

City of Holyoke, Massachusetts



*Appropriations Budget for the Fiscal Year
July 1, 2012 - June 30, 2013*

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City of Holyoke, Massachusetts

☞ ORDERED THAT THE FOLLOWING AMOUNTS BE AND THEY ARE HEREBY APPROPRIATED FOR THE FISCAL YEAR DATING FROM JULY 1, 2012 THROUGH JUNE 30, 2013 TO BE EXPENDED BY THE DEPARTMENTS DESIGNATED FOR THE PURPOSE SPECIFIED, SUBSTANTIALLY IN ACCORDANCE WITH THE ESTIMATE SHEETS AS FILED, AND FOR NO OTHER PURPOSE:

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	TOTAL BUDGET
<i>GENERAL FUND (Fund 0010)</i>						
1	City Council	112	159,000	4,000		\$163,000
2	Mayor	121	213,292	10,900		\$224,192
3	City Auditor	135	206,269	55,175		\$261,444
4	Procurement	138	132,623	55,600		\$188,223
5	Assessors	141	176,750	98,925		\$275,675
6	City Treasurer	145	198,766	143,600		\$342,366
7	Tax Collector	146	158,509	53,600		\$212,109
8	City Solicitor	151	313,952	94,750		\$408,702
9	Personnel Administration	152	117,473	15,700		\$133,173
10	Computer	155		547,500		\$547,500
11	Admin. Assistant to City Council	157	114,383	12,900		\$127,283
12 - 13	City Clerk & Elections	161&162	222,249	78,600		\$300,849
14	Registrar of Voters	163	81,782	16,300		\$98,082
15	License Commission	165	2,800	700		\$3,500
16	Conservation Commission	171	55,070	10,275		\$65,345
17	City Planning	175	135,803	27,450		\$163,253
18	Board of Appeals	176		400		\$400
19	Office of Economic & Industrial Dev.	182	102,049	7,165		\$109,214
20 - 21	Police Department	210	10,950,412	779,800		\$11,730,212
22 - 23	Fire Department	220	8,351,701	447,200		\$8,798,901
24	Building Codes & Inspections	240	223,886	63,700		\$287,586
25	Weights & Measures	244	14,239	794		\$15,033
26	Emergency Management	291		15,000		\$15,000
27	Forestry	294	56,354	43,350		\$99,704
28	Public Safety	299	675	50		\$725
29	School Department	300	64,217,285			\$64,217,285
30 - 36	Engineer & Public Works	410-430	2,161,516	2,414,800		\$4,576,316
37 - 38	Municipal Parking Facilities	480	36,523	189,100		\$225,623
39	Board of Health	510	426,869	165,784		\$592,653

PAGE NO.	DEPARTMENT NAME	DEPT. NO.	PERSONAL SERVICES	EXPENSES	CAPITAL OUTLAY & DEBT	TOTAL BUDGET
<i>GENERAL FUND (Fund 0010) (cont'd)</i>						
40	Council on Aging	541	404,089	88,600		\$492,689
41	Veterans Benefits	543	108,989	161,800		\$270,789
42	Public Library	610	478,652	50,000		\$528,652
43	Recreation	630	201,520	52,550		\$254,070
44	Holyoke Creative Arts Center	632		42,000		\$42,000
45	Parks	650	288,629	167,500		\$456,129
46	Historical Commission	691	114,314	52,658		\$166,972
47	War Memorial Commission	693	69,100	74,400		\$143,500
48	Exhibit Hall Commission	694		65,500		\$65,500
49	Debt Service (Long Term P & I)	710			4,138,513	\$4,138,513
49	Debt Service (Short Term P & I)	752			150,000	\$150,000
50&60	Retirement (City Share)	911		11,313,416		\$11,313,416
50	Workers' Compensation	912		320,000		\$320,000
50	Unemployment Compensation	913		420,000		\$420,000
50	Health Insurance	914		9,070,000		\$9,070,000
50	Life Insurance	915		85,000		\$85,000
50	Medicare	916		1,050,000		\$1,050,000
50	Police & Fire Indemnification	919		220,000		\$220,000
50	Out-of-State Travel	920		6,000		\$6,000
50	City Liability & Damage Insurances	940		430,000		\$430,000
50	Claims, Damages & Judgements	941		240,000		\$240,000
50	I.R.P. Leave Buybacks	942		130,000		\$130,000
50	Transfers to Other Funds	---				\$0
TOTAL GENERAL FUND			\$90,495,523	\$29,392,542	\$4,288,513	\$124,176,578
<i>WASTE WATER TREATMENT PLANT (Fund 6000)</i>						
51	Administration & Operations	440	157,354	6,931,350		\$7,088,704
52	Debt Service	440			1,770,941	\$1,770,941
TOTAL WWTP			\$157,354	\$6,931,350	\$1,770,941	\$8,859,645
<i>WATER DEPARTMENT (Fund 6100)</i>						
53	General Plant		789,783	1,555,461	39,805	\$2,385,049
	Debt Service				1,992,271	\$1,992,271
	Transmission & Distribution Plant		472,989	318,000		\$790,989
	Source of Supply Plant		158,698	148,000		\$306,698
	Pumping Plant			170,500		\$170,500
59	Treatment Plant		200,690	407,000		\$607,690
TOTAL WATER WORKS			\$1,622,160	\$2,598,961	\$2,032,076	\$6,253,197

