps Online'. This update enhanced the GIS user interface and mobile application and enhanced Map and Markup abilities. IT launched a new responsive design website.

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	246,547	235,662
Pension Administration	22,331	24,184
Medical & Life Insurance	313,314	293,929
Heat, Light, Water	8,253	7,245
Building Repair & Maintenance	8,688	13,379
Building Insurance	1,232	1,216
Total	$600,365	$575,615

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Systems Operating			32
Networked Personal Computers			535
Helpdesk Tickets	2,788	2,850	2,950
Laptop Deployed	80	85	85
Desktops Deployed	62	100	100
Social Media Followers/Reach			
Facebook Followers	12,950	14,185	15,420
Facebook Reach	35,000	39,700	42,000
Twitter Followers	7,645	8,100	8,555
Twitter Reach	52,000	70,000	88,000
Instagram Followers	4,915	5,320	5,727
Website citizen inquiries			10-15/WK
Social Media (Directs only)			12-16/WK
Department Assistance/Questions			20/WK
YouTube Subscribers			346

INFORMATION TECHNOLOGY

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*IT Director	19-6 (L11)			1	150,896	111,236.59	150,986.00	1	161,865		1	161,865	161,865
2.		*Asst Director IT	16-6 (L11)			1	125,922	92,837.54	125,922.00	1	135,127		1	135,127	135,127
3.		*GIS Administrator	16-6 (L10)			1	123,653	91,164.89	123,653.00	1	133,301		1	133,301	133,301
4.		*Server/Desktop Sys Mgr	15-6			1	103,891	75,887.27	103,891.00	1	113,331		1	113,331	113,331
5.	SPMG	*Sr App Analyst / Programmer	13-6 (L10)			1	101,947	74,854.29	101,947.00	1	101,947		1	109,560	109,560
6.	SPMG	*Server/Desktop Support Spec	12-6 (L11)			1	95,726	70,286.83	95,726.00	1	95,871		1	103,085	103,085
7.	SPMG	*Server/Desktop Support Spec	12-6 (L10)			1	95,726	70,286.83	95,726.00	1	95,726		1	102,929	102,929
8.	SPMG	*Server/Desktop Support Spec	12-6 (L10)			1	95,291	69,814.74	95,291.00	1	95,726		1	102,929	102,929
9.	SPMG	*Server/Desktop Support Spec	12-6			1	87,024	63,897.32	87,024.00	1	87,024		1	93,572	93,572
10.	SPMG	*Server/Desktop Support Spec	12-5			1	80,504	59,029.32	80,504.00	1	83,587		1	89,908	89,908
11.		*Social Media Coordinator	12-6			1	83,560	60,890.25	83,560.00	1	93,089		1	93,089	93,089
12.		*Office Coordinator (PT 19 hrs)	9-6			0.5	38,209	27,521.30	38,209.00	0.5	41,174		0.5	41,174	41,174
13.		Temporary					14,848	11,092.50	14,848.00		14,848			14,848	14,848
		Subtotal		**11.5**	**1,167,181.58**	**11.5**	**1,197,197**	**878,799.67**	**1,197,287.00**	**11.5**	**1,252,616**		**11.5**	**1,294,718**	**1,294,718**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***									
Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary	97,521										
New Positions											
Subtotal							**0**	**0**		**0**	**0**	**0**
Grand Total			**11.5**	**1,167,181.58**	**11.5**	**1,197,197**	**878,799.67**	**1,197,287.00**	**11.5**	**1,252,616**		**11.5**	**1,294,718**	**1,294,718**

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-155-5100									
5111 Salaries - Full Time	1,112,223.34	1,124,256.01	1,144,140.00	840,185.87	1,144,230.00	1,196,594.00	94,556.00	1,238,696.00	1,238,696.00
5121 Salaries - Part Time	37,656.49	37,678.07	38,209.00	27,521.30	38,209.00	41,174.00	2,965.00	41,174.00	41,174.00
5122 Temporary Help	15,136.00	5,247.50	14,848.00	11,092.50	14,848.00	14,848.00	0.00	14,848.00	14,848.00
5131 Overtime - Callbacks	9,984.00	10,176.00	11,000.00	7,488.00	11,000.00	11,000.00	0.00	11,000.00	11,000.00
General Expenses 001-155-5200			464,506.00			483,600.00	15,000.00	479,506.00	479,506.00
5241 Equipment Repair/Maint	402.00								
5243 Computer Equip Repair/Maint	44,022.11	22,286.68		38,750.56	35,000.00				
5248 Computer Software/License	261,540.00	332,608.53		322,874.10	339,906.00				
5312 Training					5,000.00				
5340 Communication Line	6,680.00	40,191.13		31,688.47	43,000.00				
5420 Office Supplies	1,960.74	2,869.56		934.89	2,000.00				
5424 Computer Supplies	24,077.90	39,436.93		21,480.73	39,000.00				
5581 Clothing, Gloves & Shoes	600.00	600.00		600.00	600.00				
Equipment & Unusual 001-155-5400									
6525 Backup Disaster Recovery System	7,750.00	37,766.92		18,600.00	18,600.00	18,600.00	18,600.00	18,600.00	18,600.00
6565 Computer Equipment/Software	19,244.12	31,070.73	30,000.00	3,846.50	30,000.00	30,000.00	0.00	30,000.00	30,000.00
6572 Email Upgrade	28,986.14	1,979.95							
Hyper V Cluster						300,000.00	0.00	0.00	0.00
Network Switches (30)						50,000.00	0.00	0.00	0.00

INFORMATION TECHNOLOGY

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***	
General Expenses 001-155-5200		19,094.00	
5243 Computer Equip Repair/Maint	8-9% increase		
5248 Computer Software/License	8% increase		
6525 Backup Disaster Recovery System	Annual subscription costs	18,600.00	
Hyper V Cluster	Microsoft product for business continuity and replication	300,000.00	*Mayor: In process*
Network Switches (30)	$2,000*25 qty	50,000.00	*Mayor: In process*

COST SUMMARY BY CLASSIFICATION

Personnel	1,174,999.83	1,177,357.58	1,208,197.00	886,287.67	1,208,287.00	1,263,616.00	97,521.00	1,305,718.00	1,305,718.00
General Expenses	339,282.75	437,992.83	464,506.00	416,328.75	464,506.00	483,600.00	15,000.00	479,506.00	479,506.00
Equipment & Unusual	55,980.26	70,817.60	30,000.00	22,446.50	48,600.00	398,600.00	18,600.00	48,600.00	48,600.00
Total Operating Budget	**1,570,262.84**	**1,686,168.01**	**1,702,703.00**	**1,325,062.92**	**1,721,393.00**	**2,145,816.00**	**131,121.00**	**1,833,824.00**	**1,833,824.00**

CENTRAL TELEPHONE SERVICE

STATEMENT OF OBJECTIVES:
To provide telephone service for all departments of city government.

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected

CENTRAL TELEPHONE SERVICE

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	Telephone Operators (4 available)					28,538	18,931.64	28,538.00		30,822		30,822	30,822
	Subtotal			**26,109.02**		**28,538**	**18,931.64**	**28,538.00**		**30,822**		**30,822**	**30,822**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***							
Step Raises/Longevity included in * position salary									
Telephone Operators (4 available)	2,284	Increase front desk to minimum wage - 8% or $16/hr							
New Positions									
Subtotal							**0**		**0**	**0**
Grand Total			**26,109.02**	**28,538**	**18,931.64**	**28,538.00**	**30,822**		**30,822**	**30,822**

CENTRAL TELEPHONE SERVICE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-156-5100									
5121 Salaries - Part Time	26,005.00	26,109.02	28,538.00	18,931.64	28,538.00	30,822.00	2,284.00	30,822.00	30,822.00
General Expenses 001-156-5200			185,000.00			158,626.00	(26,374.00)	158,626.00	158,626.00
5241 Equipment Repair/Maint	37,315.08	42,570.30		45,614.74	45,000.00				
5340 Communication	158,440.75	113,626.75		73,864.76	113,626.75				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel	26,005.00	26,109.02	28,538.00	18,931.64	28,538.00	30,822.00	2,284.00	30,822.00	30,822.00
General Expenses	195,755.83	156,197.05	185,000.00	119,479.50	158,626.75	158,626.00	(26,374.00)	158,626.00	158,626.00
Equipment & Unusual									
Total Operating Budget	**221,760.83**	**182,306.07**	**213,538.00**	**138,411.14**	**187,164.75**	**189,448.00**	**(24,090.00)**	**189,448.00**	**189,448.00**

LAW

STATEMENT OF OBJECTIVES:
To provide the review, analysis, advisory and administrative support and supervision necessary to support a full range of legal services for the Mayor, City Council, all City Departments, and Boards & Commissions.

DESCRIPTION OF OUTPUT STATEMENT:
The Law Department is responsible for furnishing legal advice to the Mayor, City Council and all branches of city government, for representing the City in all matters of litigation, for reviewing and approving all contracts, bonds, and other legal instruments, for prosecuting violations of city ordinances, and for drafting and advising on all city ordinances. The Law Department defends and prosecutes lawsuits in Federal and State Courts and before all administrative agencies.
Collections & Tax Titles Proceedings - The Law Department handles cases before the Appellate Tax Board as requested by Assessor's.
Real Estate Acquisition and Sales - The Law Department is working on the acquisition of various properties.

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 2021	FY 2022
Pension-Contributory/FICA	93,291	92,824
Pension Administration	8,067	9,141
Medical & Life Insurance	240,130	252,919
Heat, Light, Water	16,481	17,023
Building Repair & Maintenance	45,240	57,763
Building Insurance	1,370	1,352
Total	$404,579	$431,022

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Amount Paid for Personal Inj claims	$26,981	$50,000	$75,000
Amount Paid in Property/Judgments	$80,000	$100,000	$100,000
Appraisals/Environmental/Closing Costs	$21,836	$75,000	$75,000
Request for Opinions	300	350	400
a. Review of Special Permits	10	20	40
Basic Small Street Defect Claims	16	100	200
Contracts	70	150	200
Cases (Appeals, Worker's Comp, Labor Arbitration Issues, Collections, I&I Agreements, Disciplinary Actions, Wrongful Death Action, Zoning)	16	50	100
Claimants Demands for Damages-Totals (Claim Estimates received from Claimants):			
Water & Sewer Claims:	$51,122	$100,000	$100,000
Property Damage:	$8,271	$20,000	$50,000
Personal Injury:	$0	$30,000	$30,000
Street Defects:	$7,159	$30,000	$50,000

LAW

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*City Solicitor	21-6 (L11)			1	170,445	125,639.63	175,984.47	1	182,592		1	182,592	182,592
2.		First Asst City Solicitor					1,500	1,101.37	1,500.00		1,500			1,500	1,500
3.		*Asst City Solicitor	18-6 (L11)			1	143,429	105,735.75	148,090.45				1	153,791	153,791
4.		*Asst City Solicitor	18-6 (L11)			1	142,137	104,783.13	146,756.46				1	152,636	152,636
5.		*Asst City Solicitor	18-6 (L9)			1	140,844	103,830.57	145,421.43				1	151,020	151,020
6.		*Asst City Solicitor	18-6 (L9)			1	140,844	103,830.57	145,421.43				1	151,020	151,020
7.		*Asst City Solicitor	18-5			1	115,414	84,810.23	119,164.96				1	128,696	128,696
8.		*Legal Secretary/Office Manager	11-6 (L11)			1	88,572	65,319.81	91,450.59				1	95,518	95,518
9.		*Legal Secretary/Office Manager	11-6 (L9)			1	87,767	64,726.07	90,619.43				1	94,435	94,435
10.		Part Time / Temporary					7,500		7,500.00		7,500			7,500	7,500
		Subtotal		**8**	**1,026,845.86**	**8**	**1,038,452**	**759,777.13**	**1,071,909.22**	**1**	**191,592**		**8**	**1,118,708**	**1,118,708**

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes															
Adjustments to FY 2023 Positions															
	Step Raises/Longevity/Compensation		80,256												
	Ordinance included in * position salary														
	Asst City Solicitor	20-6 (L11)	29,924							1	173,353			0	0
	Asst City Solicitor	20-6 (L11)	29,915							1	172,052			0	0
	Asst City Solicitor	20-6 (L9)	29,386							1	170,230			0	0
	Asst City Solicitor	20-6 (L9)	29,386							1	170,230			0	0
	Asst City Solicitor	20-4	29,157							1	144,571			0	0
	Legal Secretary/Office Manager	12-6 (L11)	14,381							1	102,953			0	0
	Legal Secretary/Office Manager	12-6 (L9)	14,018							1	101,785			0	0
New Positions															
Subtotal										**7**	**1,035,174**		**0**	**0**	**0**
Grand Total				**8**	**1,026,845.86**	**8**	**1,038,452**	**759,777.13**	**1,071,909.22**	**8**	**1,226,766**		**8**	**1,118,708**	**1,118,708**

Explanation

Request to change to Grade 20 from Grade 18 for 6 Attorney's - the ongoing demand to assist the Mayor, other major departments, and City Council and all boards and commissions with respect to ongoing city wide projects/legal matters including, but not limited to, building, zoning, planning, conservation, litigation, labor relations, workers compensation, and purchasing of properties throughout the City to enable other city officials to properly execute their responsibilities. The pay for these 5 attorneys would then be more commensurate with the responsibilities entailed with their responsibilities. And it should be noted that they are the only city employees required to have an advanced degree.

Request to change to Grade 12 from Grade 11 for 2 Legal Secretary/Office Manager - With the increased work load of the attorneys in the Law Department our work has also exponentially increased; and there is also an increase in the workload resulting from the increased numbers and complexity of appeals to the ZBA that are being handled by this office.

Mayor: No new positions

LAW

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-151-5100									
5111 Salaries - Full Time	1,019,343.06	1,026,845.86	1,030,952.00	759,777.13	1,064,409.22	1,219,266.00	80,256.00	1,111,208.00	1,111,208.00
5121 Salaries - Part Time	791.00		7,500.00	0.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
General Expenses 001-151-5200			169,650.00			174,650.00	(30,000.00)	139,650.00	139,650.00
5192 Mileage	170.74	120.78		57.00	2,000.00				
5242 Office Equipment Repair/Maint	5,410.82	4,250.00		4,095.00	6,500.00				
5305 Arbitration Costs	4,582.91	13,941.74		5,545.18	50,000.00				
5308 Stenographer	775.30	2,388.05		391.40	5,000.00				
5310 Appraisal Services	405.00	200.00		1,075.00	15,000.00				
5312 Training	189.00	190.00		75.00	2,000.00				
5342 Postage	213.03	548.10			650.00				
5420 Office Supplies	853.88	1,170.34		925.36	3,000.00				
5424 Computer Supplies					5,000.00				
5520 Educational Materials		50.00			500.00				
5730 Licenses & Law Library	65,120.89	79,366.44		58,458.81	80,000.00				
Equipment & Unusual 001-151-5400									
5310 Appraisal Services	14,193.00		25,000.00	23,550.55	25,000.00	25,000.00	0.00	25,000.00	25,000.00
5315-02 Legal Issues	150,000.00								
5316 Federal Court Cases			10,000.00		10,000.00	10,000.00	0.00	10,000.00	10,000.00
5760 Judgments, Claims & Settlements	28,880.30	34,645.73	100,000.00		100,000.00	100,000.00	0.00	100,000.00	100,000.00
5760-01 Judgments, Claims & Settlements - Snyder		80,000.00							
6110 Land Taking-Birch Rd		10,500.00							
5300 Expert Witnesses/Consultants						100,000.00	100,000.00	100,000.00	100,000.00

LAW

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
General Expenses 001-151-5200	Increase for On-line West Law Service - this also includes book updates and specialty books	5,000.00
5730 Licenses & Law Library	Also Abacus is our Database System	
Expert Witnesses/Consultants	Needed to be called upon for testifying and consulting for the City of Waltham	100,000.00

Mayor: Shady Pond encroachments referred from Conservation Commission to Law. Funding for survey work TBD.

COST SUMMARY BY CLASSIFICATION

Personnel	1,020,134.06	1,026,845.86	1,038,452.00	759,777.13	1,071,909.22	1,226,766.00	80,256.00	1,118,708.00	1,118,708.00
General Expenses	77,721.57	102,225.45	169,650.00	70,622.75	169,650.00	174,650.00	(30,000.00)	139,650.00	139,650.00
Equipment & Unusual	193,073.30	125,145.73	135,000.00	23,550.55	135,000.00	235,000.00	100,000.00	235,000.00	235,000.00
Total Operating Budget	**1,290,928.93**	**1,254,217.04**	**1,343,102.00**	**853,950.43**	**1,376,559.22**	**1,636,416.00**	**150,256.00**	**1,493,358.00**	**1,493,358.00**

LIBRARY

STATEMENT OF OBJECTIVES:
Welcome to the Waltham Public Library. We're glad you're here! Bienvenidos a la Biblioteca Pública de Waltham. Nos alegra que estén aquí!

The Waltham Public Library wants to be the best public library in the world; it's what sets us apart. Our goal is to meet people where they are, both in the library and in the community, and work from there to treat all people with respect and offer outstanding service. Waltham Public Library staff are committed to creating a safe environment, for both patrons and colleagues.

2022 was an extraordinarily busy year at the WPL and we continue to grow and exceed our expectations. Our total collection use reached a record high at 572,275!
WPL continues to rank as the 12th highest circulating library in the Minuteman Library Network (MLN) and 7th in digital circulation. As an active MLN member, your Waltham Public Library card gives you access to a physical collection of over 5.6 million items, and a digital collection of almost 1 million items. Waltham borrowed approximately 80,000 items from MLN libraries during 2022, continuing to save our community millions of dollars.

We continue to be a vital community resource, partnering with local organizations and stakeholders within the larger Waltham community. From food equity, mental health, racial injustice, the digital divide, and beyond, WPL continues our commitment to equity of service. WPL recently began collaborating with the Waltham Boys & Girls Club to offer free dinner and after-school snacks to all kids in Waltham, free of charge, Monday - Friday.
We started the first weekly immersion Spanish storytime "Te Cuento un Cuento". We hosted over 1,000 people at our Annual Halloween Party this fall.

It is with sincere gratitude that I acknowledge the support of Mayor McCarthy, the City of Waltham, the Library Board of Trustees, the Friends of the Waltham Public Library, and our amazing community.

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

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

DESCRIPTION OF OUTPUT STATEMENT:
Your Library is busier than ever. WPL is proud to highlight our outstanding FY2022 statistics, which in many cases were much higher than even our estimates for FY2023.

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 2021	FY 2022
Pension-Contributory/FICA	431,199	458,757
Pension Administration	38,861	47,094
Medical & Life Insurance	514,810	587,493
Heat, Light, Water	100,058	114,482
Building Repair & Maintenance	109,705	222,386
Building Insurance	8,448	8,336
Total	$1,203,081	$1,438,548

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Registered Borrowers	26,068	30,000	27,000
Physical Items Circulated	383,372	260,000	400,000
Electronic Content Use c105	188,903	200,000	200,000
Inter Library Loans IN	79,937	50,000	75,000
Inter Library Loans OUT	72,454	50,000	75,000
Added Books & Other Materials	17,827	16,000	17,000
Overdrive Advantage Mats Added	2,697	1,750	2,750
Added Overdrive titles (all MLN)	35,783	42,000	40,000
Number of Visits to building	139,401	200,000	200,000
Number of Programs	601	1,000	750
Program Attendance	15,876	24,000	18,000
Study Room Use	1,924	4,200	4,200
Meeting Room Use	41	120	120
Internet desktop sessions	14,508	46,000	46,000
Wireless Sessions	57,670	65,000	65,000
Reference desk transactions	79,937	35,000	35,000
Saturdays open to the public	49	52	52
Sundays open to the public	40	52	52
Evening hours open to the public	690	722	784
Average hourly visits	45	90	90
Total Collection Use	572,275	394,242	600,000

LIBRARY

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Library Trustees				6	6,000	3,600.00	6,000.00	6	6,000	6	6,000	6,000
2.		*Library Director	19-6			1	137,178	101,123.88	138,305.44	1	147,039	1	147,039	147,039
3.		*Asst Library Director	15-6 (L11)			1	117,170	86,390.24	118,133.76	1	125,797	1	125,797	125,797
4.	LIBR	*Library Dept Head	13-6 (L9)			1	100,612	77,208.26	104,494.72	1	109,252	1	109,252	109,252
5.	LIBR	*Library Dept Head	13-6 (L8)			1	91,523	74,768.07	100,150.20	1	104,005	1	104,005	104,005
6.	LIBR	*Library Dept Head	13-6			1	88,399	69,092.91	92,396.46	1	99,677	1	99,677	99,677
7.	LIBR	Library Dept Head	13-4			1	101,269	46,876.79	52,478.40	1	92,537	1	92,537	92,537
8.	LIBR	*Library Dept Head	13-3			1	77,676	58,895.45	79,788.46	1	86,937	1	86,937	86,937
9.	LIBR	Library Dept Head	13-2			1	92,304	40,921.51	43,035.46	1	85,210	1	85,210	85,210
11.	LIBR	*Librarian I	12-6			1	82,751	59,690.95	85,880.06	1	93,361	1	93,361	93,361
10.	LIBR	Librarian I	12-4			1	94,442	43,355.63	73,451.96	1	85,720	1	85,720	85,720
12.	LIBR	*Librarian I	12-2			1	74,609	54,414.19	80,069.00	1	79,849	1	79,849	79,849
13.	LIBR	Librarian I - Teen Specialist	12-1											
14.	LIBR	Librarian I - Literacy Librarian	12-1			1	79,931	19,051.63	43,129.71	1	79,627	1	79,627	79,627
15.		*Administrative Assistant	10-6			1	74,665	54,998.67	75,139.86			1	80,397	80,397
16.	LIBR	*Library Assistant I	9-6 (L11)			1	77,022	62,463.94	84,399.14	1	82,985	1	82,985	82,985
17.	LIBR	*Library Assistant I	9-5			1	63,062	49,129.31	66,061.52	1	72,430	1	72,430	72,430
18.	LIBR	*Library Assistant I	9-3			1	59,532	46,109.04	61,425.64	1	67,344	1	67,344	67,344
19.	LIBR	*Library Assistant I	9-3			1	58,706	47,739.38	64,821.72	1	65,877	1	65,877	65,877
20.	LIBR	Library Assistant I	9-2			1	65,182	27,798.90	45,935.67	1	64,764	1	64,764	64,764
21.	LIBR	*Library Assistant I	9-1			1	59,367	31,472.83	46,849.60	1	64,235	1	64,235	64,235
22.	LIBR	Library Assistant I	9-1			1	69,379	47,690.32	72,102.74	1	64,235	1	64,235	64,235
23.	LIBR	Library Assistant I - Children's	9-1			1	66,485	30,164.48	51,981.25	1	64,235	1	64,235	64,235
24.	LAB	*Bldg Maint Craftsperson	9-6 (L8)			1	65,250	50,250.66	66,111.34	1	75,132	1	75,132	75,132
25.	LAB	Building Maint Person Nights	7-2			1	63,078	10,572.81	31,539.00	1	57,316	1	57,316	57,316
26.	LAB	Bldg Custodian Jr (PT 19 hrs)	7-2			0.5	28,287	5,251.81	14,143.50	0.5	25,668	0.5	25,668	25,668
27.	LIBR	*Librarian II - Archivist	11-6			0.5	44,793	32,201.36	43,557.56	0.5	50,385	0.5	50,385	50,385
28.	LIBR	*Librarian II	10-6			0.5	42,737	32,668.34	43,238.42	0.5	46,851	0.5	46,851	46,851
29.	LIBR	Librarian II	10-2			0.5	42,737	15,711.14	29,596.06	0.5	39,803	0.5	39,803	39,803

LIBRARY

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
30.	LIBR	*Library Assistant II - Specialist	7-6			0.5	35,305	27,375.15	35,592.52	0.5	38,786	0.5	38,786	38,786
31.	LIBR	*Library Assistant II - Specialist	7-3			0.5	30,324	23,832.37	31,446.20	0.5	34,606	0.5	34,606	34,606
32.	LIBR	*Library Assistant II - Specialist	7-2			0.5	29,810	23,295.17	31,803.96	0.5	33,384	0.5	33,384	33,384
33.	LIBR	*Library Assistant II - Specialist	7-2			0.5	30,238	18,324.84	25,158.40	0.5	33,384	0.5	33,384	33,384
34.	LIBR	*Library Assistant II - Specialist	7-2			0.5	30,238	18,667.84	26,676.18	0.5	33,203	0.5	33,203	33,203
35.	LIBR	*Library Assistant II - Specialist	7-1			0.5	29,981	12,918.89	24,290.55	0.5	32,931	0.5	32,931	32,931
36.	LIBR	Library Assistant II - Specialist	7-1			0.5	35,305	9,497.95	23,000.00	0.5	32,931	0.5	32,931	32,931
37.	LIBR	Library Assistant II - Specialist	7-1			0.5	33,447	6,159.72	18,947.90	0.5	32,931	0.5	32,931	32,931
38.	LIBR	*Library Assistant II	6-6 (L11)			0.5	36,656	28,482.69	36,344.16	0.5	39,903	0.5	39,903	39,903
39.	LIBR	*Library Assistant II	6-6			0.5	33,053	24,497.60	32,732.22	0.5	36,765	0.5	36,765	36,765
40.	LIBR	*Library Assistant II	6-2			0.5	28,647	11,217.72	17,896.04	0.5	31,479	0.5	31,479	31,479
41.	LIBR	*Library Assistant II	6-2			0.5	27,862	13,079.29	20,237.77	0.5	31,565	0.5	31,565	31,565
42.	LIBR	Library Assistant II	6-1			0.5	32,129	18,005.91	33,166.20	0.5	31,220	0.5	31,220	31,220
43.		*Librarian II - Substitutes					18,560	11,756.73	13,542.82		19,179		19,179	19,179
44.		*Library Assistant II - Substitutes					37,000	14,058.54	20,722.10		40,575		40,575	40,575
45.		Pages					49,500	25,350.00	35,887.50		46,800		46,800	46,800
46.		Weekend Staff					50,000	4,168.35	5,000.00		31,426		31,426	31,426
47.		*Building Maint Person PT - Subs	7				6,000	5,219.20	9,320.00		7,500		7,500	7,500
		Subtotal		**38.5**	**2,149,300.28**	**37.5**	**2,598,201**	**1,575,520.46**	**2,255,981.17**	**36.5**	**2,624,839**	**37.5**	**2,705,236**	**2,705,236**

Summary of Changes

Adjustments to FY 2023 Positions				***Explanation***
	Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary		176,087	
LIBR	Library Dept Head	13-4	(8,732)	Internal promotion - replaced at lower step
LIBR	Library Dept Head	13-2	(7,094)	Internal promotion - replaced at lower step
LIBR	Librarian I	12-4	(8,722)	Internal promotion - replaced at lower step
LIBR	Librarian I - Literacy Librarian	12-1	(304)	New employee to be hired at lower step

LIBRARY

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes														
	Executive Assistant	12-5	15,214	Respectfully request upgrading admin assistant to Executive Assistant salary grade 12. Role requires extensive financial and statistical reporting, as well as data analysis and project management to support Director and Assistant Director for a 7 day a week operation with three different payroll operations (teamster, union and city). Would like Executive Assistant to manage Building Maintenance Craftsperson and associated ordering.							1	89,879		0	0
LIBR	Library Assistant I	9-2	(418)	Internal promotion - replaced at lower step										
LIBR	Library Assistant I	9-1	(5,144)	New employee to be hired at lower step										
LIBR	Library Assistant I - Children's	9-1	(2,250)	New employee to be hired at lower step										
LAB	Building Maint Person Nights	7-2	(5,762)	New employee hired at lower step										
LAB	Bldg Custodian Jr (PT 19 hrs)	7-2	(2,619)	New employee hired at lower step										
LIBR	Librarian II	10-2	(2,934)	Internal promotion - replaced at lower step										
LIBR	Library Assistant II - Specialist	7-1	(2,374)	New employee to be hired at lower step										
LIBR	Library Assistant II - Specialist	7-1	(516)	New employee to be hired at lower step										
LIBR	Library Assistant II	6-1	(909)	New employee to be hired at lower step										
	Pages		(2,700)	Moderate decrease based on actual hours										
	Weekend Staff		(18,574)	Decrease due to more required weekend staff and custodial hour include Sunday rate										
LIBR	Librarian I - Teen Specialist	12-1		Requesting to fund 'on hold' position. The Teen Room is growing exponentially in terms of use.12.5% of the population of Waltham is between the ages of 10 and 19. We consistently see 40 teens in the Teen Room after school and we need help. We also want to be in a strong place to work with teens as the high school project moves forward. The Waltham Public Library is the only space in the entire City capable of meeting the myriad educational and recreational needs young adults have today year round, for as many hours of the week as we are open, at no cost to them.							1	78,242		0	0

LIBRARY

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes													
New Positions													
LIBR	Librarian I - Children's	12-1	Professional position will provide public service desk coverage, reference, programming, and collection development/materials management in the Children's Room. Reflects ongoing need to have the Library filling the pre-formal schooling gap in terms of early. As noted in our statistics and demographics, usage of Children's Room, materials and programs is growing (averaging handling more than 2000 items each hour the library is open). Average of 100+ people at each daily program, 1000 people each week in the PIE Room.						1	78,242		0	0
LIBR	Librarian I - Reference	12-1	Professional position will provide public service desk coverage, reference, programming, and collection development/materials management in the Reference and adult collection areas.						1	78,242		0	0
LIBR	Library Assistant I	9-1	Para-professional FT position for the Technology Department to help monitor technology for all the library, including all of our computers, laptops, printers, copiers, supplies, hotspots, network, infrastructure and over 15 classes a month in our new Makerspace.						1	63,138		0	0
LIBR	Library Assistant I	9-1	Para-professional position for the Circulation Department to help with almost 2000 items each HOUR the library is open, per our statistics.						1	63,138		0	0
			Mayor: No new positions										
	Subtotal								**6.0**	**450,881**		**0.0**	**0**	**0**
	Grand Total		**38.5**	**2,149,300.28**	**37.5**	**2,598,201**	**1,575,520.46**	**2,255,981.17**	**42.5**	**3,075,720**		**37.5**	**2,705,236**	**2,705,236**

LIBRARY

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-610-5100									
5111 Salaries - Full Time	1,606,032.12	1,541,303.24	1,731,264.00	1,129,356.38	1,580,030.77	2,185,997.00	84,249.00	1,815,513.00	1,815,513.00
5112 Wages - Full Time	135,363.34	75,554.78	128,328.00	60,823.47	97,650.34	132,448.00	4,120.00	132,448.00	132,448.00
5122 Wages - Part Time	436,984.00	529,142.26	732,609.00	381,740.61	572,300.06	751,275.00	18,666.00	751,275.00	751,275.00
5131 Overtime	4,739.95	7,153.73	12,000.00	25,751.41	35,080.00	12,000.00	0.00	12,000.00	12,000.00
5194 Boards & Commissions	3,900.00	3,300.00	6,000.00	3,600.00	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5195 Buyback Sick Time	4,355.22	33,561.18	4,400.00		0.00	0.00	(4,400.00)	0.00	0.00
General Expenses 001-610-5200			463,685.00			567,100.00	50,000.00	513,685.00	513,685.00
5192 Mileage					500.00				
5241 Equipment Repair/Maint	1,766.40	359.00		371.00	1,000.00				
5242 Office Equipment Repair/Maint									
5248 Computer Software/License	7,515.03	7,961.44		6,784.81	10,000.00				
5272 Office Equipment Rental	3,761.50	3,761.50		2,821.05	3,761.50				
5291 Custodial Services	9,837.57	11,191.03		5,577.99	16,950.00				
5312 Training/Professional Development	1,612.96	2,066.00		1,961.00	4,520.00				
5340 Communication Line	3,182.35	3,123.40		2,258.55	3,160.00				
5342 Postage	900.00	900.00			1,000.00				
5343 Printing	685.00	755.00		144.00	1,000.00				
5420 Office Supplies	2,681.71	2,265.59		1,821.80	3,000.00				
5430 Building Supplies	1,815.32	1,882.54		2,459.09	5,800.00				
5450 Custodial Supplies	5,147.66	4,604.76		6,416.93	8,500.00				
5460 Groundskeeping Supplies	1,638.09	119.00		1,156.90	1,500.00				
5510 Education Supplies	348,001.38	406,951.07		304,269.74	451,000.00				
5581 Clothing, Gloves, Shoes	2,303.53	1,875.00		2,025.00	2,500.00				
5583 Library Supplies	18,063.59	21,735.51		17,235.35	29,000.00				
5730 Dues	1,382.00	1,568.00		240.00	2,000.00				
Equipment & Unusual 001-610-5400									
5396 Minuteman Network	60,168.00	62,940.00	63,320.00	63,320.00	63,320.00	63,710.00	390.00	63,710.00	63,710.00
5399 Hold Sorting	750.00	500.00	500.00	500.00	500.00	1,000.00	500.00	1,000.00	1,000.00
6414 Office Equip/Furniture		12,272.94				35,000.00	0.00	0.00	0.00
6540 Computers	4,744.13	31,011.14	18,000.00	16,002.63	18,000.00	20,000.00	2,000.00	20,000.00	20,000.00

LIBRARY

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
General Expenses 001-610-5200		103,415.00
5192 Mileage	Includes our homebound delivery program. More in person meetings and trainings post-COVID.	
5241 Equipment Repair/Maint	Typically facilities or building related. We don't use this account unless something needs repair or maintenance.	
5242 Office Equipment Repair/Maint	Typically technology related repairs. We don't use this account unless something needs repair or maintenance.	
5248 Computer Software/License	Fixed annual costs for software renewals for computer security and maintenance, including public desktops management, security and archival software.	
5272 Office Equipment Rental	Contract price for Pitney Bowes and CIT/Copier.	
5291 Custodial Services	Ongoing maintenance for restroom sanitation & services.	
5312 Training/Professional Development	Increase covers typical instate conference expenses and required training budget for Teamster/Laborer CBA.	
5340 Communication Line	Annual expense for our wireless internet and public payphone.	
5342 Postage	Request reflects typical expenditures; correlates primarily to ILL material requests for patrons. Averaging 80-100% increase in use of this service in past three years.	
5343 Printing	We are seeing record number of patrons in the building. Increase reflects need.	
5420 Office Supplies	Amount reflects anticipated use.	
5430 Building Supplies	Reflects actual use costs, not anticipated. Note full hours/double the visits each hour.	
5450 Custodial Supplies	Reflects actual use costs, not anticipated. Note full hours/double the visits each hour.	
5460 Groundskeeping Supplies	Reflects actual use costs, not anticipated. Note full hours/double the visits each hour.	
5510 Education Supplies	Reflects demand/need of residents, variety of formats, including world languages, digital collections, and hotspots. State mandates an increase to receive State Aid income, and to participate in the Minuteman Network shared eCollections (approx. $40k; saving residents over $1million). Inflation costs increase for materials, processing and shipping.	
5583 Library Supplies	Reflects actual use costs. Please note increase in use and visits. Line item includes toner, receipt paper, library cards, and processing materials for circulating items.	
5730 Dues	Actual cost for degree holding staff to hold professional memberships in state and national organizations is $7,000; membership provides a variety of resources and training/conference discounts.	

LIBRARY

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***	
Equipment & Unusual 001-610-5400			
5396 Minuteman Network	Minuteman has set formula to determine cost for each library. Waltham has access to 42 other MLN libraries and their collections, incl. ematerials, interlibrary loan and many valued databases. We have seen over 100% increase in interlibrary loans for materials Waltham patrons want.	390.00	
5399 Hold Sorting	Mass Library System set rate for FY24.	500.00	
6414 Office Equip/Furniture	One time request for a book scanner to digitize all materials in the Waltham Room (archives/local history) and two replacement book spinners for ppbk collections due to heavy use.	35,000.00	*Mayor: In process*
6540 Computers	This is a modest increase necessary for the upkeep of staff and public machines and wireless network.	2,000.00	

Mayor: Library budget meets state aid requirement.

COST SUMMARY BY CLASSIFICATION

Personnel	2,191,374.63	2,190,015.19	2,614,601.00	1,601,271.87	2,291,061.17	3,087,720.00	102,635.00	2,717,236.00	2,717,236.00
General Expenses	410,294.09	471,118.84	463,685.00	355,543.21	545,191.50	567,100.00	50,000.00	513,685.00	513,685.00
Equipment & Unusual	65,662.13	106,724.08	81,820.00	79,822.63	81,820.00	119,710.00	2,890.00	84,710.00	84,710.00
Other Charges									
Total Operating Budget	**2,667,330.85**	**2,767,858.11**	**3,160,106.00**	**2,036,637.71**	**2,918,072.67**	**3,774,530.00**	**155,525.00**	**3,315,631.00**	**3,315,631.00**

MAYOR

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

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

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

Indirect Costs		FY 2021	FY 2022
Pension-Contributory/FICA		89,956	85,938
Pension Administration		8,374	8,975
Medical & Life Insurance	***	38,501	40,833
Heat, Light, Water		8,339	6,997
Building Repair & Maintenance		9,586	37,783
Building Insurance		1,227	1,211
Total		$155,983	$181,737

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
E-mails	21,600	22,350	23,100
Phone Calls	13,000	14,000	15,000

Ongoing Projects:
Waltham High School
Wayside Rail Trail
Leary Field
Cornelia Warren Farm & Field Station
1 Balm Avenue
Fernald
Fitch
Arrigo Farm
City Hall
92 Felton Street
625 Moody Street
33 Exchange Street
101 School Street / 63-65 Lexington Street
0 Prospect Hill Road

***No City cost for Mayor Health Insurance

MAYOR

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Mayor				1	147,525	107,671.07	147,525.00	1	155,212		1	155,212	155,212
2.		*Executive Assistant	12-4			1	76,153	55,734.84	78,628.00	1	85,167		1	85,167	85,167
3.		*Constituency Serv Admin	10-6			1	74,665	58,847.67	77,092.00	1	80,397		1	80,397	80,397
4.		*Part Time					27,094	17,216.49	27,094.00		29,209			29,209	29,209
		Subtotal		**3**	**317,168.27**	**3**	**325,437**	**239,470.07**	**330,339.00**	**3**	**349,985**		**3**	**349,985**	**349,985**

Summary of Changes

Adjustments to FY 2023 Positions

Explanation

Step Raises/Longevity/Compensation 24,548
Ordinance included in * position salary

New Positions

Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total	**3**	**317,168.27**	**3**	**325,437**	**239,470.07**	**330,339.00**	**3**	**349,985**		**3**	**349,985**	**349,985**

MAYOR

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-121-5100									
5111 Salaries - Full Time	215,324.80	217,516.18	298,343.00	222,253.58	303,245.00	320,776.00	22,433.00	320,776.00	320,776.00
5121 Salaries - Part Time	85,813.07	99,652.09	27,094.00	17,216.49	27,094.00	29,209.00	2,115.00	29,209.00	29,209.00
General Expenses 001-121-5200			24,615.00			24,615.00	0.00	24,615.00	24,615.00
5192 Mileage Allowance	3,000.00	3,000.00		2,250.00	3,000.00				
5242 Office Equipment Repair/Maint	618.10				500.00				
5342 Postage	178.35	190.04		120.00	200.00				
5343 Printing & Binding	289.76				300.00				
5420 Office Supplies	2,739.83	437.23		468.96	1,500.00				
5730 MMA Membership for Council & Mayor	14,025.00	14,203.00		14,812.00	14,812.00				
5731 Mayor Expense	3,300.00	3,300.00		2,513.75	3,300.00				
Equipment & Unusual 001-121-5400									
5178 OPEB Trust	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	0.00	200,000.00	200,000.00
5301 Audit	89,610.00	88,610.00	96,725.00	90,805.00	96,725.00	101,725.00	5,000.00	101,725.00	101,725.00
5303-07 Appraisal		3,000.00		3,500.00	3,500.00				
5310-01 Environmental - Library Parking	12,700.00								
5386 Fernald Security		9,298.00							
5391 Senior Volunteer Program		8,346.76							
5790 Waltham Day / Special Events	18,908.08	24,662.37	35,000.00	38,725.46	44,000.00	35,000.00	0.00	35,000.00	35,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5301 Audit	Contractual increase	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	301,137.87	317,168.27	325,437.00	239,470.07	330,339.00	349,985.00	24,548.00	349,985.00	349,985.00
General Expenses	24,151.04	21,130.27	24,615.00	20,164.71	23,612.00	24,615.00	0.00	24,615.00	24,615.00
Equipment & Unusual	321,218.08	333,917.13	331,725.00	333,030.46	344,225.00	336,725.00	5,000.00	336,725.00	336,725.00
Total Operating Budget	**646,506.99**	**672,215.67**	**681,777.00**	**592,665.24**	**698,176.00**	**711,325.00**	**29,548.00**	**711,325.00**	**711,325.00**

CELEBRATION OF HOLIDAYS

STATEMENT OF OBJECTIVES:
To conduct a suitable city celebration of the noteworthy holidays.

DESCRIPTION OF OUTPUT STATEMENT:
On holidays each year the Mayor's Office coordinates the public celebration, these celebrations involve other departments and benefit young and old.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected

CELEBRATION OF HOLIDAYS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-692-5200									
5795 July 4th		10,500.00	22,500.00	11,000.00	22,500.00	22,500.00	0.00	22,500.00	22,500.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	0.00	10,500.00	22,500.00	11,000.00	22,500.00	22,500.00	0.00	22,500.00	22,500.00
Equipment & Unusual									
Total Operating Budget	**0.00**	**10,500.00**	**22,500.00**	**11,000.00**	**22,500.00**	**22,500.00**	**0.00**	**22,500.00**	**22,500.00**

PLANNING

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

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	53,602	56,053
Pension Administration	4,688	5,571
Medical & Life Insurance	101,310	124,625
Heat, Light, Water	11,537	11,916
Building Repair & Maintenance	31,668	40,434
Building Insurance	1,287	1,270
Motor Vehicle Insurance	472	502
Motor Vehicle Maint & Repair	9,850	9,776
Total	$214,414	$250,147

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Administration of CDBG Budget	$887,030	$887,030	$887,030
Woerd Ave Cap / Restoration	$24,585	$349,767	$591,657
Elevator update Opps for Inclusion	$35,747	$192,357	$0
Construction Waltham Wayside Trail	$88,718	$9,100,950	$0
MassTrail Grant	$0	$204,375	$500,000
Muni Vulnerabilities Prep Grants	$259,012	$102,988	$0
Green Communities Grants	$76,143	$183,823	$0
MA Office on Disability Grant	$75,000	$0	$0
Energy Project Rebates to City	$23,330	$50,658	$118,236

City Funding: $353,733 Federal Funding: $103,105

PLANNING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Planning Director	19-1			1	158,864	112,753.87	158,864.00	1	121,281		1	121,281	121,281
2.		*Asst Dir of Planning	15-6 (L9)			1	114,971	84,726.64	114,971.00	1	123,531		1	123,531	123,531
3.		*Principal Planner	14-3			1	83,966	61,657.66	83,966.00	1	93,829		1	93,829	93,829
4.		*Administrative Assistant	10-6			1	74,665	55,068.02	74,665.00	1	80,397		1	80,397	80,397
5.		Part Time / Temporary (Trolley Driver)					25,000		0.00		25,000			25,000	25,000
		Subtotal		**4**	**409,075.86**	**4**	**457,466**	**314,206.19**	**432,466.00**	**4**	**444,038**		**4**	**444,038**	**444,038**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***									
Step Raises/Longevity/Compensation		24,155										
Ordinance included in * position salary												
Planning Director	19-1	(37,583)	New employee to be hired at lower step									
New Positions												
Subtotal							**0**	**0**		**0**	**0**	**0**
Grand Total				**4**	**409,075.86**	**4**	**457,466**	**314,206.19**	**432,466.00**	**4**	**444,038**		**4**	**444,038**	**444,038**

PLANNING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-175-5100									
5111 Salaries - Full Time	346,263.63	409,075.86	432,466.00	314,206.19	432,466.00	419,038.00	(13,428.00)	419,038.00	419,038.00
5121 Salaries - Part Time	32,649.15								
5122 Wages - Part Time	273.07		25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	25,000.00
Offset Receipt - CDBG / HOME Program	(130,169.51)	(130,100.32)	(124,142.00)	(71,086.27)	(124,142.00)	(103,105.00)	21,037.00	(103,105.00)	(103,105.00)
General Expenses 001-175-5200			2,800.00			2,800.00	0.00	2,800.00	2,800.00
5242 Office Equipment Repair/Maint	450.00			763.25	765.00				
5312 Training		105.00			0.00				
5342 Postage	165.00	37.95			170.00				
5420 Office Supplies	632.63	1,898.72		348.95	1,080.00				
5730 Dues	741.00	731.00		783.77	785.00				
Equipment & Unusual 001-175-5400									
5355 Tourism Brochures	4,398.83								
5356 "Waltham Assets"	2,475.00	2,850.00							
5358 Cultural Grants		20,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	249,016.34	278,975.54	333,324.00	243,119.92	308,324.00	340,933.00	7,609.00	340,933.00	340,933.00
General Expenses	1,988.63	2,772.67	2,800.00	1,895.97	2,800.00	2,800.00	0.00	2,800.00	2,800.00
Equipment & Unusual	6,873.83	22,850.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
Total Operating Budget	**257,878.80**	**304,598.21**	**346,124.00**	**255,015.89**	**321,124.00**	**353,733.00**	**7,609.00**	**353,733.00**	**353,733.00**

HOUSING

STATEMENT OF OBJECTIVES:

The objective of the Housing department is to provide information to the Mayor, City Council, Planning Director, citizens, businessmen, Municipal Housing Trust Fund or any other group who may be making decisions. Particularly important is the provision of information in depth so that the long term implications of a decision are considered as much as the short term. The Housing department 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 department shall be responsible for promoting and financing affordable housing opportunities. Coordinating with the federal and state governments to bring additional resources to housing programs. Creating new opportunities for homebuyers through education and financing. Developing and implementing programs designed to increase access to affordable housing for Waltham residents. The department provides information to the public and city officials as needed.