GAS & ELECTRIC DEPARTMENT (Fund 6200)

Income:

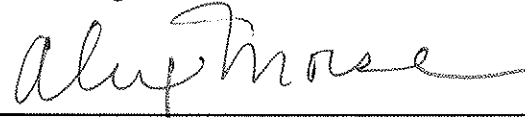
Sales of Gas - Private Customers	\$22,498,335
Sales of Electricity - Private Customers	42,367,938
Sales of Steam, Sundries, Telecom & Hydro	1,549,716
Sales of Gas - Municipal Buildings	825,091
Sales of Electricity - Municipal Buildings	2,846,161
Sales of Telecom - Municipal Buildings	222,842
Sales of Electricity - Street Lights	355,000
TOTAL INCOME	\$70,665,083

Expenses:

Operation, Maintenance & Repairs	\$61,741,973
Depreciation	5,158,501
Interest on Long-Term Debt	1,856,161
Principal on Long-Term Debt	1,090,000
TOTAL EXPENSES	\$69,846,635

TO THE HONORABLE MEMBERS OF THE HOLYOKE CITY COUNCIL:

I am herewith submitting, for your approval, budgets for the General Fund, Waste Water Treatment Plant, Water Works, and Gas & Electric Department for the fiscal year July 1, 2012 through June 30, 2013.



Alex B. Morse, Mayor
City of Holyoke, Massachusetts



Adopted June 19, 2012.



Fiscal Year 2013 Annual Budget Estimate

CITY COUNCIL

Fund No.: 0010
 Department No.: 112

Classification	Object Code	O R C D S ± Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
						No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES										
City Councilors	51201	X	141,000	70,500	151,000	15	Ordinance	151,000	151,000	151,000
Clerk of City Council	51203	X	4,000	2,000	4,000	1	Ordinance	4,000	4,000	4,000
Stenographer	51204	X					Ordinance		4,000	4,000
TOTAL PERSONAL SERVICES			145,000	72,500	155,000			155,000	159,000	159,000
EXPENSES										
Professional Services	53010				2,500			2,500	2,000	2,000
Postage	53420				500			500		
Advertising	53430		2,452		1,500			2,000	1,500	1,500
Office & Professional Supplies	54200				500			500	500	500
TOTAL EXPENSES			2,452		5,000			5,500	4,000	4,000
TOTAL DEPARTMENTAL EXPENDITURES			147,452	72,500	160,000			160,500	163,000	163,000

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 121

OFFICE OF THE MAYOR

Classification	Object Code	O D ‡	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
Mayor	51101	X		85,000	41,034	85,000	1	Ordinance	85,000	85,000	85,000
Executive Assistant to Mayor	51102	X		40,764	19,679	40,764	1	PR 14	40,764	40,764	40,764
Aide to Mayor	51103	X		81,528	39,358	81,528	2	PR 14	81,528	81,528	81,528
Extra Clerical	51250			7,988	3,482	6,000		MISC	6,000	8,000	6,000
Longevity	51400			675	675	675					
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				215,955	104,228	213,967			213,292	215,292	213,292
EXPENSES											
Contracted Services	53009			629	19,491	19,492					
Postage	53420			18		35					
Office & Professional Supplies	54200			1,073	723	1,024			1,000	1,000	1,000
In-state Travel	57100			2,398	173	2,000			2,000	3,000	2,000
Dues & Subscriptions	57300			6,797	6,628	7,000			7,000	10,000	7,000
Public/Dignitary Receptions	57800			808	500	900			900	900	900
TOTAL EXPENSES				11,723	27,515	30,451			10,900	14,900	10,900
TOTAL DEPARTMENTAL EXPENDITURES				227,678	131,743	244,418			224,192	230,192	224,192