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	71,312	68,108
Pension Administration	6,397	6,990
Medical & Life Insurance	86,379	82,625
Heat, Light, Water	4,120	4,256
Building Repair & Maintenance	11,310	14,441
Building Insurance	4,393	4,335
Total	$183,911	$180,755

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
92 Felton Street	$400,000	$0	$400,000
CARES Emergency Rental Assist	$242,935	$188,813	$0
CDBG Rehabilitation Loans	$85,600	$80,000	$80,000
HOME Program WHA Loans	$0	$400,000	$400,000
WHA Beaverbrook Apts.	$0	$400,000	$400,000
HOME Program TBRA Program	$177,325	$192,310	$180,000
Municipal Housing Trust	$13,100	$655,600	$642,800
Prop Mgmt. 51 Lake St - Hardy Res.	$87,000	$98,500	$110,000
Emergency Triage Center	$99,000	$99,000	$100,000
Hardy Capital Improvements	$0	$200,000	$0
Paine Estate Renovations	$597,931	$133,069	$0
CDBG WHA Chesterbrook Roads	$210,886	$0	$0
Hardy Rental Receipts	$258,071	$246,204	$256,296

City Funding: $571,307 Federal Funding: $14,925

HOUSING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Director of Housing & Community Development Department	17-6 (L11)			1	134,374	99,065.26	134,374.00	1	144,138		1	144,138	144,138
2.		Asst Housing Supervisor	14-5			1	109,793	61,747.29	109,793.00	1	102,253		1	102,253	102,253
3.		Housing Specialist	12-1			1	86,845	5,073.87	5,073.87	1	77,177		1	77,177	77,177
4.		*Housing Specialist (PT 19 hrs)	12-3			0.5	40,048	28,473.40	40,048.00	0.5	44,664		0.5	44,664	44,664
5.		Fair Housing Officer					3,000	2,013.55	3,000.00		3,000			3,000	3,000
		Subtotal		**4**	**355,179.70**	**3.5**	**374,060**	**196,373.37**	**292,288.87**	**3.5**	**371,232**		**3.5**	**371,232**	**371,232**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***
Step Raises/Longevity/Compensation Ordinance included in * position salary		14,380	
Asst Housing Supervisor	14-5	(7,540)	Internal promotion - replaced at lower step
Housing Specialist	12-1	(9,668)	New employee to be hired at lower step

New Positions

Subtotal									**0**	**0**		**0**	**0**	**0**
Grand Total			**4**	**355,179.70**	**3.5**	**374,060**	**196,373.37**	**292,288.87**	**3.5**	**371,232**		**3.5**	**371,232**	**371,232**

HOUSING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-183-5100									
5111 Salaries - Full Time	315,985.84	325,680.84	331,012.00	165,886.42	249,240.87	323,568.00	(7,444.00)	323,568.00	323,568.00
5121 Salaries - Part Time	82,818.65	29,498.86	43,048.00	30,486.95	43,048.00	47,664.00	4,616.00	47,664.00	47,664.00
Offset Receipt - CDBG / HOME Program	(22,652.10)	(17,725.00)	(17,000.00)		(19,230.00)	(14,925.00)	2,075.00	(14,925.00)	(14,925.00)
General Expenses 001-183-5200			100,000.00			115,000.00	15,000.00	115,000.00	115,000.00
5342 Postage	443.60	767.15		342.20	750.00				
5420 Office Supplies	711.59	707.71		432.77	750.00				
Hardy Residences 001-183-5200-xxxx-62									
- 62 Hardy Residences Utilities	26,092.39	23,121.32		16,908.36	30,000.00				
5245 Hardy Residences Building/Grounds Maint	61,622.50	52,268.80		32,390.36	78,500.00				
Expenses from City administration of bldg. offset by rents									
Cardinal Cottage 001-183-5200-xxxx-70									
- 70 Cardinal Cottage Utilities									
5245 Cardinal Cottage Building/Grounds Maint									
Equipment & Unusual 001-183-5400									
5389 Triage Center	48,000.00	99,000.00	100,000.00	85,800.00	99,000.00	100,000.00	0.00	100,000.00	100,000.00
5390 COVID-19 Emergency Fund	34,334.12	20,737.78							

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-183-5200	Building upgrades at 51 Lake Street	10,000.00
	Utility and maintenance costs for Cardinal Cottage	5,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	376,152.39	337,454.70	357,060.00	196,373.37	273,058.87	356,307.00	(753.00)	356,307.00	356,307.00
General Expenses	88,870.08	76,864.98	100,000.00	50,073.69	110,000.00	115,000.00	15,000.00	115,000.00	115,000.00
Equipment & Unusual	82,334.12	119,737.78	100,000.00	85,800.00	99,000.00	100,000.00	0.00	100,000.00	100,000.00
Total Operating Budget	**547,356.59**	**534,057.46**	**557,060.00**	**332,247.06**	**482,058.87**	**571,307.00**	**14,247.00**	**571,307.00**	**571,307.00**

PAINE ESTATE

STATEMENT OF OBJECTIVES:

Stonehurst, the Robert Treat Paine Estate is a National Historic Landmark, a natural and cultural treasure, and a vital part of the Waltham community enjoyed by thousands each year. Our mission is to "provoke thought and provide historical perspective on timeless social and environmental issues by ensuring that diverse audiences enjoy, appreciate and draw inspiration from Stonehurst, the Robert Treat Paine Estate and the legacy of those who created and lived there." Its creators were staunch advocates for social justice, affordable housing, education, public parks and national parks as essential components of a healthy democracy.

DESCRIPTION OF OUTPUT STATEMENT:

Encourage public enjoyment and appreciation of this American treasure for current and future generations by serving as a venue for civic events, private events and meetings; by fostering community partnerships; by offering mission-related educational materials, tours, exhibits and programs; and by preserving, protecting and restoring its distinctive historical character.

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 2021	FY 2022
Pension-Contributory/FICA	2,332	1,802
Medical & Life Insurance	10,096	9,793
Heat, Light, Water	19,279	20,598
Building Repair & Maintenance	127,359	10,800
Building Insurance	6,847	6,757
Total	$165,913	$49,750

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Private events	19	24	25
City events	15	15	15-20
School Programs	4	4	5
Remote Learning Web Pages	0	0	7
Public Programs	0	4	0
Total Income	$56,083	$60,486	$48,000

PAINE ESTATE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Paine Estate Curator (PT 15 hrs)	13-2			0.5	43,693	12,045.20	23,457.04	0.5	36,777		0.5	36,777	36,777
2.	SPMG	*Events Coordinator	8-6 (L11)			1	77,676	56,877.26	77,676.00	1	77,676		1	83,694	83,694
		Subtotal		**1.5**	**121,135.00**	**1.5**	**121,369**	**68,922.46**	**101,133.04**	**1.5**	**114,453**		**1.5**	**120,471**	**120,471**

Summary of Changes

Adjustments to FY 2023 Positions			***Explanation***
Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary		6,018	
Paine Estate Curator (PT 15 hrs)	13-2	(6,916)	New employee hired at lower step
New Positions			
Subtotal			

Subtotal							**0**	**0**		**0**	**0**	**0**
Grand Total			**2**	**121,135.00**	**1.5**	**121,369**	**68,922.46**	**101,133.04**	**1.5**	**114,453**		**1.5**	**120,471**	**120,471**

PAINE ESTATE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-670-5100									
5111 Salaries - Full Time	163,736.96	77,230.23	77,676.00	56,877.26	77,676.00	77,676.00	6,018.00	83,694.00	83,694.00
5121 Salaries - Part Time		43,904.77	43,693.00	12,045.20	23,457.04	36,777.00	(6,916.00)	36,777.00	36,777.00
Offset Receipt - Gift	(27,374.00)								
General Expenses 001-670-5200			27,300.00			27,300.00	0.00	27,300.00	27,300.00
5291 Custodial Services	8,624.05	9,330.00		7,172.00	9,570.00				
5307 Public Safety Service	896.00	13,172.00		10,320.00	15,480.00				
5343 Printing	1,135.92				0.00				
5382 Pest Control	1,052.71	880.00		800.00	960.00				
5420 Office Supplies	627.64	259.58		126.00	189.00				
5430 Building Supplies	4,691.30	989.66			0.00				
5581 Clothing	100.00	100.00		100.00	100.00				

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	136,362.96	121,135.00	121,369.00	68,922.46	101,133.04	114,453.00	(898.00)	120,471.00	120,471.00
General Expenses	17,127.62	24,731.24	27,300.00	18,518.00	26,299.00	27,300.00	0.00	27,300.00	27,300.00
Equipment & Unusual									
Total Operating Budget	**153,490.58**	**145,866.24**	**148,669.00**	**87,440.46**	**127,432.04**	**141,753.00**	**(898.00)**	**147,771.00**	**147,771.00**

POLICE

STATEMENT OF OBJECTIVES:

General Support: The Administrative Division provides the Chief of Police and other executives with detailed advice, information and data on matter pertaining to departmental operations.

Community Services: The objectives of the Community Services Division include providing diversified programs reaching out to the citizens of the community. The programs include GREAT, TRIAD, City United, the Waltham Police Athletic League, Housing Liaison Program and Citizens Academy. Additionally, the division provides firearms and taxi licensing, permitting and records services to the public.

Criminal Patrol & Apprehension: The department's primary objectives are: protection of life, liberty and property; enforcement of all laws and ordinances; the preservation of peace and public order; the prevention and repression of crime.

Investigation & Prosecution: The division offers specialist services in the investigation of crimes that require follow-up. The Detective Division also has the responsibility of enforcing State and local liquor laws.

Animal Control: To maintain and control the stray or unkempt animals in the City so the general public is not subject to disturbance or harm.

INDIRECT COSTS

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	6,559,469	6,708,334
Pension Administration	609,287	706,378
Medical & Life Insurance	6,317,071	6,323,222
Heat, Light, Water	67,638	76,178
Building Repair & Maintenance	130,502	155,154
Building Insurance	5,563	5,489
Motor Vehicle Insurance	16,033	16,815
Motor Vehicle Maint & Repair	334,897	327,482
Total	$14,040,460	$14,319,052

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 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Taxi Inspections	17	18	19
Accidents Reported	1,870	1,998	2,135
Accidents Investigated	1,349	1,404	1,461
Taxi License	30	35	41
Taxi Registrations	17	18	19
F.I.D. Cards Issued	9	12	16
License to Carry Firearms Issued	297	365	449

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 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Training *Hours* in Service	4,445	4,600	4,800
Total Training *Hours* Specialized	3,880	6,900	9,000
Total Training *Hours* Firearms	1,836	1,852	1,852
Total Training *Hours* Firearms - Special	220	508	396
Total Evidence Received	1,078	900	950
Background Investigations	73	30	22

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 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Arrests	476	562	627
Incapacitated Persons	113	156	179
Traffic Citations Issued	2,861	4,517	4,839
OUI Arrests	40	49	52
Parking Tags Issued	1,308	2,458	2,579
Frequency Checks	11,202	13,551	15,555
Incident Reports Prepared	7,526	7,961	7,988

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 of crime. **Domestic Violence Investigations** represent the number of investigations of domestic violence and restraining order violations the police department responded to and investigated. **Property Crime** represents the number of investigations involving property such as burglary, motor vehicle breaks, larceny, and arson. **Incidents at Liquor License establishments** represent ALL calls for service at establishments holding a liquor license. Each incident is reviewed to determine if a follow up investigation is warranted or referral to the Waltham License Commission. **Drug Investigations** represent the number of major drug investigations conducted by the Southern Middlesex County Drug Task Force. **Prosecution Events** represent the number of arraignments for persons placed under arrest or arraigned as a result of a summons. Additionally, the number of Magistrate Hearings, Show Cause Hearings, Pre-Trial Conference matters, Probable Cause Hearing, Dangerousness Hearings, Election & Compliance Hearings, Bench Trials, and Jury Trials.

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Report Review	5,832	7,500	7,500
Criminal Investigations	2,488	2,800	2,800
Crime Scene Photographs	27,638	30,000	30,000
Aggravated Assault Investigations	220	250	250
Simple Assault Investigations	106	125	125
Sex Offender Registration	46	50	50
Sex Offender Auditing	46	50	50
Missing Person Investigations	112	125	125
Juvenile Investigations	144	175	175
Domestic Violence Investigations	498	600	600
Property Crime	520	600	600
Incidents @ Liquor Venues	1,135	1,200	1,200
Drug Investigations	61	70	70
Prosecution Events	3,009	3,200	3,200

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 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Calls Answered	627	530	510
Dogs Impounded	30	47	64
Dogs Returned to owner	27	29	32
Dogs Adopted	3	2	3
Dogs Euthanized	0	0	0
Citations Issued	19	8	18
Coyote Calls	20	26	39
Raccoon Calls	70	23	28
Deer/Wildlife Calls	167	119	97
Cat Calls	22	38	41
Dog Calls	337	306	302

City Funding: $20,327,415 Federal Funding: $50,000

POLICE

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Police Chief	22-6 (L10.5) (CC 25)			1	235,632	177,372.40	243,290.00	1	260,850	1	260,850	260,850
2.		*Deputy Police Chief	18-6 (L10.5) (CC 25)			1	198,932	151,478.53	205,397.00	1	212,840	1	212,840	212,840
3.	PSUP	Police Captain	(L10.5) (CC 25)			1	165,837	125,872.60	165,837.00	1	165,837	1	165,837	165,837
4.	PSUP	Police Captain	(L10.5) (CC 25)			1	165,837	125,872.61	165,837.00	1	165,837	1	165,837	165,837
5.	PSUP	Police Captain	(L10.5) (CC 25)			1	165,837	125,872.62	165,837.00	1	165,837	1	165,837	165,837
6.	PSUP	Police Captain	(L10.5) (CC 20)			1	159,203	120,837.51	159,203.00	1	159,203	1	159,203	159,203
7.	PSUP	Police Lieutenant	(L10.5) (CC 25)			1	142,262	106,365.31	142,262.00	1	142,262	1	142,262	142,262
8.	PSUP	Police Lieutenant	(L10.5) (CC 25)			1	142,262	103,131.18	142,262.00	1	142,262	1	142,262	142,262
9.	PSUP	Police Lieutenant	(L10.5) (CC 25)			1	142,262	108,300.57	142,262.00	1	142,262	1	142,262	142,262
10.	PSUP	Police Lieutenant	(L9.5) (CC 25)			1	140,975	105,474.48	140,975.00	1	140,975	1	140,975	140,975
11.	PSUP	Police Lieutenant	(L8.5) (CC 25)			1	139,687	104,171.36	139,687.00	1	139,687	1	139,687	139,687
12.	PSUP	Police Lieutenant Night	(L10.5) (CC 25)			1	150,872	115,881.41	150,872.00	1	150,872	1	150,872	150,872
13.	PSUP	Police Lieutenant Night	(L10.5) (CC 25)			1	150,872	110,408.45	150,872.00	1	150,872	1	150,872	150,872
14.	PSUP	*Police Lieutenant Night	(L10.5) (CC 25)			1	149,507	114,183.26	149,507.00	1	150,872	1	150,872	150,872
15.	PSUP	Police Lieutenant Night	(L10.5) (CC 10)			1	132,768	101,975.63	132,768.00	1	132,768	1	132,768	132,768
16.	PSUP	Police Lieutenant Night	(L9.5) (CC 20)			1	143,527	106,687.27	143,527.00	1	143,527	1	143,527	143,527
17.	PSUP	Police Sergeant	(L10.5) (CC 25)			1	121,458	92,188.85	121,458.00	1	121,458	1	121,458	121,458
18.	PSUP	*Police Sergeant	(L10.5) (CC 25)			1	120,359	91,650.43	120,359.00	1	121,458	1	121,458	121,458
19.	PSUP	Police Sergeant	(L9.5) (CC 25)			1	126,424	91,115.32	120,359.00	1	120,359	1	120,359	120,359
20.	PSUP	Police Sergeant	(L9.5) (CC 20)			1	115,545	88,246.50	115,545.00	1	115,545	1	115,545	115,545
21.	PSUP	Police Sergeant	(L8.5) (CC 10)			1	104,949	79,932.09	104,949.00	1	104,949	1	104,949	104,949
22.	PSUP	*Police Sergeant	(L7.5) (CC 25)			1	109,915	80,803.83	109,915.00	1	118,159	1	118,159	118,159
23.	PSUP	Police Sergeant Night	(L10.5) (CC 25)			1	128,755	98,311.01	128,755.00	1	128,755	1	128,755	128,755
24.	PSUP	Police Sergeant Night	(L10.5) (CC 25)			1	128,755	98,602.95	128,755.00	1	128,755	1	128,755	128,755
25.	PSUP	Police Sergeant Night	(L10.5) (CC 25)			1	128,755	95,975.66	128,755.00	1	128,755	1	128,755	128,755
26.	PSUP	*Police Sergeant Night	(L10.5) (CC 25)			1	127,590	91,370.84	127,590.00	1	128,755	1	128,755	128,755
27.	PSUP	Police Sergeant Night	(L10.5) (CC 20)			1	123,604	93,818.25	123,604.00	1	123,604	1	123,604	123,604
28.	PSUP	Police Sergeant Night	(L10.5) (CC 20)			1	123,604	93,818.24	123,604.00	1	123,604	1	123,604	123,604
29.	PSUP	Police Sergeant Night	(L9.5) (CC 25)			1	127,590	96,551.42	127,590.00	1	127,590	1	127,590	127,590
30.	PSUP	*Police Sergeant Night	(L9.5) (CC 25)			1	126,424	96,575.01	126,424.00	1	127,590	1	127,590	127,590
31.	PSUP	Police Sergeant Night	(L9.5) (CC 20)			1	122,486	87,716.12	122,486.00	1	122,486	1	122,486	122,486
32.	PSUP	Police Sergeant Night	(L7.5) (CC 20)			1	128,755	110,233.58	83,227.00	1	120,247	1	120,247	120,247
33.	PSUP	Police Sergeant Night	(CC 25)			1	116,519	87,242.99	116,519.00	1	116,519	1	116,519	116,519