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 135

OFFICE OF CITY AUDITOR

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
City Auditor	51101	X	X	78,623	37,956	78,623	1	DH 23	78,623	78,623	78,623
Assistant City Auditor	51102	X		49,393	23,845	49,393	1	PR 18	49,393	49,393	49,393
Head Administrative Clerk	51105	X		74,939	36,178	74,940	2	S 22	74,653	74,653	74,653
Longevity	51400			3,225	200	3,800			3,600	3,600	3,600
Settlement/Signing Bonus	51450				1,200	1,200					
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				206,180	99,379	207,956			206,269	206,269	206,269
EXPENSES											
Repair & Maintenance - Office Equipment	52400			180	180	250			225	225	225
Professional Accounting & Auditing	53010			71,001	60,000	110,600			52,000	52,000	52,000
Print/Bind/Microfilm	53030			382	25	450			450	450	450
Education & Training	53190					600			700	200	200
Postage	53420					100			100	100	100
Office & Professional Supplies	54200			2,747	1,133	2,000			3,000	2,000	2,000
In-state Travel	57100					100			100	100	100
Dues & Subscriptions	57300			90	90	100			100	100	100
TOTAL EXPENSES				74,400	61,428	114,200			56,675	55,175	55,175
TOTAL DEPARTMENTAL EXPENDITURES				280,580	160,807	322,156			262,944	261,444	261,444

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

DEPARTMENT OF PROCUREMENT

Fund No.: 0010
 Department No.: 138

Classification	Object Code	O R D S ± Δ	C \$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council	
						No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013			
PERSONAL SERVICES											
Chief Procurement Officer	51101	X		55,263	28,311	58,644	1	DH 17	58,644	58,644	58,644
Inventory Control Coordinator	51103	X		36,615	17,676	36,616	1	S 20	36,475	36,475	36,475
Head Clerk	51104	X		34,837	16,818	34,838	1	S 17	34,704	34,704	34,704
Longevity	51400			2,600	1,300	3,000			2,800	2,800	2,800
Settlement/Signing Bonus	51450				1,200	1,200					
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				129,315	65,305	134,298			132,623	132,623	132,623
EXPENSES											
Repair & Maintenance - Telephone Equipment	52430			1,415	6,605	7,734			7,000	5,000	5,000
Print/Bind/Microfilm	53030			3,425		500			1,000	500	500
Telephone Usage Charges	53410			35,299	15,070	54,727			45,000	45,000	45,000
Postage	53420			1,000	333	6,000			2,000	1,000	1,000
Advertising	53430			1,712	701	3,746			2,000	2,000	2,000
Office & Professional Supplies	54200			2,019	126	622			600	600	600
Central Copier	54210			2,657	1,520	1,539			1,500	1,500	1,500
In-state Travel	57100			5							
TOTAL EXPENSES				47,532	24,355	74,868			59,100	55,600	55,600
TOTAL DEPARTMENTAL EXPENDITURES				176,847	89,660	209,166			191,723	188,223	188,223

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 141

OFFICE OF ASSESSMENT

Classification	Object Code	O ±	R Δ	C Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
								No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES												
Assessor	51101	X			49,056	24,629	51,017	1	DH 16	51,017	51,017	51,017
Assistant Assessor **	51102	X	X		31,896	8,535	17,825	1	S 32	30,117	30,117	30,117
Principal Clerk/Typist	51103		X		31,894	15,397	31,894	1	S 11	31,772	31,772	31,772
Chief Assessor/Appraiser	51105	X			58,223	29,445	60,994	1	DH 21	60,994	60,994	60,994
Longevity	51400				850		850			850	850	850
Settlement/Signing Bonus	51450					600	600					
Vacation Buyback	51500											
Sick Leave Buyback	51510											
Non-Contributory Pensions	51770				25,609	12,573	25,608			25,998		
Certification Stipend	51910				2,000	965	2,000	2		2,000	2,000	2,000
TOTAL PERSONAL SERVICES					199,528	92,144	190,788			202,748	176,750	176,750
EXPENSES												
Repair & Maintenance - Office Equipment	52400				300		300			300	100	100
Contracted Clerical Services	53009						2,000			2,000	1,000	1,000
Professional Assessment Services	53010				26,525		25,000			205,000	65,000	65,000
Parcel Mapping Services	53020				9,250	3,000	10,000			10,000	10,000	10,000
Print/Bind/Microfilm	53030				1,014		500			1,000	500	500
Assessment Update	53090				17,270	8,900	20,000			20,000	17,000	17,000
Education & Training	53190				1,709	68	1,800			1,800	900	900
Postage	53420				974		1,280			1,500	1,000	1,000
Advertising	53430				56		400			200	200	200
Office & Professional Supplies	54200				2,863	842	2,026			3,000	2,000	2,000
In-state Travel	57100				993	872	2,000			2,000	1,000	1,000
Dues & Subscriptions	57300				210	190	245			225	225	225
TOTAL EXPENSES					61,164	13,872	65,551			247,025	98,925	98,925
TOTAL DEPARTMENTAL EXPENDITURES					260,692	106,016	256,339			449,773	275,675	275,675

REMARKS:

** - One (1) Early Retirement Incentive position. Mayor is proposing part-time funding in FY2012 and FY2013.

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 145

OFFICE OF CITY TREASURER

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
City Treasurer	51101	X		66,682	32,191	66,682	1	Ordinance	66,682	66,682	66,682
Assistant Treasurer	51102	X		41,958	22,683	47,633	1	PR 19	49,369	49,369	49,369
Deputy Treasurer	51103	X		35,423	17,101	35,424	1	S 18	35,288	35,288	35,288
Principal Clerk	51104	X		9,409							
Head Administrative Clerk	51107	X		25,698	16,525	37,166	2	S 22	72,606	37,327	37,327
Extra Clerical Help	51250			8,068	2,535	10,000			10,000	10,000	10,000
Overtime	51300			480	50	100			100	100	100
Longevity	51400			600							
Settlement/Signing Bonus	51450				600	600					
Vacation Buyback	51500			556							
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				188,874	91,685	197,605			234,045	198,766	198,766
EXPENSES											
Repair & Maintenance - Office Equipment	52400			7,654	2,963	7,000			7,000	4,000	4,000
Professional Services	53010			22,315	11,375	25,700			20,000	15,000	15,000
Print/Bind/Microfilm	53030			7,054	445	6,000			5,000	5,000	5,000
Borrowing Certification	53040			-54,567	68,887	79,800			12,000	12,000	12,000
Land Court Expenses	53050			4,968	22,665	84,900			50,000	50,000	50,000
Banking Services	53060			9,523	2,301	57,359			30,000	30,000	30,000
Education & Training	53190			350	145	500			1,000	500	500
Postage	53420			13,744	2,111	8,000			14,000	8,000	8,000
Advertising	53430			17,578	-2,117	10,000			10,000	10,000	10,000
Office & Professional Supplies	54200			19,479	2,626	6,236			3,000	2,500	2,500
Data Processing - Payroll	55820			1,704		1,000			1,000	1,000	1,000
Tax Liability/Penalties/Interest	56000			70,840	4,736	4,736			5,000	2,000	2,000
In-state Travel	57100			166	214	250			500	250	250
Dues & Subscriptions	57300			120	180	250			420	250	250
Surety Bond	57400			3,100		3,100			3,100	3,100	3,100
TOTAL EXPENSES				124,028	116,531	294,831			162,020	143,600	143,600
TOTAL DEPARTMENTAL EXPENDITURES				312,902	208,216	492,436			396,065	342,366	342,366