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	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
34.	PPAT	*Police Officer	(L10.5) (CC 25)			1	106,261	81,134.92	106,261.00	1	106,261	1	115,613	115,613
35.	PPAT	*Police Officer	(L10.5) (CC 25)			1	106,261	80,653.07	106,261.00	1	106,261	1	115,613	115,613
36.	PPAT	*Police Officer	(L10.5) (CC 25)			1	106,261	80,653.08	106,261.00	1	106,261	1	115,613	115,613
37.	PPAT	*Police Officer	(L10.5) (CC 25)			1	106,261	81,375.86	106,261.00	1	106,261	1	115,613	115,613
38.	PPAT	*Police Officer	(L10.5) (CC 25)			1	106,261	77,762.11	106,261.00	1	106,261	1	115,613	115,613
39.	PPAT	*Police Officer	(L10.5) (CC 25)			1	106,261	80,653.07	106,261.00	1	106,261	1	115,613	115,613
40.	PPAT	*Police Officer	(L10.5) (CC 25)			1	105,299	81,696.62	106,261.00	1	106,261	1	115,613	115,613
41.	PPAT	*Police Officer	(L10.5) (CC 25)			1	105,299	79,704.53	105,299.00	1	106,261	1	115,613	115,613
42.	PPAT	*Police Officer	(L10.5) (CC 25)			1	99,645	76,101.14	101,059.00	1	106,261	1	115,613	115,613
43.	PPAT	*Police Officer	(L10.5) (CC 20)			1	102,011	77,426.77	102,011.00	1	102,011	1	110,988	110,988
44.	PPAT	*Police Officer	(L10.5) (CC 20)			1	102,011	77,658.07	102,011.00	1	102,011	1	110,988	110,988
45.	PPAT	*Police Officer	(L10.5) (CC 20)			1	102,011	74,882.71	102,011.00	1	102,011	1	110,988	110,988
46.	PPAT	Police Officer	(L10.5) (CC 20)			1	78,259	60,628.08	96,532.00	1	96,532	1	105,147	105,147
47.	PPAT	*Police Officer	(L10.5)			1	85,009	64,522.35	85,009.00	1	85,009	1	92,490	92,490
48.	PPAT	*Police Officer	(L9.5) (CC 25)			1	99,645	75,875.25	99,645.00	1	99,645	1	108,538	108,538
49.	PPAT	*Police Officer	(L9.5) (CC 10)			1	87,687	66,372.43	87,687.00	1	87,687	1	95,513	95,513
50.	PPAT	*Police Officer	(L9.5)			1	79,715	60,322.26	79,715.00	1	79,715	1	86,830	86,830
51.	PPAT	*Police Officer	(L9.5)			1	80,846	63,646.21	84,239.00	1	80,846	1	88,036	88,036
52.	PPAT	*Police Officer	(L9.5)			1	79,715	60,682.10	79,715.00	1	79,715	1	86,830	86,830
53.	PPAT	*Police Officer	(L9.5)			1	79,715	60,700.23	79,715.00	1	79,715	1	86,830	86,830
54.	PPAT	*Police Officer	(L8.5) (CC 25)			1	98,735	72,773.14	98,735.00	1	98,735	1	107,547	107,547
55.	PPAT	*Police Officer	(L8.5) (CC 25)			1	97,825	69,635.98	97,825.00	1	98,735	1	107,547	107,547
56.	PPAT	*Police Officer	(L8.5) (CC 20)			1	93,912	65,000.49	94,276.00	1	94,785	1	103,244	103,244
57.	PPAT	*Police Officer	(L8.5) (CC 10)			1	86,886	63,612.62	86,886.00	1	86,886	1	94,641	94,641
58.	PPAT	*Police Officer	(L8.5)			1	80,108	59,799.78	78,987.00	1	78,987	1	86,037	86,037
59.	PPAT	*Police Officer	(L8.5)			1	78,987	59,799.77	78,987.00	1	78,987	1	86,037	86,037
60.	PPAT	*Police Officer	(L7.5)			1	79,369	62,103.72	82,700.00	1	79,369	1	86,821	86,821
61.	PPAT	*Police Officer	(L7.5)			1	72,799	54,201.29	72,799.00	1	78,258	1	85,243	85,243
62.	PPAT	*Police Officer	(CC 25)			1	97,886	69,056.19	91,000.00	1	91,000	1	99,121	99,121
63.	PPAT	*Police Officer	(CC 25)			1	97,886	63,594.97	87,359.00	1	91,000	1	99,121	99,121
64.	PPAT	*Police Officer	(CC 20)			1	87,359	64,219.51	76,733.00	1	87,359	1	95,155	95,155
65.	PPAT	*Police Officer	(CC 10)			1	80,587	39,808.00	71,496.00	1	80,078	1	86,140	86,140
66.	PPAT	*Police Officer	(CC 10)			1	80,587	50,039.04	66,261.00	1	80,078	1	86,140	86,140
67.	PPAT	Police Officer				1	80,587	49,410.02	76,930.00	1	72,047	1	78,310	78,310
68.	PPAT	*Police Officer				1	73,832	56,548.97	73,832.00	1	73,832	1	80,763	80,763
69.	PPAT	*Police Officer Night	(L10.5) (CC 25)			1	112,445	84,326.67	112,445.00	1	112,445	1	122,205	122,205
70.	PPAT	*Police Officer Night	(L10.5) (CC 25)			1	112,445	85,856.29	112,445.00	1	112,445	1	122,205	122,205
71.	PPAT	*Police Officer Night	(L10.5) (CC 25)			1	106,738	81,236.70	106,738.00	1	106,738	1	116,119	116,119
72.	PPAT	*Police Officer Night	(L10.5) (CC 20)			1	107,947	81,932.35	107,947.00	1	107,947	1	117,317	117,317
73.	PPAT	*Police Officer Night	(L10.5) (CC 10)			1	98,953	75,105.20	98,953.00	1	98,953	1	107,541	107,541
74.	PPAT	*Police Officer Night	(L10.5) (CC 10)			1	98,953	75,778.00	98,953.00	1	98,953	1	107,541	107,541
75.	PPAT	*Police Officer Night	(L10.5) (CC 10)			1	98,953	75,105.01	98,953.00	1	98,953	1	107,541	107,541
76.	PPAT	*Police Officer Night	(L10.5) (CC 10)			1	93,929	68,736.88	93,929.00	1	93,929	1	102,185	102,185
77.	PPAT	*Police Officer Night	(L10.5)			1	89,955	65,829.92	89,955.00	1	89,955	1	97,764	97,764

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	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
78.	PPAT	*Police Officer Night	(L10.5)			1	89,955	68,277.31	89,955.00	1	89,955	1	97,764	97,764
79.	PPAT	*Police Officer Night	(L9.5) (CC 25)			1	105,772	80,061.57	105,772.00	1	105,772	1	115,068	115,068
80.	PPAT	*Police Officer Night	(L9.5) (CC 25)			1	93,970	82,310.99	108,128.00	1	111,427	1	121,099	121,099
81.	PPAT	*Police Officer Night	(L9.5) (CC 25)			1	104,806	79,113.18	105,289.00	1	105,772	1	115,068	115,068
82.	PPAT	*Police Officer Night	(L9.5) (CC 20)			1	100,613	76,404.72	100,922.00	1	101,541	1	110,466	110,466
83.	PPAT	*Police Officer Night	(L9.5) (CC 20)			1	101,541	72,715.15	101,541.00	1	101,541	1	110,466	110,466
84.	PPAT	*Police Officer Night	(L9.5) (CC 20)			1	101,541	77,522.31	101,541.00	1	101,541	1	110,466	110,466
85.	PPAT	*Police Officer Night	(L9.5) (CC 20)			1	100,613	75,948.47	101,541.00	1	101,541	1	110,466	110,466
86.	PPAT	*Police Officer Night	(L9.5)			1	84,617	64,683.15	84,617.00	1	84,617	1	92,055	92,055
87.	PPAT	*Police Officer Night	(L9.5)			1	84,617	60,595.96	84,617.00	1	84,617	1	92,265	92,265
88.	PPAT	*Police Officer Night	(L8.5) (CC 20)			1	99,686	71,413.46	100,072.00	1	100,613	1	109,457	109,457
89.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	99,686	71,413.45	99,686.00	1	99,686	1	108,447	108,447
90.	PPAT	*Police Officer Night	(L7.5) (CC 20)			1	99,686	70,961.44	99,686.00	1	99,686	1	108,447	108,447
91.	PPAT	*Police Officer Night	(L7.5) (CC 10)			1	83,071	65,047.79	91,378.00	1	91,378	1	99,409	99,409
92.	PPAT	*Police Officer Night	(CC 25)			1	96,594	68,472.88	96,594.00	1	96,594	1	106,461	106,461
93.	PPAT	*Police Officer Night	(CC 25)			1	97,886	69,811.19	101,759.00	1	97,886	1	106,920	106,920
94.	PPAT	*Police Officer Night	(CC 25)			1	96,594	72,752.56	101,759.00	1	97,886	1	106,920	106,920
95.	PPAT	*Police Officer Night	(CC 25)			1	97,886	73,939.84	101,759.00	1	97,886	1	106,920	106,920
96.	PPAT	*Police Officer Night	(CC 25)			1	96,594	69,695.37	96,594.00	1	96,594	1	105,084	105,084
97.	PPAT	*Police Officer Night	(CC 25)			1	96,594	68,381.68	96,594.00	1	96,594	1	105,084	105,084
98.	PPAT	*Police Officer Night	(CC 25)			1	77,275	66,967.11	96,594.00	1	96,594	1	105,084	105,084
99.	PPAT	*Police Officer Night	(CC 20)			1	92,730	66,907.47	92,730.00	1	92,730	1	100,881	100,881
100.	PPAT	*Police Officer Night	(CC 20)			1	92,730	69,009.52	92,730.00	1	92,730	1	100,881	100,881
101.	PPAT	*Police Officer Night	(CC 20)			1	92,730	66,276.85	92,730.00	1	92,730	1	100,881	100,881
102.	PPAT	*Police Officer Night	(CC 20)			1	92,730	66,066.65	92,730.00	1	92,730	1	100,881	100,881
103.	PPAT	*Police Officer Night	(CC 20)			1	92,730	70,493.20	92,730.00	1	92,730	1	102,643	102,643
104.	PPAT	*Police Officer Night	(CC 20)			1	92,730	66,487.07	92,730.00	1	92,730	1	100,881	100,881
105.	PPAT	*Police Officer Night	(CC 20)			1	92,730	64,385.02	92,730.00	1	92,730	1	100,881	100,881
106.	PPAT	*Police Officer Night	(CC 20)			1	92,730	65,733.83	92,730.00	1	92,730	1	100,881	100,881
107.	PPAT	*Police Officer Night	(CC 20)			1	92,730	68,799.30	92,730.00	1	92,730	1	100,881	100,881
108.	PPAT	*Police Officer Night	(CC 20)			1	90,032	62,477.15	90,032.00	1	92,730	1	100,881	100,881
109.	PPAT	*Police Officer Night	(CC 20)			1	80,587	56,858.79	80,587.00	1	91,548	1	93,971	93,971
113.	PPAT	*Police Officer Night	(CC 20)			1	80,587	54,501.10	64,800.00	1	90,246	1	93,971	93,971
114.	PPAT	*Police Officer Night	(CC 10)			1	86,139	63,057.80	89,548.00	1	86,139	1	94,089	94,089
115.	PPAT	*Police Officer Night	(CC 10)			1	85,003	59,404.81	85,003.00	1	85,003	1	92,475	92,475
113.	PPAT	*Police Officer Night	(CC 10)			1	82,529	60,627.79	82,529.00	1	84,769	1	92,225	92,225
114.	PPAT	*Police Officer Night	(CC 10)			1	77,275	56,842.22	85,003.00	1	85,003	1	92,474	92,474
115.	PPAT	*Police Officer Night	(CC 10)			1	77,275	60,695.87	85,003.00	1	85,003	1	92,474	92,474
116.	PPAT	*Police Officer Night				1	77,275	53,654.19	77,275.00	1	77,275	1	84,067	84,067
117.	PPAT	*Police Officer Night				1	77,275	56,106.59	77,275.00	1	77,275	1	84,067	84,067
118.	PPAT	*Police Officer Night				1	77,275	59,475.07	81,407.00	1	78,308	1	85,536	85,536
119.	PPAT	*Police Officer Night				1	77,275	55,405.89	77,275.00	1	77,275	1	84,068	84,068
120.	PPAT	*Police Officer Night				1	77,275	55,055.55	77,275.00	1	77,275	1	84,068	84,068
121.	PPAT	*Police Officer Night				1	78,308	59,871.31	81,407.00	1	78,308	1	85,536	85,536
122.	PPAT	*Police Officer Night				1	77,275	54,778.29	81,407.00	1	78,308	1	85,536	85,536

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123.	PPAT	*Police Officer Night				1	77,275	55,581.06	77,275.00	1	77,275	1	84,068	84,068
124.	PPAT	*Police Officer Night				1	75,029	51,730.37	75,027.00	1	77,062	1	83,841	83,841
125.	PPAT	*Police Officer Night				1	80,587	50,219.98	69,472.00	1	76,289	1	83,017	83,017
126.	PPAT	*Police Officer Night				1	80,587	39,208.49	64,620.00	1	75,729	1	82,419	82,419
127.	PPAT	*Police Officer Night				1	80,587	39,208.13	64,620.00	1	75,729	1	82,419	82,419
128.	PPAT	*Police Officer Night	(CC 20)			1	80,587	29,703.38	69,255.00	1	90,313	1	98,306	98,306
129.	PPAT	*Police Officer Night	(CC 20)			1	80,587	29,703.38	69,255.00	1	90,313	1	98,306	98,306
130.	PPAT	*Police Officer Night	(CC 20)			1	80,587	29,970.40	69,255.00	1	90,313	1	98,306	98,306
131.	PPAT	*Police Officer Night				1	80,587	29,436.37	69,255.00	1	90,313	1	81,922	81,922
132.	PPAT	*Police Officer Night				1	69,578	29,436.37	69,255.00	1	90,313	1	81,922	81,922
133.	PPAT	Police Officer Night	(CC 20)			1	86,886		9,270.00	1	89,185	1	97,408	97,408
134.	PPAT	Police Officer Night	(CC 20)			1	99,686	67,598.18	99,686.00	1	89,185	1	97,108	97,108
135.	PPAT	Police Officer Night	(CC 20)			1	112,445	107,515.00	126,532.00	1	89,185	1	97,108	97,108
136.	PPAT	*Police Officer Night	(CC 20)			1	92,730	30,752.63	47,237.00	1	89,185	1	97,108	97,108
137.	PPAT	Police Officer Night	(CC 20)			1	69,578	1,920.04	9,270.00	1	89,185	1	97,108	97,108
138.	PPAT	*Police Officer Night	(CC 20)			1	93,510	76,804.37	63,338.00	1	89,185	1	97,108	97,108
139.	PPAT	Police Officer Night	(CC 20)			1	79,715	61,819.07	55,291.00	1	89,185	1	97,108	97,108
140.	PPAT	Police Officer Night												
141.	PPAT	Police Officer Night												
142.	PPAT	*Police Officer Maint	(L10.5) (CC 10)			1	93,510	70,974.52	93,510.00	1	93,510	1	101,739	101,739
143.	PPAT	*Police Officer Safety	(L10.5) (CC 10)			1	93,510	70,974.51	93,510.00	1	93,510	1	101,739	101,739
144.	PPAT	*Police Officer SRO	(L10.5) (CC 25)			1	100,555	76,320.97	100,555.00	1	100,555	1	109,529	109,529
145.	PPAT	*Police Officer SRO	(L9.5) (CC 25)			1	99,645	74,519.74	99,645.00	1	99,645	1	108,538	108,538
146.	PPAT	*Police Officer SRO	(L9.5) (CC 25)			1	99,645	71,356.93	99,645.00	1	99,645	1	108,538	108,538
147.	PPAT	*Police Officer SRO	(L9.5) (CC 20)			1	98,374	72,806.50	98,374.00	1	101,087	1	109,983	109,983
148.	PPAT	*Police Officer SRO	(L9.5)			1	79,715	60,501.36	79,715.00	1	79,715	1	86,830	86,830
149.	PPAT	*Police Officer SRO	(L8.5) (CC 25)			1	98,735	70,496.45	98,735.00	1	98,735	1	107,547	107,547
150.	PPAT	*Police Officer SRO	(L8.5) (CC 25)			1	98,735	74,525.77	98,735.00	1	98,735	1	107,547	107,547
151.	PPAT	*Police Officer SRO	(L8.5) (CC 20)			1	94,785	67,676.55	94,785.00	1	94,785	1	103,244	103,244
152.	PPAT	*Police Officer SRO	(L8.5) (CC 20)			1	94,785	67,676.55	94,785.00	1	94,785	1	103,244	103,244
153.	PPAT	Police Officer SRO	(L7.5)			1	96,532	70,773.05	78,259.00	1	78,259	1	85,243	85,243
154.	PPAT	Police Officer SRO	(CC 20)			1	106,261	65,628.64	87,359.00	1	87,359	1	95,155	95,155
155.		*Cadet Program				1	48,736	37,314.87	51,094.00	1	54,769	1	54,769	54,769
156.		*Cadet Program				1	51,660	37,858.11	54,159.00	1	58,055	1	58,055	58,055
157.		*Cadet Program				1	51,333	31,670.03	51,767.00	1	53,741	1	54,873	54,873
158.		*Cadet Program				1	47,810	34,133.21	54,873.00	1	56,965	1	56,965	56,965
159.		Cadet Program												
160.		Cadet Program				0.5	27,511	30,318.80	48,717.00	1	56,791	1	56,791	56,791
161.		Cadet Program PT 19 hrs				0.5	27,511							

POLICE

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
162. TRAF	*School Traffic Supervisor				43	398,776	295,227.73	398,775.00	43	398,926	43	398,926	398,926
163.	*Business Manager	15-5 (L11)			1	106,402	77,851.53	106,402.00	1	118,784	1	118,784	118,784
164.	*Social Worker/Certified Addiction Counselor	13-2			1	76,445	35,142.47	54,856.00	1	84,692	1	84,692	84,692
165. SPMG	*Animal Control Officer	11-6 (L11)			1	88,990	65,340.70	88,990.00	1	89,192	1	95,966	95,966
166.	*Administrative Assistant	10-5			1	67,410	49,166.08	67,410.00	1	75,474	1	75,474	75,474
167.	*Office Coordinator	9-6 (L11)			1	76,172	56,184.16	76,172.00	1	82,829	1	82,829	82,829
168.	*Office Coordinator	9-6 (L10)			1	76,172	56,184.16	76,172.00	1	82,083	1	82,083	82,083
169.	*Principal Office Assistant	8-6 (L8)			1	67,840	49,121.69	67,840.00	1	75,488	1	75,488	75,488
170.	*Principal Office Assistant	8-3			1	55,620	41,037.03	55,620.00	1	62,402	1	62,402	62,402
171.	*Proj Coord - Community Policing				1	30,160	21,730.48	30,160.00	1	32,597	1	32,597	32,597
172.	Animal Inspector					1,500	1,101.48	1,500.00		1,500		1,500	1,500
173.	School Safety Officer					3,105	2,279.91	3,105.00		3,105		3,105	3,105
174.	*Part Time					31,747	22,934.02	31,747.00		34,312		34,312	34,312
	Subtotal		**211**	**15,693,591.11**	**209**	**16,795,635**	**12,102,895.78**	**16,435,566.00**	**209**	**17,025,781**	**209**	**17,962,945**	**17,962,945**

Summary of Changes

Adjustments to FY 2023 Positions				***Explanation***
	Step Raises/Longevity/Contract Settlement/ Compensation Ordinance included in * position salary		1,160,335	
PSUP	Police Sergeant	(L9.5) (CC 25)	(6,065)	Internal promotion
PSUP	Police Sergeant Night	(L7.5) (CC 20)	(8,508)	Internal promotion
PPAT	Police Officer		24,611	Changes in shifts, college credits, and field training

POLICE

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes															
PPAT	Police Officer Night	(CC 20)	10,522	New employee to be hired with college credits											
PPAT	Police Officer Night	(CC 20)	(2,578)	New employee to be hired at lower step/longevity											
PPAT	Police Officer Night	(CC 20)	(15,337)	New employee to be hired at lower step/longevity											
PPAT	Police Officer Night	(CC 20)	27,530	New employee to be hired with college credits											
PPAT	Police Officer Night	(CC 20)	17,393	New employee to be hired with college credits											
PPAT	Police Officer SRO		(22,395)	Changes in shifts, college credits, and field training											
	Cadet Program		1,769	2 part time cadet positions converted into 1 full time position in FY23											
PPAT	Police Officer Night	(CC 10)		Requesting to fund 'on hold' position						1	85,003			0	0
PPAT	Police Officer Night	(CC 10)		Requesting to fund 'on hold' position						1	85,003			0	0
	Cadet Program			Requesting to fund 'on hold' position						1	51,767			0	0
				Mayor: No new positions											
New Positions															
Subtotal										**3**	**221,773**		**0**	**0**	**0**
Grand Total				**211**	**15,693,591.11**	**209**	**16,795,635**	**12,102,895.78**	**16,435,566.00**	**212**	**17,247,554**		**209**	**17,962,945**	**17,962,945**

POLICE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-210-5100									
5111 Salaries - Full Time	3,912,419.61	3,878,614.22	4,214,593.00	3,565,380.73	5,486,268.00	4,355,937.00	29,682.00	4,244,275.00	4,244,275.00
5112 Wages - Full Time	8,239,918.60	7,863,222.22	8,392,846.00	6,837,993.61	10,545,918.00	8,604,215.00	844,703.00	9,237,549.00	9,237,549.00
5121 Salaries - Part Time	343,325.51	406,990.64	403,381.00	298,609.12	403,380.00	403,531.00	150.00	403,531.00	403,531.00
5131 Overtime	1,658,791.35	2,130,857.05	1,300,000.00	1,422,838.45	1,300,000.00	1,700,000.00	150,000.00	1,450,000.00	1,450,000.00
5132 Overtime (Preventive Training for potential liability issues)			50,000.00		50,000.00	50,000.00	0.00	50,000.00	50,000.00
5141 Longevity	1,013,363.89	1,020,003.91	905,000.00	935,893.67	900,000.00	915,000.00	55,302.00	960,302.00	960,302.00
5142 College Credits	1,917,374.00	1,940,508.15	2,028,352.00		1,793,974.00	2,020,863.00	111,648.00	2,140,000.00	2,140,000.00
5143 Holiday	617,620.02	584,251.97	907,208.00	465,018.65	1,022,045.00	1,018,747.00	145,792.00	1,053,000.00	1,053,000.00
5148 STS-CPR Stipend		12,800.00	12,900.00	11,200.00	11,900.00	12,900.00	0.00	12,900.00	12,900.00
Receipt Offset - Grant	(241,841.30)	(79,364.92)	(50,000.00)		(50,000.00)	(50,000.00)	0.00	(50,000.00)	(50,000.00)
General Expenses 001-210-5200			303,250.00			328,250.00	23,500.00	326,750.00	326,750.00
5241 Equipment Repair/Maint	3,210.00	3,368.93		3,581.94	4,116.94				
5242 Office Equipment Repair/Maint	6,618.10	10,558.85		9,518.88	9,930.00				
5243 Computer Equip Repair/Maint	35,074.00	36,034.00		37,679.00	37,679.00				
5244 Motor Equipment Repair/Maint - Motorcycles	1,753.17			200.00	200.00				
5245 Building/Grounds Maint	1,268.65	727.19		809.25	1,500.00				
5255 Vehicle Washing	6,148.35	4,100.85		1,959.75	4,500.00				
5291 Custodial Services	8,260.40	9,852.50		4,409.42	10,023.00				
5306 Medical Services	83,275.61	67,622.15		83,735.84	84,173.36				
5312 Training	27,121.27	36,023.18		19,785.00	35,508.31				
5340 Communication	65,629.89	63,993.51		45,574.96	60,000.00				
5342 Postage	38.17	1,855.97		15.54	15.54				
5343 Printing	2,438.28	5,603.42		2,694.06	5,899.06				
5386 Accreditation	3,889.79	3,014.83		2,989.95	2,989.95				
5420 Office Supplies	6,981.20	7,930.52		5,783.99	8,506.50				
5424 Computer Supplies	10,569.99	6,771.70		7,495.36	12,000.00				
5430 Building Supplies	49.43	844.15		156.00	156.00				
5470 Public Safety Supplies	3,825.35	11,137.42		1,632.71	2,488.25				
5490 Food Supplies	2,428.63	2,918.49		3,159.19	5,680.61				
5500 Medical Supplies	2,357.59	1,249.04		1,897.13	2,018.64				
5510 Education Supplies		2,470.05		35.00	35.00				
5581 Clothing, Glove, Shoes	636.62	776.93		131.98	131.98				
5582 Photo Supplies	493.28								
5587 Tools	462.05	584.12		52.48	52.48				
5730 Dues	5,672.69	3,270.00		2,465.00	2,655.00				
5733 Licenses Taxi / Medallions	35.00	40.00		54.00	54.00				