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 146

OFFICE OF TAX COLLECTOR

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
Tax Collector	51101	X		61,626	29,579	61,270	1	DH 20	61,270	61,270	61,270
Deputy Tax Collector	51102	X		38,443	18,559	38,444	1	S 24	38,296	38,296	38,296
Head Clerk **	51103	X		23,794	6,685	14,591	1	S 17	24,600	24,600	24,600
Collections Clerk	51104	X		32,080	15,597	32,515	1	S 14	32,843	32,843	32,843
Longevity	51400			2,675	100	1,600			1,500	1,500	1,500
Settlement/Signing Bonus	51450				1,200	1,200					
Vacation Buyback	51500			3,808							
Sick Leave Buyback	51510			5,000							
Certification Stipend	51910			705							
TOTAL PERSONAL SERVICES				168,131	71,720	149,620			158,509	158,509	158,509
EXPENSES											
Repair & Maintenance - Office Equipment	52400			495		500			500	500	500
Postal Equipment Rental	52700			499	333	800			800	800	800
Tax Title Certification	53010			7,350	3,750	5,600			6,000	6,000	6,000
Banking Services	53060				20	20					
Motor Vehicle Excise Tax Bills	53070					2,100			5,000	2,500	2,500
Real Estate & Personal Property Tax Bills	53080			2,016	3,975	7,500			7,000	5,500	5,500
Other Contracted Services	53100			6,075	1,616	5,380			5,000	5,000	5,000
Education & Training	53190			445	120	500			500	500	500
Telephone/Fax Usage Charges	53410			400		400			400		
Postage	53420			15,167	11,000	19,000			24,000	24,000	24,000
Advertising	53430			4,159	2,993	6,000			6,000	4,000	4,000
Office & Professional Supplies	54200			5,770	1,825	4,033			4,000	4,000	4,000
In-state Travel	57100			459		1,200			1,200	500	500
Dues & Subscriptions	57300			282		300			300	300	300
TOTAL EXPENSES				43,117	25,632	53,333			60,700	53,600	53,600
TOTAL DEPARTMENTAL EXPENDITURES				211,248	97,352	202,953			219,209	212,109	212,109

REMARKS:

** - One (1) Early Retirement Incentive position. Mayor is proposing part-time funding in FY2012 and FY2013.

± Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 151

OFFICE OF CITY SOLICITOR

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2011	\$ Expended thru 12/31/2011	\$ Budgeted* thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
City Solicitor	51101	X		72,000	36,604	75,823	1	DH 24	70,000	70,000	70,000
Staff Attorney	51103	X		99,569	52,465	108,677	2	DH 21	108,677	108,677	108,677
Clerk Typist	51104	X		28,024	13,588	28,628	1	PR 1	28,513		
Principal Clerk	51105	X						PR 3		31,044	31,044
2nd Assistant Solicitor	51106	X		60,207	29,579	61,270	1	DH 20	61,270	61,270	61,270
Part-time Paralegal	51107	X		32,777	10,469	17,646	1	PR 14	19,728		
Paralegal	51108	X			5,049	26,700	1	PR 14	40,461	40,461	40,461
M.G.L. Ch.148A Hearing Officer	51204			2,500	1,207	2,500	1	M.G.L.	2,500	2,500	2,500
Longevity	51400			600	600	600					
Vacation Buyback	51500			223							
Sick Leave Buyback	51510			2,926							
TOTAL PERSONAL SERVICES				298,826	149,561	321,844			331,149	313,952	313,952
EXPENSES											
Repair & Maintenance - Office Equipment	52400			320							
Professional Services - Special Counsel	53010			199,702	29,597	151,102			150,000	150,000	60,000
Education & Training	53190			15	479	1,000			1,000	1,000	1,000
Postage	53420			700	132	500			750	750	750
Advertising	53430			567					500	500	500
Office & Professional Supplies	54200			8,035	2,276	3,000			5,000	5,000	5,000
In-state Travel	57100			1,478	485	1,000			1,500	1,500	1,500
Dues & Subscriptions	57300			7,423	1,549	12,291			12,000	12,000	12,000
Litigation	57600			3,943	875	4,050			4,000	4,000	4,000
Arbitration	57601			4,445		5,000			5,000	5,000	5,000
Sales & Foreclosures	57602			3,371	348	5,000			5,000	5,000	5,000
TOTAL EXPENSES				229,999	35,741	182,943			184,750	184,750	94,750
TOTAL DEPARTMENTAL EXPENDITURES				528,825	185,302	504,787			515,899	498,702	408,702