POLICE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Equipment & Unusual 001-210-5400									
5306 Boarding / Care of Animals	1,475.37	1,293.09	4,000.00	2,033.55	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5312 Training Academy Fee	11,394.54	13,566.70	23,467.00	21,133.39	23,467.00	24,533.00	1,066.00	24,533.00	24,533.00
5315 Legal Issues	44,124.00	43,448.00	46,200.00	42,548.00	46,200.00	46,200.00	0.00	46,200.00	46,200.00
5392-21 COP	629.00	1,901.81	3,000.00	1,369.93	3,000.00	3,000.00	0.00	3,000.00	3,000.00
5392-22 SRO / GREAT	8,622.37	25,202.78	20,000.00	11,524.31	20,000.00	22,000.00	0.00	20,000.00	20,000.00
5392-23 Domestic Violence	519.74	79.00	1,000.00	99.00	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5392-24 K-9 Unit	2,802.47	2,940.22	6,000.00	1,679.66	6,000.00	7,000.00	0.00	6,000.00	6,000.00
5392-25 NEMLEC	8,292.70	6,062.76	14,500.00	8,891.25	14,500.00	14,500.00	0.00	14,500.00	14,500.00
5392-26 Recreational - PAL	2,612.00	5,000.00	5,000.00	4,425.00	5,000.00	8,000.00	0.00	5,000.00	5,000.00
5392-27 PAL-Summer Youth Program	2,412.00	4,869.34	5,000.00	2,908.76	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5850 Safety Equipment	4,526.05	6,920.66	7,000.00	3,541.89	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5852 Firearm Range Service	25,666.00		27,000.00	17,875.00	27,000.00	27,000.00	0.00	27,000.00	27,000.00
5853 Firearms/ Ammunition	63,221.00	44,952.70	45,000.00	7,877.00	45,000.00	70,000.00	25,000.00	70,000.00	70,000.00
5856 Photography Equipment	990.90	223.00	1,000.00		1,000.00	500.00	(500.00)	500.00	500.00
5871 Bicycle Equipment	185.32	744.95	3,500.00	30.49	3,500.00	3,500.00	0.00	3,500.00	3,500.00
5872 Cruiser Equipment	6,146.00	1,267.63	7,000.00	744.35	7,000.00	7,000.00	0.00	7,000.00	7,000.00
5875 Mobile Radios & Equipment	3,620.00	2,145.44	5,000.00		5,000.00	5,000.00	0.00	5,000.00	5,000.00
Special Items 001-210-5500									
5190 Uniform Allowance 152 @ 1,150 / 1 @ 2,300	171,350.00	166,875.00	179,400.00	174,925.00	179,400.00	179,400.00	(2,300.00)	177,100.00	177,100.00
5190 Uniform Allowance (Repair/Replace)	809.13	25,003.63	23,000.00	14,731.36	23,000.00	23,000.00	0.00	23,000.00	23,000.00
5196 Uniforms-Special Positions	11,147.44	5,165.38	17,500.00	7,043.00	17,500.00	17,500.00	0.00	17,500.00	17,500.00
5197 Uniform Allowance Civilians	442.91	1,648.59	2,500.00	1,671.98	2,500.00	2,750.00	0.00	2,500.00	2,500.00
5198 Uniform Allowance STS 43 @ 425	12,750.00	12,750.00	18,275.00	12,750.00	18,275.00	18,275.00	0.00	18,275.00	18,275.00
5198 Uniform Allowance - STS / new hires	5,298.81	3,390.10	4,000.00	1,981.33	4,000.00	4,000.00	0.00	4,000.00	4,000.00
5471 Patches & Badges	536.97	3,830.24	7,500.00	593.99	7,500.00	8,000.00	0.00	7,500.00	7,500.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5131 Overtime	The increase is a projection based on previous year FY23	400,000.00
5141 Longevity	Increase in the number of officers reaching milestone service years and becoming eligible for longevity	10,000.00
5143 Holiday	Increase due to the projection based on current staffing with longevity and college credit rates and the request to fill vacancies and on hold positions	111,539.00

POLICE

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel	17,460,971.68	17,757,883.24	18,164,280.00	13,536,934.23	21,463,485.00	19,031,193.00	1,337,277.00	19,501,557.00	19,501,557.00
General Expenses	278,237.51	280,747.80	303,250.00	235,816.43	290,313.62	328,250.00	23,500.00	326,750.00	326,750.00
Equipment & Unusual	187,239.46	160,618.08	223,667.00	126,681.58	223,667.00	255,233.00	25,566.00	249,233.00	249,233.00
Special Items	202,335.26	218,662.94	252,175.00	213,696.66	252,175.00	252,925.00	(2,300.00)	249,875.00	249,875.00
Total Operating Budget	**18,128,783.91**	**18,417,912.06**	**18,943,372.00**	**14,113,128.90**	**22,229,640.62**	**19,867,601.00**	**1,384,043.00**	**20,327,415.00**	**20,327,415.00**

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
General Expenses 001-210-5200		
5312 Training	Increase in training - mandatory dept training from 4 days to 5 days - Police Reform, stun gun	23,500.00
5420 Office Supplies	Increase in cost of supplies due to inflation	1,000.00
5490 Food Supplies	Increase in cost of prisoner meals due to inflation	500.00
	Mayor's Recommendation includes $10,000 transfer for radio repairs from Wires budget	
Equipment & Unusual 001-210-5400		
5312 Training Academy Fee	Contractual agreement - academy repayment 1/3	1,066.00
5392-22 SRO / GREAT	Bus transportation increase and food inflation for kids programs	2,000.00
5392-24 K-9 Unit	Increase in dog food and medical costs	1,000.00
5392-26 Recreational - PAL	Increase in children joining the PAL Soccer, Flag Football, Street Hockey and Basketball Programs	3,000.00
5853 Firearms/ Ammunition	Contractual increase based on new vendor that was awarded bid for ammunition. The new vendor does not sell all of the required ammunition that the department needs for training, so supplemental vendors will need to be used at unknown costs. Also, police reform requires additional firearms training.	25,000.00
Special Items 001-210-5500		
5197 Uniform Allowance Civilians	Slight increase to accommodate uniforms for Clinician and Project Coordinator	250.00
5471 Patches & Badges	Increase in badges 154 complement of department	500.00

COST SUMMARY BY CLASSIFICATION

DISPATCH

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Calls For Service	38,354	39,200	39,600
Police - CAD entries	47,052	47,800	48,200
Fire	9,269	9,389	9,500
Medical	8,613	8,720	8,830
EMD Quality Control	1,170	1,220	1,270
Police Quality Control	482	520	520
911 Calls Received	17,655	18,200	18,900
R911 Messages Sent	25	28	30

City Funding: $2,131,023 State Funding: $100,000

DISPATCH

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	SPMG	*Chief Emerg Tele Disp	14-5 (L11)			1	112,407	94,256.80	100,264.00	1	106,441	1	114,173	114,173
2.	FAOP	ETD Supervisor	(L5)			1	89,099	62,076.09	83,270.00	1	87,434	1	87,434	87,434
3.	FAOP	ETD Supervisor Night	(L7)			1	97,055	73,885.45	95,134.00	1	95,134	1	95,134	95,134
4.	FAOP	ETD Supervisor Night	(L6)			1	94,245	71,050.41	94,245.00	1	94,245	1	94,245	94,245
5.	FAOP	ETD Supervisor Night								1	90,706	1	90,706	90,706
6.	FAOP	Sr Fire Alarm Operator Night				1	96,033	64,036.61	80,474.00					
7.	FAOP	*Emerg Tel Dispatcher	6 (L5)			1	75,238	60,819.94	74,530.00	1	76,035	1	76,035	76,035
8.	FAOP	Emerg Tel Dispatcher	6			1	70,980	52,698.78	70,980.00	1	70,980	1	70,980	70,980
9.	FAOP	Emerg Tel Dispatcher	6			1	70,980	52,969.90	70,980.00	1	70,980	1	70,980	70,980
10.	FAOP	Emerg Tel Dispatcher	6			1	70,980	52,662.57	70,980.00	1	70,980	1	70,980	70,980
11.	FAOP	Emerg Tel Dispatcher	4			1	70,980	53,580.61	61,932.00	1	64,168	1	64,168	64,168
12.	FAOP	*Emerg Tel Dispatcher Night	6 (L7)			1	80,305	60,729.96	80,684.00	1	81,062	1	81,062	81,062
13.	FAOP	Emerg Tel Dispatcher Night	6 (L6)			1	81,927	62,060.92	80,305.00	1	80,305	1	80,305	80,305
14.	FAOP	Emerg Tel Dispatcher Night	6 (L6)			1	81,153	57,619.78	80,305.00	1	80,305	1	80,305	80,305
15.	FAOP	Emerg Tel Dispatcher Night	6			1	75,759	56,895.41	75,759.00	1	75,759	1	75,759	75,759
16.	FAOP	Emerg Tel Dispatcher Night	6			1	75,759	56,036.75	75,759.00	1	75,759	1	75,759	75,759
17.	FAOP	Emerg Tel Dispatcher Night	6			1	75,759	57,689.68	75,759.00	1	75,759	1	75,759	75,759
18.	FAOP	Emerg Tel Dispatcher Night	6			1	65,318	48,169.01	75,759.00	1	75,759	1	75,759	75,759
19.	FAOP	*Emerg Tel Dispatcher Night	6			1	75,091	57,310.26	75,091.00	1	77,289	1	77,289	77,289
20.	FAOP	*Emerg Tel Dispatcher Night	6			1	72,234	53,330.26	72,234.00	1	74,870	1	74,870	74,870
21.	FAOP	*Emerg Tel Dispatcher Night	4			1	67,466	50,411.62	67,466.00	1	69,907	1	69,907	69,907
22.	FAOP	*Emerg Tel Dispatcher Night	3			1	64,542	31,177.81	60,496.00	1	67,664	1	67,664	67,664
23.	FAOP	Emerg Tel Dispatcher Night	1			1	75,759	45,045.79	45,000.00	1	66,095	1	66,095	66,095
24.	FAOP	Emerg Tel Dispatcher Night	1			1	77,289	22,704.22	45,000.00	1	66,095	1	66,095	66,095
25.	FAOP	Emerg Tel Dispatcher Night	1			1	77,289	55,589.79	75,759.00	1	66,095	1	66,095	66,095
26.	FAOP	Emerg Tel Dispatcher Night	1											
	Subtotal			**25**	**1,909,011.81**	**24**	**1,893,647**	**1,352,808.42**	**1,788,165.00**	**24**	**1,859,826**	**24**	**1,867,558**	**1,867,558**

DISPATCH

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step		FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes															
Adjustments to FY 2023 Positions															
	Step Raises/Longevity/Contract Settlement included in * position salary		14,335												
FAOP	ETD Supervisor	(L5)	(1,665)												
FAOP	ETD Supervisor Night		(5,327)												
FAOP	Emerg Tel Dispatcher Night	1	(9,664)												
FAOP	Emerg Tel Dispatcher Night	1	(11,194)												
FAOP	Emerg Tel Dispatcher Night	1	(11,194)												
FAOP	Emerg Tel Dispatcher Night	1								1	64,542			0	0
New Positions															
Subtotal										1	64,542		0	0	0
Grand Total				25	1,909,011.81	24	1,893,647	1,352,808.42	1,788,165.00	25	1,924,368		24	1,867,558	1,867,558

Explanation

Includes changes in training officers

Internal promotion - replaced with lower longevity

Position title changed from Sr Fire Alarm Operator to ETD Supervisor. Internal promotion - replaced without longevity

New employee to be hired at lower step

New employee to be hired at lower step

New employee to be hired at lower step

Requesting to fund 'on hold' position

Mayor: No new positions

DISPATCH

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-215-5100									
5112 Wages - Full Time	1,513,946.74	1,748,549.42	1,753,507.00	1,236,569.49	1,639,740.00	1,793,608.00	(16,709.00)	1,736,798.00	1,736,798.00
5131 Overtime - Callbacks Nt	178,960.76	328,078.49	250,000.00	267,419.21	320,000.00	300,000.00	25,000.00	275,000.00	275,000.00
5141 Longevity	35,676.82	53,013.25	40,000.00	34,421.96	34,425.00	32,000.00	(8,000.00)	32,000.00	32,000.00
5143 Holiday	93,170.61	107,449.14	114,000.00	81,816.97	114,000.00	114,000.00	0.00	114,000.00	114,000.00
5144 Out of Grade / FTO	13,086.75	13,883.03	24,775.00	9,099.88	15,000.00	24,775.00	0.00	24,775.00	24,775.00
Receipt Offset - Grant	(194,207.46)	(241,943.48)	(100,000.00)		(100,000.00)	(100,000.00)	0.00	(100,000.00)	(100,000.00)
General Expenses 001-215-5200			32,050.00			33,550.00	1,000.00	33,050.00	33,050.00
5242 Office Equipment Repair/Maint	576.00	127.50		427.00	427.00				
5312 Training E-911	726.00	1,407.00		2,302.00	5,507.00				
5340 Communication	20,544.78	23,197.85		24,005.97	24,005.97				
5420 Office Supplies	817.24	445.12		614.01	1,659.85				
5424 Computer Supplies	826.63	624.26							
5430 Building Supplies	671.82	415.80							
5470 Public Safety Supplies	250.00								
Special Items 001-215-5500									
5190 Uniform Allowance/Clothing Maint @ 500 /ea	10,600.00	10,600.00	12,400.00	10,600.00	12,400.00	12,400.00	0.00	12,400.00	12,400.00
5190 Uniform Allowance/Clothing Maint (Repair/Replace)		686.87	3,000.00	756.69	3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***
5131 Overtime - Callbacks Nt	OT increase requested due to 3 vacant positions	50,000.00
5312 Training E-911	Training increase for 3 newly hired ETD positions	1,000.00
5424 Computer Supplies	Cost of toner has increased	500.00

COST SUMMARY BY CLASSIFICATION

Personnel	1,640,634.22	2,009,029.85	2,082,282.00	1,629,327.51	2,023,165.00	2,164,383.00	291.00	2,082,573.00	2,082,573.00
General Expenses	24,412.47	26,217.53	32,050.00	27,348.98	31,599.82	33,550.00	1,000.00	33,050.00	33,050.00
Equipment & Unusual									
Special Items	10,600.00	11,286.87	15,400.00	11,356.69	15,400.00	15,400.00	0.00	15,400.00	15,400.00
Total Operating Budget	**1,675,646.69**	**2,046,534.25**	**2,129,732.00**	**1,668,033.18**	**2,070,164.82**	**2,213,333.00**	**1,291.00**	**2,131,023.00**	**2,131,023.00**

PURCHASING

STATEMENT OF OBJECTIVES:
The City of Waltham's Purchasing Department seeks to meet the needs of approximately 31 City Departments as quickly, efficiently and cost effectively as possible by assisting them with the procurement of goods and services, design services and construction necessary to perform their operational functions. All of these necessary purchases must be in accordance with MA General Procurement Laws; Chapter 30B, c. 30 § 39M, c. 7C, c. 149 and 149A.

DESCRIPTION OF OUTPUT STATEMENT:
Purchasing works closely with all City Departments to develop Invitation to Bids, Request for Proposals and other solicitations necessary to enter into Contracts while ensuring Compliance with MA General Procurement Laws. In addition, City Departments submit Requisitions to the Purchasing Department to create Purchase Orders with values over $1,000. The School Department sends requisitions to the Purchasing Office for review of any Purchase Order request with a value over $5,000. All of these Requisitions are reviewed for accuracy and compliance with MA General Procurement Laws before being entered as a Purchase Order.

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 2021	FY 2022
Pension-Contributory/FICA	86,704	108,183
Pension Administration	8,122	11,605
Medical & Life Insurance	62,147	46,235
Heat, Light, Water	8,339	6,997
Building Repair & Maintenance	9,586	37,783
Building Insurance	818	807
Total	$175,716	$211,610

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Contracts Bid (School & City)	39	90	80
Number of City PO's w/ values of $1,000+	990	1,000	1,000
Number of School PO's w/ values of $5,000+	246	450	450
Number of City EPO's w/ values of $999.00 or less	1,374	1,400	1,400

PURCHASING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Purchasing Agent	16-4			1	98,143	71,660.18	98,143.00	1	109,548		1	109,548	109,548
2.		*Administrative Assistant	10-6 (L8)			1	74,665	55,068.02	74,665.00	1	80,933		1	80,933	80,933
3.		*Junior Accountant	10-3			1	63,638	46,793.08	63,638.00	1	71,292		1	71,292	71,292
4.		Insurance & Claims Admin					2,700	1,982.43	2,700.00		2,700			2,700	2,700
		Subtotal		**3**	**223,785.31**	**3**	**239,146**	**175,503.71**	**239,146.00**	**3**	**264,473**		**3**	**264,473**	**264,473**

Summary of Changes

Adjustments to FY 2023 Positions

Explanation

Step Raises/Longevity/Compensation 25,327

Ordinance included in * position salary

New Positions

Subtotal										**0**	**0**		**0**	**0**	**0**
Grand Total				**3**	**223,785.31**	**3**	**239,146**	**175,503.71**	**239,146.00**	**3**	**264,473**		**3**	**264,473**	**264,473**

PURCHASING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-138-5100									
5111 Salaries - Full Time	218,694.31	219,237.31	236,446.00	173,521.28	236,446.00	261,773.00	25,327.00	261,773.00	261,773.00
5121 Salaries - Part Time	14,384.72	4,548.00	2,700.00	1,982.43	2,700.00	2,700.00	0.00	2,700.00	2,700.00
General Expenses 001-138-5200			13,700.00			14,200.00	(1,200.00)	12,500.00	12,500.00
5192 Mileage		55.58			80.00				
5242 Office Equipment Repair/Maint		2,610.00		1,400.00	3,000.00				
5312 Training	1,937.59			508.81	1,000.00				
5341 Advertising	217.50	2,051.47		1,986.04	4,500.00				
5342 Postage	1,585.05	1,820.45		231.60	2,000.00				
5420 Office Supplies	1,487.47	2,476.40		969.72	3,000.00				
5730 Dues		374.90		225.00	500.00				
Equipment & Unusual 001-138-5400									
Copier						9,200.00	0.00	0.00	0.00
Special Items 001-138-5500									
5741 Auto Insurance	53,049.00	65,000.00	67,000.00	67,000.00	67,000.00	85,000.00	18,000.00	85,000.00	85,000.00
5742 Building Insurance	312,587.68	308,465.48	360,000.00	336,899.00	360,000.00	410,000.00	50,000.00	410,000.00	410,000.00
5743 Cyber Insurance	19,858.00	47,580.40	55,000.00		55,000.00	40,000.00	(15,000.00)	40,000.00	40,000.00
5744 General Liability Insurance		19,622.96	25,000.00	22,930.00	25,000.00	26,000.00	1,000.00	26,000.00	26,000.00

PURCHASING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Department Explanation for Requested Increases									
Item	***Reason***						***Department Cost for Requested Increase***		
General Expenses 001-138-5200									
5341 Advertising	Boston Globe ads are running approximately $400 each. Increase in projects resulting in more ads to be placed.						500.00		
Equipment & Unusual 001-138-5400									
Copier	Kyocera TASKalfa 4554ci copier - current copier is approaching 10 years old and parts are no longer available. 3 year service agreement included in price.						9,200.00	*Mayor: In process*	
Special Items 001-138-5500									
5741 Auto Insurance	3.9% MIIA Increase ($3,000) - Plus addition of approximately 12 new trucks and 12 new police cruisers ($15,000). Also accounting for any deductibles throughout the year.						18,000.00		
5742 Building Insurance	3.9% MIIA increase estimated - vacant policies increasing significantly (Fitch & Fernald)						50,000.00		
5744 General Liability Insurance	3.9% MIIA increase estimated						1,000.00		

COST SUMMARY BY CLASSIFICATION

Personnel	233,079.03	223,785.31	239,146.00	175,503.71	239,146.00	264,473.00	25,327.00	264,473.00	264,473.00
General Expenses	5,227.61	9,388.80	13,700.00	5,321.17	14,080.00	14,200.00	(1,200.00)	12,500.00	12,500.00
Equipment & Unusual	0.00	0.00	0.00	0.00	0.00	9,200.00	0.00	0.00	0.00
Special Items	385,494.68	440,668.84	507,000.00	426,829.00	507,000.00	561,000.00	54,000.00	561,000.00	561,000.00
Total Operating Budget	**623,801.32**	**673,842.95**	**759,846.00**	**607,653.88**	**760,226.00**	**848,873.00**	**78,127.00**	**837,973.00**	**837,973.00**

RECREATION

STATEMENT OF OBJECTIVES:

Waltham Recreation Department plays a key role in the quality of life for its residents. The department offers (4) seasons of passive and active inclusive recreation and leisure services to a diverse population.
Full and Part time staff are committed to offering programs and services to meet the ever changing needs of the community. These programs are designed to build self esteem and improve physical and mental health.
The Recreation Department is located in the Waltham Community and Cultural Center and is overseen by a 9 member Parks-Recreation Board. The Cultural Center offers wonderful space for a wide range of affordably priced programs that include: preschool offerings, youth sports activities, teen programs including Chill Zone for middle school age youth, community events, and numerous adult opportunities. The Recreation Department works with volunteer groups and organizations to preserve and protect natural woodlands and open space. The Park Ranger position has had an impact on the community parks and open space.
The Waltham Recreation Department and staff will continue to focus on meeting the needs of the communities through programs, services and facility management.
Community events will continue to be offered on a seasonal basis for families which brings the community together regularly and enhances the pride for the City of Waltham!
Future improvements include Lowell Field Playground, Veterans Athletic Complex and the Fernald Property which will add to the diverse recreational offerings available for residents to enjoy.
The use of 14 Church Street for afterschool teen programming and seasonal youth programs has offered an additional recreation space that is enjoyed by many.
The health, safety and inclusion of all participants and employees is paramount.