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 152

OFFICE OF PERSONNEL ADMINISTRATION

Classification	Object Code	O D ‡	C S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
Personnel Administrator	51101	X		60,600	29,255	60,600	1	DH 20	60,600	60,600	60,600
Personnel Assistant	51102		X	46,557	22,761	47,148	1	PR 17	47,148	47,148	47,148
Labor Services Director	51201	X	X	1,064	507	1,050	1	Ordinance	1,050	1,050	1,050
Extra Clerical	51250	X						MISC		8,000	8,000
Longevity	51400			1,200	675	1,275			675	675	675
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				109,421	53,198	110,073			109,473	117,473	117,473
EXPENSES											
Repair & Maintenance - Office Equipment	52400			99	118	501			300	300	300
Professional Services-Employee Training Prog.	53010					3,000			3,000		
Professional Services-Employee Assistance Prog	53011			16,485	7,065	12,000			16,000	12,000	12,000
Print/Bind/Microfilm	53030			195	135	300			300	300	300
Education & Training	53190					300			300	300	300
Postage	53420			780		500			500	500	500
Advertising	53430					100			100	100	100
Office & Professional Supplies	54200			1,247	2,105	2,612			1,900	1,900	1,900
Due & Subscriptions	57300			444	275	275			300	300	300
TOTAL EXPENSES				19,250	9,698	19,588			22,700	15,700	15,700
TOTAL DEPARTMENTAL EXPENDITURES				128,671	62,896	129,661			132,173	133,173	133,173

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 155

COMPUTER SYSTEM ADMINISTRATION

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
Software Implementation Manager	51104	X		55,689	27,198	57,010		PR 24			
TOTAL PERSONAL SERVICES				55,689	27,198	57,010					
EXPENSES											
Computer Consulting Services	53010			180,000	75,000	190,000			200,000	210,000	210,000
Police & Fire Network Administration	53020			85,000	40,857	85,000			85,000	85,000	85,000
Software License/Usage Fees	53100			65,807	99,964	248,785			134,500	134,500	134,500
Systems Hardware/Software Maintenance	53180			142,178	15,410	119,613			125,000	118,000	118,000
TOTAL EXPENSES				472,985	231,231	643,398			544,500	547,500	547,500
TOTAL DEPARTMENTAL EXPENDITURES				528,674	258,429	700,408			544,500	547,500	547,500

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 157

**OFFICE OF ADMINISTRATIVE ASSISTANT
 TO THE CITY COUNCIL**

Classification	Object Code	O R D ±	C S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested		\$ 7/1/2012 thru 6/30/2013	\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate			
PERSONAL SERVICES											
Administrative Assistant to the City Council	51101	X		46,549	22,472	46,549	1	DH 14	46,549	46,549	46,549
Senior Building Custodian	51102	X		33,692	16,265	33,693	1	C 13	33,564	33,564	
Building Custodian	51103	X		27,088	30,512	63,713	2	C 11	64,309	64,309	64,309
Temporary/Seasonal	51201			34,045				MISC			
Overtime	51300			2,772	1,102	1,650			2,000	2,000	2,000
Longevity	51400			1,850	1,100	2,050			1,950	1,000	1,000
Settlement/Signing Bonus	51450				600	600					
Vacation Buyback	51500										
Sick Leave Buyback	51510										
Clothing Allowance	51830			175	525	525			525	525	525
Auto Allowance	51850			400	200	400			400		
TOTAL PERSONAL SERVICES				146,571	72,776	149,180			149,297	147,947	114,383
EXPENSES											
Contracted Custodial Services	53010			7,671	7,860	12,000			12,000	10,000	10,000
Postage	53420			440		500			500	500	500
Office & Professional Supplies	54200			387	40	500			500	500	500
Supplies - Other	54220			1,755	260	1,548			1,500	1,500	1,500
In-state Travel	57100									400	400
TOTAL EXPENSES				10,253	8,160	14,548			14,500	12,900	12,900
TOTAL DEPARTMENTAL EXPENDITURES				156,824	80,936	163,728			163,797	160,847	127,283