DESCRIPTION OF OUTPUT STATEMENT:

This is the element for developing a comprehensive year round recreational program for all ages.
A. Administrative duties for the operation of the department's recreation programs.
B. The Recreation Department professionals and specialized instructors provide programs, services, special events and supervision of seasonal staff hired to offer a variety of recreational opportunities to the Waltham community.

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	153,554	154,451
Pension Administration	13,394	15,178
Medical & Life Insurance	242,418	213,233
Heat, Light, Water	6,581	5,402
Building Repair & Maintenance	15,371	74,967
Building Insurance	16,156	15,943
Motor Vehicle Insurance	1,415	1,506
Motor Vehicle Maint & Repair	29,550	29,327
Total	$478,439	$510,007

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total # of Rec Activities	6,248	7,872	7,262
Total Attend / Participants	223,483	257,245	260,060
Total Revenue	$289,793	$409,337	$457,225

RECREATION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Recreation Board				10	11,000	7,333.00	10,000.00	10	11,000	10	11,000	11,000
2.		*Director of Recreation	18-5 (L10)			1	142,137	81,116.16	142,137.00	1	146,182	1	146,182	146,182
3.		*Asst Director Recreation	15-6 (L8)			1	116,115	70,811.04	116,115.00	1	122,397	1	122,397	122,397
4.		Asst. Superintendent of Recreation	14-2			1	106,489	49,018.23	106,489.00	1	90,312	1	90,312	90,312
5.		Asst. Superintendent of Recreation	14-1			1	61,173		0.00	1	43,876	1	43,876	43,876
6.		*Park Ranger	13-5			1	85,262	62,509.30	85,262.00	1	95,267	1	95,267	95,267
7.		*Rec Super / Teen Center	12-6 (L8)			1	93,793	69,164.85	93,793.00	1	100,851	1	100,851	100,851
8.		*Recreation Supervisor	12-6 (L8)			1	86,845	64,370.59	86,845.00	1	100,851	1	100,851	100,851
9.		*Recreation Supervisor	12-6 (L8)			1	86,845	64,041.58	86,845.00	1	97,117	1	97,117	97,117
10.		*Rec Super / Spec Needs	12-6			1	85,476	62,637.58	85,476.00	1	93,381	1	93,381	93,381
11.		*Recreation Supervisor	12-1			1	35,823		0.00	1	38,589	1	38,589	38,589
12.		*Administrative Assistant	10-6 (L8)			1	79,145	57,951.67	79,145.00	1	86,829	1	86,829	86,829
13.		*Office Coordinator (PT 19 hrs)	9-6			0.5	38,209	24,434.55	38,209.00	0.5	41,174	0.5	41,174	41,174
14.	LAB	*Bldg Maint Craftsperson	9-6 (L8)			1	70,070	53,003.96	70,070.00	1	76,003	1	76,003	76,003
15.	LAB	Rec Facilities Supervisor I Night	9-1			1	28,590		10,000.00	1	62,335	1	62,335	62,335
16.	LAB	Rec Facilities Supervisor I Night	9-1			1	28,590		10,000.00	1	62,335	1	62,335	62,335
17.		Recreation Board Clerk					1,000	400.00	1,000.00		1,000		1,000	1,000
18.		Temporary / Seasonal					50,000	28,332.00	40,000.00		50,000		50,000	50,000
19.		Temporary / Seasonal - Fernald					15,000		0.00		15,000		15,000	15,000
		Subtotal		**20.5**	**997,992.42**	**24.5**	**1,221,562**	**695,124.51**	**1,061,386.00**	**24.5**	**1,334,499**	**24.5**	**1,334,499**	**1,334,499**

RECREATION

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Summary of Changes													
Adjustments to FY 2023 Positions													
	Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary	78,921											
	Asst. Superintendent of Recreation	14-2	(16,177)										
	Asst. Superintendent of Recreation	14-1	(17,297)										
LAB	Rec Facilities Supervisor I Night	9-1	33,745										
LAB	Rec Facilities Supervisor I Night	9-1	33,745										
	Seasonal part time staff rate increase by $1.00/hr is reflective in this budget proposal.												
New Positions													
	Subtotal								0	0		0	0	0
	Grand Total		20.5	997,992.42	24.5	1,221,562	695,124.51	1,061,386.00	24.5	1,334,499		24.5	1,334,499	1,334,499

Explanation

Internal promotion - replaced at lower step

Funded for 6 months, previously funded for 9 months

Funded for 12 months, previously funded for 6 months

Funded for 12 months, previously funded for 6 months

Mayor: Existing positions posted

RECREATION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-630-5100									
5111 Salaries - Full Time	834,260.31	862,969.18	979,103.00	581,621.00	882,107.00	1,015,652.00	36,549.00	1,015,652.00	1,015,652.00
5112 Wages - Full Time	65,210.67	65,250.00	127,250.00	53,003.96	90,070.00	200,673.00	73,423.00	200,673.00	200,673.00
5121 Salaries - Part Time	34,890.01	30,352.66	39,209.00	24,834.55	39,209.00	42,174.00	2,965.00	42,174.00	42,174.00
5122 Wages - Part Time	9,834.50	30,715.00	65,000.00	28,332.00	40,000.00	65,000.00	0.00	65,000.00	65,000.00
5131 Overtime	2,274.92	2,922.06	3,000.00	1,974.51	2,000.00	3,000.00	0.00	3,000.00	3,000.00
5194 Boards & Commissions	10,400.00	8,705.58	11,000.00	7,333.00	10,000.00	11,000.00	0.00	11,000.00	11,000.00
Offset from Rink for Off-Season Work	58,504.17	71,246.12	70,770.00	34,794.80	70,770.00	72,659.00	1,889.00	72,659.00	72,659.00
General Expenses 001-630-5200			30,000.00			30,000.00	(5,000.00)	25,000.00	25,000.00
5192 Mileage	351.52	739.78		328.69	1,000.00				
5247 Alarms / Intrusion	2,924.71	2,383.47		731.83	3,000.00				
5272 Office Equipment Rental	1,188.00	1,188.00		1,188.00	1,500.00				
5312 Training	192.00	192.00		144.00	250.00				
5342 Postage	55.27	51.23			300.00				
5343 Printing	745.00	2,635.00		1,358.75	2,300.00				
5420 Office Supplies	3,937.88	3,078.19		1,782.37	4,000.00				
5460 Groundskeeping Supplies				119.94	2,000.00				
5581 Clothing, Gloves, Shoes	1,787.60	750.00		900.00	1,500.00				
5730 Dues	625.00	1,075.00		950.00	1,500.00				
Equipment & Unusual 001-630-5400									
5300 Chill Zone Program (Middle & High School Programs)	19,998.11	32,929.60	47,000.00	14,482.06	30,000.00	47,000.00	0.00	47,000.00	47,000.00
5386 Fernald Security			25,000.00		0.00	25,000.00	0.00	25,000.00	25,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	1,015,374.58	1,072,160.60	1,295,332.00	731,893.82	1,134,156.00	1,410,158.00	114,826.00	1,410,158.00	1,410,158.00
General Expenses	11,806.98	12,092.67	30,000.00	7,503.58	17,350.00	30,000.00	(5,000.00)	25,000.00	25,000.00
Equipment & Unusual	19,998.11	32,929.60	72,000.00	14,482.06	30,000.00	72,000.00	0.00	72,000.00	72,000.00
Total Operating Budget	**1,047,179.67**	**1,117,182.87**	**1,397,332.00**	**753,879.46**	**1,181,506.00**	**1,512,158.00**	**109,826.00**	**1,507,158.00**	**1,507,158.00**

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

The Waltham Recreation Department aims to provide outdoor opportunities 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 and elementary age boys and girls.

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. These playgrounds and recreation areas offer passive and active recreation to residents. Kaleidoscope summer program held at Fitzgerald Elementary School and Monsignor McCabe Playground is offered for seven weeks during summer months. The combination of the school and playground make this a great location for summer programming. Summer staff is hired to work within the Kaleidoscope program offering summer fun and long lasting memories.

The Recreation Department supervises thirteen water play facilities throughout the city for summer months. Weather permitting the facilities are open seven days per week, supervised with part time seasonal employees during weekday hours and unsupervised on weeknights and weekends.

The health, safety and inclusion of all participants and employees is paramount.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Kaleidoscope Attendance	210	291	343
Kaleidoscope Kindergarten	69	70	70
Spray Park Attendance	36,750	61,875	87,750
Total Attendance	37,029	62,236	88,163
Revenue	$32,085	$44,720	$52,801

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Program Instructors for Kaleidoscope and Water Spray Park Attendants				17	71,000	48,442.50	60,000.00	17	71,000		17	71,000	71,000
2.		Kaleidoscope Asst. Program Director				1	7,000	3,960.00	5,000.00	1	7,000		1	7,000	7,000
		Subtotal		**18**	**56,865.50**	**18**	**78,000**	**52,402.50**	**65,000.00**	**18**	**78,000**		**18**	**78,000**	**78,000**

Summary of Changes

Adjustments to FY 2023 Positions ***Explanation***

Step Raises/Longevity included in * position salary

Seasonal part time staff rate increase by $1.00/hr is reflective in this budget proposal.

New Positions

Subtotal										**0**	**0**		**0**	**0**	**0**
Grand Total				**18**	**56,865.50**	**18**	**78,000**	**52,402.50**	**65,000.00**	**18**	**78,000**		**18**	**78,000**	**78,000**

KALEIDOSCOPE AND WATER SPRAY PARKS (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-631-5100									
5122 Temporary Help / PT Wage	38,749.50	56,865.50	78,000.00	52,402.50	65,000.00	78,000.00	0.00	78,000.00	78,000.00
General Expenses 001-631-5200			177,700.00			187,700.00	5,000.00	182,700.00	182,700.00
5231 Water	95,284.82	88,175.95		114,051.35	115,000.00				
5312 First Aid Training				848.43	1,000.00				
5381 Contract Labor	2,045.00	20,950.64		2,302.19	45,000.00				
5460 Groundskeeping Supplies	3,138.15	1,843.34							
5500 First Aid Supplies	2,114.94	954.55			1,500.00				
5584 Recreational	5,217.62	9,716.33		2,157.33	10,000.00				
Equipment & Unusual 001-631-5400									
5276 Rental of Equipment / Spray Parks / Other Locations	3,553.36	4,930.20	7,500.00	2,604.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-631-5200 5231 Water	This request is to assist with the increasing cost of water at spray parks. Due to increase in seasonal weather temperatures and increase in maintenance costs, these facilities are open longer each season.	10,000.00

COST SUMMARY BY CLASSIFICATION

Personnel	38,749.50	56,865.50	78,000.00	52,402.50	65,000.00	78,000.00	0.00	78,000.00	78,000.00
General Expenses	107,800.53	121,640.81	177,700.00	119,359.30	172,500.00	187,700.00	5,000.00	182,700.00	182,700.00
Equipment & Unusual	3,553.36	4,930.20	7,500.00	2,604.00	7,500.00	7,500.00	0.00	7,500.00	7,500.00
Total Operating Budget	**150,103.39**	**183,436.51**	**263,200.00**	**174,365.80**	**245,000.00**	**273,200.00**	**5,000.00**	**268,200.00**	**268,200.00**

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

STATEMENT OF OBJECTIVES:

To provide an opportunity for adventure, discovery, and developing social relationships through summer fun experiences for children entering grades 1-6.
To provide middle school age youths with a summer enrichment program engaging them in leadership experiences and opportunities. The children attending these programs represent the diversity of the Waltham Community.
The recently improved Prospect Hill Park is the perfect setting to introduce youth to the beauty of the natural world and resources available.

DESCRIPTION OF OUTPUT STATEMENT:

This all day summer program at Prospect Hill is offered for seven weeks designed for youngsters to learn and experience the outdoors, water play, sporting activities, crafts and games.
The Summer Fun Program is for boys and girls in grades 1-6. Our ELITE (Emerging Leaders in Training Experience) is for middle school youth entering grades 7, 8 and 9.
The health, safety and inclusion of all participants and employees is paramount.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Summer Fun	204	342	525
LEAP	67	62	70
Total Attendance	271	404	595
Revenue	$31,165	$47,250	$67,125

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Summer Fun Prog Instructors/Pre-K Instructors				15	63,000	31,755.00	36,000.00	15	63,000		15	63,000	63,000
2.		Asst Program Director				1	7,000	4,104.00	5,000.00	1	7,000		1	7,000	7,000
3.		Middle School Program Supervisor				1	6,000	3,480.00	4,500.00	1	6,000		1	6,000	6,000
		Subtotal		**17**	**34,487.00**	**17**	**76,000**	**39,339.00**	**45,500.00**	**17**	**76,000**		**17**	**76,000**	**76,000**

Summary of Changes

Adjustments to FY 2023 Positions ***Explanation***

Step Raises/Longevity included in * position salary

Seasonal part time staff rate increase by $1.00/hr is reflective in this budget proposal.

New Positions

Subtotal									**0**	**0**		**0**	**0**	**0**
Grand Total	**17**	**34,487.00**	**17**	**76,000**	**39,339.00**	**45,500.00**	**17**	**76,000**		**17**	**76,000**	**76,000**

SUMMER FUN AT PROSPECT HILL (SELF-SUPPORTING)

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-632-5100									
5122 Temporary Help / PT Wage	32,714.00	34,487.00	76,000.00	39,339.00	45,500.00	76,000.00	0.00	76,000.00	76,000.00
General Expenses 001-632-5200			12,200.00			12,200.00	(1,000.00)	11,200.00	11,200.00
5312 First Aid Training					1,000.00				
5381 Contract Labor		540.00			1,500.00				
5584 Recreational	8,753.34	7,029.17		2,556.94	8,000.00				

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	32,714.00	34,487.00	76,000.00	39,339.00	45,500.00	76,000.00	0.00	76,000.00	76,000.00
General Expenses	8,753.34	7,569.17	12,200.00	2,556.94	10,500.00	12,200.00	(1,000.00)	11,200.00	11,200.00
Equipment & Unusual									
Total Operating Budget	**41,467.34**	**42,056.17**	**88,200.00**	**41,895.94**	**56,000.00**	**88,200.00**	**(1,000.00)**	**87,200.00**	**87,200.00**

SUPPORT OF RECREATIONAL ACTIVITIES

STATEMENT OF OBJECTIVES:

The Recreation Department provides financial assistance to (13) thirteen organized youth leagues that utilize City of Waltham parks and facilities. The section also supports utility costs for parks and facilities. It also provides free recreational youth programs sponsored by the Waltham Police Athletic League (PAL), which include a winter basketball program held at W.C.C., summer street hockey program held at the Veterans Rink and summer indoor sport programs held at the air-conditioned Kennedy Middle School field house. Funding allocated to provide volunteers with open space management under the direction of the Park Ranger. The Waltham Parks-Recreation Board meets with all youth organizations annually and the Waltham Recreation Department works closely with all volunteers to ensure the requirements of the department are being met by all youth organizations. The following is the list of volunteer groups that is supported by the Waltham Recreation Department.

Youth sport organizations subsidized with funding:

1. Waltham Youth Baseball League
2. Babe Ruth Baseball League
3. Girls Softball League
4. Waltham Track Club
5. Waltham Soccer Association
6. Waltham Youth Football
7. Waltham Boys Youth Basketball Association
8. Waltham Girls Basketball Association
9. Waltham Youth Hockey
10. Prospect Hill Ski Team
11. Waltham Youth Lacrosse
12. Waltham Police Athletic League
13. Waltham Lou Tompkins Baseball
14. Prospect Hill Park - Stewardship Program
15. Waltham Youth Wrestling

DESCRIPTION OF OUTPUT STATEMENT:

Assists youth sport organizations with support and financial appropriation towards operational expenses. All leagues complete financial documents that are reviewed by the Parks-Recreation Board annually. Elements cover costs to operate outdoor night lighting of basketball, pickle ball and tennis courts, baseball and softball fields. Funding levels have stayed constant for several years with the exception of utility costs. Due to newly renovated facilities, utility increases will be requested to accommodate for expanded usage. Funding is requested for routine maintenance of recreation facilities. The health, safety, and inclusion of all participants and employees is paramount.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Leagues	13	13	13
Total Games/Practices	3,150	3,250	3,300
Total Diff Participants	4,379	4,450	4,500

SUPPORT OF RECREATIONAL ACTIVITIES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-633-5200			176,700.00			176,700.00	(20,000.00)	156,700.00	156,700.00
5213 Light	38,394.68	47,192.54		41,496.89	75,000.00				
5245 Building/Grounds Maint					5,000.00				
5584 Recreational	51,651.51	63,746.98		7,874.06	60,000.00				
Equipment & Unusual 001-633-5400									
5397 Summer Youth Programs-PAL	1,694.00	7,185.68	8,000.00	6,500.04	8,000.00	8,000.00	0.00	8,000.00	8,000.00
5398 Stewardship Program - P.H.P.	1,667.17	2,457.19	2,500.00	493.77	2,500.00	3,000.00	500.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5398 Stewardship Program - P.H.P.	Request to remove the PHP restriction so funds can be used for additional open space/conservation/recreation properties including Prospect Hill Park, Mokema Property, and Wellington Open Space.	500.00

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	90,046.19	110,939.52	176,700.00	49,370.95	140,000.00	176,700.00	(20,000.00)	156,700.00	156,700.00
Equipment & Unusual	3,361.17	9,642.87	10,500.00	6,993.81	10,500.00	11,000.00	500.00	11,000.00	11,000.00
Total Operating Budget	**93,407.36**	**120,582.39**	**187,200.00**	**56,364.76**	**150,500.00**	**187,700.00**	**(19,500.00)**	**167,700.00**	**167,700.00**

VETERAN'S MEMORIAL ICE SKATING RINK

STATEMENT OF OBJECTIVES:

The Veterans Memorial Ice Skating Rink was leased from the Department of Conservation and Recreation for a 20 year period beginning in September of 2005. The lease will continue through the 2025 season. Since taking over the rink the Waltham Recreation Department has overseen operations and improvements at the facility. The rink has been a great fit and allowed winter recreation to its residents through public skating, public hockey and recreation programming offered each rink season. In addition, Waltham Youth Hockey, Waltham High School and Middle School utilize the rink for all games and practices. The rink is also available to rent for private or non profit groups on a 50 minute period. The Recreation Department currently works with 13 different groups that rent the ice on a regular basis.
Rink staff made up of full time and part time Recreation employees continue to strive to make the rink the cleanest and most customer friendly in the State of Massachusetts!

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: Adult Public Hockey. The rink also provides ice time for non-profit groups, and private groups wishing to rent the ice.
Ice rental fees for the 2022-2023 season were $210 per hour for non-profit groups and $230 per hour for private groups. All fees must be approved by the State of Massachusetts. Skate rentals and skate sharpening services are offered as well as items such as tape, skate laces and mouth guards available for purchase.
The health, safety, and inclusion of all participants and employees is paramount.

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 2021	FY 2022
Pension-Contributory/FICA	12,778	12,751
Pension Administration	953	1,080
Medical & Life Insurance	65,614	66,517
Building Repair & Maintenance	13,881	1,137
Building Insurance	4,518	4,459
Workers' Compensation	1,069	
Other Dept Allocations	15,333	22,533
Total	$114,146	$108,477

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Total Number of Ice Rental Hours	1,894	2,172	2,200
Total Number of Public Skating Hrs	164	215	220
Total Number of In-House Prgm Hrs	79	94	100
Total Number of Non-Profit Groups	5	6	8
Total Number of Private Groups	10	7	10
Total Attendance	58,091	58,169	60,000
Total Revenue	$421,077	$439,476	$445,000

VETERAN'S MEMORIAL ICE SKATING RINK

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	LAB	*Rec Facilities Supervisor I Night	9-6 (L8)			1	74,698	56,085.36	74,698.00	1	80,555		1	80,555	80,555
2.	LAB	*Rec Facilities Supervisor I Night	9-6			1	68,448	50,468.75	68,448.00	1	74,588		1	74,588	74,588
3.	LAB	Rec Facilities Supervisor I Night	9-2			1	69,165	40,846.52	69,165.00	1	62,834		1	62,834	62,834
4.		Temporary / Seasonal					28,000	24,896.70	26,000.00		28,000			28,000	28,000
		Subtotal		**3**	**225,274.25**	**3**	**240,311**	**172,297.33**	**238,311.00**	**3**	**245,977**		**3**	**245,977**	**245,977**

Summary of Changes

Adjustments to FY 2023 Positions				***Explanation***
	Step Raises/Longevity/Contract Settlement included in * position salary		11,997	
LAB	Rec Facilities Supervisor I Night	9-2	(6,331)	New employee hired at lower step

Seasonal part time staff rate increase by $1.00/hr is reflective in this budget proposal

New Positions

Subtotal									**0**	**0**		**0**	**0**	**0**
Grand Total	**3**	**225,274.25**	**3**	**240,311**	**172,297.33**	**238,311.00**	**3**	**245,977**		**3**	**245,977**	**245,977**

Current assignments for the period May-August include daily maintenance of water spray park facilities, Prospect Hill Park summer programming maintenance 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 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 640-630-5100									
5112 Wages - Full Time	190,887.07	197,569.25	212,311.00	147,400.63	212,311.00	217,977.00	5,666.00	217,977.00	217,977.00
5122 Temporary Help / Seasonal	26,215.00	27,705.00	28,000.00	24,896.70	26,000.00	28,000.00	0.00	28,000.00	28,000.00
5131 Overtime	2,050.73	2,604.48	3,000.00	2,306.61	2,200.00	3,000.00	0.00	3,000.00	3,000.00
Offset to Recreation for Off-Season Work	(58,504.17)	(71,246.12)	(70,770.00)	(34,794.80)	(70,770.00)	(72,659.00)	(1,889.00)	(72,659.00)	(72,659.00)
General Expenses 640-630-5200			216,800.00			216,800.00	(10,000.00)	206,800.00	206,800.00
5211 Heat	10,010.70	12,269.21		8,846.43	7,000.00				
5213 Lights	102,236.06	130,661.45		107,169.17	100,000.00				
5231 Water	14,029.01	19,808.95		19,273.35	18,000.00				
5241 Equipment Repair/Maint/Compressor	3,893.51	6,794.65		4,993.44	10,000.00				
5244 Motor Equipment Repair/Maint	6,731.85	6,683.56		6,938.11	10,000.00				
5245 Building/Grounds Maint	4,524.78	9,229.09		2,149.31	4,000.00				
5247 Alarms / Intrusion	662.35	611.40		666.43	666.43				
5312 Training	576.00	716.00		432.00	600.00				
5430 Building Supplies	3,921.28	5,358.45		1,475.81	4,000.00				
5581 Clothing, Gloves, Shoes	2,602.87	2,250.00		2,700.00	2,700.00				
Equipment & Unusual 640-630-5400									
5241 Contractual Services-Refrigeration Service	8,428.68	5,634.57	16,000.00	5,604.70	10,000.00	16,000.00	0.00	16,000.00	16,000.00
5691 State Assessment	3,350.18	4,210.77	5,000.00	3,313.67	4,500.00	5,000.00	0.00	5,000.00	5,000.00
Special Items 640-630-5500									
5747 Liability Insurance	11,155.00	11,058.00	12,000.00	10,073.00	10,073.00	12,000.00	0.00	12,000.00	12,000.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	160,648.63	156,632.61	172,541.00	139,809.14	169,741.00	176,318.00	3,777.00	176,318.00	176,318.00
General Expenses	149,188.41	194,382.76	216,800.00	154,644.05	156,966.43	216,800.00	(10,000.00)	206,800.00	206,800.00
Equipment & Unusual	11,778.86	9,845.34	21,000.00	8,918.37	14,500.00	21,000.00	0.00	21,000.00	21,000.00
Special Items	11,155.00	11,058.00	12,000.00	10,073.00	10,073.00	12,000.00	0.00	12,000.00	12,000.00
Total Operating Budget	**332,770.90**	**371,918.71**	**422,341.00**	**313,444.56**	**351,280.43**	**426,118.00**	**(6,223.00)**	**416,118.00**	**416,118.00**

PUBLIC EDUCATION

STATEMENT OF OBJECTIVES:

DESCRIPTION OF OUTPUT STATEMENT:

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	3,183,768	3,264,332
Pension Administration	202,742	232,188
Medical & Life Insurance	26,815,391	28,448,728
Building Insurance	208,110	205,365
Motor Vehicle Maint & Repair	34,308	42,240
Motor Vehicle Insurance	2,358	3,012
Debt Service	3,845,060	11,333,513
Total	$34,291,737	$43,529,378

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected

	FY 2021	FY 2022	FY 2023			FY 2024			
COST SUMMARY BY CLASSIFICATION	Actual Expenditures	Actual Expenditures	Budget	July - March Actual Expenditures	Estimated Expenditures Thru 6/30/2023	Department Request	Mayor's Incr/Decr	Mayor's Recommendation	Council Approval
Personnel									
General Expenses									
Equipment & Unusual									
Total Operating Budget	89,577,108.81	93,382,074.80	98,784,463.00	60,449,521.65	98,784,463.00	105,709,717.00	6,925,254.00	105,709,717.00	105,709,717.00

TRAFFIC ENGINEERING

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

DESCRIPTION OF OUTPUT STATEMENT:
To reduce the vehicular accident rate along public ways in the City by (1) modernizing the traffic signal installations which do not conform to current engineering standards, (2) applying appropriate traffic engineering remedies to other intersections and street segments with abnormal accident history, and (3) modernizing the City's traffic regulations and signing to make them rational and consistent.
To increase mobility and reduce travel delays by (1) synchronizing and updating traffic control signals along arterial streets, (2) improving the level of service (volume-capacity ratio) at important intersections within the City, (3) promoting improved public transportation services and operations within the City, and (4) developing plans and programs for major capital improvements to City's roadways and traffic control systems.
Projects we are currently working on are Piety Corner, Beaver/Warren, Trapelo/Waverley Oaks, Citywide Speed Limit, Traffic & Safety Neighborhood Studies; Beaver St Railroad Crossing, Totten Pond Rd signal.

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 2021	FY 2022
Pension-Contributory/FICA	44,514	89,877
Pension Administration	5,499	8,588
Medical & Life Insurance	131,729	143,365
Heat, Light, Water	3,296	3,405
Building Repair & Maintenance	9,048	11,553
Building Insurance	274	270
Motor Vehicle Insurance	236	502
Motor Vehicle Maint & Repair	4,925	9,776
Workers' Compensation	67,520	67,970
Total	$267,041	$335,306

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Aluminum Sign Recycling (income)	$1,014.00	$350.00	$685.00
Gallons of White Paint Used	550	770	900
Gallons of Yellow Paint Used	300	350	400
Signs Installed	700	860	1,000
Traffic Commission Meetings	11	10	10
Citywide Traffic Accidents (see chart below)			

10 Year Citywide Traffic Accidents

FY	# of Accidents	
2014	2,324	
2015	2,427	
2016	2,474	
2017	3,712	
2018	2,600	
2019	2,527	
2020	2,069	
2021	943	
2022	1,349	
2023	1,513	Projected FY

TRAFFIC ENGINEERING

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Clerk				1	2,500	1,835.80	2,500.00	1	2,500		1	2,500	2,500
2.		*Traffic Engineer	19-6 (L8)			1	148,152	108,943.39	148,152.00	1	158,802		1	158,802	158,802
3.	SPMG	*Jr. Civil Engineer	14-3			1	82,943	60,141.50	82,943.00	1	85,549		1	91,999	91,999
4.		*Principal Office Asst (PT 19.5 hrs)	8-6			0.5	36,705	26,422.03	36,705.00	0.5	39,582		0.5	39,582	39,582
5.	LAB	*Painter - Traffic	9-6 (L11)			1	72,428	55,356.50	72,428.00	1	78,106		1	78,106	78,106
6.	LAB	*Painter - Traffic	9-6			1	65,250	49,870.73	65,250.00	1	70,366		1	70,366	70,366
7.		Temporary / Seasonal					19,200	7,200.00	19,200.00		23,040			23,040	23,040
		Subtotal		**5.5**	**408,486.82**	**5.5**	**427,178**	**309,769.95**	**427,178.00**	**5.5**	**457,945**		**5.5**	**464,395**	**464,395**

Summary of Changes

Adjustments to FY 2023 Positions

		Explanation
Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary	33,377	
Temporary / Seasonal	3,840	Increase hourly pay from $15/hr to $18/hr in order to attract qualified applicants

New Positions

Subtotal										**0**	**0**		**0**	**0**	**0**
Grand Total				**5.5**	**408,486.82**	**5.5**	**427,178**	**309,769.95**	**427,178.00**	**5.5**	**457,945**		**5.5**	**464,395**	**464,395**

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-480-5100									
5111 Salaries - Full Time	239,873.54	217,216.37	231,095.00	169,084.89	231,095.00	244,351.00	19,706.00	250,801.00	250,801.00
5112 Wages - Full Time	101,404.20	138,088.21	137,678.00	105,227.23	137,678.00	148,472.00	10,794.00	148,472.00	148,472.00
5121 Salaries - Part Time	38,689.50	38,512.24	39,205.00	28,257.83	39,205.00	42,082.00	2,877.00	42,082.00	42,082.00
5122 Wages - Part Time	18,720.00	14,670.00	19,200.00	7,200.00	19,200.00	23,040.00	3,840.00	23,040.00	23,040.00
5131 Overtime	21,142.55	14,819.01	20,000.00	7,557.67	14,000.00	20,000.00	0.00	20,000.00	20,000.00
General Expenses 001-480-5200			66,300.00			77,600.00	10,000.00	76,300.00	76,300.00
5242 Office Equipment Repair/Maint	885.75	349.95		282.70	600.00				
5244 Motor Equipment Repair/Maint	1,254.54			841.31	1,100.00				
5248 Computer Software/License					4,000.00				
5276 Truck/Equipment Rental	1,102.41				2,200.00				
5312 Training	296.00	1,884.00		288.00	250.00				
5342 Postage	126.99				100.00				
5343 Printing	848.00	725.51		620.00	620.00				
5420 Office Supplies	815.98	1,415.46		502.23	1,000.00				
5431 Paint Supplies	5,529.70	14,479.76		7,302.22	12,560.00				
5534 Traffic Signs	36,116.89	35,687.77		27,157.45	40,000.00				
5541 Welding Supplies	431.99	273.69		277.15	470.00				
5581 Clothing, Gloves	1,670.86	1,500.00		2,100.00	2,100.00				
5587 Tools	1,332.34	4,555.98		22.22	900.00				
5730 Dues	290.00	305.00			0.00				
5733 Licenses		400.00		800.00	400.00				

TRAFFIC ENGINEERING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Equipment & Unusual 001-480-5400									
5388 Thermoplastic Outsource	69,765.65	70,824.85	100,000.00	100,618.20	100,000.00	367,000.00	50,000.00	150,000.00	150,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-480-5200	There is an increased need for sign replacement and additional pavement marking. Anticipate rental of truck for full four months.	11,300.00
5388 Thermoplastic Outsource	Increase in the amount of streets to be done in thermoplastic, per Traffic Commission study	267,000.00
	Mayor: $267,000 of capital funding carried forward from prior year	

COST SUMMARY BY CLASSIFICATION

Personnel	419,829.79	423,305.83	447,178.00	317,327.62	441,178.00	477,945.00	37,217.00	484,395.00	484,395.00
General Expenses	50,701.45	61,577.12	66,300.00	40,193.28	66,300.00	77,600.00	10,000.00	76,300.00	76,300.00
Equipment & Unusual	69,765.65	70,824.85	100,000.00	100,618.20	100,000.00	367,000.00	50,000.00	150,000.00	150,000.00
Total Operating Budget	**540,296.89**	**555,707.80**	**613,478.00**	**458,139.10**	**607,478.00**	**922,545.00**	**97,217.00**	**710,695.00**	**710,695.00**

PARKING MANAGEMENT

STATEMENT OF OBJECTIVES:

To relieve congestion and to increase effective parking supply by promoting turnover of parking space. Maintenance of parking meters and pay stations 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 1,009 parking spaces (975 spaces of which are non-ADA stalls) in eight (8) parking lots being enforced with twenty-three (23) VenTek Pay-by-Space pay stations.
In five (5) of the eight (8) parking lots we now have thirteen (13) spaces designated as electric car charging stations, each with a 2 hour maximum time limit. The charging costs $3 per hour.
We have 307 on-street parking spaces on Main Street and 231 on-street parking spaces on Moody Street monitored by time limits. The pay stations are kept in good repair and the revenues are regularly collected. Enforcement is handled by three (3) Parking Control Officers.

This element is self supporting through the parking meter fund.
The following costs can be directly attributed to this element:

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	59,079	80,157
Pension Administration	3,666	9,270
Medical & Life Insurance	102,001	98,576
Heat, Light, Water	824	851
Building Repair & Maintenance	2,262	2,888
Building Insurance	69	68
Motor Vehicle Insurance	236	251
Motor Vehicle Maint & Repair	4,925	4,888
Workers' Compensation	56,262	92,186
Total	$229,324	$289,135

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Monthly Stickers Revenue	$31,885	$31,940	$64,000
Yearly Stickers Revenue	$55,650	$71,830	$100,000
Senior Stickers Revenue	$4,370	$7,650	$11,000
Resident Stickers Revenue	$10	N/A	N/A
Credit Card Revenue	$152,876	$221,320	$294,000
Bill & Coin Revenue	$103,675	$101,520	$100,000
PayByPhone Transactions	61,490	60,000	75,000
PCO Ticket issuance	7,991	8,700	9,400
PCO & Police Ticket Revenue	$312,121	$277,970	$244,000

Budget offset by receipts from meters

PARKING MANAGEMENT

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request	FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Parking Control Officer	7-6 (L10)			1	57,236	42,093.46	57,236.00	1	61,899	1	61,899	61,899
2.		*Parking Control Officer	7-5			1	46,542	33,996.76	46,542.00	1	52,336	1	52,336	52,336
3.		*Parking Control Officer	7-3			1	43,111	31,480.40	43,111.00	1	48,180	1	48,180	48,180
4.		Contingency					27,000		9,000.00		29,545		29,545	29,545
5.	LAB	*Meter Repair Person (PT 19.5 hrs)	7-6			0.5	29,031	21,767.44	29,031.00	0.5	31,336	0.5	31,336	31,336
		Subtotal		**3.5**	**174,033.22**	**3.5**	**202,920**	**129,338.06**	**184,920.00**	**3.5**	**223,296**	**3.5**	**223,296**	**223,296**

Summary of Changes

Adjustments to FY 2023 Positions

		Explanation
Step Raises/Longevity/Compensation Ordinance/ Contract Settlement included in * position salary	17,831	
Contingency	2,545	Repeating the request from the previous year to transition the Parking Control Officers from Hourly Grade 7 (non-union) to Salary Grade 7 (non-union).

New Positions

Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total	**3.5**	**174,033.22**	**3.5**	**202,920**	**129,338.06**	**184,920.00**	**3.5**	**223,296**		**3.5**	**223,296**	**223,296**

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 232-480-5100									
5111 Salaries - Full Time	155,189.61	143,879.97	173,889.00	107,570.62	155,889.00	191,960.00	18,071.00	191,960.00	191,960.00
5121 Salaries - Part Time	2,500.00	1,459.05							
5122 Wages - Part Time	28,576.50	28,694.20	29,031.00	21,767.44	29,031.00	31,336.00	2,305.00	31,336.00	31,336.00
5131 Overtime	5,043.48	4,559.64	5,000.00	2,741.59	5,000.00	5,000.00	0.00	5,000.00	5,000.00
Offset Receipt - Meter Revenue	(191,309.59)	(178,592.86)	(207,920.00)						
General Expenses 232-480-5200			164,875.00			172,125.00	6,000.00	170,875.00	170,875.00
5213 Light	33,495.61	43,813.23		39,884.60	48,713.00				
5241 Equipment Repair/Maint	13,590.26	15,756.23		12,255.00	14,400.00				
5242 Office Equipment Repair/Maint	1,159.61	1,062.00		1,178.00	1,178.00				
5245 Building/Grounds Maint	1.00	1.00		1.00	1.00				
5343 Printing	4,078.00	4,286.00		3,155.30	3,155.00				
5375 Coin Processing	96.44				0.00				
5378 Transaction Fee PayByPhone	9,522.00	12,152.25		12,750.50	15,000.00				
5385 Banking / Financial - CC Fees	46,547.82	49,276.92		36,028.90	59,000.00				
5543 Meters & Parts	2,805.39	10,888.35		7,530.87	13,000.00				
5581 Clothing, Glove, Shoes	477.77	375.00		525.00	525.00				
5740 Insurance Surety Bond	3,674.11	3,673.34			3,500.00				
Offset Receipt - Meter Revenue	(115,448.01)	(141,284.32)	(164,875.00)						
Equipment & Unusual 232-480-5400									
5176 Transfer to Medical Insurance Trust	62,888.00	57,029.00	57,673.00	57,673.00	57,673.00	57,673.00	12,987.00	70,660.00	70,660.00
Offset Receipt - Meter Revenue	(62,888.00)	(57,029.00)	(57,673.00)						

PARKING MANAGEMENT

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Special Items 232-480-5500									
5190 Uniform Allowance	1,925.95	1,931.87	2,000.00	543.45	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Offset Receipt - Meter Revenue	(1,925.95)	(1,931.87)	(2,000.00)						

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 232-480-5200	With the increase in parking rates, the amount needed for the PayByPhone fees is projected to increase.	7,250.00

COST SUMMARY BY CLASSIFICATION

Personnel	191,309.59	178,592.86	207,920.00	132,079.65	189,920.00	228,296.00	20,376.00	228,296.00	228,296.00
General Expenses	115,448.01	141,284.32	164,875.00	113,309.17	158,472.00	172,125.00	6,000.00	170,875.00	170,875.00
Equipment & Unusual	62,888.00	57,029.00	57,673.00	57,673.00	57,673.00	57,673.00	12,987.00	70,660.00	70,660.00
Special Items	1,925.95	1,931.87	2,000.00	543.45	2,000.00	2,000.00	0.00	2,000.00	2,000.00
Less Receipts	(371,571.55)	(378,838.05)	(432,468.00)	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating Budget	**0.00**	**0.00**	**0.00**	**303,605.27**	**408,065.00**	**460,094.00**	**39,363.00**	**471,831.00**	**471,831.00**

TREASURER & COLLECTOR

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

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	223,501	171,297
Pension Administration	20,599	17,619
Medical & Life Insurance	334,885	363,472
Heat, Light, Water	16,678	13,994
Building Repair & Maintenance	19,172	75,565
Building Insurance	1,636	1,614
Total	$616,471	$643,561

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Committed Bills:			
Real Estate	60,000	60,000	60,000
Personal Property	4,400	4,400	4,400
Water	55,500	55,500	55,500
Excise	55,000	55,000	55,000
Departmental	4,500	4,500	4,500
Parking Tickets	9,270	11,000	11,000
Municipal Liens	2,500	2,500	2,500
Collected Annually:			
Real Estate	$191,650,000	$195,483,000	$199,392,660
Tax Title	$1,404,000	$1,432,000	$1,460,722
Personal Property	$14,365,000	$14,400,000	$14,600,000
Water	$34,212,000	$34,896,240	$35,594,165
Excise	$8,302,000	$8,468,040	$8,637,401
Departmental	$21,924,000	$22,362,480	$22,809,730
Parking Tickets	$718,000	$732,360	$747,007
Municipal Liens	$65,250	$66,555	$67,886
Bank accounts balanced	117	117	117
Average window transactions per day	200	200	200
Average phone calls per day	125	125	125
Number of Employees	2,161	2,471	2,471
Number of Payroll Checks	7,250	7,882	7,882
Number of Vendor Checks	12,564	11,188	11,188

TREASURER & COLLECTOR

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Treasurer & Collector	19-6 (L11)			1	152,268	112,247.54	152,268.00	1	163,213		1	163,213	163,213
2.		*Asst Treasurer & Collector	16-6 (L11)			1	125,922	92,837.54	125,922.00	1	135,127		1	135,127	135,127
3.		*Business Manager	15-6 (L11)			1	117,170	86,390.25	117,170.00	1	125,797		1	125,797	125,797
4.		*Senior Accountant	13-6 (L11)			1	102,878	75,860.54	102,878.00	1	110,562		1	110,562	110,562
5.		*Junior Accountant	10-6 (L8)			1	77,652	56,118.71	77,652.00	1	86,829		1	86,829	86,829
6.		*Administrative Assistant	10-6 (L10)			1	81,509	60,024.38	81,509.00	1	88,437		1	88,437	88,437
7.		*Principal Office Asst	8-6 (L8)			1	70,648	52,073.37	70,648.00	1	76,187		1	76,187	76,187
8.		*Associate Office Asst	7-2			1	50,591	4,842.71	26,000.00	1	55,605		1	55,605	55,605
		Payroll													
9.		*Payroll Spvr / Benefits Coord	12-4 (L10)			1	83,988	61,419.43	83,988.00	1	94,277		1	94,277	94,277
10.		*Principal Office Asst	8-3			1	55,620	40,937.78	55,620.00	1	62,402		1	62,402	62,402
		Subtotal		10	855,568.37	10	918,246	642,752.25	893,655.00	10	998,436		10	998,436	998,436

Summary of Changes

Adjustments to FY 2023 Positions

Explanation

Step Raises/Longevity/Compensation 80,190
Ordinance included in * position salary

New Positions

Subtotal								0	0		0	0	0
Grand Total	10	855,568.37	10	918,246	642,752.25	893,655.00	10	998,436		10	998,436	998,436

TREASURER & COLLECTOR

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-145-5100									
5111 Salaries - Full Time	846,215.70	855,568.37	918,246.00	642,752.25	893,655.00	998,436.00	80,190.00	998,436.00	998,436.00
General Expenses 001-145-5200			318,400.00			318,400.00	(20,000.00)	298,400.00	298,400.00
5242 Office Equipment Repair/Maint	4,047.16	4,041.22		2,433.29	6,000.00				
5247 Alarms / Intrusion	510.00	760.94		540.00	800.00				
5304 Financial Services	6,000.00	6,000.00			10,000.00				
5305 Legal Services	11,657.83	13,073.91		4,011.92	15,000.00				
5312 Training					10,000.00				
5342 Postage	78,722.22	73,954.35		63,070.69	90,000.00				
5343 Printing	24,674.00	27,640.98		7,262.85	35,000.00				
5345 Shortages		(100.00)			100.00				
5385 Banking / Financial	114,814.94	104,254.06		53,633.79	138,000.00				
5420 Office Supplies	7,245.72	5,290.95		2,937.71	7,500.00				
5730 Dues & Subscriptions	260.00	140.00		140.00	500.00				
5731 Conference Expense		668.23		200.00	500.00				
5740 Insurance Premium	3,700.00	3,700.00		3,300.00	5,000.00				
Group Life Insurance 001-915-5200									
5170 Group Life Insurance	120,387.19	118,895.14	127,750.00	91,894.65	127,750.00	127,750.00	0.00	127,750.00	127,750.00
Equipment & Unusual 001-145-5400									
5305 Legal Services	200.00	1,525.00	5,000.00	337.50	5,000.00	5,000.00	0.00	5,000.00	5,000.00
5391 Senior Volunteer Program			35,000.00	8,336.04	35,000.00	35,000.00	0.00	35,000.00	35,000.00
Copy Machine						7,000.00	0.00	0.00	0.00
Postage Machine						5,000.00	0.00	0.00	0.00