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 161

OFFICE OF CITY CLERK

Classification	Object Code	O D ±	R S Δ	C Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
								No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES												
City Clerk	51101	X			71,832	34,677	71,832	1	Ordinance	71,832	71,832	71,832
Assistant City Clerk	51102	X			41,650	20,107	41,650	1	PR 15	41,650	41,650	41,650
Principal Clerk	51103		X		5,683	14,614	30,889	1	S 11	30,769	30,769	30,769
2nd Assistant City Clerk	51105		X		39,951	18,932	39,540	1	S 29	40,084	40,084	40,084
Head Clerk	51106		X		32,395	16,309	34,046	1	S 17	34,439	34,439	34,439
Part-time Principal Clerk	51201		X		17,013				S 11			
Temporary/Seasonal Help	51240				1,835				MISC			
Overtime	51300				3,644	2,772	3,000			3,000		
Longevity	51400				3,375	1,475	3,425			3,475	3,475	3,475
Settlement/Signing Bonus	51450					900	1,500					
Vacation Buyback	51500				4,669							
Sick Leave Buyback	51510				5,000							
TOTAL PERSONAL SERVICES					227,047	109,786	225,882			225,249	222,249	222,249
EXPENSES												
Repair & Maintenance - Office Equipment	52400				1,679	1,595	2,400			2,500	2,000	2,000
Equipment/Building Rentals	52700				1,576	805	1,700			1,700	1,700	1,700
Professional Services	53010					1,815	3,000					
Ordinance Codification	53020				5,863	4,461	11,035			4,000	4,000	4,000
Print/Bind/Microfilm	53030				2,163	16,668	35,500			15,000	3,000	3,000
Education & Training	53190				45		100			100	100	100
Postage	53420				3,500		4,000			5,000	4,000	4,000
Advertising	53430				726		250			250	250	250
Office & Professional Supplies	54200				7,094	1,639	3,500			3,500	3,500	3,500
In-state Travel	57100				484		600			600	600	600
Dues & Subscriptions	57300				100	150	400			400	400	400
Surety Bond	57400											
TOTAL EXPENSES					23,230	27,133	62,485			33,050	19,550	19,550
TOTAL DEPARTMENTAL EXPENDITURES					250,277	136,919	288,367			258,299	241,799	241,799

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 163

OFFICE OF REGISTRAR OF VOTERS

Classification	Object Code	O D ±	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested			\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate	\$ 7/1/2012 thru 6/30/2013		
PERSONAL SERVICES											
Head Administrative Clerk	51102		X	30,791	-507				S 22		
Assistant Registrar of Voters	51103		X		19,820	40,240	1		S 29	40,461	40,461
Senior Elections Clerk	51105		X	32,432	16,281	33,725	1		S 15	33,596	33,596
Board of Registrars - Commissioners	51201	X		3,675	1,774	3,675	3		Ordinance	3,675	3,675
Temporary/Seasonal	51250			2,639		2,000				2,000	
Overtime	51300			1,988	1,855	2,500				2,500	2,500
Longevity	51400			1,350	975	1,750				1,550	1,550
Settlement/Signing Bonus	51450				1,200	1,200					
Vacation Buyback	51500										
Sick Leave Buyback	51510										
TOTAL PERSONAL SERVICES				72,875	41,398	85,090				83,782	81,782
EXPENSES											
Repair & Maintenance-Office Equipment	52400			1,715	500	500				500	500
Census	53020			1,721		3,000				3,500	3,000
Print/Bind/Microfilm	53030			2,065	1,852	5,686				4,000	4,000
Election Recount	53040					500				500	
Education & Training	53190			50		100				100	100
Postage	53420			8,000	190	7,000				8,000	7,000
Office & Professional Supplies	54200			2,979	387	2,036				2,500	1,000
In-state Travel	57100			800		800				800	500
Dues & Subscriptions	57300					200				200	200
TOTAL EXPENSES				17,330	2,929	19,822				20,100	16,300
TOTAL DEPARTMENTAL EXPENDITURES				90,205	44,327	104,912				103,882	98,082

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.

*Appropriations+carryovers as of 12/31.

City of Holyoke

Fiscal Year 2013 Annual Budget Estimate

Fund No.: 0010
 Department No.: 165

LICENSE COMMISSION

Classification	Object Code	O D ‡	R S Δ	\$ Expended Fiscal 2011	\$ Expended 7/1/2011 thru 12/31/2011	\$ Budgeted* 7/1/2011 thru 6/30/2012	Requested		\$ 7/1/2012 thru 6/30/2013	\$ Proposed by Mayor	\$ Voted by City Council
							No. of Emp.	Classification or Rate			
PERSONAL SERVICES											
Board Commissioners	51201	X		2,650	1,400	2,800	3	Ordinance	2,800	2,800	2,800
TOTAL PERSONAL SERVICES				2,650	1,400	2,800			2,800	2,800	2,800
EXPENSES											
Print/Bind/Microfilm	53030										
Education & Training	53190										
Postage	53420					500			1,500	500	500
Advertising	53430			102							
Office & Professional Supplies	54200			166		200			1,000	200	200
TOTAL EXPENSES				268		700			2,500	700	700
TOTAL DEPARTMENTAL EXPENDITURES				2,918	1,400	3,500			5,300	3,500	3,500

REMARKS:

‡ Ordinance position.
 Δ Civil Service position.
 *Appropriations+carryovers as of 12/31.