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***	
Copy Machine	Current equipment beyond useful life.	7,000.00	*Mayor: In process*
Postage Machine	Current equipment beyond useful life.	5,000.00	*Mayor: In process*

COST SUMMARY BY CLASSIFICATION

Personnel	846,215.70	855,568.37	918,246.00	642,752.25	893,655.00	998,436.00	80,190.00	998,436.00	998,436.00
General Expenses	372,019.06	358,319.78	446,150.00	229,424.90	446,150.00	446,150.00	(20,000.00)	426,150.00	426,150.00
Equipment & Unusual	200.00	1,525.00	40,000.00	8,673.54	40,000.00	52,000.00	0.00	40,000.00	40,000.00
Total Operating Budget	**1,218,434.76**	**1,215,413.15**	**1,404,396.00**	**880,850.69**	**1,379,805.00**	**1,496,586.00**	**60,190.00**	**1,464,586.00**	**1,464,586.00**

ADMINISTRATION OF TRUST FUNDS

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

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Trust Funds	73	73	73
Library Income	$2,909	$2,309	$2,425
Charity Income	$3,111	$2,476	$2,600
Cemetery Income	$62,242	$36,253	$36,065
Scholarship Income	$91,011	$54,328	$57,044
Other Income	$7,526	$5,208	$5,469
Library Book Value	$97,448	$94,769	$99,508
Charity Book Value	$104,560	$99,617	$104,598
Scholarship Book Value	$2,110,628	$1,996,562	$2,096,390
Cemetery Book Value	$3,008,435	$2,849,431	$2,991,903
Other Book Value	$254,421	$235,274	$247,037
OPEB	$14,265,792	$16,002,800	$16,802,939

ADMINISTRATION OF TRUST FUNDS

PERSONNEL

Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	Trust Fund Commissioner				3	3,000	1,200.00	3,000.00	3	3,000		3	3,000	3,000
2.	Asst Clerk & Custodian				1	1,000	734.32	1,000.00	1	1,000		1	1,000	1,000
	Subtotal		**4**	**2,800.00**	**4**	**4,000**	**1,934.32**	**4,000.00**	**4**	**4,000**		**4**	**4,000**	**4,000**

Summary of Changes

Adjustments to FY 2023 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal									**0**	**0**		**0**	**0**	**0**
Grand Total			**4**	**2,800.00**	**4**	**4,000**	**1,934.32**	**4,000.00**	**4**	**4,000**		**4**	**4,000**	**4,000**

ADMINISTRATION OF TRUST FUNDS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-149-5100									
5121 Salaries - Part Time	1,000.00	1,000.00	1,000.00	734.32	1,000.00	1,000.00	0.00	1,000.00	1,000.00
5194 Boards & Commissions	1,800.00	1,800.00	3,000.00	1,200.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel	2,800.00	2,800.00	4,000.00	1,934.32	4,000.00	4,000.00	0.00	4,000.00	4,000.00
General Expenses									
Equipment & Unusual									
Total Operating Budget	**2,800.00**	**2,800.00**	**4,000.00**	**1,934.32**	**4,000.00**	**4,000.00**	**0.00**	**4,000.00**	**4,000.00**

VETERANS BENEFITS & SERVICES

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

The Veterans program element output demonstrated that the City continues to provide assistance to Veterans, their widows and dependents. This financial assistance is translated into concrete benefits (cash allowances, medical care and VA benefits instruction and information). Prepare ceremonies for Patriots' Day, Memorial Day, and Veterans Day. Placing over 5,000 flags on veterans' graves for our 4 cemeteries. For outreach go to the Senior Center, visit Veterans/Widows in Housing, go to the Wellness Centers and the Bedford VA.

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 2021	FY 2022
Pension-Contributory/FICA	63,709	63,584
Pension Administration	5,907	6,694
Medical & Life Insurance	56,224	57,109
Heat, Light, Water	3,296	3,405
Building Repair & Maintenance	9,048	11,553
Building Insurance	274	270
Total	$138,458	$142,615

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Cases Yearly	2,000	2,000	2,000
Yearly Cash Benefits	$122,584	$125,000	$130,000

VETERANS BENEFITS & SERVICES

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.	**	*Director of Vets Services	16-6 (L11)			1	125,922	92,837.54	125,922.00	1	135,127		1	135,127	135,127
2.		*Administrative Assistant	10-6 (L11)			1	82,132	60,575.06	82,132.00	1	88,504		1	88,504	88,504
		Subtotal		**2**	**208,053.65**	**2**	**208,054**	**153,412.60**	**208,054.00**	**2**	**223,631**		**2**	**223,631**	**223,631**

Summary of Changes

Adjustments to FY 2023 Positions		***Explanation***											
Step Raises/Longevity/Compensation	15,577												
Ordinance included in * position salary													
New Positions													
Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total			**2**	**208,053.65**	**2**	**208,054**	**153,412.60**	**208,054.00**	**2**	**223,631**		**2**	**223,631**	**223,631**

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

VETERANS BENEFITS & SERVICES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-543-5100									
5111 Salaries - Full Time	207,895.08	208,053.65	208,054.00	153,412.60	208,054.00	223,631.00	15,577.00	223,631.00	223,631.00
General Expenses 001-543-5200			174,700.00			174,700.00	(25,000.00)	149,700.00	149,700.00
5192 Mileage Allowance	699.96	699.96		562.50	750.00				
5242 Office Equipment Repair/Maint		300.00		300.00	300.00				
5245 Maintenance Vets Square Signs									
5312 Training	75.00	50.00			585.00				
5342 Postage	532.15	330.33			250.00				
5343 Printing	75.00	75.00			75.00				
5420 Office Supplies	591.81			220.57	325.00				
5588 Flags & Bunting	5,145.93	6,265.54		7,475.07	8,000.00				
5591 Reservists' Recognition	5,000.00	3,308.00			1,000.00				
5730 Dues				35.00	35.00				
5770 Veterans Benefits	101,287.95	119,626.36		82,483.17	113,000.00				
5781 Holiday Expenses (Memorial Day & Veteran's Day)	3,010.00	2,890.00		2,810.00	8,000.00				

Department Explanation for Requested Increases

Item	***Reason***	***Department Cost for Requested Increase***

COST SUMMARY BY CLASSIFICATION

Personnel	207,895.08	208,053.65	208,054.00	153,412.60	208,054.00	223,631.00	15,577.00	223,631.00	223,631.00
General Expenses	116,417.80	133,545.19	174,700.00	93,886.31	132,320.00	174,700.00	(25,000.00)	149,700.00	149,700.00
Equipment & Unusual									
Total Operating Budget	**324,312.88**	**341,598.84**	**382,754.00**	**247,298.91**	**340,374.00**	**398,331.00**	**(9,423.00)**	**373,331.00**	**373,331.00**

LICENSE COMMISSION

STATEMENT OF OBJECTIVES:
To issue licenses and permits to serve the public needs and to protect the common good.

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	148	139
Heat, Light, Water	824	851
Building Repair & Maintenance	2,262	2,888
Building Insurance	69	68
Total	$3,303	$3,946

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Number of Licenses	101	105	105
Common Victualer	145	145	150
Filing Fee	17	10	10
Amusement Device Permits	51	51	51
Entertainment	41	41	45
Special Permits	88	80	80
Revenue from Licenses & Permits	$291,975	$287,063	$300,000

LICENSE COMMISSION

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		License Commission				3	9,600	7,200.00	9,600.00	3	9,600		3	9,600	9,600
2.		Assistants to License Commission				2	6,000	4,547.63	6,000.00	2	6,000		2	6,000	6,000
		Subtotal		**5**	**15,600.00**	**5**	**15,600**	**11,747.63**	**15,600.00**	**5**	**15,600**		**5**	**15,600**	**15,600**

Summary of Changes

Adjustments to FY 2023 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total	**5**	**15,600.00**	**5**	**15,600**	**11,747.63**	**15,600.00**	**5**	**15,600**		**5**	**15,600**	**15,600**

LICENSE COMMISSION

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-165-5100									
5121 Salaries - Part Time	6,000.00	6,000.00	6,000.00	4,547.63	6,000.00	6,000.00	0.00	6,000.00	6,000.00
5194 Boards & Commissions	9,600.00	9,600.00	9,600.00	7,200.00	9,600.00	9,600.00	0.00	9,600.00	9,600.00
General Expenses 001-165-5200			3,700.00			3,700.00	0.00	3,700.00	3,700.00
5308 Stenographer	2,400.00	2,400.00		1,600.00	2,400.00				
5342 Postage	485.95	664.10			350.00				
5343 Printing	75.00	85.00		371.69	371.69				
5420 Office Supplies	96.93	260.33			250.00				
5730 Dues				70.00	70.00				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel	15,600.00	15,600.00	15,600.00	11,747.63	15,600.00	15,600.00	0.00	15,600.00	15,600.00
General Expenses	3,057.88	3,409.43	3,700.00	2,041.69	3,441.69	3,700.00	0.00	3,700.00	3,700.00
Equipment & Unusual									
Total Operating Budget	**18,657.88**	**19,009.43**	**19,300.00**	**13,789.32**	**19,041.69**	**19,300.00**	**0.00**	**19,300.00**	**19,300.00**

WIRES

STATEMENT OF OBJECTIVES:

To provide the administrative direction and services so that the activities conducted in the electrical systems sub-program are able to operate efficiently and effectively. To reduce the possibility of injury to persons or property due to faulty or improper electrical systems by increasing the inspections and better enforcement of electrical construction codes. To provide night lighting and accurate time to all that view the Carter Street Clock and the Waltham Common Clock. To insure the safety of human life and property in all public buildings. Installing and maintaining all electrical systems for light, heat and power.
Traffic: To safeguard human life and property by installing, maintaining, and upgrading the traffic control system.
Police: To safeguard human life and property by installing and maintaining the fire and police network.
Radio: To safeguard human life and property by insuring rapid communication between citizens, Police and Fire departments through properly maintained and upgraded communication system.
EV Car Chargers: To provide charging stations at all public parking lots for the public use.
The department receives traffic and street light repair requests via City website and phone calls directly and indirectly.

DESCRIPTION OF OUTPUT STATEMENT:

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

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

Indirect Costs	FY 2021	FY 2022
Pension-Contributory/FICA	198,236	197,374
Pension Administration	18,009	20,408
Medical & Life Insurance	257,923	267,466
Heat, Light, Water	30,837	32,064
Building Repair & Maintenance	91,495	72,216
Building Insurance	2,043	2,016
Motor Vehicle Insurance	1,650	2,259
Motor Vehicle Maint & Repair	34,475	43,990
Total	$634,668	$637,793

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
City Clocks	3	3	3
Public Buildings:			
Fire Stations	6	6	6
Pumping Stations	5	5	5
Other Buildings	12	12	14
Playgrounds	9	9	9
Parking Lots	7	7	8
Common Lights	35	35	35
Fire Boxes	755	760	765
Traffic Lights	104	108	112
Electric Car Charging Locations	12	12	12

WIRES

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		*Inspector of Wires	17-6 (L11)			1	134,374	99,065.26	138,741.16	1	144,138		1	144,138	144,138
2.	SPMG	*S, E & C Supervisor/Foreman	14-6 (L11)			1	109,570	80,451.75	109,570.00	1	109,570		1	117,697	117,697
3.	SPMG	*Sr Wires Inspector	13-6 (L8)			1	100,093	73,452.63	100,093.00	1	100,093		1	107,568	107,568
4.	LAB	*Electrician	11-6 (L11)			1	101,297	77,422.63	104,589.15	1	109,114		1	109,114	109,114
5.	LAB	*Electrician	11-6			1	92,088	70,384.11	95,080.86	1	98,970		1	98,970	98,970
6.	LAB	*Electrician	11-6			1	87,106	65,963.69	89,936.95	1	96,859		1	96,858	96,858
7.	LAB	Electrician	11-1			1	101,834	29,700.12	49,533.12	1	85,270		1	85,270	85,270
8.		*Administrative Assistant	10-6 (L10)			1	81,385	60,024.37	84,030.01	1	87,968		1	87,968	87,968
9.	LAB	*Signal Maintainer	9-6 (L11)			1	72,428	55,356.46	74,781.91	1	78,106		1	78,106	78,106
		Subtotal		**9**	**869,356.21**	**9**	**880,175**	**611,821.02**	**846,356.16**	**9**	**910,088**		**9**	**925,689**	**925,689**

Summary of Changes

Adjustments to FY 2023 Positions				***Explanation***
	Step Raises/Longevity/Compensation Ordinance/Contract Settlement included in * position salary		62,078	
LAB	Electrician	11-1	(16,564)	New employee to be hired at lower step
New Positions				
	Subtotal			

Subtotal							**0**	**0**		**0**	**0**	**0**
Grand Total	**9**	**869,356.21**	**9**	**880,175**	**611,821.02**	**846,356.16**	**9**	**910,088**		**9**	**925,689**	**925,689**

WIRES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-245-5100									
5111 Salaries - Full Time	416,972.96	418,009.78	425,422.00	312,994.01	432,434.17	441,769.00	31,949.00	457,371.00	457,371.00
5112 Wages - Full Time	448,410.25	451,346.43	454,753.00	298,827.01	413,921.99	468,319.00	13,565.00	468,318.00	468,318.00
5131 Overtime - Callbacks	20,334.72	27,050.85	28,000.00	23,864.22	28,000.00	28,000.00	0.00	28,000.00	28,000.00
5195 Buyback Sick Time	5,285.21	5,828.04	6,000.00	35,842.36	34,434.00	6,500.00	500.00	6,500.00	6,500.00
General Expenses 001-245-5200			353,100.00			333,100.00	(20,000.00)	333,100.00	333,100.00
5192 Mileage		15.30		4.10	4.10				
5193 Tool Allowance	750.00	1,000.00		1,000.00	1,000.00				
5212 Clocks - City & Common	11.90	5,820.00			20.00				
5213 Light	51,589.10	52,748.45		43,370.40	55,000.00				
5241 Equipment Repair/Maint	2,000.00	38,702.05			10,000.00				
5242 Office Equipment Repair/Maint	326.48	398.54		341.23	400.00				
5245 Electrical Repair/Maint				8,406.35	20,000.00				
5246 Communication Equip Repair/Maint	13,792.10	31,398.34		19,691.93	32,000.00				
5310 Environmental Services		25,560.00			0.00				
5312 Training	1,060.00	1,620.00		2,858.00	3,248.00				
5340 Communication	65,135.13	91,738.00		53,995.61	90,000.00				
5342 Postage	626.00	624.30		344.80	650.00				
5343 Printing	208.00	235.00		183.40	250.00				
5411 Batteries	262.94	596.59			600.00				
5420 Office Supplies	1,262.13	752.22		631.58	850.00				
5435 Electrical Supplies	52,489.45	46,101.36		31,883.75	50,000.00				
5470 Public Safety Supplies	30,713.90	15,247.92		18,617.84	20,000.00				
5510 Education Supplies				675.95	1,000.00				
5581 Clothing, Gloves, Shoes	4,890.56	4,350.00		4,950.00	4,950.00				
5587 Tools	600.73	987.60		69.98	1,000.00				
5733 Licenses				638.65	638.65				
5781 Holiday	30,879.72	33,583.82		22,140.92	34,000.00				

WIRES

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Equipment & Unusual 001-245-5400									
5590 Office Support / Equipment		287.57	500.00		500.00	500.00	0.00	500.00	500.00
5854 Hoses, Cable, Wire	2,246.24	5,959.24	7,000.00	355.63	7,000.00	7,000.00	0.00	7,000.00	7,000.00
6443 Electric Car Charging Stations	843.00								

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
5195 Buyback Sick Time	Increase in Laborers' Union rates	500.00
5246 Communication Equip Repair/Maint	Decrease by $20,000 and transfer to $10,000 to Fire Department and $10,000 to Police Department for radio repairs	

COST SUMMARY BY CLASSIFICATION

Personnel	891,003.14	902,235.10	914,175.00	671,527.60	908,790.16	944,588.00	46,014.00	960,189.00	960,189.00
General Expenses	256,598.14	351,479.49	353,100.00	209,804.49	325,610.75	333,100.00	(20,000.00)	333,100.00	333,100.00
Equipment & Unusual	3,089.24	6,246.81	7,500.00	355.63	7,500.00	7,500.00	0.00	7,500.00	7,500.00
Total Operating Budget	**1,150,690.52**	**1,259,961.40**	**1,274,775.00**	**881,687.72**	**1,241,900.91**	**1,285,188.00**	**26,014.00**	**1,300,789.00**	**1,300,789.00**

STREET LIGHTING

STATEMENT OF OBJECTIVES:

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

DESCRIPTION OF OUTPUT STATEMENT:

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

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated	FY 2024 Projected
Lights	4,780	5,010	5,020

STREET LIGHTING

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
General Expenses 001-424-5200									
5213 Light & Supplies	258,137.97	586,517.21	430,000.00	208,137.71	430,000.00	430,000.00	0.00	430,000.00	430,000.00

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*

COST SUMMARY BY CLASSIFICATION

Personnel									
General Expenses	258,137.97	586,517.21	430,000.00	208,137.71	430,000.00	430,000.00	0.00	430,000.00	430,000.00
Equipment & Unusual									
Total Operating Budget	**258,137.97**	**586,517.21**	**430,000.00**	**208,137.71**	**430,000.00**	**430,000.00**	**0.00**	**430,000.00**	**430,000.00**

ZONING BOARD OF APPEALS

STATEMENT OF OBJECTIVES:
To authorize zoning variance whenever literal enforcement of the zoning ordinances 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 the "Zoning Ordinance of the City of Waltham".

DESCRIPTION OF OUTPUT STATEMENT:
The Zoning Board of Appeals, in accordance with general laws chapter 40A and the Zoning Ordinance of the City of Waltham, 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 ordinances.

There are no indirect costs directly associated with this element.

Indirect Costs	FY 2021	FY 2022
Total	$0	$0

Output Measure	FY 2022 Actual	FY 2023 Estimated *to date 2/28/2023	FY 2024 Projected
Number of Meetings	33	27*	45
Cases Heard	63	45*	
Granted	57	29*	
Denied	0	0*	
Withdrawn	2	7*	
Pending	6	13*	
Number of Cases Filed	58	29*	
Fees Received FY 2021	$26,976.83		
Fees Received FY 2022	$63,560.89		
Fees Received FY 2023 to date	$45,521.46		

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

ZONING BOARD OF APPEALS

PERSONNEL

	Bargaining Unit	Position	FY 2024 Grade-Step	FY 2022 #	FY 2022 Actual Expenditures	FY 2023 #	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 #	FY 2024 Department Request		FY 2024 #	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
1.		Members				10	25,000	14,100.00	25,000.00	10	25,000		10	25,000	25,000
2.		Chairperson					500		500.00		500			500	500
		Subtotal		**10**	**15,900.00**	**10**	**25,500**	**14,100.00**	**25,500.00**	**10**	**25,500**		**10**	**25,500**	**25,500**

Summary of Changes

Adjustments to FY 2023 Positions

Step Raises/Longevity included in * position salary

Explanation

New Positions

Subtotal								**0**	**0**		**0**	**0**	**0**
Grand Total	**10**	**15,900.00**	**10**	**25,500**	**14,100.00**	**25,500.00**	**10**	**25,500**		**10**	**25,500**	**25,500**

ZONING BOARD OF APPEALS

EXPENDITURES

Classification	FY 2021 Actual Expenditures	FY 2022 Actual Expenditures	FY 2023 Budget	FY 2023 July - March Actual Expenditures	FY 2023 Estimated Expenditures Thru 6/30/2023	FY 2024 Department Request	FY 2024 Mayor's Incr/Decr	FY 2024 Mayor's Recommendation	FY 2024 Council Approval
Personnel 001-176-5100									
5194 Boards & Commissions	19,300.00	15,900.00	25,500.00	14,100.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
General Expenses 001-176-5200			41,200.00			72,000.00	25,000.00	66,200.00	66,200.00
5308 Stenographer	10,643.00	7,650.00		8,550.00	15,000.00				
5341 Advertising	17,786.56	21,055.29		32,946.00	50,000.00				
5342 Postage		2,579.60		2,450.00	3,500.00				
5420 Office Supplies	1,185.37	201.65		1,974.69	2,000.00				

Department Explanation for Requested Increases

Item	*Reason*	*Department Cost for Requested Increase*
General Expenses 001-176-5200 5341 Advertising 5342 Postage 5420 Office Supplies	Cost of everything has increased in the last few years - publications costs are 4 times more, postage has increased, and office supplies have increased. The number of cases have increased as well as the complexity of the issues in front of the Board, requiring multiple meetings per case.	30,800.00

COST SUMMARY BY CLASSIFICATION

Personnel	19,300.00	15,900.00	25,500.00	14,100.00	25,500.00	25,500.00	0.00	25,500.00	25,500.00
General Expenses	29,614.93	31,486.54	41,200.00	45,920.69	70,500.00	72,000.00	25,000.00	66,200.00	66,200.00
Equipment & Unusual									
Total Operating Budget	**48,914.93**	**47,386.54**	**66,700.00**	**60,020.69**	**96,000.00**	**97,500.00**	**25,000.00**	**91,700.00**	**91,700.00**